

Tewksbury School Committee
Wednesday, July 19, 2023
Regular School Committee Meeting #1, 5:30 PM
Tewksbury Memorial High School
Large Group Instruction Room #1
320 Pleasant Street, Tewksbury, MA 01876

SCHOOL COMMITTEE MEMBERS PRESENT

Bridget Garabedian, Chair
Kayla Biagioni-Smith, Vice-Chair
Kaitlyn Anderson, Clerk
Nicholas Parsons, Member
Richard Russo, Jr., Member

SCHOOL ADMINISTRATORS PRESENT

Brenda Theriault-Regan, Superintendent
David Libby, Business Manager

SCHOOL ADMINISTRATORS EXCUSED

Lori McDermott, Assistant Superintendent

CALL TO ORDER

Ms. Garabedian called the July 19, 2023 Regular School Committee meeting to order at 5:30 p.m. She reported that Ms. Anderson will be joining the Committee in the Executive Session.

EXECUTIVE SESSION

At 5:31 p.m., Ms. Garabedian entertained a motion to convene an Executive Session. Ms. Biagioni-Smith moved, seconded by Mr. Russo, to enter into the Executive Session to discuss the June 14, 2023 Executive Session minutes; and to discuss Collective Bargaining pertaining to the TTA (teachers) and the Superintendent.

The Committee will reconvene the Regular School Committee meeting in Open Session following the Executive Session.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Parsons, Mr. Russo, and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

At 6:00 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Mr. Russo moved, seconded by Mr. Parsons, to adjourn the July 19, 2023 Executive Session and reconvene in Open Session.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Parsons, Mr. Russo, Ms. Anderson and Ms. Garabedian. Motion carried 5-0.

RECOVERED REGULAR SCHOOL COMMITTEE MEETING

At 6:04 p.m., the School Committee reconvened the Regular School Committee meeting.

PLEDGE OF ALLEGIANCE

Ms. Garabedian asked all to rise for the Pledge of Allegiance.

ANNOUNCEMENT

Ms. Garabedian announced that the July 19, 2023 Regular School Committee meeting will be televised and recorded and may be viewed live on Comcast Channel 22, Verizon Channel 34, or YouTube.com/TewksburyTV. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. Ms. Garabedian asked if anyone in the audience was recording tonight's meeting to please identify themselves. No one was recording the meeting.

MOMENT OF SILENCE

Ms. Garabedian called for a Moment of Silence in remembrance of three beloved members of the Tewksbury schools community: Maureen Kelly, Pamela Lucier and Jan LaRocque.

RECOGNITIONS

TMHS Girls Softball Team

Ms. Regan invited the Girls Softball Team along with their coach to come up to the podium for recognition. Mr. Drouin said a few words about the great season they had, reporting that on the way to the finals they were defeated by Burlington 10-9. Coach Souza addressed the School Committee stating what an honor it is to be representing these women tonight and she thanked Mr. Drouin for his support over the past two years. She also thanked the School Committee for recognizing and celebrating the Girls Softball Team adding that it is remarkable we went to the state championship game twice. On behalf of the School Committee, Kayla Biagioni-Smith presented the team with a Proclamation of Recognition.

STUDENT REPRESENTATIVE REPORT

Notes from Tewksbury Memorial High School

No summer report.

PRESENTATIONS

School Start & End Time Recommendation - Dave Libby, Business Manager

Mr. Libby gave a presentation on recommendations for the 2023-2024 transportation in order to fix the issues the district faced last year with bussing. He reviewed the pros and cons for the new models the transportation department has considered for the 23/24 school year. The recommendation is to consider a hybrid model with dedicated routes, eliminating two routes at the Ryan School and proposing an adjustment to the start and end times at the Ryan Elementary School and the Wynn Middle School. Mr. Libby responded to questions and comments from the School Committee members. The Committee members were all in support of the recommended transportation changes for the 2023-2024.

Ms. Biagioni-Smith moved, seconded by Ms. Anderson, to support the transportation changes and to adjust the time at the Ryan Elementary School to begin and end ten minutes earlier and to adjust the time at the Wynn Middle School to begin and end five minutes earlier. Unanimous Vote. Motion carried 5-0.

Mr. Libby will present an update at the August 16th School Committee meeting.

CITIZEN'S FORUM

Ms. Garabedian asked if there was anyone in the audience that wished to speak on anything on the agenda and if so to please state their name, address, and the specific agenda item that they would like to speak on this evening. Seeing no one, she moved on to the approval of the minutes.

