

**TOWN OF NORWOOD  
School Committee Meeting  
Remote (On-Line)  
Wednesday, May 27, 2020**

A remote (on-line) meeting of the Norwood School Committee was held on Wednesday, May 27, 2020 (remote due to the Covid-19 virus). The meeting was called to order at 7:00 p.m.

*Governor Baker issued an Executive Order modifying certain requirements of the Open Meeting Law, to enable public bodies to carry out their responsibilities while adhering to public health recommendations regarding social distancing.*

*"In addition, all members of a public body may participate in a meeting remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location is suspended.*

**Committee Members Present:** Ms. Teresa Stewart, Chair; Ms. Myev Bodenhofer, Ms. Maura Smith, Mr. Dave Catania and Dr. Joan Giblin

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

An **Executive Session** was held at 6:30 p.m. prior to this evening's meeting.

Chair Stewart welcomed everyone to this evening's meeting and reminded that we would be using the following email: [npsschoolcommittee@norwood.k12.ma.us](mailto:npsschoolcommittee@norwood.k12.ma.us) for questions and comments for Public Forum this evening.

**Minutes:** Mr. Catania made a motion to approve the minutes of May 13, 2020, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 5-0.

Mr. Catania made a motion to approve the Executive Session Minutes of May 13, 2020, (part #1), which was seconded by Ms. Smith. The Committee voted in favor 5-0.

Mr. Catania made a motion to approve the Executive Session Minutes of May 13, 2020, (part #2), which was seconded by Mrs. Bodenhofer. The Committee voted in favor 4-0-1 (Ms. Smith abstained).

Dr. Giblin made a motion to approve the Executive Session Minutes of May 15, 2020, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 4-0-1 (Ms. Smith abstained)

**Correspondence:** Chairwoman Stewart shared the following correspondence:

-A letter from Mr. Paul Bishop, Chair of the Selectmen; Ms. Teresa Stewart, Chair of the School Committee; and Ms. Anne Haley, Chair, Finance Commission to the State House expressing their deep concerns over potential reductions in aide from the Commonwealth to cities and towns.

**Warrants:** Mr. Catania read a report regarding the warrants he signed last week on behalf of the School Committee:

Accounts Payable:	\$ 19,736.20
	\$ 35,032.85
	\$ 103,711.98
	\$ 86,655.20
	\$ 301,703.02
	\$ 75,725.03
	\$ 403,955.55
	\$ 60,476.74
	<u>\$ 450,137.65</u>

<b>Total Expenditure:</b>	<b>\$1,537,134.22</b>
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**Public Forum:** None.

**Announcements:** None.

**Appearances:** Coakley Middle School Improvement Plan and Handbook: Dr. Fraczek was here this evening to present the Coakley Middle School Improvement Plan and Handbook. She reviewed the goals.

Mrs. Bodenhofer made a motion to approve the Coakley Middle School Improvement Plan, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

Prescott Elementary School Improvement Plan – 2 year: Mr. Riley was here this evening to present the Prescott Elementary School's Improvement Plan. Mr. Riley reviewed this past year's goals and then shared the goals for 2020-2022.

Mr. Catania made a motion to approve the Prescott Elementary School Improvement Plan, which was seconded by Ms. Smith. The Committee voted unanimously in favor 5-0.

Balch Elementary School Improvement Plan – 2 year: Mrs. Ferreira was here this evening to present the Prescott Elementary School's Improvement Plan. Mrs. Ferreira reviewed this past year's goals and then shared the goals for 2020-2022.

Ms. Smith made a motion to approve the Prescott Elementary School Improvement Plan, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

Cleveland Elementary School Improvement Plan – 2 year: Mrs. Coppola was here this evening to present the Cleveland Elementary School's Improvement Plan. Mrs. Coppola reviewed this past year's goals and then shared the goals for 2020-2022.

Mrs. Bodenhofer made a motion to approve the Cleveland Elementary School Improvement Plan, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

**Superintendent's Report and/or Late Agenda:** Dr. Thomson updated that we have ordered computers for the High School Careers Pathway Program (for computer lab). Dr. Thomson then informed that we can take those computers off the Capital Outlay requests.

Mr. Catania made a motion to remove computers for the Career Pathways Program from the Capital Outlay requests, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Dr. Thomson shared that he and his administration team are working hard to plan for next year and all the unknowns around trying to run the schools next year. He said that we are purchasing more Chromebooks so that all students in grades 1 and up will have a Chromebook. He added that now is the time to purchase PPE and cleaning supplies for next year, adding that if we wait until July or August, we may not have it in time.

**Budget:** Chartwell's Contract Amendment: Ms. Sheridan reminded that we currently have a contract with Chartwell's. Each two years, the contract needs to have an amendment signed. Chartwell's is asking for a 3% increase for administrative and management fees.

Mrs. Bodenhofer made a motion to approve the amendment, which was seconded by Dr. Giblin. The Committee voted unanimously in favor 5-0.

