

**Tewksbury School Committee
Regular Meeting #1
Wednesday, September 18, 2019
Tewksbury Memorial High School, Library
320 Pleasant Street, Tewksbury**

SCHOOL COMMITTEE MEMBERS PRESENT

Keith M. Sullivan, Chairperson
James A. Cutelis, Vice-Chairperson
Shannon M. Demos, Clerk
John R. Stadtman, Member
Scott D. Wilson, Member

SCHOOL ADMINISTRATORS PRESENT

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

CALL TO ORDER

Mr. Sullivan called the September 18, 2019, Regular School Committee meeting to order at 6:30 p.m. Mr. Sullivan announced the School Committee will be convening an Executive Session to continue discussion relative to strategy with respect to collective bargaining or litigation.

Mr. Cutelis moved, seconded by Mr. Stadtman, 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. Wilson, Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

At 6:55 p.m., Mr. Cutelis moved, seconded by Mr. Stadtman, to adjourn the Executive Session and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

ANNOUNCEMENT

Mr. Sullivan called the Regular School Committee meeting to order at 7:04 p.m. Mr. Sullivan announced that the September 18, 2019, 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, Mr. Sullivan asked that if anyone is recording tonight's meeting to please identify himself/herself. No one was present recording the meeting.

INTRODUCTION OF NEW SCHOOL COMMITTEE MEMBER

Mr. Sullivan introduced and welcomed Scott Wilson as the newest member to the Tewksbury School Committee.

PLEDGE OF ALLEGIANCE

Mr. Wilson led the School Committee in the Pledge of Allegiance.

**Approved
9-18-2019**

RECOGNITION

2019-2020 New Teachers and Administrators

Mr. Malone introduced and presented the new administrators and teachers to the School Committee and community. The School Committee presented the teachers and administrators with a token of appreciation.

Central Office	Karen Baker O'Brien	Director of Student & Family Support
Central Office	Danielle Richard	Behavior Specialist
Central Office	Laura Szum	District-wide Math Coach
District-wide	Jessica Bridle	English Second Language Teacher
Dewing School	Carley Basteri	Kindergarten Teacher
Dewing School	Kailey LaFlamme	Moderate Special Needs Teacher
Dewing School	Melissa Nigro	Associate School Nurse
Dewing School	Lauren Spicer	Moderate Special Needs Teacher
Dewing School	Sean Waldron	Adjustment Counselor
Dewing School	Patti-Ann Young	Integrated Preschool Teacher
Heath Brook School / North Street	Kristen Cahill	S.T.E.M. Specialist
Heath Brook School / North Street	Daryn Starkey	Digital Literacy Specialist/Computer SCI Teacher
North Street School	Samantha Hall	Grade 3 Teacher
John F. Ryan Elementary School	Steve Boudreau	Physical Education Teacher
Tewksbury Memorial High School	Kate Clark	World Language Teacher
Tewksbury Memorial High School	Mackenzie Coneeny	Associate School Nurse
Tewksbury Memorial High School	Tim Feeley	Moderate Special Needs Teacher
Tewksbury Memorial High School	Kayla Schutte	Guidance Counselor
Dewing School / Trahan School	Christine Mitchell	Digital Literacy Specialist/Computer SCI Teacher

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

Jack Statdman, Student Council representative to the School Committee, presented the Notes from Tewksbury Memorial High School. Mr. Statdman reported the high school has been very busy.

- TMHS Redmen Football won their recent game against Needham 32-6.
- Girls and Boys Cross Country performed well at their first meet on September 14th.
- Math Team held their first meeting and are excited to solve new equations.
- SAAD is partnering with Peer Leadership and their new project this year is working with the Tewksbury Police Department to discuss substance abuse.
- The Tewksbury Tribune has many new journalists this year and articles will be coming out soon.
- Year Book Committee discussed photo opportunities and suggested seniors get their yearbook orders in early to avoid late fees.
- Anime Club and She's the First held introductory meetings to discuss goals for the upcoming school year.
- Science Club is looking for new members.
- Academic Decathlon met to discuss their new challenge this year.
- Adaptive Ski Team is waiting on snow. Mr. Galligan invites all to join them on the slopes.

- Student Council introduced new members to Energizers and are working on fundraising ideas.
- DECA Club started planning for their annual fashion show, supporting the Meghan McCarthy fund.
- Drama Club opened auditions for *Alice in Wonderland*. Congratulations to Ali Lightfield for the role of Alice. The crew is looking for new members.
- Book Buddies are planning visits to the Heath Brook and Dewing Schools.
- High School is gearing up for AppleFest.
- The Morning Update is happy to announce they have had some successful broadcasts this year.

