

WESTWOOD SCHOOL COMMITTEE

Westwood, Massachusetts

MEETING MINUTES

July 27, 2022

Attendance and Call to Order

The meeting was called to order at 6:03pm by Chair Charles Donahue at the Four Points by Sheraton in Norwood, Massachusetts. Also present were: Clerk Amanda Phillips; Maya Khuri Plotkin; and Dorothy Parmelee. Superintendent Emily Parks; Assistant Superintendent Allison Borchers; and Director of Business and Finance Lemma Jn-baptiste were present on behalf of the district. Vice Chair Anthony Mullin was absent.

John Cianciarulo recorded the minutes.

Action Item

MOTION made by Amanda Phillips to go into Executive Session to discuss the deployment of security devices, or strategies with respect thereto; and to discuss strategy with respect to collective bargaining with the Westwood Administrative Assistants Association, Westwood Teachers' Association, and the Westwood Schools' Custodians and Maintenance Personnel (SEIU Local 888); and to comply with, or act under authority of, Massachusetts General Law c.30A s.22(f)(g) to review Executive Session minutes, which would have a detrimental effect on the position of the School Committee if discussion were held in Open Session; and to then reconvene in Open Session. Motion seconded by Maya Plotkin.

Roll-call vote:

Charles Donahue: Yes
Anthony Mullin: Absent
Amanda Phillips: Yes
Maya Plotkin: Yes
Dorothy Parmelee: Yes

Result: 4-0-0 (Approved)

The Committee went into Executive Session from 6:04pm to 8:20pm.

Superintendent's Report

2022-23 Planning

Superintendent Parks provided an update on the district's planning for the upcoming school year.

Hiring Updates

The positions that the district is recruiting for include:

- Elementary Literacy Specialist
- High School Math Teacher
- High School Science teacher
- Middle School Math Teacher
- Middle School Science Teacher
- Middle School Special Education teacher
- High School Intensive Special Education teacher
- Executive Assistant to the Superintendent
- Administrative Assistant for the Business Office
- Custodian
- Instructional Assistants

Work on diversifying the district's talent pool continues.

Class Size Updates

Elementary enrollment was discussed. The budget contains seventy general education classroom teaching sections; one remained unallocated going into the summer in order to be able to respond to significant changes in enrollment. At this point, Superintendent Parks' plan is to apply the additional remaining section at Martha Jones in Grade 1 as there is one section there that is just above guideline. The building has the physical space for an additional classroom. After that allocation, all elementary classes will be within or below the SC classroom guidelines.

Grade 5 at Hanlon, while within the guideline, is currently the highest in the district. Additional literacy support will be allocated to those classes.

Development of 2022-2023 Priorities

Superintendent Parks shared a draft of the 2022-2023 Strategy for District Improvement. During the Administrative Council's leadership retreat in May, the priorities for the upcoming school year were discussed. New initiatives are being kept to a minimum, while the big priorities are being moved forward.

The Committee agreed that the framework of the priorities is comprehensive and that Superintendent Parks should proceed with the 2022-2023 priorities as written and move on to articulating the action steps. Another Administrative Council leadership retreat will be held in August, where the action steps will be finalized.

In the upcoming year, the district will continue to engage in its equity audit with completion expected in December, 2022.

Chair Donahue then:

- Requested that discussion on bringing the *Great Decisions* foreign policy program to high school students take place at a future meeting.
- Advised the Committee that vaccination rates were included in the Committee's packet.
- Suggested that a monthly article on the activities of the School Committee be included in the local newspapers
- Suggested that additional publicity regarding J-term be done.
- Recommended a "teacher of the year" program be instituted.

Discussion Items

School Committee Liaison/Subcommittee Assignments

The Committee reviewed a draft of the liaison and subcommittee assignments for 2022-2023. The Committee agreed to conduct research on the time commitments for each group and to revisit the assignments at its next meeting.

Overview of 2022-2023 School Committee Agenda Topics

The Committee agreed to have the Student Independent Project Program (SIPP) present at its September meeting; and for the Special Education Parent Advisory Council (SEPAC) invited to its November meeting.

Action Items

Approval of FY'23 Pay Rates for Prodigy Program Instructors

The School Committee working group reviewed revenue-based activities, reporting to the full Committee in December 2021. It was agreed that the newly proposed instructor rate increases are appropriate for FY'23.

MOTION made by Maya Plotkin to approve the FY'23 pay rates for Prodigy Program instructors as per the recommended rates in the July 27, 2022 memo from the Director of Business and Operations. Motion seconded by Dori Parmalee.

