

TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, MARCH 20, 2019



TEWKSBURY PUBLIC SCHOOLS
CHRISTOPHER J. MALONE
SUPERINTENDENT OF SCHOOLS

Regular Meeting #10 - Public Session
Executive Session #10 (5:30 PM) - Non-Public Session
Budget Hearing (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) - 5:30 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 HEARING (Public Session) - 6:30 PM

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

F. ANNOUNCEMENT

The March 20, 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

2019 Patriot Pen - Tewksbury/Wilmington VFW Post 8164 District Level Winners

Morgan Kelly - First Place

Brooke Bunyan - Second Place

Ava Konaxis - Third Place

2019 Annual Ginsburg Family Award - Donna's Donuts the Wilson Family

I. STUDENT REPRESENTATIVE REPORT

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

J. PRESENTATIONS

None

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. February 27, 2019 Regular Meeting (File)

M. SUBMISSION AND PAYMENT OF BILL

1. Payroll Period Ending March 7, 2019 (\$1,307,179.27) (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 Second & Final 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

 - Recommended Revisions to Tewksbury Public Schools' Policy on First Reading** (File)
JEB- Entrance Age

 - Recommended Revision to Tewksbury Public Schools' Policy on Informational Reading** (File)
JF-School Admissions

- R. OLD BUSINESS**
 - 1. 2019-2020 School Calendar Update (File)

- S. NEW BUSINESS**
 - 1. 2020 John Wynn Middle School 8th Grade Washington, D.C. Overnight Field Trip Request (File)
 - 2. Committee Appointment - Tewksbury North and Trahan School Reuse Committee
 - 3. Day on the Hill - Massachusetts Association of School Committee (MASC) Legislative Advocacy Day (File)

- T. SCHOOL COMMITTEE MATTERS OF INTEREST**

- U. FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE MEETING DATES**
 - April 10, 2019 Organization Meeting(7:00PM); April 10, 2019 Regular Meeting(7:15PM); May 15, 2019; June 12, 2019

- V. FUTURE AGENDA ITEMS**

- W. 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

O. CONSENT AGENDA

1. **Correspondence** - None
2. **Enrollment Update** - None
3. **Personnel Items**

Appointment - None

New Hires: Justin Prunier (\$36,169.00,*prorated*), Building Custodian at the John Ryan Elementary School, effective April 1, 2019

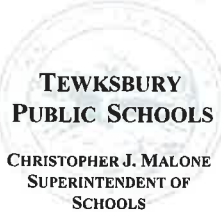
TMHS Appendix B - Athletics - None

Transfers - None

Retirements/Resignations/Terminations: Karen Gillotte, Classroom Instructional Aide at the Heath Brook School, effective August 30, 2019; Maegan Parker, Elementary Math Coach, effective June 15, 2019

4. **Policy Review** - None
5. **Acceptance of Donations/Gifts** - None
6. **Fundraisers/Raffles**: Heath Brook/Trahan PAC reusable bag sales fundraiser, March 11, 2019 through April 15, 2019; TMHS Best Buddies school-wide Dodgeball Tournament, March 13, 2019; Wynn Middle School pie fundraiser to support the annual 8th grade trip to Washington, D.C., September 30, 2019 through October 15, 2019; Class of 2021 fundraiser selling water bottles, hats, mittens, and t-shirts effective April 2019 through April 2020.

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 #10 – Non-Public Session at 5:30 p.m.</p> <p>Meeting Date: Wednesday, March 20, 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

Public Budget Hearing

Tewksbury Public Schools School Budget Request - FY20

	<u>School</u>	<u>School</u>	<u>School</u>	<u>March 20</u> <u>School Dept.</u>	<u>Town Manager</u>		
	<u>Budget FY18</u>	<u>Expended FY18</u>	<u>Budget FY19</u>	<u>FY20 Request</u>	<u>Recommend FY20</u>	<u>\$\$ Change</u>	<u>% Change</u>
Salaries	32,169,542	31,377,842	33,769,423	34,501,227	34,501,227	731,804	2.17%
Operating	13,749,373	14,373,871	13,403,690	13,738,382	13,738,382	334,692	2.50%
Capital Outlay	561,955	561,955	659,500	948,877	948,877	289,377	43.88%
School Budget	46,480,870	46,313,668	47,832,613	49,188,486	49,188,486	1,355,873	2.83%
Offsets	-	-	-	-	-	-	
School Budget Net Offsets	46,480,870	46,313,668	47,832,613	49,188,486	49,188,486	1,355,873	2.83%
Fixed Costs							
Health	8,038,513	7,819,660	8,304,083	8,219,178	8,219,178	(84,905)	-1.02%
Retirement	1,309,767	1,309,767	1,391,282	1,480,098	1,480,098	88,816	6.38%
Medicare	463,311	463,191	492,289	506,000	506,000	13,711	2.79%
Unemployment	75,000	32,993	75,000	75,000	75,000	-	0.00%
Insurance	197,341	197,341	223,671	239,792	239,792	16,121	7.21%
Debt Non-Exempt Principal	5,895	5,895	830	-	-	(830)	-100.00%
Debt Non-Exempt Interest	109	110	17	-	-	(17)	-100.00%
Short Term Interest	-	-	-	-	-	-	
Total Fixed Costs	10,089,936	9,828,957	10,487,172	10,520,068	10,520,068	32,896	0.31%
Total	56,570,806	56,142,624	58,319,785	59,708,555	59,708,555	1,388,770	2.38%
Debt Exempt Principal	2,115,000	2,115,000	2,106,185	1,972,375	1,972,375	(133,810)	-6.35%
Debt Exempt Interest	956,245	956,245	876,517.00	798,840	798,840	(77,677)	-8.86%
Total	3,071,245	3,071,245	2,982,702	2,771,215	2,771,215	(211,487)	-7.09%
Grand Total School Budget	59,642,051	59,213,870	61,302,487.00	62,479,769	62,479,769	1,177,282	1.92%

