

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, JANUARY 16, 2019



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Regular Meeting #8 - Public Session

Executive Session #8 (6:00 PM) - Non-Public Session
Budget Workshop (6:30 PM) - Public Session
Reconvene Regular Meeting (7:00 PM) - 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) - 6:00 PM

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

C. ADJOURN EXECUTIVE SESSION

D. BUDGET WORKSHOP (Public Session) - 6:30 PM

E. RECONVENE REGULAR MEETING (Public Session) - 7:00 PM

F. ANNOUNCEMENT

The January 16, 2019 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.

G. PLEDGE OF ALLEGIANCE

H. RECOGNITION

Tewksbury Memorial High School

Boston Globe & Boston Herald 2018 All-Scholastic

Makayla Paige - Girls' Cross-Country

Boston Globe & Boston Herald 2018 All-Scholastic

Jay Connolly - Football

Boston Globe & Boston Herald 2018 All-Scholastic

Shane Aylward - Football

Boston Globe 2018 All Scholastic Football Coach of the Year

Brian Aylward, Head Varsity Football Coach

I. STUDENT REPRESENTATIVE REPORT

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

J. PRESENTATIONS

John Ryan Elementary School - Integrated STEM Classroom Presentation

Kim Hilson and Eileen Lindsay

K. 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.)

L. APPROVAL OF MINUTES

1. December 5, 2018 Regular Meeting (File)

M. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending December 13, 2018 (\$1,338,715.42) (File)

2. Payroll Period Ending December 27, 2018 (\$1,345,043.57) (File)

N. SUPERINTENDENT & STAFF REPORT

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

P. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury Education Foundation
Wellness Advisory Committee

Q. POLICY CHANGES, PROPOSALS, and ADOPTION

Recommended Revisions to Tewksbury Public Schools' Policies on First Reading (File)

JEB-Entrance Age For Kindergarten and Elementary Grades

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

AC-Non-discrimination; **BEDG**-Minutes; **GBA**-Equal Employment Opportunity; **GBEBD**-Appropriate Language;

GCF-Professional Staff Hiring; **JB**-Equal Educational Opportunities; **JFBB-1**-School Choice

R. OLD BUSINESS

1. Professional Development Workshop (Half-day) - January 18, 2019 (File)

2. 2018-2019 School Committee Meeting Schedule Revision (File)

S. NEW BUSINESS

1. 2019-2020 School Calendar Draft (File)

2. 2019 Ginsburg Family Award Nomination Form (File)

3. Ratification of *Collective Bargaining Agreement Between the Tewksbury School Committee and the Education Support Personnel Association* - 3 Year Agreement September 1, 2018 - August 31, 2021

4. Ratification (Pending) of *Collective Bargaining Agreement Between the Tewksbury School Committee and the Tewksbury Teachers Association* - 3 Year Agreement September 1, 2018 - August 31, 2021

5. Superintendent Mid-Year Review

T. SCHOOL COMMITTEE MATTERS OF INTEREST

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

February 2019 -TBD (Public Hearing/Budget); March 20, 2019 (Public Hearing/Budget)

V. FUTURE AGENDA ITEMS

W. ADJOURNMENT

TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

Superintendent of Schools

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

TEWKSBURY SCHOOL COMMITTEE

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

O. CONSENT AGENDA

1. Correspondence

- a. MA CURATE Curriculum Fellowship/Teach Plus (File)
- b. Commissioner Riley's Weekly Update - Timeline for implementing the Civics Law and the History and Social Science Framework. (File)

2. Enrollment Update: January 7, 2019 (File)

3. Personnel Items

Appointment: Bret Weese (\$62,500.00/*prorated*), District-wide Assistant Maintenance Foreman, effective December 17, 2018.

New Hires: Siva Lingareddy (19,549.00 *prorated*), Classroom Instructional Aide, Dewing Elementary School, effective January 2, 2019.

TMHS Appendix B - Athletics: Erin Murphy (\$5,661.00), Girls Varsity Lacrosse Coach, effective March 18, 2019.

Transfers - None

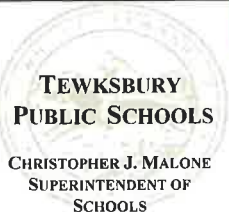
Retirements/Resignations/Terminations: Conor Flanagan, School Custodian at the John Ryan Elementary School, effective January 14, 2019; Denise Sokolowski, Kindergarten teacher, Dewing Elementary School, effective December 31, 2018; Robert Paolini, Classroom Instructional Aide at the Dewing Elementary School, effective December 3, 2018

4. Policy Review - None

5. Acceptance of Donations/Gifts: Acceptance of \$50.00 donation from Michael Lueders, President of Lueders Environmental, Inc., to the Tewksbury Public Schools; Acceptance of a \$1,000.00 donation from the Cummings Properties' Employee Directed Giving Program, to the Tewksbury Public Schools' English Language Learner program at Tewksbury Memorial High School; Acceptance of a donation of a Bridgeport Milling Machine, from Grainger Industrial Supply to FIRST Robotics Team, Tewksbury Memorial High School, estimated value of \$23,075.00.

6. Fundraisers/Raffles: Heath Brook & Trahan Parent Advisory Council, spring 2019 Event and Fundraising Calendar; Anime Club fundraising event selling Valentine's chocolates, February 11, 2019 through February 15, 2019. Proceeds will be used to host an Anime convention at TMHS.

Executive Session

 <p>TEWKSBURY PUBLIC SCHOOLS CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p>TEWKSBURY SCHOOL COMMITTEE AGENDA</p> <p>Meeting Type/Time: Executive Session #8 – Non-Public Session at 6:00 p.m.</p> <p>Meeting Date: Wednesday, January 16, 2019</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

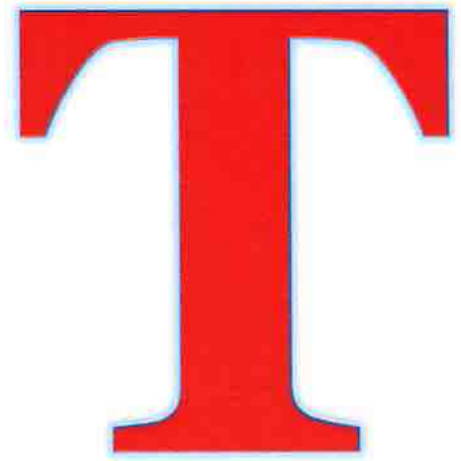
B. EXECUTIVE SESSION

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

Budget Workshop

FY20
Tewksbury
Public Schools
Budget
Workshop



January 16, 2019

FY20 School Department Budget Workshop

School Budget Consists
of 4 Major Parts

- Managed by the Schools
 - Salary
 - Operating
 - Capital Outlay
- Managed/Shared with the Town
 - Fixed Costs

