

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, SEPTEMBER 12, 2018



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Regular Meeting #3 (7:00 PM) - Public Session
Executive Session #3 (6:30 PM) - Non-Public Session

Meeting Location: Tewksbury Memorial High School - 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 12, 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

2018-2019 New Teachers and Administrators

G. STUDENT REPRESENTATIVE REPORT

H. PRESENTATIONS

21st Century Community Learning Centers (21 CCLC) Grant (File)
Principal Terry Gerrish, Dewing School and Dr. Cindy Basteri, Interim Director of Community Services

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. August 15, 2018 Workshop (File)
2. August 15, 2018 Regular Meeting (File)

K. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending August 23, 2018 (\$1,176,416.02) (File)
2. Payroll Period Ending September 6, 2018 (\$1,267,512.92) (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

None

P. OLD BUSINESS

None

Q. NEW BUSINESS

1. Ratification of Labor Agreement: *Teamsters* Local Union No. 25 and Tewksbury School Committee (School Nurses) - 3 Year Agreement September 1, 2018 - August 31, 2021
2. Ratification of Labor Agreement: Tewksbury School Committee and AFSCME Council 93, Local 1703 (School Secretaries) - 3 Year Agreement July 1, 2018 - June 30, 2021
3. TMHS 2018-2019 Student Activity Account (File)
4. 2018-2019 Official MCAS Testing Schedule (File)
5. Enrollment - August 29, 2018 (File)
6. School Committee Member Appointment to New Athletic Complex Committee
7. School Committee Member Appointment to MASC Voting Delegate at MASC/MASS Annual Business Meeting (File)

R. SCHOOL COMMITTEE MATTERS OF INTEREST

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

September 26, 2018; October 2, 2018 Special Town Meeting (School Committee members will attend); October 17, 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. 2018-2019 TPS Transportation Matrix (File)
- b. Memorandum of Understanding Between Tewksbury Public Schools and Tewksbury Police Department Regarding the School Resource Officer Program (File)

2. Enrollment Update

See New Business

3. Monthly Expenditure Report

None

4. Personnel Items

New Hires: Jeanne Irwin (\$92,504 *prorated*) Assistant Business Manager, Tewksbury Public Schools, effective September 10, 2018; Matthew Armano (\$57,721 *prorated*), Physical Education Teacher, Heath Brook/Trahan Schools, effective September 10, 2018; Erika Ardito (\$65,690), Special Education Teacher, Ryan School, effective August 27, 2018; Jessica Bridle (\$32.04/hr not to exceed 19 hrs), District-wide part-time ESL Teacher, effective August 27, 2018; Jennifer Brown (\$58,500), District-wide Behavior Specialist, effective August 27, 2018; Ashley Callahan (\$19,549), Classroom Instructional Aide/Academic Support, North Street School, effective August 27, 2018; Lynn Noyes (\$50,000), District-wide part-time Interim Assistant Director of Student Services, Tewksbury Public Schools, effective August 28, 2018; Ethan Woodman (\$35,117), Building Custodian, Tewksbury Memorial High School, effective August 27, 2018; Kailey LaFlamme (\$32.04/hr not to exceed 19.75 hrs), part-time Title 1/McKinney Vento Tutor, Dewing Elementary School, effective September 4, 2018

Appendix B Co-Curricular Positions for the 2018-2019:

Tewksbury Memorial High School (See Attached List)

John W. Wynn Middle School (See Attached List)

Appendix B Coach Positions for the 2018-2019:

Brooke Pacheco - Girls JV Field Hockey Coach

Kirk Monbleau - JV Golf Coach

Transfers: None

Retirements/Resignations/Terminations: Jessica Gilliland, Behavioral Specialist, effective August 21, 2018; Krysta Rick, Classroom Instructional Aide, Dewing Elementary School, effective August 22, 2018; Deborah Buehler, Academic Support Teacher, Dewing Elementary School and Heath Brook School, effective June 30, 2019; Lindsay Goldman-Dunham, Wynn Middle School, effective August 27, 2018; Matthew Rauseo, Classroom Instructional Aide, Ryan Elementary School, effective August 27, 2018; Julie Serino, Special Education Teacher, John Ryan Elementary School, effective August 24, 2018; Jade Csizmesia, District-wide part-time ESL Teacher, effective August 1, 2018

5. Acceptance of Donations/Gifts: None

6. Fundraisers/Raffles: None

Executive Session

| | |
|--|--|
| <p style="text-align: center;">TEWKSBURY PUBLIC SCHOOLS</p> <p style="text-align: center;">CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p> | <p style="text-align: center;">TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #3 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, September 12, 2018</p> <p>Meeting Location: Tewksbury Memorial High School, Guidance Conference Room 320 Pleasant Street, Tewksbury, MA 01876</p> |
|--|--|

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 12, 2018

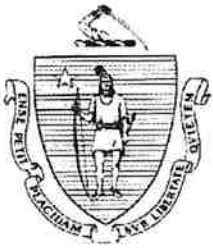
RECOGNITIONS

| | | |
|------------------------------------|--------------------|--------------------------------------|
| Louise Davy Trahan School | Jay Harding | Principal |
| Central Office | Jeanne Irwin | Assistant Business Manager |
| Central Office | Lynn Noyes | Interim Asst Dir Of Student Services |
| Central Office | Maegan Parker | Math Coach |
| District-Wide | Jenna Ford | Behavior Spec/BCBA |
| District-Wide | Jennifer Brown | Behavior Spec/BCBA |
| Loella F. Dewing Elementary School | Sydney Doherty | Grade 1 Teacher |
| Loella F. Dewing Elementary School | Cara Griffin | SpEd Teacher (Pre/K-2) |
| Loella F. Dewing Elementary School | Gabriella Silvagni | SpEd Teacher (Pre/K-2) |
| Heath Brook School | Matthew Armano | Physical Education |
| North Street School | Krista Rumschlag | School Psychologist |
| North Street School | Katharine Trahan | DLC - Grades 3 & 4 |
| North Street School | Kelly Mahoney | SpEd Teacher (Gr 3) |
| Louise Davy Trahan School | Lindsey Kelly | Gr 4 Teacher |
| Louise Davy Trahan School | Lauren Cooper | Reading Specialist |
| John F. Ryan Elementary School | Rachel Afrow | ELA/Social Studies |
| John F. Ryan Elementary School | Madison Rosa | Math/SCI Teacher |
| John F. Ryan Elementary School | Erika Ardito | SpEd Teacher |
| John W. Wynn Middle School | Eric Donaldson | Art Teacher |
| Tewksbury Memorial High School | Maura Pilotte | Adjustment Counselor |
| Tewksbury Memorial High School | Jay Zimmerman | Library/Media Specialist |
| Tewksbury Memorial High School | Margaret Murray | Computer/Instr Technology |
| Tewksbury Memorial High School | Brooke Pacheco | Health/Phys Ed |
| Tewksbury Memorial High School | Joel Mignault | Health/Phys Ed |
| Tewksbury Memorial High School | Steve Kasprzak | Physical Education |
| Tewksbury Memorial High School | Dylan Malynn | Physics/Chemistry |

PRESENTATIONS

21st Century Community Learning Centers (21 CCLC) Grant

Principal Terry Gerrish, Dewing Elementary School
Dr. Cynthia Basteri, Interim Director of Community Services



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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

September 4, 2018

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

Dear Superintendent Malone,

Congratulations! We are pleased to notify you that Tewksbury Public Schools has been awarded a **Fiscal Year 2018-2019 (FY19) Fund Code 647 Massachusetts 21st Century Community Learning Centers - Supporting Additional Learning Time Fund Grant** in the amount of **\$175,000** for the Dewing Pre k-2 School.

Thank you for your commitment to supporting additional academically enriching opportunities for students that will help to close proficiency and opportunity gaps, and increase student engagement.

