

**REGULAR MEETING OF THE FALL RIVER SCHOOL COMMITTEE**

**Monday, December 8, 2014**

**6:30 PM**

**Morton Middle School  
1135 North Main Street  
Fall River, MA 02720**

**AGENDA**

1. Roll Call
2. Salute to the Flag
3. Citizens Input
4. Sub-Committee Reports
5. Recognition Awards
6. Superintendent's Report
7. Approval of Minutes
8. Committee of the Whole
9. Request for Executive Session  
M.G.L. c30A Section 21 (a) (2) and (3)
  - *To conduct strategy sessions in preparation for all litigation or grievances, as well as negotiations with custodians, paraprofessionals, clerical, FREA, FRAA, and non-union personnel, including Rene Kochman, Director of Operation and Director of Media for FRED TV; Melissa Pereira, Data Technician; Ryan Andrade, Administrative Intern; and Rebecca Caron, Administrative Assistant.*
10. New Business: Topics for discussion that could not reasonably be anticipated by the Chairman forty-eight (48) hours prior to the meeting
11. Addendum

**MINUTES**

At 6:30 PM, Mayor Flanagan called to order the Regular Meeting of the Fall River School Committee for Monday, December 8, 2014.

A roll call for attendance showed all members were present.

A salute to the Flag followed.

**CITIZENS INPUT**

There were no citizens signed up to speak this evening.

**RECOGNITION AWARDS**

Superintendent Mayo-Brown presented Andrew Pedro, Resiliency Preparatory School student, with a Certificate of Academic Excellence award on behalf of the Massachusetts Association of School Superintendents.

**SUPERINTENDENT’S REPORT**

Superintendent Mayo-Brown explained that the Doran School had received a lot of recognition for the outstanding school improvement work that has been achieved by the faculty members, students, principal, other school based administrators, and the whole community. The Department of Education has highlighted the turnaround work at Doran School on their website and in statewide trainings. The video she would be presenting to the Committee that evening was produced by the Massachusetts Department of Elementary and Secondary Education about the turnaround work at Doran Community School. The video is used in statewide trainings and as a model for turnaround work throughout the Commonwealth. She would like to show the community and School Committee what DESE published all about Doran.

The approximately eight minute video clip was shown. Superintendent Mayo-Brown congratulated the Doran staff for their terrific work and said they are glad they serve a statewide model for other schools in the state to take on that challenge as well.

Superintendent Mayo-Brown said she had one other thing to report. At their last School Committee meeting she was asked to assess whether Durfee graduation should continue to occur on a Thursday or a Sunday. They sent out a phone survey to over 500 senior households and responses came back. 66% of those that responded said they would like it to continue to be on a Sunday.

**APPROVAL OF MINUTES**

**MOTION: Mr. Maynard – Mrs. Panchley: To approve all minutes as listed.**

No discussion

**All were in favor**

**None were opposed**

**Motion passed**

## **TRAVEL REQUESTS**

Mr. Martins requested that they be taken individually.

Mayor Flanagan responded that he would not take them individually but asked Mr. Martins which items he would like to discuss specifically.

Mr. Martins said the two for Columbia, South Carolina and two for New London, Connecticut.

Mayor Flanagan asked that Dr. Roy come to the podium.

Mr. Martins asked Dr. Roy what professional development would be gained for the travel to South Carolina totaling \$5,000.

Dr. Roy said the first request was for Project Lead the Way (PLTW) to expand their middle school offerings and the second request was for PLTW for elementary schools, which was brand new to the district.

Mr. Martins asked regarding the green architecture what would be gained by it and what it would be used for.

Dr. Roy said they are going to be able to offer a green architecture course to their middle school students to continue their PLTW/STEM programming.

Mr. Martins said that green architecture is a very broad thing and asked if she had any particular items that were going to be inputted to the students. He asked if it was energy.

Dr. Roy said yes, it is how to design energy efficient building spaces. She did not have a syllabus but could get one if he liked.

Mr. Martins asked how the training was going to be shared with the appropriate faculty.

Dr. Roy responded that the two faculty members that are going would be able to deliver the course.

Mr. Martins said he was glad that was so and asked when the Committee would receive a report as has asked for in the past containing information of when people go away on trips with regards to what was learned, how it is shared with faculty, and how many people participated in receiving the shared information. He thought that would be something that he would like and he is sure his colleagues on the Committee would also want that as well.

Mr. Martins asked why the training was necessary for the second travel request.

Dr. Roy responded it was so they could expand PLTW down to the elementary level.

Mr. Martins asked if they have had lead teachers in the past.

Dr. Roy responded not for PLTW in elementary schools.

Mr. Martins said they have had lead teachers in the past in other subject matters.

Dr. Roy said they do have a lead teacher at the Viveiros but this is a different model.

Mr. Martins said he was amazed that there had been lead teachers and then all of a sudden they were told they did not need lead teachers and they needed teacher coaches. Then teacher coaches did not work out so well in some places and they wanted them to be traded for department heads or some other type of administrator. He asked what schools these lead teachers were designated for.

Dr. Roy responded that the lead teacher is not the way he is seeing it. It is not an instructional coach. It is just a training very similar to the one she just described to him on green architecture. The teachers can come back and implement PLTW at their school based buildings. They have Silvia and Tansey participating.

Mr. Martins said that he will expect that there is some form of a report given to the School Committee with regards to what was learned, how it was disseminated to other staff, how many staff, and what is being done with this information. He asked if that was unreasonable.

Dr. Roy said no and that he could actually go on the PLTW website and look at a course syllabus. She also encouraged him to see existing PLTW courses that they have going on. That would give him a very good sense of what to expect.

Mr. Martins asked if she was saying that it was not something that she could give to them.

Dr. Roy said that she could give it to him but he could also go on the PLTW website to look more. She could print out the syllabus for him.

Mr. Martins said he has gone on the PLTW website and it is almost like a curriculum.

Dr. Roy said it is a curriculum that they are going to receive.

Mr. Martins said that is fine but questioned where the results were of what is actually taking place and what the students learn. The website will tell him what they are going to be doing but not if they actually did it. If they are paying out the amount of money to do this, he would like to know.

Dr. Roy said that she would tell him that the outcome is that they are preparing students for STEM futures and STEM careers. With the approval they will be able to expand the program to elementary and middle schools so the outcomes will be more STEM programming and more STEM preparation for their students.

Mr. Martins said he believed she was trying to tell him that a report to the School Committee was not necessary.

Dr. Roy said she could put together a report but she does not know what he would like her to include in the report.

Mr. Martins said he wants to know what was parted to the faculty as well as where it was implemented in conjunction with the material for the program.

Dr. Roy said that teachers who are trained will be implementing it. She can give him an update on when it is being implemented. It is the same process as when they approved other PLTW travel and professional development. The teachers go get trained and then the teachers implement it in the classroom. She noted that Morton is a great example of the middle school PLTW courses that are going on right now and it is no different.

Mr. Martins said he has asked the same question before and has not received anything in return.

Dr. Roy said if he would like to put together some specifics of what he would like versus a course syllabus she would be happy to put that together for him.

Mr. Martins said he did not need a long dissertation. All he wanted to know was what was achieved by the person going to the activity and how it was implemented into the classroom.

Superintendent Mayo-Brown asked that Dr. Roy not answer any further questions from Mr. Martins and that she would take his questions. She said he was asking them to prepare a report regarding what their teachers learned by going to a PLTW conference.

Mr. Martins said that was correct.

Superintendent asked if he would like a report to the Committee.

Mr. Martins said yes.

Superintendent Mayo-Brown requested from the Committee that there be a vote for them to prepare the report and they will be happy to prepare it.

**MOTION: Mr. Martins – Mr. Andrade: To have a report to the School Committee for all out-of-district professional development or meetings so that they know what bang they are getting for the buck spent.**

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: No
Mr. Costa: No	Mrs. Panchley: No
Mr. Hart: No	Mayor Flanagan: Yes
Mr. Martins: Yes	

**3 were in favor**

**4 were opposed** (Costa/Hart/Maynard/Panchley)

**Motion FAILED**

Mr. Martins said he had questions regarding the New London, Connecticut trip as well. He noted that one of the requests had two people attending and the second request had seven people attending.

Dr. Roy said that was correct.

Mr. Martins asked if this was for new teachers.

Dr. Roy said some may be new teachers and some may be veteran teachers. The schools were making the decisions on who they thought would benefit most from the professional development.

