

MINUTES

SCHOOL COMMITTEE MEETING

Location: 5 West Street, School Committee Room

September 7, 2022 6:00 p.m.

**In Attendance:**

Jessie Harrington

Gail Holloway

Meghan McCrillis

Brooke Wrenn

Samantha Raphael

Beth Chamberland, Superintendent

Alan Keller, Assistant Superintendent

Cecelia Wirzbicki, Business Manager

Melissa LaBeume, HS Assistant Principal

Gregg Desto, MS Principal

Susan Lopez, SWIS Principal

Jennifer Stanick, PAK Principal

Brooke Beverly, Bryn Mawr Principal

Gregory Walton, Director of Pupil Services

Karen Ballway

**Absent**

Dan Delongchamp

Lisa Petkie

Lynne Mascia

Teresa Terlato & Kaley Corriveau

Cassie Moriarty

**Zoom**

**CALL TO ORDER:**

Jessie Harrington called the meeting to order at 6:00 p.m.

**CITIZENS' COMMENTS:** None

**SPECIAL RECOGNITIONS:**

Dr. Chamberland recognized the passing of 3 retired Auburn Public School Teachers. Each made a significant contribution to the Auburn Public Schools during their time as educators.

Mary-Ellen C. Boyle passed away on August 25, 2022, she was a Reading teacher in the elementary school.

Theresa Heroux passed away on July 27, 2022, she was a music teacher at the middle school.

Muriel J. Funka passed away on May 29, 2022, she was the home economics teacher at the high school, then the middle school.

Moment of silence was held.

**Minutes:** 6/14/22

Jessie Harrington entertained a motion to accept the minutes from 6/14/22.

Gail Holloway a motion to accept the minutes from 6/14/22. Samantha Raphael seconded the motion, it was unanimously approved.

**STUDENT REPRESENTATIVES REPORT:** None

**SUPERINTENDENT'S REPORT:**

**Spotlight on Students**

Dr. Chamberland stated as we had done last year, we will resume our Spotlight on Students at our next meeting. This evening provides us with a 'Spotlight on Staff'.

**New Auburn Administrators**

Dr. Chamberland said she was pleased to welcome four new administrators to our Leadership Team. They have already demonstrated commitment and hard work in their new roles and they will help us reach new heights in Auburn.

Alan Keller, Assistant Superintendent  
Greg Walton, Director of Pupil Services  
Brooke Beverly, Principal, Bryn Mawr School

Melissa LaBeaume, Assistant Principal, Auburn High School

**New Teaching Staff:**

Dr. Chamberland said this year we are excited to welcome twenty new professional teaching and counseling staff to the Auburn Public Schools. We are excited about the talent and expertise this group of individuals will bring to the Auburn Public Schools. Principals will each introduce their new staff and there is also a complete listing in the packet. The school committee members wished them all a good year.

Auburn High School	Chris	Maxim	Social Studies
Auburn High School	Alisen	Laferriere	Social Studies
Auburn High School	Jake	Landry	Social Studies
Auburn High School	Lisa	Petkie	Special Education
Auburn High School	Stephen	Scott	TV Productions
Auburn High School	Nick	Bartlett	Physical Education
Auburn High/Auburn Middle	Tim	Harrold	Athletic Trainer
Auburn Middle School	Lindsay	Ryan	Guidance
Auburn Middle School	Jonathan	Schmidt	Band
Auburn Middle School	Seth	Ebbeling	Grade 7 Social Studies
Bryn Mawr School	Erin	Harackiewicz	Special Education
Bryn Mawr School	Deidre	Levesque	Special Education
Bryn Mawr School	Cassie	Moriarty	Guidance
Pakachoag	Kathy	King Guerra	Special Education
Pakachoag	Alison	Simoneau	Special Education
Pakachoag & Bryn Mawr	Ashlyn	Derosier	Physical Education
Swanson Road Intermediate	Megan	Kuszewski	Special Education
Swanson Road Intermediate	Lynne	Mascia	Special Education
Swanson Road Intermediate	Teresa	Terlato	Music
Swanson Road Intermediate	Kaley	Corriveau	Music

**Staff Achieving Professional Teaching Status(PTS):**

Dr. Chamberland: Achieving Professional Teaching Status is a milestone in every teacher's career. This status means you have completed your three year probationary

period within the district and have demonstrated the qualities of effective teaching. The staff receiving this status for the 2022-2023 school year are:

Bryn Mawr	Jillien	Anderson	Grade 1 Teacher
Pakachoag	Kerri	Astrella	School Nurse
Pakachoag	Alexa	Kennedy	Kindergarten Teacher
PreK/Bryn Mawr/Pakachoag	Shilo	Vosburg	Team Chair
Swanson Road	Terri	O'Donnell	School Counselor
Swanson Road	Samantha	Englehart	School Counselor
Swanson Road	Jennifer	Bricher	School Social Worker
Swanson Road	Gina	Benvenuti	Grade 3 Teacher
Swanson Road	Michelle	Caplette	Grade 3 Teacher
Swanson Road	Deirdre	D'Agostino	Grade 3 Teacher
Swanson Road	Rhonda	Murray	Grade 3 Teacher
Swanson Road	Brady	Dyer	Grade 4 Teacher
Swanson Road	Stephanie	Fontaine	Grade 5 Teacher
Auburn Middle School	Danielle	Leboeuf	Science Teacher
Auburn Middle School	Joseph	Green	Middle School Math Teacher
Auburn High School	Kyla	Burch	Intensive Special Needs Teacher

### **Donation**

Dr. Chamberland: The following donations have graciously been given to the Auburn Public Schools.

Mr. & Mrs. Gerard Delongchamp donated \$50

Mr. & Mrs. Raymond Beaudoin donated \$25

In memory of Stephen Dooley, retired graphic arts teacher at Auburn High School. The money is to be used for the purchase of STEM supplies. The money will be deposited into the Auburn High School Gift Account and used as directed.

Jackson and Leigh Lobo have donated \$550 to the Auburn Integrated Preschool program. This will be a tremendous benefit to the program.

***Recommended Motion***....to accept with gratitude, the donation of \$50 from Mr. & Mrs. Gerard Delongchamp and the \$25 donation from Mr. & Mrs. Raymond Beaudoin in memory of Stepehn

Dooley, as well as the \$550 donation to the Auburn Integrated Preschool program from Jackson & Leigh Lobo.

Jessie Harrington entertained a motion to accept with gratitude, the donation of \$50 from Mr. & Mrs. Gerard Delongchamp and the \$25 donation from Mr. & Mrs. Raymond Beaudoin in memory of Stephn Dooley, as well as the \$550 donation to the Auburn Integrated Preschool program from Jackson & Leigh Lobo.

Megan McCrillis made a motion to accept with gratitude, the donation of \$50 from Mr. & Mrs. Gerard Delongchamp and the \$25 donation from Mr. & Mrs. Raymond Beaudoin in memory of Stephn Dooley, as well as the \$550 donation to the Auburn Integrated Preschool program from Jackson & Leigh Lobo. Brooke Wrenn seconded the motion, it was unanimously approved.

The school committee members thanked the donors for their generosity.

## **UNFINISHED BUSINESS:**

### **School Safety**

Dr. Chamberland: School safety has been a priority throughout the summer as we prepared for the new school year. The District Safety team, with guidance from the Department of Homeland Security and the Massachusetts State Police Commonwealth Fusion Center, conducted safety audits of each school building. No emergent issues were identified although there were some suggestions to further the current initiatives and practices already in place. The most notable change, that was completed prior to the safety audits can be seen at AHS, SWIS, Pakachoag and Bryn Mawr. Visitors will no longer be able to enter the school vestibule without being buzzed in by school staff. This precaution is already in place at Auburn Middle School. The District Safety Team provided all staff with an ALICE overview on August 29th, all School Safety teams were established and also met on August 29th and we will continue to ensure that the safety of students and staff remains a top priority. The District Safety Team will conduct random, unannounced safety checks in school buildings throughout the school year.

Gail Holloway asked if teachers were still allowed to go outside through side doors and if the door locked behind them. Dr. Chamberland replied, yes they are allowed to go outside after informing the main office and taking a radio with them. They exit through any door but must re enter through the main doors.

Jessie Harrington asked if parents will know ahead of time regarding A.L.I.C.E. training for students. Dr. Chamberland replied that yes, parents will be given ample notice and she was working with the safety team to ensure the training is effective, not traumatic.

### **COVID 19 Update**

Dr. Chamberland informed the school committee they would find in their packet the most recent COVID 19 advisory from DESE. Protocols have not changed since the end of last school year. With permission from the parent/guardian, school nurses may conduct a COVID 19 rapid test on students who are symptomatic at school. If negative, the student is allowed to stay at school with a mask while symptoms are present. Dr. Chamberland will send updates on Tuesdays & Fridays. And will utilize the Data Dashboard on the website.

