

**Tewksbury School Committee
Regular Meeting #2
Wednesday, October 16, 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 October 16, 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.

Ms. Demos 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 7:00 p.m. Mr. Sullivan announced that the October 16, 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.

PLEDGE OF ALLEGIANCE

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

**Approved
11-13-2019**

RECOGNITION

Mr. Malone and Ms. Vogel, Principal of Tewksbury Memorial High School, introduced and recognized two outstanding students at TMHS. Megan Cunningham and Kyle Morris were named Commended Students in the 2020 National Merit Scholarship Program for their performance on the PSAT exam. On behalf of the School Committee, Mr. Cutelis and Mr. Wilson presented the students with a Resolution of Recognition.

Mr. Malone asked the Chair to entertain a motion to move New Business item #1, TMHS International Trip request up on the agenda. Mr. Cutelis moved, seconded by Mr. Stadtman, to move the International trips up on the agenda. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

TMHS International Trip Request

Ms. Regan reported that international trips at Tewksbury Memorial High School have become popular relating that Principal Vogel formed a Student Travel Committee to review all trip requests. The School Committee is asked to vote on the following three trip requests for 2021.

- 1) Math department trip request to Greece in February 2021
- 2) Science department trip request to Costa Rica in April 2021
- 3) Fine and Performing Arts department trip request to British Isles in the summer 2021

Mr. Sullivan entertained questions and comments from the School Committee. Ms. Demos inquired how students would be notified if the price changes. Mr. Sullivan thanked the school for offering these opportunities for students.

Ms. Demos moved, seconded by Mr. Wilson, to approve the international trip request to Greece 2021 during February vacation, Costa Rica 2021 during April vacation, and British Isles in the summer of 2021.

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.

STUDENT REPRESENTATIVE

Notes From Tewksbury Memorial High School

Jack Stadtman, Student Council representative to the School Committee, presented the Notes from Tewksbury Memorial High School.

Tewksbury Redmen Football team is currently on a winning streak beating Boston College High School 18 - 14, and North Andover High School 37 - 20, as well as Billerica Memorial High School 32 - 14.

The Tewksbury Cheerleading team, Marching Band, and Flag team have put on many successful half-time shows.

The Yearbook Committee suggests that all seniors get their yearbook orders in early to avoid late fees.

Science Club is looking for new members.

Academic Decathlon went through the challenges that they would like to accomplish over this year.

The Adaptive Ski team is waiting for the snow to arrive.

Student Council representatives are helping out during the elementary schools' halloween parties.

DECA started planning for their annual fashion show supporting the Megan McCarthy Research Fund. The Drama Club has continued rehearsals for their upcoming performance of *Alice In Wonderland*.

The Drama crew is excited to be back again.

The high school will also be hosting a Homecoming Dance for all high school students. They wanted to remind everyone to fill out a permission form.

In the spirit of fall, Tewksbury will be hosting the annual AppleFest Craft Fair at the high school, on the 26th of October.

PRESENTATIONS

Elementary School Building Committee Update

Peter Collins, Project Manager, CBRE/Heery introduced the new elementary school project team to present the ESBC update, Bill Beatrice, Flansburgh Architects; Sam Basta, Crosby-Smallridge Landscaping Architect, and Kristy Lyons and Christian Riordan with Consigli Construction. Mr. Collins presented an abbreviated overview of the project schedule and the milestone dates reporting the project is in the continuation of the design phase with the project Construction Manager involved with the cost estimates and constructability reviews. The design phase will continue through next spring when they will enter the construction phase. He reported the team continues to meet with the school department and the town and will meet with Judi McInnes, Principal of the Ryan School, next week about the site logistics and phasing of the project. Mr. Collins reported the project will be a two year construction window, opening for the 2022-2023 school year. Mr. Basta presented an overview of the new school campus site pointing out that the new school will be where the current stadium field is located and the location of the new fields and field house. He reported that the Ryan School will be the central piece of the campus with shared spaces between schools. Mr. Beatrice reported they have worked with the community at large and the school department to address the student drop-off to alleviate some of the congestion off Pleasant Street. He presented an overview of the interior school floor plan design relating that through the process they have been meeting with the school department as well as the town departments for their input. Mr. Collins reported the project is on schedule relating that when the construction begins, there will be a lot of activity at the site and the team will work to minimize disruption at the Ryan School. In response to questions from the School Committee, the football field is scheduled to be ready by next fall. There were no further comments. Mr. Sullivan thanked the team for the presentation.