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Regular Day Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE
<u>ADMINISTRATION (1000)</u>				
School Committee (1110)				
School Committee Secretary	\$ 6,406	\$ 9,000	\$ 9,000	0.00%
School Committee Salaries	\$ 13,000	\$ 13,000	\$ 13,000	0.00%
Legal Fees	\$ 92,983	\$ 95,000	\$ 95,000	0.00%
Advertising	\$ 11,439	\$ 15,000	\$ 15,000	0.00%
Medicaid Processing	\$ 5,105	\$ 14,000	\$ 14,000	0.00%
Supplies/Dues/Conferences	\$ 13,116	\$ 16,600	\$ 16,600	0.00%
Medical Expenses	\$ 13,235	\$ 17,000	\$ 17,000	0.00%
TOTALS	\$ 155,284	\$ 179,600	\$ 179,600	0.00%
Superintendent's Office (1210)				
Salaries Superintendent	\$ 174,250	\$ 178,806	\$ 182,625	2.14%
Salaries Superintendent Secretaries	\$ 61,017	\$ 62,522	\$ 63,911	2.22%
Copier Lease	\$ 5,652	\$ 7,878	\$ 9,428	19.68%
Printing	\$ 95	\$ 2,600	\$ 2,600	0.00%
Contracted Services	\$ 7,728	\$ 15,000	\$ 15,000	0.00%
Supplies/Dues/Conferences	\$ 21,511	\$ 30,500	\$ 30,500	0.00%
TOTALS	\$ 270,253	\$ 297,306	\$ 304,064	2.27%
Assistant Superintendent (1220)				
Salary Assistant Superintendent	\$ 141,976	\$ 145,525	\$ 148,799	2.25%
Salary Assistant Superintendent Secretary	\$ 61,945	\$ 63,449	\$ 64,836	2.19%
Supplies/Dues/Conferences	\$ 9,297	\$ 7,000	\$ 7,000	0.00%
TOTALS	\$ 213,218	\$ 215,974	\$ 220,635	2.16%
District Wide Administration (1230)				
TMHS Facilities Manager	\$ 84,417	\$ 21,566	\$ 22,257	3.20% 1
Facilities Administrator	\$ 38,781	\$ 1,050	\$ -	-100.00% 2
Grants Management	\$ 4,863	\$ 10,000	\$ 10,000	0.00%
TOTALS	\$ 128,061	\$ 32,616	\$ 32,257	-1.10%
1 - AD POSITION 80/20 SPLIT WAS REVERSED				
2 - RESTRUCTURED POSITION				
Administrative Support (1410)				
Salary Business & Asst Manager	\$ 128,516	\$ 180,486	\$ 178,620	-1.03%
Salaries Business Office Secretaries	\$ 62,445	\$ 63,949	\$ 77,449	21.11%
Salaries Payroll	\$ 46,461	\$ 47,623	\$ 49,495	3.93%
Salaries Accounts Payable	\$ 49,141	\$ 50,340	\$ 51,446	2.20%
Contracted Services	\$ 9,535	\$ 12,000	\$ 12,000	0.00%
Copier Lease	\$ 7,279	\$ 6,570	\$ 6,570	0.00%
Mileage/Travel	\$ 12,883	\$ 12,500	\$ 8,600	-31.20%
Postage	\$ 30,472	\$ 30,000	\$ 30,000	0.00%
Supplies/Dues/Conferences	\$ 14,343	\$ 21,700	\$ 21,700	0.00%
TOTALS	\$ 361,075	\$ 425,168	\$ 435,880	2.52%
Personnel Department (1420)				
Salaries Personnel Department	\$ 55,440	\$ 56,806	\$ 65,856	15.93%
Benefits Administration	\$ 8,900	\$ 12,250	\$ 11,700	-4.49%
TOTAL	\$ 64,340	\$ 69,056	\$ 77,556	12.31%
Legal Services (1435)				
Legal Settlements	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	0.00%
Administrative Technology (1450)				
Technology Salaries	\$ 510,077	\$ 759,329	\$ 58,811	-92.25% 3
Technology Contracted Services	\$ 172,968	\$ 179,250	\$ 88,820	-50.45% 3
Information Systems Training	\$ 21,363	\$ 25,000	\$ 17,200	-31.20% 3
Internet Connections	\$ 55,751	\$ 64,720	\$ -	-100.00% 3
Network and Equipment Maintenance	\$ 4,745	\$ 40,650	\$ -	-100.00% 3
Webpage	\$ 7,500	\$ 15,000	\$ -	-100.00% 3
Email	\$ 3,620	\$ 3,620	\$ -	-100.00% 3
TSS and SMS	\$ 2,365	\$ 3,000	\$ -	-100.00% 3
Supplies/Dues/Conferences	\$ 66,419	\$ 37,800	\$ 55,567	47.00%
TOTALS	\$ 844,808	\$ 1,128,369	\$ 220,398	-80.47%
3 - RESTRUCTURE TECH ACCOUNTS				
Subtotal 1000 series	\$ 2,037,039	\$ 2,348,089	\$ 1,470,390	-37.38%

