

TRANSCRIPT OF RECORDED MINUTES

OF

THE METHUEN SCHOOL COMMITTEE

BUSINESS SESSION

OF

JUNE 13, 2016

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 RECORD MINUTES
METHUEN SCHOOL COMMITTEE MEETING
BUSINESS SESSION
JUNE 13, 2016

This meeting of the Methuen School Committee was held in the Media Center at Methuen High School and was posted for 6:30 p.m. (actual start time 7:18 p.m.).

ROLL CALL:

Mr. Dennis D.J. Deeb - PRESENT (P)
Mr. Robert Vogler - P
Ms. Lynne Hajjar Kumm - P
Ms. Joyce Campagnone – P
Mr. Nicholas DiZoglio –P
Ms. Jana DiNatale - P
Mayor Stephen N. Zanni, Chairperson - P

MEMBERS IN ATTENDANCE:

Mayor Stephen N. Zanni, Chairperson
Ms. Joyce Campagnone
Mr. Dennis D.J. Deeb
Ms. Jana DiNatale
Mr. Nicholas DiZoglio
Ms. Lynne Hajjar Kumm
Mr. Robert Vogler

OTHERS IN ATTENDANCE:

Ms. Judith Scannell, Superintendent of Schools
Dr. Brandi, Kwong, Assistant Superintendent
Ms. Gina Bozek, Director of Pupil Services
Mr. Ian Gosselin, Business Administrator
Ms. Deidre Runge, Public Recorder

1. Call to Order

Mayor Zanni called this meeting to order at 7:18 p.m. (a vote to let the 6:00 p.m. Public Participation continue into the posted Business Meeting time of 6:30 p.m. was made) with a quorum of members in attendance, and listed above.

a. Flag Salute

Nykole Monroy, a 4th grade student at the Timony Grammar School, led the Committee in Opening Exercises of this meeting.

2. Participation by Others

a. SOAR Award

None

b. Student

None

- c. **Staff**
None
- d. **Public Participation**
None

3. Approval of Minutes Transcripts of the April 25, 2016 Workshop and Change of Title as requested by Committee Member DiNatale - Approval

MOTION: Mr. Dizoglio moved to adopt the Recorded Transcripts of April 25, 2016 as presented and waived the reading;
Mr. Deeb seconded the motion to approve as presented.

VOTE: 7-0-0 APPROVED

DISCUSSION: Ms. DiNatale spoke to the Committee regarding the title “Transcripts of Public Records”. She supplied them with copies of laws and explained that we do not write perbatum minutes and asked the Committee to consider a title change to “Recorded Minutes”. The Committee all agreed and voted to change to “Transcript of Recorded Minutes”

VOTE: 7-0-0 APPROVED

4. Staff Reports

a. Superintendent’s Monthly Report

None

b. Instructional Technology Monthly Report

Mr. DiZoglio noted to the Committee he was glad to see new TV’s going up at the high school.

c. Facilities and Grounds Monthly Update

Ms. DiNatale – Everyone involved with the graduation did amazing jobs. I have gotten nothing but positive comments.

d. Physical Education, Health, Family Consumer Science & Wellness Monthly Update

Mr. Vogler – Commended Mr. Osgood, Ms. McCarthy and the City on the Health Fair. It was a success. Everyone was impressed.

e. Residency Monthly Update

None

f. School Resource Officers Monthly Update

None

5. Old Business and Other Pending Matters

a. Revised and Readopted-ADDA Background Checks & ADDA-R -Second Reading

MOTION: Mr. Vogler motioned to approve the second read
Ms. Campagnone seconded the motion.

VOTE: 7-0-0 APPROVED

6. New Business

a. Summer School Committee Meeting Schedule

MOTION: Mr. Vogler motioned to approve the Meeting Schedule presented
Ms. DiNatale seconded the motion.

DISCUSSION: None

VOTE: 7-0-0 APPROVED

b. Social Studies Trip to Washington D.C. for Inauguration FY'17 - Approval

MOTION: Mr. DiZoglio moved to approve the Social Studies Trip
Mr. Vogler seconded the motion

DISCUSSION: Mr. DiZoglio – This is an amazing experience
for our students. Is this for all history classes?

Mr. Becker – This is for all seniors. I have 40 students interested and
there will be 1 chaperone per 10 students.

Mr. Vogler – Is there security at the hotel?

Mr. Becker – they guarantee it.

Mr. Deeb – I want to commend those that organized the trip and
itinerary it looks fabulous. I want to verify there is no cost to the
school?

Mr. Becker – Totally student funded.

Ms. DiNatale – Is a nurse going on the trip?

Mr. Becker – No the tour provides medical staff.

Ms. Kumm – Take lots of pictures

Mayor – I see you have an option to have two or four kids in a room. I
think 4 kids you will have quite a night.

Mr. Becker – Yes we are looking at 4 kids per room like we did 4 years
ago.

Mayor – If they have the option I think two is enough.

VOTE: 7-0-0 APPROVED

c. Foreign Language Trip to Italy – Exchange Students/Host Families FY17 - Approval

MOTION: Mr. Vogler moved to approve the F.L. trip to Italy

Ms. Campagnone seconded the motion.

