

**Tewksbury School Committee
Regular Meeting #9
Wednesday, January 24, 2018
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 January 24, 2018 Regular School Committee meeting to order at 6:00 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 6:30 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 6:25 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.

BUDGET WORKSHOP

At 6:35, Ms. Polimeno called the January 24, 2018 Budget Workshop to Order. Mr. Malone introduced Ms. Matthews, Director of Business Services.

Ms. Matthews addressed the School Committee stating that the purpose of the Budget Workshop is to give the School Committee and the public an overview of the preliminary FY19 Budget and the process of developing it. The budget narrative summarizes the budget needs and presents the history of the overall budget. The School Committee may ask for revisions to the presented budget in which Ms. Matthews will make the appropriate updates for the Public Budget Hearing on March 7, 2018. Ms. Matthews presented the Fiscal 2019 (FY19) School Budget Summary.

**APPROVED
3-14-2018**

Ms. Matthews reported the goal of the Tewksbury School Committee is to provide a level of funding for our schools that ensures a sound instructional program for students and in being fiscally responsible for the taxpayers. Ms. Matthews reported the budget narrative summarizes the school needs and the how resources combine to meet those needs. She reported that this is a contract negotiation year and reflects only steps and lanes. Ms. Matthews reported on factors contributing to the FY19 budget: the renewal of the student specific needs contract relating there will be an increase, renewal of the transportation contract, renewal of the anti-virus contract which we will see an increase, increase in the special education out-of-district account, and a decrease in the Circuit Breaker. Ms. Matthews presented the requested new staff by location. She reported the proposed budget summary school appropriation for salaries, operating cost and capital outlays is \$46,914,229.00, a 3.19% increase, Total Fixed Cost is \$10,377,542.00, 2.08% increase, with a total budget of \$57,291,771.00 which matches up with the recommendation of the Town Manager and was presented to the Board of Selectmen. Ms. Matthews entertained questions from the School Committee.

At 7:15 p.m., Mr. Francis moved, seconded by Ms. Bennett to adjourn the Budget Workshop and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

ANNOUNCEMENT

At 7:18 p.m., Ms. Polimeno announced that the January 24, 2018 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.

No one present was recording the meeting.

PLEDGE OF ALLEGIANCE

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

RECOGNITION

None

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

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

- International Club are in the process of collected shoes for Soles for Souls and are very grateful for their donations.
- DECA is getting ready for State Conference on March 8, 9,10 in Boston.
- Student Council are working with DECA to plan a date for Mr. TMH, and they are excited for their MASC Conference.
- Best Buddies are doing movie night on Thursday and are traveling to the Unified Bocce Tournament on Sunday.
- ECHO are crafting blankets and scarves on the 31st for a charity that they have not decided upon yet.
- SADD are working on the dating game, which they hope will present a positive message of the importance of healthy relationships.
- Math Team - Last thursday, they travelled to Westford for a competition that they came in 3rd behind Westford and Andover, with their highest score ever in the math team history. They defeated Central Catholic, North Andover, Billerica, North Middlesex, and Lowell.
- Mock Trial have their first Trial on Friday at the Northeast Housing Court in Lawrence against Chelmsford, and they are very excited.

PRESENTATIONS

ACE Program Presentation (Piloting the program, researched based) - Special Education

Mr. Pelletier addressed the School Committee reporting on the ACE pilot program relating that the district's Behavior Specialists and BCBA's continue to make improvements across the district increasing behavioral supports for all students, providing improved services in the DLC centers, and working collaboratively with faculty, staff, and administrators to align services. Mr. Pelletier reported that the Autism Curriculum Encyclopedia (ACE) program is a software system program which provides an individualized approach to student learning, involves and engages active learning for students, with data driven resources, and an online access to assessments and data analysis. The district revised the Entitlement Grant to provide the pilot program to more students.

Mr. Pelletier introduced Laura Lemke, BCBA for PreK-6, DLC-BCBA program Ms. Lemke addressed the Committee presenting the ACE Program, an ABA software system created by the New England Center for children for teachers and related service providers to find an ABA-based program for children who require individualized instruction and supports. Ms. Lemke presented a sample lesson plan and features of the ACE program which offers progress monitoring tools to assist children in meeting IEP goals, training, and supports data for staff and parent. She reported we have begun staff training and Professional Development opportunities will be held in the Fall. Ms. Lemke entertained questions from the School Committee.

Mr. Malone remarked that ACE is an aggressive program typically offered in out-of-placement environments relating that if the district did not invest in the technology last year, this would not have been possible. Mr. Malone offered *Hats Off!* to the Special Education Department for trying the program and bringing specialized instruction to students. Ms. Bosworth reported the district will pilot the program next year with up to 40 students, parent meetings are scheduled at the end of February, then meetings with other Learning Center staff, and the plan will be rolled-out in the Fall to the students identified. Ms. Polimeno invited Ms. Lemke to a School Committee meeting next Fall for an update.

