

**TYNGSBOROUGH SCHOOL COMMITTEE MEETING**  
(Town Hall Community Room)

**April 1, 2008**

The meeting was called to order by Chair Downing at 7:00 p.m. Those present were Burt Buchman, Martina Witts, and Collin Manzo.

1. Call to Order
- A. Roll Call

Superintendent David Hawkins, Interim Assistant Superintendent Don Ciampa, and Business Administrator Joe Messina were also present.

School Committee members, Business Administrator Joe Messina, Interim Assistant Superintendent Don Ciampa, Superintendent David Hawkins and Administrative Assistant Sue Harvey introduced themselves.

Superintendent Hawkins called for approval of the March 18, 2008 Minutes and the Work Session Minutes of March 24, 2008.

2. Approve the Minutes of March 18, 2008 and the Work Session Minutes of March 24, 2008

Martina Witts made a motion, seconded by Burt Buchman, to approve the Minutes of March 18, 2008.

VOTE: UNANIMOUS 4, Yea 0, Nay 0, Abstain

Burt Buchman made a motion, seconded by Martina Witts, to approve the Work Session Minutes of March 24, 2008.

VOTE: 3, Yea (Chair Downing) 0, Nay 1, Abstain (Mr. Manzo)  
(Mrs. Witts)  
(Mr. Buchman)

Superintendent Hawkins acknowledged the School Newsletters and urged the Committee to peruse them. He also acknowledged the Early Childhood Center invitation which was distributed tonight.

3. Correspondence
- A. School Newsletters

Superintendent Hawkins acknowledged his April 4, 2008 letter to Parents/Guardians and Community Members.

- B. Superintendent's Letter(s)

Superintendent Hawkins acknowledged the invitation to the annual Merrimack Special Education Collaborative Meeting being held on April 17, 2008 at the Nashua Country Club. He asked the Committee to please notify his office if they wish to attend.

- C. Special Education Collaborative Annual Meeting (4/17/08)

None at this time.

4. Visitors' Comments and Questions

Superintendent Hawkins acknowledged the March 14, 2008 letter from Steve Coughlan and the enclosed letter from Jill Sanford of the Art Quest Program complimenting Tyngsborough staff and students.

5. Share the Success (Art Quest Program)

Don Ciampa acknowledged the list of college acceptances for the Class of 2008. Mr. Ciampa thanked the Guidance Department.

(College Acceptances Class of 2008)

Superintendent Hawkins acknowledged the Draft 2008/09 School Calendar. He noted that there is a question around the holiday break.

6. Policy  
A. 2008/09 School Calendar (First Reading)

Burt Buchman made a motion, seconded by Collin Manzo, to approve the School Calendar as a First Reading with the holiday break dismissal on Tuesday, December 23, 2008 and a return date of Monday, January 5, 2009.

VOTE: UNANIMOUS 4, Yea 0, Nay 0, Abstain

Superintendent Hawkins notified the Committee of the following appointments (Spring Coaches):

7. Personnel  
A. Notification of Appointments:

- Baseball
  - Varsity Ken Connerty
  - JV Norbert McHale
- Boys Lacrosse
  - Varsity John Salmon
  - JV Bryan Ronayne
- Girls Lacrosse
  - Varsity Doug Clare
  - JV Charles Raras
- Softball
  - Varsity Annie Palumbo
  - JV Mary Durkin
- Tennis
  - Head Coach James Robson
- Track
  - Head Coach John Kyriacopoulos
  - Asst. Coach Keith O'Brien
  - Asst. Coach Tom Caito
- Middle School Softball
  - Head Coach Katie Ferreira
- Middle School Track

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Coach Patrick O'Shaughnessy  
Coach Lauren Eynatian

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Burt Buchman made a motion, seconded by Martina Witts, to acknowledge receipt of the information.

VOTE: UNANIMOUS 4, Yea 0, Nay 0, Abstain

Superintendent Hawkins noted that Lauren Gremm has been selected to serve as the Teaching Interim Principal while Kara Saranich is on leave (on or around May 15<sup>th</sup>) until the end of the school year, plus three (3) additional days.

Teaching Interim Principal  
(Mrs. Saranich-LOA)  
Lauren Gremm

Martina Witts made a motion, seconded by Burt Buchman, to acknowledge receipt of the information.

VOTE: UNANIMOUS 4, Yea 0, Nay 0, Abstain

Superintendent Hawkins informed the Committee that this request has been withdrawn.

B. Request for Extended Leave  
of Absence:  
-Nicole Nicosia

Superintendent Hawkins noted that they have prepared a list of proposed cuts. They attended the Tri-Board meeting last night where they heard what the School Committee will be asked to cut from their Level Service Budget. There is a deficit of \$1,194,986.

8. Unfinished Business  
A. FY09 Proposed Budget

Chair Downing noted that they should continue the discussions and get all of the information out to the community. He doesn't like additional taxes, but also doesn't like the fact that they don't have enough money to effectively run the school system. He discussed the successful negotiations with increases in health insurance portions paid by staff. He noted that they have been cutting their budgets for the last five to six years now. He noted that there is a deficit of \$1.2 million and he discussed an \$800,000 override which will get them through this year. He noted that this is a revenue issue, they are not getting enough money into the Town.

