

## TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, OCTOBER 17, 2018



TEWKSBURY PUBLIC SCHOOLS  
CHRISTOPHER J. MALONE  
SUPERINTENDENT OF SCHOOLS

Regular Meeting #5 (7:00 PM) - Public Session  
Executive Session #5 (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 October 17, 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

#### Tewksbury Memorial High School Students

1. Commended Students in the 2019 National Merit Scholarship Program - Aklilu Aron, Cameron Grace, Colton Rusch, and Emma White
2. National Hispanic Recognition Program: 2018-19 National Hispanic Scholar - Ryan Smith

### G. STUDENT REPRESENTATIVE REPORT

Grace Morris, Student Council Representative to the School Committee: Notes From Tewksbury Memorial High School

### H. PRESENTATIONS

1. MCAS Accountability Update - Brenda Regan, Assistant Superintendent
2. Information Technology Critical Needs Report - Jason Stamp, Director of S.T.E.M./IT

### 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 26, 2018 Regular Meeting (File)

### K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending October 4, 2018 (\$1,323,681.32) (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 First Reading (File)

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. Enrollment - 2018 October 1st Count (Unofficial) (File)
2. Special Town Meeting Warrant Articles Update

**Q. NEW BUSINESS**

1. Northeast Professional Educators Network (NPEN) Workshops (File)
2. 2018-2019 Budget Timeline Process (File)
3. Title 1 Year End Report (File)

**R. SCHOOL COMMITTEE MATTERS OF INTEREST**

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

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](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. Cutelis, Clerk, [jcutelis@tewksbury.k12.ma.us](mailto:jcutelis@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. DA Truancy Letter

2. **Enrollment Update**

See Old Business

3. **Monthly Expenditure Report**

None

4. **Personnel Items**

**New Hires:** Leonard Gendron (\$20/hr.), Building Safety & Security Monitor, Tewksbury Memorial High School effective October 29, 2018; Kaitlynn Perreault (\$19,549), Classroom Instructional Aide, John Ryan Elementary School, effective October 16, 2018; Gina Manetta (\$13/hr.), Part-time Special Education Secretary, John Ryan Elementary School, effective October 9, 2018

**Appendix B Coach Positions for the 2018-2019:**

Paige Winn - Girls Varsity Fall Cheer Coach

**Transfers:** None

**Retirements/Resignations/Terminations:** Robyn Hakala, Special Education Teacher, Dewing Elementary School, effective June 30, 2019

5. **Policy Review: First and Final Reading/Approve on Consent**

**Policies reviewed and recommended to adopt with no changes –** IJL-Library Materials Selection and Adoption; IJL-R-Library Media Materials Discard/Removal Procedures; IJNDD-Facebook and Social Networking Web Sites

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

7. **Fundraisers/Raffles:** TMHS Soccer Boosters "Evening With Friends" fundraiser, October 19, 2018, proceeds to be used for scholarships for graduating seniors; TMHS Adaptive Ski Team sale of holiday wreaths, October 8, 2018 through November 5, 2018, proceeds used to purchase ski lift tickets for lessons and to defray the cost of annual overnight ski trip.

# Executive Session

<p><b>TEWKSBURY PUBLIC SCHOOLS</b></p> <p>CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p><b>TEWKSBURY SCHOOL COMMITTEE AGENDA</b></p> <p>Meeting Type/Time: Executive Session #5 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, October 17, 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 - October 17, 2018**

## **RECOGNITIONS**

### **Commended Students in 2019 National Merit Scholarship Program**

- ★ Akilu Aron
- ★ Cameron Grace
- ★ Colton Rusch
- ★ Emma White

### **2018-19 National Hispanic Scholar - National Hispanic Recognition Program**

- ★ Ryan Smith

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## **PRESENTATIONS**

1. MCAS Accountability Update - Brenda Regan, Ass't. Superintendent
2. Information Technology Critical Needs Report - Jason Stamp, Dir. of S.T.E.M./IT



# 2018 District & School Accountability Reporting

October 2018



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## NEW Accountability System Highlights

# NEW Accountability System Highlights

- Additional accountability indicators
  - Provide information about school performance & student opportunities **beyond test scores**
- Normative & criterion-referenced components
  - Progress toward targets & percentiles
- Focus on raising the performance of each school's lowest performing students
  - In addition to the performance of the school as a whole
- Districts classified based on average of all district-level data
  - No longer based on the performance of a district's lowest performing school
- Discontinuation of accountability & assistance levels 1-5
  - Replaced with accountability categories that define the progress that schools are making & the type of support they may receive from the Department



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## Accountability Indicators

# Massachusetts' accountability indicators – non-high schools (3–8)

Indicator	Measure
Achievement	<ul style="list-style-type: none"> <li>English language arts (ELA) average scaled score</li> <li>Mathematics average scaled score</li> <li>Science achievement (Composite Performance Index (CPI))</li> </ul>
Student Growth	<ul style="list-style-type: none"> <li>ELA <u>mean</u> student growth percentile (SGP)</li> <li>Mathematics <u>mean</u> SGP</li> </ul>
<u>English Language Proficiency</u>	<ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years)</li> </ul>
<u>Additional Indicator(s)</u>	<ul style="list-style-type: none"> <li><u>Chronic absenteeism</u> (percentage of students missing 10 percent or more of their days in membership)</li> </ul>

