

*Tewksbury School Committee  
Regular Meeting  
May 10, 2017*

**Tewksbury School Committee  
Regular Meeting #18  
Wednesday, May 10, 2017  
Tewksbury Memorial High School, Library  
320 Pleasant Street, Tewksbury**

**SCHOOL COMMITTEE MEMBERS PRESENT**

Kristen M. Polimeno, Chairperson  
James A. Cutelis, Vice-Chairperson  
Keith Sullivan, Clerk  
Arthy S. Bennett, Member  
Dennis G. Francis, 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 May 10, 2017 Regular School Committee meeting to order at 6:32 p.m.

**EXECUTIVE SESSION**

Ms. Polimeno announced the School Committee will be convening an Executive Session to continue discussion relative to strategy with respect to collective bargaining or litigation.

Mr. Francis moved, seconded by Ms. Bennett, to enter into an Executive Session to continue discussion relative to strategy with respect to collective bargaining and litigation. The School Committee will reconvene in open session at 7:00 p.m.

Roll Call Vote: Voting Yes: Mr. Sullivan, Mr. Cutelis, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

At 6:48 p.m., Mr. Francis moved, seconded by Mr. Cutelis, to adjourn the Executive Session and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

At 7:00 p.m., Ms. Polimeno called the May 10, 2017 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. The media was not present.

**PLEDGE OF ALLEGIANCE**

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

*Approved  
June 14, 2017*

## **RECOGNITION**

### **2017 Annual Ginsburg Family Award**

Mr. Malone remarked that since he arrived in Tewksbury he heard many times about the Ginsburg family and their dedication and involvement in the community. He invited Marc and Leisha Ginsburg and their family to come forward relating it is a privilege and to honor to be able to recognize them, our community members, for demonstrating a commitment to the schools in Tewksbury in so many ways. Mr. Malone reported the Tewksbury School Committee recognizes Sandy and Larry Polimeno as the recipients of the 2017 Annual Ginsburg Family Award. Ms. Bennett presented the Polimeno's with a Proclamation of Recognition highlighting their community involvement and generous support to the district. Mr. Ginsburg presented Sandy and Larry Polimeno with the 2017 Ginsburg Family Award.

### **Nathaniel Cason – National Geographic Bee**

The Committee recognized Nathaniel Cason as champion in the Trahan Elementary School National Geographic Bee. On behalf of the School Committee, Mr. Sullivan read and presented Nathaniel with a Proclamation of Resolution.

### **Outstanding Volunteers – Tewksbury Memorial High School**

Mr. Malone asked Ms. Vogel to present the Outstanding Volunteers at Tewksbury Memorial High School for their many accomplishments. Ms. Vogel introduced Joy Beatrice, Laura Hulme and Mariellen Tsaousis. On behalf of the School Committee, Mr. Cutelis presented the Outstanding Volunteers with a token of appreciation.

Mr. Francis reported on April 29, 2017 he attended the VFW District 15 banquet to honor the local winners in the Voice Of Democracy, Stephanie Tam, and Patriot Pen, Brooke Bunyan. Mr. Francis reported the VFW presented Tewksbury Memorial High School with an award for the support of the Voice of Democracy program.

## **STUDENT REPRESENTATIVE**

### **Notes From Tewksbury Memorial High School**

Mr. Malone remarked that Kelsey Dunn is heading off to college and will be replaced by Grace Morris. Mr. Malone, Ms. Regan and Ms. Polimeno thanked Kelsey for the great job she has done relating she will be missed. On behalf of the School Committee, Kelsey was presented with flowers.

Kelsey Dunn Student Council member, presented the Notes From Tewksbury Memorial High School:

Student Council: We have elected a new Executive Board and are looking forward to a great next year. Student Council helped out at the TMHS College Fair, and will help out at Awards and Scholarship night next Thursday night. Our next in school event will be hosting the Freshmen Step-Up-Day with Peer leadership.

SADD: With the year coming to a close, we thank all the seniors and the Senior President Sam Chasmarandaho. The new Board will be announced shortly and as Senior Week approaches, we hope all TMHS will make positive choices.

NHS and Student Council will be teaming up to volunteer will the Heath Brook Ice Cream Social. New members are beginning to work on their service projects.

Graduating members will be using their stools at the Academic Awards Breakfast on June 19th.

The Annual Art Show is this week, Friday night 7:00-9:00PM at Tewksbury Memorial High School and Saturday from 10:00-1:00PM.

DECA just return from the ICDC International Leadership and Competition, Kaitlyn DiNapoli and Samantha Lalor participated in the DECA Leadership Academy, Sam Surowiec had an excellent first year and participated in her category, and Akhil Bagul earned a silver medallion for his top 20 test score in the Principles of Science category. She announced that this is a international conference so we have people from Tewksbury who are placing at the top seeds in the world in the highest level of competition.

