

December 3, 2018

A meeting of the Westfield School Committee was held on Monday, December 3, 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, Mrs. Cindy 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 thanked everyone for participating in the food drive that was held. He reported that 225 families received Thanksgiving dinner.

3. Paper Mill Elementary School presentation:

Principal Melanie Chasse introduced students from second grade and fourth grade. Students shared their experiences about the *Building Community* theme that took place during the fall.

4. Westfield High School student representatives:

Student representatives were in attendance and updated the committee on recent events and upcoming events.

5. Request for a special Joint Meeting with the School Committee and City Council to be held on December 17, 2018 at 6:30pm to fill a School Committee member vacancy:

Cindy Sullivan stated that this was a request for a special Joint Meeting with the School Committee and City Council to be held on December 17, 2018 at 6:30 pm, in the City Council Chambers, to fill a School Committee member vacancy.

6. Approval of November 19, 2018 School Committee meeting minutes:

Diane Mayhew moved, Tim O'Connor seconded to approve the School Committee meeting minutes of November 19, 2018. All were in favor. Motion passes.

7. Westfield High School – New England Association of School & Colleges presentation:

Mr. Chuck Jendrysik stated the committee received a complete copy of the NEAS&C report. The team visited Westfield High School March 4-6, 2018. He shared a PowerPoint presentation (attached).

8. Acceptance of the Westfield Public Schools Financial Reports, November 2018:

Ramon Diaz moved, Tim O'Connor seconded to accept the Westfield Public Schools Financial Reports, November 2018.

The following roll call vote was taken:

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

9. Report of the signed weekly warrants:

Cindy Sullivan reported that the following warrants were signed:

November 16, 2018 = 23 batches totaling \$355,325.49

November 23, 2018 = 17 batches totaling \$129,527.13

10. Approval of employment contract for the Superintendent of Schools:

Ramon Diaz moved, Tim O'Connor seconded to approve the employment agreement with Stefan Czaporowski, Superintendent of Schools.

Ramon Diaz moved, Cindy Sullivan seconded to amend the motion to approve the employment agreement with Stefan Czaporowski, Superintendent of Schools, and the Westfield School Committee effective July 1, 2019 through June 30, 2022, as presented, and authorize the Mayor to sign on behalf of the committee.

The following roll call vote was taken:

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

11a. Superintendent's Reports:

a. Acceptance of gift/donation

Tim O'Connor moved, Diane Mayhew seconded to accept the following gifts/donations:

- Westfield High School, Mass Mutual, 27 gently used office desk chairs, value \$80.00 per chair, school use

The following roll call vote was taken:

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

- b. Other
Superintendent Czaporowski reported that the lock down drills were held last week and holiday concerts are coming up.

12. Mayor's update: none

13. School Committee update: none

14. Items for referral to subcommittees: none

15. Old business: none

16. Subcommittee Reports/Recommendations

- a. Reports: Human Resources & Policy Subcommittee, December 3, 2018
Mrs. Mayhew reported that the Human Resources & Policy subcommittee met earlier this evening and reviewed five policies. The policies will be brought forward at the next meeting.
- b. Minutes: none

17. Next regular School Committee meeting: December 17, 2018

Also, there will be a joint meeting with School Committee and City Council on December 17, 2018 at 6:30 pm

At 8:30 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






WESTFIELD HIGH SCHOOL

NEASC REPORT OVERVIEW

Mr. Charles Jendrysik
Principal
Westfield High School
December 3, 2018

NEASC VISIT INFORMATION

March 4, 2018 – March 6, 2018

NEASC focus on Seven Standards

1. Core Values, Beliefs, and Learning Expectations
2. Curriculum
3. Instruction
4. Assessment of and for Student Learning
5. School Culture and Leadership
6. School Resources for Learning
7. Community Resources for Learning

CORE VALUES AND BELIEFS

Commendations	Recommendations
<ul style="list-style-type: none"> • The ability of staff to model effective analytical rubrics which define high achievement. • The presence of values and beliefs about learning as exhibited by staff, students, and administration. 	<ul style="list-style-type: none"> • Define learning expectations by measurable criteria such as school-wide rubrics. • Revise core values and school-wide 21st century learning expectations based on research, data, and district and school community priorities.

CORE VALUES AND BELIEFS

Westfield High School continues to develop its core beliefs with the input of all stakeholders.

- Faculty Leadership Team
- Student Advisory Council
- School Improvement Council
- Staff input

CURRICULUM

Commendations

- The willingness of many teachers to engage in individual or department curriculum design during common prep time.
- District provides the school's professional staff with sufficient personnel and time for ongoing and collaborative development, evaluation, and revision of the curriculum.

Recommendations

- Design common format for written curriculum.
- Revise curriculum to emphasize depth of understanding and application of knowledge through inquiry and problem solving.

CURRICULUM

- Four core content supervisors that meet with WHS Admin team and Director of Curriculum monthly
- Ongoing professional development with the International Center for Leadership in Education is focused on rigor, relevance and relationships
- School Data Team to guide scheduling, teaching and learning
- Naviance to gauge student interests and strengths
- Westfield Promise Program
- Reed Career Center

INSTRUCTION

Commendations

- The teachers efforts to maximize limited technology available to them.
- Use of common prep to collaboratively plan common lessons and discuss student needs.

