

**Westwood School Committee
Meeting Minutes
March 26, 2019**

Present:

Charlie Donahue, Chairperson
Tony Mullin, Vice Chairperson
Joseph Jowdy, Clerk
Carol Lewis, Committee Member
Maya Plotkin, Committee Member
Chris Bezdedeau, WHS Student Representative

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 (7:00-7:26)

MSBA Project Update

At the MSBA board meeting held on February 13, 2019, Westwood was voted into the feasibility study. The School Building Committee has now met. They have established a subcommittee to conduct the OPM selection process. Ms. Plotkin, Ken Aries and Ms. Parks met with Tom Philbin, the town's energy manager, to get his input on language for the OPM RFS. This has been submitted to the MSBA for approval. By the end of April, the subcommittee will be reviewing the candidates' packages and interviewing. The District hopes to secure a spot on the MSBA's June 3rd OPM selection meeting agenda. If not at that meeting, the District will be bumped to the July MSBA meeting.

Ms. Parks wanted to remind the public that there is a page on the school website that is up-to-date with the building project. A letter was also submitted through the school list serve, through the town list serve, as well as in the town newsletter that is mailed to all residents.

After the OPM is hired, then the next step is to hire the designer and architect. That should take place by the end of September. At that point, then the community forums can begin to solicit input on the project.

During the Eligibility Period process, the District submitted required information about the capital and maintenance plan. The MSBA uses this information to determine if the District qualifies for

“incentive points” on its project reimbursement rate. The average that communities receive for this incentive is between 1.4% and 1.5%, with a maximum of 2.0%. The MSBA has determined that Westwood has qualified for 1.93%. Ms. Parks wanted to thank Mr. Petracca and Ken Aries for the work they did to secure this approval.

Ms. Plotkin has received some questions from the community thinking that it was during the feasibility study phase that the options were determined. The MSBA process is a very prescribed process and we could only submit one school. Hanlon was submitted and the three options come from the Hanlon school: Hanlon only, Hanlon and Deerfield, Hanlon and Sheehan. Under these three options, there will be a myriad of sub options so we will receive the maximum information about each school to then begin deciding what the project will look like.

Security Audit Update

The security consultants completed their assessment work and the School Department has received a draft report. It is now being reviewed. It recognizes a lot of good practices and things already in place. There are recommendations in three big categories: for security of equipment or technology physical infrastructure, additional training, and changes in protocols. The report did identify a priority level for each recommendation. This report and committee’s thoughts on the report need to be exempt from public record for security purposes. There is a supplemental appropriations article at the May Town Meeting for \$100,000. If approved, the money can be used to start any recommendations this year (FY’19) to implement, rather than waiting until next year’s budget process.

On March 12, 2019, the Massachusetts Executive Office of Public Safety and Security’s Office of Grants and Research announced a competitive grant process. The application is being finished up right now and is due April 3, 2019. On April 26, 2019 Westwood will find out if it will receive the grant. The maximum grant is \$60,000.

Scholastic Art Awards recognition

Thirty Westwood High School students were recognized for achievement by the 2019 Massachusetts Scholastic Art and Writing Awards, sponsored by *The Boston Globe* and the School of the Museum of Fine Arts at Tufts. The 30 students collected 47 awards: 8 Gold Key Awards, 15 Silver Key Awards, and 24 honorable mentions.

Y.A.M. Poster Contest Winners 2019

Four students from the Martha Jones School were recognized for outstanding poster designs to celebrate Youth Art Month. The posters are on display at the state transportation building. Congratulations to Owen Fengler, Colin Hennessy, Alexa Ende, and Maggie Mullin.

METCO Director Search Process

Ms. Borchers presented. Director Sheryl Goodloe has been here for 26 years and will be retiring in June. The position was posted in February and the search committee has selected 3 finalists.

The finalists visit the schools Wednesday, March 27 and Thursday, March 28. The finalists will also have a meeting in Boston for the parents who live in Boston. The person hired will be announced at the beginning of April. There are 49 METCO students currently in Westwood, 6th-12th grade.

Kindergarten Enrollment Update

Updated as of 3/26/19

School	Projected for budget	Registered	Adjusted projection
Deerfield	22	18	22
Downey	35	35	38
Hanlon	36	24	24
Martha Jones	30	33	34
Sheehan	36	32	36
Buffer		1	6 estimated based on 2018-2019 enrollment date

These numbers will be monitored closely over the spring and summer.

Public Participation (7:26-7:28)

Resident wanted to follow up about the letter the Hanlon parents sent to School Committee members to come up with a feasible plan for next year’s 2nd grade class. It is currently at 23 per class. It is 2/3 boys in the class and the mix of children will be challenging. The parents are concerned about this.

Resident following up with letter the Hanlon parents sent and concern with the class size for upcoming 2nd grade class wanted to express how important this is to her.

Discussion Items (7:28-7:43)

Proposed Price Increase for Food Services (7:28-7:42)

Vinicio Cordon, Director of Food Services, presented.

The Westwood Public Schools’ Food and Nutrition services is dedicated to advancing children’s health and physical well-being by providing nutritious meals, promoting education and encouraging physical fitness, striving to encourage a lifetime of healthy nutritional choices and habits.

Over the last 3 years, the District has improved lunch service at every school level in the Westwood Public Schools.

