

May 6, 2019

A meeting of the Westfield School Committee was held on Monday, May 6, 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, 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:

Ralph Figy, Brookline Avenue

City Councilor Figy acknowledged Westfield Middle School for their support in this past weekend's event.

2. Public participation, excluding personnel: none

3. Fort Meadow Early Childhood Center presentation:

Joanne Hentnick was in attendance and introduced Aimee Blair and Alison Reed. A short video was shared highlighting the work being done implementing the Pyramid Model.

4. Westfield Technical Academy student representative:

An update was provided.

5. Above and Beyond Certificates:

Westfield Technical Academy CNA students successfully performed Heimlich Maneuver: Brooke Thompson, Mikeila Maysonet and Jessica Rabor.

6. Science Fair: student presentations

Abigail Goyette: Concentration of Red Dye 40 in Sport Drinks

Suvin Sundrarajan: Analysis of the Manufacturing Process of D-Glucose-based Thermoformed

7. Update from the Technology Committee:

Technology Committee members Ron Rix, Denise Ruzala, Erika Masciadrelli, and Joe Mullett were in attendance and updated the committee on the Technology Plan.

8. Approval of regular School Committee meeting minutes:

a. Regular School Committee meeting minutes, April 1, 2019

Cindy Sullivan moved, Ramon Diaz seconded to approve the regular School Committee meeting minutes of April 1, 2019. All were in favor. Motion passes.

b. Budget hearing meeting minutes, April 24, 2019
Ramon Diaz moved, Cindy Sullivan seconded to approve the budget hearing meeting minutes of April 24, 2019. All were in favor. Motion passes.

9. Approval of field trips:

a. Westfield Middle School, EMPOWER Leadership Sports & Adventure Center, Middletown, Connecticut, June 7, 2019

Bo Sullivan moved, Ramon Diaz seconded to approve the Westfield Middle School trip for students to go to the EMPOWER Leadership Sports & Adventure Center located in Middletown, Connecticut on June 7, 2019. All were in favor. Motion passes.

b. Westfield High School, Jewish Heritage Museum, New York City, May 29, 2019

Bo Sullivan moved, Ramon Diaz seconded to approve the Westfield High School trip for students to go to the Jewish Heritage Museum located in New York City on May 29, 2019. All were in favor. Motion passes.

10. Acceptance of a foreign exchange student at Westfield High School for the 2019/20 school year:

Ramon Diaz moved, Cindy Sullivan seconded to accept Paulina Aminata Thiam from Mali as a foreign exchange student at Westfield High School for the 2019-2020 school year pending the receipt of her JI Visa and on the condition that this involves no financial obligations on the part of the Westfield Public Schools and if there are any such obligations, this acceptance is rescinded. All were in favor. Motion passes.

11. Approval of (3) home school applications HE125-1819 to HE127-1819 for the 2018/2019 school year:

Tim O'Connor moved, Ramon Diaz seconded to approve home school applications HE125-1819 to HE127-1819 for the 2018/2019 school year. All were in favor. Motion passes.

12. 1st reading, by title only, of School Committee policies:

a. File: DBG Budget Adoption Procedure

Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy *File: DBG Budget Adoption Procedure*. All were in favor. Motion passes.

b. File: DBI Budget Account Deficit Policy

Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy *File: DBI Budget Account Deficit Policy*. All were in favor. Motion passes.

c. File: DBI-R Budget Transfer Procedures

Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy *File: DBI-R Budget Transfer Procedures*. All were in favor. Motion passes.

- d. File: DG Deposits of Receipts and Revenues
Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy File: DG Deposits of Receipts and Revenues. All were in favor. Motion passes.
 - e. File: DI Fiscal Accounting and Reporting
Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy File: DI Fiscal Accounting and Reporting. All were in favor. Motion passes.
 - f. File: DIB Types of Funds
Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy File: DIB Types of Funds. All were in favor. Motion passes.
 - g. File: DK Payment Procedures
Heather Sullivan moved, Diane Mayhew seconded for a 1st reading, by title only, of Policy File: DK Payment Procedures. All were in favor. Motion passes.
13. 2nd/final reading, by title only, of School Committee policies:
- a. File: KA School/Community Relations Goals
Heather Sullivan moved, Diane Mayhew seconded a 2nd/final reading, by title only, of School Committee Policy File: KA School/Community Relations Goals. All were in favor. Motion passes.
 - b. File: KBA School-Parent/Guardian Relations Goals
Heather Sullivan moved, Diane Mayhew seconded a 2nd/final reading, by title only, of School Committee Policy File: KBA School-Parent/Guardian Relations Goals. All were in favor. Motion passes.
 - c. File: JEA Compulsory Attendance Ages
Heather Sullivan moved, Diane Mayhew seconded a 2nd/final reading, by title only, of School Committee Policy File: JEA Compulsory Attendance Ages. All were in favor. Motion passes.
 - d. File: DA Fiscal Management Goals
Heather Sullivan moved, Diane Mayhew seconded a 2nd/final reading, by title only, of School Committee Policy File: DA Fiscal Management Goals. All were in favor. Motion passes.
 - e. File: DB Annual Budget
Heather Sullivan moved, Diane Mayhew seconded a 2nd/final reading, by title only, of School Committee Policy File: DB Annual Budget. All were in favor. Motion passes.
 - f. File: DBD Budget Planning
Heather Sullivan moved, Tim O'Connor seconded a 2nd/final reading, by title only, of School Committee Policy File: DBD Budget Planning. All were in favor. Motion passes.

