

TYNGSBOROUGH SCHOOL COMMITTEE MEETING

January 16, 2007

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

1. Call to Order
- A. Roll Call

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

Vice Chair Downing, noted that Chair Buchman is home recovering from surgery. He wished him a speedy recovery.

School Committee Members, Student Representative Kaitlyn Long, Business Administrator Joe Messina, Superintendent Hawkins and Administrative Assistant Sue Harvey introduced themselves.

Vice Chair Downing called for the approval of Minutes.

2. Approve the Minutes of January 2, 2007, Executive Session of January 2, 2007, Tri-Board Minutes of January 8, 2007 and Executive Session of January 8, 2007

Diana Keohane made a motion, seconded by Diane Kablik, to approve the Minutes of January 2, 2007 and Executive Session Minutes of January 2, 2007.

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

Martina Witts made a motion, seconded by Diana Keohane, to approve the January 8, 2007 Tri-Board Minutes and the Executive Session of January 8, 2007.

VOTE: UNANIMOUS 3, Yea (Mr. Downing) 0, Nay 1, Abstain (Mrs. Kablik)
(Mrs. Keohane)
(Mrs. Witts)

Superintendent Hawkins acknowledged the School Newsletter that was distributed tonight and urged the Committee to peruse it.

3. Correspondence
- A. School Newsletters

Superintendent Hawkins acknowledged his January 3, 2007 letter to Rosemary Cashman informing her that it is impossible to provide hard numbers for Warrant Articles by February 6, 2007. She informed him that she would like to know what's coming and they don't have to attach a dollar amount to them at this time.

- B. Superintendent's Letters

Superintendent Hawkins acknowledged his January 26, 2007 letter to Parents/Guardians that will go home with report cards.

Barry Dick arrived at 7:04 p.m.

Superintendent Hawkins acknowledged the January 3, 2007 memorandum from Joe Messina noting that the Tax Collector has established a line item on the tax bill for residents to make a voluntary contribution to the Town Educational Fund. The next step is to form an Educational Fund Committee.

C. January 3, 2007 Memo
(Voluntary Educational Fund)

Some discussion was held.

Joe Messina noted that Massachusetts General Laws state that the committee should consist of the Superintendent of Schools (or his/her designee) and no fewer than four (4) residents appointed by the Board of Selectmen to a term of three years. He noted that they could probably have two School Committee members and two community members.

Superintendent Hawkins will send a letter to parents, through the schools, to solicit volunteers.

Superintendent Hawkins acknowledged the MASC Academy for School Leadership registration form for a program being held at Assabet Valley Vocational School in Marlboro, MA on February 3, 2007.

D. MASC Academy for School
Leadership

Not on the Agenda: Superintendent Hawkins acknowledged the thoughtful note from a recipient of their Adopt-A-Family Program. He congratulated the students.

Not on the Agenda:
Note from Recipient of
Adopt-A-Family

Bill Downing congratulated everyone involved in this program.

Not on the Agenda: Superintendent Hawkins acknowledged the publication "City and Town" from the Department of Revenue.

Not on the Agenda:
DOR Publication
City and Town

None at this time.

4. Visitors' Comments
and Questions

Diane Kablik noted that this past weekend, she had the honor of accompanying the Middle School Drama Program to Atlanta, Georgia for a national competition sponsored by Disney. She noted that the students represented Tyngsborough to the highest degree and came home with three (3) trophies (outstanding performance, overall acting, and technical merit). She congratulated Ms. Marchese and everyone associated with the program (students & parents).

5. Share the Success

Superintendent Hawkins noted that typically, the School Committee 6. Policy has established the first day of School, for the next year, in January. A. First Day of School
Via the contract, school will start on Tuesday, September 4, 2007 2007-2008
for teachers and September 5, 2007 for students. He noted that he is awaiting the Association's response to starting on the following dates:

- August 27, 2007 for Teachers
- August 28, 2007 for Students
- No School on Friday, August 31, 2007

Diana Keohane noted that community members ask why we start so early. She thought we did when Labor Day is late, but this year it is September 3, 2007

Superintendent Hawkins noted that more and more schools are doing this. Students are generally on campus late August.

Don Ciampa and Steve Coughlan commented in support of this proposal for August start dates for academic reasons.

Martina Witts made a motion, seconded by Diana Keohane, to approve the above mentioned dates in August as a First Reading

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

Not on the Agenda: Superintendent Hawkins noted that he delivered, to the School Committee, his letter of intent to retire in June 2008.

Not on the Agenda:
Notice of Intent to Retire (6/2008)
from Superintendent Hawkins

Bill Downing read the Superintendent's letter of intent to retire in June 2008. It was noted in the letter that he is submitting the letter now, at the start of the budget process, so they can budget for the Superintendent's search.

Diana Keohane made a motion, seconded by Martina Witts, to accept the letter of intent to retire from the Superintendent.

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

Superintendent Hawkins noted that Mr. Coughlan and Mr. Ciampa, 8. Unfinished Business
along with members of their School Councils, are here to review A. TMS and THS School
their School Improvement Plans. Improvement Plans

Steve Coughlan acknowledged the following members of his School Council:

- Eileen Mayo
- Diana Rogier
- Nancy Senecal

- Lorri Davy Co-Chair
- Mary Jane Caron
- Robin Day

Mr. Coughlan and Deb Lucey reviewed the 2006/07 Strategic Objectives, the 2005/06 Goals and Foundation Budget.

