

**Tewksbury School Committee
Regular Meeting #15
Wednesday, June 13, 2018
Tewksbury Memorial High School, Library
320 Pleasant Street, Tewksbury**

SCHOOL COMMITTEE MEMBERS PRESENT

Krissy M. Polimeno, Chairperson
Arthy S. Bennett, Vice-Chairperson
James A. Cutelis, Clerk
Dennis G. Francis, Member
Keith M. Sullivan, 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 June 13, 2018 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. for a Regular School Committee meeting.

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

At 6:55 p.m., Mr. Sullivan 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

At 7:01 p.m., Ms. Polimeno announced that the June 13, 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. Rosalyn Impink was present recording the meeting

PLEDGE OF ALLEGIANCE

Ms. Polimeno asked the honored guest to lead the School Committee in the Pledge of Allegiance.

RECOGNITION

2018 TPS Retirees

Mr. Malone presented the 2018 Tewksbury Public Schools' retirees to the School Committee and the community commenting on how much the district appreciated their service. The School Committee presented the retirees with a clock for their years of service. The TTA honored the retirees presenting them with a gift. Ms. Polimeno addressed the retirees thanking them and inviting them to come back to substitute for the district.

**Approved
July 25, 2018**

Dewing School Poster Contest Winners

Mr. Malone introduced Ms. Fuller to present the three winners of the Dewing Elementary School poster contest on Core Values, Respect, Responsibility, and Safety. Ms. Fuller helped the girls display their posters for the School Committee and the community. Jenna Cole created a poster on Hallway Safety, Lilah Fitzpatrick created a poster on Respect in the Classroom, and Maddie Gamin created a poster on Respecting Others. On behalf of the School Committee, Mr. Sullivan read and presented Jenna, Lilah and Maddie with a Resolution of Recognition.

Roberta Waldrip MA School Nutrition Association/Northeast Employee of the Year

Mr. Malone introduced Roberta Waldrip, a member of the Tewksbury Food Services department announcing that Roberta received the Massachusetts School Nutrition Association and the Northeast Employee of the Year award. Ms. Mugford, Director of Food & Nutrition Services, congratulated Ms. Waldrip. President, current and past, of the MA Nutrition Association, presented her with flowers for all she does. On behalf of the School Committee, Mr. Cutelis read and presented Ms. Waldrip with a Resolution of Recognition.

STUDENT REPRESENTATIVE

Grace Morris, Student Council Member to the School Committee, presented the Notes From Tewksbury Memorial High School:

- Best Buddies fundraiser this past Saturday was a huge success at Wamesit Lanes. They would like to thank the McLarens and Wamesit Lanes, Marc Ginsburg and the Tewksbury Country Club, Bruce Taylor and Wicked Corn Hole, and the Polimeno's and Dugan families for their constant support. They are looking forward to next year.
- NHS is wrapping up the year with their members thinking about their Personal Service Projects and continuing their tutoring up until final exam week.
- SAAD is wrapping up the year as they chose two new presidents for the upcoming school year.
- ECHO is participating in the Walk for Life this Friday night. Each member participant raised at least \$100 to go towards cancer research.
- DECA named new officers for the 2018-2019 school year: President, Ryan Bennett; Vice-Presidents, Marissa Ladderbush and Christian Erbetta; Treasurer, Victoria Schille; Secretary, Colby Brown; Social Media Coordinators, Kevin Carroll, Rebecca DeFrancesco and Competition Prepper Mihir Bagul. They are out in the community helping out at baseball games and looking forward to a great start for next year.
- Student Council is working on the fall Sports Program and looking ahead.
- Chess Club promoted their club at Step-up Day and are hoping to get new members.
- Book Buddies had a huge success at the Dewing and North Street Schools and are ready to start next year.
- International Club raised \$400 for a new trash receptacle for the Town by holding breakfasts and car washes. Their last car wash will be this Saturday at MVP.
- Peer Leadership helped out at Step-up Day by providing volunteers to help with tours of the high school, introducing the incoming freshmen to different clubs and activities at the high school, and by talking about their high school experiences to help incoming freshmen.

