

**Tewksbury School Committee
Regular Meeting #2
Wednesday, August 16, 2017
Tewksbury Memorial High School, Library
320 Pleasant Street, Tewksbury**

SCHOOL COMMITTEE MEMBERS PRESENT

Krissy M. Polimeno, Chairperson
James A. Cutelis, Vice-Chairperson
Keith M. Sullivan, Clerk
Arthy S. Bennett, Member
Dennis G. Francis, Member

SCHOOL ADMINISTRATORS PRESENT

Christopher J. Malone, Superintendent
Brenda T. Regan, Assistant Superintendent

SCHOOL ADMINISTRATORS EXCUSED

Sheri L. Matthews, Business Manager

CALL TO ORDER

Ms. Polimeno called the August 16, 2017 Regular School Committee meeting to order at 7:00 p.m.

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.

RECOGNITION

Tewksbury Memorial High School Girls Outdoor Track & Field Outstanding Athletes

The School Committee recognized the TMHS Girls Outdoor Track & Field 4x800 Relay Team All State Champions. Mr. Cutelis read and presented a Resolution of Recognition to Mckenzie Clark, Lauren Polimeno, Emily Sessa, and Rachel Sessa were the second fastest time in Massachusetts history.

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

None

APPROVED 9/13/2017

PRESENTATIONS

Elementary School Building Committee (ESBC)

Mr. Francis addressed the School Committee providing an update from the Elementary School Building Committee on the status of the new elementary school reporting on where we were, where we are, and where we are headed.

Mr. Francis introduced the members of the Elementary School Building Committee: Dennis Francis, Chair and School Committee, Anne Marie Stronach-Vice-Chair and Selectmen, Richard Montuori-Town Manager, Chris Malone-Superintendent, Brenda Regan-Clerk and Assistant Superintendent, Matt Castonguay-Principal, Jamey Cutelis-School Committee, Thomas Cooke-Finance Committee, Jonathan Ciampa-resident, Shannon Demos-resident, and Chris Modica-resident. They are working with the Massachusetts School Building Authority (MSBA) and recently hired the Owner Project Manager (OPM), Peter Collins from Heery International. He reported that the overall building conditions of the Trahan School are not good and enrollment is increasing. Mr. Francis reported that in 2016 the district successfully submitted a statement of interest to the MSBA and in February 2017 the district conducted a feasibility study and schematic design as required by the MSBA. Mr. Francis stated that the MSBA will reimburse the district between 56-58% of the eligible cost of the building project. Mr. Francis turned the meeting over to Peter Collins, OPM. Mr. Collins reported that this is a grant funded project with the MSBA. Mr. Collins presented a PowerPoint of the core program process of building a new elementary school. He reported that the MSBA will partner with and support the design and construction of a public school for the Tewksbury Public Schools. Mr. Collins reported that the district has completed the eligibility period and feasibility study/schematic design, form the project team, and the next steps will be to select a designer. Once established the district will go into project funding from now until May of 2019. Provided funding, is approved then the design will be completed, we will go into the bidding and awarding of the project and then the construction of the new school, with a completion date of 2022.

Mr. Malone reported that the MSBA has approved three different size schools: 1) for an enrollment 265 students, 2) enrollment of 525 students, or 3) an enrollment of 790 students which could house all students grade 2-4. Mr. Malone added that the larger school seems to be preferred. Mr. Malone reported that the ESBC is considering the following locations: Chandler Street, Easement Road and our current school locations.

Mr. Ciampa addressed the School Committee and the community seeking input from the community members. He stated that the ESBC will be providing updates on the Tewksbury School District's website and through multiple social media avenues. The ESBC will host building tours at other district and provide avenues for the Town to reach out to the ESBC adding that the Committee would like to incorporate community ideas as possible through outreach.

The meeting was opened to comments and questions from the School Committee members. Ms. Polimeno thanked the Elementary School Building Committee for the updates.

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 Ms. Bennett, to approve the July 12, 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 period ending July 13, 2017 to be approved and certified in the amount and categories as shown (\$1,008,406.33), 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.

Mr. Sullivan moved to approve the payroll period ending July 27, 2017 to be approved and certified in the amount and categories as shown (\$1,085,697.25), 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 reporting we are looking forward to the opening of the schools on August 30th. He added that parents should be anticipating welcome letters from the principals and the superintendent. Mr. Malone reported that grades 7 & 9 will receive an informational letter on SBIRT, a referral for treatment inventory. He related that there will be an opt-out option explained in the letter adding that information will be included in the Wynn Middle School and Tewksbury Memorial High School's student handbooks.

Mr. Malone cautioned parents to be careful with traffic patterns at the school and encourage parents to use bus transportation.

