

**Tewksbury School Committee
Regular Meeting #1
Wednesday, July 25, 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
David A. Libby, Business Manager

CALL TO ORDER

Ms. Polimeno called the July 25, 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.

Ms. Bennett moved, seconded by Mr. Sullivan, 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. 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 6:25 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.

ANNOUNCEMENT

At 6:36 p.m., Ms. Polimeno announced that the July 25, 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 was present recording the meeting.

PLEDGE OF ALLEGIANCE

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

**Approved
8/15/2018**

RECOGNITION

Introduction of Business Manager

Mr. Malone recognized Sheri Matthews, Director of Business Services, for her service to the Tewksbury Public Schools since 2014.

Mr. Malone congratulated Ms. Matthews on her appointment as the Assistant Superintendent of Business & Finance for the Weston Public Schools. On behalf of the School Committee, Mr. Francis read and presented Ms. Matthews with a Resolution of Recognition.

Ms. Matthews introduced and recognized Dave Libby for his appointment as the new Business Manager for the Tewksbury Public Schools. Mr. Libby addressed the Committee relating that he looks forward to the new position.

Ms. Polimeno gave accolades to Ms. Matthews stating that she will be missed.

At the recommendation of the Superintendent, Mr. Sullivan moved, seconded by Mr. Francis, to take New Business items 2) Three Year Contract Agreement Between the Tewksbury Public Schools and David Libby, Business Manager and item 3) Ratification of Labor Agreement Between the Tewksbury School Committee and AFSCME Council 93, Local 1703 (School Custodians & Maintenance) - 3 Year Agreement: July 1, 2018 through June 30, 2021, out of order.

NEW BUSINESS

Three Year Contract David Libby

Mr. Malone addressed the Committee presenting an overview of the process to select a Business Manager for the Tewksbury Public Schools and introduced Mr. Libby to the community. Mr. Malone reported that Mr. Libby has the professional ability to perform the position of Business Manager for the Tewksbury Public Schools.

At the recommendation of the Superintendent, Mr. Sullivan moved, seconded by Mr. Francis, to approve a three year contract agreement between the Tewksbury Public Schools and Dave Libby as the new Business Manager effective July 11, 2018 through June 30, 2021.

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.

Ratification of Labor Agreement

Mr. Malone reported the district has reached an agreement with the AFSCME Council 93, Local 1703, School Custodians and Maintenance Union, for a three year contract. He reported that Mr. Louis Gissetto and Jimmy Simkus were present on behalf of the Custodian/Maintenance Union.

Mr. Francis moved to approve an Agreement between the Tewksbury School Committee and the AFSCME Council 93, Local 1703 (School Custodians and Maintenance) for a three year contract beginning July 1, 2018 through June 30, 2021. Ms. Bennett seconded the motion.

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.

Ms. Polimeno invited the Custodians/Maintenance Union representatives to the table to sign the three year contract agreement.

STUDENT REPRESENTATIVE

None

PRESENTATIONS

None

CITIZEN'S FORUM

Ms. Polimeno inquired if there was anyone in the audience wishing to speak on any item on the agenda. Seeing noone, Ms. Polimeno moved to the approval of meeting minutes.

APPROVAL OF MINUTES

Mr. Cutelis moved, seconded by Mr. Francis, to approve June 13, 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 June 14, 2018, to be approved and certified in the amount and categories as shown (\$1,419,794.81), 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 Lump payroll period ending June 22, 2018, to be approved and certified in the amount and categories as shown (\$678,159.65), seconded by Mr. Francis.

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

Mr. Cutelis moved to approve the payroll period ending June 28, 2018, to be approved and certified in the amount and categories as shown (\$1,391,979.74), 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 July 12, 2018, to be approved and certified in the amount and categories as shown (\$189,334.24), seconded by Mr. Francis.

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

Mr. Cutelis moved to approve the payroll period ending July 12, 2018, to be approved and certified in the amount and categories as shown (\$901,963.35), seconded by Mr. Francis.

