

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, SEPTEMBER 26, 2018



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Regular Meeting #4 - Public Session Executive Session #4 (6:30 PM) - Non-Public Session

Meeting Location: Tewksbury Memorial High School
Large Group Instruction Room 1 (LGI 1 - First Floor)
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

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

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

C. RECONVENE REGULAR SCHOOL COMMITTEE MEETING - 7:00 PM

D. ANNOUNCEMENT

The September 26, 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

Marco Basiliere - Former President, Tewksbury Teachers Association

G. STUDENT REPRESENTATIVE REPORT

Grace Morris, Student Council Representative to the School Committee

H. PRESENTATIONS

ESBC Presentation Update - Peter Collins and Kent Kovac

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. September 12, 2018 Regular Meeting (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending September 20, 2018 (\$1,344,461.13) (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

Recommended Revisions to Tewksbury Public Schools' Policies on Informational Reading (Files)

IJL-Library Materials Selection and Adoption; **IJL-R**-Library Media Materials Discard/Removal Procedures; **IJNDD**-Facebook and Social Networking Web Sites; **JJE**-Student Fundraising Activities; **JLCB**-Inoculations of Students; **JLCC**-Communicable Diseases; **JLCD**-Administering Medicines to Students; **KBE**-Relations with Parent Advisory Council and Booster Organizations; **KFD**-Use of School Facilities for a Candidates Night; **KHE**-Political Activity in School Buildings and on School Grounds

P. OLD BUSINESS

1. None

Q. NEW BUSINESS

1. 2018 Summer Reading Program Participation Tallies (File)

R. SCHOOL COMMITTEE MATTERS OF INTEREST

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

October 2, 2018 (Annual Town Mtg-School Committee will attend); October 17, 2018; November 14, 2018; December 5, 2018

T. FUTURE AGENDA ITEMS

U. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools

Christopher J. Malone
cmalone@tewksbury.k12.ma.us

TEWKSBURY SCHOOL COMMITTEE

Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us
Arthy S. Bennett, Vice-Chairperson, abennett@tewksbury.k12.ma.us
James A. Cutelis, Clerk, jcutelis@tewksbury.k12.ma.us
Dennis G. Francis, dfrancis@tewksbury.k12.ma.us ♦ Keith M. Sullivan, ksullivan@tewksbury.k12.ma.us

M. CONSENT AGENDA

1. Correspondence

- a. 2018 Mentor Stipends (File)
- b. 2018 MCAS Accountability Release Schedule (File)

2. Enrollment Update

None

3. Monthly Expenditure Report

None

4. Personnel Items

New Hires: Stacy Conway (\$36,860/prorated), Part-time Case Manager, Dewing Elementary School, effective September 17, 2018; Tiffanie Marsh (\$19,549), Classroom Instruction Aide, Dewing Elementary School, effective September 7, 2018; Emma Panto (\$19,549), Classroom Instructional Aide, effective September 24, 2018

Transfers: None

Retirements/Resignations/Terminations: Kayla McLaughlin, Classroom Instructional Aide, Ryan Elementary School, effective September 28, 2018; Wendy Andrade, part-time Special Education Secretary, Ryan Elementary School, effective September 17, 2018

5. Acceptance of Donations/Gifts: None

6. Fundraisers/Raffles: Class of 2020 Car Washes (2) at MVP, September 22, 2018 & June 1, 2019; Class of 2020 Restaurant Night October 15, 2018; Class of 2020 Hypnotist Show on January 17, 2019; North Street/Dewing PACs 2018 fundraising events and activities; Dewing and North Street PACs Gift Card sales October 29, 2018 through November 9, 2018

Executive Session

<p>TEWKSBURY PUBLIC SCHOOLS</p> <p>CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #4 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, September 26, 2018</p> <p>Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876</p>
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A. CALL TO ORDER

B. EXECUTIVE SESSION

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

C. ADJOURNMENT

Recognition and/or Presentations

Tewksbury School Committee - September 26, 2018

RECOGNITIONS

Marco Basiliere

Former President - Tewksbury Teachers Association (TTA)

