

**Town of Norwood
School Committee Meeting
School Committee Room @ Savage Educational Center
Hybrid
Wednesday, May 3, 2023**

A hybrid meeting of the Norwood School Committee was held on Wednesday, May 3, 2023. The meeting was called to order at 7:06 p.m.

Committee Members Present: Mr. David Hiltz, Acting Chair; Teresa Stewart, Dr. Joan Giblin (arrived at 7:15 p.m.), and Ms. Kate Sibbing-Dunn

Committee Member Excused: Ms. Anne Marie Mazzola, Chair (Out of Town)

Administrators Present: Dr. Dave Thomson, Superintendent of Schools; Dr. Alec Wyeth, Assistant Superintendent for Instruction, Curriculum and Assessment; Ms. Karin Sheridan, Director of Finance and Operations and Dr. Charisse Taylor, Director of Strategic Initiatives

Minutes: Ms. Stewart made a motion to approve the following minutes:

- April 12, 2023 (Business Meeting Minutes);
- April 12, 2023 (Executive Session Minutes);
- April 25, 2023 (Sub Committee Meeting of the Whole);

This motion was seconded by Ms. Sibbing-Dunn. The Committee voted in favor 3-0.

Acting Chair Hiltz informed that Chair Mazzola was out of town and would not be joining the meeting this evening. He also informed that Dr. Giblin would be arriving shortly.

Correspondence: None.

Warrants: Acting Chair Hiltz said there were no warrants to be voted on this evening.

Public Comment: Acting Chair Hiltz 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. The School Committee has switched to a hybrid meeting and the public can access the meeting in person at the Savage Educational Center or live via NCM on cable, as it is live-streamed. For the cable channel guide and on-line link, please visit: <https://norwoodcommunitymedia.org>.

The Acting Chair reminded that there are now two ways the public can participate in the public forum portion of the meeting. (1) In person at the meeting or sign up in advance at the Superintendent's Office by noon the day of the meeting to pre-register; and (2) Call the Superintendent's Office at 781-762-6804 by noon on

the day of the meeting to register and receive a meeting link that will be accessible for public forum only.

No one registered in advance or at the meeting for Public Forum and the Acting Chair declared Public Forum closed at 7:08 p.m.

2023-2024 School Choice Hearing: Dr. Thomson informed that Massachusetts General Laws, Chapter 76, Section 12B requires the Norwood School Department to enrol non-resident students unless the School Committee votes by June 1, 2023 not to participate in the School Choice Program. Dr. Thomson recommended not participating in School Choice for the 2023-2024 School Year for the following reasons:

(1) Enrollments in Norwood are increasing; have been relatively volatile at certain grades within particular schools; and shortly will be reaching capacity enrolments for some existing school sites. Choice Students, once enrolled are the system's responsibility until graduation (or age 22 for SPED students) and may pose overcrowding in certain schools or courses.

(2) The income stream for Choice Students is on a declining scale with less income per pupil this year than last year.

(3) Norwood would be subsidising the cost of educating each choice student in that our per pupil expenditure is above the maximum allowable reimbursement.

(4) A Student may enrol as a regular education student (with \$5,000 As reimbursement); then apply for a team evaluation; and SPED services are exceeding \$5,000 would be paid entirely by the Norwood Public Schools.

Ms. Stewart made a motion that the Norwood School Department will not participate in the School Choice Program for the School Year 2023-2024, which was seconded by Ms. Sibbing-Dunn. The Committee voted in favor 3-0.

At 7:11 p.m., Acting Chair Hiltz declared the School Choice Hearing closed.

Appearances: Introduction of Assistant Superintendent: Acting Chair Hiltz said that due to the upcoming retirement of Dr. Alec Wyeth, an Assistant Superintendent position opened up and he welcomed Dr. J. J. Munoz to this evening's meeting as our new Assistant Superintendent for the upcoming School Year.

Dr. J. J. Munoz said he was very excited to join this community and he is thrilled to have the opportunity to work along side the dedicated teachers and staff. He said he cannot wait for his start in July, adding that he plans on being here a lot before his actual start date. He said he is preparing an entry plan to learn about all the great things going on in Norwood.

The Members had an opportunity to welcome Dr. Munoz.

Dr. Thomson said Dr. Munoz has already participated in an Executive Team Meeting and he brings a lot of expertise from his time as an Elementary Principal and has worked a lot on student engagement.