## **NEW BUSINESS:**

### **Food Service Collaborative Agreement Letter for FY23**

Dr. Chamberland: Auburn Food Services participates in the Massachusetts School Buying Group (MSBG) for collaborative bidding of our district purchases of foods and beverages. All bids have been accepted and awarded by MSBG for FY23. A letter is presented to the School Committee to acknowledge the award recipient companies and request their vote of approval and acceptance. Bids were awarded according to MGL. Chapter 30B and meet additional USDA School Nutrition Program requirements for procurement.

***Recommended Motion....***to approve the MSBG bid for district purchases of food and beverage for the 2022-2023 school year.

Jessie Harrington entertained a motion to approve the MSBG bid for district purchases of food and beverage for the 2022-2023 school year.

Samantha Raphael made a motion to approve the MSBG bid for district purchases of food and beverage for the 2022-2023 school year. Brooke Wrenn seconded the motion, it was unanimously approved.

### **School Department Warrant Articles for Fall Special Town Meeting**

Dr.Chamberland: This fall's special town meeting is scheduled for October 18th, at 6:00 p.m. at Auburn High School. There are several warrant articles in the packet for approval and due to the Town on September 9th.

***Recommended Motion....***to approve the Auburn Public Schools warrant articles for the Special Town Meeting being held on October 18, 2022.

Jessie Harrington entertained a motion to approve the Auburn Public Schools warrant articles for the Special Town Meeting being held on October 18, 2022.

Samantha Raphael made a motion to approve the Auburn Public Schools warrant articles for the Special Town Meeting being held on October 18, 2022. Brooke Wrenn seconded the motion, it was unanimously approved.

### **Out of State Field Trip**

Dr. Chamberland: In your packet is a request for (18) Auburn High School students to attend the Model UN Conference at Brown University on November 11-13, 2022. This trip has been approved by the Committee previously, however since it is an out-of-state event, it is before you tonight for approval.

***Recommended Motion***....to approve the AHS field trip to the Model UN Conference at Brown University on November 11-13, 2022.

Jessie Harrington entertained a motion to approve the AHS field trip to the Model UN Conference at Brown University on November 11-13, 2022.

Brooke Wrenn made a motion to approve the AHS field trip to the Model UN Conference at Brown University on November 11-13, 2022. Megan McCrillis seconded the motion, it was unanimously approved.

### **Busing**

Dr. Chamberland: We have seen a range of increases in the number of students riding our buses from a decrease by 5 students to an increase of 28 students. We have been monitoring this situation closely for weeks in collaboration with AA Transportation. We have reassigned higher capacity buses designed to hold 83 passengers, to our larger routes. We know historically that we have families who sign up for the bus, yet the students never or rarely use it. During the weeks of September 12th and 19th, we will be counting actual ridership to ensure we have the appropriate space for all students. We are collaborating with AA Transportation on a daily basis as we monitor this situation.

### **Strategic Plan Update**

Dr. Chamberland: This summer, a group of over 40 stakeholders (parents/guardians, teachers, support staff and administrators) gathered remotely for five meetings. This process included a review of the recommendations received from the Equity Audit conducted last spring and a review of the most recent version of the Strategic Plan created back in 2018. We then worked to merge these two documents to create a new Strategic Plan that will carry the District forward through the next 3 years. In the packet, you will find a complete set of the DRAFT Strategic Plan as it stands today. The next phase of development includes listening sessions with students, staff and families.

### **Superintendent's Entry Plan**

Dr. Chamberlain: In the first year of a Superintendent's tenure in a school district, it is customary for them to create an entry plan to be approved by the School Committee. The entry plan presented to you this evening is a little different than most since I have been in this role since January, and in the district for the past 12 year. I welcome your feedback and I look forward to my continued work with staff, students, families, the School Committee and Town of Auburn Leadership.

**Recommended Motion**....to approve the Superintendent's Entry Plan for the 2022-2023 school year.

Jessie Harrington entertained a motion to approve the Superintendent's Entry Plan for the 2022-2023 school year.

Megan McCrillis made a motion to approve the Superintendent's Entry Plan for the 2022-2023 school year. Gail Holloway seconded the motion, it was unanimously approved.