FY20 School Department Budget Workshop

School Budget Consists
of 4 Major Parts

- **Managed by the
Schools**

- Salary
- Operating
- Capital Outlay

- **Managed by the
Town**

- Fixed Costs

FY20 School Department Budget Workshop

Areas of FOCUS

- Technology
 - Infrastructure
 - Device Maintenance/Replacement
 - Budget Restructure
- Building Improvements
 - Upkeep of older buildings
 - Security
 - Building Systems
 - STEM/Maker Spaces
- Personnel
 - Class Size (watch; assess)
 - Equitable
 - Special Education Service Delivery
 - Specialists
 - Art, Music, PE, Tech, STEM
 - Clerical
 - Summer K-4

FY20 School Department Budget Workshop

Overall 2.63% increase Requested

	<u>School</u> <u>Budget FY19</u>	<u>School Dept.</u> <u>FY20 Request</u>	<u>Town Manager</u> <u>Recommend FY20</u>	<u>\$\$ Change</u>	<u>% Change</u>
Salaries	33,769,423	34,553,435	34,553,435	784,012	2.27%
Operating	13,403,690	13,623,813	13,623,813	220,123	1.62%
Capital Outlay	659,500	948,877	948,877	289,377	30.50%
School Budget	47,832,613	49,126,125	49,126,125	1,293,512	2.63%

FY20 School Department Budget Workshop

If considering Fixed Costs 1.79% increase Requested

	<u>School</u>	<u>School Dept.</u>	<u>Town Manager</u>		
	<u>Budget FY19</u>	<u>FY20 Request</u>	<u>Recommend FY20</u>	<u>\$\$ Change</u>	<u>% Change</u>
Salaries	33,769,423	34,553,435	34,553,435	784,012	2.27%
Operating	13,403,690	13,623,813	13,623,813	220,123	1.62%
Capital Outlay	659,500	948,877	948,877	289,377	30.50%
School Budget	47,832,613	49,126,125	49,126,125	1,293,512	2.63%
School Fixed Costs	13,469,874	13,291,283	13,291,283	(178,591)	-1.34%
Total School Budget	61,302,487	62,417,409	62,417,409	1,114,922	1.79%

FY20 School Department Budget Workshop

SALARY – 70% of School Budget

- Assumes level staffing for FY20 (to start)
- Accounts for STEP, Longevity & Contractual Increases

Group	Increase	Base \$	Increase	Step Increase	Longevity	TOTALS
Teachers	TBD	TBD	\$	352,220	\$ 22,000	\$ 374,220
Aides	TBD	TBD	\$	40,418	\$ 1,100	\$ 41,518
Admin Group	TBD	TBD	\$	14,797	\$ 750	\$ 15,547
Nurses	2.25%	\$	11,569	\$ 1,887	\$ -	\$ 13,456
Secretaries	2.25%	\$	14,959	\$ 8,003	\$ 4,100	\$ 27,062
Custodians	2.25%	\$	30,649	\$ 16,996	\$ -	\$ 47,645
Non-Union	2.25%	\$	69,017	\$ -	\$ 3,000	\$ 72,017
TOTALS		\$	126,194	\$ 434,321	\$ 30,950	\$ 591,464

FY20 School Department Budget Workshop

SALARY – 70% of School Budget

<u>Group</u>	<u>HeadCount</u>	<u>Amount</u>	<u>%</u>
Aides	67	\$ 1,551,619	4%
Food Services	16	\$ 319,250	1%
Custodians	31	\$ 1,491,090	4%
Non Union	41	\$ 3,348,685	10%
Nurses	8	\$ 555,278	2%
Secretaries	17	\$ 713,436	2%
Union Admin	8	\$ 769,597	2%
Teachers	298	\$24,150,425	70%
Part Time	500	\$ 1,654,055	5%
TOTALS	986	\$34,553,435	

FY20 School Department Budget Workshop

OPERATING – 28% of School Budget

<u>Category</u>	<u>Amount</u>	<u>%</u>
Maintenance	\$ 910,974	7%
Misc & Prof Development	\$ 632,237	5%
Special Ed Services	\$ 2,185,716	16%
Supplies/Textbooks & Materials	\$ 893,505	7%
Tech Contracts	\$ 699,778	5%
Transportation	\$ 3,332,856	24%
Tuition	\$ 3,645,747	27%
Utilities	\$ 1,323,000	10%
TOTAL	\$13,623,813	

FY20 School Department Budget Workshop

CAPITAL OUTLAY – 2% of School Budget

\$948,877- Technology Infrastructure Upgrades – 100%

- RFP's in process for NEEDED upgrades to infrastructure, which includes a redesign of our entire network and replacement of our current wireless access points.
- 40% Reimbursable via E-RATE program
- **Tewksbury Public Schools eligible for \$384K in FY20**

E-Rate by School			
Dewing	\$44,863.12	Ryan	\$61,579.95
HB	\$36,582.83	Wynn	\$72,516.18
North Street	\$25,021.67	TMHS	\$125,166.35
Trahan	\$18,803.69		
TOTAL		\$384,533.79	

- Projects must be fully budgeted to qualify

FY20 School Department Budget Workshop

Information Technology Budget Restructure

- DESE driven - separates costs for:
- Instructional Tech for Students/Staff
 - Instructional Tech in labs, media
 - Instructional Software
 - Building Admin TECH
 - Districtwide TECH
 - TECH Support

	DESE Func	FY20 Account Name	FY19 TOTAL	FY20 TOTAL
CATCH ALL	1450	Administrative Technology - Contracted Services (Districtwide)		\$ 98,820
	1450	Administrative Technology - Supplies and Materials (Districtwide)	\$ 1,128,369	\$ 57,567
	1450	Administrative Technology - Other Expenses (Districtwide)		\$ 2,200
NEW FY19	2250	Administrative Technology - Contracted Services (Schools)		\$ 50,300
NEW FY19	2250	Administrative Technology - Supplies and Materials (Schools)		\$ 10,000
NEW FY19	2451	Student/Staff Instructional Hardware - Contracted Services		\$ 19,900
	2451	Student/Staff Instructional Hardware - Supplies and Materials	\$ 142,825	\$ 250,000
	2453	Instructional Hardware - All Other Contracted Services	\$ 102,986	\$ 102,986
NEW FY19	2453	Instructional Hardware - All Other Supplies and Materials		\$ 25,000
	4225	Building Security System	\$ 17,000	\$ 18,000
NEW FY19	4450	Technology Infrastructure, Maintenance, and Support - All Other		\$ 64,500
NEW FY19	4400	Technology Infrastructure, Maintenance, and Support - Salaries		\$ 543,843
	2352	Tech Coaches - Academic MOVED OUT OF I.T.		\$ 156,115
Total			\$ 1,391,180	\$1,399,231

FY20 School Department Budget Workshop

Grants/Revolving Accounts

- 89 Separate Funds currently ACTIVE
- GOAL: Reduce to about 50
- All have a specific purpose and must be used appropriately