Mr. Martins said what caught his eye was the content standards on the first one and questioned what standards they were. He wondered if it was for MCAS or PARCC.

Dr. Roy explained that it was the common core state standards which the Massachusetts Curriculum Frameworks are based on.

Mr. Martins said it is for teaching pedagogy and that pedagogy is developed over quite a few years of teaching experience. He asked if Dr. Roy agreed with that.

Dr. Roy said she did not know how to answer that question but could tell him that the success that he saw at Doran in mathematics were the results of training by the same people who trained Mr. Raposo and the other teachers in that building.

Mr. Martins asked if those people were the presenters.

Dr. Roy said yes; The New Perspectives on Learning professional development is the the same company/consultants who trained the Doran staff.

Mr. Martins asked how he could determine that the people going to New London, Connecticut were the presenters.

Dr. Roy explained that they are not the presenters and are participating in the training. The people who are conducting the training are the same people who trained the Doran staff. In her professional judgement, the results that they are getting from Doran should be enough to continue to support that kind of professional development.

Mr. Martins said he would really like to know how much teaching pedagogy is going to result out of a four-day training program for two people and a two-day training program for seven people. He thought it would be interesting to determine.

Mr. Martins said the next comment that he had was on the Chicago, Illinois trip for the (NSTA) National Science Teachers Association. There are two teachers who should be congratulated for being requested by the NSTA to make a presentation during their annual meeting. He questioned if the two teachers had been asked to provide professional development on the same subject to their own faculty.

Superintendent Mayo-Brown explained that the two teachers at Kuss Middle School have been quite active in providing professional development and working with their colleagues at Kuss. They have been there for quite some time and Kuss's model is to have teachers actually providing the professional development. He may or may not have noticed that for some period of time there have not been consultants on their agendas to provide professional development because there is capacity within the district to either have teachers provide the professional development based on their own experience or as Dr. Roy had spoken about, sending teachers for expert professional development and they bring that back and provide it to their peers. That is the strategy and the model they use in the district now.

Mr. Martins said that is excellent and he would like to see the Doran staff provide the same training for other staff.

Superintendent Mayo-Brown said that they do and explained that on the early release days Doran works with Letourneau and Viveiros and they are providing the training. They had two Viveiros teachers go and provide some professional development with their peers at Fonseca. That is a model they are using across the district and have been for some time.

Mr. Martins said he was glad to know that now and yielded.

Mr. Andrade asked if the elementary program PLTW material was to be infused into existing classes or if it was a stand-alone class.

Dr. Roy said it was flexible and they could do it either way. They can embed it right into the science curriculum or they can use it as a stand-alone as a part of technology or as an enrichment. Right now, it will be up to the school on how they want to implement it.

**MOTION: Mr. Costa – Mr. Maynard: To approve all travel requests as listed.**

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: Yes	

<b>All were in favor</b>	<b>None were opposed</b>	<b>Motion passed</b>
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### **DONATIONS**

There were no donations for approval this evening.

### **CONTRACTS**

**MOTION: Mr. Maynard – Mrs. Panchley: To accept all contracts.**

#### Discussion

Mr. Martins asked regarding the contract with Engaging Schools for additional guided discipline training at Durfee high school if Durfee's faculty and administration has had guidance and discipline training in the past.

Superintendent Mayo-Brown said that some of them have. They started with those who were working with the Freshman Academy. As they are able to make the training available more Durfee faculty will be a part of that training.

Mr. Martins asked if this was to have guided discipline training for those that have not had it in the past.

Superintendent Mayo-Brown said that was correct and it is also to work on some whole school professional development around guided discipline as well.

Mr. Martins said if that was the case then he yielded.

Mayor Flanagan asked if there was further discussion on the motion and there was none.

<b>All were in favor</b>	<b>None were opposed</b>	<b>Motion passed</b>
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## GRANTS

**MOTION: Mr. Maynard – Mr. Andrade: To accept the grants.**

No discussion

All were in favor

None were opposed

Motion passed

## DISCUSSIONS

1. **Discussion:** Restructuring of Durfee grade level offices to support identified needs of students, *as presented by Vice Principals Jason Gray, Aimee Bronhard, Melissa Fogarty, and Paul Coogan.*

**MOTION: Mr. Costa – Mrs. Panchley: To restructure Durfee grade level offices to support identified needs of students as presented.**

Discussion

Mr. Martins asked if there was a registrar's office already in place at Durfee.

Mayor Flanagan asked the Superintendent for response and asked Mr. Marshall to join them as well.

Superintendent Mayo-Brown asked through the Chair to have the four Durfee Vice-Principals respond to the question. They were integral in developing the proposal for the Committee's consideration.

Mrs. Melissa Fogarty, Vice-Principal, explained that they had a registrar's office already at Durfee but they lost the clerk that was primarily responsible for those duties. Since then they have filtered the duties out to the grade offices. They do not have one area responsible currently.

Mr. Martins asked what this office did.

Mrs. Fogarty explained that it tracks the incoming and outgoing transfers of students and students who choose to sign out of school to look for employment or GED programs.

Mr. Martins asked if they do anything with absenteeism.

Mrs. Fogarty responded they do not.

Mr. Martins asked if there were School Adjustment Counselors at Durfee.

Mrs. Fogarty said there are. They had four but one has retired so they are down to three for grade level office staff and they also have one that services the Bridge Program which is their special needs program.

Mr. Martins asked what grades the School Adjustment Counselors covered at the grade level.

Mrs. Fogarty responded freshmen, sophomores, and juniors. The senior class school adjustment counselor just retired.

Mr. Martins said they already have three adjustment counselors.

Mrs. Fogarty said yes in the grade level offices. She believed there was a posting currently to replace the fourth person who had just retired.

Mr. Martins asked who's direction the School Adjustment Counselors were under.

Mrs. Fogarty said they share the special needs director and their grade level administrator.

Mr. Martins said in their proposal he believed they were looking for additional School Adjustment Counselors.

Mrs. Fogarty responded no and explained that they were looking to shift School Adjustment Counselors to support the needs in the lower grades. Grade 9 would share an adjustment counselor along with the senior class. She noted that is why there was .5 under the senior class on the grid that they had provided to the Committee. They would be shifting the other half of their daily responsibilities over into the freshman office so they are seeing 1.5 for that grade level.

Mr. Martins questioned that they have three and they want to shift where they are located and their responsibilities.

Mrs. Fogarty said they wanted to shift the support that they provide. She explained that they currently have three and they have a posting to replace the fourth which would be for grade 12. When that person comes on board they are looking to take half of their support and have them go into the freshman office and provide that extra support because that is where they primarily see the need as the students are still making the transition into freshman year.

Mr. Martins asked if she was telling him that they needed two in the freshman office.

Mrs. Fogarty said not full time but a good majority of the time.

Mr. Martins said she is telling him that they need five School Adjustment Counselors.

Mrs. Fogarty said at the very least for their building and they would love to have more.

Mr. Martins said he did not understand why there is a restructuring. If they need another school adjustment counselor for the purpose of being in the freshman office he wondered why they do not just ask for one additional school adjustment counselor.

Mrs. Fogarty responded that right now they are looking to replace the one that retired to get through the remainder of the school year and that may be something they are looking for in the next school year budget. To maintain staffing the way it is for this school year and also to assist in providing the support, they are just looking to make the shift to get through the remainder of the school year.

Mr. Martins said one of the things that was highlighted as a king-sized problem was the attendance rate.

Mrs. Fogarty said they do agree that it is a king-sized problem.

Mr. Martins said they have four grade level principals and about 2,200 students with approximately 600 students per Vice-Principal and they want a 92% attendance rate.

Mrs. Fogarty said that is their school-wide goal and the district's goal.

Mr. Martins said the Class of 2016 has an attendance rate of 88.8%.

Mrs. Fogarty said that was last year's ending total.

Mr. Martins said that if he does the math there are approximately 71 students absent every day. The attendance of 88.8% is 3.2% below goal which comes out to be 19 students that are chronically absent. He asked with the staff that they have if the attendance is done in each individual office.

Mrs. Fogarty said that was correct.

Mr. Martins said he understands through the material that substitutes are being brought in to help with making calls and things of that nature.

Mrs. Fogarty said that was correct.

Mr. Martins said he would not expect the Vice-Principal to be trying to follow up on the 71 kids and making repeated calls. He asked if they have an automated system.

Mrs. Fogarty said that they do.

Mr. Martins responded that the parent does not call back and that precipitates having to have a person make the call.

Mrs. Fogarty agreed.

