

**Tewksbury School Committee
Regular Meeting #7 - Wednesday, April 15, 2020
All Members Attended Remotely by Logging on to GoToMeeting.com**

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 April 15, 2020, Regular School Committee meeting to order at 5:30 p.m. Mr. Sullivan read the Tewksbury School Committee Ground Rules for conducting a remote meeting. The Chair stated that this meeting will be recorded and posted on the Tewksbury Public Schools' website. The public is welcome to make comments by contacting either Mr. Sullivan, Chairman or Mr. Malone, Superintendent.

Mr. Sullivan, School Committee Chairman, confirmed all members of the School Committee and persons on the agenda are present and give consent to record the meeting.

Roll Call Vote - Voting Yes: Ms. Demos, Mr. Cutelis, Mr. Stadtman, Mr. Wilson, Mr. Malone, Ms. Regan, Mr. Libby and the Chair. Unanimous Vote. Motion carried 8-0.

PUBLIC BUDGET HEARING

Mr. Malone introduced Mr. Libby, Business Manager, relating that this Hearing is consistent with the two previous Budget Hearings. We have been in contact, at the state level, and at the town level, regarding budgetary concerns related to the pandemic. Mr. Malone reported he talked with Mr. Montuori today, Mr. Montuori encouraged the district to put forth the FY21 budget as has been developed and any budgetary conversations around budget adjustments due to the pandemic will remain to be had in the future.

At 5:39 p.m., Mr. Libby addressed the School Committee and the community presenting the FY21 Budget presentation. He reviewed the district's areas of focus including personnel, technology and building improvements. He reported that there were a few updates to the budget since the last Hearing which reflects an overall increase of 2.94% due to a decrease in salaries and an increase in operating costs. He reported that the fixed costs is a 2.03% increase for the school department in total. 70% of our budget is in salaries which assumes level staffing for FY21, the operating budget represents 28% of the total school budget, and the Capital Outlay budget is 2% of the budget. Mr. Libby presented the FY21 through FY23 Capital Budget priority projects, an Erate update, the list of capital projects completed during FY17 through FY20, grant funding available for FY20, and the district's Revolving Accounts.

Mr. Libby reported that the overall budget is:

Salaries - \$35,205,417
Operating Costs - \$14,578,308
Capital Outlay - \$850,000
Fixed Costs - \$10,553,341
FY21 Budget Total: \$61,187,066

APPROVED 5-20-2020

Mr. Sullivan opened for questions and/ comments from the School Committee members.

At 6:05 p.m., Ms. Demos moved, seconded by Mr. Cutelis, to adjourn the Public Budget Hearing.

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

ANNOUNCEMENT

Mr. Sullivan reconvened the Regular School Committee meeting at 6:05 p.m.

RECOGNITION

Mr. Malone recognized the Tewksbury VFW Post 8164 Patriot Pen and Voice of Democracy winners giving a *shout-out* to three Tewksbury students.

Patriot Pen Competition: Chloe Mello, grade 6, 3rd Place at the District Level and Raymond Gutierrez, grade 6, 2nd Place at the District Level.

Voice of Democracy Competition: Mihir Bagul, grade 11, 1st Place at the District Level and 4th Place at the State Level.

Mr. Malone recognized two athletes at Tewksbury Memorial High School for their significant accomplishments.

Makayla Paige, grade 11, 2020 MIAA All-State Champion in the 600 Meter and Dylan Chandler, grade 12, Division 2 State Heavyweight Wrestling Champion.

STUDENT REPRESENTATIVE

None

PRESENTATIONS

None

CITIZEN'S FORUM

Mr. Sullivan reported that community members were asked to submit comments via e-mail to him or to Mr. Malone, up to 4:00 p.m. prior to this meeting. He reported that neither he nor Mr. Malone had received any emails up to 5:15 p.m. Mr. Sullivan encouraged the public to reach out to him or Mr. Malone at any time if you have any questions. Mr. Sullivan moved to the approval of meeting minutes.

APPROVAL OF MINUTES

Ms. Demos moved, seconded by Mr. Cutelis, to approve the February 12, 2020 Regular Meeting minutes.

