

DEDHAM PUBLIC SCHOOLS  
SCHOOL COMMITTEE MEETING

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**MINUTES**

**November 6, 2019**

*(Approved 11/20/2019)*

MEMBER OF THE SCHOOL COMMITTEE PRESENT:

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

MEMBERS OF THE SCHOOL COMMITTEE ABSENT:

Dr. Melissa Pearrow

MEMBERS OF THE ADMINISTRATION PRESENT:

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

Meeting Location: Oakdale Elementary School

Meeting Commenced: 7:00 p.m.

**Recognitions**

The Committee acknowledged eighth grade student Robert Woodbury for his contributions to the Town of Dedham. Former Selectman Michael Butler explained how Robbie assisted the Town Engineer with the recent sewer survey and how he presented his findings before the Board of Selectman.

Blue Hills Adult Education Program Director Susan Haberstroh and Site Coordinator Tammy MacDonald were in attendance to invite the Committee to its Open House on November 13, 2019 from 5:00 to 7:00 p.m. at the Capen School Building. Their website is <https://adulthood.bluehills.org/>.

## **Student Update**

None

## **Superintendent's Update**

Supt. Welch issued his second Superintendent's 30-Day Update on Tuesday, October 29, 2019

The one-day teachers strike on Friday, October 25 will extend the school year by one day in order to reach the state mandated threshold of 180 days. This will cause the last day of school to become Friday, June 19, 2020.

The MMEA Festival was held at the Avery School over the weekend. Seventy students (25 from Dedham), fifteen teachers, and two Dedham High School student volunteers were busy all day meeting new students, learning new musical ideas, and making music together. In attendance were all four of Dedham's general music teachers (Chris Molinaro, Heather Kirby, Jennifer O'Shea and Sarah Santos) and Dedham's Fine Arts Director Eytan Wurman. In addition music teachers from Boston Latin, Newton, Lincoln, Medfield, Needham, Concord, Framingham, Westford, and Bedford all shared in the learning experience.

Dedham continues its participation in the FUSE, MA program, with Cohort 2 this year. Dedham teachers are receiving support around best practices in blended and personalized learning. Dedham has formed a planning team of administrators, teachers, and students, whose perspectives will guide the work. The first activity this year on November 7 will be a Shadow-a-Student experience, during which Planning Team members will follow a student through his/her daily activities. The purpose of this exercise is to develop a richer understanding of the student experience. Planning Team members will act as regular students by participating in all class activities with restricted side conversations with other adults.

As a part of the ongoing collaboration with Police, Fire, and EMS, the Dedham Safety Super Team has begun its elementary school off-site evacuation drills. Supt. Welch will speak more about the drills later in the meeting.

A Vaping Awareness Night will be held in the Dedham High School auditorium on Monday, November 18, 2019 at 7:00 p.m. The event will feature a guest speaker and lots of information for parents and students. The content is appropriate for students in grades 6-12.

As of two weeks ago the district has completed meetings at all three of its older elementary schools with representatives from the architectural firm S.M.M.A. The next activity will be a full community meeting at the new ECEC with members from the Greenlodge, Oakdale, and Riverdale communities coming together with SMMA on Monday, December 9, 2019 at 7:00 p.m. to discuss planning for next steps.

# Reports

## Quarterly Budget Report

Assistant Superintendent for Business & Finance presented the following report to the Committee:

Please accept this memo as my formal report to the School Committee of the financial position of the Dedham Public Schools Education and School Facilities Operating Budgets.

### First Quarter Overview

In summary, we have expended and encumbered \$6,899,893 of the \$40,833,100 Education Operating Budget or 16.90% of the total budget.

For School Facilities, we have expended and encumbered \$1,219,630 of the \$3,975,350\* that Operating Budget or 30.68% of the total budget.

\*Note that for School Facilities \$152,257 of FY2019 encumbrances carried forward to FY 2020 were not segregated as in the Education Budget and rather were commingled with line items for FY 2020. This issue will be rectified for FY 2021 reporting purposes.

### Budget Highlights

As of this writing, I am pleased to report that the Dedham Public Schools is on track to finish FY 2020 in a balanced and fully expended position. As you can see from the accompanying spreadsheet, all of our seven schools have spent approximately ten percent of their Operating Budgets which is typical given that only two teacher payrolls have been expended as of 9/30/19.

What is notable is that we requested a line item transfer of \$650,000 which was approved unanimously by the Finance Committee to allow us to pay negotiated raises for FY 2019 for Units A and B along with Educational Interventionists.

Additionally we are requesting a line item transfer for School Facilities of \$66,704 from HVAC salaries on the Town Side to General Maintenance salaries on the School Side due to this position being covered on a School Side CBA. Additionally a supplemental capital appropriation of \$58,000 of which \$30,000 was for I Pads along with \$28,000 for exhaust fan repair/replacement at DHS. These were also approved unanimously by the Finance Committee and will be voted at the November 25 Town Meeting.

