

**Tewksbury School Committee
Regular Meeting #6
Wednesday, February 12, 2020
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

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

SCHOOL ADMINISTRATORS EXCUSED

Christopher J. Malone, Superintendent

CALL TO ORDER

Mr. Sullivan called the February 12, 2020, Regular School Committee meeting to order at 6:00 p.m. Mr. Sullivan announced the School Committee will be convening an Executive Session to continue discussion relative to collective bargaining with employee groups or individual employees and the strategy to be followed, and/or continued ongoing litigation.

Mr. Cutelis moved, seconded by Ms. Demos, 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 the Budget Public Hearing.

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 6:25 p.m., Mr. Cutelis moved, seconded by Ms. Demos, to adjourn the Executive Session to convene a Public Hearing on the budget and reconvene the Regular School Committee meeting. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

PUBLIC BUDGET HEARING

At 6:34 p.m., Mr. Sullivan opened the February 12, 2020 Public Budget Hearing.

Mr. Libby addressed the School Committee presenting the FY21 Budget reporting that the budget consists of four major parts, salaries, operating costs, Capital Outlay, and fixed costs. The fixed costs are managed and shared with the town. Mr. Libby presented an overview of needs and the focus areas across the district in personnel, technology and building improvements. He stated the overall increase in the school budget is 2.03%. 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.

APPROVED 4/15/2020

Capital Outlay is 2% of the school budget for textbooks and software, maintaining our buildings, technology upgrades, and to accomplish items on the project list. Mr. Libby presented the E-Rate update, funding earmarked for school projects, costs savings we had due to work the IT department staff completed, and the completed project list. Mr. Libby presented the grant funding and Title 1 update and reported that at the request of the town, the district has reduced the number of revolving accounts from 89 to 62.

Mr. Libby reported the recommended FY21 school budget is \$50,633,725.00: salaries are \$35,205,417, operating costs are \$14,578,308, the Capital Outlay is \$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 concluded with a call for questions and/or comments from the School Committee.

Mr. Stadtman updated the community on his suggestion to look at a Warrant Article for school roofs at the Heath Brook and Ryan Schools. He reported we met with the Town Manager regarding a Warrant Article for school roofs and we will not go forward with a Warrant Article at this time. Mr. Libby provided an update on the roofs at the Ryan School and the Heath Brook School.

Mr. Sullivan announced that this is a Public Budget Hearing, the public is welcome to make comments or ask questions. They may contact Mr. Libby or Superintendent Malone with any questions or comments. Mr. Sullivan asked if anyone had any questions on the Budget Hearing. Seeing no one, Mr. Sullivan called for a motion to adjourn the Public Budget Hearing.

At 6:58 p.m., Ms. Demos moved, seconded by Mr. Cutelis, to adjourn the Public Budget Hearing. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0. Mr. Sullivan announced that the School Committee will reconvene in one (1)minute.

ANNOUNCEMENT

Mr. Sullivan reconvened the Regular School Committee meeting at 7:01 p.m. Mr. Sullivan announced that the February 12, 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 if anyone is recording tonight's meeting to please identify himself/herself. Eric Kane and Matt Holmes, Channel 7 News, announced that they are recording the meeting.

PLEDGE OF ALLEGIANCE

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

STUDENT RECOGNITION

None

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.

The TMHS Theatre Company put on an amazing production of "Almost Maine" this weekend. He congratulated the cast and crew on a job well done. Stay tuned for *Cinderella* coming in late April.

DECA is preparing for their State Conference against the top students from Massachusetts.

SADD is preparing for their latest poster contest with the theme of "Dude, be nice".
International Club is now collecting shoes for their annual shoe drive which benefits *Soles for Souls*.

The Health Department is collecting pet donations for the MSPCA.

The Morning Update crew urges all teachers and students to tune-in every morning for daily updates.

Teachers are urging students to continue to study over break and don't forget about tests and quizzes.

As a friendly reminder, next week students are on vacation so be sure not to go to school. There is also a half-day this Friday.

PRESENTATIONS

None

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 January 15, 2020 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 January 23, 2020, to be approved and certified in the amount and categories as shown (\$1,356,164.55), 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 February 6, 2020, to be approved and certified in the amount and categories as shown (\$1,378,958.91), 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.

