

# TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, JULY 25, 2018



TEWKSBURY PUBLIC SCHOOLS  
CHRISTOPHER J. MALONE  
SUPERINTENDENT OF SCHOOLS

**REVISED**

Regular Meeting #1 - Public Session  
Executive Session #1 (6:00 PM) - Non-Public Session

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

**A. CALL TO ORDER**

**B. EXECUTIVE SESSION (Non-Public Session) - 6:00PM**

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. RECONVENE REGULAR MEETING - 6:30PM**

**D. ANNOUNCEMENT**

The July 25, 2018 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.

**E. PLEDGE OF ALLEGIANCE**

**F. RECOGNITION**

Introduction of New Business Manager - David Libby

**G. STUDENT REPRESENTATIVE REPORT**

None

**H. PRESENTATIONS**

None

**I. 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.*)

**J. APPROVAL OF MINUTES**

1. June 13, 2018 (File)

**K. SUBMISSION AND PAYMENT OF BILL**

1. Payroll Period Ending, June 14, 2018 (\$1,419,794.81 ) (File)
2. Lump Payroll Period Ending, June 22, 2018 (\$678,159.65) (File)
3. Payroll Period Ending, June 28, 2018 (\$1,391,979.74)(File)
4. Payroll Period Ending, July 12, 2018 (\$189,334.24) (File)
5. Payroll Period Ending, July 12, 2018 (\$901,963.35)(File)

**L. SUPERINTENDENT & STAFF REPORT**

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

**N. COMMITTEE REPORTS**

Elementary School Building Committee  
Tewksbury Education Foundation  
Wellness Advisory Committee

**O. POLICY CHANGES, PROPOSALS, and ADOPTION**

Policy recommended for revision to Tewksbury Public Schools' Policy on Informational Reading:  
EFD - Payment for Food Services (File)

**P. OLD BUSINESS**

1. 2018 Superintendent's Evaluation
2. 18-19 Summer Professional Development Workshops & Course Descriptions (File)

**Q. NEW BUSINESS**

1. Three Year Contract Agreement Between the Tewksbury Public Schools and Jay Harding (\$109,000), Principal of the Louise Davy Trahan School
2. Three Year Contract Agreement Between the Tewksbury Public Schools and David Libby (\$123,500), Business Manager
3. Ratification of Labor Agreement Between the Tewksbury School Committee and AFSCME Council 93, Local 1703 (School Custodians & Maintenance) – 3 Year Agreement: July 1, 2018 – June 30, 2021
4. Non-Union Personnel Salary Adjustment for the 2018-2019 School Year (File)
5. TMHS Domestic Trip Request: Puerto Rico - April Vacation 2019 (File)
6. TMHS International Trip Request: Italy - February Vacation 2020 (File)
7. TMHS Student Council Request to Attend: Annual MA Association of Student Councils Trip to Hyannis, MA - March 6th-8th, 2019 (File)

**R. SCHOOL COMMITTEE MATTERS OF INTEREST**

**S. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES**

August 15, 2018 School Committee/Administration Workshop(3:00PM); August 15, 2018 Regular Meeting((7:00PM); September 12, 2018; September 26, 2018

**T. FUTURE AGENDA ITEMS**

**U. ADJOURNMENT**

## TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools  
Christopher J. Malone  
[cmalone@tewksbury.k12.ma.us](mailto:cmalone@tewksbury.k12.ma.us)

TEWKSBURY SCHOOL COMMITTEE  
Krissy M. Polimeno, Chairperson, [kpolimeno@tewksbury.k12.ma.us](mailto:kpolimeno@tewksbury.k12.ma.us)  
Arthy S. Bennett, Vice-Chairperson, [abennett@tewksbury.k12.ma.us](mailto:abennett@tewksbury.k12.ma.us)  
James A. Cutellis, Clerk, [jcutellis@tewksbury.k12.ma.us](mailto:jcutellis@tewksbury.k12.ma.us)  
Dennis G. Francis, [dfrancis@tewksbury.k12.ma.us](mailto:dfrancis@tewksbury.k12.ma.us) ♦ Keith M. Sullivan, [ksullivan@tewksbury.k12.ma.us](mailto:ksullivan@tewksbury.k12.ma.us)

### M. CONSENT AGENDA

#### 1. Correspondence

- a. Augmented Reality at the Wynn School
- b. Sparking Interest in STEM Careers in (Middle School) the John Ryan School

#### 2. Enrollment Update

None

#### 3. Monthly Expenditure Report

None

#### 4. Personnel Items

**New Hires:** Lindsey Kelly (\$60,882), Grade 4 Teacher at the Louise Davy Trahan School, effective August 27, 2018; Krista Rumschlag (\$59,988), School Psychologist at the North Street School, effective August 27, 2018; Maura Pilotte (\$62,473), School Adjustment Counselor at Tewksbury Memorial High School, effective August 27, 2018; Jennifer Cobuccio (\$19,549), Classroom Instructional Aide/DLC, Dewing Elementary School effective August 27, 2018; Kaleigh O'Connor (\$19,549), Classroom Instructional Aide/DLC, Dewing Elementary School effective August 27, 2018; Rosa Madison (\$60,882), Grade 5 Elementary Teacher, John Ryan Elementary School effective August 27, 2018; Gabriella Silvagni (\$50,513), Integrated Preschool Teacher, Dewing Elementary School effective August 27, 2018; Eric Donaldson (\$45,935), Art Teacher, John Wynn Middle School effective August 27, 2018; Jenna Ford (\$58,500), District-wide Behavior Specialist, effective August 27, 2018; Steven Kasprzak (\$45,935), Physical Education Teacher, Tewksbury Memorial High School effective August 27, 2018; Michael Malone (\$36,971, *prorated*), Building Custodian at Tewksbury Memorial High School effective July 1, 2018;

#### **2018-2019 Appendix B Co-Curricular:**

##### **North Street School**

Head Co-Teacher: Michelle McGrath and Nicoletta DeVincentis

##### **Heath Brook School**

Head Teacher: Mariellen Nastasi

Special Education Case Manager: Rosemary Coughlan

Mentor: Chloe Callahan, Reading Specialist

#### **2018-2019 Appendix B TMHS Athletics:**

Tewksbury Memorial High School Appendix B Coaching Positions (See Attached)

**2018-2019 Appendix B Athletics:** Jordan Russell (\$5,661), Girls Varsity Field Hockey Coach, effective July 1, 2018

**Reassignments:** Robert Paolini, Classroom Instructional Aide, reassigned from the John Ryan Elementary School to the Dewing Elementary School, effective August 27, 2018

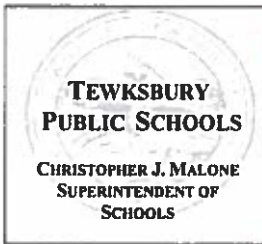
**Transfers:** Kimberly Hillson transfer from position of ELA/Social Studies Teacher to the position of Integrated STEM Literacy Teacher, at the John Ryan Elementary School effective August 27, 2018; Eileen Lindsey transfer from position of Mathematics/Science Teacher to the position of Integrated STEM Literacy Teacher, at the John Ryan Elementary School effective August 27, 2018; Danielle Ruderman transfer from Developmental Learning Center to the position of Moderate Special Needs Teacher at the North Street School effective August 27, 2018; Alissa Smith-Dockham transfer from Developmental Learning Center to the position of Moderate Special Needs Teacher at the John Ryan Elementary School effective August 27, 2018; Alexis Bosworth transfer from position of Assistant Director of Student Services to the position of Assistant Principal at the Loella F. Dewing Elementary School

**Retirements/Resignations/Terminations:** Shannon O'Leary, Part-time Special Education Secretary, John Ryan Elementary School, effective May 31, 2018; Shannon Duffy, Physics/Chemistry Teacher, Tewksbury Memorial High School, effective June 22, 2018; Brandon Foye, Physical Education Teacher, Tewksbury Memorial High School, effective June 30, 2018; Steve Kasprzak, Classroom Instructional Aide, Tewksbury Memorial High School, effective June 22, 2018; James Walker, Classroom Instructional Aide at Tewksbury Memorial High School effective June 30, 2018; Keith Williams, English Language Arts Teacher at the Wynn Middle School effective June 30, 2018; Keith Young, District-wide Technology Administrator effective November 5, 2018

5. **Acceptance of Donations/Gifts:** None

6. **Fundraisers/Raffles:** Heath Brook/Trahan PAC Fundraiser/Event Calendar from August 2018 through December 2018; Heath Brook/Trahan PAC Fun Run Fundraiser September 24, 2018 through October 3, 2018 proceeds to support academic enrichment and social activities to students

# Executive Session



## TEWKSBURY SCHOOL COMMITTEE AGENDA

**Meeting Type/Time:** Executive Session #1 – Non-Public Session at 6:00 p.m.

**Meeting Date:** Wednesday, July 25, 2018

**Meeting Location:** Tewksbury Memorial High School, Guidance Conference Room  
320 Pleasant Street, Tewksbury, MA 01876

### **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

# Minutes



# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 6/14/2018

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 **\$1,419,794.81**

**GRANTS**

\$28,697.16 2017-2018 Special Ed 240 Grant  
\$7,241.94 2017-2018 Title I Grant  
\$2,249.56 2017-2018 Title II Grant  
\$2,515.14 2017-2018 Title IV Grant  
2017-2018 Special Ed Improvement  
\$1,361.70 2017-2018 After School Out of School Time  
\$929.16 2017-2018 Innovation Pathways Grant

**REVOLVING ACCOUNTS**

\$29,773.88 2017-2018 Ext Day Program  
\$14,751.78 2017-2018 Ext Day Preschool Program  
\$2,821.28 2017-2018 Adult Education Program  
2017-2018 Community Services Rec  
\$22,474.28 2017-2018 Lunch Program  
\$49.04 2017-2018 Hanover Funds  
\$4,744.62 2017-2018 Facilities  
\$141.27 2017-2018 Recreation  
\$622.50 2017-2018 Parking Fees  
\$1,611.00 2017-2018 Wynn Intramural Clubs  
\$3,975.00 2017-2018 TMHS Intramural Sports  
\$2,835.31 2017-2018 Preschool

**\$126,794.62 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,293,000.19 2017-2018 School Department Account

**\$1,293,000.19 SUB TOTAL - LEA FUNDS**

**\$1,419,794.81 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 6/22/2018

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 \$678,159.65

GRANTS

2015-2016 Special Ed 240 Grant  
2015-2016 High School Partnerships  
2015-2016 Title II Grant  
2015-2016 Special Ed Improvement  
2015-2016 Title I Grant  
2015-2016 After School Out of School Time  
2015-2016 Academic Support  
2015-2016 Literacy Partnerships  
2015-2016 Early Childhood  
2015-2016 Early Childhood Improvement

