

**Tewksbury School Committee/Administrator Workshop  
Workshop #1  
Wednesday, August 16, 2017  
Tewksbury Memorial High School, LG11  
320 Pleasant Street, Tewksbury**

**SCHOOL COMMITTEE MEMBERS PRESENT**

Kristen M. Polimeno, Chairperson  
James A. Cutelis, Vice-Chairperson  
Keith M. Sullivan, Clerk  
Arthy S. Bennett, Member  
Dennis G. Francis, Member

**SCHOOL ADMINISTRATORS PRESENT**

Christopher J. Malone, Superintendent  
Brenda T. Regan, Assistant Superintendent  
Rick Pelletier, Director of Student Services  
Alexis Bosworth, Assistant Director of Student Services  
Jason Stamp, STEM Coordinator  
Dave Libby, Finance & Operations Manager  
Kristen Vogel, Principal, TMHS  
Eileen Osborne, Assistant Principal, TMHS  
Sean O'Leary, Assistant Principal, TMHS  
John Weir, Principal, Wynn Middle School  
Andy Long, Assistant Principal, Wynn Middle School  
Judi McInnes, Principal, Ryan Elementary School  
Bill Hart, Assistant Principal, Ryan Elementary School  
Karen Cronin, Principal, North Street School  
Matt Castonguay, Principal, Trahan School  
Terry Gerrish, Principal, Dewing Elementary School  
Jan Fuller, Assistant Principal, Dewing Elementary School  
Felicia Wettstone, Principal, Heath Brook School  
Ron Drouin, Athletic Director  
John Lyons, Community Services Director

**CALL TO ORDER**

At 3:32 p.m., Ms. Polimeno welcomed the administrators to the August 16, 2017 School Committee/Administrators Workshop.

**PLEDGE OF ALLEGIANCE**

Ms. Polimeno led the School Committee and administrators in the Pledge of Allegiance.

**SCHOOL COMMITTEE/ADMINISTRATORS WORKSHOP TOPICS**

**Superintendent's Entry Plan & 2017-2018 Goal Review**

Mr. Malone presented the Superintendent's 2016-2017 Year End Summary Year in review. Mr. Malone reported his first year has been guided by his goals and the entry plan process relating his document will be revised multiple times, at a minimum annually.

**APPROVED 9/13/2017**

He presented an update on the Trahan School Feasibility Study, enrollment certification, the selection of the OPM, and upcoming presentations, architect selection process and community involvement.

Mr. Malone reported on the proposed Superintendent's Professional Practice Goals and Student Learning Goals:

**17-18 Professional Practice Goals: Effective Direction Setting**

1. By early fall of 2017 a collaborative process will develop a District Strategy to replace the district 5 year plan. Concrete District initiatives/objectives will be measured against this strategy.
2. By June 2018 a correlation between District Strategy and District objectives/initiatives will be made through the collaborative development of a Theory of Action.
3. Elementary School Building Project

**Student Learning Goal: To transform the District into a Growth Mindset**

1. To ensure appropriate professional development, evaluation procedures, intervention strategies, and structured facilitation time are observable in daily teaching and learning.
2. Foster collaboration between teachers and administrators to improve instruction.

**Assistant Superintendent of Schools Year End Summary & 2017-2018 Goal Review**

Ms. Regan the Assistant Superintendent's presented the 2016-2017 year end summary 2017-2018 goal review. Ms. Regan presented the highlights of the 2016-2017 professional development reporting on areas of continued need. She reviewed the Next Generation MCAS assessment report schedule. Ms. Regan presented an update on where the district is in the teaching and learning instructional cycle reporting on grade level curriculum mapping and vertical alignment, using data to analyze student needs, the implementation of new curriculum resources, STEAM classes and lab activities for students, and expanded early college opportunities.

In response to questions from the School Committee Ms. Regan elaborated on the role STEAM Coordinator and the new lab at the Trahan School. Mr. Malone reported on the added support for administrators relating Jason Stamp is in the role of STEM Coordinator, the district added technology integrated specialist, and math coaches.

Ms. Regan reported the Professional Practice Goals for the 2017-2018 school year and the Teaching and Student Learning Goals for all students and the resources to accomplish the goals.

