

TEWKSBURY SCHOOL COMMITTEE AGENDA



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Meeting Date: Wednesday, October 18, 2017

Meeting Type: Regular Meeting #5 (7:00PM)

Meeting Type: Executive Session #4 (6:30PM)

Meeting Location: Tewksbury Memorial High School Library
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION (Non-Public Session) - 6:30PM

Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN

D. RECONVENE REGULAR MEETING - 7:00PM

E. ANNOUNCEMENT (7:00PM)

The October 18, 2017 School Committee meeting will be televised and recorded. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time I would ask if anyone is recording tonight's meeting to please identify himself/herself.

F. PLEDGE OF ALLEGIANCE

G. RECOGNITION

None

H. STUDENT REPRESENTATIVE REPORT

Grace Morris

I. PRESENTATIONS

Understanding the Next-Generation MCAS and 2017 Accountability Results

J. CITIZEN'S FORUM (*Citizens are asked to limit comments related to items on the agenda to five (5) minutes or ten (10) if spokesperson is representing a group concern.*)

K. APPROVAL OF MINUTES

1. September 27, 2017 Regular Meeting Minutes

L. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending, October 5, 2017 (\$1,302,630.19)

M. SUPERINTENDENT & STAFF REPORT

N. CONSENT AGENDA (*itemized on page 3*)

O. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee

P. POLICY CHANGES, PROPOSALS, and ADOPTION

MASC Policy Reference Manual Review and Recommended Updates

Policies Recommended to Revise as a Result of Legal Changes, Changes in Practice, or Updating of Language to Reflect Modern Needs on Informational Reading: DGA - Authorized Signatures; DJE - Procurement Requirements; DK - Payment Procedures; DKC - Expense Reimbursement; EB - Safety Program; EBB - First Aid; EC - Buildings and Grounds Management; ECA - Building and Grounds Security; EDC - Authorized Use of School Owned Materials; EEAA - Walkers and Riders; EEAEA - Bus Driver Examination and Training; EFC - Free and Reduced Price Food Services; FA - Facilities Development Goals; FF - Naming Facilities; FFA - Memorials; GBA - Equal Employment Opportunity; GBEA - Staff Ethics; GBEB - Staff Conduct; GBED - Staff Tobacco; GBGB - Staff Personal Security; GBGE - Domestic Violence Leave; GBGF - Family and Medical Leave; GBI - Staff Participation in Political Activities; GBK - Staff Complaints and Grievances; GCBA - Professional Staff Salary Schedules

Q. OLD BUSINESS

1. Next Generation MCAS Update
2. 3-Year District Enrollment Analysis Report

R. NEW BUSINESS

1. Commonwealth of MA - Award of FY18 Quality Enhancements in Afterschool and Out-of-School Time (ASOST-Q) Continuation Grant (\$34,950)
2. Request for International Trip to Quebec/Montreal, May 25, 2018 through May 28, 2018 - G. Dudley, Spanish Teacher, TMHS
3. Maintenance/Groundskeeper School Beautification
4. TMHS Red Cross Club Request to Establish a Student Activity Account (SAA)

S. SCHOOL COMMITTEE MATTERS OF INTEREST

T. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES

November 15, 2017; December 6, 2017

U. FUTURE AGENDA ITEMS

V. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools
Christopher J. Malone
cmalone@tewksbury.k12.ma.us

TEWKSBURY SCHOOL COMMITTEE
Kristen M. Polimeno, Chairperson, kpollimeno@tewksbury.k12.ma.us
James A. Cutellis, Vice Chairperson, jcutellis@tewksbury.k12.ma.us
Keith M. Sullivan, Clerk, ksullivan@tewksbury.k12.ma.us
Arthy S. Bennett, abennett@tewksbury.k12.ma.us ♦ Dennis G. Francis, dfrancis@tewksbury.k12.ma.us

N. CONSENT AGENDA

1. Correspondence

- a. MA DESE Memo - MCAS Student Assessment Updates
- b. MA DESE 2017 Assessment & Accountability DATA - Review & Release Schedule

2. Enrollment Update

See Old Business

3. Monthly Expenditure Report

None

4. Personnel Items

New Hires: Bianca Enos (\$19,549 *prorated*), Classroom Instructional Aide, John F. Ryan Elementary School, effective October 2, 2017; Matthew Rauseo (\$19,549 *prorated*), Classroom Instructional Aide, John F. Ryan Elementary School, effective October 2, 2017; Stephanie Danskin (\$19,549 *prorated*), Classroom Instructional Aide, North Street School, effective October 16, 2017; Julie Zuniga (\$32.04/hr max. 75 hrs), Part-time Clinical Instructor/CNA program, Tewksbury Memorial High School, effective October 16, 2017; Linda Barile (\$32.04/hr max. 75 hrs), Part-time Clinical Instructor/CNA program, Tewksbury Memorial High School, effective October 16, 2017

Transfers: James Shimkus transfer from custodial position at Tewksbury Memorial High School to the John Wynn Middle School.

Retirements/Resignations/Terminations: Samantha Greaves, Classroom Instructional Aide, John F. Ryan Elementary School, effective September 29, 2017; Martha Hartnett, Special Education Teacher, John F. Ryan Elementary School, effective October 27, 2017

Appendix B - Coach Position

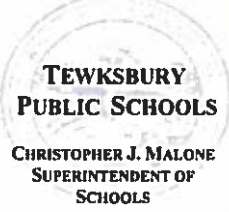
Tewksbury Memorial High School

Girls JV Fall Cheer Coach (\$1,589) - Erin Beecher

5. Acceptance of Donations/Gifts:

6. **Fundraisers/Raffles:** TMHS Soccer Boosters Bleacher Blanket Fundraiser October 1, 2017 through November 15, 2017; TMHS Soccer Boosters Evening at Long Meadows Country Club Raffle October 28, 2017; TMHS Class of 2019 fundraiser "Light Up Noodle Sticks" for PEP Rally, November 1, 2017 through December 1, 2017; NHS fundraiser selling Tewksbury logo sweatpants until October 28, 2017; TMHS PAC fundraising events - Applefest, Trivia Night, Night with Angels, and Raffle Calendar, October 27, 2017 through June 8, 2018

Executive Session

 <p>TEWKSBURY PUBLIC SCHOOLS CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #4 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, October 18, 2017</p> <p>Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876</p>
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A. CALL TO ORDER

B. EXECUTIVE SESSION

1. Continued discussion relative to collective bargaining with employee groups and the strategy to be followed and/or continued ongoing litigation. The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURNMENT

Recognition and/or Presentations

Understanding the Next-Generation MCAS and 2017 Accountability Results

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Agenda

- ★ 2017 district and school accountability reporting
- ★ Preparing for the release of the 2017 Next-Generation MCAS results
- ★ Questions



2017 Accountability Reporting



Accountability reporting details

- ★ Schools & districts administering Next-Generation MCAS in grades 3-8 that have participation rates below 90% will be placed into Level 3
 - ★ Applies to any subgroup, & in any subject
- ★ Schools serving a combination of grades 3-8 & 9-12 that have persistently low graduation rates for any group will be placed into Level 3
 - ★ *Persistently low:* 2016 4-year rate less than 67% & 2015, 2014, & 2013 5-year rates less than 70%



Accountability reporting details

- ★ Current Level 4 or 5 schools or districts that are not exiting will maintain their level designation
 - ★ 2017 exit criteria not yet determined, but will be consistent with regulatory requirements
- ★ All other Next-Generation MCAS schools meeting participation & graduation rate requirements will not receive an accountability level, school percentile, or Progress & Performance Index (PPI)
- ★ 2017 assessment results will serve as the new baseline for target-setting in 2018 & beyond



What will be reported in 2017?

High school (grades 9-12, not administering Next-Generation MCAS)

- ★ Performance on all accountability indicators
 - ★ MCAS achievement, MCAS growth, ACCESS growth, graduation rates, dropout rates, dropout reengagement
- ★ Progress & Performance Index (PPI) data
- ★ School percentiles
- ★ Accountability & assistance levels (1-5)
- ★ Schools identified for low or very low assessment participation
- ★ Schools identified for persistently low graduation rates



What will be reported in 2017?

Elementary, middle, middle/high, & K-12 schools

- ★ Next-Generation MCAS achievement results reported with relative indicator
- ★ Student growth percentiles
- ★ Accountability & assistance levels (No level, Insufficient data, Levels 4-5)
- ★ Schools identified for very low assessment participation (Level 3)
- ★ Schools identified for persistently low graduation rates (Level 3)



Reporting in 2018 & beyond

- ★ 2017 results will serve as the baseline for target setting for 2018 & beyond
- ★ 2018 determinations will reflect participation from 2017 & 2018
- ★ Additional details are still being developed & are subject to further deliberation by the Board of Elementary & Secondary Education
- ★ Consistent with the Board's November 2015 vote, test scores from the spring 2017 Next-Generation MCAS administration in grades 3-8 will not negatively impact accountability results in 2018, & going forward



2017 MCAS and Accountability Reporting Calendar

Date	Deliverable / Event	Mode of Delivery
October 16 (tentative)	Official embargoed MCAS and accountability reports available electronically	Security Portal and Edwin Analytics
October 18 (tentative)	Official state, district and school-level results released to the public	ESE website
October 24	Parent/Guardian reports received by superintendents	UPS delivery to district offices



What is the Next-Generation MCAS?

- ★ Updated version of the nearly 20-year-old MCAS assessment
- ★ Focuses on students' **critical thinking abilities, application of knowledge**, and ability to make **connections between reading and writing**
- ★ Gives a **clearer signal of readiness** for the next grade level or college and career
- ★ Designed to be given on a **computer** (though paper versions remain available)
- ★ First given in **spring 2017** in grades 3-8 in English language arts and math
- ★ Will eventually replace all older ("legacy") MCAS tests in grades 3-10



Computer-Based Testing

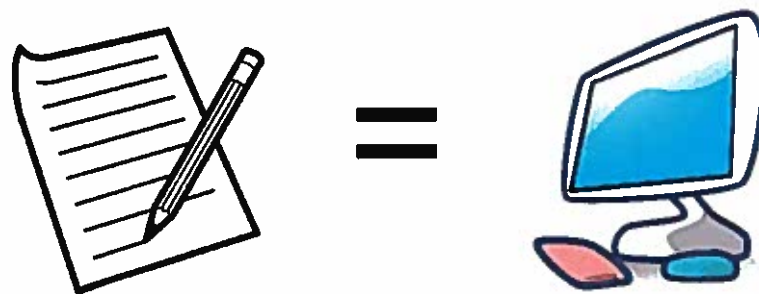


- ★ Spring 2017:
 - ★ 60% of all grades 3-8 students took the test on computers; >93% in grades 4 and 8
- ★ Phasing in computer-based testing by grade level
 - ★ Spring 2017: Grades 4 and 8 English language arts (ELA) and math
 - ★ Spring 2018: Grades 4-5 and 7-8 in ELA and math and grades 5 and 8 in science and tech/eng
 - ★ Spring 2019: All tests in grades 3-8, grade 10 ELA and math



Equating of Computer- and Paper-Based Test Forms

- ★ Ensure fairness regardless of test form (computer or paper)
- ★ Applied in grades where schools could choose to administer computer-based or paper-based tests (grades 3, 5, 6, and 7)
- ★ Used the results from parts of the test that are **similar** to help adjust the scoring on parts of the test that vary by format.



