

**LYNN PUBLIC SCHOOLS  
Administrative Offices  
90 Commercial Street  
Lynn, MA 01905**

**Twelfth Regular Meeting of the School Committee  
Thursday, June 30, 2011 at 7:10 p.m.**

**MINUTES**

**Members present:** Ms. Capano, Ms. Coppola, Ms. Carrasco, Mr. Ford  
Mr. Spirito, Mr. Starbard, Mayor Kennedy

**In Attendance:** Dr. Latham, Superintendent  
Dr. Warry, Deputy Superintendent  
Mr. McHugh, School Business Administrator  
Mr. Iarrobino, Secretary of the School Committee  
Attorney Mihos

Mayor Kennedy presided.

The mayor opened the meeting with a salute to the flag and a moment of silence.

**NECROLOGY**

1. Leo F. Soucy, retired teacher on June 10, 2011
2. George J. Gunning, retired teacher on June 10, 2011

**MINUTES**

1. Personnel Sub-Committee – May 26, 2011

Ms. Capano made a motion to approve the Personnel Sub-Committee of May 26, 2011. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

2. Building & Grounds Sub-Committee – May 26, 2011

Ms. Capano made a motion to approve the Building & Grounds Sub-Committee meeting of May 26, 2011. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

3. Tenth Regular Meeting – May 26, 2011

Ms. Capano made a motion to approve the Tenth Regular Meeting of May 26, 2011 and the Eleventh Regular Meeting on June 9, 2011. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

4. Eleventh Regular Meeting — June 9, 2011

No vote was taken.

**UNFINISHED BUSINESS**

1. TV Broadcast of School Committee Meetings – Mayor Kennedy

Mayor Kennedy announced the completion of work at LVTI by COMCAST TV to televise School Committee meetings with filming commencing with today's meeting. Mayor Kennedy thanked Karen Chapman and the people at LynnCam for all their efforts.

Mayor Kennedy asked that the Building and Grounds Sub-Committee consider placing stipulations on COMCAST TV during the broadcast of the meetings.

## 2. Summer Employment – Mrs. Coppola (Tabled on June 9, 2011)

Ms. Mary Sarris, Executive Director, North Shore Workforce Investment Board (NSWIB), Mr. Mark Whitmore, Career Center Director and John Kasian, City Hall.

Ms. Sarris explained that WIB is a group of local business, non-profit, community, and educational leaders that work to meet business needs for highly skilled workers and to help individuals develop the skills needed to succeed in our very competitive labor market. She stated that WIB funding is provided by the federal government (65%) and state (35%) with an annual budget of approximately \$6 million. Ms. Sarris spoke about the challenges of young people to find summer employment due to the economy. WIB has developed a program called First Jobs. The Career Center helps teens apply for jobs by offering work-ready workshops.

Ms. Sarris provided an overview of the Labor Market Blueprint for the North Shore region. This report is a snapshot of the current labor market, its strengths, needs and challenges. The Committee was invited to provide feedback. WIB's website is [www.northshorewib.com](http://www.northshorewib.com).

Ms. Sarris noted that the NSWIB is responsible for setting workforce development policy and overseeing all federal and state-funded workforce development programs across 19 cities and towns in the area. The mission is to meet the workforce needs of individuals and employers in the region. Through partnerships with schools, colleges, training providers, public organizations, and businesses, the NSWIB builds and supports a workforce development system that serves all members of the North Shore community

Mr. Whitmore provided information about the WIB Career Centers primary functions. He noted that many teens have found work through Career Center programs. Job seekers can be trained and the cost may be picked up by WIB. The Career Center goal is to have 200 teens employed this summer by the private sector.

Mr. Kasian, City Hall spoke about the efforts of the Office of Economic and Community Development. He stated that approximately 175 teens will be working for the City of Lynn, Parks & Recreation, Lynn Housing Authority this summer. Funding is provided by Federal Block Grant, Lynn Youth Works Grant and private contributions.

Dr. Warry informed the Committee that Classical High is offering a program to help ESL students, a regular summer school program and an AP Boot Camp. Fecteau-Leary is offering a Credit Recovery Program to offer academic assistance to students. LVTI has found work for Culinary Arts students this summer and is offering an AP Book Camp which included college visits. Dr. Warry indicated that the School Department could use the help of the Career Centers to offer Lynn students help with resume writing, interviewing for jobs and college and help with using Microsoft Office applications. Dr. Warry noted that efforts are being made to develop more summer programs for students to begin next year.