Mr. Martins said he would not expect the VPs to be making these calls because it would take them all day and they would not be able to get around to doing other things that they should be doing. If they need to have additional staff for the purpose of attendance, he asked why they are not simply asking for additional staff/one more in each office for that job. If they have students who are not being cooperative and discipline action needs to be taken then the clerical person can hand that to the VP and the VP can take care of it. He did not understand why they have to have a restructuring when what they really need is to have additional staff in the office. They need one additional school adjustment counselor. He asked how many substitutes were being brought in during the school day for the office.

Mrs. Fogarty responded one per office; four total.

Mr. Martins asked what they would need to make those calls to be able to achieve that. He asked if they would need another person in each office.

Mrs. Fogarty said they also have clerks in three of the grade offices that assist in doing attendance. The substitutes that they have in the grade offices not only do attendance calls but they are also at times helping them with the dismissal slips, with parents that are walking in for meetings, etc. They have several roles.

Mr. Martins said he is just addressing the absenteeism. He understands that there might be another clerical person in there to deal with parents.

Mrs. Fogarty said there are a lot of interruptions in the grade offices throughout the day and they were thinking of restructuring because primarily if they relocated the attendance office then their focus would be primarily on daily attendance and also supporting families by reaching out to them. With the additional clerical support they are hoping that will make a difference with their attendance. She explained that they have been doing what they have been doing for the past nine years and have not made much movement with their attendance. They were looking at something different to get it out of the grade offices so there is not a lot of interference from the different interruptions. They would have their own space in the building in conjunction with the registrar's office where they are just managing daily attendance all day long and supporting families.

Mr. Martins asked if they wanted to take all four of them and put them in this office.

Mrs. Fogarty responded no and explained that they want to have the one attendance officer that they have currently in that office and shift the two clerks from grades 11 and 12 to support her with the registration process and sharing a paraprofessional that they currently have in the building. There is no additional hiring of people; it is just shifting the supports to an attendance office.

Mr. Martins said she has not convinced him that this is going to be any improvement over what they already have with the exception that they need additional staff.

Mrs. Fogarty said that they will not know if it is going to work until they try it. What they have been doing has not been working so they are looking to try something new.

Mr. Martins thought if they went on any further they would get into a debate that would take a long time so he yielded.

Mr. Andrade said he wanted to try to get behind exactly everything that went through their minds as they recommended the proposal. He could see the logic behind some of the items. He was at the school and knows the disparity between the numbers in the freshman year and the senior year. He also knows the younger the kids are the more time they take with the behavior problems, etc. so he understood what they were doing in terms of keeping a larger staff in the 9th and 10th grade as opposed to the 11th and 12th. He also understood that they are trying to maximize the use of the personnel that they do have. He was not aware that the registrar's duties were put out to the grade offices and did not imagine that it could be working out very well.

Mrs. Fogarty responded that it has not been working very well.

Mr. Andrade said even prior to the establishment of the registrar's office the duties were in the hands of one individual and it seems to him that that particular process works best when there is only one person involved. He asked if they have someone for that position.

Mrs. Fogarty said they do not. The person that was doing the work moved to another school so it is primarily being done in each grade office.

Mr. Andrade asked if she saw them changing that and assigning one person to do that in the future.

Mrs. Fogarty said they would love to have that as a full-time position again but they are looking to just get through the remainder of the school year. That is where the shift was going to come where it would be in conjunction with the attendance office so that a clerk that would be also doing the attendance work supporting the truant officer would also be there. They would have two clerks; one would also be there to assist with the daily housekeeping of the records of students that are transferring in and out.

Mr. Andrade clarified that they do not feel that the clerks in the junior and senior offices will be missed that much since a big part of their job when they were there was the attendance.

Mrs. Fogarty said that was correct.

Mr. Andrade asked if the personnel that they will be left with in those offices would be sufficient to carry the load.

Mrs. Fogarty responded yes.

Mr. Andrade said at one time before he left they also had a paraprofessional in the office but believed those positions had been done away with.

Mrs. Fogarty said that was correct.

Mr. Andrade said another piece that may be critical to the conversation but was barely alluded to in the material that was given to them was the discipline function. He wondered how that was being handled or how they proposed it is going to be handled.

Mrs. Fogarty explained it is becoming a difficult juggling act for them because the shift has been made in the district for the VPs to really be moved towards becoming instructional leaders and being in the classroom. The new evaluation system is also in place and takes up a good portion of their day. When students are sent out of the classroom for discipline issues they are sent to the grade office but because the VPs are trying to be in classrooms more that student is sitting there waiting for them to get back from visiting classrooms or meeting with parents and there is a wait and also a backlog of conduct. The big conduct issues that may occur throughout the day they are radioed for and they can respond pretty quickly but the more minor issues they are hoping to alleviate by being in the classroom more and they can address those behaviors while they are in there. They are hoping that the new position would give them more of a gatekeeper and someone that can process the minor type of conduct issues that they can get back to. This way the student has been spoken to and can get back into class a lot quicker. The bigger issues may have to wait but the goal in the district is to have them become instructional leaders and they are finding it to be a difficult task to do with at least 98% efficiency with the way the structure is set up currently. They are looking to alleviate some of that for themselves so that they can be in classrooms to support the students with their learning and the teachers who are teaching the students.

Mr. Andrade said he hopes that it works out well for them. He is concerned about the discipline function because as much as they may put a focus on instruction if there is a student who is not in a frame of mind to actually do any work then it is all for naught. If this is approved he would like to be updated on how it is working. He continued that the idea of having a full-time person as opposed to a sub he thought was a positive. A number of years ago they had teachers assigned to the grade offices who were called Student Advisors and they essentially did some of the things that Mrs.

Fogarty explained. He felt having somebody full-time may give a little bit more prominence to that position.

Mrs. Panchley thanked the Durfee team for coming that evening and she applauded them for getting together and coming up with a plan. She thought it was a worthwhile venture after reading how it has worked in other places. She asked if the positions followed the students all the way up and if so, assumed that the clerks would stay in 9th and 10th grades and would not be moving to 11<sup>th</sup> and 12th as the students progressed.

Mrs. Fogarty explained that the clerks usually stay with the class until they graduate but in this model the clerks that are assigned with grades 9 and 10 would stay with that grade office and would not travel.

Mrs. Panchley said she liked that the model professionalized the whole idea of the grade office and who is in there with them. She thought the idea of a substitute teacher being in there does not have the same effect as someone who has a professional job description of what they are supposed to do. She noted that one of the things she did not like about the job description was that they could serve as a substitute teacher when teachers are absent. She thought that took away from the professionalism of the position. She felt if they were expendable to go into the classroom to substitute teach three days a week because they have a problem getting substitutes it really downgraded the whole plan. She personally would like it if that was taken out but was not sure how other people felt about it.

Mrs. Fogarty said she would agree but was afraid that if they took it out and just needed coverage for 15 to 20 minutes for a parent meeting they could not use that person just to cover for that moment in time. It would not be a full day assignment but just to assist them in the office and to build that relationship. They are not looking to have them be a full-time sub but just to have them sub for that short period of time for a meeting and then they could come back down to the office. However, if they wanted to eliminate that wording altogether that would be fine, too.

Mrs. Panchley said if no one else had a problem she would vote that it be taken out. She appreciated what Mrs. Fogarty was saying but her concern would always be that it would be taken advantage of. She knows no one has that idea in their head right now but it concerns her because she really thinks it's a wonderful plan but that it would not succeed if things happen and a person becomes a sub more than they are in the office. That is her opinion but other than that she really loves the attention to the instructional leadership and she does think it is needed right now at Durfee with some department heads missing.

Mr. Costa asked Mr. Gray, Vice-Principal for the 9th grade, if he could give the Committee an idea of how many behavior referrals he has.

Mr. Gray said as of that afternoon he was at about 2,300.

Mr. Costa asked if that was 2,300 from September to date.

Mr. Gray responded yes.

Mr. Costa asked prior to their proposal who was primarily dealing with the 2,300 referrals.

Mr. Gray responded it was he and the substitute who is in the position currently.

Mr. Costa said if he heard correctly in addition to the 2,300 referrals they are also being asked to do evaluations and asked how many.

Mr. Gray responded 14.

Mr. Costa asked if they were 14 teacher evaluations.

Mr. Gray responded yes.

Mr. Costa asked if they split the conduct between him and the substitute and what type of ability the substitute had to deal with behavior.

Mr. Gray said that she handles the smaller things such as late to class, cutting of class, etc. She does a great job getting to know the students and has been doing it for a while.

