

WOBURN SCHOOL COMMITTEE
REGULAR MEETING
January 13, 2020

A Regular Meeting of the Woburn School Committee was held on January 13, 2020 at the Joyce Middle School Conference Room, 55 Locust Street, Woburn, MA beginning at 7:00pm.

There was a moment of silence for former coach of the Woburn Tanners Varsity Golf Team, Mr. Bob Doran and Mrs. Cheryl Lombardo, a paraprofessional at the Malcolm White School.

ROLL CALL

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

APPROVAL OF RECORDS

A motion was made to approve the 12.10.19 SC Minutes.
Motion was seconded, all in favor. Motion passed 7-0.

STUDENT REPRESENTATIVE REPORT

Student Representative Miss Madeline Urban was present to report.
Last week WMHS ran a mock schedule. This was recommended by the NEASC during their last two visits. The committee recommended finding time for scheduling longer lab periods and more student support during a day advisory, which they have but could have more frequent and common planning time for teachers. Principal Callanan collected data daily from teachers, students, cafe workers and custodians. She will take this data to the steering committee for review. Ms. Callanan will take the feedback and tweak some of the issues that arose last week and try one more mock schedule that will run this year.

Winter sports are up and running.

Midyear exams are upon us next week.

Best Buddies will be hosting a movie night this Thursday and will be watching the movie Utopia.

CITIZEN PARTICIPATION

There were none.

CITY COUNCIL LIAISON

Mr. Concannon was not present.

Dr. Wells made a motion to suspend the regular order of business and to go to Item C under Reports/Presentations of Superintendent & Staff.

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

REPORTS/ PRESENTATION OF SUPERINTENDENT & STAFF

MRS. JENN JUDKINS, DIRECTOR OF TECHNOLOGY AND INNOVATION

Ms. Judkins started working for Woburn Public Schools in July 2019.

She began by saying there are four different focus areas that have risen up over the time she has been here. She feels these areas are important to look to when we are trying to get a sense of where we should be moving forward to enhance the technology in the district and also to share the year-to-date progress in these different areas. The four areas she spoke about tonight were Digital Learning, Resources, Support and Planning.

Digital Learning

YTD Progress

Equitable Access

Curated List of tools

-these are resources for educational use for staff and parents

G Suite Accounts Gr 3-5

-tools used for productivity

Data Privacy

MA Data Privacy Alliance

-Ms. Judkins joined the MA Data Privacy Alliance to ensure the vendors we interact with are signing off on the same terms of service and privacy policies

Executed 75+ Data Privacy Agreements

Student Device Access

Deployed 700+ NEW Chromebooks for kids

-This will help provide students with a better foundation and help them move through the grades with earlier exposure to technology

Opportunities

Equitable Access

Identify & support key software/tools

-all buildings have the same opportunity for technology resources

Student Device Access

Increase access at all levels

-progress has been made by increasing access to devices at all levels

1:1 program at WMHS

-Ms. Judkins will have more information at the next

meeting. She has been involved in two 1:1 programs
DLCS Implementation (Digital Literacy and Computer Science)
-A set of standards that was developed and adopted by the Department of
Education.
-K-12 recommended skills and abilities
Promote rigorous, engaging, and standards aligned with digital literacy
and computer science education
-Kids are getting more consistent exposure regardless of the classroom
teacher they may have
Evaluate curriculum options
-Ms. Judkins applied for a grant which looks like she did get; this will
allow her some planning time over the summer with faculty and staff
Partner w/Librarians, classroom teachers and curriculum department

Resources

YTD Progress

Infrastructure

eRate projects provide up to 60% reimbursement

-150 WiFi access points - every classroom should have an access point so
they do not have a dead zone within the building

Upgraded Switches

Teacher Devices

Replaced 100 MS desktops with Chromebooks over the summer

MS teachers had a choice; laptop or chromebook - majority choose chromebook

Documentation

Equipment inventory 2500+ devices

-we now know what we have and what the condition is

Current infrastructure

-in the process of working with someone to see how our
Internet is configured (report should be in around 4 weeks)

