

**Tewksbury School Committee  
Regular Meeting #11  
Wednesday, January 25, 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

**SCHOOL COMMITTEE MEMBERS EXCUSED**

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 January 25, 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 strategy with respect to Collective Bargaining litigation and/or discussion of personnel matters.

Mr. Francis moved, seconded by Ms. Bennett, to enter into an Executive Session to continue strategy with respect to Collective Bargaining litigation and/or discussion of personnel matters. The School Committee will reconvene in open session at 6:30 p.m.

Roll Call Vote: Voting Yes: Mr. Cutelis, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 4-0.

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.

**Budget Workshop**

At 6:31 p.m., Ms. Polimeno called the January 25, 2017 Budget Workshop to order.

Mr. Malone reported that Ms. Matthews has done a lot of work on the budget turning the meeting over to Ms. Matthews to present the FY2018 budget. Ms. Matthews welcomed the School Committee and the community to the Budget Workshop.

**Approved  
2-15-2017**

Ms. Matthews reported the Workshop gives the School Committee an overview of the budget process and an opportunity to make suggestions or recommendations. Ms. Matthews reported there is a Budget Hearing scheduled at the February 15, 2017 School Committee meeting in which she will delve deeper into line items.

Ms. Matthews presented the preliminary Fiscal Year 2017-2018 Budget Summary relating the goal of the School Committee is to provide a level of funding for our schools that provides for a sound instruction program for students and in being fiscally responsible to the taxpayers. Ms. Matthews summarized the factors affecting the budget e.g., salary changes, contractual obligations, decrease in special education contracted services, and the renewal of the transportation contract. Ms. Matthews presented the "wish list" for new staff submitted from the central administration and each of the schools. Mr. Malone remarked that the prioritized "wish list" is a living document it will continue to change relating the district wants to be prepared in the budget if there are opportunity to add staffing. The Committee commented and asked questions during the Workshop.

Ms. Matthews reported that Mr. Malone, Mr. Francis and herself attended the Town Manager's budget presentation to the Finance Committee last evening relating the district has worked closely with the Town Manager to develop the district's budget. Ms. Matthews presented the budget summary reporting the total appropriation for salary/operations for FY18 is \$44,904,749 representing an increase of 3.75% which is an increase over the adjusted FY17 budget of \$43,282,577. The additional \$50,000 in the Capital Outlay Budget was approved at Special Town meeting in October. She reported the district's Fixed Costs have a 2 ½% or \$206,609 decrease over FY17. The proposed FY 18 Budget, excluding Exempt Ed, is \$54,983,084 which is in-line with the Town Manager's recommended budget for the district.

With no further questions from the School Committee, at 7:00 p.m., Ms. Polimeno moved to close the Budget Workshop with a motion from Mr. Francis and seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 4-0

### **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.

Mark Wadland, *Tewksbury Town Crier*, announced that he is recording the School Committee meeting.

### **PLEDGE OF ALLEGIANCE**

Ms. Polimeno led the School Committee in the Pledge of Allegiance.

### **RECOGNITION**

The School Committee recognized Shannon Demos for stepping-up to serve as the Building Administrator at the Louise Davy Trahan School during the paternity leave of Principal Matt Castonguay. On behalf of the School Committee, Mr. Francis presented Shannon with a Proclamation of Recognition.

### **STUDENT REPRESENTATIVE**

#### **Kelsey Dunn presented the Notes From Tewksbury Memorial High School:**

DECA -104 Business and Entrepreneurial students went to UMass Lowell District 5 Competition. Twenty-four (24) students qualified for the state competition in Boston in March. They are working on sharpening their skills for role play.

Student Council – Principals Day is Friday, February 13<sup>th</sup>, Student Council has coordinated the Clubs delivering gifts to Ms. Vogel.

Best Buddies – Will be heading to the Special Olympics to attend the Bocce Tournament at Rockland High School on January 29<sup>th</sup>. They are all looking forward to Disney on Ice during the school vacation week

NHS – NHS finished delivering all their blankets.

SAAD – The SAAD annual Dating Game show has five couples signed up to win a \$50 date night gift card.

### **PRESENTATIONS**

#### **NEASC Visiting Team Final Report: Kristen Vogel, Principal of Tewksbury Memorial High School**

Mr. Malone reported the High School received NEASC's final report and culmination of the self-study. Ms. Vogel related she was surprised they received the report so quickly she had expected it in March. After this meeting the report will become public. There will be a link on the district web-site and hard copies will be available at the district office, the Town Hall, and the Tewksbury Public Library. Mr. Stamp reported the staff did a fine job during the process relating the high school is very pleased with the results. Ms. Vogel reported on the NEASC Site Visit during November relating the school received nice feedback from the visitors. There are seven standards, the NEASC looked at evidence the school collected and worked in pairs writing the conclusions at the end at each of the indicators. At the end of the conclusions they write the accommodation and recommendations. Ms. Vogel reported she presented some of the accommodations in a summary for the School Committee relating there are many more accommodations from the report.

