

AGENDA  
SCHOOL COMMITTEE MEETING  
Location: School Committee Room  
October 27, 2020, 6:30 p.m.

CALL TO ORDER:

SPECIAL RECOGNITIONS

MINUTES: 10/14/2020 for Approval

SUPERINTENDENT'S REPORT

Donation from Masterman's, Inc.

Action

Mr. Brian Davis, Athletic Director, recently notified me that the Athletic Department at AHS had received a gift of \$250 in the memory of Douglas Flink, Sr. from Masterman's Safety and Industrial Supply, Inc., this because Doug was a longtime volunteer Auburn's youth sports as well as being a past president of the AHS Booster Club.

Recommended Motion: to accept with gratitude the donation of \$250 from Masterman's, Inc. to the Athletic Program at AHS.

Satellite/Galaxy Update

Information

Satellite/Galaxy started Monday, October 19th, too. Both programs are off to a smooth start. I appreciate everyone's patience as we took a little extra time to ensure we could add this layer of our school programming safely in our schools.

Fall Athletics Update

Information

Fall athletics started competition October 19th. I was in attendance for the Girls' and Boys' home soccer contests against Sutton. The MIAA rules regarding one person per player on field was observed. Masks and social distancing were observed. The referees adhered to the revised rules for resumption of play. I was pleased to see revised play guidelines being followed and our student-athletes competing on our fields again.

Communication from Commissioner:

Information

**Prospective District/School Closures after Thanksgiving:** We are hearing that some school committees are considering taking votes to close their schools after the Thanksgiving break, contrary to DESE guidance that districts make closure decisions based on the Department of Public Health (DPH) color-coded metrics and/or other local health and safety factors. Per DESE guidance, districts and schools are expected to use the most recent three DPH weekly color-coded reports (four weeks of data), to make any decisions about shifting to a remote learning model. Please expect that if school committees decide prospectively to shift to remote learning after Thanksgiving (i.e. voting now, before the relevant data is available), this will likely trigger an audit from DESE.

**Forthcoming updates to DPH guidance on color-coded metric:** We understand that some communities are experiencing increases in COVID-19 rates with minimal impact on schools, and we continue to see little to no evidence of COVID-19 transmission in school settings. As the Commissioner stated at yesterday's board meeting, we are aware that DPH will be issuing updates to the guidance on the color-coded health metric in the coming days and weeks. Please stay tuned.

**UNFINISHED BUSINESS:**

**Special Town Meeting**

**Information**

Attached please find the draft of the presentation I attached to our website regarding the special fall Town Meeting. I wanted to give interested residents a clear (I hope) explanation of the revised budget number and how we are handling the shortfall this year.

**Superintendent's Goals for 2020-2021**

**Action**

Attached are my goals for the 2020-2021 school year. I did make a slight alteration to the draft provided to you at our last meeting; specifically, goal number two.

**Recommended Motion:** to accept the Superintendent's Goals as presented for the 2020 -2021 school year.

**FY '22 Budget Format:**

**Information**

As we prepare for FY'22 the financial forecast is grim. This assessment, coupled with my assessment of the district at this time, is that we focus on keeping our current personnel and assets in place for FY'22 with the hope FY'23 brings improvement. We have negotiations with the AEA, ABAs, and Nurses to complete this year. We have contractual obligations with our other bargaining groups and independent contractors. We also need to anticipate bus and collaborative increases, as well. This approach alters our traditional budget presentations in November/December somewhat. I am looking to see what your preference is regarding principals' budget presentations given my suggested approach this year to FY '22.

**NEW BUSINESS:**

**Election of Voting Delegate and Alternate Delegate to MASC Delegate Assembly Action**

The Annual Business Meeting of the Massachusetts Association of School Committees is being held virtually this year and it has been moved to take place on Saturday, November 7, 2020 at 1:00 p.m.

In order for the Auburn School Committee to have a vote at this annual business meeting, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

*All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than*



seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated. Please note:

The deadline for receipt of delegate forms by the Executive Director for the 2020 annual meeting is October 28, 2020; therefore a vote will need to be taken at this meeting.

**Recommended Motion:** to nominate \_\_\_\_\_ as the Committee's delegate to the MASC Annual Business Meeting.

**JOB DESCRIPTIONS:**

**Nutrition Assistant to Food Services Director**

**Action**

Mrs. King has updated the job description for her assistant to reflect current responsibilities and it is my recommendation that you approve it as presented.

**Recommended Motion:** to approve the updated job description for the Nutrition Assistant to the Food Services Director as presented.

**Adjournment:**

**Recommended Motion:** to adjourn for the evening.

MINUTES  
SCHOOL COMMITTEE MEETING  
Location: School Committee Room  
October 14, 2020, 6:30 p.m.