PRESENTATIONS

AlphaBEST

Mr. Malone introduced Judy Nee, Chief Executive Officer, and Darryl Price, Associate Director of Field Operations to give an AlphaBEST update on addressing Tewksbury's needs. Ms. Nee and Mr. Price addressed the Committee and the community. Ms. Nee reported that AlphaBEST had a rocky start but is optimistic of their future in Tewksbury. They played a video of what is coming down the road for Tewksbury with an overview of the added activities. Mr. Price reported on the staffing relating that 32 of 34 were Tewksbury Community Services staff. He reported on licensing, staffing, the hiring process and the waitlist. Mr. Price reported that AlphaBEST is working closely with parents regarding the waitlist. We are increasing communication and developing a monthly newsletter to distribute to parents via email blasts. They reported that AlphaBEST is creating a strong local staff in Tewksbury announcing that Sandy Calandrella, Regional Director, will join AlphaBEST in October and Richard Belmont, a Tewksbury resident, will be Tewksbury's Program Manager. Ms. Nee and Mr. Price thanked the Committee and entertained questions.

The Committee voiced concern with the waitlist and staffing in the program. Mr. Malone stated they need to have a flexible capacity to accommodate students for professional development days and no school days as well. Mr. Sullivan thanked Ms. Nee and Mr. Price for the presentation and for working with Tewksbury and the community. He would like for them present an update to the Committee at the end of the school year.

CITIZEN'S FORUM

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

APPROVAL OF MINUTES

Ms. Demos moved, seconded by Mr. Cutelis, to approve the August 14, 2019 School Committee/Administrator Workshop meeting minutes. Voting Yes: Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. No Opposed. Mr. Wilson Abstained. Motion carried 4-0-1.

Ms. Demos moved, seconded by Mr. Cutelis, to approve the August 14, 2019 Regular Meeting minutes. Voting Yes: Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. No Opposed. Mr. Wilson Abstained. Motion carried 4-0-1.

SUBMISSION OF PAYMENT OF BILLS

Ms. Demos moved to approve the payroll period ending, August 22, 2019, to be approved and certified in the amount and categories as shown (\$1,070,608.62), seconded by Mr. Cutelis.

Roll Call Vote: Voting Yes: Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. No Opposed. Mr. Wilson Abstained. Motion carried 4-0-1.

Ms. Demos moved to approve the payroll period ending September 5, 2019, to be approved and certified in the amount and categories as shown (\$1,316,900.35), seconded by Mr. Cutelis.

Roll Call Vote: Voting Yes: Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. No Opposed. Mr. Wilson Abstained. Motion carried 4-0-1.

SUPERINTENDENT REPORTS

Mr. Malone Presented the Superintendent's Report:

Mr. Malone updated the Committee on some of the Capital Plan items relating we have been working with Mr. Montuori on the upcoming Warrant articles to develop a plan and get pricing on some of the items. The district is looking at improvements at the Heath Brook, this includes window replacement, electrical upgrades and to get architectural ideas for the greenhouse classrooms to improve conditions and to see if it is financially feasible. We are examining cooling options at both the Heath Brook and the Dewing Schools, looking at the condition of the stone retaining wall at the rear of the Dewing School and looking at replacing the roof. Mr. Malone reported on current work at the Heath Brook relating we had to replace the sewer ejection pumps and install a new boiler. Mr. Malone gave *Hats Off!* to Mr. Montuori and the town for working with us to secure a grant for a stand alone hot water boiler at the Dewing School. He stated the district continues to work on security cameras in the schools. A One Call went out Monday notifying the community we will have another mosquito spraying around school properties. The 21st Century grant is up and running at the Dewing School to support after school programming relating that this is a three year grant. Mr. Malone gave a *Hats Off!* to Ms. Gerrish and her team for implementation of the program. He reported he participated in the Chiefs and Superintendents Breakfast, hosted by District Attorney Marian Ryan, and joined by Chief Hazel and Chief Sheehan; they received suicide prevention training at the event. He also joined the Tewksbury Police Department in a preventing child sex abuse training. The Massachusetts Department of Elementary and Secondary Education (DESE) will be conducting the Tiered Focused Monitoring this year looking at Civil Rights, policies, Special Education, ELL services, Title I, Title 2, and Title 4a elements. They will conduct a site inspection in February 2020. The Tewksbury App is up and working, we are hoping to increase communication with parents/guardians.

Assistant Superintendent's Report

Ms. Regan reported Ms. Gerrish is the district's certified trainer for the Suicide Prevention Program relating she will train Tewksbury staff. She pointed out on the Consent Agenda you will find the 2019-2020 MCAS testing schedule relating that this is the entire window, she will work with staff to establish Tewksbury's MCAS windows. Ms. Regan reported MCAS results are embargoed and the data will be accessible by administrators tomorrow, the official district MCAS data will be available on September 24th and results will be sent to parents on September 30th. Ms. Regan reported she participated in an accountability reporting webinar today, the district is planning a parent/family presentation, and we will post videos on the district website. She reported that Tewksbury Public Schools' administrators participated in RIBAS training this past Tuesday.

