

**MEDFIELD SCHOOL COMMITTEE**  
**Zoom Remote Meeting**  
**January 28, 2021**

**PRESENT:** Jessica Reilly - Chair  
Leo Brehm -Vice Chair  
Timothy Knight - Recording Secretary  
Meghan Glenn - Financial Secretary  
Anna Mae O'Shea Brooke - Member at Large

**ALSO PRESENT:** Jeffrey Marsden - Superintendent of Schools  
Michael LaFrancesca - Director of Finance and Operations  
Andrea Moores - Secretary  
Andrew Barrette - Student Representative

The meeting was called to order at 7:00 pm after the Executive Session to discuss issues related to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. (Medfield Teachers' Association Unit A & B, AFL-CIO Custodians, Cafeteria Workers and Secretaries)

A Roll Call was taken by Ms. Jessica Reilly to open the FY22 Public Budget Hearing:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O'Shea Brooke -yes
- Jessica Reilly- yes

**2021- 2022 SCHOOL BUDGET PUBLIC HEARING - presented by Dr. Jeffrey Marsden**

Dr. Marsden's FY22 Budget Presentation highlighted the following:

- Important Background Information
- Review of Budget Process and Important Budget Terms
- Medfield Public Schools Mission Statement
- FY22 Budget Assumptions
- FY22 Budget Implications
- FY22 Budget Drivers
- Funding Amounts and Sources
- Initial FY22 Increase of 3.99%
- FY22 Budget Department Summary
- FY22 Budget Increases Breakdown

The 3.99% increase to the budget encompasses the following:

- Maintains current staff and programs
- Adds one position - School Adjustment Counselor
- Shifts \$55,000 out of Capital Budget into the Operating Budget
- Includes steps and lanes, longevity and increases to Units A and B
- Funds all other Collective Bargaining Units (Secretaries, Custodians and Food Service)
- Level fund non-personnel lines (These were reduced in FY21)
- Funds the districts next strategic plan in the Spring of 2022

**Ms. Jessica Reilly opened the meeting to public comment on the FY22 Budget Hearing:**

Mr. Ned Rothstein, 5 Homestead Drive, asked if students who leave to attend private schools have an impact on the budget. He wanted to know why athletic programs are not “pay to play” or privately funded.

Dr. Marsden explained that students who homeschool or attend private schools are not counted in the formula for Chapter 70 funds allocation. He also explained that students do pay athletic fees on a sliding scale fee depending on the sport. Dr. Marsden continued by stating that the district has lost revenue due to crediting fees back to families for the lost Spring 2020 athletic season in the spring.

Ms. Chris McCue Potts, 7 Curve Street, stated that there is a Town Financial Policy for all Town Departments and the School Committee has not signed the policy. Ms. Potts wanted to know why it has not been signed how that pertains to the budget planning process. Ms. Potts stated that it is her understanding that the gate receipts from athletic events along with the other revenue sources goes into revolving accounts. She requested a full accounting of all the districts revolving accounts and student activity accounts and stated that this information has not been shared with the public. Ms. Potts also inquired about the additional staff hired this year who are not included in next year’s budget and wanted to know what the unemployment implication would be as a result. She also asked how many teaching aides were not hired back this year and how it impacts the budget. Ms. Potts questioned why the music budget line is continually underspent and wanted to know what happens to the funds that are not spent.

Ms. Reilly stated that the School Committee does work within the Town Financial Policy but could not fully account at this time why the School Committee had not signed off on the policy. Dr. Marsden stated that the district’s revolving accounts are reflected as losses on FY21 Projected Funding Amounts and Sources Slide included in the presentation. Ms. Potts clarified that she would like to see the balance sheets of all of those accounts. Mr. Michael LaFrancesca explained that the Town has been charging unemployment to the CARES Act and a federal stimulus package is expected next year. Dr. Marsden explained that teaching assistants who live and work in Medfield were able to send their students to Cohort C but not if they worked outside the district. Dr. Marsden stated that there was an increase of teaching aides this school year. Dr. Marsden explained that any unused funds from the operation budget get returned to the Town.