APPROVAL OF MINUTES

Ms. Anderson moved to approve the June 14, 2023 Regular Meeting minutes, seconded by Mr. Russo. Unanimous vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending June 22, 2023, to be approved and certified in the amount and categories as shown, \$1,491,993.76. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Biagioni-Smith, Ms. Anderson and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending July 6, 2023, to be approved and certified in the amount and categories as shown, \$1,376,150.77. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Biagioni-Smith, Ms. Anderson and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

SUPERINTENDENT & STAFF REPORTS

Superintendent's Report

Ms. Regan pointed out items on the Consent Agenda thanking Ms. Baker O'Brien for mentoring staff relating that she has mentored many Adjustment Counselors over the years. In addition, she thanked her for putting together an AP testing and performance summary for the School Committee adding that the results showed a steady performance increase. Mr. Regan reported that she approved the make-up of the Wellness Advisory Committee thanking all of them for volunteering to serve on the Wellness Committee. She reported that the district received the official letter from the state awarding the district another \$94,000 to run an additional week of the Summer Academies for students. The district received the results from the Tiered Focus Monitoring (TFM) review announcing that the district is in Tier One. She reported that the TFM happens every three years and focuses on Special Education, Civil Rights and ELL. She thanked Rick Pelletier and Karen Baker O'Brien for collecting and submitting the data to the state. She pointed out that the Appendix B recommendations are on the Consent Agenda for approval. She thanked Jack Stadtman for the donation of TPS lanyards. Lastly, she thanked the School Committee members for giving Ms. McDermott and her the opportunity to attend the MASS Conference at the Cape last week.

Ms. Regan responded to questions and comments from Ms. Regan. Ms. Biagioni-Smith asked for an update on the Root Cause Analysis to be presented at the November School Committee meeting. Mr. Russo requested score data on Dual Enrolment.

Assistant Superintendent's Report

Ms. McDermott was not present.

Business Manager's Report

Mr. Libby gave an update on the budget reporting that the Business Office is working on closing FY23 and opening FY24 and loading budgets into MUNIS, updating salary tables, and updating service contracts. We are starting to receive exact grant figures from the Department of Education and Circuit Breaker adding that sometimes these have an impact on the LEA budgets. Mr. Libby presented a summer maintenance update reporting that work continues on the Center Elementary School punch list and other items have been added to the project including the gym floor. He commented that there have been improvements in the gym floor and the consultant stated that the gym floor will correct itself over time. Signs have been ordered for the parking lot which should help with the traffic. We have started some preliminary site work on the Dewing playground; materials have been ordered and the apparatus should arrive in September. Repair work is being done on the Wynn Middle School cafeteria ceiling. Mr. Libby responded to questions from the School Committee reporting that it is our hope that the Center School gym be available for sports this year; we are looking at the entryway, access into the building, and the use of gates. Mr. Libby responded to a question on the HVAC work stating that

they are working on the design, the bid will be going out in September and the work will be done next year. Ms. Garabedian inquired into the loop at the high school.

CONSENT AGENDA

Ms. Garabedian asked if any member had questions and/or comments on any item on the Consent Agenda. Seeing none, she asked for a motion to approve the Consent Agenda as presented. Mr. Russo moved, seconded by Mr. Parsons, to approve the Consent Agenda as presented.

Correspondence

- a. Merrimack College Supervising Practitioner Course Voucher
- b. TMHS 2022-2023 AP Test Summary
- c. 2023-24 Wellness Advisory Committee Representatives
- d. FY24 FC121 Summer Acceleration Academies Grant of \$94,000
- e. Final Tiered Focused Monitoring Report (June 15, 2023)

PERSONNEL ITEMS

New Hires - Cheryl Barnes, 12-month Secretary, Dewing School, effective July 1, 2023; Erin Boudreau, part-time ESP Aide, TMHS, effective August 28, 2023; Doreen Bradley, ESP Aide, Ryan School, effective August 28, 2023; Danielle Bresnahan, ESP Aide, Heath Brook School, effective August 28, 2023; Arianne Dentremon, ESP Aide, Ryan School effective August 28, 2023; Michelle Malone, Moderate Special Needs Teacher, Wynn Middle School, effective August 28, 2023; Maureen Moynihan, Moderate Special Needs Teacher, Wynn Middle School, effective August 28, 2023; Renee Price, Moderate Special Needs Teacher, Center Elementary School, effective August 28, 2023; Maria Socci, Integrated Preschool Teacher, Heath Brook School, effective August 28, 2023; Erin Sullivan, ESP Aide, Heath Brook School, effective August 28, 2023; Sarah Turgeon, Grade 2, Center Elementary School, effective August 28, 2023; Kathryn Wallace, Principal Support, effective August 28, 2023; Jessica Dibia, ESP Aide, effective August 28, 2023