# Massachusetts' accountability indicators – high schools & middle/high

Indicator	Measure
Achievement	<ul style="list-style-type: none"> <li>English language arts (ELA) achievement (Composite Performance Index (CPI))</li> <li>Mathematics achievement (CPI)</li> <li>Science achievement (CPI)</li> </ul>
Student Growth	<ul style="list-style-type: none"> <li>ELA mean student growth percentile (SGP)</li> <li>Mathematics mean SGP</li> </ul>
High School Completion	<ul style="list-style-type: none"> <li>Four-year cohort graduation rate</li> <li>Extended engagement rate (five-year cohort graduation rate plus the percentage of students still enrolled)</li> <li>Annual dropout rate</li> </ul>
<u>English Language Proficiency</u>	<ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years)</li> </ul>
<u>Additional Indicator(s)</u>	<ul style="list-style-type: none"> <li>Chronic absenteeism (percentage of students missing 10 percent or more of their days in membership)</li> <li>Percentage of 11<sup>th</sup> &amp; 12<sup>th</sup> graders completing advanced coursework (Advanced Placement, International Baccalaureate, dual enrollment courses, &amp;/or other selected rigorous courses)</li> </ul>

# 3

## Weighting of Accountability Indicators

## Weighting of indicators in non-high schools (3-8)

Indicator	Measures	2018 Weighting (3:1)	
		With ELL	No ELL
Achievement	<ul style="list-style-type: none"> <li>ELA, math, &amp; science achievement values (based on scaled score)</li> </ul>	60% 3	67.5% 3
Student Growth	<ul style="list-style-type: none"> <li>ELA/Math Student Growth Percentile (SGP)</li> </ul>	20% 1	22.5% 1
English Language Proficiency	<ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency</li> </ul>	10%	
Additional Indicators	<ul style="list-style-type: none"> <li>Chronic absenteeism</li> </ul>	10%	10%

## Weighting of indicators in high schools & middle/high schools

Indicator	Measures	2018 Weighting (3:1)	
		With ELL	No ELL
Achievement	<ul style="list-style-type: none"> <li>ELA, math, &amp; science achievement</li> </ul>	40%	47.5%
Student Growth	<ul style="list-style-type: none"> <li>ELA/Math Student Growth Percentile (SGP)</li> </ul>	20%	22.5%
High School Completion	<ul style="list-style-type: none"> <li>Four-year cohort graduation rate</li> <li>Extended engagement rate</li> <li>Annual dropout rate</li> </ul>	20%	20%
English Language Proficiency	<ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency</li> </ul>	10%	
Additional Indicators	<ul style="list-style-type: none"> <li>Chronic absenteeism</li> <li>Percentage of students completing advanced coursework</li> </ul>	10%	10%



## Criterion-referenced component

- In addition to meeting targets for the school as a whole, the performance of the lowest performing students in each school will be measured equally
  - 50% performance all & 50% performance LPS
  - Every school in MA will have a group of lowest performers
  - Identified from cohort of students who were enrolled in the school for more than one year with the lowest combined average of scaled scores
- Focus on closing the achievement gap by raising the “achievement floor”
  - Gap-closing can occur as a result of a decline in performance by the high-performing group

## Setting targets

- For 2018 reporting, targets were only set for one year
  - Long-term targets will be set in the future
- Targets for achievement indicators were based on the assessment performance of “LIKE” schools
- Targets for Improvement were set for 2018 (from SY 14–17)
- Targets for non-assessment indicators will be based on analysis of past trends & reasonable expectations for improvement (i.e. attendance, grad. rate...etc.)

## Criterion-referenced component

- Points assigned based on progress toward target for each indicator, for both the aggregate & the lowest performing students

Declined	No change	Improved	Met target	Exceeded target
0	1	2	3	4

# 2018 TPS District Accountability

## Progress Towards Achievement Targets

All Grades 3-8														High School					
Progress toward Improvement targets		50%			50%			50%			50%								
Indicator		All students (Non-high school grades)			Lowest performing students (Non-high school grades)			All students (High school grades)			Lowest performing students (High school grades)								
		Points earned	Total possible points	Weight %	Points earned	Total possible points	Weight %	Points earned	Total possible points	Weight %	Points earned	Total possible points	Weight %						
Achievement	English language arts achievement	1	4	-	2	4	-	1	4	-	1	4	-						
	Mathematics achievement	2	4	-	2	4	-	0	4	-	0	4	-						
	Science achievement	3	4	-	-	-	-	0	4	-	-	-	-						
	Achievement total	6	12	60.0	4	8	67.5	1	12	47.5	1	8	67.5						
Growth	English language arts growth	2	4	-	2	4	-	1	4	-	0	4	-						
	Mathematics growth	3	4	-	2	4	-	1	4	-	1	4	-						
	Growth total	5	8	20.0	4	8	22.5	2	8	22.5	1	8	22.5						
High school completion	Four-year cohort graduation rate	-	-	-	-	-	-	3	4	-	-	-	-						
	Extended engagement rate	-	-	-	-	-	-	4	4	-	-	-	-						
	Annual dropout rate	-	-	-	-	-	-	4	4	-	-	-	-						
	High school completion total	-	-	-	-	-	-	11	12	20.0	-	-	-						
Progress toward attaining English language proficiency	English language proficiency total	1	4	10.0	-	-	-	-	-	-	-	-	-						
Additional indicators	Chronic absenteeism	1	4	-	0	4	-	1	4	-	0	4	-						
	Advanced coursework completion	-	-	-	-	-	-	4	4	-	-	-	-						
	Additional indicators total	1	4	10.0	0	4	10.0	5	8	10.0	0	4	10.0						
	Weighted total	4.8	9.6	-	3.6	7.6	-	3.6	10.7	-	0.9	7.6	-						
Percentage of possible points		50%			47%			34%			12%								
Percentage of possible points by gradespan		49%						23%											
		Weight of non-high school results:70%						Weight of high school results:30%											
Criterion-referenced target percentage		41%						Partially meeting targets											
								=avg. of all 5 MCAS Schools											



