

WOBURN SCHOOL COMMITTEE
REGULAR MEETING
March 10, 2019

A Regular Meeting of the Woburn School Committee was held on March 10, 2020, at the Joyce Middle School Conference Room, 55 Locust Street, Woburn, MA beginning at 7:00 pm.

ROLL CALL

Ms. Chisholm-Present, Ms. Cormier-Present, Mr. Kisiel-Present, Mr. Lipsett-Present, Mr. Mulrenan-Present, Dr. Wells-Present, Chairperson Crowley-Absent.

Mr. Mulrenan was acting Chair for tonight's meeting.

APPROVAL OF RECORDS

A motion was made to approve 2.26.20 SC Minutes.

Motion was seconded, all in favor. Motion passed 6-0. Chairperson Crowley was absent.

STUDENT REPRESENTATIVE REPORT

Student Representative Noah Stebbins was in attendance to report.

The girl's hockey team will be going to play at the TD Garden.

The talent show auditions are starting.

The school musical will be held on April 7th and 8th.

The science team is 4th in the league currently out of 20 teams.

CITIZEN PARTICIPATION

There were none.

CITY COUNCIL LIAISON

Mr. Concannon had a City Council meeting this evening.

Superintendent Crowley took a few minutes to read a statement that was released to Woburn Public Schools families and to staff regarding the Coronavirus. The schools are working closely with State and local officials, including the Woburn Board of Health, Nurse Leaders, and Mayor Galvin in real-time to ensure that we are taking proactive measures to prevent the spread of the Coronavirus. He also stated the Department of Education made a decision that we will not go past June 30, 2020. Accountability related to attendance; the DOE is using March 2, 2020 as the date we are accountable for, and they are waiving March 2nd through the end of the year. Crowley stated he is trying to keep everyone informed as much as possible and is working

collaboratively with the Board of Health, City Hall, his Massachusetts Superintendent network and with the Department of Education. Superintendent Crowley will be part of a conference call with the Commissioner on Thursday morning. WPS remains committed to student and staff wellness and will continue to share new information and keep everyone updated on any developments, please understand this is a fluid situation.

REPORTS/ PRESENTATION OF SUPERINTENDENT & STAFF **HUMAN RESOURCES DIRECTOR**

Ms. Judi O'Neil HR Director was in attendance to update the committee on staffing, recruiting and upcoming HR events.

There are currently 14 active job listings for positions within Woburn Public Schools. We have replacements, resignations, and new students moving into the district requiring 1:1.

Anticipated Openings Based on Retirement Notification March 3, 2020

Elementary Schools

Hurld Wyman - Grade 2 Teacher

Shamrock - Grade 2 Teacher

Middle Schools

Joyce - Family and Consumer Science Teacher

High School

Social Studies Teacher

Librarian

Ms. O'Neil will be attending the Lesley Educator Career Expo on March 19, 2020. She will be bringing her substitute information to recruit teachers or future interns from Lesley.

She will also be attending MPDE (Massachusetts Partnership for Diversity in Education) on March 21, 2020. This year Woburn will have its own table. There will be HR Representatives and Administrators from 26 districts. MPDE is committed to recruiting and assisting in producing career opportunities for future educators and administrators of color, and forming collaborative relationships that will enhance staff diversity within our school districts.

Ms. O'Neil will bring with her substitute information to recruit teachers or future teacher interns from Lesley. It is an opportunity to open up other fields for students. Ms. O'Neil attended last year and this year Woburn will have its own table. The next event MPDE, we will put together a team this year, many districts will be attending.

Dr. Wells asked if we track how many people respond to the postings for an active job.

Ms. O'Neil responded Talent Ed has a questionnaire which asks how you heard about the job opening. Also, at job fairs she asks them how they found out. She mentioned we also get a lot of referrals from staff members.

Dr. Wells suggested we reinforce with staff members that we are looking for a more diverse teaching staff.

DIRECTOR OF TECHNOLOGY AND INNOVATIONS

Ms. Jenn Judkins was in attendance to talk about the 1:1 initiative at WMHS.

Increasing access to technology to Woburn students is valuable. Technology is a manner in which we can help amplify great teaching. We want to make sure technology is impacting learning in a positive way.

Some of the major reasons for promoting the 1:1 initiative:

- Increases workplace skill development

- Opportunities for personalized learning

- Increase ownership of learning

- Move students from consumers to creators of digital content

According to the National Educational Technology Plan, January 2017; “while essential, closing the digital divide alone will not transform learning. We must also close the digital use divide by ensuring all students understand how to use technology as a tool to engage in creative, productive, life-long learning rather than consuming passive content”.

