

**Tewksbury School Committee
Regular Meeting #3
Wednesday, September 13, 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
Sheri L. Matthews, Director of Business Services

CALL TO ORDER

Ms. Polimeno called the September 13, 2017 Regular School Committee meeting to order at 6:15 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/or 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 6:45 p.m., Ms. Bennett 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.

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.

There was no media present.

Approved 9/27/2017

PLEDGE OF ALLEGIANCE

Ms. Polimeno invited the new teachers to lead the School Committee in the Pledge of Allegiance.

RECOGNITION

2017-2018 New Teachers

Mr. Malone welcomed the new teachers and reported that many of the administrators in the district were present tonight along with representatives of the teachers union. Mr. Malone recognized the administrators stating that our leadership did an outstanding job hiring these individuals. Mr. Malone introduced the new teachers for the 2017-2018 school year, inviting them to come forward for recognition by the School Committee. The School Committee presented the new staff with a Tewksbury "T" key chain. Ms. Polimeno commented that the School Committee is happy they have all joined the district and the community.

District-wide

Lisa Costa, DLC Preschool Teacher
Jade Csizmesia, Part-time ELS Teacher
Marie Fiori, PK DLC Teacher
Jessica Gilliland, Behavior Specialist
Katelyn Lamoureux, Behavior Specialists
Sarah Mysliwy, Behavior Specialist

Tewksbury Memorial High School

Sean O'Leary, Assistant Principal
Sanford Arbogast, CTBE
Conner Bourgoin, ELA Teacher
Shannon Duffty, Physical Science Teacher
Jillian Goodwin, Moderate Special Needs Teacher
Michael Hancock, Physics Teacher
Daniel Kassner, Social Studies Teacher
Christine Smith, Moderate Special Needs Teacher

John W. Wynn Middle School

Alena Breton, Math Teacher
Jessica Burton, Guidance Counselor
Kimberly Khan, Moderate Special Needs Teacher
Taylor Moyette, Moderate Special Needs Teacher
Lauren Nastari, Moderate Special Needs Teacher
Alex Norton, Digital Learning Specialist Teacher

John F. Ryan Elementary School

Brianna Tuccinardi, Grade 5 Math/Science Teacher

Heath Brook School

Melissa Engelken, Grade 1 Teacher
Sara Walsh, Grade 2 Inclusion Teacher

North Street School

Karen Cronin, Principal
Melissa Gorman, Grade 4 Teacher
Danielle Ruderman, SPED/DLC Teacher

Louise Davy Trahan School

Jacob Horvitz, Grade 4 Teacher
Victoria O'Meara, Grade 4 Teacher
Alyse Trevor, Grade 3 Teacher
Kristina Valcourt, Grade 3 Teacher

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

Grace Morris reported on the news from Tewksbury Memorial High School:

- Best Buddies is organizing their first meeting and are adding a new beautified basketball team to compete this year for the school.
- DECA held their first meeting yesterday and are organizing for the Annual Fashion Show on November 16th, 6:00 p.m., at the high school. DECA collected 40 t-shirts from area businesses for Houston for victims and the high school collected 50 plus boxes of clothing for Houston victims.
- Student Council held their first meeting this morning and are looking forward to their new members.
- ECHO are doing their Coastal Sweep Saturday, cleaning up a beach in Beverly.
- International Club held a car wash at MVP and with the proceeds they purchased 43 pairs of shoes donating those to the Houston victims. The Town of Tewksbury have named them Stewards of the Half-Birthday Celebration Clean-up.
- Theater Club cast their first fall show, *Peter and the Starcatcher*, performances will begin the first weekend in November.
- NHS collected supplies for the Houston victims and started tutoring after school on Tuesdays and Friday mornings.

PRESENTATIONS

None

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 August 16, 2017, School Committee/Administrators Workshop minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Mr. Sullivan moved, seconded by Mr. Francis, to approve the August 16, 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 August 10, 2017 to be approved and certified in the amount and categories as shown (\$1,131,336.19), 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 August 24, 2017 to be approved and certified in the amount and categories as shown (\$1,064,509.97), 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 September 7, 2017 to be approved and certified in the amount and categories as shown (\$1,303,806.10), 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 presented the Superintendent's Report:

- The School district experienced a terrific opening this year. Mr. Malone gave credit to administrators, custodians and maintenance staff, food services, secretaries, the tech department and parents.
- The Town-Wide PAC meeting will be held on Monday, October 16, 2017 at the John Wynn Middle School. The main topic of the meeting will be the Elementary School Building Project.
- Once the official October 1 enrollment count is finalized he will present an enrollment analysis to the School Committee.
- Tewksbury Memorial High School was honored by the MIAA Sportsmanship Honor Roll as the high school athletics had no disqualifications during the 2016-2017 school year.
- The district is partnering with Avail Technology to conduct a technology audit. He stated that the district wants to be sure that we have the infrastructure to support the increase in new devices in the schools.
- Reminder, Zero Waste Day will be held on Saturday, September 23, 2017, from 9AM-1PM at the Wynn Middle School parking lot.
- Ms. Polimeno gave a special thanks to the Wynn Middle School students for volunteering at the event for community service hours.
- Applefest will be held on Saturday, October 28, 2017 at TMHS.
- The VFW is sponsoring the Voice of Democracy and Patriot's Pen relating that the deadline to submit the essays is October 31, 2017.
- He attended the Stuff the Bus event relating the event is an example of the great work done by our PAC members. He pointed out that the volunteers provide students with backpacks and school supplies. He added that the Stuff the Bus organizers will be invited to a future School Committee meeting.
- Kindergarten Orientation was a big success this year.

