

**TOWN OF NORWOOD
School Committee Meeting
Remote (On-Line)
Wednesday, June 17, 2020**

A remote (on-line) meeting of the Norwood School Committee was held on Wednesday, June 17, 2020 (remote due to the Covid-19 virus). The meeting was called to order at 7:00 p.m. (There was an Executive Session at 6:15 p.m., prior to this Business Meeting).

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, Mr. Dave Catania, Dr. Joan Giblin and newly elected, Ms. Anne Marie Mazzola

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.

Call to Order: School Committee Re-Organization: According to the policy of the Norwood School Committee, under the amended Section 1101 and Section 1102 of the Norwood School Committee Policies and By-Laws, the Superintendent is charged with the responsibility of convening the School Committee for the purpose of electing a Chair.

Dr. Thomson said that nominations were in order for the Chair of the Norwood School Committee.

Mrs. Bodenhofer made a motion to nominate Teresa Stewart to be Chair, which was seconded by Mr. Catania. With no other nominations, the Committee voted unanimously in favor 5-0.

Chair Stewart informed that nominations were now in order for the position of Vice-Chair of the Norwood School Committee.

Mr. Catania made a motion to nominate Mrs. Bodenhofer as Vice-Chair, which was seconded by Ms. Mazzola. With no other nominations, the Committee voted unanimously in favor 5-0.

Chair Stewart informed that nominations were now in order for the position of Secretary of the Norwood School Committee.

Mrs. Bodenhofer made a motion to nominate Dr. Dave Thomson to be Secretary, which was seconded by Mr. Catania. With no other nominations, the Committee voted unanimously in favor 5-0.

Dr. Thomson then appointed Mrs. Doliner as Clerk of the Norwood School Committee.

Chair Stewart welcomed everyone to this evening's meeting and reminded that we would be using the following email: 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 June 3, 2020, which was seconded by Dr. Giblin. The Committee voted in favor 5-0.

Mr. Catania made a motion to approve the Executive Session Minutes of June 3, 2020, which was seconded by Dr. Giblin. The Committee voted in favor 4-0-1 (Ms. Mazzola abstained).

Chair Stewart welcomed Ms. Mazzola to her first meeting of the Norwood School Committee.

Correspondence: None.

Warrants: Mr. Catania shared his report on the Warrants he signed on behalf of the Committee:

Accounts Payable	10,654.65
	14,276.16
	6,683.24
	10,896.21
	8,845.92
	403,120.00
	23,084.24
	3,362.65
	6,476.30
	48,235.67
	<u>41,887.58</u>
Total Expenditure of:	\$577,522.662

Public Forum: None.

Announcements: Dr. Thomson will save his items for Superintendent's Late Agenda.

Appearances: High School Improvement Plan and Handbook: Dr. Galligan was here this evening to present Norwood High School's Improvement Plan. He began by updating that Norwood High School met 72% of the state recognized goals in last year's Accountability Report, which was a big jump. He then shared the goals for 2020-2022.

1. Social/Emotional Learning (for the 3rd year);
2. Continuation of the Portrait of the Norwood High School Graduate – which include the 5 C's:
 - Being Collaborators;
 - Creators;
 - Communicators;
 - Critical Thinkers; and
 - Citizens
3. Continuation and Growth of Career Pathways;
4. Plan for a safe re-opening of schools in a remote, blended learning environment.

Dr. Galligan shared that the High School will begin a needs-assessment of Norwood High School's schedule this coming year and a committee has been formed.

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

Regarding the Handbook, Dr. Galligan said there were no major changes, and he reviewed the areas that had adjustments.

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

Extended Day Fees: Ms. Sheridan reviewed with the Committee the FY19-20 Extended Day Profit and Loss Statement.

<u>FY19</u>	
\$162,000	Starting FY19 Balance
\$641,149	Revenue
\$615,624	Salaries
\$124,680	Expenses

\$100,155 loss

\$61,855 – end of year balance due to starting balance of \$162,000

Ms. Sheridan explained that the Summer Program was unsustainable and was the big problem.

FY20 (with Covid shutdown)

\$61,855	Starting FY20 Balance
\$562,315	Revenue
\$538,111	Salaries
\$81,057	Expenses

-\$56,853 (loss)

\$5,000 – end of year balance due to starting balance

Ms. Sheridan explained that due to the Covid situation and loss of revenue, rent was only charged through February.

