

June 17, 2019

A meeting of the Westfield School Committee was held on Monday, June 17, 2019, at 7:00 pm in the City Council Chambers in City Hall, 59 Court Street, Westfield, MA. Members present by roll call were: Mr. Ramon Diaz, Mrs. Diane Mayhew, Mr. Tim O'Connor, Mr. Bo Sullivan, Mrs. Cindy Sullivan, Mrs. Heather Sullivan, and Chairman Brian Sullivan.

At 7:00 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:

Ralph Figy, City Council liaison, Westfield

Mr. Figy invited members to attend the City Council Finance Subcommittee meeting scheduled for Wednesday, June 19th at 5:30pm. The School Department budget will be reviewed.

Angela Lamothe, Dana Street

Ms. Lamothe read a statement regarding the Highland Elementary School playground. She requested the support of the committee.

Morgan O'Connor, East Mountain Road, Troop 40222

Morgan, Junior at Westfield Technical Academy, reported that through various fundraising efforts she raised \$4,548.56 and purchased one Elkay bi-level water cooler for student and staff use at school.

Cindy Sullivan thanked Morgan for all of her hard work.

3. Highland Elementary School Playground:

Principal Manning was in attendance. The following students addressed the committee regarding the need for a playground at Highland Elementary School: Will Donnelly, Chase Hart, Jameson McGrath, Ayusha Bhujel, Finn Chisholm-Godshalk, Lucas Lamothe, Evan Gasiewski, Rown Gasiewski, Cassidy Halla, Spencer McNamara, Breanna McNamara, and Sophia Hardy.

Rebecca Hart, parent/PTO representative, informed the committee of the various fundraisers that took place in order to raise \$50,000 for the playground.

Bo Sullivan moved, Cindy Sullivan seconded to suspended rules to address agenda item #18b next. All were in favor. Motion passes.

18b. School Choice Expenditure

Superintendent Czaporowski addressed the committee. He requested an expenditure of \$45,000 to assist with the Highland Elementary School playground. He reported that he checked with Mr. Rix regarding funds available and that Mr. Rix was comfortable with this expenditure.

Cindy Sullivan moved, Heather Sullivan seconded to approve an expenditure of School Choice funds, not to exceed \$45,000 for the Highland School Playground.

The following roll call vote was taken:

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

4. Memorandum of Understanding and Standard Operating Procedure Agreement – School Resource Officers

Mr. Rogers informed the committee that the MOU and Standard Operating Procedure Agreement was uniformed throughout the Commonwealth for districts with the School Resource Officer Program.

Mayor Sullivan requested all show, if in favor, their support for the Memorandum of Understanding and Standard Operation Procedure Agreement. All were in favor. Motion passes.

5. Westfield Public Schools Community Survey Review

Superintendent Czaporowski shared a PowerPoint presentation with the committee regarding the results of the survey (enclosed).

6. Approval of regular School Committee meeting minutes, June 3, 2019:

Cindy Sullivan moved, Ramon Diaz seconded to approve the regular School Committee meeting minutes of June 3, 2019. All were in favor. Motion passes.

7. 1st reading waived, 2nd/final reading, by title only, of policy File: JE Attendance Policy

Heather Sullivan moved, Diane Mayhew seconded to waive the 1st reading and have a 2nd/final reading, by title only, of policy *File: JE Attendance Policy*. All were in favor. Motion passes.

8. 2nd final reading, by title only, of policy File: KI Visitors to the Schools

Heather Sullivan moved, Diane Mayhew seconded to have a 2nd/final reading by title only, of policy *File: KI Visitors to the Schools*. All were in favor. Motion passes.

9. Approval of 2019-2020 Student/Parent Handbooks

Ramon Diaz moved, Cindy Sullivan seconded to table the 2019-2020 Student/Parent Handbooks to the next School Committee meeting to be held on Monday, August 26, 2019. All were in favor. Motion passes.