Scores Are Being Released This Month for Tests Students Took in Spring 2017

★ Next-Gen MCAS

- ★ English language arts and math, grades 3-8

★ Legacy MCAS

- ★ Science and tech/eng in grades 5 and 8
- ★ All high school MCAS (English language arts, math, and science and tech/eng)



What will the scores look like?

- ★ Achievement levels
- ★ Parent report
- ★ Aggregate results for schools, districts, and the state



MCAS Achievement Levels

★ Legacy

Advanced

Students at this level demonstrate a comprehensive and in-depth understanding of rigorous subject matter, and provide sophisticated solutions to complex problems.

Proficient

Students at this level demonstrate a solid understanding of challenging subject matter and solve a wide variety of problems.

Needs Improvement

Students at this level demonstrate a partial understanding of subject matter and solve some simple problems.

Warning

Students at this level demonstrate a minimal understanding of subject matter and do not solve simple problems.

★ Next-generation

Exceeding Expectations

A student who performed at this level exceeded grade-level expectations by demonstrating mastery of the subject matter.

Meeting Expectations

A student who performed at this level met grade-level expectations and is academically on track to succeed in the current grade in this subject.

Partially Meeting Expectations

A student who performed at this level partially met grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should consider whether the student needs additional academic assistance to succeed in this subject.

Not Meeting Expectations

A student who performed at this level did not meet grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should determine the coordinated academic assistance and/or additional instruction the student needs to succeed in this subject.

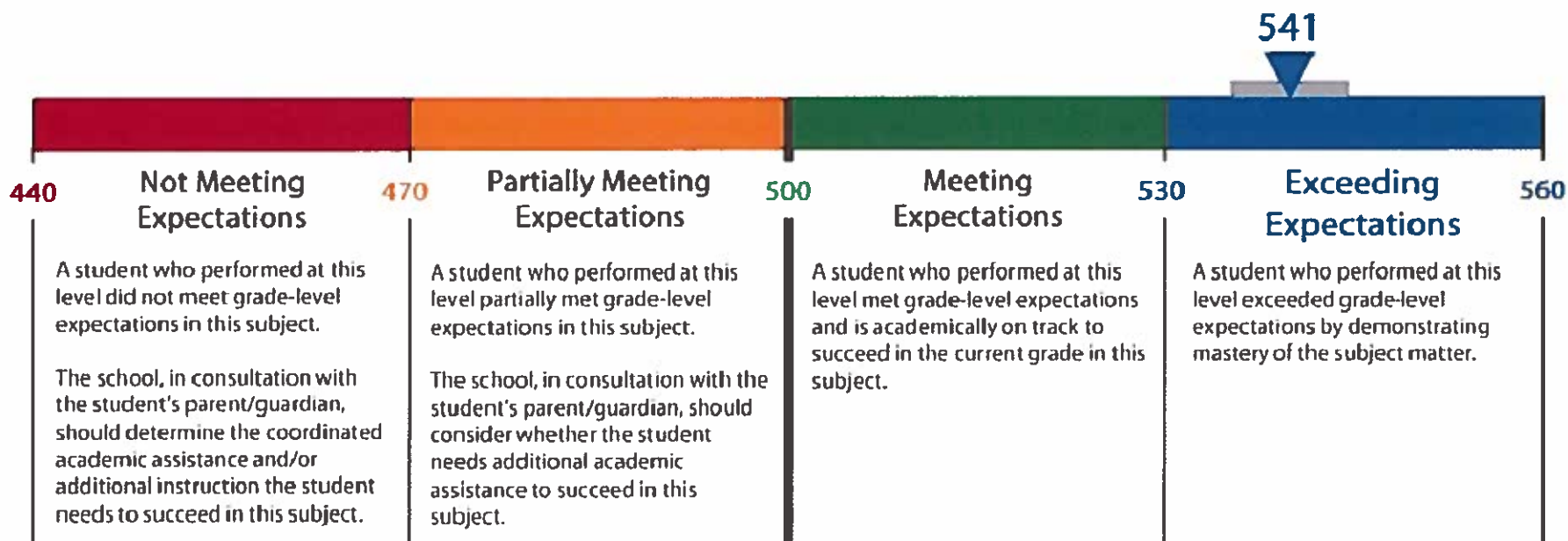


Mathematics Results

Computer-based test

Your Child's Achievement Level: **Exceeding Expectations**

Your Child's Score: **541**








In the figure above, the triangle indicates your child's score on the test. The gray bar shows the range of likely scores your child would receive if he or she took the test multiple times.

How your child performed compared to the school, district, and state

Your Child's Score	Average Score		
	School	District	State
541	485	502	515

How your child performed on the test in each reporting category and on each individual test question

Reporting Category	Points earned by your child	Average number of points earned by Meeting Expectations students who scored close to 500.
Operations & Algebraic Thinking 	7 out of 10	6.0 out of 10
Numbers & Operations in Base Ten 	10 out of 10	6.8 out of 10
Numbers & Operations - Fractions 	5 out of 5	4.0 out of 5
Measurement & Data 	8 out of 9	6.1 out of 9
Geometry 	3 out of 4	2.5 out of 4

Individual Test Questions

Question Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Points Earned	1/2	3/4	0/1	0/1	3/3	1/4	1/1	1/1	1/1	0/1	1/1	1/2	1/2	1/1	1/1	0/1	4/4	3/4	0/4	1/1	1/1	1/1	0/1	0/1	0/1	2/3	5/6	0/1	1/1	1/1

Key

x/y = x points earned out of y possible points

Blank space/y = no answer provided

Go online to see a description of every test question at www.doe.mass.edu/mcas/parents.

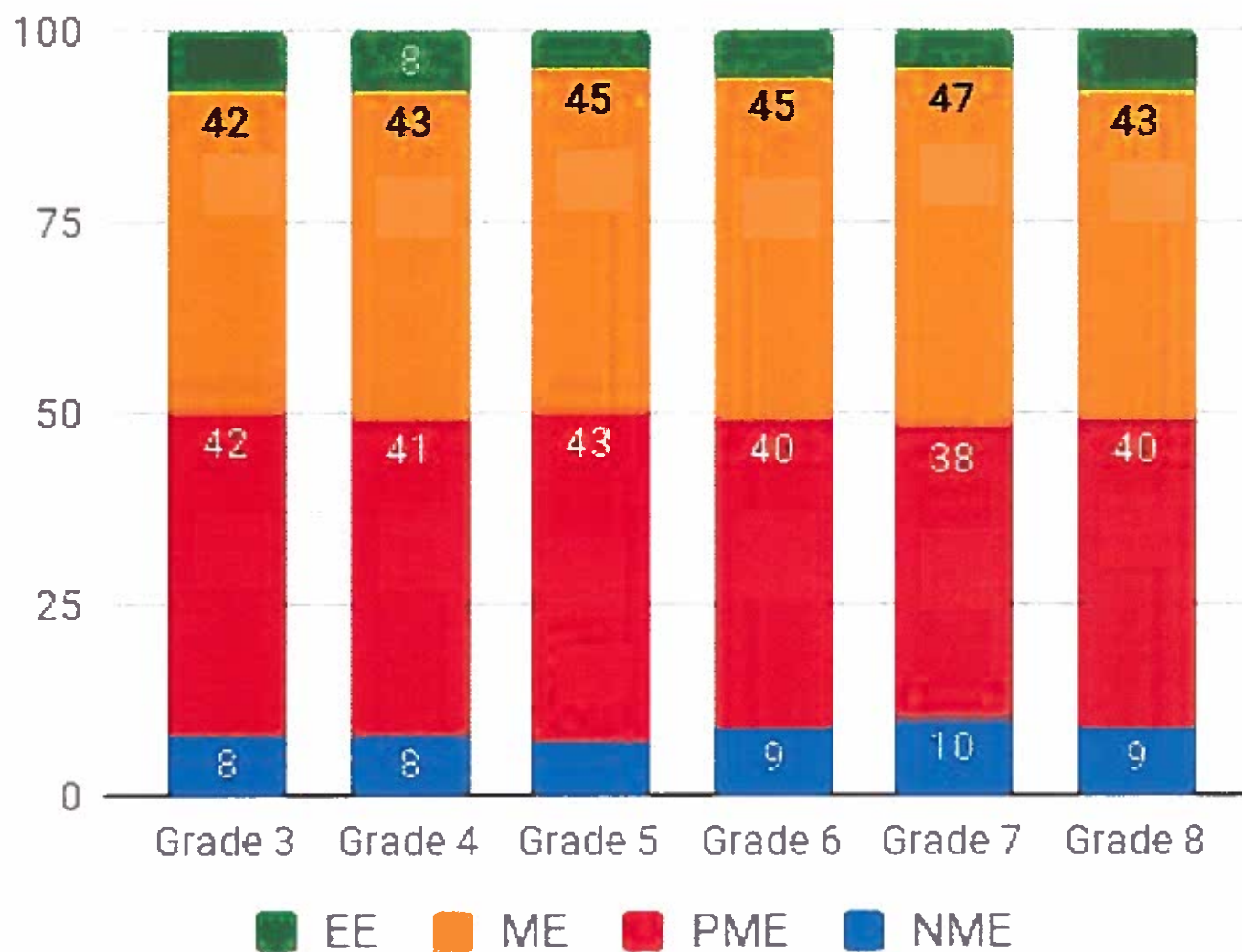


Why Did My Child Score Proficient on the Older MCAS but Only Partially Meeting Expectations This Year?

- ★ In general, the new standards for Meeting Expectations are **more rigorous** than the standards for reaching the Proficient level on the legacy MCAS.
- ★ **Massachusetts educators** set the new standards to help **signal students' readiness** for the next grade level.
- ★ **Look closely at where your child's score falls** within the Partially Meeting Expectations category. If it isn't close to Meeting Expectations, talk with your child's teacher about how you can work together to help your child catch up.
- ★ Spring 2017 is a **baseline year** for a new test in grades 3-8, and spring 2017 scores **should not be compared** to previous years' scores.