### **Superintendent's Evaluation**

Jessie Harrington: The Superintendent's current employment contract calls for her performance evaluation to be completed in October of 2022 to evaluate her performance from January of 2022 when she assumed the role as Acting Superintendent to the present. In your packet, you will find the pertinent pages of the DESE Superintendent Evaluation form along with the DESE rubric that defines the performance rating for each indicator. Each School Committee member should respond to each of the indicators noted under each of the Performance Standards to the best of their ability as exemplary, proficient, needs improvement or unsatisfactory. If a member does not have knowledge of a particular indicator, they should leave it blank. Members may also provide comments related to their selections for each overall standard but comments are not required. The forms should be completed and sent to the School Committee Chair Harrington by September 30th. She will compile the results to be shared at the October 19, 2022 School Committee meeting. These results will be used by the Superintendent to set goals for the 2022-2023 school year, to be shared with the committee at a later date. Also included in your packet is a survey conducted by the Superintendent with all staff who directly report to her. The responses were submitted anonymously. A set of email correspondences received from stakeholders is also included for your review. Both of these items can be considered as evidence of her performance.

Upon completion of this evaluation cycle in October of 2022, the Superintendent will present her goals for the 2022-2023 school year and this process will be completed again in the Spring of 2023.

Jessie Harrington added, the school committee's role is governance, rather than management. A school committee thereby focuses on the what and the why of the superintendent, rather than the how. The focus is primarily the outcome of a superintendent's work, rather than the details of implementation.

**Recommended Motion**....to approve the process outlined above for the performance evaluation of the Superintendent for October of 2022, per her employment contract.



Jessie Harrington entertained a motion to approve the process outlined above for the performance evaluation of the Superintendent for October of 2022, per her employment contract

Samantha Raphael made a motion to approve the process outlined above for the performance evaluation of the Superintendent for October of 2022, per her employment contract. Brooke Wrenn seconded the motion, it was unanimously approved.

### **Assabet Valley Collaborative-Board of Directors**

Dr. Chamberland: The Superintendent serves on the Board of Directors for the Assabet Valley Collaborative as the representative of the APS School Committee. This participation requires that you vote to appoint the Superintendent as this representative. Included in your packet is information from the Assabet Valley Collaborative on the roles and responsibilities associated with this appointment.

***Recommended Motion***...to appoint the Superintendent as the APS representative to the Assabet Valley Collaborative Board of Directors.

Jessie Harrington entertained a motion to appoint the Superintendent as the APS representative to the Assabet Valley Collaborative Board of Directors.

Megan McCrillis made a motion to appoint the Superintendent as the APS representative to the Assabet Valley Collaborative Board of Directors. Gail Holloway seconded the motion, it was unanimously approved.

### **TEACHING AND LEARNING REPORT:**

Alan Keller: Educators at all buildings worked on curriculum development and revision during summer months. With the school year close in the rearview mirror, along with the opportunity to collaborate for extended, uninterrupted pockets of time, the summer is a wonderful time for this important work. This year, 23 curricular projects were approved for summer development. Some of the teaching projects were: Develop or refine scope and sequence for science, technology and engineering as well as health; Deepening our Tier 2 and Tier 3 interventions in reading and writing; Revise procedures for BRYT program; Expand implementation of Universal Design for Learning; Create curriculum for new Literacy class at AMS; Align report card standards, and build uniformity around writing practices and routines throughout the grade levels. The teachers appreciated this time and all of this work will benefit our students in the coming school year.

### **BUSINESS/FINANCIAL REPORT:**

### **Omnibus Transfers #1 through #5**

Mrs. Wirzbicki: As agreed last May, I am including copies of Omnibus Transfers #1 through #5 for your information.

### **FY22 Closeout Documents:**

Mrs. Wirzbicki enclosed three separate memos for information in the packet, which she had sent to CFO Kazanovcz and Thomas Zidellis regarding the closing out of the FY22 budget and Articles needing to be carried over for use in the new fiscal year.

### **FY23 Year to Date Budget Report:**

Mrs. Wirzbicki: Will table the report until the next meeting.

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

Gail Holloway made the motion to adjourn for the evening. Megan McCrillis seconded the motion, it was unanimously approved.

Meeting adjourned at 7:04pm.

### **Adjournment**

#### ***Roll Call Vote***

Respectfully submitted,

Mandy Williams

Recording Secretary

#### Referenced Documents:

Meeting Minutes for 6/14/22

COVI-19 Guidance

Food Service Collaborative Agreement Letter for FY23

Auburn Public Schools Warrant Articles

APS Strategic Plan Overview

ENtry Plan 2022-2023

Superintendent Summative Evaluation Report

**Assabet Valley Collaborative - Amended Articles of Agreement FY22 Budget Transfers Omnibus Transfers #1 - #5**  
**School Department Article Memos**

**APPROVED 9/21/22**