

**Tewksbury School Committee  
Regular Meeting #2  
Wednesday, August 15, 2018  
Tewksbury Memorial High School, Library  
320 Pleasant Street, Tewksbury**

**SCHOOL COMMITTEE MEMBERS PRESENT**

Krissy M. Polimeno, Chairperson  
Arthy S. Bennett, Vice-Chairperson  
Dennis G. Francis, Member  
Keith M. Sullivan, Member

**SCHOOL COMMITTEE MEMBERS EXCUSED**

James A. Cutelis, Clerk

**SCHOOL ADMINISTRATORS PRESENT**

Christopher J. Malone, Superintendent  
Brenda T. Regan, Assistant Superintendent  
David A. Libby, Business Manager

**CALL TO ORDER**

Ms. Polimeno called the August 15, 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.

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 the Regular School Committee meeting in Open Session at 7:00 p.m.

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

At 6:55 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 4-0.

**ANNOUNCEMENT**

At 7:00 p.m., Ms. Polimeno announced that the August 15, 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.

**MOMENT OF SILENCE**

Ms. Polimeno called for a Moment of Silence in memory of Judy Coleman. Ms. Coleman was a secretary in the Tewksbury Public Schools for 36 years.

**APPROVED  
9-12-2018**

### **PLEDGE OF ALLEGIANCE**

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

### **RECOGNITION**

#### **Mary Abbott - Extended Day Summer Program**

Mr. Malone recognized a hero in the district, Mary Abbott, relating that Ms. Abbott is employed with the Tewksbury Public Schools and the Extended-day Summer program. While working at the Extended-day Summer program, Ms. Abbott noticed a child choking on a during lunch, she was able to perform the heimlich maneuver, saving the life of the child. On behalf of the School Committee, Ms. Bennett read and presented Ms. Abbott with a Proclamation of Resolution.

### **STUDENT REPRESENTATIVE**

None

### **PRESENTATIONS**

None

Mr. Malone requested to move New Business item #1, Ratification of Labor Agreement up on the agenda. Mr. Francis moved, seconded by Mr. Sullivan, to move New Business, Ratification of Labor Agreement: *Tewksbury School Committee and Tewksbury Food Service Association - 3 Year Agreement July 1, 2018 - June 30, 2021*, up on the agenda. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

#### ***Ratification of Labor Agreement: Tewksbury School Committee and Tewksbury Food Service Association (3 Year Agreement 2018-2021***

Mr. Malone introduced Laura Sullivan, representative of the Tewksbury Public Schools Food Services Department. Mr. Malone gave a *Hats Off!* to the Food Services staff. Mr. Malone recommends the School Committee approve ratification of the Food Services Agreement.

Ms. Bennett moved, seconded by Mr. Francis, to approve to ratify the Labor Agreement Between the Tewksbury School Committee and the Tewksbury Food Association for a three year contract July 1, 2018 through June 30, 2021.

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

### **CITIZEN'S FORUM**

Ms. Polimeno inquired if there was anyone in the audience wishing to speak on any item on the agenda. Seeing no one, Ms. Polimeno moved to the approval of meeting minutes.

### **APPROVAL OF MINUTES**

Mr. Sullivan moved, seconded by Mr. Francis, to approve the July 25, 2018 Regular Meeting minutes. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

### **SUBMISSION OF PAYMENT OF BILLS**

Mr. Sullivan moved to approve the payroll period ending, July 26, 2018, to be approved and certified in the amount and categories as shown (\$1,146,158.33), seconded by Mr. Francis.

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

Mr. Sullivan moved to approve the payroll period ending August 9, 2018, to be approved and certified in the amount and categories as shown (\$1,205,544.48), seconded by Mr. Francis.

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

## **SUPERINTENDENT REPORTS**

### **Mr. Malone Presented the Superintendent's Report:**

Mr. Malone reported tonight will be the last School Committee meeting to be held in the Tewksbury Memorial High School Larrabee Library. Due to technology updates in the Large Group Instruction Room 1 (LGI 1), the School Committee will be holding future meetings in LGI 1 beginning in September.