Fund Code	Description	Fund Code	Description
1000	General Fund	4304	Academic Support #632
1002	Warrant Articles - One Time Funds	4305	Big Yellow School Bus
3642	Hanover Funds	4306	Sped Program Improvement #274
4107	Insurance <\$20K - Dewing	4308	Early Childhd Program Improvmnt #298
4108	Insurance <\$20K - Heath Brook	4309	Academic Support #619
4109	Insurance <\$20K - High School	4310	Harvard/Pilgrim Breakfast Grant
4110	Insurance <\$20K - Wynn	4311	Academic Support #625
4111	Insurance <\$20K - North Street	4312	Project Pohelo Grant
4112	Insurance <\$20K - Ryan School	4313	Library Grant
4113	Insurance <\$20K - Trahan School	4314	FY15 Fuel Up To Play Grant
4114	Insurance <\$20K - Sch Admin	4315	Best Buddies
4131	Facility Rentals	4316	School and Summer Support #530B
4132	Heath Brook Facility Rentals	4317	SEC TRAN SYSTEMIC IMP GRANT
4133	High School Parking Fees	4318	AFTER SCH/OUT SCHOOL TIME (530C)
4134	High School Club Fees	4319	Elem Emergency Repairs (192) Micell
4135	High School Athletic Fees	4322	STEAM Lab Donation (Coming)
4136	Wynn School Athletic Fees	4323	21st Century Learning Grant
4137	Wynn School Club Fees	4647	Heath Brook Verizon Award
4138	Ryan School Club Fees	4650	School Digital Gifts
4139	PSAT Fees	4654	Walmart Gifts
4141	School Rec Custodians	4655	School Dare Gifts
4142	E-RATE	4658	School Gifts Account
4150	School Lunch Account	4659	Scholarship Gifts
4160	Athletic Fund	4661	Space Day Gifts
4161	Adult Education	4666	School Lan Gifts
4162	Extended Day	4667	Scholarship Fund
4163	Community Ed - Recreation Dept	4668	Education Fund
4164	PreSchool Revolving Program	4670	Tewksbury Rocks
4165	Kindergarten Revolving Program	4674	High School Gifts
4166	Recreation Basketball - School	4675	Public School Auctions
4167	Textbooks	4677	Flutie Grant
4168	New Start	4804	Long Range School Space Plan
4169	New Start	4805	Special Education Reserve Fund
4170	Circuit Breaker	6058	Feasibility Study - Trahan
4171	Insurance > \$20,000	6114	Playgrounds
4172	Copy Center	6120	Strong Field Project
4173	Hall of Fame	7850	TMHS Student Activities
4174	PreSchool Community Services	7851	Dewing Student Activities
4175	NPEN	7852	Trahan Student Activities
4213	Early Childhood Grant #262	7853	Ryan Student Activities
4252	Literacy Partnership Grant #738	7854	Heath Brook Student Activities
4263	Music Drives Us	7855	Wynn Student Activities
4273	Title I Grant #305	7856	North Street Student Activities
4274	Title IIA Grant #140		
4300	Targeted Summer Support #592		
4303	Sped 94-142 Grant #240		

FY20 School Department Budget Workshop

Grant Funding Available FY19

Grant Name	DESE Fund	Closing Date	Amount
ASOST	530	12/31/2021	\$19,350.00
Camp Pohelo	195	12/31/2021	\$35,000.00
CCLC Supporting Additional Time	647	12/31/2021	\$175,000.00
Early Childhood Special Ed	262	12/31/2021	\$24,614.00
HQ Instruction Summer Planning	141	12/31/2021	\$10,543.00
IDEA	240	12/31/2021	\$830,916.00
Title I	305	12/31/2021	\$140,522.00
Title IIA	140	12/31/2021	\$73,806.00
			\$1,309,751.00

FY20 School Department Budget Workshop

What it all looks like currently

	<u>School</u> <u>Budget FY19</u>	<u>School Dept.</u> <u>FY20 Request</u>	<u>Town Manager</u> <u>Recommend FY20</u>	<u>\$S Change</u>	<u>% Change</u>
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Capital Outlay	659,500	948,877	948,877	289,377	30%
Total School Budget	47,832,613	49,126,125	49,126,125	1,293,512	3%
Offsets	-	-	-	-	
School Budget Net Offsets	47,832,613	49,126,125	49,126,125	1,293,512	
Fixed Costs					
Health	8,304,083	8,219,178	8,219,178	(84,905)	
Retirement	1,391,282	1,480,098	1,480,098	88,816	
Medicare	492,289	506,000	506,000	13,711	
Unemployment	75,000	75,000	75,000	-	
Insurance	223,671	239,792	239,792	16,121	
Debt Non-Exempt Principal	830	-	-	(830)	
Debt Non-Exempt Interest	17	-	-	(17)	
Short Term Interest	-	-	-	-	
Total Fixed Costs	10,487,172	10,520,068	10,520,068	32,896	
Total	58,319,785	59,646,194	59,646,194	1,326,409	
Debt Exempt Principal	2,106,185	1,972,375	1,972,375	(133,810)	
Debt Exempt Interest	876,517.00	798,840	798,840	(77,677)	
Total	2,982,702	2,771,215	2,771,215	(211,487)	
Grand Total School Budget	61,302,487.00	62,417,409	62,417,409	1,114,922	

FY20 School Department Budget Workshop

So we're ALL DONE, right???

	<u>School</u>	<u>School Dept.</u>	<u>Town Manager</u>		
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Fixed Costs					
Health	8,300,000	8,300,000	8,300,000	(84,905)	
Retirement	1,391,200	1,391,200	1,391,200	88,816	
Medicare	192,285	506,000	506,000	13,711	
Unemployment	75,000	75,000	75,000	-	
Insurance	239,792	239,792	239,792	16,121	
Debt Non-Exempt Principal	-	-	-	(830)	
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FY20 School Department Budget Workshop

NEXT STEPS

Continued Discussions with Building Principals, Department Heads, Elected Officials, Town Officials, teachers, parents, students and community members, to refine and react to ever changing needs.

As needs and/or resources change, the School Department will be refining our critical needs list, which represents a snapshot in time of the current needs in the district. This list is constantly being updated and analyzed for the best use of available and appropriate resources.