Opportunities

Infrastructure

Consolidated internet service

-looking to consolidate 10 individual internet services into 2 primary
connections

Upgrade the firewall

-physical piece of hardware; security piece

Replacement Plan

Computing Devices

- desktops, chromebooks, and laptops

Critical networking hardware

Classroom projectors

- most of the classrooms have older style projectors with a long cord
- essential piece of equipment for educators to have in their classroom

Data Security

Off-site backup

- working with a consultant for best practice

Disaster Recovery plan

- this is a need moving forward and we need to start to plan

Support

YTD Progress

Teacher Training

Ms. Judkins trained 33 staff over the summer; part of the Tanner Tech Cohort

- Teachers volunteered for 10 hour training
- They became the point person in their building

Salem State Collaborative training

- Workshops offered free of charge at the high school

November PD and Staff Meetings

- included a number of technology focused sessions offered by Tanner Tech Cohort along with Ms. Judkins
- Ms. Judkins has attended many staff meetings

Hosting February Googlepalooza

- Woburn is hosting over February vacation through MassCue; 7 certified trainers running 6 sessions at a time over 4 sessions. (24 sessions total)

Tech Staffing

New System Admin.

- This position was added last year and has been very beneficial

New Tech Support

- 1 position has been hired as a replacement for someone who left
- 1 open position - this is for our desktop support staff that is out in the field helping with issues in the building

Educational Best Practices

Google Admin Console Audit

- Focus on educational best practices; age controlled settings

WiFi Audit WMHS

- How to improve connectivity at the high school

Opportunities

Digital Learning Coaches

In-class support for meaningful integration

Partner w/Curriculum staff

Reliable Student Data

Guidelines for data entry

Training for staff

Automation opportunities

Future Ready Libraries

Visioning for Libraries

-Ms. Judkins shares the same vision as our Woburn Public Library staff

-Our school libraries need to support students and reflect what they can do

Additional Elementary staff

-We currently have 2 librarians covering 7 libraries

Planning

YTD Progress

District Tech Vision/Planning

Access current resources

-Ms. Judkins is trying to be the best leader she can be in this area by attending and presenting at conferences

Identify district needs

Technology Leadership

-Ms. Judkins presented 11 sessions at 6 regional & national conferences

- Ms. Judkins was honored to be selected as Google Innovator; they had thousands of applicants and selected 40 people

- Connected with some amazing educators

Technology Team

Build capacity (new staff)

Communicate priority/procedures

-next presentation for her capital plan

Opportunities

Budget

Develop and communicate 5 year capital plan

Strategic Plan Alignment

Update Technology aspects of Strategic Plan

Professional Development

Support staff with current and emerging technologies

Mr. Kisiel asked about the 700 new chromebooks for the kids and wanted to know if they are able to take them home. Ms. Judkins said they do stay in the building on carts.

When they enter Grades 4 and up they start to need their own devices. They are not sending them home with middle school students. Parents want to keep an eye on screen time.

For the future at the high school would be a recommendation to have a take home model.

Right now there are no devices that are going home.

Mr. Kisiel asked about the DCLF.

Ms. Judkins responded by letting the committee know the DLCF/ digital literacy piece will be handled through general education and library teaching digital literacy. Computer science is really around computational thinking.

Mr. Kisiel questioned the 100 chrome books that were given to teachers; what happens if one gets lost.

Ms. Judkins said it is pretty rare. When people leave they bring their equipment back in. Also for leave of absences; they turn them in. It is easy to give it back when someone returns to work. She has good pieces in place to control the inventory.

Dr. Wells asked about the risk of exposing your network when a teacher takes the chromebook home. Ms. Judkins replied that the security risk on a chromebook is minimal. Our antivirus is working really well.

Dr. Wells suggested standard training for those who get issued a chrome book.

