

Douglas School Committee

Heather Morin, Chair
Rebecca Charniak, Vice Chair
Monique Salvas, Secretary



Julie Moulder, Member
Lisa Brown, Member

21 Davis Street, Douglas, Massachusetts 01516
schoolcommittee@douglasps.net

SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 20, 2022

At 10:37am Heather Morin made a motion to enter into Executive Session for the purpose of discussing the non-union contract for the Superintendent and that the school committee would not be returning to open session. **Roll Call Vote:** Lisa Brown-aye, Rebecca Charniak-aye, Monique Salvas-aye, Julie Moulder-aye, Heather Morin-aye

Superintendent Vieira left the zoom meeting at close of open session and the School Committee entered into Executive Session at 10:39am.

Attendees:

Voting Members- Heather Morin, Lisa Brown, Rebecca Charniak, Julie Moulder, Monique Salvas
Non-Voting Attendees: Attorney Greg Pagnini

Meeting Minutes:

Topic # 1: Ms. Charniak opened meeting by stating that the purpose of today's meeting is to discuss the requested 2-year contract extension to Superintendent Vieira's contract. Ms. Morin confirmed this stating that after all he has done in the past two years, she felt the increase is warranted. Ms. Moulder stated that she felt it was important for the district to have stability and that she felt the district had stability with Dr. Vieira. Ms. Charniak asked if there was a possibility of merit-based increases. Ms. Morin asked Attorney Pagnini to discuss how merit with goals is approached in other districts. He stated that contracts will typically have that language in it from the start. Ms. Charniak stated that the entire committee seemed to be in agreement for extending Dr. Vieira's contract for two years beyond the current contract and there was no objection to this voiced from the committee. Ms. Charniak then stated the next step is for the committee to determine what, if any, further financial compensation would be attached to this extension. Ms. Salvas noted that Dr. Vieira had a favorable evaluation this year and contract would not be up for negotiation next year if 2-yr extension is approved. Ms. Morin then proposed a wage increase with the 2-yr extension of the Superintendent's contract of \$3,000. Attorney Pagnini stated for clarification purposes that this increase would be for the 1st year of the extension that would carry through to the 2nd year of the extension and not see an additional wage increase in the 2nd year of the contract extension. Ms. Morin, Ms. Salvas, and Ms. Moulder voiced the affirmative. There was no objection voiced. Ms. Charniak moved to approve the 2-year contract extension to Superintendent Vieira's current contract. Ms. Brown seconded. **Roll Call Vote:** Lisa Brown-aye, Rebecca Charniak-aye, Julie Moulder-aye, Monique Salvas-aye, Heather Morin-aye.

Heather Morin asked Attorney Pagnini about next steps. He stated that he would call and notify Dr. Vieira after his vacation and draft a contract for approval by May 4th.

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Ms. Morin then made a motion to adjourn via roll call vote: Lisa Brown-aye, Rebecca Charniak-aye, Monique Salvas-aye, Julie Moulder-aye, Heather Morin-aye.

Adjourned: 11:20 am

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 11, 2022

At 6:00pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining for successful completion of DTA contract and that the school committee would be returning to open session. **Roll Call Vote:** Lisa Brown- aye, Heather Morin-aye, Monique Salvas- aye.

Members entered executive session at 6:02pm.

Attendees:

Voting Members- Heather Morin, Lisa Brown, Rebecca Charniak, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent: Julie Moulder

Meeting Minutes:

Topic # 1: Superintendent Vieira stated that DTA asked about putting Bachelors + 36 credits back into the salary grid as currently the language of the proposed new contract would take that out. Dr. Vieira stated that there is only one teacher who this affects, and instead a side letter was added to address that teacher who would be moved to Masters which is in the current salary grid on the same step as Bachelors + 36. Superintendent Vieira presented the contract changes of the 1-yr contract for the DTA which covers contract language for FY21 for DTA. He then presented the contract changes of the 3-yr contract for the DTA which covers contract language from FY 22- FY25 for the DTA. He stated much of the changes were "clean-up" language changes and the primary additions were addition of one professional day and smoothing out the salary grid and adding a step 12 for members currently on step 11 that would terminate after FY25 and a side letter around this for the 3 teachers who are currently on steps 9 and 10 and would be eligible for step 12 before the end of FY25.

Heather Morin asked for motion to end executive session and move to open session. Rebecca Charniak made the motion, Lisa Brown seconded. **Roll Call Vote:** Lisa Brown-aye, Rebecca Charniak-aye, Monique Salvas-aye, Heather Morin-aye.

Adjourned: 6:34pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: March 16, 2022

At 8:55 pm, Heather Morin made a motion for roll call vote to enter into Executive Session and that the school committee would not be returning to open session

- To discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining (to review contract language and proposed revision strategies for a successful completion of the agreement between the Douglas School Committee and the Superintendent of Schools Contract).
- To discuss the strategy with respect to potential litigation if an open meeting may have a detrimental effect on the potential litigation position of the governmental body.

Roll Call Vote: Rebecca Charniak-aye, Lisa Brown- aye, Heather Morin-aye, Julie Moulder-aye, and Monique Salvas- aye.

