

# TEWKSBURY SCHOOL COMMITTEE AGENDA - WEDNESDAY, JULY 24, 2019

**REVISED**



**TEWKSBURY PUBLIC SCHOOLS**  
**CHRISTOPHER J. MALONE**  
**SUPERINTENDENT OF SCHOOLS**

**Meeting Date: Wednesday, July 24, 2019**

**Meeting Type/Time: Executive Session #14 (6:30PM)**

**Meeting Type/Time: Regular Meeting #14 (7:00PM)**

**Meeting Location: Tewksbury Memorial High School, Large Group Instruction Rm 1, 320 Pleasant St**

**A. CALL TO ORDER (6:30PM)**

**B. EXECUTIVE SESSION - Non-Public Session**

Convene an Executive Session to continue discussion relative to strategy with respect to contract bargaining or litigation. The School Committee will reconvene in Open Session following the Executive Session.

**C. ADJOURN the EXECUTIVE SESSION and REGULAR SCHOOL COMMITTEE MEETING**

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**REORGANIZATION MEETING**

**A. CALL TO ORDER (By Superintendent) 7:00PM**

**B. ANNOUNCEMENT**

The July 24, 2019 School Committee meetings 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 meetings to please identify himself/herself.

**C. PLEDGE OF ALLEGIANCE**

**D. NOMINATION OF NEW OFFICERS**

- a. Chairperson
- b. Vice-Chairperson
- c. Clerk

**E. VACANCY - SCHOOL COMMITTEE**

**F. VACANCY - SCHOOL COMMITTEE REPRESENTATIVE TO THE ELEMENTARY SCHOOL BUILDING COMMITTEE**

**G. ADJOURN**

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**REGULAR MEETING**

**A. CALL TO ORDER**

**B. RECOGNITION**

Corning Incorporated Foundation

**C. STUDENT REPRESENTATIVE REPORT**

None

**D. PRESENTATIONS**

None

**E. 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.)

**F. APPROVAL OF MINUTES**

1. June 12, 2019 Regular Meeting Minutes (File)

**G. SUBMISSION AND PAYMENT OF BILL**

1. Lump Payroll Period Ending June 13, 2019 (\$805,117.74) (File)
2. Payroll Period Ending June 13, 2019 (1,322,128.28) (File)
3. Payroll Period Ending June 27, 2019 (1,275,210.11) (File)
4. FY 19 Payroll Period Ending July 11, 2019 (\$249,008.39) (File)
5. FY 20 Payroll Period Ending July 11, 2019 (\$944,120.27) (File)

**H. SUPERINTENDENT & STAFF REPORT**

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

**J. COMMITTEE REPORTS**

Elementary School Building Committee  
Tewksbury Education Foundation  
Tewksbury SEPAC  
Wellness Advisory Committee

**K. POLICY CHANGES, PROPOSALS, and ADOPTION**

None

**L. OLD BUSINESS**

1. 2019-2020 TMHS Athletics Out-of State Travel Request (File)

**M. NEW BUSINESS**

1. TMHS Student Council Request to Attend: Annual MA Association of Student Councils Trip to Hyannis, MA - March 4th-6th, 2020 (File)

**N. SCHOOL COMMITTEE MATTERS OF INTEREST**

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

August 14, 2019 - School Committee/Administrator Workshop (3:00PM) & Regular Meeting (Immediately following Workshop);  
September 18, 2019

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

## TEWKSBURY SCHOOL COMMITTEE CONSENT AGENDA

**Superintendent of Schools**  
Christopher J. Malone  
[cmalone@tewbury.k12.ma.us](mailto:cmalone@tewbury.k12.ma.us)

### **TEWKSBURY SCHOOL COMMITTEE**

Keith M. Sullivan, Vice-Chair, [ksullivan@tewbury.k12.ma.us](mailto:ksullivan@tewbury.k12.ma.us)  
Shannon M. Demos, Clerk, [sdemos@tewbury.k12.ma.us](mailto:sdemos@tewbury.k12.ma.us)  
James A. Cutelis, Member, [jcutelis@tewbury.k12.ma.us](mailto:jcutelis@tewbury.k12.ma.us)  
John R. Stadtman, Member, [jstadtman@tewbury.k12.ma.us](mailto:jstadtman@tewbury.k12.ma.us)

