

TOWN OF NORWOOD
School Committee Meeting
Savage Educational Center
Wednesday, June 19, 2019

A meeting of the Norwood School Committee was held on Wednesday, June 19, 2019. The meeting was called to order at 7:00 p.m.

Committee Members Present: Ms. Myev Bodenhofer, Chairman, Ms. Teresa Stewart, Ms. Maura Smith, Mr. Dave Catania and Dr. Joan Giblin

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.

New Business: Election of Chairperson: Dr. Thomson informed that this was the reorganization meeting of the Norwood School Committee and we will begin this evening's meeting by voting for the new School Committee Chairperson. He asked for nominations.

Mrs. Bodenhofer nominated Ms. Teresa Stewart as the new Chair, which was seconded by Mr. Catania. As there were no other nominations, the Committee voted unanimously in favor 5-0.

Election of Vice Chairperson: Chairwoman Stewart thanked her colleagues and informed that we would, at this time, vote for a new Vice-Chairperson.

Mr. Catania nominated Mrs. Bodenhofer for Vice-Chair, which was seconded by Dr. Giblin. The Committee voted unanimously in favor 5-0.

Election of Secretary: Chairwoman Stewart informed that the Committee also needs to vote for a School Committee Secretary, which would be Dr. Thomson.

Dr. Thomson added that he then brings Mrs. Doliner on board as School Committee Clerk.

Mrs. Bodenhofer nominated Dr. Thomson as School Committee Secretary, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

At this time, the Chair informed that we would proceed into the regular School Committee meeting portion of the evening.

Minutes: Mrs. Bodenhofer made a motion to approve the Minutes of June 5, 2019 and the Executive Session Minutes of May 22, 2019, which was seconded by Mr. Catania. The Committee voted in favor 5-0.

Correspondence: Chairwoman Stewart and Dr. Thomson acknowledged receipt of the following correspondence:

- A letter from Ms. Martha Colamaria inviting the Members to participate in the 4th of July Celebration; and
- A letter from MASC reminding of the MASC Convention on the Cape from November 6th – 9th.

Dr. Thomson said that anyone interested in going to the Conference should contact his office to register.

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

Payroll Warrants:	\$1,466,325.68
	\$ 113,194.85
Accounts Payable Warrants:	\$ 70,795.58
	\$ 48,705.44
	\$ 5,063.80
	\$ 218,035.20
	\$ 15,621.35
Interdepartmental invoices:	\$ 245,28
	\$ 265.68
Total Expenditures:	\$1,938,252.86

Public Forum: None.

Appearances: LMPA Playground: Mrs. Robbins, Principal of the LMPA, had a conflict this evening. Dr. Thomson said this item will be moved to the August meeting.

Director of Finance & Operations: Dr. Thomson introduced and welcomed Ms. Karin Sheridan, finalist and his recommendation for Director of Finance and Operations. Ms. Sheridan is currently working in the Clinton School District.

Ms. Sheridan shared a power point presentation on building budgets and then shared her personal achievements.

Dr. Thomson said the interviews were last week. The Committee vetted all of the applications and three of the applicants came for interviews. Dr. Thomson said that Ms. Sheridan has previous experience as CFO in the Clinton School District. He added that he has checked her references and they were all glowing.

Ms. Sheridan said that she has worked in the Finance Departments of school districts and in the private sector. She shared her goals and her thoughts on building a budget as well as the process of building a budget. She said that she has been through changes in financial programs, and although she has not worked with the MUNIS Program, she is very confident that she will not have any problem switching to MUNIS.

Mrs. Bodenhofer made a motion to approve the recommendation of Mrs. Sheridan as the new Director of Finance and Operations, and also approved the contract, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

2019-2020 Coakley Middle School Handbook: Dr. Margo Fraczek, Principal of the Coakley Middle School, was here with Assistant Principals Mr. Anthony Freeman and Mr. John Greeley to present the Dr. Philip O. Coakley Middle School Handbook for 2019-2020.

Dr. Fraczek reviewed the changes, additions and updates to the handbook.

The Members had an opportunity for questions, comments and recommendations.

