

WOBURN SCHOOL COMMITTEE
REGULAR MEETING
August 28, 2019

A Regular Meeting of the Woburn School Committee was held on August 28, 2019 at the Joyce Middle School Conference Room, 55 Locust Street, Woburn, MA beginning at 7:00pm.

There was a moment of silence for Retired Woburn Fire Chief Paul Tortalano.

ROLL CALL

Ms. Chisholm-Present, Ms. Crowley-Not Present, Mr. Demers-Present, Mr. Kisiel-Present, Mr. Metters-Present, Dr. Wells-Present, Chairman Mulrenan-Present

APPROVAL OF RECORDS

A motion was made to approve the school committee minutes from 6.11.19.

Motion was seconded, all in favor. Motion passed 6-1-0.

A motion was made to approve the school committee minutes from 6.17.19.

Motion was seconded, all in favor. Motion passed 6-1-0.

STUDENT REPRESENTATIVE REPORT

CITIZEN PARTICIPATION

There were none.

CITY COUNCIL LIAISON

Mr. Concannon was present to give his best wishes for a safe and successful school year.

He informed the committee the mayor submitted his capital plan at last night's meeting with the city council and the council approved the school committee's budget request.

REPORTS/PRESENTATION OF SUPERINTENDENT & STAFF

SIGN CUSTODIAN MOA

Dr. Crowley thanked Mr. Elia, who worked tirelessly to get this done.

He also thanked the custodians for all of their hard work to get the schools ready.

Mr. Elia has 2 copies of the contracts for school committee members to sign.

Mr. Mulrenan made a motion to accept the contracts.

Ms. Chisholm made a motion to accept the custodian contract as is.

Motion was seconded, all in favor. Motion passed 6-1-0.

SIGN CAFETERIA MOA

Mr. Demers commented that there were a lot of moving numbers in the MOA and there still needs to be some accounting work on the retro.

Mr. Demers made a motion to accept the cafeteria contract with some work to be done with retro through Mr. Elia's office.

Motion was seconded, all in favor. Motion passed 6-1-0.

Approval of the Updated Elementary Handbook

Ms. Sprague began working with elementary principals in February.

Several updates were made due to changes in the law.

Dr. Wells asked about state law requirements for vaccinations.

Ms. Sprague will look into the state requirements.

Dr. Wells asked that the phone number for the administration offices have extensions put in.

He also asked to have the school committee's email in the handbook.

He commented that this is the first time the SC has approved a handbook, and he wanted to make sure we were not opening up a can of worms. He asked if other districts had a handbook. Ms. Sprague said yes, and we have always had one, it just has not been updated.

Mr. Metters asked if this would be put online. Ms. Sprague said yes, it will be on the district's website and each individual school will be sending this out electronically.

Mr. Metters asked about translation. Ms. Sprague said it would not be done through Google.

Dr. Crowley said Portuguese and Spanish are the primary requests. Hard copies will also be available.

Mr. Metters noticed the SEPAC section; he asked if there could be a link put in there as a way of contacting them.

Mr. Metters then asked if there is a middle school handbook and do we anticipate revising that.

Dr. Crowley said, Yes, there is one, and we anticipate a similar process.

Mr. Chisholm commented on the lunch policy section; the lunch manager sets the prices. Ms.

Sprague asked Ms. Chisholm if she would like her to add that the school committee needs to vote on any price changes. Mr. Elia said the prices follow FDA guidelines.

Ms. Chisholm commented on the weapons section. She does not want the principal to decide to send someone home because the language is vague.

She also wanted to check on the requirements for immunizations. "Best to provide it", the military has 30 days'. Ms. Sprague said she will look at this topic some more.

Dr. Baldassarre commented on the weapons section and what would violate school rules.

Ms. Chisholm said that as long as the administration feels comfortable with that.

Mr. Demers made a motion to adopt the elementary handbook with the amended discussed tonight.