10. School Breakfast and Lunch Price increases for the 2019-2020 school year

Cindy Sullivan moved, Ramon Diaz seconded to increase the school breakfast and lunch price increases for students, effective August 29, 2019 as follows:

Breakfast \$1.35
 Elementary & Intermediate \$2.50
 Middle & High lunch \$2.65
 This is a 20 cent increase across the board.

The following roll call vote was taken:

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

11. Report of weekly signed warrants:

Cindy Sullivan reported the following warrants were signed:

May 31, 2019 = 18 batches totaling \$533,013.41

June 7, 2019 = 16 batches totaling \$191,079.35

12. Budget Transfers

Ramon Diaz moved, Diane Mayhew seconded to approve the following transfer:

- \$74,000 from account #50078520/5700006 Unemployment into account #50078520/570003 Workers Comp.

The following roll call vote was taken:

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

Ramon Diaz moved, Cindy Sullivan seconded to approve the following transfers:

- \$40,135 from account #57223330/533010 SpEd In-District Transportation into account #56523920/532003 SpEd Out-State Tuition
- \$29,337 from account #57223330/533011 SpEd Out-of-District Transportation into account #56523920/532003 SpEd Out-State Tuition
- \$34,000 from account #57223330/533011 Late Bus Transportation into account #57284330/533004 Motor Vehicle Acquisition
- \$31,672 from account #57223330/533000 Pupil Transportation into account #55482422/5200000 Maintenance of Building

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Tim O'Connor	X	

Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Diane Mayhew	X	
Ramon Diaz	X	
Chairman Sullivan	<u>X</u>	
	7	<u>0</u> motion passes

Ramon Diaz moved, Cindy Sullivan seconded to approve the following transfers:

- \$74,134 from account #500682399/512200 Long Term Substitutes into account #56523920/532001 SpEd Tuitions Out of State
- \$20,000 from account #52619232/511300 PMES Speech Professional into account #56523910/532001 SpEd Tuitions In-State
- \$22,615 from account #53272230/511200 Alternate Ed – Teachers into account #56523910/532001 SpEd Tuitions In-State

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Bo Sullivan	X	
Cindy Sullivan	X	
Heather Sullivan	X	
Diane Mayhew	X	
Tim O’Connor	X	
Ramon Diaz	X	
Chairman Sullivan	<u>X</u>	
	7	<u>0</u> motion passes

13. Acceptance of Westfield Public Schools Financial Statements, June 2019

Ramon Diaz moved, Tim O’Connor seconded to accept the Westfield Public Schools Financial Statements, June 2019.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Cindy Sullivan	X	
Heather Sullivan	X	
Diane Mayhew	X	
Tim O’Connor	X	
Bo Sullivan	X	
Ramon Diaz	X	
Chairman Sullivan	<u>X</u>	
	7	<u>0</u> motion passes

14. Create a new Special Revenue Account: Highland Elementary School Playground Account

Ramon Diaz moved, Heather Sullivan seconded to create a new Special Revenue Account: Highland Elementary School Playground account

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>
Heather Sullivan	X	

Diane Mayhew	X	
Tim O'Connor	X	
Bo Sullivan	X	
Cindy Sullivan	X	
Ramon Diaz	X	
Chairman Sullivan	<u>X</u>	
	7	<u>0</u> motion passes