Through this funding and your continued support, we hope to expand access to a well-rounded education for every child in the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education's Office of Student and Family Support (SFS) on next steps, and please feel free to contact Karyl Resnick, Coordinator 21st Century Community Learning Centers Program (via kresnick@doe.mass.edu) if you have any questions in the interim.

Sincerely,

A handwritten signature in cursive script, reading "Charles Baker".

Governor Charles D. Baker

A handwritten signature in cursive script, reading "Karyn E. Polito".

Lt. Governor Karyn E. Polito

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **8/23/2018**

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 **\$1,176,416.02**

GRANTS

| | | |
|-------------|-----------|---------------------------------|
| \$23,124.89 | 2017-2018 | Special Ed 240 Grant |
| \$4,865.33 | 2017-2018 | Title I Grant |
| \$2,306.88 | 2018-2019 | High Quality Grant |
| \$2,080.80 | 2018-2019 | After School Out of School Time |
| | 2017-2018 | Early Childhood |

REVOLVING ACCOUNTS

| | | |
|-------------|-----------|---------------------------|
| \$85,426.30 | 2018-2019 | Ext Day Program |
| | 2018-2019 | Ext Day Preschool Program |
| \$9,491.87 | 2018-2019 | Adult Education Program |
| \$514.87 | 2018-2019 | Community Services Rec |
| \$56,975.77 | 2018-2019 | Lunch Program |
| | 2018-2019 | Hanover Funds |
| \$570.56 | 2018-2019 | Facilities |
| \$145.00 | 2018-2019 | Recreation |
| | 2018-2019 | Parking Fees |
| \$576.72 | 2017-2018 | New Start |
| \$2,835.31 | 2017-2018 | Preschool |

\$188,914.30 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

| | | |
|--------------|-----------|---------------------------|
| \$752,068.22 | 2017-2018 | School Department Account |
| \$235,433.50 | 2018-2019 | School Department Account |

\$987,501.72 SUB TOTAL - LEA FUNDS

\$1,176,416.02 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/6/2018**

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 **\$1,267,512.92**

GRANTS

| | | |
|-------------|-----------|---------------------------------|
| \$23,800.77 | 2017-2018 | Special Ed 240 Grant |
| \$6,537.00 | 2017-2018 | Title I Grant |
| | 2018-2019 | High Quality Grant |
| \$1,200.00 | 2018-2019 | After School Out of School Time |
| | 2017-2018 | Early Childhood |

REVOLVING ACCOUNTS

| | | |
|-------------|-----------|---------------------------|
| \$31,869.53 | 2018-2019 | Ext Day Program |
| \$4,567.89 | 2018-2019 | Ext Day Preschool Program |
| \$370.70 | 2018-2019 | Adult Education Program |
| \$478.73 | 2018-2019 | Community Services Rec |
| \$15,195.76 | 2018-2019 | Lunch Program |
| | 2018-2019 | Hanover Funds |
| | 2018-2019 | Facilities |
| \$283.86 | 2018-2019 | Recreation |
| \$628.98 | 2018-2019 | Parking Fees |
| | 2018-2019 | New Start |
| \$2,893.54 | 2017-2018 | Preschool |

\$87,826.76 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

| | | |
|----------------|-----------|---------------------------|
| \$1,179,686.16 | 2018-2019 | School Department Account |
|----------------|-----------|---------------------------|

\$1,267,512.92 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

Tewksbury Public Schools
Bus Matrix 2018-2019

9/6/18

| # | School | Route | Stud | Schools | TIME | |
|----|--------|-------|------|---------|------------|------------|
| | | | | | 29-Aug | 30-Aug |
| 1 | TMHS | ML1 | 66 | TMHS | 7:29:00 AM | 7:30:00 AM |
| 2 | TMHS | ME2 | 71 | TMHS | 7:25:00 AM | 7:25:00 AM |
| 7 | TMHS | MG7 | 78 | TMHS | 7:24:00 AM | 7:27:00 AM |
| 8 | TMHS | MH8 | 59 | TMHS | 7:12:00 AM | 7:13:00 AM |
| 10 | TMHS | MF10 | 76 | TMHS | 7:10:00 AM | 7:09:00 AM |
| 11 | TMHS | MJ11 | 56 | TMHS | 7:26:00 AM | 7:24:00 AM |
| 13 | TMHS | MK13 | 71 | TMHS | 7:13:00 AM | 7:17:00 AM |
| 15 | TMHS | MB15 | 75 | TMHS | 7:11:00 AM | 7:12:00 AM |
| 22 | TMHS | MC22 | 62 | TMHS | 7:13:00 AM | 7:17:00 AM |
| 23 | TMHS | MD23 | 40 | TMHS | 7:10:00 AM | 7:28:00 AM |
| | | | | | 29-Aug | 30-Aug |
| 3 | WYNN | WI3 | 42 | WMS | 7:25:00 AM | 7:27:00 AM |
| 4 | WYNN | WJ4 | 42 | WMS | 7:29:00 AM | 7:25:00 AM |
| 5 | WYNN | WN5 | 40 | WMS | 7:21:00 AM | 7:18:00 AM |
| 6 | WYNN | WG6 | 31 | WMS | 7:22:00 AM | 7:20:00 AM |
| 9 | WYNN | WD9 | 52 | WMS | 7:21:00 AM | 7:19:00 AM |
| 12 | WYNN | WE12 | 39 | WMS | 7:15:00 AM | 7:14:00 AM |
| 14 | WYNN | WB14 | 39 | WMS | 7:32:00 AM | 7:25:00 AM |
| 16 | WYNN | WF16 | 40 | WMS | 7:23:00 AM | 7:17:00 AM |
| 17 | WYNN | WH17 | 26 | WMS | 7:24:00 AM | 7:25:00 AM |
| 18 | WYNN | WC18 | 27 | WMS | 7:23:00 AM | 7:20:00 AM |
| 19 | WYNN | WK19 | 23 | WMS | 7:24:00 AM | 7:25:00 AM |
| 20 | WYNN | WA20 | 35 | WMS | 7:18:00 AM | 7:17:00 AM |
| 21 | WYNN | WL21 | 46 | WMS | 7:25:00 AM | 7:22:00 AM |
| 24 | WYNN | WP24 | 41 | WMS | 7:22:00 AM | 7:22:00 AM |
| | | | | | 29-Aug | 30-Aug |

Tewksbury Public Schools
Bus Matrix 2018-2019

9/6/18

| # | School | Route | Stud | Schools | TIME | |
|----|--------|-------|------|---------|------------|------------|
| 2 | RYAN | RA2 | 34 | RY | 8:07:00 AM | 8:15:00 AM |
| 3 | RYAN | RB3 | 27 | RY | 8:01:00 AM | 8:00:00 AM |
| 5 | RYAN | RP5 | 25 | RY | 7:56:00 AM | 7:58:00 AM |
| 7 | RYAN | RJ7 | 27 | RY | 7:56:00 AM | 7:56:00 AM |
| 9 | RYAN | RD9 | 29 | RY | 7:58:00 AM | 7:59:00 AM |
| 12 | RYAN | RH12 | 23 | RY | 7:53:00 AM | 7:58:00 AM |
| 14 | RYAN | RG14 | 24 | RY | 7:52:00 AM | 8:01:00 AM |
| 15 | RYAN | RC15 | 33 | RY | 7:55:00 AM | 7:58:00 AM |
| 16 | RYAN | RL16 | 30 | RY | 7:57:00 AM | 8:00:00 AM |
| 17 | RYAN | RM17 | 34 | RY | 7:59:00 AM | 8:04:00 AM |
| 18 | RYAN | RF18 | 32 | RY | 7:57:00 AM | 8:01:00 AM |
| 19 | RYAN | RQ19 | 41 | RY | 8:03:00 AM | 8:04:00 AM |
| 20 | RYAN | RK20 | 55 | RY | 7:54:00 AM | 7:55:00 AM |
| 21 | RYAN | RN21 | 19 | RY | 7:54:00 AM | 7:54:00 AM |
| 22 | RYAN | RO22 | 30 | RY | 7:58:00 AM | 8:00:00 AM |
| 24 | RYAN | RE24 | 20 | RY | 7:54:00 AM | 7:55:00 AM |