Ms. Regan announced the following upcoming events:

- October 7th - Town-wide PAC Meeting
- October 11th - No School / Professional Development Day
- October 14th - No School / Holiday
- October 26th - AppleFest

Business Manager

Mr. Libby presented a transportation system update. He reported that Jeanne Irwin, Assistant Business Manager, has taken on transportation making updates to the transportation lists. She has done a good job, although there is a learning curve, there are no reports of overcrowding for the first year ever. The district is working with the bus company and principals to address time issues in the afternoon. He reported that in-district and out-of-district vans are working well, thanking the transportation company, partners, and drivers. In response to a question from Mr. Stadtman, Mr. Libby reported the district continues to look at how to alert parents of late buses.

Mr. Libby presented an update on fees and revolving accounts reporting that last year we had 87 separate fund accounts. He reported that expenses are spent on the related program for an example he explained that parking fees are used for parking lot security, new cameras and snow removal. Mr. Libby thanked the maintenance staff and Jon Marchand for the amount of work they completed over the summer.

CONSENT AGENDA

Mr. Sullivan asked if anyone would like to remove any item from the Consent Agenda. Seeing none, Ms. Demos moved to approve the Consent Agenda as presented, seconded by Mr. Stadtman. Voting Yes: Mr. Wilson, Mr. Stadtman, Ms. Demos, and Mr. Sullivan. No Opposed. Mr. Cutelis abstained. Motion carried 4-0-1

1. **Correspondence**

- a. 2019 Mentor Stipends(File)
- b. 2019-2020 Official MCAS Testing Schedule (File)
- c. 2019 MCAS Accountability Release Schedule (File)

2. **Enrollment Update**

See New Business

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Jillian Anderson (\$20,338.00/prorated), Classroom Instructional Aide, John Ryan Elementary School, effective September 9, 2019; Suzanne Caliendo (\$37,711.000/prorated), 12-month Secretary, John Ryan Elementary School, effective September 3, 2019; Jesslyn Covino (\$20,338.00), Classroom Instructional Aide, Dewing Elementary School, effective August 28, 2019; Monica Crowder (\$20,338.00), Classroom Instructional Aide, John Wynn Middle School, effective August 28, 2019; Maria Cutelis, (\$59,000.00/prorated), Administrative Assistant to the Assistant Superintendent of Schools, effective August 19, 2019; Tammy Duggan (\$15,545.00/prorated), Classroom Aide, John Ryan Elementary School, effective September 16, 2019; Timothy Feeley (\$49,193.00/prorated), Moderate Special Needs Teacher, Tewksbury Memorial High School, effective September 12, 2019; Courtney Graffeo (\$20,338.00/prorated), Classroom Instructional Aide, John Ryan Elementary School, effective August 29, 2019; Melissa Nigro (\$47,251.00/prorated), Associate School Nurse, Dewing Elementary School, effective September 3, 2019; Kelly Peach (\$20,338.00), Classroom Instructional Aide, John Ryan Elementary School, effective August 28, 2019; Karen Rossi (\$47,251.00), Associate School Nurse, Heath Brook School, effective August 26, 2019, 1-year only; Julie Ryan (\$52,014.00), Moderate Special Needs Teacher, John Ryan Elementary School, effective August 26, 2019; Kayla Schutte (\$67,179.00/prorated), Guidance Counselor, Tewksbury Memorial High School, effective September 13, 2019; Cassandra Puglisi (\$52,500/prorated), 1-year only, long-term substitute Speech Therapist, Tewksbury Public Schools, effective September 10, 2019

Appendix B Co-Curricular Positions for the 2019-2020: None

Appendix B Coach Positions for the 2019-2020: None

Transfers: Bianca Enos from the position of Classroom Instructional Aide at the John Ryan Elementary School to the position of Classroom Aide at the Heath Brook School, effective August 26, 2019

Retirements/Resignations/Terminations: Jennifer Brown, Behavior Specialist, Tewksbury Public Schools, effective August 19, 2019; Michael Malone, School Custodian, Tewksbury Memorial High School, effective August 16, 2019; Kerri Guyer, Long-term Substitute Speech, Language Pathologist, North Street and Trahan Schools, effective August 19, 2019; Victoria Kendall, Athletic Trainer, Tewksbury Memorial High School, effective September 9, 2019; Kathleen MacLeod, Grade 2 Teacher, Dewing Elementary School, effective June 19, 2020; Julie Ryan, Classroom Instructional Aide, John Ryan Elementary School, effective August 2, 2019;

Kerry Souza, Classroom Instructional Aide, John Ryan Elementary School, effective June 14, 2019; Timothy Feeley, Classroom Instructional Aide, Tewksbury Memorial High School, effective September 10, 2019

5. **Acceptance of Donations/Gifts:** None
6. **Fundraisers/Raffles:** TMHS Cheerleading clinic fundraiser Saturday, October 5, 2019; Dewing Elementary School gift card fundraiser, November 18, 2019 through December 6, 2019; North Street PAC *Board & Brush* fundraiser 2019-2020 school year; North Street /Dewing PAC gift card fundraiser, November 8, 2019 through December 6, 2019; North Street PAC Tewksbury gear fundraiser September 2019 through June 2020; Class of 2021 game of Speedball tournament fundraiser (with raffles) on September 29, 2019.

