

**WOBURN SCHOOL COMMITTEE
REGULAR MEETING
March 27, 2019**

A Regular Meeting of the Woburn School Committee was held on March 27, 2019 at the Joyce Middle School Conference Room, 55 Locust Street, Woburn, MA beginning at 7:00pm.

ROLL CALL

Ms. Chisholm-Present, Ms. Crowley-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 SC minutes of 2.27.19.

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

STUDENT REPRESENTATIVE REPORT

Representative Ryan Qualey was not present due to baseball practice.

CITIZEN PARTICIPATION

Mr. Mike Fionda was here to represent the parents of the Altavesta Elementary. He passed out documents to the committee. These documents gave a breakdown of a quarry operation with the dust and particulate matter that pollutes the air and the associated health effects.

A motion was made to accept these documents as part of the permanent record.

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

Mr. Fionda spoke about the blasting and particulate matter that pollutes the air in North Woburn. The parents are very concerned for the kids during recess time with the wind blowing the particles the kids are breathing in. Parents also have concerns with the number of trucks going by the school every day. This project was scheduled for 6 months of blasting and we are now up to 2 ½ years. He would like the school committee to let the parents know what is going on.

CITY COUNCIL LIAISON

Mr. Concannon was present, no formal report.

REPORTS PRESENTATION SUPERINTENDENT & STAFF

WTA - MOA

Dr. Crowley thanked Ms. Crowley, Mr. Metters for representing the school committee for negotiations. He also thanked the entire school committee for their report, Mayor Galvin and the WTA for their collaborative effort during negotiations.

WTA co-presidents, Ms. Barbara Locke and Mr. Joe Curran, echoed Dr. Crowley's words and thanked the negotiating team.

Mr. Curran commented on a personal note it was a much smoother process than last time.

Mayor Galvin was in attendance and echoed what was said already. The outcome is in the best interest of the teachers, tax payers and most importantly the teachers. He thanked everyone. Ms. Crowley could not be more pleased with the result of this contract. She is thrilled to see more specials at the elementary level and the teachers are inspiring and outstanding. She knows there is sacrifice along the way and it is known and appreciated.

Mr. Metters said even at those moments when they disagreed, they were never disagreeable. Every time they spoke it was always done in terms of being collaborative, constructive, and at times creative. The center of all those discussions was always in the best interest of our students.

A motion was made to accept the MOA by the Superintendent.
Motion was seconded, all in favor. Motion passed 7-0.

Dr. Wells - left the room due to a conflict with his brother.
Ms. Chisholm - left the room due to a conflict with her daughter.

A motion was made to take a 5 minute recess to sign the document.
Motion was seconded, all in favor. Motion passed 5-2-0

A motion was made to return to the regular order of business.
Motion was seconded, all in favor. Motion passed 5-2-0.

SUPERINTENDENT PRELIMINARY FY20 OVERVIEW

Dr. Crowley presented a draft pre-preliminary process budget.

Ms. Sprague, Dr. Baldassarre and Mr. Elia spoke about the process.

The process was anchored off of the strategic plan. Numerous meetings with principals, department heads and curriculum coordinators. Many leadership team meetings were held. They worked with the Mayors recommended 3 1/2%. This was the same percent that was allocated last year and that is the percent they are doing their best to arrive at. The budget was built on the successes of the 2018-2019 school year. We are always going to be looking for efficiencies before looking to add. Reform before Revenue. The budget items are not in a prioritized order nor do we feel we are capable of funding all of these positions.

Within the last week we received our NEASC report from the visiting team, who visited in September. Usually you have this report back in six to eight weeks. We just got it back this week. There were no immediate budget issues. Two issues we caught are time for collaboration & alignment, and increased support for technology. These were two issues that surfaced related to budget. The other report is an evaluation of our EL program that we had done this year. Yesterday Umass Lowell came and did a presentation to our EL team.

Dr. Baldassarre commented the report is reflective of the districts entire English Language (EL) program. The preliminary report is 91 pages long. There were some adjustments that need to be made and certain recommendations from this report we feel very strongly about and we certainly need more focused attention on our EL program. This budget is aligned with equity for all students.