### **i. CONSENT AGENDA**

#### **Correspondence**

1. Merrimack College - Supervising Practitioners for the Spring 2019 Semester (File)
2. Merrimack College - Course Vouchers (File)
3. *Lunch Ladies Say* - Heath Brook School (File)
4. DESE Accountability System Information Updates and Reminders

**Enrollment Update:** None

**Monthly Expenditure Report:** None

#### **Personnel Items**

##### **Appendix B 2019-2020 School Year:**

##### **John W. Wynn Middle School**

Sara Chella - Team Leader  
Amanda Berube - Assistant Drama Coach  
Jaclyn Murphy - Newspaper Adviser

##### **North Street School**

Sue Drum - Mentor  
Nicoletta DeVincentis - Mentor

**New Hires:** Jessica Bridle (\$54,081), district-wide English as a Second Language (ESL) Teacher, effective August 26, 2019; Kristen Cahill (\$60,495), S.T.E.M. Specialist, Dewing Elementary School, effective August 26, 2019; Samantha Hall (\$58,917), Grade 3 Teacher, North Street School, effective August 26, 2019; Kailey LaFlamme (\$78,847), MSNT, Dewing Elementary School, effective August 26, 2019; Chloe Manousos (\$20,338), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 26, 2019; Kevin Miller (\$70,350 *prorated*), Cloud/MDM Administrator, Central Office, effective July 15, 2019; Danielle Richard (\$68,000), district-wide Behavior Specialist, effective August 26, 2019; Daryn Starkey (\$52,014), K-4 Digital Literacy / Computer Science Teacher, effective August 26, 2019; Alicia Taylor (\$20,338), Classroom Instructional Aide, Dewing Elementary School, effective August 26, 2019; Patti-Ann Young (\$48,143), Integrated Preschool Teacher, Dewing Elementary School, effective August 26, 2019; Susan Brostowin (\$20,338), Classroom Instructional Aide, Tewksbury Memorial High School, effective August 26, 2019

**Retirements/Resignations/Terminations:** Ashley Callahan, Classroom Instructional Aide at the North Street School, effective June 14, 2019; Michael Carey, School Custodian at the Heath Brook School, effective June 30, 2019; Brian Gugger, School Custodian at the Tewksbury Memorial High School, effective July 16, 2019; James Manley, Physical Education Teacher at the Ryan Elementary School, effective June 14, 2019; Katie Pouliopoulos, Classroom Instructional Aide at the Tewksbury Memorial High School, effective June 14, 2019.

**Reappointments:** None

**Leave of Absence:** None

**Transfer:** None

**Out-of-State Field Trips:** See Old Business

**Acceptance of Donation/Gift:** Donation of a grant in the amount of \$10,000.00 to the Tewksbury Public Schools from the Corning Incorporated Foundation to support a S.T.E.A.M. lab at the Wynn Middle School.

**Fundraiser/Raffle:** Heath Brook & Trahan Elementary Schools' PAC 2019 Fall Fundraising activities and events.

# Executive Session

<p><b>TEWKSBURY PUBLIC SCHOOLS</b></p> <p>CHRISTOPHER J. MALONE SUPERINTENDENT OF SCHOOLS</p>	<p><b>TEWKSBURY SCHOOL COMMITTEE AGENDA</b></p> <p>Meeting Type/Time: Executive Session #14 – Non-Public Session at 6:30 p.m.</p> <p>Meeting Date: Wednesday, July 24, 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**

