

October 1, 2018

A meeting of the Westfield School Committee was held on Monday, October 1, 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. Cindy Sullivan, Mrs. Heather Sullivan, and Chairman Brian Sullivan.

At 7:00 pm Chairman Sullivan called the meeting to order.

1. Pledge of Allegiance

Ramon Diaz read the following statement:

Mr. Superintendent, Administration, staff, students, families, and friends of the Westfield Public Schools. On behalf of the entire school committee I would like to take a moment to remember our colleague, friend, and brother Kevin Sullivan.

First and foremost, our sincerest condolences to Laura, Robbie, and Becca as well as his parents Dick and Edie and the rest of the Sullivan family Bo, Brian, Rick and yes his long lost sister Jan.

The City of Westfield and the students of the Westfield Public School system have experienced a great loss with the passing of Kevin Sullivan. To the School Committee, he was more than a colleague; he was a brother; a mentor and a friend. His compassion for student achievement, his collaborative nature, his knowledge, his leadership and his character will be sorely missed. As a School Committee, we will do our best to honor his memory by continuing with the work he loved. If he were here he would tell us to be strong, continue to press on and try not to make any foolish decisions. We can only promise that we will be strong and continue to press on.

We will be formally recognizing Kevin at a later date for the hard work he has done for the betterment of our schools. We believe that it is prudent to take some time to reflect and develop a fitting tribute to someone whose passion for education and the city was evident in all his work.

The School Committee, at our next meeting, will make a recommendation to fill his role as Vice Chair. Out of respect for Kevin we are going to take some time and work with the city council, to eventually fill the vacancy on the School Committee according to the City Charter.

We miss Kevin dearly and out of a show of respect for him, we ask that we take a moment of silence to individually remember Kevin for all that he has done.

Chairman Sullivan thanked them for their thoughts and on behalf of the Sullivan family, thanked everyone for their support and wishes.

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

2. Public participation, excluding personnel:
Brian Hoose, Arnold Street
Mr. Hoose also expressed his condolences. He spoke about the Aviation Maintenance program at Westfield Technical Academy and suggested providing the students with a way to become pilots.
3. Westfield High School student representatives:
Aiden Chisholm and Heather Gamache provided an update.
4. Approval of School Committee meeting minutes:
 - a. Regular meeting August 27, 2018
Diane Mayhew moved, Ramon Diaz seconded to approve the regular School Committee meeting minutes of August 27, 2018. All were in favor. Motion passes.
 - b. Special workshop meeting August 27, 2018
Diane Mayhew moved, Cindy Sullivan seconded to approve the special workshop meeting minutes of August 27, 2018. All were in favor. Motion passes. Ramon Diaz abstained.
5. Approval of home school applications HE37-1819 to HE75-1819:
Diane Mayhew moved, Tim O'Connor seconded to approve home school applications HE37-1819 to HE75-1819. All were in favor. Motion passes.
6. Report of the signed weekly warrants:
Cindy Sullivan reported that the following warrants:
 - August 24, 2018 = 12 batches totaling \$137,697.93
 - August 31, 2018 = 21 batches totaling \$650,161.90
 - September 7, 2018 = 19 batches totaling \$296,959.00
 - September 14, 2018 = 20 batches totaling \$772,182.05
 - September 21, 2018 = 16 batches totaling \$333,009.81
7. Approval of Signature Authorizations
Diane Mayhew moved, Ramon Diaz seconded to approve the following signature authorizations:
 - Payrolls = Superintendent, School Committee member, Chief Financial Officer, or Director of Transportation and Business Support
 - Earning Worksheets, Payroll Changes/Memos = Superintendent, Chief Financial Officer, Director of Transportation and Business Support, Director of Human Resources
 - Payroll Maintenance, Invoices, Transfers, Expended Transfers, Invoice Maintenance, Interdepartmental Charges = Superintendent, Chief Financial Officer, Director of Transportation and Business Support, Director of Human Resources

