

**TRANSCRIPT OF PUBLIC RECORD**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**OF**

**APRIL 13, 2015**

**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**  
**APRIL 13, 2015**

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. Lynne Hajjar Kumm, Vice Chairperson  
Ms. Mary Jean Fawcett, Secretary  
Mr. Dennis D.J. Deeb  
Ms. Jana DiNatale  
Mr. Bryan P. Sweet  
Mr. Rober F. Vogler

**OTHERS IN ATTENDANCE:**

Ms. Judith Scannell, Superintendent of Schools  
Ms. Gina Bozek, Director of Student Services  
Mr. Ian Gosselin, Business Administrator  
Ms. Deidre Runge, Public Recorder  
Ms. Sara Ospina, Student Representative

**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.

**ATTENDANCE**

**ROLL CALL:**

Mr. Dennis D.J. Deeb	Yes
Mr. Robert Vogler	Yes
Ms. Lynne Hajjar Kumm	Yes
Ms. Mary Jean Fawcett	Yes
Mr. Bryan P. Sweet	Yes
Ms. Jana DiNatale	Yes
Mayor Stephen N. Zanni	Yes

**MOTION:** Mr. Vogler moved to accept agenda as presented  
Mr. Deeb seconded the motion to accept the agenda

**DISCUSSION:**

**VOTE:** 7-0-0 UNANIMOUS to accept the agenda as presented

**a. Flag Salute**

Jaclyn Pham, a 4<sup>th</sup> grade student at the Timony Grammar School, led the Committee in Opening Exercises of this meeting.

## 2. Participation by Others

### a. SOAR Award

Jaelyn Wassouf was the recipient of the S.O.A.R. Award at this meeting. The Family Consumer Science Department chose Jaelyn for this Award.

### b. Student-

#### 1. Massachusetts Miss Amazing Teen 2015 - Recognition

Victoria Dion a Methuen High School T.I.P. student was recognized for winning the Ms. Amazing Teen contest.

#### 2. Student Advisory Committee

- Miranda Pinet a MHS Junior talked about the Mock Trial Comp Teams and how they just made three snow day competitions up.
- David Ospina a MHS Junior spoke about the Best Buddies Fashion Show and how it is an amazing show to watch.
- Emily Hitchcock a MHS Senior talked about “Spamalot” the first show on the new stage.
- Eric Ton a MHS Junior talked about some of the activities going on like “Matt Ball” in the high school.

### c. Staff - Teacher of the Year Presentation and Introduction of the New High School Principal

The Superintendent invited up one Principal at a time to introduce their Teacher of the Year:

Principal Reeve, Comprehensive Grammar School introduced Kelly Kasila – Speech and Language Pathologist

Principal Sierpina, Marsh Grammar School introduced Catherine Olszowy – 2<sup>nd</sup> Grade Teacher

Principal Donovan, Tenney Grammar School introduced MaryAnn Harnisch – 1st Grade Teacher

Principal Giuca, Methuen High School introduced Tracy McNichol – Foreign Language Teacher

Then the Superintendent told the Committee the hardest part is picking from these awesome teachers a winner for “Teacher of the Year” for the Salem/Methuen Rotary Club. This year her choice was Kevin O’Loughlin. She then had Principal Miller, Timony Grammar School introduce Kevin O’Loughlin – Physical Education Teacher

### d. Public-None

The Mayor had a 5 minute recess at 7:13 p.m.

## 3. Approval of Minutes –

### Transcript Business Session, February 11, 2015

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of February 11, 2015 as presented and waived the reading;

Mr. Deeb seconded the motion to approve as presented.

**DISCUSSION:** Ms. DiNatale asked to amend the minutes with a correction to her comment noted and to add a comment to the minutes.

**MOTION:** Mr. Deeb moved to amend the Recorded Transcripts of February 11, 2015 as requested by Ms. DiNatale;

Ms. Kumm seconded the motion to amend

**VOTE:** 7-0-0 UNANIMOUSLY APPROVED TO AMEND

**VOTE:** 7-0-0 APPROVED the Transcript

**Transcript Workshop Session, February 25, 2015**

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of February 25, 2015 as presented and waived the reading;

Mr. Deeb seconded the motion to approve as presented.