This process will continue from now through May Town Meeting and may (in fact is likely to) produce some movement within our overall budget

FY20 School Department Budget Workshop

	<u>School Budget FY19</u>	<u>School Dept. FY20 Request</u>	<u>Town Manager Recommend FY20</u>	<u>\$S Change</u>	<u>% Change</u>
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FY20 School Department Budget Workshop

Questions or Comments



Recognition and/or Presentations

TEWKSBURY SCHOOL COMMITTEE – JANUARY 16, 2019

RECOGNITIONS

TEWKSBURY MEMORIAL HIGH SCHOOL

Boston Globe & Boston Herald 2018 All-Scholastic

Makayla Paige - Girls' Cross-Country

Boston Globe & Boston Herald 2018 All-Scholastic

Jay Connolly – Football

Boston Globe & Boston Herald 2018 All-Scholastic

Shane Aylward – Football

Boston Globe 2018 All Scholastic Football Coach of the Year

Brian Aylward, Head Varsity Football Coach

PRESENTATIONS

JOHN RYAN ELEMENTARY SCHOOL

Integrated STEM Classroom Presentation

Kim Hilson and Eileen Lindsay

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **12/13/2018**

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 **\$1,338,715.42**

GRANTS

\$30,521.85	2018-2019	Special Ed 240 Grant
\$8,316.11	2017-2018	Title I Grant
\$1,281.60	2018-2019	Title IV Grant
\$3,576.99	2018-2019	21st Century Grant
	2018-2019	After School Out of School Time

REVOLVING ACCOUNTS

\$22,669.79	2018-2019	Ext Day Program
\$12,258.59	2018-2019	Ext Day Preschool Program
\$2,172.95	2018-2019	Adult Education Program
	2018-2019	Wynn Intramurals
\$27,695.82	2018-2019	Lunch Program
\$795.00	2018-2019	Athletic Circuit Breaker
\$414.69	2018-2019	Facilities
\$5,999.62	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
\$1,650.00	2018-2019	NPEN
\$2,893.54	2018-2019	Preschool

\$120,875.53 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,217,839.89	2018-2019	School Department Account
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\$1,338,715.42 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **12/27/2018**

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a total amount of **\$1,345,043.57**

GRANTS

\$23,844.52	2018-2019	Special Ed 240 Grant
\$5,415.61	2017-2018	Title I Grant
\$96.12	2018-2019	Title II Grant
\$4,539.38	2018-2019	21st Century Grant
	2018-2019	After School Out of School Time

REVOLVING ACCOUNTS

\$30,866.36	2018-2019	Ext Day Program
\$15,583.23	2018-2019	Ext Day Preschool Program
\$2,951.83	2018-2019	Adult Education Program
\$1,057.32	2018-2019	Wynn Intramurals
\$26,637.44	2018-2019	Lunch Program
	2018-2019	Athletic Circuit Breaker
\$2,598.34	2018-2019	Facilities
\$3,006.93	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
\$795.00	2018-2019	Ryan Intramurals
\$2,893.54	2018-2019	Preschool

\$120,914.60 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,224,128.97	2018-2019	School Department Account
----------------	-----------	---------------------------

\$1,345,043.57 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

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Massachusetts CURATE Curriculum Fellowship



The Massachusetts Department of Elementary and Secondary Education is partnering with Teach Plus and the Rennie Center to convene panels of Massachusetts educators to review available evidence on curricular alignment to Massachusetts learning standards and efficacy in implementation. The work of the CURATE panels will result in a series of brief, user-friendly reports that provide schools and districts with more guidance as they work to select high-quality core curricular materials aligned to Massachusetts learning standards.

Are you a teacher passionate about ensuring access to high-quality, standards-aligned PK-12 science, mathematics, or ELA curricular materials for Massachusetts students and educators?

What is the Massachusetts CURATE Curriculum Fellowship?

- A highly selective leadership opportunity for outstanding Massachusetts teachers interested in deepening their knowledge of curricular quality & alignment and contributing to the development of resources that affect students and the teaching profession.
- An opportunity for teachers to expand their influence without leaving the classroom and to play a leading role in upholding quality for their colleagues by engaging in curriculum review panels during one semester of the 2018-2019 school year.
- Curriculum Fellows work in panel teams and are guided through a systematic review of existing evidence on the quality & alignment of core curricular materials.
- Curriculum Fellows receive a \$1000 stipend and 30 Professional Development Points from the Massachusetts Department of Elementary and Secondary Education.



How does it work?

The Massachusetts CURATE Curriculum Fellowship convenes over the course of one semester during the 2018-2019 school year. Fellows meet four (4) times in person or virtually during the

panel process to collaboratively conduct a systematic review of existing research and evidence (rather than a direct review of curriculum sets) about a variety of core curricular materials. Through these sessions, Fellows gain a deeper insight into the quality and alignment of a variety of curricular materials to Massachusetts Curriculum Frameworks. Fellows collaboratively evaluate, calibrate, and rate curricular materials against a specific set of criteria. Between sessions, Fellows independently conduct document review and synthesis. By the end of the 3-month panel process, panel teams agree upon quality & alignment designation ratings and will then have the opportunity to share their findings with state curriculum leaders during two optional meetings with the Massachusetts Department of Elementary and Secondary Education. The work of the CURATE panels will result in a series of brief, user-friendly reports to support Massachusetts educators in making more informed choices.

Spring 2019 CURATE Fellowships

ELA/Literacy (Pre-K -2) Panel
ELA/Literacy (Grades 3-5) Panel
Mathematics (Grades 6-8) Panel
STE (Grades 6-8) Panel

Panels run concurrently on January 14, February 11, March 11, April 8 (6:00 - 8:30 pm). Dinner is provided.

Panel location:

Microsoft Boston MTC
5 Wayside Rd. Burlington, MA 01803

Upon conclusion of the panel process, Fellows will have the opportunity to share their findings and provide feedback to state curriculum leaders during two optional sessions at the Massachusetts Department of Elementary and Secondary Education in Malden.

Qualifications

- A current teacher of record with a summative performance rating of Proficient or Exemplary on my most recent evaluation.
- Deep content knowledge and understanding of the Massachusetts Curriculum Framework for English language arts (ELA) and literacy, mathematics, or science and technology/engineering (STE)
- At least 3 years of teaching experience as of August 2018
- Passionate about dedicating your time and expertise to reviewing curricular alignment & quality on behalf of students and educators in Massachusetts

Apply Now



Application Process

Part 1 – Written Application

The written application asks you to complete general demographic information, short response questions, and provide a [Supervisor Acknowledgement Form](#) (with signature from recommending principal or curriculum specialist). Applications are due **November 19th, 2018**.

Part 2 – Interview

You will be notified if you have been invited to participate in an in-person or virtual interview.

Part 3 – Selection

You will be notified if you have been selected to join the Massachusetts CURATE Curriculum Fellowship. If accepted, you will commit to attending all four in-person and virtual sessions.

ELA/Literacy (Pre-K -2), ELA/Literacy (Grades 3-5), STE and Mathematics (Grades 6-8) Curriculum Fellows meet 4 times in person or virtually on **January 14, February 11, March 11, April 8**. Dinner is provided.



Click here to [nominate](#) a teacher!

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27 School Street, 5th floor, Boston, MA 02108

Commissioner's WEEKLYUPDATE

News from Commissioner Jeffrey C. Riley and the Massachusetts Department of
Elementary and Secondary Education



4. Timeline for Implementing the Civics Law and the History and Social Science Framework:

Two changes that will impact history and social sciences courses took place this year, and many people have asked how the two relate to each other and what the timeline is for implementing each. The first change came on June 26, when the Board of Elementary and Secondary Education adopted the [2018 History and Social Science Curriculum Framework](#), which describes what students should know and be able to do in history and social science, including civics, at each grade level or grade cluster from pre-K–12th grade.