PRESENTATIONS

Elementary School Building Committee Update

Peter Collins, CBRE Heery

Kent Kovacs, Flansburgh Architects

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/20/2018**

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 **\$1,344,461.13**

GRANTS

\$23,768.73	2018-2019	Special Ed 240 Grant
\$4,782.56	2017-2018	Title I Grant
\$200.00	2017-2018	Title II Grant
	2018-2019	High Quality Grant
\$1,044.32	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

REVOLVING ACCOUNTS

\$20,328.20	2018-2019	Ext Day Program
\$14,186.40	2018-2019	Ext Day Preschool Program
\$960.84	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$32,230.20	2018-2019	Lunch Program
	2018-2019	Hanover Funds
\$933.53	2018-2019	Facilities
	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
\$44.84	2018-2019	New Start
\$2,893.54	2017-2018	Preschool

\$102,002.14 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,242,458.99 2018-2019 School Department Account

\$1,344,461.13 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

Tewksbury Public Schools

Office of the Superintendent
139 Pleasant Street
Tewksbury, MA 01876

Christopher J. Malone
Superintendent (978) 640-7800
cmalone@tewksbury.k12.ma.us

Brenda Theriault-Regan, C.A.G.S.
Assistant Superintendent (978) 640-7800
bregan@tewksbury.k12.ma.us

Celebrating Excellence



TO: Kaitlyn Paquette

FROM: Brenda Theriault-Regan
Assistant Superintendent

DATE: September 14, 2018

RE: Mentor Stipends

Below please find the list of mentors who will be receiving a stipend. The following individuals should receive the higher stipend as they participated in the training component of the program:

- | | |
|-------------------------|------------------------------------|
| • Andy Bellistri | • Dorothy Graaskamp |
| • Kathy Carleton | • Heather Grace - ½ stipend |
| • Nicoletta DeVincintis | • Lynne Hardacre |
| • Julie Fabiano | • Samantha Tavantzis |
| • Elizabeth Fagan | • Sarah Yore |

The following individuals did not attend the training component of the program and will receive a lower stipend:

- Sue Barnett
- Chloe Callahan
- Allison Hayes
- Kathleen Henry
- Karen Hodgson
- MaryJo Kelleher
- Nicole LaPierre
- Tara Quinn - **½ stipend**
- Brittany Roberts
- Robert Rogers
- Christine Strickler
- Jim Sullivan
- Candace Tharrett

The following individuals have chosen to receive credit:

- Lauren Auciello
- Jennifer Milligan

Please let me know if you have any questions. Thank you!

cc: C. Bilodeau, G. Johnson, J. Mrozowski

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.

2018 MCAS Accountability Release Schedule

Below is the day-by-day schedule for the MCAS and school accountability release:

Date and time	Deliverable / Event	Mode of Delivery
September 2018		
Early next week (announced via an On the Desktop)	<p>Official embargoed MCAS student rosters & .csv data files posted electronically for superintendents & principals</p> <p>Official embargoed MCAS & MCAS-Alt student results available to superintendents & principals in Edwin Analytics</p> <p>Official embargoed accountability data for all districts & schools provided electronically to superintendents & principals</p> <p>Highlights of messaging</p>	<p>DropBox Central in DESE's Security Portal: https://gateway.edu.state.ma.us/</p> <p>Edwin Analytics in DESE's Security Portal: https://gateway.edu.state.ma.us/</p> <p>Accountability Data application in DESE's Security Portal: https://gateway.edu.state.ma.us/</p> <p>Will be attached to the On the Desktop.</p>
Tues., Sept. 25, 9:30 a.m.	WebEx for school and district leaders preparing for local release	WebEx registration required: http://www.doe.mass.edu/conference/?ConferenceID=9897
Wed., Sept. 26, 3:30 p.m.	Embargoed call with reporters (DESE staff and media only)	
Thurs., Sept. 27	Media embargo lifts	12:01 a.m. (news articles can be published the morning of Thursday, Sept. 27)
Thurs., Sept. 27	Press release goes out	To news outlets and (via On the Desktop) to superintendents and principals.
Thurs., Sept. 27	<p>Official district & school-level MCAS & MCAS-Alt results released to the public</p> <p>Official accountability reports for all districts & schools released to the public</p>	<p>Department's website (at 9 a.m.): http://profiles.doe.mass.edu/</p> <p>Department's website (at 9 a.m.): http://profiles.doe.mass.edu/</p>
September 28	Printed MCAS parent/guardian reports for students participating in standard MCAS tests & MCAS-Alt received by superintendents	<p>UPS delivery to district offices</p> <p>Online (PDF) versions of the Grade 3-8 Parent/Guardian Reports will also be available to school and district leaders through PearsonAccess Next.</p>