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Regular Day Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE
<u>INSTRUCTION (2000)</u>				
Curriculum Directors (2120)				
Curriculum Directors	\$ 114,244	\$ 241,100	\$ 243,735	1.09%
TOTAL	\$ 114,244	\$ 241,100	\$ 243,735	1.09%
Principals (2210)				
Salaries Principals/Asst Principals	\$ 1,344,497	\$ 1,364,671	\$ 1,396,952	2.37%
Salaries Secretaries	\$ 421,949	\$ 451,188	\$ 486,189	7.76%
Supplies	\$ 55,908	\$ 45,000	\$ 45,000	0.00%
Dues/Conferences	\$ 20,607	\$ 23,750	\$ 23,850	0.42%
Postage	\$ -	\$ 2,000	\$ -	-100.00%
TOTALS	\$ 1,842,961	\$ 1,886,609	\$ 1,951,991	3.47%
Curriculum Leaders (2352)				
Curriculum Coordinators/Coaches	\$ 292,489	\$ 326,078	\$ 492,747	51.11% 4
Curriculum Coach Supplies	\$ 47,461	\$ -	\$ 20,000	100.00%
TOTALS	\$ 339,950	\$ 326,078	\$ 512,747	57.25%
4 - moved Tech Coaches here as they are instructional				
School Admin Tech (2250)				
School Admin Technology CS	\$ -	\$ -	\$ 7,500	100.00% 3
School Admin Technology Supplies	\$ -	\$ -	\$ 44,800	100.00% 3
TOTALS	\$ -	\$ -	\$ 52,300	100.00% 3
Teachers Salaries (2305)				
Salaries, Contracted	\$ 15,986,395	\$ 16,953,760	\$ 17,311,143	2.11% 5
TOTAL	\$ 15,986,395	\$ 16,953,760	\$ 17,311,143	2.11% 5
Teacher Specialists (2310)				
Specialists	\$ -	\$ -	\$ -	0.00% 5
TOTALS	\$ -	\$ -	\$ -	0.00% 5
5 - all teaching moved to 2305				
Long Term Subs (2324)				
Long Term Subs	\$ 83,352	\$ 78,428	\$ 78,428	0.00%
TOTAL	\$ 83,352	\$ 78,428	\$ 78,428	0.00%
Substitutes (2325)				
Substitute Teacher & Aide	\$ 258,172	\$ 274,100	\$ 274,100	0.00%
TOTAL	\$ 258,172	\$ 274,100	\$ 274,100	0.00%
Salary Instructional Aides (2330)				
Salary Instructional Aides	\$ 431,400	\$ 440,092	\$ 487,697	10.82%
TOTAL	\$ 431,400	\$ 440,092	\$ 487,697	10.82%
Librarians/Media Center (2340)				
Salary Library/Media Specialists	\$ 93,669	\$ 56,562	\$ 60,494	6.95%
TOTAL	\$ 93,669	\$ 56,562	\$ 60,494	6.95%
Professional Development Stipends (2354)				
Mentors - Mentees Salaries	\$ 43,437	\$ 41,953	\$ 41,953	0.00%
Professional Development Stipends	\$ 33,885	\$ 43,000	\$ 43,000	0.00%
TOTALS	\$ 77,322	\$ 84,953	\$ 84,953	0.00%
Professional Development (2356)				
Conferences	\$ 4,984	\$ 8,100	\$ 11,100	37.04%
Course Reimbursment	\$ 53,056	\$ 66,000	\$ 67,000	1.52%
TOTAL	\$ 58,040	\$ 74,100	\$ 78,100	5.40%
Professional Development Presenter (2358)				
PD Presenters	\$ 96,491	\$ 122,400	\$ 122,400	0.00%
TOTAL	\$ 96,491	\$ 122,400	\$ 122,400	0.00%
Textbooks (2410)				
Textbooks, All Schools	\$ 130,523	\$ 99,938	\$ 115,938	16.01%
TOTAL	\$ 130,523	\$ 99,938	\$ 115,938	16.01%
Other Instructional Materials (2415)				
Other Instructional Materials, All Schools	\$ 45,390	\$ 51,750	\$ 51,150	-1.16%
TOTAL	\$ 45,390	\$ 51,750	\$ 51,150	-1.16%
Instructional Equipment (2420)				
Rent/Lease Copiers, All Schools	\$ 104,243	\$ 101,183	\$ -	-100.00% 6
Copy Center Contracted Services	\$ 95,367	\$ 100,000	\$ 100,000	0.00%
Copier Supplies	\$ 106,871	\$ 133,000	\$ 135,000	1.50%
TOTALS	\$ 306,481	\$ 334,183	\$ 235,000	-29.68%
6 - instructional copiers moved under TECH				

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Regular Day Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE
General Supplies (2430)				
Supplies, All Schools	\$ 360,869	\$ 202,554	\$ 212,000	4.66%
TOTAL	\$ 360,869	\$ 202,554	\$ 212,000	4.66%
Other Instructional Services (2440)				
Other Instructional Services	\$ 99,518	\$ 118,270	\$ 118,270	0.00%
TOTAL	\$ 99,518	\$ 118,270	\$ 118,270	0.00%
Classroom Instructional Hardware (2451)				
Instr. Technology Equipment, All Schools	\$ 1,085,932	\$ 142,825	\$ 269,900	88.97%
TOTAL	\$ 1,085,932	\$ 142,825	\$ 269,900	88.97%
Other Instructional Hardware (2453)				
Other Inst Hdwe Supplies	\$ -	\$ -	\$ 25,000	100.00%
Copier Leases	\$ -	\$ -	\$ 100,713	100.00%
TOTAL	\$ -	\$ -	\$ 125,713	100.00%
Classroom Instructional Software (2455)				
Stud/Staff Inst Software	\$ -	\$ -	\$ 10,000	100.00%
TOTAL	\$ -	\$ -	\$ 10,000	100.00%
Guidance Services (2710)				
Counselor Salaries	\$ 552,677	\$ 649,031	\$ 668,988	3.07%
Guidance Secretary	\$ 38,114	\$ 38,694	\$ 39,383	1.78%
Supplies	\$ 3,037	\$ 5,000	\$ 5,000	0.00%
TOTALS	\$ 593,828	\$ 692,725	\$ 713,371	2.98%
Testing and Assessments (2720)				
Testing and Assessments	\$ 31,061	\$ 78,660	\$ 78,660	0.00%
TOTAL	\$ 31,061	\$ 78,660	\$ 78,660	0.00%
Subtotal 2000 series	\$ 22,035,598	\$ 22,259,087	\$ 23,188,090	4.17%

