

TYNGSBOROUGH SCHOOL COMMITTEE MEETING

September 4, 2007

The meeting was called to order by Vice Chair Keohane at 7:01 p.m. Those present were Burt Buchman, Jeff Hunt, and Collin Manzo.

1. Call to Order
- A. Roll Call

Superintendent Hawkins, Interim Assistant Superintendent Don Ciampa, Business Administrator Joe Messina, and Student Representative Ian Tucke were also present.

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

Burt Buchman made a motion, seconded by Collin Manzo, to approve the Minutes of August 21, 2007 and Executive Session of August 21, 2007.

2. Approve the Minutes of August 21, 2007 and Executive Session of August 21, 2007

VOTE: 3, Yea (Mrs. Keohane) 0, Nay 1, Abstain (Mr. Hunt)
(Mr. Buchman)
(Mr. Manzo)

Superintendent Hawkins acknowledged the School Newsletter and urged the Committee to peruse it. He noted that their school system is one of the few in the area that have regular newsletters from each building. It is a tremendous effort.

3. Correspondence
- A. School Newsletter

Superintendent Hawkins acknowledged the following letters: -8/23/07 Letter to Rich Lemoine outlining action of the School Committee regarding Warrant Articles for 10/9/07 Town Meeting

- B. Superintendent's Letters

Superintendent Hawkins acknowledged the 8/22/07 Board of Selectmen memorandum regarding the Special Town Meeting date of 10/9/07. Warrant Articles are due in the Selectmen's Office by 9/11/07. He also noted that there is a strong possibility that there may be an additional Warrant Article – the return of the insurance money from the lightning strike.

- C. Board of Selectmen Memo dated August 22, 2007

Diana Keohane noted that it is her understanding that they will need to add an additional Warrant Article-move the Medicaid Reimbursement Funds back to the General Fund.

Superintendent Hawkins noted that he has not heard any official word on this. There was an inquiry made by the Town Accountant to Joe Messina. He noted that they went before the voters in the spring to have this Warrant Article approved. This is a housekeeping

action that they have been doing for many years. It was drafted by Mike Long and approved by the Town attorney. He doesn't know what the issue is.

Joe Messina noted that he received an email from the Town Accountant saying that as part of the Free Cash Report, she had been instructed by the Department of Revenue to return the Medicaid money from the revolving account to the general fund. He will follow up on this with the Town Accountant.

Diana Keohane noted that in talking with Selectman Member Puleo, Medicaid is included in Free Cash.

Superintendent Hawkins acknowledged the 8/3/07 Memo from Rosemary Cashman regarding Open Space and Recreation Plan Committee. The Board of Selectmen is seeking a designee from the School Committee to assist in the update of the plan.

D. Board of Selectmen Memo dated August 3, 2007

Mr. Hunt volunteered to be on the Committee.

Superintendent Hawkins noted that he has included this in the package for School Committee reading. These are national/state and local rulings by courts and arbitrators.

E. MASS Summer Executive Institute

Not on the Agenda: Superintendent Hawkins acknowledged the welcome letter dated 8/28/07 from S. Paul Reville, Chair of the Massachusetts State Board of Education.

Not on the Agenda:
8/28/07 Letter from Chair of Massachusetts State Board of Education

Not on the Agenda: Burt Buchman acknowledged his letter asking Town Administrator, Rosemary Cashman, the status of the GIC.

Not on the Agenda:
Letter to Rosemary Cashman
Re: Status of GIC

None at this time.

4. Visitors' Comments and Questions

Superintendent Hawkins noted that he has moved item (9B)- Update on first day of school-2007/08 under Share the Success.

5. Share the Success

He noted that the first day went very smoothly. They will get the enrollment numbers to them soon. The enrollment numbers are higher than expected (TES). They opened with a full staff, the buildings were very clean, there were a few transportation issues, but after the second day, 99% of the issues were resolved. Diana Keohane noted that there were two (2) articles regarding Tyngsborough moving into the Dual County League. She noted

that the first article was written by Tyngsborough graduate, Michelle Bradley.

None at this time.

Superintendent Hawkins informed the Committee of the following appointments:

-Patricia Bellahrossi	Health Teacher	TES	M Stp 8
-Erik Varga	Gr. 6 Teacher	TMS	B Stp 3
-Pamela Murphy	Math Enrichment	TES	M Stp 4
-Bridget Byrne	Gr. 5 Teacher	TES	B Stp 3
-Beth Craig	Business/Math	THS	B Stp 3
-Dianne Kelly	Computers	THS	B+15 Stp 7
-Thomas McLuin III	Custodian		2 nd shift
-Cheryl Santos	Secretary	TES	

Burt Buchman made a motion, seconded by Jeff Hunt, to acknowledge receipt of the information.

Superintendent Hawkins noted that they are fully staffed and he is very impressed with the quality of the staff.

VOTE: UNANIMOUS 4, Yea 0, Nay 0, Abstain (on item A.)

Diana Keohane introduced the consultant from NESDC, Ken DeBenedictis.

Mr. DeBenedictis noted that he will be working with the School Committee until they hire the new Superintendent and he discussed his experience. He distributed materials and talked about community outreach and a search committee. He acknowledged his timeline and noted that he would like to review the following tonight:

- Timeline
- Discuss brochure/ads/application
- Screening Committee
- Establish salary range
- Name liaison

Barry Dick arrived at 7:38 p.m.

Bill Downing arrived at 7:43 p.m.

Mr. DeBenedictis reviewed his recommended timeline.

Some discussion was held.