- We offer a variety of healthy lunch options, daily vegan/vegetarian lunches as well as assorted fresh fruit and vegetable.
- Available upon request, we also offer gluten free pizza and gluten free bread.
- At Thurston Middle School we introduced deli sandwich options as well as individual pizzas and fresh salads made in-house.
- At the High School, we rolled out “The Healthy Corner” which offers vegan/vegetarian options once a week.

Outside of the Box

Last school year we provided lunch service to Intrepid Academy at Hale. This pilot program created an extra revenue of \$4,800 with minimal investment. If the program is hosted by Hale in the future (SY'19-'20), we will again provide lunch service.

National School Lunch Program (NSLP) and School Nutrition

This is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions.

Participating school districts and independent schools receive cash subsidies and USDA food for each reimbursable meal they serve. In exchange, NSLP institutions must serve lunches that meet Federal meal pattern requirements and offer the lunches at a free or reduced price to eligible children.

Westwood currently charges \$2.75 at the Elementary, \$3.00 at the Middle School, and \$3.25 at the High School. Comparing this to surrounding schools in our community, Westwood is charging less than the majority.

The average meal price for 2018/2019 is \$2.94. The average meal price for 2019/2020 will be \$3.23.

Propose to raise the lunch prices to keep up with increasing costs.

\$3.00 for Elementary, \$3.50 for Middle and High School

Why it is time for a price increase?

- Federal reimbursement is at \$3.00 for a free lunch and \$2.60 for a reduced lunch.
- Our average lunch charge is \$2.96, which is \$0.04 below the state rate for lunch.
- There has not been a price increase at the elementary schools in 10 years and it has been 5 years since an increase at the middle and high school.
- Cost of living increases have been passed on to the consumer, in this case the Westwood Public Schools.
- We have increased our procurement of fresh ingredients and allergen free products.

A motion to approve the price increase for lunches was made by Ms. Plotkin. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

Second Reading of revised policies (7:42-7:43)

A motion was made to waive the second reading of the revised policies was made by Ms Lewis. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

ADC - Smoking/Vaping on School Premises

A motion to approve the revised policy of Smoking/Vaping on School Premises was made by Mr. Mullin. Seconded by Ms. Jowdy

Official Vote: Unanimous approval

GBED - Tobacco Use/Vaping on School Property by Staff Members

A motion to approve the revised policy of Tobacco Use/Vaping on School Property by Staff Members was made by Ms. Plotkin. Seconded by Mr. Mullin.

Official Vote: Unanimous approval

JICG- Tobacco Use, Vaping, and/or Possession by Students

A motion to approve the revised policy of Tobacco Use, Vaping, and/or Possession by Students was made by Ms. Lewis. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

JICHA - Prohibition Against Alcohol or Drugs or Vaping at School-Sponsored Events

A motion to approve the revised policy of Prohibition Against Alcohol or Drugs or Vaping at School-Sponsored Events was made by Ms. Jowdy. Seconded by Ms. Lewis.

Official Vote: Unanimous approval

Action Items (7:43-7:52)

Approval of Minutes: February 7, 2019

A motion was made to approve the February 7, 2019 minutes by Mr. Mullin. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

Vote to update School Building Committee Membership

With Mr. Petracca's retirement, the School Committee needs to make some changes to the School Building Committee membership. With his departure, Ms. Parks suggested to appoint Michelle Miller Peck, the town's Procurement Officer, to the committee as she is MCPPO certified. In addition, she suggested to appoint the incoming Director of Business and Finance, Lemma Jn-Baptiste, to the committee.

A motion was made to update the membership by Ms. Jowdy. Seconded by Ms Lewis.

Official Vote: Unanimous approval

Vote to approve release of Executive Session minutes of February 15, 2018.

A motion was made to release the Executive Session minutes of February 15, 2018 by Ms. Jowdy. Seconded by Ms. Plotkin .

Official Vote: Unanimous approval

Vote to declare as surplus land parcel 16-452

A motion: In accordance with MGL Chapter 40 15A, the School Committee hereby votes that a 5,590 square foot portion of the Hanlon School lot, bounded on one side by Laura Lane, the north side by 3 Laura Lane and the east side by 808 Gay Street as shown on a certain Plan of Land, drawn by Hoyt Land Surveying, dated October 13, 2015 and recorded at the Norfolk Registry of Deeds December 21, 2015 in Plan Book 644 at Page 48, is no longer needed for school purposes and should be transferred to the care, custody, control and management of the Board of Selectmen for the purpose of sale of said parcel was made by Ms. Lewis. Seconded by Mr. Mullin.

Official Vote: Unanimous approval

Vote to approve Special Education Reserve Fund Transfer

A motion to approve the transfer of \$150,000 from the Special Education Reserve Fund to the Special Education Cost Account was made by Ms. Jowdy. Seconded by Ms. Plotkin.

Official Vote: Unanimous approval

Ms. Jowdy thanked Mr. Petracca for his service and wished him well on his retirement.

A motion was made to adjourn to Executive Session by Mr. Mullin. Seconded by Ms. Plotkin.

Official Vote: Unanimous approval.

Adjourned to Executive Session at 7:53pm

Executive Session (8:02-8:34)

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.

To discuss the deployment of security personnel or devices, or strategies with respect thereto.

Adjournment

The School Committee did not return to public session.

Meeting Adjourned at 8:34pm.