FY20 (estimates if there were no Covid shutdown)

-\$160,188

Ms. Sheridan shared that if rates are increased to \$5 per hour, there would still be a loss in the summer but a profit during the school year, which would end up breaking even at the end of the year.

Ms. Sheridan and Ms. Capezio did some projections and analysis at different rates per hour and they shared those figures.

Ms. Capezio proposed increasing the fees \$1.00 per hour, per child for next year and each year until the 2025 School Year. The 2021 School Year breakdown is as follows:

2 days a Week for One Month Costs:	\$120
3 Days a Week for One Month Costs:	\$180
4 Days a Week for One Month Costs:	\$240
5 Days a Week for One Month Costs:	\$300

Mrs. Bodenhofer made a motion to accept the \$5.00 per hour fee effective 7/1/2020 and also approve the salary proposal Ms. Capezio shared with the Committee, which was seconded by Mr. Catania.

Dr. Giblin was not in favor of a 25% increase and she shared the reasons. She suggested starting with a \$4.50 per hour increase to start. There was much discussion regarding what is needed to sustain and grow the program.

After much discussion, the Committee approved the motion on the table 4-1 (Dr. Giblin opposed).

Superintendent's Report and/or Late Agenda: Dr. Thomson said we were expecting some guidance on what the next School Year will look like by now. He said that guidance still has not come in and it may take a little longer. Dr. Thomson asked families to start looking at possible scenarios. School could be partly in school

and partly remote. He wants families to start thinking of how they will manage something like that. He mentioned possibly putting pods of children together (siblings, neighbors, etc) so that school and childcare can be coordinated.

Dr. Thomson said we are working on the curriculum over the summer so that it will be more engaging for students.

Dr. Thomson updated that the Building Committee has chosen an Owner's Project Manager for the Middle School Building Project. He thanked Alan Slater and Kathy Carney for all their hard work and leadership.

Dr. Thomson said we are looking to finalize the Cares Act money. He reviewed the four areas that the Cares Act money will be directed to.

At this point, Dr. Thomson shared the Strategic Plan Update. He reminded that the Covid-19 shutdown has affected some of the plans.

At this point in the Committee, The Chair read a resolution created by MASC on race relations.

Mr. Catania made a motion to sign the resolution on behalf of the Norwood School Committee, which was second by Dr. Giblin. The Committee voted unanimously in favor 5-0.

Dr. Thomson and Dr. Wyeth explained that they wanted to swap around some half-day professional development trainings. Dr. Wyeth explained that wanted to have Katie Novak do a professional development for our staff. With Covid-19, they had to move the training around. we scrambled to find some other dates for Katie Novak to offer PD to our staff. He explained that he would like to swap out the October half day to the following week, on October 21st. He said they need one more half day to complete the training. December 8th worked for Katie Novak and we could eliminate the November PD date.

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

Dr. Thomson updated that the computer lab that was on the Capital Outlay request, has been installed. The \$19,000 we had originally asked for was taken off the table.

Also, Dr. Thomson announced that the schools would be shutting down from Thursday June 25th through Monday, June 29th.

Budget: Fee Schedule: This item will be moved to the July meeting.

Budget Transfer: Ms. Sheridan said there were two transfer requests this evening and they were both for legal fees.

- (1) Additional Special Education Legal Fees through June - \$3,000 from School Contingency Fee TEC Assessment; and
- (2) Regular Legal Fees through June - \$6,100 from School Administration Audit (as audit has been encumbered)

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

Dr. Thomson said we currently have \$68,993 left in the budget from the override money due to professional development that didn't happen. Dr. Thomson recommended returning the money back to the town for free cash and recommend it go into the Stabilization Account.

Mr. Catania made a motion accept Dr. Thomson's recommendation, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

FY20 Budget: None.

Old Business: Superintendent's Evaluation Timeline and Composite Document: Ms. Stewart reviewed the timeline for the Superintendent's Evaluation. Dr. Thomson's self-assessment is due on June 30th. Dr. Giblin and Mrs. Bodenhofer offered to compile the composite. After some discussion, the Committee Members decided to adjust the timeline as follows:

Dr. Thomson – self-assessment – revised to July 10th;
Individual Assessments – due July 24th;
Mrs. Bodenhofer and Dr. Giblin can share the composite with the other Members on the morning of August 5th

The Chair invited Ms. Mazzola, the newest member, to participate in the process of the evaluation if she felt comfortable doing so.

