



Winthrop School Committee  
Winthrop, Massachusetts

A regular meeting of the Winthrop School Committee was held on Monday, January 27, 2020 in the Neil Shapiro Center for Performing Arts, Winthrop High School, 400 Main Street, Winthrop, MA. The Chair called the meeting to order at 6:00pm.

**ROLL CALL**

**Present: Mr. Boncore, Mr. Fabiano, Mr. Martucci, Ms. Powell, Ms. Swope, Mr. Perrin, Mr. Capobianco**

Also meeting with Committee:  
Lisa Howard, Superintendent of Schools  
Susan Eccles, Office Manager

**PLEDGE OF ALLEGIANCE**

Mr. Boncore led the committee in the Pledge of Allegiance.

**PUBLIC COMMENT**

None

The Chair took to meeting out of order to New Business.

**NEW BUSINESS**

Agreement between the Winthrop School Committee and the Winthrop Teacher's Association

Ms. Powell highlighted some of the key components of the new contract: 6% salary increase over three years, (1.25%, 2.25% 2.50%) teacher evaluation updates, formation of a committee to consider schedules and start/end times for teachers, adjustment to common planning time consisting of one day of teacher common planning time on their own and four days of common planning time directed by the Principal, no reimbursement/compensation for Pre-K Program, changing the timeframe/date to make the Superintendent aware of lane changes. Attorney Paul Hodnett has reviewed and approved these changes.

**Mr. Martucci made a Motion to ratify the Agreement between the Winthrop School Committee and the Winthrop Teacher's Association. Ms. Powell seconded the Motion.**

**Mr. Boncore-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Powell-yes, Ms. Swope-yes, Mr. Perrin-yes, Mr. Capobianco-yes. A unanimous vote.**

Statement from Tino Capobianco, Chairman

Mr. Capobianco announced that he will not be seeking re-election of Chairman of the School Committee, however, will continue to serve as a member.

Mr. Capobianco handed the gavel to Superintendent Lisa Howard.

Election of Chair and Vice Chair

**Mr. Martucci made a Motion to elect Brian Perrin as the Chairman of the Winthrop School Committee. Mr. Boncore seconded the Motion.**

**Ms. Swope made a Motion to elect Jennifer Powell as the Chair of the Winthrop School Committee. Mr. Fabiano seconded the Motion.**

Superintendent Lisa Howard asked Brian Perrin and Jennifer Powell if they accepted the nomination. Mr. Perrin accepted the nomination. Ms. Powell respectfully declined the nomination.

**Mr. Boncore made a Motion to close the nomination for Chair of the School Committee. Mr. Capobianco seconded the Motion.**

Brian Perrin is the newly elected Chairman of the School Committee.

**Mr. Capobianco made a Motion to elect Jennifer Powell as the Vice Chairperson of the Winthrop School Committee. Ms. Swope seconded the Motion.**

**Mr. Capobianco made a Motion to close the nomination for Vice Chair of the School Committee. Mr. Boncore seconded the Motion.**

Jennifer Powell is the newly elected Vice Chair of the Winthrop School Committee.

## **GENERAL INFORMATION & RECOMMENDATIONS**

### **DELEGATES & VISITORS**

Boy Scouts are in the audience working towards a Communications Badge.

### **MINUTES**

**Ms. Powell made a Motion to approve the Minutes of December 16, 2019. Ms. Swope seconded the Motion.**

**Mr. Boncore-abstain, Mr. Capobianco-yes, Mr. Fabiano—yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes, The Motion passes with one abstention.**

### **FINANCIAL & BUSINESS PROCEDURES**

**Mr. Capobianco made a Motion to approve Warrant SVW20-12 in the amount of 219,214.04. Ms. Powell seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

**Ms. Powell made a Motion approve Payroll Warrant SPW20-12 in the amount of \$725,014.26 and Payroll Warrant SPW20-13 in the amount of \$725,725.47. Ms. Swope seconded the Motion.**

**Mr. Boncore-abstain, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-abstain, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-abstain. The Motion passes with three abstentions.**

**Mr. Fabiano made a Motion to approve the \$500 donation from Winthrop Charities to the WHS Life Skills Class. Ms. Swope seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

### **BUILDINGS & GROUNDS**

The following requests were before the committee for approval: WINARC, Special Olympics; Parks & Recreation, Character Breakfast.