**Ms. Jessica Reilly closed the public comment on the FY22 Public Budget Hearing and asked for feedback from the committee members on the FY22 Budget Proposal.**

Mr. Leo Brehm asked if a possible list of cuts has been developed as a result of this budget proposal. Dr. Marsden stated that some areas are being looked at but the conversations with the leadership team have not yet started. Dr. Marsden explained that conversations will continue with the Warrant Committee especially if reductions in staff will be needed.

Mr. Timothy Knight inquired if returning to full in-person next year will result in increased operational costs related to COVID -19 and if there would be any stimulus to offset those costs. Dr. Marsden stated that the next round of funding will result in the district receiving \$172,000. Additional stimulus is expected but it is still unclear how it will be calculated for Medfield. He reiterated that if additional stimulus is disseminated using a Title I formula Medfield will be allocated the minimum.

Ms. Meghan Glenn asked if the \$172,000 would be allocated to offset the deficit for FY21 or carry over to FY22. Dr. Marsden explained that if needed it would be applied to offset FY21 but would like to carry it over to FY22 if possible.

Ms. Meghan Glenn inquired about the procedure for the school department to obtain the Chapter 70 money that is part of the town's free cash. Dr. Marsden believed that it would be allocated at the Annual Town Meeting and more conversations will continue with the Town Administrator and Warrant Committee.

Ms. Meghan Glenn asked if any school related items were included in the capital budget. Mr. Michael LaFrancesca stated that there is an amount allocated for Technology to be used for classroom projectors and that the building facility items are still part of the capital budget.

Ms. Jessica Reilly stated that the district should consider implementing bus and technology user fees for FY22. The committee shared their thoughts on this topic and were in agreement to further explore and consider the possibility of instituting fees. Dr. Marsden and Mr. LaFrancesca will provide data and projections on implementing bus fees at a future meeting.

Mr. Leo Brehm inquired about the latest kindergarten enrollment projections. Dr. Marsden explained that the NESDEC projection is high but the district projections are not as high. The incoming kindergarten enrollment will be watched closely over the next few months.

Dr. Marsden asked the School Committee to approve the FY22 Budget Proposal in the amount of \$38,348,229.

A motion was made by Ms. Anna Mae O'Shea Brooke, seconded by Mr. Leo Brehm to accept the FY22 Budget in the amount of \$38,348, 229.

A Roll Call Vote was taken to accept the FY22 Budget Proposal in the amount of \$38,348,229.

- Leo Brehm- yes
- Meghan Glenn -yes
- Timothy Knight- yes
- Anna Mae O'Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

A motion was made by Ms. Meghan Glenn, seconded by Mr. Timothy Knight to close the January 28th, 20201 Public Hearing for the Medfield Public Schools Fiscal Year 2022 Annual Budget.

A Roll Call Vote was taken to close the January 28th, 20201 Public Hearing for the Medfield Public Schools Fiscal Year 2022 Annual Budget:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O'Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

The FY22 Annual Public Budget Hearing ended at 8:21 pm.

A Roll Call was taken to open the regular School Committee meeting:

- Leo Brehm- yes

- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O’Shea Brooke -yes
- Jessica Reilly- yes

**The meeting began at 8:23 pm.**

### **PUBLIC INPUT**

Ned Rothstien, 5 Homestead Drive, stated that the internet at the High School has been marginal at best and acknowledged that the current issue is not the district’s fault but he is concerned that lost classroom time due to technology issues will not be recouped. He requested a status update on the current internet connectivity issues.

Chris McCue Potts, 7 Curve Street, stated that the School Committee should have closed the Public Budget Hearing prior to voting.

### **APPROVAL OF MINUTES**

A motion was made by Mr. Timothy Knight, seconded by Ms. Anna Mae O’Shea Brooke to approve the regular meeting minutes from 10/8/2020.

A Roll Call Vote was taken to approve the regular meeting minutes from 10/8/2020:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O’Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

A motion was made by Mr. Timothy Knight, seconded by Ms. Anna Mae O’Shea Brooke to approve and retain the amended Executive Session minutes from 7/16/2020, 7/30/2020, 8/13/2020, and 8/27/2020 - 11:00 am.