Deposits = Superintendent, Chief Financial Officer, Director of Transportation and Business Support, Grants Project Coordinator

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	X			
Chairman Sullivan	<u>X</u>			
	6	-	<u>0</u>	motion passes

8. Approval of the Agreement for Professional Legal Services with Dupere Law Offices:

Diane Mayhew moved, Ramon Diaz seconded to approve the agreement for professional legal services with the Westfield School Committee and Dupere Law Offices, effective July 1, 2018 – June 30, 2019, in the amount of \$2,500.00 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>	
Heather Sullivan	X			
Ramon Diaz	X			
Diane Mayhew	X			
Tim O'Connor	X			
Cindy Sullivan	X			
Chairman Sullivan	<u>X</u>			
	6	-	<u>0</u>	motion passes

9. Approval to create a new Special Revenue Account – MA Curate

Diane Mayhew moved, Ramon Diaz seconded to approve the creation of a new Special Revenue Account – MA Curate.

The following roll call vote was taken:

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

10. Creation of a new Student Activity Account for the Westfield Intermediate School

Diane Mayhew moved, Ramon Diaz seconded to approve the creation of a new Student Activity Account for the Westfield Intermediate School.

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	X		
Heather Sullivan	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

11. Approval of Memorandum of Agreement with Westfield Education Association/Unit A (teachers):

Diane Mayhew moved, Ramon Diaz seconded to approve the Memorandum of Agreement, dated September 14, 2018, with the Westfield Education/Unit A (teachers) and the Westfield School Committee that amends the agreement to have all union eligible members receive additional pay for additional responsibilities related to Health Liaison Services for the 2018-2019 school year, and authorize the Mayor to sign on behalf of the committee. For the additional responsibilities of Health Liaison, the employee shall be compensated \$500.00 per month.

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	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

11b. Approval of Memorandum of Agreement with Westfield Education Association/Unit D (paraprofessionals):

Diane Mayhew moved, Cindy Sullivan seconded to approve the Memorandum of Agreement, dated September 14, 2018, with the Westfield Education Association/Unit D and the Westfield School Committee that amends the agreement to compensate Jacqueline Barcomb for the 2018-2019 school year on step 7 Pay Group C and for the 2019-2020 school year be paid on step 15 Pay Group C, 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		
Ramon Diaz	X		
Diane Mayhew	X		
Heather Sullivan	X		
Chairman Sullivan	<u>X</u>		
	5	-	<u>1</u> motion passes

12. 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, Your Cause, two checks \$10.00 each, educational purposes, gift account
- Highland Elementary School, Life Touch, \$142.20, educational purposes, gift account
- Paper Mill Elementary School, Life Touch, \$492.12, educational purposes, gift account
- Westfield Technical Academy, Westfield Gas & Electric, \$1,000.00, to the Business Tech Gift Account, educational purposes, gift account
- Westfield Technical Academy, National Tooling & Machining Association, \$19,342.63, (annual golf tournament) to the Manufacturing Department, educational purposes, gift account
- Westfield Technical Academy, Hampden County Improvement League, \$500.00 to the Ornamental Horticulture Department, educational purposes, gift account
- Westfield Technical Academy, Anonymous Donor, \$9.40, educational purposes, gift account

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	X		
Heather Sullivan	X		
Chairman Sullivan	<u>X</u>		
	6	0	motion passes

b. Other

Superintendent Czaporowski requested that Mrs. Pam Kotarski provide an update regarding the status of bus transportation following the changes from redistricting.

Mrs. Kotarski distributed a document to members (attached). She reported there were issues with the increased number of stops for students in the Westfield Intermediate School and Westfield Middle School. Another complaint brought forward was overcrowding on the buses. She stated that no students are sitting on the ground or in the aisle. Buses can accommodate 71 students and no more than 60 students are assigned to a bus. Problems occurred because students were putting backpacks and instruments on seats, which has stopped. Also, new riders were missing stops and getting on the wrong bus. She stated that she will continue to adjust routes and things are starting to calm down and smooth out.

