

**Westwood School Committee
Meeting Minutes
December 13, 2018**

Present:

Charlie Donahue, Chairperson
Tony Mullin, Vice Chairperson
Joseph Jowdy, Clerk
Carol Lewis, Committee Member
Maya Plotkin, Committee Member
Chris Bezdedeau, WHS Student Representative- not in attendance

Emily Parks, Superintendent
Allison Borchers, Assistant Superintendent
Heath Petracca, Director of Business and Finance
Abby Hanscom, Director of Student Services

**Meeting called to order 7:00 pm
Pledge of Allegiance**

Meeting was recorded by Westwood Media Center

Superintendent's Report (7:00-7:40)

Revision of MOU between WPD and WPS

Ms. Parks explained there was a change in the state law last spring which warrants this revision. Memoranda of Understanding (MOU) needs to list specific roles and functions for the School Resource Officer. She has met with legal counsel and Chief Silva and is now working on a draft and will hope to finalize within a week. Some changes will be made with the language and what is included, but not a lot of changes in how the school resource officer is utilized and our current practice.

FY'20 Budget Process Update

Ms. Parks explained that the cost center leaders had submitted their budget requests right before Thanksgiving. Those were all compiled and looked at at Central Office. The district leadership team met last week to make some decisions on the priorities. There is consensus around the priorities. Discussed the School Committee priorities: focus on middle school curriculum leadership, expand elementary coding, examining library staffing at elementary level, continue to address learning needs for students with disabilities -- particularly in middle school science -- and have included those in the priorities. Budget steering committee has met with the school department this week. Staying in communication so the school and municipal are working together

in the budget process. Municipal looking at a 3% increase, which is very stable, it is sustainable. The school budget wouldn't be just 3% but it would be under 4%.

Mr. Mullin asked about the social-emotional curriculum review initiative and security audit if those budgetary needs will be included in this budget. The social emotional curriculum review will be completed and this year's budget would focus more on training with the following year's budget looking more at staffing. The security audit doesn't look like it will be completed in time to be included in this budget. The warrant article to fund this audit did state that any funds not used for the cost of the audit could be used to start implementing recommendations and there will be some funds left over to do this.

Library and ITC Coding/Makerspace Collaboration

Mr. Ouellette presented.

Meaningful learning experiences.

- Continue to explore and implement inquiry-based STEM initiatives.
- Expand and invest in programs and practices that provide authentic, student-centered learning.

It was a very successful 3rd grade coding program that was implemented this past year. When parents were asked if they thought it should continue through 4th and 5th grade, an overwhelming responded yes. It is very challenging to expand coding in 4th and 5th grades due to the daily schedule.

Therefore, looking for the Instructional Technical Coaches to work with the 4th and 5th grade. Also the Librarians to continue with the Makerspace program.

Both groups met during the professional development day in early November.

The librarians and ITCs will work together with the class during the library time.

Four content release days. In the spring, will offer a course for coding after the 3rd grade. A number of 4th and 5th grade teachers will attend this class to see how it can be implemented into the classroom.

Debrief this work with the librarians and ITCs over the summer to see how this can be implemented more for the following school year.

Ms. Borchers also presented some district-wide initiatives with other authentic, student-centered learning. Classroom laboratories are set up in the classroom to explore particular questions and examples are how to make a thermometer, and if you pick a plant is it still alive? The 7th grade science classroom is participating with Harvard University Forest Study. The classrooms go out into the woods outside Thurston and document animal and plant life, and track it.

Mr. Donahue wondered if other districts are doing things like this that we could learn from. He loved the data collaboration at the 7th grade Thurston science with Harvard University Forest Study. Maybe Hale could be a resource too.

Ms. Plotkin asked if the curriculum continues to enhance this program in 4th and 5th grade would it mean that the computer science/coding at the 6th, 7th, and 8th grade will need to be reevaluated? Yes changes would need to be made.

MSBA Project Update

Ms. Parks reported the Maintenance and Capital Record has been delivered to the MSBA. Mr. Petracca wanted to give Ken Aries a lot of credit in helping complete this report. Still waiting to hear back from the MSBA regarding this report.

Follow-up conference call with the MSBA last week. The District had submitted some very broad ideas and had those questions answered by the MSBA. The correct information was submitted. Hanlon needs to be included in the feasibility study and other schools can be included. The funding could cover Hanlon and one more school, not funding for three schools. Options that address the existing Hanlon school plus account for enrollment increases, options that involve consolidating Hanlon and Deerfield, options that involve consolidating Hanlon and Sheehan. These three large projects would be looked at in the feasibility study. That is the phase when the community input is very important. Westwood has given the MSBA everything they need. In the next couple of weeks, the MSBA will send a letter back to Westwood that needs to be agreed on. Then in February, Westwood would be invited to be in that meeting to be voted into the feasibility study.