Dr. Wells asked about kids using their phones more often than their chromebook. Most of the work they are doing is being done on their phones.

Ms. Judkins said she is looking at the network now. At the high school level there should be a way to use a phone. She is against a phone but one of the things that can't be ignored is the limited use of web browsing on a phone. An example is what you can do inside a bank as opposed to the ATM

Dr. Wells would like to explore that topic more in curriculum.

Ms. Chisholm commented that we need to take a hard look at technology; it is important to keep track of dates for our equipment and she appreciates Ms. Judkins and her department doing that.

Mr. Lipsett asked about the rollout of the Google suite accounts Gr. 3-5. He is curious as to what we have in place for security and usage.

Ms. Judkins said that for our google accounts that are used in schools are under google apps for education. We own the data; it does not belong to anyone else. The control panel we have is very powerful. The control panel allows us to control groups of students. Elementary students do not have access to email. Middle school students can only send emails to our school community. The high school can have some level outside the district; for example college applications.

Ms. Cormier wanted to talk about future ready libraries and asked Ms. Judkins to speak to them a little. Ms. Judkins said when it comes to planning libraries; the DOE at the federal level has a future ready schools initiative. They want to know if you have the infrastructure in place. They also want you to have in place a future ready library area. Libraries are very much a partner with us around technology. They also are spaces for kids to access information, which can be found

in different areas and different forms of media. Ms. Cormier asked if they were using technology at the elementary library. Ms. Judkins said librarians need support and equipment. This is part of our grant that will give us some money to work on the planning for digital literacy and online safety. We do not have chromebooks dedicated to libraries at the elementary level. They are being taught typing as part of their library class. Ms. Judkins is meeting with them to discuss the future of elementary libraries.

Mr. Mulrenan congratulated Ms. Judkins on being awarded Google Innovator.

Ms. Judkins was one of 40 out of 2000 selected to become part of the global community of Google for Education Certified Innovators. She said it was an honor to go and talk with others who were selected and become part of the cohort to reach out to with questions. It opened the doors to hear about what is happening in education and technology.

Mr. Mulrenan asked Ms. Judkins to talk about her support staff.

Lead technician, making sure the systems are functioning; Systems Administrator new hire, making sure new software works. Three desktop support positions; they are the ones you call when you need help. Data Specialists who provide the state report through Rediker and now the librarians fall under her, as well as teachers who are teaching technology to provide support for them.

Ms. Crowley made a motion to take Ms. Jolly out of the regular order of business.

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

MS. LIZ JOLLY, PRINCIPAL, REEVES ELEMENTARY SCHOOL

Principal Jolly was in attendance for a meet and greet; members wanted to officially welcome her and let her know they are here to support her.

Ms. Jolly was born and raised in Woburn. She attended college in New York and studied Journalism. From there she went on to get her Masters in Foreign Policy and that took her around the world; she has lived in eight different countries. When she was in one of those countries, Ms. Jolly volunteered at an orphanage, started tutoring ELL and realized she loved teaching. After getting all of these different degrees, Ms. Jolly made her way back to Woburn and decided to become a substitute teacher to help her figure out how to become an educator. She was lucky enough to get a long term substitute position at the Joyce Middle School. After being in that position for a few months, Ms. Jolly realized that in order for her to be an effective teacher she had to get some additional training. From this point she applied to Program Teach for America, she was accepted and placed in the inner city in East Dallas where she taught middle school ELA, Writing, and Reading. After her fourth year there she was offered a position as Instructional Coach. In this position, Ms. Jolly worked with district leaders to lead district-wide professional development on data driven instruction. The grade that she led was the lowest performing team, and within the two years that Ms. Jolly worked with them, they became the second highest performing team. She feels this was due to targeting the data, meeting

together to make informed decisions, and attending many different professional development offerings.