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Regular Day Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE
<u>OTHER STUDENT SERVICES (3000)</u>				
Personnel Services (3100)				
Attendance Officer	\$ 5,488	\$ 5,625	\$ 5,598	-0.48%
TOTALS	\$ 5,488	\$ 5,625	\$ 5,598	-0.48%
Health Services (3200)				
Nurse Salaries	\$ 495,825	\$ 583,816	\$ 610,867	4.63%
Nurse Substitutes	\$ 9,638	\$ 8,500	\$ 8,500	0.00%
Physician, Contracted Services	\$ 5,650	\$ 5,650	\$ 5,650	0.00%
Supplies	\$ 11,172	\$ 14,000	\$ 14,000	0.00%
TOTALS	\$ 522,285	\$ 611,966	\$ 639,017	4.42%
Transportation (3300)				
Admin Transportation Salary	\$ 38,781	\$ 46,050	\$ 52,341	13.66%
Transportation Monitors	\$ 9,150	\$ 10,800	\$ 10,800	0.00%
Contracted Services	\$ 1,539,353	\$ 1,604,620	\$ 1,692,020	5.45%
Transportation Dues	\$ 225	\$ 450	\$ 450	0.00%
TOTALS	\$ 1,587,509	\$ 1,661,920	\$ 1,755,611	5.64%
Student Body Activities (3500)				
Athletics	\$ 600,456	\$ 697,477	\$ 705,106	1.09%
Student Activities	\$ 114,532	\$ 112,888	\$ 116,834	3.50%
TOTALS	\$ 714,988	\$ 810,365	\$ 821,940	1.43%
School Security (3600)				
TMHS Security Monitor	\$ 9,448	\$ 15,000	\$ 41,756	178.37%
Resource Officers	\$ 132,286	\$ 136,255	\$ 140,789	3.33%
TOTALS	\$ 141,734	\$ 151,255	\$ 182,545	20.69%
Subtotal 3000 series	\$ 2,972,004	\$ 3,241,131	\$ 3,404,711	5.05%
<u>OPERATION AND MAINTENANCE OF BUILDINGS (4000)</u>				
Operation of Buildings (4100)				
Custodial Salaries	\$ 1,115,855	\$ 1,189,397	\$ 1,175,728	-1.15%
Custodial Overtime & Building Checks	\$ 187,403	\$ 160,800	\$ 161,200	0.25%
Interoffice Mail	\$ 11,202	\$ 11,275	\$ 11,275	0.00%
Contracted Services	\$ 43,881	\$ 43,500	\$ 43,500	0.00%
Supplies	\$ 135,653	\$ 130,000	\$ 130,000	0.00%
Heating	\$ 650,034	\$ 712,000	\$ 712,000	0.00%
Electricity	\$ 716,113	\$ 742,000	\$ 742,000	0.00%
Telephones	\$ 57,930	\$ 59,000	\$ 59,000	0.00%
Sewer/Septic	\$ 10,000	\$ 12,000	\$ 12,000	0.00%
Other Operation Costs	\$ 2,884	\$ 3,500	\$ 3,500	0.00%
TOTALS	\$ 2,930,955	\$ 3,063,472	\$ 3,050,203	-0.43%
Maintenance of Buildings (4200)				
Grounds (4210)	\$ 113,949	\$ 105,500	\$ 105,500	0.00%
Buildings (4220)	\$ 1,278,988	\$ 1,028,030	\$ 1,043,753	1.53%
Building Security (4225)	\$ 1,287	\$ 17,000	\$ 23,000	35.29%
Equipment (4230)	\$ 650	\$ 1,000	\$ 1,000	0.00%
TOTALS	\$ 1,394,874	\$ 1,151,530	\$ 1,173,253	1.89%
Tech Maintenance (4400)				
Tech Maint Salaries	\$ -	\$ -	\$ 543,843	100.00%
Tech Maint Operating	\$ -	\$ -	\$ 94,500	100.00%
TOTALS	\$ -	\$ -	\$ 638,343	100.00%
Subtotal 4000 series	\$ 4,325,829	\$ 4,215,002	\$ 4,861,799	15.35%

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Regular Day Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE
<u>FIXED CHARGES (5000)</u>				
Employee Retirement (5100)				
Sick Leave Buy Back	\$ 159,252	\$ 60,000	\$ 60,000	0.00%
Retirement Incentive	<u>\$ 22,410</u>	<u>\$ 16,000</u>	<u>\$ 10,000</u>	-37.50%
TOTALS	\$ 181,662	\$ 76,000	\$ 70,000	-7.89%
Subtotal 5000 series	\$ 181,662	\$ 76,000	\$ 70,000	-7.89%
<u>EQUIPMENT REPLACEMENT (7000)</u>				
Equipment Replacement (7400)				
Equipment Replacement	<u>\$ 175,873</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	0.00%
TOTALS	\$ 175,873	\$ 10,000	\$ 10,000	0.00%
Subtotal 7000 series	\$ 175,873	\$ 10,000	\$ 10,000	0.00%
 TOTAL REGULAR DAY PROGRAMS	 \$ 31,728,004	 \$ 32,149,309	 \$ 33,004,990	 2.66%

FY20 School Department Budget

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 - Salaries (Districtwide)		\$ 58,811
	1450	Administrative Technology - Contracted Services (Districtwide)		\$ 88,820
	1450	Administrative Technology - Supplies and Materials (Districtwide)	\$1,128,369	\$ 55,567
	1450	Administrative Technology - Other Expenses (Districtwide)		\$ 17,200
NEW FY19	2250	Administrative Technology - Contracted Services (Schools)		\$ 7,500
NEW FY19	2250	Administrative Technology - Supplies and Materials (Schools)		\$ 44,800
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 (Copiers)	\$ 102,986	\$ 100,713
NEW FY19	2453	Instructional Hardware - All Other Supplies and Materials		\$ 25,000
	4225	Building Security Systems	\$ 17,000	\$ 23,000
NEW FY19	4450	Technology Infrastructure, Maintenance & Support - All Other		\$ 94,500
NEW FY19	4400	Technology Infrastructure, Maintenance & Support - Salaries		\$ 543,843
	2352	Technology Coaches - Academic...MOVED OUT OF I.T.		\$ 156,115
			\$ 1,391,180	\$ 1,485,769