Mrs. Bodenhofer made a motion to approve the Coakley Middle School Handbook, which was seconded by Ms. Smith. The Committee voted unanimously in favor 5-0.

CMS New Club Proposals & Electives: Dr. Fraczek updated on new Clubs:

- Debate Club;
- Lego Club;
- CMS Dance Troup;
- Coakley Cares; and
- Coakley Gay-Straight Alliance.

Dr. Fraczek gave an update on each club.

Mr. Catania made a motion to approve the 2018-2019 New Club Proposals, which was seconded by Ms. Smith. The Committee voted unanimously in favor 5-0.

Dr. Fraczek then updated on a new and exciting choice for the students. They will be able to choose from a selection of electives:

- | | |
|----------------------------|-----------------------------------|
| -Knitting and needle craft | -Yoga and Meditation |
| -Crafting and Creativity | -Board Games |
| -Puzzles | -Heroes of 1980 Amer. Movies |
| -Musical Theatre | -Short Stories in Science Fiction |
| -Math Team | -Everything Disney |
| -Finances 101 | -Video Production |

- No Bake Cooking
- Careers and Jobs
- Sports Collectibles

- Home Economics
- Personal Finance

The Members had an opportunity for questions and comments.

At this point in the meeting, the Chair suggested moving ***New Business – Proposed Changes to the 2019-2020 Elementary Specials Schedules***: Dr. Thomson informed that around March, the Elementary School Administrators and Staff suggested making changes to the Elementary Specials Schedules for the purpose of having consistent class periods and to provide additional opportunities for common planning.

Mr. Bryan Riley, Mrs. Diane Ferreira and Mrs. Cathy Connor-Moen were here to explain the issues with the current schedule, explain how the new schedules would work and answer any questions the Committee Members had.

Dr. Thomson complimented his team for putting this together with no budget implications and ahead of the original time frame.

Mrs. Bodenhofer made a motion to approve this plan for 2019-2020, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

Mrs. Bodenhofer made a motion for a five-minutes recess at 9:00 p.m., which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

The Open Meeting resumed at 9:10 p.m.

During the break Ms. Smith excused herself from the meeting as she did not feel well.

Policy: Policy Update: Chairwoman Stewart updated that the Policy Sub Committee met last week (subcommittee Members: Ms. Stewart and Dr. Giblin) to talk about what's going on and to make plans to move forward. The Chair said she was excited to about a proposal that Dr. Giblin has submitted regarding a Partnership Proposal.

Dr. Giblin said that she and the Chair have identified two projects that they would like to partner with Northeastern University. Northeastern has what's called an Experiential Learning Program for graduate and undergraduate studies. There would be no cost to sponsors (Norwood School Committee would become the sponsor). She added that it would be all project-based work. The first project would be an audit of the policy manual. She said due to the large size of the manual, we would divide the manual into sections and, depending on the amount of students involved, have them go through sections and flag outdated and inconsistent policies. They would then do some research and bring recommendations to the Committee for an updated policy. The second proposal would be around the Gift and Donation

Policy. The students would basically be doing the same thing, reviewing the policy and flag outdated or inconsistent portions of the policy. They would also research and bring recommendations to the Committee so that the policy would be current. Dr. Giblin has reached out to the XN Office at Northeastern and was informed that she would need to submit a scope to get the process officially going.

Mrs. Bodenhofer made a motion to approve this request.

Dr. Giblin amended the original motion to include a third proposal (the Telecommunications Policy) identical in structure to the second project proposal.

Mrs. Bodenhofer agreed to the amendment.

With regard to the motion on the table, the Committee voted unanimously in favor 4-0.

Mrs. Bodenhofer said that she believes the Committee still needs to review the policies to make sure we are in compliance of everything. She added that there is one policy that suggests the Committee should be copying Priscilla Reardon on all e-mails the Committee Members send so that everything is archived. She said that the way e-mails are set up, they do archive the correspondence. She said that the Committee, for the record, is in compliance of keeping records, but some of the policies just need to be brought current.

