

**Tewksbury School Committee
Regular Meeting #1
Wednesday, July 12, 2017
Tewksbury Memorial High School, Library
320 Pleasant Street, Tewksbury**

SCHOOL COMMITTEE MEMBERS PRESENT

Kristen 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, Business Manager

CALL TO ORDER

Ms. Polimeno called the July 12, 2017 Regular School Committee meeting to order at 6:32 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 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 6:55 p.m., Mr. Francis 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.

At 7:00 p.m., Ms. Polimeno called the July 12, 2017 meeting to order.

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. The media was not present.

APPROVED 8/16/2017

PLEDGE OF ALLEGIANCE

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

RECOGNITION

Tewksbury Public Schools 2017 Retiree - June Fowler, John R. Ryan Elementary School

Ms. Regan introduced June Fowler, secretary at the Ryan Elementary School, relating that Ms. Fowler began working for the Tewksbury Public School thirty-six years ago. She reported that Ms. Fowler began her career at Tewksbury Memorial High School in the cafeteria and has been at the Ryan School since 2000 as a twelve-month secretary. The School Committee presented Ms. Fowler with a clock for her years of service with the Tewksbury Public Schools.

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

None

PRESENTATIONS

Tewksbury Public Schools New Website Design – Stackr

Tom Stirling presented the new Tewksbury Public Schools' web design (by STACKR) relating the current website was outdated, non-responsive, hard to navigate, and difficult to view on mobile. The new website will be mobile friendly, include mega menus, easy to update, has an advanced layout editor, and an interactive calendar system which syncs with Google Calendar. Mr. Stirling highlighted additional features relating it is powered by Wordpress and is a multi-site network. Mr. Stirling entertained questions and comments from the School Committee. Mr. Malone reported the district and principals will continue to upload the needed information into the website relating the launch date will take place in two to four weeks.

Student Services Programming, Partnerships, Co-Teaching & Mid-Cycle Year Review – Rick Pelletier, Director of Student Services

Mr. Pelletier addressed the School Committee presenting the Mid-cycle review findings reporting that the Massachusetts Department of Elementary and Secondary Education (DESE) deemed the district is in full compliance. Mr. Pelletier reported on the Extended School Year Services (ESYS) four week Summer Programs including the Pre-K Academic Program, K-8 Academic Program, Bridge Program, the Middle School Program, the high school's Alternative Program, and the Services Only Program for OT, PT, and SLP. He reported on the five-week programs reporting on the DLC Program for PK-8 and the Summer Progression Program partnering with the Paul Center. He reported the district is working with WestEd Consultation and district has achieved the goal to create an in-district Behavior Support Services. Mr. Pelletier reported that the achievements accomplished this year in the Student Services programming has been substantial and could not have been possible without the participation, support, and assistance of teaching faculty, Aides, Delta-T Aides, related service providers, administrators, and the support of the community, the Town of Tewksbury, and the School Committee. Mr. Pelletier entertained questions and comments from the School Committee. The School Committee commended Mr. Pelletier for the great things going on in the Special Education Department.

Community Services Preschool Expansion to Dewing – John Lyons, Director of Community Services

Mr. Lyons addressed the School Committee reporting on the preschool expansion at the Dewing Elementary School relating the Community Services Department conducted preschool programs at multiple schools. He reported that in the past four years enrollment has increased from four students to 125 schools at both the Heath Brook and the Dewing School. He related that the program grew this year without advertisement. There are over 100 students registered for the Heath Brook preschool this year. Mr. Lyons had been asked to offer a program at the Dewing School, 25 registered right away and the program was capped at 28. Mr. Lyons reported that the program enrolls 25% of all eligible preschoolers in Tewksbury according to the most recent census. He reported that the Community Services will be able to offer full-day and half-day programs. Every student will be involved with the new online student assessment system aligned with the state standards. Mr. Lyons entertained questions and comments from the School Committee.

Mr. Lyons reported that the preschool program is a tuition-based program and this year the Dewing School's preschool students received a reduced rate. He related that space will be a limitation for growth in the preschool program which would provide a great opportunity for the new building project, if we could an early childhood center. Ms. Polimeno wants to consider if the district could hire full-time staff for the preschool program.

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 June 14, 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 June 15, 2017 to be approved and certified in the amount and categories as shown (\$1,335,118.15), 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 Lump Payroll period ending June 21, 2017 to be approved and certified in the amount and categories as shown (\$625,509.55), seconded by Mr. Francis.

Roll Call Vote - Voting Yes: Ms. Bennett, Mr. Francis, Mr. Sullivan and Ms. Polimeno. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

Mr. Sullivan moved to approve the payroll period ending June 29, 2017 to be approved and certified in the amount and categories as shown (\$1,262,989.07), 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

Summer Activities and Projects

Mr. Malone reported on the summer activities and projects relating we are working on a new roof at maintenance shed and we are anticipating the new boiler project at the North Street. Mr. Malone reported the district has a new outside custodian, Mr. Tucker.