# 4

## Improvements Toward Targets & Normative Component (Percentile)

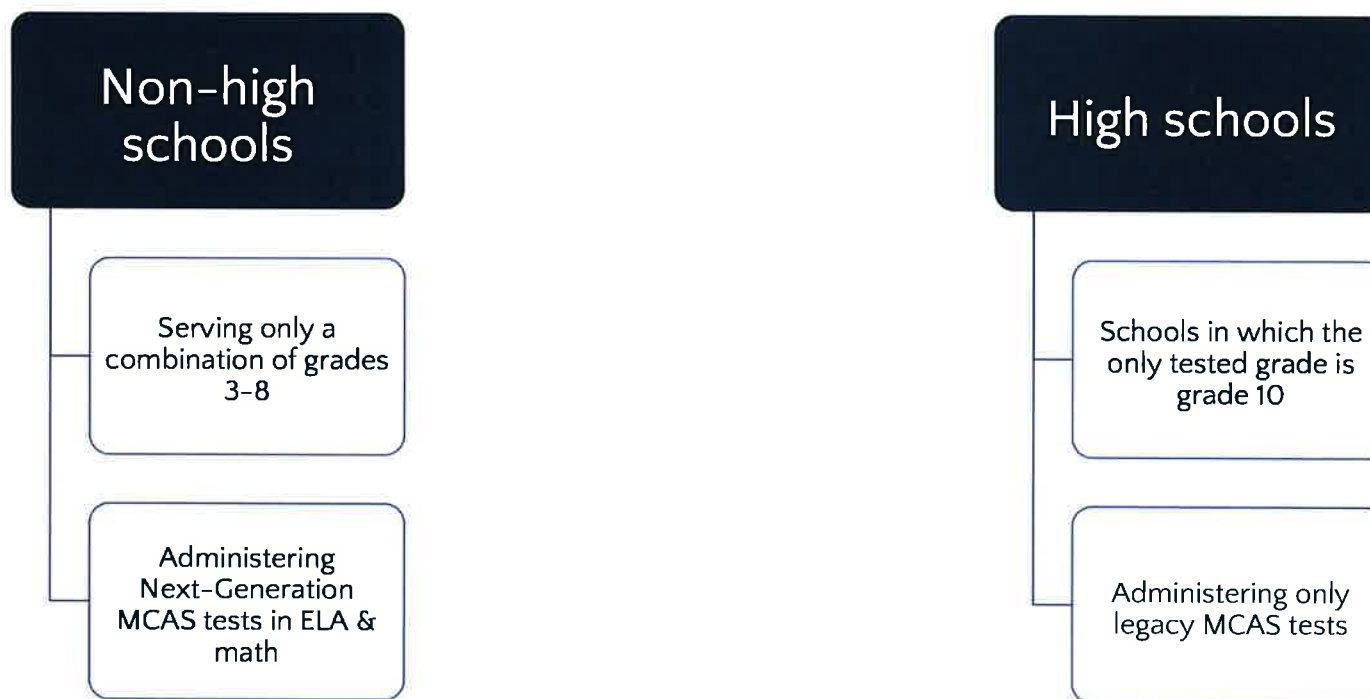
For Schools

## Normative component for schools

- Accountability percentile 1–99, calculated using all available indicators for a school
- Compares all **schools** administering similar statewide assessments
- Used to identify the lowest performing schools in the state
- Same calculation used at the subgroup level to identify low-performing subgroups (“subgroup percentile”)

## Comparisons

- Schools will be grouped & compared based on the assessment(s) administered in 2018





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# 2018 School Accountability

Overall classification	Not requiring assistance or intervention
Reason for classification	Partially meeting targets
Progress toward improvement targets	11% - Partially meeting targets
Accountability percentile	58

English language arts achievement - Next-Generation MCAS average composite scaled score - Non-high school							About the Data
Group	2017 Achievement	2018 Achievement	Change	2018 Target	N	Points	Reason
All Students	508.9	508.1	-0.8	510.6	230	0	Declined
Lowest Performing	490.4	487.1	-3.3	494.3	32	0	Declined
High needs	498.6	504.2	5.6	500.2	58	4	Exceeded Target
Econ. Disadvantaged	504.5	509.6	5.1	506.1	38	4	Exceeded Target
EL and Former EL	-	-	-	-	3	-	-
Students w/disabilities	491.3	490.7	-0.6	492.6	23	0	Declined
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-
Asian	-	-	-	-	2	-	-
Afr. Amer./Black	-	-	-	-	2	-	-
Hispanic/Latino	-	-	-	-	6	-	-
Multi-race, Non-Hisp./Lat.	-	-	-	-	4	-	-
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-
White	508.0	507.9	-0.1	509.6	216	1	No Change