Mr. Costa asked if she could assign detentions.

Mr. Gray said that she could.

Mr. Costa asked Dr. Bronhard if she was the sophomore VP.

Dr. Bronhard responded yes.

Mr. Costa asked her how many referrals she had to date.

Dr. Bronhard responded approximately 1,500.

Mr. Costa asked if it was the same set up as Mr. Gray; she and the sub that is currently in the office are now handling them.

Dr. Bronhard responded yes.

Mr. Costa said the reason he raised those questions is because he thought it was important for the Committee to know the time that is spent particularly in those two offices on conduct and what that prevents Dr. Bronhard and Mr. Gray from doing. While they are dealing with 3,800 referrals combined it limits their ability. Mr. Costa asked if Dr. Bronhard had 14 evaluations as well.

Dr. Bronhard responded yes as well as working with new teachers. Their turnover rate at the high school for teachers has been rather large over the past few years so they are constantly supporting teachers which she thought was another big part of it, too.

Mr. Costa said to his colleague Mrs. Panchley's point he thought it was important to professionalize the office and having defined roles within the office as to who handles certain things within each grade level is important and thought the plan spoke directly to that. He agreed that it seems as though the resources are more needed in the 9th and 10th grades because that apparently seems to be where the majority of the issues are. He hoped as students became 11th and 12th graders they were finally getting the hang of what is required or expected of them as high schoolers.

Dr. Bronhard said that was some of the honest conversations that they had as a team because nobody wants to lose a member of their team as far as shifting resources. However, it is important to really identify where the needs are and go after them with a team approach so that it is not different faces in there that kids are seeing all the time. The consistency factor for a lot of their students helps them to achieve their goals and continue to move forward for success.

Mr. Costa said there were a number of things happening that they needed to address and they needed to have people in the right positions to handle those issues. He does not have an issue supporting the proposal. By hearing from Mr. Andrade how the structure used to be it does not sound like much has changed. To continue to go down that path and not restructure to try to give something else the opportunity to work; he cannot see continuing down that path given the needs of the students that they have currently. They may not be any different than they were before but he thought there was a high number of conduct referrals currently that they need to be supportive of. He thought that spoke to discussion item number two which is the Durfee Academy. He hoped after they heard that presentation the Committee would be able to offer some support to address that issue. He wants the VPs to be able to be in the classrooms so that they can do adequate evaluations. Their teachers deserve those and may be getting short changed if they are only able to spend a limited amount of time in the classroom observing their work. He noted that it is not just about attendance or conduct referrals and that there is a bigger picture. The more time the VPs spend in their offices dealing with behavior, the less time they have in classrooms observing their staff. Teachers deserve to have their attention and not be drawn by the radio because there is a conduct issue when they are seeking a good, sound evaluation. He can certainly support this and appreciated the work that went into it by the four Vice-Principals.

Mr. Costa continued that Mrs. Panchley's point with the issue of the job description; if the substitute line were to be stricken he would just ask that they add in "any other duties delegated by the Vice-Principal" to give them flexibility if they needed short-term coverage on occasion. He felt that kept the professionalism within the job description without indicating that they will be substitutes. He said if that met with his colleagues' approval maybe they could make that change.

Mr. Costa addressed the VPs by saying that it is an awful lot of referrals and he is not sure how they sleep at night because his motor would still be running well after school wondering how to deal with that many students coming through the doors with conduct issues. He also wanted the staff at the school to know that they are trying to put systems in place to assist so that when students are disruptive in the classroom that they can be sent out and dealt with appropriately so that hopefully they are changing those behaviors and not just having a reoccurring revolving door. He hoped this would go a long way in doing that and looked forward to hearing back from all of them about what is going on with the new model. He added that if it needed to be tweaked, they should come back and ask the Committee for some adjustments. He thought it was a good start and is comfortable voting to approve it.

Mr. Hart asked in regards to the four School Administrative Manager (SAM) positions in the offices if substitutes were doing these duties.

Dr. Bronhard responded yes.

Mr. Hart asked if they were doing all the responsibilities of the job description.

Dr. Bronhard responded yes; variations of them.

Mr. Hart asked Mr. Saunders how the positions would be funded.

Mr. Saunders explained that on the proposal they are taking the monies that they were already expending for the substitutes and making them full-time positions. He thought it was about a \$30,000 increase and they are able to absorb it in the Durfee staffing.

Mr. Hart said they are taking the money out of the substitute account and wondered if it was taking away any substitutes from other schools because they are low on substitutes.

Mr. Saunders explained that it is actually putting these positions where they really belong. They have been saying they are subs but the majority of their work was never in the sub area at all.

Mr. Hart asked what the substitutes were getting per day in that office.

Mr. Saunders responded that they were getting \$100 per day.

Mr. Maynard clarified that they were getting \$100 per day and asked what they were going to get paid now.

Mr. Saunders explained they were going on an SNON contract and would be paid \$25,000 a year. Those contracts go before the School Committee. When they were subs they were not entitled to benefits and they would be entitled to benefits when they are an SNON.

Mr. Maynard asked if they will break out even.

Mr. Saunders said the differential between what they were paying them as subs versus what they would pay them as full-time employees is about \$30,000.

Mayor Flanagan asked the Superintendent if the positions that are being implemented at Durfee were also implemented at the Viveiros elementary school.

Superintendent Mayo-Brown responded yes one was as a pilot position.

Mayor Flanagan asked if they saw any change in attendance once that position was implemented.

Superintendent Mayo-Brown explained that the position at the Viveiros was not necessarily focused on attendance in the way that the Durfee Vice-Principals have described an attendance office which is separate from these new positions.

Mayor Flanagan asked if there were any contractual conflicts because the new positions as they are currently written would have possible substitute responsibilities but would be making more than a substitute teacher.

Superintendent Mayo-Brown responded no because substitute teachers are not covered under a contract.

Mayor Flanagan said okay and asked if there were any further questions.

Mr. Martins said that someone had indicated that there was a person in the registrar's office and that person had left and the position had not been filled.

Dr. Bronhard responded that there was a clerk position that assumed the role of a registrar at the high school over the course of the eight years that she was there as department chair. That clerk has since moved to take another position in the district and that position had not been filled.

Mr. Martins stated with question that they had a clerk acting as a registrar.

Dr. Bronhard said yes; she was acting as the registrar mainly focusing on student records. She explained that the clerk of the guidance department used to do that work. Now the guidance department no longer has a clerk and that person assumed the role of a registrar so it was one stop shopping for families. When families came in it was registration, records, communicating with other schools to get records, immunizations, and everything else that it needed to register a student both in and out.

Mr. Martins said that this took him by surprise which he does not like. When the registrar's office was created it was his understanding that there would be a registrar and not a substitute for the registrar. He asked why that had not taken place.

Superintendent Mayo-Brown responded that there was not a substitute for the registrar. The registrar had been in place and those duties have been done by a clerk for a number of years. It just happened that that clerk applied for a transfer to a clerk position in a different school this school year. Now that position is vacant.

Mr. Martins said back when this all started he expected that that title would be registrar.

Superintendent Mayo-Brown asked what he meant by "back when this all started."

Mr. Martins said when the registrar's office was proposed.

Superintendent Mayo-Brown said that was probably back in 2005. Her recollection was that the registrar position was not approved so a clerk took on those responsibilities.

Mr. Martins said that he would like to see those minutes. He did not feel it made sense that they did not have a registrar and had a clerk in there.

Mr. Martins continued that the SAM position was not an administrative position and was going to be focusing on non-instructional manager and administrative tasks. He also noted that the position states a salary of \$25,000-\$30,000 and the job description calls for a bachelor's degree. He said this made him uneasy because of the fact that it seems to be when they have one position established that position seems to grow to other schools. The administrative manager started at the Viveiros and now they want four school administrators. He wondered when it would stop or does it keep on going and building up the hierarchy. He said he will continue to profess that not enough money is being expended in the classrooms of teachers by having dual teaching if there are not enough classrooms which included the high school as well. Mr. Martins also noted that even with the reorganization there would still be some non-administrative people issuing discipline action toward a student which is also happening currently. He felt the students could buck that coming from a non-administrator.

Dr. Bronhard explained that that does not happen regularly because the way that they present the team is that those people act on behalf of the Vice-Principal.

Mr. Martins asked how many of the referrals were minor things that they turn around and issue a minor punishment or return to class slip with a threat of detention if it happens again.

Dr. Bronhard responded that that happens every day with different kids.