Motion was seconded, all in favor. Motion passed 7-1-0.

SCHOOL COMMITTEE CALENDAR VOTE

Chairman Mulrenan went over the SC meeting dates.

Mr. Demers made a motion to approve the new schedule of SC meetings beginning in September and going up until December 2019.

Motion was seconded, all in favor. Motion passed 6-1-0

Sign WPMC Lease

The new WPMC lease has already been approved. There is a 10-year lease that begins September 1, 2019.

Mr. Mulrenan passed the WPMC Lease for the SC members to sign.

SUBCOMMITTEE REPORTS

Finance Subcommittee

Dr. Wells said the finance subcommittee met multiple times during the summer.

There was no list of bills or balance of accounts.

Mr. Elia mentioned that there was an upgrade to the MUNIS system and everything is back in order. At the end of the year, the leftover money was moved to circuit breaker.

They did meet this evening and reviewed the list of bills.

A motion was made to approve the list of bills.

Motion was seconded, all in favor. Motion passed 6-1-0.

They did not review the balance of accounts.

One of the issues discussed was SpEd transportation. This is an account we were worried about, and we are still looking into this.

At the 8/14/18 meeting, Ms. Crowley was looking into Interface and said she was going to reach out to the Mayor. This is a city-wide program and Dr. Wells feels this is something he should contribute to.

Mr. Metters asked for a one pager to see budget vs. actuals specifically for those line items.

Dr. Wells said they had asked for an update on the new measures put in place to keep a better track of spending.

Mr. Elia let the committee know there was one other bid on the lunch program.

3 companies came and only two of them put in a bid. Aramark got that contract.

Regular Ed. bus contract is coming up next.

Resource Subcommittee

Mr. Kisiel said they met on 8/2/19.

The total capital budget is 500,000.

\$45-\$48K for baseball dugouts.

Playground and fencing at the Reeves will be done soon and is part of capital.

The punch list at the HW is complete. As of 8-1-19 we own the grounds.

12 people were hired for summer help to get more projects done.

The NESDEC meeting was held on Aug. 19th.

Dr. Crowley let the committee know we commissioned with NESDEC; they look at enrollment trends. With the number of units being built in Woburn, we are being proactive in looking at the enrollment numbers. We are working with local realtors and should have some numbers this fall.

Dr. Wells thinks the committee at some point needs to make a decision on what we are doing with the old Wyman School. We do not want to carry this for another year.

Dr. Crowley asked for a 4-year enrollment comparison.

Suggested enrollment be ongoing and not just in August during the summer.

We posted an elementary position today due to the enrollment numbers.

Dr. Wells asked to look at district distribution and district alignment.

This is something that takes a lot of time and a lot of work.

Dr. Crowley said this is a huge undertaking and he wants to do it right.

Dr. Wells asked Ms. Sprague to talk about classroom size.

Ms. Sprague said from an instructional practice the numbers would have to be extremely low (12) or extremely high (40). Research has shown other than that there is no impact. Dr. Wells commented that our classroom size limits are set per contract.

Dr. Wells asked Dr. Crowley what subcommittee would deal with the demographics, and Dr. Crowley said Resource.

Personnel Subcommittee

Ms. Chisholm said they met on July 26, 2019.

The WPS handbook was discussed. Ms. O'Neil spoke on the status of the handbook and gave an update on the hard work and many hours that went into bringing this to completion. The goal is to have it to our attorney by July 31st and be available to all our employees in September.

Ms. O'Neil attended a conference in July and was able to network with other communities and is hoping this will help fill the diversity that WPS is striving for here.

A list of new hires was received (to this date) and they are coming in at or below budget. Updated enrollment and class sizes were requested. Registration is held in August so until then it is a work in progress.

Ms. Chisholm asked for a list of new hires for the next meeting.

Dr. Wells asked if any new nurses were hired.

Dr. Crowley said there was one hired at the Reeves.

