

January 4, 2021

A regular meeting of the Westfield School Committee was held on Monday, January 4, 2021, 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 7:00 pm Chairman Humason called the meeting to order.

1. Pledge of Allegiance
2. Public participation, excluding personnel: none
3. Election of School Committee Officers – Vice Chair and Secretary
Bo Sullivan moved, Cindy Sullivan seconded to nominate Tim O'Connor as Vice Chair to the School Committee. No other nominations were made.

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, Ramon Diaz seconded to nominate Diane Mayhew as Secretary to the School Committee. No other nominations were made.

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

4. Announcement of Subcommittee assignments:
Vice Chair Tim O'Connor announced the following subcommittees:

Instruction & Curriculum

Cindy Sullivan, Chairperson
Heather Sullivan, Member

Human Resources & Policy

Diane Mayhew, Chairperson
Ramon Diaz, Member

Educational Planning & Technology

Bo Sullivan, Chairperson
Cindy Sullivan, Member

Finance

Ramon Diaz, Chairperson
Bo Sullivan, Member

5. Selection of School Committee member and alternate to sign payroll
Cindy Sullivan moved, Heather Sullivan seconded to select Bo Sullivan as the member and Heather Sullivan as the alternate to sign payroll.

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

6. Selection of School Committee member and alternate to sign warrants
Diane Mayhew moved, Cindy Sullivan seconded to select Heather Sullivan as the member and Bo Sullivan as the alternate to sign warrants.

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

7. Approval of School Committee meeting minutes
a. Special Meeting Bo Sullivan seconded to approve the December 7, 2020 special School Committee meeting minutes.

The following roll call vote was taken:

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

Bo Sullivan	X	
Cindy Sullivan	X	
Tim O'Connor	X	
Chairman Humason	<u>X</u>	
	5	<u>0</u> motion passes

b. Regular Meeting December 7, 2020

Tim O'Connor moved, Bo Sullivan seconded to approve the December 7, 2020 regular School Committee meeting minutes.

The following roll call vote was taken:

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

8. Westfield Public Schools Back to School Plan

Superintendent Czaporowski and Joe Rouse provided information regarding the number of COVID cases in the city and schools. A discussion took place and questions were answered.

Cindy Sullivan moved, Bo Sullivan seconded to suspend winter sports until the School Committee meets on January 14, 2021. Also, to allow co-operative sports to move forward and allow for tryouts (to be held in small groups) starting on January 11, 2021.

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

9. Approval of home school applications HE2021-210 to HE2021-212

Ramon Diaz moved, Tim O'Connor seconded to approve home school applications HE2021-210 to HE2021-212.

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. First reading, by title only, of School Committee policies
- a. File: ADC Tobacco Products on School Premises Prohibited
Diane Mayhew moved, Ramon Diaz seconded for a first reading, by title only, to adopt policy File: ADC Tobacco Products on School Premises Prohibited.

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. File: BIA New School Committee Orientation
Diane Mayhew moved, Ramon Diaz seconded for a first reading, by title only, to amend policy File: BIA New School Committee Orientation.

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. File: IHB Special Instructional Programs and Accommodations
Diane Mayhew moved, Ramon Diaz seconded to table this agenda item.

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

d. File: GBED Tobacco use on School Property by Staff Members Prohibited
Diane Mayhew moved, Ramon Diaz seconded, for a first reading, by title only, to completely revise policy File: GBED Tobacco use on School Property by Staff Members Prohibited.

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

e. File: LB Relations with other Schools and School Districts
Diane Mayhew moved, Ramon Diaz seconded to amend policy File: LB Relations with other Schools and School Districts.

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

f. File: LBC Relations with Nonpublic Schools
Diane Mayhew moved, Ramon Diaz second for a first reading, by title only, to adopt policy File: LBC Relations with Nonpublic Schools.

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. 2nd/final reading, by title only, of School Committee policies:

a. File: KDD News Media Relations/News Releases

Diane Mayhew moved, Ramon Diaz seconded for a 2nd/final reading, by title only, to amend policy File: KDD News Media Relations/News Releases.

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	0 motion passes

b. File: KE Public Complaints

Diane Mayhew moved, Ramon Diaz seconded for a 2nd/final reading, by title only, to amend policy File: KE Public Complaints.

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	0 motion passes

c. File: JFABE Educational Opportunities for Military Children

Diane Mayhew moved, Ramon Diaz seconded for 2nd/final reading, by title only, to adopt policy File: JFABE Educational Opportunities for Military Children.

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	0 motion passes

12. Acceptance of Special Revenue Accounts

Ramon Diaz 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>
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

13. Report of the weekly signed warrants

Bo Sullivan reported the following warrants were signed:

- December 4, 2020 – 9 batches totaling \$275,011.71
- December 11, 2020 – 16 batches totaling \$236,930.19
- December 18, 2020 – 18 batches totaling \$820,701.14
- December 24, 2020 – 12 batches totaling \$320,944.67

14. Building Based Substitute Rates

Diane Mayhew moved, Bo Sullivan seconded to approve an increase in the Building Based Substitute rates to \$125.00 per day for the time period of January 4, 2021 to January 31, 2021.