Attendees:

Voting Members- Heather Morin, Monique Salvas, Lisa Brown, Julie Moulder, Rebecca Charniak
Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira, Tara Sobeleski- Director of Special Education and Student Support Services

Meeting Minutes:

Topic # 1: Superintendent Vieira stated that the district continues to work through difficulties with compliance in Special Education, and a current challenge is Special Education Team Chairs with oversight responsibilities having DTA to DTA relationship makes these responsibilities difficult hence the need to make this role an admin role.

Topic #2: Ms. Sobeleski presented a summary of the financial impact of the audit completed by DESE in the areas of school choice claims, circuit breaker instructional claims, and circuit breaker out-of-district transportation claims. A formal report from DESE is expected. Ms. Salvas asked how discussion of compliance issues were received by staff. Ms. Sobeleski stated the information has been generally well received by 3 out of 4 of the school buildings. Ms. Charniak asked if the special ed lawyer had met with all staff. Ms. Sobeleski stated the special ed lawyer met with staff and there were no questions. Ms. Salvas asked if teachers were getting help with how to have conversations with parents. Ms. Sobeleski stated that each building has weekly meetings that includes discussions around this.

Topic #3: Ms. Sobeleski provided an overview of compliance concerns, regulations and guidance around each one and their potential impact to the district.

Topic #4: Ms. Sobeleski discussed the current transition process for students within special education in the district. Ms. Salvas asked if there is instruction for students around topics that help with independent life skills. Ms. Sobeleski stated there was a deficit of this type of instruction in the district. She stated

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part of the idea around splitting Stars & Stripes program is that it would allow for building planning and curriculum around transition for students. Ms. Charniak asked about education for families to understand the difference in services of IEPs and 504s. Superintendent Vieira stated that the district needs a special ed policy and procedure manual to outline all special education services in the district and their qualifications.

Topic #5: Ms. Sobeleski stated that uncovering and working through special education compliance issues in the district, that had not been anticipated when she took on the role, has led to 15-hour days which the position is not salaried for, and that she is looking for an end date of her position as Director of Special Education and Student Support Services. She stated she would be willing to help with the transition of a new director. Superintendent Vieira stated the district would begin to look for new director or someone who can serve in the interim.

Cortney Keegan, Superintendent Vieira, and Tara Sobeleski left the meeting at 10:10pm.

Topic #6: Ms. Morin noted that Superintendent Vieira has requested a 2-yr extension to his current contract that would expire next year. Ms. Morin stated she is looking to see if the committee is in consensus of this. After a brief discussion, all members of the school committee were in agreement with the 2-yr contract extension. Superintendent Vieira reentered the meeting at 10:32pm and was informed of this decision by Ms. Morin and that Attorney Pagnini would write up new contract language.

Heather Morin made a motion to adjourn via roll call vote: Rebecca Charniak-aye, Julie Moulder-aye, Monique Salvas-aye, Lisa Brown-aye, Heather Morin-aye.

Adjourned: 10:35 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: March 2, 2022

At 8:19 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining for successful completion of the agreement between the Douglas School Committee and the Douglas Teachers Association, and to discuss the deployment of security personnel or devices. She stated that the school committee would not be returning to open session.

Roll Call Vote: Rebecca Charniak-aye, Lisa Brown-aye, Monique Salvas-aye, Heather Morin-aye

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent: Julie Moulder

Meeting Minutes:

Topic # 1: Superintendent Vieira provided an update that the district has reached an agreement with the DTA which included a 1-yr contract for FY21 and a 3-yr contract for FY22 - FY25 and these were reviewed. He stated this will smooth the salary grid and add one professional day to the DTA contract. The new salary grid was reviewed. DTA added a Step 12 to the salary grid that would allow any teachers currently on Step 11 to be eligible to move to Step 12. Superintendent Vieira stated that Attorney Pagnini will draft documentation, and the DTA president will notify teachers and put the contract agreement out for a vote among the DTA.

Topic #2: Superintendent Vieira stated he met with the Chairman of the Town Board of Selectmen and the Town Administrator who are putting together a capital project for new phones for the entire town to increase security in the town. It includes 25-40 security cameras for the school department. Principals and public safety officials would have access to cameras on the exterior of buildings, as well as in cafeterias and gyms.

Heather Morin made a motion to adjourn via roll call vote: Rebecca Charniak-aye, Lisa Brown-aye, Monique Salvas-aye, Heather Morin-aye.

Adjourned: 9:15 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: January 19, 2022

At 8:48 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining for successful completion of DTA contract and that the school committee would not be returning to open session. **Roll Call Vote:** Lisa Brown- aye, Heather Morin-aye, Monique Salvas- aye.

Attendees:

Voting Members- Heather Morin, Rebecca Charniak (via speaker phone), Lisa Brown, Monique Salvas
Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent: Julie Moulder

Meeting Minutes:

Topic #1: Superintendent Vieira gave update on DTA contract negotiations stating that smoothing out the salary grid was approved by Town Selectmen and Finance Committee on 1/18/22. Superintendent Vieira stated prior talks with the town included free cash to fund the grid and part of the district budget, however the current understanding with the town is that they would not be funding the entire grid and the school district would have to fund some and no guarantee that this money would stay from the town.
Topic #2: District proposing 1-yr and 3-yr contracts. Superintendent Vieira stated district is prepared for a 1-year, but will need time to work on 3-yr for contract coverage for next 4 years. He stated if contract not resolved by April, teachers start FY23 with no raise and have to wait until annual town meeting. He stated that mediator tomorrow will know about the changes throughout negotiations since October. Superintendent Vieira stated offerings from town have fluctuated. He stated he and Ms. Keegan will meet tomorrow to look at the latest proposal from the town to get a better sense of what it means for the district.

