

**Tewksbury School Committee  
Regular Meeting #10  
Wednesday, March 14, 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 Regular School Committee meeting to order at 5:00 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. The Public Budget Hearing will begin at 5:30 p.m., followed by the Regular School Committee meeting at 6:00 p.m. Ms. Polimeno reported the School Committee will attend the Town Finance Committee meeting at 8:00 p.m.

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 5:30 p.m. for a Public Budget Hearing.

Roll Call Vote: Voting Yes: Mr. Sullivan, Mr. Francis, Ms. Bennett, and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0. Mr. Cutelis arrived at 5:05 p.m.

At 5:28 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.

At 5:35 p.m., Ms. Polimeno welcomed the community to the Public Hearing on the Budget. She announced that the School Committee invites public comments on the budget. When addressing the Committee the public should state their name, street address and direct questions and/or comments to the Chair. Ms. Polimeno stated that there will be no comments from the School Committee tonight. She reported the next Public Hearing on the budget will be held on March 21, 2018.

**PUBLIC HEARING BUDGET**

Ms. Matthews, Director of Business Services, apologized for the delay in presenting the hearing due to rescheduling the meeting three different times due to the weather. Ms. Matthews presented the FY19 Public Budget Hearing to the the School Committee and the community.

**Approved  
April 11, 2018**

Ms. Matthews presented the FY19 Public Hearing on the Budget. The report is broken down by Regular Education accounts and Special Education accounts as submitted to the Massachusetts Department of Elementary and Secondary Education (DESE). This is a negotiating year, all the Collective Bargaining line items for salaries, only indicate step and lanes and not the percent of salary increase. Ms. Matthews pointed out the increases in the FY19 budget over the FY18 budget.

Ms. Matthews reported that the overall increase in the Regular Education budget is 1.16% or \$356,915.00. The overall increase in the Special Education budget is 1.77% or \$180,662.00. The FY19 Local Appropriation for the Tewksbury Public Schools is \$890,312.00, an overall increase of 3.31% or \$1,503,514.00. This includes level funding of our Capital Outlay of \$314,500.00. Ms. Matthews reported the Budget Summary lines up with the Town Manager's recommended school budget of \$57,344,864.00, this includes a portion of fixed costs handled by the Town. Our salaries are \$33,388,551.00, our operating costs are \$13,264,271.00, the Capital Outlay is level funded at \$314,500.00. The total Local Appropriation is \$46,967,322.00.

Ms. Matthews completed the Public Budget Hearing. Ms. Polimeno opened for comments and questions from the School Committee. In response to a question from Mr. Sullivan, Ms. Matthews will correct the percentage increase to the Regular Education for the next Public Hearing. Mr. Francis requested to add grant funding to the tiered requests. Ms. Matthews will work with Mr. Malone to look at the grant funding. Mr. Malone reported that the state has reduced grant funding for districts adding that the district will become more aggressive looking for grant opportunities.

Ms. Polimeno reported that Ms. Matthews was readily available to meet with School Committee members on the FY19 budget. She thanked Ms. Matthews for putting together a sound budget, the Town Manager, Finance Committee, and the Board of Selectmen for supporting the district. Ms. Polimeno announced that the community may contact Ms. Matthews if you have questions concerning the budget.

Ms. Polimeno asked if anyone would like to speak or comment on the budget. Seeing none, Ms. Polimeno asked for a motion to close the Public Hearing on the Budget.

Mr. Francis moved, seconded by Ms. Bennett to close the Public Budget Hearing. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

### **ANNOUNCEMENT**

At 6:06 p.m., Ms. Polimeno announced that the March 14, 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.

Ms. Rosalyn Impink announced that she is recording the meeting for the Town Crier.

### **PLEDGE OF ALLEGIANCE**

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

Ms. Polimeno reported the School Committee just completed the Public Budget Hearing and will attend the Finance Committee Meeting at 8:00 p.m.

