

June 15, 2020

A meeting of the Westfield School Committee was held on Monday, June 15, 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 7:01 pm Chairman Humason called the meeting to order.

1. Pledge of Allegiance

2. Public participation, excluding personnel: (submitted via email)

Cindy Sullivan read the following email:

Jeff Stucenski, Ridgeview Terrace

I know the School Committee has not yet gotten around to addressing September yet as you have obviously been busy with the budget but I would like to give my opinion as I see what Springfield has done and totally disagree with it. Online learning was a complete disaster. It doesn't work on any level and we have failed these kids. Rotating classes will just be an extension of this disaster. I understand that some families may want to keep their kids home and that should be an option but for everyone else they need to be there 100 percent of the time. These kids are already behind and will no catch up with online learning. I realize that you have to follow state guidance but that guidance may change in a month especially as cases continue to drop statewide and especially in Westfield. I urge you to wait before making any rash decisions on rotating students and urge you to avoid any online learning as much as possible. These kids need to be in class. Period. You can put plenty of other social distancing policies in place but they absolutely need to physically be in class come September. Thank you.

3. Approval of school committee meeting minutes

a. Diane Mayhew moved, Ramon Diaz seconded to approve the May 18, 2020 regular school committee meeting minutes. All were in favor. Motion passes.

b. Diane Mayhew moved, Ramon Diaz seconded to approve the June 1, 2020 regular school committee meeting minutes. All were in favor. Motion passes.

c. Diane Mayhew moved, Bo Sullivan seconded to approve the June 10, 2020 special school committee meeting minutes. All were in favor. Motion passes.

4. Approval of Bullying Prevention and Intervention Plan

Tim O'Connor moved, Diane Mayhew seconded to approve the Bullying Prevention & Intervention Plan, as presented. All were in favor. Motion passes.

5. Approval of MIAA Agreements: Girls & Boys Skiing Westfield High School and Westfield Technical Academy

Cindy Sullivan moved, Heather Sullivan seconded to approve the MIAA agreement for Girls Skiing with Westfield High School and Westfield Technical Academy

Boys Skiing with Westfield High School and Westfield Technical Academy

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

6. Approval of (3) Memorandum of Agreements with Westfield Education Association/Unit A (teachers):

- a. Cindy Sullivan moved, Diane Mayhew seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association/Unit A, regarding the early retirement incentive (10 members), and authorize the Mayor to sign on behalf of the committee.

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

- b. Cindy Sullivan moved, Tim O'Connor seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association/Unit A, regarding the early retirement incentive (up to 4 members), 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

- c. Cindy Sullivan moved, Diane Mayhew seconded to approve the Memorandum of Agreement between the Westfield School Committee and the Westfield Education Association/Unit A, dated June 15, 2020, regarding professional development funds 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	0	motion passes

7. Update: Transportation Contracts with Lecrenski Brothers and Van Pool for FY2020
Ron Rix provided an update. He informed the committee once he receives the final paperwork it would be shared with members.

a. Lecrenski Brothers Inc.

Ramon Diaz moved, Bo Sullivan seconded to authorize a payment of up to 55% of the contract rate with Lecrenski Brothers Inc. for the regular education and in-district special education transportation rates for the months of April, May, and June 2020.

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>		
	6	1	motion passes

b. Van Pool out-of-district special education transportation

Tim O'Connor moved, Diane Mayhew seconded to authorize a payment of up to 75% of the contract rate with Van Pool for the out-of-district special education transportation rates for the months of April, May, and June 2020.

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. Budget Transfers

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

Amount	From Account	Into Account
\$100,000	57223330/533001 SpEd out of district transportation	56523910/532001 SpEd In-Tuition

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, Diane Mayhew seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$23,900	50083412/521102 Heating Fuel	56523910/532001 SpEd In-Tuition

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, Heather Sullivan seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$24,000	56523248/551010 SpEd Supplies	56523910/532001 SpEd In-Tuition

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

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

Amount	From Account	Into Account
\$25,201	50072233/511110 Substitute aides	56523910/532001 SpEd In-Tuition

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

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

Amount	From Account	Into Account
\$16,740	57284330/533021 Voc out-of-district transportation	56523920/532003 SpEd out-of-state tuitions