Some suggestions made at last night's meeting were:

- Meal tax question on the ballot (this must be approved by the State)
- Put on the ballot a question to eliminate 3% deduction for taxes taken for CPC1` money

Discussion continued regarding revenues, educating the public, and town government working together, property values, taxes, fees, maintenance of open spaces and state and federal mandated programs which cost additional money.

Superintendent Hawkins reviewed the following list of suggested cuts put together by the administration:

I. <u>TRANSPORTATION</u>		
A.	Transportation Fees-grades 7-12 (approx 700 students) \$200 fee and 85% collection	\$119,000
	Estimated costs in administering program (materials and temporary labor)	(\$9,000)
	Net effect of transportation fee	\$110,000
B.	Move District from three-tiers to two-tiers (based upon pricing in last bid document)	\$ 13,770.
	Discussed pros and cons. Also discussed running busses to full capacity and any change in ridership would necessitate an additional bus cost.	\$ 49,410.
	This action would not be recommended based upon the real possibility that it could cost the District.	(\$35,640)
II. <u>ADMINISTRATIVE ACTIONS</u>		
A.	Petition Town for recovery of Medicaid Reimbursement Funds	\$120,000
B.	Petition Town for school budget adjustment on employee benefits based upon personnel reductions listed in Item IV. C. Estimate savings per employee \$7,500 (23 positions)	\$172,500
C.	Reduce Title I spending in current fiscal year and carry in maximum allowable amount into FY09.	\$ 30,000
D.	Apply projected parking fee end-of-year balance to next year's receipts	\$ 10,000
E.	Adjust revolving account offsets to utilize entire projected FY09 receipts. This option could become dangerous if School Choice population varies.	\$ 50,000
III. <u>SUPPLIES AND MATERIALS</u>		
A.	Petition Town per Warrant Article to utilize remaining funds from sale of woodworking tools to include supplies & materials for renovation of science labs.	\$ 14,768.
B.	Building level reductions in S & M, texts and other line items	
	TECC	\$ 2,250.
	TES	\$ 13,045.
	TMS	\$ 7,622.
	THS	\$ 45,939.
	Technology	\$ 8,540.
	District Wide	\$ 11,625.
		\$ 89,021.
III. <u>PERSONNEL</u>		
A..	Adjustment for retirement savings based upon current notifications	\$ 38,727
B.	Impact bargain with Unit A (teachers) to reduce extra days of qualified positions by 50%	\$ 48,318
C.	Building based staffing reductions (23.1 staff total) TECC (1 teacher/2 paraprofessionals) = 3	\$ 54,682.

TES (2 teachers/3 specialists/1 sped/3 paraprofessionals) = 9	\$419,178.	
TMS (2 For. Lang./1 Math/1 Soc. Std./1 ELA) = 5	\$240,215.	
THS (2 U.A./1 Math/1 For. Lang./1.6 ELA) = 5.6	\$221,439.	
D.W. (.5 staff custodian) = .5	\$ 14,612	<b>\$950,126</b>
V. <u>ATHLETICS/CO-CURRICULAR</u>		
A. Reduce Athletic Director from 1.0 to .6		<b>\$ 23,000</b>
B. Reduce H.S. activity offerings to FY07, including no co-curricular programming or freshman sports. Determine total needs of athletic program and adjust user fees.		<b>\$ 54,000</b>
VI. <u>OTHER ITEMS UNDER CONSIDERATION (no dollar estimate)</u>		
A. Utility fee added to all building based activities (including ECC tuitions, after school activities, athletics and co-curricular, and outside functions.) Approx. \$800,000 in receipts would generate \$8,000 for every 1% of fee implemented.		
<b>TOTAL ACTION ITEMS FOR CONSIDERATION AS LISTED ABOVE</b>		<b>\$1,710,466.</b>

Chair Downing discussed the following:

- Medicaid Reimbursement \$120,000
  - Under Admin. Action
    - C. \$30,000
    - D. \$10,000
    - E. \$50,000 \$ 90,000
  - Under S & M
    - A. \$ 14,768.
  - Under Personnel
    - A. \$38,727.
    - B. \$48,318.
- \$ 87,045.
- TOTAL \$ 311,813.
- Ask for an Override \$ 800,000.
- \$1,111,813.

Martina Witts discussed coming up with proposed cuts if the override does not pass.

- Transportation Fee \$110,000.
- Bldg. S & M \$ 89,021.
- Athletic Dir. Reduction \$ 23,006.
- Reduce HS Activity Offerings \$ 54,000
- Other Items (Bldg. Usage Fee of 5%) \$ 40,000

Discussion was held regarding outsourcing all janitorial services, in-house cafeteria services, and the costs incurred in running the Early Childhood Center.

Barry Dick arrived at 8:24 p.m.

Mrs. Witts asked if there has been discussion on the athletic budget.

Joe Messina discussed two (2) numbers:

1. The total estimate for athletic program \$473,000 (except softball & co-curricular)
2. The School Committee contributes in the area of \$119,000-\$123,000

He noted that the rest of the money has to come from revenues such as user fees, gate receipts, F.O.T.H.S.A.