Mr. Cutelis motioned to move the Program of Studies from New Business to this portion of the agenda. Mr. Wilson seconded. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Program of Studies

Ms. Regan reported the Committee has received a change memo for the TMHS 2020-2021 Program of Studies, pointing out the updates and revisions for the upcoming year. Mr. Sullivan opened for questions and/or comments from the Committee.

Ms. Demos moved, seconded by Mr. Wilson, to accept the 2020-2021 Program Of Studies as presented. All Aye. No Opposed. Unanimous Vote. Motion carried 5-0.

Mr. Sullivan announced that Superintendent Malone is attending a national conference sponsored by AASA this week.

SUPERINTENDENT REPORTS

Ms. Regan reported that last week she and Superintendent Malone visited the new K-2 DLC program at the Heath Brook School. Ms. Regan pointed out that the District Report card is on the Consent Agenda relating that a link to the District and School Report Cards may be found on the MA Department of Elementary and Secondary Education's (DESE) website. She presented an update on the Tiered Focus Monitoring (TFM), previously known as the Program Coordinated Review. She reported that DESE does a review of all Massachusetts' school districts in the areas of Special Education programming and compliance, Civil Rights, and English Language Learners. There were no issues of non-compliance found and the district is rated Tier 1 in all categories. Ms. Regan presented a snapshot of our website analytics from last year. She reported the TPS mobile app was updated to fix some glitches. Ms. Regan reported the Wynn Middle School is hosting the Unified Basketball Program this year, the TMHS Mock Trial Team had its first win over Chelmsford last week, the MIAA named Tori Schille as the January Athlete of the Month, and last week Channel 5 News recognized Jessica Driscoll, a sophomore at TMHS and a member of the Red Rangers Girls Ice Hockey Team, as she honored the memory of her late brother Ryan Driscoll at the last Red Rangers ice hockey game.

Ms. Regan reported the 100th day of school was last week. At this time of the year, the district will begin planning for the summer programs. She reported that last week kindergarten and preschool registration began. Our summer programming and planning is underway for summer school, AlphaBEST, and enrichment opportunities. Ms. Regan reported the district received two grant awards from ExxonMobile in the amount of \$500.00 each. The donations will be used for the high school Robotics Club. She reported nominations are closed for the Ginsburg Award and we will make an announcement once the winner is chosen. Ms. Regan reported that March 13, 2020 is an early release half-day for students and a half-day Professional Development day for staff.

Mr. Sullivan opened for comments and/or questions from the School Committee. Mr. Sullivan took a moment to acknowledge the SEPAC members in the audience and thanked the SEPAC for their collaboration with the Unified Basketball program at the Wynn this year. He reported we are in the works of starting a similar program for the Ryan School adding that it should begin in March.

Mr. Libby, Business Manager Report

Mr. Libby reported that last year's winner of the Ginsburg Family award, Donna's Donuts, requested the \$5,000 award to be used to support music and the arts in the district.

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 to approve the Consent Agenda.

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

CONSENT

1. **Correspondence**
 - a. School & District Report Card: Learn more about Massachusetts schools! - MA Dept of Elementary & Secondary Education (File)
 - b. District & School Report Card Release (File)

- c. *Welcome to Kindergarten!* - (File)
- d. Civics Teaching and Learning Grant (File)
- e. Website Analytics (File)
- f. Unified Hoop at Wynn Middle School (File)

2. **Enrollment Update**

None

3. **Personnel Items**

New Hires: Paige Winn (\$20,339.00 *prorated*), Classroom Instructional Aide, Tewksbury Memorial High School, effective February 3, 2020; Carly Cattoggio-Nelson (\$15,545.00 *prorated*), Classroom Aide, Wynn Middle School, effective January 13, 2020; Maria Campo (\$15,545.00 *prorated*), Classroom Aide, Heath Brook School, effective February 10, 2020

Retirements/Resignations/Terminations: James Pringle, Science Teacher, Wynn Middle School, effective June 30, 2022; Robin Adams, Food and Nutrition Services Manager, Wynn Middle School, effective June 30, 2020; Donna Sacramone-Greene, Kindergarten Teacher at the Heath Brook School, effective June 30, 2022

1-Year Leave of Absence: Ashley Peterson, Health Teacher, Wynn Middle School for the 2020-2021 school year

- 4. **Acceptance of Donations/Gifts:** Tewksbury Memorial High School's Robotics Club awarded two \$500 grants from local Exxon/Mobil stations: ELKS Fuel, Inc. and Life's Too Short, Inc., through the Exxon Mobil Educational Alliance program.
- 5. **Fundraisers/Raffles:** TMHS Student Council fundraiser selling *Hershey Kisses* to students March 23rd through March 27th; Class of 2022 fundraiser selling green candy on March 17th; TMHS Theatre Co. Calendar Raffle, April 1st, through May 2nd