Mr. Francis gave hats off to Mr. Aylward and his team bringing the Best Buddies fundraiser together at the Wamesit Lanes.

PRESENTATIONS

Senior Project Recap & Student Recognition

Mr. O'Leary provided an overview of the Senior Project relating that 115 students participated in the program supported by 42 staff advisors. Mr. O'Leary gave the team an opportunity to comment on the project and students Geo Champa and Hope McKenzie presented their Senior Project. On behalf of the School Committee, Mr. Francis presented the Senior Project Team with a Resolution of Recognition. The School Committee members commented on the presentations and the enthusiasm and passion the students had of their project.

Mr. Malone requested the School Committee move New Business items 1, 2, 3 and 5 out of order on the agenda.

Mr. Francis moved, seconded by Mr. Sullivan to move New Business items 1) Recommendation to Approve TMHS Student Handbook, 2) Recommendation to Approve John Wynn Middle School Student Handbook, 3) Recommendation to Approve John Ryan Elementary School Handbook, and 5) Recommendation to Approve Administrator Contracts out of order on the agenda. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Tewksbury Memorial High School Student Handbook

Ms. Polimeno asked if there were any comments or questions from the School Committee members. Seeing none, Ms. Polimeno asked for a motion to approve the high school Student Handbook.

Mr. Francis moved, seconded by Ms. Bennett, to approved the 2018-2019 TMHS Student Handbook.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

John W. Wynn Middle Student Handbook

Ms. Polimeno asked if there were any comments or questions from the School Committee members. Seeing none, Ms. Polimeno asked for a motion to approve the Wynn Middle School Student Handbook.

Mr. Sullivan moved, seconded by Mr. Cutelis, to approve the 2018-2019 John Wynn Middle School Student Handbook.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

John F. Ryan Elementary School Student Handbook

Ms. Polimeno asked if there were any comments or questions from the School Committee members. Seeing none, Ms. Polimeno asked for a motion to approve the Ryan School Student Handbook.

Mr. Sullivan moved, seconded by Mr. Cutelis, to approve the 2018-2019 John Ryan Elementary School Student Handbook.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

Tewksbury Public Schools Administrative Contracts

At the recommendation of Mr. Malone, Mr. Cutelis moved, second by Mr. Francis, to approve a three year contract extension between the Tewksbury Public Schools and Terry Gerrish, Principal of the Loella F. Dewing Elementary School, beginning July 1, 2018 through June 30, 2021.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

At the recommendation of Mr. Malone, Ms. Bennett moved, second by Mr. Sullivan, to approve a three year contract extension between the Tewksbury Public Schools and Felicia Wettstone, Principal of the Heath Brook School, beginning July 1, 2018 through June 30, 2021.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

At the recommendation of Mr. Malone, Mr. Francis moved, second by Mr. Sullivan, to approve a three year contract extension between the Tewksbury Public Schools and Richard Pelletier, Director of Student Services, beginning July 1, 2018 through June 30, 2021.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

Elementary School Building Committee Update

Mr. Francis, Chairman of the Tewksbury Elementary School Building Committee (ESBC), introduced Peter Collins, Project Manager, Heery Int'l., and Kent Kovac, Project Architect, Flansburg Architects. Mr. Collins and Mr. Kovac addressed the School Committee presenting an update of where we are with the new elementary school building project. Mr. Collins reported that the district is working collaboratively with the Massachusetts School Building Authority (MSBA) relating the state agency provides grant funding for schools. He reported the district is in the Feasibility and Design portion of the project. Mr. Kovac presented the three main steps of phase one, relating that we have completed the PDP, interviewed faculty and staff, and collected information. He reported that the 1500 page report was submitted to MSBA for review. The Trahan School is the project MSBA wants to understand. We have completed the first phase and are finalizing options and evaluating the schematic design and have looked at seven design alternatives. Mr. Collins went through the timeline to submit the Preferred Schematic Report (PSR). He reported that the MSBA will take a formal vote and let the district know the grant funding towards the project. The School Committee asked questions about the funding percentage.

