

**Westwood School Committee
Westwood High School Little Theater
Meeting Minutes
October 10, 2019**

Present:

Anthony Mullin, Chairperson
Joseph Jowdy, Vice Chairperson
Carol Lewis, Clerk
Charles Donahue, Committee Member-not in attendance
Maya Plotkin, Committee Member
Ayesha Tariq, WHS Student Representative

Emily Parks, Superintendent
Allison Borchers, Assistant Superintendent
Lemma Jn-baptiste, Director of Business and Finance
Abby Hanscom, Director of Student Services

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

Meeting was recorded by Westwood Media Center

Superintendent's Report (7:00-7:09)

Downey - 2019 National Blue Ribbon School

Ms. Parks announced that the Downey School is a 2019 National Blue Ribbon School. Schools need to be nominated by the Commissioner of Education from each state and then there was an extensive application process that was completed last spring. Accountability data was reviewed in August to determine all improvement targets were met. The announcement was made last week from Washington, D.C. Everyone is very proud of the Downey School.

October 1 Enrollment/Class Size Report

Ms. Parks reported that the elementary numbers have not changed from the report in September. She also looked at middle and high school class sizes. During the budgeting process of FY'20, staffing was reduced at the middle school with a decrease in enrollment there and increased staff at the high school. Now, looking at the class sizes in both schools, they are both good. Ms. Parks thanked Mr. Kuklantz for all of his work in the scheduling process to smooth-out class sizes at the middle school. Ms. Jowdy wondered how many classes at the high school were over 28 students. Ms. Parks didn't have an exact number but knows it is a single digit. Mr. Mullin asked why the middle school math classes were at a variety of sizes. Ms. Parks explained that this was done strategically so some level one classes have a higher class size so the level two and level three classes have smaller sizes. Ms. Lewis asked about the science classes at the high school that are over class size of 25 and wondered if these classes included

labs. Ms. Parks explained that this is the year of transition when all ninth graders are taking biology. So there are tenth graders as well as ninth graders in the biology classes. There are more biology classes this year with more teachers teaching biology, including teachers who didn't teach biology in past years. The classes are maxed out with the amount of staff who can teach biology. This will be the same next year with chemistry as we work through it the next few years.

Green Communities Grant Award

The Town applied for a Green Communities Competitive Grant. Mr. Philbin and Ms. Healey were thanked for submitting paperwork for this grant. The town received \$183,783. The bulk of this will be for projects at the middle school: \$69,867 for LED lighting and \$80,000 for Unit ventilators.

Significant Disproportionality and Initial CPR Audit Findings

Ms. Hanscom reported. Westwood was not identified with Significant Disproportionality. This is an annual analysis. The audit information data was submitted in May. The Department of Education is now sending back findings from the audit. The District is about half way through receiving findings on the audit. The findings so far are good.

School Committee Chair and Subcommittee/Liaison Updates (7:09-7:16)

Building Project and Community Engagement Plan Update

Ms. Plotkin reported. Last Wednesday, Ms. Plotkin, Ms. Parks, and Ms. Hyde attended the MSBA design review panel meeting. The purpose of this meeting is to decide who of the eight architectural proposals to bring back for interviews. Three architects are coming back for interviews: Dore and Whittier, DRA (Drumme, Rosane and Anderson), and William Rawn. These three architects will present to the MSBA design review panel next Tuesday. Immediately after that meeting, the architect will be voted on and selected.

October 23, 2019 at 7pm is the first community forum to be held at the middle school. The format will be an overview of the project: Introduce the team, school building committee, OPM and architect; talk about the process and what happens next. The bulk of the evening will be break-out groups to discuss the questions. November 4, 2019 will be the same format. Both meetings will run from 7pm to 8:30pm and be held at Thurston Middle School.

The second round of meetings will have data from these two meetings. Ms. Plotkin asked that others please talk it up and encourage attendance for these meetings.

Other liaison reports

None

Public Participation (7:16-7:17)

None

Discussion Items (7:17-7:56)

Q1 Financial Report (7:17-7:27)

Ms. Jn-baptiste provided an update on the operating budget. She reported on expenditures and encumbrances as a sum. Percent summary of salaries is roughly in line with last year. Percent of non-salary expenditures shows that Student Services is very tightly budgeted. The School-based Medicaid Program may change reimbursement for the coming year. This will need to be watched during the budget process.

FY'21 Budget Planning and Priorities (7:27-7:46)

Ms. Parks wanted to discuss with the Committee plans and priorities for the FY'21 budget.

Ms. Lewis wondered, with the social studies curriculum change, about looking at what might be needed for that. She also wondered about expanding electives at the high school and now with the realignment of the science course load, will open up the possibility for more science electives for seniors in a few years.

