

**Tewksbury School Committee  
Regular Meeting #5  
Wednesday, January 15, 2020  
Tewksbury Memorial High School, Library  
320 Pleasant Street, Tewksbury**

**SCHOOL COMMITTEE MEMBERS PRESENT**

Keith M. Sullivan, Chairperson  
Shannon M. Demos, Clerk  
John R. Stadtman, Member  
Scott D. Wilson, Member

**SCHOOL COMMITTEE MEMBERS LATE**

James A. Cutelis, Vice-Chairperson

**SCHOOL ADMINISTRATORS PRESENT**

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

**CALL TO ORDER**

Mr. Sullivan called the January 15, 2020, Regular School Committee meeting to order at 6:02 p.m. Mr. Sullivan announced the School Committee will be convening an Executive Session to continue discussion relative to collective bargaining with employee groups and individual employees and the strategy to be followed, and/or continued ongoing litigation.

Mr. Stadtman moved, seconded by Mr. Wilson, to enter into an Executive Session to continue discussion relative to strategy with respect to collective bargaining and/or litigation. The School Committee will return in Open Session at 6:30 p.m. for the Budget Workshop.

Roll Call Vote - Voting Yes: Mr. Wilson, Mr. Stadtman, Ms. Demos, and Mr. Sullivan. All Aye. No Opposed.  
Unanimous Vote. Motion carried 4-0. Mr. Cutelis arrived at 6:20 p.m.

At 6:30 p.m., Mr. Cutelis moved, seconded by Ms. Demos, to adjourn the Executive Session to convene a Budget Workshop and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

**BUDGET WORKSHOP**

At 6:30 p.m., Mr. Sullivan opened the January 15, 2020 Budget Workshop.

Mr. Libby addressed the School Committee presenting the FY21 Budget Workshop reporting that the budget process uses the District Strategy to shape district resources going forward in the budget process and the Theory of Action goes along with the District Strategy. He reported that the budget consists of four major parts, salaries, operating costs, Capital Outlay, and fixed costs, which are managed and shared with the town.

**Approved  
2-12-2020**

Mr. Libby presented an overview of needs across the district in areas of personnel, technology and building improvements. Mr. Libby reported the overall increase in the school budget is 2.94%. The salaries are 70% of the school budget, assuming level staffing, which includes, salary increases, steps, longevity, and contractual increases. The operating budget is 28% of the school budget, most of that budget is in transportation and tuition. Capital Outlay is 2% of the school budget for maintaining our buildings, technology upgrades, and to accomplish items on the project list. Mr. Libby reported on the FY21 grants and revolving accounts relating we have a total of 62 separate funds which was reduced from 89 last year.

Mr. Libby reported the recommended FY21 school budget is \$50,633,725. Our salaries are \$35,245,995, operating costs are \$14,537,730, the Capital Outlay increased to \$850,000, and fixed costs are \$10,553,341. He reported the next step in the budget process is to continue discussion with building principals, department heads, school staff, elected and town officials, and community members. Mr. Libby ended with a call for questions and/or comments from the School Committee.

### **MOMENT OF SILENCE**

Mr. Sullivan called for a Moment of Silence for Tommy Gilbride. Mr. Gilbride worked for the Tewksbury Public Schools in the Custodial and Maintenance departments for a total of 39 years.

### **ANNOUNCEMENT**

Mr. Sullivan reconvened the Regular School Committee meeting at 7:03 p.m. Mr. Sullivan announced that the January 15, 2020, 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**

Shane Aylward led the School Committee in the Pledge of Allegiance.

### **STUDENT RECOGNITION**

#### **Boston Globe & Boston Herald 2019 All-Scholastics**

Mr. Malone announced that the district has some outstanding athletic recognitions this evening introducing Makayla Paige and Shane Aylward.

#### **Makayla Paige - Girls Cross Country**

Mr. Drouin and Ms. Vogel remarked on Makayla's achievements this year. Mr. Drouin reported that Makayla was named Gatorade Runner of the Year for Massachusetts and in Cross Country she is undefeated in Dual Meets. Makayla has the #1 ranked time in the country for the 600M and in New England and Massachusetts she holds the all-time record. On behalf of the School Committee, Mr. Wilson presented Makayla Paige with a Resolution of Recognition.

#### **Shane Aylward - Football**

Mr. Malone introduced Shane Aylward stating that Shane is an outstanding young man who is involved in most everything around the high school. Mr. Drouin reported that on the Redmen Football Team, Shane set the Single Season Reception Record, his Career Record, and he has 30 touchdowns in his career. He reported that Shane is involved in the Best Buddies program, Unified Sports, he is a member of the Redmen Basketball team, track, and he is a role model at Tewksbury Memorial High School.