Tewksbury Public Schools
Bus Matrix 2018-2019

9/6/18

| # | School | Route | Stud | Schools | TIME | |
|----------|--------|-------|------|---------|------------|--------|
| DE WING | | | | | 29-Aug | 30-Aug |
| 5 | DEW/NS | NDC5 | 33 | DEW,NS | 8:43:00 AM | |
| 6 | DEW/NS | NDF6 | 37 | DEW,NS | 8:42:00 AM | |
| 7 | DEW/NS | NDJ7 | 39 | DEW,NS | 8:42:00 AM | |
| 8 | DEW/NS | NDE8 | 53 | DEW,NS | 8:38:00 AM | |
| 11 | DEW/NS | NDD11 | 54 | DEW,NS | 8:43:00 AM | |
| 12 | DEW/NS | NDA12 | 58 | DEW,NS | 8:37:00 AM | |
| 13 | DEW/NS | NDG13 | 62 | DEW,NS | 8:45:00 AM | |
| 15 | DEW/NS | DNC15 | 53 | DEW,NS | 8:26:00 AM | |
| 16 | DEW/NS | DNA16 | 56 | DEW,NS | 8:44:00 AM | |
| 17 | DEW/NS | DND17 | 63 | DEW,NS | 8:50:00 AM | |
| 21 | DEW/NS | DNB21 | 51 | DEW,NS | 8:27:00 AM | |
| 22 | DEW/NS | NDB22 | 58 | DEW,NS | 8:40:00 AM | |
| 23 | DEW/NS | NDH23 | 43 | DEW,NS | 8:31:00 AM | |
| NORTH ST | | | | | 29-Aug | 30-Aug |
| 5 | DEW/NS | NDC5 | 33 | DEW,NS | 8:35:00 AM | |
| 6 | DEW/NS | NDF6 | 37 | DEW,NS | 8:35:00 AM | |
| 7 | DEW/NS | NDJ7 | 39 | DEW,NS | 8:33:00 AM | |
| 8 | DEW/NS | NDE8 | 53 | DEW,NS | 8:29:00 AM | |
| 11 | DEW/NS | NDD11 | 54 | DEW,NS | 8:35:00 AM | |
| 12 | DEW/NS | NDA12 | 58 | DEW,NS | 8:29:00 AM | |
| 13 | DEW/NS | NDG13 | 62 | DEW,NS | 8:37:00 AM | |
| 15 | DEW/NS | DNC15 | 53 | DEW,NS | 8:36:00 AM | |
| 16 | DEW/NS | DNA16 | 56 | DEW,NS | 8:57:00 AM | |
| 17 | DEW/NS | DND17 | 63 | DEW,NS | 8:42:00 AM | |
| 21 | DEW/NS | DNB21 | 51 | DEW,NS | 8:38:00 AM | |
| 22 | DEW/NS | NDB22 | 58 | DEW,NS | 8:31:00 AM | |
| 23 | DEW/NS | NDH23 | 43 | DEW,NS | 8:38:00 AM | |

Tewksbury Public Schools
Bus Matrix 2018-2019

9/6/18

| # | School | Route | Stud | Schools | TIME | |
|-------------|--------|-------|------|---------|------------|------------|
| HEATH BROOK | | | | | 29-Aug | 30-Aug |
| 1 | HB/TR | THC1 | 50 | HB,TR | 8:37:00 AM | 8:34:00 AM |
| 2 | HB/TR | THE2 | 41 | HB,TR | 8:56:00 AM | 8:46:00 AM |
| 3 | HB/TR | THA3 | 59 | HB,TR | 8:39:00 AM | 8:35:00 AM |
| 4 | HB/TR | HTC4 | 46 | HB,TR | 8:33:00 AM | 8:23:00 AM |
| 9 | HB/TR | HTG9 | 58 | HB,TR | 8:32:00 AM | 8:26:00 AM |
| 10 | HB/TR | HTD10 | 60 | HB,TR | 8:25:00 AM | 8:21:00 AM |
| 14 | HB/TR | THD14 | 42 | HB,TR | 8:44:00 AM | 8:32:00 AM |
| 18 | HB/TR | THB18 | 32 | HB,TR | 8:38:00 AM | 8:32:00 AM |
| 19 | HB/TR | HTE19 | 33 | HB,TR | 8:25:00 AM | 8:26:00 AM |
| 20 | HB/TR | HTA20 | 47 | HB,TR | 8:35:00 AM | 8:34:00 AM |
| 24 | HB/TR | THF24 | 54 | HB,TR | 8:46:00 AM | 8:40:00 AM |
| TRAHAN | | | | | 29-Aug | 30-Aug |
| 1 | HB/TR | THC1 | 50 | HB,TR | 8:27:00 AM | |
| 2 | HB/TR | THE2 | 41 | HB,TR | 8:50:00 AM | |
| 3 | HB/TR | THA3 | 59 | HB,TR | 8:32:00 AM | |
| 4 | HB/TR | HTC4 | 46 | HB,TR | 8:42:00 AM | |
| 9 | HB/TR | HTG9 | 58 | HB,TR | 8:40:00 AM | |
| 10 | HB/TR | HTD10 | 60 | HB,TR | 8:32:00 AM | |
| 14 | HB/TR | THD14 | 42 | HB,TR | 8:37:00 AM | |
| 18 | HB/TR | THB18 | 32 | HB,TR | 8:29:00 AM | |
| 19 | HB/TR | HTE19 | 33 | HB,TR | 8:37:00 AM | |
| 20 | HB/TR | HTA20 | 47 | HB,TR | 8:15:00 AM | |
| 24 | HB/TR | THF24 | 54 | HB,TR | 8:27:00 AM | |

***Memorandum of Understanding Between
Tewksbury Public Schools and Tewksbury Police Department
Regarding the School Resource Officer Program***

This Memorandum of Understanding is made and entered into by and between the Tewksbury Public Schools and the Tewksbury Police Department.

I. Purpose

This agreement formalizes the partnership between the parties and facilitates a clear understanding of the roles, duties, and responsibilities of the parties in the implementation of a School Resource Officer (“SRO”) Program in the Tewksbury Public Schools.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the Tewksbury Public Schools’ student handbook and Tewksbury Police Department regulations.

II. Mission Statement

The SRO Program is based upon the fundamental premise that when schools, police, prosecutors, and other service agencies work collaboratively and proactively, the safety, mental health, and well-being of children and youth are best served. By working together to educate the school community, coordinate efforts, and share information, the Tewksbury Public Schools and the Tewksbury Police Department through the SRO Program strive to: (1) prevent violence involving the students of the Tewksbury Public Schools; (2) prevent the use, abuse, and distribution of alcohol and other controlled substances involving students of the Tewksbury Public Schools; and (3) provide a safe, secure, violence-free, and nurturing school environment.

III. Goals and Objectives

The SRO Program is designed to provide a safe, secure, violence-free, and nurturing school environment while creating strong relationships between the Tewksbury Public Schools, Tewksbury Police Department, and the community. The goals and objectives for the SRO Program include:

- To develop positive relationships with students, faculty, staff, and parents thereby enhancing the relationship of law enforcement with youth and the community and improving the educational climate;
- To provide a positive role model for students to instill in them good moral standards, judgment and discretion, respect for other students, and a sincere concern for their community;

- To provide a cooperative effort by being accessible and responsive to the needs of the students, faculty, staff, parents, and community;
- To provide enhanced security and law enforcement service thereby maintaining a safe, secure, and violence-free school environment that allows all students to learn and flourish;
- To create a strong partnership between school and police personnel with a clear understanding, appreciation, and delineation of the roles and responsibilities of each;
- To ensure that non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, and disruptive or disrespectful behavior remain the sole responsibility of school administrators;
- To ensure that SROs are timely notified of Mandatory Reportable Incidents as described in § V.D of this agreement;
- To minimize the number of students that are unnecessarily out of the classroom, arrested at school, or court involved;
- To identify and provide preventive help and services to at-risk students and families;
- To provide requirements and guidance for training of the SRO and school personnel regarding SRO-related topics;
- To assist school personnel in the development of school emergency crisis policies and guidelines (to include Threat Assessment) and assist with the facilitation of disaster-based drills while updating and augmenting said policies and guidelines as needed; and
- To offer additional educational resources to the students, faculty, staff, parents, and community through presentations and programming by the SRO that focus on law enforcement, prevention, health, and safety topics.