Ms. Polimeno thanked Kelsey and stated that the School Committee looks forward to working with Grace Morris.

## **PRESENTATIONS**

### **2017-2018 Student Handbooks**

#### **John F. Ryan Elementary School Handbook**

Ms. McInnes reported the schools are building a common language across grades five through eight in the student handbooks and moving digitally. Mr. Weir reported the Ryan School and the Wynn Middle School handbooks have been combined and share similar language. Mr. Weir reported parents and students will be able to *sign-off* through Community Pass. The handbooks include common policies and procedures including safe schools however there are still some differences on developmentally appropriate topics and different policies on technology devices in school.

Ms. Polimeno remarked the principals have done a great job working together on the handbook and likes the use of common language in the handbooks and appreciates the gesture of the principals working with the high school principal on the handbooks.

Mr. Francis moved, seconded by Ms. Bennett to approve the John Ryan Elementary School handbook as presented.

Roll Call Vote: Voting Yes: Mr. Sullivan, Mr. Francis, Mr. Cutelis, Ms. Bennett, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

#### **John W. Wynn Middle School Handbook**

Mr. Francis moved, seconded by Ms. Bennett to approve the John Wynn Middle School student handbook as presented. Wynn Handbook.

Roll Call Vote: Voting Yes: Mr. Sullivan, Mr. Francis, Mr. Cutelis, Ms. Bennett, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Mr. Malone requested to move New Business item 1 to this place on the agenda.

Mr. Sullivan moved, seconded by Mr. Francis, move the 2017 Summer Reading Program update. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

### **2017 Summer Reading Program**

Ms. Regan reported that in an attempt to work closer with the Tewksbury Public Library they have requested the district submit the book list before June. The goal of the Summer Reading Program is to minimize the regression of learning over the summer. The books are chosen by teachers to reflect themes at various grade levels. Ms. Regan reported the teachers are asking students to pick books of their interest for summer reading is like sunshine for the brain. Student will receive the packets before the end of school year, all the information will be posted on the district website.

Principals Ms. Vogel, Mr. Weir, Ms. McInnes and teacher Lynn Hardacre were present to answer questions from the School Committee. Ms. Polimeno remarked on how the program has evolved over the past years and has gotten to a place with a great balance, commending all here tonight and their colleagues for the work that has gone into the program.

Mr. Francis moved, seconded by Ms. Bennett, to approve the 2017 Summer Reading Program and the selection of books for the program.

Roll Call Vote: Voting Yes: Ms. Bennett, Mr. Cutelis, Mr. Francis, Mr. Sullivan, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

#### **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**

Mr. Sullivan moved, seconded by Mr. Francis, to approve the April 26, 2017, Regular Meeting minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

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

Mr. Sullivan moved to approve the payroll for period ending May 4, 2017 to be approved and certified in the amount and categories as shown (\$1,202,805.78), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Cutelis, Mr. Sullivan and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

#### **SUPERINTENDENT REPORTS**

Mr. Malone reported the Superintendent Notes:

##### **Staffing: Hiring Season**

The district has seven teachers retiring this year, we are busy recruiting new staff to fill the positions and the most significant position to fill will be the principal position at the North Street School. North Street School staff will be surveyed to get see what qualities they would like to see in the new principal and an Interview Committee will be established.

##### **Admin Council**

Mr. Malone reported working with Admin Council getting feedback to restructure the Summer Retreat relating the retreat will consist of two and a half days, the first will held before the end of the school year the second, the joint workshop with the School Committee and administrators will be held in mid-august.

##### **Art Show/District-wide Band and Chorus Concert**

District-wide Art Show with Band and Chorus will be held on Friday, May 17th at 6:30 and Saturday 10AM—2PM at Tewksbury Memorial High school.

**Prom Season**

Mr. Malone reported the District Security Team met today, Ms. Polimeno attended as representative to the School Committee. The Team discussed security during promenade, prom, and graduation looking at traffic and security adding that parking will be at a premium adding that shuttles will be available.

Ms. Polimeno asked the School Committee members to let her know if they would be available to assist at promenade, it will be on May 30<sup>th</sup> at 4:00PM, at the high school.

Ms. Regan commented on how amazing the performance of *Footloose* was at the high school relating that the Tewksbury Players were outstanding with singing and dancing. She gave a *bravo* to the students and directors and a huge thank you to parents for supporting the rehearsals.

Ms. Regan reported the Annual College Fair was held on May 4th at Tewksbury Memorial High School with 75 colleges participating along with representatives from the military and ten businesses. She reported that last week there was a job skill training offered by Lowell General Hospital and the Lowell Parks team.

