

DRAFT

**MEDFIELD SCHOOL COMMITTEE
Medfield High School Library - 7:30 PM
March 12, 2020**

PRESENT: Anna Mae O'Shea Brooke - Chairperson
Jessica Reilly - Vice Chairperson
Timothy Knight - Recording Secretary
Meghan Glenn - Financial Secretary
Leo Brehm - Legislative Secretary

ALSO PRESENT: Jeffrey Marsden - Superintendent of Schools
Michael LaFrancesca - Director of Finance Operations
Andrea Moores - Secretary

Meeting called to order by Ms. Anna Mae O'Shea Brooke at 7:30 pm.

PUBLIC INPUT

Ms. Christine McCue Potts, of 7 Curve Street, stated she was looking for clarification on School Committee Policy BDG and proceeded to read the last two paragraphs of the policy. Ms. McCue Potts stated that on November 19, 2018, a school committee member entered into negotiations with a school attorney without a record of committee approval or authorization. She also stated that there were seven or eight additional instances when this occurred between November and January. Ms. McCue Potts inquired if the School Committee had authorized one of their members to negotiate a superintendent contract. Ms. McCue Potts asked the committee if they had any knowledge of this and if the authorization to do so happened outside of a public meeting. Ms. McCue Potts also stated that there were two instances in 2015 and 2016 when the Superintendent's contract was negotiated against Open Meeting Law as well as a vote in 2015 for a three percent retroactive salary increase. Ms. McCue Potts referred to an incident in 1992 when two School Committee members were recalled for negotiating a superintendent contract in Executive Session. Ms. McCue Potts stated that the School Committee is not representing the community of Medfield because it does not give the community sufficient opportunities to weigh in before significant changes are made.

APPROVAL OF MINUTES

Mr. Timothy Knight asked for a motion to approve the School Committee Meeting Minutes from 2/13/2020 and 2/27/2020.

A motion was made by Ms. Jessica Reilly, seconded by Ms. Meghan Glenn to approve the School Committee Meeting Minutes from 2/13/2020 and 2/27/2020. **The vote was unanimous.**

NEW BUSINESS

Educational Plan for Dale Street Project - presented Dr. Jeffrey Marsden

The School Committee received a Draft copy of the Grades 3-5 and Grades 4-5 Education Plans for the Dale Street School Project. Dr. Marsden stated that the forty-four-page document is a result of hard work and collaboration between teachers, administrators, Leftfield and Arrowstreet. The document was written as prescribed by MSBA with the approach to assess what the current Dale Street School has to

offer in regards to programming, space, curriculum, etc., and how those areas would change in a new building. Dr. Marsden pointed out that Arrowstreet will design a building based on the Educational Plan that is part of the improved MSBA process. Dr. Marsden asked the committee to provide him with any feedback or recommendations they may have for the Educational Plan. Dr. Marsden explained that MSBA would review the Educational Plans and come back with recommendations to be addressed.

Ms. Lynn Stapleton also informed the committee that MSBA will go through a three-week review period of both Educational Plans (Grade 3-5 and Grade 4-5) and will come back with an extensive list of questions that need to be answered. Ms. Stapleton also informed the committee that the Educational Plans are a small part of the Preliminary Design Proposal (PDP) to be submitted to MSBA. The PDP is a thirteen hundred-page document that also includes a thousand-page appendix of supporting documents. The PDP is in the review process.

Ms. Anna Mae O'Shea Brooke asked the committee for feedback and or questions.

Mr. Timothy Knight asked Dr. Marsden if the enrollment projection numbers were from NESDEC and suggested that the numbers be moved underneath the table within the document for clarity.

Ms. Meghan Glenn had a question about staffing the STEAM Room, formerly known as Makerspace, with one teacher or would multiple classes be able to use that classroom. Dr. Marsden hopes that the classroom will be used for both. He also stated that the MSBA typically supports programming when currently staffed. Currently, Julie Lowerre is in that position at Dale Street, which is a bonus. Dr. Marsden stated that these are the types of things that will be worked through with MSBA.

Dr. Marsden stated if the district gets the enrollment projected additional staff would need to be hired to maintain class sizes as required by School Committee Policy. Ms. Stapleton added that MSBA noticed an upward tick of enrollment as a result of the ten-year enrollment study and did a twenty-year enrollment study as well to ensure the enrollment trending is accurate.

Ms. Jessica Reilly stated that the plan completely aligns with the Strategic Plan and considers student-centric learning as well as using the space to continue to grow and improve how the curriculum is delivered to students.

Dr. Marsden stated that he anticipates getting some pushback from the MSBA on areas such as the staff daycare center, MAP, space for music lessons and a bigger cafeteria. These are things that may be outside of MSBA expectations but are important to support the current programs for our students, families, and staff. Ms. Jessica Reilly pointed out that these spaces are revenue producing and significant revenue comes from facility rentals. Mr. Leo Brehm reiterated what he took from his initial meetings with MSBA, which focused on the longevity of the building, planning for it to be in use for fifty years and the importance of flexible spaces.

Ms. Anna Mae O'Shea Brooke commented on how thoughtful the process has been starting in 2017 with the Strategic Plan. Ms. O'Shea Brooke noted that the music opportunities afforded to third-grade students in the Grades 3-5 configuration are an added benefit.

Ms. Anna Mae O'Shea Brooke asked for a motion to approve the Drafts of the Grade 3-5 and Grade 4-5 Educational Plan.