Mr. Martins asked how many of the 2,300 referrals the VPs actually get involved with or if the clerk handles them.

Dr. Bronhard said it all depends on the nature of the infraction, who the student is, and how many times they have been warned.

Mr. Martins asked how many of the positions that they are requesting are vacant currently under the proposal that they are requesting.

Dr. Bronhard responded two.

Mr. Martins said there are two positions that are vacant at the present time and questioned why they were not filled.

Superintendent Mayo-Brown said that she had indicated to him the clerk-registrar applied for a position in another school and transferred which occurred this academic year. The positions will be filled. Also, as the Durfee team was contemplating what the model would look like to present to the Committee they were not going to fill positions until they were clear on what direction Durfee was going in. Those positions have not been vacant long-term but they were waiting for this conversation.

Mr. Martins said he does not know what that means in reference to filling the positions as soon as possible but he assumed that the positions would be filled within the immediate future.

Superintendent said of course.

Mr. Martins asked if the two vacant positions were filled how many more paraprofessionals or clerks they would be looking for.

Dr. Bronhard responded none.

Mr. Martins said they are looking for one additional school adjustment counselor.

Dr. Bronhard responded no.

Superintendent Mayo-Brown explained that they needed to fill a retirement.

Mr. Martins asked if they had a vacant position.

Superintendent Mayo-Brown said that was correct.

Mr. Martins said that it is already there and they just need to have it filled.

Superintendent Mayo-Brown said that was correct. The person recently retired and the position is posted. The high school will interview and recommend an appointment.

Dr. Bronhard said they were interviewing that week.

Mr. Martins said they are looking for four new SAM positions.

Dr. Bronhard responded that was correct.

There were further questions from Mr. Martins around the number of clerks/SAMs being requested which Dr. Bronhard answered.

Mr. Martins asked if they were to get the four SAM positions who would administer punishment when a student was sent to the office.

Dr. Bronhard responded either the SAM or the Vice-Principal. They will be working in collaboration and the SAM will not be taking on all of the discipline. There will be daily meetings and communication between the SAM and VP.

Mr. Martins questioned if they get approved for four SAM positions if a restructuring would be needed.

Mr. Paul Coogan explained that it was not one more person in each office but a conversion of the building sub position into a SAM position. Currently, the building subs get \$100 a day. They are going to professionalize that position to a SAM position and take those subs and let them sub in classrooms. They are not adding staff to an office. They are converting a building sub into a SAM position.

Mr. Martins said he thought the building sub was for taking care of attendance.

Mr. Coogan said that was incorrect and explained that the job description that they received for the SAM was a morph between what the building subs currently do at Durfee and what is done over at the Viveiros. They took the best pieces of both and put them together into a job description. He explained that discipline for non-contentious things would be handled by SAMs. If students wanted to dispute it they could go back and see the Vice-Principal.

Mr. Martins said he was trying to get down to the brass tacks of what they actually need. So far what he saw was that they have two clerks that have vacant positions somewhere in the hierarchy of the VPs area.

Mr. Coogan said one in the registrar's office and one in the grade office. In a quest to professionalize the attendance office they are going to shift people there without an increase in staffing.

Mr. Martins said these are two vacant positions that are already in the budget.

Mr. Coogan said he would assume that is correct.

Mr. Martins said they do not need any more School Adjustment Counselors.

Mr. Coogan said at this time, no. The duties of the one that he lost in grade 12 will be split between his office and the freshman office when they hire the new person.

Mr. Martins said that they want four SAM positions, one in each office. The two clerks are going to go to their respective offices.

Mr. Coogan responded no and explained that the two clerks that they are losing in grade 11 and grade 12 are going to be centralized in what was the guidance/registrar's office to work on attendance, registrations, transfers in and out, and professionalize all aspects of attendance.

Mr. Martins asked who deals with a student that is absent for 18 days.

Mr. Coogan said if it was 18 days that would probably be a Vice-Principal.

Mr. Martins asked if the new office that they are proposing would be in the wing of the Vice-Principals offices or someplace else.

Mr. Coogan responded that it would be in the registrar's office across from security on the main floor.

Mr. Martins began to ask another question and Mr. Hart interrupted with a motion to move the question.

Mayor Flanagan asked Mr. Hart if he wanted to move on and Mr. Hart responded yes.

**MOTION: Mr. Hart – Mrs. Panchley: To move the question.**

Discussion

Mr. Martins thanked the Committee for the motion and said he would keep that in mind when others have things to say as well. He did not like being stifled.

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**

**1 was opposed** (Mr. Martins)

**Motion passed**

**Mayor Flanagan noted that there was a motion made to approve the restructuring plan as presented.**

Mrs. Panchley asked if she could make an amendment to the motion and Mayor Flanagan said they would do that after they dispose of this motion.

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**                      **1 was opposed** (Mr. Martins)                      **Motion passed**

Mayor Flanagan asked Mr. Costa if he wanted to make a motion on the job description.

Mr. Costa asked through the Chair to either the Superintendent or Attorney Assad if by amending that particular job description, if they would then have to take a vote to approve the amended job description. He did not believe it was as simple as just amending it because it would then become a new job description.

Superintendent Mayo-Brown explained it was a new job description presented to them for discussion and approval as a new job description. It was not the Viveiros job description.

Mr. Costa said they could amend it and then take a vote to approve it.

Superintendent Mayo-Brown said that was correct because they had not approved it so it was theirs to do that with.

**MOTION: Mr. Costa – Mrs. Panchley: To amend the job description for the School Administrative Manager position to strike the language “serve as substitute teacher when teachers are absent and there is no available substitute” and replace that with “other duties as delegated by the Vice-Principal”.**

No discussion

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**                      **1 was opposed** (Mr. Martins)                      **Motion passed**

**Mr. Costa – Mr. Hart: To approve the job description as amended.**

No discussion

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**                      **1 was opposed** (Mr. Martins)                      **Motion passed**

**2. Discussion:** Creation of Durfee Academy to support the academic and social emotional needs of identified students, *as presented by Principal Paul Marshall and Associate Principal Michelle Sylvaria.*

**Mr. Maynard – Mrs. Panchley: To approve the creation of Durfee Academy to support the academic and social emotional needs of identified students.**

Discussion

Mr. Martins said that this proposal certainly made sense and he supported it. They have some students that are experiencing some difficulties and they can be turned around. This made sense to him.

Mayor Flanagan said these are students that don't typically have any interaction with the judicial system and wondered if they have an IEP or if they were just students who were going through some type of emotional challenges.

Superintendent Mayo-Brown asked through the Chair to have Durfee speak to that question.

Mayor Flanagan asked that they give him a synopsis of their profile.

Principal Paul Marshall explained that these are students who typically have not had a lot of success not just at the high school but in education in general. They are students who are typically well behind their contemporaries. They have been retained a number of times and not just at the high school but throughout their career. One of the things that they put together was the first 15 students that were being referred in the freshman class; they did a composite and took a look at what the different things were that they have. Typically they are students who have not had academic success; a lot of their referrals are what they call proximity referrals, which means they are not going to class, drifting from class to class, or coming to class late. That causes disruptions to the class when they do get there. A lot of times because they are not meeting with academic success they become defiant and a behavior issue. Mr. Marshall said that the Mayor was correct that they are not necessarily the students who are being arrested in the community or in the school but they are not a positive influence on the school currently.

Mayor Flanagan asked if they had any therapists involved with them.

Mr. Marshall said yes but not all of the students. A vast majority are getting services through their school adjustment counselor's and they also have a number of therapists that come to the school. They have four dedicated offices in the main office where counselors come in and see the students. However, if they take a look at the description of them even if the counselors are coming in to see them there is no guarantee that the student is going to be in school.

Mayor Flanagan thought for the program to be successful they would have to get the parents involved. He asked what their plans and goals were for that.

Mr. Marshall agreed and explained that one of the requirements similar to the Resiliency for Life model was that there is a requirement for the parents to be involved. They are going to meet with the students and their parents and provide the opportunity. They do see this as an opportunity for students to become successful. They do not want to just change the venue and the time and expect different results so there is going to be a lot of work that needs to be done helping the parents parent. They are going to be meeting at a minimum on a monthly basis where they are going to be coming into the school. They are expecting the program to do a lot of outreach into the community as well to meet them at their homes and push into the houses because they are not going to be successful if they do not hit that head-on.