IV. Selection, Supervision, and Training of SROs and Review of SRO Program

The parties agree that the selection, supervision, and training of SROs is a critical aspect of the program. Additionally, the parties agree that reviewing the SRO Program on an annual basis is essential to assess its success and effectiveness in meeting its stated goals and objectives.

A. SRO Selection Process

In accordance with G.L. c. 71, § 37P, the Tewksbury Police Department is committed to selecting SROs who will foster an optimal learning environment and educational community. The selection of each SRO remains within the sole discretion of the Chief of Police. The appointment(s) shall not be based solely on seniority; rather, preference will be given to officers who demonstrate the requisite personality, character, skills, and interest to work in a school environment with children and educators and who have received specialized training related to working with children and adolescents, including cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.

Other factors for consideration in selecting an SRO include:

- Ability to work effectively with students within the age range at the assigned school(s)
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors
- Knowledge of school-based legal issues
- Commitment to protecting students' legal and civil rights
- Knowledge of school and community resources
- An understanding of crime prevention problem-solving and community policing in a school setting
- Public speaking and teaching skills
- Knowledge of school safety planning and technology

B. SRO Supervision

The SRO is a member of the Tewksbury Police Department and shall be subject to the administration, supervision and control of the police department. The SRO reports directly to the Administrative Lieutenant.

When on school grounds or at school related events, the SRO will coordinate with school officials as delineated in § VI.E of this agreement.

C. SRO Training

In addition to any basic and annual in-service training required of their officers by the Tewksbury Police Department, SROs shall receive specialized training to promote their effectiveness working with children and youth in a school setting. Continuing professional development shall include instruction in the following areas:

1. Child and adolescent development, including the impact of abuse, exploitation, violence, trauma, disability, poverty, and immigration status
2. Conflict resolution
3. Diversion strategies and practices

Additional areas for continuing professional development may include, but are not limited to:

- SRO course such as that provided by National Association of School Resource Officers
- School crisis planning, threat assessment, and emergency response
- Juvenile law and procedure, including student rights and privacy
- Understanding and protecting civil rights in schools
- Cultural sensitivity and linguistic differences
- Implicit bias
- Teaching and classroom management
- Mental health protocols
- Trauma-informed care
- De-escalation skills
- Drug prevention programs
- Physiology of addiction
- Teen dating violence and healthy teen relationships
- Bullying prevention
- Cyber safety

D. Review of SRO Program

The SRO Program will be reviewed annually to evaluate its success and effectiveness in meeting its stated goals and objectives. The review will be conducted jointly by the Chief of Police and Superintendent of the Tewksbury Public Schools at the end of each school year. This agreement, including the SRO Goals and Objectives, should be amended as required as a result of said review.

As part of the annual review, the performance and effectiveness of each SRO shall be evaluated. The Superintendent in consultation with the Principal(s) of the assigned school(s) will provide input regarding the evaluation. This input should take into consideration and include feedback from teachers, students, and the school community. It may include a recommendation to the Chief of Police that a specific SRO not be assigned to a specific school the following year. The Chief will seriously consider such input and make a good faith effort to address any concerns raised; however, the final selection and assignment of SROs remains within the sole discretion of the Chief of Police.

V. Information Sharing Guidelines

A. Designated Liaisons

In order to facilitate prompt and clear communications, the parties agree to identify individuals (*by title instead of name*) on their respective staffs who will function as Designated Liaisons.

The Tewksbury Public Schools' Designated Liaisons, by School, are:

| | |
|---|-------------------------------------|
| <u>Superintendent of Schools</u> | <u>Wynn Middle School Principal</u> |
| <u>Ass't. Superintendent of Schools</u> | <u>Ryan School Principal</u> |
| <u>TMHS Principal</u> | <u>Elementary School Principal</u> |

The Tewksbury Police Department's Designated School Liaisons are:

| | |
|---|----------------------------------|
| <u>Chief of Police</u> | <u>School Resource Officer</u> |
| <u>Deputy Chief of Police</u> | <u>Family Service Officer</u> |
| <u>Administrative Lieutenant/Sergeant</u> | <u>Community Service Officer</u> |

The aforementioned Police Department Designated Liaisons are considered a part of the Tewksbury Public Schools' "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g) for purposes of sharing information regarding students.

B. Issues of Concern to the Designated Liaisons

1. *Reportable Incidents*: In order to identify and provide preventive help and services to at-risk students and families and consistent with the goals and objectives of the SRO Program, the parties will share information as follows:
 - (a) The Designated Liaisons from the School and Police Department will review all incidents classified as Mandatory Reportable Incidents, as defined in § V.D. of this agreement.
 - (b) Additionally, the Designated Liaisons will review any incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

2. *Prevention Strategies:* In addition to the above responsibilities, the Designated Liaisons from the School, the Police Department and the Middlesex District Attorney's Office ("MDAO") will meet regularly for the following purposes:
- (a) To discuss incidents of violence or bullying (as defined under G.L. c. 71, § 37O) in school or outside of school that affects students of the school;
 - (b) To discuss any use, abuse, or distribution of alcohol and/or other controlled substances or any other criminal activity affecting students UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97;
 - (c) To identify strategies to reduce such activities and to promote a safe, secure, violence-free, and nurturing school environment;
 - (d) To discuss community resources available for students at risk of harm from violence, abuse, neglect, or exploitation;
 - (e) To develop violence identification, prevention, and intervention programs, protocol and curricula as required by G.L. c. 12, § 32; and
 - (f) To outline the necessary action plan for implementation of such strategies.

C. Confidentiality

The parties agree to keep all information which is necessarily disclosed between them pursuant to G.L. c. 12, § 32; G.L. c. 71, § 37H, G.L. c. 71, § 37H½; G.L. c. 71, § 37H¾; G.L. c. 71, § 37L; G.L. c. 71, § 37O, 603 C.M.R. 23.00; and 20 U.S.C. § 1232g, from being improperly publicly disseminated except as permitted by state and federal law.

D. Reporting Guidelines for School Reports to the Police Department

1. The following shall be considered Mandatory Reportable Incidents:¹
 - a. Possession, use, or distribution of alcohol by a student UNLESS such information was gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders" in which case it shall only be disclosed as permitted by G.L. c. 71, § 97
 - b. Possession, use, or distribution of an inhalant or any controlled substance, as defined in G.L. c. 94C (excepting any possession of prescription medication possessed and administered in accordance with state law and school policy)

¹ If such information is obtained *solely* during a communication with a member of the school staff deemed privileged or confidential due to the staff member's professional licensure, such communication shall only be disclosed if consent is obtained or the communication is subject to the limits and exceptions to confidentiality and is required to be disclosed (e.g., mandatory reporting, immediate threats of harm to self or others).