The second change came on November 8, when Governor Baker signed into law [Chapter 296 of the Acts of 2018](#) (An Act to Promote and Enhance Civic Engagement), which supports implementation of the framework and adds the

[provision of student-led civics projects in high schools and in schools serving grade 8.](#)



Following a year of intensive support in 2018-2019, [DESE expects districts to begin implementing the History and Social Science Curriculum Framework in the 2019-2020 school year. At that time, student-led civics projects should also begin in many districts. By 2020-2021, students in all middle and high schools should be doing civics projects.](#) The Department foresees collecting information on local implementation of these civics projects beginning in the 2019-2020 school year.

For more information, visit <http://www.doe.mass.edu/frameworks/current.html>. Please contact Michelle Ryan, history and social science content support lead, at Michelle.Ryan@doe.mass.edu or (781) 338-3251 with any questions.

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					138	145										283
TRAHAN					100	104										204
DEWING	114	146	117	157												534
HEATH BROOK	51	103	115	128												397
RYAN							257	256								513
WYNN MIDDLE									279	274						553
HIGH SCHOOL (HS)											226	218	227	241	11	923
PreSchool @ HS	16															16
TOTALS	181	249	232	285	238	249	257	256	279	274	226	218	227	241	11	3423
	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. Devincents	24	5	R. Rogers	22	6	K. Anderson	21	7	S. Chella	21	8	K. Welch	20
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	21	3	A. Trevor	17	3	L. Desrochers	24	5	B. Roberts	21	6	A. Johnson	21	7	E. Noel	21	8	C. Navetta	19
KF	K. Rodgers	21	KF	A. Reardon	21	3	L. Hyland	17	3	M. McGrath	23	5	M. Rosa	21	6	N. Zwirek	22	7	J. Sponzo	21	8	W. Fabiano	18
KF	D. Greene	18	KF	S. Gillotte	20	3	K. Valcourt	15	3	L. Carlino	22	5	B. Tuccinardi	22	6	N. Amato	22	7	J. Murphy	19	8	K. Doherty	19
KF	*A. Spatola		KF	A. Cameron	19	3	J. Lane	18	3	J. Mailey	22	5	C. Cremin	20	6	J. Mrozowski	22	7	C. Bilodeau	20	8	D. Shao	18
			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	20
			K/1/2	*A. Palange								5	L. Tierney	22	6	K. Romano	21	7	D. Graaskamp	20	8	C. Gagnon	20
			K	*R. Hakala								5	K. Bruff	22	6	A. MacMullin	21	7	K. Johnston	21	8	E. Speros	19
1	E. Niles	20	1	K. Scialdone	19	4	S. Frost	16	4	S. Filiberto	25	5	R. Shirkoff	22	6	R. Curley	21	7	D. Bernstein	19	8	N. MacFarlane	21
1	A. Whynot	20	1	K. Carleton	19	4	J. Cote	18	4	K. Conrad	23	5	J. Farnham	21	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	21	7	M. Scully	20	8	E. Caron	21
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	24							7	K. Terry	19	8	J. Bilodeau	20
1	B. Decarolis	20	1	L. Tramonte	22	4	L. Kelly	17	4	K. Russo	24	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	22																		
2	J. Taggart	21	2	J. Garvey	23																		
2	T. Enos	22	2	S. Wrobel	23																		
2	K. Bancroft	22	2	C. Archibald	21																		
	*S. Walsh		2	E. Daley	21																		
			K/1/2	*C. Griffin																			
			2	*T. Quinn																			
Heath Brook-PK			LF Dewing-PK																				
CSPK	L. Ianacci	51	PK	G. Silvagni	23																		
			PK	J. Milligan	24																		
			PK	K. Gibson	20																		
			PK	E. Finneran	25																		
			PK	J. Reyes	9																		
			PK	L. Costa	7																		
			PK	M. Smith	6																		
			CSPK	J. Carmody																			

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



LUEDERS

ENVIRONMENTAL, INC.

December 10, 2018

Mr. Christopher J. Malone, Superintendent
Town of Tewksbury
139 Pleasant Street
Tewksbury, MA 01876

Dear Mr. Malone,

In appreciation of all of the clients we are privileged to service in Tewksbury, we would like to make this donation to the Tewksbury School Department. Lueders Environmental is a Lawn, Tree & Shrub care company specializing in science based environmentally sound approaches and attentive customer service.

Contributing to your school department is a way we can give back to the Tewksbury community for considering us the company of choice. I always hope that in supporting education, other companies will join us. Please use these funds in any way you deem appropriate.

Sincerely,

Michael Lueders
President

MEL/cll
Enclosure



November 19, 2018

Karen Hodgeson
Tewksbury Memorial High School
320 Pleasant Street
Tewksbury, MA 01876

Congratulations! We are delighted to present **Tewksbury Memorial High School** with the enclosed \$1,000 donation to be used for the ELL Department. Along with this gift, please accept our heartfelt appreciation for your valuable work, as well as our very best wishes for your organization's continued success.

This gift is in honor of, and is being made at the recommendation of:

[REDACTED]

Through Employee Directed Giving, Cummings Properties is recognizing colleagues in its real estate division and at the affiliated New Horizons retirement communities in Marlborough and Woburn. Annually, the Company invites each valued team member to select a local charitable organization to receive a \$1,000 donation.

Since 2012, Employee Directed Giving has resulted in nearly \$2.25 million in donations to nonprofits like yours that are making a meaningful difference in the communities where our staff and their families live.

[REDACTED]

Sincerely,

CUMMINGS PROPERTIES, LLC

A handwritten signature in cursive script that reads 'Dennis Clarke'.

Dennis A. Clarke, Chairman and CEO



Share the good news! Draw attention to your cause by snapping a photo with the mini-poster on the back of this letter and posting it on social media, using **#Cumming'sEDG**.

PS. To save your time and funding, please do not add our organization to any mailing lists. Although we are interested in the good work so many local nonprofits are doing, we are unable to read the vast amount of correspondence we receive. Thank you.



Tewksbury Public Schools

MEMORANDUM

To: School Committee Members
From: David Libby, Business Manager
Date: January 7, 2019
Re: Donation of Milling Machine for Robotics Team

Per the attached email, Grainger Industrial Supply would like to donate a Bridgeport Milling Machine to the Tewksbury Public Schools First Robotics Team from Tewksbury Memorial High School. The machine is a very high quality milling machine which will be used by the team to assist in fabricating their robots for competition. The unit is valued at \$23,075.

TMHS Robotics Coach, Mr. Scott Morris; Maintenance Foreman, Mr. Jon Marchand and Kristen Vogel, High School Principal have all recommended acceptance of this machine for the team's use. Mr. Marchand has experience in metal fabrication and assessed the machine as being of extremely high quality. Ms. Vogel has identified suitable space within the High School for placement of the machine. The team recognizes that they will be responsible for developing appropriate use and supervisory procedures around the use of the unit.

cc: Kristen Vogel
Jon Marchand
Scott Morris

This Requires A Roll Call Vote

November 27, 2018

Scott Morris
FIRST Robotics Team 1474
Tewksbury High School
320 Pleasant Street
Tewksbury, MA 01876

Dear Scott:

On behalf of Grainger, we are pleased to donate 1 Bridgeport Machine (Grainger part 46161851) to FIRST Robotics Team 1474 at Tewksbury High School in Tewksbury, MA. We hope that these items will help advance the mission and goals of your organization.

