

MINUTES

SCHOOL COMMITTEE MEETING

Location: 5 West Street, School Committee Room

June 1, 2022 6:30 p.m.

In Attendance:

Jessie Harrington

Gail Holloway

Meghan McCrillis

Samanth Raphael

Brooke Wrenn

Beth Chamberland

[Cecelia Wirzbicki](#)

[Karen Ballway](#)

Jenn Stanick

Denise & Jim Collins - 11 Murray Avenue

Julie & Jillian Benoit - 18 Hilltop Farm Road

Joelle & Chloe Khoury, George Kahale - 33 Harrison Ave

Jean & Ava Salo - 21 Elizabeth Street

Kara, Chris & Colin Murphy - 1 Paul Street

Absent

Zoom

Alli McGrill

CALL TO ORDER:

Jessie Harrington called the meeting to order at 6:30 p.m.

CITIZENS' COMMENTS: None

SPECIAL RECOGNITIONS:

Dr. Chamberland asked for a moment of Silence for the students and families of Uvalde. She said as they face this inexplicable and devastating loss, we stand with them. We pray for peace and we look forward to a better world for all of our kids.

Dr. Chamberland also recognized that Chris Hugo from Auburn Access TV, had just lost his mother. Dr. Chamberland and the committee expressed their condolences.

Minutes: 4/14/22, 4/27/22, 5/3/22, 5/18/22, Executive Session Minutes 5/18/22

Jessie Harrington entertained a motion to accept the minutes from 4/14/22, 4/27/22, 5/3/22, 5/18/22, and executive session minutes from 5/18/22.

Gail Holloway made a motion to accept the minutes from 4/14/22, 4/27/22, 5/3/22, 5/18/22, and executive session minutes from 5/18/22. Samantha Raphael seconded the motion, it was unanimously approved.

STUDENT REPRESENTATIVES REPORT:

Ally McGill

- Seniors last day of school was May 27th
- Seniors are enjoying a week of Senior events, such as WooSox game, Field day & a ropes course. Next week will be graduation rehearsals & events.
- Juniors, Sophomores & Freshmen all hav upcoming field trips
- School Day Games June 14th
- Ultimate Frisbee Club has begun

SUPERINTENDENT'S REPORT:

Spotlight on Students

Dr. Chamberland introduced four first grade students from Pakachoag School. Chloe Khoury, Colin Murphy, Jillian Benoit and Ava Salo completed a Community Service Learning project sharing thank you cards and donations with local veterans in honor of Memorial Day. The students spoke and recited a memorial day poem. The committee thanked the students and their families.

COVID 19 Summary

Dr. Chamberland stated we continue to monitor daily cases of COVID 19 while maintaining an ongoing relationship with the Auburn Board of Health. The cases have been trending down. We have been notified that we will continue to have assistance with testing through the end of the school year, but not for the summer or next school

year. We will check our inventory and a decision can be made by the committee to purchase additional test kits if needed.

Samantha Raphael asked if we will continue using Zipp slip for daily monitoring. Dr. Chamberland stated she has received that question from families. That will need to be a conversation with the nursing staff as well as the committee to determine if the daily screening should continue. Jessie Harrington stated she would like the faculty to weigh in as well.

School Safety

Dr. Chamberland stated safety is a priority, and always has been. The district has had several measures in place that have served us well.

- Multi-hazard plans for each building
- A.L.I.C.E. Training since 2016
- Safety Team
- Doors have been updated
- Middle School & High School have modified active shooter drills
- Staff members have swipe cards and photo ID badges
- Staff are instructed to be observant while outside and are given a 2-way radio for communication
- Maintain a strong relationship with police & fire departments

Samanth Raphael recommended all staff have a refresher training for A.L.I.C.E.

Dr. Chamberland stated that has been discussed and we are looking at implementing this on opening day for staff.

[Meghan McCrillis](#) stated she felt comfortable with the safety measures and was thankful for the presence of the police in the building giving high-fives to the students and making the days normal.

UNFINISHED BUSINESS:

CLEE Full Equity Report

Dr. Chamberland once again shared the final Equity Audit report from the Center for Leadership in Educational Equity. She also gave a brief summary of the findings. These being compiled after extensive data analysis, surveys, and focus group interviews. She asked the committee if they had any questions or comments.