Mr. Collins and Mr. Kovac discussed the three feasibility options for a school stating that regardless of the size of the school, the move-in date will be June 2022. Mr. Kovac presented the three options: Option 1) 50% district-wide grades 3 & 4 - 265 students; Option 2) 100% district-wide grades 3 & 4 - 525 students; Option 3) 100% district-wide grades 2, 3, & 4 together for a total of 790 students, district-wide. The district is waiting on MSBA for their input. Mr. Kovac reported that the Central Office is included in both options 2 and 3 however we would need MSBA approval. Mr. Kovac pointed out the square footage of the schools relating that everything the district has requested is incorporated. He pointed out that if the MSBA does not approve the Central Office and an increased size of the gym the district would be responsible for the additional costs.

Mr. Kovac and Mr. Collins responded to questions from the School Committee. They stated that Option 1 would not serve the community relating that Option 2 and Option 3 remain.

The Committee discussed Option 3 at the Ryan School site and the traffic on Pleasant Street. There will be a Community meeting on Wednesday, June 20 at 6:00PM, at the North Street School, to discuss the two options and a decision must be submitted to the MSBA by July 3, 2018.

Ms. Polimeno requested to take Old Business Item #3, Recommendation to Approve District-wide Grade 2, 3, and 4 Reconfiguration Vote, out-of-order.

Approval of District-wide Grades 2, 3, and 4 Reconfiguration

Mr. Francis moved, seconded by Ms. Bennett, to authorize the Elementary School Building Committee to look at the reconfiguration option of a grade 2, 3 & 4 elementary school.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

Mr. Malone and Mr. Francis remarked that once the decision on configuration is made, more community members will get involved.

CITIZEN'S FORUM

Ms. Polimeno inquired if there was anyone in the audience wishing to speak on any item on the agenda. Seeing none, Ms. Polimeno asked for a motion to approve the minutes.

APPROVAL OF MINUTES

Mr. Cutelis moved, seconded by Mr. Francis, to approve the May 16, 2018 Regular Meeting minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Mr. Cutelis moved to approve the payroll period ending May 17, 2018, to be approved and certified in the amount and categories as shown (\$1,337,529.36), seconded by Mr. Francis.

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

Mr. Cutelis moved to approve the payroll period ending May 31, 2018, to be approved and certified in the amount and categories as shown (\$1,333,100.61), seconded by Mr. Francis.

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

SUPERINTENDENT REPORTS

Mr. Malone Presented the Superintendent's Report:

- ALICE Drills were conducted at the Wynn Middle School and Tewksbury Memorial High School, thanking the Tewksbury Police Department. He reported a new ALICE video will be placed on the district website and the district will continue to train with the Tewksbury Police Department.
- The Wynn Middle School will participate in a National Standardized Test relating that this is a great opportunity for the school.
- *Hats Off!* to the students participating in the Special Olympics reporting that students from the Ryan School and the high school participated in multiple events. Mr. Malone would like to see the event expand throughout the district.

Ms. Regan Presented the Assistant Superintendent Report:

- Congratulations to the successful completion of the Online Next-Generation MCAS assessments stating the success is due to our teachers, the technology team, and the students.
- Seal of Biliteracy recognition is on the Consent Agenda. Ms. Regan pointed out that nine students at TMHS received the Seal of Biliteracy. She related that in order to receive the recognition a student must be proficient in at least two languages. Ms. Regan reported that one student is proficient in ELA and Chinese and eight are proficient in ELA and Spanish.
- Ms. Regan point out that a donation to the Ryan School in the amount of \$9,000 from the Corning Corporation for a STEAM Lab is on the Consent Agenda.
- Two teachers have been shifted to the position of STEM Literacy teacher.
- In response to parent needs, the Community Services shifted some summer programming. If you need more information please call the Community Services Office. Ms. Regan related the Summer Programming brochure is on-line.

Ms. Matthews Presented the Director of Business Services Report:

- The Maintenance staff is getting geared-up for summer projects, carpet is being installed at the Ryan School and the Center School, we have a bid out for heating controls at the Wynn Middle School and Ryan School, there are roof bids out for the Ryan School, Wynn Middle School, and a little work at the Heath Brook School.
- We are getting ready for the End of Year report and contacting vendors to get all outstanding bills in.