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, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$230,000	57223330/533010 SpEd in-district transportation	57284330/533000 Pupil Transportation

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 X
 7 - 0 motion passes

Bo Sullivan moved, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$88,000	50067239/511400 System Substitutes	50081510/511400 Severance

The following roll call vote was taken:

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

Bo Sullivan moved, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$70,000	50068239/512200 Long Term Substitutes	50081510/511400 Severance

The following roll call vote was taken:

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

Bo Sullivan moved, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$28,907	50082750/585001 Vehicle Acquisition	55482421/52000 Maintenance of Grounds – Contract Services

The following roll call vote was taken:

Diane Mayhew Y N
 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

Bo Sullivan moved, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$38,276	50078520/5700056 Unemployment	5078520/570003 Workers Comp

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, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$35,000	50083413/521001 Electricity	50083413/5211010 Natural Gas

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, Tim O'Connor seconded to approve the following budget transfer:

Amount	From Account	Into Account
\$4,000	244013130/578000 WHS Athletics	244013140/578000 WTA Athletics

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

9. Report of the signed weekly warrants

Bo Sullivan reported the following warrants were signed:

June 5, 2020 – 11 batches totaling \$325,903.81

June 12, 2020 – 18 batches totaling \$502,498.51

10. Acceptance of the Special Revenue Accounts, as presented

Cindy Sullivan moved, Bo Sullivan seconded to accept the Special Revenue Accounts, 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 Sullivan	X		
Tim O'Connor	X		
Chairman Humason	<u>X</u>		
	7	-	<u>0</u> motion passes

11. Acceptance of the Westfield Public Schools Financial Reports, as presented

Cindy Sullivan moved, Bo Sullivan seconded to accept the Westfield Public Schools Financial Reports, as presented.

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

At 8:47 pm Heather Sullivan exited the meeting.

12. End of Cycle Summative Evaluation Report: Superintendent of Schools

Superintendent of Schools

Cindy Sullivan read the Summative Evaluation Report for Mr. Stefan Czapowski, Superintendent of Schools. (attached)

Superintendent Czaporowski was evaluated in four key areas: Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture. He received Exemplary in Instructional Leadership and Family & Community Engagement. He shared an even split among the members between Proficient and Exemplary in the other 2 areas which include Management & Operations and Professional Culture.

Bo Sullivan moved, Diane Mayhew seconded to accept the Superintendent of Schools End of Cycle Summative Evaluation report as presented. All were in favor. Motion passes.

13. Superintendent's Reports

a. Acceptance of gifts/donations

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

- Abner Gibbs Elementary School, Your Cause, three checks for \$11.00 each total donation \$33.00, educational purposes; gift account
- Westfield Public Schools, Norm and Judy Colburn, \$50.00, to purchase safety masks, deposit into the Volunteer Gift Account

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

Tim O'Connor thanked all the donors.

b. Other

Superintendent Czaporowski provided an update.

14. Mayor's update – Mayor provided an update.

15. School Committee update

Ramon Diaz provided an update regarding graduation plans.

16. Items for referral to subcommittees: none

17. Old business

18. Subcommittee Reports/Recommendations

a. Reports: none

b. Minutes: none

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

20. Next regular School Committee meeting: TBA

At 9:25 pm Cindy Sullivan moved, Ramon Diaz seconded to adjourn the meeting. All were in favor. Motion passes.

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

A true copy, Attest:

Cindy Sullivan, Secretary
Westfield School Committee

CS/cm

End-of-Cycle Summative Evaluation Report: Superintendent



Superintendent: Stefan Czaporowski

Evaluator: School Committee Final Summary

6/15/2020

Name

Signature

Date

Step 1: Assess Progress Toward Goals (Complete page 3 first; circle one for each set of goal[s].)

Professional Practice Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Student Learning Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
District Improvement Goal(s)	Did Not Meet	Some Progress	Significant Progress	Met	Exceeded

Step 2: Assess Performance on Standards (Complete pages 4–7 first; then check one box for each standard.)

