

DEDHAM PUBLIC SCHOOLS
SCHOOL COMMITTEE MEETING

MINUTES
March 20, 2019
(Approved 4/3/2019)

MEMBERS OF THE SCHOOL COMMITTEE PRESENT:

Steve Bilafer, Chair
Kevin Coughlin, Vice-Chair
Mayanne Briggs
Joshua Donati
Lisa Laprade
Tracey White

MEMBERS OF THE SCHOOL COMMITTEE ABSENT:

Dr. Melissa Pearrow

MEMBERS OF THE ADMINISTRATION PRESENT:

Michael Welch, Superintendent
Ian Kelly, Assistant Superintendent
Samuel Rippin, Assistant Superintendent for Business & Finance

Meeting Location: Dedham Middle School

Meeting commenced at 7:00 p.m.

Student Update

Dedham High School Student Representatives, Senior Abigail Jiminian and Junior Caroline Kelleher, updated the Committee on events and happenings occurring throughout the Dedham Public Schools.

Superintendent's Update

Today Supt. Welch completed his Superintendent's 30-Day Update which is available on the district website.

Yesterday was the final early release day for professional development for the district for this school year. The Office of Curriculum, Instruction & Assessment put together a very strong series of workshops for all faculty and staff.

Supt. Welch sent “thank you” letters to parents who attended the FY20 School Operating Budget presentation at the Finance & Warrant Committee meeting on March 12.

This Friday Supt. Welch will visit the State House to speak on behalf of the Foundation Budget Subcommittee’s recommendations to increase Chapter 70 funding. The Joint Education Committee will hold a hearing to listen to testimony on the school finance bills and the Governor’s budget proposal. Supt. Welch will speak specifically about the changes Dedham has experienced over the past few years and the challenges placed upon the budget. Recent changes to Chapter 70 allocations have had a large impact on the funding dispersed to the Town. (Chapter 70 funds are allocated directly to the Town and not to the School Department.)

MCAS testing will take place at Dedham High School will next Tuesday and Wednesday. For the first time, all 10th grade students will be completing the ELA test online.

Unit A collective bargaining negotiations are scheduled for March 25, April 9, and April 30.

Reports

Facilities Usage Report by Facilities Director Denise Moroney

The report will be posted on the Dedham Public Schools district website.

Ms. Moroney updated the Committee on building rentals and procedures for FY19. The Facilities department uses School Dude and FS Direct for online building rental usage. She reviewed the YMCA rental revenues and custodial fees associated with it, custodial overtime in relation to facility rentals, and future enhancements to the online booking system.

The Committee discussed custodial fees associated with the YMCA after school program and how the billing includes one hour of custodial service before and after rental. They inquired into the turf field and whether any of the rental fees are being put aside for the replacement of the turf. Mr. Rippin explained that replacement funds will have to come from the revolving account. Rental revenue will not be enough to cover the cost of a new field, which he expects will exceed \$500,000. Ms Moroney reported that currently only outside organization rentals are tracked on School Dude. Parks and Receptions and Dedham Youth Sports rentals are considered internal and are not tracked at this time. There is a target date of April 1 to have all internal rental information available on FS Direct. There will be a guide menu online to assist users. Letters will also be mailed to all current renters explaining the electronic changes. Ms. White answered questions about Parks and Recreation users. She explained that Parks and Recreation will sometimes assist other groups with their rental needs of school facilities. Mr. Rippin explained that whoever completes the rental paperwork is the organization accountable for it. Supt. Welch had some additional questions regarding the turf field including lifespan and repairs. Ms. Moroney explained that the field is approximately seven years old and has a lifespan of fifteen years. Repairs are done annually to keep the field in good shape.

English Language Learners (ELL) Update by ELL Department Chair Jennifer Robins

The report will be available on the district website.