TEWKSBURY PUBLIC SCHOOLS

Request for Fund Raising

SEP 10 '18 PM 12:16

Date:

9/7/18

1. Name of Organization: Class of 2020
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary:
We will hold two car washes during the 2018-2019 school year at MVP.
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Jr prom + Sr. week activities
5. Proposed dates of fund raising activity: ~~from~~ Sept 22nd, 2018 June 1st, 2019
9-11am + 9-11am
6. Describe student involvement in the fund raising activity:
Students will make signs, get supplies, wash cars + promote car washes
7. Type of identifying credential to be used during fund raising activity.
none
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Bailey Mahoney
Signature of applicant: Bailey Mahoney
Address: [REDACTED]
Telephone No.: [REDACTED]

- =====
- Date: 9/10/18
1. Your request for permission to raise funds is approved/disapproved. (Circle)
 2. Reason for disapproval: _____
 3. You are authorized to begin the activity of this date: _____
 4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
 5. Comments by the principal: _____
 6. Copy sent to the office of the Athletic Director.
Signature: [Signature] Date: 9/10/18

TEWKSBURY PUBLIC SCHOOLS

SEP 10 '18 PM 12:16

Request for Fund Raising

Date:

9/7/18

1. Name of Organization: Class of 2020
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary:
Students will pass out flyers + attend a restaurant night where a portion of the checks are returned to us.
3. School location and facilities desired: (cafeteria, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Jr prom + Sr. week activities
5. Proposed dates of fund raising activity: from: Oct 15 to: Oct 15
4 pm 10 pm
6. Describe student involvement in the fund raising activity:
Students will promote + pass out flyers.
Students will attend event
7. Type of identifying credential to be used during fund raising activity.
posters + flyers
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Bailey Mahoney
Signature of applicant: Bailey Mahoney
Address: [REDACTED]
Telephone No.: [REDACTED]

Date:

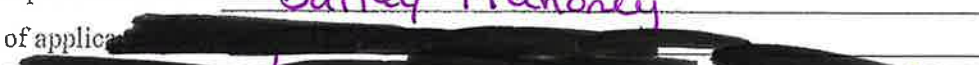


9/10/18

1. Your request for permission to raise funds is approved/disapproved. (Circle)
2. Reason for disapproval: _____
3. You are authorized to begin the activity of this date: _____
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: _____
6. Copy sent to the office of the Athletic Director.
Signature: [Signature] Date: 9/10/18

TEWKSBURY PUBLIC SCHOOLS
Request for Fund Raising

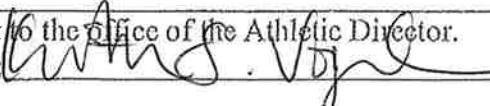
Date:

9/7/18

1. Name of Organization: Class of 2020
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary:
A hypnotist will perform an age appropriate show for parents + students as well as community members
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
 Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Jr Prom + Sr week activities
5. Proposed dates of fund raising activity: from: Jan 17, 2019 to: Jan 17, 2019
7pm
6. Describe student involvement in the fund raising activity:
Students will promote + sell tickets in advance of show. Students will also sell night of tickets + attend show. They will help with set up + break down.
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: Bailey Mahoney
 Signature of applicant: 
 Address: 
 Telephone No.: 

Date:

9/10/18

1. Your request for permission to raise funds is approved/disapproved. (Circle)
2. Reason for disapproval:
3. You are authorized to begin the activity of this date:
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal:
6. Copy sent to the Office of the Athletic Director.
 Signature:  Date: 9/10/18