Ms. Plotkin wanted to look at expanding foreign language, starting it earlier at elementary or even 6th grade. Ms. Jowdy would like to see this too. Ms. Parks said that she will cost this out.

Ms. Jowdy asked if the Mandarin classes could use another teacher. Another teacher could be used as it is a growing program. Ms. Tariq is currently taking the Mandarin level 3/level 4 class and suggested having Mandarin start in the middle school.

Mr. Mullin wanted additional math and literacy specialists to be looked at since it was on the wish list last year. He asked if IT could review Aspen, Canvas, Google docs, etc. to see if there is a way to merge these systems to have more consistency for parents to see grades/etc. He also asked about the grade 8 trip with possible changes to the cost by flying and whether school budget should help with the cost of this. He asked about recess monitors as well. With the school consolidations coming up, Mr. Mullin suggested looking at upcoming retirements, as far as what would need to be replaced.

Ms. Plotkin wanted to look at expanding the coding program to grades 4 and 5.

Protocol for Reporting and Investigating Discrimination, Harassment, and Retaliation (7:46-7:49)

This policy was reviewed and revised last year by the School Committee. The protocol has now been created. It is in compliance with all. This has been posted to the website.

Policy Reviews (7:49-7:56)

JJH-E-International/Out-of-Country Field Trips - 1st Reading

The policy affirms that these trips are valuable, articulates trip approval process, supervision, expectation of the trip, etc. One question was if the teachers are acting as district employees on these trips. Westwood does consider the teachers acting as an employee on these trips. Ms.

Lewis had a question on statement four under “student supervision.” It is written that CORI are strongly recommend. She believes that this should be a requirement. Ms. Parks will go back to the attorney and ask about this. Ms. Plotkin asked if this policy works with connection with the overnight policy. Ms. Parks replied that it did.

ADA Mission, ADAA Goals, ADAB Core Values - 2nd Reading

The second reading was held.

Action Items (7:57-8:00)

Approval of Minutes: September 12, 2019

A motion was made to approve the September 12, 2019 minutes by Ms. Jowdy. Seconded by Ms. Plotkin.

Official Vote: Unanimous approval

Vote to accept donation for high school fitness equipment

A motion was made to accept a donation of \$13,570.77 from the Westwood High School Booster Club to purchase fitness equipment for the high school by Ms. Lewis. Seconded by Ms. Jowdy.

Official Vote: Unanimous approval

Vote to accept gift of \$1,045 from Downey School PTO

A motion was made to accept a donation of \$1,045 from the Downey School PTO to purchase a Touchscreen Chromebook Cart by Ms. Lewis. Seconded by Ms. Plotkin.

Official Vote: Unanimous approval

Approval of 2019-2020 High School Model UN Trips

A motion was made to approve the High School Model UN Trips to Brown, MIT, BU and Dartmouth by Ms. Lewis. Seconded by Ms. Jowdy .

Official Vote: Unanimous approval

Approval of corrected 2020-2021 School Calendar

The original calendar mistakenly had Yom Kippur on the wrong date. A motion was made to approve the corrected 2020-2021 School Calendar by Ms. Plotkin. Seconded by Ms. Lewis.

Official Vote: Unanimous approval

Adjournment (8:00)

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

Official Vote: Unanimous Approval

Meeting adjourned at 8:00pm.

List of Documents and Exhibits Used at Meeting:

- Memo: Enrollment and Class Size Report
- Correspondence from Joanne Bissetta, Deputy Director of Massachusetts Department of Energy Resources' Green Communities Division regarding Green Communities Grant Award
- Correspondence from Russell Johnston, Senior Associate Commissioner, Massachusetts Department of Elementary and Secondary Education regarding Significant Disproportionality
- Correspondence from Timothy Gallagher, Assistant Director, Office of Public School Monitoring, Massachusetts Department of Elementary and Secondary Education regarding Special Education State Performance Plan/Annual Performance Report Indicator 12: Early Childhood Transition (Part C to Part B transition)
- Correspondence from Timothy Gallagher, Assistant Director, Office of Public School Monitoring, Massachusetts Department of Elementary and Secondary Education regarding Special Education State Performance Plan/Annual Performance Report Indicator 13: Secondary Transition
- Memo: Operating Budget report for period ending September 30, 2019
- Protocol for Reporting and Investigating Discrimination, Harassment, and Retaliation
- International Travel Policy for reading: JJH-E – International/Out-of-Country Field Trips
- Policy for reading: ADA – Mission Statement
- Policy for reading: ADAA – Goals
- Policy for reading: ADAB – Core Values
- Meeting minutes of September 12, 2019
- Memo: Donation to Westwood High School Athletic Department
- Memo: Gift from Downey School PTO
- Memo: Overnight Trips – Model United Nations
- Memo: Corrected 2020-2021 school calendar
- FY'21 Budget Calendar