### Areas of Concern/Exposure

As I am sure you recall, FY 2019 was tighter than past years with respect to having excess capacity for end of year purchases as well as prepayment of Special Education Out-Of-District Tuitions. To that end I am expecting that FY 2020 will be equally tight. I will be in a better position to be more specific with the next quarterly report as of 12/31/19 as the full impact of the Unit A settlement will be reflected in actual expenditures at that time.

The Committee discussed the possible need for an additional 1<sup>st</sup> and 2<sup>nd</sup> grade classroom in the upcoming year and how it will be a driver in the FY21 budget.

## **Old/New Business**

### Safety Super Team Progress Update

Supt. Welch updated the Committee on today's evacuation drill at the Greenlodge School. All staff and students evacuated the school and relocated to a nearby area. Busses then reported to the designated area to pick up students and simulated bringing them to a safe site. Students were then returned to Greenlodge School. Both Dedham Police and Fire were involved in the drill. Neighbors were also notified of the exercise. Supt. Welch felt the first drill went well with excellent communication from all parties. He stated that this is an important exercise to help prepare staff and students for an emergency. The other elementary schools will also participate in practice drills this fall with DMS, DHS and ECEC following at a later time.

## **Subcommittee Reports and Updates**

### Budget

The Budget Subcommittee met this evening to preview the capital budget requests. The Subcommittee voted unanimously on the FY21 calendar. The calendar will be voted by the full Committee at the next meeting. Mr. Rippin noted that the capital budget schedule is being compressed to allow more time for review of the operating budget.

### Coalition for Drug & Alcohol Awareness

None

### Equity & Inclusion Task Force

Mr. Donati has met with ELL Department Head Jennifer Robins and bilingual psychologist Veronica Zapater-Raberov to plan next steps to. No official meeting is currently scheduled.

### Negotiations

Mr. Coughlin announced the reorganization of the Negotiating Subcommittee. Ms. Laprade, Ms. White and Mr. Donati will now comprise the Subcommittee. There are several unfinished contracts that they will begin working on.

### Policy

Ms. White read the second reading of policy KBAA - Title I Parent and Family Engagement Policy. The full policy can be found at the end of the minutes.

### SBRC

Ms. Briggs stated the SBRC met this past Monday to discuss the HVAC issues at the ECEC which have all been resolved. There is more planting and re-seeding to be done in the spring. The Lead Certification process should be completed in the next two weeks. There is one change order which is a credit.

### Traffic Circulation Study

The third and final traffic counts are complete and there will be a community meeting in the near future.

### **Minutes**

Ms. Bilafer motioned to approve the minutes from October 16, 2019, Ms. White second; the Committee voted 6-0 in favor.

Ms. Bilafer motioned to approve the minutes from October 29, 2019, Ms. Briggs second; the Committee voted 6-0 in favor.

### **Donations**

Ms. Briggs motioned to approve with grateful appreciation a donation in the amount of \$400 to the Early Childhood Education Center to support field trip transportation costs, Ms. White second; the Committee voted 6-0 in favor.

### **Public Comment**

None

### **Acknowledgements and Announcements**

Ms. White commended the Riverdale School staff and the Dedham Police Department for the manner in which they conducted the Shelter-in-Place on Friday, November 1.

Blue Hills Adult Education Program Open House will be on November 13, 2019 from 5:00 to 7:00 p.m. at the Capen School Building.

Ms White motioned to adjourn the meeting of November 6, 2019, Ms. Briggs second; the Committee voted 6-0 in favor.

Meeting concluded at 7:50 p.m.

## Proposed Policy KBAA - Title I Parent and Family Engagement Policy

The Dedham Public Schools (DPS) is committed to ensuring that all students have access to a high quality educational experience. Effective parent and family engagement at all levels is critical in making this belief a reality. We define parent and family engagement as an ongoing process that supports parents and families in effectively supporting and enriching learning in the home, promotes clear two-way communication between home and school, and involves parents and families as leaders and decision makers at all levels concerning the education of their children.

To ensure that parents and families have meaningful opportunities to engage in the education of their children and the ongoing development of the programs that serve their children, the Dedham Public Schools ensures that:

1. All schools hold regular School Council meetings where designated Title I programs can be discussed and reviewed regularly.
2. Student progress is communicated regularly through conferences, report cards and informal communication between school and home.
3. A Title I family compact is reviewed annually, revised as necessary and signed by all families participating in designated Title I programs.
4. Relevant and meaningful learning opportunities for families are developed, communicated and implemented annually.
5. Annual surveys of parents in designated Title I schools are administered and used to gather feedback and inform programmatic decisions.

Information about these opportunities will be published annually to all families in identified Title I schools via email, web and print communications.