

**Tewksbury School Committee
Regular Meeting #6
Wednesday, November 15, 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 November 15, 2017 Regular School Committee meeting to order at 6:30 p.m.

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 6:54 p.m., Mr. Francis moved, seconded by Ms. Bennett 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.

Roslyn Impink was present representing the Town Crier.

PLEDGE OF ALLEGIANCE

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

**Approved
12-6-2017**

RECOGNITION

Thermo Fisher Scientific Recognition

Mr. Malone introduce Karen Baker O'Brien and Kristen Vogel to introduce Jessika Fabiano, Senior Program Manager, Early Talent Programs and Beatrice Sierra, Youth Employer Services, Greater Lowell Workforce Development Board.

Ms. Baker O'Brien reported on the partnership between the Tewksbury Memorial High School and Thermo Fisher Scientific and the Lowell Workforce Development Board. On behalf of the school district and the partnership, the Committee presented Ms. Fabiano and Ms. Sierra with a Certificate of Appreciation.

Mr. Malone invited the three Thermo Fisher Scientific interns, Catherine Butler, Felicia Ragucci and Stephanie Tam to be presented to the School Committee and the community as they shared their experiences and projects they participated in during their internship with Thermo Fisher Scientific. On behalf of the School Committee, Mr. Francis presented Catherine, Stephanie, and Felicia with Proclamations of Recognition.

Ms. Polimeno thanked the students for leading the way for Tewksbury.

Mr. Malone invited Mr. Castonguay to address the Committee in recognizing Charity Legvold for the work she has been doing in the STEAM lab at the Trahan School. Mr. Castonguay reported that Charity attended workshops during the summer and prepared the lab relating that the Trahan and North Street Schools are fortunate to have Charity at the helm implementing the STEAM lab. She is truly one of Tewksbury's finest. Charity addressed the School Committee relating that she did not do this alone, she had the help of the PAC and staff in three schools. On behalf of the School Committee, Ms. Bennett presented Ms. Legvold with a Proclamation of Recognition.

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

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

- NHS had a successful Student vs Staff Volleyball game, members are volunteering to rake leaves for seniors, and are participating at the elementary school's holiday events.
- SAAD is working on their second Toy Drive to benefit Nashua's Childrens Home.
- Best Buddies participated in the Unified MVC Basketball game and they will be going on a field trip to the IMAX to see Justice League.
- Math Team - On October 17th, Ms. McGinn took four members of the Math Team to WPI for the Math Competition. Stephanie Tam won a \$1,000 scholarship.
- ECHO is hosting a movie night at Heatherwood and will help out at the Heath Brook holiday breakfast.
- International Club sold different desserts at Applefest and will donate the proceeds to Doctors Without Borders.
- Student Council attended the Fall NEMASC Conference, are leaf raking for seniors, and are participating in holiday charity events.
- The DECA Fashion Show, in memory of Meghan McCarthy, will be held tomorrow night at 7:00 p.m. They are preparing for their district conference in January.

PRESENTATIONS

STEM Initiatives Update

Ms. Regan introduced Mr. Stamp who has worked enthusiastically to improve our STEM initiatives for staff and students. He has coordinated efforts for the staff and the transformation of STEM.

Mr. Stamp, Mr. Castonguay, Ms. Legvold and Gail Bliss presented how they have created STEM at the schools focussing on math and science. Mr. Stamp reported that the district has a great infrastructure to support the integration of technology into the classroom. Mr. Stamp has identified the technology needs in the district and proposed a K-12 Technology Integration Specialist to support the staff and schools. He reported he also created a STEM internet site for staff to use to request a coach, professional development, and/or if they are in need of tech assistance.

Mr. Castonguay addressed the School Committee on how the Trahan School's STEAM lab was developed. Ms. Legvold addressed the School Committee reporting on all the wonderful things she has been doing in the new STEAM lab, and extended an invitation to the School Committee to the Trahan's Open house tomorrow night from 5:30-7:15 p.m. Mr. Stamp presented a video to the School Committee on the wonderful things happening in the district with technology and labs. Mr. Stamp added that we are thankful for the support the district has received from the community and Town Manager relating that the district has received a lot of new technology.

Ms. Polimeno and the School Committee applauded the STEM presenters. The Committee had the opportunity to ask questions and comment on the presentation. The Committee asked the Mr. Stamp to inform Mr. Malone of their needs so they may be added to the Master Tiered plan.

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. Not seeing anyone, the Committee moved on to Approval of the Minutes.

APPROVAL OF MINUTES

Mr. Sullivan moved, seconded by Mr. Francis, to approve the October 18, 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 October 19, 2017, to be approved and certified in the amount and categories as shown (\$1,299,950.57), 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 November 2, 2017 to be approved and certified in the amount and categories as shown (\$1,298,891.76), 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:

Mr. Malone wished everyone a happy American Education Week. He reported that Ms. Vogel and Ms. Wettstone has posted a S'more, an electronic newsletter, to communicate with the community on the events happening in each school during the American Education Week.