# Recognition and/or Presentations

**Tewksbury School Committee - July 24, 2019**  
**RECOGNITIONS**

**Corning Incorporated Foundation**

**Supporting Science, Technology, Engineering,  
Arts, and Music (S.T.E.A.M.) in the  
Tewksbury Public Schools**

# Minutes



# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **6/13/2019**

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 **\$805,117.74**

**GRANTS**

\$18,612.90	2015-2016 Special Ed 240 Grant
	2015-2016 High School Partnerships
\$3,955.98	2015-2016 Title II Grant
	2015-2016 Special Ed Improvement
	2015-2016 Title I Grant
	2015-2016 After School Out of School Time
	2015-2016 Academic Support
	2015-2016 Literacy Partnerships
	2015-2016 Early Childhood
	2015-2016 Early Childhood Improvement

**REVOLVING ACCOUNTS**

2015-2016	Ext Day Program
2015-2016	Adult Education Program
2015-2016	New Start
2015-2016	Lunch Program
2015-2016	Ryan Clubs
2015-2016	Wynn Clubs
2015-2016	TMHS Clubs
2015-2016	Hanover Funds
2015-2016	Facilities
2015-2016	Parking Fees
2015-2016	Wynn Athletics
2015-2016	Preschool
2015-2016	Full Day Kindergarten
2015-2016	TMHS Athletics
2015-2016	Recreation Department

**\$22,568.88 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

**\$782,548.86 2015-2016 School Department Account**

**\$782,548.86 SUB TOTAL - LEA FUNDS**

**\$805,117.74 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 6/13/2019

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 **\$1,322,128.28**

**GRANTS**

\$24,114.00	2018-2019	Special Ed 240 Grant
\$6,798.15	2017-2018	Title I Grant
\$336.42	2018-2019	Title II Grant
\$3,816.74	2018-2019	Title IV Grant
\$4,438.81	2018-2019	21st Century Grant
\$1,065.00	2018-2019	Innovation Pathways Grant

**REVOLVING ACCOUNTS**

\$29,538.29	2018-2019	Ext Day Program
\$14,074.66	2018-2019	Ext Day Preschool Program
	2018-2019	Community Services Recreation
\$1,311.41	2018-2019	Adult Education Program
\$2,409.00	2018-2019	TMHS Clubs
\$25,173.66	2018-2019	Lunch Program
	2018-2019	Wynn Clubs
\$4,269.34	2018-2019	Facilities
\$216.64	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
\$1,606.00	2018-2019	TMHS Intramural Sports
\$2,965.88	2018-2019	Preschool

**\$122,762.98 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,199,365.30 2018-2019 School Department Account

**\$1,322,128.28 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **6/27/2019**

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 **\$1,275,210.11**

**GRANTS**

\$21,968.60	2018-2019	Special Ed 240 Grant
\$3,625.36	2017-2018	Title I Grant
\$897.20	2018-2019	Title II Grant
\$336.42	2018-2019	Title IV Grant
\$873.93	2018-2019	21st Century Grant
\$1,000.00	2018-2019	Innovation Pathways Grant
\$128.16	2018-2019	Early Childhood

**REVOLVING ACCOUNTS**

\$31,263.48	2018-2019	Ext Day Program
\$18,608.59	2018-2019	Ext Day Preschool Program
	2018-2019	Community Services Recreation
\$2,246.84	2018-2019	Adult Education Program
\$803.00	2018-2019	TMHS Clubs
\$17,985.28	2018-2019	Lunch Program
\$2,502.96	2018-2019	Wynn Clubs
\$5,091.82	2018-2019	Facilities
\$389.95	2018-2019	Recreation
\$628.98	2018-2019	Parking Fees
	2018-2019	TMHS Intramural Sports
\$2,965.88	2018-2019	Preschool

**\$111,316.45 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,163,893.66	2018-2019	School Department Account
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**\$1,275,210.11 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **7/11/2019**

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 **\$249,008.39**

**GRANTS**

\$5,177.25	2018-2019	Special Ed 240 Grant
	2017-2018	Title I Grant
	2018-2019	Title II Grant
\$480.60	2018-2019	High Quality Grant
\$16,110.80	2018-2019	21st Century Grant
\$7,895.36	2018-2019	Innovation Pathways Grant