Ms. Parks has updated the long-range planning committee for the town as well as updated the town facility task force. A letter was written and sent to the school list serve, in the town newsletter and the Westwood Wire.

Mr. Mullin asked if the preschool was included. MSBA does not include the preschool enrollment in the enrollment numbers. The enrollment numbers are what is driving the project. MSBA is projecting more than past studies.

Other items

The District is not renewing the cell tower lease. AT&T is aware of this. They still have the right to update current equipment so if you see the techs on the tower, this is why.

Rescue and Jessica webcast at the Downey School took place. It was wonderful event. It is located on YouTube. The authors and illustrator of this book came to the kindergarten classroom for this event. 600 schools and libraries were watching this, including a school in India. Thank you to Ms. Gallagher, Mr. Ouellette and Ms. Shea who coordinated this.

Public Participation (7:40-7:40)

None

Discussion Items (7:40-8:16)

Capital and Maintenance Budget Process (7:40-8:03)

Mr. Petracca presented and explained how this process works.

There are three items that are inter-related.

- Long Term (Five year capital plan)
- Annual Capital Budget
- Maintenance Budget (Line item in Operating Budget)

These three items are linked by two things: Identifying capital needs and available funding.

Long term capital plan is an ideal capital fund. It is developed in life cycle cost, i.e. roofing.

Capital budget process

1. Gather information
2. Prioritize Projects
3. Estimate Costs
4. Identify available funding from the town
5. Finalize and submit capital budget to School committee for approval

1. Gather Information

- Buildings/Grounds inspections
- Facilities Condition Index(FCI) Data
- Work Orders
- Principal Requests during annual budget process
- Identify any current Town initiatives

Building/Grounds inspections

All seven facilities are visually inspected at least twice a year by the Director of Operations and the Asst. Director with the building principals participating in at least one of these. Contractors are used to inspect various components of our facilities. The Maintenance staff inspects our building regularly. The Town insurance company, MIIA, also does an inspection. Town Departments also conduct inspections.

Facilities Condition index (FCI)

The facilities condition index is a process used to keep track of school building systems. It identifies major system components, tracks information about these components which includes their expected useful life, age, and condition.

Work orders

Principals, teachers as well as all operational staff can submit work orders. Maintenance staff schedule preventative maintenance work orders for boilers, univents, filters, etc. which enhances the longevity of building systems.

Principal Requests

During the annual budget process, principals submit capital requests with their regular budget requests. These requests usually include program needs. For example, moving a wall, adding electrical outlets etc.

Current Town Initiatives

The District works closely with town Energy Manager, Tom Philbin, on potential energy savings projects in facilities. Over the past two years we have been able to support these initiatives through the capital budget for energy saving projects such as the replacement and recommissioning of both the Downey and the Martha Jones heating controls.

2. Prioritize Projects

After all the information and requests are considered, various projects are prioritized based on the following:

1. Safety First
2. Needs
3. Wants/Wish list

3. Estimate Costs

Vendors are contacted to estimate costs of various projects.

4. Identify available funding from Town

We work closely with town officials to determine capital funding for the upcoming year.

The main source of capital is free cash

Capital reserve account (just in case funds)

5. Finalize and submit capital budget to the School Committee for approval

Work with priorities and available funding to develop final capital budget submittal that best addresses the needs of our school system.

Some Capital Priorities for FY'20 include

- Repair Front Steps at Sheehan
- Deerfield rear Classroom Step Repairs
- Hanlon Door Crash Bar Replacements
- Replacement of Door 7 at Martha Jones
- MS Window Shade Replacements
- MS Univent Replacement Phase 1
- MS AC Second Floor Phase 2
- HS Paving

Mr. Mullin asked about the risk assessment of the Thurston building. Since the pipe burst in the oldest part of the building will start looking at the other pipes in that section. The middle school was originally built in 1938, with additions in 1957, 1997, 2001, and 2010.

Capital budget vs Building Maintenance Budget

Capital has historically been underfunded. As an example, this year \$1.77 million was requested, \$867,000 was received.

The building maintenance budget helps to complete projects if funds become available during the year.

Building Maintenance Budget Line
Routine maintenance
Unexpected Health/safety projects
Current Need
Future needs

Routine Maintenance
Boiler Water Treatment
Minor Plumbing Fixes
Painting
Carpentry
Floor Repairs
HVAC Repairs

Unexpected health /safety projects

These projects represent the majority of funds expended beyond the budgets amount. Some examples are FY'18 replacement of all three exterior modular staircases at Deerfield; FY'18 plumbing and filter work related to drinking water.