Discussion was held.

Don Ciampa thanked School Council members who were able to attend tonight. He acknowledged all of the members:

- Carol Aguiar
- Sue Bowden
- Barbara Aldrich Clougher
- Loren Day-Lewis
- Eileen Gagnon
- Donna Hallowell
- Greg Marshall
- Chief John Miceli
- Ellen O'Neill
- Kim Order
- Cathy Polin
- Laura Pruyin
- Debbie Schneider
- Susan Tucke

Mr. Ciampa, Mike Flanagan and Sarah Lewenzuk reviewed the 2006/07 Strategic Objectives and the 2005/06 Goals. Foundation Budget will be brought back at a later date for discussion.

Discussion was held.

The Middle School and High School administrators were thanked for their presentations.

Diana Keohane made a motion, seconded by Diane Kablik, to acknowledge receipt of the two (2) School Improvement Plans.

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

Superintendent Hawkins noted the following information gathered to date: B. Discussion/Capital Asset/
Warrant Articles

Possible Warrant Articles

- Medicaid Reimbursement - no direct cost to the taxpayer
- Superintendent's Search – Estimate \$20 - \$25K

Via Capital Asset Management Committee

- Phase II Re-roofing at TECC – Estimate \$160-\$175K
- Phase II Security – Norris Rd. Campus – Estimate \$256,000
- Close Circuit Television – TECC – Estimate \$38,083.
- Middle School Kitchen Warming Trays – Estimate \$31,874

Superintendent Hawkins noted that the warming trays need immediate attention, but the equipment in the Middle School

kitchen is forty years old and they will need to put money into that kitchen soon.

Bill Downing asked about Chartwell's projected surplus and if that money could be put back into the kitchen.

Superintendent Hawkins noted that they have had an accumulated deficit over the past three years. If they have a surplus this year, it will be used to reduce that deficit.

Bill Downing asked about taking a look at purchasing equipment on EBAY.

Diana Keohane asked what happened to the other Warrant Articles they had discussed.

Joe Messina noted that Burt Buchman, (Capital Asset Representative) felt that they should target these four priorities in the Capital Asset Plan.

Diana Keohane talked about technology upgrade and copiers as a Warrant Article.

Bill Downing suggested that this be put on the next Agenda for discussion when Mr. Buchman returns.

Superintendent Hawkins requested the following two (2) actions:

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

9. New Business
A. FY07 Enrollment/Budget Update

Diana Keohane made a motion, seconded by Diane Kablik, to acknowledge receipt of the information.

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

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

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

Superintendent Hawkins noted that at the request of the Committee, B. Posting of School Honor Roll this item has been placed on the Agenda. He noted that the High School will begin posting an Honor Roll in January 2007 and the Middle School did not see the merit of it and will not be posting the Honor Roll.

Bill Downing noted that he is disappointed that TMS will not be posting the Honor Roll. They identify the top athletes (diners, awards, jackets),

but when it comes down to academics, the acknowledgement is not there.

Diana Keohane noted that they have been emphasizing getting good things out in the newspaper.

Steve Coughlan noted that this was discussed with School Council and it was voted down. TMS does not recognize the top athlete, they recognize the whole team. They don't want to point out just the kids that get A's and B's.

Some discussion was held.

Superintendent Hawkins noted that maybe they can ask the School Council to look at this again.

Bill Schedules were signed.

10. Signing of Bills

A visitor noted that when she was in elementary school they got cards for Honor Roll and maybe the Middle School could come up with some kind of criteria.

11. Visitors' Comments and Questions

Diana Keohane noted that she hopes Burt Buchman is feeling better.

12. School Committee Discussion

Kaitlyn Long noted that there was disappointment today for the lack of a delayed start. The wrestling team spent three (3) days in Vermont for a tournament. The boy's basketball team played earlier this evening and the girls play tomorrow. The academic focus is on upcoming UCE's (Unified Content Exams). They begin on 1/22/07 and continue throughout that week. This Thursday, a UMASS Amherst graduate is coming to THS to speak to all current applicants. They will explain what UMASS Amherst has to offer. Keep in mind the following dates:

- Sophomore class sponsoring a semi formal for the freshman class
- March 16th – second annual Band Aid Concert at THS (\$10.00)
- March 24th - senior class will sponsor a student-faculty basketball game

She noted that members of the AP Government class and International Relations class will be attending UML for a three day workshop – 4/3/07. The cost per student is \$25. The UML sponsored program is offered to schools across the state and all participating high schools will engage in a mock UN. Each school submits a list of their top ten nations that they wish to represent.

9:15 p.m.

Diana Keohane made a motion, seconded by Diane Kablik,

13. Executive Session

to go into Executive Session for the purpose of discussing a Unit A Grievance and come out only to adjourn the open meeting.

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

-Mr. Downing	-Yea	-Mrs. Kablik	-Yea
-Mrs. Keohane	-Yea	-Mr. Dick	-Yea
-Mrs. Witts	-Yea		

9:34 p.m.

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

14. Adjournment

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

Respectfully Submitted,

Diana Keohane, Secretary

APPROVED: February 6, 2007