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Special Education Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE	
<u>INSTRUCTION (2000)</u>					
Director (2110)					
Salary Dir/Asst Director & OOD Coord	\$ 306,951	\$ 313,125	\$ 274,053	-12.48%	7
Salaries Special Ed Secretaries	\$ 246,356	\$ 263,991	\$ 282,323	6.94%	
Dues	\$ -	\$ 800	\$ 800	0.00%	
Postage	\$ 968	\$ 2,600	\$ 2,600	0.00%	
Mileage Reimbursement	\$ 7,389	\$ 13,000	\$ 11,000	-15.38%	
TOTALS	\$ 561,664	\$ 593,516	\$ 570,776	-3.83%	
7 - restructure central Special Education office					
Instructional (2000 series)					
Salaries, Contracted (2305)	\$ 2,990,671	\$ 3,305,832	\$ 3,309,684	0.12%	
Substitutes (2325)	\$ 24,382	\$ 27,953	\$ 24,953	-10.73%	
Aides' Salaries (2330)	\$ 1,041,822	\$ 1,159,220	\$ 1,220,134	5.25%	
Contracted Aides (2330)	\$ 1,000,756	\$ 1,177,116	\$ 1,236,716	5.06%	
Supplies (2430)	\$ 51,553	\$ 43,709	\$ 43,909	0.46%	
Pupil Services (2440)	\$ 564,607	\$ 755,000	\$ 555,000	-26.49%	8
TOTALS	\$ 5,673,790	\$ 6,468,830	\$ 6,390,397	-1.21%	
8 - more services being provided in house. Less outsourced to contractors					
Medical/Therapeutic Services (2320)					
Systemwide Therapists	\$ 899,125	\$ 831,818	\$ 857,537	3.09%	
Behavior Mod Salaries	\$ 417,965	\$ 546,581	\$ 586,865	7.37%	
Behavior Mod Cont Services	\$ 42,318	\$ 70,000	\$ 70,000	0.00%	
Case Managers	\$ 339,305	\$ 347,241	\$ 394,998	13.75%	
Assistive Technology Salaries	\$ 13,305	\$ 80,000	\$ 80,000	0.00%	
Summer Services	\$ 26,686	\$ 77,020	\$ 77,020	0.00%	
Audio/Hearing Services	\$ 6,529	\$ 14,000	\$ 14,000	0.00%	
OT/PT/SP Sped Supplies	\$ 6,322	\$ 10,000	\$ 10,000	0.00%	
TOTALS	\$ 1,751,554	\$ 1,976,660	\$ 2,090,420	5.76%	
Instructional Equipment SPED (2420)					
Copier Lease	\$ 2,478	\$ 1,803	\$ 1,803	0.00%	
Assistive Technology - Sped	\$ 6,523	\$ 19,000	\$ 19,000	0.00%	
TOTALS	\$ 9,001	\$ 20,803	\$ 20,803	0.00%	
Assessments/Evals, SPED (2720)					
Sped Evaluations	\$ 6,149	\$ 60,000	\$ 60,000	0.00%	
TOTALS	\$ 6,149	\$ 60,000	\$ 60,000	0.00%	
Psychological Services (2800)					
Consultants, Staff	\$ 596,736	\$ 776,081	\$ 740,997	-4.52%	
TOTALS	\$ 596,736	\$ 776,081	\$ 740,997	-4.52%	
Subtotal 2000 series	\$ 8,598,894	\$ 9,895,890	\$ 9,873,392	-0.23%	
<u>OTHER STUDENT SERVICES (3000)</u>					
Transportation (3300)					
Transportation, Contracted	\$ 1,389,508	\$ 1,391,344	\$ 1,545,336	11.07%	9
TOTALS	\$ 1,389,508	\$ 1,391,344	\$ 1,545,336	11.07%	
9 - increased medical needs of students during transport					
Subtotal 3000 series	\$ 1,389,508	\$ 1,391,344	\$ 1,545,336	11.07%	

TEWKSBURY PUBLIC SCHOOLS
FY20 Budget Detail by Function Code

Special Education Programs	FY2018 ACTUAL	FY2019 REV BUDGET	FY2020 PROPOSED	% CHANGE	
<u> TUITION PROGRAMS (9000)</u>					
Tuition to Mass Public (9100)					
Vocational Tuition	\$ 33,456	\$ 34,300	\$ 34,500	0.58%	10
Mass Public Schools Tuition	<u>\$ 785,258</u>	<u>\$ 1,063,614</u>	<u>\$ 1,136,249</u>	6.83%	10
TOTALS	\$ 818,714	\$ 1,097,914	\$ 1,170,749	6.63%	
Tuition to Private Schools (9300)					
Private Day Tuition	\$ 243,518	\$ 353,950	\$ 746,949	111.03%	10
Private Preschool Tuition	\$ 165,949	\$ 174,108	\$ -	-100.00%	10
Private Residential Tuition	<u>\$ 1,222,359</u>	<u>\$ 1,118,452</u>	<u>\$ 1,010,230</u>	-9.68%	10
TOTALS	\$ 1,631,825	\$ 1,646,510	\$ 1,757,179	6.72%	
Tuition to Collaborative (9400)					
Collaborative Tuition	<u>\$ 762,635</u>	<u>\$ 992,099</u>	<u>\$ 887,962</u>	-10.50%	10
TOTALS	\$ 762,635	\$ 992,099	\$ 887,962	-10.50%	
Subtotal 9000 series	\$ 3,213,175	\$ 3,736,523	\$ 3,815,890	2.12%	
TOTAL SPECIAL ED	\$ 13,201,576	\$ 15,023,757	\$ 15,234,619	1.40%	

10 Based on actual placements as of today

SUMMARY

	FY2018 ACTUAL	FY2019 ADJ BUDGET	FY2020 PROPOSED	PERCENT CHANGE
CAPITAL OUTLAY	\$ 483,105	\$ 659,500	\$ 948,877	43.88%
REGULAR DAY PROGRAMS	\$ 31,728,004	\$ 32,149,309	\$ 33,004,990	2.66%
SPECIAL EDUCATION	<u>\$ 13,201,576</u>	<u>\$ 15,023,757</u>	<u>\$ 15,234,619</u>	1.40%
GRAND TOTAL	\$ 45,412,686	\$ 47,832,566	\$ 49,188,486	2.83%