UNLESS such information was gathered as part of a “Verbal Screening Tool for Substance Abuse Disorders” in which case it shall only be disclosed as permitted by G.L. c. 71, § 97

- c. Any incident in which any individual is reasonably believed to be selling or distributing controlled substances or alcohol
- d. Any incident involving the threat of assaultive behavior or intentional assaultive behavior and/or reckless behavior that results in personal injury to another
- e. Possession of a weapon, as defined in the school handbook or under G.L. c. 71, § 37(a), which includes, but is not limited to, a gun or a knife, and ammunition or components thereof
- f. Any incident involving stalking (G.L. c. 265, § 43), criminal harassment (G.L. c. 265, § 43A), annoying phone calls (G.L. c. 269, § 14A), or the issuance or violation of a G.L. c. 209A or c. 258E protection order on behalf of or against a student
- g. Any incident triggering the filing of a report for abuse and/or exploitation with the Department of Children and Families pursuant to G.L. c. 119, § 51A, including underage sexual contact if it qualifies as “sexual abuse.” (See What Conditions Are Reportable, www.51a.middlesexcac.org)
- h. Any sexual assault, including, but not limited to, rape, assault with intent to rape, indecent assault and battery, open and gross lewdness, indecent exposure, or incident of gender-based harassment, “sexting”, “sextortion”,² or possession or dissemination of sexually explicit photographs of a student
- i. Any incident resulting in significant damage to municipal or private property
- j. Any bomb threat, fire, threatened or attempted firesetting, threatened or attempted use of an incendiary or explosive device or hoax device, or possession of a “novelty lighter” as defined by G.L. c. 148, § 60. (NOTE: The principal also “shall immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department” under G.L. c. 148, § 2A)
- k. Any creation or possession of a document, whether digitally or manually generated, handwritten or electronic (e.g., text or email), that identifies any individual targeted for violence or death
- l. Any threat, direct or indirect, past or future, against a student, school personnel, or other school employee

² “Sexting” is the act of sending, receiving, or forwarding sexually explicit photos (i.e., images depicting a person in a state of partial or total nudity) via cell phone, computer, or other digital device. “Sextortion” is a form of extortion wherein an individual threatens to expose or disseminate sexually explicit photos of another person if not provided with money, additional images, the performance or promise of sexual acts, or compliance with other demands.

- m. Any incident of "hazing" as defined by G.L. c. 269, § 17, involving any conduct or method of initiation into any school organization that endangers the physical or mental health of any student
 - n. Any incident triggering a Title IX investigation (20 U.S.C. § 1681-1688, 34 C.F.R. § 106)
 - o. Any incident involving an actual or suspected hate crime or violation of civil rights (See G.L. c. 265, §§ 37 & 39; 18 U.S.C. § 249), including, but not limited to:
 - An assault or battery upon a person, whether or not it results in bodily injury, with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability;
 - Damage to the real or personal property of a person with the intent to intimidate because of such person's race, color, religion, national origin, sexual orientation, gender identity, or disability; or
 - An act willfully causing bodily injury to any person or attempting to do so through the use of fire, firearm, dangerous weapon, or explosive or incendiary device because of the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, or disability of any person
 - p. Any incident of "bullying" or "cyber-bullying" as defined by G.L. c. 71, § 37O where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (o).
2. Mandatory Reportable Incidents will be immediately reported to the Designated Police Liaison if such incident:
- a. Occurred on school property or within 1,000 foot radius of school property;
 - b. Occurred at a school-sponsored function;
 - c. Occurred in a school owned or contracted bus or other vehicle or at school bus stop; or
 - d. Involved a student of the Tewksbury School District.
3. The Designated School Liaisons may report any other incident or information that may affect the safety or well-being of students, faculty, or staff at the School.

E. Reporting Guidelines for Police Reports to School

The Designated Police Liaison will inform the appropriate Designated School Liaison, subject to applicable statutes and regulations governing confidentiality, of:

1. Any arrest of a student or the filing of a criminal or delinquency complaint application against any student of the Tewksbury Public Schools;
2. A student's voluntary participation in any Diversion Program; or
3. Any occurrence involving a student of the Tewksbury Public Schools, if:
 - a. The activity poses a serious (present or future) threat to the safety or well-being of the student, other students, faculty, or staff at the School;
 - b. The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., the arrest or filing of a criminal complaint against a member of the student's household); or
 - c. The activity involves actual or possible truancy.

VI. Roles and Responsibilities of Schools, SROS, and Police Department

The parties are dedicated to providing a safe and nurturing climate in which learning can take place. The parties also want to promote a safe environment in the public school community while upholding the students' legal rights as outlined in the Standard Operating Procedures Regarding the School Resource Officer Program in the Tewksbury Public Schools ("SRO SOP") §5.

The parties acknowledge that proper integration of the SRO in the school environment, including (as appropriate) educational activities, classroom instruction, school assemblies, and staff and school safety meetings, can help build trust, relationships, and strong communication among the SRO and students, faculty, staff, parents, and community.

As past events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence, as well as the use, abuse, and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. In order to promote a safe and nurturing environment in our schools and in our community, it is in our common interest to share information as outlined in § V above. It is through the collaborative efforts of the Tewksbury Public Schools and the Tewksbury Police Department that this can occur.

A. School Administration and School Personnel

1. Non-violent infractions of school rules and policies not amounting to criminal or delinquent conduct such as tardiness, use of profanity, dress code violations, and disruptive or disrespectful behavior remains the sole responsibility of school administrators. To this end, SROs shall refrain from being involved in the school's handling of such violations or misbehavior except, as asked or needed, to support school staff in maintaining a safe school environment.

2. The school administrators agree to ensure that school employees cooperate with police investigations and any subsequent actions related to crime or criminal activity on school premises or at school-related events.
3. In order to maintain a safe and nurturing school environment, the Tewksbury Public Schools reserves the right to conduct a reasonable search of all school property for weapons, alcohol, other contraband, or controlled substances in accordance with state and federal law, the student handbook, and the SRO SOP § 5(a). Should any evidence of a criminal nature be seized during such an inspection or search, immediate notification to the designated police liaison will be made and the property will be secured by the SRO.

B. Reporting Procedures for Emergency Situations

Definition: An emergency situation is any incident that poses an immediate threat to human health or safety or which may result in serious property damage.

A teacher or other school employee having knowledge of any emergency situation shall immediately notify or cause to be notified both the Tewksbury Police Department (911) and the Principal or Assistant Principal. This requirement is in addition to any procedures outlined in the school's student handbook, administrative manual, and/or School Committee policy manual.

Where an emergency exists and there is an immediate need to avert or diffuse certain unusual conditions or disruptions in the school setting, the school will provide all necessary information to law enforcement personnel regarding the students at issue. (See § 99.31(a)(10) of the FERPA regulations.)

C. Reporting Procedures for Non-Emergency Situations

A teacher or other school employee who has reasonable grounds to believe that a student has committed an act categorized as a Mandatory Reportable Incident, shall promptly: (1) report the incident and names of any involved persons to the appropriate Designated School Liaison, and (2) notify the Designated School Liaison of the existence of any physical evidence and take reasonable steps to maintain any pertinent physical evidence in a secure place.

D. Responsibilities of Designated School Liaison(s)

Once a Designated School Liaison has been made aware of a Mandatory Reportable Incident, it is her/his responsibility to:

- Timely notify the Designated Police Liaison and, when appropriate, the parents/guardians of the involved student(s);

- Timely notify the Designated Police Liaison of the existence of pertinent physical evidence and take reasonable steps to maintain it in a secure place; and
- Timely notify the Designated Police Liaison of any written reports about the incident.

E. Responsibilities of SRO/Designated Police Liaison(s)

Because the Principal or his/her designee alone has control of the school building at any given time, police officers shall report to the main office upon entering a Tewksbury Public School. The Principal's foreknowledge of police presence in the building can do much to facilitate the school's operation and still prevent escalation of any existing situation requiring police response.

SROs shall not serve as school disciplinarians, as enforcers of school regulations, or in place of licensed school mental health professionals and shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

When the police have assumed responsibility in a criminal investigation, the police naturally are the decision-makers concerning that investigation. The Principal or Designated School Liaison shall convey to those authorities his or her best assessment of the situation which may not be apparent to the police. The Principal or Designated School Liaison will not interfere with a criminal investigation once it has been initiated.