Transfers - None

Retirements - None

Reappointments

Francesco Pasciuto - School Adjustment Counselor
Shyann DiGiovanni - School Guidance Counselor
MacKenzie Hayward - School Adjustment Counselor
Courtney Otero - School Adjustment Counselor
Eleanora Parravano - School Adjustment Counselor
Christina Souder - School Adjustment Counselor

Appendix B TMHS Athletics - None

Appendix B 2023-2024 Co-Curricular Activities

Tewksbury Memorial High School
Wynn Middle School
Ryan Elementary School
Center Elementary School
Dewing Elementary School
Heath Brook Elementary School
Director of Physical & Health Wellness - Ron Drouin

Acceptance of Grants - None

Acceptance of Donations - TMHS Lanyards from Jack Stadtman

Fundraisers/Raffles - None

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Russo reported on the punch list for the Center Elementary School; phantom beeping has been taken care of, work is being done on the HVAC system, and screws have been tightened on all desks and chairs throughout the school.

Tewksbury SEPAC

Mr. Parson reported that the SEPAC released the 2023-24 Business Meeting schedule. Ms. Biagioni-Smith reported that she will pass along the dates, adding that the dates are posted on the SEPAC's Facebook. Their next meeting is scheduled on September 21, 2023.

Wellness Advisory Committee

Mr. Russo reported that the next Wellness Advisory Committee meeting is scheduled on September 6, 2023. The Committee would like to establish a Calendar of Events and to take on the items like Nutrition Month, Mental Health Month, etc.

Policy Sub-Committee

Ms. Anderson reported that the Policy Sub-Committee had some good sessions and got some policies done. Ms. Garabedian added that we have not scheduled the next meeting.

POLICY CHANGES, PROPOSALS, AND ADOPTIONS

Informational Reading: Policies reviewed and recommended to revise

Ms. Anderson reported that policy JIC, Suspension and IJNDD, Facebook & Social Networking Websites are presented on the Information Reading requesting to revise the policies.

Ms. Garabedian asked if there was any discussion from the School Committee members. Mr. Russo commented on policy IJNDD that there is no governance looking at staff outside of work. Ms. Garabedian responded that if he would like to add language to please let her know. Mr. Parson pointed out a typo in IJNDD.

First Reading: Policy reviewed and recommended to revise

Ms. Anderson reported that policy CM, School District Annual Town Report is presented on First Reading requesting to revise the policy.

First & Final Reading: Policy reviewed and recommended to adopt with no change

Ms. Anderson reported that ECE, TMHS Student Parking is presented to adopt on First and Final Reading with no changes.

The Committee discussed the use of the high school parking fees. Ms. Regan reported that the parking fees fund the security monitor and maintenance of the parking. Mr. Russo requested to see a review of the past five years of parking fees. In response to a question from Mr. Parson, Ms. Regan reported that student parking is tied to discipline.

At the recommendation of Ms. Garabedian, Ms. Biagioni-Smith moved, seconded by Mr. Russo, to adopt policy ECE, TMHS Student Parking with no changes. Unanimous Vote. Motion carried 5-0.

First & Final Reading: Policy reviewed and recommended to rescind

Ms. Anderson reported that policy ECE-R, TMHS Student Parking Privileges is presented to rescind on First and Final reading.

Ms. Biagioni-Smith moved, seconded by Mr. Russo, to rescind policies ECR-R, TMHS Parking Privileges. Unanimous vote. Motion carried 5-0.

OLD BUSINESS

End-of-Year Quarterly Expenditure Report

Mr. Libby presented the year end Quarterly Expenditure report for the review of the School Committee He requested for the School Committee to approve some *housekeeping* changes to the budget for the Annual Town meeting.

At the request of Mr. Libby, Mr. Russo moved, seconded by Mr. Parsons, to move \$126,833.31 from the Unemployment Account to the Group Health Account.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Parsons, Mr. Russo, Ms. Anderson and Ms. Garabedian. Motion carried 5-0.

At the request of Mr. Libby, Ms. Anderson moved, seconded by Mr. Russo, to move \$803,856.00 from Salaries to Operations.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Parsons, Mr. Russo, Ms. Anderson and Ms. Garabedian. Motion carried 5-0.