Topic #3: Superintendent stated he spoke with DTA president Mr. Riordan and message to be sent to DTA informing them of ramifications for discussing contract issues in front of students and that if further incidents staff will be disciplined. Superintendent Vieira stated that Attorney Greg Pagnini will also remind of ground rules of executive session in effect during mediation.

Heather Morin made a motion to adjourn via roll call vote: Lisa Brown-aye, Rebecca Charniak-aye, Monique Salvas-aye, Heather Morin-aye.

Adjourned: 9:57 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: December 8, 2021

At 7:05 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining for successful completion of DTA contract and that the school committee would not be returning to open session. **Roll Call Vote:** Lisa Brown- aye, Julie Moulder-aye, Heather Morin-aye, Rebecca Charniak-aye, Monique Salvas- aye.

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas, Julie Moulder.
Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent:

Meeting Minutes:

Topic # 1: Superintendent Vieira presented an update regarding DTA contract negotiations. He stated that DTA contract negotiations ended, 1st mediation was 1 month ago. The district proposed a 1-year 2% increase and then review the salary grid again in March. DTA countered with a 3-year deal with 3% each year. The district countered with a 3-year with increases over those three years as 2%, 0.75%, 0.75%. DTA then proposed 3yr contract starting with 2% increase in year one with open language to leave room for change in years 2 and 3 of the contract. Superintendent Vieira stated that negotiations started today with a mediator and mediator will remind DTA of maintaining confidentiality and not making details of contract negotiations public. Before subcommittee meeting on January 6th, Superintendent Vieira stated that he and Ms. Keegan will review what the proposal of the DTA looks like.

Topic #2: Response drafted by Attorney Greg Pagnini to the DTA from the school committee in regards to Level 3 grievance reviewed and school committee members were in consensus with response.

Heather Morin made a motion to adjourn via roll call vote: Lisa Brown-aye, Rebecca Charniak-aye, Monique Salvas-aye, Julie Moulder-aye, Heather Morin-aye.

Adjourned: 8:24 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: November 9, 2021

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira, Greg Pagnini- Attorney.

Members Absent: Julie Moulder

At 4:31 pm, Heather Morin made a motion to enter executive session for continuation of discussion of Level 3 Grievance and that the school committee would not be returning to open session.

Roll Call Vote: Lisa Brown- aye, Rebecca Charniak- aye, Monique Salvas- aye, Heather Morin-aye

The committee entered executive session at 4:32pm.

Meeting Minutes:

Topic # 1: Mr. Pagnini stated that after researching Massachusetts General Law he could not find definitive language that shows legal issue of crossing fiscal years of benefit payout. He stated that through communication with the lawyer who works with the Town of Douglas, he learned that it has been the practice of the Town of Douglas not to cross fiscal years and that based on past practice it was within purview not to grant benefit for full year salary for partial year of retirement.

Rebecca Charniak asked about how this benefit is available for staff so as not to discriminate against those with summer birthdays. Superintendent Vieira stated that staff has 3 options when planning their retirement in this case- 1. Retire the year prior, 2. Retire on their birthday, 3. Retire the end of the current school year.

Superintendent Vieira referenced Lenox Case Law and its impact on the continuation of normal daily work functions of teaching staff who are 'work to rule'. Mr. Pagnini stated he will review this for clarification. Rebecca Charniak asked for clarification that staff would have to work off existing previous contract until new one is in place. Mr. Pagnini confirmed this.

Ms. Keegan stated she was requested by the DTA to prepare a document that lists the staff who have received the retirement benefit, the dates of the letters of intention to retire, date of retirement, and the amounts paid. Mr. Pagnini stated this document would be a public document.

Superintendent Vieira stated that decision of school committee would need to be shared with the DTA before it could be discussed by the committee in open meeting. Mr. Pagnini stated he would look into need to announce decision at open meeting.

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Ms. Morin asked for a motion to deny or accept the Level 3 Grievance. Ms. Charniak made a motion to deny, Ms. Brown seconded. **Roll Call Vote:** Ms. Brown- aye, Ms. Charniak- aye, Ms. Salvas- aye, Ms. Morin- aye

Mr. Pagnini stated he and Superintendent Vieira would draft response to the DTA for review by the School Committee of the committee's decision regarding the Level 3 Grievance.

Ms. Morin asked for a motion to end executive session. Ms. Charniak made a motion to end executive session, Ms. Brown seconded. **Roll Call Vote:** Ms. Brown- aye, Ms. Charniak- aye, Ms. Salvas- aye, Ms. Morin- aye.

Adjourned: 5:02 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: November 4, 2021

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas, Julie Moulder
Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira, Tara Sobaleski, Michael Joyce- Attorney.

Members Absent:

At 4:30 pm, Heather Morin called to order executive session to discuss update on Special Education in Douglas School District and potential litigation and that the school committee would not be returning to open session.

Roll Call Vote: Lisa Brown- aye, Rebecca Charniak- aye, Monique Salvas- aye, Heather Morin-aye

The committee entered executive session at 4:30pm.

