

MEDFIELD SCHOOL COMMITTEE
Regular Meeting
June 12, 2023 - 7:00 pm
Medfield High School Library Media Center

PRESENT: Timothy Knight - Chair
Michelle Kirkby - Vice Chair
Leo Brehm - Recording Secretary
Will Horne - Financial Secretary
Kristin Simonini - Member at Large

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

The Chair opened the meeting at 7:05 pm and took a Roll Call:

- Michelle Kirkby - present
- Kristin Simonini - present
- Will Horne - present
- Timothy Knight - present
- Leo Brehm - present

NEW BUSINESS

2023 Retiree Recognition (Agenda out of Order) - presented by Dr. Jeffrey Marsden

The following retirees were recognized by the Medfield School Committee for their dedicated service to the children and community of the Medfield Public Schools:

- Kim Estes, Kindergarten Teacher Assistant - 23 years of service
- Michael Jackson, Maintenance - 17 years of service
- Kerrie Krah, Speech Language Pathologist - 24 years of service
- Kim Mitchell, Administrative Assistant - 23 years of service
- Judy Myers, Reading Teacher - 24 years of service
- Judy Silva, Science Teacher - 17 years of service
- Kathy Thompson - Nurse - 26 years of service

Mr. Knight opened the meeting for any public comment on the 2023 Retirees.

There was none at this time.

PUBLIC INPUT

There was none at this time.

CONSENT AGENDA

- Approval of Minutes - Regular Meeting 5/18/2023
- Donations
 - \$205.00 from the Dale Street PTO to the Dale Street Gift Account for the Dale LMC
 - \$7000.00 from Dale Street PTO to the Dale Street Gift account for the 5th Grade Seed Science program
 - \$1350.00 from the Blake PTO to the Blake Gift Account for the Creature Feature transportation
 - \$2482.59 from the MHS PTO and \$1000.00 from the MHS Theatre Society to the MHS Gift Account to upgrade auditorium sound system
 - \$23,250 from MCPE/Onward to the District Gift Account for Panorama Education

- \$29,172.94 from MCPE to fund the following approved grants:
 - Grade 7 Math - Blake
 - Creating Culturally Rich Learning Environments in Mandarin Classrooms
Blake/Wheelock
 - Standing Desks - Dale Street
 - Pottery Wheel Expansion - Medfield High School
 - Relevant Learning Practices -District
 - Empowering Educators: Enhancing teaching practices through asynchronous professional development - District

Mr. Knight and Mr. Brehm thanked the PTO and the MCPE for their significant donations and contributions to the district.

Dr. Marsden informed the Committee that the MCPE gave the district a \$100,000 donation today, \$20,000 for each school as part of a grant project with the school principals. This donation will be added to the next round of approvals. Dr. Marsden expressed his gratitude for the support from the MCPE and community.

A motion was made by Mr. Brehm, seconded by Ms. Kirkby to approve the Consent Agenda as stated.
The motion passed unanimously.

End of Year Updates - presented by the organization representatives

The following representatives from the PTO, MMA, and SEPAC were in attendance and presented their respective end-of-year updates on activities, fundraising, and projects.

- MMA Co-President Cathy O'Neil
- SEPAC Co-Presidents Melissa Lowry and Katherine Munz
- MCPE Co-Presidents Jenn Sroka and Danielle Tata
- K-8 PTO President Nicole Drummond. Nicole also presented the year-end update for the MHS PTO

Mr. Knight inquired about how the School Committee could assist these organizations with their community outreach and engagement. He also thanked the organizations for their efforts and contributions to the school community. Ms. Simoni and Ms. Kirkby also expressed their appreciation for the student enrichment opportunities provided by these organizations.