Assistant Superintendent's Report:

- Ms. Regan reported staff were welcomed back for the 2017-2018 school year on August 28, 2017. She presented highlights from the professional development and training for staff held on August 28, 2017 and August 29, 2017.
- The Dewing Elementary School showcased their new STEM Lab by hosting Lego for Learning on September 12, 2017.
- The School Committee received a memo in the Committee packet addressing the reward and stipend which staff members receive for mentoring protégés throughout the school year. Ms. Regan reported on the selection process for mentors relating that mentoring the new teaching staff is required by the Massachusetts Department of Elementary and Secondary Education (DESE).
- On the Consent agenda is a fundraising and event calendar presented by the Dewing/North Street PAC for the 2017-2018 school year. She reminded the Committee that the Heath Brook/Trahan PAC had provided their information at the August 16, 2017 School Committee meeting.
- At the next School Committee meeting, Jason Stamp, District STEM Coordinator, will present an update and Karen Baker-O'Brien, Guidance Counselor at Tewksbury Memorial High School, will present an update on the PSAT and an AP review.

Director of Business Services' Report:

- Ms. Matthews gave a shout-out to the district's maintenance and custodial staff. She reported the district has created a Work-Order Google doc for principals to report maintenance requests for their schools. The document will be shared with the Superintendent, Principals and the School Committee.
- She stated that the Town Manager presented the District with the Warrant Articles for distribution. The Copy Center will make 12,000 copies and the Warrants will be mailed to the community on Monday.

Ms. Bennett encouraged the community to attend the next School Committee meeting to see the wonderful things happening at the schools.

Ms. Regan reported on a donation from the Ryan PAC (on the Consent Agenda) to beautify the Ryan Elementary School's courtyard. This will be a memorial and learning center designed to hold two classrooms and have a handicap walkway.

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

1. 2017 Mentor Stipends
2. North Street/Dewing PAC Fundraiser/Event Calendar August 2017 through December 2017

Enrollment Update

See New Business

Monthly Expenditure Report

None

Personnel Items

New Hires: Amber Anese (\$19,549), Classroom Instructional Aide, Dewing Elementary School, effective August 28, 2017; Ellen Blash (\$19,549), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 30, 2017; Kathryn Buck (\$19,549), Classroom Instructional Aide, Heath Brook School, effective September 5, 2017; Suzanne Caliendo (\$25,791), 10-month Secretary, John F. Ryan Elementary School, effective August 23, 2017; Benjamin Clasby (\$19,549), Classroom Instructional Aide, Louise Davy Trahan School, effective August 28, 2017; Jade Csizmesia (\$32.04/hr), District-wide part-time (up-to 19 hrs/wk) ESL Teacher, effective August 28, 2017; Melissa Engelken (\$75,231), Grade 1 Teacher, Heath Brook School, effective August 28, 2017; Stephanie Falasca (\$19,549), Classroom instructional Aide, North Street School, effective August 38, 2017; Heather Godin-Small (\$19,549), Classroom Instructional Aide, John W. Wynn Middle School, effective August 28, 2017; Joanne Garvey (\$32.04/hr), District-wide part-time (up-to 19 hrs/wk) ESL Teacher, effective August 28, 2017; Jacob Horvitz (\$49,629), Grade 4 Teacher, Louise Davy Trahan School, effective August 28, 2017; Danielle Ruderman (\$57,721), Developmental Learning Center Teacher, North Street School, effective August 28, 2017; Brianna Tuccinardi (\$50,513), Grade 5 Math/Science Teacher, John F. Ryan Elementary School, effective August 28, 2017

Transfers: Catherine Francis, Classroom Instructional Aide, transfer from Tewksbury Memorial High School to the John F. Ryan Elementary School effective August 28, 2017

Retirements/Resignations/Terminations: Nancy Cassidy, Classroom Instructional Aide, Loella Dewing Elementary School, effective August 29, 2017; Christina Dick, Classroom Instructional Aide, John F. Ryan Elementary School, effective August 9, 2017; Mary Karamourtopoulos, District-wide ESL Instructor, effective August 9, 2017; Marie Bourgeois, Classroom Instructional Aide, North Street School, effective October 6, 2017

Appendix B:

Tewksbury Memorial High School

Freshman Co-Advisor(s): Conner Bourgoïn & Lindsey Bowden

Sophomore Co-Advisor: Kelsey Ring

Acceptance of Donations/Gifts: Request from the Ryan PAC to reallocate the \$10,000 donation from the Ryan PAC (June 12, 2017) for the purchase of HP Streams, for the \$10,000 donation to be used for the Ryan School Courtyard Project.