Mathematics achievement - Next-Generation MCAS average composite scaled score - Non-high school							About the Data
Group	2017 Achievement	2018 Achievement	Change	2018 Target	N	Points	Reason
All Students	505.8	503.0	-2.8	507.0	230	0	Declined
Lowest Performing	485.1	479.7	-5.4	487.9	32	0	Declined
High needs	494.2	494.8	0.6	495.6	58	2	Improved Below Target
Econ. Disadvantaged	495.1	497.9	2.8	496.1	38	4	Exceeded Target
EL and Former EL	-	-	-	-	3	-	-
Students w/disabilities	491.4	483.3	-8.1	493.2	23	0	Declined
Amer. Ind. or Alaska Nat.	-	-	-	-	-	-	-
Asian	-	-	-	-	2	-	-
Afr. Amer./Black	-	-	-	-	2	-	-
Hispanic/Latino	-	-	-	-	6	-	-
Multi-race, Non-Hisp./Lat.	-	-	-	-	4	-	-
Nat. Haw. or Pacif. Isl.	-	-	-	-	-	-	-
White	505.2	503.0	-2.2	506.5	216	0	Declined



# Categorization of districts & schools

## NEW District & School Accountability Leveling:

100-75 (17% MA Districts)	74-0 (75% MA Districts)	7% of MA Districts	1% of MA Districts		52 Schools in MA
<b>Meeting Targets</b>  <hr/> <b>(31% MA Schools)</b>  <b>TPS: 1 SCHOOL in Meeting Targets</b>  <b>RYAN</b>	<b>Partially Meeting Targets</b> <b>(TPS)</b>  <hr/> <b>(53% MA Schools)</b>  <b>TPS: 4 SCHOOLS in Partially Meeting Targets</b>  <b>TMHS, WYNN NS &amp; TRAHAN</b>	<b>Focused Targeted support</b>  <hr/> <b>(14% MA Schools)</b>  <b>TPS SCHOOLS = NONE</b>	<b>Broad Comprehensive support</b>  <hr/> <b>(2% MA Schools)</b>  <b>TPS SCHOOLS = NONE</b>		<b>Schools of Recognition</b>  <b>"For Target Busting" in Achievement, LPS, or Growth.</b>

Individual school data can be found at:

<http://profiles.doe.mass.edu/general/general.aspx?topNavID=1&leftNavId=100&orgcode=02950000&orgtypecode=5>

Massachusetts Department of Elementary and Secondary Education



## 2018 TPS & State NG MCAS Data Comparison (Gr. 3-8)

Grade and Subject		Meeting or Exceeding Expectations		Exceeding Expectations		Meeting Expectations		Partially Meeting Expectations		Not Meeting Expectations		No. of Students Included	Avg. Scaled Score	Avg.SGP	Included in Avg.SGP
		District	State	District	State	District	State	District	State	District	State				
GRADE 03 - READING	✓	64	52	13	9	51	43	34	41	2	7	253	508.3	N/A	N/A
GRADE 03 - MATHEMATICS	✓	66	50	14	10	52	40	31	38	3	12	251	508.8	N/A	N/A
GRADE 04 - ENGLISH LANGUAGE ARTS	—	50	53	5	10	44	43	44	38	6	9	266	499.2	40.2	250
GRADE 04 - MATHEMATICS	—	39	48	2	7	37	41	50	39	11	13	266	495.0	38.7	251
GRADE 05 - ENGLISH LANGUAGE ARTS	✓	65	54	8	6	57	48	30	38	5	8	251	505.9	44.7	241
GRADE 05 - MATHEMATICS	✓	59	46	3	5	55	41	35	44	7	10	251	501.2	44.5	241
GRADE 06 - ENGLISH LANGUAGE ARTS	✓	53	51	4	10	49	40	41	37	6	12	271	500.4	41.3	262
GRADE 06 - MATHEMATICS	✓	52	47	4	7	48	41	42	42	6	11	271	499.9	48.1	261
GRADE 07 - ENGLISH LANGUAGE ARTS	✓	49	46	4	8	44	38	39	39	13	15	271	498.1	61.7	258
GRADE 07 - MATHEMATICS	—	38	46	3	7	36	39	48	40	14	14	271	493.7	54.6	258
GRADE 08 - ENGLISH LANGUAGE ARTS	✓	59	51	13	10	45	41	30	34	12	15	319	504.1	55.5	303
GRADE 08 - MATHEMATICS	✓	58	50	7	8	52	41	34	38	8	12	318	502.5	68.1	305
GRADES 03 - 08 - ENGLISH LANGUAGE ARTS	✓	56	51	8	9	48	42	36	38	7	11	1,631	502.6	49.0	1,314
GRADES 03 - 08 - MATHEMATICS	✓	52	48	5	7	47	40	40	40	8	12	1,628	500.2	51.6	1,316 <sup>19</sup>