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

SUPERINTENDENT REPORTS

Mr. Malone Presented the Superintendent's Report:

- **Hiring Update:** 20 new teachers have been hired, three additional teachers are scheduled to meet with him this week and there are five more openings. The district has hired five new Classroom Instructional Aides and two custodians. Mr. Malone reported on changes in administration with Ms. Bosworth moving to the position of Assistant Principal at the Dewing School and Jay Harding was appointed Principal at the Trahan School.
- **Conference:** Mr. Malone reported that he and Ms. Regan attended the Massachusetts Association of School Superintendents (MASS) summer conference at the Cape.

- Mr. Malone reported that he brings back new elements for the implementation of technology in the classroom and had the opportunity to attend an element to review the Governor's budget proposal which may benefit the district in areas of school security and additional social workers and mental health workers.
- **Partnership:** Tewksbury continues to partner with the Tewksbury Police Department and the Town Manager on activities and funding and connect with Legislatures to see that they are in support of the funding.
- **Chapter 70 Funding:** Chapter 70 funding is now at the Senate Committee. The district has seen a decline in the past however Tewksbury may see an increase in funding over last year.
- **Budget Process:** Ms. Matthews will go over the summer projects this evening and the ways in which we can improve security in the district. He reported the district is still seeing benefits from Representative Miceli's work as we continue to make school security a priority for Tewksbury.
- **Admin Workshop:** The Administrator Workshop is scheduled for August 14th and 15th with the joint School Committee/Administrator Workshop scheduled on August 15th and ending with the Regular School Committee meeting at 7:00 p.m. that evening.
- **Athletic Hall of Fame:** On October 27th inductees to the TMHS Hall of Fame will take place at the Tewksbury/Wilmington Elks in which ten athletes will be inducted.
- **End of Year Reflection:** Discipline elements in the schools is the area of vaping at the secondary and middle school is a concern. The Tewksbury Police Department is taking it seriously and bringing events directly to parents. This is a priority for the TPD, the Attorney General, and the district.

Ms. Regan reported on the Federal Title grants the district has been awarded: Title 1 funding decreased last year and was up about \$5,000 this year to \$140,000, Title 2A up \$4,000 to \$73,000, the district does not qualify to receive funding for Title 3, and Title 4A, in the amount of \$3,400, has been re-designed to support students in after-school programs and effective use of technology. Ms. Regan thanked the School Committee for allowing her to attend the MASS summer conference reporting on the sessions she attended. Ms. Regan pointed out a couple of items on the Consent Agenda giving a *shout-out* to our teachers in the news, Lisa Bailey, Holly Germain, Jon DiPrima, and Sue Spollen.

Ms. Matthews presented an overview on technology upgrade and updates throughout the district and outdoor safety projects taking place over the summer. She reported that she had the opportunity to see the Ryan School's outdoor space classroom in the courtyard commenting on how nice it looks.

Mr. Libby presented an update of the summer projects the Maintenance Department has been working on throughout the district from installing air conditioners and new heating controls to roof and tile work, installing carpeting, painting, as well as installing wireless scoreboards, completing security updates in school vestibules, new directional signage at the high school, and work on the fields.

Ms. Polimeno extended thanks to all that have done the work and asked that the district message out to the community about the improvements in the gyms.

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

- a. Augmented Reality at the Wynn School
- b. Sparking Interest in STEM Careers in (Middle School) the John Ryan School

Enrollment Update

None

Monthly Expenditure Report

None

Personnel Items

New Hires: Lindsey Kelly (\$60,882), Grade 4 Teacher at the Louise Davy Trahan School, effective August 27, 2018; Krista Rumschlag (\$59,988), School Psychologist at the North Street School, effective August 27, 2018; Maura Pilotte (\$62,473), School Adjustment Counselor at Tewksbury Memorial High School, effective August 27, 2018; Jennifer Cobuccio (\$19,549), Classroom Instructional Aide/DLC, Dewing Elementary School effective August 27, 2018; Kaleigh O'Connor (\$19,549), Classroom Instructional Aide/DLC, Dewing Elementary School effective August 27, 2018; Rosa Madison (\$60,882), Grade 5 Elementary Teacher, John Ryan Elementary School effective August 27, 2018; Gabriella Silvagni (\$50,513), Integrated Preschool Teacher, Dewing Elementary School effective August 27, 2018; Eric Donaldson (\$45,935), Art Teacher, John Wynn Middle School effective August 27, 2018; Jenna Ford (\$58,500), District-wide Behavior Specialist, effective August 27, 2018; Steven Kasprzak (\$45,935), Physical Education Teacher, Tewksbury Memorial High School effective August 27, 2018; Michael Malone (\$36,971, *prorated*), Building Custodian at Tewksbury Memorial High School effective July 1, 2018