Cindy Sullivan stated that she visits the transportation office weekly and commended Mrs. Kotarski.

Superintendent Czaporowski alerted everyone to the fact that there will be a National Wireless Emergency Alert test sent to all cellphones on October 3, 2018 at 2:18pm. He said it was only a test, and no action is required.

Also, Jeffrey C. Riley Commissioner, from the Department of Elementary and Secondary Education, is scheduled to visit the Aviation Maintenance program and tour the newly completed Hangar 2 at Barnes Airport on Thursday.

The Department of Elementary and Secondary Education released the accountability and MCAS results. The district is no longer in need of assistance and several schools have made great gains.

13. Mayor's update:

Mayor Sullivan thanked all of the athletic teams at Westfield High, Westfield Technical Academy, and St. Mary's that remembered his brother at the games. He said one team even put the initials K.S. on their socks.

14. School Committee update: none

15. Items for referral to subcommittees: none

16. Old business: none

17. Subcommittee Reports/Recommendations:

- a. Reports: none
- b. Minutes: none

18. Next regular School Committee meeting: October 15, 2018

At 7:50 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:

Diane Mayhew, Secretary
Westfield School Committee

DM/cm



TRANSPORTATION OFFICE

Westfield Public Schools
59 Court Street, Room 102
Westfield, MA 01085
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Pamela Kotarski, *Director of Transportation /Business Support*

MEMORANDUM

TO: Stefan Czaporowski, Superintendent
FROM: Pamela Kotarski
SUBJECT: Transportation Update
DATE: October 1, 2018

As you know the redistricting of our K-8 educational programs necessitated the need to reroute over 3,000 students for FY19. This year for the first time ever, we had to transport two schools of over 800 students to and from both sides of the City. In order to accomplish this we had to maximize the use of our resources and change the times of our K-4 elementary schools.

The FY19 bus routes were developed targeting routes averaging 45-minutes each. As the attached spreadsheet indicates, all except 9 of our 83 bus routes are currently meeting this target. Unfortunately 5 of these routes are on the B-run (Intermediate and Middle School) which then impact the time buses arrive at the elementary school, thus delaying the elementary run. While the start of the year was challenging, I believe we have made significant progress in the first 19-days of the school year on improving the bus times.

As we began the school year we had hundreds of students who had never ridden the bus before and many of them were at the Intermediate School level. As a result we had students getting on the wrong bus, not getting off at their stops which caused delays in arrival times. Fortunately, this has improved as the students and families have become more familiar with the bus routines.

Other issues focused on the length of time students were on the bus, feeling of over-crowding on the bus and family requests to add and/or change bus stops. As the attached spreadsheets indicate, appropriate numbers are assigned to each bus and are below the capacity of the buses. Students have learned to place their book bag or musical instrument on the lap, rather than in the seat next to them, thus freeing up more space.

For the past four weeks we have addressed each issues that has been presented to us by changing bus stops, rerouting buses, utilizing three (3) additional mini buses on the B-run. This has allowed us to reduce the number of stops on some routes, thus reducing the time of the bus route. While we have tried to reduce bus time by eliminating stops, we have also received numerous requests from families to add more stops. In addition we have strategically aligned buses at the high schools with the buses with the fewest numbers of stops leaving last so the other buses can get to the Intermediate and Middle School earlier.

For example, today we removed two stops from bus 12 on the C-run and were able to reduce the afternoon run by 8-minutes with the last student getting dropped off at 4:05. There are still three bus routes that I am concerned with and we are working to tweak the routes to improve their times.

