

TOWN OF NORWOOD  
School Committee Meeting  
Savage Educational Center  
Wednesday, September 19, 2018

A meeting of the Norwood School Committee was held on Wednesday, September 19, 2018. The meeting was called to order at 7:00 p.m.

**Committee Members Present:** Ms. Myev Bodenhofer, Chair, Mrs. Michele Eysie Mullen, Ms. Teresa Stewart, Ms. Maura Smith and Mr. Dave Catania.

**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. Catania made a motion to approve the minutes of September 12, 2018, which was seconded by Ms. Stewart.

Ms. Stewart made an amendment to make one change regarding who made a motion on the September 12<sup>th</sup> minutes, which was seconded by Mr. Catania. The Committee approved 4-0-1 (Ms. Smith abstained).

Mr. Catania's motion with the one change was approved 4-0-1 (Ms. Smith abstained).

Ms. Stewart made a motion to approve the Executive Session Minutes from the September 12, 2018 meeting, which was seconded by Mr. Catania. The Committee voted in favor 4-0-1 (Ms. Smith abstained).

**Correspondence:** None.

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

Payroll Warrants:	\$ 73,703.07
	\$1,344,473.31
Accounts Payable Warrants:	\$ 9,686.18
	\$ 2,730.90
	\$ 413,284.13
Total Expenditures:	\$1,843,877.59

**Public Forum:** None.

**Announcements:** Dr. Thomson said he would share his announcements during the Superintendent's Report.

**Appearances:** Callahan/Cleveland/Oldham School Improvement Plans: Mrs. Brown, Mrs. Coppola and Dr. Manaday were here this evening to share with the Committee any additions/changes to their School Improvement Plans.

Callahan: Mrs. Brown began by sharing the priority areas for improvement at the Callahan:

- To meet the needs of all learners;
- To develop respectful partnerships;
- To establish a physically and emotionally safe environment; and
- To include blended learning and 21<sup>st</sup> century skills.

Mrs. Brown shared the plan for improvement for each objective.

Dr. Thomson informed that the MCAS 2.0 results are still embargoed and will be sharing more information as soon as the embargo is lifted.

The Committee Members had an opportunity for questions and comments.

Mrs. Brown reported that the opening of school this year has been very smooth, adding that staffing is adequate and simple changes (like having three lunches instead of two) have really made a difference.

Cleveland: Mrs. Coppola was excited to share that the staff and students will be celebrating the 60<sup>th</sup> Birthday of the Cleveland School this year. She said that the students are researching life 60 years ago to see what was going on the year the Cleveland opened.

Mrs. Coppola shared the priority areas for improvement:

- Foster and develop social, emotional and intellectual growth in a safe, inclusive, and academically rigorous environment;
- Technology: Increase the use of digital writing for all students in grades 1 and 2 to meet Common Core Standard 6; production, and distribution of writing, "With guidance and support from adults, students will use a variety of digital tools to produce and publish writing."
- Literacy: Implement new Foundations phonics program into Grades 1 and 2 to provide consistent, sequential instruction for phonics, spelling and handwriting;
- Facilities: To integrate Social Emotional Learning into the daily curriculum, new activities and equipment will be added to our recess areas to support conflict resolution and enhance a

- sense of belonging;
- Community Relationships: Strengthen and expand methods for informing and communicating with parents about safety, school procedures and upcoming events.

The Committee Members had an opportunity for questions and comments.

Oldham: Dr. Manaday informed that he and Mr. Steve Perry, lead teacher at the Oldham, would be sharing the priority areas for improvement at the Oldham. Dr. Manaday explained that Mr. Perry is currently working on his Administrator's License and by presenting this evening, he will be fulfilling a requirement for his program.

English Language Arts:

- Roll out Foundations Curriculum in grades 1 and 2.
- Using a variety of digital tools including Chrome Books, iPads and Google Drive;
- Continue to refine the Response to Intervention (RTI) model;
- Continue to strive for consistency to have teachers meet with at least 3 small groups in Reading Workshop each day;
- Continue to create common planning time to discuss best practices and to improve topic development;
- Students will read more informational texts using a variety of print and on-line resources.

Math:

- Implement and sustain guided math groups in the classroom;
- Maintain no less than 75 minutes of uninterrupted math instructional time each day;
- Continue to improve upon our Tier 1 Response to Intervention (RTI) model;
- Continue to build consistency at all grade levels in implementing "Problem of the Day" math calendars on a monthly basis.