In Attendance:

George Scobie  
Gail Holloway  
Dottie Kauffman  
Meghan McCrillis

Absent:

Jessie Harrington

Casey Handfield  
Beth Chamberland  
Cecelia Wirzbicki

CALL TO ORDER:

At 6:33 p.m., Mr. Scobie called the meeting to order and asked if anyone was recording the meeting; there being none, he asked that everyone join him in the Pledge of Allegiance to the Flag.

CITIZENS' COMMENTS:

None

SPECIAL RECOGNITIONS

Dr. Handfield shared that the Unified Athletic Program, under the direction of Mrs. Alison Deluca, received notice last week that Auburn High School has once again been named a Unified Champion School District. This will be the third year in a row our Unified Program has been recognized. Dr. Handfield noted that he wanted to take a moment to publicly recognize this achievement, and offer congratulations to Mrs. Deluca and all of the coaches, players, and families for this terrific accomplishment. The members echoed Dr. Handfield's congratulations, with Mr. Scobie noting that it was a heartwarming program.

STUDENT REPRESENTATIVES INTRODUCTION / REPORT

Aaron Zheng and Jasmyn Gates

Jasmyn checked in on Zoom and noted that while the daily checking in with each teacher was confusing; however, now that it's more permanent, meaning two days instead of only one, things like this will get easier.

Aaron was not able to connect through Zoom and his report is shared as an Addendum to these minutes.



**MINUTES: 9/30/2020 for Approval**

Mrs. Kauffman made a motion to approve the minutes from the September 30th meeting; Dr. McCrillis seconded the motion and it was unanimously approved.

**SUPERINTENDENT'S REPORT**

**School Opening Update**

Dr. Handfield noted that he was pleased to report that we officially transitioned into our "2-1-2" hybrid model as scheduled on Monday, October 5th. Students now attend school 2 days a week in-person, are remote on Wednesdays with their classmates and teachers, and are at home checking-in with their teachers at a minimum of twice per period, in some cases more. From Dr. Handfield's discussions with administrators and teachers, visits to classrooms, and feedback from the school community, this change has had a positive impact on student engagement and accountability, especially in grades 6-12. He noted that we are continuing to explore ways to merge the cohorts as much as possible in a synchronous fashion. This is happening in a lot of places already as teachers are growing more confident and comfortable in their classrooms. We will continue to review and refine our practices in the coming weeks. He thanked the administrators, faculty, and staff for their hard work and our amazing families for their unwavering support during what will continue to be a challenging time for months to come, noting that he was pleased with where we are. Mr. Scobie thanked the teachers for going the extra mile.

**COVID Update**

Dr. Handfield provided a COVID update, noting that as the Committee had been previously informed, we had a COVID positive student at Auburn High School on October 1st. He was happy to report the student is doing extremely well, and we did not have any additional cases as a result of this situation. He thanked, again, Dr. Chamberland, our nurses, and the Auburn Board of Health for their joint efforts. We were able to quickly take action once aware of the student, identify any potential close and non-close contacts, personally reach out to them, and notify our community the same day. The plans we have in place are working and doing what they were set out to do. Mr. Scobie noted that the lack of negative feedback and "excitement" around the announcement was a good feeling. He was impressed with the way this was handled.

**Satellite/Galaxy Update**

Dr. Handfield reported that the delay in the start of Satellite/Galaxy until October 19th served us well, giving us sufficient time to make adjustments necessary prior to adding another layer of programming to our schools. He shared that we have also worked things out to keep students in their home schools, thus eliminating the need to bus



them to AMS or AHS. Dr. Chamberland reported that the enrollment is pretty low right now so it will be a very manageable group of students. She also noted that many of the staff couldn't wait to come back to the program.

### **Fall Athletics Update**

Dr. Handfield shared that fall athletics successfully began on Monday, October 5th. This includes Boys' and Girls' soccer and cross country, and Girls' Field Hockey. As he stated last week, football and cheer is scheduled to take place during the "Fall 2" season mentioned last week. Dr. Handfield shared that as part of his late afternoon walks; he visited AHS to observe practices and was happy to see teams operating in accordance with MIAA rules. He was also pleased to see student-athletes and their coaches being diligent about wearing masks. He noted that he knows we are all happy to see the resumption of athletics, being another step in regaining a feeling of normalcy. He wished the student-athletes an enjoyable and safe season and noted that teams start competing on October 19th.

### **October 1 Enrollment**

Dr. Handfield shared a copy of the official October 1st enrollment. He noted that we are down 118 students across the District compared to last year, with the bulk of our numbers concentrated at the Preschool and SWIS. This will have an impact on Chapter 70. How much of an impact remains to be seen at this time. All school districts in Massachusetts are experiencing this to varying degrees. The state is considering the uniqueness of this time period related to how much of an impact will be felt in Chapter 70 funding. He will share more on this as we move forward into the FY'22 budget season.

### **Donation from Gentex Optics, Inc.**

Dr Handfield share that we recently received a generous donation of miscellaneous PPE supplies through Mr. Ed Chamberland from Gentex Optics, Inc. These supplies will be distributed to the schools. It was his recommendation that the Committee accept this donation with gratitude. He thanked Gentex Optics for it.