Please be advised that the products we are donating are appropriate for limited or specified uses. We ask that you use care in deploying the products, as we cannot make recommendations whether they are suited for any particular purpose.

Acknowledgement of receipt of these product donations may be sent to the contact and address listed below. The total value is \$23,075. In making this donation, we request that you sign the acknowledgement of receipt, provide a current copy of your 501(c)(3) approval letter from the IRS, and complete (if applicable) and return the attached spreadsheet. Thank you very much.

Regards,

Andre Dionne, Branch Manager

Please provide:

- Acknowledgement of Receipt
- Copy of your most recent 501(c)(3) approval letter from the IRS
- Product donation spreadsheet





Heath Brook & Trahan Parent Advisory Council



Spring 2019 Event Calendar

Month	Social	Community	Fundraising
January		<ul style="list-style-type: none"> Anton's Coats for Kids Collection* Tewksbury Community Pantry Collection* 	<ul style="list-style-type: none"> Calendar Raffle* (winners pulled during the month of February) Paint Night (Trahan)
February	<ul style="list-style-type: none"> Lowell River Hawks Game* Trahan Social Event 		
March	<ul style="list-style-type: none"> Read-a-Thon* Bingo for Books (Heath Brook) Trahan Play 		<ul style="list-style-type: none"> Art Fundraiser* Book Drive*
April	<ul style="list-style-type: none"> 4th Grade Social Event (Trahan) Science Night (Trahan) 	<ul style="list-style-type: none"> Community Drive (TBD)* 	<ul style="list-style-type: none"> Scholastic Book Fair (Trahan) Parent Event*
May	<ul style="list-style-type: none"> Heath Brook Ice Cream Social Teacher Appreciation Week* 		<ul style="list-style-type: none"> Scholastic Book Fair (Heath Brook) Savers*
June	<ul style="list-style-type: none"> Trahan Ice Cream Social Field Day, Heath Brook Field Day, Trahan 		<ul style="list-style-type: none"> Penny Wars*
Ongoing	<ul style="list-style-type: none"> BOKS* 	<ul style="list-style-type: none"> Beautification of Schools* Crayola ColorCycle* 	<ul style="list-style-type: none"> Spirit Wear* Recycle That* Dine Outs* Shoparoo/Amazon Smile/Box Tops*

Enrichment*

*Indicates events are happening at both the Heath Brook and Trahan Schools

TEWKSBURY PUBLIC SCHOOLS

Request for Fund RaisingDate: 1/3/19

1. Name of Organization: Anime
2. Describe in detail the method of the fund raising activity. Attach additional information if necessary: Please see attachment.
3. School location and facilities desired: (cafetorium, cafeteria, classroom, gymnasium).
Please attach an approved Use of Facilities form!!
4. Purpose of anticipated funds (to be approved by the building principal).
Please see attachment
5. Proposed dates of fund raising activity: from: 2/11/19 to: 2/15/19
6. Describe student involvement in the fund raising activity:
Please see attachment
7. Type of identifying credential to be used during fund raising activity.
NA
8. Is there a contract or agreement to be signed: Yes ☐ No ☒
9. Name of responsible individual: Marc Demers
Signature of applicant: Marc Demers
Address: T.M.H.S.
Telephone No.: 978-640-7825

1. Your request for permission to raise funds is approved/disapproved. (Circle)
2. Reason for disapproval: _____
3. You are authorized to begin the activity of this date: _____
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: _____
6. Copy sent to the office of the Athletic Director.
Signature: [Signature] Date: 1/4/19

Request for Fund Raising

2. The Anime Club will sell chocolate Valentine's Day heart candy. The club will make flyers and post the sale on the morning announcements. The members will establish a small table in the cafeteria during all three lunches to provide an opportunity for students and faculty to purchase the heart candy.

4. The students will use the funds generated from the sale to host an Anime convention at Tewksbury Memorial High School.

6. The students will make flyers and morning announcements to inform the student body of the fundraiser. The club members will also establish a table in the cafeteria during all three lunches for the week beginning on the fifth of February.

Policy

File: JEB - ENTRANCE AGE FOR KINDERGARTEN AND ELEMENTARY GRADES

I. A child who will be 5 years of age ~~prior to the first day of the school year during which they wish to enroll~~ **on or before August 31st**, will be eligible to enter Kindergarten for that school year. A child who will be 6 years of age ~~prior to the first day of the school year during which they wish to enroll~~ **on or before August 31st**, will be eligible to enter the 1st Grade.

II. Underage children who seek to transfer to our first grade from another public or private school outside of Tewksbury prior to the first day of school, will be allowed to do so provided:

- the parents or legal guardians did not reside in Tewksbury during the time the child was enrolled in kindergarten in another public or private school
- the child has been recommended for promotion from kindergarten by the public or private school
- the public school in which the private school kindergarten is located accepts children into their first grade.

III. Tewksbury Public Schools does not have a waiver policy regarding the Kindergarten and first grade entrance age requirements.

IV. Any underage child who requests to enter the 2nd grade or above will be allowed to do so provided he or she has attended a bonafide previous grade and is recommended for promotion.

Revised: May 14, 2014

Revised: June 13, 2018

Revised:

LEGAL REFS.: M.G.L. [15:1G](#)

603 CMR 8.00

AC - NONDISCRIMINATION

Tewksbury Public Schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed in the following statements of Tewksbury School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, ~~or~~ disability, pregnancy, or pregnancy related conditions. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, ~~or~~ disability, pregnancy, or pregnancy related conditions, their complaint should be registered with the Title IX compliance officer.

Revised: November 20, 1996

Revised: April 14, 2015

Revised:

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972

Rehabilitation Act of 1973

Education For All Handicapped Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

M.G.L. [76:5](#); Amended 1993

M.G.L.[76:16](#) (Chapter 622 of the Acts of 1971)

Board of Education regulations 603 [26:00](#) Amended 2012

Board of Education regulations 603 CMR [28:00](#)

CROSS REFS.: [ACA](#)- [ACE](#) Subcategories for Nondiscrimination

[GBA](#), Equal Opportunity Employment

[JB](#), Equal Educational Opportunities

File: BEDG - MINUTES

The minutes of a Tewksbury School Committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the secretary of the Tewksbury School Committee will be responsible for reporting in the minutes all actions taken by the committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the superintendent who will make them available to interested citizens upon request.

{Adoption date}

Revised: January 18, 1996

Revised and Adopted: September 11, 2013

Revised:

LEGAL REFS.: M.G.L. [30A:22](#); [66:10](#)

CROSS REF.: [KDB](#), Public's Right to Know

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.