Mayor Flanagan agreed and thought for some of the students the reason why they may not be doing well was because they may have some problems at home. They would not only have the opportunity to get the student doing better in school but they may also be able to improve upon their home life as well and hopefully strengthen that family unit. Mayor Flanagan said he supported the program and noted that it was \$100,000 for a half of a year but he thought the benefits outweighed the cost associated with it. He asked if the program was modeled after any other models.

Mr. Marshall said that they had had a successful model years ago that was called Durfee Academy which moved over to the Resiliency Preparatory School. He believed that there have been a number of these types of programs in a number of communities. The largest area of improvement has been through that relationship with the students as well as the faculty and really getting to know the root cause of why the students have not been successful so that it does take a different approach with somebody who really understands that in order for students to be able to be successful they really need to get to know the kids and need to get to know their families and know what is or is not driving them.

Mr. Marshall continued that they just did a professional development and “chunked” their students and a big portion of the kids at Durfee are very well connected but there is another 20% of their students who struggle greatly. He thought that group of kids was probably at the top of the list for the most intensive services. They also believe that this will relieve some of the pressure that the Vice-Principals were talking about in relation to the number of referrals taking them away from the instructional day. Long-term that is where they are going to have the biggest gain in relation to what is occurring in the classroom. If they can get that down there will be less reasons for students to disengage from the class and be out and causing problems.

Mayor Flanagan said he really has a lot of hope for the program and is rooting for it to work because he thinks if they can identify those students who are on the verge of dropping out because of some type of problem that they have going on then they are saving their life in the long run. He felt it was a great program. It was costly but he thought the cost outweighed the benefits.

Mayor Flanagan asked if there were any other questions or discussion.

Mrs. Panchley agreed with Mayor Flanagan and said when she met with the Superintendent she asked about the Administrative Apprentice position and did not know if that had been discussed at all as far as where that might come from. She asked if it was going to be a new position or if they could move resources to cover that position.

Superintendent Mayo-Brown responded that without getting into too much personnel confidentiality they believe they have identified a position that they could potentially move over to serve as an Administrator Apprentice Intern for the position which would be at no additional cost. She said what they are seeking were the resources for the four academic teachers for the program.

Mr. Hart said he is in favor of the program as well and wished them luck. He felt it was going to be a worthwhile program. He asked if they were starting the Academy at noon time.

Mr. Marshall said yes and explained they were going to be using a flex schedule for the teachers so the students will be entering the school at a later time. They are going to be coming in and meeting with their teachers and getting themselves acclimated. It will be more of an advisory time and then

they will go to lunch from there and then they will start their academic day. They are hoping to do a lot of project-based work so kids can get really active in their education rather than sitting in a classroom the traditional way of teaching. That is going to be a real key position in relation to the administrator. It will have to be someone who is going to have to have an eye on curriculum and how they engage kids in different ways. It is going to have to be a really creative person and somebody who understands the social-emotional needs of their students and someone who can also understand the different standards that would need to be addressed.

Mr. Hart asked if the health wing was down toward the weight room and asked how many classrooms there were.

Mr. Marshall responded yes and that there are five classrooms. He noted that when looking at the schedule, the last three periods blocked are the classrooms that are available in the freshman academy so they would move those health classrooms up into the freshman academy area.

Mr. Hart thought that was a good area and sounded perfect for the academy. He asked again if those classes would be moved that are currently there to another part of the building.

Mr. Marshall said yes during the school day. Their hope is that once the school day ends for the majority of the students then the Durfee Academy will have access to the whole building. They do not want them to just be down in that one corridor and want them to be able to access the culinary arts programs, the labs, etc. to make their learning more active.

Mr. Andrade said that he also wished them continued success in the program. He thought it was a very important program and would like it to be very successful. He asked about the Administrative Apprenticeship position which he believed was only a one-year position.

Superintendent Mayo-Brown responded yes and explained it would be a one-year position that would serve to coordinate the program. Like they have with their other apprenticeship programs, it would enable that individual to obtain their Vice-Principal/Principal licensure through that process. It serves two purposes by reallocating an existing resource from one school to be able to do this work.

All were in favor	None were opposed	Motion passed
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**3. Discussion:** Additional positions for Henry Lord Community School, Student Support Coordinator, Dean of Students, Paraprofessional for In-School Suspension, *as presented by Superintendent Mayo-Brown and Principal Tracy Curley.*

**MOTION: Mr. Martins – Mr. Andrade: That the discussion for item number three be separated into three parts; one for each position that is being requested to be hired.**

No discussion

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: No
Mr. Costa: No	Mrs. Panchley: No
Mr. Hart: No	Mayor Flanagan: No
Mr. Martins: Yes	

<b>2 were in favor</b>	<b>5 were opposed</b> (Costa/Hart/Maynard/Panchley/Mayor)	<b>Motion failed</b>
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**MOTION: Mr. Hart – Mr. Andrade: To approve additional positions as listed at the Henry Lord Community School for Student Support Coordinator, Dean of Students, and a paraprofessional for in-school suspension.**

No discussion

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**

**1 was opposed** (Mr. Martins)

**Motion passed**

**4. Vote to Approve:** Reallocation of vacant System Analyst position, *as presented by Chief Operating Officer, Tom Coogan.*

**MOTION: Mr. Costa – Mr. Andrade: To approve the reallocation of a vacant Systems Analyst position.**

Discussion

Mr. Martins said the last sentence of the first paragraph reads “scheduling and processing staff related attendance and vacation”; he asked if that was a responsibility of human resources.

Superintendent Mayo-Brown responded that there was no quick answer to that. It depends on which unit or department within the school system. Attendance and vacation scheduling is handled in a variety of different ways but usually through clerks. She asked if Mr. Martins was asking if human resources handled all of the scheduling for vacation time.

Mr. Martins said no he was asking if an electrician calls in sick does that get reported to human resources.

Superintendent Mayo-Brown said currently, yes it does.

Mr. Martins asked the same of a carpenter or custodian.

Superintendent Mayo-Brown said yes.

Mr. Martins said that human resources handles and records the absenteeism.

Superintendent Mayo-Brown said for facilities he is asking for specifically.

Mr. Martins asked if the department head meets with them for vacation time to discuss scheduling.

Superintendent Mayo-Brown said if he had specific operational questions about facilities, through the Chair she would recommend that Mr. Coogan address those.

Mayor Flanagan asked that Mr. Coogan come to the podium.

Mr. Martins asked Mr. Coogan if he agreed about the absenteeism being handled by H.R.

Mr. Coogan said that currently H.R. does handle the actual fielding of the calls, the scheduling, and the docking of the accruals.

Mr. Martins said that is exactly what they should be doing.

Mr. Coogan said that was correct.

Mr. Martins asked if they were doing that then what it was that he was looking for. It looked like the job of Network Technician is being done by someone and that it looks like they are looking to increase that person's salary for the same work.

Mr. Coogan asked to summarize the position to give them a better picture of what he is looking to do. He explained that the Systems Analyst position was a utility player within the facilities department. They handled a number of different activities but one of the big ones that they handled was the supervising of the phone network, both the wireless as well as the phone networks within the school system. They have different phone systems in each one of the schools and different contractors for each one of those systems. In addition, there are a number of wireless devices that need to be set up. This work is becoming more of a technology type activity and as the phone systems run off the network it really belongs with IT. In addition, that person also coordinated the repair and maintenance of all the entry systems on the buildings as well as the camera systems which they currently have 7-8 different systems. Those would need to be looked at and maintained as well as scanned if there was an incident that took place. In addition, a significant portion of their time was handled with use of schools which was not only the administrative part (what type of event, does it comply with policy, price quotes and availability checking, etc.) and the actual making of the arrangements (scheduling security, custodial, opening and closing times, etc.) There is also follow-up for the billing and collection of fees. He continued that what he is attempting to do with this position is the Network Analyst position which has an approved job description but has been vacant up to this point; they have capacity within the department that can handle that network role. Currently, a lot of that work gets sent out to contractors and they spend \$20,000-\$40,000 per year with different contractors. As they develop their own camera and security systems, that person can begin to handle some of that and save money from some of those outside contractor fees.

