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WESTFIELD CITY CLERK

February 1, 2016

A meeting of the Westfield School Committee was held on Monday, February 1, 2016 at 7:00 pm in the City Council Chambers, City Hall, 59 Court Street. Members present by roll call: Mr. Jeffrey Gosselin, Mrs. Diane Mayhew, Mr. Kevin J. Sullivan, Mrs. Cindy Sullivan, Mr. Ramon Diaz, and Chairman Sullivan. Mr. Bill Duval was not in attendance.

At 7:01 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: no response

2. Public participation, excluding personnel

Mrs. Michelle Douglas, Shaker Road

Mrs. Douglas, Special Education Parent Advisory Council member, was in attendance. She reported the next SEPAC meeting was scheduled for February 11, 2016 and will be held Westfield Technical Academy, topic: Dyslexia.

3. News about Westfield High School from student representatives

Andrew Burrage and Amaya Diane were in attendance and updated the committee.

4. School Strategies for Continuous Improvement by:

a. Fort Meadow Fort Meadow Early Childhood Center

Mrs. Joanne Hentnick, Principal of Fort Meadow Early Childhood Center, provided an overview of the Strategic Initiatives for Fort Meadow Early Childhood Center.

b. Russell Elementary School

Mrs. Alison Hamilton, Principal of Russell Elementary School, provided an overview of the Strategic Initiatives for Russell Elementary.

c. Westfield High School

Mr. Dennis Duquette, Principal of Westfield High School, provided an overview of the Strategic Initiatives for Westfield High School.

5. Approval of School Committee meeting minutes, January 4, 2016

Mrs. Mayhew moved, Mr. Diaz seconded to approve the School Committee meeting of January 4, 2016. All were in favor. Motion passes.

6. 2nd/final reading, by title only, of Policy File: JEB Entrance Age

Mrs. Mayhew moved, Mr. Diaz seconded a 2nd/final reading, by title only, of Policy File: JEB Entrance Age. All were in favor. Motion passes.

7. Superintendent Search Discussion:

Mr. Diaz stated three forums have been held and the closing date for applications was February 1, 2016. He reported that all the applicants are from the New England area and Massachusetts Association of School Committees (MASC) will tier the applications. The initial applications are confidential but School Committee members are welcomed to go to the Human Resources Office to review them.

Mrs. Anne Larkham reported that we received 315 responses to the survey.

8. Acceptance of Westfield Public Schools Financial Statements January 2016:
Mrs. Mayhew moved, Mrs. Sullivan seconded to accept the Westfield Public Schools Financial Statements, January 2016.

The following roll call vote was taken:

	<u>Y</u>		<u>N</u>	
Mrs. Mayhew	X			
Mrs. Sullivan	X			
Mr. Sullivan	X			
Mr. Duval	absent			
Mr. Gosselin	X			
Mr. Diaz	X			
Chairman Sullivan	<u>X</u>			
	6	-	0	motion passes

9. Acceptance of Westfield Public Schools Special Revenue Accounts:

Mrs. Mayhew moved, Mr. Sullivan seconded to accept the Westfield Public Schools Special Review Accounts.

The following roll call vote was taken:

	<u>Y</u>		<u>N</u>	
Mrs. Sullivan	X			
Mr. Sullivan	X			
Mr. Duval	absent			
Mr. Gosselin	X			
Mrs. Mayhew	X			
Mr. Diaz	X			
Chairman Sullivan	<u>X</u>			
	6	-	0	motion passes

10. Approval of field trips:

- a. North Middle & South Middle, New England Air Museum, Windsor Locks, Connecticut, February 9, 2016

Mrs. Sullivan moved, Mr. Sullivan seconded to approve the North Middle & South Middle School field trip to the New England Air Museum, located in Windsor Locks, Connecticut, on February 9, 2016. All were in favor. Motion passes.

- b. Westfield High Debate Team, Suffield High School, Suffield, Connecticut, February 27, 2016

Mrs. Mayhew moved, Mr. Diaz seconded to approve the Westfield High

School trip for the Debate Team to go to Suffield High School located in Suffield, Connecticut, on February 27, 2016. All were in favor. Motion passes.

