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**TRANSCRIPT OF RECORDED MINUTES**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**NOVEMBER 12, 2019**  
**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 RECORDED MINUTES**  
**METHUEN SCHOOL COMMITTEE MEETING**  
**BUSINESS SESSION**  
**NOVEMBER 12, 2019**

This Business Session of the Methuen School Committee was held at Methuen High School, Media Center, and was posted for 6:30 p.m.

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

Mayor Jajuga called the Business Meeting to order at 6:30 p.m. with a quorum of members in attendance, and listed below.

**ROLL CALL**

Dennis D.J. Deeb (P)  
Jana DiNatale (P)  
Nicholas DiZoglio (NP)  
Susan M. Nicholson (P)  
Robert F. Vogler (P)  
Jana Zanni Pesce (P)  
Mayor James P. Jajuga, Chairperson (P)

**MEMBERS IN ATTENDANCE:**

Dennis D.J. Deeb  
Jana DiNatale  
Susan M. Nicholson  
Robert F. Vogler  
Jana Zanni Pesce  
Mayor James P. Jajuga

**MEMBERS NOT IN ATTENDANCE:**

Nicholas DiZoglio

**OTHERS IN ATTENDANCE:**

Brandi Kwong, Superintendent of Schools  
Eric McGee – Assistant Superintendent  
Ian Gosselin, Business Administrator  
Gina Bozek, Director of Student Services  
Edward Lussier, Director of Instructional Technology  
Deidre Runge, Public Recorder

**1a Flag Salute**

Todd Herland, a fourth grade student at the Marsh Grammar School, led the Committee in Opening Exercises of this meeting.

**MOTION:** Member Vogler motioned to approve the agenda as presented  
Member Nicholson seconded the motion

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

## 2. PARTICIPATION BY OTHERS

- a. SOAR Award (Mathematics)  
Annalise Quick was the recipient of the S.O.A.R. Award at this meeting. The Mathematics Department chose Annalise for this Award.
- b. Introduction of the new Director of School Nutrition Services – Robert (Bob) Frati
- c. Public - None

## 3. Motion to Remove from the Table - Approval of Minutes

**MOTION:** Member Vogler motioned to remove approval of the minutes from the table

Member Deeb seconded the motion

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

### Approval of Minutes

April 8, 2019, **Motion** to approve by Member Deeb, Seconded by Member Vogler,  
**Vote** 6-0-0 Approved

May 6, 2019, **Motion** to approve by Member Deeb, Seconded by Member Vogler,  
**Vote** 6-0-0 Approved

May 8, 2019 Joint Mtg, **Motion** to approve by Member Deeb, Seconded by Member Vogler,  
**Vote** 5-0-1 Approved (Mayor Jajuga voted Present)

May 8, 2019 WS, **Motion** to approve by Member Deeb, Seconded by Member Vogler,  
**Vote** 4-1-1 Approved (Mayor Jajuga voted Present and Member DiNatale voted no)

May 13, 2019, **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 6-0-0 Approved

May 22, 2019, **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 4-2-0 Approved (Mayor Jajuga and Member DiNatale voted present)

May 28, 2019-Budget adoption, **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 6-0-0 Approved

May 28, 2019-WS, **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 6-0-0 Approved

June 10, 2019, **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 6-0-0 Approved

June 24, 2019 **Motion** to approve by Member Vogler, Seconded by Member Deeb,  
**Vote** 5-0-1 Approved (Member Nicholson voted present)

July, 22, 2019, **Motion** to approve by Member Vogler, Seconded by Member Deeb,  
**Vote** 6-0-0 Approved

August 26, 2019, **Motion** to approve by Member Vogler, Seconded by Member Deeb,  
**Vote** 5-0-1 Approved (Mayor voted present)

September 9, 2019, **Motion** to approve by Member Vogler, Seconded by Member Deeb,  
**Vote** 6-0-0 Approved

September 23, 2019 **Motion** to approve by Member Deeb, Seconded by Member Vogler,  
**Vote** 5-0-1 Approved (Mayor voted present)

September 30, 2019 **Motion** to approve by Member Vogler, Seconded by Member Deeb,  
**Vote** 5-0-1 Approved (Member DiNatale voted present)

October 15, 2019 **Motion** to approve by Member Vogler, Seconded by Member Nicholson,  
**Vote** 6-0-0 Approved

#### **4. Staff Reports**

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

##### 1. PreSchool Peer Model Update

Ms. Bozek clarified ratios to the committee – Integrated classrooms have 8 students on IEPS to 7 Peers.

