

Webster Public Schools: Webster, MA 01570

Meeting of the  
Webster School Committee

School Committee Meeting Room  
Filmer School

**Mission Statement**

***Our mission is to provide a quality education  
and a safe learning environment for all students  
and to empower them to succeed as responsible,  
productive citizens in an ever-changing global society***

**Tuesday, May 14, 2013: 7:00 PM**

- |       |   |         |
|-------|---|---------|
| I.    | Call to Order: Reorganization of Committee  | 7:00 PM |
| II.   | Approval of April 23, 2013 Minutes:   | 7:05 PM |
| III.  | Superintendent's Report:  | 7:10 PM |
|       | A. Assistant to the Superintendent For Business' Report                           |         |
|       | 1. School Building Committee update   |         |
|       | 2. Business Office Request to Transfer/Close Out Fiscal Year                      |         |
|       | B. Principal Report, Carrie Wallace, Park Avenue Elementary                       |         |
|       | C. District Wide Reports / Correspondence   |         |
|       | 1. RETELL Update  |         |
| IV.   | Student Update: Ashton Morio  | 7:30 PM |
| V.    | Old Business:   | 7:25 PM |
|       | A. Vote on School Choice  |         |
|       | B. Report on BHS trip to Spain, April 2013 – Melinda Doherty                      |         |
| VI.   | New Business:   | 7:50 PM |
|       | A. Presentation of Net-Metering Credit Purchase and Sale Agreement                |         |
|       | B. Approval of Academic Dean of Students Job Description                          |         |
|       | C. Approval of WEA Memorandum of Agreement Accepting New Position                 |         |
|       | D. Acceptance of donation from Terminex International                             |         |
|       | E. Approval of School Lunch Procedure for Grades 7 and 8                          |         |
|       | F. Central Massachusetts Special Education Council 3 <sup>rd</sup> Quarter Report |         |
|       | G. Appointment of School Committee Representative to CMSEC Board                  |         |
|       | H. Appointment of School Committee Representative to SWCEC Board                  |         |
|       | I. Designation of email Record Keeper   |         |
|       | J. Designation of Legislative Representative                                      |         |
| VII   | Review / Transfer / Signing of Bills, Payroll and Vouchers:                       | 9:00 PM |
| VIII. | Adjournment:  | 9:10 PM |

**RECEIVED**

MAY 8 2013

*Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by the law.*

**TOWN CLERK'S OFFICE**

The Webster Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation or disability.

## SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the Webster School Committee, at its first regular meeting following the town's annual elections, will elect from its membership a chairperson, a vice-chairperson, and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of chairperson will be made from the floor. The chairperson will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairperson will preside, calling for the election of a vice-chairperson and secretary, in order. The procedure used for their election will be the same as that for electing the chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

## SCHOOL COMMITTEE OFFICERS

### Duties of the Chairperson

The Chairperson of the Webster School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee
2. Consult with the Superintendent in the planning of the Committee's agendas
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings
4. Appoint subcommittees, subject to Committee approval
5. Call special meetings of the Committee as found necessary
6. Be public spokesman for the Committee at all times except as this responsibility is specifically delegated to others
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chairperson will:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Committee in its proper order
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if this is not clear to members
6. Restrict discussion to the question when a motion is before the Committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The Vice-Chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Secretary

The secretary will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

LEGAL REFS.: M.G.L. 71:36

WEBSTER PUBLIC SCHOOLS  
WEBSTER SCHOOL COMMITTEE  
OPEN SESSION MINUTES (M.G.L. C.39) OF Tuesday, April 23, 2013

Date: April 23, 2013                      Time: 6:45 PM                      Location: School Committee Meeting Room

The meeting was called to order by

- o Chairman Makara

The following Committee Members were present:

- o Member Czechowski
- o Member Gorski-Strong
- o Member McNulty

The following Committee Members were absent:

- o Member Collins

The following Committee Members participated via Remote Participation

Call to Order    Motion: Move into executive session according to MGL, Chapter 39, S23b to consider strategy with respect to collective bargaining to return to Public Session

The motion was made by            Member McNulty  
The motion was seconded by      Member Gorski-Strong

