

TYNGSBOROUGH SCHOOL COMMITTEE MEETING

October 17, 2006

The meeting was called to order by Chair Buchman at 7:00 p.m. Those present were Diana Keohane, Bill Downing, Martina Witts, Jeff Hunt and Diane Kablik.

1. Call to Order
- A. Roll Call

Superintendent Hawkins, Business Administrator Joe Messina, and Student Representative Kaitlyn Long were also present.

Chair Buchman called for the approval of Minutes.

2. Approve the Minutes of October 2, 2006, October 3, 2006 and Executive Session of October 2, 2006

Bill Downing made a motion, seconded by Diana Keohane, to approve the Minutes of October 2, 2006.

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

Bill Downing made a motion, seconded by Diana Keohane, to approve the Executive Session Minutes of October 2, 2006.

VOTE: UNANIMOUS 5, Yea (Chair Buchman) 0, Nay 1, Abstain (Mrs. Kablik)
(Mr. Downing)
(Mrs. Witts)
(Mr. Hunt)
(Mrs. Keohane)

Bill Downing made a motion, seconded by Diana Keohane, to approve the Minutes of October 3, 2006.

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

Superintendent Hawkins noted that there are no newsletters. He noted that because of budget cuts and the expense of paper and the over use of the photocopiers, they will only do the newsletters every other week.

3. Correspondence
- A. School Newsletters

Superintendent Hawkins acknowledged the article from the Washington Post 'Billions for an Inside Game on Reading' dealing with the amount of money spent by the Federal Government on reading.

- B. Washington Post Article

Not on the Agenda: Superintendent Hawkins acknowledged his October 16, 2006 memorandum notifying the Committee of the problem with the boiler at the Early Childhood Center. Estimated cost is \$31,200 (unbudgeted money).

Not on the Agenda:
10/16/06 Memo From
Superintendent Regarding
Boiler at TECC

None at this time.

4. Visitors' Comments and Questions

Superintendent Hawkins acknowledged the October 10, 2006 letter from Beth Devine informing him that the Elementary School has received a \$500 grant from the Exxon Mobil Educational Alliance Program to support the school's educational programs. He also acknowledged the October 12, 2006 letter from Beth Devine to Mr. Matthew Bush, American Power Conversion, thanking them for their donation of two battery backups (Smart-UPS) that they are using for a backup for their servers.

Out of Order:

Bill Downing made a motion, seconded by Jeff Hunt, to take item (9A) New Business-Friends of Tyngsborough High School Athletics out of order.

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

Mike Arabadjis and Nick DePasquale noted that this year, they will be holding the same kind of fundraisers as in the past year so they should raise a similar amount of money. They talked about how the funds might get disbursed and how volunteers and the business community have really stepped up to the plate this year. They also discussed the Membership Drive.

Both were thanked for their presentation.

Superintendent Hawkins recommended approval of Policy #3.5-Evaluation of the Superintendent of Schools as a Second Reading.

Bill Downing made a motion, seconded by Diana Keohane, to approve Policy #3.5 as a Second Reading.

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

Superintendent Hawkins acknowledged Policy #4.6-Homework and the homework practices.

Bill Downing made a motion, seconded by Jeff Hunt, to acknowledge receipt of the information.

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

5. Share the Success

Out of Order:

9. New Business

A. Friends of Tyngsborough High School Athletics

6. Policy

A. Second Reading

1. Policy #3.5-Evaluation of the Superintendent of Schools

B. Policy #4.6-Homework

C. October Information Package(s)

Superintendent Hawkins acknowledged the following October information:

- School Flow Charts/Staff Lists
- Student/Staff Handbooks

Diana Keohane made a motion, seconded by Bill Downing, to acknowledge receipt of the information packages.

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

Superintendent Hawkins notified the Committee of the following resignation:

- ❖ Debra Leavis - TES/Secretary after 6 years

Bill Downing made a motion, seconded by Jeff Hunt, to acknowledge receipt of the information.

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

Superintendent Hawkins acknowledged the October 1, 2006 official enrollment and an updated October 1 class/section size for Kindergarten-Grade 8. He asked the Committee to take two separate actions:

- Receipt of the information
- Authorization for line item changes under \$5,000

Some discussion was held.

Bill Downing made a motion, seconded by Martina Witts, to acknowledge receipt of the information.

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

Bill Downing made a motion, seconded by Diana Keohane, to approve line item changes under \$5,000.

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

This item was passed over.

Superintendent Hawkins recommended the approval of the FY07 Fuel Oil Bid to Global Montello Group Corp., via the September 29, 2006 MEC Bid Process.

7. Personnel

- A. Notification of Resignation:
-Debra Leavis

8. Unfinished Business

- A. October 1st Enrollment/
FY07 Budget Update

- B. Update Approval of
School Bank

- C. FY07 Fuel Oil Bid

Diana Keohane made a motion, seconded by Bill Downing, to approve the FY07 Fuel Oil Bid to Global Montello Group Corp. - \$1.9393/per gallon.

Some discussion was held.

VOTE: UNANIMOUS 6 Yea 0, Nay 0, Abstain

Superintendent Hawkins noted that they are seeking approval, for planning purposes for the January 11-14, 2007 overnight trip to Atlanta, GA (Theater Program-TMS), provided that final approval will await full compliance with School Committee Policy.