Result: 4-0-0 (Approved)

Ratification of Westwood Administrative Assistants' Association Contract

MOTION made by Maya Plotkin to ratify the Westwood Administrative Assistants' Association contract. Motion seconded by Amanda Phillips.

Result: 4-0-0 (Approved)

Ratification of Westwood Schools' Custodians and Maintenance Personnel (SEIU Local 888) Contract.

MOTION made by Dorothy Parmelee to ratify the Westwood Administrative Assistants' Association contract. Motion seconded by Amanda Phillips.

Result: 4-0-0 (Approved)

Approval of School Committee Liaison/Subcommittee Assignments

The Committee agreed to table this vote until liaison assignments were finalized.

Approval of Meeting Minutes

MOTION made by Maya Plotkin to approve the meeting minutes of June 9, 2022; June 21, 2022; June 23, 2022; and July 7, 2022. Motion seconded by Amanda Phillips.

Result: 4-0-0 (Approved)

Approval of Section C (General School Administration) School Committee Policies

MOTION made by Amanda Phillips to approve Section C of the School Committee policies. Motion seconded by Maya Plotkin.

Result: 4-0-0 (Approved)

Approval of Section D (Fiscal Management) School Committee Policies

MOTION made by Dorothy Parmelee to approve Section D of the School Committee policies. Motion seconded by Amanda Phillips.

Result: 4-0-0 (Approved)

Acceptance of Grant Funds

MOTION made by Amanda Phillips to approve grant funds from the ExxonMobil Educational Alliance Math and Science School Grant Program. Motion seconded by Maya Plotkin.

Result: 4-0-0 (Approved)

Acceptance of Gift

MOTION made by Maya Plotkin to accept, with thanks, a gift from Ujjwal Dhoot and Sachita Laddha for the Integrated Preschool. Motion seconded by Dorothy Parmelee.

Result: 4-0-0 (Approved)

New Business

There was no new business.

Adjournment

MOTION made by Maya Plotkin to adjourn the meeting. Motion seconded by Amanda Phillips.

Result: 4-0-0 (Approved)

The meeting adjourned at 9:30pm.

Documents/Exhibits Used at Meeting

- Draft 2022-2023 School Committee Agenda Items
- Draft Strategy for District Improvement, including priorities for 2022-2023
- Draft meeting minutes from June 9, 2022 for the Committee's review and approval
- Draft meeting minutes from June 21, 2022 for the Committee's review and approval
- Draft meeting minutes from June 23, 2022 for the Committee's review and approval
- Draft meeting minutes from July 7, 2022 for the Committee's review and approval
- Memo from J. Cianciarulo to School Committee regarding 2022-23 planning, dated July 21, 2022
- Memo from L. Jn-baptiste to School Committee regarding Prodigy Instructor Rates, dated July 27, 2022
- School Committee Liaison and Subcommittee Assignments Worksheet
- School Committee Policies – Section C (General School Administration) – Third Reading
 - CA—Administration Goals
 - CB—School Superintendent
 - CBD—Superintendent's Contract
 - CBI—Evaluation of the Superintendent
 - CCB—Line and Staff Relations / Staff Relations
 - CE—Administrative Councils, Cabinets, and Committees
 - CH—Policy Implementation
 - CHA—Development of Regulations
 - CHA/CDC—Development and Dissemination of Procedures
 - CHC—Regulations Dissemination
 - CHCA—Approval of Handbooks and Directives
 - CHD—Administration in Policy Absence
 - CL—Administrative Reports
 - CM—School District Annual Report
- School Committee Policies – Section D (Fiscal Management) – Third Reading
 - DA—Fiscal Management Goals
 - DB—Annual Budget
 - DBC—Budget Deadlines and Schedules
 - DBD—Budget Planning
 - DBG—Budget Adoption Procedures
 - DBJ—Budget Transfer Authority
 - DD—Grants, Proposals, and Special Projects
 - DEC—Federal Funds Supplement not Supplant Policy
 - DGA—Authorized Signatures
 - DH—Bonded Employees and Officers
 - DI—Fiscal Accounting and Reporting
 - DIE—Audits
 - DJ—Purchasing
 - DJA—Purchasing Authority
 - DJE—Bidding Requirements / Procurement Requirements
 - DK—Payment Procedures

- DKC—Expense Reimbursements
- Westwood Administrative Assistants' Association contract
 - Summary of agreements
 - Redline version of new agreement
 - Final version of new agreement
- Westwood Schools' Custodians and Maintenance Personnel (SEIU Local 888) contract
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