Mr. Malone reported the district is working with the Town on the Warrant Articles relating the Town may release money to the school district that will be part of Warrant Articles in October. He reported the district is looking at moving a couple of teaching positions from the Title I grant and increasing technology staff due to new devices in the district. He added the district is also looking to add a math coach to support instruction relating that these are all on the tier 1 priorities of district needs. Mr. Malone reported on the new administration in the district, Jason Stamp, STEM Coordinator, Sean O'Leary, Assistant Principal at the high school, and Karen Cronin, Principal at the North Street School. He thanked the administrators for a great retreat in which all schools presenting their goals and reflection on last year adding that in the next couple of months you will hear from Mr. Malone about district strategy, and the district will continue to address class size. Mr. Malone reported the district is working with the Federation to make sure we have a functional SPED PAC. Kindergarten orientation will be held on August 28th at both the Dewing and Heath Brook. Mr. Malone thanked the Middlesex Sheriff's department for the help with projects over the summer.

Assistant Superintendent Report

Ms. Regan reported on the Summer School Program for 7th and 8th grade students and the Credit Recovery Program. Dr. Basteri is our administrator at the Summer School Program and the Credit Recovery Program, a grant writer and the administrator of the Service Learning Project grant. Ms. Regan reported that the 7th & 8th graders worked with the ESL teachers on a service learning project creating signs in different languages for areas all around the schools. At the high school, they put a welcome packet together for students coming from other countries.

Ms. Regan presented the new Tewksbury Public Schools website to the School Committee and the community pointing out the website's new look.

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 moved, seconded by Ms. Bennett, to approve the Consent Agenda as presented. 5-0.

CONSENT AGENDA

Correspondence

Multilingual Signs for Tewksbury Public Schools

Enrollment Update

None

Monthly Expenditure Report

None

Personnel Items

New Hires: Michael Arseneault (\$40,788 +\$6,000 Stipend), District-wide Maintenance, Tewksbury Public Schools, effective July 31, 2017; Conner Bourgoin (\$50,513) English Teacher, TMHS, effective August 28, 2017; Jessica Burton (\$73,719), Guidance Counselor, John Wynn Middle School, effective 28, 2017; Lisa Costa (78,690), DLC Preschool Teacher, Loella F. Dewing Elementary School, effective August 28, 2017; Marie Fiori (\$73,719), DLC Preschool Teacher, Loella F. Dewing Elementary School, effective August 28, 2017; Kelly Fox (\$19,549), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 28, 2017; Jillian Goodwin (\$50,513), Special Education Teacher, TMHS, effective August 28, 2017; Jacob Horvitz (\$51,220), Grade 4 Teacher, Louise Davy Trahan School, effective August 28, 2017; Kimberly Khan (\$81,809) Moderate Special Needs Teacher (Learning Center), John Wynn Middle School, effective August 28, 2017; Denise McIntyre (\$27,089), 10-Month Secretary, John Wynn Middle School, effective August 21, 2017; Lauren Nastari (\$49,629), Special Education Teacher, John Wynn Middle School, effective August 28, 2017; Alex Norton (\$51,601), Digital Learning Specialist Classroom Teacher, John Wynn Middle School, effective August 28, 2017; Sean O'Leary (\$95,504), Assistant Principal, TMHS, effective July 1, 2017; Christine Smith (\$78,690), Special Education Teacher, TMHS, effective August 28, 2017; Catherine Stanieich (\$19,549), Classroom Instructional Aide, North Street School, effective August 28, 2017

Transfers: Susan Hogan, from John Ryan Elementary School Grade 5 Math/Science Teacher to Moderate Special Needs Teacher at the Ryan School, effective for August 28, 2017

Retirements/Resignations/Terminations: Kristin Costagliola, Moderate Special Needs Teacher, North Street School, effective June 30, 2017, Caitilyn Coye, Classroom Instructional Aide, John Ryan Elementary School, effective June 21, 2017; Shannon Demos, Special Education Teacher, Louise Davy Trahan School, effective June 30, 2017; Christina Dick, Classroom Instructional Aide, John Ryan Elementary School, effective August 7, 2017; Mary Karamourtopoulos, ELL Teacher, District-wide, effective August 9, 2017; Coryana Prendable, Classroom Instructional Aide/Academic, North Street School, effective June 21, 2017; Nancy Torname, Student Services/Special Education Department, effective August 31, 2020

Appendix B: Jaime Lane (\$2,874.00), Head Teacher at the Louise Davy Trahan Elementary School, effective August 28, 2017

Acceptance of Donations/Gifts: None

Fundraisers/Raffles: TMHS Class of 2019 Car Wash @ MVP, September 9, 2017, for Class fundraising; Ryan School PAC, Otis Spunkmeyer Cookie sales, proceeds to support the Arts & Enrichment programs at the John Ryan Elementary School, September 21, 2017 through October 10, 2017; Ryan School PAC Monthly Dine-Out Nights fundraiser for the beautification of the John Ryan Elementary School, September 2017 through June 2018; North Street/Dewing PAC selling Gift Cards, proceeds to used for ongoing PAC events, October 2, 2017 through October 20, 2017.