The following roll call vote was taken:

  4   members having voted in the affirmative  
  \_\_   members having voted in the negative  
  \_\_   members having abstained

The motion:      X   Passed  
                         Failed

Motion: Move to return to Public Session at 7:05 PM

The motion was made by            Member McNulty  
The motion was seconded by      Member Gorski-Strong

The following roll call vote was taken:

  4   members having voted in the affirmative  
  \_\_   members having voted in the negative  
  \_\_   members having abstained

The motion:      X   Passed  
                         Failed

Move to approve the meeting minutes of April 9, 2013 with a correction on page 3, third paragraph "fail to fair"

The motion was made by Member Gorski-Strong  
The motion was seconded by Member Czechowski

The following roll call vote was taken:

4 members having voted in the affirmative  
   members having voted in the negative  
   members having abstained

The motion:   X   passed  
       Failed

The Assistant to the Superintendent for Business, Mr. Ted Avlas updated the committee on

(1) Update of School Building Project –

- 90% of the documents have been submitted to the MSBA
- Cost estimates have been approved and come in under budget
- Prequalification Committee has notified all contractors and subcontractors of requirements
- Four general contracts have been prequalified
- General Contractor bids are due May 23, 2013
- Modular classroom contracts have been signed
- Next School Building Committee meeting has not been set
- Will be scheduling a staff and neighbor meeting to update them on the summer plans and the start of school process
- A vote was taken to enter into the bidding phase

The Principal Report - Jennifer Lundwall, Webster Middle School

- Month of March was very busy:
  - \*5<sup>th</sup> and 6<sup>th</sup> grade musical "Are we there yet" was performed
  - \*MCAS Testing
  - \*6<sup>th</sup> grade annual waltz was successful
  - \*Harlem Rockets was an unbelievable evening with an incredible turnout
  - \*3<sup>rd</sup> and 4<sup>th</sup> grade attended the New Haven Symphony
  - \*3<sup>rd</sup> grade went to Mechanics Hall to see Charlottes Web. Teacher, Jill Recchia, received grants for the cost of transportation
- We have collected a selection of work form the many Data Team Collaborations
- The second edition of the school newspaper was published. This edition was done completely by the students.

District Wide Reports/Correspondence

(1) District Determined Measures

At the last school committee meeting Dr. Malkas gave an introduction for the District Determined Measures (DDM), on 4/12/2013 a memo came from DESE with a revised timeline. Deadlines have been moved up by one year. This will allow the district more time to develop and impact bargain the plan for identifying and using student performance as part of the teacher evaluation process.

The Bartlett Jr. Sr. High School Newsletter was just mailed to all parents/guardians. Page 2 outlines the Spring Testing schedule. Mr. Knowlton stated that there was a meeting with all seniors encouraging them to stay strong and finish strong.

Dr. Malkas wanted to acknowledge that tomorrow is Administrative Professional Day, she would be remiss not to acknowledge the work that Lori Glennon, Executive Assistant to the Superintendent and School Committee does.

### **Public Hearing: FY2014 School Choice**

Dr. Malkas gave an overview of Webster Public School District's School Choice involvement. The District began participating in 2005, included in the packet are current and past enrollment along with the districts capacity for accepting school choice students. October 1, 2012 enrollment figures are what were used for Chapter 70 money. The trend has been significant for student's choicing out. The District has added many opportunities for our students: The PASS Program, 21<sup>st</sup> Community Learning Programs, Math & Science Innitive to name a few. A vote must be taken to continue participation in the School Choice program and the numbers of adopted capacity. If the School Committee does not approve participation in school choice, then Webster Public Schools would not be able to accept school choice students, but resident students can still elect to school choice out of the district.

Member Gorski-Strong asked if there is any communication with families that elect to send their student to another district (i.e. interview them to see why they are making this decision). Dr. Malkas said that is currently done, but students that are entering kindergarten we never even get a chance to meet the families and families that elect to go to another district only need to go to the other district to sign the necessary papers, at that point it' too late for conversations. Mr. Knowlton and the staff at BHS recently held a successful open out showcasing all that is being offered.