Dr. McCrillis made a motion to accept with gratitude the donation of PPE supplies from Gentex Optics, Inc.; Mrs. Holloway seconded the motion and it was unanimously approved.

### **Donation from Piercing Emporium**

Dr. Handfield shared that similarly, we recently received a donation of nine cases of PPE gowns from Mr. Marc Williams (husband of AHS Secretary, Mandy Williams) of Piercing Emporium and Tattoo in Worcester. It was his recommendation that the Committee accept this donation with gratitude. He thanked Marc.



Mrs. Kauffman made a motion to accept with gratitude the donation of nine cases of gowns from the Piercing Emporium and Tattoo in Worcester; Mrs. Holloway seconded the motion and it was unanimously approved.

#### **UNFINISHED BUSINESS:**

##### **FY'21 Revised Budget**

Dr. Handfield reminded the members that the Fall Special Town meeting is scheduled for October 27th at AHS. That evening we have the warrant articles going forward as discussed a couple of weeks ago. We also will be asking Town Meeting to approve the revised FY '21 budget number of \$27,214,157, which represents a decrease of \$461,898 from what was appropriated by Town Meeting in June. He noted, however, before we ask the Town Meeting to approve that number, the Committee needs to make and accept a motion to approve the revised FY '21 budget number.

Mrs. Kauffman made a motion to approve the revised FY '21 school district budget of \$27,214,157; Mrs. Holloway seconded the motion and it was unanimously approved.

Dr. Handfield noted that the Committee usually meets prior to the Fall Special Town Meeting at 6:30 p.m. and asked if the Committee was in agreement that the meeting should be held then instead of on October 28th. Following questions from the members, he reported that the quorum for the Town Meeting has been lowered to 40. The areas that will be used will be deep cleaned both prior and after the meeting. Dr. Handfield will find out where the School Committee can hold its meeting at 6:30 p.m.

Mrs. Wirzbicki, who had been present at the Finance Committee's meeting the on September 30th, representing the District, noted that Mrs. Jacobson, Town Manager, had noted that she was thankful for the cooperation of the School Department during this trying time and Dr. Handfield stated that it was a pleasure to work with the Town Administration thus far.

Mrs. Kauffman made a motion to change the School Committee meeting to October 27th at 6:30 p.m. at a place within the High School yet to be determined; Mrs. Holloway seconded the motion and it was unanimously approved.

Dr. Handfield also shared that the USDA is funding meals for students at no charge through the entire school year, which was just awesome for everyone. The members asked that Janice King and staff attend an upcoming meeting to be recognized for their hard work.

#### **NEW BUSINESS:**

##### **Superintendent's Goals for 2020-2021**



Dr. Handfield provided his three goals for 2020-2021 (personal practice, student learning, and district - wide) that focus on his continued work with the New Superintendents Induction Program (NSIP), working with principals to understand and calibrate high quality virtual instruction, and evaluating the current Strategic Plan to see what, if any, changes might be made given the educational climate presented by COVID. He felt that all three goals had a strong focus on improving the day-to-day operations of the schools, as well as reframing the future of the District. He did ask, however, if the vote to accept them be delayed to the next meeting to allow him to make a change to one of the goals.

### **TEACHING/LEARNING REPORT:**

#### **ZippSlip Data**

Dr. Chamberland shared that ZippSlip continues to serve as our first line of defense in tracking and monitoring COVID 19 symptoms and testing. As of October 9th, we have between 91%-95% of families regularly completing the ZippSlip form. We are pleased with this completion rate but will continue to work with families who are not yet full participants. She shared a summary of student symptoms up to this point, noting that you can see there has been a rise in reported symptoms and ZippSlip allows us access to this information quickly and nurses follow up with both families and staff on a daily basis. She noted that the nurses are on top of it as well as the Board of Health, stating that they have done a tremendous job.

Dr. Chamberland noted that she was not reporting on attendance because of difficulties with DESE's way of recording absences and linking with PowerSchool.

#### **Teaching and Learning**

Dr. Chamberland shared that she has started a monthly communication to all staff providing options for professional development and resources for teaching, noting that this is a continuation of our newsletter from last year called *Words from West*. Each month, she will provide staff with new resources, perhaps shared resources from colleagues in the District and maybe even an interview or two of staff that they might find helpful. It is her hope that this tool serves to link each of the schools together to not only keep everyone informed but also to share best practices. Upcoming Professional Development Days (full or half) will be used for parent/teacher conferences, the sharing of best practices and to provide teachers with additional preparation time.

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

#### **2026 Capital Improvement Plan Approval**

Mrs. Wirzbicki and Mr. Fahey, in consultation with the Leadership Team have provided the 2026 CIP Items as requested by the Town Manager, which require the School Committee's approval.



**Recommended motion:** Dr. McCrillis made a motion to approve the 2026 CIP as presented; Mrs. Holloway seconded the motion and it was unanimously approved.