Fundraisers/Raffles: Wynn PAC Yankee Candle & Spirit Cups fundraiser, September 14, 2017 through September 28, 2017; Class of 2020 Car Wash fundraiser, September 30, 2017; Class of 2020 "Boo-grams" fundraiser, October 30, 2017 through October 31, 2017; North Street PAC Spirit Wear/Gear fundraiser, August 31, 2017 through June 22, 2018; North Street PAC Pennies for Patients fundraiser January 22, 2018 through February 9, 2018; North Street PAC 4th Grade Committee Tewksbury Gear sales fundraiser November 1, 2017 through December 18, 2017

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Francis reported that within the next two days, the Elementary School Building Committee (ESBC) will receive a draft of the RPF, designer selection, from Peter Collins of Heery, Int'l. The ESBC will set-up a meeting of the Sub-committee next week. The ESBC will be receiving a list of seven to nine schools that potentially fit the size, scope and were recently built, of what Tewksbury would like. The ESBC would then start to set-up site visits. They will formally kick-off communication with the community at the Town-wide PAC meeting.

Tewksbury Education Foundation

Ms. Bennett announced that the Tewksbury Education Foundation's annual school auction will be held on November 17, 2017, 7:00PM, at Tewksbury Country Club. Tickets will be sold at the Open Houses, through Community Pass, and at the Community Services Office at the Center School. She reported that TEF will hold a meeting on September 21, 2017 at 7:00PM.

Wellness Advisory Committee

Mr. Sullivan reported that the next Wellness Advisory Committee meeting will be held on September 18, 2017. He reported that September is Recovery month relating that if someone needs help, Tewksbury has resources available, and encouraged people to please reach out.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Section J - Students: Policy Reviewed and Recommended to Accept with No Changes- Second & Final Reading:

JICFB, Bullying Prevention (Bully Prevention and Intervention Plan)

Ms. Bennett moved to accept policy JICFB, Bullying Prevention, with no changes on second and final reading, seconded by Mr. Francis.

All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

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 First Reading.

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Rescind as Policy is Redundant or Unnecessary: **DJG** –Vendor Relations; **H**- Negotiations; **IHA**E – 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 MASC recommends the following policies to be revised as a result of legal changes, updated language an/or. This is First 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

Ms. Bennett reported the next Policy Committee Meeting will be held on September 27, 2017.

OLD BUSINESS

Next Generation MCAS Update: None

Ms. Regan reported that the district has reviewed the preliminary data to assure there are no discrepancies.

Approval of 2018 School Committee Meeting Calendar

Ms. Polimeno asked if there were any questions or concerns, seeing none she asked for a motion. Mr. Francis moved, seconded by Ms. Bennett to approve the 2018 School Committee Meeting Calendar.

All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

NEW BUSINESS

Enrollment - August 30, 2017

Mr. Malone requested to wait for the October 1, 2017 report is completed and he will present a 3-5 year enrollment analysis at a future School Committee meeting.

Mr. Malone reported on the request to add the Class of 2021 and to remove the account for the Class of 2017 from the Student Activity Account. He reported that the funds left over from the Class of 2017 will be distributed to other three classes as well as to purchased hanging flags.

TMHS Request to Add Class of 2021 to the Student Activity Account (SAA)

Mr. Sullivan moved to add the Class of 2021 to the Tewksbury Memorial High School's Student Activity Account, 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.

TMHS Request to Remove Class of 2017 from the Student Activity Account (SAA)

Mr. Sullivan moved to remove the Class of 2017 from the Tewksbury Memorial High School's Student Activity Account, 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.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Sullivan reported that September is Recovery month, there is a group in town working on action recovery. They will hold a second annual road race at the high school this Sunday at 9:00 a.m. They have raised over \$100,000 and hope to get a house to help people with substance issues. The Beautification Fall Clean-up will be held on October 21st.

Mr. Sullivan reported the Special Education PAC held a meeting on September 5th, the next meeting will be held on September 19, 2017 at 6:30 p.m. at the high school.

Mr. Francis reported that the Tewksbury Country Club invited Korean and Vietnam veterans, living in Tewksbury, to an appreciation dinner on Thursday, November 9th, at 6:30 p.m.

Mr. Francis reported he attended the 911 Memorial 16th Anniversary event adding that there was a great turn-out. He remarked that it is important to remember what happened and to recognize our first responders.

Ms. Polimeno hopes the staff and families have a wonderful school year.

FUTURE MEETINGS

September 27, 2017; October 3, 2017 Special Town Mtg/7:00PM (School Committee will Attend); October 18, 2017; November 15, 2017

FUTURE AGENDA ITEMS

ADJOURN

At 7:49 pm., Ms. Polimeno adjourned the September 13, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.