

May 18, 2020

A meeting of the Westfield School Committee was held on Monday, May 18, 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 7:02 pm Chairman Humason called the meeting to order.

1. Pledge of Allegiance
2. School Committee Policy File: BDDH Public Participation at School Committee meetings
3. Public participation, excluding personnel: (submitted via email)
Cindy Sullivan stated that she informed Jeffrey Gosselin that his public participation comments were read at the May 4, 2020 school committee meeting and not read again.
4. Approval of the May 4, 2020 school committee meeting minutes
Ramon Diaz moved, Diane Mayhew seconded to approve the May 4, 2020 school committee meeting minutes. All were in favor. Motion passes.
5. Technology Plan Final report
Superintendent Czaporowski and Ron Rix presented the final Technology Plan to the committee (enclosed).
6. Report of the signed weekly warrants
Bo Sullivan reported the following warrants were signed:
May 8, 2020 – 5 batches totaling \$89,025.02
May 15, 2020 – 15 batches totaling \$188,914.93
7. Budget Transfers
Bo Sullivan moved, Cindy Sullivan seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$32,000	53048230/511200 WHS Industrial Arts Teacher	52923280/511300 WMS Psychologist

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

Bo Sullivan moved, Cindy Sullivan seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$166,249	57223330/533011 Out-of-District Transportation	56523910/532001 SpEd In-State Tuition

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

Bo Sullivan moved, Ramon Diaz seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$65,000	57284330/540004 Late Buses	55482422/540000 Maintenance of Building Supplies

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

Bo Sullivan moved, Ramon Diaz seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$66,282	57284330/533000 Regular Day Transportation	57282421/520000 Maintenance of Ground – Purchase of Services

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

Bo Sullivan moved, Ramon Diaz seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$32,000	53031351/512000 WHS Athletic Coaches	53031351/511100 Athletic Trainer

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

Bo Sullivan moved, Ramon Diaz seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$63,000	53008271/532001 WHS Tuition – Westfield Promise	53004245/551010 WHS Classroom Devices

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

8. Interim School Business Administrator Contract:

Cindy Sullivan moved, Bo Sullivan seconded to approve the Interim School Business Administrator employment agreement with Shannon Barry for the time period of July 1, 2020 – June 30, 2021, as presented, and authorize the Mayor to sign on behalf of the committee.

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. Custodian Association Settlement Agreement:

Tim O'Connor moved, Diane Mayhew seconded to approve the settlement agreement between the Westfield School Committee and the Westfield Education Association, as presented, and authorize the Mayor to sign on behalf of the committee.

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

10. Memorandum of Agreement with Westfield Education Association/Unit A

Cindy Sullivan moved, Bo Sullivan seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association, regarding evaluations (due to COVID-19), as presented, 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

11. Two (2) Memorandums of Agreement with Westfield Education Association

a. Diane Mayhew moved, Bo Sullivan seconded to approve the Memorandum of

Agreement between the Westfield School Committee and the Westfield Education Association/Unit B, as presented regarding evaluations, and authorize the Mayor 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

b. Diane Mayhew moved, Bo Sullivan seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association/Unit B, as presented, regarding salary and professional development funding, and authorize the Mayor to sign on behalf of the committee.

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

12. Memorandum of Agreement with Municipal Employees Council 93 Local 346 AFSCME
Cindy Sullivan moved, Bo Sullivan seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Municipal Employees Council 93 Local 346 AFSCME (secretaries), regarding reduction in force, and authorize the Mayor to sign on behalf of the committee.

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

13. School Building Committee: selection of committee member for the MSBA Designer Board
 Heather Sullivan moved, Cindy Sullivan seconded to select Bo Sullivan as the school committee member for the MSBA Designer Board.

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

14. Superintendent's Reports

a. Acceptance of gifts/donations

Tim O'Connor moved, Bo Sullivan seconded to accept the following gifts/donations:

- Westfield Public Schools, Harry Rock, \$100.00, for the 2020 graduation project for Westfield High School and Westfield Technical Academy seniors
- Westfield Technical Academy, Dubchak Artist Services, \$300.00, to the Westfield Technical Academy Department

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. Other

Superintendent Czaporowski provided an update.

15. Mayor's update

16. School Committee update

17. Items for referral to subcommittees

Diane Mayhew moved, Bo Sullivan seconded to refer the following policies to Human Resources & Policy Subcommittee:

- File: LB Relations with other Schools and School Districts
- File: LBC (MASC) Relations with Non Public Schools

File: LEA Student Teaching and Internships
File: LDA (MASC) Student Teaching and Internships
All were in favor. Motion passes.