Science and Technology:

- Maintain science instruction and activities at 120 minutes per week by teaching across the curriculum;
- Embed blended learning into the curriculum;
- Work with FUSE Fellow to incorporate best technology learning practices into the instruction.

The Committee Members had an opportunity for questions and comments.

Chartwells Update: Mr. Eli Norris was here this evening to update on Chartwells. Eli and Kelsey, the nutritionist, were here, along with Eric Pimiento, and Sarah Patterson, Regional Managers. He began by saying that Food Services ended up in a

positive financial situation last year. He was happy to inform that they worked hard to plan healthy menus that the student love and also to reduce waste.

Mr. Pimiento said that they were able to spend some time in the Norwood Schools this week and he was excited to inform that Norwood has been chosen as the *Five Jewel Winner* for the Northeast and also that Norwood was selected from over 100 Communities in the Northeast Region as the recipient of the *Be A Star Award*.

Mr. Norris shared how Norwood was selected for both awards, emphasizing that they are team awards.

The Committee had an opportunity to congratulate the Chartwells team.

At this point, Mr. Catania made a motion for a five-minute break, which was seconded by Mrs. Mullen. The Committee voted in favor 5-0.

**Reports:** Impact Norwood, Minds Matter: Ms. Stewart shared a short presentation regarding Impact Norwood:

Ms. Stewart shared that over the next few years, the grant that has been received will allow Impact Norwood to focus on preventing and reducing underage alcohol and recreational marijuana use.

She shared that Impact Norwood will be hosting an Expert Speaker Series with the first of the series being *Demystifying the Teen Brain* which will be on Thursday, January 17<sup>th</sup> from 6:30-8:30 p.m.

The second presentation in the series will be *Healthy Minds* and that will be on January 17, 2019 at the Coakley Middle School from 6:30-8:00 p.m.

And the third presentation in the series will be *Trauma, Prevention and Difficult Conversations*. This will be on March 14, 2019 and will also be from 6:30-8:00 p.m. at the Coakley Middle School.

Ms. Stewart said that Impact Norwood is working in collaboration with Metrowest Health to put out a parent survey (for parents of 6<sup>th</sup> – 12<sup>th</sup> grades) adding that surveys will be due back the end of October.

She also said they are always looking for more people to get involved in Impact Norwood. ([www.impactnorwood.org](http://www.impactnorwood.org)). The next meeting will be on October 11<sup>th</sup> at 3 p.m.

Regarding the Minds Matter Coalition, Ms. Stewart said that Norwood and Walpole are in this group together and its going very well. Over the summer the group met and accomplished the following:

- Mission, Vision and Logo created;
- Compiled community resources; and
- Marketing discussion.

The next steps will be discussed at the next meeting on October 12<sup>th</sup> at 9:00 p.m., location to be determined. She added that the launch date for Interface will be November 1<sup>st</sup>.

**TEC Update:** Mrs. Mullen shared some of the highlights from the most recent TEC Meeting. She updated that The Education Cooperative is looking for a retired financial person to assist as their treasurer. The position will pay \$6,000 and anyone interested in this position can contact Liz McGonagle at TEC.

Mrs. Mullen said all TEC Meetings can be posted to our website.

Also, TEC works with a virtual school called Tech Connections Academy, which is very well attendant with some great classes.

She added that Ms. McGonagle had her review and she was ranked exemplary in all areas.

They do have job-a-likes after the meetings, which are one Friday a month.

Very well represented. TEC has done an awful lot for our kids.

Mr. Catania made a motion to have TEC Meetings added to our website, which was seconded by Mrs. Mullen. The Committee voted unanimously in favor 5-0.

**Superintendent's Report and/or Late Agenda:** Dr. Thomson updated that Mr. Kidd applied for a grant (for mobile connectivity hot spots). We were one of 30 schools that were approved for the grants. This is a one-year grant and will help students who do not have Internet at home be able to connect to their work.

Dr. Thomson informed that the Members received the updated Student Enrollment figures to date. October 1<sup>st</sup> will be the first reporting date.

The Chair said at this point, we are only 1 student off from preliminary estimates.

There was some discussion regarding the size of classrooms.

Dr. Thomson then said at last week's presentation on *Five-Year Projections*, he had a correction on the figures on the deficits for 2020-2024. He shared the new figures with the Committee.

Dr. Thomson updated that the first meeting of the School Start-Time Committee was this week. He said they will be looking for parent and student volunteers to serve on the Committee.