Mr. Malone reminded the community that the Tewksbury Education Foundation's auction is this Friday, November 17, 2017, relating that this is a prime event and brings the community together. r

Mr. Malone thanked staff members, parents and the Tewksbury Police Department for the response and collaboration during the power outage at the end of October enabling the district to hold school on October 31st. The Dewing and Heath Brook School collaborated to combine the schools for the day as the Heath Brook did not have power. Mr. Malone offered a big thank you to all that helped out stating that the situation speaks to our emergency preparedness.

Mr. Malone offered congratulations to the TMHS Unified Basketball League for the significant event last night relating that six school districts, eight different teams, and 95 athletes participated in the competition with guest referees from the School Committee. He gave a special thank you to Mr. Aylward for dedicating his time to coach the team, to Mr. Drouin for organizing the event, and to Ms. Vogel for making sure the facility was available.

Mr. Malone reported that report cards will be going home on Friday, November 17, 2017. He stated that we are heading into the Thanksgiving break with an early release on Wednesday and no school on Thursday and Friday.

Ms. Regan presented the Assistant Superintendent's Report:

Ms. Regan reported on the Massachusetts Department of Elementary and Secondary Education Positive School Climate Survey found on the Consent Agenda. Ms. Regan reported that during the 2017 MCAS, students in 5th and 8th grade Science and 10th grade Math, were given the option to participate in the survey relating that 69% of students in the state participated in the survey. Ms. Regan summarized the results presenting some of the key findings in the survey.

Ms. Regan reported that November 7th was a full-day Professional Development day relating that teachers had successful and positive response to the day. She reported that over 2,200 teachers participated in the NPEN Professional Development day adding that Tewksbury hosted over 400 teachers during the day.

Ms. Regan reported that the School Committee received an invitation to the second annual ELL Open House on November 30, 2017.

Ms. Regan reported that the STEAM Lab Open House will be held tomorrow evening adding that School Committee members may come in the morning at 9:30 a.m. if they are unable to attend tomorrow evening.

Ms. Matthews presented the Director of Business Services Report:

Ms. Matthews reported that the boiler at the North Street has been installed however we are still working with the company to get it up and running. Ms. Matthews reported the district has received a quote from the Town's architect to replace the doors at the Dewing and Heath Brook Schools, we had a walk-thru to replace fire control panels at the Dewing and Heath Brook Schools, and the high school elevator has been inspected and it is up and running.

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 accept the Consent Agenda as presented. 5-0.

CONSENT AGENDA

1. **Correspondence**

- a. Trahan Elementary School STEAM Lab Open House - November 16, 2017
- b. MA Dept Elementary & Secondary Education - School Climate Survey Pilot

2. **Enrollment Update**

November 2017

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Robert Paolini (\$19,549 *prorated*), Classroom Instructional Aide at the John F. Ryan Elementary School, effective October 17, 2017; Timothy Doherty (\$36,434 *prorated*), Custodian at Tewksbury Memorial High School, effective November 20, 2017

Transfers: None

Retirements/Resignations/Terminations: George Collins, Custodian at Tewksbury Memorial High School, effective September 17, 2018

Appendix B - Coach Position: None

5. **Acceptance of Donations/Gifts:** None

6. **Fundraisers/Raffles:** Junior Classical League fundraising event selling packaged cookie mixes from November 16, 2017 through December 8, 2017; Class of 2020 will host a "Restaurant Night" (Panera Bread) fundraising event on November 30, 2017

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Francis presented a brief update to the community from the Elementary School Building Committee reporting that the Committee and the Project Manager have met to discuss the Designer Selection process relating that five designers submitted an RFS to the district. Next Tuesday, Superintendent Malone, Assistant Superintendent Regan and he will attend a meeting at MSBA when MSBA will review the Design Selection. He reported that members of the ESBC have completed site visits at elementary schools of comparable size and scope of our potential school project in Revere and Millford, and will soon be going to Newburyport. The next Elementary School Building Committee meeting will be held on November 28th, 6:00 p.m., at the Town Hall. Mr. Cutelis remarked that all of the architects that have submitted to the project are all excellent which would put the district in good shape.

Tewksbury Education Foundation

Ms. Bennett reported that the TEF Annual Auction will be held this Friday, November 17, 2017 at Tewksbury Country Club from 7:00 p.m. to 11:00 p.m. The TEF is raising money for 21st Century learning tools for all Tewksbury schools. She reported that December 2, 2017 is the TEF's Barnes and Noble book event in Burlington relating that a portion of the proceeds will go to the TEF.

Ms. Polimeno reminded the community not to forget the TEF Auction event on Friday night.

