

**TRANSCRIPT OF PUBLIC RECORD**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**OF**

**FEBRUARY 11, 2013**

**SUBMITTED FOR THE APPROVAL OF:**

**THE METHUEN SCHOOL COMMITTEE**

**AND**

**THE SUPERINTENDENT OF SCHOOLS**

**“AN OPEN MEETING ADVANTAGE FOR THE COMMUNITY OF METHUEN”**

**RECORDED BY:  
DEIDRE RUNGE, PUBLIC RECORDER**

**TRANSCRIPT OF PUBLIC RECORD**  
**METHUEN SCHOOL COMMITTEE MEETING**  
**BUSINESS SESSION**  
**FEBRUARY 11, 2013**

This meeting of the Methuen School Committee was held in the Great Hall of Searles Building, City Hall, and was posted for 6:30 PM.

**MEMBERS IN ATTENDANCE:**

Mayor Stephen N. Zanni, Chairperson  
Ms. Barbara Grondine, Secretary  
Ms. Mary Jean Fawcett  
Mr. Mark Graziano  
Ms. Lynne Hajjar Kumm  
Ms. Deborah R. Quinn

**OTHERS IN ATTENDANCE:**

Ms. Judith Scannell, Superintendent of Schools  
Dr. Brandi, Kwong, Interim Assistant Superintendent  
Mr. Glenn Fratto, Business Administrator  
Mr. Brian McGrath, Student Representative  
Deidre Runge, Public Recorder

**1. Call to Order**

Mayor Zanni called this meeting to order at 6:30 p.m. with a quorum of members in attendance, and listed above. Mr. Evan Chaisson was absent from this meeting

**a. Flag Salute**

Thomas Regan III, student at the Marsh Grammar School, led the Committee in Opening Exercises of this meeting.

**2. Participation by Others**

**a. SOAR Award**

Moved to the February 25<sup>th</sup> Workshop due to Weather

**b. Student Recognition for Involvement with the Governor**

Moved to the February 25<sup>th</sup> Workshop due to Weather

**c. Staff Recognition for a Heroic Act**

Moved to the February 25<sup>th</sup> Workshop due to Weather

**d. Public**

No Action

**3. Approval of Minutes - Transcript Business/Organizational Session of January 14, 2013**

**MOTION:** Mr. Graziano moved to adopt the Recorded Transcript Business/Organizational Session of January 14, 2013 as presented and waived the reading; Ms. Grondine seconded the motion to approve as presented.

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUSLY APPROVED

#### 4. Staff Reports

##### a. Superintendent's Monthly Report

Superintendents Scannell gave the Committee an update on the renovations and was happy to report that everyone is working hard to meet the deadline. She also thanked the Committee and all those that attended the Science Fair at the January 29<sup>th</sup>, Workshop.

##### b. PEP Grant Equipment Update

Ms. Mimi Hyde the PEP Grant Coordinator came to the meeting to discuss the components of the grant. She talked to the Committee about the Community Piece that Methuen Public Schools ran with the Holy Family Hospital (HFH). She said that HFH sent us a nutritionist and other staff members to talk to us about how to prepare food, eat food, and basically teach us a healthy diet. Ms. Hyde talked about students taking charge by ordering their own playground equipment with the \$1,000.00 that was given to each of the schools through the grant. She said the grant purchased equipment to back up the new K-12 curriculum. The grant paid to send K-4 and 5-8 physical education teachers to be trained on the new equipment. Ms. Hyde then had a video presentation prepared by physical education teachers that she played for the Committee. The Superintendent then thanked Ms. Hyde and said if it wasn't for Mimi writing the grant there was no way we could of afforded this new equipment.

#### 5. Old Business and Other Pending Matters

None

#### 6. New Business

None

#### 7. FINANCE AND OPERATIONS

##### a. Expenditure Report - Monthly

Business Administrator Glenn Fratto submitted the Monthly Expenditure Report to the Committee.

##### **DISCUSSION:**

No Action

##### b. Revolving Funds Report – Monthly

Business Administrator Glenn Fratto submitted the Monthly Revolving Report to the Committee.

##### **DISCUSSION:**

No Action

##### c. Grants Report – Monthly

Lyn Griffin, submitted the Monthly Grants Report to the Committee.