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

15. Approval of 3 Memorandum of Agreements

a. Westfield Lunch Association

Ramon Diaz moved, Bo Sullivan seconded to approve the Memorandum of Agreement with the Westfield School Committee and the Westfield Lunch Association that due to the boiler work at Westfield High School and lack of water, the Westfield Lunch Association employee may take an unpaid day on December 23, 2020, the member will be eligible for holiday pay (Christmas Day and New Year's Day) provided they work on January 4, 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>
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 Cafeteria Managers Association

Ramon Diaz moved, Tim O'Connor seconded to approve the Memorandum of Agreement with the Westfield School Committee and the Westfield Cafeteria Managers Association due to the boiler work at Westfield High School and resulting in a lack of hot water, the Westfield Cafeteria Manager Association employee may take an unpaid day on December 23, 2020, the member will be eligible for holiday pay (Christmas Day and New Year's Day) provided they work on January 4, 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>
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	0 motion passes

c. Westfield Education Association Unit D paraprofessionals

Ramon Diaz moved, Tim O'Connor seconded to approve the Memorandum of Agreement with the Westfield School Committee and the Westfield Education \ Association Unit D (paraprofessionals). An employee was temporarily transferred to a 1:1 position for the 2020-2021 school year. The employee will receive a step increase from step 4 to step 5 and will not be eligible for a step increase in 2021-2022, 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	0 motion passes

16a. Superintendent's Reports

a. Acceptance of gifts/donations

Tim O'Connor moved, Bo Sullivan seconded to approve the acceptance of the following gifts/donations to be deposited in the Student Connectivity Account

Donation from:	Address	Amount
Netlogix Inc	Court Street, Westfield	250.00
PeoplesBank	Whitney Ave, Holyoke	500.00
Micro Abrasives Corp	Southampton Rd, Westfield	250.00
Savage Arms	Springdale Road, Westfield	1,000.00
Easthampton Savings Bank	Broad Street	500.00

- Westfield Public Schools, Westfield Bank, \$1,000, to be used for the annual Thanksgiving Day food drive, deposited in VIPS account
- Fort Meadow Early Childhood Center, Erik & JoAnn Davidson of Start EM Early Education, donation of headphones valued at \$400.00, remote teaching and learning
- Paper Mill Elementary School, Paper Mill Elementary School PTO, \$4,273.00, playground gift account
- Southampton Road Elementary School, Hampton Ponds Association, \$550.00 total donation from: Doris Rivard, Frank & Janet Caruso, Kimberly Morin, John & Christine Padden, Rosalie Dupont, Joseph & Barbara Giroux, Janet & Raymond Sanuita, Margaret Walker, Deserie & Carl Scheinhost, Francis & Sandra Paquette, Margaret Walker, Susan & Richard Epstein
- Westfield Intermediate School, Mary Lynn Cray, Westfield, donation of piano, value TBD, used by music and choral departments
- Westfield Technical Academy Manufacturing Technology Dept. In memory of Gary Campbell: Gary Olszewski, Radisson Lane, Westfield \$100.00
Julie & Patrick Olearcek, Munger Hill Road, Westfield, \$50.00
Kenneth & Barbara Rogers, Castle Hill Drive, Westfield \$25.00
educational purposes, gift account
- Westfield Technical Academy, Dennis & Diane Mayhew, West Glen Drive, Westfield, \$250.00, to Culinary Arts 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. Acceptance of Grant – Secondary Virtual Course Access Grant

Tim O'Connor moved, Bo Sullivan seconded to accept the Secondary Virtual Course Access Grant in the amount of \$66,857.00. The purpose of the grant is to make available resources to provide robust online course options to middle and high school students who cannot participate in in-person learning opportunities currently offered by our schools.

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

c. Other

Superintendent Czaporowski provided an update regarding the Tiered Focused Monitoring Report from the Department of Elementary and Secondary Education. The review went well and no recommendations were made.

17. Mayor’s update: Mayor Humason provided an update regarding the proposed new elementary school and parcels of land that may be available to purchase and/or gifted.

18. School Committee update: Diane Mayhew provided an update regarding school committee policies that were addressed during 2020:
4 amended, 2 revised, 4 adopted, 1 rescinded, 0 reviewed = total of 11
Total for 9 years: 382 policies

19. Items for referral to subcommittee: none

20. Old business: none

21. Subcommittee Reports/Recommendations

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

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

23. Next regular School Committee meeting: February 1, 2021

At 8:54 pm Cindy Sullivan moved, Bo Sullivan seconded to adjourn the meeting.

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	0

motion passes

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

A true copy, Attest:

Diane Mayhew, secretary
Westfield School Committee

DM/cm