**District STEM Coordinator 2017-2018 Goal Review**

Mr. Stamp thanked the Committee for their support of the STEM Coordinator position. Mr. Stamp reported on the STEM Coordinator's year one priorities: to evaluate the current state of technology, use and infrastructure; to support implementation of new and current technology in the classroom, and support implementation of the math and science standards and resources K-12. Mr. Stamp reported on the instructional technology in the classrooms, iPads, LEGO WeDo sets, HP Streams and Chromebooks. He also reported on IT and infrastructure improvements upgrading internet speeds, and upgrading the wireless access points at the high school.

Ms. Regan reported on the Curriculum & Instruction new personnel wishlist for program enhancements by adding the following personnel:

2018 Staffing: K-6 math coach (1), K-12 technology specialist (1-2), K-12 digital learning specialist (1)

2019 Staffing: 5-8 math Coach (2)

2020 Staffing: K-12 STEAM Coaches (2), K-12 literacy coaches (4 at no additional cost) (f.k.a. Reading Teachers)

### **Special Education Year End Summary & 2017-2018 Goal Review**

Mr. Pelletier, Director of Student Services and Ms. Bosworth, Assistant Director of Student Services presented the Student Services and Special Education 2017-2018 focus areas on supporting curriculum through Social-Emotional Learning & Behavioral supports.

#### **2017-2018 Focus: Supporting Social-Emotional Learning (SEL)**

Ms. Bosworth reported that Candace Tharrett is the district's new district-wide Coordinator of Behavioral and Mental Health Services. She added that the district has Behavioral Specialists in all of the schools relating they serve as coaches to principals, teachers and related service providers. They provide services on how to best support teachers to support students.

Mr. Pelletier reported that the district contracted with the Needs Center. He reported that Clinical psychologists will guide our school psychologists, social workers, guidance counselors and behavioral specialists on the following: establishing common language, shared vision of positive social and emotional competencies for all students, explore five cultural competencies, review DESE standards and resources, including implementing SEL, Inclusive practices, and Professional Standards for teachers, roles and responsibilities system-wide, and provide clinical support for school psychologist and BCBA's.

#### **2017-2018 Focus: WestEd Consultation & Scope of Work**

**Scope of Work:** Supporting co-teaching and differentiation through Instructional Planning with Common Planning time.

#### **2017-2018 Review and Focus: WestEd**

Mr. Pelletier reported that Ms. Bosworth supports our collaboration with WestEd. Ms. Bosworth reported on the results of the WestEd PLC Survey conducted in May 2017 relating the district received good responses. Mr. Pelletier reported an email blast letter will be going out to parents this week with information to join the Special Education PAC. He stated that he is looking to form, with the Federation for Children with Special Needs, an Interim PAC adding that the Federation will provide the Basic Rights" workshop.

### **Business Office - Year End Summary and 2017-2018 Goal Review**

Mr. Libby presented the 2016-2017 Year End Summary. Mr. Libby presented the Building and Grounds highlights for the past year: roof work completed at all of the schools, testing for lead and copper in the water and replacing faucets. abatement and re-tiled a classroom at the Dewing School, installation of operational windows at the Trahan, renovations to the high school's dance and fitness room, the North Street received a new boiler and heat exchange, exterior repairs at the Ella Flemming, and the maintenance department received two new utility vans.

#### **2017-2018 Buildings & Grounds Improvement Goals**

Mr. Libby presented the Building and Grounds Improvement Goals:

- Paving at Dewing School
- Security cameras at Strong Field
- Cameras in blind spots at High School
- Cameras at all locations
- New courtyard design at High School
- Reline parking lines at Wynn and High School
- New roof maintenance garage
- New refrigerated Food Services vehicle
- Acquired two District-wide passenger vehicles

### **2016-2017 End of Year Summary**

Mr. Libby presented the district-wide highlights for 2016-2017:

- Surplus funding at end of year
- Purchased \$500,000 in technology district-wide
- Implemented long-term disability benefit for eligible employees
- Built-up Circuit Breaker balance to help with Special Education costs

### **2017-2018 District-wide Goals**

Mr. Libby reported on the 2017-2018 goals:

- Business Office has completed cross training within departments
- Take over NPEN invoice and payments
- Have outside audit of student activities (in 3rd year) will contract with outside contractor
- Analyze current Fee Schedule
- Create Google Doc with all building needs to be shared with administrators and maintenance

Mr. Libby reported on the Warrant Articles for the FY18 Special October Town meeting.

