

TOWN OF NORWOOD
School Committee Meeting
James R. Savage Educational Center
Wednesday, December 13, 2017

A meeting of the Norwood School Committee was held on Wednesday, December 13, 2017. The meeting was called to order at 7:00 p.m.

Committee Members Present: Ms. Myev Bodenhofer, Chair; Mr. Patrick McDonough; Mrs. Michele Eysie Mullen; Ms. Teresa Stewart and Ms. Maura Smith

Administrators Present: Dr. Dave Thomson, Superintendent of Schools; Dr. Alec Wyeth, Assistant Superintendent for Instruction, Curriculum and Assessment; and Ms. Ann Marie Ellis, Director of Finance and Operations.

Minutes: Mr. McDonough made a motion to approve the minutes of December 6, 2017 and the MASC Training Summary of November 27, 2017, which was seconded by Ms. Stewart. The Committee voted in favor 5-0.

Correspondence: None.

Warrants: Chairwoman Bodenhofer informed that there were warrants to be signed. She then read the totals:

Payroll	\$ 97,923.44
	\$1,477,909.92
Accounts Payable	\$ 46,654.70
	\$ 413.95
	\$ 343,252.50
	\$ 20,214.23
	\$ 51,971.20
	\$ 228,131.07
Interdepartmental Invoice:	\$ 5,669.09
	\$ 915.42
Total Expenditure:	\$2,272,055.52

Public Forum: None.

At this point, the Chair asked for a motion to move **New Business: High School – United Nations, New York City** up in the agenda. Mr. McDonough made the motion and Mrs. Mullen seconded. The Committee voted unanimously in favor 5-0.

Mr. Jonathon Bourn, Principal of Norwood High School and student Adelene Jeneid, President of the new club at Norwood High School called *Model UN Club*, and students members of the Club were here this evening to request permission for an overnight field trip to a conference called "*Future we Want Model United Nations Conference*" in New York City, March 9th, 10th and 11th. The cost will be \$200 for each student, but there is a scholarship opportunity that the students will apply for and the trip could end up being free. The students just need the School Committee approval before the scholarship process begins.

The Members had an opportunity for questions and comments.

Mr. McDonough made a motion to approve this trip, which was seconded by Ms. Smith. The Committee voted unanimously in favor 5-0.

Announcements: None.

Appearances: AP Coordinator & Community Service Initiative: Mr. Jonathan Bourn, Principal of Norwood High School, was here this evening to explain the need for an AP Coordinator due to the many moving parts and the high amount of detail involved in coordinating the AP Exams. Mr. Bourn explained that going forward this cost should become self-funding.

Ms. Steward made a motion to approve the Memorandum of Agreement for the position of AP Coordinator (2017-2018 - \$1,700; 2018-2019 - \$1,700; and 2019 - 2020 - \$1,700), which was seconded by Mr. McDonough. The Committee voted unanimously in favor 5-0.

At this point, Mr. Bourn explained a proposal for a Community Service Initiative Pilot Program. The Norwood High School Guidance Department along with the Norwood High School Career Advisor, wanted to propose a community service pilot program for the start of the second semester. This would allow students to give back to the community in a meaningful way and a way for the students to demonstrate great citizenship through community service. There would be an opportunity for credits as follows:

30 hours = 1 credit;
60 hours = 2 credits;

Students who perform 100 + hours of community service would receive a special certificate and recognition at Class Day and/or during the graduation ceremony.

Ms. Stewart made a motion to approve this pilot program, which was seconded by Mr. McDonough. The Committee voted unanimously in favor 5-0.

Capital Outlay: Mr. Riccardi and Mr. Kidd were here this evening to present the Capital Outlay needs for Buildings and Grounds and for Technology.

Buildings and Grounds: Mr. Riccardi began by sharing that Chartwells has set up the kitchens so that fresh food is being served every day and it has resulted in less packaged food and TV Tray dinners. This has meant that the dumpsters are being emptied once a week at the schools now instead of twice a week. This will result in a substantial savings. Mr. Riccardi gave kudos to Chartwells.

