

TOWN OF NORWOOD  
School Committee Meeting  
James R. Savage Educational Center  
Wednesday, September 14, 2016

A meeting of the Norwood School Committee was held on Wednesday, September 14, 2016. The meeting was called to order at 7:00 p.m.

**Committee Members Present:** Mr. James Gormley, Chairman, Ms. Lisa Igoe; Mr. Patrick McDonough, Mrs. Michelle Eysie Mullen and Ms. Myev Bodenhofer.

**Administrators Present:** Mr. James Hayden, Superintendent of Schools; Dr. Alec Wyeth, Assistant Superintendent for Instruction, Curriculum and Assessment; and Ms. Ann Marie Ellis, Director of Finance and Operations.

**Minutes:** Mr. McDonough made a motion to approve the minutes of August 24, 2016, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 5-0.

**Correspondence:** Chairman Gormley acknowledged receipt of the following correspondence:

- Special Town Meeting letter dated September 7, 2016; and
- Information from IMPACT Norwood regarding the marijuana debate.

**Warrants:** Chairman Gormley informed that there were warrants to be signed.

**Public Forum:** Chairman Gormley informed that this was the time in the meeting for members of the public to address the School Committee with items that they would like to see on a future agenda.

Mr. Lou Krueger, who had three children come through the Norwood Schools, was here this evening to ask the Committee to consider taking a vote opposing lifting the cap on Charter Schools.

Chairman Gormley said we have taken that vote already, but Mrs. Bodenhofer added that the minutes have not been posted to the website as they were just approved this evening.

**Announcements:** None.

**Appearances:** Narcan Protocol: Mrs. Jill Driscoll, Head Nurse, was here this evening to review protocol for suspected opioid overdose of student or staff.

She said that we now have a standing order for Narcan in the Norwood Schools. She said the nurses are all trained at this point. She is also working with David Morgan who is the consulting pharmacist for the District Attorney. Each of

the eight schools will be stocked with two doses per school. Mrs. Driscoll confirmed that all the police, fire and EMT's will be carrying Narcan with them. The Members had an opportunity for questions and comments.

**Executive Session:** Chairman Gormley informed that at this point in the meeting, the Committee needed to enter into Executive Session to conduct a strategy session in preparation for negotiations with Unit A and Union 50.

At 7:30 p.m., Mr. McDonough made a motion to move **Executive Session** (M1) up in the agenda, which was seconded by Ms. Igoe. The Committee was polled and voted unanimously in favor 5-0.

**Open Session:** Open Session resumed at 8:45 p.m.

**Reports:** None.

**Superintendent's Report and/or Late Agenda:** Mr. Hayden suggested that Mrs. Bodenhofer update on the Long Range Building Study Committee. Mrs. Bodenhofer said she and Mr. McDonough serve as the School Committee Representatives on this Committee. She updated that the Committee is pleased that they have received seven bids. They have narrowed it down to three very impressive candidates and interviews will begin next week. They expect the process to last about six months. It will include all the buildings except the High School, including the Savage Educational Center.

Mr. Hayden said we have had a Statement of Interest for the Coakley Middle School HVAC project, which has been submitted for about 10 years. Mr. Hayden said that since we are doing a long-range building study, Diane Sullivan of the MSBA suggested putting the Statement of Interest on hold until we get the long-range building study information

Mr. Hayden suggested removing the Coakley Middle School HVAC Statement of Interest from MSBA until we have a complete picture from the long-range building study. Mr. Hayden said we are in a good situation and it would help our case more if we deferred for a year.

Mrs. Bodenhofer made a motion to put the Coakley Middle School Statement of Interest on hold for a year, which was seconded by Mr. McDonough. The Committee voted unanimously in favor 5-0.

Mr. Hayden said he and Mr. Riccardi will update the Selectmen.

Mr. Hayden then updated the Committee regarding the new lunch menus which are sent home as a hard copy or can be found on the school website. He showed the Committee how the on-line menus can be accessed easily.

Convocation Highlights: Mr. Hayden reviewed the Convocation highlights and shared some of the many reasons why we should all be proud of the Norwood Schools.

At this point in the meeting, Mr. Hayden gave the Members a letter, which stated that at the end of his current contract, and after 43 years, he will be retiring. Mr. Hayden said he believes that we are in a good place but there are still many big projects that need to be completed.

Chairman Gormley thanked Mr. Hayden for all his years of service to this Town and he will serve as Superintendent of this Town until the last day of his contract.

The Committee Members had a chance to address Mr. Hayden. They all agreed that this school system is much better off today than when he began six years ago. They also agreed that he has always done his best to put the best interest of the students in the forefront.

**Policy:** None.

**Budget:** FY17 Budget Update: Ms. Ellis updated that most of the first two months have been administrative costs and there are no anomalies at this point.

Mr. Hayden said that we need help in attracting new drivers for our Transportation Department as many of our drivers have left to go to our competitors' companies. He asked if we could offer our drivers a benefit of three vacation days. If these days are not used, they can get reimbursed for the three days plus one more which would equal four days.

Ms. Igoe made a motion to offer our van drivers and monitors a benefit of three days vacation time, adding that if the time is not used, they will be paid for the three days plus one more for a total of four days, which was seconded by Mrs. Mullen. The Committee voted unanimously in favor 5-0.