A Roll Call Vote was taken to approve and retain the amended Executive Session minutes from 7/16/2020, 7/30/2020, 8/13/2020, and 8/27/2020 - 11:00 am:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O’Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

A motion was made by Mr. Timothy Knight, seconded by Ms. Anna Mae O’Shea Brooke to approve and release the amended Executive Session minutes from 8/27/2020 - 5:00 pm and 9/17/2020.

A Roll Call Vote was taken to approve and to approve and release the amended Executive Session minutes from 8/27/2020-5:00 pm and 9/17/2020:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes

- Anna Mae O'Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

A motion was made by Mr. Timothy Knight, seconded by Ms. Anna Mae O'Shea Brooke to approve and release the Executive Session minutes from 3/12/2019 and 5/6/2019.

A Roll Call Vote was taken to approve and to approve and release the Executive Session minutes from 3/12/2019 and 5/6/2019:

- Leo Brehm- yes
- Timothy Knight- yes
- Meghan Glenn -yes
- Anna Mae O'Shea Brooke -yes
- Jessica Reilly- yes

**The motion passed unanimously.**

#### **FY21 Budget Update - presented by Dr. Jeffrey Marsden**

Dr. Marsden informed the committee that there was nothing new to report at this time on the FY21 Budget. Mr. Michael LaFrancesca will provide updated projections at the next School Committee meeting.

#### **School Learning Model Progress - presented by Dr. Jeffrey Marsden**

Dr. Marsden provided a quick update on the following increases to in-person learning across the district:

- Kindergarten back full in -person
- 1st Grade will return on the Monday after February vacation week
- Special Education students at the High School will return to school four days beginning next week
- Teacher vaccinations and its impact on return to full in-person for the district
- Tri-County Letter to the Governor to develop a plan for teacher vaccinations
- Pooled Testing

#### **Technology Update - presented by Dr. Jeffrey Marsden and Mr. Eoin O'Corcora**

Dr. Marsden and Mr. O'Corcora updated the committee on the status of the technology issues in the district. It has been determined that the district has been affected by a Distributed Denial of Service (DDoS) attack. This type of attack takes advantage of the specific capacity limits that apply to any network resources and occurs when multiple systems flood the bandwidth or resources of a targeted system, usually one or more web servers.

#### **Ms. Jessica Reilly opened the meeting to public comment on the School Learning Model Progress and Technology Update:**

David Blake asked the committee what internet providers the district was using. Mr. O'Corcora stated that Comcast and Verizon are the district internet providers. Mr. Blake asked Dr. Marsden to clarify his previous statement regarding Fortune 500 companies. Dr. Marsden explained that parents in the community who work at Fortune 500 companies have reached out to him on this issue and confirmed that the district has handled the issue in the same manner that these companies would have. Mr. Blake asked for an explanation of the DDoS attack. Mr. O'Corcora stated that a DDoS attack can happen at any time. The data has shown that the issue is not occurring within the network or due to any misconfigured devices within the network. The issue impacting students is coming from outside the network in waves which is

the signature of a DDoS attack. Mr. Blake asked Dr. Marsden if other districts were dealing with this type of attack. Dr. Marsden stated that it is currently happening in Duxbury and has happened in Westwood.

## **NEW BUSINESS**

### **2021-2022 School Calendar - 1<sup>st</sup> Draft**

The first draft of the 2021-2022 School was included in the School Committee packet for review. The Leadership Team will meet to discuss the Professional Development Days for the next school year and a revised draft will be brought to a future meeting for a vote.

### **Ms. Jessica Reilly opened the meeting to public comment on the 1st Draft of the 2021-2022 School Calendar:**

There was no public comment at this time.

### **School Admissions Policy Review - 1<sup>st</sup> Reading - presented by Ms. Mary Bruhl**

Mary Bruhl was in attendance and reviewed the proposed changes to the School Admissions Policy with the committee. The policy has been updated to support students that fall into the educational stability categories. A second reading and vote on this policy will occur at a future meeting.