REVOLVING ACCOUNTS

2015-2016 Ext Day Program

2015-2016 Adult Education Program  
2015-2016 New Start  
2015-2016 Lunch Program  
2015-2016 Ryan Clubs  
2015-2016 Wynn Clubs  
2015-2016 TMHS Clubs  
\$245.20 2015-2016 Hanover Funds  
2015-2016 Facilities  
2015-2016 Parking Fees  
2015-2016 Wynn Athletics  
2015-2016 Preschool  
2015-2016 Full Day Kindergarten  
2015-2016 TMHS Athletics  
2015-2016 Recreation Department  
\$245.20 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$677,914.45 2015-2016 School Department Account

\$677,914.45 SUB TOTAL - LEA FUNDS

\$678,159.65 TOTAL

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 6/28/2018

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 **\$1,391,979.74**

**GRANTS**

\$36,973.00 2017-2018 Special Ed 240 Grant  
\$8,277.59 2017-2018 Title I Grant  
\$1,922.40 2017-2018 Title II Grant  
\$4,225.66 2017-2018 Title IV Grant  
\$897.12 2017-2018 Innovation Pathways Grant  
\$416.52 2017-2018 After School Out of School Time  
2017-2018 Early Childhood

**REVOLVING ACCOUNTS**

\$32,024.44 2017-2018 Ext Day Program  
\$17,120.29 2017-2018 Ext Day Preschool Program  
\$2,129.94 2017-2018 Adult Education Program  
2017-2018 Community Services Rec  
\$15,125.62 2017-2018 Lunch Program  
2017-2018 Hanover Funds  
\$8,049.50 2017-2018 Facilities  
\$688.46 2017-2018 Recreation  
\$622.50 2017-2018 Parking Fees  
\$795.00 2017-2018 TMHS Intramural Clubs  
\$2,534.16 2017-2018 Wynn Intramural Clubs  
\$2,835.31 2017-2018 Preschool

**\$134,637.51 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,257,342.23 2017-2018 School Department Account

**\$1,257,342.23 SUB TOTAL - LEA FUNDS**

**\$1,391,979.74 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **7/12/2018**

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 **\$189,334.24**

**GRANTS**

\$110.11 2017-2018 Special Ed 240 Grant  
\$961.20 2017-2018 Title I Grant  
2017-2018 Title II Grant  
2017-2018 Title IV Grant  
\$7,316.56 2017-2018 Innovation Pathways Grant  
\$3,123.90 2017-2018 After School Out of School Time  
2017-2018 Early Childhood

**REVOLVING ACCOUNTS**

\$31,104.88 2017-2018 Ext Day Program  
\$12,015.98 2017-2018 Ext Day Preschool Program  
\$963.45 2017-2018 Adult Education Program  
\$257.50 2017-2018 Community Services Rec  
\$1,852.25 2017-2018 Lunch Program  
2017-2018 Hanover Funds  
\$3,752.26 2017-2018 Facilities  
\$473.78 2017-2018 Recreation  
2017-2018 Parking Fees  
\$795.00 2017-2018 TMHS Intramural Clubs  
2017-2018 Trahan Student Activities  
2017-2018 Preschool

**\$62,726.87 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$126,607.37 2017-2018 School Department Account

**\$126,607.37 SUB TOTAL - LEA FUNDS**

**\$189,334.24 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 7/12/2018

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 \$901,963.35

**GRANTS**

\$22,124.89 2017-2018 Special Ed 240 Grant  
\$1,949.69 2017-2018 Title I Grant  
2017-2018 Title II Grant  
2017-2018 Title IV Grant  
2017-2018 Special Ed Improvement  
2017-2018 After School Out of School Time  
2017-2018 Early Childhood

**REVOLVING ACCOUNTS**

\$858.47 2017-2018 Ext Day Program  
2017-2018 Ext Day Preschool Program  
\$95.39 2017-2018 Adult Education Program  
2017-2018 Community Services Rec  
\$3,074.35 2017-2018 Lunch Program  
2017-2018 Hanover Funds  
2017-2018 Facilities  
2017-2018 Recreation  
2017-2018 Parking Fees  
\$2,835.31 2017-2018 Preschool

**\$30,938.10 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$752,068.22 2017-2018 School Department Account  
\$118,957.03 2018-2019 School Department Account

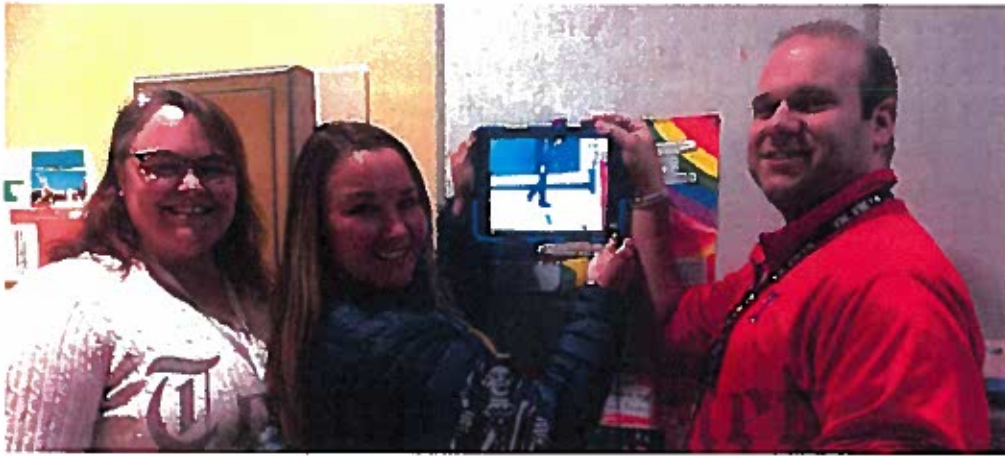
**\$871,025.25 SUB TOTAL - LEA FUNDS**

**\$901,963.35 TOTAL**

# Consent Agenda

## Augmented reality at the Wynn School

By PAIGE IMPINK News Correspondent [paige@yourtowncrier.com](mailto:paige@yourtowncrier.com) Apr 7, 2018 1



Technology integration specialist Lisa Bailey, health teacher Holly Germain, and writing teacher Jon DiPrima demonstrate the augmented reality project at the Wynn Middle School. (Paige Impink photo)



TEWKSBURY — District Technology Integration Specialist and Coach Lisa Bailey was instantly intrigued when she learned about augmented reality. Bailey had been interested in how she could use virtual technology and augmented reality in the classroom and was inspired after attending a session at the MassCUE (Massachusetts Computer Using Educators) conference in November.

She had been looking for an opportunity to incorporate the technology and wound up collaborating with 7th grade teachers Holly Germain and Jon DiPrima. A combined physical education and writing project brought Germain, a physical education teacher and DiPrima, the writing teacher, together with Bailey, who was delighted with their willingness to give the technology a try.

Augmented reality is a way to use computer technology to layer an image or images onto the real world we are experiencing. A familiar example would be the lines that appear on a football broadcast showing the line that has to be crossed for a team to make the next down. The computer seamlessly lays a line on the field for the viewer without interrupting their enjoyment of the game. In the school example, a one dimensional poster comes to life when a device is held up to it.



Bailey described the project in the following way:

"During this cross-curricular project, the students created interactive, augmented reality posters to demonstrate a physical activity using the ACES (answer, cite, explain, summarize) method for written responses."

For example, a student interested in fencing made a colorful display which incorporated illustration, a written explanation, and a photograph of the student fencing. A "target" is placed on the static picture and then a visitor holds a tablet up to the poster, the software centers on the target, and magically a short video pops up and the student is actually fencing with another student.

"The work on display in the Gallery Walk is a product of our professional collaboration in an effort to showcase student knowledge, research, and demonstrations utilizing technology," she said.

Bailey is excited about the success of the project.

"The use of AR in the classroom changes the way students access information, therefore making learning more motivating, engaging, and exciting. AR, experiencing it as well as creating it, gives us the opportunity to modify and redefine what has traditionally been done in the classroom."

And, Bailey was proud to use technology and hardware the district already had.

"Last year, through a generous donation from the Tewksbury Education Foundation, Principal John Weir was able to purchase 12 iPads and a portable green screen studio for the middle school teachers to sign out and utilize with their students," she said.

For this project, the students and teachers used the iPads to photograph the triggers and videotape the overlays for the augmented reality. As an option, students had the opportunity to use the green screen technology to add another layer to their project and make it appear that they were in a different location demonstrating their skill.

Bailey explained that the possibilities are endless with AR through extensive apps which cover a range of subject. The Wynn library also has interactive books about the brain, ocean, germs, bugs, etc. which student and teachers may use, thanks to library coordinator Lori Carriere, who has worked with Bailey. The books incorporate AR and bring the information to life on a tablet or smartphone.

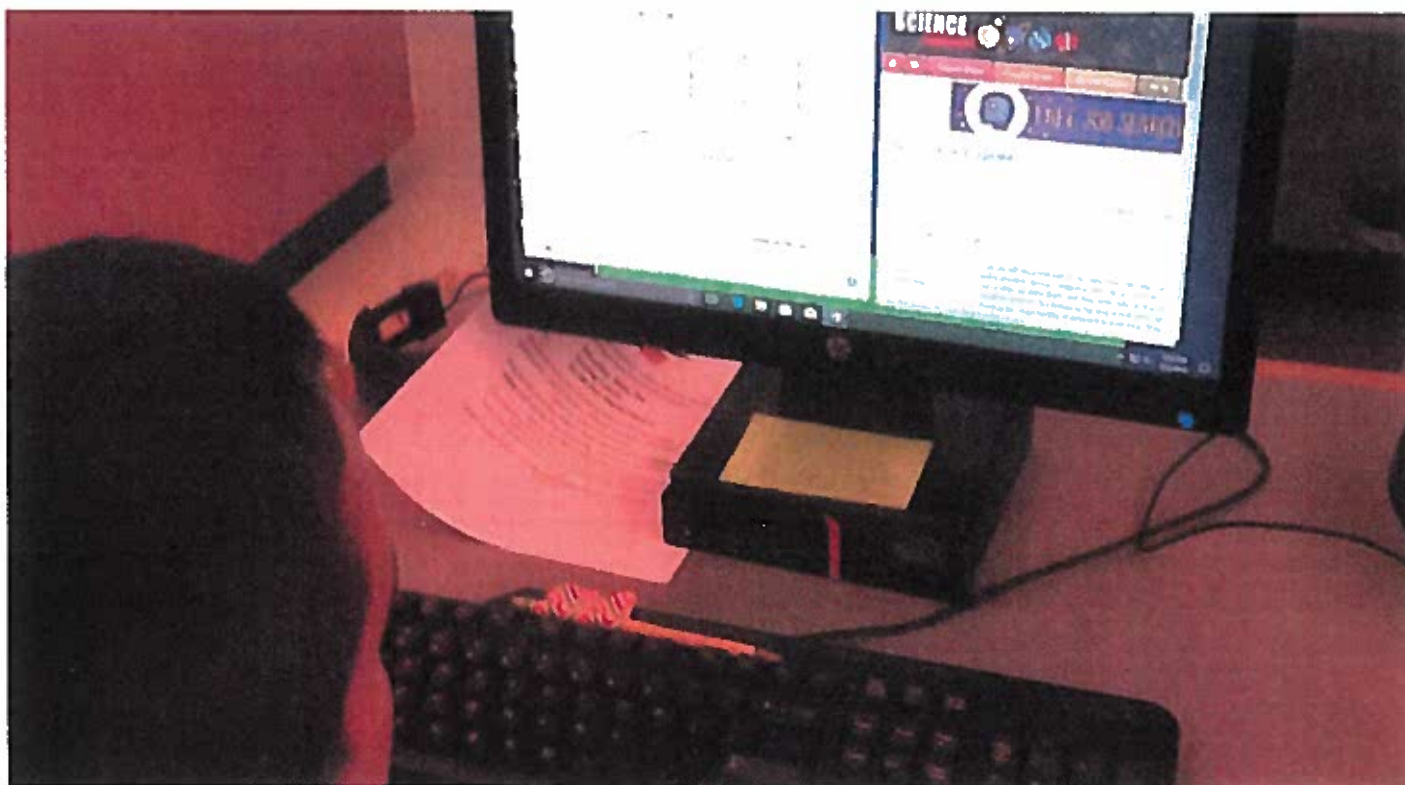
Bailey looks forward to sharing this technology with other schools in the district to explore how it can enhance the classroom experience.