Superintendent Goals Update - presented by Dr. Jeffrey Marsden

Dr. Marsden presented an update on his goals for the 2022-23 school year to the Committee. The goals update provided information on the following as per prescribed by the Department of Elementary and Secondary Education:

- Student Learning:
 - Identified two key improvement focus areas with the central office/leadership team. The top priority areas were Literacy PreK-12 and Mathematics K-5.
- Professional Practice:
 - Work on all aspects of the Dale Street Project including helping to secure project funds, an active member of the School Building Committee, management of communications with the OPM, Architect, and construction, and meeting all of the MSBA timelines (if accepted back into the program). (Ongoing)

- District Improvement:
 - Plan for and complete a new strategic plan process that will result in a five-year strategic plan for the district
 - Collaborate with the Leadership Team to expand cultural proficiency in classrooms and curricula in grades Pre-K-12. (Ongoing)
 - Revise Budget Communication Document to the Medfield Community

Dr. Marsden also shared the following activities/initiatives since July 1, 2022, that were in addition to his formalized goals:

- Continued to partner with Beginning Years by establishing a daycare for the children of teachers and staff
- Held Superintendent Parent/Advisory Coffees and will return to the pre-COVID schedule and structure in 2023-2024
- Held monthly meetings with MCPE co-presidents and attended most of their board meetings
- Worked with the "Onward Group" to secure funding for the district
- Served on the ACCEPT and TEC Board of Directors
- Co-President of the MASS Tri-County Superintendents Roundtable
- Appointed the Massachusetts Association of School Superintendents Executive Committee
- Appointed to the Massachusetts Police Chiefs School Safety Committee
- MASS representative on the MIAA Statewide Football Committee
- Appointed to Hockomock YMCA Board of Incorporators

Dr. Marsden asked for feedback from the Committee with the understanding that the Committee would review the goals in an October/November time frame due to the completion of the new strategic plan, and adjust them based on the initiatives identified in the new five-year plan.

Ms. Simonini stated that the update provided helpful background information to understand the status of things since she was not part of this initial goal-setting.

Mr. Brehm stated that the strategic plan will play a major role in the alignment of Dr. Marsden's goals. He also acknowledged Dr. Marsden's attendance at all of the MCPE meetings and the importance of his partnership with the MCPE.

Mr. Knight stated that a goal-setting meeting would be scheduled in September/October after the completion of the strategic plan and a review cycle for the year will be established. Mr. Knight thanked Dr. Marsden for his efforts.

School Committee Workshop Discussion - presented by Mr. Timothy Knight and Ms. Michelle Kirkby.

Mr. Knight announced that the Workshop has been scheduled for June 21st. The workshop will allow the Committee the opportunity to have more open-ended conversations on important topics. Mr. Knight anticipates that the Workshop would be approximately four hours plus lunch.

The Committee discussed the following topics for their upcoming workshop:

- SEL - specifically cell phone use/policies grades K-12

- Dr. Marsden informed the Committee that the Department of Elementary and Secondary Education plans to release grant opportunities for districts to develop ways to restrict cell phone use during the school day.
- School Safety
 - The Medfield Police Chief is available on June 21, 2023, and the safety protocols would be discussed in an Executive Session.
- School Start Times
- Bus Fees
- Grade Configuration
- School Committee Agenda Topics
- Communication/Engagement
 - Ways to streamline school communication

FY22 End of Year Report and FY22 Single Audit Report - presented by Mr. Michael LaFrancesca

Mr. LaFrancesca provided an overview of the FY22 End of Year Report and the FY22 Single Audit Report to the Committee.

Mr. LaFrancesca informed the Committee that the nutrition balance has a healthy balance and federal law requires a three month surplus to cover monthly expenses over a three-month period. Currently, the surplus exceeds the three-month requirement and the plan is to develop a five-year capital plan separate from the existing capital for the replacement of any capital items over a certain dollar amount to replace equipment to bring the surplus down.

Ms. Simonini asked when the district will be notified of their free and reduced lunch status for the next school year. Mr. LaFrancesca and Dr. Marsden explained that because the federal government fiscal year is different from the district and we may not be notified until late August.

At the request of Mr. Knight, Mr. LaFrancesca gave a brief overview of the audit process/timeline. Mr. Brehm shared that there is a lot of information about the district report card that can be found on the Department of Elementary and Secondary Education website.

Solar Project Update - Potential Vote on Contract - presented by Mr. Michael LaFrancesca, Mr. Timothy Knight, and Mr. Will Horne

Mr. Knight informed the Committee that he and Mr. Horne attended the Medfield Energy Committee and for the projects to move forward signatures are required by Dr. Marsden and the Committee needs to vote to authorize Dr. Marsden to sign the required documents.