On behalf of the School Committee, Ms. Demos presented Shane Aylward with a Resolution of Recognition. Mr. Drouin added that Brian Aylward was named Head Coach in Massachusetts and Shane has been nominated for the Shriners Game.

Mr. Drouin reported that Sarah Oteri, Girls Ice Hockey Coach, was named the National Federation of High School Coaches - Girls Ice Hockey Coach of the Year.

### **Tewksbury Memorial High School**

#### **DECA Fashion Show**

Mr. Malone invited James Sullivan, DECA Advisor, and DECA representatives up to be recognized for organizing the 2019 DECA Fashion Show.

Ms. Vogel introduced Colby Brown, Rebecca DeFrancesco, and Tori Schille. She related that Tori was unable to attend tonight as she is on the ice in a hockey game. Ms. Vogel reported that Tori, Colby, and Rebecca are recognized tonight for taking on the task and organizing the 10th annual DECA Fashion Show. She reported the funds raised are donated to the Dana Farber Cancer Institute for the Meghan McCarthy Fund. Ms. Vogel reported that in the past 10 years, the Fashion Show has raised and donated over \$90,000 to Dana Farber. On behalf of the School Committee, Mr. Stadtman presented Colby and Rebecca with a Resolution of Recognition.

### **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:

- The price for this year 's yearbook is still \$70. Our 2020 yearbook is 50% complete at this time.
- The TMHS Theater Company has started rehearsals for their winter performance of *Almost Maine* as well as their spring production of *Cinderella*.
- DECA students recently competed in their Annual District Competition. Out of the 50 students that they brought, a total of 33 will be moving on to the State competition.
- She's the First is now selling fudge by the pound for only \$9!
- GSA is selling t-shirts to raise money for future club events.
- Academic Decathlon are studying up for our Regional meet that will take place on February 1, 2020.
- SADD is preparing for their latest poster contest with the theme of "Dude, be nice".
- The Math Team completed its fourth meet of the year last Thursday, January 9th, at Westford Academy. We scored just three points shy of Central Catholic!
- Winter Track has been training their members on and off during the week as they prepare for upcoming competitions.
- The Morning Update crew urges all teachers and students to tune-in every morning for daily updates.
- All clubs participated in "Principals Day" where they brought in cards and gifts for Ms. Vogel.

### **PRESENTATIONS**

#### **Tewksbury Memorial High School - Esports Team Club Proposal**

Mr. Malone reported that this evening we have a presentation by the esports team. He invited Mr. Drouin and the Coach, Sanford Arbogast, to present an overview of the esports proposal. Mr. Drouin reported that two years ago the MIAA started sponsoring esports. He reported that currently there are 25 high schools in Massachusetts with a team, three in the Merrimack Valley.

Mr. Arbogast had approached him and Ms. Vogel about starting a team so we reached out to Mr. Stamp, Director of IT, to make sure we can support the teams safely and securely. At this point, we would like to do this at the club level in order to compete.

Mr. Arbogast reported we are proposing a club level team which will allow the students to compete. The TMHS esports team would play the game *League of Legends*. Mr. Arbogast reported that esports is a growing competition sport in which students play video games. He reported that esports attracts kids that are not always involved in extracurricular activities in school. Mr. Arbogast reported that the season begins February 17th with a deadline of February 14th to register adding that it is a nationwide sport but Tewksbury would only play schools in Massachusetts. He added that there are college scholarships available for esports and grants available for students in the Free and Reduced lunch program. Mr. Arbogast entertained questions and comments from the School Committee. Mr. Malone commented that most of the safeguards are in place and as we move forward we will have a high priority on school and student safety. Mr. Sullivan wished the esports team well.

### **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 December 4, 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 December 12, 2019, to be approved and certified in the amount and categories as shown (\$1,346,495.74), seconded by Mr. Cutelis.

Roll Call Vote: Voting Yes: Mr. Wilson, Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. Unanimous Vote. Motion carried 5-0.

Ms. Demos moved to approve the payroll period ending December 26, 2019, to be approved and certified in the amount and categories as shown (\$1,369,176.80), seconded by Mr. Cutelis.

Roll Call Vote: Voting Yes: Mr. Wilson, Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. Unanimous Vote. Motion carried 5-0.

Ms. Demos moved to approve the payroll period ending January 9, 2020, to be approved and certified in the amount and categories as shown (\$1,323,741.89) seconded by Mr. Cutelis.

Roll Call Vote: Voting Yes: Mr. Wilson, Mr. Stadtman, Mr. Cutelis, Ms. Demos, and Mr. Sullivan. Unanimous Vote. Motion carried 5-0.

### **SUPERINTENDENT REPORTS**

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

Mr. Malone presented an update on the Student Opportunity Act reporting there is additional funding through the Chapter 70 reform. He reported that we are unsure if additional funding would come to Tewksbury. He hopes to have more information by the next meeting.