### **RECOGNITION**

None

## **STUDENT REPRESENTATIVE**

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

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

- NHS finalized candidates for NHS. They had their induction for members of the junior class on Monday night, which went very well. The seniors are finishing up their individual service projects, and Ms. Puma is sad to see that the seniors will be leaving soon.
- SADD is supporting the National Student Walk Out, which is being rescheduled to March 21st, hoping it will result in a positive change.
- Student Council is headed to Hyannis for their Annual State Conference MASC on March 7th, 8th and 9th, where they learned many new leadership skills. Two TMHS students Mercy Olu and Grace Morris won the Commonwealth award for our dedication to the council.
- Math Team's most recent meet was at Beverly High School, where they placed third. The competitors were chosen by the schools' scores throughout the year, so it was a cumulative event.
- Science Bowl had their competition at UCONN this Saturday, eight students attended along with advisor Ms. Barnett, and they had a very fun time, doing very well in chemistry, earth and space science, and biology questions. They also enjoyed some delicious ice cream from UCONN's Dairy Bar.
- International Club's next service project is on Earth day, April 21st, where they will clean up trash and do some planting on Whipple Road. They are also raising funds through Monday morning breakfast sales, and a car wash in May, which they will donate to a local trash receptacle for the Town.
- Best Buddies had an awesome trip to the New England Aquarium. Thirty-eight kids went on the field trip on Sunday, March 4th. Their next big event is the Best Buddies Ball in Bedford on March 24th, which is a big dance with other Best Buddies in the area.
- DECA had their State Conference on March 8th, 9th and 10th, where they had 27 students attend. It was held at the Copley Marriott Hotel in Boston and they had two medal winners: Senior Emily Milne, finishing 8th place overall in the Accounting and Applications event area and Freshman Mihir Bagul, finishing in 7th place overall in Principles of Finance event area. It was a terrific conference overall and one that all TMHS students did well in. Mr. Sullivan would like to thank the School Committee, administration, and the teachers for their help and continued support of our program.
- Robotics had their first competition, where they basically worked with their robot for the first time. After rewiring, they found themselves in the middle but are ready to take on the next competition and fix their mistakes.

Mr. Cutelis asked Ms. Morris about the walk-out planned on March 24th. Ms. Morris related that most students are interested in participating in the event in memory of the 17 deaths at the Florida high school. Mr. Malone remarked that a significant part of the event would be that it is student driven to do something in remembrance and support relating the event will be 17 minutes long for the 17 victims. Mr. Malone reported the administration will support students on their decision but shall not take a stance.

## **PRESENTATIONS**

### **Program of Studies**

Ms. Regan reported on the TMHS Program of Studies relating it will improve student programming, recognition, and awards. Ms. Regan reported that Principal Vogel provided the School Committee with bulleted changes in the Program of Studies document. In response to a comment from Ms. Polimeno, Ms. Regan reported that the requested edits will be made to the document. Ms. Polimeno opened for questions and/or comments from the School Committee. Seeing none, she recommended the School Committee vote to approve the 2018-2018 Program of Studies.

Mr. Francis moved to adopt the Tewksbury Memorial High School's 2018-2019 Program of Studies, subject to any edits or typo corrections, seconded by Ms. Bennett. Roll Call Vote: Mr. Sullivan, Mr. Francis, Mr. Cutelis, Ms. Bennett and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

### **College Planning Guide, Post-Secondary Transition Planning, and the Innovation Pathways Program**

Ms. Regan presented the changes to the College Planning Guide to the School Committee. Ms. Polimeno opened for questions and/or comments from the School Committee. Seeing none, she recommended for the School Committee vote to approve the document.

Mr. Francis moved, seconded by Ms. Bennett, to approve the Tewksbury Memorial High School's 2018-2019 College Planning Guide as presented. Roll Call Vote: Mr. Sullivan, Mr. Francis, Mr. Cutelis, Ms. Bennett and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

Ms. Regan reported on the Innovation Pathways Program relating that this is for information only, no vote from the School Committee is required tonight. She reported that Guidance Counselor, Karen Baker O'Brien will present to the School Committee once the grant selection has been made.

### **Global Competency Certificate**

Ms. Regan reported on the Global Competency Certification relating that the certification will be geared to students who have that absolute focus and desire to help save the world with global study. The district will pilot the Seal of Biliteracy, a recognition program to be literate in two languages.

Ms. Regan reported that TMHS Spanish teachers, Graca Dudley and Beth Beauchesne, have worked very hard and will present on the Global Competency at the March 21st. She reported the School Committee will be asked to vote on the Global Competency Certificate program at that time.

### **CITIZEN'S FORUM**

Ms. Polimeno inquired if there was anyone in the audience wishing to speak on any item on the agenda. Dina Mancini, Kenneth Lane, Tewksbury, addressed the Committee on the ACE program. She inquired how a decision was made with only a three (3) month pilot. Mr. Malone addressed the question, responding that there will be a community meeting on the pilot program in which her question could be addressed. Ms. Regan reported the recommendation to adopt the program will be tabled to April 11th. The District will not make a recommendation to approve the program until after the community information evening. They may send questions to Mr. Malone or Mr. Pelletier. Ms. Polimeno moved onto approval of the Minutes.