From there, Ms. Jolly continued on as an Instructional Coach, moving out to California as her husband was in the military and getting stationed there. Ms. Jolly then moved back to Massachusetts and got a job as an Assistant Principal in Salem. She was then offered a position as Assistant Principal at a Charter School in Somerville. She felt this was a challenging role but she learned so much and led the school in a lot of positive ways and accomplished a lot of things. Ms. Jolly was then offered the Principal position at the Reeves and she is very happy to be here, Dr. Wells asked Ms. Jolly coming in what her biggest challenge has been so far.

Ms. Jolly commented that there are a variety of resources within our school and district but they are not maximized or used well. For next year, her goal will be alignment among our definition of good quality instruction.

Dr. Wells asked Superintendent Crowley if Ms. Jolly has a mentor.

He responded yes, former principal Ms. Mills and Ms. Maloney are mentoring day-to-day."

Mr. Kisiel asked about enrollment numbers with the new construction and the Shannon Farm area being built up.

Ms. Jolly said she has had a few but does expect an increase this fall.

Chairperson Crowley let her know she is always welcome to come to the SC and they are here to support her role.

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

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

VOTE 1ST DAY OF SCHOOL FOR 2020-21

Chairperson Crowley began by saying in Woburn that the first day of school is a collective bargaining issue, so she asked if Superintendent Crowley has a recommendation based on his discussions with the teacher's union.

Superintendent Crowley said next year predicated with a discussion with the WTA because it is a collective bargaining issue. Teacher's recommendation is to report to school on September 8th and the students to report on September 9th.

Chairperson Crowley stated teachers would report back on September 8, 2020 and the students would report back on September 9, 2020.

Mr. Mulrenan made a motion to approve the recommendation by Dr. Crowley.

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

Ms. Chisholm on the motion, we have been discussing this for the last seven years for this to be the same as surrounding towns. Every other community is going back earlier. We are behind and this is a disadvantage to all of our kids.

Dr. Wells agrees with Ms. Chisholm that we have been advocating for this. Our students are at a disadvantage; they are starting their classes later which affects their AP exams. The Director of Education issued guidance that they are taking away the snow bundles, one of the comments was that with most schools starting before Labor Day, he is advocating that he is not going to give waivers. We need to continue discussions with the teachers' union.

If we don't have that leeway up front it will be more disruptive if we have to take away some vacation days. We need to continue to bargain.

SCHOOL COMMITTEE OFFICE HOURS

Chairperson Crowley began by saying she was at the Winchester Public Library when she noticed they were using space for school committee office hours. She called MASC and asked if the school committee could use public space in order to have public office hours. MASC was extremely positive about this idea and what other communities were doing. Chairperson Crowley's vision is that she is asking for consensus from the members to reach out to the Woburn Public Library, maybe get two hours of space every month. Members could rotate to cover hours, the public could come in to address issues or maybe hear the good news of what is happening in the Woburn Public Schools.

Chairperson Crowley will accept a motion with regards to her presentation for the Woburn Public Library.

Mr. Mulrenan made a motion to allow Chairperson Crowley to seek agreement and engagement with the Woburn Public Library on behalf of the school committee to arrange for office hours for members of the Woburn school committee.

Motion was seconded.

Dr. Wells on the motion, his schedule will make it difficult for him to commit to this.

He feels there are other ways for the public to reach out to the committee.

Mr. Lipsett is enthusiastic about this idea. He feels the committee can be flexible with time and days and we can be flexible with membership coverage as well. He can do his time and time for others if needed. He likes the location and feels we are here to listen to public concerns.

Ms. Chisholm feels the Chair should do this as she is the representative for the school committee. Chairperson Crowley can report back to the committee. She thinks it would be great if Chairperson Crowley wanted to take this on. One voice, one person so that is representative "of" the committee but not "the" committee.

Chairperson Crowley said the motion is simply allowing her to reach out to the Woburn Public Library for information and she will report back to the committee to work out formalities.

Mr. Kisiel commented on consistency. It should be the same as for example graduation, if a member can't make it they ask for a replacement. He feels if there is no set time it might be an issue. He asked the Superintendent if he had a set schedule, and he answered yes.