Mr. Riccardi informed that Buildings and Grounds could use two sit down lawn mowers and the Oldham floor needs to be done. This would include removal and replacement of severely deteriorated asbestos floor tile on the main hallway and classrooms.

Technology: Mr. Kidd reviewed the most recently completed capital outlay projects.

Mr. Kidd said that if we are looking to go 1:1 in the district, we will need to increase the wireless coverage at the high school. He said it would probably be more cost effective to replace the Cisco AP's with the Cisco Meraki AP's like what has been installed in the rest of the school buildings throughout the district. He also informed that the district has been granted a Digital Connections Grant through the state where we will receive at least 50% reimbursement for the project and assistance in defraying other costs of the project.

The next item on the Technology Capital Outlay list is the District Application and Storage Infrastructure and Back-up System, which would cost approximately \$90,000.

The third item on the Technology Capital Outlay list is new Point of Sale Systems for the cafeterias as the current ones are out of warranty and seven years old this year. (\$26,182);

The remaining items were:

Chromebook at Norwood High School – 1:1 – (\$217,300);

Chromebooks at Coakley Middle School – 1:1 – (\$156,880);

New Desktop Computers for NHS Language Lab- (\$22,500);

Elementary Laptop Replacements – (\$8,000).

Ms. Smith made a motion to put forward to the Capital Outlay Committee \$30,000 for two sit down lawn mowers and \$180,000 for Oldham floor tile remove

and replace, which was seconded by Ms. Stewart. The Committee voted unanimously in favor 5-0.

There was some discussion as to which of the Technology requests should be moved forward. The consensus of the Committee was to put the whole list forward.

Ms. Smith made a motion to accept Mr. Kidd's recommendations for Technology Capital Outlay, which was seconded by Mrs. Mullen. The Committee voted unanimously in favor 5-0.

Policy: Mr. McDonough said he recently met with Dr. Thomson and Nurse Leader, Jill Driscoll regarding the Anti-Drug, Tobacco and Alcohol policies. He added that this is one policy area that needs to be updated.

Mr. McDonough said that the Dog Search Policy and Memorandum of Understanding need to be reviewed.

Mr. McDonough said that he and Ms. Stewart are still working on the audit.

Superintendent's Report and/or Late Agenda: Dr. Thomson took a moment to compliment Mr. Kidd on his initiative for the Digital Connections Grant.

Dr. Thomson updated that the preschool area is on target (maybe a little ahead of schedule) at this point.

Budget: Budget Sub-Committee – Introduction & Background: The Budget Sub Committee met this afternoon to finalize the presentation for this evening. The presentation covered the following areas:

- Expenditures and per pupil spending
- Foundation Budget
- Town Budget process:
- Concerns of Budget Subcommittee.

Ms. Stewart thanked the Subcommittee for all their hard work and added that the information presented this evening is such important information for people to have during the budget process.

FY19 – Budget Presentation – First Pass: Dr. Thomson presented the first pass FY19 Budget. He gave a quick snapshot of the budget.

He began by saying that the administrators have met to share and prioritize their needs.

Budget Drivers:

- Personnel – Contractual Obligations

- Staffing Needs;
- Programming

Dr. Thomson informed that the total initial request: \$47,326,229, which is an increase of 8.65%.

Chairwoman Bodenhofer explained that the Finance Commission will project revenue coming in and shared expenses to come up with an amount that they believe they can come up with for the School Department's budget.

At 9:20 p.m. Mr. McDonough made a motion for a short recess, which was seconded by Ms. Stewart. The Committee voted unanimously in favor 5-0.

Old Business: TEC Update: Mrs. Mullen updated regarding the last TEC Meeting. She thanked Ms. Jill Milton and Ms. Angela Logan on being chosen and accepting the Fuse Fellows appointments. She is hopeful that we will be able to have a third fellow as well. Some of the other items she reviewed were:

- TEC is also providing an Administrators' License Program for under \$10,000.
- Mrs. Mullen reviewed some highlights of Natick's professional development;
- 2018 Annual Report: (Mrs. Mullen passed out the paperwork with this information on it)

School Start Time Task Force: Ms. Stewart said the sub committee is ready to recommend that Dr. Thomson put together a Task Force to keep going on this item. She share that:

- 76 respondents who completed survey on line
- 17 in person surveys were filled out at forums

So far both on line and in person responses are agreeing with continuing to look into school start time changes.