COMMITTEE REPORTS

Elementary School Building Committee

Reported during the presentations.

Tewksbury Education Foundation

Ms. Bennett announced that the Tewksbury Education Foundation auction will be held on November 17, 2017.

Wellness Advisory Committee

Mr. Sullivan reported that the next Wellness Advisory Committee meeting will be held on September 18, 2017.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Section J - Students: Policy Reviewed and Recommended to Accept with No Changes- First Reading:

JICFB, Bullying Prevention (Bully Prevention and Intervention Plan)

Ms. Bennett reported that policy JICFB, Bullying Prevention, is presented on the First Reading. The public is invited to weigh-in on the policy and may contact members of the Policy Committee to submit feedback and/or edits.

Ms. Bennett reported that the Massachusetts Association of School Committees (MASC) has reviewed their policy manual and have determined the following policies are redundant and/or no longer necessary and recommends to rescind the policies. This is the Informational Reading.

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Rescind as Policy is Redundant or Unnecessary: DJG –Vendor Relations; H- Negotiations; IHAЕ – Physical Education; IJJ – Textbook Selection; IJK – Supplementary Materials ; IJM – Special Interest Materials; JBA – Student-to-Student Harassment; JICG – Tobacco Use by Students; JRA-R – Regulations on student records ; KEB – Complaints about School Personnel; KEB-R Complaints about School Personnel; KEC – Complaints about Materials; KJA – Relations with Boosters

Ms. Bennett reported that the MASC recommends the following policies to be revised as a result of legal changes. This is the Informational Reading.

Policies Recommended to Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs: ACE – Nondiscrimination on the Basis of Disability; ADC – Smoking on School Premises; BBA – School Committee Powers and Duties; BBBA/BBBB – School Committee Member Qualifications/Oath of Office; BDD – School Committee – Superintendent Relationship; BDE - Subcommittees of the School Committee BDF - Advisory Committees to the School Committee; BEDA – Notification of School Committee Meetings; BEDB – Agenda Format; BEDH – Public Participation at School Committee Meetings; BHE – Use of Electronic Messaging by School Committee Members; BIA – New School Committee Member Orientation; BIBA – School Committee Conferences, Conventions, and Workshops; CB – School Superintendent; CBD – Superintendent’s Contract; CBI – Evaluation of the Superintendent; CE – Administrative Councils, Cabinets, and Committees; CH – Policy Implementation; CHA – Development of Regulations; CHC – Regulations Dissemination; DB – Annual Budget; DBD – Budget Planning; DBJ – Budget Transfer Authority; DD – Funding Proposals and Applications

OLD BUSINESS

Next Generation MCAS Update: DESE 2017 Assessment & Accountability Data Review & Release Schedule

Ms. Regan reported there are many milestones on the data review schedule. Preliminary MCAS data is out and principals review the data, relating that there is a two week window to make changes. Ms. Regan reported that in mid-November parents should expect to receive their student reports.

2016-2017 Mentor Program Survey Results

Ms. Regan reported the district provides mentors for new teachers and new administrators. After the mentoring sessions, staff take the Mentor Program Survey. Ms. Regan reported that 98% of the mentees felt they were paired well with a mentor and had a great experience. Ms. Regan reported on highlights from the survey. Ms. Regan thanked Jen Mrozowski and Cathy Bilodeau for serving as the Mentor Chairs this year.

NEW BUSINESS

MA Dept of Elementary and Secondary Education: 2017-2018 Superintendent Checklist

Mr. Malone reported this is a point of interest of what is on his desk. Mr. Malone remarked that he has served on the Committee that developed the Superintendent Checklist document relating that it is a great asset and tool for superintendents.

2017-2018 Professional Development & Workshop Schedule

Ms. Regan remarked there are so many ways in which the district develops our administrators and staff. She reported that the focus is on instructional practice and implementation of programs, and meeting needs of the whole child. The staff are surveyed to help produce the document relating that this draft is a compilation of working with principals, looking at staff needs, district goals, school goals, and then we put together a plan for the district.

SCHOOL COMMITTEE MATTERS OF INTEREST

Ms. Bennett reported that August 30th is two weeks away encouraging students to do the AP and summer reading. She reported that the bus routes have been posted on the website.

Mr. Sullivan reported that the role of the Special Education PAC is to get the PAC back up and running. He is encouraging any interested parents to consider joining the SPED PAC. He reported there will be a letter posted on website and an email blast to parents. He added that the School Committee is dedicated to getting the PAC up and running.

Ms. Polimeno reported that prior to the School Committee meeting tonight, the Committee attended the *School Committee and Administrators Workshop* relating that it was wonderful to see all the great things the staff is doing. Ms. Polimeno hopes that everyone enjoys the rest of the summer.

FUTURE MEETINGS

September 13, 2017; September 27, 2017

FUTURE AGENDA ITEMS

AP results at next meeting

ADJOURN

At 8:21 pm., Ms. Polimeno adjourned the August 16, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.