

**TRANSCRIPT OF PUBLIC RECORD**

**OF**

**THE METHUEN SCHOOL COMMITTEE**

**BUSINESS SESSION**

**OF**

**SEPTEMBER 14, 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**  
**SEPTEMBER 14, 2015**

This meeting of the Methuen School Committee was held in the Media Center at Methuen High School and was posted for 6:30 PM.

**ROLL CALL**

Ms. Lynne Hajjar Kumm, Vice Chairperson	YES
Ms. Mary Jean Fawcett, Secretary	YES
Mr. Dennis D.J. Deeb	YES
Ms. Jana DiNatale	YES
Mr. Bryan P. Sweet	YES
Mr. Rober F. Vogler	YES
Mayor Stephen N. Zanni, Chairperson	NOT PRESENT

**MEMBERS IN ATTENDANCE:**

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

**MEMBERS NOT IN ATTENDANCE:**

Mayor Stephen N. Zanni, Chairperson

**OTHERS IN ATTENDANCE:**

Ms. Judith Scannell, Superintendent of Schools  
Dr. Brandi Kwong, Assistant Superintendent  
Mr. Ian Gosselin, Business Administrator  
Ms. Rosemary Mahoney, Student Representative  
Ms. Deidre Runge, Public Recorder

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

**DISCUSSION:**

**VOTE:** 6-0-0 UNANIMOUS to accept the agenda as presented

**1. Call to Order**

Ms. Lynne Hajjar Kumm called this meeting to order at 6:30 p.m. with a quorum of members in attendance, and listed above.

**a. Flag Salute**

Drew LaChance, a 4<sup>th</sup> grade student at the Tenney Grammar School, led the Committee in Opening Exercises of this meeting.

## 2. Participation by Others

### a. SOAR Award

Natalie Perry was the recipient of the S.O.A.R. Award at this meeting. The Science Department chose Natalie for this Award.

b. **Student**-Ms. Kumm introduced the new Methuen High School Student Representative, Rosemary Mahoney for this school year.

c. **Public**-None

d. **Staff** – Introduction of Newly Appointed Administrators.

The Principals from each of the schools got up and introduced the following staff:

Ms. Erin Upton, Interim Special Education Administrator, CGS

Mr. Robert Marino, Associate Lower School Principal, Marsh Grammar

Ms. Ann DiBenedetto, Interim Special Education Administrator, Marsh Grammar

Mr. Kevin O’Loughlin, Associate Principal, 9<sup>th</sup> grade, MHS

Ms. Sheila Hornby, Associate Principal, 10<sup>th</sup> grade, MHS

Mr. Kwesi Moody, Associate Principal, 11<sup>th</sup> grade, MHS

Dr. Lisa Golobski Twomey, English Curriculum Coordinator, MHS

Ms. Meredith Moore, Mathematics Curriculum Coordinator, MHS

There was a 2 minute recess to let people exit without disruption

## 3. Approval of Minutes – Transcript of the Workshop of June 22, 2015 and Business Session August 10, 2015

**MOTION:** Mr. Vogler moved to adopt the Recorded Transcripts of June 22, 2015 and August 10, 2015 as presented and waived the reading;  
Ms. DiNatale seconded the motion to approve as presented.

**DISCUSSION:** NONE

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

## 4. Staff Reports

a. **Superintendent’s Monthly Report**-Superintendents Scannell reviewed her Monthly Report telling the Committee that the opening of schools went very smoothly. There were some bus issues but nothing we haven’t seen in the past. Typically the first week moves slowly because we are very careful of the drop-off of younger children, checking id’s and making sure parents/older sibling were there to pick up the younger children. Ms. Kumm – Please thank Ms. Colleen McCarthy and her team for working very hard with bussing, bus stop and transportation issues.

Superintendent – The September 28, 2015 workshop will be held at the CGS, Media Center.

b. **Instructional Technology Monthly Report**

c. **Facilities and Grounds Monthly Update**

Superintendent – We had a successful walk through of all the schools. I believe School Committee was very happy with the buildings.

Ms. DiNatale – Please give my compliments to Bruce Stella and his staff. They saved us \$150,000 doing work in house. You can tell they take pride in their buildings.

Mr. Vogler – I was so happy to see we are starting to put AC’s in the CGS that we recycled from the high school.