Projected Statewide 2017 Results for Grades 3-8 ELA and Math: Percent of students in each achievement level



Massachusetts Department of Elementary and Secondary Education



Interpreting the Projected Results (Part 1)

- ★ **The results do NOT mean that students learned less;** the next-generation MCAS **measures in a different way**
- ★ Remember: **2017 is the baseline year** — the first year of a new assessment — and we expect scores to change over time, as occurred when the legacy MCAS debuted in 1998.
- ★ **Massachusetts educators** set these standards, and they raised them in order to make sure our students will be college- and career- ready.
- ★ **In some grades and subjects** (grade 4 English language arts and math, grade 7 math), **the percent of students** Meeting Expectations **will likely be similar** to the percent that were Proficient previously. **In other grades and subjects** (grade 8 English language arts), **the percent** who are in Meeting Expectations **will likely be lower** than the previous percent of Proficient students.

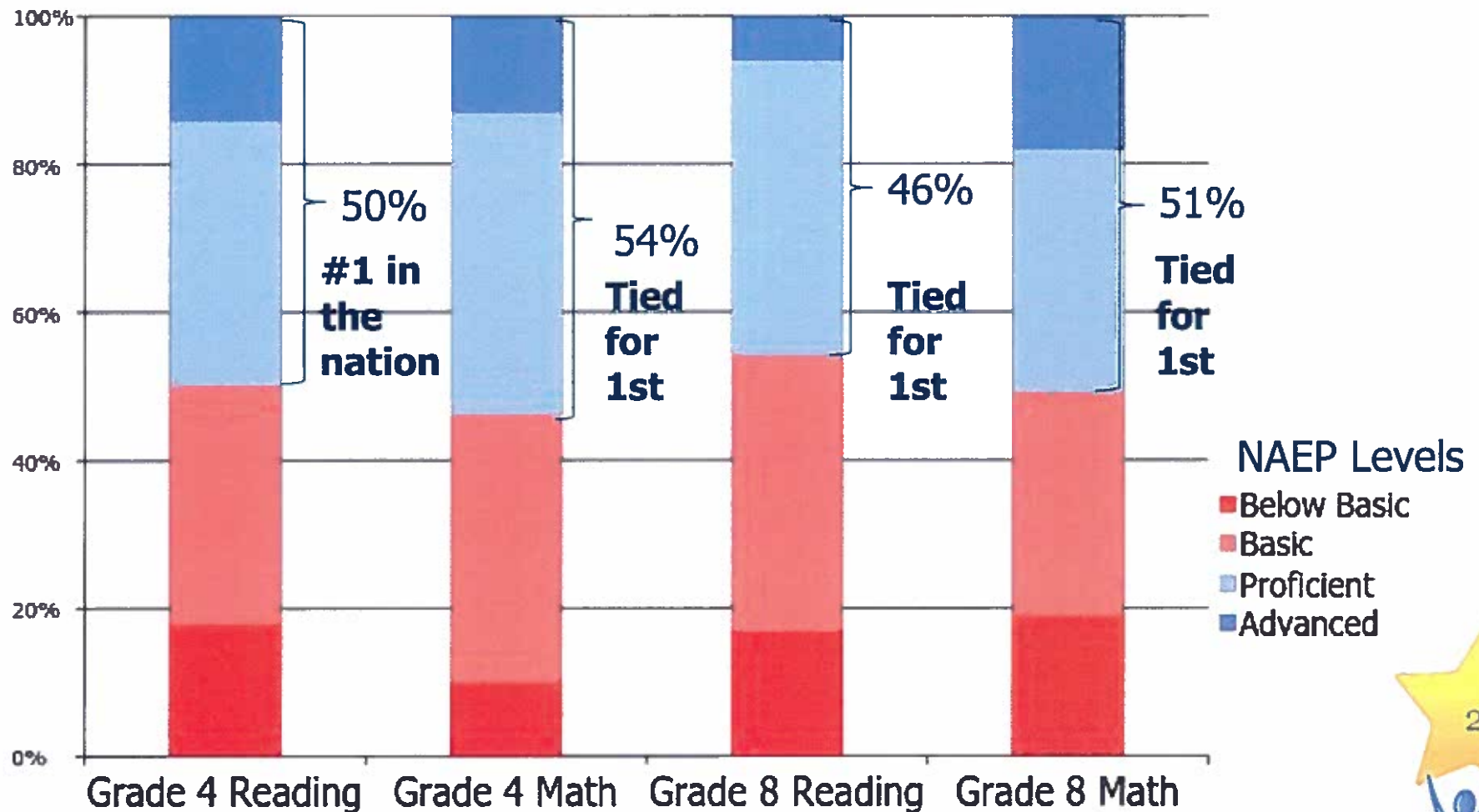


Interpreting the Projected Results (Part 2)

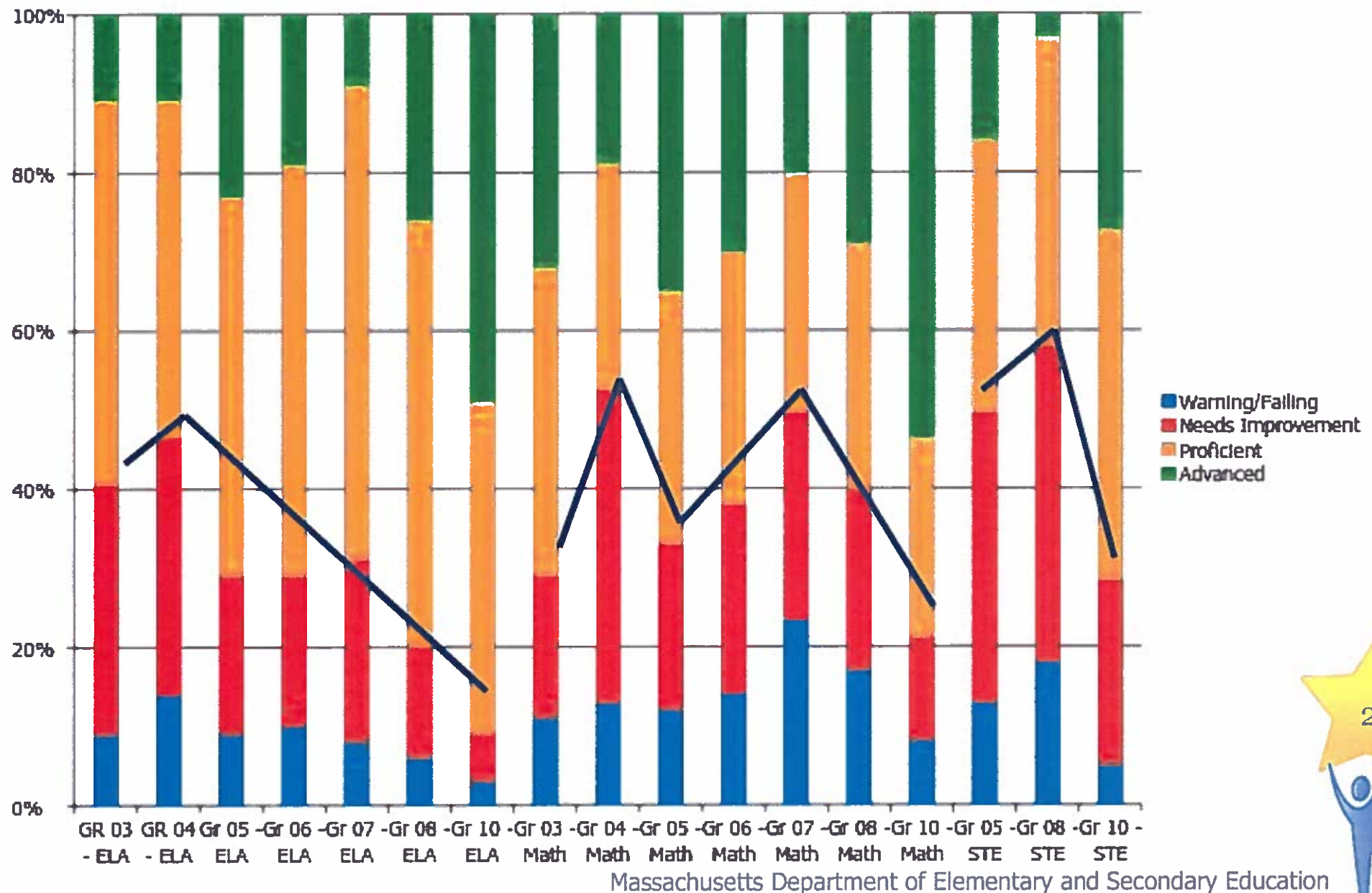
- ★ The roughly equivalent proportion of students in each grade and subject area reflect:
 - ★ A standard setting process involving **panels of educators** who valued a clear progression of learning expectations from grade to grade;
 - ★ **Panelists' consistent application of the standards** as they made expert judgments about student achievement on the new tests;
 - ★ The fact that standards were set for all these tests **at the same time**, unlike with the legacy MCAS



Projected Next-Gen MCAS Results Look More Like Massachusetts's 2015 NAEP Results...



...and Less Like Legacy MCAS Results (2015)



Looking Beyond Scores

- ★ Scores can identify areas where students need academic support, but scores can also reflect **non-academic barriers to learning.**
- ★ ESE and districts continue to work together to:
 - ★ teach with poverty in mind,
 - ★ build cultural competency,
 - ★ address disproportionate and excessive student suspensions,
 - ★ support homeless students, and
 - ★ make schools safe for vulnerable students, such as LGBTQ students, recent immigrants, and others.



How Do I Learn More?