Superintendent's Report and/or Late Agenda: Dr. Thomson was happy to share that Norwood's Food Service Program has been approved for the Department of Elementary and Secondary Educations Summer Meals Program which will be held at the Coakley Middle School this summer. Our site will be an open site, which means that anyone under the age of 18 can come get a free lunch. He added that this is totally federally and state funded. It is a program that is intended to make sure children get good meals over the summer. Dr. Thomson said that the Coakley is where our summer camps are held so that students will have access to good food.

Dr. Thomson was happy to inform that Norwood Public Schools was awarded a Comprehensive School Health Grant in the amount of \$95,000 through the Department of Health. Head nurse, Jill Driscoll was here to update the Committee on this grant.

This grant will support a full time nurse leader (which a school department of this size should have) and will help to establish a Bridge Program to bring students back into the school district that have mental health issues.

Mrs. Jill Driscoll explained the grant in more detail and explained the breakdown of the funds. She explained that by hiring a .6 nurse, it would allow her to be Nurse Leader three days a week and the nurse at LMPA two days a week.

Mrs. Driscoll informed that she also applied for a grant through Norfolk County D.A.'s Office in conjunction with Mass General Hospital that will provide training and coaching at the High School level for collaborative problem solving. This is an evidenced-based learning program that will help with critical thinking, problem solving, and flexibility and frustration tolerance skills. It is a program shown to decrease distributive behavior, school suspensions, and to improve child/adult relationships.

Beginning July 1st schools will be able to bill for health services through Mass Health (for students who have Mass Health), for vision and hearing testing, skilled nursing, Occupational Therapies, Speech Therapies, etc. Parents need to give a one-time permission to bill Mass Health.

Dr. Thomson asked Dr. Wyeth to updated on the ELA Committee.

Dr. Wyeth said the ELA Committee met a couple weeks ago and chose three programs to pilot beginning this fall:

- Pearson – Mind View;
- McGraw Hills – Wonders Program; and
- National Geographic – Reach for Reading.

Dr. Wyeth said all three programs will be piloted during the fall and winter months and one will be chosen from the three and purchased in January. Dr. Wyeth said Common Planning Time will help a lot as teachers get together to share likes/dislikes and information about the programs in order to choose the best program. Dr. Wyeth thanked those who served on the ELA Committee for all their work.

Mrs. Bodenhofer asked what the numbers look like for a k-5 ELA Curriculum.

Dr. Wyeth explained that there hasn't been any hard negotiations yet, but the range is somewhere between \$231,000 – \$467,000.

Dr. Wyeth updated that a Committee has been put together for an ELA Coordinator and interviews will happen next week. He said there were 12 qualified candidates and he hopes to have 4 to move forward to interviews.

Dr. Wyeth thanked the Committee that served on the Oldham Principal Search Committee. He said they received 18 applications and they were able to reduce the pool to 7 candidates for interviews. Dr. Wyeth said the goal is to have two finalists that will be brought back to the district for an interview Friday morning with a teacher "Meet and Greet" afterwards. Dr. Wyeth said he was hopeful that there would end up being two strong finalists.

Dr. Thomson was happy to update that at the first pass, it appears that 96% of High School Students were able to get into all the classes that they chose.

Munis training began last week. He said the training went well and people are finding it an easy system to use.

Dr. Thomson thanked Ms. Ellis for all her hard work and dedicated service to the Norwood Schools, adding that she is a master at her job. He wished her luck and informed that this would be her last meeting with the School Committee as she was moving on in her career.

Mrs. Bodenhofer had one late agenda item. She updated that the Joint Facilities Committee will meet on Thursday, June 27th at 5:00 p.m. Mrs. Bodenhofer offered to continue on this committee.

Budget: FY19 Payroll Budget & FY20 Budget: The Members received the *FY19 Budget Projection as of May 30, 2019* and *Budget Booklet – dated 6/13/19*. Ms. Ellis gave an overview of the budget.

Ms. Ellis updated that the discrepancy in the light bills is due to a change to the Light Department’s “peak hours”, which used to be 2:00 p.m. Peak hours have been changed to 10:00 a.m. so most of the school day is during “peak hours”.

