

February 4, 2019

A meeting of the Westfield School Committee was held on Monday, February 4, 2019, at 7:00 pm in the City Council Chambers at City Hall, 59 Court Street, Westfield, MA. Members present by roll call were: Mr. Ramon Diaz, Mr. Tim O'Connor, Mr. Bo Sullivan, Mrs. Cindy Sullivan, Mrs. Heather Sullivan, and Chairman Brian Sullivan. Mrs. Diane Mayhew was not in attendance.

At 7:01 pm Chairman Sullivan called the meeting to order.

1. Pledge of Allegiance

Chairman Sullivan asked if anyone was taping the meeting and if so, please state your name and address: none

2. Public participation, excluding personnel:

Ms. Jean Carpenter, Barbara Street

Ms. Carpenter spoke about the Palmer Method of Penmanship. She believed it would be best for students today.

3. Westfield Technical Academy student representatives:

An update was provided.

4. Westfield Technical Academy school presentation:

Information Technology presented on the Cyber Patriot Initiative.

5. Approval of Memorandum of Agreement/Westfield Lunch Association

Cindy Sullivan moved, Tim O'Connor seconded to approve the Memorandum of Agreement with the Westfield Lunch Association and the Westfield School Committee to have a change in the Servesafe© certificate requirement pursuant to the terms and conditions of the collective bargaining agreement, as presented, and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

	<u>Y</u>		
Diane Mayhew	absent		
Tim O'Connor	X		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

6. Approval of regular School Committee meeting minutes, January 7, 2019:

Cindy Sullivan moved, Ramon Diaz seconded to approve the regular School Committee meeting minutes, January 7, 2019. All were in favor. Motion passes.

7. Approval of the Westfield Public Schools 2019-2020 school year calendar:  
Ramon Diaz moved, Heather Sullivan seconded to approve the Westfield Public Schools 2019-2020 school year calendar, as presented. All were in favor. Motion passes.
8. First reading, by title only, of Policy File: KI Visitors to the Schools  
Cindy Sullivan moved, Heather Sullivan seconded a first reading, by title only, of Policy File: KI Visitors to the Schools. All were in favor. Motion passes.
9. Approval of field trips:
  - a. Westfield Intermediate School, New England Air Museum, Windsor Locks, Connecticut, February 13, 2019  
Bo Sullivan moved, Heather Sullivan seconded to approve the Westfield Intermediate School field trip to the New England Air Museum located in Windsor Locks, Connecticut, on February 13, 2019. All were in favor. Motion passes.
  - b. Westfield High School, True Colors XXVI Conference, University of Connecticut, Storrs, Connecticut, March 22-23, 2019  
Bo Sullivan moved, Heather Sullivan seconded to approve the Westfield High School field trip for students to attend the True Colors XXVI Conference to be held at the University of Connecticut located in Storrs, Connecticut, March 22-23, 2019. All were in favor. Motion passes.
10. Approval of Westfield Christian School as a private school for the 2018-2019 school year:  
Tim O'Connor moved, Cindy Sullivan seconded to approve the Westfield Christian School as a private school for the 2018-2019 school year. All were in favor. Motion passes.
11. Approval of the Westfield Christian Academy as a private school for the 2018-2019 school year.  
Ramon Diaz moved, Heather Sullivan seconded to approve the Westfield Christian Academy as a private school for the 2018-2019 school year. All were in favor. Motion passes.
12. Approval of the White Oak School as a private school for the 2018-2019 school year:  
Ramon Diaz moved, Heather Sullivan seconded to approve the White Oak School as a private school for the 2018-2019 school year. All were in favor. Motion passes.
13. Approval of home school application HE119-1819 for the 2018-2019 school year:  
Ramon Diaz moved, Heather Sullivan seconded to approve home school application HE119-1819 for the 2018-2019 school year. All were in favor. Motion passes.
14. Special employee designation recommendation:  
Cindy Sullivan moved, Ramon Diaz seconded a recommendation by the School Committee to have all coaches, referees, and mentors be deemed special

municipal employees under the Conflict of Interest statute and refer the matter to the City Council who will have to vote on it to effectuate. All were in favor. Motion passes.

15. Report of the weekly signed warrants

Cindy Sullivan reported that the following warrants were signed:

- January 11, 2019 = 22 batches totaling \$484,027.63
- January 18, 2019 = 21 batches totaling \$418,367.82
- January 25, 2019 = 20 batches totaling \$533,710.44

16. Budget Transfer

Cindy Sullivan moved, Tim O'Connor seconded to approve a budget transfer in the amount of \$44,471.00 from account 50004455/540000 Instructional Software account to account 50004245/551000 System Technology.

The following roll call vote was taken:

	<u>Y</u>		
Tim O'Connor	X		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Diane Mayhew	absent		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

17. Acceptance of Westfield Public Schools Financial Reports, January 2019:

Ramon Diaz moved, Tim O'Connor seconded to accept the Westfield Public Schools Financial Reports, January 2019.

The following roll call vote was taken:

	<u>Y</u>		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Diane Mayhew	absent		
Tim O'Connor	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

18. Massachusetts School Building Authority (MSBA) – Statement of Interest:

a. Westfield High School

Cindy Sullivan moved, Ramon Diaz seconded Resolved: Having convened in an open meeting on February 4, 2019, prior to the closing date, the School Committee of the City of Westfield, Massachusetts in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated prior to April 12, 2019 for Westfield High School located at 177

Montgomery Road, Westfield, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future to address the priorities of preventing the loss of accreditation, and the replacement and addition to an obsolete building in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Westfield Public Schools to filing an application for funding with Massachusetts School Building Authority.