SCHOOL COMMITTEE REPORTS

Elementary School Building Committee (ESBC)

Mr. Cutelis reported the ESBC continues to meet on a monthly basis. He reported we are proceeding along with the design of the elementary school and it is 60% done. We are working on the permitting process with the Conservation Commission and the Planning Board which should be completed by the end of month. We will need to wait on the permitting process adding that construction should begin within the month. Mr. Cutelis reported we went out with an early bid site package and it has come in over a million dollars under budget for that piece of work.

Tewksbury Education Foundation

Ms. Demos had no update.

Tewksbury SEPAC

Mr. Sullivan reported the next SEPAC meeting will be held tomorrow night at Tewksbury Memorial High School in the Large Group Instruction Room #1 (LGI-1), at 7:00PM, welcoming the community to participate.

Wellness Advisory Committee

Mr. Stadtman reported that the next Wellness Advisory Committee meeting will be held at Tewksbury Memorial High School on March 16, 2020, at 3:30PM in LGI-1.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Ms. Demos reported the Policy Committee recently met and reviewed policies for updating. Ms. Demos reported the following policies are presented on the Informational Reading.

Policies to Rescind - MASC found policy to be Redundant or Unnecessary: Informational Reading (Files)
IHA -Basic Instruction; **IHGB-E** -Homeschooling; **JLA** -Student Insurance Program; **JLD** -Guidance Program; **JP** - Student Gifts and Solicitations

Policies Recommended for Revision to TPS Policy or Adopt MASC Policy: Informational Reading (Files)
JB -Equal Educational Opportunities; **JBB** -Educational Equity; **JFABD** -Homeless Students: Enrollment Rights and Services; **JFABE** -Educational Opportunities for Military; **JFABF** -Educational Opportunities for Children in Foster Care

OLD BUSINESS

2020-2021 School Calendar Draft

Ms. Regan reported the 2020-2021 School Calendar is presented to the School Committee for approval. She pointed out that this year, school is starting later and ending later. Ms. Regan reported that the Committee will be voting on the first and last day of school, school vacations, full-day Professional Development dates, and the Open House schedules and Parent / Teacher Conferences. Ms. Regan pointed out that the district is still considering the half-day workshops and graduation dates for the 2020-2021 school year.

Mr. Wilson moved, seconded by Mr. Cutelis, to approve the 2020-2021 School Calendar as presented. 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.

NEW BUSINESS

Recommendation to Accept the TMHS 2020-2021 Program of Studies

Moved up on the agenda.

Superintendent's Evaluation Timeline

Ms. Regan reported the 2020 Superintendent Evaluation Timeline is presented to the Committee. Mr. Sullivan reported that the timeline is for the School Committee to evaluate the Superintendent.

Student Opportunity Act

Ms. Regan reported and explained the Student Opportunity Act (SOA) relating this is an initiative and a promise from the Commonwealth to provide more resources to districts that are looking to close achievement gaps. Regardless of how much the district receives, we are required to reach out to our stakeholders and get feedback on what the potential use of the funding will be, although we do not know the amount the district may receive. The School Committee will need to vote on the plan at the March 18, 2020 School Committee meeting in order for the district to submit the plan to the Department of Elementary and Secondary Education by April 1, 2020.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Wilson gave a *shout-out* to the Girls Ice Hockey team for a great win over Chelmsford, 3-1, and to the Girls Basketball team. He announced that the Boys Basketball team will play tomorrow night. Mr. Stadtman reported that February vacation is next week and hopes that everyone has an enjoyable break.

FUTURE MEETINGS

March 18, 2020 Public Budget Hearing 6:30PM / March 18, 2020 Regular Mtg 7:00PM; April 15, 2020 Reorganization Meeting (7:00PM) / April 15, 2020 Regular Meeting (7:15PM)

*Tewksbury School Committee
Regular Meeting
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FUTURE AGENDA ITEMS

None

ADJOURN

At 7:37 p.m., Mr. Sullivan adjourned the February 12, 2020 School Committee meeting with a motion from Mr. Cutelis, seconded by Mr. Stadtman. All Aye. Unanimous Vote. Motion carried 5-0.