Impact Norwood - Youth Ambassador Update: Mr. Blood and Ms. Begg from Impact Norwood were here this evening to talk about the Impact Norwood - Youth Ambassador Program. Mr. Blood gave some of his background in Norwood and his past positions where he witnessed addition to drugs and alcohol on a first hand basis. He is thrilled to be working with the Board of Health, Impact Norwood and the Youth Ambassadors. He said he looks forward to going around to the different schools and the town activities around town passing out information. Heather Begg said she is a Junior at Norwood High School and she has been a youth leader for Impact Norwood for over a year. She said there is a small but very dedicated group of students who meet and talk about mental health. She said May is Mental Health Awareness Month and they have put together some posters that have been hung up at the High School and Middle School. They also put together a PSA regarding Mental Health which Dr. Thomson shared.

School Health Council Update: (Moved up in the meeting) Ms. Stewart informed that the Members have received the minutes from Monday with the Administrative team and Impact Norwood as well as the minutes from the last School Health Council Meeting, as well as the plan of action. Ms. Ann Haley is helping to get the information out to grandparents and through the Senior Center. Ms. Stewart said that we can already see the amazing work that Heather is doing with the High School and reaching out to students.

Ms. Begg shared that over last summer, the group put together some slides on what things would help students trust and connect with teachers. She said one of the areas they noticed in the MetroWest data is that a lot of students don't get a sense of community in the schools or they don't have a teacher they feel they can talk to.

Ms. Stewart said that the Youth Ambassadors were going to reach out to Mr. Quigley to see if there was any way of getting the slides into the curriculum. Ms. Stewart said that we are also trying to partner with the library and they will be attending the 5th Grade Open House at the CMS.

Ms. Stewart reminded that when Mr. Quigley was here he gave us some data and added that there is more data added in three graphics on (1) Social Media use (2) The Connectiveness in the schools; and (3) Students reporting if they have supportive adults. The next meeting will be on June 8th at 3:30 p.m. at the High School Library and is open to the community.

Dr. Wyeth said he would be happy to look at the slide deck to see if it ties into Highlander and if it connects with staff.

Facilities Update - Quarterly Report - Mr. Riccardi said its been a good year and the budget is in good shape due to:

- no snow;
- plumbing work done in-house;
- most electrical done in-house;
- lot less vandalism this year.

Mr. Riccardi informed that there are 28 custodians and one lunch truck driver on the school side. There are 9 town custodians for the downside. The office staff and 7 maintenance craftsmen are split 50/50. He shared that 83-84% of the work orders are for the schools.

The Balch oil burners have been converted to dual fuel burners and the gas company will run a line into the Balch the end of this month. Two of the elementary schools are 99.9% LED Lights (Willett and Balch). By the end of June, all the elementary schools will be done, This will help to reduce electric bills. He said it's been a good and productive year, but we don't know what the future brings financially. This summer we will be doing the parking lots at the Oldham and at the Willett.

Mary O'Brien shared that custodial supplies are costing much more this year than other years.

Mr. Riccardi said a lot of the money is encumbered but not spent yet. He said we should be in the black overall.

There was some discussion around a leak at the High School that had an unexpected expense of \$20,000. (On the 2nd and 3rd floors).

The Members had an opportunity for questions and comments.

Ms. Sheridan gave kudos to Mary O'Brien for all her work.

Superintendent's Report and/or Late Agenda: Dr. Thomson updated on the following:

- National School Nurses Day - May 10th;
- Staff Request - 1:1 paraprofessional for new student at LMPA;
- Family Workshop (first of three)
 - Tuesday, May 9th at 6:30 p.m. - Anxiety and Trauma
 - Reminder and links to be sent out
- Audit -No finding
 - Dr. Thomson congratulated Ms. Sheridan and her staff on a clean audit
- One Year SIP's - linked to the agenda
- Post Prom Volunteers needed for this Friday
- Thank You to Karen Hurlly for last weekend's wonderful events to support Norwood's Unified Programs
 - Unified Boot Camp - last Friday Night
 - Race to Embrace - Last Sunday

- NPS has been awarded: One of the Best Communities for Music Education Award
-from the National Association of Music Merchants Foundation
 - Last Day of School - Wednesday, June 21st (half day)
 - Job Openings: School Psychologist; 5 Paras; Long & Short Term Subs; Extended Day; and Summer Program Staff
- Staffing Requests - 1:1 para at LMPA

Ms. Stewart made a motion to approve a .08 FTE for a 1:1 at the LMPA for the remainder of this year and then a 1.0 FTE for 2023-2024 School Year, which was seconded by Ms. Sibbing-Dunn. The Committee voted in favor 4-0.