Overview of Proposed 1:1 Program:

School Issued & Managed Device

- 11” Student Chromebook

- Take Home

- Insured for 4 years

The idea would be these would go home to be used in school and beyond the school day; homework, college application process. The device would be insured for four years. There are some options for that. Kids would hold on to their device throughout high school.

2 YEAR Roll Out

- SY2020-2021- Grades 9 & 10

- SY 2021-2022 — All WMHS

Supplemented by

- Wi-Fi Hotspots — there is a company that will be available on a check out basis, they offer us a lot of control for example the time of day the students can access, certain sites will not be accessible

- Computer labs for some courses — example digital media classes

- BYOD for Grades 11 & 12 in SY2020 during roll out- bring your own device program, we would provide support for this program

WHY NOT BYOD

Why not have the students bring their own devices and provide ones for those who do not have one? BYOD devices can't be used for testing.

BYOD 1:1 in Massachusetts

Appendix A: Frequently asked questions about BYOD/1:1 in Massachusetts

1. Are schools obligated to provide students with a device if one is required for learning and instruction?

Yes. Under Chapter 71, Section 48 of the Massachusetts General Laws, schools must purchase at public expense textbooks and other instructional materials and supplies intended for use and re-use over a period of years. Schools then in turn "loan" those instructional materials free of charge to students, who must return them at the end of the school year.⁶

Costly tools such as a tablet or other computer or graphing calculator fall in the category of instructional materials and supplies that, similar to textbooks, are intended for schools to purchase and use and re-use over a period of years. If such technology is required, schools may encourage each student to purchase these devices. Students are likely to do so because they may need those devices for future classes and other use outside of school. Schools are advised to be prepared to provide such devices free of charge to students whose families do not choose to buy them or cannot afford to do so. If students need such devices to complete out-of-school assignments, schools must provide that access.

2. Can schools provide devices to students based on certain criteria, such as family income or eligibility for free or reduced-price lunch?

No. Schools also may not require the student's parents/guardians to provide a reason for requesting a device. Schools must provide a device free of charge to students whose families do not choose to buy them or cannot afford to do so.

Some other considerations that would make us think twice about this BYOD option and pause about it would be around equity. We want to try to be careful about creating a situation where one kid has a very expensive device and is seated next to another kid that has a school issued device how that might make kids feel.

The other thing is from a technology standpoint there are some security and management concerns. There are some very real concerns about allowing outside devices to connect to our network that we have no control over. Because we manage the devices there are a lot of things we can do to prevent some of those areas of concern. Even though the devices leave our schools and go home we still have control over them. We can force updates onto the operating system so they are patched correctly and there is no older operating system that is vulnerable. Teachers can give a test in google form that is in a secure environment. There is a comfort level for teachers having consistent devices for students. We cannot use BYOD for MCAS testing; the state is very clear about that. Also, the tech department can provide continuous support for our own devices; we can't provide support for devices that do not belong to us.

What are other districts doing? Ms. Judkins said this is not a new thing for many neighboring districts.

1:1 Program Cost; Ms. Judkins feels it is a drop in the bucket in terms of our overall pupil spending. The device costs roughly \$260.00, insurance will cost \$70.00, this is a flat cost that

covers just about anything and the case will cost \$17.00. The cost per student would be \$86.25 per year per student for 4 years. This represents .5 % of per pupil spending.

Ms. Judkins will be back at a later date to talk to the committee about her capital request.

The overall Capital Request that Ms. Judkins is going to come back and ask for is:

\$ 685k — Total Capital Request

\$ 461k — Student Mobile Devices

 \$ 292k — WMHS

 \$ 105k — Elementary

 \$ 64k — Middle School

\$150k — Projector replacement

\$ 74k — Infrastructure — this is the adjusted cost, our 40% amount that we would pay because we are anticipating E-rate funding for which we get 60% reimbursement on the infrastructure items.

Mr. Lipsett asked if she has a sense of professional development for teachers who struggle with 1:1; how can we make this a little easier for them.

Mr. Judkins responded by saying getting the devices out there has to happen first; not just at the high school but at the lower level as well. She feels there are a number of things that are critical. It is hard to have one size fits all PD because everyone is at a different level. An example would be the November PD day; there were many offerings and different levels for the staff to select.