Meeting Minutes:

Topic # 1: Superintendent Vieira explained that in the summer of 2021, Ms Sobaleski reviewed Special Education files and found inconsistencies in documentation. Ms. Sobaleski then reviewed bullet points of these and Attorney Michael Joyce discussed potential legal implications of these for the district. Short term and long-term remediation plans were reviewed. Ms. Sobaleski discussed compliance issues with NIs and signed placement pages for out-of-district plans. Attorney Joyce stated that NIs are required by state and federal regulations and that NIs memorialize the placements for out-of-district students. He discussed potential liabilities that can stem from these compliance issues.

Ms. Sobaleski then discussed inconsistencies with documentation of Transition Planning for those students graduating or aging out of services in the district. Attorney Joyce discussed potential liabilities of this. He stated it is ideal to start conversations of guardianship early with families.

Ms. Sobaleski also noted that summaries of student performance and progress for appropriate graduation were found to be out of compliance. Attorney Joyce explained the potential liabilities of this.

Ms. Sobaleski then discussed concerns with language used in documentation of service delivery grids for students. Attorney Joyce discussed the potential liabilities of this and stated that the language should be captured in the service grid to reflect exactly what was agreed upon. Attorney Joyce added that the word "concurrent" would be appropriate to describe services that are being delivered alongside each other. Superintendent Vieira explained that Ms. Sobaleski was beginning to have conversations with families and staff around this. Superintendent Vieira stated that he asked Ms. Sobaleski to provide information on best practices in special education. Ms. Sobaleski stated that the district has twice the state average for teacher aides. She stated that DESE memorandum shows research shows increased use

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of paraprofessional instruction in education fosters dependence rather than independence of students. She noted that for the cost of 3-4 ABAs, the district could have one additional licensed teacher.

Ms. Sobaleski noted there were inconsistencies in completion of 688s; and use of ESY for prevention of substantial regression.

Superintendent Vieira stated staff is working to have delicate discussions with families to have IEPs written in compliance. Short term plan is a presentation from Attorney Joyce for staff to educate about the law and proper process for IEPs and meetings, and working with families to obtain consent to make adjustments to IEPs to reflect appropriate services.

Attorney Joyce noted that special education audit for the district is due in 3 years. He recommended an internal self-audit. There is also a Circuit Breaker audit by DESE in FY2021.

Ms. Sobaleski closed with stating that the process had begun in the district to get the documentation in compliance. Superintendent Vieira also noted that the district is beginning to slowly and methodically address inconsistencies.

Ms. Morin asked for a motion to end executive session. Ms. Charniak made a motion to end executive session, Ms. Brown seconded. **Roll Call Vote:** Ms. Brown- aye, Ms. Charniak- aye, Ms. Salvas- aye, Ms. Morin- aye, Ms. Moulder-aye

Adjourned: 5:57 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: November 2, 2021

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira, Jeanne Lovett-Town Accountant, James Kobialka-MTA Representative, Kevin Riordan-DTA president, Greg Pagnini-Attorney, Kathleen Gauthier-Teacher.

Members Absent: Julie Moulder

At 4:35 pm, Ms. Morin made a motion to enter into executive session to discuss Level 3 Grievance and that the school committee would not be returning to open session.

Roll Call Vote: Lisa Brown- aye, Rebecca Charniak- aye, Heather Morin- aye, Monique Salvas- aye

The committee entered executive session at 4:36pm.

Meeting Minutes:

Topic # 1: Mr. Riordan explained the retirement benefit for veteran teachers available to those over the age of 55 and with more than 20 years in the district that would move them to top step of salary grid in final year of teaching with written request made to superintendent within proper time frame.

Ms. Gauthier spoke of her positive experience teaching in Douglas. She expressed that she meets the requirements for the retirement benefit expressed in the contract.

Mr. Kobialka spoke that 12 staff members have made request for the retirement benefit in the past. 10 received the 1-year bump in salary prior to retirement. Two others were prorated and not approved for full year bump. One of these staff members requested the union not grieve the prorated amount. He stated that based on this history, prorated retirement benefit has not been established as precedence. He stated that a prorated benefit for working partial school year in year of retirement would be biased to people born in the fall when people want to retire as soon as they can. He stated that language around the compensation of this benefit is not specific, and the language should be taken as is written- that one year equals one year, and that the union would like the school committee to interpret the contract as it is written.

Ms. Charniak requested clarification of the process of Level 3 Grievance. Greg Pagnini stated the next step would be a written response from the committee to the representatives for the union. Ms. Charniak stated that decision made for this grievance would be setting precedent here on out on the committee's interpretation of this benefit in the contract. She acknowledged and thanked Ms. Gauthier for her service to the district.

At 4:52 pm, Kathleen Gauthier, Kevin Riordan, and James Kobialka adjourned.

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Ms. Lovett expressed her respect for educators. She stated that prorated has been historical as it was done for 2 other employees. She stated that as these 2 other previous employees had done, Ms. Gauthier is similarly choosing to make the decision for mid-year retirement. She stated that school budget is based on the school year contract and that fiscal year lines don't cross. Cortney Keegan stated that nothing is paid on calendar year basis and that salaries are prorated if staff doesn't work a whole school year. Ms. Lovett expressed that in these cases precedent should be followed without favoritism and every employee treated the same.

Superintendent Vieira stated that the DTA was given information as to the basis of other incidents of this.

