

October 19, 2020

A regular meeting of the Westfield School Committee was held on Monday, October 19, 2020, at 7:00 pm remotely (due to COVID-19 crisis). Members present by roll call were: Ramon Diaz, Diane Mayhew, Bo Sullivan, Cindy Sullivan, Heather Sullivan, Tim O'Connor, and Chairman Humason.

At 7:04 pm Chairman Humason called the meeting to order.

1. Pledge of Allegiance

2. Public participation, excluding personnel

Diane Mayhew read the following emails:

Andrea L. Kiendzior, Valley View Drive, Westfield

I received your email Tuesday evening and it's taken me some effort and time to process the expectations that DESE, the Commonwealth, our School Committee, and yourself have placed on parents, students and our teachers. I want to start by saying that Ms. Kate Wailgum, 2nd grade Highland Teacher, from what I have witnessed, has done everything she can to make this a warm and conducive learning environment for my child. Her patience is amazing and her willingness to continue to try day in and day out for my child and the rest of her students exceeds expectations.

I am confused as to how it is expected for teachers to "conduct their classes simultaneously to both in-person and remote students". Have any of you personally witnessed any teacher attempting to teach students remotely? Do you realize that so much of their time is spent trying to help students find something or address technical issues. How are students in the classroom going to deal with this when their teacher is addressing those online? How are teachers going to see a student's hand up remotely while helping a student in the classroom? Do you know the emotional fall out at home of students who sit for minutes with their hands up being "forgotten" (as this is what it feels like in a 7yo brain) or not called on. How are students expected to sit still, stay engaged etc. when teachers MUST address these other issues in order to be able to teach remotely effectively?

Have we looked into having Westfield State students who are obtaining their degree in education to lead or assist in leading the remote portion of our child's education during the hybrid model?

I'm also not sure who is concentrating on our children's mental and physical health through all of this? Have you witnessed your child or other child cry because they're confused or lost? Have you tried to console them, while working a full time job, or listen to a teacher do her best to try and help and console them through a screen? IT'S HEARTBREAKING!!!!

We have been told for years to limit our children's screen time, and yes we need to do this now because of the pandemic, I'm not blind to that, however, has anyone considered studies that have occurred in regards to our children's vision, migraines, depression, impulse control, or overall mental health when delaying their reentry to a classroom setting?

Our children would go to school with masks, hand sanitizer, etc. Our numbers are low in Westfield and the overwhelming majority of people recover from Covid.

We have to continue to live our lives. This is not going anywhere. Parents

currently have the right to keep kids home and learn remotely, but we don't have the right to send them to school and learn in person? The fact that there was a vote to delay our children returning because of anything except Covid numbers is ridiculous and negligent.

I understand that this is not an easy decision by any means. I also understand that there is no handbook created as to how to educate during a pandemic. However, I strongly believe that what is occurring is a disservice to our tax paying citizens, the educational professionals doing their very best right now and most importantly our younger generation.

I do believe I speak not only for myself but for many parents who are going through similar struggles as my family and I. I expect and look forward to hearing back from you, or at a minimum, acknowledgment of receiving this email.

Kelly Bartolo, 12 Woodcliff Drive, Westfield

First, I'd like to say that my first grader was so excited to be able to go to school today in person. She attends Papermill and her teacher has been wonderful and patient through the challenges of the remote learning process. Although my daughter is not a fan of remote learning, her teacher has made it enjoyable and the beginning of first grade has been a positive experience, unlike some of the other districts I am familiar with. As a parent, that is very much appreciated.

With that said, I am also a teacher, in a different District, and was able to start teaching in person today now that my daughter is in school, but child care is an issue and my District will not allow me to teach remotely every other week. Back in September, DESE recommended that teachers be allowed to have their children in school full-time or both cohorts, depending on the District. My question, which I am posing to the committee for the second time, is if this consideration can be offered to teachers who live in Westfield. I was supposed to be in person with my students for the first time last week and my child care fell through 40 minutes before my first class and I had to call out on the first day. When I logged on to my Google Meet, I could see the disappointment in my student's faces (even with their masks on), as we had been getting excited to be face to face. Kids want teachers in front of them and teachers want to teach in person.

I understand that there are remote options such as the YMCA and Boys and Girls Club but I feel that she will be exposed to more students from different schools which could adversely affect her, the other children and staff at Papermill and my students as well. My best option is that she is able to go to school and I am able to teach.

I appreciate the consideration, for those of us who are trying to be there for our students as much as we expect our children's teachers to be there for them. Thank you for your time

3. STEM week presentation  
Lauren Figy and Kate Perez updated the committee regarding STEM activities that have been planned.
4. Tiered Focus Monitoring presentation  
Denise Ruszala presented on Tiered Focus Monitoring (attached).