Mr. Coogan continued that what he is looking to do is take the salary from that initial Systems Analyst position, which has been vacant, and divide it. He wanted to take a portion over to the Network Technician position so they can fund that position. They have some capacity within the department where they feel as though they can fill that position internally with someone who can do that work. That salary and the additional funds from the Systems Analyst position would fund that salary and there would be no additional monies required from the budget. The second part is the actual administrative and detail oriented work that would be shifted to a clerical staff person. He suggested that just the taking of attendance and the fielding of vacation requests for approximately 150 people between the safety officers union, maintenance union, and the custodian's union was a big task. The vacation requests are distributed and then received in an order that is tightly controlled by contract and assigned by seniority. There is also a constant shuffling of the vacation calendar over the course of a year. He was not suggesting that that person be responsible for docking the accruals and making those adjustments but there is a lot of administrative work that goes in before those adjustments are actually made. This person would take a lot of that detail work and process it. The clerk would take the administrative, billing, and detail work associated with that position that was the Systems Analyst before and the network and

security piece of it would drift over to the Network Technician’s position that is currently empty. He proposed that if they shift those resources, it is cost neutral to the district.

Mr. Martins asked if currently there is one person or multiple people doing all of the tasks that he just mentioned.

Mr. Coogan responded that there was one person doing the Systems Analyst position but resigned as of October 1 and relocated out of state. That position has been patched with different people who have been doing that job for the last 60 days.

Mr. Martins said but the job is being done.

Mr. Coogan said currently, yes.

Mr. Martins said the job is being done and Mr. Coogan mentioned something about having to go out to contractors.

Mr. Coogan said yes and gave an example of when they might have to call an outside contractor to come in to handle repairs.

Mr. Martins asked if he was saying the Network Technician would be able to do the repair.

Mr. Coogan said in some cases as they come up to speed and receive training. As the systems have gotten older the proprietary rights have been relaxed and they can now service some of them themselves.

Mr. Martins said there should be a savings then.

Mr. Coogan said cost neutral or a savings but at the minimum cost neutral.

Mr. Martins said it stated that the original reallocation of the Systems Analyst position is cost neutral but it does not exactly say how it becomes cost neutral.

Mr. Coogan said he believed if he looked towards the middle of the page there is a \$40,000 salary there and it is divided into two pieces. It talks about shifting those salary dollars to make it available but there could be additional savings as well.

Mr. Martins said unfortunately he looks at it as something that can be accomplished with the staff they have. There are always other options but he did not know where all the money was going to come from between this item and past items.

**A roll call showed:**

Mr. Andrade: Yes	Mr. Maynard: Yes
Mr. Costa: Yes	Mrs. Panchley: Yes
Mr. Hart: Yes	Mayor Flanagan: Yes
Mr. Martins: No	

**6 were in favor**

**1 was opposed** (Mr. Martins)

**Motion passed**

5. **Report:** Progress of the Committee addressing goals on the AIP, *as presented by Mr. Gabriel Andrade, Evaluation/AIP Subcommittee Chair.*

Mr. Andrade informed the Committee that the Evaluation Subcommittee met the week prior. The Superintendent had previously suggested that they contact the Public Policy Center at UMass Dartmouth to help them prepare a survey for the School Committee's goals. There were three items they had to deal with. One concerned respect among the School Committee; another concerned trust; and the third involved a collaborative vision drawn up between the School Committee and the Superintendent. All items called for a survey of stakeholders as well as the public. What they discovered at the meeting was that the Public Policy Center has done surveys of this type before and was willing to help them design a survey at no cost or low cost depending on what they wanted to do. How large they wanted to go with the survey would determine the cost. It looked like they were going to go with a low cost or no cost, if possible. There was a motion made at that meeting that he would read. He has to present it as they had voted on it but after he makes the motion he would have a couple of asides related to it.

**MOTION: Mr. Andrade – Mr. Maynard: To authorize the Public Policy Center at UMass Dartmouth to assess School Committee goals one and three. Additionally, request the Committee of the Whole to forward any vision statement thoughts to the Evaluation Subcommittee.**

#### Discussion

Mr. Andrade suggested that the motion indicated that the School Committee members could pass their thoughts on a vision or even take their own personal goals because they can work backwards from that to develop a vision. He did not think it was a bad idea to know how individual School Committee members would like to arrive at a particular part of that vision. He gave an example.

Mr. Andrade said that the Superintendent had indicated that she would like to meet with all members of the Committee because she has to work on her own goals for her evaluation and these go hand in hand. When they meet with the Superintendent they could talk about their goals and vision for the district. The Superintendent suggested that they put it in writing and that will also be referred to the Evaluation Subcommittee.

Mr. Martins asked when the Committee as a whole would discuss the direction of education for Fall River and establish realistic measurable goals. He said with all due respect to the Evaluation Subcommittee, one-on-one meetings with the Superintendent to determine the direction of education goals to be achieved is closed door politics. Education direction and goal setting should be in open meeting of the Committee as a whole. The public has a right to witness the process of determining education direction and goals expected to be achieved by the school department. Every member of the Committee has a right to listen to and equally participate in the development of the educational direction for Fall River and the development of goals of which the Superintendent will be evaluated. The Superintendent can still make her own goals to be achieved and discuss those goals with the Committee. The Committee can establish goals and that would also be discussed with the Superintendent with regards to if it is a realistic measurable goal.

Mr. Martins moved that a series of special open meetings be scheduled to establish the educational direction of Fall River Public Schools and the goals which the Committee expects the school department to achieve.

Mayor Flanagan noted there was a motion on the floor which they will entertain first and then he would call for Mr. Martins' motion. He asked if Mr. Martins yielded the floor.

Mr. Martins said he knows there was a motion and this is another motion.

Mayor Flanagan said they had to dispose of the first motion first. He will call for further discussion on it but before he did he wanted to know if Mr. Martins yielded and he did.

Mr. Andrade said he understood what Mr. Martins was trying to say; however, the goals that they will be discussing with the Superintendent have to go back to the Evaluation Subcommittee which meets in open session and anything that they do has to go back to the full Committee. There will be ample time for discussion of the goals for the school district in a meeting with the Committee of the whole. At some point, he believed in March, they are supposed to meet with the Superintendent about her goals for her own evaluation.

Superintendent Mayo-Brown said they had agreed with the Evaluation Subcommittee that her cycle would run from October to October so they will need to do the goal setting and approval process by the Committee relatively soon. The mid-year checkpoint is March.

Mr. Andrade said they have until March to discuss the goals and part of the agenda item they will have in March will be to ascertain for certain which goals that the Superintendent will be evaluated on. He felt that there would be ample discussion of the goals for the school district.

Mr. Hart reiterated what Mr. Andrade said; he thought that the Evaluation Subcommittee, even during the process of the Superintendent's evaluation, was very transparent having meetings and going over the actual evaluation in the subcommittee. There are no closed doors behind it and he thought it was a very good idea that the subcommittee came to where they would have meetings with the Superintendent individually. He did not want to sound repetitive but everything is going to be out in the open and everything goes back to the Evaluation Subcommittee. If anyone thinks it is behind closed doors they are wrong. It would be a little more productive this way and he thought would make things go in a timely manner.

Mrs. Panchley said for a point of clarification because she was a little nervous about the March date being mentioned; she recalled last year in March the Superintendent presented a binder of artifacts addressing goals that had already been approved by the School Committee. If her recollection is correct in March she would be giving her half-year check in to goals that they have already approved prior to March. She is not on that subcommittee but wanted to point out that she thought the goals would have to be done and did not know if February would be too late.

Superintendent said that they had discussed at the Evaluation Subcommittee meeting that she would meet with members this month, draft goals as a result of those meetings, and present the goals to the evaluation subcommittee in the first week of January so that Mr. Andrade could report out as Chair at the January meeting on what the proposed goals were at that time.

Mr. Andrade said he thought it was better to refine what they are doing beforehand and actually come back with a product which can be tweaked by the full Committee as opposed to having a wide-ranging, free-flowing discussion where they really have no structure. If they have something that they can react to they can indicate what they have a problem with it, add or delete. At least they would have a working document to go from.

Mr. Maynard said that every School Committee member has a subcommittee and they can go into any subcommittee meeting they want. Their door is always open and if there is anything they want to know about they can just show up to the meeting. They are not doing anything illegal or closed door.

Mr. Martins explained to his colleagues that he will not be able to hear what each individual person is saying to the Superintendent. He likes to be able to take all of the information and process it and come up with his own and have that as input. He learns a lot from listening to other people and asked what they found objectionable about sitting in open session and having the general public watching what they are saying with regards to the direction of the Fall River Public schools. He did not understand the logic behind it. When it is all said and done they could come up with a set of goals that can show the direction of what Fall River is going to be doing with their school department. People can witness it and it is all open for everyone to understand. If he meets with the Superintendent then others will not know what was said. If it is all open they determine what it is. He felt that they should have it so that it is open to public scrutiny.