The .5 team chairperson, this is now a TBD.

Assistant Director - we know we need one single out of district coordinator. We need to understand who is going where and why. We need to understand who is doing well, who is returning. The 504's at the high school are being overseen by seven people. Plans are being written seven different ways, you will have mistakes. The same out of district coordinator will oversee the out of district students and the 504's. It is possible the person can also oversee the team meetings at the Shamrock. Additional support would be in the best interest of our SpEd students.

Dr. Wells - question about timing wise on the technology audit. Do we do this this year?

Dr. Baldassarre said that would not be ideal. We have needs that exist right now.

The technology director is someone we need in place for the evaluations.

Dr. Crowley would anticipate this for the next school year.

Dr. Wells would like to see an organizational flow chart to see where everybody falls and where they will be located.

Mr. Demers asked if there is a transition plan for when Mr. Roketenetz leaves, will there be some crossover?

Dr. Crowley said he has given this great thought and interviews will be taking place next week so Mr. Roketenetz has time to go over things with the new hire.

Mr. Kisiel commented on Mr. Clark doing both jobs at the Shamrock, would this be a full year Preschool director? Dr. Baldassarre said yes.

Mr. Kisiel asked about the location of the Parent Information Center (PIC) - Dr. Baldassarre has some ideas, the necessity is there. The location will be TBD.

Ms. Chisholm commented that City Hall would be a good location. This could be jointly done. She asked about the teachers doing the 504's. If they are not doing them anymore (at the HS) what will they be doing? Dr. Baldassarre said it is not the teachers who are doing them, it is the counselors and this would be alleviating them and freeing them up. One of the requests from Principal Callanan was support for the guidance counselors.

Mr. Metters asked for an objective set of criteria to be used in determining the need for an assistant principals at the elementary schools. Something to be used as a guideline.

Ms. Crowley asked about the job description of the person who will be working at the Parent Information Center. Dr. Baldassarre said no job description has been done yet. He said they will be looking for someone who understands all of the services available in the city, someone who knows or is willing to get to know our schools and administrators well, someone who speaks one or more of the most predominant languages that are spoken by our families which is English, Portuguese, and Spanish. Ms. Crowley wonders if there is any way to partnership with local nonprofits. She suggested looking at recruiting some volunteers if we do not get the money for this position. She is willing to volunteer.

Ms. Crowley asked how much of the vision therapy is reimbursable for Medicaid?

Dr. Baldassarre said for any student who is eligible for Medicaid, the city would receive reimbursements.

Ms. Crowley asked if the LBLD programming is reimbursable and Dr. Baldassarre said it is not and we need to invest some time and resources into a unified structured sequential reading program that is uniform across all of our schools.

Ms. Crowley to the chair, this should be referred to the SSA subcommittee so we can get a sense of what is happening in our LBLD programming and how these two positions are going to improve it and what we are looking to do to expand.

Dr. Wells commented on the PIC and how we have to be careful about volunteers. The documents we need are confidential.

Dr. Baldassarre commented that in the EL report you can have volunteers come in for translating services or parent to parent advisees. Dr. Wells commented about being careful who has access to school computers.

Dr. Wells asked about the preschool cost and possibly offsetting some of the costs for the preschool director. Mr. Elia said the cost for preschool has not been raised since he has been here.

Dr. Wells asked Dr. Crowley for a timeline and criteria for Assistant Principals to see what is happening down the road.

Mr. Demers asked if there is a way to put together a top sheet that shows which employees provide services that are billable under Medicaid. This would show which positions we are benefitting from by having Medicaid reimbursements but also in comparison to some of the positions we are looking to add which ones would also have the Medicaid reimburse ability. Dr. Baldassarre said he can get this.

Dr. Crowley commented over the last 5 years our overall population has decreased by 5% but our EL population has increased by 84%.

Dr. Wells would like to see what this director is going to oversee. What are we providing for resource and materials the curriculum level for the EL student?