**REVOLVING ACCOUNTS**

\$1,192.40	2018-2019	Ext Day Program
	2018-2019	Ext Day Preschool Program
\$273.38	2018-2019	Community Services Recreation
\$249.29	2018-2019	Adult Education Program
	2018-2019	TMHS Clubs
\$256.71	2018-2019	Lunch Program
	2018-2019	Wynn Clubs
\$5,713.55	2018-2019	Facilities
\$522.48	2018-2019	Recreation
	2018-2019	Parking Fees
	2018-2019	TMHS Intramural Sports
	2018-2019	Preschool

**\$37,871.82 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$211,136.57 2018-2019 School Department Account

**\$249,008.39 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 7/11/2019

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 **\$944,120.27**

**GRANTS**

\$21,293.60	2018-2019	Special Ed 240 Grant
\$2,651.48	2017-2018	Title I Grant
	2018-2019	Title II Grant
	2018-2019	Title IV Grant
\$8,267.13	2018-2019	21st Century Grant
	2018-2019	Innovation Pathways Grant

**REVOLVING ACCOUNTS**

\$891.21	2019-2020	Ext Day Program
	2019-2020	Ext Day Preschool Program
	2019-2020	Community Services Recreation
\$99.02	2019-2020	Adult Education Program
\$3,250.73	2019-2020	Lunch Program
	2019-2020	Facilities
	2019-2020	Recreation
	2019-2020	Parking Fees
\$2,965.88	2019-2020	Preschool

**\$39,419.05 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$773,596.30	2018-2019	School Department Account
\$131,104.92	2019-2020	School Department Account

**\$944,120.27 TOTAL**

Superintendent/  
Staff /School  
Committee  
Reports

# Consent Agenda



RECEIVED BY TPS  
JUN 21 2019 4:10:57



# MERRIMACK COLLEGE

## SCHOOL OF EDUCATION & SOCIAL POLICY

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

June, 2019

Dear Superintendent Christopher J. Malone,

Thank you for accepting Merrimack College teacher education students into your organization. Over the course of their program of study, Merrimack College aspiring teachers complete the requirements of an initial licensure program, as well as gain invaluable hands-on experience from the time spent working with students in the classroom.

As a token of our appreciation, enclosed is a graduate course voucher that is valid for one (1) course in the School of Education & Social Policy. Course vouchers may be used toward any course in the graduate education (M.Ed.) catalog or a course in the Child, Family and Community Studies bachelor's program. Organizations supporting our students receive one (1) course voucher per student teacher. *The vouchers are valid for up to two years from date of issue.*

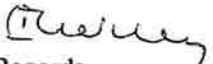
In addition, each supervising practitioner has earned professional development points (PDP) which are recognized by the MA Department of Elementary and Secondary Education (ESE) and may be used in accordance with relicensure regulations and guidelines. PDP Certificates have been emailed to the teachers directly.

Below are the supervising practitioners and Merrimack students for the **Spring 2019** semester:

### Tewksbury Public Schools

School	VOUCHER#	STUDENT NAME	SUPERVISING PRACTITIONER (S)
Heath Brook	2019-54	[REDACTED]	Julie Tagart, Hynes Kim
	2019-55	[REDACTED]	Kristi Rodgers, Emily Niles
North Street School	2019-56	[REDACTED]	Sarah Filiberto

Thank you for your partnership with Merrimack College and the School of Education & Social Policy.

  
Regards,  
Isabelle Cherney, Ph.D.  
Dean, School of Education & Social Policy



**MERRIMACK COLLEGE**  
SCHOOL OF EDUCATION & SOCIAL POLICY

**SUPERVISING PRACTITIONER COURSE VOUCHER**

School/District: Tewksbury Public Schools  
Reason for Voucher: Teacher Education Supervision  
Term: Spring 2019

Date: June 12, 2019

In recognition of your teacher(s) serving as a supervising practitioner during the 2019-2020 Teacher Education program, your school/district is hereby granted one (1) course in the School of Education & Social Policy per Merrimack student in the Spring 2019 semester. Course vouchers may be used toward any course in the **graduate education (M.Ed.)** catalog or a course in the **Child, Family and Community Studies bachelor's program**. *The vouchers are valid for up to two years from date of issue.*

This letter will serve as your proof of eligibility and, therefore you should retain and present it at registration. Present this letter within two years from date of issuance. Please note that the use of this voucher by you (or your designee) may be taxable as a tuition benefit.