- ★ MCAS Parents Page

- <http://www.doe.mass.edu/mcas/parents/>

- ★ Resources coming soon include:

- ★ Annotated Parent/Guardian Report
 - ★ Frequently Asked Questions (FAQs)
 - ★ Item Descriptions

- ★ MCAS Parent Guide (available in several languages):

- <http://www.doe.mass.edu/commissioner/Back-to-School/>



Tewksbury's 2017 Accountability Level:

- ★ TMHS (Legacy MCAS)
 - ★ Embargoed until Wed., October 18, 2017
- ★ Tewksbury Public Schools (NG MCAS)
 - ★ Embargoed until Wed., October 18, 2017



Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date 10/5/2017

I move the School Department Payroll for the period ending
to be approved and certified in the amounts and categories as shown for
a total amount of \$1,302,630.19

GRANTS

\$25,701.66 2017-2018 Special Ed 240 Grant
2017-2018 Collaborative Partnerships
\$2,911.03 2017-2018 Title I Grant
\$336.42 2017-2018 Title II Grant
2017-2018 Special Ed Improvement
2017-2018 After School Out of School Time
2017-2018 Academic Support
2017-2018 Literacy Partnerships
2017-2018 Early Childhood

REVOLVING ACCOUNTS

\$31,717.36 2017-2018 Ext Day Program
\$15,803.28 2017-2018 Ext Day Preschool Program
\$1,690.71 2017-2018 Adult Education Program
2017-2018 Community Services Rec
2017-2018 New Start
\$25,698.73 2017-2018 Lunch Program
\$49.04 2017-2018 Hanover Funds
\$941.33 2017-2018 Facilities
2017-2018 Recreation
\$414.21 2017-2018 Parking Fees
\$2,835.31 2017-2018 Preschool

\$108,099.08 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,194,531.11 2017-2018 School Department Account

\$1,194,531.11 SUB TOTAL - LEA FUNDS

\$1,302,630.19 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

Massachusetts Comprehensive Assessment System

Student Assessment Update: September 26, 2017

Contact Information

MCAS Service Center Email: mcas@measuredprogress.org Phone: 800-737-5103
for logistical support, including tech support for PearsonAccess Next and TestNav

Student Assessment Services Email: mcas@doe.mass.edu Phone: 781-338-3625
for policy questions, including student participation

Latest Updates from Student Assessment Services

John and Abigail Adams Scholarship

High schools will soon be receiving a delivery of letters for students who have qualified to receive the John and Abigail Adams Scholarship. Schools should make copies of the letters for students' files for future reference and remind students to make a copy of the letter and keep it in a safe place. Students must include a copy of the letter with their completed FAFSA application each year. Without this letter, the college/university will not apply the tuition credit.

Instructions for High Schools with No Students Testing in the November Retest

High schools that have no students testing during the November retest should email the MCAS Service Center no later than October 6 at mcas@measuredprogress.org with their school and district name and code. The MCAS Service Center will be calling high schools that have not submitted student information through the SR/PNP process and/or did not contact the Service Center.

November Retest SR/PNP Training Session

Department staff held a WebEx session on Wednesday, September 20 for test coordinators who will be handling registration for the November retest. This training is available as a [WebEx recording](#).

As a reminder, the November retest registration window is now open and will remain open through October 6.

Reminder: Districts' Testing Mode Decisions Due October 13

As you know, superintendents are requested to inform the Department via an online survey of their decisions regarding testing modes for their grades 3-8 schools and whether the district will request a full or partial waiver from the CBT expectations in grades 4, 5, 7, and 8. All districts must respond to the survey by the October 13 deadline.

We suggest communicating with your district office to confirm that the testing mode decisions being made for your school align with the school's expectations. The school community and parents/guardians should also be kept informed of the decision and appropriately prepared.

ACCESS for ELLs Upcoming Training Sessions

Districts may [register](#) test coordinators to attend the remaining face-to-face 2018 ACCESS for ELLs training session, scheduled for the following location:

- Massasoit Community College, Brockton - Thursday, October 5, 8:30 a.m. to 12:30 p.m.

Please note that this session is designed for first-time test coordinators and will include a thorough walk-through of the ACCESS for ELLs test administration process.

In addition to the face-to-face workshop, districts may register an unlimited number of test coordinators to attend a 2018 ACCESS training session conference call, scheduled for the following dates and times:

- [Conference call for new Test Coordinators](#) - Thursday, September 28, 9:00 a.m. to 12:00 p.m.

- [Conference call for returning Test Coordinators](#) - Tuesday, October 3, 9:00 a.m. to 12:00 p.m.

Please contact access@doe.mass.edu with any registration concerns.

Upcoming Reporting Session for Grades 3-8 English Language Arts and Mathematics Results

The Department will host a reporting session on October 16 from 1:00 p.m. to 2:30 p.m. to help school and district leaders understand the changes to the MCAS program and prepare for the official release of the MCAS results.

The presentation will cover general information about the 2017 MCAS results, including an orientation to the new scales and achievement levels, the standard-setting process, and the new parent/guardian reports that will debut this year.

The session will be recorded and available [online](#) a few days after the conclusion of the session and will be emailed directly to registrants within 24 hours. [Registration](#) for the session is currently open.

ESSA and MCAS-Alt

This is a reminder that the *Every Student Succeeds Act* (ESSA) goes into effect this school year and that important features of this new federal education law apply to students with significant disabilities who will take the MCAS-Alt. Last March, the Department posted an important [memo on the statewide "one percent cap,"](#) which limits the number of students who may take alternate assessments. Please review this memo and attachments, which include:

- Criteria and materials (including a [decision-making tool](#)) to assist IEP teams in making decisions about which students should be given an alternate assessment
- A [PowerPoint](#) presentation for conducting required annual IEP team training on this topic
- Other options for consideration in assessing students with significant disabilities, including new computer-based [tools and accommodations](#), and "[grade-level](#)" and "[competency](#)" portfolios
- A [sample parent notification letter](#), which must be provided by districts to the parents/guardians of each student taking the MCAS-Alt in grades 4 and higher (not including those students submitting "grade-level" or "competency" portfolios)

Training for Educators and Administrators Who Are Conducting MCAS and MCAS-Alt for Students with Disabilities

Registration is still available for the MCAS-Alt Educator Training Sessions, which will be held on September 25 and 26 and October 2, 3, 10, 11, 12, and 17 from 8:30 a.m. to 12:30 p.m.

Spaces are also available for the Administrators Overview of MCAS and MCAS-Alt for Students with Disabilities on October 10, 11, 12 and 17 from 1:30 to 3:00 p.m. Topics for administrators will include:




- Next-generation MCAS overview, including online testing, accessibility and accommodations, and schedule for next-generation high school testing
- MCAS-Alt: Purposes, participation guidelines, statewide results, and support for teachers
- Features of the *Every Student Succeeds Act* (ESSA) that may affect the assessment of students with disabilities

See the [flyer](#) for locations and registration information. [Register now.](#)






Important Dates

- **October 6:** Deadline to complete initial SR/PNP process for November retest in order to order materials
- **October 13:** Deadline to complete mode choice survey and submit computer-based testing waiver requests
- **October 17:** High schools should expect to receive their shipment of John and Abigail Adams Scholarship letters
- **Week of October 16:** Official district- and school-level MCAS & MCAS-Alt results released to the public
- **October 24:** Printed MCAS parent/guardian reports for students participating in standard MCAS tests & MCAS-Alt received by superintendents

Resources

-  2017 Assessment & Accountability Data Review & Release Schedule
-  2018 MCAS Accessibility and Accommodations Manual for Grades 3-8
- 

Requirements for the Participation of Students with Disabilities and ELLs in the 2017-2018 MCAS High School Tests

-  [MCAS CBT Readiness Checklist for Technology Coordinators](#)
-  [Technology Specifications for the 2018 MCAS Assessments](#)
-  [Student Technology Skills for Computer-Based Testing](#)
-  [User Role Matrix for PearsonAccess Next](#)
-  [Guide to the Student Registration/Personal Needs Profile \(SR/PNP\) Process for November Retest](#)

Subscriber Information

Principals, MCAS test coordinators, special education directors, and ELL directors automatically receive this [Student Assessment Update](#) based on contact information submitted to the Department. To change your email address or to add another staff member who serves in one of these roles, please follow the instructions below:

- Public school districts, public schools, charter public schools: submit the new email address to your [District-Level Directory Administrator](#).
- Educational collaboratives, approved private special education schools, test sites, adult education programs, out-of-state schools, SEIS-DYS programs: go [online to the EOE Information Technology web page](#) (select "District/School Information Update" as the subject) to submit your update (be sure to include your District and School Code).

For others who wish to subscribe, email imailsrv@list1.doe.mass.edu with the following information in the **body** of the email: "subscribe SASUpdate Your_Name" (Example: subscribe SASUpdate John_Smith). To unsubscribe, send an email to the same address with the following information in the body: "unsubscribe SASUpdate."

In addition, ESE sends occasional communications regarding state policies that affect educators, parents, and other community stakeholders, as well as opportunities for community members to participate in state initiatives. Please visit our newsletter [sign-up page](#) if you are interested in receiving other news and information from the Department.

We welcome your questions and feedback at mcas@doe.mass.edu. Thank you.

Last Updated: September 29, 2017

Massachusetts Department of
Elementary & Secondary Education

[[Print Now](#) | [Close Window](#)]

2017 Assessment & Accountability Data Review & Release Schedule

*All dates are tentative

Last updated 9/28/2017

October 2017		
Early October	Official ACCESS for ELLs results available to superintendents & principals in Edwin Analytics	Edwin Analytics in the Department's Security Portal: https://gateway.edu.state.ma.us/
October 16	Official embargoed MCAS student rosters & .csv data files posted electronically for superintendents & principals <ul style="list-style-type: none"> • Grade 10 ELA, Math, & STE, full results • Grades 3-8 ELA, Math, & STE, full results (<i>including scale scores, achievement levels, & transitional SGPs</i>) • MCAS-Alt, full results in all subjects Official embargoed MCAS & MCAS-Alt student results available to superintendents & principals in Edwin Analytics <ul style="list-style-type: none"> • Grade 10 ELA, Math, & STE, full results • Grades 3-8 ELA, Math, & STE, full results (<i>including scale scores, achievement levels, & transitional SGPs</i>) • MCAS-Alt, full results in all subjects Official embargoed accountability data for all districts & schools provided electronically to superintendents & principals	DropBox Central in the Department's Security Portal: https://gateway.edu.state.ma.us/ Edwin Analytics in the Department's Security Portal: https://gateway.edu.state.ma.us/ Department's Security Portal: https://gateway.edu.state.ma.us/
October 16, 1:00 p.m.	Next-Generation MCAS reporting webinar to assist district and school leaders in interpreting official Next-Generation MCAS results	Registration required: http://www.doe.mass.edu/conference/?ConferenceID=9674
October 18	Official district & school-level MCAS & MCAS-Alt results released to the public Official accountability reports for all districts & schools released to the public	Department's website: http://profiles.doe.mass.edu/ Department's website: http://profiles.doe.mass.edu/
October 24	Printed MCAS parent/guardian reports for students participating in standard MCAS tests & MCAS-Alt received by superintendents	UPS delivery to district offices

2017 Assessment & Accountability Data Review & Release Schedule

**All dates are tentative*

Last updated 9/28/2017

November 2017		
Late November	School & district report cards available to the public	Department's website: http://profiles.doe.mass.edu/