## Sparking Interest in STEM Careers in Middle School

By [Amy Cowen](http://www.sciencebuddies.org/blog/author/amy-cowen/) on [June 14, 2018 6:00 AM](http://www.sciencebuddies.org/blog/author/amy-cowen/)

*This sixth-grade computer teacher is helping her students start thinking, now, about the range of STEM career paths available and how jobs in science match up to interests they already have.*



*Above: Sue Spollen's sixth-grade students do a career research project each year. This year, her students used the Science Buddies website as part of their exploration of careers in STEM.*

### The Future STEM Workforce

According to [the U.S. Bureau of Labor Statistics](https://www.bls.gov/spotlight/2017/science-technology-engineering-and-mathematics-stem-occupations-past-present-and-future-home.html), "over 800,000 new STEM jobs were added to the U.S. economy" between May 2009 and May 2015, and "ninety-three out of 100 STEM occupations had wages significantly above the national average wage." It is clear that there is considerable opportunity for students who pursue STEM, but will there be enough interested students?

Sources continue to predict a significant shortage of STEM employees to meet growing workforce demand, particularly in computer science and health fields.. Even more alarming is the [U.S. Department of Education](https://www.ed.gov/stem/)'s claim that only 16 percent of high school students are interested in STEM-related careers. The future of the U.S. STEM workforce depends upon schools, teachers, programs, and organizations reaching students in meaningful ways with career information that both sparks interest and enables students to see themselves with a future in STEM.

### Creating Opportunities for Students to Explore STEM Careers

Sparkling student interest in STEM careers is key, and the earlier students start thinking about the wide range of STEM careers, the better. Kids are asked from the time they are little what they want to be when they grow up. Middle school is not too early to encourage students to survey STEM career paths and explore possibilities that may still be years away. Career-focused school projects like that of **Sue Spollen, a computer teacher in Tewksbury, MA**, have the potential to engage students at a pivotal point in their education and may make a real difference in how students think about their future.

**Spollen is a dedicated computer teacher for sixth grade at John F. Ryan Elementary School.** Every week, Spollen works with 270 sixth-grade students in the school's computer lab, where they focus broadly on computer and digital literacy skills. Students passing through Spollen's lab learn and practice keyboard skills, get exposure to computer science, and work on projects that synthesize and reinforce other areas of academic learning, like writing, research, and communication skills.

One of the computer-based projects Spollen does with students each year focuses on careers. As part of the project, her sixth-grade students do a personal interest assessment, survey careers, and choose a career to report on. Spollen says she has been assigning a career project for eight years, but this was the first year that she focused the project on STEM careers. Shifting the assignment to have students narrow in on options in science, technology, engineering, and math was a change that supports district-wide educational goals and her own desire to expose students to the wide range of STEM careers available.

STEM careers "provide excellent future opportunities," says Spollen, and in the introduction to the STEM Career assignment, she tells her middle school students, "STEM jobs are expected to be plentiful in the future, so it is beneficial for you to understand the type of STEM job that best fits your interests and strengths."

## STEM Career Information at Science Buddies

In preparing this year's STEM-focused career assignment, Spollen integrated **Science Buddies' Careers in Science profiles** (<http://www.sciencebuddies.org/science-engineering-careers?from=Blog>) into the project. The **career section** (<http://www.sciencebuddies.org/science-engineering-careers?from=Blog>) of the Science Buddies website features more than 150 popular careers in a range of STEM fields. Each profile has been developed to maximize student understanding of what the job entails and the educational path that leads to that career. Career profiles provide salary projections, a short list of companies that hire in that area, education requirements, and "a day in the life" summaries to help students better understand what someone in a specific job does. Career profiles also include videos, photos, and interviews with employees in the field to help illustrate the career.

Spollen says that the Science Careers area at Science Buddies was a good fit for her project. "It is STEM-focused, provided a good selection of careers to choose from, and was easy to navigate/understand."

"Students need to know what types of jobs will be in demand/growing so they can focus on the improving the skills they need, as well as reset their growth mindset."

~ Sue Spollen, teacher

## Imagine Yourself in a STEM Job

To complete Spollen's career assignment, students work through a series of online steps, learning to take screenshots and navigate websites as part of the process. Spollen breaks the assignment into two parts, general exploration and research. In the exploration stage, students use online tools and surveys to help them understand their own strengths and interests and to help them narrow in on areas of STEM that may be of particular interest. Students then move on to the research part of the assignment.

They begin this portion of the project at Science Buddies, browsing the **Science Careers area** (<http://www.sciencebuddies.org/science-engineering-careers?from=Blog>) of the site and looking at careers in **Earth & Physical Sciences** (<https://www.sciencebuddies.org/science-engineering-careers?from=Blog#aearthphysicalsciences>), **Life Sciences** (<https://www.sciencebuddies.org/science-engineering-careers?from=Blog#livesciences>), **Engineering** (<https://www.sciencebuddies.org/science-engineering-careers?from=Blog#engineering>), **Math & Computer Science** (<https://www.sciencebuddies.org/science-engineering-careers?from=Blog#mathcomputer-science>), and **Health** (<https://www.sciencebuddies.org/science-engineering-careers?from=Blog#health>). In the project directions, Spollen highlights a few areas of potential interest (e.g., arts, sports, and cooking) and links those areas of interest to careers students might want to research on the Science Buddies site. For example, a student interested in sports might research careers like **Diver** (<http://www.sciencebuddies.org/science-engineering-careers/earth-physical-sciences/diver?from=Blog>) (Environmental Science), **Athletic Trainer** (<http://www.sciencebuddies.org/science-engineering-careers/life-sciences/athletic-trainer?from=Blog>) (Life Science), or **Physical Therapist** (<http://www.sciencebuddies.org/science-engineering-careers/health-physical-therapist?from=Blog>) (Health).

After identifying and choosing one career of interest, students do additional research on the career and create a multi-slide presentation using Google Slides. The slideshow requirement helps reinforce software skills as well as emphasizes content, organization, and strong writing skills. Spollen notes that the slideshow is not a creative project but is, instead, an orderly presentation of the student's research on a chosen career. (Students have the opportunity to add color and images to enhance their presentation as a follow-up assignment.) By the end of the project, students in Spollen's class have surveyed a number of careers and taken a closer look at a STEM career of possible interest and maybe discovered a career path that will shape how they think about the future.

When asked about the value of talking about STEM careers with middle school students, Spollen notes the importance of connecting classroom learning to real-world careers. "I spent 14 years in the computer industry before becoming a teacher," says Spollen. "I am also certified in math. Career awareness is extremely important in middle school so they understand 'why am I learning this in math?' Also, students need to know what types of jobs will be in demand/growing so they can focus on the improving the skills they need, as well as reset their growth mindset."

Science Buddies Science Careers section "...is STEM-focused, provided a good selection of careers to choose from, and was easy to navigate/understand."  
~ Sue Spollen, teacher

## Share Your Science Class Story!

Do you use Science Buddies in the classroom or with your students? We would love to hear your story and share it with the Science Buddies community. Reach out to us at [scibuddy@sciencebuddies.org](mailto:scibuddy@sciencebuddies.org) and let us know about your STEM class.

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Categories: **Success Stories** (<http://www.sciencebuddies.org/blog/category/success-stories>), **Science Careers**

(<http://www.sciencebuddies.org/blog/category/science-careers>)

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## You Might Also Enjoy these Previous Entries:

- **A Pet Science Project Success** (<http://www.sciencebuddies.org/blog/success-story-dog-toys>)

- **Science Buddies Teams up with PPG Volunteers to Improve Crime Scene Chemistry Project** (<http://www.sciencebuddies.org/blog/luminol-crime-scene-chemistry-volunteer-testing>)
- **Inspiring Students about STEM Careers and Robotics** (<http://www.sciencebuddies.org/blog/robotics-team-stem-careers>)
- **Checking Out Cybersecurity: Summer Science at the Library** (<http://www.sciencebuddies.org/blog/checking-out-cybersecurity-summer-science-at-the-library>)
- **Philadelphia Classrooms Benefit from Science Buddies Kit Club Program** (<http://www.sciencebuddies.org/blog/philadelphia-classrooms-benefit-from-science-buddies-kit-club-program>)
- **Shoebox STEM: A 4-H Success Story** (<http://www.sciencebuddies.org/blog/shoebox-stem-a-4-h-success-story>)
- **Student Finds Success at First Science Fair with Bristlebot Project** (<http://www.sciencebuddies.org/blog/do-you-remember-your-first>)
- **Family History Fuels Student Engineer's Passion for Medical Engineering** (<http://www.sciencebuddies.org/blog/family-history-fuels-student-engineers-passion-for-medical-engineering>)

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You can find this page online at: <https://www.sciencebuddies.org/blog/middle-school-STEM-career-exploration>



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# North Street Elementary School

JUN 18 '18 PM 1:20



████████████████████  
Karen Cronin, Principal  
kcronin@tewbury.k12.ma.us

████████████████████  
Telephone: (978) 640-7875  
Fax: (978) 640-7879

To: Christopher Malone, Superintendent of Tewksbury Public Schools

From: Karen Cronin, Principal of North Street Elementary School

Date: June 18, 2018

Re: Appointment of Head Teacher Position (Appendix B)

After careful consideration, I am recommending Michelle McGrath and Nicoletta DeVincentis to share the Head Teacher position for the 2018 - 2019 school year. If you have any further questions, please let me know.