Ms. Robins report reviewed the ELL teaching staff, the ELL population increase over the past ten years, the different languages spoken within the Dedham Public Schools, the process of how EL

students are identified, changes in the number of EL students over time, state reporting, distribution of EL students at primary and secondary levels, English language proficiency and mandated service requirements, service delivery across the district, ACCESS and MCAS Achievement data, the LOOK Act (Language Opportunity for Our Kids) and corresponding programs, Coordinated Program Review in Spring of 2020, and internal ELL audit.

The Committee discussed the additional mandates by the state for ELL programs, yet no state funding is being provided to help pay for these new programs and additional staffing needs. Ms. Robins discussed how Dedham High School EL students take a regular English class, an ELL skills class and receive academic support. EL students, who have been in high school for at least one year, take the MCAS along with their English speaking classmates. Dedham MCAS scores are above the state numbers. The ELL program also promotes international nights and encourages all families to be involved. Dr. Kelly explained there is still work to be done promoting and training teachers in cultural proficiency. The Committee discussed services for preschool students. Ms. Robins explained that currently the state does not mandate services for preschool students. However, students at that age are dual language learners. Ms. Robins explained that the internal ELL audit will begin on April 1 and, hopefully, will be complete by the end of the school year. The Committee asked how the District is helping ELL parents. Ms. Robins explained that she has sent out surveys to families trying to create a family “buddy” system. The new ELPAC group (English Language Parent Advisory Council) will help to introduce families to each other. There are also adult education classes where people meet. The Committee discussed translating documents for families. All Individual Education Plans are translated by a service and translators are provided for all meetings. Mr. Rippin explained that the district has a translation machine that can be used for the translation of documents. Dr. Kelly explained that his department is working on standardizing forms so they can be effectively translated. Supt. Welch added that it typically takes EL students six years to attain proficiency and then they must be monitored for an additional four years, a total of ten years of services. Supt. Welch has recently distributed a survey to all employees to collect data on what other languages are spoken by the staff.

Old/New Business

Capen School Building Status Review

Mr. Bilafer explained that he has reviewed the policy on retiring a school facility and that it will require a complete assessment including alternative uses for the building. He will be looking for input from the Committee. The Capen building is also part of the review of the Master Plan by the firm SMMA. Mr. Bilafer inquired if SMMA will include a market analysis for renting the property. Mr. Rippin will follow up with SMMA on specific details and make sure they are following the School Committee policy.

Ms. Laprade asked whether, if the building is not rented, it reverts to the Town. Mr. Bilafer answered, “not necessarily”. Mr. Coughlin added that the School Department has rented the Capen building in the past.

More discussion will need to occur before any decisions are made.

Discussion and Vote of 2019-2020 School Calendar

Supt. Welch provided the Committee with three options for the 2019-2020 school year calendar.

The Committee discussed the half day of professional development in December and having a half day shortly after Thanksgiving break. This day was determined to be a contractually obligated conference day. No further discussion occurred.

Ms. Briggs motioned to accept the calendar labeled "2019-20 April Half Day + December 20 Half Day", Mr. Coughlin second; the Committee voted 6-0 in favor.

Discussion and Vote of the Town of Dedham's Revised Overall Financial Management Policy

Mr. Bilafer and Ms. Briggs participated on committee to review Town policies and procedures in regards to financial management. The Committee needs to vote on whether to support these new policies. Mr. Coughlin asked Mr. Rippin if he had reviewed the policies. Mr. Rippin stated that he has, and is comfortable with them. No further discussion occurred.

Mr. Coughlin motioned to adopt the revised Town of Dedham's Financial Management Policies, Ms. Briggs second; the Committee voted 6-0 in favor.

Superintendent Evaluation Forms

Supt. Welch provided electronic evaluation forms for each committee member to complete. The forms simplify the rubric on the DESE website. Mr. Bilafer stated that Dr. Pearrow will be the point person for collecting the forms. He also asked the Committee to complete them as soon as possible since the reorganization of the Committee will take place on April 24.

Subcommittee Reports & Updates

Budget

No further update.

Equity and Inclusion Task Force

The Task Force developed a statement and questions for the Select Board candidates.