Mr. Malone pointed out an item on New Business, the Massachusetts Department of Elementary and Secondary Education's (DESE's) 2018-2019 Superintendent Checklist. He remarked that the checklist is a great guide to make sure superintendents are hitting all benchmarks.

Mr. Malone reported the district continues to working with the Town Manager in regards to upcoming opportunities of any upcoming Warrant Articles or budget releases from the Town. He reported the district continues to work on our critical needs list for personnel, Capital needs and Capital Outlay.

Mr. Malone reported that recently the district was warned of a potential safety issues with the use of 3-D printers in schools and how students use it. The district has also been notified by our insurance carrier there are potential hazards with fish tanks and aquariums' causing fires. The district will look at ones in the district.

Mr. Malone reported Kindergarten orientation will take place on August 27th.

Mr. Malone reported that Jay Harding, the new Trahan School Principal, is off and running holding a coffee hour with staff and an evening event with parents.

Mr. Malone reported that DESE will be releasing the Accountability Protocols. He reported that the district is looking at the changes and the timeframe in which we would receive the information.

Mr. Malone reported that on August 22nd the district will welcome the new teachers. There will be a luncheon relating that Mr. Montuori, Town Manager, Deputy Chief Vasas, Chief Sheehan, and members of the School Committee members have been invited to attend.

Mr. Malone reported that Friday, September 7th, will be a night football game relating that the district messaged out to abutters and has received positive feedback.

Mr. Malone reported the annual Stuff the Bus event will not be happening this year as they have a tremendous amount of supplies from last year. If students are in need of supplies, please contact the school principals.

Mr. Malone presented the new staff update relating we have hired 21 new teachers, five aides, four cafeteria workers, a part-time secretary, two custodians, and a few administrators. He reported that there are several positions still open.

### **Assistant Superintendent's Report**

Ms. Regan reported she and several administrators participated in the Next Generation MCAS Accountability webinar at 1 o'clock today however the data was not released until 5 o'clock. She reported it will be challenging for the principals as they are charged with scrubbing the data by 5:00 p.m. on Thursday.

Ms. Regan reported the Accountability Report will have different leveling this year and there will be new labels. Ms. Regan will continue to update the School Committee and the community relating the School Accountability data will be available in December.

Ms. Regan reported that next week, August 20th-August 24th marks the last week of Summer Professional Development. Ms. Regan reported that the School Committee has been invited to a luncheon on Wednesday, August 22nd to meet the new staff members relating that the new teachers will be meeting with their mentors on August 21st and 22nd. She reported that the opening day for staff is August 27th and 28th. Ms. Regan presented the opening day schedule.

Mr. Libby reported that budget information has been shared with the principals at the building level that they will be able to use to better manage their resources. He reported the bus routes are done, they have been given to Tewksbury Transit, they will be posted on the website on Monday, and have been sent to the newspapers for publication.

### **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 4-0.

### **Correspondence**

None

### **Enrollment Update**

None

### **Monthly Expenditure Report**

None

### **Personnel Items**

**New Hires:** Jonathan Paquette (\$36,434 *prorated*), Building Custodian at Tewksbury Memorial High School, effective June 25, 2018; Rachel Afrow (\$56,773), Grade 5 Teacher at the John Ryan Elementary School, effective August 27, 2018; Kevin Miller (\$45,000 *prorated*), district-wide Support Technician, effective August 9, 2018; Wendy Andrade (\$13/hr.), Part-time Special Education Secretary at the John F. Ryan Elementary School, effective August 27, 2018; Meredith Fahey (\$19,549), Classroom Instructional Aide at Tewksbury Memorial High School, effective August 27, 2018; Cara Griffin (\$78,690), Developmental Learning Center Teacher at the Dewing Elementary School, effective August 27, 2018; Dillon McTiernan (\$19,549), at Tewksbury Memorial High School, effective August 27, 2018; Katharine Trahan (\$49,629), DLC Teacher at the North Street School, effective August 27, 2018

**Transfers:** Kim Doherty transfer from the position of Moderate Special Needs Teacher to the position of English Language Arts Teacher at the John Wynn Middle School, effective August 27, 2018

**Retirements/Resignations/Terminations:** Stephanie Falasca, Classroom Instructional Aide, North Street School, effective August 2, 2018

**Acceptance of Donations/Gifts:** None

**Fundraisers/Raffles:** None

### **SCHOOL COMMITTEE REPORTS**

**Elementary School Building Committee**

Mr. Francis reported that he, Ms. Regan, and Mr. Malone attended the Facilities Assessment Sub-committee meeting on July 25th at the Massachusetts School Building Authority (MSBA).