## 2018 TPS & State “Legacy” Data Comparison (5 / 8 & HS)

Grade and Subject		Proficient or Higher		Advanced		Proficient		Needs Improvement		Warning/ Failing		No. of Students Included	CPI	Avg.SGP	Included In Avg.SGP
		District	State	District	State	District	State	District	State	District	State				
GRADE 05 - SCIENCE AND TECH/ENG	✓	51	47	17	18	34	30	39	39	10	13	251	79.1	N/A	N/A
GRADE 08 - SCIENCE AND TECH/ENG	—	34	35	3	4	31	31	48	44	18	21	318	70.4	N/A	N/A
GRADE 10 - ENGLISH LANGUAGE ARTS	✓	92	91	41	51	51	40	5	6	3	3	234	96.5	30.1	209
GRADE 10 - MATHEMATICS	—	77	78	54	51	23	27	16	14	7	8	235	89.3	37.3	210
GRADE 10 - SCIENCE AND TECH/ENG	✓	76	74	41	32	35	43	21	21	3	5	221	89.9	N/A	N/A

**NOTE:** Grade 10 STE results are reported based on students' best performance on any STE test taken in grade 9 or grade 10; only students continuously enrolled in the state, district, or school from fall of grade 9 through spring of grade 10 are included in state, district, or school results.

## Accountability data don'ts...

- **Do not:**

- Compare 2018 accountability data to historical accountability results (percentiles, performance against targets, etc.)
  - Additional indicators, fewer years of data, different comparison groups
- Equate 2018 accountability categories with historical accountability & assistance levels
  - **No crosswalk between categories & levels**

- **Do:**

- Use preliminary results for internal planning purposes

# Accountability data do's...What are we doing?

## Actions:

Using the results for internal planning purposes

- ✓ Looking at the way we code attendance using DESE's guidance
- ☐ Sharing school/grade growth and achievement data with teachers
  - ✓ Student data shared with teachers and sent home to parents
- ☐ Tracking our lowest performing students (and all)
  - ☐ Looking at intervention resources
- ☐ Developing improved math and science lessons based on our most underperforming concepts (utilizing coaches)
  - ☐ Train MSNT's (moderate special needs teachers) in improved math lesson planning
- ☐ Continuing to review the NEW data & other data available
- ☐ Ask questions...make changes where needed!

## Questions?

Visit DESE  
for more  
info on  
accountability:

[www.doe.mass.edu/accountability](http://www.doe.mass.edu/accountability)

## accountability system

### What is an accountability system?

An accountability system measures school and district performance. It helps schools improve the performance of all students, and helps communities and the state decide how to allocate resources. Accountability results answer two questions: *How is the school doing?* and *What kind of support does the school need?*

### What are some highlights of the system?

Indicators that provide more information about school performance and student opportunity:

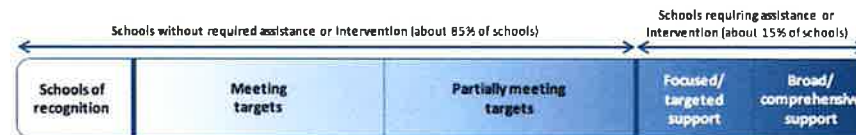
- ✓ Achievement
- ✓ Student progress or growth
- ✓ High school completion
- ✓ Progress towards English proficiency for English learners
- ✓ Chronic absenteeism
- ✓ Advanced coursework completion

Information on each school's performance against improvement targets and how it is doing compared to other schools across the state

An increased focus on raising the performance of each school's lowest performing students

### How will schools be classified?

Schools will be placed into categories that describe how they are doing and what kind of support they may receive from the state.



### What else should I know?

- ★ Detailed performance data will be reported for all districts, schools, and subgroups.
- ★ Accountability results will be used to recognize schools that are demonstrating success in addition to identifying schools in need of support.
- ★ Massachusetts is committed to monitoring the system's effectiveness in providing clear and actionable information to districts, schools, parents, and the public.

For more information, visit [www.doe.mass.edu/accountability](http://www.doe.mass.edu/accountability).



# Minutes

# Payroll



TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **10/4/2018**

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 **\$1,323,681.32**

**GRANTS**

\$25,825.77	2018-2019	Special Ed 240 Grant
\$6,248.64	2017-2018	Title I Grant
\$1,297.62	2017-2018	Title II Grant
	2018-2019	High Quality Grant
	2018-2019	After School Out of School Time
	2017-2018	Early Childhood

**REVOLVING ACCOUNTS**

\$31,236.25	2018-2019	Ext Day Program
\$15,466.14	2018-2019	Ext Day Preschool Program
\$2,119.73	2018-2019	Adult Education Program
	2018-2019	Community Services Rec
\$27,510.17	2018-2019	Lunch Program
	2018-2019	Hanover Funds
\$1,178.42	2018-2019	Facilities
	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
	2018-2019	New Start
\$2,893.54	2017-2018	Preschool

**\$114,405.26 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,209,276.06 2018-2019 School Department Account

**\$1,323,681.32 TOTAL**

# Superintendent/ Staff /School Committee Reports

# Consent Agenda



DISTRICT ATTORNEY

**The Commonwealth of Massachusetts**  
MIDDLESEX DISTRICT ATTORNEY  
15 COMMONWEALTH AVENUE WOBURN, MA 01801  
WWW.MIDDLESEXDA.COM



TEL: 781-897-8300  
FAX: 781-897-8301

EXECUTIVE

- ADMINISTRATION
- COMMUNICATIONS
- INTERVENTION & PREVENTION PROGRAMS
- PUBLIC POLICY
- LEGISLATION
- VICTIM WITNESS BUREAU