Ms. Judkins said if we are going to do this we need a digital learning coach to go into the classroom and model. Ultimately the district needs around 5 of these people. Right now she is looking for 2 to support this investment. We now have a relationship with Salem State Collaborative who is running a variety of sessions at the high school. Many are run around technology. Tanner Tech Cohort — Ms. Judkins is pushing PD around them, she hopes to continue this. Ms. Judkins started this over the summer. She has good information from them about what is working, what is not working.

Mr. Lipsett asked what will happen when the Chromebooks run down from their battery.

Ms. Judkins said the ones she is looking at have an 11-12 hour battery life. She has set up some charging areas throughout the school and will have loaners available for checkout. She has typically had charging stations in common areas for example in the cafe. The newer Chromebooks have an amazing battery life, so they should last for 4 years no problem.

Mr. Lipsett asked if there was enough onboard storage for teachers to be able to have their own files to come over.

Ms. Judkins said the staff devices for teachers would have onboard storage and would have access to Office 365.

Ms. Chisholm wanted to know how the devices would be identified.

Ms. Judkins said she has a label printer with vinyl labels. Each device will have a serial number on the bottom. For example if a student lost their device Ms. Judkins can look at the last access

point it was pinged to. The sticker can be placed under the case. Because they are managed by us, kids can only log in under their school log in. They can't log in under any other user ID. She can look at the last access point and it will ping. We can put the sticker under the case. Kids can only log in under their school login.

Ms. Chisholm asked if the computer labs are being utilized now. Ms. Judkins said they are utilized now and Ms. Judkins is looking to the committee for an up or down about this. If the school committee is leaning towards they don't want to do this, Ms. Judkins needs to adjust the capital budget accordingly and build back in the cost of replacing those computer labs. It wouldn't actually hit our budget this next school year but the following year is end of life for 7 different business labs and that cost was around \$140,000.00 that we would then be turning around doing instead. Ms. Judkins has talked to the Leadership Team about this. They talked about things they can move onto the Chromebook and what are the things we can't move.

Ms. Chisholm asked if there will be extra training for our ELL students. Ms. Judkins said it depends, and we might not have these for the 1st day of school.

We could provide training for different groups of teachers. SpEd students might require a different device, and we would hand that out the same day as the other 9th grade students. We can deploy them for the 9th grade students one day during the summer. Loss is not covered, if it's damaged we would cover it, if it is purposeful damage we would bill the family for.

Ms. Cormier asked if we would collect them at the end of the school year.

Ms. Judkins can see the benefit of both ways. This will be a game time decision. Once they are issued it is yours until you graduate is easier and also gives ownership to the student. It is a processing thing we need to discuss.

Ms. Cormier asked what happens with the device when a student leaves or moves through the school year.

Ms. Judkins the parents would sign off on their responsibility for the device. There would be a digital form that would explain to them understanding their responsibility.

Ms. Cormier asked if parents could opt out. Ms. Judkins said they can't if this is going to work. If the parent takes it away and the child can't do the homework, they will find an alternative temporarily for them to do their homework. There are things her department can do to restrict some things from the students.

Dr. Wells asked what metrics will be used to measure how successful this is.

Ms. Judkins said there is an organization called Project Tomorrow, a non-profit that produces pretty comprehensive surveys that are available for teachers, parents, and students. This is a nationally run organization. There are limitations to the conclusions we can draw. The device itself is not going to improve teaching. Ms. Judkins feels it is a necessary tool for learning.

Dr. Wells asked if we could monitor how much they are being used in the classroom.

Ms. Judkins said yes, she can do that now. She can pull all of that information together. She purchased a separate service called Amplified IT, a little program that reports some of that.

Dr. Wells asked about students being distracted and multi-tasking while on the computer.

Ms. Judkins said based on a lot of feedback from kids one plus is they don't have to share a home computer. They would have their own for homework. Ms. Judkins commented kids are learning very differently now.

He also said teachers will need to ask questions to keep students engaged. It is not just presenting but also engaging the students to keep them focused.

Dr. Wells asked her to monitor outside of school use. He said if we had these, and they are just staying in the classroom, how much are we losing by not letting the students take them home?

Ms. Judkins said her daughter uses it all the time for homework. If she didn't have it she would struggle for time to get on their home computer. She said kids are learning so differently now even YouTube allows for self-directed learning.