Mr. Francis reported on upcoming dates relating that the district is scheduled to respond to MSBA's FAS review comments no later than August 20, 2018; an Elementary Building Committee Meeting is scheduled on August 16, 2018, 6pm at Town Hall; he attend the MSBA Board of Directors Meeting on August 29, 2018 for approval to advance the project into Schematic Design; and the ESBC will resume project community informational forums in September.

#### **Tewksbury Education Foundation**

Ms. Bennett had nothing to report.

#### **Wellness Advisory Committee**

Mr. Sullivan had nothing to report.

### **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 second and final reading. Ms. Bennett reported the name of the policy has been changed to Meal Charge policy.

Ms. Bennett moved, seconded by Mr. Francis, to revise policy EFD, Meal Charge policy as presented. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

### **OLD BUSINESS**

#### **2018-2019 School Calendar - Correction**

Mr. Malone reported there was an error on the 2018-2019 school calendar citing that December 21st, previously listed as an Early Release day, is a full-day of school.

Mr. Sullivan moved, seconded by Ms. Bennet, to accept the 2018-2019 calendar as presented with December 21st being a full-day of school. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

The 2018-2019 calendar information will be messaged out to the public.

#### **2018-2019 Register Periods Update**

Ms. Bennett moved, seconded by Mr. Sullivan, to accept the 2018-2019 register period as presented. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

#### **Innovation Pathways Programs Grant - Approval**

Ms. Regan offered gratitude to Dr. Basteri, Ms. Karen Baker O'Brien, and Mr. Stamp for putting the effort into applying for the Innovation Pathways Program grant. Ms. Regan reported the award of the Innovation Pathways Program grant for the Tewksbury Memorial High School will help to expose students to career experience and make them competitive when they graduate.

Ms. Polimeno offered special thanks to Ms. Vogel, Mr. Stamp, Dr. Basteri and Karen Baker O'Brien.

### **NEW BUSINESS**

#### **Ratification of Labor Agreement: *Tewksbury School Committee and Tewksbury Food Service Association (3 Year Agreement 2018-2021)***

Moved up on the agenda.

#### **TMHS International Trip Request: Central Europe Summer Vacation 2019**

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Ms. Regan reported the TMHS English Department is seeking School Committee approval for an international trip to Central Europe in the summer of 2019.

Mr. Sullivan moved, seconded by Mr. Francis, to approve TMHS to take an international trip to Central Europe during the summer of 2019. All Aye. No Opposed. Unanimous Vote. Motion carried 4-0.

**Massachusetts Department of Elementary and Secondary Education's 2018-2019 Superintendent's Checklist**

Mr. Malone reported the Superintendent's Checklist identifies many reports and obligations taken on by the Central Office.

**SCHOOL COMMITTEE MATTERS OF INTEREST**

Mr. Sullivan reported there are two weeks left until school starts, reminding students to do their summer reading, for summer athletes to get their sports physical, and to the community, a reminder that in two weeks school starts asking everyone to please watch out for kids and busses.

Mr. Francis reported that the Primary Election is coming up encouraging people to vote.

Ms. Polimeno thanked the administrators and Central Office staff for the informative reports.

**FUTURE MEETINGS**

September 12, 2018; September 26, 2018

**FUTURE AGENDA ITEMS**

None

**ADJOURN**

At 7:43 p.m., Ms. Polimeno adjourned the August 15, 2018 School Committee meeting with a motion from Mr. Francis seconded by Ms. Bennett. All Aye. Unanimous Vote. Motion carried 4-0.