

TYNGSBOROUGH SCHOOL COMMITTEE MEETING

December 5, 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, Diane Kablik and Barry Dick.

1. Call to Order
- A. Roll Call

Superintendent Hawkins and Business Administrator Joe Messina were also present.

School Committee Members introduced themselves.

Chair Buchman called for the approval of Minutes.

2. Approve the Minutes of November 21, 2006 and Executive Session Minutes of November 21, 2006.

Bill Downing made a motion, seconded by Diana Keohane, to approve the Minutes of November 21, 2006 and Executive Session Minutes of November 21, 2006.

VOTE: UNANIMOUS 6, Yea 0, Nay 1, Abstain (Mrs. Kablik)

Chair Buchman noted that on behalf of the School Committee and the School Department, he extended their sympathy to the Perrault Family for the loss of their son.

Superintendent Hawkins acknowledged the School Newsletters and urged the Committee to peruse them.

3. Correspondence
- A. School Newsletters

Superintendent Hawkins acknowledged his July 26, 2006 letter to Jack Jones of Chartwells. He noted that Committee Member Witts had asked what date Chartwells was given to improve their financial numbers by or they would exercise their option not to extend the contract. The letter states the date of April 5, 2007.

- B. Superintendent's Letters
- 7/26/06 Chartwell's Letter

Superintendent Hawkins acknowledged the memorandum dated November 28, 2006 from the Massachusetts Association of School Superintendent's regarding the Department of Education's Preliminary Budget Proposal.

- C. DOE Preliminary Budget Proposal

Superintendent Hawkins acknowledged the November 28, 2006 memorandum from Don Ciampa notifying him that winter cheerleading has been cancelled due to an insufficient number of participants.

- D. Cancellation of Winter Cheerleading

Discussion was held.

Visitor, Ann Tinnirella noted that they are holding a fundraiser for 5678 Dance Studio (at TES). This fundraiser will benefit the girls at Dracut High School, Tyngsborough High School, the

4. Visitors' Comments and Questions

Vocational School and Notre Dame. There will be prizes for the Prom such as limo, tuxedo, hair, nails, etc. She noted that their biggest supporter is David's Bridal, but in order for them to get David's support, their Fashion Show must be endorsed by the Superintendent and/or the School Committee.

Superintendent Hawkins noted that this sounds very encouraging, but this is the first time he has heard anything about this and before he makes a recommendation to the School Committee he would like to look into it a little further. This item will be placed on the January 2, 2007 Agenda.

Out of Order:

Bill Downing made a motion, seconded by Barry Dick, to take item (8B) Unfinished Business-Approval of School Bank out of order.

8. Unfinished Business
B. Approval of School Bank

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins noted that Jim Hogan of Washington Savings Bank is present to make his introductions and to answer any questions for the Committee. He noted that they need to start filing for the permits to get the work done.

Mr. Hogan talked a little about Washington Savings Bank and their plans for construction. He also reviewed the plans.

Some discussion was held and Mr. Hogan was thanked.

Bill Downing made a motion, seconded by Diana Keohane, to approve the school bank at the High School and authorize Washington Savings Bank to pull permits and timeline the construction.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

None at this time.

5. Share the Success

Superintendent Hawkins recommended approval of the following Job Descriptions as First Readings:

1. Policy #12A.9 – School Business Administrator
2. Policy #12A.2 – Administrative Assistant to the Superintendent

6. Policy

A. First Reading

1. Policy #12A.9 – Job Description School Business Administrator
2. Policy #12A.2 – Job Description Administrative Assistant to the Superintendent
3. Policy #5.10A - Tardiness
4. Policy #3.8 – Athletic Handbook

Bill Downing made a motion, seconded by Diana Keohane, to approve Job Descriptions #12A.9 and #12A.2 as First Readings.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins recommended approval of Policy #5.10A-Tardiness as a First Reading.

Bill Downing made a motion, seconded by Diane Kablik, to approve Policy #5.10A as a First Reading.

Some discussion was held.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins recommended approval of Policy #3.8-Athletic Handbook as a First Reading. He acknowledged the corrected copy.

Bill Downing made a motion, seconded by Diana Keohane, to approve Policy #3.8 as a First Reading.

Superintendent Hawkins noted that when this handbook has the final approval, they will attach the Coaches Evaluation to it.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins recommended that the Committee reaffirm the following policies:

1. Policy #3.4-Non-Discrimination
2. Policy #3.6/#5.18 Staff, Student and Visitor Parking
3. Policies #4.1 - #4.14 (*he acknowledged corrections on #4.12 & #4.13*)

Bill Downing made a motion, seconded by Diane Kablik, to reaffirm Policy #3.4, #3.6/#5.18, and Section #4 of the policy book.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins notified the Committee of the following intent to retire:

- ❖ Pamela Grant Grade 2 Teacher – TES after 38 years

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

Mr. Downing wished Mrs. Grant much happiness and good health in her retirement.

Diana Keohane noted that she has never read a nicer retirement letter.

B. Reaffirm

1. Policy #3.4-Non Discrimination
2. Policy #3.6/#5.18-Staff, Student and Visitor Parking
3. Policies #4.1-#4.14

7. Personnel

- A. Notification of Intent to Retire -Pamela Grant - TES

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Superintendent Hawkins recommended approval of the overnight theater trip to Atlanta, GA January 12-15, 2007 with the understanding that they will comply with all School Committee policies.

- 8. Unfinished Business
 - A. Approval of Overnight Theater Trip (January 2007)

Bill Downing made a motion, seconded by Diana Keohane, to approve the overnight theater trip (January 12-15, 2007) with the understanding that they will comply will all School Committee policies.

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

No action was taken.

- 9. New Business
 - A. Ratification of Council #93 (Custodians) Contract

Bill Schedules were signed.

- 10. Signing of Bills

None at this time.

- 11. Visitors' Comments and Questions

Diana Keohane wished everyone a happy and healthy holiday.

- 12. School Committee Discussion

Bill Downing noted that their hearts go out to the Perrault Family.

Superintendent Hawkins noted that the Board of Selectmen have hired someone to tape the meetings, so the next meeting (1/2/07) will be back in the Town Hall Community Room.

Chair Buchman wished everyone happy holidays. He noted that a Community Forum on Education is being held, in Lowell on December 11th and one in Newton on December 6, 2006.

Chair Keohane noted that the Community Forum is being held at the Butler School in Lowell from 7-9 p.m. and the community is welcome to attend the meeting.

7:55 p.m.

Bill Downing made a motion, seconded by Diana Keohane, to go into Executive Session for the purpose of receiving an update on Council #93, reviewing strategies for negotiations with Units A/D and discussing budget development and come out only to adjourn the open meeting.

- 13. Executive Session

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

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|----------------|------|-------------|------|
| -Chair Buchman | -Yea | -Mr. Hunt | -Yea |
| -Mrs. Keohane | -Yea | -Mr. Dick | -Yea |
| -Mr. Downing | -Yea | -Mrs. Witts | -Yea |
| -Mrs. Kablik | -Yea | | |

8:49 p.m.

Bill Downing made a motion, seconded by Barry Dick,
to adjourn the open meeting.

14. Adjournment

VOTE: UNANIMOUS 7, Yea 0, Nay 0, Abstain

Respectfully Submitted,

Diana Keohane, Secretary

APPROVED: January 2, 2007