Mr. Malone requested to move New Business item, #1 Kindergarten Information Night, to this portion of the meeting. Mr. Francis moved, seconded by Mr. Sullivan. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

New Business

Kindergarten Information Night

Ms. Gerrish, Ms. Fuller, and Ms. Wettstone addressed the School Committee presenting the 2018 preschool and kindergarten Information update. Ms. Fuller reported the schools reached out to all families with three and four year old regarding preschool opportunities and held two information sessions on January 23, 2018 relating we had a good turnout with 45 adults representing 25 families at the first session and 55 adults at the evening meeting. She reported that preschool registration opened today. Ms. Fuller entertained questions from the School Committee.

Ms. Gerrish and Ms. Wettstone reported on the upcoming kindergarten registration. Ms. Gerrish reported that postcards were sent to 163 families from the Dewing School and over 90 families from the Heath Brook School.

Ms. Wettstone presented the kindergarten timeline reporting a kindergarten informational night will be held on February 6, 2018, 6:30 p.m., at Tewksbury Memorial High School, registration will be held daily March 5th through March 9th and will also be available one night during that week, screenings will be scheduled in April, in June class lists go home, teachers will mail letters home the week of August 7th, and Kindergarten Orientation/Open House will be held on August 27, 2018.

Ms. Gerrish and Ms. Wettstone entertained questions from the School Committee.

CITIZEN'S FORUM

Ms. Polimeno inquired if there was anyone in the audience wishing to speak on any item on the agenda., seeing none, the Committee moved to approve the minutes.

APPROVAL OF MINUTES

Mr. Sullivan moved, seconded by Mr. Francis, to approve the January 10, 2018 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 January 11, 2018, to be approved and certified in the amount and categories as shown (\$1,275,537.41), 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 offered a thank you to the Tewksbury SEPAC for hosting the Meet and Greet last week relating there was a good discussion on what is happening in the district.

Mr. Malone reported on the weather and the teamwork across the district when the North Street School was without power. Mr. Malone reported the district called a 2-hour delay of school at the North Street waiting for the power to return. He reported while waiting for the power to be restored a generator was brought in as well as a hotspot for wireless relating that the staff was prepared to hold school in a building without power. The power was restored at 9:00AM. Mr. Malone thanked the Tewksbury DPW for clearing roads and parking lots and to the district's maintenance staff for clearing walkways. Mr. Malone remarked that people responsible for safety in the district to a great job and that it speaks of the collaboration with the Town.

Ms. Regan Presented the Assistant Superintendent's Report:

Ms. Regan announced that report cards will be distributed on February 2, 2018. She reported that all ELL students have completed the online assessments. Ms. Regan thanked the Town for supporting new staff in the district reporting that on the Consent Agenda the Committee will notice the hiring of Jenn Espaillat to the ESL department and Jessica Simpson has moved into the new position of K-12 Integrated Technology Specialist relating that Emma Sweetapple was hired in the position Jessica held at the high school in Digital Media/Instructional Technology Teacher. Ms. Regan announced that tomorrow is a half-day Professional Development day reporting on the PD offerings. She added that the Learning Center teachers will be trained on the ACE program.

Ms. Matthews presented the Director of Business Services Report:

Ms. Matthews reported she had no further report.

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. Seeing none, Ms. Polimeno asked for a motion to approve the Consent Agenda.

Mr. Francis moved, seconded by Mr. Sullivan, to accept the Consent Agenda as presented. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

CONSENT AGENDA

1. **Correspondence**

- a. Merrimack College - Course Vouchers
- b. Merrimack College - Supervising Practitioners and Students for the Fall 2017 Semester
- c. 2018-2019 Preschool Information

2. **Enrollment Update**

January 18, 2018

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Jenn Espailat (\$64,099 *prorated*) district-wide (K-6) ESL Teacher, effective January 29, 2018; Emma Sweetapple (\$50,513 *prorated*), Digital Media/Instructional Technology Teacher, Tewksbury Memorial High School, effective January 22, 2018

Transfers: None

Retirements/Resignations/Terminations: Jayne Farnham, ELA/SS teacher, John Ryan Elementary School, modify date of Intent to Retire from June 30, 2020 to June 30, 2021; Kathleen MacLeod, Grade 2 Teacher, Loella F. Dewing Elementary School, effective June 30, 2021; Marguerite Weidknecht, Music Teacher, John Ryan Elementary School, effective June 30, 2021; Lisa Bailey, Yearbook Advisor, John Wynn Middle School, effective January 2018.