Mr. LaFrancesca informed the Committee that the district is ready to move forward with the Solar Panels at the Blake Middle School this upcoming summer. The canopies will be moved ahead to the summer of 2024. There will be different documents, such as lease and contract agreements, that will require the Superintendent's signature to proceed with the projects previously approved by the School Committee. Mr. LaFrancesca recommended that the School Committee vote to give the Superintendent authorization to sign required contracts. Bryon Woodman from Solect Energy, who was also in attendance, explained that by giving the Superintendent authorization to review/sign agreements and have the ability to dialogue with them at certain decision points throughout the process will expedite the process and continue to move the project forward.

Mr. Horne clarified for the public that there is no additional financial impact by giving the Superintendent authorization. Mr. Brehm echoed Mr. Horne and stated that there have been extensive discussions and committee meetings on these projects.

Mr. Knight stated that he would like to vote once to give the Superintendent authorization to sign the required documents. He asked for clarification on the agreements to be signed. Mr. Woodward explained the following three agreements:

1. The power purchase agreement which spells the terms of the delivery of the energy the towns negotiation price
2. The second agreement has to do with the lease and the ability to use the land for the term of the agreement
3. The third agreement is the notice of lease and it essentially just gets filed with the registry of deeds to notify that the lease exists

Mr. Knight opened the meeting to public comment before the vote.
There was none at this time.

A motion was made by Mr. Brehm, seconded by Ms. Simonini to empower Dr. Marsden and Mr. LaFrancesca to engage in the execution of the Power Purchase Agreement (PPA), the lease, and the notice of lease for the solar project.

The motion passed unanimously.

Other items since posting on June 8, 2023

There were none at this time.

OLD BUSINESS

School Committee Financial Secretary - Vote - presented by Mr. Timothy Knight

Ms. Kirkby explained that due to scheduling constraints, the Committee needs to appoint a new Financial Secretary. The Chair asked for a motion.

A motion was made by Mr. Brehm, seconded by Ms. Kirkby to appoint Ms. Simonini as the School Committee Financial Secretary

The motion passed unanimously.

Strategic Plan - Update - presented by Ms. Michelle Kirkby

Ms. Kirkby updated the Committee on the Strategic Plan process to date. The meetings have been going well and the final meeting will be held next week. The first meeting was dedicated to assessing the previous plan and discussing the critical items to move forward. The second meeting was focused on data analysis and identifying common themes. The data analysis meeting entailed reviewing survey data, forum feedback, and additional identified documents. The third meeting focused on the priorities that rose to the top which were reviewed along with the mission statement and core values. At the final meeting, the Strategic Plan Steering Committee will finalize the vision, evaluate the priorities, review the mission statement, and core values. A draft ready for public review from July 5 through July 19. The goal is to align the launch of the new strategic plan with the start of the new school year.

Ms. Kirkby shared her personal experience as a member of the Strategic Plan Steering Committee. She found the whole process to be very positive and collaborative, and gained new insight into some of the

challenges teachers and staff face throughout the school year daily. The process was very informative and Ms. Kirkby has a new understanding on how our schools operate and what it takes to educate students. She thanked the members of the Strategic Plan Steering Committee for their time and effort. Ms. Kirby is excited to have a finalized plan that will serve as a guide/road map for the District to have a unified set of goals and objectives.

Ms. Simonini reiterated that the target dates for the draft of the strategic plan to be made available for public review is from July 5th through July 19th.

Mr. Horne agreed with Ms. Kirby's summarization of the strategic plan process to date.

Mr. Timothy Knight stated that the Committee would schedule a time after July 19th to meet and ideally vote on the strategic plan.

Community Engagement and Communication - presented by Mr. Timothy Knight and Ms. Michelle Kirkby

Mr. Knight stated that the Committee initiatives in the area of community engagement and communication have been a big focus this year. He thanked Ms. Kirkby for the amazing work she has done in this area. Ms. Kirkby stated that the Committee has made big strides and are more public-facing and engaging with the community, and looks forward to building on these initiatives for the upcoming school year.

