

**TOWN OF NORWOOD  
School Committee Meeting  
C. M. Callahan Elementary School  
Wednesday, November 20, 2019**

A meeting of the Norwood School Committee was held on Wednesday, November 20, 2019. The meeting was called to order at 7:00 p.m.

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

**Committee Member Excused:** Ms. Maura Smith,

**Administrators Present:** Dr. Dave Thomson, Superintendent of Schools and Dr. Alec Wyeth, Assistant Superintendent for Instruction, Curriculum and Assessment

**Administrator Excused:** Ms. Karin Sheridan, Director of Finance and Operations.

**Minutes:** Mrs. Bodenhofer made a motion to approve the minutes of November 4, 2019 and the Executive Session Minutes of November 4, 2019, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

**Correspondence:** Chairwoman Stewart acknowledged receipt of the following correspondence:

-Letter from Lee Kennedy of the Circle of Hope, dated October 30, 2019 requesting permission to distribute this year's flyer for Remembrance Night on the Common on December 7<sup>th</sup> from 5:00 – 7:00 p.m.

**Warrants:** Chairwoman Stewart informed that there were warrants to be signed. She then read the amounts:

Payroll Warrants	\$ 100,525.34
	\$ 1,549,929.62
Accounts Payable	\$ 18,554.76
	\$ 1,511.73
	\$ 3,768.00
	\$ 631.68
	\$ 30,715.09
	\$ 45,163.73
<b>Total Expenditure:</b>	<b>\$1,750,799.95</b>

**Public Forum:** None.

**Announcements:** Dr. Thomson will save his for the Superintendent's Report.

The Chair announced that just before she left for this evening's meeting, she spoke with Representative John Rogers who informed her that the legislation known as the Student Opportunity Act has passed and is on the Governor's desk to be signed.

**Appearances:** Alumni Weekend Information: Mr. Brian McDonough was here this evening to share the information regarding Alumni Weekend. He said that the Norwood/Dedham Football game will be hosted by Dedham this year. Mr. McDonough then reviewed the schedule for the whole weekend:

**Thursday, November 28<sup>th</sup>** – Away Game, Norwood vs. Dedham  
Broadcast and streamed LIVE on NCM at 10:00 am.

**Friday, November 29<sup>th</sup>** –  
1974 45<sup>th</sup> Reunion – OCC;  
1979 40<sup>th</sup> Reunion – Lewis' II;  
2004 15<sup>th</sup> Reunion – Little Bird/ Space Center;  
2009 10<sup>th</sup> Reunion – Chateau

**Saturday, November 30<sup>th</sup>:**  
11:45 am – NHS Walking Museum – Dedication Ceremony  
Come see an amazing collection of school memorabilia.  
2019 Display Case Dedications:  
Class of 1974; and  
Class of 1984  
  
12:00 pm – Reception in the Dining Hall  
Congratulate the Hall of Fame Class of 2019  
Refreshments will be served  
1:00 pm – 2019 Hall of Fame Induction Ceremony in the Paul Alberta  
Performance Center – Honoring this year's inductees:

Bill Wenstrom '57	Ken Sheehan '67
John DiCalogero '82	Mike Whittier '92
Sue Drummey Daley '90	Jim Martin '01
Coach Bruce Gregory	

**Saturday Evening Reunions:**  
1984 35<sup>th</sup> Reunion – Lewis' II  
1999 20<sup>th</sup> Reunion - Elks

Willett/LMPA School Improvement Plan: Ms. Carolyn Robbins, Principal of the Willett Early Childhood Center and the Little Mustangs Preschool Academy was here this evening to update the Committee on the School Improvement Plan for the Willett and LMPA. She reminded that for state reporting purposes, these two schools are combined.

In Kindergarten, there are 275 students this year. She updated that 45% of the students speak a language other than English and 27.6% are enrolled in English Language services. She is very happy that beginning next week, the Willett will be going from 1.5 English Language Teachers to 2.0 English Language Teachers.

Ms. Robbins reminded that there is a continuous enrollment at the Little Mustangs Preschool Academy. She said there is a rise in ASD and other complex needs. At this point in the year, she said that they have been notified of 31 children who will be turning 3 in Early Intervention who will be recommended for LMPA.

Ms. Robbins updated that a new playground set will be delivered to the Savage tomorrow, but at this point, they will wait until the spring to put it together.

Ms. Robbins reviewed the School Improvement Plan. The Priority Areas are as follows:

1. The Willett and LMPA (to the extent applicable) will define and refine its curriculum and practices in English Language Arts. By the end of the 2019-2020 school year there will be a consistent ELA program in K and possibly PreK with educators ready to implement in the 2020-2021 School Year.
2. The Willett/LMPA will define and refine its curriculum and practices as they relate to Social Emotional Learning (SEL). By the end of the 2019-2020 School Year a consistent approach to SEL will be mapped out and ready to implement in the 2020-2021 school year.
3. The Willett/LMPA School Council will identify and implement strategies for engaging with families from diverse cultural backgrounds. Efforts will be focused on learning about immigrant families and their hopes and dreams for their child's education in the Norwood Public Schools.
4. The Willett/LMPA will take an inventory of existing tech devices and software. It will then develop a proposal for purchasing additional technology tools to support instructional practices focused on blended and personalized learning.