Roll Call Vote - 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 February 20, 2020, to be approved and certified in the amount and categories as shown (\$1,376,686.58), 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 March 5, 2020, to be approved and certified in the amount and categories as shown (\$1,423,701.85), 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 March 19, 2020, to be approved and certified in the amount and categories as shown (\$1,380,892.06), 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 April 2, 2020, to be approved and certified in the amount and categories as shown (\$1,318,409.71), 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 reported that we are experiencing our first pandemic and finding ourselves in an unusual situation for the school district relating that our major concern is to our families and students. Mr. Malone thanked the School Committee for their support and understanding. He gave credit to Ms. Regan, Mr. Libby, Mr. Pelletier, our principals, directors, and the entire leadership team for their dedication and time they have put into supporting our students and assisting our staff. Mr. Malone offered thanks to the custodial and maintenance staff for cleaning the buildings making them safe for the return of students, to Food Services staff for providing meals to students daily out of the North Street School, to IT for getting 250 electronic devices out to families and staff, and to our nurses for working hand and hand with the town Board of Health and for gathering supplies from our nurse offices for repurposing to the town for safety. Mr. Malone reported that the district's priorities are to support the town in getting through the pandemic. Mr. Malone reported that Mr. Libby is working with Tewksbury Memorial High School families to refund spring sport fees. He reported that MCAS has been cancelled at all grade levels and there will be further discussion regarding high school competency. Mr. Malone reported that the School Committee vote on the Student Opportunity Act (SOA) plan has been delayed. He reported that we may see a delay in the state and town budget as well.

Mr. Malone shared some of the good news happening across the district reporting that the Tiered Focus Monitoring process was completed in early February. The state had found no discrepancies in the areas of Civil Rights and Special Education, giving a *shout-out* to Mr. Pelletier and Ms. Regan. He announced that the Trahan School is the winner of the School Breakfast Challenge with over 70% participation, giving a *shout-out* to the Food Services department and Mr. Harding as well as the Trahan staff for encouraging kids to have breakfast. Mr. Malone announced that the annual Ginsburg award has been postponed.

Mr. Sullivan opened for questions and comments from the School Committee members.

The Committee thanked Mr. Malone and the staff for all their efforts and time. Mr. Sullivan commented that none of this happens without the relationships between the district, the Town Manager and the Board of Selectmen.

Ms. Theriault-Regan, Assistant Superintendent's Report

Ms. Regan addressed the Committee relating that it has been two months since our last School Committee meeting. She commented on the week before schools closed and the PLC's and Curriculum Mapping teams were working on and professional development. As result of the shutdown, we had to put that on hold. We now see a natural transfer

of those skills in our virtual planning. Ms. Regan reported on Phase 1 of the district's plan where we developed the enrichment tools for families in just a few days. Ms. Regan reported that when schools closed, many teachers didn't have materials or devices at home and families didn't have devices. She reported that hundreds of devices were made available for families and staff and we developed a Remote Learning Plan. She pointed out that included in the agenda are two district newsletters with information on remote learning and virtual collaboration. She believes the professional development training we were knee deep in before we closed, is what we depended on to get us here, along with leadership and collaboration.

The Committee thanked Ms. Regan for all her work preparing and training the Committee for the virtual meetings.

Mr. Libby, Business Manager Report

Mr. Libby reported during the Budget Hearing.

In response to a question from Mr. Sullivan, Ms. Regan explained the Merrimack College updates on the Consent Agenda for the Committee and the community reporting that when teachers or staff members assist new teachers in their practicums, we receive an invite from the college for courses that our staff may participate in for free.

CONSENT AGENDA

Mr. Sullivan asked if anyone had any questions or comments on anything on the Consent Agenda. He announced that if anyone would like a copy of the School Committee packet to please contact Ms. Johnson. Mr. Sullivan asked for motion to approve the Consent Agenda.

Ms. Demos moved, seconded by Mr. Cutelis, to approve the Consent Agenda as presented.

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

CONSENT

1. Correspondence

- a. Merrimack College - Supervising Practitioners for the Fall 2019 Semester (File)
- b. Merrimack College - Course Vouchers (File)
- c. District Newsletters (File)- [Enrichment March 20-27](#) & [Enrichment March 30-April 3](#)

2. Enrollment Update: - None

None

3. Personnel Items

New Hires: Brett McCoy (\$35,907/*prorated*), Building Custodian, Tewksbury Memorial High School, effective March 23, 2020; John Rufo (\$35,907/*prorated*), Building Custodian, Tewksbury Memorial High School, effective March 30, 2020; Rachel Casey (\$20,339.00/*prorated*), Classroom Instructional Aide/DLC, Heath Brook School, effective February 24, 2020

Athletics: None

Retirements/Resignations/Terminations: Joseph Frank, Technology Education Teacher at the John Wynn Middle School, effective June 17, 2020; Dan Poirier, district-wide IT Support Technician, effective March 16, 2020; Gary Blonigen, School Custodian at Tewksbury Memorial High School, effective March 9, 2020; Adrian Deno, School Custodian at Tewksbury Memorial High School, effective March 6, 2020

1-Year Leave of Absence: Amanda Martel, Math Teacher, Wynn Middle School for the 2020-2021 school year

4. **Acceptance of Donations/Gifts:** None
5. **Fundraisers/Raffles:** None

SCHOOL COMMITTEE REPORTS

Elementary School Building Committee (ESBC)

Mr. Cutelis reported the ESBC met remotely last week. We submitted 90% design documents to the MSBA for their review and approval. We continue to go before the Conservation Commission and Planning Board for the necessary permits to move forward with the project. Consigli Construction is submitting early bid packages for steel and site work. They met with the Conservation Commission and Planning Board and are on the May agenda as well. We are moving forward. Mr. Sullivan commented that thankfully, construction is essential.

