

**MINUTES**

**SCHOOL COMMITTEE MEETING**

**Location: 5 West Street, School Committee Room**

**September 6, 2023 6:00 p.m.**

**In Attendance:**

**Absent**

**Zoom**

Jessie Harrington

Meghan McCrillis

Brooke Wrenn

Samantha Rapahel

Stef Parker

Beth Chamberland, Superintendent

Alan Keller, Assistant Superintendent

Cecelia Wirzbicki

Dan Delongchamp

Greg Desto

Susan Lopez

Jennifer Stanick

Brooke Beverly

Karen Ballway - AEA Vice President

**CALL TO ORDER:**

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

Meghan McCrillis read out loud the Auburn Public School Vision & Commitment.

**CITIZENS' COMMENTS:** None

**SPECIAL RECOGNITIONS:**

Beth Chamberland: This evening, our special recognition goes to the new teaching staff hired for the 2023-2024 school year. We are thrilled to add these wonderful professionals to the Auburn Public Schools Team and I know they will have a positive impact on our students and their families. I invite the building principals to introduce their new staff so we may welcome them onto the Auburn Public Schools team.

Dan Delongchamp, AHS Principal introduced Cameron McGrath - Tech/Engineering

Greg Desto, AMS Principal introduce Sean Campbell - LTS Choral Director and Emily Snay - Spanish Teacher

Susan Lopez, SWIS Principal introduced Andrea Auger - Special Educator, Amy Peck - Guidance Counselor, Kristen Locke - Grade 5 Teacher and Julia Terlizzi - Grade 4 teacher.

Brooke Beverly, Bryn mawr Principal introduced Toni Marie Gillette-Sylvester - Kindergarten Teacher and Grace Foley Grade 1 teacher.

Jessie Harrington said welcome aboard!

Beth Chamberland said thank you for joining our team, lean on each other.

Alan Keller said he had the pleasure of meeting all the new staff at the new staff breakfast and bus tour. Mr. Delongchamp Sr was the tour guide, it was great!

**Minutes:** None

**SUPERINTENDENT'S REPORT:** None

**STUDENT REPRESENTATIVES REPORT:** None

**Unfinished Business:**

**Strategic Plan Update**

Beth Chamberland: This summer, the Principals and I had an all day gathering to prepare for the coming school year. Part of this day was spent reviewing the Strategic Plan and updating some of the information there. In your packet, you will find a list of some of the items that have been worked on since last spring.

This is nothing new, just the details of what is in place and what we are doing. I would like to notify families, but keep it short regarding the work being done in the buildings.

## **New Business**

### **2023-2024 School Year Opening**

Beth Chamberland: We had a great start to the 2023-2024 school year.

- One bus was very late but we were able to send out text updates that were well received.
- New traffic flow at Pak didn't pan out so we went back to the old way of arrival. But the new driveway will be good for emergency vehicles and gates for outdoor recess.

Jessie Harrington, thank you to the crossing guards, SRO's and Cecelia Wirzbicki.

### **Budget Timeline and School Committee Priorities**

Beth Chamberland: In your packet you will find the Budget Timeline for the FY25 APS Budget Development process. As noted at the last School Committee meeting on August 23, 2023, we adjusted two of the scheduled School Committee meetings to better address the necessary budget meetings. The School Committee will also share budget priorities that should be respected as the budget development process unfolds.

- Tomorrow we will share with the rest of the leadership team. Cecilia, Alan and myself will be meeting with the leadership team to discuss their building needs.
- We have AEA negotiations and the ABA contract is up for negotiation.
- The ESSR grant money is almost over. We have used it for 2 Social worker positions, 1 special educator and 1 ABA. We will try to keep these positions.

Meghan McCrillis said trying to keep these positions is important. AS well as 25 max in a classroom if possible.

Jessie Harrington said she agrees. Especially if our teachers are happy with those numbers.

Samantha Raphael agreed as well and said it should be a priority.

Beth Chamberland said this will be a long process.

### **Enrollment Update and Registration of New Students**

Beth Chamberland provided updated information in the packet regarding the number of new registrations received this summer as well as current enrollment numbers. We registered 91 new students over the summer. Our current enrollment is 2405, we are still below our highest enrollment in 2018 at 2637.

We began the registration process for the homeless students. 21 students K through 12. We are waiting for a few more items from the state, hope to have them in school by next week.

We did have a bus waitlist due to so many late registrations. Some have been very upset, but it has become a safety issue. We have to know every student has a seat. If we had all registrations in by the deadline we would have been able to shift routes if needed. But not all students take the bus even if they have a pass. We didn't want to have to add a bus for \$100, 000 if we could make it work with bus counts.

We have been able to get waitlist students onto the bus and I believe we will have flexibility to add the homeless students. We only have 4 buses with a waitlist at the moment.

Brooke Wrenn: I don't think people understand the cost or the process.

Beth Chamberland: Correct. 91 new re-registrations is a lot. We are going to tweak our bus registration for next year. We have enough EL support for the homeless students and the principals are working on placements.

Jessie Harrington: Just to be clear, you are addressing the bus waitlist first before adding the homeless students?

Beth Chamberland, yes.

### **Satellite and Galaxy Enrollment**

Beth Chamberland: Below you will find the current enrollment for the Satellite and Galaxy Afterschool Programs. We still have a few students on a waiting list due our current available staffing. Mrs. Stanick, Mrs Beverly, Dr. Lopez and Mr. Keller have done a terrific job hiring for these programs and they will continue to do so. We are thankful for several Auburn High School students who have joined the programs to assist with the supervision and engagement of students.

