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Keith Middle School  
6:04 P.M.  
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**REGULAR MEETING**  
**New Bedford School Committee**  
**Keith Middle School: Monday, August 12, 2019**  
**6:00 P.M.**

**PRESENT:** MAYOR JONATHAN MITCHELL, MR. BRUCE OLIVEIRA, MR. CHRISTOPHER COTTER, MR. JACK LIVRAMENTO, MR. JOSHUA AMARAL, MS. COLLEEN DAWICKI

**ABSENT:** MR. JOHN OLIVEIRA

**IN ATTENDANCE:** MS. KAREN TREADUP, MR. ANDREW O'LEARY, MS. HEATHER EMSLEY, MR. ROBERT TETRAULT, MR. ALEXANDER PELLA, MR. RICHARD LEEMAN, MR. WARLEY WILLIAMS

**3. APPROVAL OF MINUTES**

Regular Meeting: July 15, 2019

**4. PUBLIC COMMENT**

No public participation requested.

**5. STUDENT REPRESENTATIVE REPORT**

Student Representative, Ms. Raina Grace was not in attendance.

**6. SUPERINTENDENT REPORT**

Superintendent Anderson asked the School Committee and community to share in a moment of silence for Roosevelt Middle School teacher, Steven Cambra who passed away on August 4, 2019.

- A. **General Updates:** Superintendent Anderson shared that the Sailing into Kindergarten event held at the Buttonwood Park Zoo on August 9, 2019 was a success. Mr. Anderson stated that approximately 1400 people attended and 340 of them were incoming kindergarten students. Superintendent Anderson stated that NBPS had used a variety of marketing information to publicize the event including ads that were sent out over the local radio stations. He added that the NBPS Family Welcome Center handed out 550 backpacks and 300 books to incoming kindergarteners and were gone within the first hour of the program. Superintendent Anderson updated the School Committee on the annual Leadership Institute that is held for principals to enhance their skills and strengthen leadership within the schools and as a team. He touched upon what areas they were focusing on this upcoming school year. Such as, how to lead, operational procedures, cultural, climates and instruction. Superintendent Anderson explained to the School Committee about the newly created Instructional Guide that was created for administrators and principals to use to help guide them through the instructional process. The School Committee was given a copy and understood that all faculty were to receive one and it would be placed on the school webpage for the community to view, as the NBPS will continue to be transparent in the school objective for the New Bedford community. Deputy Superintendent Karen Treadup shared with the

committee some of the areas that were focused on during the leadership training which included math experts, reading experts, and a neuro science expert to teach the connection on how to implement different types of teaching in these areas. Superintendent Anderson also informed the committee that another focus of the NBPS is to elevate and tap into the gift's students have and ensure that all faculty continue to be pleased to be working at NBPS. Superintendent Anderson spoke about staff retention and recruitment. He explained a focus is being placed on the need to do better at closing the deal when hiring for these open positions and begin the hiring process at an earlier time in order to obtain a full staff prior to the opening of the school year. One suggestion was to pre-recruit people with an open contract to lock in some of the positions and continue to enhance our marketing and recruitment. Superintendent Anderson shared some highlights surrounding the current AP scores on the dashboard for New Bedford High School. He shared that he has hired a new data specialist, Mr. Steven Harkey. Superintendent Anderson explained how NBHS student scores have exceeded the state and national scores. He shared how NBHS scores are meeting and exceeding in the Calculus AP scores. Calculus BC students are exceeding the state goals and the computer science classes are slightly behind in the state and national average, but NBHS school students are not very far off from meeting the goal. Mayor Mitchell asked if we were still receiving the scores and Superintendent Anderson explained the breakdown of the scores and the source of where the information comes from, which is from the college board and shared it is public information that can be found on the Department of Secondary and Elementary Educations website. Superintendent Anderson said NBPS will take advantage of this information and strive to be the best in the state and the country.

- B. Superintendent Anderson introduced the new principals to the NBPS. He introduced Principal Alex Pella of the Hathaway Elementary School, Principal Mr. Richard Leeman of Jacobs Elementary School and Principal Warley Williams of the Keith Middle School. Each new principal shared their former experience and background. Mayor Mitchell asked if anyone had any questions before moving on.