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

Superintendent – As soon as we get the CGS playground finished we will have you come and see it. There is a dad that owns a fencing company and is going to donate a fence and his time to install it around the new playground.

Mr. Vogler – Please send him a thank you from the Committee.

**e. Residency Monthly Update**

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

Mr. Vogler – I am happy to see the number of students that opted to stay in Methuen High School.

**f. School Resource Officers Monthly Update**

A monthly report from Sgt. Joseph Aiello was given on each of the schools.

Superintendent – Because school just started the template will be attached to next month's report from Sgt. Aiello. Sgt. Aiello mentioned CopSync which is a new app that has been put on teacher's computers. This just adds more protection.

Mr. Lussier – This is funded by a grant. It enables teachers to contact 911 right from their computers. The message goes out to dispatch and police officers phones. The alert also goes to all teachers.

Superintendent – This is just another layer of security.

Mr. Sweet – Does this include mobile devices.

Mr. Lussier – we are starting with just teacher desktops.

**g. PSAT Discussion – Req. by S.C. Member Deeb**

Mr. Deeb – It has come to my attention that PSAT's will be held on Wednesday, October 14 instead of a Saturday. This concerns me because it takes away from time on learning. This is a private company that puts out this test. The College Board has 19 executives making over \$300,000. I do not want this to take away from our time on learning and I am requesting a legal opinion prepared by MA State Ethics Committee for private company's administering their test during the school day. I do want to commend Methuen High School for making it a part of their career day. He thanked Administrators for making it a good use of time.

Superintendent – Mr. Deeb and I had a good conversation about this. I explained where we are on this. We have been administering the test on Wednesdays for several years during the College and Career Day.

Mr. Barden – He told the Committee that the greatest value is it gives every child a chance to take the test. When we did Saturday's the numbers were not where we wanted them to be. We want to prepare every student for SATs. Every single 10<sup>th</sup> grade student will take the PSAT. Juniors can also take them if they want to pay. Also Methuen Police Department will have a substance abuse presentation talking about issues and the heroin epidemic which will be followed up by a presentation is done by the D.A.'s office and will tell students about different impacts down the road by choices they can make.

Superintendent – My conversation with Mr. Deeb was to have him hear what we do here on this day. Again we have always wanted to have this College Fair and doing it correctly. We do take advantage of this day and time.

Mr. Deeb – My issue is not what Administration is doing but my concern is not having a private company coming in administrating their test during school time and effecting

time in learning. I know we cannot do anything this year but going forward we have to look into this. Is this legitimate? We have take a Conflict of Interest test and I think we have to look into this.

Mr. Sweet – Superintendent please clarify does College Board pay us to administer the test?

Superintendent – They give us a discount of about \$2,000.00. The Juniors pay outright for the test.

Mr. Sweet – So teachers don't get a stipend when they administer the test on Wednesday?

Superintendent – Correct

Mr. Sweet – can we have our own legal check this before we contact the ethics board?

Superintendent - Yes

Mr. Vogler – Can they do Saturdays? I heard Saturdays it conflicts with sport schedules.

Mr. Barden – There are no Saturday options this year.

Mr. Vogler - I would like to see what other school systems are doing. I like we give it to the sophomores. It's a practice test. If the Superintendent approves that someone comes in I don't see a conflict. Do you get any results back.

Superintendent – Yes I did approve the Administration's plan.

Mr. Barden – Yes and it gives students opportunities to receive scholarships. There is a change that is coming up for PSAT's but we do want them to take it this year on Wednesday because it does help with the amount of students that take the test. The amount of students taking the test has grown leaps and bounds.

Ms. DiNatale – I am interested to see the legal opinion. I am also happy to see Mr. Barden that you have over 120 colleges coming in for the College and Career day and am glad to see you are offering the substance abuse presentation that I am well aware of.

Superintendent – I do agree with the Methuen High Schools Administration regarding the PSATs.

Ms. Kumm – What are Freshman doing that day?

Mr. Barden – They go into the fair for a shorter amount of time. It's nice for them to see what to expect. They then go into the Police Department's Presentation.

Mr. Deeb – I would like to get a legal opinion but I would like to see the ethics opinion also. I am probably going to file for the opinions simultaneously.

Ms. Kumm – Superintendent please let us know the opinion of legal.