FY20 School Department Budget

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

School Name	Category	Projects and Equipment	FY2018	FY2019	FY2020	FY2021	Notes
Center School	Bldg & Maint	Complete Renovation					Bring to Current codes and replace failing systems
Dewing	Bldg & Maint	Build Security Vestibule		\$100,000			vestibule \$\$\$
Dewing	Bldg & Maint	New Heating Controls		\$150,000			In Progress
Dewing	Bldg & Maint	Stand Alone Water Heater	\$10,000				in Process - Guardian Energy grant with green committee
Dewing	Bldg & Maint	Replace Exterior Doors	\$200,000				Going to Bid
Dewing	F F & E	New Student Desks				?	Price depends on the solution
Dewing	Bldg & Maint	Increase Parking capacity				?	Price depends on the solution
Dewing	Bldg & Maint	Courtyard surfacing				?	Price depends on the solution
Dewing	Bldg & Maint	Urinals A & B wing (too High)				?	Price depends on the solution
Dewing	Bldg & Maint	New Mechanical System				\$200,000	
Dewing	Bldg & Maint	Upgrade Electrical System		\$250,000			In Progress working on bid specs
Dewing	Bldg & Maint	New Boilers				\$300,000	
Dewing	Bldg & Maint	New Roof					
Dewing	Bldg & Maint	Landscape Update			\$30,000		
Dewing	Bldg & Maint	New Sign			\$25,000		
Districtwide	Technology	Paper File Conversion to Digital		\$50,000			in process
Districtwide	Technology	100-200 Chromebooks		\$57,200			Replacing failing Streams
Districtwide	Grounds	Doucette Field Renovations	\$850,000				Will need if no new school project
Districtwide	Bldg & Maint	Maintenance Building/Garage (related to New School Project)					Will need if new school project
Districtwide	Trans	Additional passenger van student transport			\$70,000		Further assessment of need
Districtwide	Technology	Upgrades to technology infrastructure (wireless and fiber)			\$948,877		
Districtwide	Technology	11" Chromebooks (Backup)					
Heath Brook	Bldg & Maint	Build Security Vestibule		\$80,000			vestibule \$\$\$
Heath Brook	Bldg & Maint	New Roof / New Repairs		\$125,000		\$1,400,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Upgrade Heating Controls		\$150,000			In Progress
Heath Brook	Bldg & Maint	Window shades & blinds			??		Assess to help with cooling
Heath Brook	Bldg & Maint	Stand Alone Water Heater	\$100,000				in Process - Guardian Energy grant with green committee
Heath Brook	Bldg & Maint	Replace Exterior Doors	\$400,000				Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Redesign playground area - fix "steep paved slope"					Capital Project -
Heath Brook	Bldg & Maint	Short sidewalk outside of Rms 21 & 22					Crushed pavement material - Paul...spring???
Heath Brook	Bldg & Maint	Replace Interior Metal Doors and Frames				\$200,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Exterior Windows				\$250,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Upgrade Electrical System				\$250,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	New Mechanical System				\$200,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Resurface Parking Lot and Sidewalks				\$175,000	Tyngsboro Project - Valley
Heath Brook	Bldg & Maint	Landscape Update		\$50,000			
Heath Brook	Bldg & Maint	Retile Bathrooms and Boys Locker Rooms			\$30,000		
Heath Brook	Technology	Classroom Computers			\$60,000		
Heath Brook	F F & E	New Student Desks				?	
Heath Brook	Bldg & Maint	New Sign			\$25,000		
North Street	Technology	Cart of Chromebooks		\$25,000			replace malfunctioning machines

North Street	Bldg & Maint	Exterior Windows				\$200,000	
North Street	Bldg & Maint	New Mechanical System				\$200,000	
North Street	Bldg & Maint	Paint interior, gym, classrooms, library				???	Getting Quote w/o 3/18
North Street	Bldg & Maint	Security Camera's in Parking Lot			\$50,000		In Progress
North Street	Bldg & Maint	Resurface Parking Lot				\$150,000	
North Street	Bldg & Maint	New Heating Controls				\$150,000	
North Street	Bldg & Maint	Exterior Classroom Doors				\$200,000	
North Street	Bldg & Maint	Upgrade Electrical System				\$250,000	
North Street	Bldg & Maint	New Roof				\$1,300,000	
North Street	Technology	Classroom Computers			\$60,000		
Ryan	Bldg & Maint	Update Vestibule		\$100,000			Vestibule \$\$
Ryan	Bldg & Maint	Update Cameras and entry security			\$150,000		Getting Pricing
Ryan	F F & E	Student Desks			???		Price depends on scope - goal is 3 seating options per class
Ryan	F F & E	Teacher Desks			???		Price depends on scope - original equipment disrepair
Ryan	Bldg & Maint	New Roof				\$3,000,000	Capital Project
Ryan	Bldg & Maint	Update Intruder Alarm to American Alarm System			???		Consider doing with vestibule?
Ryan	Bldg & Maint	New Heating Controls			\$200,000		In Progress
Ryan	Bldg & Maint	Replace Glycol in heating system (prevents freezing)			\$35,000		replaced Wynn in 2015, checking price. RYAN HASN'T BEEN REPLACED SINCE INCEPTOIN
TMHS	Technology	Mobile Devices (60 x \$300)	\$40,000				
TMHS	Technology	Presentation Computers in Classrooms (100 x \$400)	\$57,000				
TMHS	Technology	Teacher Laptops (MacBook Pros) (90 x \$2000)	\$180,000				
TMHS	Bldg & Maint	Lights at Turf Field				\$400,000	
Trahan	Bldg & Maint	Update Vestibule		\$25,000			Like North Street
Wynn	Bldg & Maint	New Roof / Roof Repairs		\$75,000		\$3,000,000	repairs complete - new roof not complete
Wynn	Bldg & Maint	Build Vestibule		\$100,000			vestibule \$\$\$
Wynn	Security	New Upgraded Security System		\$107,000			vestibule \$\$\$
Wynn	Technology	Replace Computer Lab computers (60 x \$500)	\$30,000				
Wynn	Bldg & Maint	New Heating Controls (Wynn/Ryan)	\$200,000				in process
Wynn	Bldg & Maint	STEAM Lab			???		Depends on scope
Wynn	Bldg & Maint	Auditorium lighting, sound			???		Facility rental money??
Wynn	Bldg & Maint	Heating system upgrade			???		Funded w One time funds - in progress
Wynn	Bldg & Maint	Floor tiles on first floor		\$30,000			Glue issue - assessed
Wynn	Grounds	Renovate Conlon Field			\$75,000		
Wynn	Bldg & Maint	New Sign				\$25,000	
		Total Projects and Equipment (Gross)	\$2,067,000	\$1,474,200	\$1,758,877	\$11,850,000	
					<i>Updated</i>	<i>3/14/2019</i>	

