

**Tewksbury School Committee
Regular Meeting #12
Wednesday, February 15, 2017
Tewksbury Memorial High School, Library
320 Pleasant Street, Tewksbury**

SCHOOL COMMITTEE MEMBERS PRESENT

Kristen M. Polimeno, Chairperson
Dennis G. Francis, Vice-Chairperson
Arthy S. Bennett, Clerk
James A. Cutelis, Member
Brian H. Dick, Member

SCHOOL ADMINISTRATORS PRESENT

Christopher J. Malone, Superintendent
Brenda T. Regan, Assistant Superintendent
Sheri L. Matthews, Business Manager

CALL TO ORDER

Ms. Polimeno called the February 15, 2017 Regular School Committee meeting to order at 6:00 p.m.

EXECUTIVE SESSION

Ms. Polimeno announced the School Committee will be convening an Executive Session to continue discussion relative to personnel matters.

Mr. Francis moved, seconded by Ms. Bennett, to enter into an Executive Session to continue discussion relative to personnel matters. The School Committee will reconvene in open session at 6:30 p.m.

Roll Call Vote: Voting Yes: Mr. Dick, Mr. Cutelis, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 5-0.

At 6:30 p.m., Mr. Cutelis moved, seconded by Ms. Bennett, to adjourn the Executive Session and reconvene the Regular School Committee meeting. All Aye. Unanimous Vote. Motion carried 5-0.

Public Budget Hearing

At 6:36 p.m., Ms. Polimeno called the February 15, 2017 Public Budget Hearing to order. Ms. Polimeno explained the process for the Public Budget Hearing.

Ms. Matthews reported on the factors resulting in decreases and increases in each area affecting the FY18 budget relating the budget increased by 3.75% or \$1,620,720. Ms. Matthews reported the budget summary: Salaries total \$31,943,421; Operating Costs total \$12,711,328; and Capital Outlay is \$250,000. Ms. Matthews reported the total local appropriation is in-line with the Town Manager's recommended FY18 Budget of \$44,904,749.

Ms. Matthews presented the personnel needs for the district, broken out by school and priority, reporting the following positions will be funded in the FY18 budget: a BCBA Coordinator, Social Emotional Learning Coordinator, three Behavior Specialist, and a first grade teacher at the Heath Brook School. Ms. Matthews reported there remains addition unfunded positions, listed by priority, if funding becomes available. Ms. Matthews reported she worked with the administrators to develop a wish-list of personnel needs looking ahead to 2021.

**Approved
3-8-2017**

Ms. Polimeno opened the Hearing for comments and/or questions from the School Committee and the community. Ms. Matthews addressed the questions and comments from the Committee.

Ms. Polimeno thanked Ms. Matthews for the budget presentation. Ms. Polimeno encouraged the community to get involved and to reach out to the School Committee or school administrators, if they have comments or questions regarding the proposed budget.

At 7:03 PM, Ms. Polimeno called the February 15, 2017 Regular School Committee meeting to order.

ANNOUNCEMENT

Ms. Polimeno announced that the Regular School Committee Meeting will be televised and recorded. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time, Ms. Polimeno asked that if anyone is recording tonight's meeting to please identify himself/herself.

Brenden Lewis, *Your Tewksbury Today*, and Mark Wadland, *Tewksbury Town Crier*, announced that they are recording the School Committee meeting.

PLEDGE OF ALLEGIANCE

The honored guests led the School Committee in the Pledge of Allegiance.

RECOGNITION

VWP Patriot Pen Winner – Brooke Bunyan / VFW Voice of Democracy Winner – Stephanie Tam

Mr. Williams reported that the Voice of Democracy and Patriots Pen are sponsored by the VFW. Mr. Williams invited Brooke Bunyan and Stephanie Tam to read their winning essays to the School Committee.

Mr. Dick and Mr. Francis thanked Mr. Williams for supporting the schools and his service. Mr. Dick presented Brooke with a Proclamation of Resolution for placing 5th in the state in the Patriots Pen Essay competition.

Mr. Francis presented Stephanie Tam with a Proclamation of Resolution for placing first in the state in the Voice of Democracy competition. Stephanie will be going to the National Voice of Democracy Competition in Washington, D.C.

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

Kelsey Dunn was attending the State Board Meeting for School Council meeting and unable to attend this evening. Grace Morris, Student Council member, presented the Notes From Tewksbury Memorial High School:

DECA - DECA is preparing for the state competition this March. The state qualifiers have taken the entrance exam and will be studying and practicing for the role plays. They are working on Mr. TMHS with Student Council on March 6th.

Student Council - Student Council is preparing for their state conference, also this March. They are also working on Mr. TMHS which will be held on March 6th in the THMS Auditorium with DECA.

SAAD - The annual Dating Game Show where couples in the TMHS community come together to spread awareness for domestic violence is this evening in the auditorium. We wish the club the best of luck and can't wait to see how their show goes!

Best buddies - Best Buddies went to Special Olympics Bocce and all competitors and fans loved it! It was a day full of friendly competition, making friends, and teamwork! We're also gearing up a trip to Disney on Ice for February school vacation week and we're very excited for our first trip to Boston! Best Buddies Prom is also being hosted on March 4th in Bedford, and the club is ready for some dancing and fun.