Current needs

These represent projects that may not be a current health/safety issue but still need to be completed. Examples of these include carpeting or tiling of areas that may become a safety concern over the course of the year.

Program needs also come up during the year that may require additional electrical or plumbing work.

Future needs

If funds become available, we look at capital items that need periodic replacement from our capital list to see if we can move them up and also be completed within the available funds. Examples of these would include projects such as additional paving, building masonry work, additional carpeting/flooring or even boiler replacement.

Mr. Mullin asked is there are any big projects that needs to be done at the Thurston that needs to be planned for in the future since this building will continue to be used. He didn't want an answer tonight but asked that it be thought about. Mr. Petracca agreed and will do this.

Life-Threatening Allergies Protocol (8:03-8:16)

Ms. Hanscom has been working on this since last spring. The policy was voted in and these guidelines were created.

District policy

Made up of a multiple constituency committee, thank you to all of them. The Committee included Ms. Borchers, Mr. Petracca, Ken Aries, Ms. Gallagher as the Principal, Food Service Director, a school nurse, Carol Lewis as School Committee Member, three parents, and a High School Student. This group met three times during the fall and created these guidelines.

Guidelines document
Roles and Responsibilities
Consistency and Communication
Proactive Planning

Guidelines for each constituency. These are students, Parents/Guardians, School Administration, School Nurse, Teacher/Specialist, Director of Food Service and Nutrition Services, School Bus Company, Athletic Director/Coaches, Custodial Supervisor of Schools.

This document is built to be adjusted as things arise.

Three themes across this document.

- Clarity and consistency with roles and responsibilities
- Consistency among the schools and communication proactively.
- Building a culture of proactive planning.

Ms. Plotkin asked the field trip section, medication is brought with the trip, wanted to make sure there is a Epi-Pen trained adult on that trip. Yes that is in the section. Second question on the director of food services section, the allergen chart didn't line up with the menu some months ago. Is there a consistency now? Sometimes the food that is delivered is different than what has been ordered and on the menu.

Mr. Donahue asked if this is included for our overseas trips. That is not included in these guidelines, take each of those case-by-case.

Ms. Hanscom would like to roll out to the school principals this winter to start these new guidelines. The school committee is in agreement of doing this.

Action Items (8:16–8:25)

Approval of Minutes: November 5, 2018

Ms. Parks wanted to make an amendment to the November 5, 2018 minutes. On the 3rd page, should read we had anticipated 31%, not budgeted 31%. A motion was made to approve based on this amendment by Mr. Mullin. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

China Trip Extension

A motion to approve the trip extension was made by Ms. Jowdy. Seconded by Ms. Plotkin.

Official Vote: Unanimous approval

Model UN overnight trip

A motion to approve the Model UN overnight trip was made by Ms. Jowdy. Seconded by Ms. Lewis.

Official Vote: Unanimous approval

Acceptance of gifts for J-Term

\$5000 from Dedham Savings

\$2500 from Needham Savings

Leuders Environmental sends a check \$150 every year to be used where needed. Would like to include that for J-Term too.

A motion to approve the gifts was made by Ms. Plotkin . Seconded by Mr. Mullin.

Official Vote: Unanimous approval

Appointment of SC representatives

Collective bargaining team

Director of Business and Finance search committee

Mr. Donahue requested that Ms. Jowdy and Mr. Mullin serve on the collective bargaining team, and Ms. Lewis serve on the Director of Business and Finance search committee. All agreed.

New Business/Liaison Reports (8:25-8:27)

Mr. Donahue and Mr. Mullin have been attending the meetings that will revise the 2000 plan for the town. Subjects are land use, town centers, housing, economic development, natural and cultural resources, community facilities, open space and recreation, transportation and resilience and sustainability.

Ms. Parks just heard from the Community facilities team this evening who would like to meet with the school department along with School Committee members to understand the building needs of the schools.

Mr. Mullin received correspondence from a resident about the school start times and the studies that have been completed about adjusting these time. He requested that the school start times get back on a future agenda as it was initially discussed two years ago as being a goal.

A motion to adjourn to Executive Session was made by Ms. Lewis. Seconded by Ms. Jowdy.

Executive Session (8:35-9:00)

To discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the public body.

Adjournment

A motion to adjourn the meeting was made by Ms. Jowdy. Seconded by Ms. Lewis.

Official Vote: Unanimous approval

Meeting adjourned at 9:00pm.