It is the goal of the Tewksbury Police Department to meet the needs of all its community's children and youth. In collaboration with the Tewksbury Public Schools, the SRO/Designated Police Liaison will attempt to identify those students who may be at risk for problematic or unsafe behavior and link them to the support and services they need (e.g., mental health services, drug and alcohol counseling). In this endeavor, the SRO/Designated Police Liaison will seek to assist families by offering to develop an action plan that is tailored to meet the unique needs of the student.

F. Arrests of Students

Whenever possible, arrests of students will be attempted outside of school buildings and in compliance with the Standard Operating Procedures separately established by the Chief of Police and Superintendent pursuant to G.L. c. 71, § 37P.

G. Emergency Mental Health Issues

The parties recognize the importance of utilizing the expertise of mental health professionals in addressing the needs of students with behavioral and emotional difficulties in crisis situations and agree that examination by a qualified mental health professional is the preferred mechanism for evaluating a student experiencing a mental health crisis.

Occasionally, the public schools encounter a student in crisis who requires emergency psychiatric treatment. The law provides for involuntary commitment of such individuals if,

in the judgment of a qualified mental health professional, the failure to hospitalize such an individual would create a likelihood of serious harm to himself or others by reason of mental illness. In such circumstances, the individual may be restrained while an application for involuntary hospitalization is sought. Likewise, if a qualified mental health professional is unavailable, the law provides that a police officer may restrain such individual and apply for involuntary hospitalization. See M.G.L. c. 123, §12(a).

The parties therefore agree as follows:

- The school's medical personnel will initiate any requests for a Section 12 involuntary commitment, unless there is an immediate risk of harm to the student or others in which case the police department shall be contacted and assume responsibility for initiating commitment proceedings
- The school will seek alternate emergency response, if available (e.g., from an Emergency Services Program), for an immediate clinical assessment of the student in crisis before seeking the intervention of the police department
- If intervention by the police is necessary, the school will notify the police at the earliest possible opportunity so as to coordinate efforts, minimize disruption at school, and maintain privacy for the student involved to the extent possible
- When an assessment of a student is made for possible involuntary commitment, referrals for follow-up mental health services shall be made by the school's clinical team

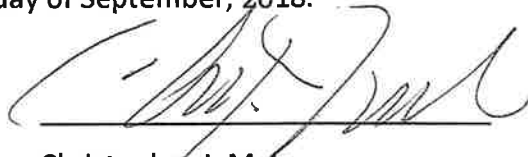
VII. Data Collection and Reporting

The parties agree to collect and report data regarding school-based arrests, citations and court referrals of students to the Department of Elementary and Secondary Education ("DESE") in accordance with regulations promulgated by DESE pursuant to G.L. c. 71, § 37P. The parties understand that such data will be collected and published by DESE in a disaggregated form and made available for public view.

VIII. Effective Date and Duration of Agreement

This agreement shall be effective as of the date of signing. It should be reviewed at least annually (before the start of the school year) and amended as necessary to meet the needs of the parties. This agreement will remain in full force and effect until amended or until such time as either party withdraws from the agreement by delivering written notification of such recession to the other party.

Signed on this 4th day of September, 2018.

A handwritten signature in black ink, appearing to read "C. J. Malone", written over a horizontal line.

Christopher J. Malone

Superintendent of Schools

Signed on this 31st day of August, 2018.

A handwritten signature in black ink, appearing to read "Timothy B. Sheehan", written over a horizontal line.

Timothy B. Sheehan

Chief of Police

APPENDIX A

ROLE OF THE OFFICE OF THE MIDDLESEX DISTRICT ATTORNEY

In the spirit of enhancing communication between the district attorney, law enforcement, and school officials and to assist the Tewksbury Public Schools in providing a safe, secure, violence-free, and nurturing environment for learning and in accordance with the legislative mandates set forth in G.L. c. 12, § 32, c. 71, §§ 37H and 371/2H, among others, the Middlesex District Attorney, through her designees, agrees to:

- (1) Report to the school any criminal or delinquency complaint that is issued against a defendant or juvenile who is known to be a student of the Tewksbury Public Schools
- (2) Consult with the Tewksbury Public Schools and the Tewksbury Police Department when fashioning proposed terms and conditions to be imposed upon a known student of the Tewksbury Public Schools at both the pre-adjudication and post-adjudication stages of the prosecution
- (3) Report to the school any adjudication of delinquency or conviction, diversion or other significant occurrence that arises from any above criminal or delinquency proceeding;

The Middlesex District Attorney agrees to provide training to the Middlesex District Attorney's Office ("MDAO") staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

The MDAO will not disclose a student's personally identifiable information learned during and/or in relation to a G.L. c. 12, § 32 community based justice meeting to a third party other than another juvenile justice system agency and/or as provided by state and federal law.

Marian T. Ryan
Middlesex District Attorney

Date

2018-2019 Co-Curricular Appendix B Positions

| Position | Appointee | Position | Appointee |
|--------------------------------------|---|---------------------------------------|--------------------------------|
| Freshman Class Advisor | Maura Pilotte/Christine Smith | Math Team Advisor | Mary Beth McGinn |
| Sophomore Class Advisor | Connor Bourgoi/Lindsey Bowden | Choral Director | Heather Ware |
| Junior Class Advisor | Bailey Mahoney/Kelsey Ring | Marching Band Director | Heather Ware |
| Senior Class Advisor(s) | Julia Fabiano | Marching Band Drill Instructor | Brian McCulloch |
| Fall/Spring Artistic Director | Jade Scarpa | Color Guard | Erin Higgins/Maura Somerville |
| Drama Tech Positions- Fall/Spring | David Crepeau | Mock Trial Advisor | Brian Aylward |
| Drama Tech Position-Winter | TBD | Detention Teacher(s) | Mary Jo Kelleher/Kennan Daniel |
| Winter Artistic Director | Heather Ware | Special Education Lead Teacher | Marco Basiliere |
| Best Buddies Advisor(s) | Brian Aylward/Lindsey Bowden | Case Manager | Chuck Zucco |
| International Club | Maria da Graca Lealdini-Dudley | English Department Head | Lynne Hardacre |
| Junior Classical League | Paul Early | Social Studies Department Head | Brian Aylward |
| Renaissance Program Advisor | Shelli-An Ryan | Science Department Head | Susan Barnett |
| Anime Club | Marc Demers | Mathematics Department Head | Shelli-An Ryan |
| DECA Advisor | James Sullivan | Foreign Language Lead Teacher | Bethany Beauchesne |
| Nursing Clinical Advisor | not needed due to restructuring | Business/Technology Lead Teacher | Jessica Simpson |
| Art Show | Nicole Lapierre/Ashley Sullivan/Jen Arnold | Fine and Performing Arts Lead Teacher | Nicole Lapierre |
| Robotics | Scott Morris | Wellness Lead Teacher | Julia Fabiano |
| Interact Club | Lindsey Bowden | Guidance Department Head | Karen Baker O'Brien |
| NHS Advisor | Dustine Puma | Percussion Instructor | Matthew Pantanella |
| GSA | Kennan Daniel | Mentor | James Sullivan |
| Peer Leadership Advisor | Deb Glass | Mentor | Andy Bellistri |
| Yearbook Advisor | Ashley Sullivan | Mentor | MaryJo Kelleher |
| Dance Team | Kayla McLaughlin | Mentor | Lynne Hardacre |
| Student Council Advisor | Debra Glass | Mentor | Nicole Lapierre |
| AcaDec Advisor | Mary Kelleher | Mentor | Sue Barnett |
| SADD Advisor | Andrew Bellistri | Mentor | Samantha Tavantzis |
| Student Activity Treasurer | Eileen Osborne | Mentor | Julie Fabiano |

To: Christopher Malone
From: John Weir
Re: Appendix B Positions
Date: 6/9/18

John W. Wynn Middle School
Appendix B Positions
2018- 2019

I recommend the following people for Team Leader positions:

Jodi Sponzo/Sara Chella - Co-Team Leaders 7A (Split Stipend)
Cathy Bilodeau - Team 7B
Fran Rouff - Team 7C
Carol Navetta - Team 8A
Christopher Gagnon – Team 8B
Kate Deveau - Team 8C
Nicole Dunn—Team 7D/8D
Holly Germain - Specialist Team

I recommend the following people for Curriculum Coordinator positions:

Carol Navetta--Science (Includes Technology)
Cathy Bilodeau--Math
Kim Johnston—English
Christopher Gagnon—Social Studies

I recommend the following people for Appendix "B" positions:

Joshua Bilodeau/Margaret Scully--Co-Advisors, Student Council – Gr. 7- 8
Lauren Nastari & Margaret Scully—Detention Supervisors (Split Stipend)
Dan Shao--Math League Advisor Gr. 8
Amanda Webb--Math League Advisor Gr. 7
Jon DiPrima – Drama Coach Gr. 7 & 8
Amanda Berube Spring Assistant Drama Coach/Winter(TBD) Split Stipend
Holly Germain/Nicole Dunn—Newspaper Advisor (Split Stipend)
Jaime Noberini/ Kate Deveau – Yearbook Advisor
Nicole Dunn--Literary Magazine
Tim Olevsky-Band Director
Tom Morrill-Intramural Director

Inter-office Memorandum
TMHS Athletic Department

TO: CHRISTOPHER MALONE
FROM: RON DROUIN, AD
DATE: SEPTEMBER 5, 2018
SUBJECT: COACH APPOINTMENT
GIRLS JV FIELD HOCKEY COACH
APPOINTMENT DATE: AUGUST 27, 2018

I am pleased to recommend Brooke Pacheco to the recently posted athletic coaching position:
Girls JV Field Hockey Coach.

Brooke is new to our staff at TMHS. She is one of our new physical education teachers. We are looking forward to having Brooke join the Athletic Department. I am confident that Brooke will do an outstanding job as our Girls JV Field Hockey Coach. Her contact information is below: If you need any other information, please let me know.

Brooke Pacheco

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Thank you.



INTER-OFFICE MEMORANDUM
TMHS ATHLETIC DEPARTMENT

TO: CHRISTOPHER MALONE

FROM: RON DROUIN

DATE: SEPTEMBER 5, 2018

SUBJECT: RECOMMENDATION OF NEW COACH
JV GOLF

I am pleased to recommend Kirk N. Monbleau to the recently posted athletic coaching position: JV Golf Coach.

Kirk has many years of coaching experience. I am confident Kirk will do an outstanding job as our TMHS JV Golf Coach. His contact information is listed below. Please let me know if you have any other questions.

Contact Information

Kirk N. Monbleau

[REDACTED]

Thank you

Policy

Old Business

New Business



A G R E E M E N T

-Between-

**TEAMSTERS LOCAL UNION No. 25
International Brotherhood of Teamsters**

and

**TEWKSBURY SCHOOL COMMITTEE
(TEWKSBURY SCHOOL NURSES)**

For the Period

September 1, 2018 through August 31, 2021

**Sean M. O'Brien
President/Principal Officer**

**Thomas G. Mari
Secretary-Treasurer**

**Printed & Assembled by
Teamsters Local 25
Office Staff**

**AGREEMENT BETWEEN
THE
TEWKSBURY SCHOOL COMMITTEE
AND
AFSCME COUNCIL 93, LOCAL 1703
(SCHOOL SECRETARIES)**

JULY 1, 2018 – JUNE 30, 2021



Tewksbury Memorial High School

PRINCIPAL

Ms. Kristen Vogel

ASSISTANT PRINCIPALS

Dr. Eileen Osborne

Mr. Sean O'Leary



MAIN OFFICE

(978) 640-7825

FAX

(978) 640-7829

GUIDANCE SERVICES

(978) 640-7838

TO: TPS School Committee
FROM: Kristen Vogel
DATE: September 9, 2018
RE: TMHS SAA

I am requesting that the following clubs be added to the Student Activity Account (SAA):

- Class of 2022
- Interact Club (to be combined with Red Cross and ECHO)

I am requesting that the following clubs be removed from the SAA:

- Class of 2018
- Red Cross (to be merged into Interact)
- ECHO (to be merged into Interact)
- Best Buddies (funds to be managed under Best Buddies International)

2018–2019 MCAS Testing Schedule

Check www.doe.mass.edu/mcas/cal.html in fall 2018 for additional details on the MCAS testing schedule (i.e., make-up testing windows, test administration deadlines, recommended testing times) as well as the ACCESS for ELLs testing schedule. For planning purposes, note that test sessions in 2018–2019 will remain untimed.

Spring 2019 MCAS Alternate Assessment for Grades 3–8 and High School

MCAS-Alt

portfolio for students with significant disabilities

| | |
|---|------------------|
| Deadline for UPS pickup of MCAS-Alt portfolio materials | Friday, March 29 |
|---|------------------|

Spring 2019 MCAS Tests for Elementary and Middle Schools¹

April–May 2019 Grades 3–8 MCAS Tests²

Grades 3–8 ELA and Mathematics, and grades 5 and 8 Science and Technology/Engineering Tests (STE)

computer-based tests

| | |
|---------------------------|-----------------------------------|
| ELA test sessions | Monday, April 1–Friday, May 3 |
| Mathematics test sessions | Tuesday, April 2–Friday, May 24 |
| STE test sessions | Wednesday, April 3–Friday, May 24 |

2018– 2019 MCAS Tests for High Schools

November 2018 MCAS ELA and Mathematics Retests

paper-based tests

| | |
|--|------------------------|
| ELA Composition Sessions A and B | Thursday, November 8 |
| ELA Reading Comprehension Sessions 1 and 2 | Friday, November 9 |
| ELA Reading Comprehension Session 3 | Tuesday, November 13 |
| Mathematics Session 1 | Wednesday, November 14 |
| Mathematics Session 2 | Thursday, November 15 |

February 2019 MCAS Biology Test

paper-based test

| | |
|-------------------|-----------------------|
| Biology Session 1 | Wednesday, February 6 |
| Biology Session 2 | Thursday, February 7 |

March 2019 MCAS ELA and Mathematics Retests

paper-based tests

| | |
|--|--------------------|
| ELA Composition Sessions A and B | Monday, March 4 |
| ELA Reading Comprehension Sessions 1 and 2 | Tuesday, March 5 |
| ELA Reading Comprehension Session 3 | Wednesday, March 6 |
| Mathematics Session 1 | Thursday, March 7 |
| Mathematics Session 2 | Friday, March 8 |

| | |
|---|---|
| March 2019 Grade 10 MCAS ELA Test^{2, 3} computer-based test | |
| Primary Administration Dates⁴ | |
| ELA Session 1 | Tuesday, March 26 |
| ELA Session 2 | Wednesday, March 27 |
| Secondary Administration Dates | |
| ELA Session 1 | Thursday, March 28 |
| ELA Session 2 | Friday, March 29 |
| May 2019 Grade 10 MCAS Mathematics Test^{2, 3} computer-based test | |
| Primary Administration Dates⁴ | |
| Mathematics Session 1 | Tuesday, May 21 |
| Mathematics Session 2 | Wednesday, May 22 |
| Secondary Administration Dates | |
| Mathematics Session 1 | Thursday, May 23 |
| Mathematics Session 2 | Friday, May 24 |
| June 2019 MCAS STE Tests (Biology, Chemistry, Introductory Physics, Technology/Engineering) paper-based tests | |
| STE Session 1 | Tuesday, June 4 |
| STE Session 2 | Wednesday, June 5 |
| May–June 2019 MCAS Biology and Introductory Physics Field Tests computer-based administration Each school that administers the Biology or Introductory Physics tests in June will also administer a field test to a portion of its students. | |
| STE Session 1 | Monday, May 28–Friday, June 14 ⁵ |

¹ There will be two test sessions for each of the MCAS tests for grades 3–8. The Department will review the amount of testing time used by students doing computer-based testing in 2018 to determine the recommended testing times for spring 2019. Also in preparation for 2019, the Department will update the STE test design information on the website over the next several months (for reference, the 2018 information for all grade 3–8 tests is [available](#)).