18. Old business

19. Subcommittee Reports/Recommendations

- a. Reports: none
- b. Minutes: none

18. Any other items not reasonably anticipated 48 hours prior to the meeting

Cindy Sullivan moved, Heather Sullivan seconded to amend agenda item #13 vote as:
Motion in order to designate the following people to be on the MSBA Designer
Board:

Mayor or designee: Tammy Tefft
Superintendent or designee: Stefan Czaprowski
School Committee member designee: Bo Sullivan

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

19. Next regular School Committee meeting: June 1, 2020

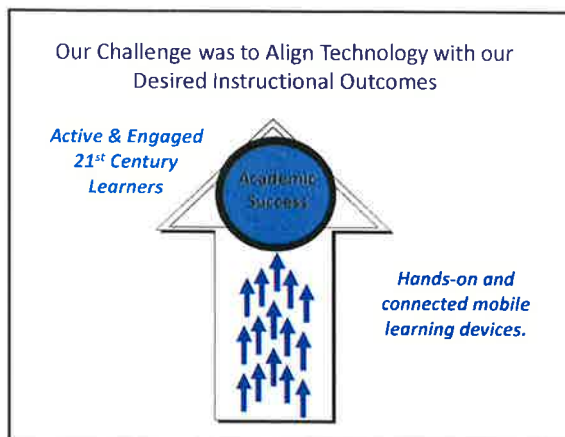
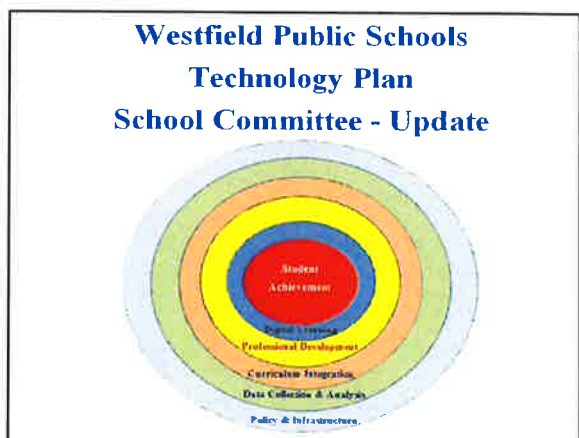
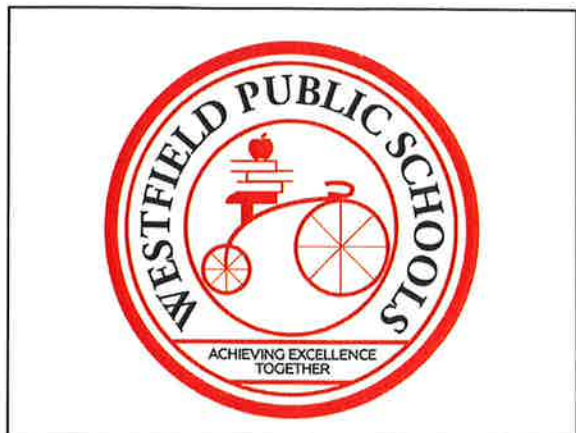
At 8:29 pm Cindy Sullivan moved, Ramon Diaz seconded to adjourn the meeting. All were in favor.
Motion passes.

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

A true copy, Attest:

Cindy Sullivan, Secretary
Westfield School Committee

CS/cm



Team Members

- Andre Houle
- Lenore Bernashe
- Kristen Koziol
- Stefan Czaporowski
- Karen Whitaker
- Denise Ruzala
- Kathleen O'Donnell
- Erika Masciadrelli
- Joe Mullett
- Susan Dargie
- Chris Rogers
- Heather Daponde
- Ron Rix

Technology Inventory

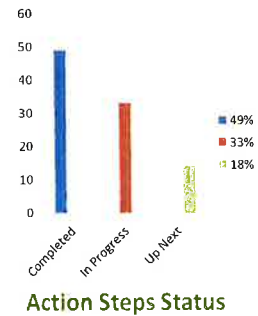
School	Student Chromebooks	Student iPads	Labs and Computers	Smartboards & Epix Interactive	Projectors/Cameras	Staff Desktops	Student to Device Ratio
Ft. Meadow	0	10	0	5	6	24	NA
Abner Gibbs	133	118	1 / 8	9	2	19	.85 / 1
Franklin Av	180	29	0	8	3	18	1 / 1
Highland	140	51	2 / 64	10	18	54	1.3 / 1
Murphy Hill	136	56	2 / 55	7	24	36	2.1 / 1
Paper Mill	71	89	2 / 58	8	7	40	2.1 / 1
Southampton Rd	88	89	1 / 28	23	19	50	1.6 / 1
Intermediate School	354		5 / 106	12	33	132	1.55 / 1
Middle School	495	17	4 / 69	7 & 2	44	91	1.3 / 1
WHS	495	9	2 / 69	7	23	106	2.2 / 1
WTA	293	16	10 / 128	23	6	86	1.2 / 1

Plan's Objectives

1. To streamline and maximize the collection, analysis, and use of data.
2. Equip all staff with professional development necessary to integrate digital learning into their daily lessons.
3. To embed digital and personalized learning into all content areas.
4. To support and prepare students and staff for the next generation of assessments (MCAS 2.0)

Our Action!