Ms. Keegan raised the question as to whether crossing fiscal years with this benefit is consistent with Massachusetts General Law. School Committee was interested in getting clarification around this and Mr. Pagnini stated he would research this before next meeting within the next 10 days.

Ms. Morin asked for a motion to adjourn, which was made by Ms. Brown and seconded by Ms. Charniak. All members present responded in favor with 'aye'.

Adjourned: 5:28 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: October 6, 2021

At 9:56 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining and that the school committee would not be returning to open session.

Roll Call Vote: Lisa Brown- aye, Rebecca Charniak- aye, Heather Morin- aye, Monique Salvas- aye, Julie Moulder- aye.

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas, Julie Moulder.

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent:

Meeting Minutes:

Topic # 1: Superintendent Vieira presented a brief update regarding DTA contract negotiations. DTA rejected current proposal and process will be moving to remediation.

Adjourned: 10:15 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: September 15, 2021

At 8:01 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining and that the school committee would then return to open session.

Roll Call Vote: Rebecca Charniak- aye, Lisa Brown- aye, Heather Morin- aye, Monique Salvas- aye, Julie Moulder- aye.

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Monique Salvas, Julie Moulder was present by zoom

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent:

Meeting Minutes:

Topic # 1: Superintendent Vieira presented information regarding progress of custodian, cafeteria worker, DTA contract negotiations

Negotiations for cafeteria workers and custodians have been finalized. No changes from last executive meeting on either contract. Custodian contract includes wage schedule for the next 3 fiscal years, a \$100 increase in clothing allowance, the addition of an evaluation process for custodians, as well as consideration for longevity starting at year 10 added. Good Friday added as a paid holiday for custodians only if students are not in attendance.

Proposal for cafeteria workers includes increasing general kitchen helper pay to minimum wage for year one, includes adjustment to step salary grid for general kitchen helper and kitchen manager, as well as an increase for longevity after 10 years. Language is included regarding differential pay for general cafeteria worker who fills in as kitchen manager beyond a certain period. Contract includes ability to evaluate, as well as language around mandatory training and other further training with the approval of food service director.

Superintendent Vieira stated DTA contract continues in negotiations. No language changes. Proposal D would be made feasible by free cash from the town but there is an aggressive timeline. Language in this proposal also includes smoothing out the salary grid, increasing step 1 pay, and the addition of a professional development day. Next meeting of negotiations is September 27th.

Heather Morin asked for a motion to reenter open session following a brief bio break. Rebecca Charniak made a motion. Lisa Brown seconded. **Roll Call Vote:** Rebecca Charniak- aye, Lisa Brown- aye, Monique Salvas- aye, Julie Moulder- aye, Heather Morin- aye

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Adjourned: At 8:40 pm
Respectfully Submitted by Monique Salvas

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Douglas School Committee

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Rebecca Charniak, Vice Chair
Monique Salvas, Secretary



Julie Moulder, Member
Lisa Brown, Member

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: August 24, 2021

At 8:38 pm, Heather Morin made a motion to enter into Executive Session to discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining and that the school committee would not be returning to open session.

Roll Call Vote: Lisa Brown- aye, Rebecca Charniak- aye, Heather Morin- aye, Monique Salvas- aye, Julie Moulder- aye.

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Julie Moulder, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent:

Purpose of meeting: To discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining.

Meeting Minutes:

Topic # 1: Update from Superintendent Vieira on the negotiation process regarding contracts for DTA, Cafeteria staff, and Custodial staff. Superintendent Vieira presented information regarding progress of custodian, cafeteria worker, DTA, and paraprofessional contract negotiations.

Negotiations for proposed wage increase for custodians over the next 3 years may be close to an agreement. Also proposed is a \$100 increase in clothing allowance and the addition of an evaluation process for custodians.

Proposal for cafeteria workers includes increasing general kitchen helper pay to minimum wage for year one. Ms. Keegan stated that while this proposed change was not mandatory, it would help to make Douglas school district competitive for wages in this area. Also being proposed is a revamp of step salary grid for general kitchen helper and kitchen manager.

Superintendent Vieira stated that paraprofessional contract negotiations are moving along. Thirty articles were reviewed in 2 meetings over the summer. Paraprofessionals are moving toward unionizing. Superintendent Vieira stated that goal is to complete paraprofessional negotiations by end of August or mid-September.

DTA contract continues in negotiations. Currently proposed by DTA is 6-7% wage increase for over those over 30 years. Superintendent Vieira stated he is hoping to get to a more economically

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feasible plan that is sustainable for the district. The district proposal also included adding 1 professional development day, removing 1 personal day, and elimination of retirement incentive which was turned down by the DTA. Superintendent Vieira stated that if an agreement was unable to be reached for renewal of a 3-year contract then the district may consider a proposal of a 1-year contract at 2% wage increase, and then table DTA contract discussions again for January 2022.

Time Adjourned: 9:42 pm

Respectfully Submitted by Monique Salvas

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: June 16, 2021

Motion to enter into Executive Session: Motion: Lisa Brown and seconded by Rebecca Charniak

Roll Call Vote: Heather Morin- aye, Rebecca Charniak- aye, Monique Salvas- aye, Julie Moulder- aye, Lisa Brown- aye

Time entered into Executive Session: 7:48 pm

Attendees:

Voting Members- Heather Morin, Rebecca Charniak, Lisa Brown, Julie Moulder, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

Members Absent:

Purpose of meeting: To discuss the strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the governmental body, and to conduct collective bargaining.