*TPS District Strategy*

*The Tewksbury Public Schools community believes that our educational program will encompass a 21st century teaching and learning approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.*

Heath Brook School  
Felicia Wettstone, Principal  
165 Shawsheen Street  
Tewksbury, MA 01876  
Telephone: (978) 640-7858



**Celebrating Excellence**



To: Christopher Malone, Superintendent of Schools  
From: Felicia Wettstone, Heath Brook Principal  
Date: June 12th  
Re: Appendix B Nominations

After careful consideration, I would like to recommend the following faculty members for the listed Appendix B positions for the 2018-2019 school year:

Head Teacher: Mariellen Nastasi

Special Education Case Manager: Rosemary Coughlan

Mentor: Chloe Callahan - Reading Specialist

If you have any additional questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Felicia Wettstone".

Felicia Wettstone  
Principal  
Heath Brook School


***TPS District Strategy:***

*The Tewksbury Public Schools community believes that our education program will encompass a 21st century teaching and learning approach that promotes consistent growth among our students and staff to achieve academic, social and emotional success for all students.*

**INTER-OFFICE MEMORANDUM**

**TMHS Athletic Department**

**REVISED**

**To:** Christopher Malone  
**From:** Ron Drouin   
**Date:** July 24, 2018  
**Subject:** Appendix B Coaching Position 2018-2019

**Attached please find the list of coaches who currently hold a coaching position and would like to remain in that position for the upcoming school year, 2018-2019.**

**Thank you**



<u>Name</u>	<u>Appendix B Position</u>	<u>Do you currently hold this position?</u>
Greg Marshall	Baseball (FROS)	Yes
Michael Moffat	Baseball (JV)	Yes
Kirk Monbleau	Baseball (Varsity)	Yes
Marcus Jones	Basketball Boys (FROS)	Yes
Robert Briggs	Basketball Boys (JV)	Yes
Thomas Bradley	Basketball Boys (Varsity)	Yes
Larry Wenz	Basketball Girls (FROS)	Yes
TBD	Basketball Girls (JV)	TBD
Mark Bradley	Basketball Girls (Varsity)	Yes
Ashley Maddaleni	Cheerleading (Fall)	Yes
Ashley Maddaleni	Cheerleading (Winter)	Yes
Peter Fortunato	Cross Country Boys (Varsity)	Yes
Fred Doyle	Cross Country Boys Assistant-Varsity	Yes
Peter Molloy	Cross Country Girls (Varsity)	Yes
Fran Cusick	Cross Country Girls Assistant-Varsity	Yes
Hayley Sutherland	Field Hockey (JV)	Yes
Jordan Russell	Field Hockey (Varsity)	Yes
<b>Paul Saunders</b>	<b>Football (FROS) Assistant</b>	<b>Yes</b>
<b>Brian Aylward</b>	<b>Football (Varsity)</b>	<b>Yes</b>
<b>Derek Tarpy</b>	<b>Football Assistant (FROS)</b>	<b>Yes</b>
<b>Mark Bradley</b>	<b>Football Assistant(s) (Varsity)</b>	<b>Yes</b>
<b>Paul Norton</b>	<b>Football Assistant(s) (Varsity)</b>	<b>Yes</b>
<b>Tom Bradley</b>	<b>Football Assistant(s) (Varsity)</b>	<b>Yes</b>
<b>Steve Kasprzak</b>	<b>Football Assistant(s) (Varsity)</b>	<b>Yes</b>
<b>Brian Hickey</b>	<b>Football Assistant(s) (Varsity)</b>	<b>Yes</b>
TBD	Golf (JV)	TBD
Jim Sullivan	Golf (Varsity)	Yes
Jessica Wilkey	Gymnasitics	Yes
Shawn Scott	Ice Hockey Boys (JV)	Yes
Derek Doherty	Ice Hockey Boys (Varsity)	Yes
William Gosse	Ice Hockey Boys Assistant (Varsity)Option 28	Yes
Sarah Oteri	Ice Hockey Girls (Varsity)	Yes
Caleigh Labossiere	Ice Hockey Girls Assistant (Varsity)	Yes
Paul Doherty	LAX Boys (JV)	Yes
Keith Stone	LAX Boys (Varsity)	Yes

Erin Murphy	LAX Girls (JV)	Yes
TBD	LAX Girls (Varsity)	TBD
Michael Gariepy	Soccer Boys (JV)	Yes
Christopher Burns	Soccer Boys (Varsity)	Yes
Kelsey Ring	Soccer Girls (JV)	Yes
Jamie Newell	Soccer Girls (JV)	Yes
Samantha Tavantzis	Soccer Girls (Varsity)	Yes
Tania Palumbo	Softball (FROS)	Yes
Tama Spencer	Softball (JV)	Yes
Brittney Souza	Softball (Varsity)	Yes
Jason Smith	Swimming/Diving	Yes
Mary MacDonald	Tennis Girls (Varsity)	Yes
Rick Keene	Tennis Boys (Varsity)	Yes
April McDermott	Tennis Assistant	Yes
TBD	Track Spring Boys (Varsity)	TBD
TBD	Track Spring Girls Assistant(s) (Varsity)	TBD
TBD	Track Spring Girls (Varsity)	TBD
TBD	Track Spring Boys Assistant(s) (Varsity)	TBD
TBD	Track Spring Girls Assistant(s) (Varsity)	TBD
TBD	Track Winter Boys (Varsity)	TBD
TBD	Track Winter Assistant(s) (Varsity)	TBD
TBD	Track Winter Boys Assistant(s) (Varsity)	TBD
TBD	Track Winter Girls Assistant(s) (Varsity)	TBD
TBD	Track Winter Girls (Varsity)	TBD
Erin Murphy	Volleyball (FROS)	Yes
Kaitlyn Stokes	Volleyball (JV)	Yes
Allison Luppi	Volleyball (Varsity)	Yes
<b>Rob Aylward</b>	<b>Weight Lifting (Fall)</b>	<b>Yes</b>
<b>Brian Aylward</b>	<b>Weight Lifting (Winter)</b>	<b>Yes</b>
Steven Kasprzak	Wrestling (JV)	Yes
Stephen Okeefe	Wrestling (Varsity)	Yes
Robert McCabe	Equipment Manager	Yes
<b>Intramurals Positions FALL/Winter/Spring (15)</b>		

df

**TEWKSBURY PUBLIC SCHOOLS**  
**Request for Fundraising**

**File: JJE-E**

**Date:** July 17, 2018

**1. Name of Organization.**

Heath Brook Trahan Elementary Schools Parent Advisory Council

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

Fun Run: This is our 3rd year holding a fun run at both Heath Brook and Trahan Elementary Schools. We are using an outside vendor, Boosterthon, to support our efforts this year. Boosterthon will hold a virtual pep rally at each school on September 24th to kick off the fundraiser and introduce the theme, "Mindspark Mystery Lab". The "MindSpark Mystery Lab" curriculum combines S.T.E.A.M skills with character building and will run for 6 days. The students will help a team of brainy kids solve problems using a super-lab hidden inside a school. While they're teaming up with the MindSpark Kids to solve mysteries, they will learn five 21st-century character traits that will help strengthen themselves and our world: citizenship, growth mindset, zest, integrity and teamwork in short daily visits. On October 3, Boosterthon will arrive at each school to lead the students in a 30 minute fun run. They bring all the necessary materials and equipment. For more information please visit <https://boosterthon.com/>

**3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).**  
Heath Brook and Trahan Elementary Schools and outside areas.

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.)**

To provide academic enrichment and social activities to the students of the Heath Brook and Trahan Elementary Schools.

**5. Proposed dates of fund raising activity.**

September 24, 2018 through October 3, 2018

**6. Describe student involvement in the fund raising activity.**

Students will have an individual fundraising page to share with family and friends. All donations will be submitted electronically.

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

Student name(s) and a photo is optional if the parent chooses to add one when setting up their page. Note that families are able to combine their students into one fundraising page.

**8. Is there a contract or agreement to be signed. Yes No (circle)**

**9. Name of responsible individual:** Kristiana M. Obie

[Redacted Name]

Telephone [Redacted Phone Number]

Signature of Applicant

\*\*\*\*\*

**(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

*Felicia Mittetone*

Date *July 18, 2018*

Revised February 3, 2017

TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

File: JJE-E

Date: 6/26/2018

1. Name of Organization HeathBrook Trahan PAC JUN 28 '18 PM 1:1

2. Describe in detail the method of the fundraising activity. Attach additional information necessary.  
Please see attached PAC events schedule

3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium). HeathBrook and Trahan Schools  
**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 be used to enrich the students' education as allocated by the PAC & with principal approval

5. Proposed dates of fund raising activity From 8/18 To 12/18

6. Describe student involvement in the fund raising activity. students and their families will be invited to participate in the various fundraising activities. There is no requirement.

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 HeathBrook Trahan PAC Leadership Board

Address [Redacted]

Telephone No. [Redacted] Signature of Applicant Budget Coordinator

\*\*\*\*\*  
(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 6/27/18

# Fall 2018 Event Calendar

Month	Social	Community	Fundraising
August	<ul style="list-style-type: none"> <li>•Playground Socials*</li> </ul>	<ul style="list-style-type: none"> <li>•Kindergarten Orientation</li> <li>•Teacher Welcome Back Breakfasts*</li> <li>•Stuff the Bus</li> </ul>	
September			<ul style="list-style-type: none"> <li>•Fun Run*</li> </ul>
October	<ul style="list-style-type: none"> <li>•Library Night*</li> <li>•Heath Brook Halloween Event</li> <li>•Trahan Monster Mash</li> </ul>	<ul style="list-style-type: none"> <li>•Safe Halloween</li> <li>•Anton's Coats for Kids Collection*</li> </ul>	<ul style="list-style-type: none"> <li>•Art Fundraiser*</li> <li>•Parent/Guardian Fundraiser</li> <li>•Trahan Scholastic Book Fair</li> </ul>
November		<ul style="list-style-type: none"> <li>•Treats for Troops/Veteran's Day*</li> <li>•Anton's Coats for Kids Collection*</li> <li>•Tewksbury Public Library Festival of Trees*</li> </ul>	<ul style="list-style-type: none"> <li>•Gift Card Fundraiser*</li> <li>•Heath Brook Scholastic Book Fair</li> </ul>
December	<ul style="list-style-type: none"> <li>•Heath Brook Holiday Event</li> </ul>	<ul style="list-style-type: none"> <li>•Holiday Giving Tree*</li> <li>•Anton's Coats for Kids Collection*</li> </ul>	
Ongoing		<ul style="list-style-type: none"> <li>•Beautification of Schools*</li> <li>•Crayola ColorCycle*</li> </ul>	<ul style="list-style-type: none"> <li>•Spirit Wear*</li> <li>•Recycle That/Paper Retriever*</li> <li>•Dine Outs*</li> <li>•Shoparoo/Amazon Smile/Box Tops*</li> <li>•Birthday Book Program*</li> </ul>
Enrichment*			

