

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

**Thirteenth Regular Meeting of the School Committee**  
**Thursday, September 13, 2012 at 7:05 p.m.**

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

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

Mayor Kennedy presided.

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

**NECROLOGY**

1. Jean E. Milmore – retired teacher on July 12, 2012

**MINUTES**

1. Grants Sub-Committee on August 2, 2012
2. Public Hearing on the FY13 Budget on August 2, 2012
3. Fourth Special Meeting on August 2, 2012

Mr. Starbard made a motion to adopted the above-listed minutes. Seconded  
Motion passed on a unanimous voice vote.

**PRESENTATIONS**

1. Summer School Programs – Dr. Warry

Dr. Warry briefed the Committee on the following summer programs:

Elementary Programs  
Various Community Agencies  
Special Education Summer Program  
Camp RAM, Camp BULLDOG and LVTI Summer Program

Dr. Warry praised the efforts of Mary Panagopolous who brought the summer program to various community agencies.

Dr. Warry invited Matt Wilkins, Director of Camp BULLDOG, to speak to the Committee about the summer program at LEHS. Mr. Wilkins thanked Dr. Warry and John Kasian, City Hall, who helped build this program. The program ran for 4 weeks and covered both recreational and educational activities.

Dr. Warry invited Mary Panagopolous to speak to the Committee about the Community Agency Summer Program.

Mary Panagopolous presented a PowerPoint presentation on the Summer Agency Program. The program began in June to maintain the academic level of our students. The program consisted of one coordinator, 28 teachers and seven different agencies from Lynn. Approximately 238 children were in the program. The goal of the pilot program was to create a collaboration between the Lynn Public Schools and the agencies who service the children of Lynn.

The following agencies participated in this Pilot Program:

Gregg House, Boys & Girls Club, Girls, Inc.,  
YMCA in Lynn, Saugus and Peabody who service Lynn students  
North Shore Family Day Care in Lynn

## 2. Unaccompanied Minors & Amnesty Program – Eunice Aldrich

Ms. Eunice Aldrich, Director of Language Support spoke to the Committee about the Newcomer Program in the elementary, middle and high school level. In the past, families came from refugee camps in countries experiencing turmoil. The Newcomer Program's emphasis was on the acquisition of the English Language and academic areas for one year.

Today the Newcomer Program services a large number of unaccompanied minors. These children arrive under the oversight of the Office of Refugee Resettlement, Division of Children's Services. The students range in age from 16 - 20 years old. In the near future a group of unaccompanied minors will be coming from Texas. They arrive with no documentation (i.e. resident identification, birth certificate, transcripts).

They arrive with a Verification of Release form from the Office of Refugee Resettlement with the following attachments: a picture ID, birthday, a document with their name and alias name, name of sponsor and alias name of the sponsor, if available. The Jubilee Center of San Antonio, Texas is the organization sending these students to Lynn. Some of these students have had no formal education. Ms. Aldrich indicated that she is searching for additional space for the Newcomer Program for high school age students.

Mayor Kennedy passed the gavel to the Vice Chair.

Mayor Kennedy asked questions regarding the process used to give grades to these students. Ms. Aldrich indicated that the student receives a check list on specific areas such as, literacy skills, hygiene, recognizing colors, etc.

Mayor Kennedy questioned how an agency can give alias names, birthday, and IDs that allows the student to enter the Lynn Public Schools.

Superintendent Latham indicated that she has been in contact with the Office of Civil Rights regarding this issue.

Ms. Capano asked how Lynn became a destination for refugees.

Ms. Aldrich stated that Lynn is a Gateway City designated by the United Nations. She further stated that the Office of Resettlement is under Homeland Security. She noted that there is no funding available.

Superintendent Latham stated that these students are required to take the MCAS test after one year. If they do not score proficient or advanced, then, this will count against the Lynn Public Schools. This will affect the dropout rate, graduation rate and MCAS scores.

Mr. Starbard asked if the Superintendent had contacted our state representatives. She stated that our legislative delegation is just being informed of this situation.

The Vice Chair returned the gavel to Mayor Kennedy

### **APPOINTMENTS/ELECTIONS**

1. Kathleen M. McNulty, RN, MSN, Lynn, election, Director of School Nursing, effective July 30, 2012
2. Kevin McDormand, Reading, Coordinator, Lynn Community Enrichment Program, effective August 7, 2012 through June 30, 2013 (for one year)
3. Megan Franco, Swampscott, Vice Principal, Marshall Middle School, effective August 28, 2012
4. Robert Buontempo, Jr., New Hampshire, appointment Assistant Director, Lynn Vocational Technical Institute, effective September 10, 2012
5. Amanda Curtis, Lynn, appointment, Program Specialist for Data and Assessment at Classical High School, effective August 7, 2012

### **NEW BUSINESS**

1. Music Motivates Me Tour of Middle and High Schools, Donation of Materials—Mr. Gallo
  - a. Jason Jimenez, Councilor Brendan Crighton, Fame or Juliet representatives

Councilor Crighton introduced Mr. Jason Jimenez who presented a film on a recent performance by Music Motivates Me.

