

**TRANSCRIPT OF PUBLIC RECORD**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**OF**

**AUGUST 13, 2012**

**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:  
MARTHA SIROIS, PUBLIC RECORDER**

**TRANSCRIPT OF PUBLIC RECORD**  
**METHUEN SCHOOL COMMITTEE MEETING**  
**BUSINESS SESSION**  
**AUGUST 13, 2012**

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

**MEMBERS IN ATTENDANCE:**

Mayor Stephen M. Zanni, Chairperson  
Mr. Evan Chaisson, Vice Chairperson  
Ms. Barbara Grondine, Secretary  
Ms. Mary Jean Fawcett  
Mr. Mark Graziano  
Ms. Deborah Quinn

**MEMBERS NOT IN ATTENDANCE:**

Ms. Lynn Hajjar Kumm

**OTHERS IN ATTENDANCE:**

Mrs. Judith Scannell, Superintendent of Schools  
Mr. Glenn Fratto, Business Administrator  
Ms. Martha Sirois, Public Recorder

**1. \*CALL TO ORDER AND ATTENDANCE:**

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

**a. Flag Salute**

**CHANGES TO THE AGENDA:**

**8.3 To 4.b**

**8.1 To 4.c**

**2. PARTICIPATION BY OTHERS:**

**a. SOAR Awards**

No Action

**b. Students**

No Action

**c. Staff**

No Action

**d. Public Participation**

No Action

**3. Approval of School Committee Meeting Transcripts of 6/11/12 and 6/18/12.**

**MOTION:** Mr. Evan Chaisson moved to adopt all the Recorded Transcripts of 06/11/12 as presented and waived the reading.

**SECONDED:** Ms. Barbara Grondine seconded the motion to approve as presented.

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**MOTION:** Mr. Evan Chaisson moved to adopt all the Recorded Transcripts of 06/18/2012 as presented and waived the reading.

**SECONDED:** Ms. Barbara Grondine seconded the motion to approve as presented.

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**4a. STAFF REPORTS**

Superintendent's Monthly Report-  
No Action

**4b. Appointment of an Interim Assistant Superintendent of Curriculum, Instruction and Assessment-Approval:**

**MOTION:** Mr. Evan Chaisson motioned to approve the appointment

**SECONDED:** Ms. Mary Jean Fawcett seconded the motion

**DISCUSSION:**

Superintendent: With a heavy heart has accepted the retirement of Dr. Jennifer Smith, Assistant Superintendent of Curriculum, Instruction and Assessment as of October 1<sup>st</sup>. She had a discussion with Dr. Smith as to who would replace her and they agreed on Dr. Brandi Kwong. She has been a principal at the CGS for 10 years. Dr. Kwong has worked hand in hand with Dr. Smith with curriculum and has been on the forefront of the new report cards. She is requesting the approval of Dr. Brandi Kwong as Interim Assistant Superintendent of Schools.

Ms. Quinn: Please give the importance of the job and why we are filling it.

Superintendent: DESE Curriculum is an important piece for the new DESE Standards. There are so many changes with the new DESE standards we need a key person in that position to be working with the teachers and parents with communication and MCAS Scores. It all comes down to mapping out the curriculum we have been working on the past few months and putting that into place.

Mr. Graziano: Was the job posted?

Superintendent: When it is an interim position the Superintendent chooses the best candidate for the position.

Mr. Graziano: Was the timing of the vacancy of the position the reason the job was not posted?

Superintendent: Yes

Mr. Graziano: In 2012/2013 when will the search start for a permanent person begin?

Superintendent: Late November, early December.

Ms. Grondine: In the spring we will be going out for a search that will be open to anyone...

Mayor: We need to send a letter to Dr. Smith from the School Committee. Interim is to get the school up and running. When the job is posted we can see who is out there that applies and also see how Dr. Kwong has done as the interim. He is also happy that Dr. Kwong has moved to Methuen.

Mayor: He hopes that Dr. Kwong will be able to update programs the school does not have like bringing back the foreign language classes in the middle schools. Also programs for gifted and talented students.

Dr. Kwong: Thank you for my appointment and I look forward to working with a great team of administrators and all of you.