Budget: Budget Sub Committee Meeting: Ms. Stewart said the Sub Committee last met on April 24th and Ms. Sheridan will be sharing the information from that meeting this evening. She also informed that Dr. Thomson, Ms. Sheridan and Chair Mazzola went to the Town Meeting information session on April 24th and she understands that went well. Ms. Stewart then added that she and Dr. Thomson will be going to a meeting with the Board of Selectmen and Finance Commission tomorrow to finalize the language for Town Meeting warrants. If there is anything the Members want added or changed, please let Ms. Stewart know by tomorrow morning.

The next Sub Committee meeting will be on Tuesday, May 9th and they will focus on priorities and goals of the sub committee work, rental fees and continuing the analysis of the shared cost agreement with the Town. Also, on May 9th the Sub Committee will be going to the Board of Selectmen Meeting regarding the Special Ed Reserve Fund, which we will be talking about this evening. We will be voting on removing some money from the Special Ed Reserve fund and if we vote in the affirmative, the Board of Selectmen will also have to vote in the affirmative.

BTD / Quarterly Report Discussion: Ms. Sheridan reviewed the Budget to Date / Quarterly Report through March 31, 2023.

Beginning Budget	\$52,801,033
Expended through March 31st	\$31,274,608
Encumbrances	\$21,674,287
Balance	\$-147,856
Still in SPED Education Fund	\$300,000
Circuit Breaker Remaining	\$363,211

Ms. Sheridan shared the areas of concern, including the vans used to transport students keep breaking down and she has driven down Route 1 looking at car dealerships for available vans. She also said out-of-district tuition continues to rise and we are now 16 students over budget. We are budgeted for 74 out-of-district students in FY24.

Ms. Sheridan informed that she would like to hold on to as much Circuit Breaker as she can so that she will have it for next year. She will be requesting \$150,000 this evening from the Special Education Reserve Fund this evening and Ms. Sheridan said she is pretty certain that she will be coming back next meeting to request another \$150,000 which will deplete the Special Education Reserve we budgeted for this year.

Ms. Sheridan shared the good news that we did qualify for Extraordinary Relief in the amount of \$578,386.00 (which will go into Circuit Breaker and should be received by the end of the School Year).

Special Education Reserve Fund: Dr. Thomson asked the Committee to approve the request to transfer \$150,000 from the SPED Reserve Fund.

Per Mass General Law Chapter 40 Section 13E, funds shall only be distributed from the Special Education Reserve Fund after a majority vote of the School Committee and a majority vote of the Board of Selectman. The Norwood Public School District is requesting a transfer from the Special Education Reserve Fund to the Norwood Public School General Fund in the amount of \$150,000.00.

The funds would be used to cover the following expenditures:

- SPED - Contracted Services - \$120,000
- SPED- Repair & Maintenance - \$20,000
- SPED - Other Out of District - \$10,000

Total: \$150,000.00

Ms. Sibbing-Dunn made a motion to approve the request for the transfer \$150,000 from SPED Reserve Fund, which was seconded by Ms. Stewart. The Committee voted in favor 4-0.

Approval of Grant: Ms. Sheridan requested approval of the following grant: ST Math Grant - For a participation fee of \$3,500 per year, new ST Math Schools, the award includes over \$40,000 in licensing, implementation, professional development, and support fees over the three-year term.

Ms. Stewart made a motion to approve the ST Math Grant for a participation fee of \$3,500 per year which will include over \$40,000 in licensing, implementation, professional development and support fees over a three-year term, which was seconded by Ms. Sibbing-Dunn. The Committee voted in favor 4-0.

Old Business: Highlander Update: - Dr. Wyeth updated on the results of the Student Experience Survey. He shared how the SES data aligned to the CRISP Domains: Student vs. Teacher responses. Dr. Wyeth said part of this is heightening teachers' awareness of what students are saying about what they perceive is going on in their classrooms. Dr. Wyeth said when he gets the end-of-year data he will be happy to

come back for another update on the growth we see from the beginning of the year through the end of the year.

Ms. Stewart asked if the students every receive the MetroWest Survey information. She informed that Heather Begg had said at the last School Health Council Meeting that the results of the MetroWest Survey are never shared with the students.