**Year to Date Budget Report as of October 7, 2020**

Mrs. Wirzbicki provided a year to date budget report.

**Budget Transfers as of October 7, 2020**

Mrs. Wirzbicki provided budget transfers between the same series for your information as well as transfers between different series requiring a vote of approval.

Dr. McCrillis made a motion to approve the transfers between the series; Mrs. Holloway seconded the motion and it was unanimously approved.

**Adjournment:** At 7:32 p.m., there being no further business to discuss, Dr. McCrillis made a motion to adjourn for the evening; Mrs. Holloway seconded the motion and it was unanimously approved.

Respectfully submitted,



Ailaine Zautner  
Recording Secretary

**Referenced Documents:**

Minutes from September 30, 2020  
October 1 Enrollment  
Thank you to Gentex Optics, Inc.  
Thank you to Piercing Emporium and Tattoo  
Superintendent's Goals for 2020-2021  
Zippslip Summary of Student Symptoms  
FY 2026 CIP  
Year to Date Budget Report  
Transfers

**Student Representative Report – Aaron Zheng**  
**October 14, 2020 School Committee Meeting**  
**Addendum to Minutes**

**Overall:**

- Last week, the 2-1-2 schedule was fully instated and in my opinion, it went pretty well. Sometimes I wish we were only in school for one day again, as I wouldn't have to wake-up as early, but it's always nice to have a return to normalcy being in school.
- Fall sports have started and just hearing from friends, it has been going well.
- For the rest of the extracurriculars not listed, there really hasn't been much information released on those.

**Marching Band:**

- Due to the nature of playing instruments and marching band, of course, the season is currently not happening, but we are hoping for a spring season.

**Model UN:**

- A normal conference is also not going to happen, but Model UN is still happening, just virtually. We have our first conference next Saturday., the 24th, with St. John's High School.
- They are still enforcing western business attire though, so the conference will be the epitome of business of top and party on the bottom.

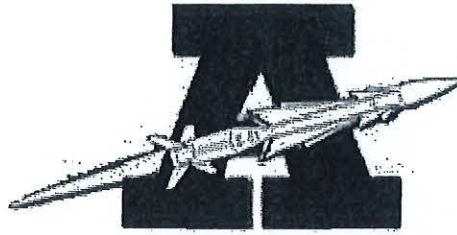
**National Honor Society:**

- The officers have had a few meetings already, but yesterday, we had our first full meeting as a delegation since our induction ceremony back in May.
- We are excited to offer our tutoring services again, and as with everything else, it is over Zoom.
- We also received free tote bags for our entire society, from the same people who have given us our t-shirts and water bottles these last couple of years.

Again, I am sorry for missing the meeting. I was literally emailing Jasmyn right before this too. Hope to see you all of you in another two weeks, and hopefully, this email rundown works as a replacement.

Thank you,  
Aaron Zheng





October 9, 2020

Will Thomas, General Manager  
Masterman's Safety and Industrial Supply  
11 C Street  
Auburn, MA 01501

Dear Mr. Thomas:

It is with shock, amazement, and heartfelt thanks that I am writing you today.

Your gift of \$250 in the memory of Douglas Flink Sr., was both very unnecessary and very appreciated.

It is such a fitting way for all of you at Masterman's to honor Doug, who was a longtime volunteer in Auburn's youth sports through coaching and serving as the president of the Auburn Pop Warner Football program. Doug was also a past president of the Auburn High Booster Club.

Again Mr. Thomas, thank you very much.

Sincerely Yours,

Brian C. Davis  
Director of Athletics  
Auburn High School  
978-875-2638

**Superintendents/Assistant Superintendent**  
**Meeting with the Commissioner and the Members of the Senior Staff**  
**October 15, 2020**

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**Introduction**

The Commissioner convened the meeting just after 3:30 PM. He identified three parts of the agenda;

- State of the Commonwealth
- Potpourri – assorted topics
- Questions and Answers

**State of the Commonwealth**

The Commissioner introduced the discussion by expressing his gratitude to the superintendents across the State for their collective efforts in working with unions and administering health and safety protocols with equanimity and grace. He acknowledged that things have settled down with students returning to schools. He also informed the members that there are certain unique community situations that can cause the metric to be recorded as “red”.

Schools- The Commissioner reported that schools are not the source of transmission of the virus. He once again thanked members for efforts around mask wearing and social distancing. He reviewed the work of Dr. Sandy Nelson from Massachusetts General Hospital confirming that schools are not the source of transmission. Her research supports the concern that gatherings in hospital break rooms or teachers’ rooms may be a source of transmission. He urged members to have teachers eat lunch in their classrooms and to wear masks when gathering in the teachers’ room.

**Red Status Guidance**

He hopes to release Guidance next week to provide direction for districts who may experience a “red” metric related to the location of a house of correction, a college or nursing home spike in the virus.

**Transportation**

Members have requested some increased flexibility in social distancing on buses in order to bring more students back to school. This issue is currently in the hands of the medical community.