The Committee offered thanks to the staff and students. In response to a request from Ms. Polimeno, Ms. Vogel reported the school has identified what we think the report meant and will work on those recommendations and action plan over the next two and a half years. Ms. Regan reported that the district will support the high school and the School Council will support the school as well.

### **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 approve the meeting minutes.

### **APPROVAL OF MINUTES**

Ms. Bennett moved, seconded by Mr. Francis, to approve the December 21, 2016 Workshop minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

Ms. Bennett moved, seconded by Mr. Francis, to approve the January 11, 2017 Regular Meeting minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

### **SUBMISSION OF PAYMENT OF BILLS**

Ms. Bennett moved to approve the payroll for period ending January 12, 2017 to be approved and certified in the amount and categories as shown (\$1,201,184.92), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, and Ms. Polimeno. All Aye. Unanimous Vote. Motion carried 4-0.

### **SUPERINTENDENT REPORTS**

Mr. Malone pointed out that the Parent/Teacher conferences are published on the 2016-2017 School Calendar. He approved a request from the North Street School and Trahan School to reschedule the Spring Parent/Teacher Conferences from April 13, 2017 to April 27, 2017.

Mr. Malone reported the district has great custodians/maintenance staff relating they make the schools safe inside and outside. Mr. Malone reported that earlier this week there was an underground leak at the Trahan School relating that Mr. Marchand was on the project until 11 p.m. at night, then began to plow the schools at 2:00 a.m. Mr. Malone tipped his cap to the staff who take care of the repairs and safety in the district.

Mr. Malone remarked that this is a difficult time for families with the election and inauguration relating that as staff in the district, we have to reflect on our responsibilities to students. Mr. Malone reminded staff to keep to the learning opportunities and not inflect personal opinions.

Ms. Regan reported that tomorrow is a half-day for students and a full-day for teachers relating that teachers will have a half-day professional development with a focus on mobile cart management. Schools will teach teachers. Ms. Regan reported that tomorrow afternoon, at the district level, we will develop the district-wide plans and how the schools will support the devices. She reported that students will do "testing" for the online tests to make sure we are really ready to use the devices in the schools.

Ms. Regan reported the preschool opportunities for next year are filling up fast relating the Dewing sent letters out to 500 families last week. Please contact the Dewing School for preschool opportunities.

Ms. Regan reported there are two kindergarten information sessions on February 1, 2017: Tewksbury Public Library at 10:15 a.m. and Tewksbury Memorial High School in the Christine McGrath Performing Arts Center at 6:30 p.m.

In response to a request from Ms. Polimeno, Ms. Regan presented an update on the Literacy Committee reporting that the Committee was started in 2010 relating the team met regularly to create action plans and develop steps to address literacy in the district. Ms. Regan reported that most of the action steps were addressed in the schools and the district put the new ELA literacy program into place last year. She reported there are still some priorities to address relating there is a need for diagnostics at the high school. Ms. Regan reported the Literacy Plan can be found on the district's website.

Ms. Matthews reported the district has completed water testing samples for the Dewing School relating that we are hopeful to receive the results for all the schools before the next School Committee meeting and present the results at the meeting.

### **CONSENT AGENDA**

Ms. Polimeno asked if anyone would like to remove any item from the Consent Agenda. Seeing none, Ms. Polimeno asked for a motion to approve the Consent Agenda.

Mr. Francis remarked that he is amazed at the donations from the PAC's thanking them for the donations thanking the Ryan School PAC for the \$5,000 for the purchase of HP Streams and the Wynn PAC for the \$3,800 for technology.

Mr. Francis moved, seconded by Ms. Bennett, to approve the Consent Agenda as presented. All Aye. Unanimous Vote. Motion carried 4-0.

## **CONSENT AGENDA**

### **Correspondence**

a. 2017 Ginsburg Family Award Nomination Form

### **Enrollment Update**

January 19, 2017

### **Monthly Expenditure Report**

None

### **Personnel Items**

**New Hires:** None

**Transfer:** Lisa Bailey (lateral move) transfer from Grade 8 Computer Teacher position to the Digital Learning Specialist and Coach position, Wynn Middle School, effective January 23, 2017.

**Retirements/Resignations/Terminations:** Judy Allard, Grade 3 Teacher, Louise Davy Trahan School, effective June 30, 2017; Kristin Wahl, Classroom Instructional Aide/Academic Coach, North Street School, effective February 2, 2017; Erin Caron, Appendix B Detention Supervisor, John Wynn Middle School, effective January 5, 2017.

**Acceptance of Donation/Gift:** Ryan PAC donation of \$5,000.00 for the purchase of HP Streams at the John Ryan Elementary School; Wynn Middle School PAC donation of \$3,800.00 to the Wynn Middle School to support the purchase of mice for new HP Streams, one full cart set of headphones, and additional MobiView devices.