6. Policy

7. Personnel

A. Notification of Appointments:

- Patricia Bellahrossi
- Erik Varga
- Pamela Murphy
- Bridget Byrne
- Beth Craig
- Dianne Kelly
- Thomas McLuin III
- Cheryl Santos

B. Update on Hiring 2007/08

8. Unfinished Business

A. Introduction of Consultant from NESDC

Jeff Hunt made a motion, seconded by Burt Buchman, to nominate Diana Keohane as the liaison to work with Mr. DeBenedictis.

VOTE: UNANIMOUS 6, Yea, 0, Nay 0, Abstain

Mr. DeBenedictis noted that on September 18, 2007, he would like to discuss the ad, brochure, focus groups, application and salary.

Mr. DeBenedictis was thanked for his presentation.

Superintendent Hawkins noted that in July, he reminded the Committee that in the near future, they would be requesting proposals for the Food Service Program. He noted that he is looking for input/suggestions and would like to go out seeking proposals around the beginning of the new year. They should finalize the documentation around late November-early December. One thing they need to add in the documentation is a much greater emphasis on recycling.

B. Food Service RFP

Chair Downing suggested making September 18, 2007 the deadline for any input/suggestions/amendments.

Some discussion was held regarding the contract term and the banning of certain products.

Superintendent Hawkins noted that now that the Goals of 2007/08 have been approved, the School Councils will begin to develop, post release of the MCAS Scores, the School Improvement Plans for 2007/08. He is requesting input from the School Committee.

C. Discussion - School Improvement Plans

Chair Downing noted that 2 weeks is enough time for members to come up with any suggestions. He suggested this item be put on the September 18, 2007 Agenda.

Some discussion was held.

Don Ciampa updated the Committee of the following items:

- Phone System is in, teachers have voice mail, still working out the glitches and asks parents to be patient
- Power School – up and running, great opening day, will be implementing new components
- Transition Meeting – first meeting is Monday @ 4:00 p.m., made up of volunteers (faculty and staff) and will meet twice a month to identify what direction the team would like to take in terms of how it needs to look as a building and a district. It will be in the format of a Needs Assessment.

D. Update from the Transition Team

- District-wide Directory –names, job descriptions and photos
- Informal meeting with Selectman Puleo. She is doing a five year (5) plan for the town. He will collaborate with her to develop a five (5) year Strategic Plan.
- At the next meeting he will present an outline of what he believes the direction is for developing a committee and its tasks & goals

Some discussion was held.

This item was put on hold.

E. Ratification of Unit A
(Teachers' Contract)
Put on hold

Superintendent Hawkins noted that he is pleased to present to the Committee and Community, the Independent Accountant's Report with no findings. He extended his congratulations and appreciation to Joe Messina and Sue Harvey, who monitor the flow of all funds and insure that they are properly reported.

9. New Business
A. Independent Accountant's Report

Bill Downing noted that for the ten years he has been on the Committee, he has been asked three or four time who monitors how we spend the money. This is the audit that is done every year. He congratulated the Superintendent and his staff.

Diana Keohane made a motion, seconded by Burt Buchman, to accept the Independent Accountant's Report-Year ending June 30, 2006.

VOTE: UNANIMOUS 6, Yea 0, Nay 0 Abstain

Bill Schedules were signed.

10. Signing of Bill Schedules

None at this time.

11. Visitors' Comments and Questions

Collin Manzo noted that he received an email from a parent concerning the SAT Scores article in the Lowell Sun. He assured the public that they are keeping an eye on it and he will look at it personally.

12. School Committee Discussion

Superintendent Hawkins noted that he and Mr. Ciampa have discussed the article and if the Committee wishes, they can discuss it tonight.

Chair Downing would like to see this as a formal item on the Agenda.

Mr. Ciampa noted that he can assure the community that there isn't a piece of data or students assessment or achievement they don't carefully review for its accuracy, its relevance, and how they are providing services to their students. He will speak to this item in two (2) weeks.

Diana Keohane reminded everyone of the tree planting ceremony on Saturday at 9:00 a.m. at the Elementary School. She also noted that she attended the Youth Public Safety Academy and was very impressed and this is the first year that Tyngsborough attended. The camp is held in Billerican and runs from 8:00 a.m. – 3:00 p.m. five full days. She noted some of things the kids do and discuss:

- Internet Safety
- Stranger Danger Training
- Smoke House Training and developing safety plans for home
- Bullying
- Visit to the Fire and Police Stations
- Play games
- Bike Safety

She noted that the age group is 9-11 year olds and she distributed brochures.

Burt Buchman welcomed all students and new staff members. He thanked Mr. Ciampa for his update and noted that he is pleased with the consultant's presentation.

Jeff Hunt welcomed back everyone. He noted that it is nice to see some good press regarding the Dual County League and user fees. He thanked Mr. Ciampa for coming up with the new plan for user fees.

Mr. Ciampa noted that this week, they have posted for Class Officers and elections are Friday. He has talked to students regarding co-curricular activities and has sent a memo to the staff seeking information as to what clubs and activities they would like to see. They will have assemblies similar to the Course Selection Fair. A reminder – Co-curricular -\$100 season student athletes-\$250 per season.

He noted that George Trearchis asked him to thank Youth Football, Youth Lacrosse, and Friends of Tyngsborough High School Athletics for the donations for the chain link fence at Pierce Field.

None at this time.

13. Executive Session

Superintendent Hawkins noted that they are meeting with Council #93 on September 18, 2007 and the Secretaries on September 19, 2007.

9:00 p.m.

Diana Keohane made a motion, seconded by Burt Buchman, to adjourn the open meeting. 14. Adjournment

VOTE: UNANIMOUS 6, Yea 0, Nay 0, Abstain

Respectfully Submitted,

Collin Manzo, Secretary

APPROVED: September 18, 2007