Thank you for your partnership with Merrimack College and the School of Education & Social Policy.

Regards,  
Isabelle Cherney, Ph.D.  
Dean, School of Education & Social Policy

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Name of Supervising Practitioner: Julie Tagart/Hynes Kim

Name of Designee (if any):

---

Signature of Supervising Practitioner  
authorizing transfer of voucher:

---

Please provide full contact information for individual using this voucher:

---

Name

---

Address

City

State

Zip

---

Phone

---

Email

**VOUCHER #**



# MERRIMACK COLLEGE

SCHOOL OF EDUCATION & SOCIAL POLICY

## SUPERVISING PRACTITIONER COURSE VOUCHER

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Date: June 12, 2019

In recognition of your teacher(s) serving as a supervising practitioner during the 2019-2020 Teacher Education program, your school/district is hereby granted one (1) course in the School of Education & Social Policy per Merrimack student in the Spring 2019 semester. Course vouchers may be used toward any course in the **graduate education** (M.Ed.) catalog or a course in the **Child, Family and Community Studies bachelor's program**. *The vouchers are valid for up to two years from date of issue.*

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Regards,  
Isabelle Cherney, Ph.D.  
Dean, School of Education & Social Policy

---

Name of Supervising Practitioner:

Kristi Rodgers/Emily Niles

Name of Designee (if any):

---

Signature of Supervising Practitioner  
authorizing transfer of voucher:

---

Please provide full contact information for individual using this voucher:

---

Name

---

Address

City

State

Zip

---

Phone

Email

VOUCHER #



**MERRIMACK COLLEGE**  
SCHOOL OF EDUCATION & SOCIAL POLICY

**SUPERVISING PRACTITIONER COURSE VOUCHER**

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Thank you for your partnership with Merrimack College and the School of Education & Social Policy.

Regards,  
Isabelle Cherney, Ph.D.  
Dean, School of Education & Social Policy

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Name of Supervising Practitioner: Sarah Filiberto

Name of Designee (if any): \_\_\_\_\_

Signature of Supervising Practitioner  
authorizing transfer of voucher: \_\_\_\_\_

Please provide full contact information for individual using this voucher:

---

Name

---

Address

City

State

Zip

---

Phone

Email

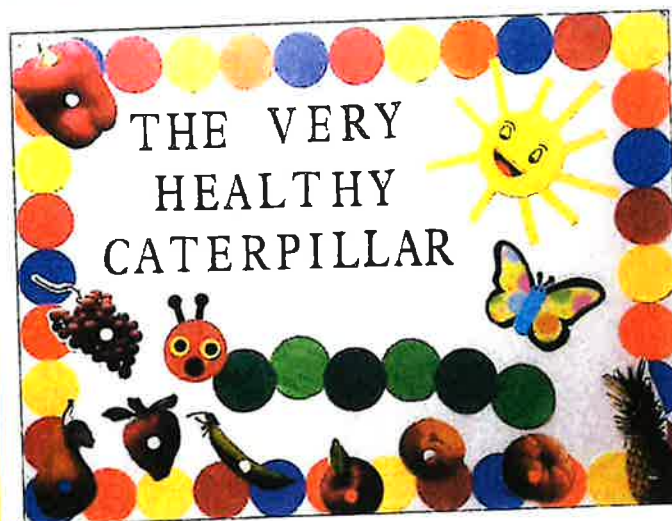
**VOUCHER #**

# [ Things We Love ]

## Lunch Ladies Know Best



**H**ow great is this simple motivational message board on the cafeteria serving line at **Heath Brook Elementary, Tewksbury (Mass.) Public Schools**? We had a hard time selecting just a few examples from the daily updates posted on the Tewksbury School Nutrition Facebook page. (And we can't believe how cafeteria team members Roberta Waidrip, Beth Cashman and Kristin Springer keep coming up with new ones.) It's a great student engagement idea that any school cafeteria can replicate!