\*Events are happening at both the Heath Brook and Trahan Schools

Superintendent/  
Staff /School  
Committee  
Reports

# Policy



## **File: EFD - ~~PAYMENT FOR FOOD SERVICES~~ MEAL CHARGE POLICY**

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

~~Grades K through 6 limits students to three charged menu meals (\$8.25). The individual student will enter their PIN number and the system will charge them for the price of one lunch, which will appear as a debit on their account. Only reimbursable lunches and milk are available as a charge.~~

~~Grades 7 through 8 limits student to two charged menu meals (\$6.00).~~

~~No charging allowed at High School.~~

~~Students should NOT be allowed to charge any a la carte items. If a student charges a lunch, that student should not be purchasing any "extra" items.~~

~~Any student whose account is at the charge limit and does not bring a lunch from home that student will be offered an alternative cold reimbursable meal (i.e., sandwich or yogurt, with fruit, vegetable and milk).~~

Students will pay for meals at the regular rate approved by the Tewksbury School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact the Tewksbury Food Services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

~~Students that have charged meal(s) will receive a charge notice from Food Service which will be sent home weekly to the household. These will be in a sealed envelope.~~

~~If the charge has not been paid by the third week, Food Service will place a call to the parent in case the written notice was not received. Parents/Guardians are responsible for all meal payments~~

to the Tewksbury Food Service Program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

~~If the charge is still carried over after the third week, Food Service will notify the school Principal and send a letter along with a free and reduced meals application home to the household, cc Principal.~~

~~If parent or guardian continues to carry a balance or doesn't provide lunch money to a student and who does not qualify for the free or reduced meal benefits, the Principal or Business Manager will be informed by Food Service to determine course of action.~~ The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from the Tewksbury Food Services. If the phone call does not result in payment the Food Service Manager shall turn the account over to the Business Office. A record of action shall be kept by Food Service to ensure documentation of the process.

Parents/Guardians may pay for meals in advance. Further details are available on the Tewksbury Public Schools' webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's Food Service Manager.

## **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

## **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the Tewksbury Public Schools' Business Office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

ADOPTED: January 25, 2012

Revised and Adopted: September 25, 2013

Revised: December 9, 2015

Revised:

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

# Old Business

## 18-19 SUMMER PD LIST

TPS offers voluntary professional development opportunities in the summer that support the District Strategy, 3 Big Rocks (goals), and educator license renewal.

[CLICK HERE](#) to review the TPS strategy and goals.

Date	Day	Title	Presenter	Time	Room	Intended Audience	Link to Register	Notes	Content	Sp.Ed.	SEI	Pedagogy, Tech, & Other
6/25/2018 - 8/20/2018	Varies	Curriculum Review & Development	Varies	Varies	TBD	Teachers PK-12	Accepting Proposals	Projects vary: Please see your building principal to propose a dept/grade-level curriculum project that supports the TPS District Goals (3 Big Rocks)	x	x	x	x
<b>Week 1 Selections July 16 - 20, 2018</b>												
Date	Day	Title	Presenter	Time	Room	Intended Audience	Link to Register	Notes	Content	Sp.Ed.	SEI	Pedagogy, Tech, & Other
7/16/2018	Mon	Google Classroom	Lisa Bailey	8:00 AM - 11:00 AM	Ryan Library	Teachers PK-12	See Aspen PD List	With Google Classroom, educators can create classes, distribute assignments, send feedback, and see everything in one place. Instant. Paperless. Easy.				x
7/16/2018	Mon	Online Assessment	Jen Mrozowski	8:00 AM - 11:00 AM	Ryan Lab	Teachers K-12	See Aspen PD List	Free online digital games! Make learning exciting by creating review games to help students master vocabulary and key concepts! Students can play individually or in teams!	x			x
7/16/2018	Mon	Breakout EDU	Lisa Bailey	11:30 AM - 2:30 PM	Ryan Library	Teachers 2-12	See Aspen PD List	Breakout EDU is the immersive learning games platform. With Breakout EDU, you can turn your classroom into an academically-focused escape room and facilitate games where players use teamwork and critical thinking to solve a series of challenging puzzles in order to open the locked box. Games are available for all ages and content areas.	x			x
7/17/2018	Tue	Google Sites	Jason Stamp	8:00 AM - 11:00 AM	T&L Ctr.-Ctr. School	Teachers PK-12	See Aspen PD List	With the new Google Sites, building websites is easy. Just drag content where you need it. Create a one-stop destination for all important information, including videos, images, calendars, presentations, documents, folders, and text.				x
7/17/2018	Tue	Google VAR's	Jason Stamp	11:30 AM - 2:30 PM	T&L Ctr.-Ctr. School	Teachers PK-12	See Aspen PD List	Have you been using Google Forms and Google Sheets? Do you hate filtering through rows and columns of dry, boring data? Learn to display and analyze your data in a dynamic & engaging pictorial, called Visual Analytical Displays (VAR's).				x
7/18/2018	Wed	Let's Play!	Lisa Bailey	8:00 AM - 11:00 AM	Ryan Library	Teachers PK-12	See Aspen PD List	Get the ideas flowing before your students walk through your door! This unique HANDS-ON workshop will focus on iPad apps, robots, green screen, and activities that can be integrated into your lessons right away! All schools will have iPads available to sign out starting in the fall, so let's put them to good use. Let's explore, play, discuss, create, innovate, imagine, and plan together! This workshop is appropriate for all grades and subjects.				x
7/18/2018	Wed	AR/VR	Lisa Bailey	11:30 AM - 2:30 PM	Ryan Library	Teachers K-12	See Aspen PD List	Augmented Reality & Virtual Reality in the classroom stimulate curiosity with their immersive nature. With the new iPads available in schools for teachers to sign out, the world of virtual reality is at your fingertips! AR & VR can be very effective in increasing student motivation and engagement, all while enhancing and redefining the learning experience! We will discuss and compare AR & VR, explore some free apps, check out how some teachers have been using AR & VR, and try out some student-made AR! Discussion and exploration are encouraged! This workshop is appropriate for all grades and subjects.	x			x
7/19/2018	Thu	Google Docs, Calendar, Email	Jason Stamp	8:00 AM - 11:00 AM	T&L Ctr.-Ctr. School	Teachers PK-12	See Aspen PD List	Learn to use the suite of Google Apps for Educators (This session is for the beginner user...or someone who simply wants more training on Google.)				x
7/19/2018	Thu	Google Add-Ons	Jason Stamp	11:30 AM - 2:30 PM	T&L Ctr.-Ctr. School	Teachers PK-12	See Aspen PD List	If you like Google Docs, you'll LOVE Google Add-ons! Google add-ons run inside Google Sheets, Docs, Slides, Forms, Gmail, and more to make your docs work even better than before! (This session is for the Google Docs user.)				x

# New Business

**AGREEMENT BETWEEN  
THE TEWKSBURY SCHOOL DISTRICT  
AND  
JAY S. HARDING  
LOUISE DAVY TRAHAN ELEMENTARY SCHOOL PRINCIPAL**

Agreement made effective July 30, 2018 by and between the Tewksbury School District, Middlesex County, in the Commonwealth of Massachusetts (hereinafter referred to as the "District" and Jay D. Harding. Said District has and does hereby employ said Jay Harding as an ELEMENTARY SCHOOL PRINCIPAL. Both parties agree that said employee (hereinafter referred to as "Mr. Harding") shall perform the duties of Elementary School Principal as prescribed by the laws of the Commonwealth of Massachusetts and by the rules, regulations, and policies made thereunder by the Tewksbury School Committee under the direction of the Superintendent.

The parties hereto agree as follows:

**SECTION ONE  
EMPLOYMENT**

1.01 The District hereby employs Mr. Harding as an ELEMENTARY SCHOOL PRINCIPAL, in Tewksbury, MA. Mr. Harding hereby accepts such employment on the following terms and conditions. Mr. Harding is hereby assigned to the Louise Davy Trahan Elementary School. The assignment may be changed by the Superintendent based on the needs of the Tewksbury Public Schools, including but not limited to reorganization of school districts, school closings or re-configurations of grades attending the school or schools to which Mr. Harding is assigned.

**SECTION TWO  
TERM**

2.01 The Principal shall be employed for the period commencing July 30, 2018 and ending June 30, 2021, unless sooner terminated as herein provided.

2.02 In the event that the Superintendent decides not to extend the contract, the principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2021, said notice issued pursuant to M.G.L. c.71 §41.

2.03 This agreement constitutes notice that, in the absence of a written agreement, this agreement will not automatically extend or be renewed after June 30, 2021. The principal agrees this provision constitutes notice of expiration or non-renewal of the agreement effective June 30, 2021, said notice issued pursuant to M.G.L. c 71 §41.

**SECTION THREE  
COMPENSATION**

3.01 The District agrees to pay the Principal, in consideration of the faithful, diligent and competent performance of his duties and responsibilities as provided herein and in the statutes and regulations of the Commonwealth, at the following annual rates of pay:

**TEWKSBURY PUBLIC SCHOOLS**  
**CONTRACT OF EMPLOYMENT**  
**DAVID LIBBY**

This contract, or any successor agreement, is made between the Tewksbury Public Schools, through the Superintendent of Schools, hereinafter referred to as the "Superintendent", and David Libby, hereinafter referred to as the "Administrator." In consideration of the promises herein contained, the parties agree as follows:

WHEREAS, the parties wish to enter into an employment agreement between them for Mr. Libby's services as Business Manager; and

WHEREAS, this agreement sets forth the terms and conditions pertaining to Mr. Libby's employment with the District; and

WHEREAS, the term of said agreement and any subsequent amendments continues to June 30, 2021; and

WHEREAS, the parties are mutually desirous of specifying certain of the terms of said agreement and moralizing those terms which are not expressly modified herein;

NOW THEREFORE, the parties hereto hereby as follows;

1. **Duration and Termination:** The Administrator's agreement shall be effective as of July 11, 2018 and conditionally extended through June 30, 2021. At the end of the 2020-2021 school year the Superintendent may offer a one year extension at his discretion. In the event the Administrator wishes to terminate this agreement, he may do so by giving ninety (90) days written notice.

The parties agree that all disputes relative to termination of this contract by the Committee will be resolved by final and binding arbitration in accordance with the Labor and Arbitration Rules of the American Arbitration Association. Initiation of arbitration shall occur only by filing a written demand therefore with the other party and the American Arbitration Association within 21 calendar days of the date of notice of discharge. In no case may an arbitrator apply any definition of the words "good cause" except as same were interpreted by Massachusetts' courts prior to June 18, 1993, and as contained in M.G.L. c. 71§42 prior to same date. In no case shall arbitrator enter an award which calls for re-instatement; any award entered may only award monetary damages on a breach of contract theory.

Consistent with state law, the District may elect not to renew an Administrator's contract beyond a stated expiration date. The District's decision not to extend or renew a contract after a stated expiration date shall not be considered a dismissal or discharge. Under this agreement a non-renewal or decision not to extend the contract is not subject to the arbitration clause herein.