Dr. Wells is reluctant to hear we are going to ask those to pay for something if it is damaged or lost. He doesn't believe this will happen. For example if we can't get them to pay lunch money how are we going to make them pay? He doesn't want Ms. Judkins to have to come before the committee in two years and say we need this amount of money to cover the ones that weren't returned. Ms. Judkins said they did discuss this at Leadership Team, and she totally sees his point. The \$70.00 insurance plan is very comprehensive. She feels it does help the committee to know the cost if a few devices walk.

Dr. Wells asked about Chapter 71.

Ms. Judkins said for grades 11 & 12 if you allow BYOD you can't teach with the expectation that kids have a device. You have to communicate this to teachers. Kids will still have access to Chromebook carts so you could still do a whole class activity.

Mr. Kisiel asked about the cleaning of the devices at the end of the school year.

Ms. Judkins said they will be issued in 9th grade and the student would keep them until grade 12. If they were to bring them back in over the summer the same device would be issued to the same student in the fall. A lot of schools use a white glove service. Her staff does all of this. She hires kids over the summer for this busy work that is time consuming. These devices can be cleaned with a wipe.

Mr. Kisiel asked what happens to the device after 4 years.

Ms. Judkins said they would be brought to her department, and they would access it for its remaining life. In the capital budget she has drawn out expected life for all of her devices.

A 1:1 device will be 4 years. Devices on carts would last 5 years. The 1:1 devices after 4 years can be pushed down to elementary or middle school as they should have another year of life out of many of them. Another option would be to keep some of these at the high school for loaners.

Mr. Kisiel asked about monitoring use, he could see a policy needing to be addressed at some point where a teacher goes to the tech department saying the student said he spent x amount of hours on a paper. Ms. Judkins said when kids work on a paper for hours; teachers are able to look at the history and timeline of each collaborator on a document. They can see the timeline and each collaborator contributing has a different color timeline.

Mr. Kisiel asked if these could be used if there was a snow day or cancellation of school. Ms. Judkins said no, you can't provide instruction without support. The state has made it clear that it will not allow that.

Dr. Wells made a motion to take the Subcommittee Reports out of the regular order of business. Motion was seconded, all in favor. Motion passed 6-0.

SUBCOMMITTEE REPORTS

Finance Subcommittee

Ms. Chisholm said they will be meeting on 3/23.

Resource & Capital Planning Subcommittee

Dr. Wells said they have not met since last meeting. He is waiting for the heads up for the preschool plan.

Personnel Subcommittee

Mr. Mulrenan said they met on March 8, 2019.

The Personnel subcommittee voted to bring the draft of the Recreation Appointee to the full committee for approval and adoption. A copy of the draft was emailed to all members earlier. There were some revisions and also changed the date to 4/15/20 for applicants to submit applications to Ellen Crowley.

Ms. Chisholm under the appointee, "To maximize accessibility of Woburn's facilities and programming the School Committee seeks an Appointee with demonstrated knowledge in any of the following areas", would like to add "**not limited to**". She doesn't want anyone to feel they can't apply for this job if they don't have SpEd background. Also, she would like to put in that they must attend a school committee quarterly.

Mr. Kisiel agrees with Ms. Chisholm, this should be put in the job description.

Dr. Wells suggested putting it in the job description as "periodically" instead of quarterly to meet with the committee.

Dr. Wells made a motion to approve the job description for the Recreation Appointee with the revisions.

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

Dr. Wells suggested the full committee receive all the applicants at the next meeting, and then they can recommend the candidates to move forward. He feels everyone should have the choice to move someone forward. Mr. Mulrenan duly noted Dr. Wells' suggestion and will forward this suggestion to Chairperson Crowley.

Dr. Wells had a question of the absenteeism. A general comment, he is concerned about the 10% of unfilled absenteeism.

Mr. Elia said it is not just an issue in Woburn; it is in all the surrounding districts. It is not the pay; we are one of the highest paying districts. Mr. Elia is watching for trends. Some spots are easier to fill than others.

Curriculum and Data Trends Subcommittee

Mr. Lipsett said they have a meeting scheduled for next week.

Policy and Safety Subcommittee

Mr. Kisiel said they met on March 6th.

The subcommittee reconfirmed the Bullying policy was looked into by counsel after Mr. Lipsett's possible amendment for the category of Immigration Status and it was found to be covered under nationality.

Audio/Visual policy was approved as written by the subcommittee.

The subcommittee confirmed that Interns CORI and Fingerprinting process is a protocol not a policy.

The CPR needs to be reviewed by Dr. Baldassarre to see if policies need to be added.