SCHOOL COMMITTEE REPORTS

Elementary School Building Committee

Mr. Cutelis presented the Elementary School Building Committee update reporting the project is moving along, they continue to meet bi-weekly, the Architect, Project Manager and along with the contractor, are working on the design. They are 60% done with design and have submitted that to the MSBA. He reported that the Athletic Sub-Committee is also meeting on a regular basis to replace the field and field house.

Tewksbury Education Foundation

Ms. Demos reported that the Education Foundation is still getting organized for this year. There is nothing to report at this time.

Tewksbury SEPAC

Mr. Sullivan reported the Special Education Parent Advisory Council (SEPAC) usually meet on the third Thursday but due to Open House conflicts they met tonight. He reported that the SEPAC will host a Basic Rights Workshop on October 17th from 7:00PM - 9:00PM and will run a social event at the Blue Wave on November 4th.

Wellness Advisory Committee

Mr. Stadtman reported the Wellness Advisory Committee met on September 16th with new Chairperson, Kelly Constantino. They worked on setting goals and objectives, the hot topic will be getting education for vaping. He reported we have an intern from UMASS Lowell who will be a welcomed addition to the Tewksbury schools. He announced the following upcoming events: Safe Halloween, Milk with a Cop, World Smile Day, and National School Day.

POLICY CHANGES, PROPOSALS, AND ADOPTION

None

OLD BUSINESS

Professional Development August 26 - 27, 2019

Ms. Regan reported on the opening day Professional Development agenda thanking the School Committee and town officials who joined us. She reported that all staff were trained in Stop the Bleed and reviewed the A.L.I.C.E. protocols. She added that the lunch monitors and custodians will be trained at a later date. Ms. Regan reported the Professional Developed topics included the curriculum and Special Education updates, policy and compliance. The second day schedule offered staff a wide variety of curriculum content.

NEW BUSINESS

TMHS 2019-2020 Student Activity Account

Mr. Sullivan reported the School Committee is asked to vote on the Tewksbury Memorial High School Student Activity accounts on a yearly basis asking for a motion to approve the changes.

Mr. Wilson moved, seconded by Mr. Stadtman, to add the Class of 2023 and to remove the Class of 2019 from the TMHS Student Activity Account and to change name of Garden Club to Environmental Club. All Aye. No Opposed. Motion carried 5-0.

Enrollment August 28, 2019

Mr. Malone reported the enrollment is down about 90 students across the district. We need to keep an eye on grade level spans that spike up relating that grades 3 and 4 are high. He reported it will be easier to address this with the new building project. Mr. Malone reported the official enrollment count will be done for the state's October 1st count report. In response to Ms. Demos, Ms. Regan added that the high school class counts range from 9-29 stating that we will present the high school class counts at the next meeting.

School Committee Appointment to MASC Voting Delegate at MASC/MASS Annual Business Meeting

Mr. Cutelis moved to appoint Shannon Demos as the School Committee voting delegate at the MASC/MASS Annual meeting on November 9, 2019, seconded by Mr. Wilson. All Aye. No Opposed. Motion carried 5-0.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Stadtman thanked Detective Gonzalez, the Tewksbury Police Department, and school nurses for training the school district staff in Stop the Bleed. He reported that the town clean-up day is scheduled on October 5, 2019.

Mr. Wilson thanked the School Committee for adding him to the Committee. He is looking forward to working with everyone and to get started in the position.

Mr. Sullivan welcomed the staff and children back to school relating that Tewksbury is a great school system. He reported the Trahan / North Street Schools Reuse Committee met to organize and appointed Jay Kelley as the Committee Chair and Bridget Garabedian as the Vice-Chair. Their next meeting will be held on October 8th. They will look at properties and take community input on what will happen to the properties. He reported that October 1st is the Special Town meeting.

FUTURE MEETINGS

October 1, 2019 Special Town Meeting, October 16, 2019

FUTURE AGENDA ITEMS

None

ADJOURN

At 8:35 p.m., Mr. Sullivan adjourned the September 18, 2019 School Committee meeting with a motion from Ms. Demos, seconded by Mr. Stadtman. All Aye. Unanimous Vote. Motion carried 5-0.