**Re-opening Plans**

The Commissioner asked members to go into the re-opening plan link on the DESE website and update their plans.

**Remote Centers/Academies/Pods**

He asked members to be sure to register the pods, in their schools, to have the process approved. This will be most helpful to the Office of Early Childhood and Care who often coordinate and lead these pods.

**Snow Days and Remote Learning**

There will be Guidance on this issue next week. A district snow day can be scheduled as a remote learning day. This is a local option. If the district incurs a power failure on the snow or other storm day, they will have to request a waiver to have the day count as a school day.



### **Shifting Student Enrollment Models**

The Commissioner is open to lengthening the time frame from the current 3-4 weeks for parents to request a model shift to a few additional weeks. He informed the members that DESE would not take the district "to task" unless the district policy regarding changing the model is unreasonable. The Commissioner will be issuing revised written guidance on this soon.

### **Internet Connectivity**

He acknowledged that we have made some good strides in addressing this issue. Some concerns that lingering issues are associated with unpaid internet bills, an overtaxed system and a limited number of "hot spots". DESE will be sending out a survey to gauge the status of connectivity in the districts.

### **Cyber Attacks**

The Commissioner encouraged members to contact him directly if they are experiencing cyberattacks and a response from the provider which could result in a delay in the resolution to a situation.

### **Attendance Taking**

Rob Curtin asked members to please complete the information sheet identifying the type of model that each student is following. This will be very useful for the collection of the October 1<sup>st</sup> enrollment data. This information can be submitted in the SIMS fields.

### **COVID Positive Cases**

Rob Curtin reminded the members that the identification of positive cases is reported on the district and not the school level and by status as a student or a staff member. The Commissioner interjected that this reporting reflects the commitment of DESE to transparency.

### **COVID Testing**

The Commissioner informed the members that the Federal Government will send over one million antigen tests to states for use with symptomatic students and some consideration for use with students who are asymptomatic. The State Health and Human Service Department is conducting a test comparing the antigen with the current PCR for future surveillance testing. DESE will work on a "roll out" plan.

### **Office of Early Education and Care (EEC)**

The Commissioner encouraged members to work with the EEC vendors who are hosting the pods. EEC has taken on the challenge of developing these pods and any support from public school teachers would be gratefully appreciated.

### **Special Education**

The Commissioner urged the members that even in red districts it is important to bring back students with special needs, English language learners, and homeless students. He asserted that if we meet their needs at this time, it will be beneficial later.

Russell Johnston informed the members that in a recent meeting with Directors of Special Education, he encouraged them to limit the need for compensatory service to the last school year and to try and avoid adding this obligation during the current school year.

#### **Budget Development**

The Commissioner acknowledged that we were financially stabilized for the current fiscal year but next year looks a bit more ominous. He has some hope that the Governor will access some of the "rainy day" funds. The essential question is whether we will receive an additional infusion of stimulus money. He is hopeful that the deadline for the expenditure of the current stimulus funds will be extended beyond the December date. If additional stimulus monies are appropriated, 90% of these monies will go directly to the districts. The remaining 10% of the money that is apportioned to DESE will be directed to the districts that have experienced the greatest effect from the virus.

#### **Question and Answers**

Q- How will we review the weekly health metric?

A-In addition to consideration for communities that have colleges, jails and nursing homes, the Commissioner offered future consideration for small school districts where the virus contraction by one family could influence the positivity rate.

Q-Can you give us more precise guidance about student enrollment in a "red" community?

A-We have asked the doctors to guide us on this differentiation.

Q-Parents want to move children in and out of the remote and hybrid model, how do we do this with the social distance space limitation?

A-I hope that you can move students when you can. It is not fair to ask parents to make a yearlong decision when we have so many unknow factors.

Q- How do I address those parents who do not want their child to have the flu vaccine?

A-We have the highest rate of vaccinated students (80%) in the country. Those parents of the remaining 20% have strong feelings. Compounding the issue is the challenge that the flu vaccine shot does not always fully align with the components of the strain of the virus. This is a tough issue and at this time the Commissioner does not have a definite answer.

#### **EEC Pod**

Q-The EEC is involved in some informal models. How do we clarify the boundaries associated with the instructional issues?

A-We need to have districts monitoring the EEC pods to ensure that the adults working in these pods are safe. EEC needs to know that districts approve the pods.

#### **School Bus Transportation**

Q-We are transporting children four days each week and yet companies are requesting payment for five days of service. The law prohibits payment for services not rendered. Last year we were afforded consideration to work with bus contractors and the option to payment for full service.

A-The Commission asked if we could continue this practice. Bill Bell informed the members that this would require legislative action.



Russell Johnston informed the members that DESE would review those questions that could not be addressed due to the time.

### **Summary**

The Commissioner concluded the meeting by restating his appreciation for the work that all of the M.A.S.S. members were doing in the field and his sense of pride in working with all.