### **Student Representative to the School Committee Ashton Morio**

Not available this evening

### **Old Business**

#### **A. Vote on FY14 School budget**

Dr. Malkas explained that the budget process began basing the figures on the Governors Budget; since then the House Ways and Means has released their figures. This is not a level service budget, further reductions must be made. The District Learning Team has met many times in an attempt to work out a new budget, trying to protect class size and propose cuts that would have the least impact on instructional core.

Mr. Avlas presented an updated line item budget (included in packet) The original budget was \$17,227,205 (5.6% increase); cuts have been made bringing the current budget to \$16,905,150 (3.2% increase). Handouts itemized the most recent cuts. The Town Administrator has worked closely with the school and is in agreement. The House Budget will be release April 30, 2013.

Member Gorski-Strong commented that the 3.4% increase is entirely in contractual items that we have no control over, it does not allow for any instructional increases.

Mr. McNulty commends the leadership team, stating that it stings seeing theses cuts. After many years we finally identified some of the problems, but we are unable to fund them. He asked Mr. Avlas and Dr. Malkas if they have a list prioritizing items to restore if the budget increases. Dr. Malkas replied that we have not had an opportunity since yesterday when the District Learning Team spent over two hours working on the current budget to present this evening.

Motion: Move to accept the budget as presented, if extra money comes decisions can be made at that time

The motion was made by Member Czechowski  
The motion was seconded by Member McNulty

The following roll call vote was taken:

2 members having voted in the affirmative  
2 members having voted in the negative  
   members having abstained

The motion:   X   passed  
       Failed

### New Business

#### A. Southern Worcester County Educational Collaborative 3<sup>rd</sup> Quarter Report

Dr. Malkas stated that due to the changes in recent regulations, School Committee's are given quarterly reports from Collaborative that they are affiliated with. An internal audit has lead to some updated infrastructure changes. An overview was given on the programs, enrollment and recent accomplishments. Currently the Grow School Program (excluded students) is over enrolled along with the Developmental Program. The Life Skills Program is under enrolled, based on projected numbers of enrollment. The highest enrollment is in the early grades with an increase in autism and other learning needs.

Motion: Move to approve the Southern Worcester County Educational Collaborative 3<sup>rd</sup> quarter budget as presented this evening:

The motion was made by Member McNulty  
The motion was seconded by Member Czechowski

The following roll call vote was taken:

4 members having voted in the affirmative  
   members having voted in the negative  
   members having abstained

The motion:   X   passed  
       Failed

Review / Transfer / Signing of Bills, Payrolls and Vouchers: Committee reviewed and signed bills and vouchers.

Motion: Move to adjourn the meeting at 8:30 PM.

The motion was made by Member McNulty  
The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

4   members having voted in the affirmative  
     members having voted in the negative  
     members having abstained

The motion:   X   passed  
     Failed

Respectfully Submitted,

Lori Glennon

Documents used during this meeting include:

- Agenda for Tuesday, April 23, 2013
- Minutes from April 9, 2013
- Dr. Malkas' notes
- DESE letter regarding District Determined Measures dated April 12, 2013
- School Choice Public Hearing Notice and supporting documents
- SWCEC 3<sup>rd</sup> Quarter Report
- FY14 Budget

*Webster Public Schools*  
*Office of Business and Finance*

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Ted Avlas  
*Asst to the Superintendent for Business*  
Email: tavlas@webster-schools.org  
Monique I. Pierangeli  
*Administrative Assistant for Business*  
Email: mpierangeli@webster-schools.org

41 East Main St  
PO Box 430  
Webster, MA 01570  
PH 508 943 0104  
FX 508 949 2364  
Mass Relay 1 800 439 0183

May 14, 2013

Mr. Michael Makara, Chairman  
Webster School Committee  
P.O. Box 430  
Webster, MA 01570

RE: Transfer of Funds

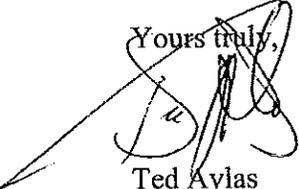
Dear Mr. Makara:

The Office of Business and Finance is seeking School Committee approval allowing the transfer of funds between multiple accounts. This will expedite the end of the year transfer procedures and enable the school department to effectively close out the FY13 school year budget.