Ms. Sprague spoke of the increase in the areas of art and music in our elementary specials.

Dr. Crowley commented this is a highlight from signing the MOA. At the elementary level all kids will get art and music every week. This is awesome for kids and a great benefit.

Ms. Sprague added this will give the teachers common planning time.

Curriculum Coordinators - Ms. Sprague thanked the committee for these positions.

We are still looking to get Curriculum Coordinators for World Language, Social Studies and Wellness.

World Language and EL Director, we may be looking at this at one position.

Request for WMHS guidance/adjustment counselor (dual certification).

Part time Drama teacher is another request.

4 Instructional coaches to develop all curricular areas.

Mr. Demers asked for the level breakdowns of the curriculum coordinators.

Ms. Sprague replied Wellness would be K-12; the others would be 6-12.

Ms. Chisholm asked how many teachers would be needed for art and music.

Ms. Sprague answered 2 for art and 2 for music.

Dr. Wells asked if there is a real demand for the drama. Dr. Crowley said it is a combination of teaching drama and hands on set design.

Ms. Crowley commented on the increase in art and music specials, that we are currently behind on following the standards. These specials are a curriculum addition.

Professional Practice

Mr. Elia spoke of the additional support that the Human Resource Director needs.

ACA health care issue and the amount of time it takes to make sure we are meeting the requirements of health insurance. There are a lot of things we do in regards to benefits we need to be kept to speed with so we are looking for human resources support.

Human resource support and the financial analyst positions go hand in hand. The individual hired will have added responsibility such as transportation.

On the financial side we are looking for assistant on grants. Keeping track of the grants, and out of district tuitions.

Regards to maintenance we are looking for an unskilled laborer, preferably with painting skills.

Ms. Sprague spoke of the Data Analyst position; this person will do multiple things. Right now

Ms. Young works consistently with a contracted data analyst who does benchmark assessments. This allows the teacher to get information almost immediately regarding their student ability level to determine if there is needed student support.

Professional Development plan - Ms. Sprague and Dr. Baldassarre need to coordinate. Looking at areas within our curriculum such as content knowledge; elementary teachers looking at our content moving forward. Next year will be a math focus year. It will also be a planning year to look at ELA across the board.

Dr. Wells asked if it would be better served to look at contracting out the data analyst position. Have the contractor have access to our data. It looks like this would be better served.

Dr. Wells asked about the level of HR support. Mr. Elia said a generalist that can do research if an issue comes up. An example would be the new FMLA laws. Dr. Wells asked if this is something outside of the traditional union position. Mr. Elia has not thought that far out.

Mr. Metters commented about the extent to the degree of doing some light benchmarking for the HR support person and also mentioned that Mr. Dunkley has asked for the additional maintenance person the last three years.

Dr. Wells asked if we could use our cohorts only for comparisons. That way when we compare we are always comparing apples to apples.

Additional Considerations

Dr. Crowley passed out a handout of retirements.

Retirements - we are looking at these and asking are these something we can reallocate instead of replacing.

Some folks are retiring midyear, from a budgetary position we are aware of this and there are multiple people who are retiring December 31st. It may be an opportunity to have flexibility midyear.

Bus Routes and User Fees - we talked about what Woburn does or doesn't have. Dr. Crowley used the Middlesex league to determine if the charge an athletic and transportation fee. The average cost for athletic fee is \$156.36 and transportation fee is \$222.27. In Woburn we do not charge anything. We should be proud of this service that Woburn provides for the kids.

Dr. Crowley wanted to call this to the attention of the committee.

Afterschool Coordination - there have been 34 events in our schools that we have not billed, for a total of \$21,000.00. We are not charging city departments. Dr. Crowley we have a partnership with our city partners. One of those is Woburn Recreation. They had 1006 events if we were to bill that would total \$299,000.

Dr. Crowley does not want to change practice; they are taking care of our kids.

He just wanted to share some data points.

Dr. Wells wanted the council to see the cost added benefit to the city.