Policy Update - presented by Mr. Timothy Knight and Mr. Leo Brehm

Mr. Timothy Knight provided the following policy updates:

- Policy Manual Section C and Section D were included in the School Committee packet and are now available for review and will be discussed at a future meeting
- Policy Manual Sections A and Section B have certain policies that require review/and or input from Dr. Marsden and/or the administration. Those policies are AC, ACAB, BDFA, BDFA - 1. Dr. Marsden will be reviewing these with the building principals. There was a discussion about whether or not the School Improvement Plans are subject to School Committee Approval. Mr. Knight stated that historically these plans are available for the School Committee for review and comments but not for a formal vote.
- Policy ADA - School District Goals and Objectives is another policy that needs further discussion to make sure it reflects/is aligned with the portrait of a graduate. The Committee discussed this and how it may or may not be modified as a result of the new strategic plan.
- Policy ADF - Wellness Policy - Dr. Marsden explained that the Wellness Group has met four times this year to update the District's Wellness Policy and shared their revisions with the Leadership Team in May. The Leadership Team provided their feedback and the Wellness Group is incorporating that feedback into the policy. The Wellness Group will create a document that shows the current policy with its revisions/recommendations and will be brought to the School Committee in either August or September for their review.
- BEDH - Public Input Policy - Mr. Knight noted the older version of this policy was included in the Policy Manual Section B PDF in the packet which was an oversight. The correct BEDH and BEDH- E policy will be added to the document.
- Dr. Marsden shared that he and Mr. Knight discussed that it is good practice for the School Committee Attorney to review draft policy before it becomes policy. Ideally attorney review would happen between informational/first reading and second reading so that any changes or

recommendations could be incorporated into the policy before a second reading. Dr. Marsden stressed the importance that all federal regulations that inform policies, such as Sexual Harassment, Title VI, Non- Discrimination, should be subject to attorney review.

- Mr. Knight hopes to have some policies ready for approval at the August meeting.

INFORMATIONAL ITEMS

Ms. Kirkby informed the Committee that the School Building Committee Survey is open now and closes on June 16th, and encouraged public participation.

Dr. Marsden shared his thoughts about graduation, and what a great event it was despite the cold and impending bad weather.

Mr. Timothy Knight congratulated Dr. Marsden on the Massachusetts Association of School Superintendent's President Award 2023 he received on May 25th.

Ms. Simonini and Mr. Brehm shared their positive experiences about the year-end events they attended.

FUTURE AGENDA ITEMS

- School Start Times

NEXT MEETING:

- June 21, 2023 - School Committee Workshop
- July 24, 2023 - School Committee Meeting

A motion was made by Mr. Brehm, seconded by Ms. Kirby to adjourn the meeting.

The motion passed unanimously.

The meeting was adjourned at 9:21 pm.

EXHIBITS/DOCUMENTS

- 6/12/2023 Meeting Narrative
- DRAFT 5/18/2023 Meeting Minutes
- Donations 6/12/2023
- 2023 Retiree Recognition
- SEPAC 2022-2023 Year End Review
- Memo to the School Committee - Superintendent Goals Update 6/12/2023
- FY22 End of Year Report
- FY22 Single Audit Report
- Policy Manual Section A - 2nd Reading - Potential Vote
 - AA - School District Legal Status
 - AB - The People and their School District
 - AC - Non - Discrimination
 - AC-R- Non - Discrimination Policy and Grievance Procedure
 - ACA - Non-Discrimination on the Basis of Sex
 - ACAB - Sexual Harassment Policy
 - ACE - Non-Discrimination on the Basis of Disability
 - AD - Educational Philosophy
 - AD - Mission Statement
 - ADA - School District Goals and Objectives