FY2013 has been a very challenging year with the continuation of the Race to the Top Grant funding requiring final year end reporting and substantial reliance on School Choice funds. Your approval of our transfer request will help expedite that process.

Upon your request an updated list of all transfers, with a detailed explanation, will be submitted to School Committee following the closing of the FY13 budget by the Town Accountant. If any closing fiscal problems should arise, the Chairman and the Superintendent will be notified.

Yours truly,



Ted Avlas

Assistant to the Superintendent for Business

**Webster Public Schools**  
Job Description

Title: Academic Dean

Qualifications:

1. Massachusetts certification as an Assistant Principal/Principal or Supervisor/Director for a core academic area
2. Minimum of 3 years teaching experience preferred
3. Administrative or supervisory experience preferred
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Reports to: High School Principal

Performance Responsibilities:

- Assists the Principal in the overall administration of the school
- Establishes and maintains positive relationships with colleagues, students, parents, and the community
- Supervises teaching through the implementation of the educator evaluation system including goal setting and classroom observation feedback
- Provides teachers support and technical assistance for the purpose of improving instructional performance
- Acts as the supervisory evaluator for guidance staff members
- Enforces the school attendance rules and regulations with respect to the student handbook, federal and state laws, regulations, and student rights
- Assists in building the high school schedule and supervises the preparation of student schedules
- Possesses and in-depth knowledge of the Massachusetts Curriculum Frameworks, accountability data, and statewide assessments
- Coordinates the alignment of curriculum to standards and the development of standards-based course syllabi
- Possesses knowledge of data analysis for the purpose of making informed decisions regarding educational programs, professional development, and student completion plans
- Coordinates administration of statewide assessments (MCAS), academic support tutoring, and the development of Education Proficiency Plans (EPP)
- Coordinates credit recovery and academic intervention programs
- Assists the Principal in the planning of professional development days, half days, department meetings, faculty meetings, and working groups
- Acts as a member of the school council
- Performs additional duties as assigned by the Principal and/or the Assistant Principal

**Memorandum of Agreement  
Between  
The Webster Administrators Association (Unit B)  
And  
The Webster School Committee**

**This Agreement is made and entered into by and between the Webster Administrators Association ( the Association) and the Webster School Committee (the Committee). This Memorandum of Agreement amends the collective bargaining agreement which was in effect from July 1, 2011-June 30, 2014. Where said collective bargaining agreement is not amended, modified or revised by this Memorandum of Agreement, then such provisions shall remain in full force and effect for the duration of the collective bargaining agreement. Now, therefore the parties hereby agree as follows:**

ARTICLE I - RECOGNITION

- 1-1 For the purpose of collective bargaining with respect to wages, hours, other conditions of employment, the negotiation of collective bargaining agreements, and any questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent and representative of all certified administrators, including assistant principals and academic dean. Excluded from the unit are School Principals, School Business Official, Director of Curriculum and Instruction, Assistant Superintendent, and Superintendent.

ARTICLE III- ADMINISTRATOR ASSIGNMENTS /PROCEDURES

- 3-1 **Assistant Principals** are responsible for two hundred twenty (220) days annually. **The Academic Dean is responsible for 200 days.** Any Administrator who is required to work beyond the above work year will receive his or her per diem rate. Said days shall include all days when school is in session unless otherwise approved by the Superintendent. Administrators will be responsible for 5 work days before and after the teacher school year. **The Academic dean will work an additional 5 days during the summer.** Vacation days will not be charged for days on which administrators chaperone field trips, including extended field trips. Administrators will be allowed to buy back up to five (5) unused vacation days per year.

ARTICLE VI - GENERAL

- 6-5 The per diem of an Assistant Principal, for purposes of this contract, will be 1/220 of the Assistant Principal annual salary. **The per diem of the Academic Dean will be 1/200 of the Academic Dean's annual salary.**

ARTICLE VII - SICK LEAVE

- 7-1 All contract administrators shall be entitled to an allowance of full salary for eighteen (18) days per year of service in the Webster School System for absence due to personal illness or quarantine. Sick leave may be utilized for a maximum of five (5) days for illness among family members or members of the immediate household.

