

# **ACUSHNET SCHOOL COMMITTEE**

## **MINUTES OF AUGUST 20, 2019**

The Acushnet School Committee met in the John Tavares Library on Tuesday, August 20, 2019 at 5:30 p.m. Members present were Mrs. Tavares, Mrs. Downing, Mrs. Gomes, Mr. Sumner, Mr. DeTerra. Dr. Bailey, Mrs. Flynn, Mr. Oliver were in attendance as well as Mrs. Silvia, Mrs. Beck, Mr. Johnson, and Ms. Bettencourt.

1. Call to Order – This meeting is being video or audio recorded for future cable broadcast.
2. All recited the Pledge of Allegiance.
3. Approval of Minutes, Payroll and Warrants:
  - a. Motion was made by Mrs. Gomes and seconded by Mr. Sumner, to approve the Minutes of June 18, 2019. The committee unanimously approved.
  - b. Motion was made by Mr. Sumner and seconded by Mrs. Downing to approve the Minutes of June 24, 2019. The committee unanimously approved.
  - c. Motion was made by Mrs. Downing and seconded by Mrs. Gomes to approve all payrolls and warrants. The committee unanimously approved.
4. Delegation: None
5. Old Business:
  - a. **School Committee Policies – Sections A, B, C & D**

Committee members conducted a second reading of School Committee Policies A, B, C & D and took the following action:

Motion was made by Mrs. Gomes and seconded by Mrs. Downing to approve School Committee Policies A, B, C, and D, as presented and reviewed. The committee unanimously approved.

6. New Business:
  - a. **Superintendent's Report**

**\* Personnel Matters:**

Dr. Bailey reported that the principals have had a busy summer interviewing and hiring the best qualified candidates to fill vacancies in the schools. A New Teacher Orientation has been planned and scheduled to be held on Friday, August 23<sup>rd</sup> to acquaint new staff members to the Acushnet Public Schools.

Mr. DeTerra inquired as to whether there is a way to avoid last minute staff resignations. Dr. Bailey explained that every effort is made to avoid late resignations but, unfortunately, every district experiences them.

**\*School Committee Policies – Sections E, F, G and H (First Reading)**

Dr. Bailey reported that the Policy Sub-Committee is continuing to work with MASC on revising the district's policies. She presented Sections E, F, G and H for a first reading. These sections will be presented again at the next School Committee meeting for a second reading and vote. If Committee members have any requested changes to any of the policies, please advise Dr. Bailey.

**\*Substitute Teacher Compensation for 2019-2020:**

Dr. Bailey reported that she has reviewed the district's compensation for substitute teachers and compiled an analysis of compensation of substitutes in area districts. She recommended that the substitute rate for teachers be increased to \$80/day for non-certified teachers and \$85/day for certified teachers during the 2019-2020 school year. Dr. Bailey also recommended that the substitute teacher rate be increased again for the 2020-2021 school year to \$85/day for non-certified teachers and \$90/day for certified teachers.

Mrs. Tavares suggested that the requirements for substitute teachers be reviewed. "How does our criteria compare to other districts?" Mrs. Tavares also suggested the district look into the Aesop program for substitute coverage. She stated many other districts use Aesop very successfully.

Mrs. Gomes suggested a substitute teacher manual be prepared.

Motion made by Mrs. Gomes and seconded by Mr. Sumner to approve the daily rate for substitute teachers during the 2019-2020 school year to be \$80/day for non-certified and \$85/day for certified substitutes; during the 2020-2021 school year the compensation will be \$85/day for non-certified and \$90/day for certified substitute teachers. The motion was unanimously approved.

**\*Parent/Student Handbook – Acushnet Elementary School:**

AES Principal, Mrs. Susan Beck, outlined the proposed changes to the 2019-2020 Parent/Student Handbook for the Committee's review and consideration.

Mrs. Gomes requested the map for student drop which is included in the handbook be corrected. She also inquired as to whether a student supply list was distributed to families. Mrs. Beck stated a student supply list is not needed and any notation of such list will be corrected.

**Parent Student Handbook – Ford Middle School:**

FMS Principal, Mrs. Michelle Silvia, reviewed the proposed changes to the 2019/2020 Parent/Student Handbook for the Committee's review and consideration.

Motion was made by Mr. Sumner and seconded by Mrs. Gomes to approve the 2019-2020 Parent/Student Handbooks for both the Acushnet Elementary School and the Ford Middle School with corrections as noted. The motion was unanimously approved.