TRIAL TEAMS

- CAMBRIDGE REGION SUPERIOR COURT
- MALDEN REGION SUPERIOR COURT
- WOBURN DISTRICT COURT

SPECIALTY UNITS

- APPEALS & TRAINING BUREAU
- CYBER PROTECTION PROGRAM
- FAMILY PROTECTION BUREAU
- CHILD ABUSE UNIT
- DOMESTIC VIOLENCE UNIT
- ELDER/DISABLED UNIT
- PUBLIC PROTECTION, ANTI-TERRORISM, CORRUPTION & TECHNOLOGY (PACT)

STATE POLICE DETECTIVES

- COMPUTER FORENSICS
- HOMICIDE
- PACT

REGIONAL OFFICES

- CAMBRIDGE
- FRAMINGHAM
- LOWELL

DISTRICT COURT OFFICES

- AYER
- CAMBRIDGE
- CONCORD
- FRAMINGHAM
- LOWELL
- MALDEN
- MARLBOROUGH
- NEWTON
- SOMERVILLE
- WALTHAM
- WOBURN

September 2018

Dear Parent/Guardian:

As your District Attorney and the mother of two young adults, I know that students and their families face many challenges throughout the school year. There are many areas in which I work with our schools throughout the year to ensure that your child is safe and productive. The start of a new school year is always a good opportunity to discuss consistent and timely school attendance and its importance for student success.

The consequences of failing to attend school are well-documented and can be serious. Truancy is associated with lowered academic achievement, decreased self-esteem and even diminished employment potential. In addition, several studies have found that a pattern of poor attendance in the early grades is linked to an increased likelihood for dropping out of school in later years.

Parents and guardians, as well as students themselves, have a responsibility to ensure that attendance at school is regular and timely. If a school identifies a student who is exhibiting an attendance problem, which includes tardiness, the school is required by law to address that problem. This could be as simple as notifying the parent or guardian and working together to improve that student's attendance. In extreme instances, however, it may require the school to solicit assistance from the Court or the Department of Children and Families.

Enclosed you will find a summary of the laws pertaining to attendance. We encourage you to review this as well as your school's policy on attendance. Please feel free to contact the principal of your child's school should you wish to discuss this information further.

We all share the goal of enabling our students to reach their full potential. This begins with regular and timely attendance at school. Thank you for your anticipated cooperation. Best wishes for a successful school year!

Sincerely,

*Marian T. Ryan*  
Marian Ryan  
District Attorney  
Middlesex County

\_\_\_\_\_  
Superintendent  
\_\_\_\_\_  
Public Schools

\_\_\_\_\_  
Principal  
\_\_\_\_\_  
School



**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:

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

File: JJE-E

Date: 9/19/18

1. Name of Organization TMHS Soccer Booster
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.  
Evening w/ Friends -
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.)  
Scholarships for graduating seniors
5. Proposed dates of fund raising activity From 10/19/18 To 10/19/18
6. Describe student involvement in the fund raising activity.  
Selling drawing tickets
7. Type of identifying credential to be used during Fund Raising Activity. \_\_\_\_\_

8. Is there a contract or agreement to be signed. Yes \_\_\_\_\_ No ☒9. Name of responsible individual Arlene Mignon

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

(To be completed by the School Principal)

Date 9/20/18

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 \_\_\_\_\_
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 Kathleen S. VogelDate 9/20/18



TEWKSBURY PUBLIC SCHOOLS  
Request for Fundraising

File: JJE-E

Date: 9/20/2018

1. Name of Organization TMHS Adaptive Ski Team OCT 3 '18 PM 12:44

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

Students and families will sell Christmas Wreaths.

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

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.)

Purchase of lift tickets for lessons, and to defray the cost of an annual overnight ski trip.

5. Proposed dates of fund raising activity From 10/8/2018 To 11/5/2018

6. Describe student involvement in the fund raising activity. Students will work with their families to sell wreaths.

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

Adaptive Ski Team Jacket

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

9. Name of responsible individual Anne McGee Fay

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Signature of Applicant Anne McGee Fay

\*\*\*\*\*

(To be completed by the School Principal)

Date 10/2/18

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 \_\_\_\_\_

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

5. Comments by the principal: \_\_\_\_\_

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

Principal's Signature Andrew Vogel

Date 10/2/18

# Policy

**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

people from entering the school or classroom, holding a demonstration that is so noisy that it interferes with classes in session, or leading a protest walk out of school.

