

TOWN OF NORWOOD
School Committee Meeting
Savage Educational Center
Wednesday, December 4, 2019

A meeting of the Norwood School Committee was held on Wednesday, December 4, 2019. The meeting was called to order at 7:00 p.m.

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

Committee Members Excused: Ms. Teresa Stewart, Chair (due to illness)

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.

Minutes: Mr. Catania made a motion to approve the minutes of November 20, 2019, which was seconded by Dr. Giblin. The Committee voted in favor 3-0-1 (Ms. Smith abstained).

Dr. Giblin made a motion to approve the Executive Session Minutes of November 20, 2019, which was seconded by Mr. Catania. The Committee voted in favor 3-0-1 (Ms. Smith abstained).

Dr. Giblin made a motion to approve the MASC Training Minutes from November 22, 2019, as well as the Executive Session Minutes of November 22, 2019, which was seconded by Mrs. Bodenhofer. The Committee voted in favor 2-0-2 (Mr. Catania and Ms. Smith abstained).

Correspondence: Chairwoman Stewart acknowledged receipt of the following correspondence:

- letter from Kathleen F. Bishop, RN, Board of Health Chair dated November 20, 2019 inviting the Committee Members and Administrators to a retirement breakfast for Dr. Stone, who has served as the Public Health Department Dentist for the past 20 years.

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

Payroll Warrants:	\$ 103,927.93
	\$1,525,932.39

Accounts Payable:	\$ 8,409.55
	\$ 24,207.60
	\$ 1.20
	\$ 161,914.49
	\$ 24,263.56
	\$ 8,627.17
	\$ 22,068.30
	\$ 39,550.69
	\$ 49.93
	\$ 210,006.31

Total Expenditure: **\$2,128,959.12**

Public Forum: None.

Announcements: Dr. Thomson saved his comments for Superintendent Agenda.

Appearances: Fall Athletics Recognition: Mr. John Longley was here this evening to update the Committee on the successful fall sports season:

Boys' Cross Country	Dylan Hemway	Honorable Mention
Girls' Cross Country	Olivia Beaudet Emma King	All-Star Honorable Mention
Field Hockey	Maggie Curran Molly Mannering Allison McDonough Noelle Connolly	All-Star All-Star All-Star; Co-MVP TVL Large Honorable Mention
Football	Aidan Prior Bryan Metayer	All-Star Honorable Mention
Golf	Jared Shea Erin Sullivan	All-Star, Sportsmanship Award Honorable Mention
Boys' Soccer	Jaden Ryan Anthony Marchant	All-Star Honorable Mention
Girls' Soccer	Maeve Glavin	Honorable Mention
Girls' Volleyball	Jasmine James Megan Olbrys Sydney Waitekus	All-Star All-Star Honorable Mention

Mr. Longley updated that Head Football Coach Manny Lopes was named Coach of the Year and the football team had a great last-minute win against Dedham on Thanksgiving.

Marching Band Recognition: Mr. Steve Conant was here with seniors from the Marching Band to update on their wonderful season representing Norwood. He added that the seniors have had an incredible run throughout their high school years with the marching band. Mr. Conant said that they have won the New England Regional Title four out of the last five years. He said they challenge the students with very difficult shows. Mr. Conant then shared the Championship Trophy with the Members.

Mr. Conant then updated that the Madrigal Banquet will be held at the Norwood Elks this Friday evening. He added that the madrigals have a very busy holiday season. He then informed that the Drama Program is now heading into Festival Plays.

Update on School Partnerships w/ Impact Norwood, Minds Matter, Health Department: Ms Sigalle Reiss and Ms. Aubrey Ciol were here this evening to update on:

-Norwood Public Health Department – (3 Member Elected Board);

-Public Health and School Partnerships:

- Norwood Smiles: Oral Health Program
- Eye Clinic
- Tobacco and Vaping Policy
- Strong Partnership with School Nurses
- Minds Matter
 - Interface Referral Helpline
 - Mental Health messaging
 - Joint funding model for the Minds Matter Program
 - Connections to Impact Norwood
- Impact Norwood
 - MetroWest Youth Health Survey
 - Parent/Community Surveys
 - TIPS training for local establishments (regional)
 - Youth Ambassador Program
 - Positive Events for the Community and Youth

-On the Horizon:

- Minds Matter & MetroWest Youth Healthy Survey joint funding structure
- Transportation: Looking to collaborate more on barriers to resources in our community like transportation. Transportation is an issue for many populations in Norwood including students
- Livable Community/Age Friendly Community

MCAS Improvement Plans – High School, Middle School, Balch, Callahan, Cleveland, Oldham and Prescott: Dr. Margo Fraczek, Dr. Hugh Galligan, Mrs. Diane Ferreira,

Mrs. Donna Brown, Mrs. Nancy Cappola, Mr. Bob Griffin, Mr. Bryan Riley were all here this evening to answer any questions from the Committee that they may have with regards to the MCAS actions plans.

Dr. Thomson said he is happy to highlight the great work being done by the principals and staff to improve MCAS scores.

The Vice-Chair suggested moving *Joint Facilities MOU* up in the agenda since Mr. Dave Hajjar was here to answer any questions.

