

**WOBURN SCHOOL COMMITTEE
SPECIAL REMOTE MEETING
3.31.20**

A Remote Special Meeting of the Woburn School Committee was held on March 31, 2020, 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-Present

Chairperson Crowley began by stating this is a public meeting convened under the new laws that allows a public entity to conduct a meeting that waives the rules that normally requires a quorum in person. We are conducting this meeting remotely under the authority of the Governor Emergency Order issued on March 10, 2020.

Chairperson Crowley would like to accept a motion to proceed with the meeting under the new guidance of the governor.

Dr. Wells made a motion to proceed with the meeting under the new guidance of the governor. Motion seconded, all in favor. Motion passed 7-0.

Roll Call :

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

**REPORTS/ PRESENTATION OF SUPERINTENDENT & STAFF
UPDATES RE: CORONAVIRUS AND SCHOOL CLOSURES**

Dr. Crowley began by saying it has been a challenging few weeks. There has been moving parts virtually almost every day by the hour. He thanked the Facilities Department and Custodians who are working nonstop cleaning our schools to make them safe upon our return. The Food Services Department has been providing breakfast and lunch to our students. Our Technology Department provided 650 Chromebooks to families over three days. This system was set up safely and efficiently by Technology Director Ms. Jennifer Judkins. This was an amazing accomplishment in a short amount of time. We had some Administrator volunteers coordinated by Ms. Judkins. Our Family and Community Liaison, Ms. Adrienne Mendes-Sheldon, has been translating the correspondence documents for families and also helped navigate some technological issues distributing Chromebooks.

There have been multiple meetings with the district and building level administrative teams. These meetings are happening at all hours of the day.

While schools are closed free lunch and breakfast is being provided on Tuesdays and Fridays. Participants will pick up a bagged breakfast and lunch to take home. On each delivery day, 3-4 days worth of meals will be provided. All children in Woburn are eligible. Social distancing and distribution procedures are being followed.

Our secretaries are also working from home and have access to Rediker to help track attendance. We are making sure all kids are accounted for. As you can imagine, the secretaries at each school know the families very well.

The remote learning plan was pushed out last Monday. Our dedicated staff is working on new ways to communicate with students and families. We have people working in teams creating multiple options called Choice Boards. Each week Choice Boards will be posted on the Woburn Public Schools Website. We are asking families to check our website.

Dr. Crowley has been on a couple of calls with the Department of Elementary and Secondary Commissioner. The Student Opportunity Act has been postponed to an indefinite date. We do not know when we will have to submit. The Federal Government has waived the requirement this year for MCAS testing. However, it is Massachusetts General Law that we have a state test. Governor Baker has put it to the legislature to vote to allow the Commissioner to make a decision regarding state testing. The Legislature has not yet acted. The Commissioner has indicated as soon as he has the power to do so he will let all of us know in a timely fashion. Dr. Crowley said this is a public health crisis and our priority needs to be public wellness, patience, kindness, and focusing on the social emotional wellness of our kids. Not overwhelming them with multiple academic tasks or the stress of a regular school day and he feels our plan reflects this so far. He has had great dialogue with Ms. Locke; President of the W.T.A. and her teachers feel supported by us and in turn are supporting our initiatives as well.

Ms. Crowley said at this point we will hear updates from each of the Assistant Superintendents, and then we will open it up for questions.

UPDATES FROM ASSISTANT SUPERINTENDENTS

Curriculum:

Ms. Sprague began by saying we have our plans in place. It has been an amazing feat worked on by so many who have worked tirelessly. Choice Boards were created the first week we were out by our Elementary Curriculum Coordinator; Ms. Courtney Young and our STEM Coaches; Ms. Natasha Bock and Ms. Amy Maynes.

Elementary Level:

Each week Choice Boards will be posted for all PreK-5 students on Monday.

All Elementary staff will collaborate to help create these boards each week and are asked as departments/grade-level to submit two choice board activities weekly.

Grade-level/department teams will collaborate and one representative from their team will submit their two choices by email to their contact person. Principals have been assigned a grade level as the contact person and are organizing the boards.

Each week the board will be added to the Woburn Public Schools site with a new set of activities. All previous boards will be accessible at any time on the district website.

Middle School:

At the Middle School Choice Boards are rolling out this week. Prior to this teachers were doing something similar as the high school. Teachers were asked to reach out to families and they did get a lot of feedback from students and parents they were being overwhelmed by the number of emails. A decision was made to go with Choice Boards at the middle school as well. The Curriculum Coordinators are working with their department to gather resources, activities, explanations and making sure the links are available and open.