² Note that the tests in ELA and Mathematics for grades 3–8 and 10, and grades 5 and 8 tests in STE will be computer-based tests. (Exceptions to the CBT expectation will be made for students with disabilities and first-year English learners, who may require a paper-based edition as an accommodation.)

³ The spring grade 10 ELA and Mathematics tests will be next-generation, computer-based tests, and will contain two test sessions each. The [spring 2019 grade 10 ELA](#) and [spring 2019 grade 10 Mathematics](#) test designs are available.

⁴ Schools with technology constraints should use the primary administration dates for the maximum number of students who can test concurrently, and then use the secondary administration dates for the remainder of the students. Schools with special circumstances that cannot test all their students using the primary and secondary administration dates should [email the Department's Office of Student Assessment Services](#) to discuss options. (Note that schools with students doing paper-based tests as an accommodation will be expected to administer the grade 10 tests concurrently to those students on the primary set of administration dates.)

⁵ Schools may not administer the field tests on June 4 or June 5, the prescribed dates for the operational high school STE tests.

ENRLMT 2019

08-29-2018 Enrollment

| SCHOOL | PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PG | TOTALS |
|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|--------|
| NORTH ST | | | | | 136 | 144 | | | | | | | | | | 280 |
| TRAHAN | | | | | 100 | 105 | | | | | | | | | | 205 |
| DEWING | 104 | 143 | 120 | 160 | | | | | | | | | | | | 527 |
| HEATH BROOK | 48 | 101 | 114 | 127 | | | | | | | | | | | | 390 |
| RYAN | | | | | | | 257 | 256 | | | | | | | | 513 |
| WYNN MIDDLE | | | | | | | | | 273 | 274 | | | | | | 547 |
| HIGH SCHOOL (HS) | | | | | | | | | | | 231 | 214 | 229 | 240 | 11 | 925 |
| PreSchool @ HS | 15 | | | | | | | | | | | | | | | 15 |
| TOTALS | 167 | 244 | 234 | 287 | 236 | 249 | 257 | 256 | 273 | 274 | 231 | 214 | 229 | 240 | 11 | 3402 |
| | 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 | |
| KF | S. Paradis | 20 | KF | H. Grace | 22 | 3 | S. Mulno | 17 | 3 | N. Devincenitis | 22 | 5 | R. Rogers | 22 | 6 | K. Anderson | 21 | 7 | S. Chella | 21 | 8 | K. Welch | 19 |
| KF | E. Herdsbee | 21 | KF | A. McCarthy | 21 | 3 | S. Sadler | 17 | 3 | M. Petrie | 23 | 5 | R. Afrow | 22 | 6 | R. Reading | 22 | 7 | A. Webb | 20 | 8 | A. Breton | 19 |
| KF | K. Hynes | 21 | KF | D. Sokolowski | 22 | 3 | A. Trevor | 16 | 3 | L. Desrochers | 23 | 5 | B. Roberts | 21 | 6 | A. Johnson | 21 | 7 | E. Noel | 20 | 8 | C. Navelta | 19 |
| KF | K. Rodgers | 21 | KF | A. Reardon | 20 | 3 | L. Hyland | 17 | 3 | M. McGrath | 22 | 5 | M. Rosa | 22 | 6 | N. Zwirek | 22 | 7 | J. Sponzo | 19 | 8 | W. Fabiano | 18 |
| KF | D. Greene | 18 | KF | S. Gilotte | 19 | 3 | K. Valcourt | 16 | 3 | L. Carlino | 23 | 5 | B. Tuccinardi | 20 | 6 | N. Amato | 21 | 7 | J. Murphy | 19 | 8 | K. Doherty | 19 |
| KF | *A. Spatola | | KF | A. Cameron | 17 | 3 | J. Lane | 17 | 3 | J. Malley | 23 | 5 | C. Cremin | 20 | 6 | J. Mrozowski | 22 | 7 | C. Blodeau | 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 | 22 | 6 | K. Romano | 21 | 7 | D. Graaskamp | 19 | 8 | C. Gagnon | 20 |
| | | | K | *R. Hakala | | | | | | | | 5 | K. Bruff | 22 | 6 | A. MacMulin | 22 | 7 | K. Johnston | 20 | 8 | E. Speros | 20 |
| 1 | E. Niles | 20 | 1 | K. Scialdone | 19 | 4 | S. Frost | 17 | 4 | S. Filiberto | 23 | 5 | R. Shirkoff | 22 | 6 | R. Curley | 21 | 7 | D. Bernstein | 20 | 8 | N. MacFarlane | 22 |
| 1 | A. Whynot | 19 | 1 | K. Carleton | 21 | 4 | J. Cote | 18 | 4 | K. Conrad | 24 | 5 | J. Farnham | 22 | 6 | C. Melly | 22 | 7 | F. Rouff | 20 | 8 | K. Deveau | 20 |
| 1 | M. Engelsen | 17 | 1 | S. Doherty | 19 | 4 | C. Gagne | 18 | 4 | M. Barbato | 25 | 5 | P. Shirkoff | 20 | 6 | G. Martel | 20 | 7 | M. Scully | 20 | 8 | E. Caron | 22 |
| 1 | C. Ventura | 18 | 1 | M. Hirtle | 20 | 4 | V. O'Meara | 17 | 4 | T. McHenry | 24 | | | | | | | 7 | N. Dunn | 18 | 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. Blodeau | 19 |
| 1 | B. Decarolis | 20 | 1 | L. Tramonite | 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 | 21 | 2 | J. Middleton | 23 | | | | | | | | | | | | | | | | | | |
| 2 | D. Brewin | 19 | 2 | S. Miranda | 21 | | | | | | | | | | | | | | | | | | |
| 2 | J. Taggart | 22 | 2 | J. Garvey | 24 | | | | | | | | | | | | | | | | | | |
| 2 | T. Enos | 21 | 2 | S. Wrobel | 24 | | | | | | | | | | | | | | | | | | |
| 2 | K. Bancroft | 21 | 2 | C. Archibold | 21 | | | | | | | | | | | | | | | | | | |
| | *S. Walsh | | 2 | E. Daley | 23 | | | | | | | | | | | | | | | | | | |
| | | | K/1/2 | *C. Griffin | | | | | | | | | | | | | | | | | | | |
| | | | 2 | *T. Quinn | | | | | | | | | | | | | | | | | | | |
| Heath Brook-PK | | | | LF Dewing-PK | | | | | | | | | | | | | | | | | | | |
| CSPK | L. Ianaacci | 48 | PK | G. Silvagni | 21 | | | | | | | | | | | | | | | | | | |
| | | | PK | J. Milligan | 23 | | | | | | | | | | | | | | | | | | |
| | | | PK | K. Gibson | 19 | | | | | | | | | | | | | | | | | | |
| | | | PK | E. Finneran | 22 | | | | | | | | | | | | | | | | | | |
| | | | PK | J. Reyes | 10 | | | | | | | | | | | | | | | | | | |
| | | | PK | L. Costa | 5 | | | | | | | | | | | | | | | | | | |
| | | | PK | M. Fiori | 4 | | | | | | | | | | | | | | | | | | |
| | | | CSPK | J. Carmody | | | | | | | | | | | | | | | | | | | |

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



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Beverly Hugo, President

Date: March 2018

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: **DURING JOINT CONFERENCE. FRIDAY, NOVEMBER 9, 3:15PM**

Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2018 annual meeting is October 19, 2018.

Official Delegate Form

For the school committee of Tewksbury Public Schools

The official voting delegate is: _____

The alternate voting delegate is: _____

Signed _____

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.