Appendix B Co-Curricular: Kate Deveau (\$795), Yearbook Co-Advisor at the John Wynn Middle School for the 2017-2018 school year; Jaime Noberini (\$795), Yearbook Co-Advisor at the John Wynn Middle School for the 2017-2018 school year;

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

6. **Fundraisers/Raffles:** None

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Francis reported the ESBC and OPM meet regularly to review and discuss the building project. Meetings are held on the 1st and 3rd Thursday of the month. He reported that the district and the designer held two Education Visioning Program sessions, one today and one yesterday, with faculty, staff, the architect, and administrators. Mr. Francis reported the Committee is in the process of scheduling a kick-off meeting with the MSBA, to held in Tewksbury. Mr. Francis reported the next ESBC meeting will be held on Thursday, January 25, 2018 at the Town Hall. He announced that the meetings are open to the public.

Tewksbury Education Foundation

Ms. Bennett reported the next meeting TEF meeting will be held on January 25th at Tewksbury Memorial High School, 7:00 p.m., announcing that the meetings are open to the public.

Wellness Advisory Committee

Mr. Sullivan had no updates to report.

POLICY CHANGES, PROPOSALS, AND ADOPTION

MASC Policy Reference Manual Review and Recommended Updates

Ms. Bennett presented the following policies recommended for review and/or to revise as a result of legal changes, changes in practice, or updating of language to reflect modern needs, on the First Reading. She reported that a vote is not required tonight: **GCBB** - Employment of Principals; **GCBC** - Professional Staff Supplementary Pay Plans; **GCE** - Professional Staff Recruiting; **GCF** - Professional Staff Hiring; **CGJ** - Professional Teacher Status; **GCQF** - Suspension and Dismissal of Professional Staff; **GDO** - Evaluation of Support Staff; **GDQD** - Suspension and Dismissal of Support Staff; **HB** - Negotiations Legal Status; **HF** - School Committee Negotiation Agents; **IB** - Academic Freedom; **IC/ICA** - School Year/School Calendar; **ID** - School Day; **IE** - Organization of Instruction; **IGB** - Support Services Programs; **IGD** - Curriculum Adoption; **IHA** - Basic Instructional Program; **IHAI** - Occupational Education; **IHAM** - Health Education; **IHAMA** - Parental Notification Sex Education; **IHBEA** - English Language Learners; **IHBH** - Alternative School Programs; **IJ** - Instructional Materials; **IJOB** - Community Resources

Ms. Bennett reported that the policies have reviewed by Policy Sub-Committee. She announced that questions, comments and/or edits may be sent to the Office of the Superintendent.

OLD BUSINESS

Next Generation MCAS Update

Ms. Regan had no updates to report.

NEW BUSINESS

Kindergarten Information Night

Moved up on agenda.

Elementary Visioning and Programming

Mr. Malone reported the district worked with Flansburgh Architects on the elementary school visioning yesterday and six hours today. They are motivated to get feedback and will be attending the Town-wide PAC meeting on February 5, 2018.

2018-2019 School Calendar Draft

Ms. Regan presented the first draft of the 2018-2019 school calendar. She reported that some dates may be adjusted slightly due to TTA negotiations. She reported the principals are working together to schedule their Open House dates and Parent/Teacher Conferences. Ms. Polimeno requested for the Chain of Communication to be presented at the next School Committee meeting.

2018 Ginsburg Family Award Nomination Form

Mr. Malone reported the district is accepting nominations for the Annual Ginsburg Family Award. Nominations are due by February 9, 2018. Ms. Polimeno asked that the information be put in the newspapers and online to publicize it more this year.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Sullivan reported he and Ms. Polimeno attended the Valley Collaborative's Annual Stakeholders meeting thanking Director Chris Scott. Mr. Sullivan thanked everyone that attended the Meet and Greet sponsored by the Tewksbury SEPAC. He remarked that we continue to work together for the children.

*Tewksbury School Committee
Regular Meeting
January 24, 2018*

Ms. Polimeno announced that the School Committee members should contact her to schedule informal reviews for Mr. Malone's mid-year review. Ms. Polimeno will present the Superintendent's mid-year review at the School Committee meeting on February 7, 2018.

FUTURE MEETINGS

February 7, 2018; March 7, 2018 (Public Budget Hearing 6:30PM); March 14, 2018 Joint Mtg. w/FinCom; March 21, 2018 (Public Hearing Budget 6:30PM)

FUTURE AGENDA ITEMS

ADJOURN

At 8:20 p.m., Ms. Polimeno adjourned the January 24, 2018 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.