5. Approval of School Committee meeting minutes  
 a. Special meeting minutes of October 5, 2020  
 Cindy Sullivan moved, Bo Sullivan seconded to approve the October 5, 2020 School Committee meeting minutes.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

6. Westfield Public Schools 2020-2021 Back to School Plan  
 Superintendent Czaporowski and Director of Public Health Joe Rouse provided an update. A discussion took place and questions were answered.  
 Ramon Diaz moved, Bo Sullivan seconded to approve the start of Phase 3.

PHASE 3 = November 9, 2020 start date

Special Education (RISE, LLD, Quest, and Transition Program),

All students in grades 2, 3,4, 6,8,10,11,12

Will return to school (in person) every other week (A & B week)

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Diane Mayhew	X	
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Ramon Diaz	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

7. Approval of home school applications HE2021-135 to HE2021-159  
 Bo Sullivan moved, Cindy Sullivan seconded to approve home school applications HE2021-135 to HE2021-159.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Ramon Diaz	X	
Diane Mayhew	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

8. Approval of Memorandum of Agreements

a. Westfield Education Association/Unit A (teachers)

Diane Mayhew moved, Bo Sullivan seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association Unit A (teachers) to agree to the terms, conditions, and understanding during the state's COVID19 emergency, as presented, effective only for the 2020-2021 school year, and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Cindy Sullivan	X	
Heather Sullivan	X	
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

b. Westfield Education Association/Unit B (asst. principals, supervisors)

Diane Mayhew moved, Bo Sullivan seconded to approve the Memorandum of Agreement between the Westfield Education Association Unit B (assistant principals, supervisors) to have the Nurse Leader position be excluded from the Unit B pay scale and enter into a personal service contract with the candidate for the remainder of the 2020-2021 school year, and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Heather Sullivan	X	
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	
Cindy Sullivan	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

c. Westfield Education Association/Unit D (paraprofessionals)

Diane Mayhew moved, Bo Sullivan seconded to approve the two Memorandum of Agreements between the Westfield School Committee and the Westfield Education Association Unit D (paraprofessionals) to compensate two members with a one-time payment of \$650.26 to be made on July 1, 2021, due to the member being transferred from a library assistant to a 1:1 special education paraprofessional, and authorize the Mayor to sign on behalf of the committee. This payment is being made because the members are not eligible for the step increased agreed upon in the September 2020 Memorandum of Agreement.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Diane Mayhew	X	

Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Ramon Diaz	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

9. Approval of increase in Substitute Nurse Pay  
 Bo Sullivan moved, Diane Mayhew seconded to approve the increase for substitute nurses to \$200 per day.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Ramon Diaz	X	
Diane Mayhew	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	7	<u>0</u> motion passes

At 8:50 pm Heather Sullivan exited the meeting.

10. Acceptance of Westfield Public Schools Financial Report  
 Ramon Diaz moved, Bo Sullivan seconded to accept the Westfield Public Schools Financial Report, as presented.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sulllivan	absent	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	6	<u>0</u> motion passes

11. Approval of Budget Transfer  
 Ramon Diaz moved, Bo Sullivan seconded to approve the budget transfer \$115,000 from #50029237-51000 Professional Development Stipends to #50078526-574000 Insurance Premiums.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	

Cindy Sullivan X  
 Heather Sullivan X  
 Tim O'Connor X  
 Chairman Humason X  
 7

0 motion passes

12. Report of the weekly signed warrants

Bo Sullivan reported the following warrants were signed:

October 2, 2020 – 15 batches totaling \$359,897.63

October 9, 2020 – 17 batches totaling \$513,557.97

13. Superintendent's Reports

Tim O'Connor moved, Bo Sullivan seconded to accept the following donations to be deposited into the Student Connectivity Gift Account.