15. Approval of 4 Memorandum of Agreements with Westfield Education Association/Unit A (Teachers)

a. MOA Chapter 74 teachers

Cindy Sullivan moved, Diane Mayhew seconded to approve the Memorandum of Agreement, dated June 17, 2019, with the Westfield Education Association Unit A (teachers) and the Westfield School Committee that amends the terms of the collective bargaining agreement to pay all Chapter 74 teachers consistent with the contract language regardless if instruction is at Westfield Technical Academy or Westfield High School, and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

b. MOA WHS Career Center Specialist

Cindy Sullivan moved, Ramon Diaz seconded to approve the Memorandum of Agreement, dated June 17, 2019, with the Westfield Education Association Unit A (teachers) and the Westfield School Committee that amends the terms of the collective bargaining agreement to exclude the Westfield High School Career Center Specialist Consultant (from Career Point) from the WEA shall remain until otherwise bargained and mutually agreed to by all parties and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

c. MOA Annualized Salary

Cindy Sullivan moved, Ramon Diaz seconded to approve the Memorandum of Agreement, dated June 17, 2019, with the Westfield Education Association/Unit A (teachers) and the Westfield School Committee that amends the terms of the collective bargaining agreement to divide the annualized salary into 27 pays for the 2019-2020 school year and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

d. MOA Professional Development Days

Cindy Sullivan moved, Ramon Diaz seconded to approve the Memorandum of Agreement, dated June 17, 2019, with the Westfield Education Association Unit D (paraprofessionals) and the Westfield School Committee that amends the terms of the collective bargaining agreement to have:

August 27 & 28, 2019 as site based district led Professional Development
November 5, 2019 and March 20, 2020 as teacher choice Professional Development

All Early Release Staff Development Days are site based and may include district initiatives

and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

15. Westfield Education Association/Unit D

Cindy Sullivan moved, Ramon Diaz seconded to approve the Memorandum of Agreement, dated June 17, 2019, with the Westfield Education Association Unit D (paraprofessionals) and the Westfield School Committee that amends the terms of the collective bargaining agreement for the 2019-2020 school year only, the first of the 22 pays shall be September 13, 2019 and the last paycheck shall be July 3, 2020. All parties acknowledge that the July 3, 2020 pay shall be with encumbered funds from the 2019-2020 school year and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

16. Approval of Agreement for Professional Legal Services with Dupere Law Offices: Cindy Sullivan moved, Diane Mayhew seconded to approve the Agreement for professional legal services with Dupere Law Offices, effective July 1, 2019 – June 30, 2019, at a flat rate of \$2,500 per month and authorize the Mayor to sign on behalf of the committee

The following roll call vote was taken:

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

17. End of Cycle Summative Evaluation Report: Superintendent of Schools
Chairman Sullivan read the Summative Evaluation Report for Mr. Stefan Czaporowski, Superintendent of Schools. (attached)

Superintendent Czaporowski was evaluated in four key areas: Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture. He was also rated on three areas of personal performance goals: New Superintendent Induction Program, Literacy and Math Assessments, and Increase online access to parents. Overall, his performance was rated as Exemplary.

18. Superintendent's Reports:

a. Acceptance of gifts/donations

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

- Abner Gibbs Elementary, Your Cause, \$10.00, educational purposes, gift account
- Abner Gibbs Elementary, Abner Gibbs PTO \$5,000, student use – new playground, Abner Gibbs Playground Gift Account
- Highland Elementary, Crestview Construction, site work valued at \$5,000 (removal of existing asphalt), student use – new playground

- Highland Elementary, Highland PTO, \$28,000, student use, Highland Elementary Playground Gift account
- Munger Hill Elementary, LifeTouch, \$265.80, educational purposes, gift account
- Westfield Technical Academy, Morgan O'Connor, Elkay bi-level water cooler, valued at \$750.00 and a check for \$4,548.56 to purchase 4 Elkay bi-level water coolers with water bottle refilling stations, gift account
- Westfield Technical Academy, Mark O'Connell, Belchertown, \$200 to the Allied Health Department, educational purposes, gift account

The following roll call vote was taken:

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

- b. School Choice fund expenditure
No action. Item addressed earlier in the meeting.

- c. Other
Superintendent Czaporowski updated the committee on events throughout the week and upcoming events in the schools.

19. Mayor's update: Mayor Sullivan reminded everyone of the Finance Subcommittee meeting of the City Council scheduled for Wednesday.