Mr. Malone reported on the 25 year enrollment projections from the New England School Development Council (NESDEC) relating there is a slight decline in Tewksbury enrollment which is consistent with Massachusetts School Building Authority (MSBA) studies and with consultants.

Mr. Malone reported that the Town-wide PAC met on January 13th, thanking the members for attending. Mr. Malone thanked the Tewksbury/Wilmington Elks for presenting every 3rd grader in the district with a personalized dictionary. Mr. Malone reported that in observance of Martin Luther King Day, there will be no school on Monday, January 20th.

### **Ms. Regan, Assistant Superintendent's Report**

Ms. Regan reported that on December 30th, the district hosted the final Stop the Bleed training for custodial and maintenance staff thanking Detective Gonzalez and the district's Lead Nurse, Kelly Constantino, for organizing and leading the training. Ms. Regan pointed out that on the Consent Agenda is the Next Generation MCAS testing schedule for the Tewksbury Public Schools. She reported that all English Language Learners will be participating in Access testing this week. She presented an update on the Tiered Focused Monitoring (TFM) system reporting that all school districts must participate in the TFM process, formerly known as the Coordinated Program Review (CPR). She reported the process is designed to monitor our compliance and program improvements around Special Education, Civil Rights, and English Language Education. She reported that the TFM is a six year process, in two three-year cycles.

Ms. Regan reported the district is preparing for the 2020-2021 school year preschool and kindergarten registration relating that kindergarten registration will be scheduled with the Director of Student/Family Services at the Center School.

### **Mr. Libby, Business Manager Report**

Mr. Libby presented during the Budget Workshop.

### **CONSENT AGENDA**

Mr. Sullivan asked if anyone would like to remove any item from the Consent Agenda. Seeing none, Mr. Sullivan asked for a motion.

Mr. Cutelis moved to approve the Consent Agenda as presented, seconded by Ms. Demos. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

#### **1. Correspondence**

Tewksbury Public Schools - NG MCAS 2019-2020 Testing Window (Grades 3-10)  
Valley Collaborative 2019 Annual Report

#### **2. Enrollment Update**

January 1, 2020

#### **3. Personnel Items**

**New Hires:** **Robert Phinney** (\$35,907.00 *prorated*), Building Custodian at Tewksbury Memorial High School, effective December 2, 2019; **Shaun O'Brien** (\$35,907.00 *prorated*), Building Custodian at Tewksbury Memorial High School, effective December 16, 2019; **Adrian Deno** (\$35,907.00 *prorated*), Building Custodian at Tewksbury Memorial High School, effective December 23, 2019; **Eric Bland** (\$60,494.00 *prorated*), Science Teacher, Tewksbury Memorial High School, effective January 21, 2020

**Athletics:** Jamie Bruno (\$3,244), Girls Freshman Basketball Coach effective December 2, 2019; Daniel Kassner (\$3,244), Boys Freshman Basketball Coach effective December 2, 2019; Jacob Cofer (\$5,775), Boys Indoor Track Head Coach effective December 2, 2019

**Retirements/Resignations/Terminations:** Monica Crowder, Classroom Instructional Aide at the John Wynn Middle School, effective December 20, 2019; Shelly Galusha, Biology Teacher at Tewksbury Memorial High School, effective January 27, 2020; Smitha Vayyavur, Classroom Instructional Aide, Heath Brook School, effective December 17, 2019; Patricia Gale, Kindergarten Classroom Aide, Heath Brook School, effective February 3, 2020; Emily Murphy, Classroom Instructional Aide, Tewksbury Memorial High School, effective January 6, 2020; Deborah Brewin, Grade 2 Teacher at the Heath Brook School, effective June 30, 2022

4. **Acceptance of Donations/Gifts:** None

5. **Fundraisers/Raffles:** Anime Club fundraising event selling Valentine's chocolates, February 10, 2020 through February 14, 2020. Proceeds will be used to host an Anime convention at TMHS; North Street/Dewing PAC Parents Night Out, February 27, 2020, proceeds will to support ongoing pac events; North Street/Dewing PAC Fun Run, June 1, 2020 through June 12, 2020, proceeds to support new playground at the Dewing and ongoing PAC events.

## **SCHOOL COMMITTEE REPORTS**

### **Elementary School Building Committee (ESBC)**

Mr. Cutelis reported the Elementary School Building Committee has been meeting regularly and working diligently relating that at tomorrow night's meeting they are hoping to submit the 60% Design documents to the MSBA. He reported that work at the site is anticipated to start in January although it may not begin until March due to the permitting process. Mr. Cutelis reported that tomorrow night we might approve the release of the site work package that may come in under budget.