Dr. Wyeth said he would check with Dr. Galligan and Dr. Fraczek to see if they do share the information.

Dr. Wyeth said that there are some twists and turns at this point with Highlander as they are switching to a new vender for this survey tool. He said there are some questions around data privacy that Joe Kidd needs to look into. He said if the new vendor does not have a data privacy agreement in place, then this will be an issue.

Acting Chair Hiltz asked that when Dr. Wyeth comes back in June for another update, that he have the recommendation from the Professional Development Committee and the Admin Team regarding continuing work with Highlander as they begin using a new vendor for surveys.

Naming of the Middle School: Acting Chair Hiltz reviewed the updated timeline for the Naming of the new Middle School. He said the highlighted dates are the changed dates, and although he doesn't believe we should rush, the policy is very clear with the process. He said the goal is to have a name for the new Middle School by October 31st of this year. He reminded that the School Committee has the authority to name the building.

Acting Chair Hiltz reviewed *Policy FF* which is pretty clear on the process of naming of a school. Mr. Hiltz said it is very clear that there needs to be a period of time that we put it out to the public and allow people the ability to submit their recommendations for names.

Acting Chair Hiltz said *Appendix A - Page #3* is all new: May 3rd - June 7th - make the form available for nominations and communicate the process through the schools (Principals, PTO's, PTA's, School Councils, etc). Nominations would close June 7th.

On June 21st, the School Committee will review all of the submissions and create the list to be presented at a public forum or public comment in the fall. The Committee will choose a night for the fall public forum this evening.

In September we will have a public comment night.

At the 2nd scheduled School Committee Meeting in September, the Committee will present the final choices and we plan for the last steps of voting.

In October, we could allow the 4th and 5th grade students (who will be the first to occupy the new school) to vote on the final choices.

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

There was some discussion that trying to have public forums in May and September aren't great as they are very busy times. Also there was much discussion regarding opening up the voting to the current CMS students as they will be living through the construction.

After some discussion, it was agreed that the students in grades 5-8 in September of 2023 will be able to vote.

Then, it was agreed to move public comment from May 3rd to June 21st and then move the June 21st review of nominations and the public comments to the July 18th summer meeting.

Regarding the nomination form, Ms. Sibbing-Dunn asked that we add information about the process and timeline so people know what to expect.

- Community nomination; then
- School committee narrow down choices;
- Then 2023 5th - 8th grade students vote.

The nomination information will be sent out through *Parent Square* and put in on the website. We ask that the principals have the schools participate.

Dr. Giblin asked that we add the timeline to the nomination form.

Dr. Giblin made a motion to approve the Naming of the Middle School Timeline with the adjustments/edits/revisions as discussed this evening, and Mr. Hiltz will forward the final version to the Committee before it goes live on the website, which was seconded by Mr. Sibbing-Dunn.

Ms. Stewart asked Dr. Thomson to see when the Principals set up their open houses so that we are not asking people to attend Open Houses and Public Forums on the same night.

Regarding the vote, the Committee voted in favor 4-0.

Acting Chair Hiltz and Ms. Stewart will share this information with the Middle School Building Committee at the next meeting.

SC Goals for May 2023- March 2024: This item was tabled.

Schedule July 2023- June 2024 SC Meeting Dates: Acting Chair Hiltz created and shared the draft 2023-2024 School Committee Meeting Dates. The Members had an opportunity to share their thoughts and make suggestions.

After much discussion, the final schedule is as follows:

S. C. Meeting Dates - 2023-2024:

Tuesday, July 18th

Thursday, August 10

(Workshop or SC of the Whole Committee TBD - either last week of August or first week of September for Planning, Goals & Function)

September 13, 27

October 11, 25

November 15

December 6, 20

January 2024 - 10, 24

(TBD Workshop RE: Budget with Karin - Jan/Feb?)

February 7, 14

March 6, 20, 27-Budget Hearing

April 10

May 1, 15

June 5, 12

Ms. Stewart made a motion to approve the dates that have been revised this evening, and that a potential workshop date be added, date to be determined, for some time the end of August or beginning of September; and a Budget Workshop to be added the end of January or February, which was seconded by Ms. Sibbing-Dunn. The Committee voted in favor 3-1 (Acting Chair Hiltz opposed).