Fundraising		Social	Community
August		Dewing Playground Social	

September	Scholastic Book Fair NS
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October	Penny Wars	Dewing Trunk or Treat
		Pumpkin Trail

November	Gift Card Fundraiser	Tewksbury Public Library Festival of Trees	Treats for Vets
	Square 1 Art		Anton's Coats for Kids Collection
	Scholastic Book Fair Dewing		

December	NSS Holiday Store		
			Dewing Holiday Giving Tree
			NSS gift collection??
			Anton's Coats for Kids Collection

Ongoing	Spirit Wear
	Paper Retriever/Recycle That
	Shoparoo/Amazon Smile/Box Tops
	Birthday Book Club Program
	Pop Tops
	Dine Outs

Gift Card Fundraiser

Request for Fundraising

Date: 9/1/18

File JDE-E

1. Name of Organization Dewing North St. PACs

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

Sell gift cards via order form (to be approved by Superintendent)
or web

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

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

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

To support ongoing PAC events

5. Proposed dates of fund raising activity From 10/29/18 To 11/9/18 order form

11/12-10/18 = last call. 11/10/18 final order sent

6. Describe student involvement in the fund raising activity. Students will sell
gift cards to family/friends

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 Monica Johnson

Address

Telephone No.

Signature of Applicant

M Johnson

(To be completed by the School Principal)

Date 9-7-18

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 10-29-18

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 9-7-18

Policy

File: IJL - LIBRARY MATERIALS SELECTION AND ADOPTION

The Tewksbury School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Select materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel: teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building principal, subject to the approval of the superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

CROSS REF.: KEC, Public Complaints About the Curriculum or Instructional Materials

603 CMR [26:05](#)

Reviewed and Accepted:

File: IJL-R - LIBRARY/MEDIA MATERIALS DISCARD/REMOVAL PROCEDURES

The continuous review of Library/Media Center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials shall be withdrawn shall rest with the professional staff.

Among the other reasons for withdrawing an item shall be the following:

Curricular changes have rendered as superfluous materials formerly used but no longer in demand or;

Materials contain information which is no longer accurate or current or;

Materials intended for recreational reading have become dated or;

Materials have worn out, been damaged or physically deteriorated, and have lost utility or;

Materials have been superseded by newer items which present the same information but in superior format.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

Reviewed and Accepted:

LEGAL REF.: 603 CMR [26:05](#)

File: IJNDD - POLICY ON FACEBOOK AND SOCIAL NETWORKING WEB SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
 - e. Inappropriate contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Examples of inappropriate behavior from other districts, as behavior to avoid
- 5) Monitoring and penalties for improper use of district computers and technology
- 6) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

APPROVED: August 2010

ADOPTED: April 14, 2015

Reviewed and Accepted:

File: JJE – STUDENT FUNDRAISING ACTIVITIES

This policy governs fundraising activities in which students, coaches, parent/guardians, teachers, individuals and school facilities or the name of the Tewksbury Public Schools are involved. A copy of this policy will be sent to a representative of officially recognized, school related groups by the approved administrator on an annual basis.

1. All requests for fund raising and/or the use of letters, telephone and other communiques requesting gifts of money or donations of materials from businesses and companies shall be presented to the building principal or an immediate supervisor for review and subsequent action.
 - a. A student or club organization must submit their request to the building principal.
 - b. A coach must submit the request to the Director of Athletics.
 - c. The Parent Advisory Council and/or School Improvement Council shall submit their request to the building principal for approval.
 - d. Individual Support groups must submit fund raising requests through the building principal.
 - e. Individuals or groups of persons representing the Tewksbury Public Schools requesting gifts of money or donations of materials must have prior approval from the Principal of the school. In the case of the involvement of multiple schools, the Principal of each school involved must grant prior approval. Prior to communicating such requests for gifts of money and/or donation of materials to a **the** potential donor, the solicitor must secure the approval of the Superintendent of Schools or **his/her** designee.
2. Any event which uses the name of the Tewksbury Public Schools in their fund raising literature must receive prior written approval of the Superintendent of Schools or designee. Those events using the name of a specific school must receive prior written approval of the building principal and the Superintendent of Schools or **his/her** designee.
3. Notwithstanding the foregoing, students, coaches, parent/guardians, teachers or persons representing the Tewksbury Public Schools shall not be permitted under any circumstances to engage in commercial or political fundraising enterprises on school premises and/or during school hours (see Tewksbury School Committee Policy related to "Political Activity in School Buildings and on School Grounds").