2018-2019 Appendix B Co-Curricular:

North Street School

Head Co-Teacher: Michelle McGrath and Nicoletta DeVincentis

Heath Brook School

Head Teacher: Mariellen Nastasi

Special Education Case Manager: Rosemary Coughlan

Mentor: Chloe Callahan, Reading Specialist

2018-2019 Appendix B TMHS Athletics:

Tewksbury Memorial High School Appendix B Coaching Positions (See Attached)

2018-2019 Appendix B Athletics: Jordan Russell (\$5,661), Girls Varsity Field Hockey Coach, effective July 1, 2018

Reassignments: Robert Paolini, Classroom Instructional Aide, reassigned from the John Ryan Elementary School to the Dewing Elementary School, effective August 27, 2018

Transfers: Kimberly Hillson transfer from position of ELA/Social Studies Teacher to the position of Integrated STEM Literacy Teacher, at the John Ryan Elementary School effective August 27, 2018; Eileen Lindsey transfer from position of Mathematics/Science Teacher to the position of Integrated STEM Literacy Teacher, at the John Ryan Elementary School effective August 27, 2018; Danielle Ruderman transfer from Developmental Learning Center to the position of Moderate Special Needs Teacher at the North Street School effective August 27, 2018; Alissa Smith-Dockham transfer from Developmental Learning Center to the position of Moderate Special Needs Teacher at the John Ryan Elementary School effective August 27, 2018; Alexis Bosworth transfer from position of Assistant Director of Student Services to the position of Assistant Principal at the Loella F. Dewing Elementary School

Retirements/Resignations/Terminations: Shannon O'Leary, Part-time Special Education Secretary, John Ryan Elementary School, effective May 31, 2018; Shannon Duffty, Physics/Chemistry Teacher, Tewksbury Memorial High School, effective June 22, 2018; Brandon Foye, Physical Education Teacher, Tewksbury Memorial High School, effective June 30, 2018; Steve Kasprzak, Classroom Instructional Aide, Tewksbury Memorial High School, effective June 22, 2018; James Walker, Classroom Instructional Aide at Tewksbury Memorial High School effective June 30, 2018; Keith Williams, English Language Arts Teacher at the Wynn Middle School effective June 30, 2018; Keith Young, District-wide Technology Administrator effective November 5, 2018

Acceptance of Donations/Gifts: None

Fundraisers/Raffles: Heath Brook/Trahan PAC Fundraiser/Event Calendar from August 2018 through December 2018; Heath Brook/Trahan PAC Fun Run Fundraiser September 24, 2018 through October 3, 2018 proceeds to support academic enrichment and social activities to students

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Francis presented an update on the ESBC reporting that on June 20th the Committee held a Community Forum followed by an ESBC Committee meeting in which the Committee voted on a Preferred Solution known as Option 3A which includes a new school building for a district-wide grades 2 through 4 on the Ryan site for 790 students. Mr. Francis reported on the recently completed activities and upcoming activity dates reporting the next ESBC meeting will be held on August 16th at 6:00PM at the Town Hall and on August 29th the ESBC will attend the MSBA Board of Directors meeting for approval to advance the project into the Schematic Design phase.

Tewksbury Education Foundation

Ms. Bennett reported the Tewksbury Education Foundation they are planning a meeting in August.

Wellness Advisory Committee

Mr. Sullivan had no new updates.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Policy EFD - Payment for Food Services

Ms. Bennett requested the Committee present policy EFD, Payment for Food Services on the Informational and First Reading. Ms. Bennett requested the Committee waive reading the policy three times and for the policy to be presented as second and final reading at the next School Committee meeting. Ms. Polimeno reported the district is looking for feedback on the policy relating that comments may be sent to Ms. Bennett, Ms. Polimeno or Mr. Malone. Ms. Bennett reported the name of the policy is recommended to be revised to Meal Charge Policy.

OLD BUSINESS

2017-2018 Superintendent Evaluation

Ms. Polimeno presented and read the 2018 Superintendent's Evaluation reporting that a copy of the evaluation will be filed in the Superintendent's personnel file. Ms. Polimeno reported that Mr. Malone was evaluated using the MA DESE Superintendent Evaluation model evaluating him on 20 different modules relating that he is rated proficient.