Recommendations

- Provide professional development in formative assessment.
- Develop and implement a plan to utilize formative assessments, and purposeful organization of group learning.
- Develop a common formal process for collaborative review of instructional practices.

INSTRUCTION

- PD on formative assessments begins December 3, 2018
- Department engagement on common assessments
- Core course common benchmark assessments
- Technology Expansion
 - Over 400 student Chromebooks
 - 25 teacher Chromebooks have been purchased
 - BYOD
 - Tech proposal

ASSESSMENT OF AND FOR STUDENT LEARNING

Commendations

- Collection, disaggregation, and analysis of data by the staff to identify and respond to inequities of student achievement.
- The development by all departments of common midterm and final assessments.

Recommendations

- Develop a plan to enable teachers to regularly collaborate in formal ways on formative and summative assessments.
- Develop a common understanding and definition of formative assessment and implement formative assessment practices to adapt instruction.

ASSESSMENT OF AND FOR STUDENT LEARNING

- ICLE training on formative assessments
- PD and PLC focus on formative assessments
- Admin team and Supervisors are standardizing grading parameters in common courses and within departments
- Data shared with staff in regard to individual students for planning instruction, assessments, and interventions
- STAT meets every two weeks to identify students in need and to recommend interventions

SCHOOL CULTURE AND LEADERSHIP

Commendations

- The adopting of the team model in ninth grade to address transitional issues.
- The prioritization of the current administration to build trusting relationships with the teaching staff.
- The inclusion of special education students in regular education classrooms.

Recommendations

- Ensure students have an adult in the school who knows the student well and assists the student in achieving 21st century learning expectations.
- Develop and implement a plan to ensure teachers, students, and parents are involved in roles of decision making.
- Develop and implement a plan to dedicate formal time to engage in professional discourse for reflection.

SCHOOL CULTURE AND LEADERSHIP

- By the end of the 2018-2019 school-year a student advisory board, faculty leadership team, and school improvement council will be in place
- The mentoring program has been expanded to 7 mentors and serves approximately 75 students
- Internships are expanding as well as job shadow opportunities
- Departments have been given professional learning community time as well as full day PD to focus on individual department needs and embed ICLE professional development into practice
- Culture continues to a major focus of our school

SCHOOL RESOURCES FOR LEARNING

Commendations

- The variety of support services, interventions, and programs designed to meet student needs.
- The commitment of guidance and adjustment counselors to meet regularly with students and to actively engage in providing support despite a large caseload.
- The supportive, caring, and dedicated professionals committed to student progress.

Recommendations

- Develop a plan to ensure the library/media center is accessible to students at all times.
- Develop and implement a plan to ensure school counseling services have an adequate number of personnel to engage in with all students.
- Develop a plan to ensure support services has up-to-date technological resources to deliver coordinated services for students.

SCHOOL RESOURCES FOR LEARNING

- Additional guidance counselor, (208:1 ratio)
- Library hours are staggered to allow students opportunity to visit. Library is open every day until 3:00 p.m. except Friday
- Back of the library is equipped with Chromebooks, projectors, and tables and used daily by classes
- Additional tech funds have been made available and teachers were directly consulted for any tech needs
- Existing budgets to departments have been maintained
- Grants

COMMUNITY RESOURCES FOR LEARNING

Commendations

- The addition of the Career Center and partnership with Mass Hire.
- The development of numerous community partnerships for internships, job shadow, and higher education partnerships.

Recommendations

- Develop, fund and implement, a long-range plan addressing programs and services for staffing, facility needs, technology, and capital improvements.
- Develop a plan to address facility referrals from staff and students regarding maintenance and safety concerns.

COMMUNITY RESOURCES FOR LEARNING

- Faculty Leadership Team, School Improvement Council and Student Advisory Board will all be in place to provide input and recommendations
- Front door entry way expansion is moving forward and \$825,000 bond for new gym roof are in progress
- Supportive Superintendent, Central Office Administrative Team and School Committee help to allocate emergency funds.
- Westfield Education to Business Alliance creates opportunities for students to prepare for and explore careers.
- Volunteers in Public Schools is supportive of our school and students.

BIGGEST TAKEAWAYS

- We have a great and caring school who is working to build strong relationships with students, staff, and the community.
- We are supported by central administration and the school committee.
- Ongoing professional development is directly aligned with the recommendations of NEASC.
- We have the attributes of a strong mission and vision but need to refine and formally articulate our vision.
- Our vision will then drive our instruction and curriculum to incorporate 21st learning expectations in all that we do.
- Our culture continues to grow and improve.
- We have work to do but we have the tools, staffing, and support to continue to meet the needs of students.
- We were aware of some of our needs and have begun address them.



WHS AREAS OF FOCUS

1. Core Values and Beliefs
2. Curriculum
3. Instruction

Thank you!

Questions?