## 3. Student Discipline Code – Student appearance (Tabled on June 9, 2011)

Due to information received from the principals of the schools involved, the Committee did not vote to change to the Student Discipline Code and more specifically the dress code involved where knee length shorts may be worn.

## 4. Budget for FY12

Superintendent Latham presented several pie charts illustrating salary and non-salary expenditures for the proposed budget.

## **APPOINTMENT**

1. Angie Ackert Reany, RN – School Nurse – effective September 2011

Ms. Capano made a motion to accept for the files. Seconded.

Motion passed on a unanimous voice vote.

Ms. Capano made a motion to appoint Angie Ackert Reany, RN as a school nurse. Seconded.

Discussion ensued with Ms. Coppola voicing concern that the Committee was not involved in the interview process. Attorney Mihos stated that the School Committee has the sole authority to appoint a school nurse.

Ms. Coppola made a motion to table. Seconded.

### **Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

Mayor Kennedy asked that this be put on the agenda of the next School Committee meeting.

## **NEW BUSINESS**

1. Home Schooling Policy – Update.

Attorney Mihos presented information regarding a request by a family of a Home School student. This family is seeking to enroll their child in the Lynn Public Schools (LPS) and the family would teach one academic subject at home. Attorney Mihos stated that when a family chooses Home Schooling for their child, that student is no longer part of the LPS. The City does not receive any funds under Chapter 70, and the student is not obligated to take the MCAS test. The Department of Education stated that the School Department can adopt a policy that would not allow that student to participate in LPS academic programs or extra curricular activities. That student is not considered a part of the LPS. The only exception would be for children with an Individual Educational Plan (IEP). Attorney Mihos suggested this be referred to the Curriculum Sub-Committee.

Ms. Capano made a motion to bring the Home Schooling Policy to the Curriculum Sub-Committee. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

2. Student Activities Account Policy – Update – Mr. McHugh

Mr. McHugh stated that he is currently in the process of updating this policy and is working with the City Treasurer to close out accounts and to set up proper accounts for each activity. He asked the Committee to vote on the current policy to reaffirm the existence of a vote accepting this policy as required under Massachusetts General Laws.

Ms. Capano made a motion to approve the Student Activities Accounts Policy under File: JJF as stated in MGL Chapter 71 Section 37. Seconded.

Discussion ensued with Mr. McHugh explaining about the changes that will take place this September. He will be providing training to all principals and clerks in the Fall explaining the steps that must be followed with funds come into a school.

Ms. Coppola asked about the status of a requirement that every school provide a report on income received from vending machines. Mr. McHugh stated that he will be addressing this issue and will remind the schools to submit their annual reports.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

3. Request to Home School

a. Hayes family – 1 child, Grade 2

Ms. Capano made a motion to approve the request to Home School from the Hayes family. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

**4. Field Trip Requests**

- a. Classical High School to Water Country in Portsmouth, NH approved on June 9, 2011 – change date of trip from June 22, 2011 to June 23, 2011 due to transportation scheduling

Ms. Capano made a motion to approve the Classical High School field trip date change to Water Country on June 23, 2011. Seconded.

Motion passed on a unanimous voice vote.

- b. English High School to France, Germany and Switzerland for April 13 – 21, 2012.

Ms. Capano made a motion to approve the English High School trip to France, Germany and Switzerland for April 13 - 21, 2012. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

**5. Annual GAC/PAC Report – Ms. Paradis**

LVTI Director, Ms. Paradis presented an overview of the GAC/PAC Report.

Director Paradis introduced LVTI Advisor Board Chairman Fausto Cabrera. He noted that each year every Chapter 74-approved program is mandated to form an advisory committee comprising of members from industry, higher education, local community and instructional staff. A committee must have a parent, a student and a student representative. Mr. Cabbrea provided the Committee with an overview of the GAC/PAC Report.

Ms. Capano made a motion to accept for the files the Annual GAC/PAC Report. Seconded  
Motion passed on a unanimous voice vote.

6. MASC Resolution Letter – Nashoba Valley Technical High School Committee – 2011 in support of exposing all 8<sup>th</sup> grade students to opportunities in Vocational/Technical Schools.

Mr. Starbard made a motion to approve the MASC Resolution Letter. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

Mayor Kennedy passed the gavel to the Vice Chair.