Meeting Minutes:

Topic # 1: Update from Superintendent Vieira on the negotiation process regarding contracts for DTA, Cafeteria staff, and Custodial staff. Superintendent Vieira presented information comparing COLA and step raises associated with current DTA contract, DTA proposed contract, and Proposal D.

Superintendent Vieira pointed out that Proposal D would include salary increases each year across the salary grid just not with the high jumps seen under the current salary grid and would build revenue for the town that can be turned into programming for schools. The number of professional days, the number of personal days and use thereof, salary review article, daily teacher prep time, and notice of sub coverage are also being reviewed as part of DTA contract negotiations. Superintendent Vieira stated that the goal is to have DTA contract negotiations settled by August and then brought to the town in the fall.

Proposal for cafeteria workers includes increasing general helper pay to minimum wage, adding an evaluation tool, change of probationary period for Kitchen Manager, out-of-grade differential pay, professional development, and yearly raise schedule.

Proposal for custodians includes adding an evaluation tool, yearly raise schedule, forced overtime provision, and increase to the clothing allowance.

Other Business Discussed:

Paraprofessionals are unionizing and the contract proposal includes 30 articles. Superintendent Vieira stated he will review these articles before July 19th meeting.

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The topic of memorializing Good Friday as a day off for all non-teachers and administration was discussed. The school committee set a plan to vote on this at the July meeting.

Interviews continue for the position of Special Education Director with 3 candidates moving to next round with Superintendent Vieira.

Lisa Leon has resigned as food service director. Cortney has advertised for the position, and from the applications received, 3-4 candidates stand out.

The search for new Tech Director is underway. Cortney stated additional educational credentials have been added to the job requirement and salary range for this role has been increased to be more aligned to these job requirements. Cortney stated currently 2 candidates stand out. Budgeting is in the process of being worked out for this role.

Motion to Adjourn: Lisa Brown, seconded by Monique Salvas

Roll Call Vote: Heather Morin- aye, Lisa Brown- aye, Monique Salvas- aye, Rebecca Charniak- aye, Julie Moulder- aye

Time Adjourned: 8:50 pm

Respectfully Submitted by Monique Salvas

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Lisa Brown, Secretary



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Becky Charniak, Member

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 27, 2021

Motion to enter into Executive Session: Motion: Kelli 2nd: Heather

Roll Call Vote: - Aye: Lisa, Kelli, Becky, and Heather. Julie not in attendance of this executive session.

Time entered into Executive Session: 6:00 pm

Attendees: Dr. Paul Vieira, Lisa Brown, Kelli Grady, Becky Charniak, Heather Morin, and Courtney Keegan

- Additional Town member wants to attend negotiations – Mr. Tim Bonin (selectmen) – asking the Greg Pagnini (School Lawyer) if allowed to have to town members for this negotiations and won't open the Pandora box for allowing more town members to participate in School negotiations going forward previously discussed on executive session on April 7, 2021.
 - School can add additional members and won't open the Pandora box going forth. The language is one town representative. All School board members in attendance agree with allowing Mr. Tim Bonin to attend School and DTA contract negotiations.
- Second topic is the food service issue from last spring 2020 – Courtney and Donna have been summoned to appear before the Board of Selectman on May 19, 2021. School will also have School's lawyer representing the school. The summons is in regards emails where the Board of Selectman believes that school withheld emails.
- New State guidance on move from 6ft to 3ft. reviewing school's policies since sports will be challenging to identify who does or does not COVID vaccine and Senior Graduation. More to follow in school board meetings.

Meeting adjourned at 6:52 pm

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 7, 2021

Motion to enter into Executive Session was made by Rebecca Charniak and seconded by Kelli Grady.
Roll Call Vote: - 5 Ayes: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder and Heather Morin.

Time entered into Executive Session: 8:44 pm

Attendees: Lisa Brown, Kelli Grady, Becky Charniak, Heather Morin, Julie Moulder.

Non-Voting Attendees: Superintendent, Dr. Paul Vieira and Business & Operations Manager, Courtney Keegan

Collective Bargain for Union Teachers

- Additional Town member wants to attend negotiations – Mr. Tim Bonin (selectmen) – asking the Greg Pagnini (School Lawyer) if allowed to have to town members for this negotiations and won't open the Pandora box for allowing more town members to participate in School negotiations going forward.
- Market Value rate in Blackstone for Middle School principal is around \$100K
- Discussed increase administrative staff personnel:
 - Assistant to the Superintendent, Middle & Elementary School principal, and Food Director.
- Discussion on Selectman meeting and Budget discussion with the Town Manager Matt Wojcik.

Meeting adjourned at 9:27 pm

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: March 1, 2021

Motion to enter into Executive Session was made by Rebecca Charniak and seconded by Julie Moulder.
Roll Call Vote: - 5 Ayes: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder and Heather Morin.

Time entered into Executive Session: 7:01 pm

Attendees: Lisa Brown, Kelli Grady, Rebecca Charniak, Heather Morin, Julie Moulder
Non-Voting Attendees: Superintendent, Dr. Paul Vieira.

Discussions on proposed re-opening plan for the Douglas School District. Plan to re-open first Primary and Elementary (Pre-K to 5th grade) on Monday, March 22. Middle School and High School (6th grade to 12th grade) on April 6.

