

**TRANSCRIPT OF PUBLIC RECORD**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**OF**

**JUNE 8, 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**  
**JUNE 8, 2015**

This meeting of the Methuen School Committee was held in the Great Hall of Searles Building, City Hall, and was posted for immediately following the Public Hearing/Budget Adoption and began at 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  
Dr. Brandi Kwong, Assistant Superintendent  
Mr. Ian Gosselin, Business Administrator  
Ms. 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.

**a. Flag Salute**

Haley Letourneau, a 4<sup>th</sup> grade student at the Comprehensive Grammar School, led the Committee in Opening Exercises of this meeting.

**2. Participation by Others**

**a. SOAR Award**

Daniel Aziz was the recipient of the S.O.A.R. Award at this meeting. The Physical Education Department chose Daniel for this Award.

**b. Student-None**

**c. Staff - None**

**d. Public-None**

**3. Approval of Minutes –**

**Transcript Workshop Session, April 7, 2015**

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of April 7, 2015 as presented and waived the reading;

Mr. Deeb seconded the motion to approve as presented.

**DISCUSSION:** NONE

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

**Transcript Business Session, April 13, 2015**

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of April 13, 2015 as presented and waived the reading;  
Mr. Deeb seconded the motion to approve as presented.

**DISCUSSION:** NONE

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

**Transcript Budget Workshop Session, May 7, 2015**

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of May 7, 2015 as presented and waived the reading;  
Ms. DiNatale seconded the motion to approve as presented.

**DISCUSSION:** NONE

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

#### 4. Staff Reports

**a. Superintendent's Monthly Report-**Superintendents Scannell reviewed her Monthly Report with the School Committee. She also reminded the Committee that the Closing Ceremony for the Adult Education Program was Wednesday June 10<sup>th</sup> at the Nevins and that it is a lovely ceremony to attend.

- Mayor – I just want to note that my office received many phone calls regarding the graduation and what a wonderful venue. It was comfortable seating, sound system was great... Parents were very happy.
- Ms. DiNatale – I also want to say it was a great event. It was so nice to see so many family members in attendance.
- Superintendent – Yes I also got great feedback. My biggest worry is about my students. The kids were delighted with the venue. It went very well.

**b. Instructional Technology Monthly Report**

- Ms. DiNatale – I was thrilled to read that we are looking into these challenges, including robotics, coding, engineering, and web design. This is wonderful.
- Ms. Kumm – I want to thank Mr. Lussier for explaining to me the reasons for taking iPads back. It all made sense. This was a huge investment for us.
- Superintendent – We had 100% of the seniors iPads accounted for. We did not anticipate that. We were very happy.

**c. Facilities and Grounds Monthly Update**

None

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

None

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

**a. Revise & Readopt S. C. Policy #BEDA –Notification of School Committee Meetings – Second Reading**

**MOTION:** Ms. Kumm moved to approve the second reading  
Mr. Vogler seconded the motion

**DISCUSSION:** None

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

**b. Revise & Readopt S.C. Policy #CEI – Evaluation of Superintendent – Second Reading**

**MOTION:** Mr. Vogler moved to approve the second reading  
Mr. Sweet seconded the motion

- DISCUSSION:** None  
**VOTE:** 7-0-0 UNANIMOUS
- c. Revise & Readopt S.C. Policy #DJE – Contracted Services’ Policy – Second Reading**  
**MOTION:** Mr. Sweet moved to approve the second reading  
Mr. Vogler seconded the motion  
**DISCUSSION:** None  
**VOTE:** 7-0-0 UNANIMOUS
- d. Newly Adopted S.C. Policy #CCB – Line and Staff Relations – Second Reading**  
**MOTION:** Mr. Vogler moved to approve the second reading  
Mr. Sweet seconded the motion  
**DISCUSSION:** Ms. DiNatale said she liked seeing the chain of command attached to the policy. She asked if it was possible to attach the grievance procedures. The Superintendent said yes.  
**MOTION:** Ms. DiNatale moved to amend and add the grievance procedure attachment  
Ms. Kumm seconded the motion to amend  
**VOTE:** 7-0-0 UNANIMOUS  
**MOTION:** Ms. Kumm moved to accept the amended procedure  
Mr. Vogler seconded the motion to accept the amended procedure  
**VOTE:** 7-0-0 UNANIMOUS  
Mr. Deeb seconded the motion to approve as presented.  
**DISCUSSION:** NONE  
**MOTION:** Mr. Deeb moved to amend the Recorded Transcripts of April 7, 2015 as requested by Ms. DiNatale;  
Ms. Kumm seconded the motion to amend  
**VOTE:** 7-0-0 UNANIMOUSLY APPROVED TO AMEND