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

### **a. Revise & Readopt S. C. Policy #IHB –Homework Police – Second Reading**

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

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

### **b. Revise & Readopt S.C. Policy #BE – School Committee Meetings – Second Reading**

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

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

**6. New Business**

**a. Revise & Readopt S. C. Policy #IHE-Promotion & Attendance 1<sup>st</sup>-8<sup>th</sup> –First Reading**

**MOTION:** Mr. Vogler moved to approve the first reading

Mr. Sweet seconded the motion

**DISCUSSION:** Ms. DiNatale – She asked regarding the Gabrielle Program if there is any way to add the ability to have parents choose whether to email them, call them at work or text them. If we are calling home and they are out or at work they don't receive that message to the end of the day and defeats the purpose. This is better communication with our families.

Superintendent – Certainly we will look into that.

**VOTE:** 6-0-0 UNANIMOUS

**b. Revise & Readopt S. C. Policy #IHF- Attendance, Promotion & Graduation MHS –First Reading**

**MOTION:** Mr. Deeb moved to approve the first reading

Mr. Sweet seconded the motion

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

**c. Medical Emergency Response Plan Update - Approval**

**MOTION:** Mr. Vogler moved to approve Medical Emergency Response Plan

Mr. Sweet seconded the motion

**DISCUSSION:** Superintendent – I want the Committee to know we do two mock medical emergency drills which helped us to tweak the plan. This opened our eyes to what we need to do.

Mr. Sweet – Who wrote and worked on this plan?

Superintendent – Ms. Bozek, the Lead Nurse and myself. We work hand in hand with DESE and our legal.

**VOTE:** 6-0-0 UNANIMOUS

**d. Acceptance of a Gift from the Class of '44 – Approval**

**MOTION:** Mr. Vogler moved to accept the gift from the Class of '44 and send a thank you to them.

Ms. DiNatale seconded the motion

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

**e. Acceptance of a Donation of SMARTboards – Approval**

**MOTION:** Mr. Vogler moved to accept the donation of SMARTboards and send a thank you to them.

Mr. Deeb seconded the motion

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

**f. Acceptance of a Donation of Technology Equipment – Approval**

**MOTION:** Mr. Vogler moved to accept the donation of Technology Equipment and send a thank you to them.

Mr. Sweet seconded the motion

**DISCUSSION:** None

**VOTE:** 6-0-0 UNANIMOUS

**g. Acceptance of a Donation of iPad Covers – Approval**

**MOTION:** Mr. Sweet moved to accept the donation of iPad Cover and send a thank you to them.

Ms. DiNatale seconded the motion

**DISCUSSION:** Mr. Lussier thanked Mr. Bruce Stella, the Director of Facilities for working with the Technology Department to pick these items up.

**VOTE:** 6-0-0 UNANIMOUS

**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

**1. Methuen High School Auditorium Update**

Mr. Gosselin said that he will be adding this piece to talk to the high school and Tenney School Auditorium rentals. These are our money makers. Any money made here will go into new signs, repairs.....

Mr. Vogler – I want an update every other month on who will be coming into the new auditorium

**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:** Superintendent – Dr. Kwong mentioned in her report the MMSP grant.

Through this grant every teacher involved has been given a chrome book to keep.

Dr. Kwong – Good news we were just awarded on Friday the Math and Science

Partnership grant with U-MA Lowell. Dr. Martin actually started today in this building and Mr. Lussier has set up all the teacher’s chrome books already. The Content for this Professional Development helps to get our kids ready for STEM.

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. FY’16 MPS Juice Products Bid–New England ice Cream – Notification Only**