2023 Superintendent's Evaluation

Ms. Garabedian gave a brief introduction of the School Committees's role in the evaluation process. Ms. Garabedian presented the 2023 Evaluation Report on Superintendent Brenda Theriault-Regan. The Committee members reviewed Ms. Regan's goals from August 2022 and her year end goal evidence. Ms. Garabedian reported that in the areas of Professional Practice Goal; Student Learning Goal; and District Improvement Goals, the Committee identified that Ms. Regan has made Significant Progress or Met the Goals. In terms of the assessment of performance on the four identified Standards: Instructional Leadership; Management & Operations; Family and Community Engagement; and Professional Culture, the Committee is in agreement that Ms. Regan is Proficient. The Committee unanimously found Ms. Regan's overall Summative Report rating to be in the Proficient range. The Committee members added comments on Ms. Regan's performance as Superintendent. Ms. Theriault-Regan thanked the School Committee members and added that she is looking forward to next year.

NEW BUSINESS

School Committee Representative Delegate to the MASC Annual Business Meeting

Ms. Garabedian reported that four School Committee members have registered for the annual MASC/MASS conference in November 2023. She stated that we need to appoint a Delegate to the Business Meeting asking for a volunteer. Mr. Russo stated that he would like to serve as the Committee's Voting Delegate at the Business Meeting held at the conference.

Ms. Garabedian moved, seconded by Ms. Biagioni-Smith, to appoint Mr. Russo as the Voting Delegate at the Annual MASC/MASS Conference. Unanimous Vote. Motion carried 5-0.

Overnight Field Trip Request

Ms. Regan reported that the Annual Massachusetts Association of School Councils (MASC) Spring meeting is once again being held in Hyannis, MA. The TMHS Student Council requested to attend the MASC Annual Spring Conference, March 6, 2024-March 8, 2024 in Hyannis, MA.

Mr. Russo moved, seconded by Ms. Biagaioni-Smith, to approve the overnight field trip request for the TMHS Student Council to attend the MASC Annual Spring Conference in Hyannis on March 6, 2024 through March 8, 2024. Unanimous Vote. Motion carried 5-0.

2023-2024 Non-Union Salaried Personnel

Mr. Libby addressed the Committee relative to salaried personnel requesting a 2.25% increase for 26 non-union, non-contracted personnel and six grant funded positions. The increase is in-line with Collective Bargaining Agreements for a total of \$38,628.00.

Mr. Russo moved, seconded by Mr. Parsons, to approve a 2.25% salary increase for 26 non-union personnel and six grant funded staff. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Biagioni-Smith, Ms. Anderson and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Russo gave a *shout-out* to the *Sunshine for the Brain* program. Ms. Garabedian commented on the conference she attended last week. She reported that she was able to speak with someone at the MIAA about Mr. Parsons' concerns.

FUTURE SCHOOL COMMITTEE MEETING DATES

August 16, 2023 School Committee Workshop at 2:00 p.m (followed by the Regular School Committee meeting; September 20, 2023

FUTURE FUTURE SUB-COMMITTEE & ADVISORY MEETING DATES

Elementary School Building Committee: June 22, 2023; *TSEPAC Business Meeting*: September 21, 2023
Wellness Advisory Committee: September 6, 2023; *Policy Sub-Committee (10 AM)*: June 23, 2023

FUTURE AGENDA ITEMS

August agenda: 1) Discussion and vote to move forward on transfer of the North Street and Trahan properties, 2) School Committee Roles and Responsibilities.

ADJOURNMENT

At 8:15 p.m., Ms. Garabedian adjourned the July 19, 2023 Regular School Committee meeting with a motion from Mr. Russo, seconded by Mr. Parsons. Unanimous vote. Motion carried 5-0.

Respectfully Submitted,

Gail Johnson, Recording Secretary

List of documents and exhibits used (GL c.30A, sect 22(a)):

AGENDA ITEM #	DOCUMENT
1	School Committee Meeting Agenda: Regular Meeting 7-19-2023
3	Executive Session Agenda July 19, 2023
7	Recognitions: TMHS Girls Softball Team
9	Presentations: School Start & End Time Recommendation
11	Minutes: June 14, 2023
12	Submission Of Payment Of Bills: June 22, 2023; July 6, 2023
14	Consent Agenda: Correspondence; Personnel Items
16	Policy: JIC; IJNDD; CM; ECE; ECE-R
17	Old Business: End-of Year Quarterly Expenditure Report; 2023 Superintendent's Evaluation
18	New Business: SC Rep Delegate to MASC Annual Business Meeting; Overnight Field Trip Request from TMHS MASC (Student Council) to Hyannis; 23-24 Non-Union Salaried Personnel