**DISCUSSION:**

**VOTE:** 5-0-2 APPROVED (Mr. Deeb and Mayor Zanni voted present (they were not in attendance))

**Transcript Workshop Session, March 9, 2015**

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of March 9, 2015 as presented and waived the reading;

Mr. Sweet seconded the motion to approve as presented.

**DISCUSSION:**

**VOTE:** 7-0-0 UNANIMOUSLY APPROVED

**4. Staff Reports**

**a. Superintendent's Monthly Report-**Superintendents Scannell reviewed her Monthly Report with the School Committee. She also asked Principal Donovan from the Tenney Grammar School to share some good things that happened that were not in her report:

- Principal Donovan – told the Committee how the Tenney students and teachers took a road trip to do a Community Outreach with Arlington Neighborhood and Linda Soucy. This was a first of many.  
Superintendent – This Community Outreach is very exciting.
- Principal Donovan also told the Committee she wished they could have seen the award ceremony for the “Israel Arbeiter Essay Contest.” It is an amazing event. We had 3 students honored from the Tenney and 1 from the Timony. Mr. Eisenhower even quoted “Madison” in his speech.
- Superintendent – Our very own Matt Wortmann, Advanced Placement Teacher at MHS is one of 33 A.P. Teachers that received the “Mass Insight Education award.” Methuen should be very proud the 33 that received this award were chosen from more than 400 teachers. He is being honored at the A.P. Luncheon.
- Mayor – I think we should send all our good news to the Eagle Tribune.
- Superintendent – We do send them stories to publish but they do not get posted.
- Ms. Kumm – I would like to thank Methuen Life for all the good stories on our schools.

**b. Instructional Technology Monthly Report**

- Mayor – Do we have a percentage of breakage of the iPads?
- Superintendent – It is not a large number. I will have Mr. Lussier check into this.
- Ms. Kumm – As always she thanked Mr. Lussier and asked about the 1:1 he mentions. He said there is a large group looking into improving routines, practices and policies. She would like to see an update of potential changes and a timeline.
- Mr. Gosselin – Because of insurance the timing is a few weeks. We are working with someone local and trying to work it out that they come to the building 2 days a week.

- Mr. Sweet – I would like to have an update before the next meeting.
- c. Facilities and Grounds Monthly Update**
  - None
- d. Physical Education, Health, Family Consumer Science & Wellness Monthly Update**
  - Ms. Kumm asked if Mr. Osgood could try to engage the PTO Groups. I mentioned it before that the PTO is a great way to get to the Community
- e. (10e) – S.C. Energy Sub-Committee Update and Recommendations**
  - Mr. Gosselin told the Committee he invited Mr. Ben Earle Siemens representative and the Energy Management Consultant for National Grid, Mr. Jeff Hanson a project expeditor to this meeting but due to a minor accident the Siemen Rep was not able to come. He told the committee they have been looking at ways to updating and making more efficient the lighting, heating and A/C systems in our schools. We are looking at two schools right now and with Committee approval to move on we will look at the Tenney and Timony schools.
  - Mr. Jeff Hanson – Energy Management Consultant for National Grid Programs said he was on the lighting end and that Siemens is the A/C and heating part of it. He talked about the benefits of reducing energy costs and main costs in lighting. Key points are lighting upgrades at CGS and Marsh and frequency drives and energy management systems for all four grammar schools. They offer on bill refinancing for up to 60 months. Let's say your payment due was \$100 and your savings was \$100 it would be considered cash neutral.
  - Mr. Gosselin said the sub-committee has met with Mr. Earle and Mr. Hanson and they might want to speak to that. I have asked for a scope of work and what our costs and cost savings would be. We are hoping to get the 60 months. Our goal is to get this done by the end of the summer. If we have to do during the school year it will be done on the second shift. When I get the documentation from Siemens I will send the documentation to you.
  - Mr. Vogler asked if he needs further authorization
  - Mr. Gosselin said no but would be nice.
  - Mr. Vogler – Said everything being installed will be a net wash with the savings. He thought that tying it into Siemens monitoring control that Bruce can control from his office. Seems like a real good deal.
  - Ms. Fawcett told the Committee the Sub Committee had several meetings regarding potential costs and energy savings. We went to several meetings with Siemens and all the questions we asked were answered and explained very well.
  - Mayor asked Mr. Hanson if he is a consultant
  - Mr. Gosselin said yes.
  - Mayor asked what does he get paid
  - Mr. Gosselin nothing
  - Mayor asked if they had to go out to bid.
  - Mr. Gosselin said no. All projects are under 100,000 and they are on the State Bid list. It is financed through National Grid and the savings from the project will actually cover the costs. He told the committee that Mr. Stella would be able to program / control the heating system from his office with the advanced technology. Being able to control the heat will be a cost savings.
  - Mayor asked again how they get paid