2. **Duties/Responsibilities:** The Administrator shall perform all duties/responsibilities as specified in the job description approved by the District for the position specified below and further duties as assigned.



# Memo

**To:** School Committee  
**From:** Christopher Malone, Superintendent of Schools  
**Date:** July 25, 2018  
**Re:** Salary Adjustment for Non-Union Personnel

---

I am seeking your approval to adjust the base salary for 19 non-union employees of the Tewksbury Public Schools. A two and a half percent (2.5%) adjustment is in line with recently approved labor agreements calling for a two and a half percent (2.5%) salary adjustment for the 2018-2019 school year.

The attached table identifies the positions, base 2017-2018 salary, and the dollar value of a two and a half percent (2.5%) salary adjustment. The overall cost of a salary adjustment for this group of 30 employees is \$28,857.45.

A motion to support this recommendation followed by a voice vote is required.

**Tewksbury Public Schools  
Non-Union Personnel Base Salary with for FY2019**

<b>Name</b>	<b>Position</b>	<b>FY18</b>	<b>FY19 Increase</b>	<b>Longevity</b>	<b>FY19 Salary</b>
Bliss, Gail	OCC Therapist	\$ 83,564.00	\$ 2,089.10	\$ 1,500.00	\$ 87,153.10
Carey, Cameron	Instructional Tech Specialist	\$ 68,634.00	\$ 1,715.85		\$ 70,350.00
Carver, Norm	High School Tech Specialist	\$ 49,297.00	\$ 1,232.43	\$ 800.00	\$ 51,329.43
Crumb, Cheryl	OOD Coordinator	\$ 84,100.00	\$ 2,102.50		\$ 86,202.50
Felker, Melanie	North Street Interpreter	\$ 62,525.00	\$ 1,563.13		\$ 64,088.13
Imperillo, Kristin	Physical Therapist	\$ 43,387.00	\$ 1,084.68		\$ 44,471.68
Johnson, Gail	Supt Secretary	\$ 60,217.00	\$ 1,505.43	\$ 800.00	\$ 62,522.43
Joyce, Barbara	OCC Therapist	\$ 54,285.00	\$ 1,357.13		\$ 55,642.13
Kearns, Trish	AP Coordinator	\$ 47,941.00	\$ 1,198.53	\$ 1,200.00	\$ 50,339.53
LaRocque, Jan	Asst Supt Secretary	\$ 60,145.00	\$ 1,503.63	\$ 1,800.00	\$ 63,448.63
Le, Brenden	Network/Security/Systems Mg	\$ 78,786.00	\$ 1,969.65	\$ 800.00	\$ 81,556.00
Marchand, Jon	Maintenance Foreman	\$ 79,222.00	\$ 1,980.55	\$ 1,250.00	\$ 82,452.55
Merrill, Jennifer	Physical Therapist	\$ 68,398.00	\$ 1,709.95	\$ 1,500.00	\$ 71,607.95
Meuse, Patricia	Business Office Secretary	\$ 60,145.00	\$ 1,503.63	\$ 2,300.00	\$ 63,948.63
Meuse, Susie	Data Support	\$ 55,350.00	\$ 1,383.75	\$ 800.00	\$ 57,533.75
Paquette, Kaitlyn	Payroll Coordinator	\$ 46,461.00	\$ 1,161.53		\$ 47,622.53
Pifalo, Stephen	Systemwide Tech Specialist	\$ 50,000.00	\$ 1,250.00		\$ 51,250.00
Rauseo, Maura	Community Ed Financials	\$ 47,201.00	\$ 1,180.03	\$ 1,200.00	\$ 49,581.03
Rivera, Michele	Human Resources	\$ 54,640.00	\$ 1,366.00	\$ 800.00	\$ 56,806.00
		<b>\$ 1,154,298.00</b>	<b>\$ 28,857.45</b>	<b>\$ 14,750.00</b>	<b>\$ 1,197,905.95</b>

August 14th, 2018

Kristen Vogel, Principal  
Chris Malone, Superintendent

To: School Committee

Re: Approval for a domestic trip to Puerto Rico – April vacation 2019

Dear members,

We would like your approval for a trip to Puerto Rico during April vacation - 2019.

The rationale for this destination is two fold: first, there is a need to teach our students about the United States – Puerto Rico relationship; second, it is a way to provide some help to its economy after the devastation suffered from Hurricane Maria.

As you know, our students' participation in our trips has been a very rewarding learning experience. Besides the fact that the trip is structured with daily educational activities, we prepare pre-tour and on-tour work based on what they will experience and run the course through Google classroom. All work is student centered and culminates with a final project in which students reflect on what they have learned. It has been very successful and embodies our goal of helping our students become global citizens.

We have attached a seven-day-itinerary as well as a detailed quote. Please let us know if you have any questions and/or suggestions. 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.

Thank you for your support.

Sincerely,

Graça Dudley  
Spanish Teacher  
International Club Advisor

Bailey Mahoney  
Spanish Teacher  
Advisor – Class 2020



Explore America

# PUERTO RICO: ISLAND OF NATURAL WONDERS

7 days | San Juan | Ponce | La Parguera | Mayaguez



Old San Juan

## Day 1: San Juan

- Arrive in San Juan
- Tour Direct-Air-Port walking tour

## Day 2: San Juan

- San Juan sightseeing tour of Old San Juan, San Juan church, La Fortaleza, Cathedral, San Juan Bautista, Capitol Building, Paseo de la Princesa
- El Morro
- Visit one of San Juan's museums which may include: Museo de las Américas or Museo de Historia Antropológica y Artes

## Day 3: San Juan • Las Piedras

- Educational program at Hacienda SA
- Salsa lesson

## Day 4: Ponce • La Parguera

- Travel to Ponce
- Coffee plantation tour
- Ponce Art Museum
- Walking tour of Ponce Plaza Las Delicias, Parque de Bombas
- Cooking class

## HACIENDA SA

Surrounded by hundreds of acres of lush Caribbean countryside, Hacienda SA provides a prime setting to discover more about the connectivity of Puerto Rico. At this family-run ranch, travelers will learn how to care for the on-site horses, create crafts using local materials, and participate in an agricultural activity such as planting or composting. They'll also enjoy a lunch of traditional Puerto Rican cuisine, with the island's natural wonders as the backdrop.



- Travel to La Parguera
- Bioluminescent Bay boat tour

**Day 5: La Parguera • Mayagüez**

- Snorkeling excursion
- Travel to Mayaguez

**Day 6: Mayagüez • Arecibo • San Juan**

- Travel to Arecibo

- Explore one of Puerto Rico's cave systems, which may include: Camuy Caverns or Cueva Ventana

- Arecibo Observatory
- Return to San Juan

**Day 7: Return home**

- Depart for home

*Itinerary subject to change. For complete details and restrictions, please refer to the tour's Conditions.*

**EL MORRO**

*Construction on this Old San Juan fort began all the way back in the 16th century, just 50 years after Columbus arrived in the New World. Overlooking San Juan Bay, the wide open fort has cannonballs, parapets, sentry boxes, tunnels, and staircases to explore. Since the time it was built, the fort has seen more than its share of action, having defended itself against everyone from Sir Francis Drake in 1595, to the Dutch, the British, and American militaries in the centuries that followed. Today, El Morro is a World Heritage Site maintained by the U.S. National Parks Service.*



**Everything you get**

- Round-trip and on-tour transportation
- Full-time Tour Director
- 6 nights hotel accommodations
- Breakfast and dinner daily
- Comprehensive sightseeing tours
- Visits to special attractions
- Overnight security at your hotel
- Illness and Accident Coverage
- Travel ID badges and backpacks
- Gratuities

**Options**

- Lunches
- Earned credit for Group Leaders and students



Explore America

# TOUR PRICE QUOTE

Puerto Rico: Island of Natural Wonders

PREPARED FOR  
Maria Lealdini-Dudley at Tewksbury Memorial High School

PREPARED ON  
June 15 2018

TOUR PAGE  
www.efexploreamerica.com/PRJ



## Your travel details

TOTAL LENGTH  
7 days

DEPARTING FROM  
Boston (MA)

REQUESTED TRAVEL DATES  
Saturday, April 13, 2019 - Friday, April 19, 2019

YOUR DEPARTURE DATE RANGE

EARLIEST  
Fri, Apr 12

REQUESTED  
Sat, Apr 13

LATEST  
Tue, Apr 16

## ALL-INCLUSIVE PRICE

Price valid for travelers enrolled June 15, 2018 - June 30, 2018

Student

\$2,543 or \$272 / 9 mos

Adult

\$2,943 or \$317 / 9 mos

### PRICE BREAKDOWN

Program Fee	\$2,364
Anytime Protection Plan	\$179

For every 8 paying travelers, 1 chaperone travels FREE

Adult supplement required for travelers age 20 and older at the time of travel. An additional \$200 Under 18 Supplement will be applied to all traveler accounts if the group size falls under 10 paying travelers. This will be applied to paying traveler accounts no later than 140 days before departure. Applicable airline baggage fees are not included and can be found at [EFExploreAmerica.com/Baggage](http://EFExploreAmerica.com/Baggage). All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions visit [EFExploreAmerica.com/BC](http://EFExploreAmerica.com/BC). Breakfast excluded on day of arrival, dinner excluded on day of departure (unless otherwise noted).

## Your experience includes

ROUND-TRIP TRANSPORTATION

HOTEL ACCOMMODATIONS

OVERNIGHT SECURITY

MEALS

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.

TRAINING AND SUPPORT

We prepare new Group Leaders on a free Training Tour and provide personal support every step of the way.

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 SERVICE

Travelers and their 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—PERSONALIZED LEARNING

Our personalized learning experience engages students before, during, and after tour with the option to create a final, reflective 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.

## Your tour consultant



CAITLIN MCMAHON  
617-619-1841  
Caitlin.McMahon@ef.com

June 18, 2018

Kristen Vogel, Principal  
Chris Malone, Superintendent

To: School Committee Members

Re: Request for an international trip to Italy—February Vacation 2020

Dear members,

We would like your approval for an international trip to Italy during February vacation in 2020.

This trip is being organized by both the World Languages department and the Social Studies department. The trip includes language, historical and cultural value for our students.

As you know, our students' participation in our past international trips has been a very rewarding learning experience. Besides the fact that the trip is structured with daily educational activities, we will prepare a course through Google Classroom where students will have the opportunity to learn about the history, culture, and language of Italy. Because the languages we offer at Tewksbury are all romance languages, students will be able to make connections about language change and the impact of history on language.

We have attached the itinerary as well as a detailed quote. Please let us know if you have any questions and/or suggestions. The quote includes the Global Travel Protection. We will fundraise for the gratuity and transportation to/from the airport.

Please advise us if you would like our presence at the School Committee meeting.