**Mr. Martucci made a Motion to approve the use of building requests from WINARC and Parks and Recreation, and to waive the rental fee for WINARC. Mr. Capobianco seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-abstain, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. The Motion passes with one abstention.**

## **GENERAL REPORTS**

### Sub-committee Report

#### *Budget Sub-committee*

The Budget Sub-committee met on Monday, January 27, 2020 at 5:30pm. Members in attendance were Gus Martucci, James Fabiano and Jennifer Powell. Also in attendance were Suzanne Swope, Lisa Howard and Susan Eccles. The committee reviewed the timeline, school building funds, and posting the Business Manager position. The Superintendent informed the committee that she has been in contact with MASBO and will work with them on a job description for a posting.

**Mr. Martucci made a Motion for the Superintendent to provide the school committee with a job description for a School Business Manager for the School Committee to review prior to a posting. Ms. Swope seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

**Mr. Martucci made a Motion for the Superintendent to provide the committee with a proposal for the revitalization of the tennis courts. Mr. Fabiano seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

#### Superintendent's Report

Superintendent Howard provided the committee with the following report:

#### Leadership

- 1:1 Administration Meetings: **Building visit focus for December:** (1) Classroom visits and walkthrough with focus on identifying high expectations within the classroom setting. Using XXX Protocol. (2) Reviewing Principal Goals and assessing evidence of Action Planning progress and/or concerns. (3) CPT notes. Review focus areas and analyze progress. Discuss Union concern with current practice and potential reasonable options for 2020-2021. (4) Principal Agenda items.
- Leadership Meeting: Focus on budget calendar and planning process. Review staffing salary scattagram, understand how it was developed and why, review impacts of salary increases on the FY 21 budget, review of enrollment trends highlighting the increased enrollment as we are now at 2006 students (September 1983), reviewed teacher attendance trends by building and discussed plans to incorporate in Teach Point.
- PPS Meeting: Focused on Out of District student placements (tuition rates, rates for FY21 and Circuit Breaker fund use. Discussion on progress of PLC meetings for SLP/OT, lots of work being completed on entrance and exit criteria for consistency of practice PreK-12. Reviewed professional development planning for special education and ties to general education practice (Co-Teaching, Safety Care Training, ESP training on support within the classroom and recognition of students with social learning challenges. Discussion of PPS Director Goal progress and challenges related to the District' MTSS system at the Elementary level.
- Facilities Director: Reviewed budget, discussed progress on water heater at ATC, GFB roof top unit concerns, the excellent job done by all on the snow removal, began the process of capital improvement planning focus for budget, reviewed budget planning process.

#### Students

- Food Bank at WMS is alive and functioning providing much needed support to our families every month. The MS staff communicates directly with several families in need to ensure that students have nutritional support at home. This is a confidential process that benefits many.
- Trauma Assessment Team follow up is scheduled for February and we will be developing a WPS Trauma Assessment Process Manual that will become the guide for our District to use when we are processing students in need.
- The Winthrop Health Department and WPS are partnering to share grant resources to enable the support of a Social Worker to assist parents with navigating the world of outside resources to support students in need of Mental Health support and additional outside agency engagement. The Social Worker will meet with our adjustment counselors to determine the needs as well as develop a communication plan. This is an excellent resource for our students and families.

Additional resources from the Health Grant will help fund this year's youth risk assessment for students in grades 8-12. WPS will partner with the Town Health Department as well as CASA to survey our students using the PNA survey and the data will be shared with the students, parents and community to assist with our continued focus on the Social and Emotional Well Being of our students.

### Budget

The FY21 Budget development is in full swing and Principals/Admin/Facilities Director/Athletic Director are in the process of completing all required documentation related to budget requests and capitol planning. (attached Budget Preparation Guide).

Budget Calendar: (Proposed Calendar attached) I continue to meet with the Town CFO monthly to review our budget and keep the Town up to date on spending, negotiations, E-Rate funding opportunities and the planning for the FY21 budget. It is my understanding that the Town will have a budget forecast by early February to assist us with planning for the FY21 budget potential.

**Chapter 70:** The Baker-Polito Administration filed its [FY21 budget proposal](#) on January 22, and DESE has posted [preliminary estimates](#) of Chapter 70 school aid and net school spending requirements for FY21. These are preliminary estimates subject to change as the House and Senate deliberate on the budget. The Department will issue the final, official school spending requirements as soon as the Governor and Legislature approve either the FY21 state budget or an earlier local aid resolution. I will update the SC as the final appropriation becomes known.

### Other

*NEAS&C Report Findings:* Principal Crombie will present the findings as well as the action plan to address the recommended areas of need in preparation for the April 2021 final visit. It is anticipated that all areas of need will be met prior to the visit and that the WHS will obtain full Accreditation.