Ms. Regan reported that Thermo Fisher came to Tewksbury Memorial High School yesterday to present a resume writing workshop relating that 30 students participated. Ms. Regan remarked that the Guidance Department is amazing. She has asked Karen Baker O'Brien to attend a future School Committee meeting to present information about an internship available with Thermo Fisher.

Ms. Regan reported that on Friday, the District Math Coordinator and Math Coach planned a Family Math Night, capitalizing on the ice cream socials at all elementary schools, and highlighting fun math activities which can be done at home.

Ms. Regan pointed out that on the Consent Agenda is a copy of the annual Staff Development Professional Development Survey tool implemented last Thursday. This tool, with evaluated data, helps the district to build professional development offerings for next year. Ms. Regan will share the plan with the School Committee over the summer.

Ms. Matthews presented an update on the lead in water reporting the district has completely replaced fixtures at Ryan, Wynn, and Tewksbury Memorial High School. This past Saturday the maintenance crew resampled the water, once the district receives the testing results, we will bring the fixtures back online. She reported the maintenance staff will be going to the four elementary schools and do the rest of the fixtures relating they will follow the same process as at the other schools. Ms. Matthews anticipates to be done by mid-to end of June.

Ms. Matthews reported she and Mr. Lyons met with the Town Manager, the Town Clerk and a representative from the Post Office discussing the printing and mailing of all Warrant Articles. She reported copying of the Warrant Articles will be done at Copy Center.

Ms. Matthews reported the FY17 budget received in in the Consent Agenda shows the district is right on track with the budget. She reported she has completed going through payroll encumbered and encumbered purchase orders to make sure we have accounted for everything to date.

Ms. Matthews thanked the community for supporting the School department's Warrant Articles. Ms. Matthews reported the new utility vehicles are all on order and should arrive the first week in July.

She stated the district has begun the bid process for a boiler at the North Street School, bids are out for concrete pads at Doucette Field, an architect is coming in tomorrow to look at Doucette Field and help us to put together a design. In response to a question from Mr. Sullivan, Ms. Matthews reported the district is making sure of what needs to be done to stands at the field and will then go out to bid. The district is hoping the stands will be ready for the next season.

Mr. Francis echoed Ms. Matthews's comments on the community passing the Warrant articles, hanking the Town Manager as well.

### **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.

Ms. Polimeno reported that Mr. Aylward requested for the SC would approve a request fundraiser for best buddies. Ms. Polimeno will ask the school committee to review the form and she will work with mr. Malone to approve the request.

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

### **CONSENT AGENDA**

#### **Correspondence**

- a. Meet, Mingle, & Math - North Street School
- b. 2017-2018 Staff Development Survey Tool

#### **Enrollment Update**

None

#### **Monthly Expenditure Report**

May 2017

#### **Personnel Items**

**New Hires:** None

**Appendix B:** Michael Mansour (\$3,498), Girls JV Softball Coach, Tewksbury Memorial High School, effective for the 2017 spring season.

**Retirements/Resignations/Terminations:** Elaine Speros, Grade 8 ELA Teacher, John W. Wynn Middle School, effective June 30, 2019; David Harrington, School Custodian, Tewksbury Memorial High School, effective April 1, 2018; Kelley Biedermann, Kindergarten Classroom Aide, Dewing Elementary School, effective June 21, 2017; Andrew Mastone, Classroom Instructional Aide, John W. Wynn Middle School, effective June 21, 2017

**Acceptance of Donations/Gifts:** None

**Fundraisers/Raffles:** Dewing/North Street Schools' PAC Stuff the Bus fundraiser for school supplies, backpacks, and monetary donations, August 23, 2017 through August 25, 2017. Monetary proceeds will be used to purchase larger backpacks and supplies for high school students.

## **COMMITTEE REPORTS**

### **Elementary School Building Committee**

Mr. Francis reported the ESBC Committee interviewed four firms for the OPM position relating the Committee will discuss the contract at a meeting on Monday night, once signed, the contract will be submitted to the Massachusetts School Building Authority.

### **Tewksbury Education Foundation**

Ms. Bennett reported that the TEF is gearing up for the Annual Spelling Bee scheduled on June 5 and June 6, 2017. She reported that TEF is planning Family Day at Canobie lake Park. She added that two Tewksbury Memorial High School students will be awarded scholarships from the TEF on May 18, 2017.

### **Wellness Advisory Committee**

Mr. Sullivan reported the next Wellness Advisory Committee meeting will be held on May 15, 2017, 3:30 p.m. at Tewksbury relating that Selectmen Jay Kelly will join the meeting. Ms. Bennett reported on the Bike Rodeo will be held on June 4, 2017, at Tewksbury Memorial High School.

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

Ms. Polimeno reported that the Policy Committee reviews policies on a regular basis and are currently working on policies relating that policy updates will be brought to the School Committee for approval.