7-2 Sick leave may be accumulated to a maximum of one hundred eighty (180) days, with the provision that in any given year an administrator shall be entitled to use that year's allotment of eighteen (18) days before leave due to illness is charged to accumulated leave. **Accumulated sick leave earned in another unit will be carried over.**

ARTICLE IX - PERSONAL LEAVE

9-1 Administrators will be allowed **three (3) personal** leave days annually. Personal days may be used only for personal and business matters which cannot be conducted outside the normal work day and work year. Personal days will not accumulate and will not be deducted from sick pay. Personal days may not be taken the day before or the day after a school holiday or vacation, except in emergency and approved in writing by the Superintendent. Personal days may be taken as full or half day increments.

ARTICE XXI - SALARY SCHEDULE\*

21-A. Wages: *The base pay for newly hired members of Unit B shall be as follows:*

<i>Assistant Principals, High School</i>	<i>\$85,729</i>
<i>Assistant Principals, Middle School</i>	<i>\$82,014</i>
<b>Academic Dean</b>	<b>\$74,558</b>

\_\_\_\_\_  
**For the Association**

\_\_\_\_\_  
**For the School Committee**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PARK AVENUE ELEMENTARY SCHOOL  
58 PARK AVENUE  
WEBSTER, MA 01570  
TELEPHONE: 508-943-4554 FAX: 508-949-1668

CAROLYN WALLACE  
PRINCIPAL

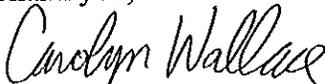
April 18, 2013

School Committee  
Webster Public Schools  
Filmer Building  
41 East Main Street  
Webster, MA. 01570

Dear School Committee Members,

Please accept this donation of \$500 from Terminex International for Park Avenue Elementary School. Mrs. Lisa Simonis and grade 2 were the recipients for the Terminex HBA prize. This grant money will help us supply students with the materials to continue their exploration of the life cycle through frogs and butterflies.

Thank you,

  
Carolyn Wallace  
Principal

**ANGELA BETH OKEON**  
**DBA ABO MARKETING & COMMUNICATIONS**  
3656 JOHNWOOD  
MEMPHIS, TN 38122

1406

DATE 5-31-12

26-2/840  
7205

PAY TO THE ORDER OF Via Summit

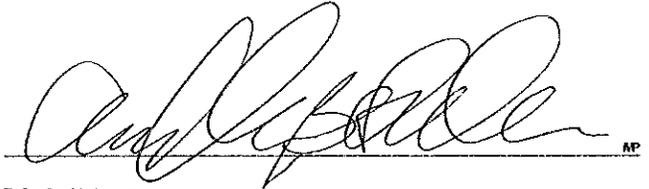
\$ \$500.<sup>00</sup>/<sub>100</sub>

Five hundred dollars + <sup>00</sup>/<sub>100</sub>

DOLLARS  Security Features Details on Back

 **FIRST TENNESSEE**  
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FOR Terminix/HBA prize



⑈001406⑈ ⑆084000026⑆ 100524488⑈

\$ given to T.A.



# BARTLETT JUNIOR SENIOR HIGH SCHOOL

52 Lake Parkway, Webster, Massachusetts 01570 • 508-943-8552 • Fax 508-949-8274

Steven C. Knowlton, M.Ed.  
*Principal*

John L. Daniel, M.Ed., C.A.G.S.  
*Assistant Principal 9-12*

Helen M. Rowlings, M.A.T.  
*Assistant Principal 7-8*

Rene T. Langevin  
*Athletic Director*

To: Dr. Barbara Malkas, Superintendent of Schools  
From: Steven C. Knowlton, Principal *SK*  
Date: April 24, 2013  
RE: School Lunches

I respectfully request that you recommend to the School Committee that we extend a lunch policy to our grade 7 & 8 students similar to what is in place at WMS. My understanding of the policy is that once a child owes the district for three (3) lunches that they will not be allowed to charge additional lunches. However, they will be offered a grilled cheese sandwich and a milk rather than going with no lunch at all.