Continuation of 6A. General Updates: School Committee member, Ms. Colleen Dawicki asked if the attendance policy existed to solve the problem or clarify that everything is in one place. Superintendent Anderson explained how NBPS reviews the attendance policy to find trends and why it is important to come to school. He shared the state measure for truancy is 18 absences and the NBPS is setting the bar at 15 days. Mayor Mitchell added that the NBPS Instructional Guide was a good way to keeping the committee and community on the same page in understanding how instruction is handled within the school system. School Committee member, Mr. Jack Livramento asked how the NBPS are reaching out to families regarding the connection between the student and teacher. How are schools making sure students are not afraid of the transition from elementary school to middle school or middle school to high school and making sure students are prepared? Superintendent Anderson explained how schools are using things like ice cream socials, a variety of school events, as well as open gym time and other natural opportunities, such as infomercials, student events, and Super Hero Saturday literacy programs. He shared that principals will continue to keep pushing to connect with families with a variety of ideas and can be as creative as they can. Mr. Livramento also asked if ESL parents know and understand how attending school is critical. Superintendent Anderson explained how one process that has been reinstated is parent/teacher conferences and have been included in this year's teacher contracts, as well as, having available translators at each of the Family Welcome Centers. He stated home visits are not off the table but, would have to be targeted to families whose children are not attending.

## 7. OTHER REPORTS

### A. Finance and Operations Reports

Finance Report: Assistant Superintendent of Finance and Operations, Mr. Andrew O'Leary started by reviewing the Function Code report and explained what was spent and encumbered based on the July 2019 reports. Mr. O'Leary showed how everything is on track with what the School Committee had appropriately ordered and commissioned. He explained how the May 2019 and June 2019 transfers were broken out and how the Circuit

Breaker account is intact with these end of year transfers. He also shared that Adult Education is in a small deficit of \$75,000 and how the revolving fund account is healthy as we are transitioning into the new year. Mr. O'Leary reviewed the cost of salaries and explained how monitoring has begun for this upcoming school year. Mr. O'Leary reviewed the transfers and stated that they were approved by the chair of the School Committee's Finance Sub-Committee.

Mayor Mitchell had concerns about the transportation budget. Mr. O'Leary explained that the Department of Elementary and Secondary Education cleaned up their charter accounts and is interested in us reclassifying the transportation budget due to the charter school transportation. School Committee member Mr. Bruce Oliveira also asked if the purpose was to identify the areas of the net school spending totals. Mr. O'Leary stated that DESE needs to be informed in order to report to the Massachusetts Legislature. Mr. O'Leary explained how the tuition at the Bristol County Agricultural High School (BCAHS) is going up so NBPS is closely monitoring this due to school choice, charter schools and the vocational tuitions at BCAHS.

School Committee member Mr. Christopher Cotter had a question concerning how many vehicles were included in the lease payments. Mr. O'Leary shared there were only two vehicles for trucks in facilities.

The School Committee voted UNANIMOUSLY on a motion made by Mr. Joshua Amaral and seconded by Mr. Bruce Oliveira to accept the transfer reports.

Mr. O'Leary updated the committee on some of the projects that the Facilities Department was wrapping up for the opening of the school year. He shared the Parker Elementary School roof project just had flashing left to put on the roof, the Trinity Day School's boiler project was getting started and would be completed by October and the NBHS locker room project was underway and would be completed by mid-October, as well as, the carpets and stripping in parking lots are being worked on now. Mayor Mitchell asked about the landscaping projects that the NBPS were doing with the City Planning Office and wants to make sure these are complete because that is the first thing that the community will take notice of. Member, Mr. Bruce Oliveira complimented the how nice the field looked near the Joaquim Fieldhouse due to the work from the Facilities Department. Member, Ms. Colleen Dawicki asked Mr. O'Leary to share what he shared with the Finance Sub-Committee discussed about the state budget and its impact.

Mr. O'Leary reviewed last year's plan and explained that this year's budget was built around the ways and means and that NBPS has a good sense of what figure will be received from the state. He added that the NBPS is working on proposals for the new budget and it will be brought to the School Committee at the September meeting. Member, Mr. Jack Livramento asked if the committee will receive specifics on this before the meeting. Mr. O'Leary assured him the committee would.

The School Committee voted UNANIMOUSLY on a motion made by Mr. Joshua Amaral and seconded by Mr. Joshua Amaral to accept the Finance and Operations Reports.

**B. Personnel Report:**

Ms. Heather Emsley, Executive Director of Human Capital Services shared the new appointments of staff and stated that 60% of the new staff were licensed. Ms. Emsley updated the committee that NBPS had 3 retirees, 20 resignations and 15 employees transferred within the district. Member, Mr. Christopher Cotter asked if we are in a shortage of teachers. Ms. Emsley shared that 15 new teachers are in a two-week orientation to prepare for the beginning of their tenure. She also shared that the high school will be 100% staffed when schools open. Member, Mr. Jack Livramento asked about the staff who still needed to get licensed. Ms. Emsley explained how they will have waivers to work through the 19-20 school year. Mr. Bruce Oliveira took a moment to compliment NBPS in their effort. He asked Ms. Emsley how long does it take for a teacher to get licensed and Ms. Emsley explained the process. Member, Mr. Joshua Amaral followed up with a question surrounding how many School Resource Officers (SRO) were available. Ms. Emsley stated there were nine available and they directly report to

the school principals. Mr. Amaral asked if there was professional development for the SRO's because he feels they need to have the tools in place to help them develop and perform their jobs properly. Ms. Emsley shared that the focus this year will be exploring and supporting the SRO's fully with professional development. Mr. Livramento asked about the crossing guards and how prepared the schools were in this area. Ms. Emsley stated that NBPS is strongly working on this area and explained it is an on-going struggle due to the hourly wage and informed the committee that the hourly wage was increased to \$15 and how reaching out to parents has been an option.