*Playground Update:* As you are aware the ATC Playground Team has been hard at work. Our own custodial staff has removed and disposed of the existing equipment to defray some of the costs in the original quote which will cut our labor costs and allow for more options in the final design. The team at the ATC has had several meetings with the UltiPlay team to review potential structures that fit our budget and meet the needs of the populations of students at the ATC. Inclusive play and accessibility remain a major priority as we choose the individual activities that will be available within the structure. The team has narrowed down the choice of structures to 2 and will make a final decision this week. Once we have the final design, the team will move into the ordering phase and discuss a potential start date. I will provide the Committee with copies of the chosen structure once it has been finalized by the team.

*Chamber of Commerce Event:* attended the Chamber Event this past Saturday and it was very well done and attended by many. Our students spoke eloquently and recognized past teachers, family and fellow students as having a major impact on their success.

Kathy Costonis, Third Grade Teacher-Excellence in Education Award

David Guffey, High School Softball Coach-Coach of the Year

Jenna Door, Class of 2021-Youth Leadership Award

Robert Hubert, Class of 2021-Youth Leadership Award

Ron Vecchia, School Committee Member/Town Council President-Town Service Award

### **PERSONNEL**

Mary Kate Simpson has resigned from her Grade 7 ELA Teacher position.

The following positions have been posted: Varsity Assistant Baseball Coach; Freshman Baseball Coach; Varsity Assistant/JV Boys Tennis Coach; Middle School Track Coach (2 positions); All Fall Athletic Coaching Positions; Long-term Substitute Math Teacher, WHS; Long-term Substitute ELA Teacher, WHS; ELA Teacher, WMS.

## **NEW BUSINESS**

### Advertising in Schools Policy

**Mr. Perrin made a Motion to waive the Second Reading of the Advertisement in Schools Policy and adopt the Policy. Mr. Capobianco seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

### School Committee Representative on Miller Field

**Mr. Capobianco made a Motion to appoint Phil Boncore as the School Committee representative on the Miller Field Committee. Ms. Powell seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

### School Committee Sub-committees

Mr. Perrin will review and create an updated list of sub-committees.

### Pre-K Tuition Increase

**Mr. Capobianco made a Motion to table the pre-k tuition increase. Mr. Martucci seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

### 2020-2021 School Calendar

The 2020-2021 school calendar was reviewed with the WTA Union.

**Ms. Powell made a Motion to approve the 2020-2021 school calendar. Mr. Capobianco seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

### Superintendent's Goals

**Mr. Martucci made a Motion to approve the Superintendent's Goals. Ms. Powell seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

## **UNFINISHED BUSINESS**

### Textbook/Material Discard Request

**Mr. Martucci made a Motion to table this request. Mr. Fabiano seconded the Motion**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

This request will remain under Unfinished Business.

## **PUBLIC COMMENT**

None

## PUBLIC RELATIONS

- Mr. Perrin stated the Winthrop Police vs. Winthrop Fire Basketball Game Fundraiser was well attended for a great cause!
- Mr. Capobianco congratulated all the Winthrop Chamber of Commerce Awards recipients.
- Mr. Boncore praised the Winthrop Police vs. Winthrop Fire Basketball Game Fundraiser for raising \$6,000.00 prior to the event. Great job!
- Ms. Powell wished the WHS Drama Society best of luck with their upcoming dinner theatre performances which are sold out!
- Superintendent Lisa Howard announced that SPEAC is holding a meeting on January 28<sup>th</sup> regarding Basic Rights: Understanding the IEP. The free workshop will be held at the Middle School at 6:30pm.

## ADJOURNMENT

**At 6:40pm, Mr. Capobianco made a Motion to adjourn. Ms. Swope seconded the Motion.**

**Mr. Boncore-yes, Mr. Capobianco-yes, Mr. Fabiano-yes, Mr. Martucci-yes, Ms. Swope-yes, Ms. Powell-yes, Mr. Perrin-yes. A unanimous vote.**

Respectfully submitted,

Patricia Hames  
Executive Secretary to the Superintendent of Schools

Documents used in this meeting:

- Agenda
- Minutes of December 16, 2019
- Warrant SVW20-12 in the amount of \$219,214.04
- Payroll Warrant SPW20-12 in the amount of \$725,014.26
- Payroll Warrant SPW20-13 in the amount of \$725,725.47
- Expenditure Report
- Use of Buildings Requests
- FY21 Budget Calendar
- \$500 Donation to WHS Life Skills Program
- Resignation
- Postings
- Advertising in Schools Policy
- NEASC -Winthrop High School Accreditation
- 2019-2020 School Committee Sub-committees
- Proposed 2020-2021 School Calendar
- Textbook/Material Discard Requests
- Calendar of Events/Flyers/Public Relations

*The above non-confidential documents can be found in the Superintendent's office, upon request.*