**Fundraiser/Raffle:** Anime Club fundraiser request to sell chocolate Valentine's Day heart candy, February 6, 2017 to February 14, 2017, proceeds to host an Anime Club convention at Tewksbury Memorial High School; Ryan PAC Calendar Raffle, March 1, 2017 through March 31, 2017, proceeds used to purchase HP Stream computers and cart; Ryan PAC Teacher/Student Basketball Game, February 16, 2017, proceeds used to purchase HP Stream computers and cart.

## **COMMITTEE REPORTS**

### **Elementary School Building Committee**

Mr. Francis reported the ESBC is proceeding at high level speeds relating that some of the members toured a two new schools one, the Hunking School in Haverhill which opened the week before they toured and the Bancroft School in Andover. Mr. Francis reported the Committee will continue to look at other schools.

Mr. Francis reported the district is waiting for a vote from MSBA to proceed to next step, the vote will take place in February relating the next step will be to hire a project manager. Mr. Malone reported the district has received the Feasibility Study Agreement from MSBA.

### **Tewksbury Education Foundation**

Ms. Bennett reported the next Tewksbury Education Foundation meeting will be held on February 1, 2017 at 5:30 p.m. to be held at Tewksbury Memorial High School.

### **Wellness Advisory Committee**

Ms. Bennett reported the next Wellness Advisory Committee meeting will be held on January 30, 2017, 3:30 p.m. at TMHS. She related that this is an open meeting; everyone is welcome to attend.

### **POLICY CHANGES, PROPOSALS, AND ADOPTION**

Ms. Polimeno reported the policy IKF, Graduation Requirement, is presented on second and final reading. Ms. Bennett moved to amend the policy, to change the term "American" History to "US" History, which aligns with the Tewksbury Memorial High School's Program of Studies. Ms. Polimeno remarked that the community is encouraged to provide input on the policies. All Aye. Unanimous Vote. Motion Carried 4-0.

Mr. Francis moved to approve the amended policy IKF, Graduation Requirements, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 4-0.

### **OLD BUSINESS**

#### **Next-Generation MCAS Update**

Ms. Regan reported on the testing schedule for Next Gen MCAS, MCAS, and PARCC. She said the district will make sure that the district's IT department team will be at all schools to support the staff and students during the computer-based testing. Ms. Regan reported the testing schedule has been posted on the district's website and sent home to all families. Ms. Polimeno remarked that this provides a good opportunity for families to plan ahead and consider the testing dates when planning a vacation.

#### **TMHS Program of Studies**

Tabled to a future School Committee date.

### **NEW BUSINESS**

#### **School Calendar 2017-2018 School Year Draft**

Mr. Malone reported the 2017-2018 school calendar has been presented as an initial draft relating recommending the Committee review the calendar. The 2017-2018 school calendar will be on the next School Committee agenda for the consideration of the Committee.

Mr. Malone requested the School Committee review the School Committee meeting calendar recommending the Committee to move the July meeting date due to a conflict as he and Ms. Regan will be attending a conference on July 19, 2017.

Mr. Francis moved, seconded by Ms. Bennett to move the July 19, 2017 School Committee meeting to July 26, 2017. All Aye. Unanimous Vote. Motion carried 4-0. The information will be updated and posted on the district website under the School Committee tab.

### **Mid-Year Review of Superintendent**

Ms. Polimeno presented the mid-year review of Superintendent Chris Malone reported the School Committee had the opportunity to reflect on Mr. Malone's first six months relating that this is an informal review. She reported the School Committee is supportive of Mr. Malone's first six months relating the Committee has high hopes as Mr. Malone moves the district forward adding the Committee is impressed with his initiatives, they are impressed with his fact finding, the professional approach he takes to address situations, and his dedication during the first six months. Ms. Polimeno reported that Mr. Malone will present his Entry Plan during the February 15, 2017 School Committee meeting.

### **SCHOOL COMMITTEE MATTERS OF INTEREST**

Ms. Bennett reported she had the opportunity to attend the Carey Stack presentation relating Ms. Stack will present again on March 21<sup>st</sup>, encouraging the community to attend the next presentation.

Mr. Francis reported that he attended the Board of Selectmen meeting with Mr. Malone and Ms. Matthews commenting on the collaboration between the School Committee, Town Manager, and the Board of selectmen relating the district continues to see increases in programs and in developing better things in the community.

Ms. Polimeno encouraged the community to submit nominations for the Ginsburg Award.

### **FUTURE MEETINGS**

February 15, 2017, Budget Hearing @ 6:30 PM/Regular Meeting @ 7:00 PM

### **FUTURE AGENDA ITEMS**

### **ADJOURN**

At 8:03 p.m., Ms. Polimeno adjourned the January 25, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 4-0.