20. School Committee update:
Ramon Diaz thanked Mr. Kennedy for the Jazz Band performing at Amelia Park.

21. Items for referral to subcommittees: None

22. Old business: none

23. Subcommittee Reports/Recommendations

- a. Reports: Diane Mayhew reported the Human Resources & Policy Subcommittee met earlier this evening to review the Attendance Policy that was brought forward earlier in the meeting for adoption.
- b. Minutes: Diane Mayhew moved, Heather Sullivan seconded to approve the Human Resources & Policy Subcommittee meeting minutes of May 20, 2019. All were in favor. Motion passes.

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

25. Next regular School Committee meeting: August 26, 2019

At 8:40 pm Ray Diaz moved, Cindy Sullivan seconded to adjourn the meeting. All were in favor. Motion passes.

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

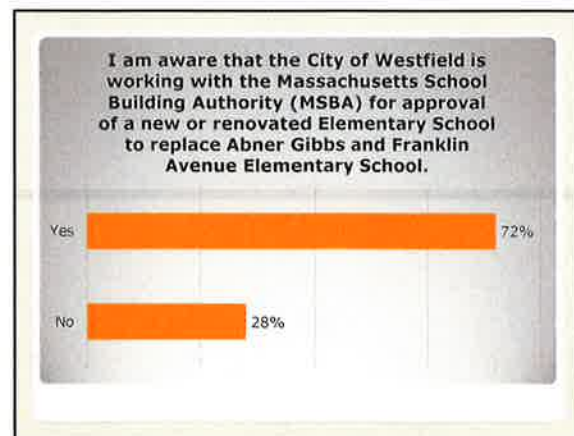
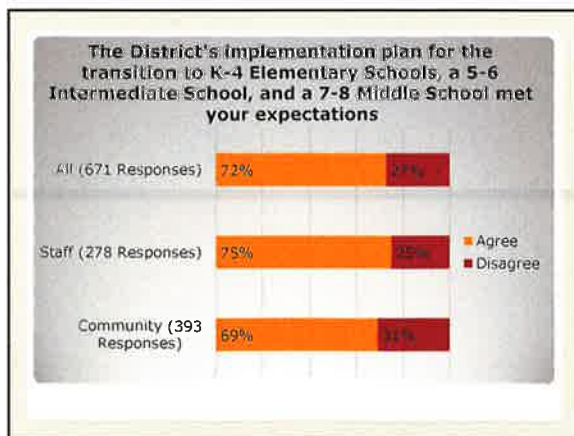
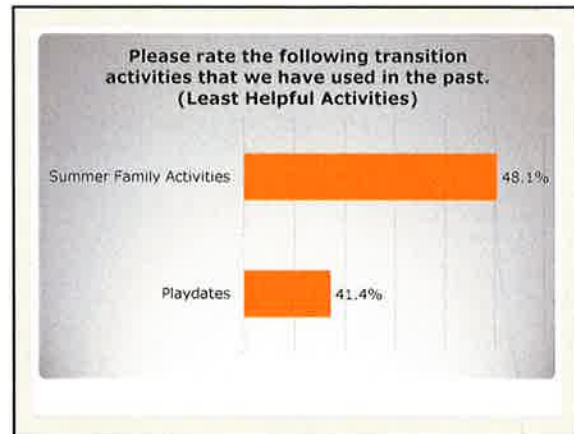
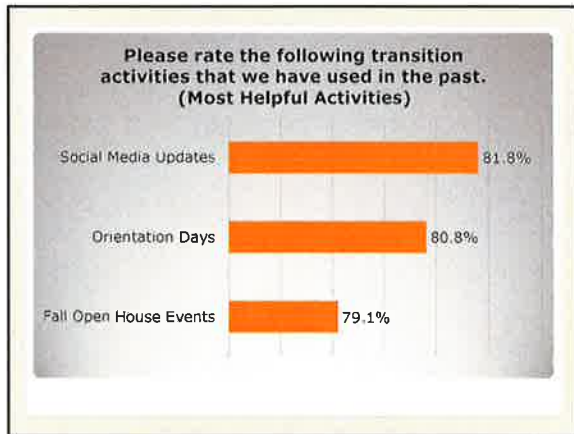
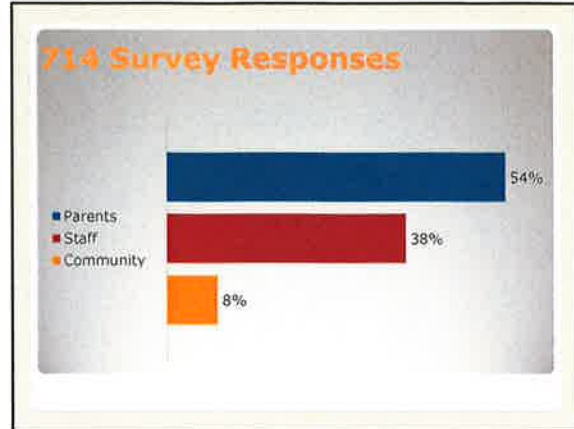
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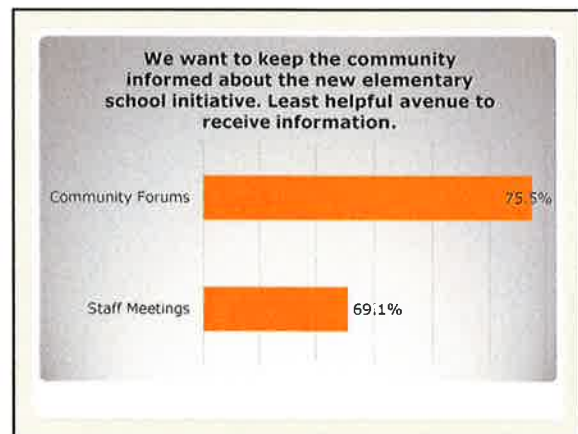
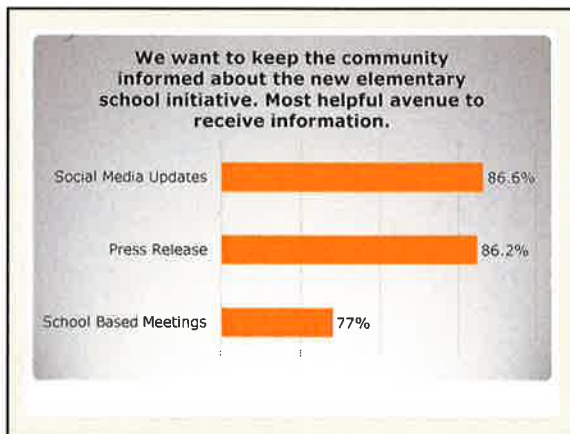
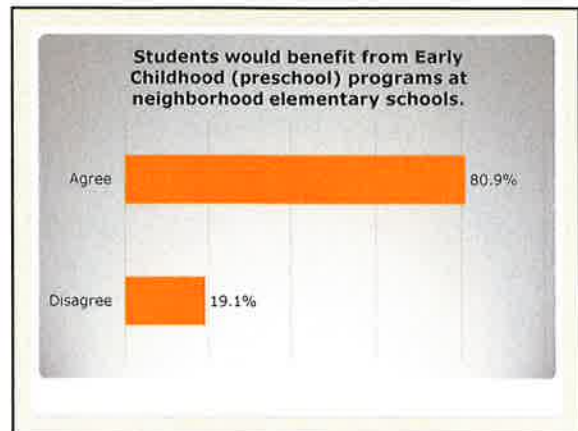
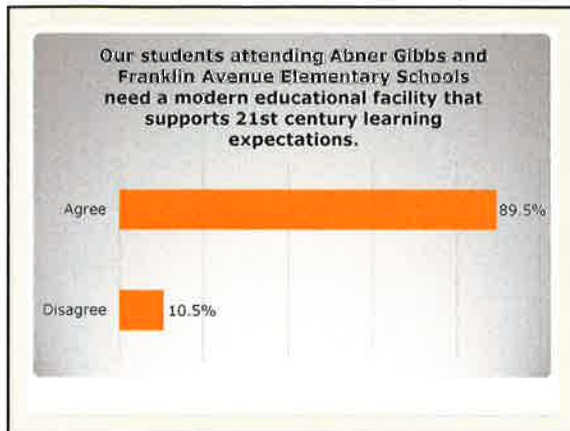
Cindy Sullivan, secretary
Westfield School Committee