The School Committee members commented on Mr. Malone's performance during his past year. Mr. Malone thanked the School Committee for their support.

2018-2019 Summer Professional Development Workshops & Course Descriptions

Ms. Regan presented the 2018-2019 Summer Professional Development workshops and course descriptions for the School Committee reporting that most of this summer's PD has been on using technology. She reported that August 22nd is a full-day training for new teachers with their Mentors, She invited the School Committee to attend the luncheon at 11:30 on the 22nd to meet the new teachers.

NEW BUSINESS

Three Year Contract Agreement Between the Tewksbury Public Schools and Jay Harding (\$109,000), Principal of the Louise Davy Trahan School

Mr. Malone reported the district has completed the process of hiring a new principal at the Louise Davy Trahan School announcing that a Committee of administrators, parents, and teachers hired Mr. Jay Harding, effective August 1, 2018. He reported that Mr. Harding has 22 years experience in Nashua Public Schools and comes highly recommended by the Superintendent of the NPS. Mr. Malone asked the Committee to entertain a three year contract for Mr. Harding.

Ms. Bennett moved to approve a three year agreement between the Tewksbury School Committee and Jay Harding, effective August 1, 2018 through June 30, 2021, seconded by Mr. Sullivan.

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.

Three Year Contract Agreement Between the Tewksbury Public Schools and David Libby (\$123,500), Business Manager - Moved up on the agenda.

Ratification of Labor Agreement Between the Tewksbury School Committee and AFSCME Council 93, Local 1703 (School Custodians & Maintenance) – 3 Year Agreement: July 1, 2018 – June 30, 2021 - Moved up on the agenda.

Non-Union Personnel Salary Adjustment for the 2018-2019 School Year

Mr. Malone reported that Ms. Matthews worked to develop a contract for non-union personnel recommending a 2.5% salary adjustment for the 2018-2019 school year.

Mr. Sullivan moved, seconded by Mr. Francis, to approve a salary adjustment for the non-union personnel as presented for the 2018-2019 school year.

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.

TMHS Domestic Trip Request: Puerto Rico - April Vacation 2019

Ms. Regan reported that the Committee has received a request from Ms. Dudley and Ms. Mahoney to take TMHS student to Puerto Rico during the 2019 April recess. The trip is open to all students at the high school.

Ms. Bennett moved, seconded by Mr. Sullivan, to approve a trip for TMHS students to go to Puerto Rico during the 2019 April recess.

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

TMHS International Trip Request: Italy - February Vacation 2020

Ms. Regan reported that the Committee has received a request from the TMHS social studies and world language departments to go to Italy during February recess in 2020. Ms Bennett thanked the staff for continuing to bring new places for students to travel to.

Mr. Francis moved to approve the TMHS trip request to go to Italy during the 2020 February recess, seconded by Ms. Bennett.

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

TMHS Student Council Request to Attend: Annual MA Association of Student Councils Trip to Hyannis, MA - March 6th-8th, 2019

Mr. Malone reported the School Committee received a request from Deb Glass, Student Council Adviser for TMHS Student Council to take the Student Council members to attend the Annual MA Association of Student Councils trip to Hyannis. Ms. Polimeno requested for the cost of the trip to be included in future memos.

Mr. Sullivan moved, seconded by Mr. Francis, to approve the TMHS Student Council members to attend the annual MA Association of Student Councils' conference in Hyannis, March 6th-8th, 2019.

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

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Sullivan encouraged students to do their summer reading. Mr. Francis reminded the community that the Vietnam Memorial Traveling Wall will be coming to Wilmington. Ms. Polimeno hopes everyone enjoys the rest of the summer. She added that everyone is working hard to get the schools ready for students.

FUTURE MEETINGS

August 15, 2018 School Committee/Administrators Workshop (3:00PM) / Regular School Committee Meeting (7:00PM);
September 12, 2018; September 26, 2018

FUTURE AGENDA ITEMS

None

ADJOURN

At 7:56 p.m., Ms. Polimeno adjourned the July 25, 2018 School Committee meeting with a motion from Mr. Francis seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 5-0.