The meeting adjourned at 4:15 PM

### **Notes**

Chris McGrath, M.A.S.S

**Casey Handfield, SUPERINTENDENT**  
**SCHOOL YEAR 2020-2021 GOALS and EDUCATOR PLAN**  
**October 7, 2020**

**Introduction**

As we settle into the 2020-2021 school year, suffice it to say this year is “different.” Not only is this my first year as a superintendent in the Auburn Public Schools, but we are also educating students during a global pandemic. Both are extremely challenging, especially since I am working through them concurrently. As a result, my goals represent my work as a new superintendent, a leader of a school district in the throes of COVID, and what the priorities are of my administration related to teaching and learning during this extraordinary time in our nation’s history.

**Professional Practice Goal (PPG)**

As the superintendent of the Auburn Public Schools, I am the instructional leader (among many other things) of the district. To this end, I have the opportunity and responsibility to work through our central office and building leadership to improve our academic, social, and emotional outcomes for our students. To assist me in enhancing my abilities to lead in the aforementioned areas, I am voluntarily participating in the New Superintendent Induction Program (NSIP). This is a three-year collaborative program offered by the Department of Elementary and Secondary Education and the Massachusetts Association of School Superintendents. Through weekly coaching sessions (you met John Brackett, already) and a series of workshops over the course of the year, I am reviewing, implementing, and refining targeted skills of highly effective leaders that include: thinking and acting strategically; seeking data and feedback for continuous improvement; developing habits of rigorous assessment and accountability planning purposeful meetings and observations of practice; ensuring system focus on what’s most important, not just what is urgent; applying tools such as theory of action, root cause and SWOT analysis; delegating and empowering others, especially central office and building administration.

**PPG - Anticipated Action**

The anticipated action will be my participation in a series of workshop sessions equivalent to one full day each month during the 2020-2021 school year.

**PPG - Anticipated Result**

The anticipated result will be the creation of three work products: an entry plan; a report of entry findings; and targeted approach for improving student learning.

**PPG - Anticipated Evidence**

The anticipated evidence of the PPG will be the shared entry plan, a report of entry findings, and a targeted approach for student learning that will be communicated publicly at school committee meetings and posted on the district website.

**Student Learning Goal (SLG)**

Related to my PPG is my belief that the most important work that takes place in schools is the interactions between teachers and students. Principals are key pieces in identifying, promoting, and modeling high-quality social, emotional, and learning experiences in and out of classrooms. As the proud superintendent of the Auburn Public Schools, principals, teachers, and students take their cues from me. In the past, you have heard about learning walks being conducted in the district. Last year we started to pilot various pre-recorded classroom scenarios provided by the Department of Elementary and Secondary Education for districts to use as they calibrated and



refined their understandings of high-quality teaching and learning. We were just getting into the “swing” of this and COVID hit. The landscape related to teaching and learning and interaction within a virtual world became a reality we needed to develop and refine. We are still doing this and will be doing it for a while. Specifically, we find ourselves examining how to deliver quality academic programming in a hybrid format with a specific focus on rigor, relevance, engagement, equity, and screen time.

#### **SLG - Anticipated Action**

**The anticipated action will be at least one weekly classroom visit through our Zoom platform with building principals. This will begin once the District and the AEA agree on evaluation language for the 2020-2021 school year.**

#### **SLG - Anticipated Result**

The anticipated results will be conversations with the building principals regarding what we are seeing during our visits related to the components of high quality lessons (objective posted and identifiable, teacher delivery of material, degree of student centered instruction / collaboration, engagement of students, and evidence of high quality assessments and work products being created by our students).

#### **SLG - Anticipated Evidence**

Visits and feedback will be documented and shared with principals. These visits and feedback will be presented as evidence of meeting this goal.

#### **District Improvement Goals (DIG)**

As you are aware, we created a Strategic Plan in November 2017. The five goals in the plan are: Teaching and Learning, Technology, Health, Wellness, and Safety, Transitions, and Community Partnerships. We started working on the plan, however, work on the Strategic Plan is idle. As I reviewed the plan, revisions may be warranted given the recent change in the landscape of education within the APS due to COVID.

#### **DIG- Anticipated Action**

The anticipated action will be a deeper review of the Strategic Plan with district administrators to evaluate its current composition and discuss potential course corrections given the current situation regarding COVID. All suggested alterations will be brought forward to the design team for review and comment before presentation to the School Committee to accept the amended document.

#### **DIG - Anticipated Result**

The anticipated result will be (more than likely) the creation of a revised strategic plan for the School Committee's review and adoption.

#### **DIG - Anticipated Evidence**

The anticipated evidence will be the revised Strategic Plan presented to the School Committee for approval, as well as making the revised plan accessible to the public.



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Deborah Davis, President

Date: September 2020

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: ~~DURING JOINT CONFERENCE, -FRIDAY, NOVEMBER 8, 3-15PM~~ SATURDAY, NOVEMBER 7TH 1:00PM

Location: ~~RESORT AND CONFERENCE CENTER AT HYANNIS~~ ONLINE. LINK WILL BE SENT TO YOU.