NHS - The National Honor Society has just done Valentines for Veterans and sold their blankets as a fundraiser. The letters have also gone out to their hopeful new members for next year.

American Red Cross Club - The American Red Cross Club hosted a breakfast on Tuesday, February 14th. They are preparing for a blood drive in late March.

PRESENTATIONS

2017-2018 Program of Studies

Dr. Osborne presented the updates to the Program of Studies highlighting the changes in the document. Ms. Polimeno remarked that a lot of hard work has gone into the document adding that the School Committee recognizes and appreciates the staff's work in updating the document. Ms. Bennett thanked the school for offering new electives. In response to questions from the Committee, Ms. Vogel reported the high school has discussed expanding courses to the Dual Enrollment program.

Superintendent's Entry Plan

Mr. Malone address the School Committee presenting the Superintendent's Report of Entry Findings. Mr. Malone presented the Entry Plan process he followed including site visits, focus groups, and interviews. He looked at what is working well, what needs improving in the district and where we would like the district to be in five (5) years. Mr. Malone reported on the MA Department of Elementary and Secondary Standards' Indicators and opportunities for growth in the district. He will work with the School Committee, the Unions, Administrative Council, and parents to draft goals and long term plans for the district. Mr. Malone reported that the next benchmark in the Superintendents' Entry Plan is to bring back the elements used and how he will define the elements to obtain goals.

CITIZEN'S FORUM

Ms. Polimeno inquired if there was anyone in the audience wishing to address the School Committee this evening regarding any item on the agenda. Seeing none, Ms. Polimeno moved to approval of the meeting minutes.

APPROVAL OF MINUTES

Ms. Bennett moved, seconded by Mr. Francis, to approve the January 25, 2017, Regular Meeting minutes. All Aye. Unanimous Vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Ms. Bennett moved to approve the payroll for period ending January 26, 2017 to be approved and certified in the amount and categories as shown (\$1,237,473.60), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, Mr. Dick and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 5-0.

Ms. Bennett moved to approve the payroll for period ending February 9, 2017 to be approved and certified in the amount and categories as shown (\$1,254,656.20), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, Mr. Dick and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 5-0.

SUPERINTENDENT REPORTS

Mr. Malone reported there is another pending snow event, reminding parents to make the best decision for their children. Mr. Malone reported that determinations of a delay or cancelation is a large process relating that it is a collaborative decision with Jon Marchand, the Department of Public Works, the Tewksbury Police Department and superintendents within the Merrimack Valley. Mr. Malone gave a *Hats Off!* to the district's maintenance staff relating that we would not be able to open without their diligent work.

Mr. Malone reported the district has contracted with a company to develop a new website for the school district reporting the kick-off meeting will be held next week. He remarked that the district's priority is to upgrade from what the district has to a system easy to update and manage. He related that the development and implementation may take to the end of the year for completion.

Ms. Regan reported on the Kindergarten Round-up relating that over 150 families attended the two information sessions. She thanked the Committee for implementing free kindergarten for all. Ms. Regan reported that registration will be held during the week of March 6, 2017 through March 10, 2017 relating that the information will be posted on the Dewing and the Heath Brook Schools' websites. Ms. Regan added that registration documents are on the district's website under the "Parent" tab.

Ms. Regan reported the district has filled the Interim Math Coordinator and Interim Math Coach positions. She reported that Geri Cummings has been hired as the Math Coordinator and Heidi Reinhart, from the North Street School, has filled the position as the Interim Math Coach. Ms. Regan reported the goal of the district is to improve math instruction in the classroom and to improve student performance. Ms. Regan reported on the process relating that Ms. Cummings and Ms. Reinhart will work together to develop a K-6 Math Fluency Plan.

Ms. Matthews updated the Committee and the community on the issue of lead in the water relating a letter was sent to parents/guardians (included on the Consent Agenda) with the results of the water testing. Ms. Matthews reported that thirty-six (36) samples exceeded the limit of lead and/or copper in the fixtures relating the fixtures are out of service and will be replaced. Ms. Matthews thanked the maintenance and custodial staff for preparing the schools.

CONSENT AGENDA

Ms. Polimeno asked if anyone would like to remove any item from the Consent Agenda. Ms. Bennett commented on the College Planning Guide, giving kudos to the Guidance Department. Ms. Polimeno recommended the Committee approve the Consent Agenda.

Ms. Bennett moved, seconded by Mr. Francis, to approve the Consent Agenda as presented. All Aye. Unanimous Vote. Motion carried 5-0.

CONSENT AGENDA

Correspondence

1. Tewksbury Memorial High School's College Planning Guide 2017-2018
2. TPS Water Testing Results

Enrollment Update

February 10, 2017

Monthly Expenditure Report

None

Personnel Items

New Hires: Kerry Souza (\$19,072, *prorated*), Classroom Instructional Aide, John Ryan Elementary School, effective January 3, 2017; Geraldine Cummings (\$51,000 *prorated*), district-wide Interim Math Coordinator, effective February 3, 2017; Coryana Prendable (\$19,072 *prorated*), Classroom Instructional Aide/Academic Coach, North Street School, effective February 6, 2017;

Appendix B: Kim Doherty (\$1,124 *prorated*), Detention Supervisor, John Wynn Middle School, effective January 30, 2017.