6 - Focus Areas
 10 - Objectives
 76 - Action Steps



Objectives

5. To communicate and interact promptly and efficiently with our students, their families and the community.
6. To support the effective implementation of academic interventions for students.
7. Expand learning experiences for students and staff outside of the classroom & school day.
8. Strengthen the District's technology infrastructure to support 1:1, BYOD and mobile learning experiences.

1. *To streamline and maximize the collection, analysis, and use of data.*

Outcomes!

- ✓ Secured PS Unified Classroom
- ✓ All Staff have access to computer or chromebook
- ✓ Established District Data Team
- ✓ Training provided to sites

Objectives

9. Transition from Acceptable use Policy (AUP) to a responsible Use Policy (RUP).
10. Identify strategies to sustain ongoing support and financing of technology upgrades.



2. *Equip all staff with professional development necessary to integrate digital learning into their daily lessons.*

Outcomes!

- Hired a Technology Integration Specialist
- Trained 181 teachers at 13 Google trainings:
 - * Six Basic Courses
 - * Five Intermediate Courses
 - * Two Advanced courses
- Trained 367 staff in 9 Google Courses

3. Embed digital and personalized learning into all content areas.



6. Support the effective implementation of academic interventions for students.

Outcomes!



4. To support and prepare students and staff for The next generation of assessments (MCAS 2.0).

Outcomes!



7. Expand learning experiences for students and staff outside of the classroom & school day.

Outcomes!



5. Communicate and interact promptly and efficiently with our students, their families and the community.

Outcomes!



8. Strengthen the District's technology infrastructure to support 1:1, BYOD and mobile learning experiences.

Outcomes!

- ✓ District's infrastructure updated with full 1:1 wireless access.
- ✓ Access points installed in every school & facility.
- ✓ 1gb switches connected to the wifi access points.
- ✓ Upgraded district's copiers and installed the Uniflow Print Management system.

9. Transition from Acceptable use Policy (AUP) to a responsible Use Policy (RUP).

Outcomes!

- Conducted Public Hearing on BYOD policy and approved by School Committee
- BYOD Implemented at WHS & WTA
- Researching Responsible Use policies

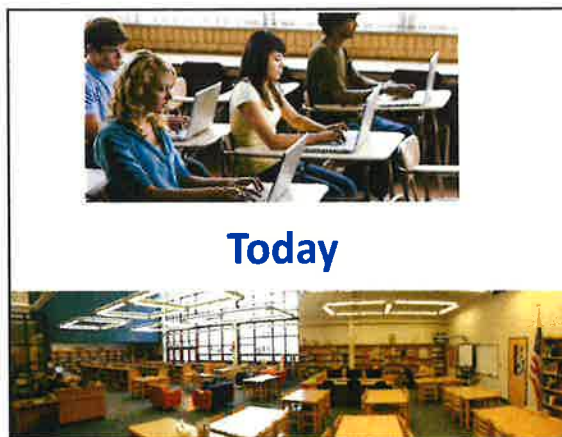


Yesterday

10. Identify strategies to sustain ongoing support and financing of technology upgrades.

Outcomes!

- ✓ Current Inventory Completed
- ✓ Technology replacement lines created and funded for all sites in Operating Budget.
- ✓ E-rate plan submitted and approved annually.
- ✓ E-rate funding used to support and strengthen the infrastructure.
- ✓ Criteria for donations updated and disseminated.
- ✓ Upgraded VOIP phone system at 2- schools.



Today

New Action and Priorities

1. Google is the Starting Line – Not the Finish
2. Explore and develop a pilot 1:1 in school access chromebook initiative at WMS, then WIS.
3. Assess the implementation and outcomes of the BYOD program at the high schools.
4. Research the impact of screen time on K-12 students before expanding digital instruction.
5. Establish protocols to review textbook and online resources licenses.
6. Development and implement Responsible Use Policy.



Tomorrow

No really, tomorrow, May 7th!