- Mr. Hanson said we get paid by us doing the installation and by supplying all the materials and labor.
- Mr. Gosselin said that National Grid also gives us incentives like rebates and by also allowing us to spread out the payments so savings can sometimes cover these costs.
- Mayor – did you do a contract
- Mr. Gosselin said we are in the process of drawing up a contract
- Mayor asked how fast are you looking forward to getting this done
- Mr. Hanson said it would be 4 months.
- Mayor said that’s quick, is that all the schools.
- Mr. Hanson said no just the lighting is only at the CGS and Marsh interior only. We already did the exterior lights and the frequency controls for the 4 grammar schools

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

None

**6. New Business**

**a. Authority to Transfer Funds – Approval**

**MOTION:** Mr. Vogler moved to approve and asked to keep the Committee informed of the transfers.

Mr. Sweet seconded the motion

**DISCUSSION:** The Mayor asked to include in the vote that all transfers are recorded and duly noted and to report out to every meeting.

**ROLL CALL:**

Mr. Dennis D.J. Deeb	Yes
Mr. Robert Vogler	Yes
Ms. Lynne Hajjar Kumm	Yes
Ms. Mary Jean Fawcett	Yes
Mr. Bryan P. Sweet	Yes
Ms. Jana DiNatale	Yes
Mayor Stephen N. Zanni	Yes

**VOTE:** 7-0-0 UNANIMOUS

**b. 2015-2016 Last Day of School – Approval**

**MOTION:** Mr. Deeb moved to approve the last day of school as June 26, 2015  
Mr. Vogler seconded the motion

**DISCUSSION:**

**VOTE:** 7-0-0 UNANIMOUS

**c. Textile Recycling Program by the Green Club and National Honor Society – Approval**

**MOTION:** Mr. Vogler moved to approve the Textile Recycling Program  
Ms. Fawcett seconded the motion

**DISCUSSION:** The Superintendent invited Emily Hitchcock the President of the Green Club and her sister to the podium to talk about the program. They told the Committee there is a lot of textile waste out there. They came across the “Textile Recycling Program” and have met with the representative Catherine Larsen. We met and we are all excited. You receive \$100.00 per ton and you can place in the recycling bins, good bad and ugly... they sift through and donate good items that can be used. Some items to recycle is carpet padding, stuffing, shoes, hats, stuffed animals... The school receives some revenue and the City saves by keeping items out of the dump.

Superintendent - told the Committee that the girls have been working with Mr. Stella. They went around to all the schools found places to put the dumpsters that looked nice. She thanked the girls for a wonderful presentation.

Mr. Vogler – Commended the girls for doing this for the environment. This is another example of good things happening and should be in the paper. I hope this is a successful program for you.

Ms. Fawcett – Said she was totally impressed with the presentation and research they did. She told them they should be proud.

Ms. DiNatale – Told the girls she was having a conversation with her daughters on how you can get recognized. You saw a need and you went out and did it. This is exactly what she was telling her daughters. She told the girls this was just wonderful and thanked them.

Mayor – Your idea is an excellent one. I would like you to contact our DPW Director and share your recycling plan and see if there is any way the City can help you too.

**VOTE:** 7-0-0 UNANIMOUS

**d. REMOVED**

**e. Government Donation of Computer Equipment – Approval**

**MOTION:** Mr. Deeb moved to accept the donation

Mr. Vogler seconded the motion

**DISCUSSION:** Mr. Sweet asked how they get the cost of \$284.00 per unit. The superintendent said she would ask Mr. Lussier and get that answer.

**VOTE:** 7-0-0 UNANIMOUS

**f. 2015-2016 School Calendar**

**MOTION:** Mr. Vogler moved to approve the 2015-2016 School Calendar

Mr. Sweet seconded the motion

**DISCUSSION:** The superintendent told the Committee that 22-23% of the teachers and 25-26% of parents participated in the survey. The survey had two calendars that were close. The biggest concern was the early release days. These were needed in the past because of the teacher evaluation tool. We have been working with the teachers union and they stepped up to the plate and moved the first day for teachers up to August 31, 2015. They will do an MOA for this and the half days. That's huge.