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

#### **4c. Vocational/Job Coach Program Assistant MHS-Approved**

**MOTION:** Mr. Evan Chaisson motioned to approve the position

**SECONDED:** Ms. Deborah Quinn seconded the motion

#### **DISCUSSION:**

Superintendent: Ms Bozek had thought long and hard about this decision and we have had several conversations about this.

Ms. Gina Bozek: MHS had 2 Vocational teaching positions. 1 resigned. The professional that resigned was part time. The remaining professional will do the curriculum piece.

Ms. Fawcett: Was concerned that they are going from 2 professional staff positions to 1 professional and 1 program assistant.

Ms. Bozek: She has spoken with the Special Ed administrator at MHS and the remaining teacher in the program. They agreed this is the best way to fill this position to hire a Vocational Program Assistant.

Ms. Grondine: Do you have someone in mind?

Ms. Bozek: Not yet.

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

Mayor: Asked the Superintendent to announce the new principal at the CGS.

Superintendent: Supervising Principal taking the place of Dr. Kwong will be Christopher Reeve. The Upper School Principal is moving up from the lower school he is Shaun Bateman. The Lower School Principal will be Ms. Katie Proietti and she will also be the language arts coach.

Mayor: Will a letter go out to the parents.

Superintendent: Yes as well as a Connect Ed call.

### **5.a AD Hoc Committee:**

Mayor: The Consolidation Committee will be Lynn Hajjar Kumm and Mark Graziano they will work with City Councilors Jennifer Kannan and Tom Ciulla.

Mayor: The Mayor, Superintendent Scannell, Glenn Fratto and Tom Kelly will be on the Ad Hoc Committee. He thinks it is best for the AD Hoc Committee to go to Boston and see what they can and can't do. Then bring that information back to the Consolidation Committee. If the School Committee has any suggestions let the Superintendent know and she will bring it to the Committee.

Superintendent: Her door is always open. It is good to have a small group to get all the ducks in a row and report back.

Mr. Graziano: Agrees a smaller group is better. Does a charge back document need to be approved by the School Committee?

Ms. Fawcett: School Committee view needs to be heard. She is concerned that the Superintendent is the only School Committee member trying to be heard because the Mayor wears multiple hats.

Mayor: Wants to work as a team and he is looking at it globally. He wants the school to benefit.

Ms. Grondine: Do you have plans to do this soon?

Mayor: This week he will set up meetings. He hopes it is in place within a few months.

### **6a. Ice Rink Rates - APPROVAL:**

**MOTION:** Mr. Evan Chaisson motioned to approve the new rates

**SECOND:** Ms. Barbara Grondine seconded the motion

#### **DISCUSSION:**

Superintendent: Had a great meeting in the Mayor's Office with the Methuen Youth Hockey Board. The rate will raise (\$5) five dollars this year, (\$15) fifteen dollars both FY13 and FY14 and (\$10) ten dollars FY15.

Mayor: This increase is to be done over the next several years to get Methuen Youth Hockey up to \$200.00 per hour.

Mr. Chaisson: We are going to do contracts for the next 4 years and the rates will be locked in for 4 years. Can they be adjusted during that time? If the electric bill goes up are we allowed to charge them higher rates?

Mr. Fratto: Yes. We have done everything to decrease the cost of maintaining the ice rink. We are hoping to increase the revolving fund. Our future outlook for the ice rink is to have it open 24/7 365 days a year.

Mayor: We would like to make some tables available for Methuen Youth Hockey so they can have a concession stand. Because of the renovation they no longer have a concession stand.

Superintendent: We are meeting with Methuen Youth Hockey this week to work out the concession details.

Mr. Graziano: Taking the utilities and replacement cost into the factor the utilities go up and we are locked into the rates. Why are we constructing a stand and they will earn the money? Can we have some of their revenue earned from the stand?

Mayor: They have offered to build the concession stand. They use the money they earn to help players that can not pay.

Ms. Fawcett: Are we planning to expand the ice ring?

Mayor: Yes to make it a money maker.

Superintendent: We can not move ahead with any expansion ideas until the renovation is complete.

Mr. Chaisson: One of the ways we will be able to rent the ice rink during school hours is that after the renovation it will have separate entrance from the main school building.