Brooke Wrenn - It is clear Auburn is open to making everyone feel included.

Samantha Raphael - Nothing came from the report that was shocking, it is information and there is always room for improvement.

Jessie Harington - It was clear after reading the MCAS report from 2019 that improvements can be made.

Updated Bullying Policy - 2nd Reading

[Samantha Raphael](#) pointed out on page 20 of the bullying report, there was a mistype and the word should say aggressor. Dr. Chamberland made a note and will make the update.

Updated Restraint Policy- 2nd Reading

Updated Staff Conduct Policy - 2nd Reading

Staff Handbook - 2nd Reading

At a previous meeting, Dr. Chamberland shared the first few pages of the recently developed staff handbook. She now shared the current draft of the Staff Handbook. This handbook is designed to allow for easy electronic access for our staff to the forms and information they need to be successful in our district. This will be a 'work in progress' each year as we identify new or additional information that should be included but we also believe this is a good starting point. Dr. Chamberland thanked the following staff for their help in creating this handbook.

John Bastien (AMS)

Eric Bouvier (Director of Technology)

Neil Dziemian (AMS)

Kris Nordman (AMS)

Rosemary Reidy (Director of Pupil Services)

Ali Shankle (AMS)

NEW BUSINESS:

Announcement of Retirees

Dr. Chamberland recognized the following employees who will all be starting their retirement this summer and have a combined **203** years of service to the Auburn Public Schools.

<u>First</u>	<u>Last</u>	<u>Position</u>	<u>YOE</u>
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<u>Eileen</u>	<u>Donahue</u>	<u>AHS Assistant Principal</u>	<u>32</u>
<u>Kate</u>	<u>Flynn</u>	<u>Secretary to the Director of Pupil Services</u>	<u>35</u>
<u>Donna</u>	<u>Gates</u>	<u>BM/SWIS Special Educator</u>	<u>33</u>
<u>Karin</u>	<u>Graves</u>	<u>AMS Adjustment Counselor</u>	<u>17</u>
<u>Cecile</u>	<u>Leufstedt</u>	<u>Assistant to the Director of Food Services</u>	<u>22</u>
<u>Tina</u>	<u>McNamara</u>	<u>Bryn Mawr Instructional Assistant</u>	<u>13</u>
<u>Rosemary</u>	<u>Reidy</u>	<u>Director of Pupil Services</u>	<u>11</u>
<u>Ann</u>	<u>Shane</u>	<u>SWIS PE Teacher</u>	<u>16</u>
<u>Ann</u>	<u>Williams</u>	<u>Pakachoag Special Educator</u>	<u>24</u>

Dr. Chamberland and the committee thanked them for their service and wished them well.

Letters to Retirees

Dr. Chamberland presented the committee with letters that have been prepared for the signature of Committee members to go to all staff members retiring at the end of the

2021-2022 school year to offer our appreciation for their dedicated service to the students of Auburn. Again, in total, these nine staff members have given 203 years of service to the Auburn Public Schools.

Recommended Motion....to sign the letters to retirees and have them distributed.

[Jessie Harrington](#) entertained the motion to sign the letters to retirees and have them distributed.

Samantha Raphael made the motion to sign the letters to retirees and have them distributed. Brooke Wrenn seconded the motion and it was unanimously approved.

Updated Building Use Fee Schedule, Application, Regulations and Process

Dr. Chamberland informed the committee in an effort to better track the use of our buildings and to ensure that appropriate reimbursement is received for such usage, a committee was assembled to review the process. The committee included Dr. Chamberland, Mr. Fahey, Mrs. Wirzbicki, Mrs. Williams, Mrs. Morin, Mr. Davis, Mr. Delongchamp, Mrs. Allison, and Mr. Desto. The fee schedule was updated maintaining our commitment to free usage for Auburn based organizations, while streamlining the outline of fees to make it more concise. The actual application process will be moved to a Google Form to ensure better notification of all parties involved while also better monitoring the number of groups/people using our buildings at one time and the collection of any fees due to the district. This item will be revisited at the next School Committee for review and recommendation for approval.

Dr. Chamberland stated very few fees have been changed.