## **OLD BUSINESS**

**Consideration to Approve the John F. Ryan Elementary School Student Handbook**

**Consideration to Approve the John W. Wynn Middle School Student Handbook**

### **Next Gen-MCAS**

Ms. Regan reported that the Committee has received MCAS updates in the packet. She reported the MA Department of Elementary and Secondary Education (DESE) is recruiting educators in grades 3-8 to serve on a Standards Setting Team relating that a Wynn Middle School math teacher has applied to be on the team..

Ms. Regan stated the district received a reminder from DESE that May 8<sup>th</sup> deadline to submit a letter of justification if our MCAS ALT went over one percent (1%).

Ms. Regan reported that she and Mr. Malone participated in a teleconference on the new changes on to accountability reporting on the 2017 Next Gen MCAS. Ms. Regan reported the key changes revolve around student participation rates. She reported the district will be held harmless for scores on the new MCAS testing in grades 3-8 ELA and math. She added that there will be no changes at the high school level. Ms. Regan reported that Rhode Island is discussing to use the MA MCAS assessments.

## **NEW BUSINESS**

### **2017 Summer Reading Program**

Moved forward on the agenda.

### **2018 School Committee Meeting Calendar Draft**

Ms. Polimeno asked the School Committee members to review the proposed 2018 School Committee meeting calendar dates and bring comments and/or input back to next meeting. At the recommendation of Mr. Malone, the School Committee will move the July 26, 2017 meeting to July 12, 2017.

**Three Year Contract Agreement Between The Tewksbury School Committee and Brenda Theriault-Regan, Assistant Superintendent**

Mr. Malone reported on a three year contract for Ms. Regan, Assistant Superintendent relating he reviewed a salary comparison and looked at surrounding community salaries for assistant superintendents.

Mr. Malone reported that Ms. Regan's salary for FY17 is \$136,168, recommending an increase to \$141,976 for FY18, with a cost of living rate of increase. Mr. Malone reported that in comparison to other districts her salary is still on lower end. Mr. Malone recommends the School Committee approve a salary increase with a three year contract to Ms. Regan, Assistant Superintendent of Schools.

At the recommendation of the Superintendent, Mr. Cutelis moved, seconded by Mr. Sullivan, to accept a three year contract between the Tewksbury School Committee and Brenda Regan from July 1, 2017 through June 30, 2020, in the amount of \$141,976.

**TMHS Freshmen English Textbook Proposal**

Ms. Regan reported this is for information only, the English textbook proposal will be on the next School Committee agenda for the consideration of the Committee. Ms. Regan reported the recommendation from Principal Vogel for the TMHS Freshmen English textbooks is to purchase *My Perspectives* textbook series. The high school piloted two series, both textbook series are on display in the Curriculum Office at the Center School. Ms. Regan will propose a prospective for the English textbook for the School Committee at the June 14, 2017 School Committee meeting.

**Grade 6-8 Next Generation Science Textbook Proposal**

Ms. Regan reported this is for information only, the science textbook proposal will be on the next meeting for the consideration of the Committee. Ms. Regan reported the recommendation from Principal Vogel is to purchase the science textbook series, *Science, Structure, and Function*, by McGraw Hill (Glenco). Science teachers in each grade, six through eight, piloted two science textbook series, both textbooks are on display in the Curriculum Office at the Center School. Ms. Regan will propose a prospective for the science textbook for the School Committee at the June 14, 2017 School Committee meeting.

**SCHOOL COMMITTEE MATTERS OF INTEREST**

Ms. Bennett gave a *shout-out* to the TMHS Theater Company for the production of *Footloose* relating the play was amazing. Ms. Bennett congratulated the senior class wishing the students a safe and fun time during graduation activities.

Mr. Francis reported that in honor of Edward Dick, the community will dedicated Strong Field in his name relating the dedication will be held on May 24, 2017, beginning with a reception in his honor at 3:00 p.m. followed by the dedication on the field at 5:15 followed by the Varsity Lacrosse match

Mr. Sullivan reminded the community that 12 days from today, Officer Ron Tarentino was taken from us. Officer Tarentino is a former TMHS graduation; Mr. Sullivan would like to establish a sub-committee to recognize and honor Officer Tarentino. Mr. Sullivan announced that Officer Tarentino will be honored this week in Washington, D.C., and his name will be placed on the Law Enforcement Wall.

Ms. Polimeno remarked that the School Committee appreciates the continued support of the district thanking the community and Town officials.



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The School Committee will participate in the Memorial Day parade.

**FUTURE MEETINGS**

The Committee moved the scheduled July 26, 2017 School Committee meeting to July 12, 2017.

Next Meetings: June 14, 2017; July 12, 2017

**FUTURE AGENDA ITEMS**

None

**ADJOURN**

At 8:31 pm., Ms. Polimeno adjourned the May 10, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.