Dr. Crowley made a motion to approve the hiring of Alison Clements as a school nurse.

Motion was seconded, all in favor. Motion passed 6-1-0.

Dr. Wells made a motion to suspend the rules to allow Ms. O'Neil to talk of the employee handbook.

Motion was seconded, all in favor. Motion passed 6-1-0.

Ms. O'Neil said they went out to other districts and read their employee handbooks.

The committee met once or twice a month. She also met with the union president and the personnel subcommittee, and they decided this handbook is for all staff and not just for teachers. The handbook then went to our attorney and it just came back yesterday with minimal edits. The edits are complete and it is 99% done. Ms. O'Neil will contact Ms. Judkins in the technology department to figure out how to get this online for our employees. It does have an acknowledgement page to be signed and returned. Ms. O'Neil believes the next step is to present it to the personnel subcommittee.

A motion was made to return to the regular order of business.

Motion was seconded, all in favor. Motion passed 6-1-0.

Mr. Mulrenan asked Dr. Crowley to comment on the new teacher orientation.

Dr. Crowley said it was a great day. Our city officials were there to greet everyone this morning.

One new thing this year was the trolley tour at 10:00am this morning. Kathy Lucero gave a 2-hour trolley tour. It was a great way to learn about the City of Woburn.

Ms. Sprague did a quick overview of the strategic plan. Ms. Maloney and Ms. Callanan spoke on the teacher evaluation. The WTA spoke; Ms. Ryan and Dr. Baldassarree spoke about SpEd topics.

Dr. Wells asked if we have any open positions. Dr. Crowley said one Para and a BCBA.

The Reeves Asst. Principal job posting closes on Friday. Ms. Jolly has a committee formed of a couple of parents and staff members and will be looking to interview next week.

Curriculum and Professional Development Subcommittee

Mr. Demers said they have not met.

There should be a report coming to the subcommittee; the middle school review.

The committee would like to thank Ms. Sprague and her contributors to the elementary handbook for all of their hard work. They are looking forward to hearing from the curriculum coordinators.

Dr. Wells asked where we are going to put the high school accreditation and how they are going to keep the committee informed.

Mr. Demers commented that there should be deadlines in place.

Policy Subcommittee

Ms. Crowley was not in attendance to report.

They are meeting tomorrow.

Dr. Wells wanted to make sure we are getting all the policies from MASC.

Dr. Baldassarre said there are two policies coming to the committee.

LGBTQ and Service dog. In both situations they affect a student.

Student Services and Achievement Subcommittee

Mr. Metters said the next meeting will be on Sept. 6th at 8:30am.

Mr. Metters wanted the public to know if there is a bus stop concern they are to wait two weeks and then notify the principal.

CORRESPONDENCE

Teachers return on 9/3/19. Students return on 9/5/19.

Mr. Metters asked about the need for the families who have had house fires.

Dr. Crowley said gift cards can be dropped off at the high school or the Joyce Administration building. Mr. Mulrenan commented that the conference room at the high school was full of clothing donations and coordinated with the Boys and Girls club.

The City, Rec. Dept. and everyone involved with the new park at the old Clapp School site should be commended. It is a very nice park.

Ms. Chisholm commented on Mayor Red Sox Day and how the custodians donated their time volunteering and being part of the community.

FUTURE AGENDA ITEMS

Dr. Wells — School Start time.

Dr. Crowley is having a conversation with the WTA tomorrow to talk about school start date.

Dr. Crowley wanted Mr. Duran to come in and talk about there being only two home games this year.

Mr. Metters asked if we could add AP results to future agenda items.

Update from Brian Oulette on what they do for the community and Woburn Public Schools.

EXECUTIVE SESSION

There were none.

ADJOURNMENT

A motion was made to adjourn.

Motion was seconded, all in favor. Motion passed 6-1-0.

Meeting adjourned at 8:40pm.

Respectfully submitted,

Jean MacLeod

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Recording Secretary