Mr. Maynard interrupted and said he did not care if the public saw it. They are not doing anything wrong.

Mayor Flanagan said there was no cross talking and they have all spoken on the issue. He asked Madame Secretary to take a roll call vote.

**A roll call showed:**

- Mr. Andrade: Yes
- Mr. Costa: Yes
- Mr. Hart: Yes

Mr. Martins asked what they were voting on and Mr. Andrade restated the motion: *To authorize the Public Policy Center at UMass Dartmouth to assess School Committee goals one and three. Additionally, request the Committee of the Whole to forward any vision statement thoughts to the Evaluation Subcommittee.*

- Mr. Martins: Yes
- Mr. Maynard: Yes
- Mrs. Panchley: Yes
- Mayor Flanagan: Yes

<b>All were in favor</b>	<b>None were opposed</b>	<b>Motion passed</b>
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**MOTION: Mr. Martins – : That a series of special open meeting sessions be scheduled to establish the educational direction of Fall River Public Schools and the goals for which the Committee expects the school department to achieve.**

**No second on the motion**

Mr. Martins said it was amazing that the Committee does not want to have...

Mrs. Panchley interrupted and called for a point of order. Mayor Flanagan and Mr. Hart noted there was a point of order and Mr. Martins continued speaking.

Mayor Flanagan recognized Vice-Chair Costa while Mr. Martins continued to speak.

Mr. Costa said his colleague was completely out of order.

Mayor Flanagan said they would move to item number six.

Mr. Costa asked if he could speak on the point of order because he had been sitting there quietly. He did not understand how Mr. Martins could brow beat the entire Committee on a decision that was made as a whole because he does not appreciate or understand his role.

Mr. Martins interrupted and there was an exchanged between Mr. Costa and Mr. Martins.

Mayor Flanagan called for a two minute recess at 8:41 PM.

At 8:47 PM Mayor Flanagan called the meeting back to order and asked Madame Secretary for a roll call for attendance.

The roll call for attendance showed:

Mr. Andrade: Present	Mr. Maynard: Present
Mr. Costa: Present	Mrs. Panchley: Present
Mr. Hart: Present	Mayor Flanagan: Present
Mr. Martins: Absent	

Mr. Costa asked for latitude from the Chair to speak and the Chair agreed.

Mr. Costa apologized to his colleagues and the administration and anyone watching the meeting for his exchange with Mr. Martins. He wanted the record to be clear that he thought the Committee had made great gains trying to work together collaboratively and nothing happens in the district in terms of policy or budgetary decisions unless it is done by a vote of the entire Committee. To somehow represent to the public that the meetings would be happening behind closed doors and secretive is very far from the truth. He needed to be clear for the record that any action taken by the Committee would be done so in public during a public meeting that will be posted and the public and media would be given ample time in order to not only be present but also to be heard on the agenda. He asked that that be on the record.

6. **Vote to Approve:** November's monthly expenditure report, *as presented by Mr. Michael Saunders, Chief Financial Officer.*

**MOTION: Mr. Maynard – Mr. Andrade: To approve November's monthly expenditure report.**

Discussion

Mr. Hart asked Mr. Saunders about the code 530000 contracted services and 410532.

Mr. Saunders asked if he was looking at the negative balance.

Mr. Hart said that was correct.

Mr. Saunders explained that they will be coming forward to the subcommittee with some transfers for the contractual services. They have increased contracts inside special education. They are going to come back with a transfer from salaries and go into contractual. During the year they cannot fill positions and have to provide the service so they go out and contract and come back and transfer

the dollars. This is a temporary issue. He noted that they would see the same in educational supply for about \$600.

Mr. Hart asked if they had allocated money from an account to go to contracted services at a finance subcommittee meeting. He wondered why that did not make that line item whole.

Mr. Saunders said it took care of it at that time. At that time they were looking at the speech services. They took money from salaries into speech services. This is another contract. He wanted the Committee to know that they have done a number of reallocations inside of contractual and they do that in each one of the quarters because it is a matter of whether they can recruit and then they have to go buy the services so they are moving money back and forth.

**6 were in favor      1 was absent (Mr. Martins)      None were opposed      Motion passed**

7. **Vote to Approve:** Use of Financial Manager job description to replace out dated job description for Assistant Business Manager, *as presented by Superintendent Mayo-Brown.*

**MOTION: Mr. Hart – Mr. Andrade: To approve the use of the Financial Manager job description to replace the out dated job description for Assistant Business Manager.**

No discussion

**6 were in favor      1 was absent (Mr. Martins)      None were opposed      Motion passed**

### **FOR YOUR INFORMATION**

**MOTION: Mr. Panchley – Mr. Maynard: To accept the FYI portion of the agenda and place on file.**

No discussion

**6 were in favor      1 was absent (Mr. Martins)      None were opposed      Motion passed**

The Chair asked Madame Secretary to send letters of condolence to the families and she agreed.

### **NEW BUSINESS**

Mr. Costa brought to the attention of his colleagues that the state was hosting a public hearing on the foundation budget on December 15 from 4:30-6:30 PM at the Somerset-Berkley Regional High School. He had not had an opportunity to speak with Mr. Saunders about it but he thought it was an important meeting. It was his understanding that the state was going to be accepting testimony on the current formula and how that is utilized by the state to determine funding for districts. He just wanted to bring them up to date with that.

Mayor Flanagan asked if an email could be sent out to both financial teams (City and School Department) so they could show up in tandem to advocate for that.

Superintendent Mayo-Brown agreed and said that she planned to provide testimony at the hearing particularly around the need for expanded services for early childhood education in the city and also to go on record in terms of 30% of their children in the city live below the poverty line and that requires additional wrap-around zone funding for their students as well as increased health care costs and out of district special education costs. She thought there were a number of areas that they could address in providing testimony to the Commissioner.

Mayor Flanagan said that was outstanding and asked if there was further new business.

Mr. Hart asked Mr. Coogan if they were all set with equipment with the winter season approaching.

Mr. Coogan said in terms of snow removal equipment and facilities equipment yes. He just went through it with Mr. McCloskey and there are a number of activities they do to gear up for the season. They are typically done in early November and are completed by that time in case they get an early storm. Depending on the amount of snow fall they do bring in some outside contractors for additional trucks but they are in good shape.

Mayor Flanagan addressed Mr. Coogan and Madame Superintendent saying that he received several calls from parents regarding hot lunches at the Greene and Fonseca Schools. They stated that their children did not receive lunch and may have been some questions on quantity and wondered if that had come to their attention.

Superintendent Mayo-Brown said that she and Mr. Coogan had spoken about that the week prior.

Mr. Coogan said as an update they did have a slight situation on the day before Thanksgiving. He explained that typically on an early release day they try to get accurate information on attendance so that they can gauge how many meals to send to the school and it appears on that day they did not get the accurate information in time and did their best to use historical data and ran tight. In some cases where the schools were a little closer they were able to service them in time but those that were further away from a feeding kitchen they did run a little bit over on time. They do check production records which is the amount of food that is sent out to schools and the amount that is returned and they do not have a problem with running short on lunches on a chronic basis at any facility. Occasionally they will see unexpected spikes but they are not running out of food.

Mayor Flanagan said in the future it is probably best to overestimate especially with lunch. They do run a surplus in that account and he would rather have more at the end of the day than less.

Mayor Flanagan continued that he was being informed that Thursday morning City Hall sent out invitations to the elementary Principals to have students help decorate and hang ornaments at Government Center. From what he is told a number of staff are putting together an event for the students with cookies, hot chocolate, and getting them involved in decorating. The team at Government Center has already secured buses so he asked that they look into it to see. If they are able to not disrupt their school day it would be nice to have the children at Government Center.

Superintendent Mayo-Brown said that she would look into it.

Mayor Flanagan invited the School Committee as well if they have time off to join the students.

Superintendent Mayo-Brown asked to restate the graduation poll survey numbers to be clear. They did a phone survey to all families of their current senior students in terms of what their preference was for graduation in June. A Sunday, Thursday, or either would be fine. 66% of families responded Sunday, 17% responded Thursday, and 15% said either would be fine.

Mayor Flanagan said then Sunday would be the day.

**REQUEST FOR EXECUTIVE SESSION**

There was no executive session this evening.

**MOTION: Mr. Hart – Mrs. Panchley: To adjourn.**

No Discussion

**6 were in favor    1 was absent (Mr. Martins)    None were opposed    Meeting adjourned (8:58 PM)**

Respectfully submitted,



Administrative Assistant for  
School Committee Services