There will be no door-to-door solicitation by students, coaches, parent/guardians teachers or persons representing the Tewksbury Public Schools.

The use of prizes as an incentive for students to solicit increased sales is prohibited. Moneys expended on such prizes by the vendor will be given to the fundraising sponsor for deposit in the student activities account.

No student shall be directed or required to involuntarily participate in any approved, school related, fundraising activity and no disciplinary actions shall be taken toward a student who does not participate.

4. A request for Fundraising Form must be completed in detail and presented by the student, coach, parent/guardian, teacher, persons representing the Tewksbury Public Schools, or the Fundraising activity representative to the principal or immediate supervisor and where applicable, to the Superintendent of Schools or his/her designee. These forms are available at each school office.

5. All fundraising requests must be presented at least thirty (30) days prior to the start of the fundraising activity. If a special or unique circumstances can be demonstrated, the Principal may waive the thirty day period.

All activities cannot take place until final approval has been granted by the Principal and/or where applicable of the Superintendent of Schools or his/her designee.

6. The building principal has the authority to authorize a fundraising activity involving his/her students or his/her facility with the exception of those individuals or groups of people representing the Tewksbury Public Schools that are requesting gifts of money or donations of materials. In these activities the applicant must also receive the approval of the Superintendent of Schools or his/her designee prior to any solicitations taking place.

Consideration of the frequency of fundraising and solicitations from businesses and companies for gifts of money and donations of materials is one factor which will be used in the approval or denial of requests.

Fundraising events involving multiple facilities or students from more than one school need the approval of all appropriate building administrators and the Superintendent of Schools or his/her designee.

7. Raffle requests must be approved by the Tewksbury School Committee. After Tewksbury School Committee approval, the raffle sponsor must receive a permit from the Town Clerk (Massachusetts General Laws - Chapter 271, Section 7A). By approving a request for an organization to request a permit from the Town Clerk, the Tewksbury School Department does not sponsor or participate in the raffle and is not responsible for any potential tax payment associated with such activities. No raffle tickets are to be sold in school buildings or to students during regular school hours.

8. The ~~Director of Transportation and Facilities~~ Superintendent of Schools or his/her designee will keep a central system wide register of all fundraising activities and request

for donations and materials from businesses and companies approved by building principals ~~and where applicable the Superintendent of Schools or his/her designee.~~

It is imperative that each principal review all approved fundraising activities listed on the central register prior to approving or disapproving any fundraising request.

9. Proceeds from all student fundraising activities at Tewksbury Memorial High School shall be deposited with the Treasurer for Student Activities at the High School using appropriate forms denoting the Student Activity, and the derivation of the specific funds deposited.

Proceeds from student fundraising activities at all other schools shall be deposited in the student activities fund maintained by the building principals using the appropriate forms denoting the Student Activity, and the derivation of the specific funds deposited.

The Principal is solely responsible for the accounting of all funds derived from approved student activities.

10. The Tewksbury Public Schools encourage and recommends the treasurers from Parent Advisory Councils and other support groups involved in the raising of funds for the benefit of the Tewksbury Public Schools and its students to be bonded. The Tewksbury Public Schools will not be responsible for any unpaid bills or any revenue short falls incurred as a result of fund raising activities.

11. All written contracts associated with student fundraising or school sponsored activities will not be honored unless prior approval for the activity has been granted by the Principal, signed by the same principal who approved the activity and CO signed by activity sponsor.

12. Gifts of services and materials purchased through fundraising activities involving Tewksbury Public Schools students must receive approval from the building principal prior to the expenditure of funds.

13. Equipment purchased from funds raised under this policy must be accepted by the Tewksbury School Committee.

This policy will be implemented in accordance with the Massachusetts General Laws Section 47, Chapter 71, governing Student Activity Accounts.