Transfer: Heidi Reinhart from the North Street School, Grade 4 Teacher, to the district-wide position of Interim Math Coach, effective February 27, 2017

Retirements/Resignations/Terminations: Jennifer Higgins, LPN at Tewksbury Memorial High School, effective February 6, 2017.

Acceptance of Donation/Gift: None

Fundraiser/Raffle: Dewing/North Street School PAC Lowell Spinners Baseball Game fundraising activity July 22, 2017, proceeds to support future PAC activities; TMHS Theater Company raffle for *Footloose* production April 27, 2017-April 29, 2017, proceeds to support future TMHS Theater Company productions; TMHS Class of 2019 fundraising events to support the class fund: sale of flowers for Valentine's Day, February 6, 2017 through February 14, 2017; Panera Dine-out Night, February 28, 2017; and sale of long sleeve t-shirts February 27, 2017 through March 10, 2017.

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Malone reported he attended a meeting at MSBA this morning relating the district has been approved to move on to the next phase. He remarked that there is much work ahead of us and timelines to meet in the months of March and April adding that it is a long process. He remarked that the district needs to think about how to message-out to the community to get input and excitement about the Elementary School Building Committee meetings. Mr. Francis added that there were many districts represented at the meeting. He is excited the district is in this place and is confident the district is in the right place adding that there is a need for community outreach. Mr. Francis hopes to achieve the same goals as with the high school as the district approaches the new project. Ms. Polimeno added that the district should consider to outreach for "Friends of Elementary" and how to get the group together to work in partnership with the Elementary School Building Committee. Mr. Francis and Mr. Cutelis will work on organizing the Friends of the Elementary School.

Tewksbury Education Foundation

Ms. Bennett reported the Tewksbury Education Foundation held a meeting on February 1, 2017, at 5:30 p.m., at Tewksbury Memorial High School. The TEF approved a kiln replacement and venting at the Heath Brook and North Street Schools and will offer a scholarship to seniors. The next meeting will be held in March to finalize the last S.T.E.A.M. items.

Wellness Advisory Committee

Ms. Bennett reported the Wellness Advisory Committee held a meeting on January 30, 2017, 3:30 p.m., at Tewksbury Memorial High School, reporting on upcoming community events relating there will be one a presentation on teen depression. Ms. Bennett reported the next meeting will be held on March 20, 2017 at the high school.

POLICY CHANGES, PROPOSALS, AND ADOPTION

None

OLD BUSINESS

Next-Generation MCAS Update

Ms. Regan reported she included information from DESE on the agenda relating to Next Generation MCAS, MCAS, and PARCC. She reported the district has reached a benchmark to upload the student data and accommodation information. She reported one of next steps is testing the infrastructure relating the district is in the process of doing the testing. She added that the district's professional development on technology was a huge success relating that teachers are using the devices and the district is in a good place.

School Calendar 2017-2018 School Year Draft

Ms. Polimeno inquired if there were any questions or comments on the proposed school calendar for the 2017-2018 school year.

In response to a question from Ms. Bennett to put the last day for seniors on the calendar, Mr. Malone remarked that the request would be taken under advisement however it may not be a good idea as the date could fluctuate. It was suggested to message the last day for seniors out to parents better.

Mr. Dick moved, seconded by Mr. Francis, to approve the 2017-2018 School Calendar as presented. All Aye. Unanimous Vote. Motion carried 5-0. The 2017-2018 Calendar will be posted on the district's website.

NEW BUSINESS

3 Year Transportation Bid

Ms. Matthews reported on the transportation bid process, relating that it is a three (3) year bid totaling \$5,215,290 reflecting a 4 ½% increase.

Mr. Francis moved, seconded by Ms. Bennett, to award a three (3) year transportation bid to the Tewksbury Transit company in the amount of \$5,215,290. Year 1= \$1,678,510; Year 2= \$1,723,360; Year 3= \$1,813,420.

Roll Call Vote: Voting Yes: Mr. Dick, Mr. Cutelis, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 5-0.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Francis reported he attended the Kindergarten Roundup relating the number one concern is the bus. He remarked that the community should be proud that Tewksbury has a free full-day kindergarten program thanks to the Board of Selectmen and Town Manager.

Ms. Polimeno gave a big *shout-out* as the district pulled together for Bridget Kaiser, a student in the Tewksbury Public Schools, she had a successful surgery, is home and recovering nicely.

FUTURE MEETINGS

March 8, 2017; March 22, 2017 (6:30PM Budget Hearing/7:00PM Regular Meeting); April 5, 2017 (7:00PM Organizational Meeting/7:15 Regular Meeting); April 26, 2017

FUTURE AGENDA ITEMS

None

ADJOURN

At 8:15 p.m., Ms. Polimeno adjourned the February 15, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.