Superintendent's SMART Goals for Year 2: Acting Chair Hiltz shared that the Mid Cycle Check-In (dated March 8th) has edits in blue. He said there is a shorter one that is just the goals adjustment document for 2023-2024. The Members had an opportunity for questions and comments.

There was some discussion about the Family Survey. Dr. Giblin clarified in the document that by January 2024, the School Committee will receive a report with the synopsis of the Family Survey Report Results with recommendations for improvements and an implementation plan for improvements.

Dr. Giblin clarified, after some discussion, that the evidence under the goal for strategic planning sessions for the final year, in late spring 2023, is one of the evidence pieces that shows the strategic planning, including a system for monitoring progress for the Committee in the Summer 2023.

Dr. Giblin and Mr. Hiltz worked with Dr. Thomson for the adjustments for

Dr. Giblin made a motion to approve the goals as edited, which was seconded by Ms. Sibbing-Dunn.

Ms. Stewart reminded that someone needs to take that document and embed it into the full document.

Regarding the motion on the table, the Committee voted in favor 4-0.

School Health Council Update: Moved up in the meeting.

Policy: Policy Sub Committee Update: Ms. Sibbing-Dunn updated that the next Policy Sub Committee Meeting will be May 11th. They will be discussing the following:

- Policy KCD Template for PTOs and principals to outline their fundraising goals so we would have an overview of what's going on at the different schools.
We will bring something back to the Committee for the 2nd meeting in June.
- Bring the Policy LTA to the May 17th meeting;
- Memorial Policy will be looked at at the next meeting.

Legislative Advocacy: Ms. Stewart said she has been meeting with Jody Smith and the Members have received a draft letter in the packet that has been approved by Ms. Smith. Ms. Stewart read the letter. Dr. Wyeth made some recommendations, which Ms. Stewart will incorporate into the letter.

Dr. Giblin made a motion to approve, which was seconded by Mr. Hiltz. The Committee voted in favor 4-0.

New Business: Transportation Registration and Timeline for 2023-2034: Ms. Sheridan reviewed the Transportation registration and timeline.

Dr. Thomson said this will be posted on the website and sent out through Parent Square.

Assistant Transportation Director/ Coordinator Position: Ms. Sheridan said the Members received some papers in their packets for transportation. The fees will remain the same as last year. The \$25 Admin. Fee will be waived if the families sign up by June 5th. The timeline begins on May 22nd and will run through June 30th, with a waitlist only after June 30th. There will be no guarantee of a seat on the bus after June 30th. There is no charge for Kindergarten students riding the bus or grades 1-6 who live more than 2 miles away from their assigned school. The free and reduced application is on line. The passes will be delivered the week of August 29th if registered by June 30th. The passes will be delivered to the schools to hand out to the students.

Assistant Transportation Director / Coordinator Position: Ms. Sheridan informed that Marie Shaughnessey will be retiring in May and the person that is hired will assist Al Bishop and be in line to take over when Al retires. The Committee needs to vote on the job description this evening.

Ms. Stewart made a motion to approve the job description for the Assistant Transportation Director / Coordinator, which was seconded by Dr. Giblin. The Committee voted in favor 4-0.

Consent Agenda: Acceptance of One (1) Donation: Dr. Thomson recommended accepting the following donation/ rebate:

-Bay State Textiles - March Rebate - \$511.00

Mr. Hiltz made a motion to accept this donation/rebate, which was seconded by Dr. Giblin. The Committee voted in favor 4-0.

School Committee Addenda: Ms. Stewart shared that the Orient Lodge announced the 25 Teachers that have been nominated for Teacher of the Year. Ms. Stewart read the names of the Norwood Public Schools nominees and congratulated them all.

Ms. Sibbing-Dunn had none.

Dr. Giblin had none.

Acting Chair Hiltz informed that the next Elementary Study Committee meeting will be meeting on Tuesday, May 16th at 4:00 p.m. This meeting will be virtual and anyone from the public can join the meeting by calling the Superintendent's Office to get the link.

Executive Session: Acting Chair Hiltz informed that there would be an Executive Session for contract negotiations.

Ms. Stewart made a motion for Executive Session at 10:02 p.m., which was seconded by Dr. Giblin . The Committee Members were polled and voted in favor 4-0.

Adjournment: Acting Chair Hiltz made a motion for adjournment at 11:07 p.m., which was seconded by Dr. Giblin. The Members were polled and voted in favor 4-0.

Respectfully Submitted:

Donna G. Doliner, Clerk
Norwood School Committee