Superintendent Crowley said the number of people that came varied. Some topics brought in more people, but there were days when he got a lot of work done because no one came.

Mr. Kisiel is concerned that if there is a hot topic out there that one person will get slammed. He thinks it is a good idea but maybe with a little tweaking.

Motion is on the floor allowing Chairperson Crowley to reach out to the library for information. Motion was seconded, all in favor. Motion passed 7-0.

SUBCOMMITTEE REPORTS

Finance Subcommittee

December 18, 2019

Dr. Wells said they met on December 18, 2019.

Special Education Director Ms. Ryan was in attendance. They discussed the SpEd Department. The biggest concern is the preschool program; space issues. They talked about adding new staff in the upcoming budget.

They reviewed the list of bills.

A motion was made to approve the list of bills.

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

They reviewed the balance of accounts.

A motion was made to approve the balance of accounts.

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

There was a discussion on reinstating the Interface Program; this was a joint program with the city and the school department. The city opted out of the program this time.

Dr. Baldassarre recommends the program. He feels it provides an avenue for our personnel to provide information to parents; especially parents who aren't familiar working with the medical system and do not have the right insurance. It is difficult to get mental health care and having this tool would aid our counselors in providing for our students. They discussed the cost for the rest of this year. Since we did not budget for the cost this year, the cost can be prorated for the rest of this budget year and next year can be voted on as a budget item.

Dr. Wells recommended that this be placed on as an agenda item so the full committee can vote on this.

Chairman Crowley asked Dr. Baldassarre if there was any reason why we would act on this tonight. Are there any deadlines?

Dr. Baldassarre said the service will begin for us on March 1, 2020. The cost of the program between now and June 30th is only that portion of the \$8,500.00, so it is very miniscule between

now and July 1st. The remainder of the \$8,500.00 will be paid then. He had to let them know if we were going to enter into the arrangement weeks ago. He did not realize the full committee was going to vote, but he did give them the green light to prepare for us to be using the services beginning March 1, 2020.

January 13, 2020

Ms. Chisholm said they met tonight.

They reviewed the list of bills and balance of accounts.

A motion was made to accept the list of bills.

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

A motion was made to accept the balance of accounts.

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

They are looking at the copier cost, legal fees and SpEd.

There were a couple of financial expense transfers. as discussed.

No need to vote.

Mr. Dunkley will be at the next meeting to discuss utilities and capital projects.

The finance policy book will be discussed at the next meeting.

Mr. Chisholm asked Dr. Baldassarre where the money is coming from for the Interface program since this was not voted on.

Dr. Baldassaree said it is coming out of the SEEM revolving account.

Ms. Chisholm asked where the money was coming from for the interface

Resource Utilization Subcommittee

Mr. Kisiel reported from the 11/25/19 meeting.

The NESDEC report was discussed.

Classroom capacity, keeping an eye on that.

Solar was talked about briefly.

Chairman Crowley said we will have subcommittee minutes from all subcommittees at the next meeting and would like to hear the vision of what they would like to see their subcommittee working on.

Mr. Mulrenan made a motion to table subcommittee minutes until the next meeting.

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

Student Service and Achievement

none

Curriculum and Professional Development Subcommittee

none

Personnel Subcommittee

none

Policy and Safety Subcommittee

none

CORRESPONDENCE

none

UPCOMING EVENTS

Mr. Mulrenan made a motion to change the Tuesday, February 11th meeting to Monday, February 10th.

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

FUTURE AGENDA ITEMS

Dr. Wells

- NESDEC Report - invite counsel to present
- Old Wyman School - decision in conjunction with Mayor Galvin
- School start time - actual start of the day, this is a lingering issue

Mr. Mulrenan

- Inviting Eagle Scouts to a meeting; two students

ADJOURNMENT

A motion was made to adjourn.

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

Meeting adjourned at 8:40 PM.

Respectfully submitted,



Jean MacLeod

Recording Secretary