## SECOND NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

*All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.*

### PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2020 annual meeting is ~~October 16, 2020~~ **October 28, 2020.**

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## Official Delegate Form

For the school committee of \_\_\_\_\_

The official voting delegate is: \_\_\_\_\_

The alternate voting delegate is: \_\_\_\_\_

Signed \_\_\_\_\_

NOTE: In order to register for the annual business meeting, delegates must send in this form. Email to [scheesman@masc.org](mailto:scheesman@masc.org) or fax 617-742-4125.



## AUBURN PUBLIC SCHOOLS

### JOB DESCRIPTION

#### NUTRITION ASSISTANT TO FOOD SERVICES DIRECTOR

**Reports to:** Food Services Director

**Responsibilities:** To assist Food Services Director and Food Service Department with department and administrative tasks, including placing selected orders, USDA Free and Reduced applications processing, assisting in promoting/marketing school meals programs and disseminating information to the Food Service Staff, parents and staff. This position supports and completes data input as needed for the NutriKids POS and Health-e Pro. Provides resource training for managers and staff as needed for school online orders and inventory entry. The position interfaces with parents and vendors to support partnerships beneficial for meeting baseline levels of compliance with USDA programs and to promote parent and staff support and involvement in our food service programs. Additional duties as assigned in support of our department as the need evolves related to changing district, department, state and national school nutrition regulations and program requirements.

#### **Explanation of Typical Program Requirements:**

Nutrition programs continue to grow in their complexity to meet USDA and local reporting requirements. Our utilization of technology grows to advance our ability to meet data reporting requirements which will require updates to responsibilities and tasks for this position. The Assistant to the Food Service Director assists with providing parents, students, and staff information. There are many new nutrition regulations, standards and requirements that require updates to the NutriKids system. The Assistant supports the accounting work through entering Department of Revenue taxes due, and through the preparation of warrants and bill processing through MUNIS. New vendor information related to food and nonfood codes are entered as needed for purchase requisitions, purchase orders, and the position prepares catering invoices for the department. The Assistant supports and enters information in the inventory system with correct pricing received throughout the year. Parents are contacted with collection notices for meal charges and provides lists to schools to support collections. Assists the Director with selected documentation to meet assigned MA DESE and USDA requirements, i.e. supply information for claims, Accuclaim, etc. Assists staff members with professional development record keeping meeting USDA requirements. Assists with Power School data checks, and the Assistant supports entry of information on our online website. Participates in the USDA Free and Reduced Meals Application processing/filing and POS entry and in checking monthly Virtual Gateway for qualifying students.

Position will provide excellent customer service to professionally accomplish administrative and operational responsibilities for the Food Services Department. Proactive work in planning and scheduling of tasks is needed from this position to maintain the highest level of service and work completed both internally and externally in support of the Food Services Program.



This position will assist in meeting current and future regulatory school nutrition programmatic changes to maintain compliance and growth. Assistance with automated calling and online notifications to educate the school community in department updates and marketing for (students, parents, teachers, administrators, and food service staff and the public.) Items shown in this description will encompass a sampling of responsibilities and functions. Additional duties and functions as assigned based upon programmatic needs as they are updated annually.

### **Knowledge, Essential Functions, Responsibilities and Abilities:**

- Performs broad based knowledge of general and specialized clerical and office management clerical/secretarial duties, including but not limited to correspondence, organized filing systems, documentation, communication in a confidential and professional manner, answering telephone calls, preparing automated calls/emails, coordinating meetings, online google drive files, office supplies, and copier maintenance. Bookkeeping functions as assigned. Ability to calculate figures and accounting functions. Assists in explaining policies/procedures and works with various internal and external individuals/organizations to plan and coordinate activities, exchange information and resolve problems. Will assist with developing coordinating communication with the community through newsletters, website, email, and automated phone systems. Ability to interpret instructions, handle stressful situations and resolve conflicts.
- Ability to write reports, correspondence, procedure manuals and operating procedures. Maintains files for department operations including BOH Inspection reports, POS files, etc.
- Assists the Director to meet USDA procurement protocols. Assist in monitoring diverted foods are being purchased through K-12 and Processor Link, and Vendor bid companies. Checking vendor invoices against bid/quote pricing for accuracy and verify pricing. Respond and submit information for all rebate and promotional programs.
- NutriKids POS and Health-e Pro data entry for menus, food/beverage purchases, purchase sales/deposits, recipes & ingredients, bid pricing, product specification sheets uploaded as well as reviewing production record data entered by school with the Director.
- Reviews current planned cycle menus with the Director and will update as needed. Assistant will ensure manufacturer nutrition fact labels are uploaded to Health-e Pro. Will assist in the certification process and verification process annually.
- Assists Food Service Director with entering planned menus provided by the Director and utilize software to document meal pattern requirements. USDA Foods, and USDA diversions and collaborative group purchasing awarded bids are reviewed with the Director as needed.
- Assists Director by submitting planned DOD/Worcester Regional Food Hub orders for fruit and produce with the schools to increase local purchases and as needed assist with department grants as needed:
- Will maintain current listings of competitive foods, A-List requirements for After School Snack Programs and enter orders from each school program.
- Assists Director of Food Services with staff development related to MA Nutrition Standards for Competitive Foods and federal meal standards requirements.
- Maintenance of student allergy information collected from each school into POS.
- Assists department in student promotions and events.