Growth beyond the classroom for our teachers. Dr. Crowley modeled the administrative intern model program from his previous district.

They apply and are selected. It is a benefit to the district.

You know who you have in district who would be a future administrator. The cost is TBD.

It is an opportunity for teachers to see the district beyond their classroom.

Mr. Demers said they can take a look at this in the curriculum subcommittee.

Dr. Wells asked how this worked. Dr. Crowley said they would be out of their classroom from April till the end of June. A classroom sub teacher would be needed.

Mr. Metters - thinking of the data analyst and financial analyst; is there a way to have these positions for the intern model?

Dr. Crowley mentioned there are very talented staff who can offer new things.

Dr. Crowley - class size 16.6 per class is our average, the state average is 18.1. We are below the state average. We do have a contract with class size that we honor. It is hard to predict where the bubbles are.

Dr. Wells spoke of the two middle schools with the elementary schools feeding in; we should be looking at the feeding system.

The future location of WPS Administration Offices - Dr. Crowley met yesterday with Dinisco.

Dr. Crowley would tie it into future growth of Woburn Public Schools and bringing a couple of programs back to the Joyce.

Ms. Sprague spoke of the radar grant through the SEEM collaborative. We share a UDL coach. (Universal Design for Learning)

Dr. Crowley spoke of the partnership we have with Salem State. We would pay the tuition of someone in their master's program. They would be working here full time Sept. thru June.

Home for little wanderers, we have support for five days with 3 people spread out over different schools for 5 days, all kinds of needs. The benefit is they go beyond the school day. Their support does not stop when the school days end.

Dr. Wells asked if the program through Salem State could help diversify our staff.

Dr. Crowley feels if we have success with one or two that the word would spread.

Administrative Supports - HR Director and Dr. Baldassarre both have a need for some support to do their jobs well.

Dr. Crowley said the leadership team has been meeting for quite some time and this has been quite a process. He feels this budget represents our values and the need for the community.

Ms. Chisholm asked about the capital and Dave Dunkley's budget.

She commented that class size can't always be the factor.

LUNCH POLICY

Dr. Wells made a motion to remove the Lunch Policy from the table.

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

Further action:

Dr. Wells made a motion to adopt the Lunch Policy.

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

Discussion on the motion

Ms. Chisholm has not seen the design in the policy stating they will not receive a la carte items at WMHS.

Mr. Elia said this policy goes into effect in September and she will have the design prior.

Ms. Chisholm wants to make sure this is not going to hurt any of our reporting's.

Dr. Baldassarre said we will be picking up the tab for free/reduced but will still be reported as what it is but we will be giving them a free lunch.

Dr. Wells said we need to state the a la carte items as an amendment in this policy.

Dr. Baldassarre wanted to clarify Ms. Chisholm's point. The policy says reduced fee lunch students will receive free lunch daily. He asked Ms. Chisholm if she wanted in addition to that sentence a la carte items will not apply. Ms. Chisholm said yes.

Dr. Baldassarre said the intent of the sentence was to say that you get lunch that was it. By not saying this is what you don't get, we were just saying that you get lunch. A la carte was never intended to be part of that so he thought that sentence met that need.

Ms. Chisholm said they were told that there was going to be a separate section and there would be notification saying that unless you can purchase, you cannot get these a la carte items.

Dr. Wells said that sounds like how you implement the policy. Administration will inform the students; this is what you get with your free lunch. This is better than modifying the policy.

Dr. Baldassarre said on the free lunch policy from the FDA is you get free lunch and a la carte was never a part of that.

Ms. Crowley said we do not have to amend this policy because this has nothing to do with the policy at all.

Ms. Chisholm wants a design on how the middle and high school are going to be separated. There was going to be a separation of the a la carte items. She wants it noted that by the time this policy is implemented in July for the next school year they have a design to the committee from the high school that will be put forth.

Dr. Wells thanked Dr. Baldassarre for drafting this policy. This policy strikes a perfect balance. This has taken the committee 3 years of talking and commends Dr. Baldassarre.