High School:

The high school structure is more by class. The Curriculum Coordinators are supporting the teachers as necessary. Classrooms are going through the Portal or Google Meet. There were teachers across all grade levels that jumped right on and reached out to communicate to students and parents. An example of that is Twitter; there has been a tremendous amount of activities, suggestions, and engagement between our teachers and our students.

Student Services:

Dr. Baldassarre gave an update on the multiple departments that compose the Student Services Department.

SOCIAL EMOTIONAL LEARNING:

Elementary School Adjustment Counselors

- Have been coordinating with school and district administrators to reach out to specific students and families

- Providing choice board activities weekly

- Posting hours of availability for parents and families

- Providing “tele-mental” health counseling

Middle School Adjustment Counselors and Guidance Counselors

- Engaging students in telehealth counseling

- Providing outreach to students in non-counseled population to check on wellness

- Weekly newsletter published

- Providing choice board activities

High School Adjustment Counselors

- The students in our counseled population were given a take home tool box to engage in MATCH-ADCT activities at home

- Providing telehealth counseling services

- Attend weekly Clinical Meeting with principal

 - Silent Mentoring

Attend Clinical Supervision
Daily self-care activities posted
Referrals made to William James Interface as needed

High School Guidance Counselors

Providing outreach to high needs students
Checking in and Encouraging

- Credit Recovery (Odyssey)
- Makeup Work

Transcripts and Letters of Recommendation for Scholarship Applications
Will send Tutorials on Class Selections for next year (completed online)

English Learners

EL Teachers have reached out to EL Students to ensure they have access to a computer and internet at home
Identified students who were provided with Chromebooks and access to low-cost internet

High School and Middle School Teachers

Conducting classes via Google Classroom
Collaborating with Grade Level Co-Teaching Teams already in place

Elementary EL Teachers

Co-planning enrichment activities for Choice Boards with elementary Teachers
Providing strategies and modifications language based enrichment

Family and Community Engagement Liaison: Ms. Adriana Mendes-Sheldon

Serving as primary translator for district communications
Posting communications on social media, distributing in stores, at ATM's and at Restaurants downtown
Providing 1:1 communication for families
Created a COVID19-Needs Tracker
Attended Dept. of Transitional Assistance Training for SNAP
Working with Food Services Department on food distribution
Works closely with Boys and Girls Club, YMCA, SCI, and International Learning Center

SPECIAL EDUCATION DEPARTMENT: Dr. Baldassarre and Dr. Crowley were on a conference call with Special Education Director, Ms. Ryan today.

Rapidly Changing Guidance from Federal Government and DESE

FAPE to be Provided Remotely and Equitably

We have work to do on how we are going to roll these services out

IEP and Reevaluation Teams Remotely

Communications to be Prepared

We need time to work on these

Compliance Audit (TFM)

Continues as Directed from DESE

Special Education, EL, Civil Rights

Paraprofessionals

Professional Development - Dr. Crowley has been working closely with Ms. Ryan and Ms. Locke for using this school closure as an opportunity to offer professional development for our Paraprofessionals. This has been an area of significant need for our Special Education Department in Woburn for quite some time.

Special Education Professional Staff

Opportunity to do some online training.

ACE PROGRAM - We do plan to continue with the program development that we have been doing in the ACE Program.

GRANTS - We have our 240 and 262 Grants to prepare.

CIRCUIT BREAKER - Ms. Ryan has been working very diligently on the Circuit Breaker. She has been preparing early to ensure accuracy and to maximize our reimbursement and transportation will be included.

EXTENDED SCHOOL YEAR: E.S.Y.

We still have to plan for our E.S.Y. to be ready for our students when they come in the summer

Student Services Additional Priorities:

Budgets - SpEd, Student Services, EL

COVID-19 Crisis Planning

Preschool Planning

Grant Preparation and Competitive Applications

Chairperson Crowley asked Dr. Baldassarre to send tonight's presentation to the school committee members to review.

Chairperson Crowley took time to pause and allow questions. She also acknowledged we are taking agenda item D in place of agenda item C.

Dr. Wells wanted to know the percentage of students we have not been able to reach.

Dr. Baldassarre said they did two wellness checks on Friday. As the names come in they follow up with them immediately.

Dr. Wells asked what we are doing to check on our residential students.