Recognition and/or Presentations

Tewksbury School Committee
March 20, 2019

RECOGNITIONS

1. Tewksbury VFW POST 8164 – 2019 Patriot Pen District Level Winners
 - 1st Place: Morgan Kelly
 - 2nd Place: Brooke Bunyan
 - 3rd Place: Ava Konaxis

2. 2019 Annual Ginsburg Family Award – Donna's Donuts, the Wilson Family

PRESENTATIONS

None

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **3/7/2019**

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 **\$1,307,179.27**

GRANTS

\$24,395.75	2018-2019	Special Ed 240 Grant
\$5,130.65	2017-2018	Title I Grant
	2018-2019	Title II Grant
\$2,074.38	2018-2019	21st Century Grant
\$192.24	2018-2019	Early Childhood Grant

REVOLVING ACCOUNTS

\$25,830.84	2018-2019	Ext Day Program
\$8,033.84	2018-2019	Ext Day Preschool Program
\$839.95	2018-2019	Adult Education Program
	2018-2019	Wynn Athletic Intramurals
\$22,343.23	2018-2019	Lunch Program
	2018-2019	Ryan Clubs
\$3,427.14	2018-2019	Facilities
\$2,035.28	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
\$803.00	2018-2019	TMHS Athletic Intramurals
\$2,965.88	2018-2019	Preschool

\$98,701.16 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,208,478.11	2018-2019	School Department Account
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\$1,307,179.27 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date: 3/6/2019

1. Name of Organization Heath Brook : Trahan PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary.
Reusable bag sales with Tewksbury / School logos
3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).

Please send Use of Facilities Form to Nancy O'Hare (TMHS)/Patricia Meuse (K-8 Schools)
4. Purpose of anticipated funds (To be approved by the building principal.)
Enrichment activities
5. Proposed dates of fund raising activity From 3-11-2019 To 4-15-2019
6. Describe student involvement in the fund raising activity. none

7. Type of identifying credential to be used during Fund Raising Activity. ~~none~~ Heath Brook : Trahan Parent Advisory Council
8. Is there a contract or agreement to be signed. Yes _____ No X
9. Name of responsible individual Anna Kaiser PAC Secretary
Address [REDACTED]
Telephone No [REDACTED] Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 3/6/2019

1. Your request for permission to raise funds is Approved ~~Disapproved~~ (Circle)
2. Reason for disapproval _____
3. You are authorized to begin the activity on March 11, 2019
4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
5. Comments by the principal: _____
6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature

[Signature]
[Signature]

Date

3/6/19

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

MAR 1 '19 PM 1:21

File: JJE-E

Date: 2/25/19

1. Name of Organization TMHS BEST BUDDIES

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

SCHOOL-WIDE DODGE BALL TOURNAMENT

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

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

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

TO FUND TRANSPORTATION AND TICKETS TO THE BEST BUDDIES BIRTHDAY BASH

5. Proposed dates of fund raising activity From 2:15 - 5:30 pm on WEDS. MARCH 13th

6. Describe student involvement in the fund raising activity. STUDENTS WILL FORM TEAMS OF 6
WITH A MINIMUM OF ONE grade 9, 10, 11, and 12 STUDENT. COST PER TEAM IS \$30.

7. Type of identifying credential to be used during Fund Raising Activity. STAFF FOR TOURNAMENT
WEARING BEST BUDDIES T-SHIRTS.

8. Is there a contract or agreement to be signed. Yes _____ No ✓

9. Name of responsible individual BRIAN AYWARD

Address _____

Telephone No. _____

Signature of Applicant Brian Ayward

(To be completed by the School Principal)

Date 2/27/19

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on _____

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

5. Comments by the principal: _____

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

Principal's Signature Arthur S. Vogel

Date 2/27/19

REQUEST FOR FUND RAISING

Date: March 13, 2019

1. Name of Organization ____ 2020 Wynn Middle School Washington DC trip

2. Describe in detail the method of the fund raising activity. Attach additional information if necessary.

Students will be selling pies through MCM fundraising and Lyman Orchards

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

Cafeteria on pickup day

Please attach an approved Use of Facilities Form!

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

The funds will help to lower the cost of the trip.

5. Proposed dates of fund raising activity *From 9/30/2019 To 10/15/2019*

6. Describe student involvement in the fund raising activity

Students will be selling the items over a 2 week period to family and friends. They will not be selling door to door to strangers.

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

Students will have a sales flyer identifying them as a student from the Wynn Middle School participating in a fundraiser for the Washington DC Trip.

8. Is there a contract or agreement to be signed. Yes _____ No _____ x _____

9. Name of responsible individual- Michael Gillespie

Signature of Applicant Michael Gillespie

Address Wynn Middle School

Telephone No. (978) 640-7846

Date _____

1. Your request for permission to raise funds is **Approved** **Disapproved** (Circle)

2. Reason for approval _____

3. You are authorized to begin the activity on _____

(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 Director of *Transportation and Facilities*.

Signature: _____ Date: _____

SOURCE: Tewksbury

TEWKSBURY PUBLIC SCHOOLS
Request for Fundraising

File: JJE-E

Date:

3/13/19

1. Name of Organization Class of 2021

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

sell water bottles, hats & mittens, long sleeve t shirts

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

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

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

raise money for our class

5. Proposed dates of fund raising activity From April 2019 To April 2020

6. Describe student involvement in the fund raising activity. students will sell at

lunch, apple fest, school events, etc.