Tewksbury Education Foundation

Ms. Demos had no update.

Tewksbury SEPAC

Mr. Sullivan reported that SEPAC is under the same restrictions as the district and have not met. He reported that he, Ms. Regan, Mr. Pelletier, and Mr. Malone met with several people within the district and members of SEPAC on Remote Learning.

Wellness Advisory Committee

Mr. Stadtman remarked that the Wellness Advisory Committee has not met and there is no meeting scheduled at this time.

POLICY CHANGES, PROPOSALS, AND ADOPTION

Ms. Demos reported the Policy Committee has reviewed policies for updating relating that the following policies are presented on the First Reading.

Policies to Rescind - MASC found policy to be Redundant or Unnecessary: First 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: FirstReading (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

Mr. Sullivan commented that the Committee welcomes the input by the community. Comments or questions may be emailed to himself, Mr. Malone, or to any School Committee member.

OLD BUSINESS

2020 Tewksbury School Committee Meeting Schedule (File)

At the recommendation of Ms. Regan, Mr. Statdman moved, seconded by Mr. Wilson, to amend the 2020 Tewksbury School Committee meeting schedule and move the August 12th meeting to August 19th and the December 2nd meeting to December 9th.

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

Mr. Sullivan reported the Annual Town Election date has been moved to May 16th and the Annual Town meeting will be held on June 1st and June 3rd. Mr. Sullivan asked the School Committee members to consider to amend the May 13th meeting to May 20th in order to have the new Committee members in place prior to the vote on the school budget. Mr. Sullivan entertained questions from the School Committee. The Committee members were in agreement to moving the School Committee date due to the change in the Town Election. Mr. Malone pointed out that the School Committee is required to vote on the Student Opportunity Act (SOA) by May 15th adding that the Committee may have to call for a Special meeting for the vote. Mr. Sullivan is willing to do that if necessary.

Mr. Wilson moved, seconded by Mr. Statdman, to amend the May 13th School Committee meeting date to May 20th.

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

NEW BUSINESS

Last Day of School / April Vacation

Mr. Malone recommends the School Committee consider Monday, June 15, 2020 as the last day of school. He reported that results from a survey through the Merrimack Valley Superintendents Association, indicated 27 districts voted to work through April vacation (Tuesday through Friday) and to continue Remote Learning. The district surveyed parents and 85% favored continuing Remote Learning during April vacation and the Unions are in support of continuing Remote Learning during April vacation. Mr. Malone reported that if we do return to school, it will be four less days for student interaction. He stated the Committee would have to vote on the last day of school and to take a separate vote on continuing of Remote Learning.

The Committee discussed the recommendation to continue Remote Learning. The Committee is in agreement to continue Remote Learning during April vacation. Mr. Sullivan thanked the Superintendent in engaging all stakeholders, for all the information and for the School Committee members going out and talking to the community.

Mr. Cutelis moved, seconded by Ms. Demos, to continue Remote Learning through April vacation, excluding Patriot's Day, and officially cancelling the contractual vacation.

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

Ms. Demos moved, seconded by Mr. Statdman, to establish June 15, 2020, as the last day of school for the 2019-2020 school year.

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

School Choice

Mr. Malone reported that the School Committee is required to annually vote on School Choice recommending the Committee vote not to participate in the School Choice as it would not be beneficial to the Tewksbury Public Schools. Mr. Malone entertained questions and comments from the Committee.

Mr. Cutelis moved, seconded by Ms. Demos, not to participate in School Choice for the 2020-2021 school year.

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

Remote Learning Plan Website

Ms. Regan presented the Remote Learning Plan website to the School Committee and community. The plan is scheduled through May 4, 2020 as required by the DESE. She pointed out what to expect for teachers, what to expect for students and reviewed the support available to all families. She added that the district is encouraging parents and/or students to reach out if they need something. Ms. Regan responded to questions and comments from the School Committee.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Wilson and the Committee members, thanked the staff, across the district, for the coordinated effort cleaning the buildings and offering their support to help if needed.

Ms. Demos reported she supported a recent TTA event thanking the staff for all they do for supporting the kids. She offered thanks to all staff and families for their collaboration during this time.

Mr. Sullivan offered thanks to teachers and staff relating that he is optimistic we are back to school sooner rather than later. Adding that when school resumes, it will be a clean safe environment.

FUTURE MEETINGS

May 20, 2020

FUTURE AGENDA ITEMS

Ms. Demos recommended that at the next meeting the Committee discuss the next steps going forward for graduation. The Committee requested an update on senior activities and budgetary events at the next School Committee meeting.

ADJOURN

At 7:48 p.m. Mr. Sullivan adjourned the April 15, 2020 School Committee meeting with a motion from Ms. Demos, 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.