End of Year Report/Audit: and Shared Cost Allocation Agreement with Town: Ms. Sheridan updated that the 2019 End of Year/Audit is complete. She shared the findings.

- (1) Prepaid tuitions in FY18 were not added back into FY19 end of year report, which has been corrected right away;
- (2) Regarding Municipal expenditures that result in services directly related to the School Committee, the Department of Education requires a copy of a written agreement between the School Committee and Municipal Officials documenting agreed upon methodology to be used when

allocating, distributing and deciding municipal expenditures to the Schools. Ms. Sheridan reminded that we signed an agreement for FY20, and it will not be a finding in FY20. Ms. Sheridan has an agreement to sign that will complete that finding for FY19. Ms. Sheridan mentioned that the Cost Agreement between the Town and the Schools was for one-year, because we thought the Joint Facilities was still up in the air. She suggested signing this agreement for another year so we would be complete.

Mrs. Bodenhofer made a motion to sign those letters, as Ms. Sheridan recommends, which was seconded by Ms. Smith. The Committee voted unanimously in favor 5-0.

Budget Transfers: Ms. Sheridan updated regarding a budget transfer request:

For: SPED Legal Bills in the amount of \$3,269.00 from School Business Manager Salary Line;

For: 30 Student Services iPads in the amount of \$12, 899 from Textbooks District Wide Account; and

For: HS Career Pathways Computer Lab in the amount of \$19,974 – move from Social Studies Textbooks Account to the correct account: School Instructional Hardware Account.

Mr. Catania made a motion to approve all three budget transfers, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Bus Fees/ Reimbursements: Dr. Thomson updated that he has received a couple of requests for reimbursements for bus fees. Dr. Thomson reminded that a bus pass is \$300.00. He said we transported students for 2/3 of the year. He calculated that reimbursements would be around \$42. He said that he does not feel that carrying over \$42 for next year would be unreasonable. He said that next year we will need to add more buses to allow for safer rides to school.

The Members had an opportunity to share their thoughts on this matter.

Mr. Catania made a motion to postpone this item for one week for public discussion, which was seconded by the Chair for discussion. The Committee voted unanimously in favor 5-0.

FY21 Budget Discussion and Update: In the packets this week, the Members received a memorandum from Mr. Mazzucco, which was a result of the Finance Commission's concern about the revenue estimates.

Mr. Mazzucco (in planning for possibly \$2.7 million less in revenue), made the following suggestions:

- \$2.6 million in free cash that was allotted for capital items will be postponed;
- Pause additional retirement catch-up (\$500,000); and
- Pause Stabilization Fund contribution of \$428,000 (General Stabilization Account);
- Pause Stabilization Fund contribution of \$700,000 (Override Stabilization Account).

Mrs. Bodenhofer shared some of Mr. Mazzucco's other recommendations in case there is a revenue shortage.

**Old Business:** None.

**Policy:** None.

**New Business:** Legislative Advocacy: Chair Stewart reminded that back in January, Dr. Giblin recommended that we look at some legislative advocacy before Covid-19 arrived.

Chair Stewart asked if there are any issues that the Members would like her to advocate for on behalf of the School Committee.

The Committee has received a letter from Mr. Mazzucco regarding State Aid. The letter was drafted on behalf of the Board of Selectmen, the Finance Commission and the School Committee. She asked the Members if they approve of her signing the letter on behalf of the Committee.

Ms. Smith made a motion for the Chair to sign the letter on behalf of the Committee, which was seconded by Dr. Giblin. The Committee voted unanimously in favor 5-0.

**Consent Agenda:** Acceptance of Two Donations:

- Bay State Textiles – April Rebate - \$664.50
- Harvard Pilgrim - \$250.00 – Cleveland School

Ms. Smith made a motion to accept the donations, which was seconded by, Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

**School Committee Addenda:** Mr. Catania had none.

Mrs. Bodenhofer congratulated the Class of 2020, adding that she is looking forward to the virtual Class Day and Graduation. She then reminded that town

elections would be held on June 8<sup>th</sup>, adding that it will be a “no-touch election”, but mail in voting is also an option.

Ms. Smith also congratulated the Class of 2020. She reminded that although things are not the way we want them to be right now, it in no way takes away from the momentous occasion. Ms. Smith congratulated the students, staff and parents for making it this far in remote learning.

Dr. Giblin congratulated the Class of 2020. She also thanked the staff and parents who are working so hard to keep school going and for their resiliency. She then thanked the Food Service Workers for all they continue to do to feed our students and for the positive messages they keep sending the students.

Chair Stewart shared that she gave her graduation speech to Jack Tolman at NCM for the graduation ceremony. She said that she found it to be a very hard speech to write. She sent her best to the Class of 2020 and also sent thanks to Dr. Galligan and his staff.

**Executive Session:** (There was an Executive Session prior to this evening’s meeting).

Chairwoman Stewart informed that there was no need to go back into Executive Session this evening.

**Adjournment:** Ms. Smith made a motion for adjournment at 9:03 p.m., which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

Respectfully Submitted:

Donna G. Doliner, Clerk  
Norwood School Committee