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

8. Is there a contract or agreement to be signed. Yes _____ No ✓

9. Name of responsible individual Lexi Polimeno & Mr. Bourgoin

Address _____

Telephone No. _____ Signature of Applicant Lexi Polimeno

(To be completed by the School Principal)

Date 3/14/19

1. Your request for permission to raise funds is Approved Disapproved (Circle)

2. Reason for disapproval _____

3. You are authorized to begin the activity on _____

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

5. Comments by the principal: _____

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

Principal's Signature [Signature] Date 3/14/19

Policy

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:

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.

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

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.

BESE Regulations 603 CMR [26.00](#)

File: JEB - ENTRANCE AGE FOR KINDERGARTEN AND ELEMENTARY GRADES

Kindergarten and Elementary Grades

I. A child who will be 5 years of age on or before August 31st, will be eligible to enter kindergarten for that school year. A child who will be 6 years of age 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.

High School Upper-End Age

Any student who is 18 years of age or older seeking admission to Tewksbury Public Schools, with inadequate or no prior academic credits, will be referred to programs offered locally or at Massachusetts' Community Colleges. Special Education students between the ages of 18 and 21 will be assigned on a case-by-case basis in accordance with their Individual Education Plans.

Revised: May 14, 2014

Revised: June 13, 2018

Revised: February 27, 2019

Revised:

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

603 CMR 8.00

File: JF - SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools.

Advance registration for prospective kindergarten students will take place in ~~April~~ **March**. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the principal, proof of vaccination and immunizations as required by the state and the Tewksbury School Committee. Proof of residency of legal **physical** guardianship **and custody** may also be required by the school administration.

Revised: January 18, 1996

Revised: May 14, 2014

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. [15:1G](#); [76:1](#); [76:5](#); [76:15](#); [76:15A](#)

603 CMR [26:00](#)

CROSS REFS.: [JLCA](#), Physical Examination of Students

[JLCB](#), Inoculations of Students

JFBB, School Choice

JFBB-1, School Choice

Old Business



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
- NO SCHOOL / PROFESSIONAL DEVELOPMENT DAY
- EARLY DISMISSAL DAY / TEACHER WORKSHOP DAY
- EARLY DISMISSAL DAY
- 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 (Early Dismissal Day) *Includes 5

Approved 2/27/2019

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 Release*
 Nov 28-29 No School – Thanksgiving Recess
 Dec 05 Teacher Workshop – Early Release for Students*
 Dec 24-Jan 01 No School – December Recess
 Jan 02 Schools Reopen

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

**(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 14th, 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 – 1:50 pm
 Middle School 7:40 am – 2:00 pm
 Ryan School 8:15 am – 2:35 pm
 Elementary Schools 8:45 am – 3:05 pm

EARLY RELEASE HOURS

High School 7:30 am – 10:40 am
 Middle School 7:35 am – 10:45 am
 Ryan School 8:15 am – 11:25 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

New Business

February 6, 2019

Dear Dr. Malone and members of the School Committee,

The Wynn Middle School is looking for approval for our 2020 8th grade trip to Washington, D.C. with the tour company EF Explore America. I know it is early in the year to start thinking about a trip for 2020, but I feel it is in the best interest of the parents if we can start thinking about it now and give parents more time to be able to afford this tremendous opportunity for their children.

The date we would prefer for the 2019 tour is May 27- May 30. Students would be leaving early in the morning of Wednesday the 27th, and we would return on Saturday May 30. There would be no overnight busing on this trip and coming back on a Saturday allows for a day of recovery for both staff and students.

I have already looked into the calendar for 2020 and the biggest obstacle with the June trip has been the date of High School graduation. The graduation has always been the first Friday of June which does not fall until the following week. The sooner we are able to get the plan approved, the sooner we can start to enroll students and allow for smaller payments to make things more manageable. That is why I am looking to book the trip now. With EF's monthly payment option, parents can make much smaller payments now rather than much larger payments in the fall of 2019. We would also be looking for another fundraiser to help lower costs as well. Our pie fundraiser in the past years has been a tremendous success and has really helped those students that actively participated in it.

I have attached a tentative itinerary from EF Explore America so you can see all of the wonderful sights our students can experience. The time spent out of the class is well worth it. Thanks in advance for your consideration.

Sincerely,
Michael Gillespie
Wynn Middle School



massachusetts association of school committees

One McKinley Square • Boston, MA 02109 • 617-523-8454 • 1-800-392-6023

Day on the Hill



Day on the Hill, MASC's legislative advocacy day, brings school committee members, superintendents and student leaders to the State House in Boston to meet with the executive and legislative leadership as well as local senators and representatives. This annual event is an increasingly critical moment for MASC members to advance the message of the value of public education and ensure that legislators and other key decision/policy makers understand the issues and challenges that you confront and that they can support.

2019 DAY ON THE HILL

Critical issues for Massachusetts public schools will be discussed with leading education policy makers. Join MASC for breakfast and the program at the Masonic Lodge and invite your legislators to join you at the State House for the buffet lunch catered by MA vocational students.

Wednesday, May 1, 2019 8:30am - 2:00pm

PROGRAM: Grand Lodge of Masons, Boston ([get directions](#))

LUNCHEON: Hall of Flags, MA State House (short walk from program across Boston Common - [get directions](#))

*Please Note: Due to extensive renovations that are underway at the State House, MASC is **unable to hold the morning event at the State House this year**. Instead, our annual legislative forum/advocacy program will be held at the Grand Lodge of Masons in Boston, directly across the Common from the State House, however the **gourmet luncheon with legislators made by the vocational culinary students will still be held at the State House at 12pm, following the morning program at the Masonic Lodge.***

BRING YOUR STUDENTS!

MASC encourages districts to bring their students to Day on the Hill. In this critical election year, we are already seeing the impact of the early, unprecedented youth support and vote. Day on the Hill is a great opportunity for students to learn about the democratic process and the way government works than at the State House where students can hear their local school leaders and legislators discuss key education issues that directly affect them.

Best of all: there is **NO charge for students to attend** all or part of the program. However, they must [register](#) in advance, so that they can be included in the meal count and have badges ready for them.