The following roll call vote was taken:

	<u>Y</u>		
Cindy Sullivan	X		
Heather Sullivan	X		
Diane Mayhew	absent		
Tim O'Connor	X		
Bo Sullivan	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

b. Westfield Technical Academy

Cindy Sullivan moved, Ramon Diaz seconded Resolved: Having convened in an open meeting on February 4, 2019, prior to the closing date, the School Committee of the City of Westfield, Massachusetts in accordance with its charter by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated prior to April 12, 2019 for Westfield Technical Academy located at 33 Smith Avenue, Westfield, Massachusetts which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future to address the priorities of preventing the loss of accreditation, and the replacement and addition to an obsolete building in order to provide for a full range of programs consistent with state and approved local requirements; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Westfield Public Schools to filing an application for funding with Massachusetts School Building Authority.

The following roll call vote was taken:

	<u>Y</u>
Heather Sullivan	X
Diane Mayhew	absent
Tim O'Connor	X

Bo Sullivan	X		
Cindy Sullivan	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

19. Superintendent's Reports:

a. Acceptance of gift/donation

Tim O'Connor moved, Cindy Sullivan seconded to accept the following gifts/donations:

- Franklin Avenue Elementary School, Boxtops for Education, \$396.50, educational purposes, gift account
- Munger Hill Elementary School, Lifetouch Studios, \$1,385.53, educational purposes, gift account
- Paper Mill Elementary School, Lifetouch Studios, \$974.82, educational purposes, gift account
- Southampton Road Elementary School, Lehigh Gas Wholesale (Exxon Mobil), \$500.00, educational purposes, gift account
- Southampton Road Elementary School, Lifetouch Studios, \$1,299.46, educational purposes, gift account
- Westfield Intermediate School, Sandy Viens (Holiday Shop) \$300.00, educational purposes, gift account
- Westfield Intermediate School, Lifetouch Studios, \$2,325.36, educational purposes, gift account
- Westfield Intermediate School, Daniele Sturmer, donation of library books, estimate value \$287.79, Joseph J. O'Connor Library, educational purposes
- Westfield Technical Academy, John Liptak CPA, donation of file cabinets and office chairs, valued at \$1,700.00
- Westfield Technical Academy, Aero Fastener Co, Inc., donation of video recorder, pens, flash drives, valued at \$476.00
- Westfield Technical Academy, The Bridal Corner, donation of prom dresses, valued \$4,582.00, student use
- Westfield Technical Academy, Walmart, plumbing supplies, electrical supplies, various tools, valued \$750.00
- Westfield Technical Academy, Jim Aylward, riding lawnmower, valued \$400.00, school use
- Westfield Technical Academy, Westfield Foundation Education, donation of \$1,5000.00, to create an artificial turf golf green, school use
- Westfield Technical Academy, Industrial Cutting Tools, donation of tools valued \$3,750.00, school use

The following roll call vote was taken:

	<u>Y</u>		
Diane Mayhew	absent		
Tim O'Connor	X		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

- b. Acceptance of new grant: Project Lead the Way Grants  
 Tim O'Connor moved, Ramon Diaz seconded to accept three (3) Project Lead the Way (PLTW) grants totaling \$97,500. Grants were awarded to start programs at Franklin Avenue (\$7,500), Westfield Middle (\$40,000), and Westfield High (\$50,000).

The following roll call vote was taken:

	<u>Y</u>		
Tim O'Connor	X		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Diane Mayhew	absent		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

- c. Acceptance of grant: Westfield Cultural Council Grants  
 Tim O'Connor moved, Ramon Diaz seconded to accept two (2) separate grants from the Westfield Cultural Council totaling \$2,200.00. A grant of \$700.00 was awarded to Westfield Middle School to support the "Creative Coding for Teens" program. An additional grant of \$1,500.00 was awarded to support teaching students about the history of Westfield and involve students and families in the Westfield 350<sup>th</sup> Celebration.

The following roll call vote was taken:

	<u>Y</u>		
Bo Sullivan	X		
Cindy Sullivan	X		
Heather Sullivan	X		
Diane Mayhew	absent		
Tim O'Connor	X		
Ramon Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

- d. Other  
 Superintendent Czaporowski provided an update.
20. Mayor's update: Mayor Sullivan congratulated Jim Jachym for being selected as the first player from Westfield to the Western Mass Baseball Hall of Fame.
21. School Committee update: none
22. Items for referral to subcommittees: none
23. Old business: none
24. Subcommittee Reports/Recommendations

- a. Reports: none
- b. Minutes: Human Resources & Policy Subcommittee, January 7, 2019  
Cindy Sullivan moved, Ramon Diaz seconded to approve the Human Resources & Policy Subcommittee meeting minutes of January 7, 2019. All were in favor. Motion passes.

25. Other items not reasonably anticipated 48 hours prior to the meeting: none

26. Next regular School Committee meeting: March 4, 2019

At 8:14 pm Ramon Diaz moved, Cindy Sullivan seconded to adjourn the meeting. All were in favor. Motion passes.

Mr. Stefan Czaprowski, Superintendent of Schools  
Clerk – Westfield School Committee

A true copy, Attest:

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Cindy Sullivan, Secretary  
Westfield School Committee

CS/cm