### **Food & Nutrition Services Year End Summary and 2017-2018 Goal Review**

Mr. Libby presented the Food Services 2016-2017 Year End Summary:

- Successful DESE review (financial and nutritional) - no issues found
- Increase in total Food Nutrition Services revenues, includes
  - increase in breakfast and lunch
  - increase in vending at TMHS
  - increase in catering revenue
  
- Added registers at Heath Brook and Dewing Schools
- Introduced free Kindergarten Pizza Day
- New recipes and scratch cooking
- Offered more alternative meals at K-4U
- Upgraded registers and computers in all kitchens
- 20% increase in Prepayments online.

### **Food & Nutrition Services Goals for 2017-2018**

Mr. Libby reported on the 2017-2018 Food & Nutrition Services goals:

- New refrigerated van enable us to procure local produce
- New vending machines at TMHS to increase SY a la carte revenue
- New digital menu boards at Ryan and Wynn Schools
- Host free PreK and kindergarten lunch days in September
- Continue to develop and introduce new recipes/scratch cooking
- Work with vendor and DESE on commodity procurement and delivery programs
- Review/update current charge policy for school meals

### **Transportation Department Year End Summary and 2017-2018 Goal Review**

Mr. Libby reported the Bus Routes have been posted online and will be in the newspaper next week. He reported there are 24 regular yellow buses, completing 128 routes daily. He reported on the Out-Of-District vans relating the district is in the third year with Trombly Motor Coach. He reported their service has improved and district has seen a significant savings. Mr. Libby reported the district has seen a reduction in homeless cost however there are still several Tewksbury families placed outside of Tewksbury.

Mr. Libby reported on after-school transportation relating the district has provided after school transportation for the Ryan, Wynn and TMHS from December through June. He reported the Wynn and TMHS buses ran Tuesday through Thursday, the Ryan buses ran Tuesday and Thursday. He added that they averaged about 20 students per day and in FY17 we spent \$31,230. Mr. Libby added that the district did not implement after school transportation at the K-4 level.

### **Transportation 2017-2018 Focus Areas**

Mr. Libby presented the 2017-2018 focus areas:

- Purchased 2 (12) passenger Ford transit vans
- Plan to use for LEAP program, small sports teams, small clubs
- Student Behavior
- Increase Ridership

### **K-4 Elementary Schools Year End Summary and 2017-2018 Goal Review**

**Grades PK-2: Loella F. Dewing School & Heath Brook School**

**Grades 3-4: North Street School & Louise Davy Trahan School**

Ms. Wettstone, Principal, Heath Brook School, presented the **School Improvement Goal:**

1. Continue the implementation of inclusive teaching across grade levels

Ms. Gerrish, Principal, Dewing Elementary School, presented the **Student Learning Goal:**

1. By June of 2017, all students will demonstrate one year's growth in literacy/ELA using both DIBELS and Scholastic Next benchmark assessments.

Ms. Gerrish reported the schools are looking for growth in all students and how to measure and support students.

Mr. Castonguay, Principal, Trahan Elementary School, presented the **Professional Practice Goals for 2016-2017:**

1. Provide school-based professional development on differentiated practices in literacy using a workshop model
  - a. Staff Meeting Transformation - Spending a lot of staff meeting on professional development.
2. Collaborate as a team of elementary principals using the DESE Educator Effectiveness Guidebook for Inclusive Practice, to conduct meaningful observations and calibrate responsive feedback to teachers (focus on education feedback).

Ms. Cronin, Principal, North Street School, presented the **2017-2018 Overarching School Improvement Goal:**

1. Design and implement best instructional practices to maximize student growth at the PK-4 Level.

Mr. Castonguay presented **Grades PK-4 2017-2018 School Improvement Goals:**

1. STEM - STEM curriculum will be expanded to include Next Generation Science Standards (NGSS) and follow the new 2016 DESE Science Curriculum Frameworks in all grade levels.
2. Integration of Technology

#### **K-2 Schools**

ELA Journeys - using iPads to access Think Central  
Math: Go Math - using iPads to access Think Central  
Science - access resources embedded in UbD units  
Preschool - Big Day for preK

#### **3-4 Level Schools**

ELA Journeys - using HP Streams to access Think Central  
Math - Go Math using HP Streams to access Think Central  
Science - Implement a STEAM lab in both schools