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

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					138	145										283
TRAHAN					99	104										203
DEWING	106	145	118	159												528
HEATH BROOK	51	103	115	129												398
RYAN							257	254								511
WYNN MIDDLE									275	275						550
HIGH SCHOOL (HS)											226	216	226	241	11	920
PreSchool @ HS	16															16
TOTALS	173	248	233	288	237	249	257	254	275	275	226	216	226	241	11	3409
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan						John Wynn Middle					
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Paradis	21	KF	H. Grace	22	3	S. Mulno	17	3	N. Devincentis	24	5	R. Rogers	22	6	K. Anderson	21	7	S. Chella	21	8	K. Welch	19
KF	E. Hendsbee	22	KF	A. McCarthy	21	3	S. Sadler	16	3	M. Groux	23	5	R. Afrow	22	6	R. Reading	22	7	A. Webb	20	8	A. Breton	20
KF	K. Hynes	21	KF	D. Sokolowski	22	3	A. Trevor	17	3	L. Desrochers	23	5	B. Roberts	21	6	A. Johnson	21	7	E. Noel	21	8	C. Navetta	19
KF	K. Rodgers	21	KF	A. Reardon	20	3	L. Hyland	17	3	M. McGrath	23	5	M. Rosa	22	6	N. Zwirek	22	7	J. Sponzo	20	8	W. Fabiano	19
KF	D. Greene	18	KF	S. Gillotte	20	3	K. Valcourt	15	3	L. Carlino	23	5	B. Tuccinardi	21	6	N. Amato	21	7	J. Murphy	19	8	K. Doherty	20
KF	*A. Spatola		KF	A. Cameron	18	3	J. Lane	17	3	J. Mailey	22	5	C. Cremin	20	6	J. Mrozowski	22	7	C. Bilodeau	20	8	D. Shao	19
			KF	T. Molea	22	3	*L. Kuchar		3	*K. Mahoney		5	K. Magsarili	22	6	A. Nelson	21	7	P. Cassidy	19	8	J. Pringle	19
			K/1/2	*A. Palange								5	L. Tierney	21	6	K. Romano	21	7	D. Graaskamp	19	8	C. Gagnon	20
			K	*R. Hakala								5	K. Bruff	22	6	A. MacMullin	21	7	K. Johnston	20	8	E. Speros	19
1	E. Niles	20	1	K. Scialdone	19	4	S. Frost	16	4	S. Filiberto	24	5	R. Shirkoff	22	6	R. Curley	21	7	D. Bernstein	20	8	N. MacFarlane	21
1	A. Whynot	20	1	K. Carleton	20	4	J. Cote	18	4	K. Conrad	24	5	J. Farnham	22	6	C. Melly	21	7	F. Rouff	20	8	K. Deveau	20
1	M. Engelken	17	1	S. Doherty	19	4	C. Gagne	18	4	M. Barbato	25	5	P. Shirkoff	20	6	G. Martel	20	7	M. Scully	19	8	E. Caron	22
1	C. Ventura	18	1	M. Hirtle	19	4	V. O'Meara	17	4	T. McHenry	24							7	N. Dunn	19	8	M. Gillespie	19
1	J. Price	20	1	L. Cournoyer	19	4	E. Fagan	18	4	J. Selissen	25							7	K. Terry	18	8	J. Bilodeau	19
1	B. Decarolis	20	1	L. Tramonte	22	4	L. Kelly	17	4	K. Russo	23	5/6	*S. Ferrara					7/8	*Camire				
1	*R. Langlais		K/1/2	*P. Martel		4	*J. Kelly		4	*D. Ruderman		5/6	*J. Serino					7/8	*Khan				
			1	*M. Robinson																			
									DLC	*C. Strickler													
									DLC	*K. Trahan													
2	D. Bowden	23	2	K. MacLeod	24																		
2	S. Mulloy	22	2	J. Middleton	22																		
2	D. Brewin	19	2	S. Miranda	21																		
2	J. Taggart	22	2	J. Garvey	24																		
2	T. Enos	22	2	S. Wrobel	24																		
2	K. Bancroft	21	2	C. Archibold	22																		
	*S. Walsh		2	E. Daley	22																		
			K/1/2	*C. Griffin																			
			2	*T. Quinn																			
Heath Brook-PK			LF Dewing-PK																				
CSPK	L. Ianacci	51	PK	G. Silvagni	21																		
			PK	J. Milligan	23																		
			PK	K. Gibson	19																		
			PK	E. Finneran	23																		
			PK	J. Reyes	10																		
			PK	L. Costa	6																		
			PK	M. Fiori	4																		
			CSPK	J. Carmody																			

\*Denotes Special Ed classes where students at different grade levels may exist

# New Business



# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876



## MEMORANDUM

**To:** Tewksbury School Committee

**Date:** October 12, 2018

**From:** Brenda Regan, Assistant Superintendent

**Re:** Northeast Professional Educator Network (NPEN) Professional Development

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**This is Informational Only - No Vote is Required**

On November 6, 2018 the Tewksbury Public Schools will participate in the 2018 NPEN Professional Development and will host the 2018 Behavioral Health/Guidance NPEN professional development sessions.



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[HOME](#)[MEMBER DISTRICT INFORMATION](#)[WORKSHOP LOCATIONS](#)[2018 PHYSICAL EDUCATION/HEALTH](#)[2018 LIBRARY/MEDIA/TECHNOLOGY](#)[2018 PERFORMING ARTS](#)[2018 VISUAL ARTS](#)[2018 PRESCHOOL](#)[2018 SPEECH-LANGUAGE PATHOLOGIST](#)[2018 BEHAVIORAL HEALTH/GUIDANCE](#)[2018 ESL](#)[2018 BUSINESS](#)[2018 BCBA](#)[2018 WORLD LANGUAGE](#)[2018 PARAPROFESSIONAL](#)[2018 OTPT](#)[2018 SUBSTANTIALLY SEPARATE AND SPECIAL EDUCATION LEADERSHIP](#)

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## 2018 NPEN SAVE THE DATE: NOVEMBER 6, 2018!

October 16, 2017 By Northeast Professional Educators Network

The registration links will be distributed by your District NPEN leader in the Fall of 2018. Please save the date of November 6, 2018.



FOLLOW US ON TWITTER!