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 9/25/17

1. Name of Organization TmHS Soccer Boosters
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary.
Breacher Biscuits
3. School location and facilities desired (cafeteria, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities Form!
none
4. Purpose of anticipated funds (To be approved by the building principal)
Scholarships for TmHS Seniors
Class of 2018 - 20 students
5. Proposed dates of fund raising activity From 10/1/17 To 11/15/17
6. Describe student involvement in the fund raising activity.
Selling raffle tickets to friends & family
will not be going door to door
7. Type of identifying credential to be used during Fund Raising Activity

8. Is there a contract or agreement to be signed Yes No ✓
9. Name of responsible individual Carlene Mignon
Signature of Applicant Carlene Mignon
Address [REDACTED] Telephone No. [REDACTED]

Date 9/27/17
Approved Disapproved (Circle)

1. Your request for permission to raise funds is Approved
2. Reason for disapproval
3. You are authorized to begin the activity on _____ (Date)
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comment by the principal

Sent to the office of the Director of Transportation and Facilities.
Signature: Keith Vignale Date: 9/27/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 9/25/17

1. Name of Organization TmHS Soccer Boosters
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary.
Evening at Long Meadow Country Club -
Raffle tickets 21⁺
3. School location and facilities desired (cafeteria, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities Form!
None
4. Purpose of anticipated funds (To be approved by the building principal.)
Scholarships for TmHS Seniors
5. Proposed dates of fund raising activity From 10/28 To 10/28 - 7-11pm
6. Describe student involvement in the fund raising activity.
Selling raffle tickets to friends + family
(will not be going door to door)
7. Type of identifying credential to be used during Fund Raising Activity.

8. Is there a contract or agreement to be signed. Yes _____ No ✓
9. Name of responsible individual Arlene Mignon
Signature of Applicant Arlene Mignon
Address [REDACTED] Telephone [REDACTED]

Date 9/27/17

1. Your request for permission to raise funds is Approved Disapproved (Circle)
2. Reason for disapproval _____
3. You are authorized to begin the activity on _____ (Date)
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: Want to make sure no students
are present at this event. Thanks.
6. Copy sent to the office of the Director of Transportation and Facilities.
Signature: Robert Vogel Date: 9/27/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

Date: 9-25-17

1. Name of Organization: TMHS Class of 2019
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary: Light up noodle sticks for pep rally
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Class of 2019 senior Activities
5. Proposed dates of fund raising activity: from: 11/1/17 to: 12/1/17
6. Describe student involvement in the fund raising activity:
Students will help to promote & sell these
7. Type of identifying credential to be used during fund raising activity.
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Julia Fabiano
Signature of applicant: Julia Fabiano
Address: TMHS
Telephone No.: [REDACTED]

-
- Date: 9/26/17
1. Your request for permission to raise funds is approved/disapproved. (Circle)
 2. Reason for disapproval:
 3. You are authorized to begin the activity of this date:
 4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
 5. Comments by the principal:
 6. Copy sent to the Office of the Athletic Director.
Signature: [Signature] Date: 9/26/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 10/2/17

1. Name of Organization National Honor Society

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.

Selling Tewksbury logo sweatpants

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

4. Purpose of anticipated funds (To be approved by the building principal.)

Funds raised will go to NHS scholarships.

5. Proposed dates of fund raising activity From ASAP To 10/28/17

6. Describe student involvement in the fund raising activity. Students will create order forms, make sweatpants, distribute to High School, and sell them at Apple Fest.

7. Type of identifying credential to be used during Fund Raising Activity. _____

8. Is there a contract or agreement to be signed. Yes _____ No X

9. Name of responsible individual NHS: Ms. Puma

Address _____

Telephone No. () _____ Signature of Applicant Maeve Moynihan

(To be completed by the School Principal)

Date 10/3/17

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on _____

4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.

5. Comments by the principal: _____

6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature Andrew Vogel Date 10/3/17

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 9/27/2017

1. Name of Organization TMHS PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.
Applefest, Trivia Night, Night with Angels, Baffle Calendar
3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)

4. Purpose of anticipated funds (To be approved by the building principal.)
General TMHS PAC Funds
5. Proposed dates of fund raising activity From 10/27/2017 To 6/8/2018
6. Describe student involvement in the fund raising activity.
Applefest - help crafters unload
7. Type of Identifying credential to be used during Fund Raising Activity.
Baffle Permit
8. Is there a contract or agreement to be signed. Yes X No _____
9. Name of responsible individual Laura Hulme
Address: [REDACTED]
Telephone No: [REDACTED] Signature of Applicant Laura Hulme

(To be completed by the School Principal)

Date _____

1. Your request for permission to raise funds is Approved Disapproved (Circle)
 2. Reason for disapproval _____
 3. You are authorized to begin the activity on _____
 4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
 5. Comments by the principal: _____
 6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)
- Principal's Signature [Signature] Date 10/5/17

Revised February 3, 2017

Policy

File: DGA - AUTHORIZED SIGNATURES

The Superintendent or his/her designee will sign payrolls. Payrolls will then be approved by vote of the Tewksbury School Committee in arrears.

The Town Treasurer, who also serves as the School Department Treasurer, signs all checks drawn against school department funds. No other signature is valid.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Reviewed:

LEGAL REF.: M.G.L. [41:41](#), [41:52](#)

File: DJE - BIDDING PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding ~~\$35,000~~ \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of ~~\$35,000~~ \$50,000. When recommending acceptance of a bid, the Superintendent will inform the Tewksbury School Committee whenever possible of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on ~~mailing~~ distribution lists to receive invitations to bid. When specifications are prepared, they will be ~~mailed~~ distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

Adoption date: July 2001

Reviewed and Adopted August 21, 2013

Revised: April 14, 2015

Revised:

LEGAL REFS.: M.G.L. [7:22A](#); [7:22B](#); [30B](#)

CROSS REF: DJA, Purchasing Authority

File: DK - PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Tewksbury School Committee.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the Tewksbury School Committee and then forwarded to the Town Auditor for processing and subsequent payment by the Town Treasurer. Actual invoices, statements, and vouchers will be available for inspection by the Tewksbury School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school-building administrators will be responsible for observing budget allocations in their respective schools.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [41:41](#); [41:52](#) [41:56](#)

File: DKC - EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee **state rate. Based on individual contracts, a stipend may be given.** ~~However, a monthly travel stipend, in an amount established, will be paid to the personnel authorized by the Committee.~~

To the extent budgeted for such purposes in the school budget, approval of travel requests will be as follows: ~~1. Travel by Tewksbury School Committee members must have prior approval of the Tewksbury School Committee. 2. Any overnight travel request must be approved in advance by the Committee unless previously approved within an individual employment agreement.~~ **Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration.** ~~3. Each individual request will be judged on the basis of its benefit to the school system.~~

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

LEGAL REFS.: M.G.L. [40:5](#); [44:58](#)

File: EB - SAFETY PROGRAM

Accidents, unplanned occurrences that can result in tragic consequences--bodily harm, loss of school time, property damage, legal action, and even fatality. The Tewksbury School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

{Adoption date}

Revised: May 4, 1998

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REF.: M.G.L. [71:55C](#) and Acts of 1985c 614 Sec I Board of Education

603 CMR 36:00

[EEAE](#), School Bus Safety Program

[GBGB](#), Staff Personal Security and Safety

[IHAM](#), Health Education

JLI, Student Safety

Code Red - Safety Procedures

File: EBAB - PEST MANAGEMENT POLICY

The Tewksbury Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

- A. The Tewksbury Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 - 1. Reduce any potential human health hazard.
 - 2. Reduce loss or damage to school structures or property.
 - 3. Minimize the risk of pests from spreading in the community.
 - 4. Enhance the quality of facility use for school and community.
 - 5. Minimize health, environmental and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.

- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parent/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly ~~out~~ cut.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

ADOPTED: November 4, 2015

Revised:

LEGAL REF.: ~~Chapter 85 of the Acts of 2000, "An Act to Protect Children and Families from Harmful Pesticides."~~ M.G.L. 71:68; 132B

File: EBB - FIRST AID

The school district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call appropriate emergency personnel emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian/guardian and/or family physician immediately.
- ~~3. No young child who is ill or injured will be sent home alone, nor will any older child unless the illness or injury is minor. A young child who is ill or injured will not be taken home unless it is known that someone is there to receive him/her.~~
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization transport to a hospital of injured or ill students, contacting parent/guardian or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and the Tewksbury School Committee.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements

“Code Red” – Safety Procedures

File: EBC - EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, natural disasters, and safety threats.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and local Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

Plans shall be submitted at least every 3 years ~~by September 1~~. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response Drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Revised: May 4, 1998

Revised: November 14, 2012

Reviewed and Adopted September 25, 2013

Revised:

Informational Reading

REVISE and/or ADOPT MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations.

LEGAL REF: M.G.L. [69:8A](#) Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

File: EC - BUILDINGS AND GROUNDS MANAGEMENT

The Tewksbury School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent or designee. He/she will work with other town municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent or designee will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or ~~damaged~~ **damaged**; and to do all things necessary to ensure the proper maintenance, cleanliness, and safe-keeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REF.: M.G.L. [71:68](#)

File: ECA - BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment and the storage of hazardous materials and chemicals. The committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed and maintained when appropriate to the individual situation. Employment of ~~watchmen~~ **security personnel** may be approved in situations where special risks are involved.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The Tewksbury School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

School equipment may be used by staff members upon approval of their immediate supervisor and when the use is related to their school employment.

Use of school equipment by students must be approved by the building administrator and the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Business Manager to assure the user's responsibility for, and return of, all school equipment.

Reviewed and Adopted September 25, 2013

Reviewed:

File: EEAA - WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth, **subject to appropriation**, only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 4: Students living more than one mile from school.

Grades 5 - 6: Students living more than one and one-half miles from school.