CS/cm

Community Outreach Survey

Participation Window
May 30, 2019 - June 14, 2019





Evaluation of Mr. Stefan Czaporowski, Superintendent of Westfield Public Schools

2018- 2019 School Year

The following is the narrative evaluation of Superintendent Czaporowski for the 2018-2019 school year in accordance with the current performance evaluation protocol. This narrative will analyze four key “areas of focus”.

- * Instructional Leadership
- * Management and Operations
- * Family and Community Engagement
- * Professional Culture

Also included are three areas of personal performance goals outlined by Superintendent Czaporowski.

- * New Superintendent Induction Program
- * Literacy and Math Assessments
- * Increase online access to parents

Rating will be as follows: Unsatisfactory, Needs improvement, Proficient, Exemplary

Westfield School Committee

Mayor Brian Sullivan, Chair

Mr. Ramon Diaz, Vice Chair

Mrs. Cindy Sullivan, Secretary

Mr. Tim O’Connor

Mrs. Heather Sullivan

Mrs. Diane Mayhew

Mr. Bo Sullivan

Standard 1: Instructional Leadership

Rating: Exemplary

1-A Curriculum

Ensures that all instructional staff design effective and rigorous standards based unit of instruction consisting of well- structured lessons with measureable outcomes.

1-B Instruction

Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

1-C Assessment

Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, and adjust to their practice when students are not learning.

1-D Evaluation

Ensures effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.

1-E Data Informed Decision Making

Uses multiple sources of evidence related to student learning to improve organizational performance, educator effectiveness, and student learning.

Comments:

The Superintendent's experience as a classroom teacher and building administrator allow him to understand the need of the teachers and administrators at an individual level. He has high standards for performance for himself which in turn is reflected in receiving high standards from both the staff and the students. Textbooks and Curriculum have been updated to 21 Century standards.

Standard 2: Management and Operations

Rating: Proficient

2- A Environment

Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional and social needs.

2-B Human Resources Management and Development

Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

2-C Scheduling and Management Information Systems

Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school level staff.

2-D Law, Ethics, and Policies

Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.

2-E Fiscal Systems

Develops a budget that supports the district's vision, mission, and goals. Allocates and manages expenditures consistent with district and school level goals and available resources.

Comments:

Stefan has many ideas of programs and interventions to make sure all of the students needs are met. He also has focused on training the staff with new software and curriculums they are expected to teach. He has established a clear set of operating procedures for an effective operation of the school district. The budget process is always challenging, but this year's budget reflects the learning goals of the district and its sustainability while looking to invest in future budgets doing the same.

Standard 3: Family and Community

Rating: Exemplary

3-A Engagement

Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.

3-B Sharing Responsibility

Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.

3-C Communication

Engages in regular, two-way culturally proficient communication with families and community stakeholders about student learning and performance.

3-D Family Concerns

Address family and community concerns in an equitable, effective, and efficient manner.

Comments:

Superintendent Czaporowski excels at communicating and engaging with the community. He has utilized several different platforms including social media, school websites, robo calls, and letters home to get information to families. He has established advisory panels made up of administration, staff and parents for hiring positions within the administration such as principals and special education directors. He communicates regularly through his weekly radio/television show and creates surveys to gather information.