Staffing

Mr. Malone announced the new North Street School Principal, Karen Cronin, relating that Tewksbury is fortunate to have her and will support her needs. He reported the district will hire a teacher for a new DLC classroom at the Dewing School adding that the district has hired twenty-seven (27) new teachers and aides adding that there are still five new teacher openings for the 2017-2018 school year.

Tewksbury Police Department

Mr. Malone reported the district is working with the Tewksbury Police Department as they use the schools for an active shooter exercises.

Mr. Malone reported that Mr. Lyons is working with the Town Crier to write press releases to spotlight new staff at the Tewksbury Public Schools.

Valley Collaborative

Mr. Malone reported that the Valley Collaborative will return money back to the member districts announcing that Tewksbury Public Schools will receive approximately \$294,000 from the Valley Collaborative. Mr. Malone reported that the district has instructed the Valley Collaborative to re-apply the funds to tuition and 45- day placements.

MASS Conference

Mr. Malone Reported that he and Ms. Regan will attend the MASS Summer Conference in Falmouth next week.

SBIRT

Mr. Malone reported that the district will be sending parents a letter regarding SBIRT in the next couple of weeks.

Assistant Superintendent Report

Ms. Regan presented the Tewksbury Memorial High School Larrabee Library's 2017 Annual Report.

Ms. Regan reported that graduating seniors and alumni are coming back to help at Tewksbury Memorial High School.

SEI Endorsement

Ms. Regan reported on the Sheltered English Immersion course relating that the district needs to put a system in place to monitor who has received the SEI endorsement and who is need of the endorsement. She reported that the district currently has eight core teachers that need the endorsement. Ms. Regan reported that the Tewksbury Public Schools is now an approved provider of the SEI endorsement training and will offer the course in the Fall.

Ms. Regan reported that the district needs to upgrade and provide updated technology in the classrooms relating that teachers will received some two hundred ChromeBooks. She also reported that at the K-4 level there will be 365 iPads going to students. Ms. Regan reported the Digital Learning staff have committed to provide summer Professional Development and during the school year to provide instruction on how to use the devices. She stated that next year, grades 3-8 will conduct MCAS online.

Ms. Regan highlighted a new internship that has been brought to the high school, offered through Thermal Fisher. She reported that three students from Tewksbury Memorial High School have received internships with Thermal Fisher.

Business Services Director

Ms. Matthews reported the district had a surplus of 1.1 million dollars at end of the fiscal year. She reported on the areas which impacted the surplus relating that the funding has rolled over. Ms. Matthews reported the district discussed the surplus with the Town Manager and Finance Committee relating the a portion of the funding will be used towards instructional technology and safety and security at the schools with half of the funding to be returned to the Town.

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. Ms. Bennett thanked the Ryan School PAC for their donation of HP Stream sand Mr. Maclaren for the new staging to be used throughout the district.

Mr. Francis moved, seconded by Ms. Bennett, to approve the Consent Agenda as presented. Mr. Cutelis abstained. 4-0-1.

CONSENT AGENDA

Correspondence

- a. Tewksbury Memorial High School's Larrabee Library 2017 Annual Report
- b. Valley Collaborative Spring 2017 Newsletter

Enrollment Update

None

Monthly Expenditure Report

None

Personnel Items

New Hires: Cheryl Barnes (\$14,941), Kindergarten Classroom Aide, Dewing Elementary School, effective August 28, 2017; Stacey Finnegan (\$14,941), Kindergarten Classroom Aide, Dewing Elementary School, effective August 28, 2017; Melissa Gorman (\$69,312), Grade 4 Teacher, North Street School, effective August 28, 2017; Katelyn Lamoureux (\$57,721), District-wide ESL Teacher, effective August 28, 2017; Christine Mitchell (\$19,549), Classroom Instructional Aide, Dewing Elementary School, effective August 28, 2017; Sarah Sullivan (\$27,089), 10-month Secretary, John Wynn Middle School, effective August 21, 2017

Transfers: Maria McLaughlin (\$44,611), 12-month Secretary, John F. Ryan Elementary School, effective July 1, 2017

Retirements/Resignations/Terminations: Lindsay Cahill, Kindergarten Classroom Aide, Loella F. Dewing Elementary School, effective June 21, 2017; Paula Curtin, Classroom Instructional Aide, North Street School, effective June 21, 2017; Jennifer Dwyer, Guidance Counselor, John Wynn Middle School, effective June 30, 2017; Daniel McGrath, Classroom Instructional Aide, Tewksbury Memorial High School, effective June 21, 2017; Joel McKenna, Special Education Teacher, Tewksbury Memorial High School, effective June 21, 2017; Kathryn Palladino, English Language Arts Teacher, Tewksbury Memorial High School, June 30, 2017

Appendix B: None

Acceptance of Donations/Gifts: Ryan PAC donation of \$10,000 for the purchase of HP Streams at the John Ryan Elementary School; Donald MacLaren, Tewksbury Welding & Wamesit Lanes, donation of an Economy Executive Stage System, to the Tewksbury Public Schools.