A motion was made by Mr. Leo Brehm, seconded by Ms. Jessica Reilly to approve the Drafts of the Grades 3-5 and Grades 4-5 Educational Plan. **The vote was unanimous.**

Additional School Committee Meeting on March 26, 2020 - presented by Dr. Jeffrey Marsden

Dr. Marsden requested to schedule an additional School Committee Meeting for March 26, 2020, to approve the report due to the Commissioner on April 1, 2020, for the additional SOA funds and to work through additional anticipated budget concerns.

Ms. Anna Mae O'Shea Brooke asked for a motion to add an additional School Committee Meeting on March 26, 2020.

A motion was made by Ms. Meghan Glenn, seconded by Ms. Jessica Reilly to add an additional School Committee Meeting on March 26, 2020. **The vote was unanimous.**

Other Items since posting on March 10, 2020 - presented by Dr. Jeffrey Marsden

Dr. Marsden shared with the committee the district's response in closing school to students on March 13, 2020. This decision was made after a meeting with the Board of Health late this afternoon. Employees will be able to enter the building between 8:00 am and 12:00 pm to plan for an extended shutdown. Dr. Marsden shared the initial resources and plans that Ms. Christine Power and Ms. Mary Bruhl have been rolling out to support staff and students in the event of an extended shutdown. Dr. Marsden also informed the committee of the extra cleaning precautions that have been happening in the schools. The district purchased electrostatic misters a few years ago. Mr. Michael LaFrancesca demonstrated how these misters operate.

OLD BUSINESS

Dale Street Project Update - presented by Dr. Jeffrey Marsden

Dr. Marsden shared a document with David Stephen from NewVista Design with information and results from the Educational Planning Committee and Community Visioning Group session work. This Visioning Workshop Summary Report is uploaded to the Dale Street Project web page for the community to view.

FY21 Budget - presented by Dr. Jeffrey Marsden

Dr. Marsden informed the committee that the Warrant Committee has requested a one million dollar reduction to the FY21 budget, which will drop the budget below a 1.5% increase and require a reduction in staff. Dr. Marsden is hoping that the upcoming meeting scheduled with the Warrant Committee will provide more clarity on the situation. Dr. Marsden stated that last he knew the current budget shortfall for the town is one million, two hundred thousand dollars and the town is asking the School Department to reduce one million of the shortfall. Mr. Timothy Knight asked if the town was reaching out to other departments to also reduce their budgets. Dr. Marsden did not have that information but he did state that this reduction request would be challenging since it takes a 3% increase to open the district next school year.

Dr. Marsden reminded the committee that the district raises three million dollars a year and is currently funding forty-one people outside of the tax levy through fees, grants and other sources that allow the school department to operate. Dr. Marsden also informed the committee that the Capital Committee now considers technology infrastructure and hardware as capital. These costs can be moved from the operating budget to capital to satisfy some of the reductions but the risk is losing those funds if capital doesn't pass. Dr. Marsden will update the committee after the Warrant Committee meeting and as additional information comes to light.

Superintendent's Report to the Committee - presented by Dr. Jeffrey Marsden

Dr. Marsden shared an email that was received by Mr. Michael LaFrancesca from Mr. Jack McCarthy who is the Executive Director of the MSBA. Mr. McCarthy commended Mr. LaFrancesca on the website for the Dale Street School Project and that it is one of the best websites he has seen from MSBA projects.

Student Representative - Campbell Ayer

Campbell reported that the Student Council hosted a lunch for the cafeteria staff that was well received. He also acknowledged that there will be some interesting weeks ahead but it was good to know that plans have been put in place for students to learn remotely.

CLOSING REMARKS

Mr. Leo Brehm stated that the communication that Dr. Marsden has been providing to families has been excellent and in his experience, that is not happening elsewhere especially to Dr. Marsden's caliber. Mr. Brehm feels that the district has the ability and tools in place to support our students with remote learning.

Ms. Meghan Glenn has reiterated that the communication from Dr. Marsden has been clear, concise, timely and comforting. She also stated that she learned a lot from reading the Education Plan and reminded her that there is a lot that goes into being a teacher and eye-opening to see what goes into educating students.

Mr. Timothy Knight noted that it has been a strange week when it started with deciding whether or not to cancel the Winter Carnival and now we are talking about remote learning. He stressed the importance of leadership in unprecedented times.

Ms. Jessica Reilly suggested using the great outdoors to extend remote learning.

Ms. Anna Mae O'Shea Brooke recounted her experience volunteering at Memorial for Read Across America.

Dr. Marsden stated that the district is working hard to secure additional cleaning and sanitizing supplies. Dr. Marsden shared that he has been receiving many positive emails of support from the community.

ADJOURNMENT

A motion was made by Mr. Timothy Knight, seconded by Ms. Jessica Reilly to adjourn the meeting.
The vote was unanimous. Adjournment: 8:28 pm

Next Meeting: March 26, 2020

EXHIBITS AND DOCUMENTS

- 3-12-2020 School Committee Meeting Narrative
- 2-13-2020 Draft School Committee Minutes
- 2-27-2020 Draft School Committee Minutes
- Visioning Workshop Summary Report
- Email from MSBA Executive Director
- Grade 3-5 and Grade 4-5 Draft Educational Plans
- School Committee Meeting Video: <https://www.youtube.com/watch?v=dSZPMuwQEBU>

Respectively Submitted,
Andrea Moores
Secretary