Grades 7 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

CROSS REF.: [EEA](#), Student Transportation Services

File: EEAEA – BUS DRIVER EXAMINATION AND TRAINING

~~SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS EXAMINATION, TRAINING, AND DRUG AND ALCOHOL TESTING~~

The Tewksbury School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
- ~~3. No person under 18 years and only persons of high character will be allowed to operate school buses.~~
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
4. The contractor will furnish the Tewksbury School Committee with a list of names of drivers and their safety records for the last three years.
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.
- ~~7. Each driver will be required to comply with the Department of Transportation regulations for drug and alcohol testing.~~
- ~~8. The Superintendent or designee will arrange to conduct CORI and Fingerprinting background checks on all drivers.~~

Adoption date: June 1999

Reviewed and Adopted September 25, 2013

Revised: April 13, 2016

Revised:

LEGAL REFS.: M.G.L. 90:7B; 90:8A; 90:8A ½

File: EEAEA-1

**DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL
VEHICLE DRIVERS ~~EXAMINATION, TRAINING, AND~~**

The district shall ~~comply~~ **adhere to federal law and** ~~with the~~ Department of Transportation's regulations **requiring** ~~for the a~~ drug and alcohol testing **program** ~~of for~~ school bus drivers and commercial vehicle drivers employed by the district. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The district will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of ~~the Code of Federal Regulations, Title 49, Section 382 et seq~~ **Federal law and regulations**. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

LEGAL REFS.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)
 49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs
 49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing
 49 C.F.R. Part 391 Qualification of Drivers

File: EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parent/guardians ~~or guardian~~.

As required by state and federal regulations, the Tewksbury School Committee ~~will approve a~~ **approves this** policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966
P.L. 89-642, 80 Stat. 885, as amended M.G.L. [15:1G](#); [15:1L](#); [69:1C](#); [71:72](#)

File: FA - FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

~~In planning facilities, the Committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The Committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.~~

~~Architects retained by the Committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.~~

To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

Revised: June 24, 1999

Revised and Adopted: September 25, 2013

Revise:

LEGAL REF.: 603 CMR [2:00](#)

File: FF - NAMING NEW FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name for a school, a portion of a school, or a portion of school grounds. A name with educational significance or inspiration should be chosen. The Committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chairperson. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PAC in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chairperson will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

Informational Reading

REVISE and/or ADOPT MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations

~~It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity.~~

~~Much confusion in accounts, files, and records can be avoided if a new school can be identified by name before the planning starts.~~

Adopted: September 25, 2013

Revised:

SOURCE: MASC August 2016

File: FFA

MEMORIALS

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

SOURCE: MASC August 2016

File: GBA - EQUAL EMPLOYMENT OPPORTUNITY

The Tewksbury School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, ~~ereed~~ religion, color, age, sex, gender identity, national origin, sexual orientation, military status, genetic information, ancestry, or disability. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

{Adoption date}

Revised: January 18, 1996

November 14, 2012

Reviewed and Adopted October 23, 2013

Revised:

LEGAL REF.: M.G.L. 151B4; BESE Regulations 603 CMR [26:00](#)

CROSS REFS.: [AC](#), Nondiscrimination

File: GBEA - STAFF ETHICS / CONFLICT OF INTEREST

The Tewksbury School Committee expects members of its professional staff to be familiar with the codes of ethics that applies to their profession and to adhere to it in their relationships with students, parent/guardians, coworkers, and officials of the school system.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

Every 2 years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the Town or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member of district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Town or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

Adoption date: January 1996

Revised: December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [71:52](#); [268A:1](#) et seq.

File: GBEB - STAFF CONDUCT

All Tewksbury Public School staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the State as these affect their work, the policies of the Tewksbury School Committee, and the ~~regulations~~ procedures designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing ~~regulations~~ procedures and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Due diligence in providing the appropriate school and grade level curriculum required to their students in insuring their academic success.

Adoption date: January 1996

Revised and Adopted October 23, 2013

Revised:

LEGAL REFS.: M.G.L. [71:37H](#); [264:11](#); 264:14

File: GBED - TOBACCO USE ON SCHOOL PROPERTY

~~Smoking, chewing, snuff, electronic, smokeless tobacco, and vaporizing products or the use of tobacco and/or electronic, smokeless tobacco products, and vaporizing products within school buildings, the school facilities or on school property or busses, by any individual, including school personnel is prohibited.~~ Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times

Visitors, employees, and others found violating the tobacco policy:

First Through Third Offense

~~One hundred dollars (\$100.00) fine for violations of the Smoke Free Workplace Law.~~

~~For smoking, chewing, snuff, electronic, smokeless tobacco, and vaporizing products on school grounds, visitors and others will be asked to leave the premises immediately.~~

~~Employees could be subjected to disciplinary actions by the School Committee.~~

Subsequent Offense

~~Three hundred dollars (\$300.00) fine for violations of the Smoke Free Workplace Law.~~

~~Permanently removed from school grounds.~~

~~Employees are subject to further disciplinary actions by the School Administration.~~

Any disciplinary actions(s) by the school administration/committee will be subject to and in accordance with the Collective Bargaining Agreement.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF: M.G.L. [71:37H](#)

Adopted: February 9, 2011

Reviewed and Adopted October 23, 2013

Revised: April 13, 2016

Revised:

File: GBGB - STAFF PERSONAL HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Tewksbury School Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Employees offered a position as a custodian, maintenance worker or food service worker must successfully pass a pre-employment physical examination) (provided at School Committee cost) prior to the date of employment.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the school system whenever that employee's health appears to be a hazard to children or others in the school system or when a doctor's certificate is legally required to verify need for sick leave.

School employees, their families and members of their household are eligible to use the confidential services provided by the town's employee assistance program.

Adoption date: January 1996

MASC Revised: June 21, 2004

Revised: December 11, 2013

Revised:

LEGAL REFS.: M.G.L. [71:54](#); [71:55B](#); [71:55C](#)

CROSS REFS.: [EB](#), Environmental and Safety Program

DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee, or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing anyone of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

Informational Reading

REVISE and/or ADOPT MASC POLICY – Policies recommended for revision to TPS or adoption of MCAS policy recommendations.

- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', 'abusive behavior', 'domestic violence', 'employees' and 'family members' may be found in the laws referenced below.

Revised:

LEGAL REF.: M.G.L. 149:52E; Section 10
Chapter 260 of the Acts of 2014

File: GDCC GBGF

FAMILY AND MEDICAL LEAVE

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, ~~regulations~~ **procedures** setting forth the rights and **procedures** granted by the Act, and shall ensure compliance with those ~~regulations~~ **procedures** either personally or by delegation, or by some combination of personal oversight and delegation.

Reviewed and Adopted October 23, 2013

Revised:

LEGAL REFS.: P.L. 103-3, "Family and Medical Leave Act of 1993"

File: GBI - STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Tewksbury School Committee recognizes that employees of the school system have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school system facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member. This does not apply to student participation in election simulations for educational purposes.

Adoption date: January 1996

Reviewed and Adopted October 23, 2013

Revised:

LEGAL REF.: M.G.L. 55; [71:44](#)

File: GBK - STAFF COMPLAINTS AND GRIEVANCES

The Tewksbury School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and Tewksbury School Committee.

It is the committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a pPrincipal or other administrator to the sSuperintendent.
2. That all school employees may appeal a ruling of the sSuperintendent to the eCommittee, except in those areas where the law has specifically assigned authority to the pPrincipal and/or the sSuperintendent and eCommittee action would be in conflict with that law.
3. That all hearings of complaints before the sSuperintendent or eCommittee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted October 23, 2013

Reviewed:

LEGAL REFS.: M.G.L. [150E:5](#); [150E:8](#)

CONTRACT REFS.: All Contract Agreements

File: GCBA - PROFESSIONAL STAFF SALARY SCHEDULES

Teachers

The Tewksbury School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

Principals

Salaries will be reviewed annually prior to July 1. The Tewksbury School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other school systems to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

Revised: January 18, 1996

Revised: December 11, 2013

Reviewed:

LEGAL REFS.: M.G.L. [71:40](#); [71:43](#)

CONTRACT REF.: Teachers' Agreement

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

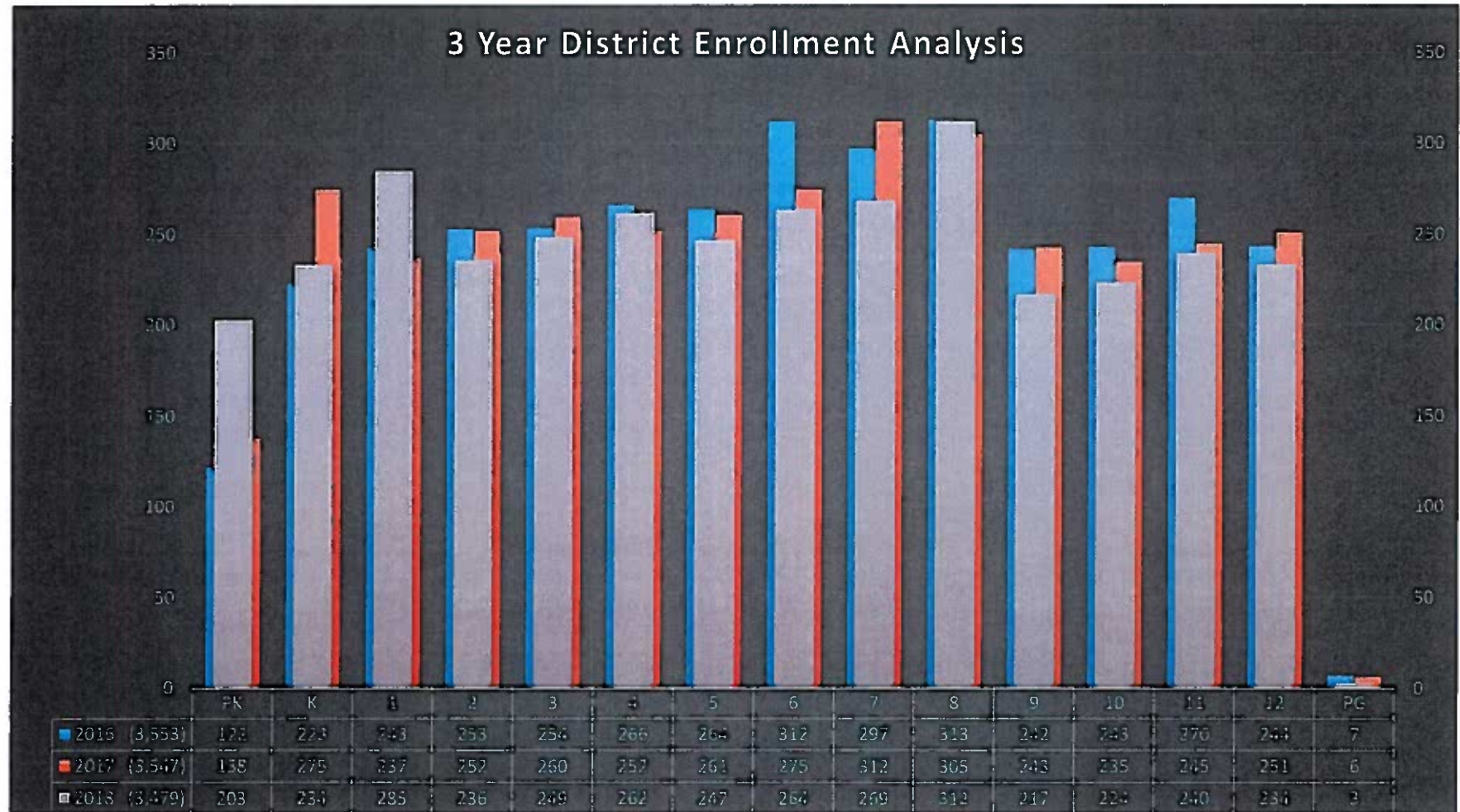
To: Tewksbury School Committee
From: Chris Malone, Superintendent
Date: October 13, 2017
Re: 3-Year District Enrollment Analysis