Draft MOA for DTA - discussed talking points with DTA negotiations.

Discussed how Dr. Paul Vieira will talk about re-opening the schools based on Commission Riley's plan to get students back in school full time with the DTA and the Douglas community.

Meeting adjourned at 8:21 pm

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: January 20, 2021

Motion to enter into Executive Session was made by Rebecca Charniak and seconded by Kelli Grady.
Roll Call Vote: - 5 Ayes: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder and Heather Morin.

Time entered into Executive Session: 8:27 pm

Attendees: Lisa Brown, Kelli Grady, Becky Charniak, Heather Morin, Julie Moulder
Non-Voting Attendees: Superintendent, Dr. Paul Vieira

COVID Discussions with DTA Union & DTA President Kevin Riordan. Spoke about 5 days that was offered to the DTA stay home if ill. Reviews and agreed about offering the 5 days to paraprofessionals, custodians and administrative staff.

Second topic is in regards to Middle School principal search. Discussed salary for Middle School principal and 3 candidates will be interviewed.

Meeting adjourned at 9:10 pm

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: November 18, 2020

Motion to enter into Executive Session was made by Kelli Grady and seconded by Rebecca Charniak.
Roll Call Vote: - 5 Aye's: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder and Heather Morin.

Time entered into Executive Session: 8:52 pm

Attendees: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder, Heather Morin
Non-Voting Members: Dr. Paul Vieira, Superintendent

Discussion on DTA meeting to discuss remote model. Meeting on November 24 at 5pm. Topics to be discussed K-3, Cohort C – back in school and live stream for High School

Briefly discussed COVID status that Dr. Vieira was working on. More to follow based on trends.

Discussion on Board of Selectmen, Finance Committee and Town Manager. Question on Audit of Lunch inventory. Talked about key events point of the Town coming into the school's cafeteria and not taking inventory of the items. Hoping to have a way forward after November 19 with all parties on getting a resolution.

Roll Call Vote: - 5 Ayes: Lisa Brown, Kelli Grady, Rebecca Charniak, Julie Moulder and Heather Morin.

Adjourned at 9:28 pm

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: June 10, 2020

Motion to enter into Executive Session was made by Kelli Grady and seconded by Heather Morin.
Roll Call Vote: 4 Aye's: Lisa Brown, Kelli Grady, Rebecca Charniak, and Heather Morin.

Time entered into Executive Session: June 10, 2020 7:03 pm

Attendees: Lisa Brown, Kelli Grady, Becky Charniak, Heather Morin, Cortney Keegan, and Greg Pagnini,
Members Absent: Julie Moulder

Purpose of meeting: Superintendent Contract vote on contract and amount

Meeting Minutes:

Review of language with everyone on the contract for Mr. Paul Vieira

- Questions:
- SL (Sick Leave) – 150 days placeholder for future contract
- Future Contract follow on: Notification from SB (School Board) on deadline to on whether or not to seek another contract with Superintendent by June 20, 2022 = cleared a work around if COVID event occurs in June and School misses the deadline. Greg mentioned that the SB has until October 15, 2022 to give notice to Superintendent (Becky asked the question)
- Phone – paid by district – Paul turned down the phone (Kelli asked the question)
- Membership – Paul asked membership to two additional membership and ability to attend 2 conferences. Greg recommended SB revisit since Mr. Vieira did not want to hold up contract negotiations. (Lisa/Greg spoke on memberships)
- Vacation days – 5 vacation days rollover per year (Heather asked the question)

Lisa Brown made the motion to end Executive Session at 7:23 pm, which was seconded by Kelli Grady.

2 Aye's: Lisa Brown, Kelli Grady, Rebecca Charniak and Heather Morin

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: June 1, 2020

Motion to enter into Executive Session: Motion made by Rebecca Charniak and seconded by Julie Moulder.

Roll Call Vote: - 5 Aye's: Lisa Brown, Kelli Grady, Becky Charniak, Julie Moulder and Heather Morin

Time entered into Executive Session: 7:48 pm

Attendees: Lisa Brown, Kelli Grady, Becky Charniak, Heather Morin, Julie Moulder, Tracy Noviak
Cortney Keegan, and Greg Pagnini.

Discussions on Salary range and general parameters of the contract – Greg discussed

Vacation days and carryover – Courtney discussed

Incorporate laws based on previous contract with past 2 superintendents – Julie asked Greg to review
Tracy will send template to Greg and Lisa

Salary range provided to Greg to negotiate on salary: \$143,000 to \$150,000 – much discussion on what
is a good range for negotiations

Motion made by Rebecca Charniak to end Executive Session at 8:23pm and seconded by Kelli Grady.