Mr. Deeb – I to appreciate the time and effort. This was well put together. He thanked the union for working proactive with the administration. He also thanked the 1700 parents and 460 teachers who responded to the survey. It helped with you planning a calendar and us taking a vote on a calendar that is good for our students.

Mr. Vogler – Said he read the comments and that ½ days was the biggest concern. I wish we had got more surveys back. But I think it was a good effort. Good job.

Ms. Kumm – I appreciate that you asked for input and that lots of my recommendations were incorporated in the calendar you presented. Glad that the reduction of teachers professional development days will not affect teachers educational opportunity. She was also glad to see ½ days moved to Fridays. She told the Superintendent she liked the calendar she prepared for the committee to approve.

Ms. Fawcett – Thanked the Superintendent because her concern was that taking away the ½ days would affect the teacher's professional development that is needed.

Mr. Sweet – Told the Superintendent that she kept the Committee very well informed. Happy she took the comments and input seriously. Also noted it was great to see we are aligned with other communities.

Ms. DiNatale – This calendar is just wonderful. People responded and you listened to our thoughts. She was very excited the ½ days were moved to Fridays.

Mayor – Reading the comments he noted that parents appreciated being asked for their opinions. He thinks they should look in the future and reach out to other communities and host a workshop this fall with Mayors and School Committees in the Merrimack Valley to work together. He went over the calendar pointing out the half days noticed. He still thinks there are a lot of early release days. There are 10 ½ days because of professional development and holidays. He thinks professional development days should occur after school. That's when you do it. There's a learning process going on and these interrupt it.

Mr. Deeb – He told the Mayor he understood what he was saying regarding professional development. He noted though that we significantly reduced the ½ days. They were cut from 10 to 5. He also noted that D.E.S.E. looks at professional development offerings during the school day. They take this into consideration when ranking schools. Some of these can be after school but professional development needs to be built in during the school day per D.E.S.E.

Mayor – I appreciate what you say but my thought is have the evening time for conferences and let the kids stay in school during the day. He thinks conferences should be in the evenings. I appreciate the changes made but the contract is up in a year and I think this is what we should be looking at in the future.

Superintendent – There are two contractual days and evenings that teachers do use for parent conferences. A few years ago when we went to a tri-report card parents asked for extra time to go over report cards. Now that we have done this for a few years parents are more comfortable with them. She said Mr. Deeb was right that the District Review that is done by the Department of Elementary and Secondary Education wants to see professional development days during the teachers school day. We do offer P.D. to teachers after school, nights, and weekends. But D.E.S.E. wants to see it during the school day.

Mr. Sweet – I took a quick look and we are in line with the half days.

Mr. Vogler – He told the Committee he would like to see three (3) evening conferences. He asked if the Superintendent could let him know how many come to the days versus the evening conferences.

Superintendent – She told Mr. Vogler that she did ask principals already to keep track. There were more parents that came in the day compared to the evening. She said she would be keeping track of it again this fall and I will report it to you.

Ms. Kumm – Some grades don't even offer parent conferences at night. That might come into play.

Ms. DiNatale – Said she would like to see day and night offered to parents to see what they choose. I was assigned a daytime which worked for me but might not work for someone else

Mayor – He noted the Superintendent works 24/7 that the teachers should be available also.



Ms. Fawcett – She told the Committee she doesn't know too many teachers that wouldn't see a parent if a child has challenges. Teachers do not only meet with parents on parent conference nights. People don't misunderstand teachers meet with parents, email... on a regular basis.

**VOTE:** 7-0-0 UNANIMOUS

**g. 8<sup>th</sup> Grade Final Assembly, Thursday, June 25, 2015**

- The Superintendent asked the Committee which school they would like to attend the final assembly at. Ms. Kumm said being a mom of 8<sup>th</sup> graders this year that she will be a guest at their final assembly. Mr. Deeb also has plans for that day and will be unable to attend. Listed below is where the Committee Members will be attending:
- Mr. Robert Vogler Tenney Grammar School & Marsh Grammar School
- Ms. Mary Jean Fawcett Timony Grammar School
- Mr. Bryan P. Sweet Marsh Grammar School
- Ms. Jana DiNatale Tenney Grammar School & Comprehensive Grammar School
- Mayor Stephen N. Zanni Tenney Grammar School & Comprehensive Grammar School

**7. FINANCE AND OPERATIONS**

**a. Expenditure Report - Monthly**

Business Administrator Ian Gosselin submitted the Monthly Expenditure Report to the Committee.