Tweets by @NPENPD





**David A. Libby**  
Business Manager  
Phone: (978) 640-7800 x220  
Fax: (978) 640-7808  
[dlibby@tewksbury.k12.ma.us](mailto:dlibby@tewksbury.k12.ma.us)

October 12, 2018

Superintendent Malone and Members of the Tewksbury School Committee,

I wanted you to be aware we are kicking off the 2019 – 2020 school year budget process. The purpose of this communication is to provide you with a preliminary overview of the process and timeline.

**By November 30, 2018:**

Principals and other department heads will turn their budgets into the Business Manager. Business Manager to solicit input from all principals and department heads regarding any specific requests for any new positions, building improvements, instructional technologies, instructional supplies, etc. for the 2019 – 2020 school year.

**By December 14, 2018:**

Principals will submit their top two priorities to the Business Manager for the upcoming 2019–2020 school year.

**On or before January 11, 2019:**

- a.) Business Manager to submit the School Departments initial Budget request to the Town Manager (in accordance with the Town's General By-Laws).
- b.) Business Manager to submit a copy of the initial Budget request to all members of the School Committee.
- c.) Business Manager to submit a copy of the initial Budget request to the Finance Committee Chair and the Finance Committee's Liaison to the School Department, inclusive of any supporting documentation requested.

**January 23, 2019:**

FY19 Budget Workshop to be held at the Tewksbury Memorial High School at 6:30pm in the Library.

*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.*

**February 13, 2019:**

Regular School Committee Meeting with focus on the Public Hearing for the FY20 School Budget.

**March 2019:**

Special joint meeting with the Finance Committee, the Superintendent of Schools and the Business Manager in regards to the FY20 School Budget. (Date to be set in the future)

**March 20, 2019:**

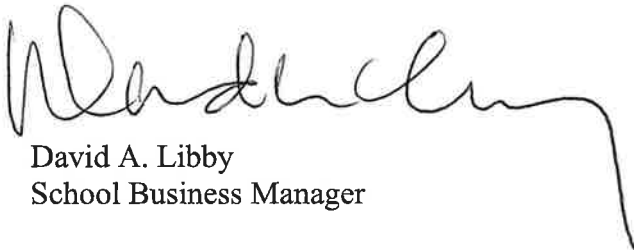
Second Public Hearing on FY20 School Budget to be held at the Tewksbury Memorial High School at 6:30pm in the Library.

**May 6, 2019:**

The School Committee Budget request for the 2019–2020 school year to be presented at the Annual Town Meeting for consideration and approval.

Please let me know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'David A. Libby', with a long horizontal flourish extending to the right.

David A. Libby  
School Business Manager



**George Paul**  
Director of Title I

Tewksbury, Massachusetts 01876

133 North Street  
Telephone (978) 640-7875  
Fax (978) 640-7879

Date: October 17, 2018

To: Christopher J. Malone, Superintendent of Schools  
Members of the Tewksbury School Committee

From: George S. Paul, Title I Director

Re: Year End Report

During fiscal year 2018 Tewksbury received \$146,660 in Title I Grant 305 funds. In addition to this we received \$73,806 in Title IIA funds for staff and professional development.

Income determines the eligibility of schools and once identified, need determines which students will be provided remedial services. Additionally, the program has programmatic requirements and carries fiscal restraints: it supplements and does not supplant.

For the 2017-2018 school year the Heath Brook and Loella F. Dewing Schools were determined to be the eligible schools. The eligible schools for the 2018-2019 school year are The Heath Brook, Loella F. Dewing and North Street.

Title I eligible students participate in a variety of supplemental instructional programs provided by highly qualified staff during the school day. The programs include the inclusion model by which the student is provided additional services by Title I staff in the regular classroom in collaboration with the classroom teacher. A pull out, tutorial program for those students who require a small group instructional setting outside of the regular classroom is an additional service delivery model in place in our Title I program.

One hundred twenty (120) students were identified and received services by our highly qualified staff at the respective Title I schools. Many other students were part of inclusion groups and also received literacy services. A portion of our grant in the form of district reservation funds were made available to supplement services at all schools in the district. These services were provided after school hours. These funds were used for group MCAS Prep, Math Clubs, Individual and Group Tutoring. Our data indicates that these funds helped produce positive results.

Our jump start to first grade: a two week summer program provided an opportunity for kindergarten students at the Heath Brook and Dewing Schools to get a "jump start" prior to entering first grade in the fall.

Our DIBELS data indicates a very successful program for our students. DIBELS was also used to indicate that our program at the Dewing and Heath Brook Schools resulted in impressive gains.

As a result of the data analysis, priority areas needed to improve student achievement are identified. Our staff identifies the most at risk students. Learning goals and determine the design of the supplemental services. From this information we are able to develop an understanding of the program's strengths and weaknesses.

For many years Tewksbury's Title 1 program had been evaluated by Educational Specialists Associates. This evaluation is a vehicle to insure that our program provides services to eligible students by highly qualified staff who are properly certified in their subject areas and are knowledgeable about the goals and objectives of the Title 1 program. The evaluation also insures that the students are selected by a vigorous process which includes testing, teacher recommendation, report cards, benchmarks and observations. Since the closing of Educational Specialists Associates we had to find other means of evaluating our program.

Using the instruments provided by both our district and Massachusetts Department of Education, we conducted a self evaluation. This evaluation concluded that our program is in compliance with both state and federal laws and regulations. This evaluation and a needs/assessment survey provided our feedback on project performance to help insure a successful program.

Respectfully submitted  
George S. Paul