Negotiations

The School Committee authorized its attorney to petition the Department of Labor Relations to access the status of the negotiation by a third party mediator. It is the Committee's intent to move forward with the progress of the negotiations.

Policy

The policy subcommittee met on March 7 and voted unanimously to move forward with the revision of the following policies:

- IJL- Library Material Selection and Adoption
- ECAF- Security Cameras in Schools

Ms. Laprade read the first reading of both policies. (Policies are included at the end of the minutes.)

The subcommittee also discussed the recommendation from the Parks and Recreation Department to rename the High School practice field after Donald Segar who provided many years of service

to the Dedham Public Schools. Mr. Laprade referred to policy FF, Naming Facilities. (Policy FF is included at the end of the minutes.)

It is the recommendation of the Subcommittee to allow 30 days of comment period.

SBRC

A traffic study will be performed on the traffic calming area in front of the new ECEC on High Street. This will be coordination between Mass Department of Transportation and the Planning Board. The study must be done six months and one year after the completion of the school.

The SBRC also needs to review the LEAD checklist.

The date and time of the ribbon cutting/rededication ceremony with the MSBA and State Treasurer will be April 29 at 10:00am.

Minutes

Ms. White motioned to approve the minutes from February 27, 2019, Mr. Coughlin second; the Committee voted 5-0 in favor. Ms. Laprade abstained as she was not in attendance at the February 27 meeting.

Ms. Briggs motioned to approve the minutes from March 6, 2019, Mr. Donati second; the Committee voted 5-0 in favor. Ms. Laprade abstained as she was not in attendance at the March 6 meeting.

Donations

None

Public Comment

None

Acknowledgements and Announcements

Ms. White attended the High School play last week and congratulated the students on a fantastic show.

The Elementary Science Fair is this Friday, March 22 at 4:00pm at Oakdale School.

The Dedham Booster's Club Trivia Night is this Saturday, March 23 at 6:30pm.

The ECEC International Night is next Friday, March 29.

The Dedham Middle School play will take place on April 4, 5 and 6.

Mr. Coughlin motioned to enter Executive Session under Exemption 3, collective bargaining, Ms. White second; a roll call vote was taken:

Mayanne Briggs- Yes

Ms. Laprade- Yes

Joshua Donati- Yes

Tracey White- Yes

Kevin Coughlin, Vice-Chair- Yes

Steve Bilafer, Chair- Yes

Motion passed 6-0. Mr. Bilafer stated that the Committee would not be returning to regular session.

Regular meeting ended at 9:05 p.m.

Proposed Revised Policy

File: IJL

LIBRARY MATERIAL SELECTION AND ADOPTION

The Dedham School Committee, in accordance with the American Library Association *Library Bill of Rights*, recognizes that the responsibility of the school library media program is

1. To provide learning resources which support and enrich all segments of the curriculum and are consistent with the goals and objectives of the school district.
2. To build a collection of resources that meets the needs of all students, considering their varied abilities, learning styles, interests, developmental stages and maturity levels.
3. To include learning resources which support and promote intellectual growth, analytical and critical thinking skills, recreational needs, personal development, literary appreciation, ethical standards and a broader worldview.
4. To offer learning resources which accommodate and represent all students including but not limited to English Language Learners, religions, ability, sexual and gender identity, and ethnic and cultural groups of the Dedham community.
5. To place principle above personal opinion and reason above prejudice in the selection of learning resources of the highest quality in order to assure comprehensive collections appropriate to the school communities.

The School Committee, though ultimately responsible for all library resources, recognizes the need and right of students to free access to different types of books and resources. It also recognizes the right of the professional staff to select books and resources supportive of the school system's educational philosophy and goals. It recognizes the rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. Students' right to learn and the freedom of teachers to teach will be respected.

LEGAL REF: 603 CMR 26:05

CROSS REF: KEC, Public Complaints about the Curriculum or Instructional Materials

Proposed Revised Policy

File: ECAF

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings and on school buses, where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations.

Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

NAMING FACILITIES

File: FF

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, a portion of school grounds or establishing a permanent memorial. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chairperson. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chairperson will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.