Dr. Wells made a motion to approve and adopt the Lunch Policy.

Mr. Kisiel seconded, all in favor. Motion passed 7-0.

SUBCOMMITTEE REPORTS

Finance Subcommittee

Dr. Wells said they met last Wednesday.

They reviewed the balance of accounts and found everything to be in order.

A motion was made to approve the balance of accounts.

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

The list of bills were also reviewed.

A motion was made to approve the list of bills.

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

Every year the school committee has an audit.

There were four comments.

Three had to do with communications from city hall, information regarding what we received from city hall. Indirect costs, costs that are added for administering the grant.

The committee asked the Supt. to check with other districts to see how they handle Indirect Costs and report back to the subcommittee.

A decision needs to be made on the bank that provides services to the high school. Our student activity bank has been changed from Citizens bank to TD Bank . The Credit Union would like to take this over.

Dr. Wells asked that Administration decide and come directly to the committee with what they decide

Resource Utilization Subcommittee

Mr. Kisiel said they have not met.

Personnel Subcommittee

Ms. Chisholm said they will be meeting next Wednesday.

Curriculum and Professional Development Subcommittee

Mr. Demers said they are meeting on March 28th to discuss the Middle School schedule.

Policy Subcommittee

Ms. Crowley said they are going to meet to discuss the elementary handbook and the retention policy.

Student Services and Achievement Subcommittee

Mr. Metters said they have a full agenda moving forward. Looking at the district accommodation plan, the English learner audit, the equity audit and the NEASC report are some of the agenda items. SEPAC had their college fair tonight; this included other vocational programs and services as well. It was very well attended from Woburn and outside communities.

Tuesday, April 9th at 6:30pm will be the next SEPAC meeting and during this time they will have their regular meeting and also their program fair.

Communication and Community Relations Subcommittee

Chairman Mulrenan said they have not met.

The curriculum department will be having a Meet and Mingle on April 1, 2019 at the Woburn Public Library, 6:30 - 8:00 PM.

CORRESPONDENCE

Kennedy Middle School 8th grade field trip to Washington DC.

Dr. Wells thought the guidance from MASC was to not to approve any trips that require overnight and this needs to be reconsidered.

Ms. Crowley said the committee has the discretion to approve certain trips.

Dr. Wells said this is a recurring trip and he is not going to stop it tonight but he said that in the future, any overnight trips should be looked at by the policy subcommittee.

Dr. Wells made a motion to approve the DC trip for 2019 only.

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

Ms. Chisholm asked that the committee have copies of all thank you letters or letters of appreciation that the committee asks to have sent out.

Ms. Chisholm spoke of Tanner Night and it was well attended.

Dr. Wells asked to have a letter sent to the board of health to ask if they could provide any monitoring to ensure the safety of our children due to the parent report tonight.

Dr. Wells said we could do this report through the resources subcommittee and Mr. Dunkley can weigh in on this.

UPCOMING EVENTS

Tanner Fest will be held on Wednesday, May 8th.

The performance of Grease will be May 10th & 11th at WMHS.

This Friday night at the high school is the GSA Spectrum Dance at 6:00 PM.

This is for other communities as well.

April 1st, Meet and Mingle at the library, 6:30-8:00pm.

FUTURE AGENDA ITEMS

Dr. Wells asked to have the Athletic Director here to discuss the status of the sports program.

An overall on all of the programs and how they are going.

Dr. Wells asked about the scholastic art and writing program in the Globe. He noticed there no students from Woburn. He would like the curriculum department to look into this to see to see if we entered this year. Ms. Sprague will look into this.

Ms. Chisholm wants the date for starting school if we could update everyone on this.

Chairman Mulrenan will make sure everyone has a copy of the letter from the attorney regarding school start time

EXECUTIVE SESSION

There was none.

ADJOURNMENT

A motion was made to adjourn.

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

Meeting adjourned at 9:31PM.

Respectfully submitted,

Jean MacLeod

Jean MacLeod
Recording Secretary