- No Action**
- g. Contract Approval**
    - 1. FY'16 State Diversion Contracts – Notification Only**
    - 2. FY'16 State Diversion Contracts – Approval**
- MOTION:** Mr. Vogler moved to Approve the Contracts for:  
Pilgrim Pride's Corp for \$45,000  
Advanced Pierre Foods, Inc. for \$40,000  
Jennie-O Turkey Stores Sales, LLC for \$25,000  
Mr. Sweet seconded the motion
- DISCUSSION:** None
- VOTE:** 6-0-0 UNANIMOUS
- a. 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**
    - 1. Technology Department Title Changes - Approval**
- MOTION:** Mr. Vogler moved to approve all the Technology Changes put forward:  
Positions Removed/Dissolved: Network Manager, Support Staff Technician and Administrative Assistant.  
Replacement Position: Systems Administrator and Assistant Systems Administrator  
Network Operators changed to 12 months/8hrs per day.  
Title Changed from Support Staff Technician to AV & Communications Technician  
Ms. Fawcett seconded the motion
- DISCUSSION:** Mr. Vogler – I don't see an issue with this. There is a net savings of \$37,000 and more efficient.  
Superintendent – Thanked the Committee and told them we will be more efficient.
- VOTE:** 6-0-0 UNANIMOUS
- e. Notification of Vacancy Postings**  
No Action
- 9. Superintendent's Reports, including Communications & Recommendations on Financial Matters, Old & New Business**



**MOTION:** Mr. Vogler motioned to enter into Executive Session @7:55 p.m. for the purpose of discussing the Superintendents Evaluation and Negotiations.  
Mr. Sweet seconded the motion.

**ROLL CALL**

Ms. Lynne Hajjar Kumm, Vice Chairperson	YES
Ms. Mary Jean Fawcett, Secretary	YES
Mr. Dennis D.J. Deeb	YES
Ms. Jana DiNatale	YES
Mr. Bryan P. Sweet	YES
Mr. Rober F. Vogler	YES
Mayor Stephen N. Zanni, Chairperson	NOT PRESENT

The Committee entered back into the Business Session at 8:58 p.m.

**10. Business from the Committee**

**a. Superintendent Evaluation – Approval**

**MOTION:** Mr. Sweet moved to accept the Superintendents Evaluation  
Mr. Vogler seconded the motion

**DISCUSSION:**

Ms. Fawcett, the Chairperson of the Superintendents’ Evaluation Sub Committee spoke – I now know what teachers are going through. Initially I want to thank Mr. Deeb and Mr. Vogler for sitting on the Committee with me. The Superintendent assessment is as follows:

Professional Practice Goal was (Met+)  
Student Learning Goal(s) was (Exceeded)  
District Improvement Goals where (Met)  
Giving an overall rating of (Met+)

Standards I (Proficient)  
Standards II (Proficient +)  
Standards III (Proficient)  
Standards IV (Proficient+)  
With an overall rating of (Proficient+)

Ms. Fawcett – She than read the summary out loud for all to hear. She than thanked the Superintendent for a great budget “this year was the first year we receive above Net School Spending.” The technology professional development is well done and she has a wonderful open door policy.

Mr. Sweet – Thanked Ms. Fawcett for putting together the data. She did most of the work and we will miss you. Superintendent you are appreciated by this Committee.

Ms. DiNatale – What you do is commendable. We are so lucky to have you. You’re are committed to the staff.

Mr. Deeb – I also commend Ms. Fawcett for the hard work she put into the evaluation. Individual evaluations are public record. I really dislike this tool. This doesn't do the Superintendent Justice. Thank you by leading by example.

Mr. Vogler – Proficient is not easy to come by. You care. You came up through the ranks starting as a kindergarten teacher right up to Superintendent.

Ms. Kumm – Thanked the sub-committee and told Ms. Fawcett she will be missed. She went on to say the level of commitment is commendable you can go to any event and see the Superintendent. Budget time your focus was on the students. As a parent I am so happy you are leading the district.

Superintendent Thanked the Committee for their kind words. She appreciated her evaluation. She told the Committee her next round of goals will reflect what we discussed. It is the staff around me that makes me shine. I have the best and brightest and all are committed to the students. We are moving forward.

**VOTE: 6-0-0 UNANIMOUS**

**b. Unit B – Methuen Administrators Association Contract Ratification – Approval**

No Action

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

No Action

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

No Action

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

No Action

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

No Action

**11. Executive Session**

**a. Litigation**

**12. Adjournment**

With no further business to discuss at this Business Session, Ms. Kumm entertained a motion to adjourn the meeting and enter into Executive Session for the purpose of litigation at 9:18 pm, thus concluding this Business Session for the evening.

**MOTION:** Mr. Vogler moved to adjourn this Business Session at 9:18 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	NOT PRESENT

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

Respectfully submitted,  
Deidre Runge, Public Recorder  
Methuen Public Schools