Samantha Raphael suggested posting to the community for additional site-managers for after hour events.

SWCEC 3rd Quarter Report

As is required, Dr. Chamberland shared with the committee the 3rd quarter report from the Southern Worcester County Educational Collaborative for review.

Confidential Secretary Job Description Revision

A revised job description for a Confidential Full Year Secretary at Central Office was presented to the committee. The position which was formally in the Secretaries contract, will now be considered confidential. This change will allow the new person to not only serve as the secretary to the Assistant Superintendent, but also the Business Manager.

Recommended Motion....to approve the revised Confidential Secretary Job Description

[Jessie Harrington](#) entertained the motion to approve the revised Confidential Secretary Job Description.

Brooke Wrenn made the motion to approve the revised Confidential Secretary Job Description. Gail Holloway seconded the motion and it was unanimously approved.

Student Handbook Updates

Dr. Chamberland presented the proposed Student Handbook updates for 2022-2023. It is her recommendation that the committee accept these updates.

[Meghan McCrillis](#) asked for clarification on the proposed updates and changes to the Swanson Road handbook as it was unclear in the proposal. Dr. Chamberland and the committee agreed that Dr. Chamberland would gather more information and bring it forward at the next meeting.

Recommended Motion....to table the motion to accept the proposed updates to the Student Handbooks for 2022-2023 and revisit at the next meeting.

[Samantha Raphael](#) made a motion to table the motion to accept the proposed updates to the Student Handbooks for 2022-2023 and revisit at the next meeting. Gail Holloway seconded the motion and it was unanimously approved.

Proposed Dates for 2022-2023 School Committee Meetings

Dr. Chamberland presented a list of proposed meeting dates for the 2022-2023 school year. It has been previously discussed to change the start time of the meetings from 6:30pm to 6:00pm. Dr. Chamberland stated if the committee would like to discuss and decide upon the start time, we can make that adjustment. It was her recommendation that the committee accept the proposed meeting dates for the 2022-2023 school year.

Recommended Motion....to accept the proposed meeting dates for the 2022-2023 school year and change the start time to 6:00pm.

[Jessie Harrington](#) entertained the motion to accept the proposed meeting dates for the 2022 -2023 school year and change the start time to 6:00pm.

Meghan McCrillis made the motion to accept the proposed meeting dates for the 2022 - 2023 school year and change the start time to 6:00pm. Gail Holloway seconded the motion and it was unanimously approved.

A message from the Auburn Flag Redesign Committee

The Flag Redesign Committee is accepting entries for a new Town of Auburn Flag design. All details can be found on the Town website.

TEACHING AND LEARNING REPORT: Class of 2022 College/University Acceptances

Dr. Chamberland shared with the committee an impressive list of Colleges and Universities to which the students of the Class of 2022 have been accepted.

Alvernia University	Indiana University-Purdue University-Indianapolis	Southern Connecticut State University
American International College	Johnson & Wales University-Providence	Southern New Hampshire University
Anna Maria College	Keene State College	Springfield College
Arizona State University	Lasell University	St. John Fisher College
Asbury University	Lee University	Stevens Institute of Technology
Assumption University	Liberty University	Stonehill College
Baylor University	Marist College	Suffolk University
Bentley University	Massachusetts College of Art and Design	SUNY at Albany
Boston College	Massachusetts College of Pharmacy and Health Sciences	The University of Tampa
Boston University	Merrimack College	The University of Tennessee-Knoxville
Brandeis University	Michigan State University	The University of Texas at Dallas
Bridgewater State University	Montana State University	University of Connecticut
Central Connecticut State University	New England College	University of Hartford
Champlain College	New England Institute of Technology	University of Maine
Clark University	Niagara University	University of Maine at Farmington
Coastal Carolina University	Nichols College	University of Massachusetts-Amherst
College of the Holy Cross	Northern Vermont University-Johnson	University of Massachusetts-Amherst (College of Education)
Curry College	Palm Beach Atlantic University	University of Massachusetts-Boston
Dean College	Pennsylvania College of Technology	University of Massachusetts-Dartmouth
Eastern Connecticut State University	Pennsylvania State University-Penn State Main Campus	University of Massachusetts-Lowell
Eastern Nazarene College	Plymouth State University	University of New England
Elms College (College of our Lady of the Elms)	Purdue University-Main Campus	University of New Hampshire-Main Campus