**Westfield Public Schools
FY19 Bus Routes**

BUS #	# HS Stops	# Students	IS/MS Stops	# Students	# Elem Stops	# Students	School
1	7	58	18	54	18	51	MH
2	11	37	17	59	15	54	MH
4	12	30	14	45			
5	13	42	24	53	2	41	PM
6	3	35	22	48	4	54	HLD
7	16	67	7	47	20	45	PM
8	11	38	11	54	3	19	FA
9	13	28	20	36	12	42	HLD
11	4	59	9	58	15	54	HLD
12	13	47	24	37	20	54	MH
13	3	41	20	44	12	41	PM
14	11	41	11	40	16	42	SRS
15	12	44	18	56	24	44	HLD
16	14	31	46	14	20	43	HLD
17	17	56	12	49	6	41	PM
18	5	44	18	49	5	42	SRS
20	11	53	8	51	1	15	PM
21	21	67	7	60	3	38	FA
23	11	66	10	17			
24	1	42	16	54	5	39	AG
25	4	51	8	50	17	31	PM
26	13	18	12	22			
27	13	32	15	58	14	42	SRS
28	13	58	15	30	11	32	SRS
30	13	42	8	10	1	34	PM
31	12	24	22	49	12	41	SRS
32	7	56	22	53	12	21	PM
34	9	26	17	34			
36	16	36	15	29	18	44	SRS
TOTALS	309	1269	466	1260	286	1004	

Intermediate School

Middle School

St. Marys

Westfield Public Schools
Sample Bus Times - Oct 1

Middle School							
Bus #	AM Arrival @ WMS	P.M. Arrival	Last Drop Off Time	Length of Route	Arrival Time @ Elem	Last Drop Off Time	Length of Route
1	7:57	2:44	3:27	43 min	3:33 Munger	4:09	36 min
2	7:51	2:31	3:14	43 min	3:19 Munger	4:01	32 min
6	7:55	2:18	3:20	40 min	3:25 Highland	3:45	20 min
9	7:55	2:36	3:16	40 min	3:22 Highland	3:48	26 min
13	7:56	2:30	3:22	52 min	3:30 Paper Mill	3:58	28 min
17	7:55	2:39	3:08	29 min	3:14 Paper Mill	3:37	22 min
18	7:55	2:29	3:25	56 min	3:35 SRS	3:50	15 min
25	7:45	2:25	2:58	29 min	3:10 Paper Mill	3:45	30 min
28	7:53	2:29	3:25	56 min	3:30 SRS	3:58	28 min
31	7:51	2:45	3:24	39 min	3:30 SRS	3:58	28 min
Intermediate School							
Bus #	AM Arrival @ WIS	P.M. Arrival	Last Drop Off Time	Length of Route	Arrival Time @ Elem	Last Drop Off Time	Length of Route
4	8:03	2:37	3:26	49 min			
5	7:55	2:39	3:25	46 min	3:30 Paper Mill	3:47	17 min
7	7:50	2:46	3:11	25 min	3:16 Paper Mill	3:48	32 min
8	7:49	2:37	3:16	39 min	3:20 Franklin Av	3:48	28 min
11	7:52	2:35	3:12	37 min	3:19 Highland	3:49	30 min
12	7:52	2:43	3:30	47 min	3:34 Munger	4:13	39 min
14	7:45	2:32	2:56	24 min	3:05 SRS	3:57	42 min
15	7:55	2:31	3:17	46 min	3:23 Highland	4:07	34 min
16	7:49	2:27	3:10	41 min	3:15 Highland	4:10	55 min
20	7:46	2:24	3:01	32 min	3:12 Paper Mill	3:30	15 min
21	7:55	2:42	3:13	31 min	3:21 Franklin Av	3:44	23 min
24	7:48	2:20	3:06	37 min	3:11 Abner Gibbs	3:44	29 min
27	7:52	2:34	3:12	38 min	3:18 SRS	3:48	30 min
32	7:48	2:29	3:14	45 min	3:20 Paper Mill	3:50	30 min
36	7:59	2:36	3:25	49 min	3:27 SRS	4:15	42 min