Mr. Hayden also updated that we are trying hard to negotiate fair and equitable contracts for our Unit A and Union 50 staff. Mr. Hayden suggested moving the next meeting to Monday, September 26<sup>th</sup> instead of Wednesday, September 28<sup>th</sup> so that we have a week and a half to continue reviewing budgets in an effort to try to settle contracts.

Ms. Igoe made a motion to change School Committee Meeting of Wednesday, September 28<sup>th</sup> to Monday Sept 26 at 7:00, PM., which was seconded by Mr. McDonough. The Committee voted unanimously in favor 5-0.

Mr. McDonough made a motion to approve the following transfer, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

<b>Transfer From:</b>	<b>Transfer To:</b>
6030 0891 SCH IS/TB-Copier Sup. SHS \$1,600.00	6020 0662 SCH ISNT. Sal – SHS Guid \$3,000.0
6030 0901 IS/TB-SHS ADM INST. SUP \$1,000.00	
6020 1221 SCH CONT FEE – Grad SHS \$ 400.00	

**Total To Be Transferred From: \$3,000.00 Total To Be Transferred To: \$3,000.0**

Mr. McDonough made a motion to approve the following transfer, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

<b>Transfer From:</b>	<b>Transfer To:</b>
6030 0946 SCH IS/TB-CMS Science Int. \$700.00	6030 0867 SCH IS/TB- CMS Sci. TXT. \$700.00

**Total To Be Transferred From: \$ 700.00 Total To Be Transferred To: \$ 700.00**

**Old Business:** 2016-2017 Enrollment Update: Mr. Hayden reminded that October 1<sup>st</sup> is the date that enrollment is set. He and Dr. Wyeth reviewed enrollment and class sizes.

The Members had an opportunity to share their thoughts and concerns.

**New Business:** Draft Calendar of School Committee Agenda Items: Mrs. Bodenhofer made a motion to table this item until the October 19<sup>th</sup> School Committee Meeting, which was seconded by Ms. Igoe. The Committee voted unanimously in favor 5-0.

Parliamentary Procedures (Roberts Rules of Order): Chairman Gormley reminded that these procedures are in their “Charting the Course” booklets.

Mr. McDonough made a motion to table this item until the October 19<sup>th</sup> School Committee Meeting, which was seconded by Mrs. Bodenhofer for discussion.

Mrs. Mullen said she asked to have this item placed on the agenda as a result of the last meeting where, at one point in the meeting, she did not know how to respond as a new member. She said most of her questions are procedural. There was an opportunity for discussion and clarification on some of the procedures.

Mr. McDonough withdrew his motion.

School Committee – Staff Communications (SC Policy: BHC) – Use of School Committee Stationary: Mr. Hayden reminded that when there are communications with staff members, please go through the Superintendent first so there are no problems. He also reminded that the use of School Committee stationary if for correspondence from the whole committee to another person or committee.

Superintendent Search Material: Chairman Gormley shared a packet that is also included in the “Charting the Course” booklet. He said it is filled with good information. Chairman Gormley said we opted to use the services of NESDEC for the last Superintendent Search. Chairman Gormley said he really appreciates the professional courtesy of the Superintendent in letting the Committee know this early in the school year of his intention to retire.

The Committee Members agreed that we should begin the search immediately, and that this should be put on the next agenda as funding for an outside company to assist in the search needs to be discussed.

Special Town Meeting Warrant Article: - Use of Chapter 70 Funds:

**ARTICLE** To see if the Town will vote to allocate to the School Department a 55% share of the increased local aid from the Chapter 70 distribution which is \$199,776 more than originally forecasted at the May Town Meeting. The School Department local aid would increase by \$109,877,

**OR TAKE ANY OTHER ACTION RELATIVE THERETO.**

Ms. Igoe made a motion to approve the Article for the Town Meeting Warrant, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

**Consent Agenda:**

Acceptance of One Donation: Mr. Hayden recommended approving the following donation:

-85 Filled Backpacks & Assorted School Supplies from Norwood Hospital.

Mr. McDonough made a motion to approve this donation, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Mr. McDonough made a motion to approve the consent agenda, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

**Personnel:** 2016-2017 Staffing Update: and Employment Trends Report Part II: The Members received the 2016-2017 Staffing Update and the Employment Trends Report – Part II.

The Members had an opportunity for questions.

**School Committee Addenda**

Ms. Igoe said if you haven’t bought your tickets for Cinderella, please do so in advance so you won’t have to wait in a very long line the night of the show. She also

thanked Mr. Hayden for letting the Committee know about his retirement early so that they can start the search now, but there is still a lot of school left this year.

Mrs. Mullen said she is very excited to attending the presentation of Cinderella, as it will be a very professional and amazing show. Mrs. Mullen also said she will have a lot to say to him at the end of the year. She thanked him for his courtesy in giving them a lot of notice.

Mr. McDonough really enjoyed Norwood Day, and he added that the day after was the Red and Blue BBQ honoring the Police and Firefighters. Mr. McDonough thanked them all for their service.

Mrs. Bodenhofer said her children had a good first week of school. She also encouraged everyone to see Cinderella.

Chairman Gormley agreed.

**Executive Session:** Executive Session was moved to earlier in the regular meeting.

**Adjournment:** Mr. McDonough made a motion for adjournment at 10:45 p.m., which was seconded by Ms. Igoe. The Committee voted unanimously in favor 5-0.

Respectfully Submitted:

Donna G. Doliner, Clerk  
Norwood School Committee