Ayes: Lisa Brown, Kelli Grady, Becky Charniak, Julie Moulder and Heather Morin

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 3, 2020

Joint Executive Session with Douglas Board of Selectman-Douglas Municipal Center

Motion to enter into Executive Session: Motion: Kelli Grady 2nd: Lisa Brown

Roll Call Vote: Kelli Grady-aye, Brett Argall-aye Lisa Brown-aye

Time entered into Executive Session: 7:56PM

Attendees: Voting Members-Kelli Grady, Brett Argall, Lisa Brown

Non-Voting Attendees: Kevin Maines-Superintendent, Cortney Keegan-Business Manager, Douglas Board of Selectman, Matt Wojcik –Douglas Town Administrator, Jeanne Lovett –Douglas Town Finance Director

Members Absent: Julie Moulder, Becky Charniak

Purpose of meeting: To discuss Collective Bargaining with DTA

Kevin Morse-BOS began with a discussion about making sure the Town Administration and School Department stay on the same page regarding negotiations. How important it will be to keep an open line of communication to meet the objectives of the Town. Matt Wojcik added a side note that the town needs inclusion with post budgetary addition of employees as soon as possible. The additions affect the town side insurance and benefits numbers. It helps with quick information to make a more forecastable budget.

Brett Argall updated the attendees on the current offer to the DTA. DTA has just counter-offered. The goal is still to fix and change Schedule A. Matt Wojcik explained how the offer would be funded. Discussion was made how to allocate freecash to help fund the needed changes. Timeline was discussed and deadlines needed to get the contract approved in time for Town Meeting. The goal is to have contract signed by June 30th. The cleanest way to move forward would be to be able to have the new contract included in the '20-'21 budget. Cortney Keegan questioned to make sure the freecash base would be available in the future for continuity. Matt W. answered that it would and explained how fixing Schedule A. would even out the forecasted salaries over time. Kevin Maines added that the majority of the DTA Board are senior members and they agree that fixing Appendix A. is a priority. Kevin Morse added he felt good work was being done and that all groups were on the same page. Both groups agreed to continue to periodically meet as the negotiations progress.

Motion to Adjourn: Kelli Grady 2nd: Lisa Brown

Roll Call Vote: Kelli Grady-aye, Brett Argall-aye, Lisa Brown-aye

Time Adjourned: 8:45pm

Respectfully Submitted by Lisa Brown

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: April 1, 2020

*Virtual Meeting-Zoom

Motion to enter into Executive Session: Motion: Becky Charniak 2nd: Kelli Grady

Roll Call Vote: Becky Charniak-aye, Brett Argall-aye, Julie Moulder-aye, Kelli Grady-aye, Lisa Brown-aye

Time entered into Executive Session: 8:24pm

Attendees: Voting members-Brett Argall, Julie Moulder, Kelli Grady, Lisa Brown, Becky Charniak

Non-voting Attendees: Kevin Maines-Superintendent, Nealy Urquhart-Asst. Superintendent of Student Support Services

Members Absent: none

Purpose of meeting: Kevin Maines-Update, Personnel Needs

Topic # 1: Kevin Maines-Retirement update

Meeting Minutes:

Expressing great concern with the unprecedented change in the world due to Covid-19. Kevin Maines has decided to fully retire at the end of the school year. He feels the school department will need a full time superintendent for the '20-21 school year and the plan we had in place will not work going forward. The school committee agrees (although with great sadness) with Kevin's decision.

The members on the Superintendent Search Committee Becky C. & Julie M. will get in contact with Tracey from MASC to advise us on immediate steps for a superintendent search.

Topic #2: Update Special Education Leadership needs

Nealy Urquhart updated that the status remains the same within the department. The interruption of the coronavirus and switching to online learning has given no real time to deal with the Team Chair position. The situation is dire, unsustainable and needs to be addressed as soon as possible. Nealy U. hopes to have a plan to move forward for the next open School Committee Meeting.

Motion to Adjourn: Becky Charniak 2nd: Kelli Grady

Roll Call Vote: Becky Charniak-aye, Brett Argall-aye, Kelli Grady-Aye, Lisa Brown-aye, Julie Moulder-aye

Time Adjourned 9:04 pm

Respectfully Submitted by Lisa Brown

04/10/20

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SCHOOL COMMITTEE EXECUTIVE SESSION MEETING MINUTES

Executive Session Meeting Date: January 8, 2020

Motion to enter into Executive Session: Motion: Becky Charniak 2nd: Julie Moulder

Roll Call Vote: Becky Charniak-aye, Julie Moulder-aye, Brett Argall-aye, Kelli Grady-aye, Lisa Brown-aye

Time entered into Executive Session: 7:36pm

Attendees: Voting members-Brett Argall, Kelli Grady, Julie Moulder, Lisa Brown, Becky Charniak

Non-voting Attendees: Kevin Maines-Superintendent

Members Absent: none

Purpose of meeting: Kevin Maines Contract update

Topic # 1: Kevin Maines reduced schedule/vacation days

Meeting Minutes:

Kevin Maines and Brett Argall have been brainstorming possible agreements on a schedule Kevin M. would be able to work under retirement as interim. A few more questions need to be answered to complete the contract. Currently we are at approx. 157-160 days with Compensation at \$95,000 on the low end with a \$97,000 cap. Brett A. has been discussing with Nealy Urquhart a slight increase to compensate for the extra school days she would be responsible for. The contract for Kevin Maines should be complete to be signed soon. The committee is comfortable with the progress that has been made.

Becky Charniak has reached out to MASC and they are willing to come in to a meeting to discuss the steps we will need to take in the future.

Motion to Adjourn: Kelli Grady 2nd: Becky Charniak

Roll Call Vote: Becky Charniak-aye, Julie Moulder-aye, Brett Argall-aye, Kelli Grady-Aye, Lisa Brown-aye

Time Adjourned 8:35 pm

Respectfully Submitted by Lisa Brown

02/10/20

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