FY19 Budget Transfers:

<u>TRANSFER FROM:</u>		<u>TRANSFER TO:</u>	
0901-19 SCH IS/TB- SHS Adm Ins. Sup.	\$793.14	1331-19 SCH Cont Fee-Grad SHS	\$793.14
0901-19 SCH IS/TB SHS Adm Ins. Sup.	\$260.00	1341-19 Cont. Fees Dues SHS	\$260.00
Total to be transferred from:	\$1m953,14	Total to be transferred to:	\$1,053.14

Mr. Catania made a motion to approve this transfer, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 4-0.

<u>TRANSFER FROM:</u>		<u>TRANSFER TO:</u>	
2967-19 SCH Fine Arts – Operational .	\$6,745.00	1502-19 SCH Fine Arts – Rep/Rep	\$6,745.00
Total to be transferred from:	\$6,745.00	Total to be transferred to:	\$6,745.00

Mrs. Bodenhofer made a motion to approve this transfer, which was seconded by Mr. Catani. The Committee voted unanimously in favor 4-0.

Old Business: Long Term Agenda and Meeting Dates: Chairwoman Stewart informed that the Committee will not be meeting again until August 7th. She reviewed some of the items that should be on that agenda, including the Superintendent’s Evaluation. She suggested the Members should e-mail her if there is anything else they would like to add to the agenda.

New Business: Out of State Field Trip Request – Extended Day Summer:

- Roger Williams Zoo, Providence, RI
- Canobie Lake Park, Salem, NH

Mrs. Bodenhofer made a motion to approve, which was seconded by Mr. Catania. The Committee voted unanimously in favor 4-0.

Personnel: Proposed Changes to the 2019-2020 Elementary Specials Schedule:
(moved up in agenda)

Special Education Staffing Reallocation: Dr. Thomson reminded that we have added a special education teacher at the High School. He informed that that program will be held off for another year, so we will not need a FTE at the High School. He then informed that there is a need for a FTE Special Education Teacher at the Preschool to stay in compliance. He asked to make that change.

Mrs. Bodenhofer made a motion to approve this request, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

Technology Positions: He reminded that we voted to add another staff to the Technology Department. This has not worked out for Mr. Kidd and the Technology Department. Mr. Kidd has asked that we take some of the consulting money and hire a network manager.

Mr. Catania made a motion for approval, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 4-0.

Two MOA's – Unit A & Unit B: Dr. Thomson said there are two positions that have been added thanks to the funding from the operational override that are currently not in the recognition clauses of the contracts. (1) Job Coordinator should be added to Unit A; and (2) ELA Coordinator should be added to Unit B in the recognition clauses.

Mrs. Bodenhofer made a motion to approve this recommendation, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

Consent Agenda: Acceptance of Two Donations:

- Carlos & Elaide Heil: Bose Headphone Sets & Bluetooth Speaker Set – HS
- Abdallah Family, Catherine Collins, Barbara Colantuoni (In honor of Barbara Babel) \$710.00 donation for Landsaping Project – Balch

Mrs. Bodenhofer made a motion to accept these donations, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

School Committee Addenda:

Mrs. Bodenhofer wished everyone a wonderful summer. She hopes everyone has a chance to recharge from this very eventful year.

As it is the 154th Anniversary of the abolishment of slavery, Mr. Catania read a prepared statement about how far we have come from the days of slavery to present day as we empower our students with the keys to their personal success and freedom.

Dr. Giblin said we had a good meeting tonight where we are starting to see the fruits of the override. She is excited that we are moving into a phase where we will be able to thrive and not just survive.

Chairwoman Stewart thanked the other members for voting her Chair and thanked Mrs. Bodenhofer for being a great Chair during trying times. She then thanked Ms. Ellis for her hard work and wished her well as she moves on. She then wished everyone a wonderful summer.

Executive Session: Chairwoman Stewart informed that there would be an Executive Session for contract negotiations.

Mrs. Bodenhofer made a motion for Executive Session at 10:05 p.m.. which was seconded by Mr. Catania. The Committee voted in favor 4-0.

Adjournment: Mrs. Bodenhofer made a motion for adjournment at 11:00 p.m., which was seconded by Mr. Catania. The Committee voted unanimously in favor 4-0.

Respectfully Submitted:

Donna G. Doliner, Clerk
Norwood School Committee