**Preschool:** Before School. 12  
After School. 13

**Bryn Mawr:** Before School 35  
After School. 55

**Pakachoag:** Before School 33  
After School. 50

**SWIS:** Before School 75  
After School. 101

Ceceila Wirzbicki: Robin Grady has done a wonderful job with this program.

Beth Chamberland: Yes she has. We are on top of getting people in and collecting payments.

### **Returning Student Registration Process**

Beth Chamberland: As you know, last school year we instituted a returning student registration process requiring families to update contact information and to upload residency paperwork for students entering grades 3, 6 and 9. I am pleased to report that we had approximately 90% of our families complete the process, secretaries verified the residency paperwork as it was uploaded and we believe this will be a much smoother process the school year. I would like to thank Eric Bouvier, our Director of Technology for the enormous amount of time and effort he put into this process. Not only did he help develop the system, he assisted many, many families who needed help during this process. I would also like to thank Mandy Rocco, Caitlin O'Neill and Kelley Ackley for the many questions they responded to during this process. This has resulted in much higher quality data in our Powerschool. It took a village, but it worked out great.

Samanth Raphael: I think a lot of people tried to complete it on their phone and that was an issue.

Beth Chamberland: We can try to fix that with the IT department.

Samantha Rapahel: I believe it is a Powerschool problem.

### **Newly Established Committees**

Beth Chamberland: Mr. Keller and I are currently collecting interest from AEA staff regarding participation on three newly established committees. The first is the Strategic Plan Update Committee, the second is the Educator Evaluation Committee and the third is the Professional Development Committee. We hope to have representation from each school and level from both teachers and administrators and we believe this will be another important avenue to build bridges and foster communication and collaboration. I believe we currently have 18 people signed up.

### **New District Calendar and Upcoming Events**

Beth Chamberland: I would like to share that families who visit our district webpage, will find an interactive Google calendar with all of the events going on in our schools. This calendar can be filtered by school and each school calendar is also available on each school's webpage. The calendar can also be viewed in 'agenda' format. Thank you to Maureen Elliott in our Technology Department for her efforts in making this come to life. I will put a link to it in my next communication.

I did send out a message regarding the heat index for the next 2 days. We will be careful and should have 2 full days of school.

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

Alan Keller: At the beginning of the summer, 20 members of APS (teachers, counselors and administrators representing all five schools) participated in a two day program, "Introduction to Restorative Justice and Circle Practice" (Tier 1). The training was led by two facilitators from the Center for Restorative Justice at Suffolk University who facilitated restorative circles, aiming to have us understand the elements, philosophy and practice of both the planning and facilitation of circles including establishing norms and expectations. Our aim is to infuse circles regularly into what we do as teachers and administrators to build and maintain a culture and community that encourages investment and is a place where everyone feels they are heard and belong. In the summer of 2024, we will build upon this initial work, by participating in "Restorative Mindset and Addressing Conflict" (Tier 2) while starting another group of 20 on the Tier 1 path.

Samantha Rapahel: I hope APS teachers know how lucky they are to have this training. I wish I had it in my district.

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

#### **Year to Date Budget Report**

Mrs. Wirzbicki provided a year to date budget report dated August 28, 2023 for the committee to review.

#### **Budget Transfers**

Mrs. Wirzbicki provided a listing of Budget Transfers dated August 28, 2023 between the same series and between different series for which she is seeking approval.

Jessie Harrington entertained a motion to approve the list of Transfers dated August 28, 2023, as presented by the business Manager.

Meghan McCrillis made a motion to approve the list of Transfers dated August 28, 2023, as presented by the business Manager. Samantha Raphael seconded the motion. It was unanimously approved.

#### **School Department Warrant Articles for October 24, 2023 Fall Town Meeting**

Mrs. Wirzbicki provided the proposed School Department Articles for the Fall Town Meeting for review and approval, as they will need to be sent over to the Town on or before Monday, September 11, 2023.

Jessie Harrington entertained a motion to approve the School Department Warrant Articles for the October 24, 2023 Fall Town Meeting as presented by the Business Manager.

Brooke Wrenn made a motion to approve the School Department Warrant Articles for the October 24, 2023 Fall Town Meeting as presented by the Business Manager. Samantha Raphael seconded the motion. It was unanimously approved.

Cecelia Wirzbicki:

- Caitlin O'Neill has done a great job on the medicare reporting for the district. Since taking over she has brought in more money.
- Out-dated iPads need to be upgraded. Apple will not take back for credit, we are looking to sell to a 3rd party and put the money in a revolving iPad account.
- Bryn Mawr parking lot project - working with the DPW.
- Upgrade/ replace windows at the Central Administration Building.

**Executive Session:** None

Jessie Harrington entertained a motion to adjourn for the evening.

Megan McCrillis made the motion to adjourn. Samantha Raphael seconded the motion, it was unanimously approved.

Meeting adjourned at 6:46pm.

**Roll Call Vote**  
***Adjournment***

Respectfully submitted,

Mandy Williams

Recording Secretary

Referenced Documents:

Strategic Plan Update

FY 25 Budget Timeline

Current Enrollment & New Registration Totals

Year to Date Budget Report Dated 8-28-23

FY24 Budget Transfers Dated 8-28-23

School Department Warrant Articles for October 24, 2023 Fall Town Meeting

**Approved 10-4-23**