Ms. Stewart and Ms. Smith asked:
Is this something we want to keep looking into?
Is this right for Norwood?

Ms. Stewart suggested that Dr. Thomson put a Task Force together to continue this process.

The Committee Members had an opportunity to share their thoughts.

Ms. Smith said she put in a lot of time to this Committee, but added that Ms. Stewart went far over and beyond. She added that this is Ms. Stewart's specialty all the research and meetings took away from Ms. Stewart's family and work.

After some discussion, Mr. McDonough made a motion to put together a Task Force that can get to work after the Budget Process winds down around April or May, and to make a recommendation on school start times in September or October, which was seconded by Mrs. Mullen. The Committee voted 5-0.

Review of Traveling School Committee: Chairwoman Bodenhofer wanted to follow up to see how the Committee thinks the Traveling School Committee is going.

Mrs. Mullen did love the idea originally, but feels more together here at the Savage. She said she feels somewhat out of sorts trying to prepare for meetings at other places. She has heard from people who watch the meetings live on Wednesday nights who do not love having to wait to watch the taped program.

Mr. McDonough said he was a huge advocate originally. He said he has heard from constituents who also miss the live Wednesday night meetings. He is concerned that there will be delay of information getting to the public during the budget process as the Traveling School Committee Meetings are taped and there is a delay of a day for the meeting being shown. Mr. McDonough also felt that the principals put in a very long day and hosting these Traveling School Committee Meetings make the principals stay very late. Mr. McDonough suggested putting a pause on the Traveling School Committee Meetings while the budget process is going on.

Chairwoman Bodenhofer said the budget was kept in mind when planning the schedule. There was a lot of discussion and the Committee decided to keep the January 10th meeting at the Oldham and possibly check another date for the Callahan instead of February 7th.

Core Value Discussion: Mrs. Mullen and Dr. Thomson had met to put together a draft of the Norwood Public Schools Core Values, which will help to drive the budget process. The 5 Core Values were:

- Improved Student Learning;
- Social/Emotional Wellness;
- Innovative Teaching and Leadership;
- Positive Learning Culture; and
- Productive Community Partnerships.

Mr. McDonough asked that when these Core Values are finalized, he would like the Members to have them on their desks, hanging on the wall in the School Committee Room, on the web site and in all the schools.

The Committee Members agreed to review and discuss this draft in detail at the next meeting in January so there is no rushing to get through this.

Long-Term Agenda Document: Mrs. Mullen wanted to include the Vice Principals of the Middle School and High School so that the Committee could learn more about

how they are doing, what they are doing and what their needs are as Members of the Administrative Team.

New Business: (moved up in agenda)

Consent Agenda:

Acceptance of (3) Three Donations:

- Anonymous - \$150.00 Village Center Donation;
- Prescott PTO - \$300.00 After School Program Stipends;
- CertainTeed - \$1,000.00 Little Mustang Academy Playground.

Mr. McDonough made a motion to accept these donations, which was seconded by Mrs. Mullen. The Committee voted unanimously in favor 5-0.

Personnel: None.

School Committee Addenda: Ms. Smith wished everyone a happy holiday season and looked forward to seeing everyone in 2018.

Ms. Stewart echoed Ms. Smith's sentiments.

Mrs. Mullen wished everyone a Merry Christmas and Happy New Year

Mr. McDonough said this is his favorite time of the year and he would love to see Christmas on the Calendar, but agrees the Committee has lots going on now. He then wished a very Merry Christmas and a Happy New Year to all from the McDonough Family.

Chairwoman Bodenhofer wished Ms. Stewart a very happy birthday!

Executive Session: None.

Adjournment: Mr. McDonough made a motion for adjournment at 10:50 p.m., which was seconded by Mrs. Stewart.. The Committee voted unanimously in favor 5-0.

Respectfully Submitted:

Donna G. Doliner, Clerk
Norwood School Committee