Embry-Riddle Aeronautical University-Daytona Beach	Quinnipiac University	University of New Haven
Emerson College	Quinsigamond Community College	University of Oklahoma-Norman Campus
Emmanuel College	Regis College	University of Rhode Island
Fitchburg State University	Rensselaer Polytechnic Institute	University of South Carolina-Columbia
Florida Institute of Technology	Rivier University	University of South Florida-Main Campus
Framingham State University	Rochester Institute of Technology	University of Southern Maine
Franklin Pierce University	Roger Williams University	University of Vermont
Gannon University	Saint Anselm College	Utica University
George Washington University	Saint Joseph's College of Maine	Wagner College
Gordon College	Saint Michael's College	Wentworth Institute of Technology
Hilbert College	Salem State University	Western New England University
Hofstra University	Salve Regina University	Westfield State University
Husson University	Siena College	Whitworth University
Indiana State University	Southeastern University	Worcester Polytechnic Institute
		Worcester State University

Auburn Chamber of Commerce Scholarship Recipients

Dr. Chamberland informed the committee that she and High School principal Mr. Delongchamp had the honor of accompanying the following students to the Chamber of Commerce Breakfast where they were recognized for winning the following scholarships:

Rebecca Dawson - \$1,500.00

Reese Levansavich - \$1,500.00

Sydney Lyons - \$1,500.00

Chloe Norwood - Auburn Chamber of Commerce Stephen Lukas Memorial Scholarship- \$3,000.00

The committee congratulated the recipients. [Jessie Harrington](#) thanked the Chamber for all they do for our students.

[Cecelia Wirzbicki](#) also thanked the Chamber for the mini grants that are offered every year.

BUSINESS/FINANCIAL REPORT:

Year to Date Budget Report

Mrs. Wirzbicki provided a year to date budget report dated May 26, 2022 for review.

Omnibus Transfers

Mrs. Wirzbicki has been working with Dr. Chamberland and the Leadership Team with regard to the FY22 Budget closure and she will have transfers for the committee at the next meeting.

Major David Brodeur Foundation Award

Mrs. Wirzbicki shared with the committee that Matt Watson, a member of the Auburn Middle School staff, applied and was awarded a grant in the amount of \$900 to be utilized in offsetting costs to ensure that all AMS 8th Grade students can enjoy their Class Trip to Boston. While in Boston, the students will take a Duck Tour, have lunch at Faneuil Hall, tour Fenway Park and finish off with a dinner dance cruise on Boston Harbor.

Mrs. Wirzbicki asked that the committee accept on behalf of the 8th Grade Class, this check for \$900 from the Major David Brodeur Memorial Foundation.

Jessie Harrington entertained a motion to accept with gratitude the check for \$900 from the Major David Brodeur Memorial Foundation to be used for the Auburn Middle School 8th Grade Class Trip.

Brooke Wrenn made a motion to accept with gratitude the check for \$900 from the Major David Brodeur Memorial Foundation to be used for the Auburn Middle School 8th Grade Class Trip.

[Samantha Raphael](#) seconded the motion, it was unanimously approved.

[Jessie Harrington](#) entertained a motion to adjourn the meeting.

Samantha Raphael made the motion to adjourn for the evening. Brooke Wrenn seconded the motion, it was unanimously approved.

Meeting adjourned at 8:00pm.

Adjournment

Roll Call Vote

Respectfully submitted,

Mandy Williams

Recording Secretary

Referenced Documents:

Executive Session Meeting Minutes for 4/14/22, 4/27/22, 5/3/22, 5/18/22, Executive Session Minutes 5/18/22

CLEE Full Equity Report

Updated Bullying Policy

Updated Restraint Policy

Updated Staff Conduct Policy

Staff Handbook

Building Use Fee Schedule & Application

SWCEC 3rd Quarter Report

Confidential Secretary Job Description

Handbook Updates

Proposed Dates for 2022-2023 School Committee Meetings

Auburn Flag Redesign Flyer

Year to Date Report Dated 5/26/22

Omnibus Transfers

Major David Brodeur Foundation Check

Approved 6-14-22