Cc: T. Avlas  
M. Pierangeli  
P. Zalewski

APR 25 2013

Webster Public Schools: Webster, MA 01570

Meeting of the  
Webster School Committee

School Committee Meeting Room  
Filmer School

***Mission Statement***

***Our mission is to provide a quality education  
and a safe learning environment for all students  
and to empower them to succeed as responsible,  
productive citizens in an ever-changing global society***

**Tuesday, August 11, 2009: 7:00 PM**

- I. Call To Order: Approval of Minutes: 7:00 PM
- II. Superintendent's Report -- 7:05 PM
  - A. Assistant to the Superintendent For Business' Report
    - 1. Discussion of Contract for Technology Services
    - 2. Update on Boiler Work
  - B. District Wide Reports / Correspondence
- III. Old Business -- 7:30 PM
  - A. Discussion of Superintendent Evaluation
- IV. New Business -- 7:40 PM
  - A. Food Services Report
  - B. Adult Education Presentation: Terri Stone
- V. Review / Transfer / Signing of Bills, Payroll and Vouchers -- 8:20 PM
- VI. Adjournment -- 8:30 PM

The Webster Public Schools does not discriminate on the basis of  
race, color, sex, religion, national origin, sexual orientation or disability.

**RECEIVED**

AUG 07 2009

TOWN CLERK'S OFFICE

**WEBSTER PUBLIC SCHOOLS**  
**WEBSTER SCHOOL COMMITTEE**  
**OPEN SESSION MINUTES ( M.G.L. C.39) OF TUESDAY, AUGUST 11, 2009**

Date: 08/11/2009 Time: 7:00 PM Location: Filmer, School Committee Meeting Room

The meeting was called to order by Chairman Makara

The following Committee Members were present:

Member Collins  
Member Czechowski  
Member Gorski-Strong  
Member McNulty

The following Committee Member was absent: None

**Approval of Minutes**

**Motion:** Move to approve the public session meeting minutes of Tuesday, July 14, 2009.

The motion was made by Member Gorski-Strong

The motion was seconded by Member Czechowski

The following roll call vote was taken:

5 members having voted in the affirmative  
0 members having voted in the negative  
0 members having abstained

The motion   x   passed  
   failed

**The Assistant to the Superintendent for Business, Mr. Ted Avlas,** presented the following:

1. Update on Technology Bids: proposals were solicited and due on July 31<sup>st</sup>; they will be reviewed next week with a recommendation being made at the next School Committee meeting.
2. Update on natural gas conversion: the project at the high school is finished and the pipes have been laid at Park Avenue. However, the bids for the boiler work came in in excess of the amount budgeted. Mr. Avlas recommended to re-bid the project.
3. Update on summer custodial projects in the schools such as the gymnasium floor at Bartlett, the moving of the preschool to Park Avenue and the water issue at Middle School.

**Superintendent's Report:** Dr. Ciardi presented the following:

1. Update on the opening of school: the first day for teachers is August 24<sup>th</sup> and the first day for all students is August 25<sup>th</sup>. notice that the school opening times have shifted and that parents should check the school websites for updates; bus routes have been posted and are on the website; all classroom teachers have been hired except for the music teacher at Park Avenue, a teacher for the Behavior Program at the Middle School and the Instructional Coaches.
2. Notice of a free Back to School Movie Night to be held on the Bartlett track field on Saturday August 22<sup>nd</sup> at which a family friendly movie will be shown along with some food for purchase
3. Correspondence from Board of Health Agent Tom Purcell stating the expected emergence of the Swine Flu. A planning meeting will be held on August 20<sup>th</sup> with the possibility of mass vaccinations and using school sites as vaccination centers.

WEBSTER PUBLIC SCHOOLS  
WEBSTER SCHOOL COMMITTEE  
OPEN SESSION MINUTES ( M.G.L. C.39) OF TUESDAY, AUGUST 11, 2009

Old Business

Discussion of Superintendent Evaluation: A synopsis of the recent evaluation was discussed which resulted in a 4.101 rating score.