**DISCUSSION:** Mr. Gosselin told the Committee now that he has permission to move money in accounts he will be able to clean up the negatives. Transportation is still a concern. We also have more circuit breaker monies coming in.

**b. Revolving Funds Report – Monthly**

Business Administrator Ian Gosselin submitted the Monthly Revolving Report to the Committee.

**DISCUSSION:**

No Action

**c. Grants Report – Monthly**

Assistant Superintendent Dr. Brandi Kwong, and Director of Student Services Ms. Gina Bozek submitted the Monthly Grants Report to the Committee

**DISCUSSION:** The Mayor asked how do these grants compare to last year's grants. Superintendent – They are similar. She told the committee they are working diligently to pay the program assistants out of the operating budget now that the kindergarten money is gone.

**d. Student Activity Accounts - Monthly**

Business Administrator Ian Gosselin submitted the Monthly Student Activity Report to the Committee.

**DISCUSSION: None**

**e. Supervisor of Food Services – Monthly**

Direction of School Nutrition Services, Wayne Vespa submitted the Monthly Food Service Report to the Committee

**DISCUSSION: None**

**f. Bid Awards**

No Action

**g. Contract Approval**

No Action

**h. 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**

No Action

**e. Notification of Vacancy Postings**

No Action

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

**a. Residency Monthly Update**

Ms. Carmen Aguilar Cruz, Records/Residency Secretary provided the Committee with the Residency Monthly Update Report.

**b. School Resource Officers Monthly Update**

A monthly report was given on each of the schools.

**10. Business from the Committee**

**a. Building Committee Update by S.C. and Bldg. Committee Member Sweet**

Mr. Sweet told the Committee that they met on April 1, 2015 and working on finalizing monies. We were told we will continue until November when all should be done. The punch list is getting smaller and the auditorium floor is finished! The Mayor said the doors have been ordered to help with the congested area when changing classes.

**b. Consolidation Committee Update by S.C. Member Sweet**

Mr. Sweet told the Committee that they met last week and in the process of finalizing some recommendations. We are looking at sharing insurance with the City and Schools on our vehicles. We are also looking for an answer on an I.T. question.

**c. Chargebacks' Sub-Committee Update by S.C. Member Fawcett.**

Ms. Fawcett told the Committee they were on hold until we settle this year's budget. Mayor also not that the chargeback agreement runs out next year

**d. S.C. Policy Review Sub-Committee Update by S.C. Member Deeb**

The policy sub-committee completed its work. He also mentioned with the budget, calendar and... Dodie Runge asked we hold off bringing the policies to you until the next meeting. Ms. Kumm asked Mr. Deeb if he had a chance to look at the Open Meeting Policy to tweak a bit. Mr. Deeb said he thinks the Committee should look at it collectively. He said he would take a look at it again.

**e. (moved to 4e) S.C. Energy Sub-Committee – Update and Recommendation**

The policy sub-committee completed its work. Ms. Kumm made an announcement telling all if they have never been to the Band Jamboree it is this Wednesday at 7:00 p.m. in the field house. It is an amazing event. Even if you can get there for the end of it.

**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 the meeting and enter into Executive Session at 9:00 pm, thus concluding this Business Session for the evening.

**MOTION:** Mr. Vogler moved to adjourn this Business Session at 9:00p.m. and enter into Executive Session  
Mr. Sweet seconded the motion.

**ROLL CALL:**

Mr. Dennis D.J. Deeb	Yes
Mr. Robert Vogler	Yes
Ms. Lynne Hajjar Kumm	Yes
Ms. Mary Jean Fawcett	Yes
Mr. Bryan P. Sweet	Yes
Ms. Jana DiNatale	Yes
Mayor Stephen N. Zanni	Yes

**VOTE:** 7-0-0 UNANIMOUSLY APPROVED

Respectfully submitted,  
Deidre Runge, Public Recorder  
Methuen Public Schools