GBA - EQUAL EMPLOYMENT OPPORTUNITY

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

{Adoption date}

Revised: January 18, 1996

Revised: November 14, 2012

Reviewed and Adopted October 23, 2013

Revised: December 6, 2017

Revised:

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

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

File: ~~GBEBD~~ **GBEBA- APPROPRIATE LANGUAGE**

It is the Tewksbury School Committee's policy that all staff members are expected to use appropriate language when addressing students, parent/guardians or other staff members. Inappropriate language, such as vulgarity, sexual harassment, derogatory statements, or sarcastic remarks that may demean an individual, is not permitted. It is the intention of the Tewksbury School Committee that the Superintendent monitor this policy and take appropriate action if any staff member violates the policy.

Adopted: July 13, 1988

Reviewed and Adopted October 23, 2013

Revised:

GCF - PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon an awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the Tewksbury School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the School Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, religion, race, color, national origin, disability, sexual orientation, genetic information, ancestry, military status, ~~or~~ place of residence, pregnancy, or pregnancy related conditions.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of district-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

Revised: January 18, 1996
November 14, 2012

Revised and Adopted October 23, 2013

Revised: February 14, 2018

Revised:

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#);

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26:00](#), and [44:00](#)

File: JB - EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the school committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, creed, sex, gender identity, religion, nationality, and physical and intellectual differences, pregnancy, or pregnancy related conditions.

To accomplish this, the committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law, which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, or sexual orientation, pregnancy, or pregnancy related conditions.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

{Adoption date}

Revised: January 18, 1996

Revised: November 14, 2012

Reviewed and Adopted May 14, 2014

Revised:

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal

Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR [26:00](#)

BESE regulations 603 CMR [28:00](#)

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

JFBB-1 - SCHOOL CHOICE

It is the policy of the Tewksbury Public Schools not to admit non-resident students under the terms and conditions of the Inter-district School Choice Law (M.G.L. [76:12B](#).) This decision must be reaffirmed annually prior to June 1st by a vote of the School Committee following a public hearing. In the event the Tewksbury School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program.
3. That resident students be given priority placement in any classes or programs within the district.
4. That the selection of non-resident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the district until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religious creed, national origin, sex, gender identity, age, sexual orientation, homelessness, ancestry, athletic performance, physical handicap, special need, academic performance, ~~or~~ proficiency in the English language, pregnancy, or pregnancy related conditions.

ADOPTED: March 26, 2014

UPDATED: June 2012

Revised: June 13, 2018

Revised:

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); Error! Hyperlink reference not valid.

Old Business

School	Group	Title	Where	When	Hours	Aides Optional	Notes
TMHS	ALL*	VITAL Lesson Protocols WestEd	TMHS LGI1 & LIB	11:10-2:10	3	No	Laptops Needed
Guidance 7-12	7-12	Career Immersion and Curr. Planning 7-12	TMHS Guid. Conf. Room	11:15-2:15	3	No	Laptops Needed
Wynn	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Wynn Lib.	11:15-2:15	3	Yes	Laptops Needed
Ryan	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Ryan Lib.	11:37-2:37	3	Yes	Laptops Needed
Gr. 5-8 Specialists	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Ryan Lib.	11:37-2:37 (2:15W)	3	Yes	Laptops Needed
3-4	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Trahan Lib.	12:40-3:20	3	Yes	Laptops Needed
PK-2	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Dewing Lib.	12:40-3:20	3	Yes	Laptops Needed
K-4 Specialists	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	Trahan Lib.	12:40-3:20	3	Yes	Laptops Needed
CM & MSNT	ALL*	PK-12: Curr. Mapping for Understanding w/ WestEd	With own Gr. Curr. Teams	see above	3	Yes	Laptops Needed
ELE	ALL	ELE Curr. Mapping & ESL ACCESS Targets	TMHS A101	12:00-3:00	3	No	Laptops Needed
Nurses	ALL	Nurse.com	@ own school	varies	3	No	PC Needed
Delta-T PK-4 & (TPS Aides Optional)	ALL	Functions of Behavior w/Jenna Ford & Jen Brown	TMHS TBD	PK-4: - 12:40-3:10	2.5	Yes	Good for all aides
Delta-T 5-12 & (TPS Aides Optional)	ALL	Functions of Behavior w/ S. Tsakalakos	TMHS TBD	5-12: - 11:40-2:10	2.5	Yes	Good for all aides
*DLC Teachers PK-8	ALL	ACE w/ L. Lemke	Ryan TBD	7/8: 11:15-2:15 5/6: 11:37-2:37 PK-4: 12:40-3:20	3	No	Laptops needed Time with Gr. levels (varies) Focused training 12:40-2:15
*OT/PT (SLP CPR recert ONLY)	ALL	Health Care CPR Recert. w/Guardian Ambulance	TMHS LGI1	12:00-3:00pm	3	No	Packet already emailed
*SLP	ALL	ASHA: Curr. Aligned Speech Ther. w/R.Coughlin	TMHS TBD	11:30-2:30	3	No	
*PSY & SAC	ALL	Eligibility & Svc. Planning w/ C.Tharrett & C. Crumb	TMHS TBD	11:30-2:30	3	No	
CDHM	By Invite	Cross-District History Mapping	No. Andover MS	8:30-2:30	6	No	Laptop Needed
CDSM	By Invite	Cross-District Science Mapping	No. Andover MS	8:30-2:30	6	No	Laptop Needed

* See specific job role for details

TEWKSBURY SCHOOL COMMITTEE 2019 MEETING SCHEDULE

Meetings are held at 7:00 PM on Wednesday Evenings
 Location: Tewksbury Memorial High School – Large Group Instruction Room 1 (LGI 1)
 320 Pleasant Street, Tewksbury (Unless indicated below.)

January 16, 2019	Regular Meeting/Budget Workshop	Budget Workshop: 6:30 / Regular Meeting: 7:00 PM
February 13, 2019	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
FEBRUARY 27, 2019	REGULAR MEETING	PUBLIC HEARING (BUDGET) - 6:30 PM
TBD	FinCom Meeting	7:00 PM at Town Hall – School Committee will attend.
March 20, 2019	Regular Meeting	PUBLIC HEARING (BUDGET) – 6:30 PM
April 10, 2019	7:00 PM – Reorganization Meeting 7:15 PM – Regular Meeting	Reorganization Meeting (7:00PM) will precede the Regular Meeting on April 11, 2019, at 7:15 pm
May 6, 2019*	Annual Town Meeting	School Committee will attend Annual Town Meeting (7:30PM)
May 8, 2019*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting (7PM) and Annual Town Meeting (Reconvened) (7:30PM)
May 15, 2019	Regular Meeting	
June 12, 2019	Regular Meeting	
July 24, 2019	Regular Meeting	
August 14, 2019	Regular Meeting	
TBD	School Committee/Admin Retreat	Tewksbury Memorial High School
September 18, 2019	Regular Meeting	
October 2019*	Special Town Meeting	*School Committee will attend Special Town Meeting.
October 16, 2019	Regular Meeting	
November 13, 2019	Regular Meeting	
December 4, 2019	Regular Meeting	

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.

