The meeting was called to order at 6:05 pm. Those present included Committee Chair Matt Kelley, Vice Chair Melissa Martin, Secretary Linda Chow, members Sharon Gray and Jim Roberti; Superintendent David Lussier, Assistant Superintendents Joan Dabrowski and Cindy Mahr.

**MINUTES APPROVAL**

Upon a motion made by Ms. Martin and seconded by Ms. Gray, the Committee *VOTED 4-0* to approve the March 7, 2019 (evening) meeting minutes as presented. Mr. Roberti abstained.

After a brief discussion, upon a motion made by Ms. Gray and seconded by Ms. Martin, the Committee *VOTED 4-0* to approve the March 12, 2019 meeting minutes as amended. Ms. Chow abstained.

Upon a motion made by Mr. Roberti and seconded by Ms. Gray, the Committee *VOTED unanimously* to approve the March 21, 2019 meeting minutes as amended.

**VOTE: PLAYING FIELDS TASK FORCE CHARTER UPDATES**

Upon a motion made by Ms. Martin and seconded by Ms. Gray, the Committee *VOTED unanimously* to approve the Playing Fields Task Force (PFTF) Charter Updates as previously distributed.

**VOTE: PLAYING FIELDS TASK FORCE PLAYING FIELDS POLICY UPDATES**

Upon a motion made by Ms. Martin and seconded by Mr. Roberti, the Committee *VOTED unanimously* to approve the PFTF Playing Fields Policy Updates as previously distributed.

**VOTE: POSITION DESCRIPTIONS**

- Director of Diversity, Equity and Inclusion
- PreK-12 Director of Professional Development
- PreK-12 Director of Libraries and Innovation

Following a brief discussion about ensuring consistency among all three position descriptions around the “Essential Functions of the Job,” upon a motion made by Ms. Gray and seconded by Ms. Martin, the Committee *VOTED unanimously* to approve the position descriptions.
**Enrollment Update**

Dr. Lussier updated the Committee on current enrollment numbers and projections for FY20. He reiterated how difficult it can be to predict final numbers at this time for a variety of reasons – for example, the numbers could be inflated since parents who plan to send their child to private school may still register with WPS.

Based on the current numbers, it appears that Grade 1 classrooms across the board will be within guideline, but numbers are generally under guideline for Kindergarten classrooms. Dr. Lussier noted that in general, a decision to contract the number of sections should be made sooner rather than later, whereas the decision to expand can usually wait until later, even as late as the summer time. The Administration will continue to monitor the numbers and, as is customary, will not likely take any action on Open Enrollment requests until the end of May.

The Committee discussed the possibility of one or more grade levels at Upham having only a single class, including the challenges that situation presents for the community, the difficulty in addressing it from a policy perspective, and the expectation from Town Meeting, in particular, that the total number of sections should decline (or at least not increase) when overall elementary enrollment is declining. Mr. Kelley informed the Committee that a discussion of the relevant Policy JF - Student Enrollment and School Assignment will be on the agenda for the Committee’s April 23, 2019 meeting.

**Adjournment**

At approximately 6:45 pm, upon a motion made by Ms. Gray and seconded by Ms. Martin, the Committee *unanimously VOTED* to adjourn.

Respectfully submitted,

Linda Chow
Secretary

**Documents and Exhibits Used:**

- Minutes for March 7 (evening), March 12 and March 21, 2019 Meetings
- Position Descriptions –
  - Director of Diversity, Equity and Inclusion
  - PreK-12 Director of Professional Development
  - PreK-12 Director of Libraries and Innovation