**\*New Job Description:**

**Administrative Assistant to Superintendent**

Dr. Bailey provided Committee members with an updated proposed job description for the position of Administrative Assistant to Superintendent and was seeking approval to post this position in the near future. The previous job description for this position had not been updated since 2004.

Motion was made by Mrs. Downing and seconded by Mr. Sumner to approve the job description for the position of Administrative Assistant to the Superintendent, as recommended and presented. The motion was unanimously approved.

**b. Business Manager's Report, Mrs. Flynn**

**\* FY 19 Budget Update:**

Mrs. Flynn provided Committee members with a print-out of the status of the FY19 Budget as of June 30, 2019. In addition, Mrs. Flynn provided members with a copy of the requested budget transfers.

Motion was made by Mrs. Gomes and seconded by Mrs. Downing to accept the update on the FY19 Budget and requested transfers as recommended and presented. The motion carried unanimously.

**\*School Lunch Update:**

Mrs. Flynn reviewed the income/expense statement for the FY19 school lunch program.

**\*Disposition of Surplus Equipment at AES and FMS:**

Mrs. Flynn provided Committee members with a list of items that have been declared obsolete and no longer useable. These items include the following:

AES: cafeteria table; metal filing cabinets; Riso copier; floor fan; classroom storage cart; Yamaha piano and bench; and lab stools and tables.

FMS: archery equipment

Motion was made by Mrs. Gomes and seconded by Mrs. Downing to approve the disposal of the above-listed items as recommended and presented. The motion carried unanimously.

These items will now be posted at the Town Clerk's office and on our district's website for potential sale.

**c. School Committee Member Reports:**

**\* Superintendent's End of Year Evaluation**

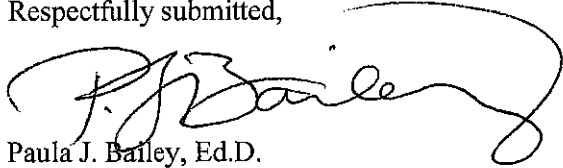
Mrs. Gomes thanked the PTO for their generous donation of \$6,000 which allowed for the purchase of sturdy picnic tables, three domes, and a lot of toys. She is hopeful the Big Toy will be installed by next summer.

9. Executive Session: None

10. Adjourn: The next regular school committee meeting will be held in the John Tavares Library in the Ford Middle School on Tuesday, September 24, 2019 at 5:30 p.m. Motion was made by Mrs. Gomes and seconded by Mr. Sumner to adjourn the meeting at 6:16p.m.

Roll call: Mrs. Gomes-Yes  
Mrs. Downing - Yes  
Mr. Sumner-Yes  
Mr. DeTerra-Yes  
Mrs. Tavares-Yes

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. J. Bailey", with a large, sweeping flourish extending from the end of the signature.

Paula J. Bailey, Ed.D.

**ACUSHNET SCHOOL COMMITTEE**  
**MINUTES OF WORKSHOP**  
**SEPTEMBER 17, 2019**

The Acushnet School Committee met in the Office of the Superintendent on Tuesday, September 17, 2019 at 5:30 p.m. Members present were Mrs. Tavares, Mrs. Downing, Mrs. Gomes, and Mr. Sumner. Mr. DeTerra was absent. Dr. Bailey and Mrs. Flynn were also in attendance.

Mrs. Downing called the workshop to order at 5:30 p.m.

**FMS CAFETERIA:** Dr. Bailey was pleased to report the new lunch schedule is working well.

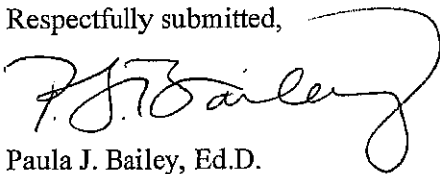
**AES ROOF UPDATE:** Mrs. Flynn reported that the MSBA prerequisites will be submitted by the deadline date of September 26, 2019. A project manager will then be assigned by MSBA.

**SOCCER FIELDS UPDATE:** Committee members discussed the proposed agreement. Legal advice was requested regarding a three year site access agreement with an option to extend for an additional two years. Discussion took place regarding how the fields will be maintained.

**COMMUNICATION:** Dr. Bailey stated she will continue to strengthen communication among all stakeholders. This is a goal this year moving forward.

Mrs. Gomes moved, seconded by Mr. Sumner to adjourn from the workshop at 8:00 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. J. Bailey", written over a horizontal line.

Paula J. Bailey, Ed.D.