7. Muslims Religious Holidays – Student Attendance – Mayor Kennedy

Mayor Kennedy informed the Committee that it was brought to her attention that students who were absent during a Muslim holiday were marked as absent (not excused). The current policy allows students an Excused absence when they are out due to a Greek Orthodox, Christian or Jewish holiday. The Mayor suggested that the students who are absent from school for a major religious holiday shall have that absence counted as an excused absence.

Ms. Capano made a motion stating that, “Any student who is absent from school for a major religious holiday shall have that absence counted as an excused absence.” Seconded.

Discussion ensued.

Mr. Starbard made a friendly amendment to the motion and asked that the words “organized religion” be added to the motion.

Attorney Mihos recommended not using the words “organized religion” and suggested staying with the wording of the original motion.

Mr. Starbard withdrew his amendment.

**Roll Call on the original motion**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

Vice Chair Capano returned the gavel to Mayor Kennedy.

#### 8. Outstanding Utility Bill

Ms. Coppola asked about outstanding utility bills.

Mr. McHugh stated that this has been an ongoing issue for over 10 years. He informed the Committee that a request was made for the utility company (formerly Mass Electric) to provide the School Department with detailed copies of all outstanding bills. Mr. McHugh further stated that he felt confident that the District is up-to-date on all utility bills. Mr. McHugh offered a plausible explanation as to why the School Department is listed as negligent on its payments. He suggested that payments in the past were incorrectly assigned to accounts which then had excess balances and not assigned to accounts when then were labeled as in arrears.

Mayor Kennedy asked the Committee return to Unfinished Business, FY 12 Budget.

#### 9. FY 12 Budget (continued from Unfinished Business)

Committee members asked Mr. McHugh specific questions on Budget.

Mayor Kennedy passed the gavel to Vice Chair Capano.

Mayor Kennedy left at 8:45 p.m. and returned at 8:50 p.m.

Discussion continued regarding specific line items of the FY 12 budget.

The Vice Chair returned the gavel to Mayor Kennedy

Mayor Kennedy informed the Committee of the need to hold a public hearing on the FY 12 Budget.

Ms. Capano made a motion to accept the Superintendent's proposed FY 12 Budget for the purposes of scheduling a public hearing. Seconded.

#### **Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.



Mr. Starbard made a motion to schedule the Public Hearing on the FY 12 Budget for Thursday, August 11, 2011 at 6:00 p.m. at LVTI. A Special School Committee meeting will follow the Public Hearing. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

**COMMUNICATIONS**

1. MA DESE – School Nutrition Equipment Assistance for High Need Districts Grant Award Notification.

Ms. Capano made a motion to accept for the files. Seconded.  
Motion passed on a unanimous voice vote.

2. Saugus Federal Credit Union – intent to close LVTI branch effective July 29, 2011

Mr. Iarrobino spoke about the need to renew the RFP for LVTI.

Ms. Coppola made a motion to renew the RFP for LVTI and accept for the files the letter to leave notification by the Saugus Credit Union to close on July 29, 2011. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Spirito	Yes
Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

3. MA Office of Health and Human Services Department of Public Health – Parent/Guardian Satisfaction Survey.

Superintendent Latham indicated that this survey praised the nursing care in the Lynn schools and asked the Committee to note that many positive comments were made.

Ms. Capano made a motion to accept for the files. Seconded.  
Motion passed on a unanimous voice vote.

## INFORMATION

### 1. Superintendent's Report

A need for more Elementary Reading, Math and Special Education teachers Paraprofessional and teacher bids are underway.

Ms. Capano made a motion to accept the Superintendent's Report. Seconded. Motion passed on a unanimous voice vote.

### 2. MASC/MASS Joint Conference 2011 – Hyannis, November 9 – 12, 2011 Registration Notification.

Registration information was provided to all Committee members.

Ms. Capano made a motion to accept for the files. Seconded. Motion passed on a unanimous voice vote.

### 3. MAVA Summer conference 2011 – Ms. Paradis

LVTI Director Paradis provided the Committee with an overview of the MAVA (Massachusetts Association of Vocational Administrators) Summer Conference 2011.

The MAVA Conference was attended by 60 LVTI staff members. This event included CPR training, First Aide certification which is required by the CTE teachers. The second day of the conference was held in Marlboro with 51 participants from LVTI. Professional Development was offered in areas of Math, English, Science and Technology.

Ms. Capano made a motion to adjourn at 9:30 p.m. Seconded. Motion passed on a unanimous voice vote.

Thomas Iarrobino  
Secretary of the School Committee

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ADOPTED S.C. - August 11, 2011