

WESTWOOD SCHOOL COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**July 6, 2021**

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:32am by Chair Maya Plotkin. Also present were: Vice Chair Charles Donahue, Clerk Anthony Mullin, Carol Lewis, and Amanda Phillips. Superintendent Emily Parks, Director of Student Services Abby Hanscom, and Director of Business and Finance Lemma Jn-baptiste were present on behalf of the district. John Cianciarulo recorded the minutes.

Maya Plotkin recognized the live stream of the meeting, which was provided for real-time, public access to the activities of the School Committee. Members of the public were able to view a live stream of the meeting available through Westwood Media Center and also online at [www.westwood.k12.ma.us/live](http://www.westwood.k12.ma.us/live).

**Executive Session**

**MOTION** made by Amanda Phillips to go into Executive Session to conduct strategy with respect to collective bargaining with the Westwood Instructional Assistants and Westwood Schools' Cafeteria Employees, which would have a detrimental effect on the position of the School Committee if discussion was held in Open Session. Seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: **Yes**  
Charles Donahue: **Yes**  
Anthony Mullin: **Yes**  
Carol Lewis: **Yes**  
Amanda Phillips: **Yes**

**Result: 5-0-0 – Approved**

The Committee entered into Executive Session at 8:34am and returned to Open Session at 8:51am.

**Action Items**

**Ratification of Westwood Instructional Assistants' Contract**

Lemma Jn-baptiste reported that the contract clarifies terms on vacation days and eliminates the perfect attendance award. Additionally, it provides for a one-time COVID-19 stipend of \$600. The two-year contract has an increase of 3% in Year 1 and 2% in Year 2.

**MOTION** made by Carol Lewis to ratify the Westwood Instructional Assistants' contract. Seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: **Yes**  
Charles Donahue: **Yes**  
Anthony Mullin: **Yes**  
Carol Lewis: **Yes**  
Amanda Phillips: **Yes**

**Result: 5-0-0 – Approved**

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<sup>1</sup> Remote meeting held in accordance with an Act relative to extending certain COVID-19 measures adopted during the State of Emergency.

Ratification of Westwood Schools' Cafeteria Employees' Contract

Lemma Jn-baptiste reported that the contract eliminates the perfect attendance award. Significant changes were made to the salary grid by eliminating Step 1 and adding a Step 6. Additionally, the scale was adjusted to accommodate the loss of the perfect attendance award; amounting to an increase of approximately 30¢ per hour. The two-year contract has an increase of 2.5% in Years 1 and 2.

**MOTION** made by Amanda Phillips to ratify the Westwood Schools' Cafeteria Employees' contract. Seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: Yes  
Charles Donahue: Yes  
Anthony Mullin: Yes  
Carol Lewis: Yes  
Amanda Phillips: Yes

**Result: 5-0-0 – Approved**

Vote to Accept Grant Funds from the Norfolk County District Attorney's Office

**MOTION** made by Carol Lewis to accept grant funds from the Norfolk County District Attorney's Office. Seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: Yes  
Charles Donahue: Yes  
Anthony Mullin: Yes  
Carol Lewis: Yes  
Amanda Phillips: Yes

**Result: 5-0-0 – Approved**

Vote to Accept Gift from Needham Bank

**MOTION** made by Charles Donahue to accept a gift from Needham Bank. Seconded by Amanda Phillips.

Roll-call vote:

Maya Plotkin: Yes  
Charles Donahue: Yes  
Anthony Mullin: Yes  
Carol Lewis: Yes  
Amanda Phillips: Yes

**Result: 5-0-0 – Approved**

Approval of 2021-22 Meeting Calendar

**MOTION** made by Anthony Mullin to approve the 2021-22 meeting calendar. Seconded by Amanda Phillips.

Roll-call vote:

Maya Plotkin: Yes  
Charles Donahue: Yes  
Anthony Mullin: Yes  
Carol Lewis: Yes  
Amanda Phillips: Yes

**Result: 5-0-0 – Approved**

### New Business

Charles Donahue wished to thank the District Leadership Team for their work negotiating with the different bargaining units. The Committee echoed his sentiments.

### Adjournment

**MOTION** made by Charles Donahue to adjourn the meeting. Seconded by Amanda Phillips.

Roll-call vote:

Carol Lewis: Yes  
Maya Plotkin: Yes  
Charles Donahue: Yes  
Anthony Mullin: Yes  
Amanda Phillips: Yes

**Result: 5-0-0 – Approved**

The meeting adjourned at 8:58am.

### Documents/Exhibits Used at Meeting

- Agreement between the Westwood School Committee and the Westwood Cafeteria Employees, effective July 1, 2020 through June 30, 2021
  - Redlined copy with proposed changes effective July 1, 2021 through August 31, 2023
  - Proposed final copy effective July 1, 2021 through August 31, 2023
- Agreement/Contract between the Westwood School Committee and the Westwood Instructional, Kindergarten, and Library Assistants' Union, effective July 1, 2020 through June 30, 2021
  - Redlined copy with proposed changes effective July 1, 2021 through August 31, 2023
  - Proposed final copy effective July 1, 2021 through August 31, 2023
- Draft 2021-2022 School Committee meeting calendar
- Memo to School Committee from J. Cianciarulo dated June 25, 2021, regarding Gift from Needham Bank
- Memo to School Committee from J. Cianciarulo dated June 25, 2021, regarding Norfolk County District Attorney's Office grant