

June 18, 2018

A meeting of the Westfield School Committee was held on Monday, June 18, 2018, 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, Mrs. Diane Mayhew, Mr. Tim O'Connor, Mrs. Heather Sullivan, Mr. Kevin J. Sullivan, and Chairman Brian Sullivan. Mrs. Cindy Sullivan was not in attendance.

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:

City Councilor Ralph Figy was in attendance. He reported that the public hearing of the City Budget was scheduled for Wednesday, June 20, 2018 at 6:00 pm. The meeting will be held in the City Council Chambers.

3. Approval of School Committee meeting minutes, June 4, 2018:

Kevin Sullivan moved, Heather Sullivan seconded to approve the School Committee meeting minutes of June 4, 2018. All were in favor. Motion passes.

4. Approval of Westfield High School field trip, Hershey, Pennsylvania, May 23-29, 2019:

Kevin Sullivan moved, Heather Sullivan seconded to approve the Westfield High School field trip for students to participate in the annual Spring Competition to be held in Hershey Park located in Hershey, Pennsylvania, May 23-29, 2019. All were in favor. Motion passes.

5. Approval of 2018-2019 Student/Parent handbooks:

a. Fort Meadow Early Childhood Center

Heather Sullivan moved, Ramon Diaz seconded to approve the 2018-2019 Fort Meadow Early Childhood Center Student/Parent handbook. All were in favor. Motion passes.

b. Elementary

Diane Mayhew moved, Kevin Sullivan seconded to approve the 2018-2019 Elementary Student/Parent handbook. All were in favor. Motion passes.

c. Westfield Intermediate

Diane Mayhew moved, Heather Sullivan seconded to approve the 2018-2019 Westfield Intermediate Student/Parent handbook. All were in favor. Motion passes.

- d. Westfield Middle
Diane Mayhew moved, Heather Sullivan seconded to approve the 2018-2019 Westfield Middle School Student/Parent handbook. All were in favor. Motion passes.
- e. Westfield High
Diane Mayhew moved, Heather Sullivan seconded to approve the 2018-2019 Westfield High School Student/Parent handbook. All were in favor. Motion passes.
- f. Westfield Technical Academy
Diane Mayhew moved, Heather Sullivan seconded to approve the 2018-2019 Westfield Technical Academy Student/Parent handbook. All were in favor. Motion passes.

- 6. 2nd/final reading, by title only, of policies:
 - a. File: ECAC Vandalism
Diane Mayhew moved, Heather Sullivan seconded to approve a 2nd/final reading, by title only, of File: ECAC Vandalism. All were in favor. Motion passes.
 - b. File: EDC Authorized use of School-Owned Materials
Diane Mayhew moved, Heather Sullivan seconded to approve a 2nd/final reading, by title only, of policy File: EDC Authorized use of School-Owned Materials. All were in favor. Motion passes.
- 7. Acceptance of Westfield Public Schools Financial Statements, June 2018:
Ramon Diaz moved, Tim O'Connor seconded to accept the Westfield Public Schools Financial Statements, June 2018.

The following roll call vote was taken:

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

- 8. Report of weekly signed warrants:
Kevin Sullivan reported that the following warrants were signed by Cindy Sullivan:
June 8, 2018 = 16 batches totaling \$311,664.79
June 15, 2018 = 28 batches totaling \$337,142.88

- 9. Approval of Budget Transfers:
Tim O'Connor moved, Kevin Sullivan seconded to approve the following budget transfers:

<u>Amount</u>	<u>From account</u>	<u>Into account</u>
\$17,611	52823232/511300 WMS-N Special Services FT Hourly	56523233/511100 Special Education – FT Hourly
\$17,978	52523232/511300 MH Special Services FT Professional	52519232/511300 MH – Speech Professional

\$45,000	50068239/512200 Long Term Substitutes	50081510/519900 Severance
\$43,734	50081230/514200 Out-of-Grade	52623230/511200 PM Special Services FT Professional
\$15,520	52810230/511200 WMS-N Tech Teacher	52802230/511200 WMS-N Art Teacher

The following roll call vote was taken:

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

10. 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: Student Learning Program Implementation, Redistricting and Grade Redistribution, and the New Superintendent Induction Program. Overall, his performance was rated as Exemplary.

11. Superintendent's Reports

a. Acceptance of gifts/donations

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

- Highland Elementary, Westfield State University, \$300.00, educational purposes, gift account
- Munger Hill Elementary, Munger Hill parents, \$140.00, educational purposes, gift account
- North Middle, Stop & Shop A+ Awards, \$247.93, educational purposes, gift account
- North Middle, Inspire Arts & Music, DBA Great East Festivals, \$2,375.00, educational purposes, gift account
- North Middle, Bonton Sores, Inc. \$155.11, educational purposes, gift account
- South Middle, Stop & Shop A+ Awards, \$482.58, educational purposes, gift account
- Westfield High, Stop & Shop A+ Awards, \$352.58, educational purposes, gift account
- Westfield High, Thomas Jendrysik, furniture, approximate value \$830.00, school use
- Westfield Technical Academy, Hampden County District Attorney's office, \$1,000.00, educational purposes, gift account

The following roll call vote was taken:

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

b. School Choice expenditure

Diane Mayhew moved, Kevin Sullivan seconded to approve an expenditure of \$200,000.00 from the School Choice Revolving Account to equip all of the schools with controlled access doors. This system will allow us to keep the doors locked at all times and allow staff and other authorized users to have controlled and monitor access in our schools.

The following roll call vote was taken:

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

c. Other

Superintendent Czaporowski updated the committee on the following:

Step-up day held was held on June 11, 2018

Curriculum work going on this summer

W2BA volunteer mentors

Last day of school Thursday, June 21, 2018

12. Mayor's update: Mayor Sullivan provided an update.

13. School Committee update: none

14. Items for referral to subcommittees: none

15. Old business: none

16. Subcommittee Reports/Recommendations:

a. Reports: none

b. Minutes: none

17. Next regular School Committee meeting: TBA

At 8:04 pm Kevin Sullivan moved, Ramon Diaz seconded to adjourn the meeting. All were in favor. Motion passes.

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

A true copy, Attest:

Diane Mayhew, Secretary
Westfield School Committee

DM/cm