Indicators

Unsatisfactory = Performance on a standard or overall has not significantly improved following a rating of *Needs Improvement*, or performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

Needs Improvement/Developing = Performance on a standard or overall is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected. For new superintendents, performance is on track to achieve proficiency within three years.

Proficient = **Proficient practice is understood to be fully satisfactory.** This is the rigorous expected level of performance.

Exemplary = A rating of *Exemplary* indicates that practice significantly exceeds *Proficient* and could serve as a model of practice regionally or statewide.

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
Standard I: Instructional Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Standard II: Management and Operations –falls in the middle with even split	<input type="checkbox"/>	<input type="checkbox"/>	X	X
Standard III: Family and Community Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Standard IV: Professional Culture—falls in the middle with even split	<input type="checkbox"/>	<input type="checkbox"/>	X	X

End-of-Cycle Summative Evaluation Report: Superintendent



Step 3: Rate Overall Summative Performance (Based on Step 1 and Step 2 ratings; circle one.)

Unsatisfactory

Needs Improvement

Proficient

Exemplary

Step 4: Rate Impact on Student Learning (Check only one.)

Low	Moderate	High
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5: Add Evaluator Comments

Comments and analysis are recommended for any rating but are required for an overall summative rating of Exemplary, Needs Improvement or Unsatisfactory or Impact on Student Learning rating of high or low.

Comments:

Superintendent Czaperowski has received Exemplary in Instructional Leadership and Family and Community Engagement in his Performance on Standards. He shared an even split among the members between Proficient and Exemplary in the other 2 areas which include Management and Operations and Professional Culture. These ratings are a clear indication that overall Mr. Czaperowski has worked tremendously hard with extraordinary outcomes under out of the ordinary circumstances. He also received an overall rating of High in regards to his impact on Student Learning, the highest achievable rating that could be given. The committee has acknowledged that Stefan has become more comfortable in his leadership role and he continues to remain student focused. The Superintendent works passionately to promote the learning and growth of all students by creating a shared vision that has a positive impact on the climate and attitude of the entire school system. The district's student dropout rate has decreased as a direct result of his interventions and priority of the Pathways programs to help students complete their high school requirements and receive diplomas, which in turn will help them be successful members of our community. He has worked to improve the needs of Special Education while streamlining the IEP assessment process with principals to make evaluating students that need an IEP more straightforward all while communicating more with families with special needs and partnering with the Special Education Parent Advisory Committee on newsletters and other communications. Special Education and the needs of our students in the WPS is a moving target, and continues to have budgetary implications far reaching and forever changing. He has expressed a continued desire to improve SPED outcomes, and recognizes it is an area of need in our district. While focusing on the SPED needs of our students he has also worked on new career paths being added to the high school curriculum and doubled the college dual enrollment numbers in the district. Stefan has managed to balance these initiatives while again keeping a student focused approach. Stefan has been

able to recruit and maintain a Central Office staff who share the same vision, and they want each other and the district to succeed. The enthusiasm and creativity of the teachers, support staff, and administration is obvious to the School Committee.

Education was literally turned on its head in March. The impacts of the budget and the district have not completely been realized, and the Superintendent was able to lead his team to come up with several different budgets at a moment's notice. His leadership during this difficult time will have impacts on the staff and students in the months to come. COVID19 is unprecedented and yet the Superintendent and his staff have several contingency plans depending on the needs moving forward. Stefan communicates with the Community and with the School Committee in a timely manner trying to keep everyone up to date. Remote Learning has been a huge challenge and he recognizes that people have been doing amazing things while he is also been able to identify areas for improvement. Stefan leads a large district with different economic backgrounds, different skill sets and different learning styles but has proven he can multi-task and be extremely effective in a very challenging position. The district is lucky to have Mr. Czaperowski and we look forward to supporting him during the FY21 budget process and the 20-21 school year.

Superintendent's Performance Goals



Goals should be SMART and include at least one goal for each category: professional practice, student learning, and district improvement.
 Check one box for each goal.

Goals(s)	Description	Performance Level				
		Did Not Meet	Some Progress	Significant Progress	Met	Exceeded
Professional Practice						
1	Participation on the Regional Planning Joint Educator Workgroup & Employer Advisory Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Learning						