Motion: Move to approve a 5% raise for Superintendent Dr. Ciardi for FY2010 based upon his evaluation and School Committee criteria

The motion was made by \_\_\_\_\_ Member Gorski-Strong \_\_\_\_\_  
The motion was seconded by \_\_\_\_\_ Member McNulty \_\_\_\_\_

The following roll call vote was taken:

5 members having voted in the affirmative  
0 members having voted in the negative  
0 members having abstained

The motion   x   passed  
     failed

Motion: Move to approve the Memorandum of Agreement with the Superintendent of Schools designating 10.5 days during 2009-2010 as unpaid furlough days.

The motion was made by \_\_\_\_\_ Member McNulty \_\_\_\_\_  
The motion was seconded by \_\_\_\_\_ Member Gorski-Strong \_\_\_\_\_

The following roll call vote was taken:

5 members having voted in the affirmative  
0 members having voted in the negative  
0 members having abstained

The motion   x   passed  
     failed

New Business

Food Services Report: Phyllis Ann Zalewski and Ted Avlas presented the Food Services Report for school year 2008-2009. Both individuals spoke of not raising lunch prices and instead focusing on such cost cutting measures such as labor cuts and cuts in purchasing. Additionally, there were a few major repairs that needed to be done to equipment that helped result in the program not being financially balanced. A change in the Charge Policy was presented to Committee with the new policy stating: "Park Avenue and Webster Middle School – After three (3) charges, breakfast or lunch, the parent will be contacted. Until payment is made, the student will receive an alternate meal consisting of a cheese sandwich and mild. Bartlett Junior/Senior High School – After three charges, breakfast or lunch, the parent will be contacted. Until payment is made, the student will not be served."

Motion: Move to accept the recommendation of the revised Charge Policy from the Food Services Director Mrs. Phyllis Zalewski.

The motion was made by \_\_\_\_\_ Member Gorski-Strong \_\_\_\_\_  
The motion was seconded by \_\_\_\_\_ Member Czechowski \_\_\_\_\_

WEBSTER PUBLIC SCHOOLS  
WEBSTER SCHOOL COMMITTEE  
OPEN SESSION MINUTES ( M.G.L. C.39) OF TUESDAY, AUGUST 11, 2009

The following roll call vote was taken:

5 members having voted in the affirmative  
0 members having voted in the negative  
0 members having abstained

The motion              x   passed  
                                 failed

**Adult Education Presentation:** Terri Stone approached Committee and updated them on the Adult Basic Education Program, the Drivers Education Program and the new Before and After School Program. Ms. Stone stated that this is the beginning of the 12<sup>th</sup> year of the Adult Education Program and that FY09 was the best year for meeting state standards. Under Drivers Education, she stated that the cost to a student for the program is \$450 which is the lowest in the state. Regarding the Before and After School Program, she stated that at the registration earlier in the evening, 13 families registered their children which is added to the 30 children who were previously registered. Committee thanked her for her presentation.

**Review / Transfer / Signing of Bills, Payrolls and Vouchers:** Committee reviewed and signed bills and vouchers.

**Motion:**    Move to adjourn the meeting

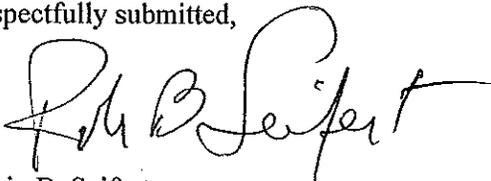
The motion was made by Member Collins  
The motion was seconded by Member Gorski-Strong

The following roll call vote was taken:

5 members having voted in the affirmative  
0 members having voted in the negative  
0 members having abstained

The motion              x   passed  
                                 failed

Respectfully submitted,



Robin B. Seifert  
Executive Assistant to the Superintendent of Schools and the Webster School Committee

11McKeon Road  
 Worcester, MA 01610  
 508-459-5463  
 508-459-5467 Fax

Joan B. Dio  
 Executive Director  
 jdio@cmsec.org



## Quarterly Update March 31, 2013

**CMSEC:** Eighty-six School Clinicians, School Adjustment Counselors, School Social Workers, School Psychologists and Guidance Counselors from several MA School Districts and Collaboratives attended a clinical services professional development presentation January 31, by Barent Walsh, Ph.D, Executive Director of The Bridge of Central MA., Inc. Dr. Walsh's presentation: **New Developments in Understanding and Treating Self-Injury** was received with great interest and enthusiasm. Dr. Walsh has written extensively and presented internationally on the topic of self-destructive behavior and is considered an expert in the field.