The School Committee voted UNANIMOUSLY on a motion made by Mr. Bruce Oliveira and seconded by Mr. Christopher Cotter to accept the Personnel Report.

C. School Committee Report:

The School Committee had no updates. Mayor Mitchell shared how the School Committee appreciates everything the NBPS district has done with the landscape and beautifying the New Bedford schools.

8. *NEW BUSINESS*

- A. The Committee voted UNANIMOUSLY, on a motion by Mr. Joshua Amaral and seconded by Mr. Christopher Cotter to approve a recommended list of surplus property located at the Paul Rodrigues Administration Building.
- B. Mr. Andrew O'Leary explained the creation of a new Facilities Coordinator position to assist the current director. Job duties do include a full on position. He explained the position will bring our grounds to a much higher level including preventative maintenance, access vendors, and more resources for the district. Over the next couple of years this will help to restore the facilities area. Mr. Bruce Oliveira supports this position and feels it will help us to spend money wisely on the schools. Mr. Christopher Cotter feels everyone needs to understand the schools are very old and need a lot of care. He feels this position is much overdue. Mr. Joshua Amaral also feels that by investing in positions like this will help to save money in the end. The School Committee Believes that this is very reasonable position to move forward with. Mr. Jack Livramento supports the position but is concerned if there are enough funds to accomplish this? Mr. O'Leary supplied a breakdown of the day to day maintenance and how the mid-level projects will be able to be focused on. Mr. O'Leary stated this position is the missing link to having support for facilities due to all the low-level, mid-level and capital projects.

The School Committee voted UNANIMOUSLY on a motion made by Mr. Bruce Oliveira and seconded by Mr. Joshua Amaral to approve the newly created Facilities Coordinator position.

The roll call vote was as follows:

Mr. John Oliveira – Absent  
Mr. Christopher Cotter – Yes  
Mr. Jack Livramento – Yes  
Mr. Bruce Oliveira – Yes

Mr. Joshua Amaral – Yes  
Ms. Colleen Dawicki – Yes  
Mayor Mitchell - Yes  
*6-Yeas, 0-Nays, 1-Absent*

Mr. Andrew O'Leary shared the expectation of the Auditorium Event Coordinator position. The complexity of the new technical system is the reason for this position. It is a very technical position that will be part-time and needs the understanding of all the technical tools and management of the space. Mr. O'Leary explained the position and stated that NBHS auditorium is on the cutting edge and belongs to the high school but is a community asset. Mr. Bruce Oliveira shared this position makes much sense in order to maintain the quality of the investment and protect it for the district, as well as, pay itself back after all the monies invested. Mr. Livramento asked if the cost of the coordinator would be included in the rental fee of the auditorium? Mr. O'Leary stated there would be and explained they would be working on a fee scale. Mr. Oliveira felt NBPS needs

to consider money constraints in the rentals for some groups. Mr. Christopher Cotter followed up with a suggestion of having a rotating Auditorium Coordinator list in case the coordinator is not available for some events so other groups are not handling the new technical system. Superintendent Anderson added that NBPS is only looking to protect the investment and not looking to just add positions.

The Committee voted UNANIMOUSLY, on a motion by Mr. Bruce Oliveira and seconded by Mr. Joshua Amaral to approve the newly created position, Auditorium Event Coordinator.

The roll call vote was as follows:

Mr. John Oliveira – Absent  
Mr. Christopher Cotter – Yes  
Mr. Jack Livramento – Yes  
Mr. Bruce Oliveira – Yes

Mr. Joshua Amaral – Yes  
Ms. Colleen Dawicki – Yes  
Mayor Mitchell - Yes  
*6-Yeas, 0-Nays, 1-Absent*

#### 9. EXECUTIVE SESSION

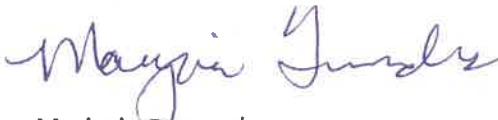
No items for Executive Session.

The Committee voted UNANIMOUSLY, on a motion by Mr. Bruce Oliveira and seconded by Mr. Joshua Amaral to adjourn the meeting.

#### 10. ADJOURNED

Meeting adjourned 7:15 PM

Submitted by:



Marjorie Fernandes  
Senior Executive Assistant  
Recording Secretary

Reviewed by:



Thomas Anderson  
Superintendent  
Secretary School Committee