Ms. Coppola made a motion to approve the request by Mr. Jimenez and allow Music Motivates Me to perform in the schools and to accept the donation of materials.

Seconded.

### **Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Gallo	Yes

Mr. Starbard	Yes
Mayor Kennedy	Yes

Motion passed.

## 2. Forsyth Dental Program

### a. Amendment to contract with Forsyth Dental for Additional Services

Dr. Kerry Maguire, Director of the Forsyth Kids Program requested approval to amend the contract for additional services. Dr. Maguire outlined the additional dental prevention services they wish to offer.

Ms. Capano made a motion to approve the extension of the contract with Forsyth Dental for additional services. Seconded.

#### **Roll Call**

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

Motion passed.

### b. Classical High School Pilot Program

Dr. Maquire outlined the prevention services that will be offered to LCHS students.

Mr. Starbard made a motion to approve the Classical High School Pilot Program for Teens by Forsyth Dental. Seconded.

#### **Roll Call**

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

Motion passed.

Ms. Capano made a motion to authorize the Superintendent to execute the contracts with Forsyth Dental. Seconded.

Motion passed on a unanimous voice vote.

3. Project Bread and Harvard School of Public Health – Plate Waste Study in 3 elementary and 1 middle school this October.

Mayor Kennedy introduced Mr. Scott Richardson, Director of Strategic Initiative and Research at Project Bread. He explained that Project Bread has a “Chefs in Schools” initiative which has found that kids will eat healthy food if prepared in ways that are appealing. Project Bread has used Plate Waste Studies to measure this quantitative data in Lawrence, Boston and Chelsea. The schools are offering fresh fruits and vegetables. The study will be done over two days at four schools in the fall and in the spring..

Mr. Ford made a motion to approve the Project Bread and Harvard School of Public Health to conduct a Plate Waste Study in three elementary and one middle school (Ingalls, Harrington, Cobbet and Marshall). Seconded.

**Roll Call**

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

Motion passed.

4. Ratification of votes taken in the Personnel Sub-Committee Meeting

- a. Grants Manager Position Posting

Ms. Coppola made a motion to post the position of Grants Manager. Seconded.

**Roll Call**

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

Motion passed.

- b. RFP for Coordinator of Private Partnerships

No action was taken

- c. Early Literacy Matters Grant Personnel.

No action was taken

5. Ratification of votes taken in the Building & Grounds Sub-Committee Meeting

a. Moving Administrative Offices to 100 Bennett Street

Mr. Ford made a motion to move the administrative offices to 100 Bennett Street. Seconded.

**Roll Call**

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

Motion passed.

b. School Building Capital Improvements.

No action was taken.

6. Request for Field Trip Study Tour:

a. Nature's Classroom, Charlton, MA - October 1 – 5, 2012

(1) Lynn Woods School

(2) Shoemaker School

Mr. Starbard made a motion to approve the above-listed field trip requests. Seconded

**Roll Call**

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

Motion passed.

b. English High School to Berlin, Krakow, Prague and Budapest – April 12 - 21, 2013.

Mr. Starbard made a motion to approve the field trip request from English High School to Berlin, Krakow, Prague and Budapest from April 12 - 21, 2013. Seconded.

**Roll Call**

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

Motion passed.

**7. Home Schooling Requests**

- a. Gilbert family – two children – Grades 4 & 5

Ms. Capano made a motion to approve the home school request of the Gilbert family for two children in grades 4 and 5.

Seconded.

**Roll Call**

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

Motion passed.

- b. Starkey family – one child – Grade 7

Ms. Capano made a motion to approve the request of the Starkey family to home school one child in Grade 7. Seconded.

**Roll Call**

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

Motion passed.

- c. McGovern family – one child – Grade 11

Ms. Capano made a motion to approve the request of the McGovern family to home school one child, Grade 11. Seconded.

**Roll Call**

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

Motion passed.

- d. Batista family – 5 children – Grades Kdg, 3, 4, 5, 7

Ms. Coppola made a motion to suspend the rules and allow the members of the Batista family to speak to the Committee. Seconded.

Motion passed on a unanimous voice vote.

Mr. and Mrs. LeClair (Batista family) came before the Committee at the invitation of Superintendent Latham. They gave a presentation of their English, science, math and history curriculum and brought all the textbooks that their children are using. Mr. and Mrs. LeClair answered questions from Committee members. Superintendent Latham asked if they would consider working together on the frameworks and the children’s portfolios. Mr. and Mrs. LeClair agreed to meet with Dr. Latham.