This is Informational Only - No Vote of the School Committee is Required

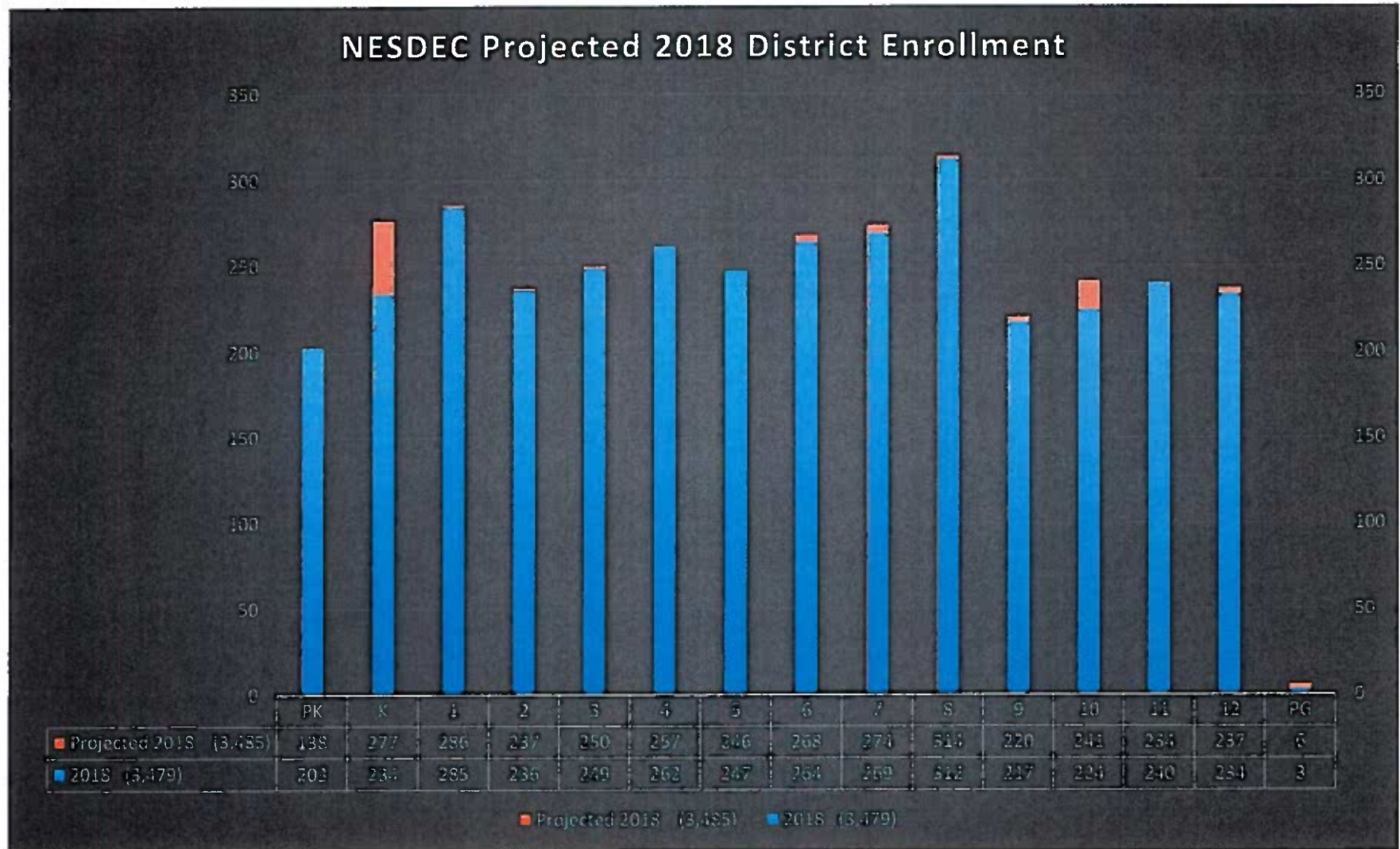
The following is the Tewksbury Public Schools' developed three-year enrollment analysis.

Tewksbury Public Schools



Data as of October 1 of each school year

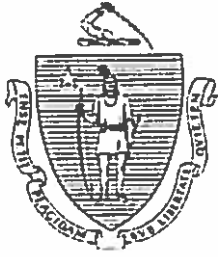
Tewksbury Public Schools



*2018 data as of 10/01/2017

*Projected data based on NESDEC's FY2017 Enrollment Projection Report dated 11/28/2016

New Business



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

September 27, 2017

Dear Tewksbury Public Schools,

Congratulations! We are pleased to notify you that Tewksbury Public Schools has been awarded a **Fiscal Year 2017-2018 (FY18) Quality Enhancements in Afterschool and Out-of-School Time (ASOST-Q) Continuation** grant (FC530) in the amount of \$34,950.

Thank you for your commitment to supporting out-of-school time opportunities for students. Through this funding and your continued support, we are able to continue to provide high quality and enriching opportunities to children and youth across the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education's Office of Student and Family Support (SFS) on next steps, and please feel free to contact Associate Commissioner Rachelle Engler Bennett (via renglerbennett@doe.mass.edu) if you have any questions in the interim.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Baker".

Governor Charles D. Baker

A handwritten signature in black ink, appearing to read "Karyn Polito".

Lt. Governor Karyn E. Polito



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Chris Malone, Superintendent

Date: October 13, 2017

Re: International Trip



This Requires a Vote of the School Committee

With the support of Principal Kristen Vogel, Graca Dudley, International Club Advisor, requests the support of the School Committee for an international trip to Quebec and Montreal, May 25, 2018 through May 28, 2018.

September 20th, 2017

Kristen Vogel, Principal
Chris Malone, Superintendent

To: School Committee Members

Re: Request for an international trip to Quebec/Montreal – Memorial Day Weekend – May 25th to May 28th (4 days – 3 hotel nights) - 2018

Dear members,

As you know, our students' participation in our international trips has been a very rewarding learning experience. In the past our trips have been to Spanish speaking countries and to Rome. We would like to offer a trip to Quebec/Montreal. This trip is offered with our French students in mind, although it is open to all students. Seniors and juniors will be able to enroll first, then sophomores. The freshman class will not be included at this time, as they will have the opportunity to travel later on.

We would like to highlight that there has been an increase of more than 50% of students continuing on to French 4 Honors. The program is growing and we believe that this trip, this experiential learning, is timely.

TMHS already has a trip to Iceland organized by the science department for the spring of 2018. This proposed Quebec/Montreal trip would not take away from the Iceland trip as those participants are already enrolled. The Quebec/Montreal trip would be an additional enriching opportunity for our students. Furthermore, because the destination is closer, we will be traveling by motor coach which makes the trip more affordable.

I collaborated with Mrs. Ryan, one of our French teachers to create the trip. We reviewed the itineraries and quotes from 3 different companies: *EF Education First*, *ACIS USA*, and *Students Tours*. We have chosen *EF Education First*. Mrs. Vogel and Dr. Osborne have endorsed our choice as well. Enclosed please find a copy of the detailed itinerary and a price quote. Once again our students would be required to pay the Global Travel Protection. Please note that the price is inclusive of all gratuities, night security, and a 24-hour tour director and emergency support.

Please advise me if you would like my presence at the School Committee meeting.

Sincerely,

Graça Dudley
Spanish Teacher
International Club Advisor



Explore America

BONJOUR, QUÉBEC

4 Days | Québec City | Montréal



Your itinerary

Day 1

Bienvenue à Québec!

Journey to *la belle province* and experience French culture firsthand. Upon arrival, meet your EF Tour Director who will accompany you throughout your stay.

Levis Ferry into Quebec City

Photo Stop on the Dufferin Terrace

Stop for a group photo in front of the Chateau Frontenac.

Fondue Dinner in Québec City

Enjoy your evening meal, provided by EF.

Evening Activity (Québec City)

The Improv Game Show is an improvisational comedy activity for youth student travelers in which audience members take part in a fun experience wrapped within a typically Québécois cultural experience. Through various improvisational games led by seasoned improv pros, the students will be encouraged to call upon their imagination and creativity within the context of a hilarious, sure-to-please interactive show.

Hotel in Québec City area

Arrive and check into your hotel. Overnight in Québec City area.

Day 2

Breakfast in Québec City

Guided Sightseeing of Québec City

A licensed local guide leads today's exploration of historic Québec City. View the regal baroque-style Château Frontenac; here, President Roosevelt met with Churchill and other leaders of the Allied Nations during World War II. Continue into the Basse Ville to the well-preserved Place Royale, site of Samuel de Champlain's original French colony. Cross the Plains of Abraham, where General James Wolfe's British army defeated the Marquis de Montcalm's troops in 1759, thereby ending French rule in Quebec. Then, stop at the Citadelle. Perched above the St. Lawrence River, this magnificent fortress is still used by Canadian troops. Near the Citadelle, you'll see Porte St-Louis, a wide medieval gate in the city walls constructed in the late 1800s.

Guided Tour of the Ste Anne de Beaupre Basilica

The Basilica of Sainte-Anne-de-Beaupré is a basilica set along the Saint Lawrence River in Quebec.

Montmorency Falls Sightseeing & Suspension Bridge

Pass through the picturesque terrain surrounding Quebec City to towering Montmorency Falls, which cascades from a height of 82 meters (30 meters higher than Niagara Falls) where the Montmorency and St. Lawrence rivers meet.

Sugar Shack Experience including Dinner

Join a festive visit to the Sugar Shack, where you'll dine in the hearty manner of early French-Canadian loggers. Set deep in the pine forests of rural Canada, the Sugar Shack offers a memorable evening of traditional feasting, songs, games and dancing.

Overnight in Québec City area.