**Kids at Lincoln Elementary, Owatonna (Minn.) Public Schools** learned how the protagonist in the classic *The Very Hungry Caterpillar* became a *Very Healthy Caterpillar*, after eating nutritious school meals in this cute and creative cafeteria display.



Brenda Theriault-Regan &lt;bregan@tewksbury.k12.ma.us&gt;

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**Accountability System Information: Updates and Reminders**

3 messages

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**Elementary Secondary Ed. Act** <esea@doe.mass.edu>  
To: "Elementary Secondary Ed. Act" <esea@doe.mass.edu>

Wed, Jul 17, 2019 at 1:00 PM

Dear Accountability Lead,

You are receiving this message because you have been assigned the Directory Administration role of *Accountability Lead* for your district. This email is one of several important emails that we will be sending over the next few months regarding 2019 district and school accountability reporting. Please see below for some important updates and reminders.

**1. Public MCAS/accountability reporting schedule available**

The 2019 assessment and accountability reporting schedule is available on our website and will be updated periodically in the coming weeks. Please review the schedule and make note of key reporting dates, including:

- **MCAS discrepancy reporting window: July 24 – August 6**

The MCAS discrepancy reporting window is early this year. It will be open from July 24 through August 6. Potential discrepancies in preliminary MCAS data should be reported to DESE's Student Assessment Office through the MCAS Service Center website. Discrepancies reported after this window closes will not be included in MCAS Parent/Guardian Reports or in the public release of official MCAS and accountability results. There is no separate discrepancy reporting period for accountability results.

- **End-of-year Student Course Schedule (SCS) deadline: August 1**

The accountability system includes a measure of advanced coursework completion, which is reported as the percentage of 11<sup>th</sup> and 12<sup>th</sup> graders completing one or more advanced courses. It is critical for all districts to review their year-end SCS submission for accuracy and certify their data by August 1. Districts will not have an opportunity to review or correct SCS data after August 1, and accountability results for districts that fail to submit their data by the deadline may be negatively impacted.

**2. Changes to the accountability system for 2019**

At their June meeting, the Board of Elementary and Secondary Education approved changes to the accountability system that will be applied to 2019 calculations this summer. Changes include:

- Calculating participation rates differently for subgroups (i.e., calculating subgroup-level participation rates for English language arts, mathematics, and science tests combined);
- Adding Project Lead the Way courses to the advanced coursework completion calculation;
- Using two years of data when calculating percentiles and progress towards targets, with 2018 data worth 40% of the calculation and 2019 data worth 60% of the calculation; and
- Reporting overall district, school, and subgroup progress towards targets in four categories: *meeting or exceeding targets*, *substantial progress towards progress*, *moderate progress towards targets*, and *limited or no progress towards targets*.

A detailed description of these changes can be found [here](#).

**3. Assessment participation rates and students who are absent with medical documentation**

Beginning with 2019 reporting, students with medically documented absences who did not participate in one or more MCAS assessments and were correctly reported as *Not Tested Medically Documented Absent (NTM)* will not count against the participation rate for the subject area test(s) they missed. Note that this rule applies only to the participation rates used in the 2019 accountability results; participation rates published in Edwin and other public-facing MCAS reports will continue to count these students as nonparticipants.

**4. Updated targets for chronic absenteeism and advanced coursework indicators**

When districts and schools receive their preliminary accountability results later this summer, they may see updated 2018 baseline data and 2019 targets for the chronic absenteeism and advanced coursework indicators for two subgroups: High Needs and EL/Former EL. Last year, DESE updated its definition of a former English learner to include any student who was reported in SIMS as an English learner in any of the previous four school years. Since the High Needs subgroup includes former ELs, this change impacts the High Needs group as well. The 2018 MCAS achievement and growth and the 2017 high school completion results and related 2019 targets were calculated using this new definition, and we will update chronic absenteeism and advanced coursework completion targets to align all indicators with the new definition. As such, the 2018 rates and targets you see in your preliminary 2019 accountability reports in late August may differ from those you received earlier this spring. Note that DESE will not update rates for these measures in other official reports (i.e., School and District Profiles, 2018 school and district report cards, etc.).