Ms. Coppola made a motion to approve the request of the Batista family to home school five children in grades Kdg, 3, 4, 5, and 7. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes
Mr. Gallo	Yes
Mr. Starbard	Yes
Mayor Kennedy	No

Motion passed.

- 8. Memorandum of Understanding (MOU) between Lynn Economic Opportunity, Inc. (LEO) Early Childhood Development Program and Lynn Public Schools Special Education Department



Ms. Coppola made a motion to Table the Memorandum of Understanding (MOU) between Lynn Economic Opportunity, Inc. (LEO) Early Childhood Development Program and Lynn Public Schools Special Education Department. Seconded.

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

Motion passed.

9. Program Specialist—Ingalls School

No action was taken

10. Summer Programs/Jobs—Mrs. Coppola

Ms. Coppola praised the efforts of the administration in the success of the summer program and is hoping that the programs will be offered next summer.

11. Parent Information Center Hours—Mrs. Coppola

Ms. Coppola spoke about the need for extended hours for the Parent Information Center during the summer to meet the needs of the families trying to register their children.

Ms. Capano made a motion to suspend the rules and allow Mr. Dave Hegan to give a presentation to the Committee. Seconded.

Motion passed on a unanimous voice vote.

Mr. Dave Hegan, Director, Parent Information Center, gave a PowerPoint presentation showing the number of New Registrations. The following documentation is required: 3 forms of identification (i.e. utility bill, lease, mortgage, bank statement, credit card); birth certificate, immunization, photo ID of parent. .

From April 1 - September 12, 2012 the Parent Information Center had 61% of appointments completed; 7% of the appointments were canceled; 15% of appointments were rescheduled; 17% of appointments were no shows.

The number of appointments totaled 3,414

Cancellations 224  
Completed 2,089  
No Shows 572  
Rescheduled 529

Parents are given a Check List which is provided in English, Spanish, French, Khmer and Creole. In addition to the three forms of identification, PIC will also accept letters from approved government agencies, transcripts from schools, student's Individual Educational Plan (IEP), Legal Guardianship papers.

Mr. Hegan indicated that PIC operated evening hours on Tuesday since March 6, added three additional staff since August 20.

Mr. Gallo commended Mr. Hegan and his staff for their efforts.

12. New Lynn Coalition requested permission to set up a table for non-partisan Voter Registration at Lynn Community Enrichment Program Open House on September 20, 2012 at LVTI from 6 - 9 p.m.

Ms. Coppola made a motion to approve the New Lynn Coalition's request to set up a table for non-partisan voter registration at Lynn Community Enrichment Program Open House on September 20, 2012 at LVTI. from 6 - 9 p.m. Seconded.

Motion passed on a unanimous voice vote.

13. Santa Famiglia Lodge #283—Sons of Italy in Lynn request permission to sponsor a coloring/drawing contest to commemorate the four voyages of Christopher Columbus celebrated in October. Included this year will be an explorer's map competition for middle school students.

Ms. Capano made a motion to approve the Santa Famiglia Lodge #2834—Sons of Italy's request permission to sponsor a coloring/drawing contest to commemorate the four voyages of Christopher Columbus. Seconded.

Motion passed on a unanimous voice vote.

14. Request for Executive Session – Individual Contracts

- a. Contract negotiations with non-union personnel
  - (1) Athletic Coaches/Athletic Directors
  - (2) Thomas P. Iarrobino – Secretary of the School Committee
  - (3) Kevin McHugh – School Business Administrator (FY13 only)
  - (4) Frances Martinez – Acting Special Education Parent Liaison
  - (5) Carol Walls – Supervisor of Cafeterias
  - (6) PC LAN Technicians
    - (a) Kevin Doherty
    - (b) Shaun McManus
    - (c) Janice Cronin
    - (d) Scott Parker
    - (e) Margie Vasquez
  - (7) Sonia Valentine - P.I.C. Parent Coordinator
  - (8) Maria Martinez - P.I.C. ELL Language Assessment Specialist

Ms. Capano made a motion to Table the above-listed contract negotiations with non-union personnel. Seconded.

**Roll Call**

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

Motion passed.

**COMMUNICATIONS**

1. National Foundation for Governors’ Fitness Councils—grant awarded to the Lynn Public Schools for their commitment to youth fitness and wellness, with a Live Positively Fitness Center.

Mr. Mike Geary, Assistant Director of Curriculum, Physical Education K-12, who wrote this grant informed the Committee that Lynn is one of three districts in the state to be awarded a new Fitness Center. The National Foundation for Governors’ Fitness Councils and Coca-Cola awarded this grant of \$100,000. This equipment will go to Marshall Middle School. The main idea of the grant is to promote good health and good nutrition.