Intensive classrooms have 6 and 6. She explained they had to increase to 7, 8 or even 9 for intensive so not to add another classroom.

She also explained that there were extra peer openings for several reasons; Parents still assume there is no cost and that transportation is provided; Parents believe they can go to their neighborhood school or timeslots that they prefer when in reality they need to take one of the open slots.

Mr. Lussier gave a residency verification for grade 10 update. There were 550 10<sup>th</sup> grade students that were compared with city data. We are down to 160 that need to prove residency. Letters going out to these families will have a deadline of December 10, 2019.

##### b. School Resource Officers Monthly Update - None

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

##### a. Revised and Readopt Policy #EFD School Lunch Payment Policy –Second Reading

**MOTION:** Member DiNatale motioned to approve the second read  
Member Vogler seconded the motion

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

#### **6. New Business - None**

#### **7. Finance and Operations**

- a. Expenditure Report – Monthly - **None**
- b. Revolving Funds Report – Monthly - **None**
- c. Grants Report – Monthly - **None**
- d. Student Activity Accounts – Monthly - **None**

e. Food Services – Monthly

Member DiNatale – What are we doing to reach these parents that have a meal debt with us?

Mr. Gosselin – I believe that these are mostly parents that haven't applied for free and reduced lunches. Once they apply and are deemed free or reduced you will see the debt go down.

f. Infinite Campus Contract – Approval

**MOTION:** Member Vogler motioned to approve the Infinite Campus Contract.  
Member Nicholson seconded the motion

**DISCUSSION:**

Member DiNatale asked if this needs to go to city council or are we able to vote on the contract?

Superintendent Kwong – We actually had a conversation with the Maggie Duprey the CAFO and you have already appropriated the funds for FY'20 so it doesn't need to go to City Council first.

**ROLL CALL**

Dennis D.J. Deeb (Y)

Jana DiNatale (Y)

Nicholas DiZoglio (NP)

Susan M. Nicholson (Y)

Robert F. Vogler (Y)

Jana Zanni Pesce (Y)

Mayor James P. Jajuga, Chairperson (Y)

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

g. Budget Transfer – Approval

**MOTION:** Member Vogler motioned to approve the budget transfer  
Member DiNatale seconded the motion

**DISCUSSION:**

Superintendent Kwong explained the need for the transfer. She told the committee that the CAFO and Sean Cronin opined and that this will be budgeted in FY'21. These are just transfers of monies not in the right lines. Some of the materials we received were free but not all components for our support staff was there and we cannot renegotiate.

**ROLL CALL**

Dennis D.J. Deeb (Y)

Jana DiNatale (Y)

Nicholas DiZoglio (NP)

Susan M. Nicholson (Y)

Robert F. Vogler (Y)

Jana Zanni Pesce (Y)

Mayor James P. Jajuga, Chairperson (Y)

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

**8. NOTIFICATION OF APPOINTMENTS AND OTHER PERSONNEL MATTERS**

**a. Personnel Transactions**

None

**b. Notification of Vacancy Postings**

None

**9. BUSINESS FROM THE COMMITTEE**

**a. Other business from the Committee**

None

**ADJOURNMENT:**

With no further business to discuss at this Business Meeting, Mayor Jajuga entertained a motion to adjourn the Business Meeting for the evening at 7:43PM

**VOTE:** 6-0-0 Unanimous

Respectfully submitted,  
**Deidre Runge, Public Recorder**  
**Methuen Public Schools**