Dr. Baldassarre said as of now there has been one outbreak of COVID-19 in one of our residential facilities. They have been staffing with administrators and have not had any type of closure.

Mr. Kisiel asked about the hours of Food Service.

Dr. Crowley said 11:00am - 12:00PM. Two busses will be packed and leaving at 9:30am.

Flyers were mailed to all parents and staff. The idea of busses is to represent the food that is coming to families, similar to the ice cream truck. Breakfast and lunch will be delivered together.

It mirrors what they would have received during the school day.

Mr. Elia said all items are pre-cooked so all they have to do is reheat the food.

Mr. Elia, 7 days worth of breakfast and lunch together so they can get through the weekend.

Mr. Kisiel wants to make sure we are not generating crowds at the bus stop.

Dr. Baldassarre said social distancing guidelines are being followed.

Mr. Kisiel wants us to be prepared for the students coming in over the summer.

Dr. Baldassarre said at the last SC Meeting the ESY coordinators were approved.

Mr. Kisiel asked about preschool tuition.

Dr. Crowley would like to propose authorizing freezing of the payment for preschool because kids are not coming.

Chairperson Crowley allowed a motion to freeze preschool payments.

Ms. Cormier made a motion to suspend preschool payments as of 3/13/20.

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

Roll Call:

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

Ms. Cormier had a question about the eligibility for those receiving free breakfast and lunch.

Mr. Elia said it is available for all that get free or reduced lunch during the school year.

Dr. Baldassarre commented we will be reimbursed by the FDA.

Dr. Wells wanted to check with Ms. Sprague on the Curriculum Coordinators.

Ms. Sprague said they are available to support teachers with the Choice Boards and their Department to deepen the learning on standards that have already been taught. They are very engaged with their staff and Ms. Sprague.

Chairperson Crowley had a question for Dr. Crowley.

As compared to other neighboring districts, what does our extended plan look like?

Dr. Crowley said we are on par or slightly ahead in getting things pushed to the staff. Our plan mirrors the majority of our cohort regionally. It does vary to some extent. Overall Woburn is well situated as delivery of information in support of our students.

Ms. Crowley asked about compensatory services.

Dr. Baldassarre said our out of district students will get serviced by the out of district service provider. If there is an instance where an out of district provider is not providing services, we would have to take a look at our contract. It is likely at some point we will have to provide compensatory services for some students. We are hoping to get all services delivered and have them equitable. Dr. Baldassarre commented that things are changing daily.

Mr. Lipsett asked if we have a sense of what the guidelines will be for our Seniors who have not passed the grade 10 MCAS.

Dr. Crowley said he does not have an answer to that yet.

Mr. Lipsett is urging our legislators to say MCAS will not be made up.

Chairperson Crowley said the committee could make a motion to allow Chairperson Crowley and Superintendent Crowley to work together to create a letter to our state legislators to fully cancel MCAS for all students this year.

Mr. Lipsett made a motion to allow Ms. Crowley and Dr. Crowley to create a letter to our state legislatures.

Dr. Wells on the motion, he does see a benefit to the MCAS but we should only expect our students to do things when they have adequate education.

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

Roll Call:

Ms. Chisholm-yes, Ms. Cormier-yes, Mr. Kisiel-yes, Mr. Lipsett-yes, Mr. Mulrenan-yes

Dr. Wells-yes, Chairperson Crowley-yes

Chairperson Crowley asked about retention or promotion from grade to grade.

Ms. Sprague has not heard anything about this. She has had conversations with the Curriculum Coordinators and Department Heads. They discussed restructuring our ATLAS work to back up and cover as much information as we can if needed. We need to see what it is that we missed. Understanding that 3-8 grades we are about to enter MCAS time.

Mr. Kisiel asked what the thoughts are on the Seniors that may have been struggling up to January thru March. Normally the kids will have to make the grade they were failing.

Ms. Sprague has had conversations with Principal Callanan and they talked about looking at third term and graded up until then and allow them to make up any missing work up until March 13th. It depends on whether we return or not.

Dr. Crowley said we have already taken proactive steps.

Dr. Wells asked about the AP testing. Dr. Crowley said they will be online.

AP tests will cover material that has been covered up until March and they will be open response questions.

Ms. Chisholm asked about the high school graduation. We need to look at the guidelines and if the school committee will have to waive graduation requirements.

Dr. Crowley said he has not received any guidance from the State.