2. New England Association of Schools & Colleges, Inc.—Lynn English High School will be evaluated on September 21, 2014 through September 24, 2014.
3. Massachusetts School Building Authority—Designer Selection—Marshall Middle School
4. July 2012 Monthly Project Report for Thurgood Marshall Middle School

**INFORMATION**

1. Lynn Community Association’s Resource Fair (LCA) – October 23, 2012 at Connery School
2. Superintendent’s Report

Visit by Secretary of Education, Executive Office of Education regarding Lynn’s Wraparound initiative

September 20 Lynn Community Enrichment Program which is a six-week course provided by Centerboard

MSBA Marshall Middle School Update, September 27, 2012 Project Manager

New District Accountability Data (a special meeting will be scheduled to brief the Committee)  
Opening of Schools

Emergency Medical Law (Emergency Response Plans from each of our 25 schools were submitted to the State)

A motion from the floor was made to adjourn at 10:00 p.m. Seconded.  
Motion passed on a unanimous voice vote.

THOMAS P. IARROBINO  
Secretary of the School Committee

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**Lynn Public Schools  
Administrative Offices  
90 Commercial Street  
Lynn, Massachusetts**

**Personnel Sub-Committee of the School Committee  
Thursday, September 13, 2012 at 6:00 p.m.**

**Members present:** Ms. Coppola, Chair  
Ms. Capano  
Ms. Carrasco

**Observing:** Mr. Ford, Mr. Gallo, Mr. Starbard, Mayor Kennedy

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

Ms. Coppola presided.

The purpose of this meeting was to discuss the Grants Manager position, Coordinator of Private Partnerships position and Early Literacy Matters (ELM).

Ms. Capano made a motion to go directly to Early Literacy Matters and invite Ms. Mahoney to speak to the Committee. Seconded.

Motion passed on a unanimous voice vote

Item 1: Early Literacy Matters

The Chair invited Ms. Marilyn Mahoney, Assistant Director of Early Childhood, to speak before the Committee regarding Early Literacy Matters.

Ms. Mahoney informed the Committee that this grant will end on September 30, 2012. She described the successes that were achieved during the last 3 years of this grant.

- Purchased furniture for the Early Childhood classes
- Established a new Pre-K Curriculum
- Data Collection
- COACHES in the classroom to support the teacher

The program provided resources which support local efforts to create Preschool Centers of Excellence. Centers enhance the oral language, cognitive, and early reading skills of preschool aged children. In addition, the Project has maintained its schedule of offering materials and activities for parents, and professional development and coaching support for classroom staff. The ELM Project has been administered by the University of Massachusetts at Boston, seven schools and Gregg House Preschool with approximately 300 children participating. The COACHES will be utilized within the school district in both Pre-K and Kindergarten classrooms, because Massachusetts was selected to receive Race to the Top funds. One of the requirements of this grant is to have a new form of assessment “Massachusetts Kindergarten Entry Assessment.”

Item 2: Grants Manager Position

Discussion ensued regarding the salary. Mr. McHugh clarified the performance responsibilities of this position.

Ms. Capano made a motion to move the Grants Manager position to the Full Committee for posting.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes

Motion passed.

Item 3: RFP for Coordinator of Private Partnerships

Mr. Gallo spoke about the responsibilities of this position with an emphasis on fund-raising. Superintendent Latham provided the Committee information regarding this position.

Ms. Carrasco made a motion to Table the RFP for Coordinator of Private Partnerships position. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Capano	Yes
Ms. Carrasco	Yes
Ms. Coppola	Yes

Motion passed.

Ms. Capano made a motion to adjourn at 6:42 p.m. Seconded.

Motion passed on a voice vote.

THOMAS P IARROBINO  
Secretary of the School Committee

**Lynn Public Schools  
Administrative Offices  
90 Commercial Street  
Lynn, Massachusetts**

**Building & Grounds Sub-Committee of the School Committee  
Thursday, September 13, 2012 at 6:45 p.m.**

**Members present:** Mr. Ford, Chair  
Ms. Carrasco  
Ms. Coppola

**Observing:** Ms. Capano, Mr. Gallo, Mr. Starbard, Mayor Kennedy

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

Chairman Ford presided.

Item 1: Moving Administrative Offices to 100 Bennett Street

Ms. Coppola made a motion to approve moving the Administrative Offices to 100 Bennett Street to the full Committee. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
Ms. Carrasco	Yes
Ms. Coppola	Yes
Mr. Ford	Yes

Motion passed.

Item 2: School Building Capital Improvements

Ms. Coppola made a motion to Table. Seconded.

**Roll Call**

<b>Member</b>	<b>Vote</b>
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Ms. Carrasco	Yes
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Ms. Coppola	Yes
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Mr. Ford	Yes
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Motion passed.

Ms. Coppola made a motion to adjourn at 6:47 p.m. Seconded.

Motion passed on a voice vote.

THOMAS P. IARROBINO  
Secretary of the School Committee

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