##### **DISCUSSION:**

No Action

##### d. Student Activity Accounts - Monthly

Business Administrator Glenn Fratto submitted the Monthly Student Activity Report to the Committee.

##### **DISCUSSION:**

- No Action
- e. Supervisor of Food Services – Monthly**  
Direction of School Nutrition Services, Wayne Vespa submitted the Monthly Food Service Report to the Committee  
**DISCUSSION:**  
No Action
- f. Supervisor of Custodians and Maintenance – Monthly**  
Director of Facilities, Bruce Stella submitted the Monthly Custodians and Maintenance Report to the Committee.  
**DISCUSSION:** The Superintendent gave an update of school conditions after today's snow day and classes resuming tomorrow. She said that student safety is priority and asked parents watching to talk to their children about snow and safety.  
No Action
- g. Bid Awards**
- Bid S2013-01 of the Urban Collaborative Ring – Award
- MOTION:** Ms. Grondine motioned to Award Bid S2013-01 as presented  
Ms. Quinn seconded the motion to approve as presented.
- DISCUSSION:** Mr. Graziano wanted to comment about how produce is going sky high and glad to see that Mr. Fratto is trying to save the District money.
- VOTE:** 6-0-0 UNANIMOUSLY APPROVED
- h. Contract Approval**  
No Action
- i. Budget Transfers**  
No Action

**8. Notification of Appointments and Other Personnel Matters**

- a. Personnel Transactions**  
No Action
- b. Professional Staff**  
No Action
- c. Support Staff**  
No Action
- d. Personnel Matters Requiring Committee Action**
- 1. Teacher of the Visually Impaired – Approval**
- MOTION:** Ms. Grondine motioned to Approve to Reinstate the Full time Teacher of the Visually Impaired.  
Ms. Fawcett seconded the motion to approve the reinstatement.
- DISCUSSION:** The Superintendent asked Ms. Gina Bozek the Director of Special Education to come up and give an overview of the request and answer any questions the Committee may have. Ms. Bozek told the Committee out of 11 visually impaired students (5 from k-4, 4 from 5-8 and 2 at the high school) one is a student in an out of district placement and one is in a private school and we the district have to provide for them. It will be a cost savings all around. Mr. Graziano asked if this will eliminate the need to contract out. Ms. Bozek said based on our current enrollment we would not need to, but I cannot promise if others move in with needs. Ms. Bozek said every 3 years we also assess students for IEP meetings and if we have this person

on staff we would not need to hire out for these assessments. Ms. Grondine asked “wasn’t this in the budget?” Ms. Bozek explained we were never able to fill so we finally cut the position. We did a posting “pending funding” to see if we could find someone to be able to fill this position and we did. Ms. Quinn asked if other students may be able to benefit. Ms. Bozek said yes we do have some on 504 plans that could use this service.

**VOTE:** 5-1-0 APPROVED – Mr. Graziano voted No

- e. **Notification of Vacancy Postings**  
No Action

**9. Superintendent's Reports, including Communications & Recommendations on Financial Matters, Old & New Business**

**a. Transportation Monthly Update**

Mr. Fratto for Mr. Brian Fowler, Supervisor of Transportation and Emergency Management submitted a memo updating the Committee on Monthly Transportation.  
No Action

**b. Residency Monthly Update**

Ms. Diana Turonis, Attendance Secretary provided the Committee with the Residency Monthly Update Report.

**c. School Resource Officers Monthly Update**

A monthly report was given on each of the schools.

**d. Enrollment Projections FY’14**

No Action

**10. Business from the Committee**

No Action

**11. Executive Session**

- a. **Negotiations**
- b. **Litigation**

**12. Adjournment**

With no further business to discuss at this Business Session, Mayor Zanni entertained a motion to adjourn, and enter into Executive Session for negotiations and litigation, at 7:00 pm, thus concluding this Business Session for the evening.

**MOTION:** Ms. Grondine moved to adjourn this Business Session at 7:00  
Mr. Graziano seconded the motion.

**VOTE:** 6-0-0 UNANIMOUSLY APPROVED

Respectfully submitted,  
Deidre Runge, Public Recorder  
Methuen Public Schools