### **Tewksbury Education Foundation**

Ms. Demos reported that the Tewksbury Education Foundation has met once. We are eager to have new members. She reported that anyone interested may contact her for more information.

### **Tewksbury SEPAC**

Mr. Sullivan reported the SEPAC will be meeting tomorrow night at 7:00 p.m., at Tewksbury Memorial High School. He reported that the Director of Student Services will present the Special Education program at the meeting.

### **Wellness Advisory Committee**

Mr. Stadtman reported the next Wellness Advisory Committee meeting will be held on March 16th at 3:30 p.m.

## **POLICY CHANGES, PROPOSALS, AND ADOPTION**

None

## **OLD BUSINESS**

### **January 17, 2020 Professional Development Half-day Workshop**

Ms. Regan presented the schedule for the January 17, 2020 Teacher Workshop day relating this will be an early release day for students.

### **2019 Annual CACE Leadership Conference Update (Jenni Donohoo, Collective Efficacy)**

Ms. Regan reported she was not at the last School Committee meeting as she was attending the annual CACE Conference with district principals. She reported that they attended a presentation on Collective Efficacy relating that the presenter, Jenni Donohoo, has agreed to contract with Tewksbury next year for a Professional Development offering.

### **Curriculum Bias Reporting Tools for Staff, Students, & Parents**

Ms. Regan reported the Curriculum Bias reporting tool is an informational item to show we review instructional resources for curriculum bias. She reported the district has implemented a process to look for bias in our resources. She reported that the form is on the website and goes hand-in-hand with the Tiered Focused Monitoring process.

## **NEW BUSINESS**

### **2020-2021 School Calendar Draft**

Ms. Regan reported the 2020-2021 School Calendar is presented on the first draft relating the principals are still working on determining the Open House and Parent/Teacher Conference dates. Ms. Regan pointed out that the last day of school will be in late June. She reported that according to the Tewksbury Teachers Association (TTA) contract, we may not start the year earlier than the Monday before Labor Day and this year Labor Day is late.

Ms. Regan reported this is informational only; the School Committee is not asked to vote on the calendar tonight. At the suggestion of Ms. Demos, the district will look at the Professional Development day schedule.

### **2020 Annual Ginsburg Family Award Nomination**

Mr. Malone reported the Ginsburg Family Award is a great event established in 2013 to recognize an organization or individual for their support of the Tewksbury Public Schools. He reported the district is accepting nominations and offered thanks to the Ginsburg family for sponsoring the award.

### **Superintendent's Mid-Year Review**

Mr. Sullivan presented Mr. Malone's Mid-Year Review relating that this gives the School Committee the opportunity to reflect on the Superintendent's goal setting for our students, staff, and school facilities. He reported that a formal evaluation will be completed in June or July of 2020. Mr. Sullivan reported that Mr. Malone is in his fourth year as Superintendent of the Tewksbury Public Schools and he continues to exhibit strong leadership skills which is a benefit to the district. Mr. Sullivan reported on Mr. Malone's performance indicators and his areas of concentration this year. He reported that Mr. Malone is approachable, professional and consistent with his dealings with the School Committee, schools, students, staff, and community members. We recognize and appreciate his commitment to the district and his consistent work towards improving academic achievement for students. The review is a collaboration of the School Committee.

## **SCHOOL COMMITTEE MATTERS OF INTEREST**

Ms. Demos reported she attended the Board of Selectmen meeting on the budget relating that she appreciates the collaboration between the Town and the schools. She reported she had the opportunity to attend a meeting at the high school on the Senior Project.

Mr. Wilson thanked Mr. Libby for the budget presentation relating that it was outstanding, easy to read and understand, and he appreciated the collaboration between Mr. Libby and the town.

At the suggestion of Mr. Stadtman, the Committee discussed the proposal of a Warrant Article for the replacement of the Ryan School roof and the Dewing School roof. The Committee agreed to discuss the proposal at a future School Committee Meeting.

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Mr. Wilson moved to Table the discussion until the February School Committee meeting, unless there is a deadline to submit a Warrant sooner than the next meeting. Mr. Stadtman seconded. All aye. No opposed. Unanimous vote. Mr. Sullivan will discuss a Warrant for roofs with Mr. Montuori.

Mr. Sullivan wished good luck to the 30 DECA students participating in the state DECA competition.

**FUTURE MEETINGS**

February 12, 2020 Public Budget Hearing/Regular Mtg; March 18, 2020 Public Budget Hearing/Regular Mtg

**FUTURE AGENDA ITEMS**

None

**ADJOURN**

At 8:36 p.m., Mr. Sullivan adjourned the January 15, 2020 School Committee meeting with a motion from Ms. Demos, seconded by Mr. Stadtman. All Aye. Unanimous Vote. Motion carried 5-0.