The Committee Members had an opportunity for questions and comments.

Callahan School Improvement Plan: Mrs. Donna Brown, Principal of the Callahan Elementary School, welcomed everyone to the Callahan this evening. She began with a welcome from the Callahan "Cal-bot". Mrs. Brown then presented the Callahan School Improvement Plan with the Committee.

She was very excited to review with the Committee the MCAS scores that improved dramatically across the board.

She then shared the priority areas of focus for this year:

1. To meet the needs of all learners.
2. To maintain respectful partnerships.
3. To maintain a physically and emotionally safe environment.
4. To focus on strategies that help students more fully understand and retain standards-based information and skills.

The Committee had an opportunity for questions and comments.

Prescott Improvement Plan: Mr. Bryan Riley, Principal of the Prescott Elementary School, was here this evening to present the Prescott School Improvement Plan with the Committee.

Mr. Riley began by reviewing last year's goals and then reviewing the priority areas of focus for this year:

1. **Common Planning Time:** Develop a schedule in which all teachers receive at least 60 minutes per week of common planning time and establish collaboration and accountability structures to support effective use of this time.
2. **New and Innovative Instruction:** Provide teachers and staff with time and resources to support the implementation of new and innovative curricular programs.
3. **Response to Intervention/Data Team:** Establish a response to intervention referral system that establishes a core team and proper data collection to support all learners.
4. **Environmental Awareness Program:** Continue to expand and develop Prescott's Environmental Awareness Program in grades 1-5.

The Committee Members had an opportunity for questions and comments.

Oldham Improvement Plan: Mr. Robert Griffin, Principal of the Oldham Elementary School, was here this evening to present the Oldham School Improvement Plan. He said on his daily visits to each classroom, he is so impressed with the love and patience shown in every class. He would define the Oldham School as a happy school.

Mr. Griffin reviewed the priority areas of focus for this year:

1. The most significant area of need of attention involves the Oldham School's fifth grade science scores on the 2019 MCAS results. Historically, these scores have been lower than the district's and volatile from year to year. He shared the plans in place for improvement.
2. We will train staff, and begin implementing the newly adopted Renaissance Computerized assessments for grades 2-5, in math and ELA.
3. The ELA Committee, with the assistance of all classroom teachers, who are piloting reading programs, will come to a conclusion as to the

best of the three being piloted, and then purchase and begin implementation of the chosen program.

At this point in the meeting, the Chair moved the **Old Business: Green Community Program (vote) up in the agenda:** Mrs. Bodenhofer made a motion to approve this program, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

**Superintendent's Report and/or Late Agenda:** Dr. Thomson started by saying that it was such an honor to attend the Blue Ribbon Ceremony in Washington, D.C. at which ceremony the Prescott School was presented with their award. Dr. Thomson said less than 1% of all schools are honored. He then congratulated the Prescott again on earning such a prestigious award.

Dr. Thomson then congratulated the fall athletes and said that the Fall Awards Night was tonight at the High School. He said that we are seeing a lot of success and more participation in the sports program.

Dr. Thomson informed that on Monday he hosted a Community Forum that was taped by Norwood Community Media. He said the forum was an overview of the Strategic Plan and Goals of the Norwood School System.

Dr. Thomson then said that he hosted *Coffee with the Superintendent* today, adding that there will be two evening coffee hours coming up in the near future.

Dr. Thomson updated regarding MSBA, saying that they wanted to know how we will be using the extra space at the Elementary Schools if a 5-8 Middle School Plan goes forward. He said that information has been submitted and they attended another meeting last week.

Finally, Dr. Thomson reminded that there will be a free Thanksgiving Dinner next Monday at 5:00 p.m., hosted by Norwood High School and Chartwells. He reminded that those interested in attending must RSVP on Blackboard.

**Budget: FY20 Budget Transfers:** Dr. Thomson recommended approving the following budget transfers:

- Balch – Inst. Supplies: \$8,200 for some new furniture and materials;
- Callahan – Txbks: \$3,500 for new large storage packets for new tables;
- Oldham – Txbks: \$4,000 for some new equipment needed due to staffing move;
- High School - \$1,000 for NEASC Invoice Shortage.

Mr. Catania made a motion to approve these transfers, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 4-0.

There was some discussion as to the necessity of having to vote on every line item transfer within the same destination code.

The Chair said there is actually a transfer policy and they can look more into this.

At this point in the meeting, the Committee agreed to take a five-minute break.

**Old Business: Strategic Plan – Bi-Monthly Report:** Dr. Thomson shared with the public how they can find the Strategic Plan on the school's website: [www.norwood.k12.ma.us](http://www.norwood.k12.ma.us). He reminded that it is an ambitious plan that will be updated regularly. Dr. Thomson then reviewed some of the actions that have recently been taken towards goals.