### **APPROVAL OF MINUTES**

Mr. Sullivan moved, seconded by Mr. Francis, to approve the January 24, 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 25, 2018, to be approved and certified in the amount and categories as shown (\$1,297,585.80), 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 February 8, 2018, to be approved and certified in the amount and categories as shown (\$1,314,546.21), 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 February 22, 2018, to be approved and certified in the amount and categories as shown (\$1,331,325.74), 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:**

#### **Weather**

Mr. Malone reported that due to the current weather pattern and over two feet of snow, the district had to cancel school. He is confident school will be open tomorrow. Mr. Malone thanked the district's maintenance for a great job clearing out the school lots and to the Town for clearing the roads. As of this date, we have missed eight days, with five days built into the calendar the last day of school was anticipated to be June 21st, add the additional three days we are looking at the last day to be June 26th. Mr. Malone reported the district is looking into options to make up the additional days, meeting with TTA Union, and welcoming suggestions. The decision made must be best decision for the students.

#### **Security**

Mr. Malone reported that security is the highest priority for the district. We had an event at the high school last week concerning a student's comment which resulted in significant police response. Mr. Malone thanked the Tewksbury Police Department, the NEMLEC team and the great job done by the high school staff. He remarked that the district will look at lessons learned, continue training with ALICE and work with the District Security Team. Mr. Malone reported on two other events in which students had to be moved to other schools one due to a power outage at the Heath Brook School and the other a water outage at the Ryan School. Mr. Malone reported the district is going out to bid to update vestibules at schools and upgrade security measures.

Mr. Malone reported the National Honor Society (NHS) inducted over 100 students at the high school.

Mr. Malone reported the high school has a prerequisite to attend the junior prom. The district partnered with the MA District Attorney and the Tewksbury Police Department hosting a mandatory presentation event on making good choices; students and parents must attend in order to attend the junior prom.

### **Ms. Regan Presented the Assistant Superintendent's Report:**

Ms. Regan reported the district is in the process of being audited on our Title I and Title IIA grants relating the Massachusetts Department of Elementary and Secondary Education are monitoring and reviewing programs and how the funding is used.

Ms. Regan reported the kindergarten registration process was interrupted with snowstorms relating it has been rescheduled to March 12th with an evening registration rescheduled to March 22nd. Ms. Regan reported that both extended day and integrated preschool programs are full and the district has a wait list.

### **Ms. Matthews presented the Director of Business Services Report:**

Ms. Matthews thanked the district custodians for helping with snow removal. She reminded the community that the Finance Committee meeting will be held tonight at 8:00 p.m. at the Town Hall relating they will review the district's budget.

## **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 to approve the Consent Agenda as presented, second by Ms. Bennett.

## **CONSENT AGENDA**

### **Correspondence**

- a. Request to State Legislators to Support Circuit Breaker Budget Request
- b. Seal of Biliteracy Pathway & Program Awards

### **Enrollment Update**

March 1, 2018

### **Monthly Expenditure Report**

None

### **Personnel Items**

**New Hires:** Greg Marshall (\$19,549 *prorated*), Classroom Instructional Aide, Tewksbury Memorial High School effective February 5, 2018; Taylor Moyette (\$49,629 *prorated*), Special Education Teacher, John Wynn Middle School, effective January 29, 2018; Lindsay Goldman (\$19,549 *prorated*), Classroom Instructional Aide, John Wynn Middle School, effective January 22, 2018; Mary-Ann Nichols (\$32.04/hr.), Part-time Clinical Instructor for the CNA Program at Tewksbury Memorial High School, effective February 14, 2018; James Dooley (\$20/hr. up-to 8 hrs/day), Building Security Monitor at Tewksbury Memorial High School, effective February 7, 2018

**Transfers:** None

**Retirements/Resignations/Terminations:** Marjorie Jean Chan, 6th Grade Social Studies Teacher, John Ryan Elementary School, effective June 30, 2018; Meghan Ashley, Classroom Instructional Aide, Heath Brook School, effective February 16, 2018; Linda Barrile, Clinical Instructor for the CNA program at Tewksbury Memorial High School, effective February 16, 2018; Ellen Blash, Classroom Instructional Aide, Tewksbury Memorial High School, effective February 22, 2018; Tim Doherty, Building Custodian, Tewksbury Memorial High School, effective February 27, 2018; Travis Dobbin, Building Custodian, Tewksbury Memorial High School, effective February 26, 2018; Stephanie Danskin, Classroom Instructional Aide, North Street School, effective March 12, 2018

**Appendix B - Coach Position:** None

**Acceptance of Donations/Gifts:** None

**Fundraisers/Raffles:** North Street/Dewing PAC Second Semester Fundraising/Event Calendar, January 2018-June 2018; Dewing School PAC Penny Wars fundraiser March 19-March 23, 2018, proceeds to support ongoing PAC efforts; TMHS Theater Company Open Mic fundraiser, March 23, 2018 and April 6, 2018, proceeds used for costumes for the upcoming performance of Jekyll & Hyde.