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 September 18, 2019 Regular Meeting minutes. Voting Yes: Mr. Wilson, Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. Unanimous Vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Ms. Demos moved to approve the payroll period ending, September 19, 2019, to be approved and certified in the amount and categories as shown (\$1,331,159.62), seconded by Mr. Cutelis.

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.

Ms. Demos moved to approve the payroll period ending October 3, 2019, to be approved and certified in the amount and categories as shown (\$1,359,789.53), seconded by Mr. Cutelis.

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.

SUPERINTENDENT REPORTS

Mr. Malone Presented the Superintendent's Report

Mr. Malone updated the Committee reporting that he attended the School Safety Summit, *Fighting Hate and Homegrown Violent Extremism*, on October 3, 2019.

Mr. Malone thanked District Attorney Marian Ryan and her staff for conducting the *Dangers in Vaping* presentation last night at the Ryan School.

Mr. Malone reported he continues to work with our local Legislatures in regard to the *Student Opportunity Act* (Education Reform Bill) relating that if passed, the impact for Tewksbury could be significant as long as special education transportation may be applied to Circuit Breaker reimbursement.

Mr. Malone thanked the Town Manager, Board of Selectmen, Finance Committee, the School Committee and the citizens of Tewksbury who attended Town Meeting on October 1st. He reported that *Article 5* was approved which provides \$300,000 to the school district to conduct a study on the Dewing School and Heath Brook School to determine their long-term viability and how best to support students in the district attending older facilities.

Mr. Malone presented an AlphaBEST update relating that there are no longer any students on a waitlist. The district had the first successful non-school day programming day and AlphaBEST provided childcare during the non-student school day.

Mr. Malone reported October 2nd was *Milk with a Cop* day, relating this was a great opportunity for the Tewksbury Police Department to partner with the school district. The Tewksbury Public Library will host the *Tewksbury Welcome* reception for new residents on October 28th, relating that the school district will have a table at the event welcoming new residents. SEPAC will hold a *Basic Rights* workshop tomorrow night, 6:30PM, at Tewksbury Memorial High School. He reported that he and Ms. Demos will be attending the Annual MASC/MASS Joint Conference in early November. Mr. Malone reported that November 5th is a Professional Development Day for staff, no school for students; November 11th is no school in observance of Veterans Day, and the TMHS Theatre will be presenting *Alice In Wonderland* on November 14th-16th.

Assistant Superintendent Report

Ms. Regan reported that on November 17th there will be an in-state enrichment field trip to the Boston Opera House to see the play, *Come From Away*, this will be open to students and families from the Ryan, Wynn, and Tewksbury Memorial High School.

Ms. Regan reported that today, October 16th, is the annual PSAT day for all juniors and sophomores at the high school. All seniors will work on completing a College and Career activity they need and freshmen are participating in the Greater Lowell Tribal Council Association's day of learning.

Ms. Regan pointed out that the annual attendance letter from District Attorney Marion Ryan, in collaboration with the principals and Superintendent Malone, is on the Consent Agenda. She reported October 7th was the first Town-wide PAC meeting this year relating the group reviewed school fundraising policies and procedures. The PAC members were given a tour of the Wynn Middle School's new technology and video equipment upgrades for the School Resource Officer.

Business Manager Report

Mr. Libby presented the FY 21 Budget Process Timeline reporting the process is starting, the district will be projecting salary increases and meeting with department heads and principals for input.

In mid-December the district should receive our budget target from the Town Manager and by January 10th, the district will provide the town with a preliminary budget for the upcoming year. He reported that in January, February and March there will be budget workshops and presenting information to the public. Mr. Sullivan remarked that Mr. Libby is available to meet with School Committee members on the budget.

CONSENT AGENDA

Mr. Sullivan asked if anyone would like to remove any item from the Consent Agenda. Mr. Malone pointed out that on the Consent Agenda is a donation from MathWorks in the amount of \$2,500 for the Robotics Team. The funding will be used to offset the team's registration fees for an upcoming competition. Mr. Sullivan commented on the truancy letter reiterating the importance of making sure children get to school. Mr. Sullivan called for a motion to approve the Consent Agenda. Mr. Stadtman moved to approve the Consent Agenda as presented, seconded by Mr. Cutelis. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

1. **Correspondence**

a. Truancy / Attendance Letter (Middlesex District Attorney)

