

WESTWOOD SCHOOL COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
November 29, 2023

Attendance and Call to Order

The meeting was called to order at 11:03am by Maya Plotkin. Also present was Dori Parmelee, Superintendent Piowar, Assistant Superintendent Allison Borchers, Director of Finance and Operations Lemma Jn-baptiste, and Director of Facilities Tom Carey were present on behalf of the district.

Harley Pease recorded the minutes.

Discussion Items

Superintendent Piowar discussed with the subcommittee the process for the Master Capital Study for the WPS.

Superintendent Piowar articulated that including the educational vision in capital improvement is paramount. What is most appropriate is finding someone to complete the RFQ who is well versed with the 'portrait of a graduate.' With NEASC accreditation coming up, NEASC will be coming in the Spring of 2025. Having the portrait of a graduate completed before NEASC comes will be helpful when that time comes.

The release of the RFQ will likely be by the end of January with a firm picked by the end of February with the goal of having the work done by the end of June. This is so that strategy can be completed by the start of next school year.

SMMA Report

Director of Finance and Operations Lemma Jn-baptiste discussed the SMMA report, which was produced in October. The scope of the SMMA study excluded roofs and looked more at mechanical systems and fire, electric, and HVAC safety.

The roof study was done by TREMCO previously. The structural report done by SMMA, previously, was still current and accurate enough for them not to need to go back to report on structures.

In each building, SMMA highlighted the top 5-6 items in each building that needed to be addressed. Ms. Jn-baptiste asked them to focus on safety concerns or high-cost items.

Action Items

MOTION made by Dori Parmelee to approve the meeting minutes from June 28, 2023. Motion seconded by Maya Plotkin.

Roll-call vote:

Maya Plotkin: **Yes**
Dorothy Parmelee: **Yes**

Result: 2-0-0 (Approved)

MOTION made by Dori Parmelee to approve the meeting minutes of September 19, 2023. Motion seconded by Maya Plotkin.

Roll-call vote:

Maya Plotkin: **Yes**
Dorothy Parmelee: **Yes**

Result: 2-0-0 (Approved)

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New Business

There was no new business.

Adjournment

MOTION made by Maya Plotkin to adjourn the meeting. Motion seconded by Dori Parmelee.

Roll-call vote:

Maya Plotkin: **Yes**

Dorothy Parmelee: **Yes**

Result: 2-0-0 (Approved)

The meeting was adjourned at 12:07pm.