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**6b. Newly Adopted S.C. Policy EEAJ-Motor Vehicle Idling Policy-First Read**

**MOTION:** Mr. Evan Chaisson motioned to approve the first read

**SECOND:** Ms. Barbara Grondine seconded the motion

**DISCUSSION:** NONE

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**6C. Newly Adopted S.C. Policy JFABD-Homeless Students: Enrollment Rights and Services-First Read**

**MOTION:** Mr. Evan Chaisson motioned to approve the first read

**SECOND:** Ms. Barbara Grondine seconded the motion

**DISCUSSION:**

Ms. Fawcett: The first paragraph is in the document twice.

Ms. Grondine: Any changes to the past policy.

Superintendent: No

Mayor: How many homeless students do we have?

Ms. Bozek: She gave the committee a report in June that stated the number of homeless student for the entire year in MPS. When a student is reported they need to be reported for the entire year.

Mayor: Could you please let us know at the next meeting how many homeless children we have for this coming school year.

Ms. Bozek: Yes

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**6d. FY' 13 School Committee Calendar-Approval**

**MOTION:** Mr. Evan Chaisson to approve the calendar

**SECOND:** Mr. Mark Graziano seconded the motion

**DISCUSSION:**

MAYOR: Business meetings are at 7:00pm and Work shops are at 6:30pm Last school year in the spring School Committee went to several different functions at the schools. We could have students and parents come in and hold our meetings at the schools and then tour the school and see displays by the students.

Superintendent: We could try to align school calendars with the School Committee meetings when there are science fairs etc. going on in the schools.

Mayor: We would need to look at the policy for the meetings to be broadcasted.

Superintendent: I will check into that.

Mayor: MCTV travels around so maybe it can be done if there is no recording equipment at the schools.

Mr. Evan Chaisson: He likes the idea.

Ms. Grondine: MCTV has to bring a lot of equipment they may not be willing to do it.

Mayor: they will be more than happy to do it.

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

**7. FINANCE AND OPERATIONS:**

a. **Expenditure Report:**

No Action

b. **Revolving Reports:**

No Action

c. **Grants Report:**

Mayor: Some grants are going to finish have we prepared for that?

Superintendent: Some grants are ending and new ones will be starting. It is a very busy time of the year and we are prepared.

Mayor: Any information on the Gateway Grant?

Superintendent: I am looking into that.

Ms. Fawcett: I am concerned about the adult learning losing their grant for evening students.

Superintendent: The grant cut staff but increased the budgets for curriculum and materials. It also states that we need to start a community Outreach Program. We already have a waiting list with about 50 names.

Ms. Fawcett: I am just concerned for people that work and need to attend evening classes.

Superintendent: Ruth Byrne is coming up with some ideas to try and help out with the evening classes.

d. **Student Activity Accounts:**

Mayor: what is the summer camp account that is in the negative?

Mr. Fratto: It is the girl's basketball summer camp.

e. **Supervisor of Food Services:**

No Action

f. **Supervisor of Custodians and Maintenance-Monthly:**

No Action

- g. **Bid Awards:**  
No Action
- h. **Contract Approvals:**  
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 Actions
  - 1. Moved to 4.c
  - 2. .3 FTE Math Teaching Position-Approval
  - 3. Moved to 4.b

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

No Action

**10. Business from the Committee-**

Ms. Grondine: Dr. Jennifer Smith will be a great loss to the school department. She worked so hard. She wishes her well and hopes she enjoys her retirement.

Mayor: We should invite Dr. Smith to the next meeting to thank her for her years of service.

Superintendent: Open house for MHS parent and students for grades 10-12 will be held on August 28<sup>th</sup>. We are on time move everyone back into the high school and it is going smoothly.

Ms. Grondine: Are we doing an open house for grade 9 campus?

Superintendent: Yes we did it in June.

Mr. Chaisson: Can we tour the high school before it opens so we can answer parent's questions?

Superintendent: It is too dangerous right now I will let you know when we can go in.

Mayor: He will try and set up a date for the committee to go in before school starts.

**Motion to Adjourn:** Mr. Chaisson motioned to adjourn the meeting

**Second:** Ms. Quinn seconded the motion

**VOTE:** 6-0-0 UNANIMOUSLY ACCEPTED

Meeting Adjourned: 7:20pm

Respectfully submitted,  
Martha Sirois, Public Recorder  
 Methuen Public Schools