Name	Address	Donation Amount
Debra & Kevin Michaud	City View Blvd, Westfield, MA	250.00
Edward & Carolyn McMahon	Sawmill Park, Southwick, MA	250.00
Kevin & Kiera Oleksak	Alexander Place, Westfield, MA	150.00
Dr. & Mrs. Stanley Konefal	Gary Drive, Westfield, MA	250.00
William & Susan Phelon	Pinewood Lane, Westfield, MA	250.00
Dr. Patrick Pepek	Court Street, Westfield, MA	250.00
Christopher & Susan Mastroianni	Hillside Road, Southwick, MA	500.00
Richard & Linda Hauk	Colony Drive, Westfield, MA	250.00
John & Mary Kou Niedzielski	Heritage Lane, Westfield, MA	250.00
Jodie & Michael Gaugh	Flynn Meadow Rd, Westfield, MA	250.00
Salt City Inc.	Union Street, Westfield, MA	500.00
Gary & Michael Greany	Atwater Street, Westfield, MA	250.00
Meaghan Coffeey Serafin	Glenwood Drive, Westfield, MA	50.00
Diane & Dennis Mayhew	West Glen Drive, Westfield, MA	250.00
Kasperowski Family Dentistry Dr. Bryan Kasperowski Dr. Alan Kasperowski	Broad Street, Westfield, MA	250.00
Peter & Joanne Miller	Butternut Road, Westfield, MA	250.00
Christopher Rogers	Hillside Road, Westfield, MA	25.00
Westfield Gas & Electric	Westfield, MA	15,000.00
Adam & Mary Lou Roman	419 Southwick Rd Unit Q69, Westfield	250.00
Highland School Sunshine Fund	Highland Elementary School	250.00
Advanced Mfg. Co. Inc. Jeff Amanti and David Amanti	PO Box 726, Westfield, MA	500.00
Thomas & Maureen Flaherty	Wildflower Circle	250.00

The following roll call vote was taken:

Cindy Sullivan Y  
 Heather Sullivan X  
 Ramon Diaz absent  
 Diane Mayhew X  
 Bo Sullivan X  
 Tim O'Connor X  
 Chairman Humason X

N

6

0 motion passes

b. Other

Superintendent Czaporowski provided an update on the new elementary school and STEM week.

14. Mayor's update: Mayor Humason provided an update.

15. School Committee update: none

16. Items for referral to subcommittee: none

17. Old business: none

18. Subcommittee Reports/Recommendations

a. Reports: none

b. Minutes: none

20. Other items not reasonably anticipated 48 hours prior to the meeting:

Approve a house building agreement between the Westfield School Committee and the David McIver and Joseph Tremblay.

At 9:10 pm Diane Mayhew recused herself from this portion of the meeting.

Bo Sullivan moved, Ramon Diaz seconded to approve the Housebuilding Agreement between the Westfield School Committee and David McIver and Joseph Tremblay, 8 Lewis Street, Westfield, to construct a house located on lot 8 Lewis Street, Westfield.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Diane Mayhew	recused	
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	absent	
Ramon Diaz	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	5	<u>0</u> motion passes

At 9:16 pm Diane Mayhew re-entered the meeting.

21. Next regular School Committee meeting: November 2, 2020

At 9:18 pm Bo Sullivan moved, Cindy Sullivan seconded to adjourn the meeting.

The following roll call vote was taken:

<u>Y</u>	<u>N</u>
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Cindy Sullivan	X	
Heather Sullivan	absent	
Ramon Diaz	X	
Diane Mayhew	X	
Bo Sullivan	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	6	<u>0</u> motion passes

Mr. Stefan Czaporowski, Superintendent of Schools  
 Clerk – Westfield School Committee

A true copy, Attest:

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Cindy Sullivan, member  
 Westfield School Committee

CS/cm



**ELE Tiered Focused Monitoring Review**  
**School Committee Presentation**  
**October 19, 2020**

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**Phases of the TFM Review**

**District Self-Assessment on all ELE Criteria:**

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**COMPLETED  
Winter 2020**

1. OLA Desk Review
  - Review of district self-assessments (Westfield submitted documents Winter 2020)
  - Review of district specific data for tier placement (Westfield is Tier II Placement)
  - District participates in Orientation Webinar (Webinar: 10/6/20)
  - Review of student record documents (Submission of student rosters by November 2, 2020)
  - Schedule phone/zoom interviews for Tier I and Tier 2 Districts (November 2020)
2. Onsite/Virtual Review Activities:
  - Interviews (Phone/Zoom Interviews)
  - Parent Surveys (Electronic or Mailed)
3. DESE's Report Preparation and Dissemination:
4. CIMP (Continuous Improvement and Monitoring Plan) Development and Approval:
  - District will participate in Webinar before CIMP and Progress Report submissions
5. District Progress Reports:
  - Electronic transmittal, review and approval

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**DESE Expectations for Districts - Fall 2020**

- Submission of student rosters
  - ELs, FELs, ELSWD, Opt-Outs and parents requesting oral/written translations
  - Complete EL Student Record Detail Forms for identified student records
- DESE will request to send out survey link and surveys to parents
  - Electronically or hard copies
- Provide interview schedule
- Share press release three weeks prior to the review week