He shared that they are using the feedback from the SEL Professional Development Day to plan the next professional development day in October.

Dr. Thomson then updated that a week from tomorrow all the secondary level students will have their Chromebooks.

Dr. Thomson was at the reception this evening held by Mr. Mazzucco for the Civics students who will be going to Washington, D.C. Dr. Thomson said he will be pleased to be joining the 12 students and 5 chaperones. They will be leaving Thursday, October 6<sup>th</sup> and coming home Tuesday, October 10<sup>th</sup>.

**Policy:** Dr. Wyeth said the Wellness Policy has been put on the back burner and hopefully some time this fall it will be moved forward to create a more comprehensive policy. Dr. Wyeth added that we may need to establish a Wellness Committee.

**Budget:** Budget Balancing Update: The Chair, Dr. Thomson and Ms. Ellis all attended the Budget Balancing Meeting on Monday. There was a hand-out regarding Norwood's Free Cash, which the Chair asked if she could share with the School Committee.

Norwood's Free Cash is typically about \$3,000,000. This year's Free Cash is very low, approximately \$1,000,000. She said if there is less than \$1,000,000 in Free Cash, it would be important to save it for Snow and Ice. She added that there is very likely going to be no free cash to tap into.

Chairwoman Bodenhofer shared that the money brought in by building permits this year were \$900,000 lower than predicted and may be part of the explanation as to why there is very little free cash.

She then shared a time-line that Ai3 put together for the building of a new Middle School should we be accepted. She added that early in 2021 MSBA would decide if we would be approved for this and 2025 will be the estimated date of completion.

Finally, the next Budget Balancing Meeting will be on October 1<sup>st</sup> at 5:30 p.m. They will be planning a presentation for the Special Town Meeting.

Hire Down Numbers: Dr. Thomson shared a spreadsheet, which explains the hire-downs to date for a total savings of \$213,552.08.

**Old Business:** Superintendent Evaluation: The Chair said the Committee started talking about the Goals for the Superintendent's next evaluation at last week's meeting and she was hoping everyone could agree on the goals this evening. She said that they need four goals along the three criteria, adding that they were one goal short last week.

Goal 1: Professional Practice: Complete the second year of the New Superintendent Induction Program (NSIP). Year two of this program focuses on implementing improvement plans to address the findings of the entry plan report. This professional development is timely along with my training in strategic planning.

Goal 2: Student Learning: Review the Elementary ELA curriculum (Reading and Writing) and recommend improvements/replacement.

Goal 3: Student Learning: Work with the leadership team to develop and implement a standard approach to instructional practice in the district.

Goal 4: District Improvement: Develop and Implement a new district strategic plan.

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

Superintendents Salary: The Chair said that now the Superintendent's evaluation is complete and the Committee agrees that he is making progress and doing well, she said it is a good time to talk about his salary. The administrators were budgeted for 2.75% for this year.

Ms. Smith made a motion for a 2.75% increase, which was seconded by Mr. Catania.

The Members took turns sharing their thoughts regarding an increase.

The Chair made an amendment to Ms. Smith's, motion for a 2.50% increase, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0

With regard to the amended motion, the Committee voted unanimously in favor 5-0.

**New Business:** Special Town Meeting Warrant: Special Town Meeting will be called for Thursday, November 8<sup>th</sup>. She said this is our last meeting before the deadline.

Dr. Thomson said he had none at this time.

**Consent Agenda: Acceptance of One Donation:**

-Chestnut Hill Realty – Norwood Gardens – School Supplies –  
System wide.

Ms. Smith made a motion to accept this donation, which was seconded by Ms. Stewart. The Committee voted unanimously in favor 5-0.

**Personnel:** None.

**School Committee Addenda:** Mr. Catania had none.

Mrs. Mullen had none.

Ms. Smith congratulated the cast and crew of Norwood High School's production of *The Adam's Family*. She added that the students and staff should be very proud of themselves. She wanted to start early this year sharing her thoughts and worries regarding the shortfall in Free Cash. She said this is a reality and people need to now realize what they want for this town.

The Chair had none.

**Executive Session:** None.

**Adjournment:** Mr. Catania made a motion for adjournment at 10:00 p.m., which was seconded by Mrs. Mullen. The Committee voted unanimously in favor 5-0.

Respectfully Submitted:

Donna G. Doliner, Clerk  
Norwood School Committee