### **Ms. Jessica Reilly opened the meeting to public comment the School Admissions Policy Review - 1<sup>st</sup> Reading:**

There was no public input at this time.

### **Other items since posting on January 26, 2021 - None**

## **OLD BUSINESS**

### **Dale Street School Project Update - presented by Dr. Jeffrey Marsden**

Dr. Marsden reported to the committee that the district had an outstanding FAS meeting with the MSBA and received a lot of positive feedback regarding the district's Education Plan. A member of the MSBA subcommittee suggested the Medfield Education Plan should serve as a model for other districts building an elementary school. The school committee engaged in a discussion about pursuit of the school model program for the project. A joint meeting with the School Building Committee and the Board of Selectmen has been scheduled to further discuss this option on Wednesday, February 3, 2021 at 7:00 pm. The Wheelock Neighborhood Forum is scheduled for Monday, February 1st and the Sustainability Public Forum has been scheduled for February 25th.

### **Ms. Jessica Reilly opened the meeting to public comment the Dale Street Project Update:**

Chris McCue Potts, 7 Curve Street, shared her belief that the community and teachers were not engaged in the development of the district's Educational Plan. She requested to know what the percentage numbers were of community, teacher and parent participation in the development of the Educational Plan. She stated that the community has said where they would like the new school to be located and that has been disregarded. Ms. Potts voiced her concern that the free cash available to the town should be reserved for the Town's bond rating and its ability to borrow money for the Dale Street Project and questioned Dr. Marden's earlier comment pertaining to the Town's free cash.

### **Informational Items - presented by Ms. Jessica Reilly**

Ms. Jessica Reilly informed the committee that the School Committee will be collaborating with the Medfield Board of Health to get students and teachers back to school safely.

Student Representative Andrew Barrette is working on a presentation to share feedback on the student learning model.

Ms. Anna Mae O'Shea Brooke commended Meghan Bannister and Catherine Waters, two high school students who started the Bandana Project at Medfield High School. This initiative tears down the stigma of mental health by wearing a green bandana. The green bandana signifies support, importance and understanding of mental health issues.

Mr. Timothy Knight shared his positive feedback from the SEL Task Force meeting he attended

### **FUTURE AGENDA ITEMS**

- Social Emotional Learning/SEL Task Force (February 11, 2021)
- Standards Based Report Card Feedback (March 11, 2021)
- Student Feedback (TBD March/April)
- Bus Fees Projections (February 11, 2021)

**Next Meeting** – February 11, 2021

A motion was made by Ms. Anna Mae O'Shea Brooke, seconded by Mr. Leo Brehm to adjourn the meeting.

A Roll Call Vote was taken to adjourn the meeting:

- Jessica Reilly-yes
- Meghan Glenn-yes
- Leo Brehm -yes
- Tim Knight - yes
- Anna Mae O'Shea Brooke - yes

**The motion passed unanimously.**

The meeting was adjourned at 10:03 pm.

**Minutes Approved by School Committee:** March 23, 2021

### **EXHIBITS/DOCUMENTS**

- SC Meeting Narrative 1/28/2021
- FY22 Budget Presentation 1/28/2021
- Fiscal Year 2022 School Budget Request
- DRAFT 10/8/2020 School Committee Meeting Minutes
- DRAFT 8/27/20 5pm Amended Approved Executive Session Minutes
- DRAFT 9/17/20 Amended Approved Executive Session Minutes
- DRAFT 3/21/2019 Executive Session Minutes
- DRAFT 5/6/2019 Executive Session Minutes
- DRAFT 2021-2022 School Calendar 1/28/21
- School Admissions Policy JF and JF- E-1 (1st Reading)
- School Committee Meeting Video:  
[https://www.youtube.com/watch?v=Opnt6NHgIzY&list=PLypOIJHc4M11uhMSb4wb8Z1bf\\_hWzEwR&index=3](https://www.youtube.com/watch?v=Opnt6NHgIzY&list=PLypOIJHc4M11uhMSb4wb8Z1bf_hWzEwR&index=3)

Respectfully Submitted,  
Andrea Moores  
Secretary