Sincerely,

Graça Dudley  
Spanish Teacher  
International Club Advisor

Bailey Mahoney  
Spanish teacher  
Advisor – Class 2020



# Educational Tours

Watch videos, read reviews, and enroll on your teacher's tour site

[eftours.com/](http://eftours.com/)









This is also your tour number

## BELL'ITALIA

9 or 11 days | Italy

Consider the deeper meaning of "Beautiful Italy" as you experience its art, history and culture. In Venice cars and roads give way to gondolas and canals, redefining what a city can be. The world's best collection of Renaissance art awaits in Florence. And in Rome, behold Michelangelo's take on creation at the Sistine Chapel and retrace the footsteps of ancient Romans at the Colosseum.

### YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 4 sightseeing tours led by expert, licensed local guides (6 with extension)
-  **Entrances:** Doge's Palace, Glass-blowing demonstration, Duomo, Basilica of St. Francis, Sistine Chapel, St. Peter's Basilica, Colosseum; Roman Forum; *With extension:* Pompeii Roman Ruins; Capri boat cruise
-  **weShare** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round trip flights on major carriers; Comfortable motorcoach; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily
-  





Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

—MELISSA TRAVELER



**CHECK OUT WHAT A TOUR IS ALL ABOUT**

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website



## What you'll experience on your tour

### Day 1: Fly overnight to Italy

#### Day 2: Milan | Venice

- Meet your Tour Director at the airport
- Travel to Venice, the Floating City crisscrossed with romantic bridges, faced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink and white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly sighed with perfect sadness as they regarded their beautiful city for the last time.

#### Day 3: Venice

- Take an expert-led tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace
- See a glass-blowing demonstration.

#### Day 4: Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of David and Botticelli's *The Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistry. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio, Chiesa di Santa Croce: Gates of Paradise
- Visit the Duomo.

#### Day 5: Florence

- Full day to see more of Florence or
- visit Pisa

#### Day 6: Assisi | Rome

- Travel to Assisi.
- Visit the Basilica of St. Francis.
- Travel to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci", toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

#### Day 7: Rome

- Take an expert-led tour of Vatican City.
- Visit the Sistine Chapel.
- Visit St. Peter's Basilica.
- Take an expert-led tour of Rome.
- Visit the Colosseum.
- Visit the Roman Forum.
- Take a self-guided walking tour of Rome.

#### Day 8: Rome

- Full day to see more of Rome or
- visit Pompeii

#### Day 9: Depart for home

### • 2-DAY TOUR EXTENSION

#### Day 9: Pompeii | Sorrento region

- Travel to Pompeii.
- Take an expert-led tour of Pompeii.
- Visit the Pompeii Roman Ruins.
- Continue on to the Sorrento region.

#### Day 10: Capri | Rome

- Travel to Capri.
- Take an expert-led tour of Capri.
- Take a boat cruise.
- Return to Rome.

#### Day 11: Depart for home



*Wish we could go back so much!* #coliseum #rome #roma #italy #italia #marchbreak #beautiful #amazing #citytour #dreamtrip #missit #iloveitaly

- I AMY TRAWLER



View profile

*Just got back from the hell Italian trip and it was the most amazing and life-changing event of my life. My experience was so amazing and I wish I could see so many amazing things I never thought I would. I hope that I will soon be able to travel again either with EF or with family because this trip made me realize I love to travel to other places... We also had an amazing Tour Guide and met other amazing people...*

ALVA TRAWLER



View profile

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The easiest ways to

# ENROLL TODAY



Enroll on our website  
[eftours.com/enroll](http://eftours.com/enroll)



Enroll by phone  
800-665-5364



Mail your Enrollment Form to:  
EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the air port. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.*

—CHARLOTT DAUGHLTR WHITFIELD, 2014



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices, guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





# Educational Tours



## TOUR PRICE QUOTE

Bell'Italia

PREPARED FOR  
Bailey Mahoney

PREPARED ON  
June 5, 2018

TOUR PAGE  
www.efours.com/BIT

### Your travel details

TOTAL LENGTH  
9 days

DEPARTING FROM  
Boston (MA)

REQUESTED TRAVEL DATES  
Friday, February 14, 2020 - Saturday, February 22, 2020

#### YOUR DEPARTURE DATE RANGE

EARLIEST  
Wed. Feb. 12

REQUESTED  
Fri. Feb. 14

LATEST  
Sun. Feb. 16

### GUARANTEED LOWEST PRICE

Price valid for travelers enrolled June 5, 2018 - June 30, 2018\*

Student

\$3,395 or \$174 / 19 mos

Adult

\$3,845 or \$198 / 19 mos

#### PRICE BREAKDOWN

Program Price	\$2,935
Weekend Supplement	\$70
Global Travel Protection	\$165
Pompeii	\$125
Pisa	\$65
Gondola Ride	\$35
weShare – Personalized Learning	FREE

\*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [efours.com/baggage](http://efours.com/baggage). All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit [efours.com/bc](http://efours.com/bc).

### Your experience includes

#### AN ALL-INCLUSIVE TOUR

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.efours.com/BIT](http://www.efours.com/BIT).

#### FULL-TIME TOUR DIRECTOR

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

#### EXPERT LOCAL GUIDES

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

#### WESHARE—PERSONALIZED LEARNING

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

#### CONTINUOUS SUPPORT

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

#### WORLDWIDE PRESENCE

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

#### 24-HOUR EMERGENCY SERVICE

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

#### PEACE OF MIND PROGRAM

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [efours.com/peaceofmind](http://efours.com/peaceofmind).

### Your Tour Consultant



JOSIAH LUNG  
617-619-1839  
[Josiah.Lung@ef.com](mailto:Josiah.Lung@ef.com)



***Educational Tours***

# **TEWKSBURY GLOBAL EDUCATION PROGRAM**

*Bell' Italia*

Prepared for: Bailey Mahoney  
Tewksbury Memorial High School  
June 20, 2018

## *Your partner in global education*

As the **World Leader in International Education**, we've partnered with educators around the world for over 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Language Immersion Tours, Service Learning Tours, Global Student Leaders Summits and Custom-Designed Tours—that help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Understand new people, places, and cultures
- Discover more about themselves
- Grow more confident and independent

When students grow in these ways, they become more curious, more open-minded, and more excited about the future.

---

## *What we'll cover in this document*

We've created this document specifically for you, your school and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

### **PAGE**

1	Your partner in global education
2	Our commitment to education
3	Our commitment to safety
4	We'll handle the details
5	A day-by-day look at your tour
6-7	What your hotels will be like
8	What your meals will be like
9	Price details
10	Important final details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF Tour Consultant.

© 2018 EF Education First. For full terms and conditions visit [eftours.com/bc](http://eftours.com/bc).

## *Our commitment to education*

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### **Accreditation**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI) North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### **A standard of excellence**

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate – PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **weShare: Personalized Learning**

Every tour comes with weShare, a personalized learning experience powered by students' curiosity. Using EF's guided learning model, students use their strengths to investigate an issue or topic that inspires them. They reflect on what they've learned through a post-tour project that gives even more meaning to travel—and can earn them academic credit.

### **Earning credit**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

- Students in grades 6-12 can earn high school credit with weShare, EF's personalized learning experience, by developing an essential question to investigate on tour and creating a post-tour project. Successful course completion will earn students 0.5 elective high school credits.
- Students in grades 9-12 can earn university credit by completing a series of assignments and a final research project with EF's university partner, Southern New Hampshire University. Successful course completion will earn students 3.0 university credits.

### **Accredited by:**



## *Our commitment to safety*

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **Worldwide presence**

As the largest international student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 37,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

### **Global Liability Insurance Plan**

- All EF Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$50 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- EF's Global Liability Insurance Plan allows for schools and districts to be added to the policy by written agreement. EF can provide a certificate of insurance that details coverage.

### **Global Travel Protection Plan**

Designed specifically with EF travelers in mind, teachers may add this comprehensive and affordable protection plan to their tours.

### **EF's Peace of Mind Program**

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. Your Group Leader may choose from the following options:

#### *45 days or more prior to departure*

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferrable travel voucher

#### *44 days or less prior to departure*

If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

**Highly respected in the industry by:**





## *We'll handle the details*

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

#### **Support Team and resources**

Dedicated Tour Consultants guide teachers through the planning process, while Local Representatives from your area work face-to-face to provide support. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. In addition to online resources, we also provide an array of printed materials for teacher, students and parents.

#### **International Training Tours**

Ensuring teachers are fully prepared to lead an EF tour is our commitment to your school community. Through our blended learning model, all first-time EF Group Leaders receive complimentary international training. Conducted by EF personnel and experienced EF Group Leaders, the program includes online, classroom and experiential learning components. In the event a Group Leader cannot attend one of these complimentary tours, we offer live webinars to prepare them and answer questions before they travel.

#### **Traveler account management**

Our knowledgeable and friendly Customer Service Representatives help travelers and their parents with all billing transactions, protection plans and tour activity questions. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay.

---

### **WHILE ON TOUR**

#### **Everything is included**

This all-inclusive global experience makes it easy for teachers and students to explore the world. From flights and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

#### **Guided travel**

A personal bilingual Tour Director stays with your group 24/7. They handle every on-tour detail to ensure a smooth travel experience while also providing unique local insight. Expert local guides, meanwhile, share their knowledge of history, art, architecture and more during guided tours.

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### **AFTER TOUR**

#### **Program development**

We'll work with you to build a travel program at your school so even more students have the opportunity to experience the world.

## A day-by-day look at your tour

This is the itinerary page that students and parents will see in their tour itinerary guide. It's just one of the many resources they'll receive in preparation for your tour.

### What you'll experience on your tour

#### Day 1: Fly overnight to Italy

##### Day 2: Milan | Venice

- Meet your Tour Director at the airport.
- Travel to Venice, the Floating City crisscrossed with romantic bridges, laced with history and boasting some of the world's finest art and architecture. During your stay you will see gondolas glide down the Grand Canal before stopping in St. Mark's Square. Look for the golden weathervane, which resembles archangel Gabriel, atop the 323-foot Campanile (Bell Tower). At the pink-and-white Doge's Palace, see where mighty Venetian dukes once ruled. Stroll over the Bridge of Sighs, which links the palace to a prison. As they crossed the bridge, prisoners supposedly signed with perfect sadness as they regarded their beautiful city for the last time.

##### Day 3: Venice

- Take an expert-led tour of Venice: St. Mark's Square; Grand Canal
- Visit the Doge's Palace.
- See a glass-blowing demonstration.

##### Day 4: Florence

- Travel to Florence, the birthplace of the Italian language, opera and the Renaissance, and where works of art like Michelangelo's statue of *David* and Botticelli's *The Birth of Venus* still reside today. As you stroll through the city, pass by classical statues at the Piazza della Signoria. See the domed cap of the Santa Maria del Fiore Cathedral, better known as the Duomo, which dominates the skyline. Opposite the Duomo, look for the bronzed doors of Ghiberti's *Gates of Paradise* at the Baptistery. Walk across the Ponte Vecchio, a Medieval bridge where many of Florence's famed leather and gold artisans keep shop.
- Take an expertly guided tour of Florence: Piazza della Signoria; Ponte Vecchio; Chiesa di Santa Croce; Gates of Paradise
- Visit the Duomo.