Reviewed and Adopted May 14, 2014

Revised:

File: JLCB - INOCULATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, measles, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

Established by law

Revised: January 18, 1996

Revised:

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JF](#), School Admissions

File: JLCC - COMMUNICABLE DISEASES

The Tewksbury Public Schools is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the Tewksbury Public Schools' responsibilities to handicapped children under the law.

The Tewksbury School Committee recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases. ~~such as Acquired Immune Deficiency Syndrome (AIDS).~~

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The Tewksbury Public Schools reserves the right to require a physician's statement authorizing the student's return to school.

The Educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the Tewksbury Public Schools shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

{Adoption date}

Revised: January 18, 1996

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

Revised:

File: JLCD - ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. In the absence of the school nurse, a nurse from another building will travel to the school and administer the medication. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student. The school nurse leader and school physician shall be the supervisor of the medication administration program in the Tewksbury Public Schools and shall develop the protocol and procedures relating to the administration of medication.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epipens and medication for short term special circumstances or field trips within the Commonwealth of Massachusetts.

Following consultation with the school nurse, and with proper parental and medical permissions, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with food allergies may possess and administer prescription Epipens
3. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
4. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.
5. Students with dermatological conditions that require topical creams/ointments duly prescribed may possess and administer prescription.

Revised: November 20, 2013

Revised: April 13, 2016

Revised:

LEGAL REF.: M.G.L. [71:54B](#) Dept. of Public Health Regulations: 105 CMR 210.00; **244 CMR 3.00**

File: KBE - RELATIONS WITH PARENT ADVISORY COUNCIL AND BOOSTER ORGANIZATIONS

The Tewksbury School Committee, administration, and staff, in order to foster relationships with parent/guardians that encourage the home and school to work together to establish and achieve common educational goals for students, will:

1. Consult with and encourage parent/guardians to share in school planning and in setting objectives and evaluating programs.
2. Help parent/guardians understand the educational process and their role in promoting it.
3. Assist parent/guardian in understanding the operations of their child's school.
4. Provide opportunities for parent/guardians to be informed of their child's progress and the criteria used to measure such progress.

To accomplish the above and to enhance communications between parent/guardians and school officials, the Tewksbury School Committee encourages and supports formal parent organizations, including parent advisory council and booster organizations, at each school building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building principal.
2. If more than one organization with the same purpose makes the request, a vote, open to all parent/guardians of children enrolled, will designate the organization to be recognized.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

Adoption date: January 1996

Reviewed and Adopted January 14, 2015

Revised:

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

File: KFD - USE OF SCHOOL FACILITIES FOR A CANDIDATES NIGHT

Tewksbury School Department facilities ~~are available to community sponsored civic groups for~~ **would be considered if all other town facilities were unavailable for** the purpose of conducting a candidates night. The following regulations shall apply:

1. A "Use of School Facilities Application" must be completed by the sponsoring group and submitted to the Central Office along with a written outline of the program format.
2. The rental fee will be waived.
3. If a custodian is required, a custodial fee will be charged.
4. School Department equipment will be made available.
5. If refreshments are to be served, a school department cafeteria employee will be assigned to the activity and the sponsor will be required to pay for the service. Refreshments can only be served in an area designated by the School Department.
6. The School Department reserves the right to assign a police officer. The cost of the officer will be paid by the sponsor.
7. No political signs, posters or handouts will be allowed in the school facility.
8. The Tewksbury School Committee, acting through its agent, reserves the right to approve or reject application for use of a school facility for a candidates night.
9. The organization sponsoring the Candidates Night will be responsible for providing a Liability Insurance Certificate consistent with the requirements outlined in the School Department's Policy on Use of School Facilities.
10. In order to be eligible for use of a school facility, the sponsoring organization must include in its program format candidates for all contested offices.