POLICY CHANGES, PROPOSALS, AND ADOPTION

MASC Policy Reference Manual Review and Recommended Updates

Ms. Bennett presented the following policies for the First Reading. **Policies Recommended to Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs:** **DGA** - Authorized Signatures; **DJE** - Procurement Requirements; **DK** - Payment Procedures; **DKC** - Expense Reimbursement; **EB** - Safety Program; **EBAB** - Pest Management Policy; **EBB** - First Aid; **EBC** - Emergency Plans; **EC** - Buildings and Grounds Management; **ECA** - Building and Grounds Security; **EDC** - Authorized Use of School Owned Materials; **EEAA** - Walkers and Riders; **EEAEA** - Bus Driver Examination and Training; **EEAEA-1** - Drug, & Alcohol Testing for School Bus & Commercial Vehicle Drivers; **EFC** - Free and Reduced Price Food Services; **FA** - Facilities Development Goals; **FF** - Naming Facilities; **FFA** - Memorials; **GBA** - Equal Employment Opportunity; **GBEA** - Staff Ethics; **GBEB** - Staff Conduct; **GBED** - Staff Tobacco; **GBGB** - Staff Personal Security; **GBGE** - Domestic Violence Leave; **GBGF** - Family and Medical Leave; **GBI** - Staff Participation in Political Activities; **GBK** - Staff Complaints and Grievances; **GCBA** - Professional Staff Salary Schedules

Ms. Bennett reported the School Committee will vote to approve the policy changes at the next School Committee meeting. She encourages the public to review the policies and provide the Policy Committee with feedback.

Wellness Advisory Committee

Mr. Sullivan reported the next Wellness Advisory Meeting will be held on Monday, November 20, 2017 at Tewksbury Memorial High School.

OLD BUSINESS

Next Generation MCAS Update

Mr. Malone reported on the Next-Generation MCAS relating that the Acting Commissioner gave a statement on Next-Gen MCAS in which he stated that the test raises the bar.

Ms. Regan presented the Next-Generation MCAS update reporting there is a slide presentation in the agenda packet from the MA Department of Elementary and Secondary Education on how next year's assessment, Next-Generation MCAS, will impact our students. Ms. Regan summarized the report and remarked that the goal of the district is to keep the School Committee updated as we receive information.

Ms. Regan reported on an update from MA DESE on the Science, Technology and Engineering MCAS relating the update clarifies the 2018 timeline. Ms. Regan commented that the high school scores have held steady with our science results and grades 5 & 8 have remained the same, and, very parallel with the state. Ms. Polimeno suggested that the district track how the new Waterfall Schedule at the high school will impact the results.

Ms. Regan reviewed how the district will be moving from Legacy MCAS to Next-Generation MCAS. Ms. Regan reviewed the slide presentation relating this was shared at the Professional Development day for grades 3-12. She reported that the district did not participate in the 2017 try-out Science assessment. In response to a question from Ms. Bennett, Ms. Regan reported that the district does not know if we will be asked to participate in the Biology try-out. Mr. Malone commented that districts that participate in the try-out are held harmless adding that the district is interested in participating.

Ms. Regan reported that at the December 6th School Committee meeting, the Committee will be celebrating the top Legacy and Next-Generation MCAS students.

NEW BUSINESS

Budget Timeline Process

Ms. Matthews addressed the School Committee relating that after a discussion of the budget timeline with the Town Manager the district may have to move up some of the timeline dates. She reported that the principals have all received their budget information and will report back on December 8th. Ms. Matthews went through the timeline process for the School Committee. She reported that the district will submit the budget at Town Meeting on May 7, 2018.

In response to a question from Ms. Bennett, Ms. Matthews reported that School Committee will receive a copy of the budget prior to the budget presentation to the Town Manager. Ms. Polimeno commented on the excellent layout and presentation of the budget.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Sullivan announced thanked the district for sending him to the annual MASC/MASS conference relating that he was honored for the opportunity and experience.

Mr. Sullivan reported on the following upcoming events:

- TSEPAC will be meeting tomorrow night at 6:30 p.m., at Tewksbury Memorial High School.
- DECA will be holding the Annual Fashion Show tomorrow night at Tewksbury Memorial High School.
- December 1st, 6:00 p.m., at the Town Common will be the annual Town lighting.

Mr. Sullivan offered congratulations to all of Tewksbury's Fall athletes and teams. He reported on the upcoming sporting event schedules. Mr. Sullivan acknowledged and congratulated Tewksbury's MVC Coaches, Peter Molloy-Girls Cross Country, Peter Fortunato-Boys Cross Country, Pat Ryser-Field Hockey, Jim Sullivan-Golf, and to Brian Aylward awarded Football Coach of the Year.

Mr. Sullivan remarked that the holiday is upon reminding people to be mindful of distracted driving and offered everyone a wonderful Thanksgiving.

Mr. Francis reported that Thursday night he participated as the Lions Club and Liz Carey honored veterans at the Tewksbury Country Club thanking Mr. Ginsburg for the venue. Mr. Francis added that we should never forget and should honor our veterans.

FUTURE MEETINGS

December 6, 2017

FUTURE AGENDA ITEMS

ADJOURN

At 9:02 pm., Ms. Polimeno adjourned the November 15, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Mr. Sullivan. All Aye. Unanimous Vote. Motion carried 5-0.