JFABF: Educational Opportunities for Children in Foster Care; no policy on file.

Recommendation to adopt, 3-0. Place on hold for 30 days.

JFABD: Homeless Students Enrollment Rights and Services; we have an older version from 2002.

Recommendation to adopt, 3-0. Place policy on hold for 30 days.

JFABE: Education Opportunities for Military Students; no policy on file.

Recommendation to adopt, 3-0. Place on hold for 30 days.

Dr. Wells made a motion that we place all 3 policies on the table for 30 days.

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

Dr. Wells asked Mr. Kisiel if his committee could take up the policy of the Respectful School District that was proposed by the Governor.

Mr. Kisiel made note of this.

Student Service and Achievement

Ms. Cormier said they met on March 5, 2020.

The SpEd department had two unexpected leaves.

Ms. Ryan said infrastructure is a big piece that needs to be addressed.

Compensatory services were discussed.

SEPAC will be having an upcoming election for board members.

The college fair will be held on 3/25/20.

A draft of Intern procedures was sent to all principals, when approved it will take effect the Fall 2020.

The school lunch debt was discussed.

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

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

STUDENT OPPORTUNITY ACT

Dr. Crowley showed a Student Opportunity Act Short Form Webinar from the Mass. Department of Elementary and Secondary Education.

The Student Opportunity Act (SOA) was passed and part of the process requires the school department to talk about this publicly. The Student Opportunity Act requires districts to submit three-year, evidence based plans to DESE by April 1, 2020. The plans will address four areas outlined in the law.

- Identify specific evidence-based programs the district intends to implement to reduce disparities among student subgroups;

- Outline how G.L.C. 70 funds, as well as other local, state, and federal funds, will implement the plan, including an explanation of the relationship between the funds and the educational needs of English learners and low-income students;

- Establish targets and outcome measures for addressing persistent disparities in and among subgroups; and

- Specify ongoing plans to effectively engage families and measure family engagement

Dr. Crowley pushed out a survey to all WPS employees to fill out anonymously to collect data for the Student Opportunity Act submission.

Dr. Crowley commented our EL and high needs SpEd populations are our greatest need in Woburn as we build our budget for FY 2021. This was reflected in exactly what people told us in this survey. The date to submit is April 1, 2020. Prior to March 23rd the committee will receive the plan to look at, and we will make a motion at that time to forward it to the state so that we hit the deadline.

SCHOOL FACILITIES

On February 29, 2020 the school committee along with Alderman Concannon and Alderman Dillon and Alderman Higgins toured multiple schools led by Mr. Dunkley for the purpose of capital planning. They built in 30 minute visits for each school. They made it to every school except the Hurd Wyman.

It was different to see the schools on a Saturday when they were not in use. It really highlighted the idea of being proactive with our buildings. The Altavesta is 50 years old; it looks great but

requires some maintenance. All of our schools look great but some of our heating and air conditioning systems need some maintenance. Lockers at the middle school need to be replaced. Dr. Crowley is hoping to prioritize. Mr. Dunkley, Mr. Elia, and Dr. Crowley will be sitting down to discuss all of the building needs. Dr. Crowley is asking Mr. Dunkley to come up with his priority list as he knows the buildings best. Once that is done this will be submitted to the Resource subcommittee and then they will come up with a capital plan. Ms. Chisholm thanked Mr. Dunkley for this tour of the school. She was very appreciative and would like a note to be sent to him thanking him for the tour and for giving up his Saturday. The committee was able to see firsthand what needs to be done. It was well worth the time.

CORRESPONDENCE

Dr. Crowley said yesterday afternoon the WCEF honored teacher grants in the amount of \$19,180.00. Multiple grade levels were represented.

Ms. Chisholm made a motion to send a letter of thanks to the WCEF thanking them. Motion was seconded, all in favor. Motion passed 6-0

UPCOMING EVENTS

Girl's hockey will be playing at the TD Garden. Date and time TBD.

The SEPAC meeting will be held on 3/11/20 at WMHS.

Dr. Wells suggested the school committee not invite student groups to meetings due to the coronavirus.

FUTURE AGENDA ITEMS

Draft Budget at the March 23rd meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

A motion was made to adjourn.

Motion was seconded, all in favor. Motion passed 6-0. Chairperson Crowley was absent.

Meeting adjourned at 9:15 PM.

Respectfully submitted,

Jean MacLeod

Jean MacLeod

Recording Secretary