9. New Business
B. Request for Overnight Trip-Theater Program (Planning Only)

Bill Downing made a motion, seconded by Diana Keohane, to approve the trip to Atlanta, GA provided that final approval will await full compliance with School Committee Policy.

Some discussion was held regarding CORI checks.

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

Superintendent Hawkins noted that the Technology Plan has always been written to cover five (5) consecutive years. He noted that in the past, they have kept them up to date (yearly) by submitting new revised plans. This year, in order to comply with DOE mandates and insure eligibility for any grant monies, they have simply filed an update entitled "Outcomes for FY06".

C. Technology Plan
"Outcomes for FY06".

Diana Keohane made a motion, seconded by Bill Downing, to approve the Technology Plan "Outcomes for FY06".

Some discussion was held regarding the staffing in the report (Technology Director and Integration Specialist) which they don't have this year.

Superintendent Hawkins noted that he can put a note that multiple people are doing the work.

Diana Keohane and Bill Downing amended their motions to include that the report will be updated to reflect the actual staff.

VOTE: UNANIMOUS 6 Yea 0, Nay 0, Abstain

D. Town Meeting Discussion

Superintendent Hawkins expressed his appreciation to the voters who supported the school system and to the School Committee members who spoke at Town Meeting. He noted that on October 10, 2006, the School Committee approved a spending plan and he has brought them back for reaffirmation.

Diana Keohane made a motion, seconded by Jeff Hunt, to approve the recommended spending plan - \$365,000.

Diana Keohane noted that after she heard what was going on at the Elementary School (30 students in a class and limited prep time for teachers), she wondered if they should not approve the 2nd shift custodian. Since then, she has learned that they will save a lot of money in overtime pay. A lot has been paid in overtime because a custodian is out on Workmen's Compensation.

Bill Downing noted that he would like to see all non-reimbursable overtime pay for FY06. They might say at some point that they need to cut back overtime pay.

VOTE: UNANIMOUS 6 Yea 0, Nay 0, Abstain

Bill Downing thanked the residents who showed up at Town Meeting to support the school system. He expressed his concern for the article in the Lowell Sun which stated that Tyngsborough received a windfall. He doesn't feel that, after cutting \$1.4 million from the budget, \$365,000 is a windfall.

Community members were also thanked for staying the entire meeting.

Superintendent Hawkins asked the Committee to begin thinking of their desires for the FY08 budget process. He would like their input before they develop the timeline (November 7th).

E. FY08 Budget Discussion

He also acknowledged the timeline for upcoming projects.

Diana Keohane asked if the starting point amount will be the budget amount including the \$365,000.

Superintendent Hawkins responded that yes that will be the starting point. The communication system was discussed.

Bill Schedules were signed.

10. Signing of Bills

None at this time.

11. Visitors' Comments and Questions

Chair Buchman noted that he and Diana Keohane will be attending the MASC-MASS Conference. There are five resolutions and he asked Committee members to look at them and have this back on the November 7th Agenda to take a formal vote.

12. School Committee Discussion

Bill Downing noted that the School Committee, Superintendent of Schools and Beth Devine are in receipt of an email from concerned parents in the Lakeview Avenue – Elm Grove area related to the 6th grade student who was hit by a car. He noted that the student is doing fine and there is a request by the parents to move the bus stop one street over. After discussion with the Superintendent and the School Committee, he has learned that it is in the planning stages with Dee Bus Company.

Superintendent Hawkins noted that there is no safe bus stop. He asked parents to remind their children to watch for traffic.

Diana Keohane thanked the Board of Health for requesting, at Town Meeting, the transfer of money back to the Dental Program to give 2nd graders checkups, cleanings, and instruction on dental hygiene. She asked the Superintendent to send a letter of thanks.

Martina Witts thanked the citizens for coming out to vote. Often times, people feel that there is no need to come out to vote, but their vote does count.

Diane Kablik acknowledged the tremendous show of support for the school system. She understands that there is a great undertaking going on at TES to help out the teachers.

Jeff Hunt urged the community to keep a pulse on the town and to keep attending the meetings.

Chair Buchman noted that he attended the National Honor Society Induction. There were forty (40) students and he congratulated the students and their families. He also noted that he and Diana Keohane attended the Municipal Law Seminar and he attended the seminar in Somerville regarding proficiency and mobility and adequate yearly process.

Kaitlyn Long noted that seniors had their SATs this past Saturday and last Wednesday, students enrolled in the Work Study Program,

and had a workshop on resume writing presented by Mrs. Witts.
The following October Students of the Month are:

- Kevin Lown
- Andrew Shay
- Ann McGrath
- Alex Weld

She noted that field hockey is playing Chelmsford tomorrow on their new field. On Saturday, 10/28/06 a Halloween Dance is being held at the High School - \$50 for best costume. Homecoming results are in. The 2006 Homecoming champs are the seniors.

None at this time.

13. Executive Session

8:06 p.m.

Bill Downing made a motion, seconded by Diana Keohane, to adjourn the open meeting.

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

Respectfully Submitted,

Diana Keohane, Secretary

APPROVED: November 7, 2006