SOURCE: Tewksbury

Reviewed and Adopted January 14, 2015

Revised:

File: KHE - POLITICAL ACTIVITY IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

A. Political Activity in School Buildings

No political activity is to be conducted within any school facility under the jurisdiction of the Tewksbury School Committee ~~without the express approval of the Tewksbury School Committee~~. Material including but not restricted to posters, handbills, cards, ~~placards~~, pictures, circulars, any literature, buttons, ~~signs~~, ~~nomination forms~~, ~~endorsement paperwork~~, ~~petitions~~, ~~signs~~, and/or stickers intended to influence any person within the school facility may not be exhibited, circulated or distributed.

~~The Tewksbury School Committee reserves the right to preserve order and take the necessary steps needed to avoid interruptions and disturbances of school related activities in any school facility.~~

B. Political Activity on School Grounds

No person shall loiter or gather within 150'(feet) of the any entrance to a School Facility under the jurisdiction of the Tewksbury School Committee ~~without the express approval of the Tewksbury School Committee~~. Material including but not restricted to posters, handbills, cards, ~~placards~~, pictures, circulars, any literature, buttons, signs, ~~nomination forms~~, ~~endorsement paperwork~~, ~~petitions~~, and/or stickers intended to influence any person ~~within the school facility~~ may not be exhibited, circulated or distributed within 150'(feet) of the any entrance to a School Facility under the jurisdiction of the Tewksbury School Committee. ~~without the express prior approval of the Tewksbury School Committee.~~

~~The Tewksbury School Committee reserves the right to preserve order and take the necessary steps needed to avoid disturbances on school grounds that may impede school related activities.~~

C. Conduct Concerning Elections and Town Meeting

The Tewksbury Town Clerk will prescribe the appropriate conduct of elections and town meeting procedure pursuant to Massachusetts General Laws and the Town of Tewksbury By-Laws.

D. Students Right of Freedom of Expression

Massachusetts General Laws Chapter 71:82 guarantees the right of students to freedom of expression provided that such right shall not cause any disruption or disorder within the school. Some examples of substantial disrupted behavior are physically stopping other

Students have the right to speak freely, in and out of class, subject to the limitations on obscenity, defamation, fighting words, incitement, and disruption.

No expression made by students in the exercise of such right shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action made or published by the students.

Any assembly planned by the students during regularly scheduled school hours that will not substantially disrupt the educational process shall be held only at the time and place approved in advance by the school principal or his/her designee and the Superintendent.

E. Teaching In The Classroom

Institutions of public education are conducted for the common good and not to further the interest of any specific political philosophy, party or candidate. The right of teachers in institutions of public education to freely study, discuss and investigate controversial political issues is also essential to the advancement of truth and its free exposition. The teacher has a professional obligation and responsibility to present differing political opinions in order to promote the common good which is essential to these purposes.

SOURCE: Tewksbury

Reviewed and Adopted January 14, 2015

Revised:

Old Business

New Business



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Regan, Assistant Superintendent
Date: September 20, 2018
Re: 2018 Summer Reading Totals

This is Informational Only - No Vote is Required

The attached chart represents the 2018 Summer Reading Program student participation data. This is informational only, not vote is required.

SUMMER READING 2018-19

<i>School</i>	<i>Grade Level</i>	<i># TOTAL STUDENTS</i>	<i># STUDENTS COMPLETED</i>	<i>% STUDENTS SY 2018-19</i>	<i>% STUDENTS SY2 017-18</i>	<i># NEW STUDENTS</i>
DEW	K	143	77	0.54	0.65	18
HB	K	102	58	0.62	0.78	8
DEW	1	119	88	0.74	0.78	7
HB	1	114	79	0.72	0.72	4
DEW	2	160	120	0.75	0.69	9
HB	2	128	93	0.78	0.79	8
NS	3	136	91	0.67	0.71	5
TR	3	99	93	0.94	0.94	3
NS	4	145	119	0.82	0.69	2
TR	4	104	90	0.86	0.86	1
RYAN	5	256	219	0.90	0.85	14
RYAN	6	255	221	0.89	0.90	7
WMS	7	271	257	0.95	0.95	10
WMS	8	309	280	0.91	0.91	3
TMHS	9	204	181	0.94	0.90	19
TMHS	10	207	185	0.89	0.85	9
TMHS	11	228	199	0.87	0.88	3
TMHS	12	241	219	0.91	0.83	6