DISCUSSION: Mr. Vogler – asked what hotel would the students stay at?

Ms. Healy and the Tour Representative came up to the podium – They
don't stay in hotels they stay with families. Our program has health
insurance coverage.

Mr. DiZoglio – what are the dates for us?

Ms. Healy – We go on February Vacation. We would leave 2 day
before to make the value of the trip worth it.

Mr. DiZoglio – do all the kids stay in the same area.

Ms. Healey – Yes.

Mayor – Do the only go to Rome?

Ms. Healey – No Rome, Venus or South Amalfi and Florence. This is
open to the whole school no just Italian classes.

Mayor – My only concern is safety abroad.

Superintendent – All Superintendents are very aware of this and we have protocols in place.

VOTE: 7-0-0 APPROVED

d. Dutch Exchange Program – Approval

MOTION: Mr. Deeb motioned to approve the Dutch Exchange Program
Mr. Vogler seconded the motion.

DISCUSSION: Mr. Vogler – I have a concern with Amsterdam
Mr. Peirce – We will be staying in Berlin which is like a Dorchester to Boston.
Mr. DiZoglio – when are you planning to go?
Mr. Peirce – June 20, 2017
Ms. DiNatale – Is this open to all students
Mr. Peirce – Yes.

VOTE: 7-0-0 APPROVED

e. CREST Board Member/Delegate – Annual Re-Appointment - Approval

MOTION: Mr. Vogler motioned to approve the appointment
Ms. Campagnone seconded the motion.

VOTE: 7-0-0 APPROVED

7. Finance and Operations

a. Expenditure Report - Monthly

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

DISCUSSION:

No Action

b. Revolving Funds Report – Monthly

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

DISCUSSION:

No Action

2. Methuen High School Auditorium Update

c. Grants Report – Monthly

No Action

d. Student Activity Accounts - Monthly

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

(1) Student Activity Accounts Audit – Approval

MOTION: Ms. Kumm motioned to approve the audit
Ms. DiNatale seconded the motion.

DISCUSSION: Mr. Gosselin told the Committee he would be asking Mr. Frank Antonelli to do the audit.

VOTE: 7-0-0 APPROVED

e. Supervisor of Food Services – Monthly

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

DISCUSSION: Ms. Kumm – Mr. Vespa is always doing different thing.
Ms. DiNatale – Cafeteria staff always ready to jump right in and help.
They are amazing.

f. Bid Awards

None

g. Contract Approval

(1) School Physician/Consultant FY'17– Approval

MOTION: Mr. Vogler moved to approve the contract for \$100.00 to Dr. Waugh
Ms. Kumm seconded the motion.

DISCUSSION: None

VOTE: 7-0-0 APPROVED

(2) Infinite Campus Student Management System 3yr contract at \$334,713.50 with two option extension years– Approval

Mr. DiZoglio left the table due to a conflict of interest.

MOTION: Mr. Vogler moved to approve the contract for \$334,713.50 with the two year option
Ms. Kumm seconded the motion.

DISCUSSION: Mayor – I cannot support this with the budget coming up.

VOTE: 5-1-0 APPROVED (Mayor voted NO and Mr. DiZoglio was not Present for the vote)

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

None

10. Business from the Committee

a. Building Committee Update by S.C. and Bldg Committee Member Vogler

Mayor – we are working on using money that was left from the project to purchase furniture.
Once we close out we can't go back.

b. Chargeback Sub Committee Update by Committee Member Vogler

1. Mr. Vogler is looking for Approval to have a letter sent out to the City Depts.

requesting a detailed breakdown for the chargebacks listed for the Sub Committee

Mr. Vogler – Mr. DiZoglio and I are working on chargebacks. We would like a letter to go out for a detailed breakdown of what each City department and employee is doing for our schools for the percentages we are being charged. We have asked verbally so I would now like to send a letter.

MOTION: Mr. Vogler motioned for the Superintendent to send the letter.
Ms. Kumm seconded the motion.

DISCUSSION: None

VOTE: 6-1-0 APPROVED (Mayor voted NO)

2. Mr. Vogler is looking for Approval to contact the DESE to ask for an audit on the breakdown of Chargebacks for the Sub Committee

Mr. Vogler – I believe we should have an audit done in case we come upon chargeback issues. Under the D.O.E. regulations we should only be charged for direct salaries supplies and material costs that are directly school related. Basically if we have an issue I would like an impartial person, D.O.E., to come in and do the audit.

MOTION: Mr. Vogler motioned to an Audit of chargebacks by D.O.E.
Mr. Deeb seconded the motion.

DISCUSSION: **Ms. Kumm – Do you know is there any costs associated to do this?**

Mr. Vogler –The State does not charge you. There should be no charge for the audit

VOTE: 7-0-0 APPROVED

c. Capital Improvement/Facilities Sub Committee Update by Committee Member Vogler

Mr. Vogler – We are going to try to break the improvement plan up to over a two to three year period. Does it need to go with the budget or after the budget?