Dr. Giblin made a motion that if Mrs. Bodenhofer and she detect themes in two or more assessments they will include them in the composite, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Mrs. Bodenhofer made a motion to share individual evaluations, which was seconded by Dr. Giblin. The Committee voted unanimously in favor 5-0.

After some discussion, the Committee decided to table the rest of this discussion until July 22nd. The ratings will be discussed and clarified at that meeting.

The Chair asked the Members to review the proposed 2020-2021 meeting dates she sent them to see if they work for everyone. She said that adjustments can be made if necessary, or we can post them as it.

Long Term Agenda: Members will discuss over e-mail.

Policy: Policy Sub Committee Update:

1. Budget Transfer Policy – Ms. Sheridan reviewed the laws of transferring funds

The Updated Budget Transfer Policy:

- Requests between major DESE 4 digit function codes – To School Committee for approval;
- Transfers between account lines within a school or department exceeding \$25,000 threshold – To School Committee for approval;
- Under \$25,000 threshold – Superintendent for approval – Report to School Committee on a monthly basis;
- Improve Efficiency/Timeline while keeping sound approval in place.

Ms. Sheridan also reviewed Fiscal Accountability and Grants and Revolving Funds.

After some discussion about the 4 digit function codes, Mrs. Bodenhofer made a motion to approve the policy after removing the function code listing, which was seconded by Mr. Catania. The Committee voted unanimously in favor 5-0.

2. Remote Learning Policies from MASC – MASC just put out a new policy regarding remote learning. The Members have the language of the policy in their packets. (Remote Learning: IHBHE) Dr. Thomson recommends this policy be approved. There is also an addendum that goes with it, but we are not recommending this be approved because Dr. Thomson should work on this with the stakeholders before approving.

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

3. Transportation Policy – The Chair reviewed the changes to the Transportation Policy. Dr. Thomson explained the bus situation and the explained that he needs to know how many students will be planning on being transported so he can get an idea of how many buses we are going to need.

4. School Committee Resolution – COVID-19 State Funding – The Chair shared another resolution that came from MASC. This resolution is one that 36 other towns have adopted regarding COVID – 19 State Funding. The Chair read the resolutions out loud.

Mr. Catania made a motion to sign this resolution, which was seconded by Dr. Giblin. The Committee voted unanimously in favor 5-0.

The Chair reminded that we entered into that contract with MASC for a policy audit, but added that there are 3 policies that MASC put out that we do not have in our policy manual. She said we should not wait until the audit is done to add them to the manual. These policies were:

- (1) Reconsideration of Instructional Recourses;
- (2) School Ceremonies and Observances; and
- (3) Educational Equity.

She then said there are some other policies related to instruction and curriculum that are outdated and need to be addressed.

New Business: TEC Board Representative: Dr. Thomson said that yearly we have to appoint a representative from the Committee to the Board. He said he has been the representative this year and would be willing to do so again.

Mr. Catania made a motion to keep Dr. Thomson as the School Committee Representative, which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Consent Agenda: None.

School Committee Addenda: Mr. Catania had none.

Dr. Giblin had none.

Mrs. Bodenhofer welcomed Anne Marie Mazzola to the Committee.

Ms. Mazzola said that she was excited to be here, adding that she has some big shoes to fill.

The Chair welcomed Ms. Mazzola to the Committee. She then announced that the Food Services Program will continue over the summer at all five sites from 11:00 – 1:00 Monday, Wednesday and Fridays.

Executive Session: Chairwoman Stewart informed that there would be an Executive Session for Contract Negotiations.

Mrs. Bodenhofer made a motion for Executive Session at 10:55 p.m., which was seconded by Mr. Catania. The Committee Members were polled and voted in favor 5-0.

Adjournment: Ms. Mazzola made a motion for adjournment at 11:50 p.m., which was seconded by Mrs. Bodenhofer. The Committee voted unanimously in favor 5-0.

Respectfully Submitted:

Donna G. Doliner, Clerk
Norwood School Committee