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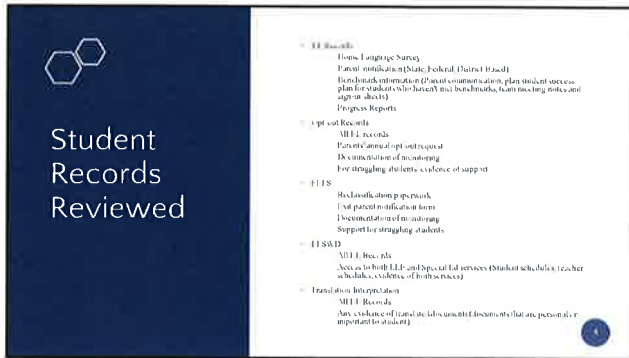
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**Student Records Reviewed**

- **IE Records**
  - Home Language Survey
  - Parent notification (State, Federal, District Board)
  - Benchmark information (Annual communication plan, student success plan for students who haven't met benchmarks, learning goals and sign-in sheets)
  - Progress Reports
- **IEP and Records**
  - IEP records
  - Parent consent/opt-out request
  - Discontinuation of monitoring
  - For struggling students evidence of support
- **EIS**
  - Reclassification paperwork
  - Test presentation information
  - Documentation of monitoring
  - Support for struggling students
- **ESSD**
  - IEP Records
  - Access to both IEP and Special Ed services (Student schedule, teacher schedules, evidence of instruction)
- **Transcripts Interpretation**
  - IEP Records
  - Any evidence of [transcripts, assignments that are personally important to student]

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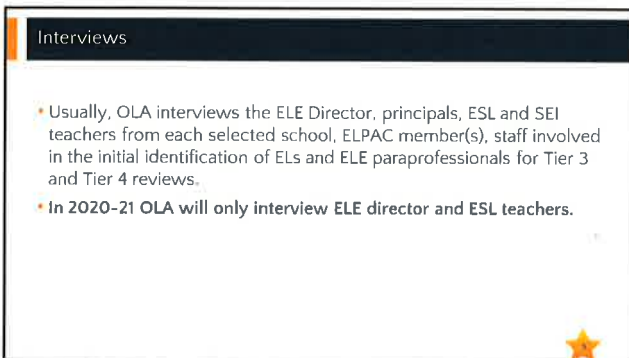
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**Interviews**

- Usually, OLA interviews the ELE Director, principals, ESL and SEI teachers from each selected school, ELPAC member(s), staff involved in the initial identification of ELs and ELE paraprofessionals for Tier 3 and Tier 4 reviews.
- In 2020-21 OLA will only interview ELE director and ESL teachers.

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**Draft Reports**

- Within approximately 45 business days of the review, the onsite champion forwards to the ILE contact person a Draft Report Draft Feedback via WJMS containing comments from the Initial Feedback Monitoring Review.
- Within 10 business days of receipt of the Draft Report, the district charter school reviews and comments on the report for factual accuracy before the publication of a Final Report with ratings and findings.
- Districts can also upload any additional evidence that can support the review or the response.
- As a result of the review of the district's response, OLA can remove the finding, revise the finding or keep the finding as is by providing an explanation to the district.

**DISTRICTS DO NOT NEED TO SUBMIT A RESPONSE IF THEY AGREE WITH OLA'S FINDINGS**

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DEFINITION OF COMPLIANCE RATINGS	
Commendable	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented	The requirement is substantially met in all important aspects.
Implementation in Progress	This rating is used for criteria containing new or updated legal requirements and means that the district has implemented any old requirements contained in the criteria and is training staff or beginning to implement the new requirements in such a way that the district fully anticipates that the new requirements will be implemented by the end of the school year.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the school district or charter school.

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- ### TFM Final Reports – Tier 1 and 2 Districts
- District participates in before CIMP
  - If the district already corrected the non-compliance the finding is removed.
  - The report is issued with a rating for each finding.
  - The report is available in the WBMS and the district receives an email on how to locate it.
  - The report is posted on the website at <http://www.doe.mass.edu/eje/cpr/>

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# Questions

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**Superintendent of Schools**  
94 North Elm Street, Suite 201  
Westfield, MA 01085  
Telephone: (413) 572-6403  
Fax: (413) 572-6518

**Mr. Stefan Czaporowski**  
**Superintendent of Schools**

October 6, 2020

ABC 40/CBS 3/Fox 6

Email: [john.hesslein@westernmassnews.com](mailto:john.hesslein@westernmassnews.com)

The Westfield Public Schools would like to participate in your School Closing/Delays Notification System. We would appreciate it if you would send the instructions and passwords to:

Mr. Stefan Czaporowski, Superintendent of Schools  
94 North Elm Street, Suite 101  
Westfield, MA 01085

Thank you for providing this service to the Westfield Public Schools.

Sincerely,

Stefan Czaporowski  
Superintendent of Schools

SC/cm