Ms. Wettstone presented the **Grades PK-4 2017-2018 Student Learning Goal:**

1. All students will demonstrate 1 year's growth in Literacy/ELA achievement using the following benchmark  
K-2 schools  
DIBELS Next Benchmark Assessment  
Scholastic Next Guided Reading Levels, plus using Journeys unit assessment to measure progress towards mastery of identified grade level standards

Ms. Cronin presented the **Grades PK-4 2017-2018 Student Learning Goal:**

1. **3-4 Schools:**  
Scholastic Next Guided Reading levels  
Journeys Benchmark Writing Assessments  
\*Students progress towards mastery of grade level standards as measured by Journey's Standards-Based Rubrics

Ms. Gerrish presented the **Grades PK-4 2017-2018 Professional Practice Goal:**

1. Provide school-based professional development on differentiated practices in literacy and math using workshop/guided practice/small group/centers models.
  - a) Journeys- digital resources for small group instruction and online assessment; integrating technology as an instructional tools.
  - b) Go-Math

Ms. Cronin presented the **Grades PK-4 2017-2018 Professional Practice Goal:**

2. Collaborate team of elementary principals by establishing and Elementary Principal PLC to strengthen team knowledge base and positively impact instructional practice through staff development. Focus topics include:
  - Inclusive Teaching Practices
  - Consistent SEL Implementation and Growth Mindset
  - Technology Integration

### **John F. Ryan Elementary School - Year End Summary and 2017-2018 Goal Review**

Ms. McInnes, Principal of the John Ryan Elementary School, and Mr. Hart, Assistant Principal, presented the **2016-2017 Year End Summary:**

#### **Student Learning Goal Progress**

##### **Increased social, emotional, and academic learning opportunities of high needs students.**

- 99% of students in homeroom daily
- 100% of students in lunch and recess daily
- SPED students in regular education classrooms
- Social/Emotional lessons with school psychologists
- Peer to Peer mentoring Program
- Bulldog Blog for activities and events

##### **Increased data-driven interventions for struggling students**

- Mastery Connect for benchmark assessments
- Math Camp
- Student Success Plans
- Continued PLC meetings with WestEd
- Team-delivered Math and Reading Department MTSS
- Every 5th & 6th grade homeroom has a set of HP Streams and charging cart

### **Professional Practice Goal Progress**

#### **Increased professional collaboration to support student achievement for all levels of learners**

- PLC meetings with WestEd continued
- Doubled amount of time dedicated to monthly PLC meetings
- Technology Talent Show

### **School Improvement Goal Progress**

#### **Examined 16-17 master schedule to provide optimal time on learning**

- Surveyed staff/students on current schedule
- Determined a need to produce a new master schedule
- Developed two alternative schedules and surveyed staff for input and preference
- Refined schedule and lettered days for 17-18 school year

### **2017-2018 Student Learning Goal:**

#### **Implementation of Next Generation Science Standards for 5th & 6th grades**

- Common assessments via MasteryConnect
- Utilize WestEd Assessment Validation Protocol
- Implement new curriculum
- Assess level of alignment for new curriculum with Next Gen Science Standards
- Vertical articulation among Ryan, Wynn, and TMHS

### **2017-2018 Professional Practice Goals**

#### **Improve feedback in the Learning Cycle**

- Increase classroom observations and conversations with specific targeted feedback

### **2017-2018 School Improvement Goals:**

1. **Develop consistent school-wide expectations as a part of SELI education, curriculum and instruction**
2. **Maintain and improve Ryan Facility**

### **John W. Wynn Middle School - Year End Summary and 2017-2018 Goal Review**

Mr. Weir, Principal of the Wynn Middle School and Mr. Long, Assistant Principal, presented the **2016-2017 Year End Summary Highlights**

- Technology Updates
- First Wynn Middle School College Fair
- Increased collaboration with Ryan School
- Schedule changes
- Purchases to enhance STEAM initiatives
- School improvement plan to beautify school wall murals will continue

### **2017-2018 Professional Practice and School Improvement Goals**

1. **Improve feedback in the Learning Cycle**
2. **Increase collaboration and communication with Ryan school and High School community.**