Superintendent Hawkins noted that the School Committee is funding about 23% of the athletic budget.

Some discussion was held. Superintendent Hawkins will put together a list.

Chair Downing suggested pushing the Town for SBA reimbursement.

Visitor, Dave Reault, thanked the School Committee for their efforts. He noted that he feels the School Committee has been creative and the B.O.S. need to come up with ideas for generating revenue. They need to put the pressure on the B.O.S. for trash fees. He feels that the override is the best choice and he is happy to see Mr. Manzo supporting the override.

Burt Buchman made a motion, seconded by Martina Witts, to send a letter to the Board of Selectmen to request a ballot question - \$800,000 override.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain

Burt Buchman made a motion, seconded by Barry Dick, to send a letter to the Board of Selectmen requesting the following:

- Warrant Article that will return, to the School Committee, the total of all Medicaid funds received by the Town (Medicaid Reimbursement).
- Warrant Article - to access the remaining balance of the funds, generated by the sale of the woodshop tools.
- Warrant Article that would direct SBA (re-roofing TECC Phase I and II) funds to the School Committee.
- Warrant Article, or some other method, to return to the School Committee 50% or some other agreed upon percentage of funds, saved by the Town in benefits, that may result in layoffs if the override fails and the educational staff is reduced.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain

Superintendent Hawkins noted that Steve Coughlan is

9. New Business

requesting approval, for planning purposes, for the November 2008 overnight trip to Camp Bournedale November 12-14.

A. Overnight Trip  
Camp Bournedale  
(Nov. 12-14, 2008)

Burt Buchman made a motion, seconded by Martina Witts, to approve the overnight trip, for planning purposes, to Camp Bournedale.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain

Superintendent Hawkins noted that the volunteers reviewing the design aspect of the boiler replacement have reviewed the documents and met with the three (3) finalists.

B. Award Contract  
Boiler Design

Joe Messina noted that this process works a little differently than 30B regulations where they get bids from engineering firms and bring it down to three (3) finalists. They review the finalists and rate them and then award the contract regardless of price. He noted that early estimates place the project in the \$315,000 range. A final contract amount will be established once the award is given. The selected firm will provide a more detailed price proposal and they will be able to negotiate a final price. He recommended awarding the bid to Norian-Siai Engineering of Waltham, MA. not to exceed \$30,000.

Burt Buchman made a motion, seconded by Martina Witts, to award the contract to Norian-Siani Engineering of Waltham, MA. not to exceed \$30,000 and authorize the Chair to sign the contract.

Some discussion was held regarding selecting a firm regardless of price. Joe Messina noted that this is a process under Massachusetts General Laws not to make your decision based upon a price proposal, it's based upon finding the most qualified.

Chair Downing noted that Burt Buchman, Diana Keohane, Superintendent Hawkins, Rosemary Cashman, George Trearchis and Joe Messina went to Boston to make a plea to get SBA money returned to the Town for Phase I & II of the Early Childhood Center roofing project. They also mentioned the boiler replacement at the Middle School and asked if that would be covered. They received a positive response and the potential reimbursement would

be 53.53%.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain:

Bill Schedules were signed.

10. Signing of Bill Schedules

None at this time.

11. Visitors' Comments  
and Questions

Barry Dick noted that he is sorry he missed part of the meeting and he expressed his appreciation to everyone who came out tonight.

12. School Committee  
Discussion

Martina Witts discussed the Senate Bill #282 an Act establishing a charter school working group. She noted that it has been passed in the Senate and needs to be passed in the House. She urged residents to contact Representative Colleen Garry asking her to support the bill.

Burt Buchman noted that they had some frank and honest discussions tonight. They need community support for the override.

Collin Manzo thanked the Tyngsborough Baseball Team and Nick DePasquale and Ken Connerty for running the Baseball Clinic. He urged them to keep up the good work.

Don Ciampa noted that the Drama Department is putting on Jesus Christ Superstar over the next two (2) weekends. He extended an invitation to come see the play.

Superintendent Hawkins noted that the next meeting, April 15, 2008, will be back at the High School Library. Chair Downing noted that he would prefer putting off the Executive Session for reviewing non-union salaries for two (2) weeks. He asked if they could go into Executive Session to receive a progress report on the new Superintendent's negotiations.

9:05 p.m.

Burt Buchman made a motion, seconded by Martiana Witts, to go into Executive Session for the purpose of receiving an

13. Executive Session

update on the progress of the contract negotiations with the new Superintendent and come out only to adjourn the open meeting.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain

-Chair Downing	-Yea	-Mr. Manzo	-Yea
-Mr. Buchman	-Yea	-Mr. Dick	-Yea
-Mrs. Witts	-Yea		

9:30 p.m.

Collin Manzo made a motion, seconded by Martina Witts, 14. Adjournment to adjourn the open meeting.

VOTE: UNANIMOUS 5, Yea 0, Nay 0, Abstain

Respectfully submitted,

Collin Manzo, Secretary

APPROVED: April 15, 2008