Mayor – This would be an addition. You have plenty of time but it needs to be approved by City Council. You will need to itemize like what you want done year 1...

Ms. Kumm – I saw Capital Outlay on the Councils workshop.

Mr. DiZoglio – We do have a 5 year plan, 1 year plan and a 3 ½ year plan to give you.

We have enough years to go back and give you different costs, breakdowns...but lastly we were asked to have a large scale plan. We do have all this information

Mayor – You need to prioritize what you want first and breakdown with the school and the numbers. When you get it together bring it forward because you need not only a number but a breakdown for that Bond. When done bring it forward.

Mr. Vogler – Once the budget is finalized we will meet and bring it to the Committee first.

Mr. DiZoglio – We will have it for the September Meeting.

e. Budget update from the Mayor requested by Committee Member Vogler

None

f. School Committee Assigned School E-Mail Accounts requested by Committee Member DiNatale - Approval

Ms. DiNatale – We are all currently using our personal email accounts. I was reading the electronic public records law which she went on to read (also in the packet) and it stated that “Backups” are important which we currently do not do with personal emails. If we

delete our private accounts they are not preserved. The School Email even if we delete or remove will be contained. Even the header of your email needs to be preserved. For all these reasons I brought this forward.

MOTION: Ms. DiNatale motioned that they all be assigned school email accounts so they can be in compliance with the law. This is the first part of the request.

Mr. Deeb seconded the motion.

DISCUSSION: Ms. Kumm – We all want to abide by the law. Unless it is on my phone I won't see it till night time.

Mr. Gosselin – we use Google you can get it on your phone.

Ms. Kumm – Wonderful that was my concern.

Superintendent – I spoke to Mr. Lussier and he said this can absolutely be done. You will all have to read and sign the Acceptable Use Policy.

Mr. DiZoglio – No election conversations can be on school emails. We will need to be careful you cannot use school emails for things like that. You have to watch what you write.

Mr. Vogler – Don't put me on one. I have enough getting my own emails. I will never read it. I never receive confidential or secret emails.

Ms. Kumm - What prompted this request?

Ms. DiNatale – What prompted me was I was reading it and I realized if someone requested and you didn't have it you would be in violation. If someone requests a public records request you cannot retrieve it from your personal email. Personally I want us to be in compliance always.

Mr. Deeb – Thank you Ms. DiNatale for bringing this forward. If it's political or personal you should use your own email. Other districts do have this protocol in place. This protects us.

VOTE: 6-1-0 APPROVED (Mr. Vogler voted NO)

MOTION: Ms. DiNatale – 2nd part of my motion is if we need to have an email retention policy? Superintendent do we already have one?

Superintendent – it is part of the Google piece.

Ms. DiNatale – Thank you.

f. Mr. Vogler is looking for Approval to contact the Dept. of Elementary & Secondary Education to ask for a review of revolving account activity for the Committee

Mr. Vogler – I would like to have a review of the revolving accounts to see what can and can't be used for other purposes. We got a list of accounts that had monies were taken out of. It concerns me that one was a Circuit Breaker which is earmarked for Special Needs. I don't see how it could come out of this account. It was \$145,000, and I think we should verify these issues.

Mr. Gosselin – We have been reaffirmed by the Mayor that we will be receiving the reimbursement this month. The outside auditors were made well aware of this.

Mr. Vogler – understand but this should not be happening.

This was not a correct activity. It is the \$300,000 going to be returned. This is a state funded and parent funded activity. Can we even get it for next years budget? I am concerned about these things happening. These two total \$445,000. City Councilors said they were told it was legal. If its school money and school generated money and meant for the schools I hope we will get it back. Also I want to work on a contract for the

Medicaid money sooner rather than later. It was a verbal and we also agreed to hire secretaries to generate that money.

MOTION: Mr. Vogler motioned to withdraw at this time.

Ms. Campagnone seconded the motion

DISCUSSION: Ms. Kumm – I hope I don't see another document like this again. We have been respectful about this. As far as a Medicaid contract we fund 100% of the staff. I think this money should come back to the schools it is for Special Education Students. Again I never want to see this kind of a document especially during a very difficult budget season.

VOTE: 7-0-0 APPROVED

11. Other Business from the Committee

No Action

12. Adjournment

With no further business to discuss at this Business Session, Mayor Zanni entertained a motion to conclude the Business Meeting and enter into executive session at 8:19 pm. for the purpose of negotiations and litigation as regulated by MGL #39-1.

MOTION: Mrs. Campagnone moved to adjourn this Business Session and enter into executive session at 8:19 p.m.

Mr. Vogler seconded the motion.

ROLL CALL:

Mr. Dennis D.J. Deeb - YES

Mr. Robert Vogler - YES

Ms. Lynne Hajjar Kumm - YES

Ms. Joyce Campagnone – YES

Mr. Nicholas DiZoglio –YES

Ms. Jana DiNatale - YES

Mayor Stephen N. Zanni, Chairperson - YES

VOTE: 7-0-0 APPROVED

Respectfully submitted,
Deidre Runge, Public Recorder
Methuen Public Schools