CMSEC has provided all programs with AED devices. Training of staff is being scheduled.

### Census Update:

Program*	# Students				Total Capacity	Pending Referrals				# Non Worcester Public Schools		
	10/1	12/31	3/31	6/30		10/1	12/31	3/31	6/30			
CMA	77	72	72		80		2	3		2	2	
CMP	31	32	32		50	1				2	2	3
HLC	65	75	78		90	5	1	1		5	5	7
RGA: TSP	42	46	41		45			1		5	5	7
RGA: TSP/Voke	53	52	45		55					3	3	3
RGA: Voke	16	19	19		20			2		2	2	2
RGA: Life Skills	27	28	25		27					3	3	4
RGA: BASICS	20	21	22		22					2	2	2
WDS: Freemont	22	25	30		40	28	18	12				
WDS: McKeon	29	27	34		40							
WDS: Hartwell	17	22	26		40							
Total	373	419	424		509	34	21	19		24	24	28

**Financial:** Erin McNamara, CMSEC Director of Finance and Operations has developed and presented to the Board of Directors the CMSEC FY14 budget for consideration. The proposed budget incorporates all newly legislated requirements and it reflects information and suggestions received from the recent independent FY12 financial audit as well as the MA State Audit of 2011. The Board will take final action on the Proposed Budget at its April 16, Board meeting.

**Update for July 31, 2012 CMSEC Official Audit by the State Auditor: Finding #1: Improper Administration of CMSEC's Retirement Benefit Programs Administration.** CMSEC continues to

Member Districts  
 Worcester Public Schools  
 Webster Public Schools  
[www.cmsec.org](http://www.cmsec.org)

enroll new non-professional employees into the MA state retirement system. Acting on the State Auditor's approval and Board direction, CMSEC is in the final phase of filing the documentation necessary to recoup social security contributions for the 2009 – 2012 fiscal years and buy back time in MSERS for affected current employees. All documentation will be submitted by the April 15, deadline.

CMSEC is making progress in the implementation of the recommendations of the Auditor for **Findings #2: Inappropriate Pricing Methodologies:** The Director of Finance will make a recommendation to the Board setting the FY14 student tuition for each CMSEC program based upon the cost of program operation at the May Board meeting. **Finding #3: Improvements needed in Internal Controls:** CMSEC continues to develop internal control procedures that will be reviewed by the Board for formal adoption.

**\* Key:**

Acronyms	Definitions
CMA	Central MA Academy- 15 Harlow St., Worcester, Gr. 7-12
CMP	Central MA Prep- 100 Hartwell St., W. Boylston, Gr. 7-8
HLC	Hartwell Learning Center- 100 Hartwell St., W. Boylston, Gr. K-6
RGA: TSP	Robt. H. Goddard Academy, Therapeutic School Program - 100 Hartwell St. W. Boylston, Gr. 9-12
RGA: TSP/Voke	Robt. H. Goddard Academy, Therapeutic School Program with Vocational Component - 100 Hartwell St., W. Boylston, Gr. 9-12+
RGA: Voke	Robt. H. Goddard Academy, Vocational Program-100 Hartwell St, W. Boylston, Gr. 9- 12,+
RGA: Life Skills	Robt. H. Goddard Academy, Life Skills- 100 Hartwell St., W. Boylston, Gr. 7-12+
RGA: BASICS	Robt. H. Goddard Academy, Behaviorally Arranged Specialized Instruction to Challenge Students-100 Hartwell St., W. Boylston, Gr. K-12+
WDS: Freemont	Woodward Day School- 190 Freemont St., Worcester, Gr. 7-12
WDS: McKeon	Woodward Day School- 11 McKeon Rd., Worcester, Gr. 7-12
WDS: Hartwell	Woodward Day School- 100 Hartwell St. W. Boylston, Gr. 7-12
WPS	Worcester Public Schools

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, Webster School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS: M.G.L.4:7; 39:23A, 23B; 66:10

## SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The Webster School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a person--who may or may not be a member of the Committee--to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.