2. **Enrollment Update**

See Old Business

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

New Hires: Chris Mahanna (\$20,338 *prorated*), Classroom Instructional Aide, Tewksbury Memorial High School, effective September 30, 2019

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

Appendix B Coach Positions for the 2019-2020: None

Transfers: Kimberly Rowe (\$27,436 *prorated*) from the position of Classroom Aide to the position of 10-month secretary at the John Ryan Elementary School, effective September 30, 2019

Retirements/Resignations/Terminations: Jonathan Paquette Building Custodian at Tewksbury Memorial High School, effective October 25, 2019; Joanne Kearns, School Secretary at the John Wynn Middle School, effective October 28, 2022; Melissa Nigro, School Nurse at the Dewing Elementary School, effective October 9, 2019

5. **Acceptance of Donations/Gifts:** Donation of \$2,500.00 from MathWorks to Tewksbury Memorial High School Robotics Team

6. **Fundraisers/Raffles:** Ryan PAC 2019-2020 school year fundraising and calendar events; Wynn PAC Yankee candle and soup fundraiser October 19, 2019 through November 29, 2019; TMHS PAC fundraising events from October 2019 through June 2020: AppleFest 2019, Trivia Night 2020 and Calendar Raffle 2020; TMHS Adaptive Ski Team Christmas Wreath fundraiser, October 18, 2019 through November 7, 2019; Dewing/North Street PAC fundraiser, Parent Night Out - Tewksbury Country Club Trivia Night, February 27, 2020

SCHOOL COMMITTEE REPORTS

Elementary School Building Committee

Mr. Cutelis reported that the elementary school building project is on schedule and everything is looking good. There is a meeting next week with the Planning Board and Conservation Commission to get the permitting process underway and they are working diligently with our school administration and staff.

Tewksbury Education Foundation

Ms. Demos reported a first meeting has not been established and she will report once they meet.

Tewksbury SEPAC

Mr. Sullivan reported that the SEPAC will host a Basic Rights Workshop tomorrow night, 6:30PM-9:00PM, at Tewksbury Memorial High School. They are holding a Social Event at Blue Wave in Tewksbury on November 21st. Both events are open to the public.

Wellness Advisory Committee

Mr. Stadtman reported on October 27th the Tewksbury Police Department will host the community Safe Halloween at Tewksbury Memorial High School, 10:00AM -1:00PM.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Mr. Sullivan reported that The Policy Committee will be meeting on October 24th.

OLD BUSINESS

Enrollment - 2019 Unofficial October 1st Count

Mr. Malone reported the district has submitted the district's October 1st enrollment count to the Massachusetts Department of Elementary and Secondary Education (DESE).

Ms. Regan reported on the class sizes at Tewksbury Memorial High School.

MCAS Accountability Update

Ms. Regan summarized the MCAS Accountability progress reporting that the districts are unable to compare historical accountability data since the testing has changed. She reported that the Tewksbury Public Schools falls within the substantial progress towards targets and grades three and four fall within the moderate progress towards target. Mr. Sullivan opened for School Committee questions and comments.

NEW BUSINESS

TMHS International Trip Request - Moved up on agenda.

2019 Northeast Professional Educators Network (NPEN) Workshop

Ms. Regan reported that the Northeast Professional Educators Network will host an annual inter-district, high-quality professional development for low incident roles on November 5th. Ms. Regan reported on October 11th the district held a teacher led, teacher driven, professional development day for Tewksbury staff. The district's vision, strategy, and long-term goals in helping teachers work together to improve student learning is taking shape.

2019 Summer Reading Participation Tallies

Ms. Regan presented the final summary on the 2019 Summer Reading participation tallies.

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FY21 Budget Timeline Process

Mr. Libby reported during Staff Reports.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Stadtman reported that AppleFest will be held on Saturday, 9:00AM - 3:00PM, at Tewksbury Memorial High School. Ms. Demos thanked Mr. Malone and Ms. Regan for presenting the enrollment data. Mr. Sullivan thanked the Beautification Committee and the many volunteers for working the Clean-up day on October 5th. He reported the North Street/Trahan Re-Use meeting will be held on Monday, October 28th.

FUTURE MEETINGS

November 13, 2019; December 4, 2019

FUTURE AGENDA ITEMS

None

ADJOURN

At 8:34 p.m., Mr. Sullivan adjourned the October 16, 2019 School Committee meeting with a motion from Ms. Demos, seconded by Mr. Wilson. All Aye. Unanimous Vote. Motion carried 5-0.