*Tentative dates subject to vote by Board of Selectmen.

Approved May 16, 2018
 Updated SEPT 2018
 REVISED:

New Business

DRAFT
1-16-2019



DRAFT
1-16-2019

2019-2020 School Calendar

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(2 days) (2 to date)

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(20 days) (22 to date)

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(21 days) (43 to date)

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(17 days) (60 to date)

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(16 days) (76 to date)

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(21 days) (97 to date)

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

(15 days) (112 to date)

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(22 days) (134 to date)

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(16 days) (150 to date)

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(20 days) (170 to date)

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

(15 days) (185 to date)

	FIRST & LAST DAY OF SCHOOL (Includes 5 snow/emergency days)
	SCHOOLS CLOSED
	PROFESSIONAL DEVELOPMENT DAY NO SCHOOL -STUDENTS
	TEACHER WORKSHOP DAY HALF DAY -STUDENTS
	HALF DAY -EARLY DISMISSAL
	TMHS GRADUATION -JUNE 5, 2020

Aug 26-Aug 27	Professional Development Days	Feb 17-21	February Recess
Aug 28	First Day of School for Students	Apr 20-24	April Recess
Dec 24-Jan 1	December Recess	Jun 19	*Last Day of School (Half-day)
			*Includes 5 snow/emergency days

Tewksbury Public Schools - School Committee Members

Krissy M. Polimeno, Chairperson, kpolimeno@tewksbury.k12.ma.us

Arthy S. Bennett, Vice-Chair, 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

DRAFT

DRAFT

Aug 26-27 Professional Development Day
Aug 28 All Schools Open
Aug 30 No School – Vacation Day
Sep 02 No School – Labor Day
Oct 11 No School – Professional Development Day
Oct 14 No School – Columbus Day
Nov 5 No School – Professional Development Day
Nov 11 No School – Observance of Veterans Day
Nov 27 Early Dismissal – Half Day*
Nov 28-29 No School – Thanksgiving Recess
Dec 05 Teacher Workshop – Half Day for Students*
Dec 24-Jan 01 No School – December Recess
Jan 02 Schools Reopen

Jan 17 Teacher Workshop – Half Day for Students*
Jan 20 No School – Martin Luther King, Jr. Day
Feb 14 Early Dismissal – Half Day*
Feb 17-21 No School – February Recess
Mar 13 Teacher Workshop – Half Day for Students*
Apr 10 No School – Good Friday
Apr 17 Early Dismissal – Half Day*
Apr 20-24 No School – April Recess
May 07 Teacher Workshop – Half Day for Students*
May 22 Early Dismissal – Half Day*
May 25 No School – Memorial Day
Jun 5th TMHS Graduation
Jun 19 Last Day of School – Half Day**

**(Includes 5 Snow/Emergency Days)

*** We will follow an early-release day schedule on:
November 27th, December 5th, January 17th, February 14th
March 13th, April 17th, May 7th, May 22nd, and June 19th**

NO SCHOOL ANNOUNCEMENTS

Schools will be closed only in the case of severe, inclement weather.
Announcements relative to closing schools for inclement weather will be carried by TV stations,
Twitter@tpsdistrict, and through the district's telephone notification system "One Call Now."
Delayed Openings: Superintendent will notify the public by the same procedure as

"no school" announcements.

Parents and students are requested not to call the Police Station, Fire Station, Bus Contractors, School Principals, or the Superintendent of Schools for "no school" information. Information will not be available from these sources.

PreK-8 Extended Day Program: Delay School Schedule – There will be NO MORNING Extended Day on days when schools are operating on a delayed schedule. **PreK-8 Extended Day Program: No School Schedule** – Extended Day will be cancelled on those days when school is not in session.

All programs, activities, and employment opportunities of the Tewksbury Public Schools are offered without regard to race, creed, color, age, sex, gender identity, national origin, sexual orientation, or disability.

SCHOOL HOURS

High School	7:30 am – 1:49 pm
Middle School	7:35 am – 1:55 pm
Ryan School	8:15 am – 2:27 pm
Elementary Schools	8:45 am – 3:10 pm

EARLY RELEASE HOURS

High School	7:30 am – 10:24 am
Middle School	7:35 am – 10:24 am
Ryan School	8:15 am – 11:10 am
Elementary Schools	8:45 am – 12:10 pm

OPEN HOUSE SCHEDULE

ELEMENTARY

Preschool – Grade 2
September 10

ELEMENTARY

Grades 3 & 4
September 12

RYAN SCHOOL

September 3 Gr. 5
September 4 Gr. 6

MIDDLE SCHOOL

September 19 Gr. 7
October 3 Gr. 8

HIGH SCHOOL

September 26

PARENT/TEACHER CONFERENCES

ELEMENTARY

Preschool – Grade 2
November 14
April 6

ELEMENTARY

Grades 3 & 4
November 20
April 7

RYAN SCHOOL

November 19
March 24

MIDDLE SCHOOL

November 7
March 12

HIGH SCHOOL

November 21
March 26

Parents are urged to make appointments for school visits to discuss their child's progress with teachers, guidance counselors, or principals.

**WEB SITE ADDRESS: <http://www.tewksbury.k12.ma.us>
FOLLOW US ON TWITTER @tpsdistrict**

ANNUAL GINSBURG FAMILY AWARD

NOMINATION:

First Name _____ Last Name _____

Organization _____

CRITERIA FOR SELECTION:

The Tewksbury Public Schools is seeking nominations for the Annual Ginsburg Family Award established in 2013 to recognize an individual, a group, or a company/organization who has had a significant impact on the Tewksbury Public Schools in the area of physical, monetary, or tangible contribution(s), or volunteering for the benefit of a school or the district.

CHOOSE ONE OR MORE SCHOOLS:

☐ Loella F. Dewing Elementary School

☐ Heath Brook Elementary School

☐ North Street Elementary School

☐ Louise Davy Trahan Elementary School

☐ John Ryan Elementary School

☐ John Wynn Middle School

☐ Tewksbury Memorial High School

☐ Tewksbury Public Schools District

DONATIONS/FINANCIAL SUPPORT:

- _____
- _____
- _____
- _____

HOSTED ACTIVITIES:

- _____
- _____
- _____
- _____

VOLUNTEER SUPPORT:

- _____
- _____
- _____
- _____

SUBMITTED BY:

Name _____ Ph. _____ Email _____

Deadline for accepting nominations is February 1, 2019. A brief narrative on the nominee is encouraged. Nominations may be emailed to Gail Johnson at gjohnson@tewksbury.k12.ma.us or mail to Tewksbury Public Schools, Office of the Superintendent, 139 Pleasant Street, Tewksbury, MA 01876

The Annual Ginsburg Family Award will be presented at a future Tewksbury School Committee meeting.