Standard 4: Professional Culture

Rating: Exemplary

4-A Commitment to High Standards

Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.

4-B Cultural Proficiency

Ensures that policies and practices enable staff members and students to interact effectively culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.

4-C Communication

Demonstrates strong interpersonal, written, and verbal communication skills.

4-D Continuous Learning

Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in his or her own practice.

4-E Shared Vision

Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in post-secondary education and become a responsible citizen and global contributor.

4-F Managing Conflict

Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

Comments:

Collaboration is essential in creating and sustaining a professional culture, and the Superintendent does a good job of creating a collegial and trusting environment. He continues to be approachable, and his staff knows he is student focused. He has attempted to establish this in all of the schools, and you can see progress has been made in this area.

Superintendent's Performance Goals

Rating: Met

Professional Practice- New Superintendent Induction Program

Continue developing skills in final year; attend 3 day long sessions Oct.-March, attend 5 2 ½ hour regional consult meetings Oct-May. Complete assignments and document contact with Coach.

Student Learning - Literacy and Math Assessments

Implement iReady and math in K-6. Train staff elementary and WIS Sept-Dec. Assess students Oct-May. Document all meetings

District Improvement –

Increase online access to parents and families to improve school system efficiency. Establish procedures and guidelines Aug-June. Enable online bill pmts, Aug-June. Meet at WPS business and data offices City Treasurer, Auditor, and secure vendors.

- Rating is as follows:

Did Not Meet Some Progress Significant Progress Met Exceeded

Comments:

Stefan has met all of his objectives within his performance goals. He had specific key actions and benchmarks. The Superintendent worked very hard to improve our district. Measuring his success is often challenging, but he has managed to be able to document the success of the district under his leadership.

Summation Report

Superintendent Czaporowski has received an overall rating of Exemplary in 3 performance standards which include Instructional Leadership, Family and Community Engagement, and Professional Culture. He received an overall rating of Proficient in the performance standard of Management and Operations. Mr. Czaporowski also received an overall rating of Exemplary with the impact on student learning being high. The Westfield Public School system is a diverse and complicated public school system that is made up of students with different economic backgrounds, different skill sets and different learning styles. Stefan has always been student focused, and through his leadership the district has been able to move forward with positive rewards. The district as a whole is improving academically as evidenced by the removal from the list of districts to watch. He is able to lead and support others in their planning and implementation of district initiatives in order to promote student achievement. He has lead the district through a re-configuration/re-districting while restructuring the middle and elementary schools. The entire time he has reached out to the community to understand their concerns and incorporate their comments in the plan for combining schools. He has also increased online access to parents and families to improve school system efficiency. There are many obstacles in education which Stefan has been able to identify and look for solutions for future implementation. He also takes steps when necessary to hire new staff and restructure programs in the best interest of students. There is an overwhelming consensus of members the Superintendent communicates regularly outside of School Committee meetings by providing updates on a regular basis. He continues to be a professional while experiencing the ins and outs of his position. He has increased school visits and classroom walkthroughs in an effort to learn by observation. He has made it a priority to train staff in specific areas of education, and implemented programs such as iReady Literacy and Math assessments. Differentiated support and instruction was a continuous theme throughout the committee's evaluation. Stefan has successfully completed 3 years of rigorous training in the New Superintendent Induction Program where he has continued to gain knowledge of leadership, strategy implementation and data analysis. Stefan has been able to balance the schools needs within a budget that is filled with unfunded mandates and complications. Special Education continues to be a complicated area with the demands in this area continuing to grow and change constantly. He appears to be aware of this struggle, and is committed to focusing on Special Education in FY20. The Superintendents responsibilities are vast and complicated. Stefan has shown his commitment to the Westfield Public Schools, and the School Committee looks forward to continued employment in our system. Overall, the Superintendent has had an Exemplary performance this year.