## 6. New Business

- a. CREST – Board Member / Delegate – Annual Appointment - Approval**  
**MOTION:** Ms. Kumm moved to approve the appointment of Superintendent Scannell as the CREST Board Delegate and in her absence approved Director of Student Services, Gina Bozek.  
Mr. Vogler seconded the motion  
**DISCUSSION:** None  
**VOTE:** 7-0-0 UNANIMOUS
- b. Summer School Committee Meeting Schedule**  
Superintendent – there will be a meeting on June 22<sup>nd</sup>. This is typically a workshop but I will post as an end of the year business meeting to get everything we need approved by June 30<sup>th</sup> done. She also told them she didn’t need any in July but will hold two meetings one on August 10 and the other on August 24.  
Mayor – suggested that all be posted for 6:00 p.m.  
The whole Committee agreed.
- c. School Lunch Price Mandated Increase - Approval**  
**MOTION:** Mr. Vogler moved to approve the 5 cent increase to meet the USDA mandated pricing.

Ms. Kumm seconded the motion

**DISCUSSION:** Mr. Deeb thanked and commended Mr. Vespa and his staff for doing a great job. He did say he wanted them to know he would be denying this increase not because of the 5 cents but because he does not agree with mandates by the Federal Government. I do believe if we should vote on a price that we should be the ones to set the price.

**VOTE:** 6-1-0 APPROVED (D.J. Deeb voted NO)

**d. MHS Foreign Exchange Student for FY'16 - Approval**

Ms. Kate Carlson and her husband came up to the podium and spoke to the Committee about their enthusiasm of maybe receiving a Foreign Exchange Student for a whole year. They told the Committee how they have sponsored children over the last 5 summers and by hosting for a whole year they and their children can have a much deeper experience. Mr. Vogler – Do you know where the student would be coming from.

Ms. Carlson – Not sure they will not commit to us until we have your approval.

Coordinator – I work with the receiving families. School Committees need to approve first. Our Exchange students have to have English and good academic levels. But you also need one that is well rounded.

**MOTION:** Mr. Vogler moved to approve the MHS Foreign Exchange Student  
Mr. Deeb seconded the motion

**DISCUSSION:** None

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

**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  
No Action

**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:**  
No Action

**d. Student Activity Accounts - Monthly**

Business Administrator Ian Gosselin 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. Bid Awards**
- 1. Art & General School Supply FY'16 - Approval**
- MOTION:** Mr. Vogler moved to award 243,580.07 to the bidders listed  
Ms. Kumm seconded the motion
- DISCUSSION:** None
- VOTE:** 7-0-0 UNANIMOUS
- 2. Fresh Pizza Bid FY'16 with 2 one year extensions – Approval**
- MOTION:** Ms. Kumm moved to approve the pizza bid go to Gill's with 2 one  
year extension for \$195,000  
Mr. Sweet seconded the motion
- DISCUSSION:** None
- VOTE:** 7-0-0 UNANIMOUS
- 3. Cooperative Political Subdivision– Milk Bid FY'16 with 2 one year  
extensions-Approval**
- MOTION:** Ms. Fawcett moved to approve the milk bid with 2 one year  
extensions for \$225,000  
Mr. Vogler seconded the motion
- DISCUSSION:** None
- VOTE:** 7-0-0 UNANIMOUS
- g. Contract Approval**
- 1. School Physician/Consultant FY'16 – Approval**
- MOTION:** Ms. Kumm moved to approve the \$100 Contract to Dr. Waugh  
Mr. Vogler seconded the motion
- DISCUSSION:** Mr. Vogler asked that we send a thank you letter for his services.
- VOTE:** 7-0-0 UNANIMOUS
- 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 the Building Committee was meeting tomorrow. He said they would be looking at some issues/punch list items that are not complete or under warranty. These should all be resolved before we finalize.

Ms. Kumm – What about the monitors in the halls that we were suppose to get

Superintendent – There have been some money issues and I will come to you with an update when I get one.

Mayor – there was a big ticket item, entry doors that were not effective and we need to improve for students to go in and out of in a timely manner. This will take the summer to complete than we will look into other issues.

Ms. Kumm – I still want to know about the monitors

Mayor – It became a money issue.

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

Mr. Sweet told the Committee that they have not met but they are working on the vehicle insurance piece.

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

Ms. Fawcett told the Committee

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

Mr. Deeb told the Committee we have another round of policies coming to you for approval after individuals review them.

**e. S.C. Energy Sub-Committee – Contract - Approval**

**MOTION:** Mr. Vogler motioned to approve the Contract between the Off-Site Net Metering Power Purchase and the Methuen Public Schools  
Mr. Sweet seconded the motion

**DISCUSSION:** Mr. Gosselin told the Committee he went through the contract page by page and it is identical to the City's contract except for a few items that are different than the City. This is a win win situation.

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

**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 7:15 pm, thus concluding this Business Session for the evening.

**MOTION:** Mr. Vogler moved to adjourn this Business Session at 7:15 p.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