Ms. Polimeno inquired if the district will be utilizing free-labor for summer work and if so, please message the information out to the schools and inform the Summer Program.

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, seconded by Ms. Bennett moved to approve the Consent Agenda as presented. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Correspondence

TMHS Students Awarded Seal of Biliteracy

Enrollment Update

None

Personnel Items

New Hires: Lauren Cooper (\$57,721), Reading Specialist, Trahan School effective August 27, 2018; Sydney Doherty (\$49,629), Grade 1 Teacher, Dewing School effective August 27, 2018; Kelly Mahoney (\$57,721), Special Education Teacher, North Street School effective August 27, 2018; Dylan Malynn (\$69,312), Physics Teacher, Tewksbury Memorial High School effective August 27, 2018; Joel Mignault (\$45,935), Physical Education/Health Teacher effective August 27, 2018; Margaret Murray (\$64,118), Computer/Instructional Technology Teacher effective August 27, 2018; Brooke Pacheco (\$49,629), Physical Education/Health Teacher effective August 27, 2018; Maegan Parker (\$78,690), K-6 Math Coach, District-wide effective August 27, 2018; Jay Zimmerman (\$55,182), Library Media Specialist, Tewksbury Memorial High School effective August 27, 2018;

Appendix B Co-Curricular:

John Ryan Elementary School

Fifth Grade Team Leaders: Christine Cremin, Kaitlin Magsarili, Brittany Roberts, Robert Shirkoff

6th Grade Team Leaders: Kathleen Anderson, Charlaine Melly, Jennifer Mrozowski

Art Show: Melissa Lane

Elementary Music: Timothy Olevsky

Bell Ringers: Marguerite Weidknecht

ELE Head Teacher: Karen Hodgson

Appendix B Athletics: None

Transfers: Andrea MacMullin, Ryan Elementary School, from position of Reading Teacher to the position of Grade 6 English Language Arts Teacher, effective August 27, 2018; Rose Curley, Ryan Elementary School, from the position of Reading Teacher to the position of Grade 6 Social Studies Teacher, effective August 27, 2018

Retirements/Resignations/Terminations: Lindsay Appleby, Visual Art Teacher at the John Wynn Middle School, effective June 30, 2018

Acceptance of Donations/Gifts: Donation of \$9,000.00 to the Tewksbury Public Schools from the Corning Incorporated Foundation to support STEAM Lab/Maker Space for the Ryan School.

Fundraisers/Raffles: None

COMMITTEE REPORTS

Elementary School Building Committee

Moved up on the agenda.

Tewksbury Education Foundation

Ms. Bennett thanked Ms. Polimeno for running the Annual Spelling Bee held on Monday and Tuesday. Ms. Bennett offered many thanks to Sharon Pierce, all the judges, and Nicole Boc for volunteering to help.

Ms. Bennett congratulated the first place winners of the 2018 TEF Annual Spelling Bee:

Fourth Grade First Place - Sam Berry

Fifth Grade First Place - Ella Macallister

Sixth Grade First Place - Noah Healey

Seventh Grade First Place - Ava Paquette

Ms. Bennett reported the next TEF meeting will be held on June 19th relating they will be discussing the Casino Night fundraiser scheduled in November adding that everyone is welcome to attend.

Wellness Advisory Committee

Mr. Sullivan reported that the Wellness Advisory Committee met on May 21, 2018. He reported that the Bike Rodeo was held on June 3rd and was well attended. Mr. Sulilian thanked the students for coming out and helping with the event relating that Officer Welch was much appreciated.

POLICY CHANGES, PROPOSALS, AND ADOPTION

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Review and/or Revise as a Result of Legal Changes, Changes in Practice, or

Updating of Language to Reflect Modern Needs on Second & Final Reading: IK - Student Progress Reports; IKF -

Graduation Requirements; IMG - Animals in School; JCA - Assignment of Students to School; JEB - Entrance Age;

JFBB-1 - School Choice; JHD - Exclusions and Exemptions from School; KDBI; JICH - Alcohol Drugs and Tobacco;

JII - Student Complaints and Grievances; JJH-R - Travel Regulations; JRA - Student Records; KBBA - Non-Custodial

Parents' Rights; KCD - Public Gifts to School; - Public's Right to Know; KDD - News Media/News Releases; KE -

Public Complaints; KHB - Advertising Schools; KI - Visitors to School; LDA - Student Teaching and Internships

Ms. Bennett moved, seconded by Mr. Francis, to approve the policies as presented on second and final reading. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

OLD BUSINESS

Superintendent Evaluation Timeline

Ms. Polimeno reported the Superintendent Evaluation Timeline has been updated and the School Committee members have been meeting with Superintendent Malone.