Day 3

Workshop at the Plains of Abraham

Steeped in Canadian history, the Plains of Abraham was the site of a battle that shaped Canada's destiny. In 1759, British General Wolfe defeated French troops under the command of General Montcalm. Though the British defeated the French, both Generals were mortally wounded during the battle. Go over the strategies, load rifles and guns, become an expert in artillery, treat your wounded fellows who fell on the battlefield.

Guided Tour of Chateau Frontenac

Visit Le Château Frontenac, where a costumed character straight out of the late 19th century - such as a bellboy, chambermaid, businessman or wealthy client - gives you an insider's tour of the world's most photographed hotel! Learn the history behind Le Château Frontenac, which was formerly Château Haldimand and Château Saint-Louis.

Visit the Musée du Fort

This sound and light show tells the story of the six sieges of Quebec City including the famous battle of the Plains of Abraham and Benedict Arnold's march to Quebec. The show will be followed with an interactive 'game show' style quiz.

Transfer Quebec City - Montreal

Explore Old Montréal with your Tour Director

On a tour of the Old City, learn about Montréal's 350-year French-influenced history, which began with the founding of a Christian mission. Glance at the clock on the nearby Sulpician Seminary; it's the oldest public timepiece in North America. Stroll through Ville-Marie, site of Montréal's original European settlement, and into the Old Port of Montréal Harbor. End up amidst the festive bustle of Place Jacques Cartier. Named after the French navigator who first sailed down the St. Lawrence River into Canada, it is the site of the city's oldest market.

Old Montreal Dinner Experience

Experience culture, dining & ambiance in an authentic Old Montreal setting.

SOS Labyrinth

Explore 2 km of corridors filled with obstacles, traps and dead ends in search of precious objects.

Overnight in Montréal.

Day 4

Breakfast in Montréal

St. Joseph's Oratory

Visit St. Joseph's Oratory, the largest sanctuary dedicated to Saint Joseph, patron saint of labourers.

Guided sightseeing of Montréal by a step-on tour guide or your Tour Director

With a licensed local step-on guide, discover the cultural and historical highlights of Montréal. Ascend Mont Royal to the expansive green park at its summit, designed by American landscape architect Frederick Law Olmsted, mastermind of New York City's Central Park. The 93-foot cross at its peak commemorates the 1643 climb by de Maisonneuve, founder of Montréal. Take in Jacques Cartier square, a car-free zone during summer and an entrance to the city's Old Port. See also the British-influenced quads and buildings of McGill University, founded in 1821. Then visit the Basilica of Notre-Dame-de-Montréal, a magnificent example of French-Canadian architecture that once hosted national separatist rallies and is the largest church in Canada.

Visit Notre-Dame Basilica in Old Montreal

When it was founded in 1642, the village, then known as Ville-Marie, had its first wooden chapel inside the palisade at Pointe-à-Callière, today the site of Montreal's major archaeological museum. The Notre-Dame Basilica possesses some of the finest Gothic Revival architecture in North America, where it was the first full example of this major style. Come and take in the splendor of one of the most significant parts of the Catholic heritage in Montreal.

Free Time in Underground City

Depart for Home!

Your tour director assists with your return home.

TOUR PRICE QUOTE

BONJOUR, QUÉBEC

PREPARED FOR Maria da Graca Lealdini-Dudley	PREPARED ON September 18, 2017
YOUR TOUR NUMBER 2045041UB	YOUR TOUR WEBSITE efexploreamerica.com/2045041UB

Your travel details

TOUR LENGTH
4 days

DEPARTING FROM
Tewksbury High School

REQUESTED TRAVEL DATES
Friday, May 25, 2018 – Monday, May 28, 2018

Your experience includes

MOTORCOACH TRANSPORTATION

HOTEL ACCOMMODATIONS

OVERNIGHT SECURITY

MEALS AS SPECIFIED

ALL GRATUITIES

GUIDED TOURS AND ACTIVITIES

FULL-TIME TOUR DIRECTOR

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

TRAVELER RESOURCES

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions.

24-HOUR EMERGENCY SUPPORT

Travelers and families can count on EF's dedicated emergency service team while on tour.

EXPERT TOUR PLANNING

Your dedicated EF team provides expertise every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

WESHARE—ACCREDITED LEARNING

Our online learning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

ILLNESS AND ACCIDENT COVERAGE

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

\$50 MILLION LIABILITY POLICY

Group Leaders and schools are protected while on tour.

Based on a private tour with 30 - 34 paying travelers
Price valid for travelers enrolled by October 31, 2017

Student	Adult
\$1,040	\$1,290

NUMBER OF PAYING TRAVELERS	PRICE PER STUDENT	PRICE PER ADULT
40 – 44	\$940	\$1,190
35 – 39	\$975	\$1,225
30 – 34	\$1,040	\$1,290

Protect your travelers with the Anytime Protection Plan for \$79.
Ask your Tour Consultant for details.

For every 6 paying travelers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC.

Breakfast excluded on day of arrival; dinner excluded on day of departure (Unless otherwise noted)



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Chris Malone, Superintendent
Date: October 11, 2017
Re: Grounds & Maintenance Update

This is Informational Only - No Vote is Required

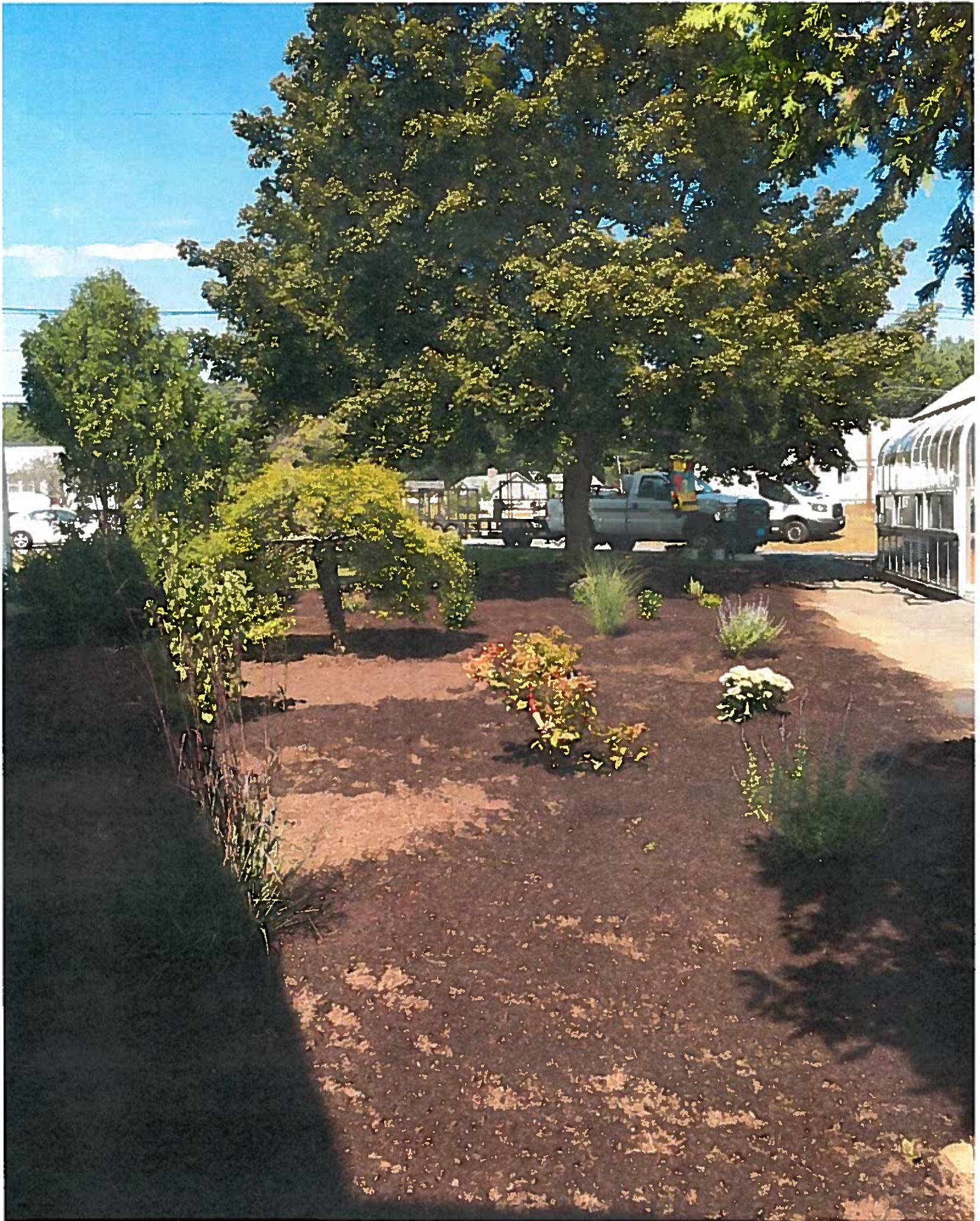
Attached, please find pictures of outdoor beautification completed at both Tewksbury Memorial High School and the Heath Brook School by Paul Decker, Tewksbury Public Schools' Groundskeeper.









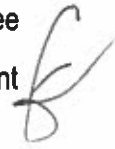




Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Chris Malone, Superintendent 
Date: October 13, 2017
Re: TMHS Student Activity Account Request

This Requires a Vote of the School Committee

With the support of Principal Kristen Vogel, the TMHS Red Cross Club requests the School Committee to recognize the Red Cross Club and to establish a Student Activity Account for the Club.

To Mrs. Vogel and the Tewksbury School Committee:

I'm writing to you with the hope of getting The Red Cross club recognized by the School Committee so that we can open a *Student Activity Account*. The Red Cross club is a student-driven club that has been active for three years. Earlier this year, I was asked by one of the club president's to be their advisor. In the last month, I have learned that this club participates in a lot of community service projects, such as hosting the blood drive at the high school, provide support systems for the military through Mail for Heroes and Totes for Hope. They also provide disaster services by raising money and sending supplies. Some activities that the Red Cross Club has participated in: Boston Marathon water stop and many other walks for specific causes, Town Cleanup Day, Soup Kitchen volunteering, make blankets, holiday gift drives, children's book drives, and many more. The students in this club have received CPR training as well. The students in this club plan to raise money for the club by coordinating bake and breakfast sales, selling blankets, activity books, and advertising their club at local fundraisers. These students are driven to keep the Red Cross club alive, and to hopefully expand it in the future. In order to help this club achieve its goal, I am asking the School Committee to recognize the Red Cross club so that we may open a *Student Activity Account* so that the club can safely store the money that is raised.

Thank you,

Michelle Tully
Edgenuity Teacher/Instructional Aid
Tewksbury Memorial High School