### **2017-2018 Student Learning Goal**

1. **Improve student achievement gaps in subgroup populations**
2. **Improve delivery, engagement level, and rigor of STEAM program**

## **Tewksbury Memorial High School - Year End Summary and 2017-2018 Goal Review**

Ms. Vogel, Principal, Dr. Osborne, Assistant Principal, and Mr. O'Leary presented:

### **2016-2017 Year End Summary Highlights**

- NEASC Visit - went great, follow-up report due in November
- Facility received updates and green space is greening up
- College and Career Readiness
  - Dual Enrollment - student survey
  - New AP courses - teachers doing great job preparing students
  - PISA 2015 Results
  - Senior Project will pilot in spring
  - Global Competency Committee
- Social Emotional Learning
  - Mindfulness in classroom PD
  - SEL Fair-March 29th
  - Mandatory Prom Night-March 29th
  - Collaboration with GLICA - May 25th - they presented to our freshmen on importance of nature/environment. they will return in October on PSAT day

### **2017-2018 Professional Practice Goals**

**To provide student what they need and when they need it**

- 1. To continue to create and support awareness and skills for faculty, staff, school community, around social/emotional learning and growth**
  - Hold challenge day - October 2nd - goal to break down barriers
  - Continue Health Fair - School Council will continue to do the fair
  - Training counselors/teachers as mental health first responders (TPD train)
  - Develop Peer Leadership elective for juniors/seniors 18-19 school year
  - Initiate Freshman Experience - Greater Lowell Indian Counsel they will come every year in October
- 2. To continue to provide multiple opportunities for all students to be college and career ready**
  - Expand student participation in National College Fair in Boston
  - Pilot Senior Project 4th quarter of 2018
  - Offer Global Competency diploma option for the class of 2021
  - Explore more dual enrollment opportunities- math and art

### **2017-2018 Student Learning Goals**

- 1. Raise achievement for all students by focusing on closing the achievement/opportunity gap between special education and regular education students**
- 2. To provide opportunities for faculty to discuss best practices around teaching and learning**

### **Athletics Department - Year End Summary and 2017-2018 Goal Review**

Mr. Drouin presented the **2016-2017 Summary highlights and 2017-2018 Goals:**

- TMHS student/athletes occupied 1,153 Roster Spots
- TMHS competed in over 785 MIAA sponsored contests
- TMHS competed in over 100 State and New England tournament events
- 23 of 27 varsity teams reached post-season play



### **Athletic Director 2017-2018 Goals**

1. To continue to get certification under control and centralize certification programs
2. Use MIAA as educational resource
3. Implement online store for apparel - wear same apparel (same "T")
4. Continue to transition our Athletic Trainer into her first full-year

### **Community Services Department - Year End Summary and 2017-2018 Goal Review**

Mr. Lyons presented the 2016-2017 Year End Summary and 2017-2018 Goal Review relating that the report goes to the character of the staff.

### **2016-2017 Summary and Highlights**

- Created, staffed and supplied Dewing and Heath Brook Preschool classrooms
- Conducted successful July 4th, Father-Daughter Dance, Mother-Son Brunch, and Movie Night Under the Stars
- Mr. Lyons named Rotary Club President
- Life Changer Award presented to Mr. Lyons by parents of the preschool program at high school.
- \$8,549.09 collected from the Copy Center 8/16-8/17
- Summer 2017 most Extended-Day participation ever - 448
- Summer 2017 has 416 enrichment students participating
- 726 individual students participation in summer program
- 105 summer hires
- Increased profits by \$52,771 to \$129,439

### **Community Services 2017-2018 Goals**

1. Implement student assessment system at the Heath Brook and Dewing schools
2. Increase communication concerning district and student achievement to parents and the community
3. Continue to improve sales/revenue at the Retail Copy Center
4. Increase staff use at Copy Center
5. Investigate controls for staff use at the Copy Center
6. Expand use of Community Pass
7. Use Community Services Enrichment Program to meet individual school and student needs.
8. Create and have approved a new pay rate schedule for our preschool and extended day staff

Mr. Malone closed the School Committee/Administrator Workshop relating this is the work the administrators have been working on for the past few days. He remarked that these are the pieces we believe in and the action we will take to get it out there adding that he is sure the Committee will be hearing updates as the year goes on and we will continue to improve.

Ms. Polimeno thanked the administrators for the presentations.