**5. Reminder to update Accountability Lead role**

The Department uses the *Accountability Lead* listserv to communicate with districts about matters related to accountability reporting. The *Accountability Lead* role is assigned at the district level through Directory Administration, and was originally pre-populated with the Superintendent's contact information. Since the role may be given to multiple people within the same district, we recommend that in addition to the Superintendent, at least one other staff person be assigned this role; however, you are encouraged to assign this role to as many school and/or district staff you believe should receive our accountability-related emails, and make updates as needed.

Please feel free to contact our Office of District and School Accountability Reporting at [esea@doe.mass.edu](mailto:esea@doe.mass.edu) or (781) 338-3550 if you have questions.

**Erica Gonzales**

Accountability Coordinator

**W** 781-338-3550[esea@doe.mass.edu](mailto:esea@doe.mass.edu)

District &amp; School Accountability Reporting

Massachusetts Department of Elementary and Secondary  
Education

75 Pleasant Street, Malden, MA 02148

Web | Twitter | Facebook | YouTube | Newsletters

 **Massachusetts is celebrating its aMAzing educators. Tell us about your favorite teacher!**

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## Heath Brook & Trahan Elementary Schools Parent Advisory Council

### Fall Fundraising Events

All our Fall events are the same as the 2018-2019 school year and include:

- *Fun Run:* Working with Boosterthon, we are bringing the Fun Run back to the Heath Brook & Trahan schools. This program is typically 9 days long, starts with a Pep Rally, then each day the Boosterthon team will come into the schools to talk about the theme of the year, this is followed by the actual Fun Run and then final collection of donations from families. Every student experiences the Boosterthon character program and Fun Run, regardless of financial participation. For the actual Fun Run, students skip, dance, walk and run at their own pace to upbeat music.
- *Parent/Guardian Fundraiser:* This is a social event for all the parents and guardians in our community. Last year we hosted an 80s theme social event where we sold tickets for entrance and had raffles. This year's fundraiser is TBD.
- *Art Fundraiser:* We will work with a company that replicates children's art on a variety of keepsakes to raise funds for the schools.
- *Trahan Scholastic Book Fair:* A staple in both the Fall and Spring, we will be hosting Scholastic Book Fairs in our schools.
- *Spirit Wear:* We will sell Heath Brook and Trahan swag to families.
- *Helpsy:* Located at the Heath Brook School, we have a Helpsy bin in the parking lot to collect clothing for recycling.
- *Dine Outs:* We will host several Dine Out events for the school this Fall, in which local businesses give the HBTPAC a percentage of their earnings on a chosen date and time.
- *Shoparoo/Amazon Smile/Box Tops:* These are all fundraising applications in which the school participates to raise money by scanning receipts, purchasing Amazon products off of our tailored Amazon Smile account, and scanning receipts to collect Box Tops (respectively).



# Fall 2019 Event Calendar

Month	Social	Community	Fundraising
August	<ul style="list-style-type: none"> <li>•Playground Socials*</li> </ul>	<ul style="list-style-type: none"> <li>•Kindergarten Orientation</li> </ul>	
September		<ul style="list-style-type: none"> <li>•Teacher Welcome Back Breakfasts*</li> </ul>	
October	<ul style="list-style-type: none"> <li>•Library Night*</li> <li>•Heath Brook Halloween Event</li> <li>•Trahan Monster Mash</li> </ul>	<ul style="list-style-type: none"> <li>•Safe Halloween</li> <li>•Anton's Coats for Kids Collection*</li> </ul>	<ul style="list-style-type: none"> <li>•Fun Run*</li> <li>•Parent/Guardian Fundraiser</li> <li>•Art Fundraiser*</li> <li>•Trahan Scholastic Book Fair</li> <li>•Heath Brook Scholastic Book Fair</li> </ul>
November		<ul style="list-style-type: none"> <li>•Treats for Troops/Veteran's Day*</li> <li>•Anton's Coats for Kids Collection*</li> <li>•Tewksbury Public Library Festival of Trees*</li> </ul>	
December	<ul style="list-style-type: none"> <li>•Holiday Event*</li> </ul>	<ul style="list-style-type: none"> <li>•Holiday Giving Tree*</li> <li>•Anton's Coats for Kids Collection*</li> <li>•Beautification of Schools*</li> </ul>	<ul style="list-style-type: none"> <li>•Spirit Wear*</li> <li>•Helpsy*</li> <li>•Dine Outs*</li> <li>•Shoparoo/Amazon Smile/Box Tops*</li> </ul>
Ongoing		<p>Enrichment*</p>	