- Will work with Director in promoting quality food presentation and taste trends/recommendations to appeal to students for district-wide consistency with food presentation to increase participation.
- Completes entry for select department invoices for purchases submitted in MUNIS.
- Provides staff assistance with their online ordering and access to Google drive.
- Sends out staff reminders and resources with the Director, as needed.
- Will assist in the food service operation and provide line service for any daily or special events, as needed to maintain quality service to our school district students, staff, and community.
- Attend and participate in planning for department and manager meetings as requested.
- Other duties as assigned by the Food Service Director for the Assistant to the Food Service Director as they become apparent and needed to meet the growth of skills and needs of the department to advance our department development, requirements, mission, and vision.

#### **Education and Qualifications:**

- Minimum high school graduate, preferred Associates degree in food service, management, or business and experience a plus
- 3-5 years previous experience and ability to perform in the essential functions of the position requirements
- SNA Certified Level 1 maintained with Servsafe certification. Meet annual USDA CEU requirements and to maintain and acquire additional knowledge to grow in skills needed for this position.
- Excellent working knowledge of general nutrition in school nutrition programs
- Demonstrated knowledge of food ingredients and standards for purchasing and food service operations in schools.
- Excellent organizational and analytical skills
- Demonstrated computer literacy advancement
- Excellent oral and written communication, customer service, and interpersonal skills
- Maintains driver's license
- Computer knowledge of all Microsoft Office and Google applications, Microsoft Word, Excel, ability, and willingness to learn new computer programs

#### **Physical Demands:**

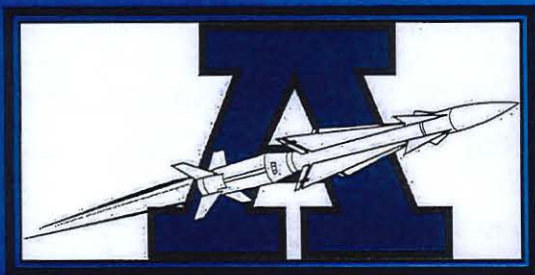
The physical demands of this position are lifting and/or moving up to 40 pounds, sitting and standing for extended periods of time. Ability to adjust focus and schedule requirements which may shift priorities and scheduled days/hours while performing the duties of this job in the office and in schools. The employee is regularly required to stand, walk, use hands or fingers, handle or feel objects, tools, or controls, to reach with hands or arms, and talk and hear. The employee frequently is required to sit, climb, or balance, stoop, kneel, crouch, crawl or view and smell regularly while performing work that is required in a food service operation.

#### **Approved by School Committee:**

***Auburn Public Schools***



# Auburn Public Schools



Special Fall Town Meeting  
October 27, 2020

Reconsideration of  
FY '21 School Budget



# What is the Why?

## Why reconsideration?

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- FY'21 budget of \$27,676,055 passed June 2, 2020.
- July 1, 2020 – New fiscal year begins without certified state and local revenue resulting in a cut of \$741,898 (2.75%) or FY '20 appropriation of \$26,934,157.
- Once local and state revenue was confirmed for FY '21, \$150,000 was added back to operating budget by Town Administration.
- Health Premium Holidays in FY '21 allowed Town Administration to add another \$130,000 to operating budget.
- The REVISED FY'21 number is \$27, 214,157 for approval.
- This number demonstrates a decrease \$461,898 for FY '21.
- The shortfall of \$461,898 is partially comprised of the state not funding the Student Opportunities Act this year. That resulted in a \$419,096 shortfall.
- The remaining shortfall of \$42,802 is a result of lower than anticipated revenue amounts.



# What is the How?

How are the APS handling this cut?

Page 2

- Federal and state grant monies in FY '21 are offsetting the shortfall and incredible costs associated with operating schools during COVID.
- APS received a \$159,000 grant for Personal Protective Equipment and Supplies needed to keep staff and students adequately protected and spaces clean.
- APS also received \$225 per child (\$562,000) to offset costs of remote instruction (lap top computers, hot spots, cameras, iPads, software, communication platforms, and infrastructure upgrades), teacher professional development, HVAC costs, and bussing needs.
- APS also received \$240,000 from the town's municipal cares act money to help with additional HVAC costs, remote instruction costs, and Food Service expenditures.
- It is important to note the above grant monies are specifically targeted for certain areas. This money right now is to be expended by the end of FY '21.
- We sincerely appreciate the support from Town Hall, our elected officials, and the community as we move through this difficult time!