## **COMMITTEE REPORTS**

### **Elementary School Building Committee**

Mr. Francis, provided an update of the Elementary School Building Committee relating the Committee held a project kick-off meeting with the MSBA on February 28th at the Trahan School. Their next meeting will be held on March 15th at the Town Hall, 6:00PM.

As we move forward with the project, security and safety is important for the new building and we have discussed this with the MSBA. There will be a community meeting on March 27th. The hope is to get this to a Town vote at the May 2019 Town Meeting and open the building in August 2022.

### **Tewksbury Education Foundation**

Ms. Bennett reported that TEF is working with district's faculty to procure items for 21st Century Learning tools. TEF will attend the School Committee meeting on March 21st to present a check from proceeds received from the Silent and Live Auction to the Tewksbury Public Schools.

### **Wellness Advisory Committee**

Mr. Sullivan reported the next meeting will be held on Monday, March 19th.

## **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 Second and Final Reading. **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; **IHA1** - 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 recommends the School Committee approve the 25 policies as presented. Mr. Francis moved, seconded by Mr. Sullivan to approve the 25 policies as presented. All Aye. No opposed. Unanimous Vote. Motion Carried 5-0.

## **OLD BUSINESS**

### **Next Generation MCAS Update**

Ms. Regan reported on the MCAS testing and online testing relating parents have received helpful links and the district is testing our infrastructure. She reported the TMHS 10th grade students will take the ELA Legacy MCAS assessment on March 27th and March 28th adding that teachers are preparing for the assessment as well.

**2018-2019 School Calendar** - Ms. Regan reported the 2018-2019 School Calendar is presented for approval to the School Committee. She reported the Chain of Communication has been reviewed and updated Ms. Regan recommends the School Committee vote to approve the Calendar and Chain of Communication. A footnote will be made stating that approval is pending negotiations and possible changes to the Professional Development days.

Mr. Francis moved, seconded by Ms. Bennett, to approve the 2018-2019 School Calendar and Chain of Communication. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

### **2018 Ginsburg Family Award Nomination Form (Deadline March 23, 2018)**

Mr. Malone reported the district is still accepting nominations for the Ginsburg Family Award through March 23, 2018.

## **NEW BUSINESS**

### **TMHS French Textbook Series Recommendation**

Ms. Regan reported she supports the recommendation of the purchase of the French textbook D'accord. She reported that the School Committee will be asked to vote on of the purchase and implementation of the French textbook series D'accord at the April 11th meeting. Ms. Regan reported the textbook will be on display for the next two weeks in the Curriculum Office. Ms. Bennett requested a quote of the actual purchase and number of French textbooks requested.

### **Autism Curriculum Encyclopedia (ACE) Pilot Program**

Ms. Regan reported that this is informational only and no vote is needed tonight. The Director of Student Services and the Assistant Director will reschedule the community presentation of the ACE Curriculum program. The School Committee will be asked to vote to implement the program at the April 11th School Committee meeting.

Ms. Polimeno requested that the School Committee be informed of when the ACE Curriculum presentation will take place.

### **March 6, 2018 Half-day Professional Development & Workshop Schedule**

Ms. Regan reported on the Professional Development day giving *Hats Off* and acknowledgment to the Math Coaches and the Special Education team for providing PD to the staff.

### **Superintendent Mid-Year Review**

Ms. Polimeno presented the Superintendent's Mid-year Review relating this is a snapshot and a formal review will be conducted later in the year. Ms. Polimeno will set-up the timeline for the Superintendent's formal evaluation and will present it at the next meeting.

## **SCHOOL COMMITTEE MATTERS OF INTEREST**

Mr. Sullivan and Ms. Polimeno wished the Girls Ice Hockey Team good luck at the State Championship game at the TD Bank Garden. Mr. Francis reported on the NHS event and stated he enjoyed reading at the North Street and Trahan Schools. Ms. Polimeno offered congratulations to the NHS inductees and current members. She would like to invite the Girls Ice Hockey team to a future School Committee meeting.

## **FUTURE MEETINGS**

March 21, 2018

## **FUTURE AGENDA ITEMS**

### **ADJOURN**

At 7:15 p.m., School Committee meeting with a motion from Mr. Francis, seconded by Mr. Sullivan. All Aye. Unanimous Vote. Motion carried 5-0.