Chairperson Crowley, on behalf of the school committee, stated the work that has been done by Dr. Crowley and his team has been phenomenal. When you go through something like this for the first time you need to recreate the wheel. She is so proud to be Chair at this time, and wanted to take a minute to acknowledge this.

Dr. Crowley said it truly has been a team effort.

Finance and Business:

Mr. Elia began by thanking our Custodial Staff and our Food Service Staff. They have been outstanding. His department is getting payrolls out and bills are getting paid.

He has been on phone calls with DESE regarding transportation services.

There is a bill in the Senate, which states that school bus services will be paid if we take stimulus money. Regarding the budget, Joe will be sending the budget electronically as soon as they put it together. The budget timeline needs to be revisited.

Dr. Crowley said he talks with Mayor Galvin every day. He has not given the school department a number to work with as of yet. They are prioritizing public health.

There is going to be some question if we can roll over FY20 money into FY21, we are waiting to hear back from the state.

Mr. Elia said they are still working on the budget.

Chairperson Crowley acknowledged the cafeteria workers. This is another display of community action and the spirit of the school district.

Dr. Wells asked about the leak at the Hurld Wyman.

Mr. Elia said it was a bad one. He called Pat Sciata and a couple of companies to come in and evaluate the situation. Our insurance company has been called. Mr. Elia will get an update from Mr. Dunkley.

Dr. Wells asked in terms of appointing a replacement for Joe Elia, will there be any problems bringing him on at the anticipated time. Mr. Elia said no.

Mr. Mulrenan acknowledged our SRO Officers; they have been out and about as part of our efforts. He asked about the custodial staff, are they still working in the buildings.

Mr. Elia said all of our custodians are in the buildings one is out due to an emergency and one is out due to an illness.

Mr. Mulrenan said we are told to stay home, what is going on with the custodians.

Mr. Elia said our orders from city hall are that the custodians will remain working in their buildings as usual.

Ms. Chisholm asked if we have any date that we know we will be meeting for budget purposes.

Mr. Elia said they will have to make a decision on this once they hear from the Mayor.

Dr. Crowley said we have done preliminary work and we had to pump the brakes on this due to the crisis.

Chairperson Crowley there is a bill pending to extend all municipal deadlines that probably is going to pass.

Establish Protocol for Subcommittee Meetings going forward

Dr. Wells asked the Chair to think of what Subcommittees really need to meet and what needs to be done at a subcommittee level.

Chairperson Crowley - Finance

Dr. Baldassarre said we do have some policies that need to be voted on.

Chairperson said Crowley Finance and Policy should continue to meet as normal.

Ms. Chisholm asked if we could address the policies on the table at the next meeting.

Dr. Wells commented there was a time when we never had subcommittees. If things come up that we need to address as a full committee we can just put it on the agenda.

FUTURE AGENDA ITEMS

Mr. Kisiel - policies that have been on the table; maybe release those based on how long it has been.

Ms. Chisholm - due to the fact that people have been out of school for so long, we need to address school start dates, bringing students and staff back earlier.

Ms. Chisholm asked what the date is for the next SC meeting.

Mr. Kisiel said April 14, 2020.

Dr. Wells asked about preschool. We have to make a decision as to what we are doing.

Chairperson Crowley said we will put that on the next agenda.

Dr. Wells made a motion to go into executive session.

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

Ms. Chisholm abstained as she did not attend the Executive Session.

Roll Call :

Ms. Chisholm-abstained, Ms. Cormier-yes, Mr. Kisiel-yes, Mr. Lipsett-yes, Mr. Mulrenan-yes, Dr. Wells-yes, Chairperson Crowley-yes.

Dr. Wells made a motion to return to the regular order of business.

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

Roll Call :

Ms. Cormier-yes, Mr. Kisiel-yes, Mr. Lipsett-yes, Mr. Mulrenan-yes,

Dr. Wells-yes, Chairperson Crowley-yes.

Chairperson Crowley announced the SC did approve the MOA that has been entered with the teachers. This is the best for the school department and the city.

Dr. Wells made a motion to adjourn.

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

Roll Call :

Ms. Cormier-yes, Mr. Kisiel-yes, Mr. Lipsett-yes, Mr. Mulrenan-yes,

Dr. Wells-yes, Chairperson Crowley-yes.

ADJOURNMENT

A motion was made to adjourn.

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

Meeting adjourned at 8:48 PM

Respectfully submitted,

Jean MacLeod

Jean MacLeod

Recording Secretary