##### Day 5: Florence

- Full day to see more of Florence or
  - visit Pisa

##### Day 6: Assisi | Rome

- Travel to Assisi.
- Visit the Basilica of St. Francis.
- Travel to Rome, a city that integrates its past into the present better than any other. During your stay, explore the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat. Nearby, the Roman Forum marks the former heart of the Roman Empire. Julius Caesar gave many of his great political speeches there. On your visit to the Vatican City, marvel at Michelangelo's breathtaking ceiling in the Sistine Chapel and look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City. Before you say "arrivederci", toss a coin into the Trevi Fountain to ensure a return trip to the Eternal City.

##### Day 7: Rome

- Take an expert-led tour of Vatican City.
- Visit the Sistine Chapel.
- Visit St. Peter's Basilica.
- Take an expert-led tour of Rome.
- Visit the Colosseum.
- Visit the Roman Forum.
- Take a self-guided walking tour of Rome.

##### Day 8: Rome

- Full day to see more of Rome or
  - visit Pompeii

##### Day 9: Depart for home

##### 2-DAY TOUR EXTENSION

- Day 9: Pompeii | Sorrento region
  - Travel to Pompeii.
  - Take an expert-led tour of Pompeii.
  - Visit the Pompeii Roman Ruins.
  - Continue on to the Sorrento region.

##### Day 10: Capri | Rome

- Travel to Capri.
- Take an expert-led tour of Capri.
- Take a boat cruise.
- Return to Rome.

##### Day 11: Depart for home



With two world-class museums—each with a collection of ancient Egyptian, Greek, Roman, Islamic, and Chinese art and artifacts—this is a city that offers a unique cultural experience.

• [EXPLORE THE CITY](#)

Just get back from the city. This trip is a must for anyone who wants to see the world's most famous monuments and artifacts. It's a unique experience that offers a glimpse into the past.

• [EXPLORE THE CITY](#)

### TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

• [Optionals and excursions](#)

## *What your hotels will be like*

A good night's sleep is important, so you can count on safe, clean and comfortable hotels with private bathrooms. Every hotel we work with is required to meet our high standards for quality, safety and cleanliness. Three to four students of the same gender will share a room, which will have a combination of twin and shared double beds. Please be aware that hotels may have different amenities than you find in American hotels.

### **HERE ARE EXAMPLES OF THE TYPES OF HOTELS YOU'LL STAY AT ON TOUR:**



#### **Hotel Prati**

Viale Rosselli, 27  
Montecatini  
[www.hotel-prati.it](http://www.hotel-prati.it)

The family-run Hotel Prati is located just a short walk from the center of Montecatini Terme, the "pearl" of Tuscany whose mineral water springs have made it one of the most popular spa towns in Italy. Located just 45 minutes outside of Florence, Hotel Prati features functional, contemporary decor, and all 28 of its rooms are air-conditioned. Guest rooms include a TV, WiFi is available in the whole building free of charge, as well as toiletries and hair dryer.



#### **Grand Hotel Helio Cabala**

Via Spinabella, 13-15, 00047 Marino RM  
Italy  
[www.heliocabala.it](http://www.heliocabala.it)

Grand Hotel Helio Cabala is in Marino on the slopes of Mount Crescenzo overlooking Rome and the Lazio coast. Set at the start of the Castelli Romani, the hills around Rome, Helio Cabala is a 10-minute drive from Ciampino Airport and 4 kilometers from Lake Albano. Rome is easily reached by train. Rooms at Helio Cabala Grand Hotel come with satellite TV, a fridge, and air conditioning.



#### **Hotel M14**

Via Acquette  
Padua  
[www.hotelm14.it](http://www.hotelm14.it)

Located just 30 minutes outside Venice in the historic university town of Padua, Hotel M14 sits prominently on the Prato della Valle, one of the biggest squares in Europe. Completely renovated in 2011, the hotel has a distinctive modern feel with contemporary furniture and all the latest amenities. The 80 air-conditioned rooms include satellite TV, complimentary wireless high-speed Internet, and bathrooms with hair dryers and toiletries. The hotel also features a garden and elevator.

## What your meals will be like

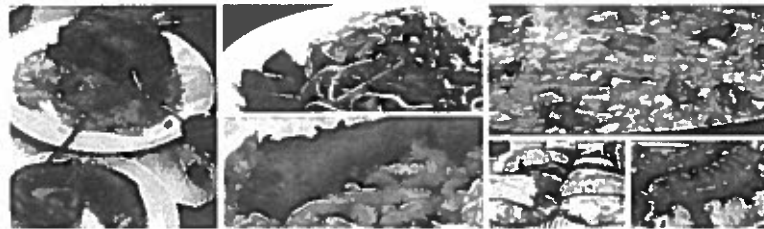
These are examples of the types of meals you and your students will be served on tour.



**Educational Tours**

## Sample Menus: Europe

Discovering new foods can be one of the best parts of traveling. The sample menus below are just a few examples of the types of traditional, local favorites you will have the opportunity to try on tour. Every meal will include table water (or bottled water if deemed necessary by locals) and you can usually buy other beverages if you wish. All meals are served as a group – not à la carte – and a vegetarian option will be available if requested in advance. Please notify EF of any other dietary restrictions or food allergies you may have. Enjoy!



### AUSTRIA

Soup  
Wiener schnitzel  
Chocolate cake

### CZECH REPUBLIC

Soup  
Goulash  
Ice cream

### FRANCE

#### Menu 1

Cheese quiche  
Turkey with rice, sauce,  
mushroom and beans  
Apple tart

#### Menu 2

Salad  
Flammkueche  
Chocolate mousse

#### Menu 3

Couscous with  
vegetables and meat  
Fruit salad

### GERMANY

#### Menu 1

Pretzel with  
cream cheese  
Turkey with  
spaetzle dumplings  
Fruit

#### Menu 2

Vegetable soup  
Bratwurst with kraut  
and mashed potatoes  
Ice cream

### GREECE

#### Menu 1

Spinach pie  
Moussaka  
Rice pudding

#### Menu 2

Greek salad  
Chicken with oven-  
baked pasta  
Walnut pie

### ITALY

#### Menu 1

Tomato bruschetta  
Cannellini beans with  
garlic and sage  
Lasagna  
Gelato

#### Menu 2

Spaghetti with pesto  
Pork loin with spinach  
and potatoes  
Fruit salad

### IRELAND

#### Menu 1

Soup  
Chicken with mashed  
potatoes and gravy  
Fruit salad

### SPAIN

Spanish Tortilla  
Pork loin with potatoes  
and mushrooms  
Ice cream

### SWITZERLAND

Soup  
Alpine macaroni  
Chocolate mousse

### UNITED KINGDOM

#### Menu 1

Fish and chips  
Ice cream

#### Menu 2

Chicken and hummus  
Rice

#### Menu 3

Naan bread  
Chicken curry

### ICELAND

Meatballs, potatoes & brown sauce  
Fish balls with potatoes and butter  
Fried vegetables

PLEASE NOTE: MEALS VARY BY TOUR. THE MENU ITEMS LISTED AND PICTURED ABOVE ARE EXAMPLES.

EFTOURS.COM | 800-637-8222

## Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

# PRICE DETAILS

*Bell'Italia*

Program Price* <sup>1</sup>	\$2,935
Includes:	
• Round-trip airfare and on tour transportation	
• Hotels with private bathrooms	
• Breakfast and dinner (see your itinerary for meal details)	
• Full-time Tour Director	
• Daily activities, tours and entrances to attractions	
Pompeii	\$125
Pisa	\$65
Gondola Ride	\$35
Weekend Supplement	\$70
Global Travel Protection	\$165
weShare – Personalized Learning	\$0
EF's Peace of Mind Program <sup>2</sup>	Free
<b>Total for Students (under 20)</b>	<b>\$3,395</b>
19 monthly payments	\$174/mo
Adult Supplement <sup>2</sup>	\$450
<b>Total for Adults</b>	<b>\$3,845</b>
19 monthly payments	\$198/mo

## *Important final details*

### **The EF Price Guarantee**

We're dedicated to making travel accessible to as many students as possible. Our unmatched global presence and longstanding relationship with airlines and hotels ensure you will always give your students the best experience at the lowest price, guaranteed.

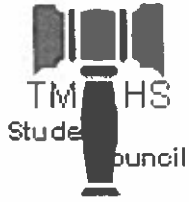
What it means for you:

- The guaranteed lowest price—if you find a similar tour for less, we'll beat it.
- One simple price—no enrollment or departure fees.
- Once a student enrolls, their price will never change.



I hope you've found this document useful. As your EF Representative, I'm here to answer any questions that you may have. Please don't hesitate to contact me with any questions.

**Sincerely,**  
Josiah Lung  
Educational Tour Consultant  
(617) 619-1839  
josiah.lung@ef.com



JUN 11 '18 AM 11:35

June 11, 2018

Christopher J. Malone  
Superintendent of Schools  
Tewksbury Public Schools  
139 Pleasant Street  
Tewksbury, MA 01876

Dear Mr. Malone:

I am writing to request permission to attend our annual Massachusetts Association of Student Councils (MASC) trip to Hyannis, Massachusetts in the spring of 2019. This event will take place at the Resort and Conference Center at Hyannis, where we will be staying. I will be attending the conference as a chaperone. The trip will take place from March 6<sup>th</sup> – 8<sup>th</sup>. We will be leaving the high school via a shared coach bus on Wednesday, March 6<sup>th</sup> at approximately 9:00 am and will be returning on Friday, March 8<sup>th</sup> at approximately 1:00 pm.

The following people will serve as secondary trip advisors and since they are all teachers, they have been CORI checked by their respective school systems. These educators are also the adults that are on the shared coach bus with us.

[REDACTED] – Dracut High School  
[REDACTED] – Lowell High School  
[REDACTED] – North Andover High School

It has been a long-standing tradition that these teachers and districts have joined us in this cooperative venture. Sharing resources allows all four high schools additional student supervision, adult access, greater familiarity with chaperones and more affordable and appropriate transportation for extended travel. The students will be closely monitored, having specific check-in times each day and evening. I will also have the students' specific information on the workshops they will be attending and let them know where I will be at all times in case they need me. The conference will consist of motivational speakers, small and large group workshops, MASC executive board elections, an awards ceremony, the annual state banquet, as well as mandatory advisor meetings.

We look forward to attending and bringing back fresh, new ideas that will benefit our council here at Tewksbury Memorial High School.

Thank you for your continued support of the Student Council program at Tewksbury Memorial High School. If there are any further questions please feel free to call me at (603) 432-4434.

Thank you for your time and cooperation in this matter,

A handwritten signature in black ink that reads "Debra Glass".

Debra Glass  
TMHS Student Council Advisor