Fundraisers/Raffles: Heath Brook/Trahan PAC Fall 2017 Calendar of Events; TMHS Class of 2019 fundraising events to support the Class of 2019, Long-sleeve T-shirt sale, September 11-September 29, 2017 and they will design and sell TMHS planners and agendas, August 30-September 29, 2017

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Francis reported the Elementary School Building Committee (ESBC) received final approval from the Massachusetts School Building Authority (MSBA) of Tewksbury's Owner's Project Manager (OPM), Peter Collins of Heery International. The sub-committee (of the ESBC) will meet on Monday to discuss educational programming in the new building, Mr. Collins is setting up site visits to area schools, and the next step will be to hire the architect.

Mr. Francis reported that on August 16, 2017 the new Building Committee will officially kick-off. Mr. Francis announced that Mr. Collins will be invited to the School Committee meeting on August 16, 2017. He reported that the ESBC is working with AnneMarie Stronach and the Finance Committee.

Tewksbury Education Foundation

Ms. Bennett thanked those that attended the Canobie Lake Park day relating the Tewksbury Education Foundation raised over \$275. Ms. Bennett announced that the TEF has begun collecting items for 2017 Silent & Live Auction.

Wellness Advisory Committee

Mr. Sullivan reported that the next Wellness Advisory Committee meeting will be held on September 18, 2017.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Mr. Malone reported that policy JICFB, Bullying Prevention (Bully Prevention and Intervention Plan) is presented on the Informational Reading. The Policy Committee recommends to adopt policy JICFB, Bullying Prevention, with no change. The policy aspects within the policy are straightforward and the Plan is always changing as we have to see what is needed and how to support the policy. The district is obligated to review the plan every two years and the district reviews the plan regularly. The policy was sent out to all sites for review relating there may be updates with respect to interventions by the next School Committee meeting.

Ms. Bennett reported that policy JICFB, Bullying Prevention is presented on the Informational Reading. The public is invited to weigh in on the policy and may contact members of the Policy Committee to submit feedback and/or edits.

OLD BUSINESS

Next Generation MCAS Update

Ms. Regan reported on the MCAS assessment window relating that the the district will continue to finesse the window to accommodate parents.

2017 Superintendent Evaluation

Ms. Polimeno reported the School Committee annually reviews the Superintendent doing a combined summary evaluation. Ms. Polimeno reported that four School Committee members evaluated Mr. Malone relating that Mr. Malone met and exceeded the School Committee's expectations. She read the Superintendent's Evaluation Summary into the record. Ms. Polimeno recommends the School Committee approve a proposal to offer Mr. Malone a 2.5% salary increase for the 2017-2018 school year and to remove the life insurance and put the funds into an annuity.

Ms. Polimeno opened the meeting for School Committee comments on the proposal and evaluation. Mr. Sullivan explained that as a new School Committee member he did not feel he should evaluate Mr. Malone. Ms. Polimeno added that it is not uncommon that a newly elected person does not weigh in nor does the member who recently left the School Committee. The Committee members commended Mr. Malone for an excellent job this year.

Mr. Francis moved, seconded Mr. Sullivan, to approve an amendment to Mr. Malone's contract for a salary increase of 2.5% for the 2017-2018 school year and to remove life insurance and move the benefit allotment into an annuity.

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.

NEW BUSINESS

17th Annual Summer Professional Development Workshops & Course Descriptions

Ms. Regan reported that the 17th Annual Summer Professional Development Workshops and Course Descriptions are built on two items: 1) What teachers need for recertification and, 2) What teachers want in the summer. Ms. Regan reported the district dedicated \$30,000 (1,000 staff hours) to be put aside for curriculum development, updating our curriculum. The district is looking forward to developing the professional development for next school year.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mf. Sullivan reported on upcoming events relating that summer track is back on Thursday nights at Tewksbury Memorial High School, 6:00PM; the Tewksbury National Night Out will be held on August 1st at 4:30PM with a cookout, games, and a classic car show; the Summer Outdoor Concert series at the library will be held Mondays during July and August, and congratulations to Tewksbury's 9 and 10 year old National League District Baseball Team for winning the District 14 Championship.

Ms. Bennett remarked that she hopes everyone is doing their summer reading and AP homework.

FUTURE MEETINGS

August 16, 2017 SC/Administrators Workshop; August 16, 2017 Regular Meeting (7:00PM)

FUTURE AGENDA ITEMS

Invitations to upcoming School Committee meetings: 1) Students (3) who received the Thermal Fisher Internship, 2) Chris Stone and Kerry Quinn for running the free Summer Track Program, 3) New staff to September meeting and possibly the new principal.

ADJOURN

At 9:24 pm., Ms. Polimeno adjourned the July 12, 2017 School Committee meeting with a motion from Mr. Francis, seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.