14. School Committee Policy marked as reviewed:
 Heather Sullivan moved, Diane Mayhew seconded to mark School Committee Policy File: DJA Purchasing Authority as reviewed. All were in favor. Motion passes.
15. Approval of proposed FY2019/2020 budget for the Westfield Public Schools:
 Tim O'Connor moved, Heather Sullivan seconded to bring forward the FY2019/2020 budget figure of \$63,164,542 for the Westfield Public Schools to the Mayor/City Council.

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

16. Report of weekly signed warrants:
 Cindy Sullivan reported the following:
 April 5, 2019 = 18 batches totaling \$354,149.44
 April 12, 2019 = 17 batches totaling \$470,320.50
 April 19, 2019 = 16 batches totaling \$282,157.21
 April 26, 2019 = 10 batches totaling \$439,273.52
17. Acceptance of Westfield Public Schools Financial Reports, April 2019:
 Ramon Diaz moved, Cindy Sullivan seconded to accept the Westfield Public Schools Financial Reports, April 2019, as presented (expenses). The personnel expenses were not included in the packet and will be sent to members tomorrow.

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

18. Budget Transfer
 Ramon Diaz moved, Cindy Sullivan seconded to approve a budget transfer in the amount of \$25,598.00 from account 52525230/511200 Munger Hill Bilingual to account 52225230/511200 Highland Bilingual.

The following roll call vote was taken:

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

19. Create a new Special Revenue Account: Abner Gibbs Playground Gift account
Cindy Sullivan moved, Ramon Diaz seconded to create a new special revenue account called: Abner Gibbs Playground Gift account.

The following roll call vote was taken:

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

20. Superintendent's Reports:

- a. Acceptance of gifts/donations

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

- Abner Gibbs Elementary School, Meghan O'Leary, West Springfield, \$50.00, educational purposes, gift account
- Westfield Intermediate School, Bon Ton Stores, \$155.11, educational purposes, gift account
- Westfield Intermediate School, General Mills Box tops for Education, \$217.20, educational purposes, gift account
- Westfield Intermediate School, Life Touch, \$2,173.00, educational purposes, gift account
- Westfield Intermediate School, Anonymous Donor, \$520.00, library
- Westfield High School, donated by Mestek, MarkerBot Replicator Mini +3D printer, valued at \$1,029.00 and refurbished Galaxy tablet, valued at \$100.00, educational purposes

The following roll call vote was taken:

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

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

b. Acceptance of Grant –

Cindy Sullivan moved, Ramon Diaz seconded to accept a competitive grant from the EOS Foundation in the amount of \$20,000.00 (\$10,000 for each school) to start *After the Bell breakfast programs* at Abner Gibbs and Franklin Avenue.

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:

c. Other

Superintendent Czaprowski reported on the following:

- Teacher Appreciation Week
- Wednesday, May 8th at 7:00pm an online safety program at Tekoa Country Club
- Thursday, May 9th recognizing Westfield Technical Academy students that built the Pavilion and a plaque hung at that time
- Thanked staff and school committee for donations to the food pantry

21. Mayor's update: none

22. School Committee update:

Cindy Sullivan acknowledged the fact that the School Committee received a letter from Dan Welch/Babe Ruth informing them that the booklet will be dedicated in memory of Kevin J. Sullivan. The School Committee will be participating.

Ray Diaz congratulated the WHS Drama Club presentation of Bye Bye Birdie.

Mayor stated the band is doing a golf tournament on May 18, 2019.

Diane Mayhew attended the Excellent of Teaching award ceremony.

23. Items for referral to subcommittees: none

24. Old business:

Cindy Sullivan stated the Superintendent Evaluation is due. She reminded members to return their evaluations as soon as possible.

25. Subcommittee Reports/Recommendations

a. Reports: Tim O'Connor reported that the Finance Subcommittee met on April 29, 2019 to review the proposed budget.

b. Minutes: Tim O'Connor moved, Heather Sullivan seconded to approve the Finance Subcommittee meeting minutes, April 29, 2019. All were in favor. Motion passes.

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

27. Next regular School Committee meeting: May 20, 2019

At 9:15 pm Ramon 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

A true copy, Attest:

Cindy Sullivan, Secretary
Westfield School Committee

CS/cm