TMHS Grade 10 English Textbook

Ms. Regan recommends the School Committee move to approve the purchase of the Grade 10 English textbook, *StudySync Reading & Writing Companion* with online materials, to be implemented in the 2018-2019 school year, in the amount of \$18,491.25.

Mr. Sullivan moved, seconded by Mr. Cutelis, to approve the purchase of the Grade 10 English textbook, *StudySync Reading & Writing Companion*, and online materials, in the amount of \$18,491.25.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote.
Motion carried 5-0.

NEW BUSINESS

TMHS Student Handbook

Moved up on the agenda.

2018-2019 School Calendar Updated Draft

Ms. Regan reported that in response to parent and staff needs, the calendar has been revised to shift some Professional Development days to Fridays. Ms. Regan recommends the School Committee move to approve the updated 2018-2019 School Calendar. She reported that the Chain of Communication has been reviewed and will be updated to reflect staff changes.

Mr. Francis moved, second by Ms. Bennett, to approve the revised 2018-2019 School Calendar.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote.
Motion carried 5-0.

2018 Summer School Program and School Supply List

Ms. Regan reported on the 2018 Summer School Program relating this is an informational item and is to benefit parents and students. She reported that in the effort to increase student non-fiction reading, the schools have added more choices, the criteria is listed in the program along with additional information. Ms. Regan reported the School Supply lists have been posted on the district and school websites.

Valley Collaborative Board of Directors Appointment

At the recommendation of Ms. Polimeno, Mr. Francis moved, seconded by Ms. Bennett to appoint Superintendent Malone to the Valley Collaborative Board of Directors for the period of July 1, 2018 through June 30, 2019.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote.
Motion carried 5-0.

Out-of-District Special Education

Ms. Matthews reported the district worked with Chelmsford and Billerica putting together a proposal for Out-of-District Special Education transportation costs. She reported that Trombly Motor Coach was awarded the contract relating they matched the current price and the districts have extended the contract for five years.

Ms. Matthews answered questions from the School Committee. Mr. Malone thanked Mr. Libby and Ms. Matthews for their work and the cost savings.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote.
Motion carried 5-0.

Out-of-State Travel - Athletic Department

Ms. Polimeno asked the School Committee if they had any questions regarding the TMHS Athletic Department Out-of-State travel. Seeing none, Mr. Sullivan moved, seconded by Ms. Bennett to approve the 2018-2019 Out-of-State Athletic Department travel as presented.

Roll Call Vote - Voting Yes: Mr. Sullivan, Ms. Bennett, Mr. Cutelis, Mr. Francis and Ms. Polimeno. Unanimous Vote. Motion carried 5-0.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Sullivan congratulated Dina Mancini, Ann Secor, Pat Ricardo, and Maureen Castiglione on their re-election and their service to the Tewksbury Special Education Parent Advisory Committee (SEPAC). The last SEPAC meeting will be held on June 21st at TMHS with a *Meet and Greet* at 6:00PM and the meeting at 6:30PM. Mr. Sullivan reported the Tewksbury Youth Baseball team, the Chiefs (10 year olds), made it to the semi-finals. Mr. Sullivan gave a *shout-out* to the DECA members who went to the baseball field to work concessions so parents could watch their children play.

School Committee members wished the students a good summer, reminding them to read. Mr. Francis thanked the Veterans Administration for organizing the Memorial Day celebration and for giving him the opportunity to speak at the event.

FUTURE MEETINGS

July 25, 2018

FUTURE AGENDA ITEMS

None

ADJOURN

At 9:17 pm, Ms. Polimeno adjourned the June 13, 2018 School Committee meeting with a motion from Mr. Francis seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.