- ADC - Tobacco Products on School Premises Prohibited
- ADDA - Background Checks
- ADDA-R- DCJIS Model CORI Policy
- ADDA-E-1 - Information Concerning the Process of Correcting a Criminal Record
- ADF - Wellness Policy
- AE - Commitment to Accomplishment
- Policy Manual Section B - 2nd Reading - Potential Vote
 - BA- School Committee Goals
 - BA - School Committee Operational Goals
 - BAA - Evaluation of School Committee Operational Procedures
 - BB - School Committee Legal Status
 - BBA - School Committee Powers and Duties
 - BBAA - School Committee Member Authority
 - BBBA/BBBB - School Committee Member Qualifications/Oath of Office
 - BBBC - School Committee Resignation
 - BBBD - School Committee Removal from Office
 - BBBE - Unexpired Term Fulfillment
 - BBBG - School Committee Elections
 - BCA - School Committee Member Ethics
 - BDA - School Committee Election of Officers
 - BDA – School Committee Organizational Meeting
 - BDB - School Committee Officers
 - BDC - Appointed Committee Officials
 - BDD - School Committee Relationship
 - BDE - Subcommittees of the School Committee
 - BDF - Advisory Committees to the School Committee
 - BDFA - School Councils
 - BDFA - Site Councils
 - BDFA-E - School Improvement Plans/Educational Goals
 - BDFA-E-1 - Conduct of School Council Business
 - BDFA-E-1 - School Improvement Plan
 - BDFA-E-2 - Submission and Approval of the School Improvement Plan
 - BDFA-E-3 - Conduct of School Council Business
 - BDG - School Attorney
 - BE - School Committee Meetings
 - BEC - Executive Sessions
 - BEDA - Notification of School Committee Meetings
 - BEDB - Agenda Format
 - BEDC - Quorum
 - BEDD - Rules of Order
 - BEDF - Voting Method
 - BEDG - Minutes
 - BEDH - Public Comment/Participation at School Committee Meetings
 - BEE - Special Procedures for Conducting Hearings
 - BG - School Committee Policy Development
 - BGA - Policy Development System
 - BGB - Policy Adoption
 - BGC - Policy Revision and Review
 - BGCA - Reconsideration/Suspension of Policy
 - BGD (also CHB) - School Committee Review of Regulations
 - BGE - Policy Dissemination.
 - BGF - Suspension of Policies
 - BHC (also GBD) - School Committee-Staff Communications

- BHE - Use of Electronic Messaging by School Committee Members
- BIA - New School Committee Member Orientation
- BIB - School Committee Member Development Opportunities
- BIBA - School Committee Conferences, Conventions, and Workshops
- BID - School Committee Member Compensation and Expenses
- BJ - School Committee Legislative Program
- BK - School Committee Memberships
- Policy Manual Section C - Informational
 - CA - Administration Goals
 - CB - School Superintendent
 - CBA - Job Description
 - CBD - Superintendent's Contract
 - CBI - Evaluation of the Superintendent
 - CC - Administrative Organization Plan
 - CCB - Line and Staff Relations
 - CE - Administrative Councils, Cabinets and Committees
 - CF- School Building Administration
 - CF-R- School Building Administration
 - CH - Policy Implementation
 - CHA - Development of Procedures
 - CHB - School Committee Review of Regulations
 - CHC – Regulations Dissemination
 - CHC - Procedures Dissemination
 - CHCA - Approval of Handbooks and Directives
 - CHCA-E - Handbooks Directives
 - CHD - Administration in Policy Absence
 - CL - Administrative Reports
 - CM - Annual Town Report
- Policy Manual Section D – Informational
 - DA - Fiscal Management Goals
 - DB - Annual Budget
 - DBC - Budget Deadlines and Schedules
 - DBD - Budget Planning
 - DBE/DBF - Communication of Budget Recommendations - Budget Hearings and Reviews
 - DBG - Budget Adoption Procedures
 - DBJ - Budget Transfer Authority
 - DD - Funding Proposals and Applications
 - DEC - Revenues from Federal Tax Sources
 - DEC - Federal Duns Supplement Not Supplant Policy
 - DGA - Authorized Signatures
 - DH - Bonded Employees and Officers
 - DI - Fiscal Accounting and Reporting
 - DIE - Audits
 - DJ - Purchasing
 - DJA - Purchasing Authority
 - DJE - Bidding Requirements
 - DJE - Procurement Requirements
 - DJG -Vendor Relations
 - DK - Payment Procedures
 - DKC - Expense Reimbursements
- School Committee Meeting Video: [📺 School Committee Meeting \(06-12-2023\)](#)

Respectfully submitted,
Andrea Moores
Secretary

Minutes Approved by School Committee: August 28, 2023