Dr. Thomson informed that the next piece is moving the payroll part over to MUNIS.

Also, regarding Safety Measures and Procedures, he informed that we are on target and we do have a School Emergency Operation Plan Draft that was worked on and completed last year by the team of: Donna Brown, Cindy Derrane, John Greeley, Kerri Quinn, and Paul Murphy, Resource Officer. This draft has been reviewed by the Police Department and now we are in the draft revision process. We will be working to get the draft to a final stage and then training staff on procedures and risk assessment.

Superintendent Goals for 2019-2020 (vote): Mrs. Bodenhofer updated that we have proposed goals and action steps. She reminded that we need indicators for each goal. She copied in what the rubric says to be proficient. She asked the Members to let her know if they suggest any other changes.

There was much discussion as to ways Dr. Thomson can show a sampling of how appropriate and inclusive teaching practices have been implemented.

Mrs. Bodenhofer made a motion to approve the Superintendent Goals, with adjustments made this evening:

- Standard 1-B3: Add: "A sampling of how appropriate inclusive teaching practices have been identified and promoted"; and
- Standard 4-C1: Add: "School Committee notes on effectiveness of communication of policy and procedures",

which was seconded by Mr. Catania. The Committee voted in favor 4-0.

MOU for Joint Facilities Department: Mrs. Bodenhofer updated regarding the Joint Facilities Department. Mrs. Bodenhofer reviewed some options of how it could be set up:

- If we just left everything the same, we would have the status quo option and the General Government and the School Department would keep their budgets the same;

-We could have three different departments:

General Government – 40.4%;  
School Department – 52.4%; and  
Facilities Department – 7.2%

-Another option would be a shared expense option, but shared expenses usually come of the top and that would mean Facilities would have first dibs, which is not really what anyone wants.

Mrs. Bodenhofer then explained the utilities costs, explaining that the School Department is about 2/3% and the General Government is approximately 1/3%. She also explained anticipated utility costs.

Now that she has run the numbers, she feels that we can pull facilities budget out of the school budget and still live within our pledge. She would not agree to making the Facilities Department a shared department before the split, but if it was going to be a third department, she felt that would be a reasonable solution.

The Members should have received a draft Memorandum of Understanding from David Hajjar. Mrs. Bodenhofer shared her notes she has put together for the facilities meeting tomorrow night and she will suggest that there is an annual review to the MOU.

Mrs. Bodenhofer said that they do not believe that it will produce operational savings in the short term, but that there will be better maintenance to the buildings overall and that it will free up other Department Heads, like the fire chief and library director, so they can focus more on their jobs and less on their buildings.

**Policy: Field Trip Policy (vote):** Dr. Giblin reviewed the changes agreed upon at the last meeting.

Mr. Catania made a motion to approve, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 4-0.

**New Business: MASC Conference Report:** The Members received a binder this evening with information that Dr. Thomson, Mrs. Bodenhofer and the Chair collected at the MASC Conference.

Dr. Thomson said it was a great conference, adding that it is always nice to be able to talk with other districts to see how things are being done in other places.

The Chair said it was nice to see that many of the other towns are dealing with the same struggles that we struggle with.

Update – Sheriff’s Task Force on Juvenile Substance Abuse & Mental Health: - This item was tabled.

**Consent Agenda:**

**Acceptance of (8) Eight Donations:**

- Women's Community Thrift - \$600 Gift Card – Callahan School;
- Women's Community Thrift - \$600 Gift Card – Cleveland School;
- Women's Community Thrift - \$600 Gift Card – Oldham School;
- Women's Community Thrift - \$600 Gift Card – Prescott School;
- Women's Community Thrift - \$600 Gift Card – CMS School;
- Ohio Pyle Prints, Inc. - \$105.79 – High School;
- Harry C. Brousaides Charitable Foundation - \$500.00 – LMPA;
- Abdallah Family - \$200 – Balch School – Memory of George Kornack, Jr.

Mr. Catania made a motion to accept these donations, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 4-0.

**School Committee Addenda:** Mr. Catania thanked the Callahan for hosting the meeting this evening and also for the lovely plants left at the Members' seats. He then wished everyone a Happy Thanksgiving.

Mrs. Bodenhofer had none.

Dr. Giblin had the opportunity to visit the High School and she was able to see the Robotics Class with Dr. Crowley as well as the Global Citizens Program, observing all the wonderful ways our students are learning.

The Chair reminded that there would be an Executive Session/ MASC Training meeting on Friday evening.

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

Mr. Catania made a motion for Executive Session at 10:30 p.m., which was seconded by Mrs. Bodenhofer. The Committee was polled and voted in favor 4-0.

**Adjournment:** Mr. Catania made a motion for adjournment at p.m., which was seconded by Dr. Giblin. The Committee voted unanimously in favor 4-0.

Respectfully Submitted:

Donna G. Doliner, Clerk  
Norwood School Committee