Old Business: Joint Facilities MOU: (moved up in the agenda) Mrs. Bodenhofer said the Joint Facilities Committee has been meeting for about a year to create a consolidated Facilities Management Department that would oversee the School Buildings and the General Government Buildings (Town Hall, Senior Center, Police/Fire, Library). The Joint Facilities Committee has been working on a Memorandum of Understanding to be signed by General Government and the Schools.

Mrs. Bodenhofer updated that starting this coming July, there would be combined management but not combined budgets yet. She then updated that going forward in FY22, there would be a facilities management budget and that would be treated in the budget process as a third budget (below the split).

Mrs. Bodenhofer said the Committee has the MOU before them and the hope is that plans could get underway for this to all begin in July.

Dr. Thomson said we have been very cautious in this process, but he believes this would be a good move for the town. He recommended going forward with this plan.

The Members had an opportunity for questions and comments.

Mr. Catania made a motion to approve, which was seconded by Mrs. Bodenhofer, for discussion.

Dr. Giblin said she would like benchmarks of the standards of what we have historically been doing in the MOU. The Members shared their concerns of keeping the same standards long after Mr. Riccardi retires. The Members agreed that they like the addition, in the Memorandum of Agreement, of an annual review to keep the communication open and to work out any issues that might arise.

Ms. Sheridan said she was very reluctant when the Town of Clinton merged their Facilities Department when she was working there, but she added that it did work out very well.

With regard to the motion on the table, Dr. Giblin made an amendment that by the end of 2021, benchmarks of the level of service from 2020 for the School Department be added to the MOU.

Vice-Chair Bodenhofer clarified that the current motion on the table is to approve the MOU and also to instruct the Buildings and Grounds Department to put together a list of benchmarks for the level of service from 2020 no later than the end of FY21. The Committee voted in favor 4-0.

At 9:45, the Committee agreed to a five-minute break.

Superintendent's Report and/or Late Agenda: Dr. Thomson updated that he has shared with the Members a list of the dates of all the school holiday concerts. He also reminded that the dedication of the Carole Poirier House will be on Tuesday, December 10th at 3:30 p.m. at 82 Roosevelt Avenue.

Budget: FY20 Budget Quarterly Report: Ms. Sheridan reviewed the Norwood Public Schools Budget Report (dated 12/4/19) with the Committee. She said this is the first week she sees a light at the end of the tunnel regarding the MUNIS transition. She has been working on moving the payroll portion, which also affects the budgets during the transition. She said she is finally feeling good about the reports to the Committee.

There was some discussion as to Circuit Breaker estimates.

Ms. Sheridan asked for an approval for account transfers this evening, which would put certain items in the correct accounts.

Ms. Smith made a motion to approve the requested transfers, which was seconded by Mr. Catania. The Committee voted in favor 4-0.

LMPA Staff Increase Request: Dr. Thomson updated that we have had an increase in students on the spectrum so we added a .5 FTE. He updated that we have not been able to fill it as a part-time position. He informed that after the holiday break, four new students will be arriving and Ms. Cimenio is requesting to add a 1.0 FTE Aide.

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

Old Business: Superintendent Evaluation – Timeline/Process for 2020: Mrs. Bodenhofer relayed the Chair's proposal to adjust the time-line for the process. Ms. Smith said there is so much involved and she believes Dr. Thomson and the Committee could really use the summer to work on the evaluation when things quiet down.

Mrs. Bodenhofer said we do not need to vote on the summer, at this point, but that we could vote on a mid-point update in February.

Mrs. Bodenhofer said she believes we should wait for the Chair to be here to make any other changes.

Long-Term Agenda Review: (Table)

2019-2020 Override Expenditure Update: Dr. Thomson updated with regard to:

- Staffing changes/additions;
- Curriculum materials; and
- Training/Coaching that have been implemented since the override.

Policy: Policy Subcommittee Update: Dr. Giblin updated that at the last Policy Sub Committee Meeting, they looked at issues around the Fundraising Policy and the Budget Transfer Policy and decided that they would continue to do more research to streamline these policies.

Presentation on Gift Policies: Dr. Giblin shared a power point presentation on gift Policies, (which was researched by Northeastern Students), focusing on the following:

- Fund Raising Process;
- Gift Donation Approval Process; and
- Communication/Chain of Command

Dr. Giblin publicly thanked the Northeastern students who put their time into this document, adding that the document they provided us with will be very helpful going forward.

New Business:

Consent Agenda: None.

Personnel: None.

School Committee Addenda: Mr. Catania had none.

Dr. Giblin had none.

Ms. Smith had none.

Mrs. Bodenhofer asked the Members if they want to keep the Meeting on December 16th with just three members, or do we want to cancel.

Ms. Smith made a motion to cancel the meeting of December 15th, which was seconded by Mr. Catania. The Committee voted in favor 3-1 (Dr. Giblin was worried

that the first meeting in January would be extremely long without another December meeting).

Executive Session: Vice-Chair Bodenhofer informed that there would be an Executive Session for contract negotiations.

Ms. Smith made a motion for Executive Session at 10:00 p.m., which was seconded by Dr. Giblin. The Committee Members were polled and voted in favor 4-0.

Adjournment: Ms. Smith made a motion for adjournment at 10:35 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