

**Berkley School Committee
Regular Meeting
June 6, 2022**

AGENDA ITEM #1: CALL TO ORDER & PLEDGE OF ALLEGIANCE

The regular meeting of the Berkley School Committee was held at the Berkley Middle School Library on Monday, June 6, 2022. Mrs. Weber, Chairperson, called the meeting to order at 5:32 PM.

Present

Daniel Fagan
Michael Ricardo
Tara Weber
Kaitlyn Robichaud
Jilleen Solomon

Other

Melissa Ryan, Superintendent
Patricia Silva, Executive Assistant to Supt. & S.C.

Andrea Porter, Business Administrator
Jennifer Francisco, Principal, BCS
Kimberly Hebert, Principal, BMS
Timothy McCarthy, Head of Bldg. & Grounds
Michelle Bringle, Dona Andreassen

Ms. Ryan recognized Mrs. Silva, stating this is her last School Committee meeting. Her official retirement date is mid-August. An after-school gathering is scheduled for school staff on Tuesday, June 14. Ms. Melissa (Mel) Coelho, incoming Exec. Assistant to the Supt. & S.C., was introduced and welcomed; she starts on August 1.

Mrs. Solomon, Berkley School Committee's representative on the Somerset Berkley Regional School Committee (SBRSC), presented a citation to Mrs. Jennifer Vincent, on behalf of SB for her two years of service to SBRSC and subcommittees.

AGENDA ITEM #2: APPROVE BILLS AND PAYROLLS

It was moved by Mrs. Solomon, seconded by Mr. Fagan and VOTED to approve bills and payrolls.

**Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE**

AGENDA ITEM #3: APPROVE AND SIGN MINUTES

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the regular meeting minutes of May 16, 2022 as written.

**Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE**

Mrs. Solomon – AYE

Mr. Fagan – AYE

Mrs. Weber – AYE

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the executive session minutes of May 16, 2022 as written.

Vote: Ms. Robichaud – Abstain

Mr. Ricardo – AYE

Mrs. Solomon – AYE

Mr. Fagan – AYE

Mrs. Weber - AYE

AGENDA ITEM #4: CORRESPONDENCE AND ENCLOSURES

- School Committee meeting minutes (5/16/22)
- Draft BCS School Improvement Plan, 2022/23
- Draft BMS School Improvement Plan, 2022/23
- Superintendent Entry Report, 2021/22
- 2nd Reading: Administration of Medications #6315
- Enrollment 6/1/22
- School Committee Listing, 2022/23
- Meeting Dates 2022/23

SINGLE COPY FILE:

- Summer Office Hour Schedule
- Newsletters
- READS Quarterly Report

Mrs. Ryan referenced the offices' summer schedule.

AGENDA ITEM #5: PUBLIC INPUT

None.

AGENDA ITEM #6: EDUCATIONAL REPORTS

AGENDA ITEM #6a: PRINCIPALS' REPORTS ON SCHOOL ACTIVITIES

BCS: Mrs. Francisco reported on the upcoming walk-a-thon, "Mad Science" performance, field trips, BMS step-up day, Principal for the Day, visit by high school seniors, and Spirit Day.

BMS: Mrs. Hebert reported on the grade 8 trip to DC, high school seniors' visit, Day of Awesomeness, field trips and year-end activities.

Both principals publicly acknowledged and thanked PTO for their amazing support this year in time, money and donations! Staff and all students in all grades have benefitted greatly from their generosity.

AGENDA ITEM #7: ADMINISTRATIVE & SCHOOL COMMITTEE REPORTS

AGENDA ITEM #7a: SUPERINTENDENT ENTRY PLAN

Ms. Ryan's Superintendent Entry Plan for 2021/22 was circulated to the School Committee and staff at both schools and will be sent to the school community as well. The next part of the process revision of the district's strategic plan. An update was given on safety planning and training. Berkley Police are undergoing additional intruder training and will work with the district on this in the Fall. Discussions have been held with Somerset Berkley Regional School's SRO; we will align our training with theirs, especially intruder training. Most recently, Berkley's morning traffic officer is remaining on campus four hours each day after the morning detail ends.

AGENDA ITEM #7b: SUPERINTENDENT END-OF-CYCLE EVALUATION

Mrs. Weber requested feedback from the Committee by June 30; she will prepare and present the full evaluation at the August meeting.

AGENDA ITEM #8: UNFINISHED BUSINESS

AGENDA ITEM #8a: POLICY READING

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the 2nd policy reading for Administration of Medications #6315.

**Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE**

AGENDA ITEM #8b: BERKLEY SCHOOL DEPARTMENT BUDGET 2021/21

Year-end spending is continuing with some of next year's supplies being purchased through this year's budget.

AGENDA ITEM #8b: BERKLEY SCHOOL DEPARTMENT BUDGET 2022/23

The FY '23 preliminary budget number is expected to be \$9,013,428; pending approval at town meeting tonight. To reach that number, about \$100K will be cut from the proposed budget through some staff reductions and not filling open positions; it will not be a level-service budget.

It was moved by Mrs. Solomon, seconded by Mr. Fagan and VOTED to approve the FY '23 budget in the amount of \$9,013,428.

Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE

Mrs. Ryan requested approval to increase the salary for the Building-based substitute positions. She explained that with COVID in 2020, many daily substitutes declined work. We had to raise the pay rate for the daily sub. to recruit and retain more subs. A salary increase for the building-based sub. puts their pay more in line with the daily sub. pay rate. We currently have one building-based sub. in each building. There are many benefits to having these positions inhouse; in addition to saving us money on daily subs they provide consistency in coverage.

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the FY '23 salary increase for the Building-based substitute position as presented.

Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE

AGENDA ITEM #9: NEW BUSINESS

AGENDA ITEM #9a: SCHOOL IMPROVEMENT PLANS, 2022/23

The plans were circulated and reviewed. Ms. Ryan explained that as the district's Strategic Plan is reviewed and revised this year, these Plans may be revised at that time so that they align.

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the School Improvement Plans for BCS and BMS for 2022/23 as presented.

Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE

AGENDA ITEM #9b: SURROUND CARE SUMMER/VACATION WEEK FEE SCHEDULE

Berkley's weekly rates compared to surrounding area After/Before School Programs are competitive; however our summer and school vacation rates are quite low. It is recommended the rate be increased to \$40 per day, per student (\$20 non-refundable deposit) for school

vacation and summer vacation weeks; the fee includes the cost of all trips and activities. Ms. Ryan reported we now offer a sliding-fee scale to assist families who may need financial assistance. Many activities including weekly swim will be offered this year; our enrollment is higher than prior years with just under 100 registered.

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to approve the Surround Care Summer/Vacation week fee increase as presented.

**Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE**

AGENDA ITEM #9c: MASC JOINT CONFERENCE OFFICIAL DELEGATE

Table to August meeting.

AGENDA ITEM #10: SUPERINTENDENT’S PERSONNEL REPORT

AGENDA ITEM #10a: RESIGNATION/RETIREMENT

AGENDA ITEM #10b: APPOINTMENT/TRANSFER

AGENDA ITEM #11: ADJOURNMENT

It was moved by Mrs. Solomon, seconded by Mr. Fagan and VOTED to adjourn the meeting at 6:14 PM.

**Vote: Ms. Robichaud – Abstain
Mr. Ricardo – AYE
Mrs. Solomon – AYE
Mr. Fagan – AYE
Mrs. Weber - AYE**

Respectfully submitted,

Jilleen Solomon, Secretary