- c. Westfield High Student Council, Student Council Annual State Conference, Hyannis, MA, March 9-11, 2016
Mrs. Mayhew moved, Mr. Diaz seconded to approve the Westfield School Student Council field trip to attend the Student Council Annual Conference located in Hyannis, Massachusetts, March 9-11, 2016. All were in favor. Motion passes.
 - d. Westfield High Band, Enrico Fermi High School, Enfield, CT, February 27, 2016
Mrs. Mayhew moved, Mr. Diaz seconded to approve the Westfield High School trip for band students to go to Enrico Fermi High School located in Enfield, Connecticut, on February 27, 2016. All were in favor. Motion passes.
 - e. Westfield High, Copenhagen, Denmark, April 16-23, 2016
Mrs. Mayhew moved, Mr. Diaz seconded to approve the Westfield High School trip to Copenhagen, Denmark, April 16-23, 2016. All were in favor. Motion passes.
 - f. Westfield High, True Color National Diversity Conference, University of Connecticut, Storrs, CT, March 18-19, 2016
Mrs. Mayhew moved, Mr. Diaz seconded to approve the Westfield High School trip for students to attend the True Color National Diversity Conference held at the University of Connecticut located in Storrs, Connecticut, March 18-19, 2016. All were in favor. Motion passes.
11. Approval of the updated Westfield Lunch Association Contract, 2013-2016:
Mrs. Sullivan moved, Mr. Sullivan seconded to approve the updated Westfield Lunch Association Contact, 2013-2016 and authorize the Mayor to sign.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>	
Mr. Duval	absent		
Mr. Gosselin	X		
Mrs. Mayhew	X		
Mrs. Sullivan	X		
Mr. Sullivan	X		
Mr. Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

Mr. Sullivan clarified no changes were made to the contract.

12. Approval of Westfield Christian School as a private school for the 2015-2016 school year:
Mrs. Mayhew moved, Mr. Sullivan seconded to approve the Westfield Christian School as private school for the 2015-2016 school year. All were in favor.

Motion passes.

13. Approval of Westfield Christian Academy as a private school for the 2015-2016 school year:

Mrs. Mayhew moved, Mr. Sullivan seconded to approve the Westfield Christian Academy as a private school for the 2015-2016 school year. All were in favor. Motion passes.

14. Approval of White Oak School as a private school for the 2015-2016 school year: Mrs. Mayhew moved, Mr. Sullivan seconded to approve the White Oak School as a private school for the 2015-2016 school year. All were in favor. Motion passes.

15. Approval of the Westfield Public Schools Technology Plan: Mr. Sullivan moved, Mr. Diaz seconded to approve the Westfield Public Schools Technology Plan and requested that Mayor Sullivan bring the Technology Plan forward to the City Council.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>	
Mrs. Sullivan	X		
Mr. Sullivan	X		
Mr. Duval	absent		
Mr. Gosselin	X		
Mrs. Mayhew	X		
Mr. Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	0 motion passes

16. Approval to bid a 5 year/3 Tier Transportation Contract, July 1, 2016 - June 30, 2021

Mr. Sullivan moved, Mrs. Mayhew seconded to approve proceeding with a bid for a 5 year Transportation Contract, July 1, 2016 - June 30, 2021.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>	
Mr. Sullivan	X		
Mr. Duval	absent		
Mr. Gosselin	X		
Mrs. Mayhew	X		
Mrs. Sullivan	X		
Mr. Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	0 motion passes

Mr. Sullivan stated that the belief was the best savings would come from a bid for a 5-year Transportation Contract.

Mrs. Sullivan moved, Mr. Diaz seconded to proceed with a 3-Tier Bus Transportation Contract, July 1, 2016 - June 30, 2021.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>	
Mr. Duval	absent		
Mr. Gosselin	X		
Mrs. Mayhew	X		
Mrs. Sullivan	X		
Mr. Sullivan	X		
Mr. Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

17. Superintendent's Reports:

a. Acceptance of gifts/donations:

Mr. Gosselin moved, Mrs. Mayhew seconded to accept the following gifts/donations:

- Fort Meadow Early Childhood Center, Grynn & Barrett, \$696.51, educational purposes, gift account
- Franklin Avenue Elementary, Life Touch, \$717.67, educational purposes, gift account
- Russell Elementary, Grynn & Barrett, \$1,174.28, educational purposes, gift account
- Munger Hill Elementary, Great American Opportunities, \$11.60, educational purposes, gift account
- Paper Mill Elementary, Grynn & Barrett, \$1,705.17, educational purposes, gift account
- Southampton Road Elementary, Grynn & Barrett, \$2,019.25, educational purposes, gift account
- North Middle, Grynn & Barrett, \$2,574.75, educational purposes, gift account
- WHS Athletic Department, \$4,425.09, athletic equipment, gift account
- Westfield Technical Academy, Dr. John Betterson, Cleveland, Ohio, Learjet 23 to the Aviation Department, approximate value \$75,000, educational purposes
- Westfield Technical Academy, Advanced Manufacturing, repaired 12 indicators for CNS machines in Manufacturing Department, approximate value of this repair \$1,000, educational purposes
- Westfield Technical Academy, Bombardier, Bradley International Airport, admission to the New England Air Museum for 15 students, with transportation, safety glasses, and key chains, approximate value \$1,804.75, educational purposes
- Turpin Sales & Marketing, West Springfield, MA, rolling tool box to Aviation Tech Department, approximate value \$1,000, educational purposes
- Bernard & Louise Hartnett, Westfield, 2003 Chevy Impala and 2000 Chevy Lumina, approximately value \$400, educational purposes
- Jarvis Surgical, Westfield, monetary donation of \$4,950 to the Manufacturing Department, educational purposes
- Proudly Landscaping, Westfield, monetary donation of \$400 to the Horticulture Department, educational purposes

- Jo-Anne Guiel, Westfield, monetary donation to the Aviation Technology Department, \$1,500, educational purposes
- Phillip Mucciarone, Westfield, Kitchen Aide Pro-Series 5 Stand Mixer to Culinary Arts Department, approximate value \$500, educational purposes

b. Acceptance of new grant – Financial Education Innovation Fund

Mrs. Mayhew moved, Mrs. Sullivan seconded to accept a new grant called the Financial Educational Innovation Fund, in the amount of \$2,500. The purpose of the grant is designed to support a Credit for Life fair in the community, which will take place on March 17, 2016.

The following roll call vote was taken:

	<u>Y</u>	<u>N</u>	
Mr. Gosselin	X		
Mrs. Mayhew	X		
Mrs. Sullivan	X		
Mr. Sullivan	X		
Mr. Duval	absent		
Mr. Diaz	X		
Chairman Sullivan	<u>X</u>		
	6	-	<u>0</u> motion passes

c. Other

Dr. Scallion invited Westfield High School senior Andrew Peloquin to updated the committee on his Eagle Scout project. In addition, she updated the committee on the new program called Pathways.

18. Mayor's update:

Mayor Sullivan provided an update.

19. Items for referral to subcommittees: none

20. Old business:

Mrs. Sullivan asked Dr. Scallion about the implementation of Narcan in the schools. Dr. Scallion stated that a standing order from the physician was needed. City Councilor Ralph Figy reported that Mrs. Liz Flaherty was a tremendous of help and the school department has done a great job getting trained. He also reported that each pharmacy that he visited provided a different report on the purchase/distribution of Narcan.

21. Subcommittee Reports/Recommendations

a. Reports: Instruction & Curriculum Subcommittee, February 1, 2016

Mr. Gosselin reported the Instruction & Technology Subcommittee met earlier this evening to discuss the Financial Literacy Course. It was recommended to have Mrs. Dargie further review this and return to the subcommittee with an update.

Educational Planning & Technology Subcommittee, February 1, 2016

Mrs. Sullivan reported the Educational Planning & Technology Subcommittee met earlier this evening to review the 2016-2017 school calendar and requested

the administration share the calendar with the Union. No major changes were made to the proposed vacation weeks and a recommendation for approval will be on the March 7, 2016 agenda.

b. Minutes:

Mr. Sullivan moved, Mr. Diaz seconded to approve the joint Finance and Educational Planning & Technology Subcommittee, January 27, 2016. All were in favor. Motion passes.

21. Next regular School Committee meeting: March 7, 2016

22. Any other business that may properly come before the committee:

At 8:51 pm Mr. Sullivan moved, Mr. Diaz seconded to adjourn the meeting. All were in favor. Motion passes.

Dr. Suzanne Scallion, Superintendent of Schools
Clerk – Westfield School Committee

A true copy, Attest:



Cindy Sullivan, Secretary
Westfield School Committee

CS/cm