\*Events are happening at both the Heath Brook and Trahan Schools

# Old Business

# INTER-OFFICE MEMORANDUM

## ATHLETIC DEPARTMENT

TO: CHRISTOPHER MALONE  
SUPERINTENDENT OF SCHOOLS

FROM: RON DROUIN

DATE: JUNE 6, 2019 (Revised 6.14.19)

SUBJECT: I. A. OUT OF STATE TRAVEL REQUEST

SPORT	LOCATION/PURPOSE	DATES
Golf	N.H. Golf Courses/League	Sept./Oct. 2019
Wrestling	N. E. Tournament – TBA	March, 2020
B/G Indoor Track	Rhode Island Classic, Prov. RI	December 27&28, 2019
B/G Indoor Track	Armory Hispanic Games, NY	January 4 <sup>th</sup> or 5 <sup>th</sup> , 2020
B/G Indoor Track	Dartmouth Relays, Hanover, NH	January 11-13, 2020
B/G Indoor Track	East Coast Invite, Prov. RI	January 17-19, 2020
B/G Indoor Track	New Balance Games, NY	January 17-18, 2020
B/G Indoor Track	Virginia Showcase, VA	January 17-18, 2020
B/G Indoor Track	Dr. Sander Columbia Challenge, Armory, NY	January 24-25, 2020
B/G Indoor Track	Ocean Breeze Invite, NY	January 25-26, 2020
B/G Indoor Track	NYRR Millrose Games, Armory, NY	Feb. 8-9, 2020 Note: Date may change
B/G Spring Track	Nashua, NH One afternoon trip	April or May 2020 and Sat. of April school vacation
B/G Spring Track	Arcadia Invite, Pasadena CA	April 3-5, 2020
B/G Spring Track	Penn Relays, Philadelphia, PA	April 23-26, 2020
B/G Spring Track	Glen D. Loucks, White Plains, NY	May 8-10, 2010
B/G Spring Track	New England Championship, Location TBD	TBD
Ice Hockey	Portland, ME Invitational Tournament	December, 2019

RD:njo

R:\DROUIN\IOM\out of state travel request 6.14.19 revised

# New Business



June 13, 2019

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

Dear Mr. Malone:

I am writing to request permission to attend our annual Massachusetts Association of Student Councils (MASC) trip to Hyannis, Massachusetts in the spring of 2020. This event will take place at the Resort and Conference Center at Hyannis, where we will be staying. I will be attending the conference as a chaperone. The trip will take place from March 4<sup>th</sup> –6<sup>th</sup>. We will be leaving the high school via a shared coach bus on Wednesday, March 4<sup>th</sup> at approximately 9:00 am and will be returning on Friday, March 6<sup>th</sup> at approximately 1:00 pm.

The following people will serve as secondary trip advisors and since they are all teachers, they have been CORI checked by their respective school systems. These educators are also the adults that are on the shared coach bus with us.

Neil Donohue – Dracut High School  
Tom Thornton – Lowell High School  
Connor Meehan – North Andover High School

It has been a long-standing tradition that these teachers and districts have joined us in this cooperative venture. Sharing resources allows all four high schools additional student supervision, adult access, greater familiarity with chaperones and more affordable and appropriate transportation for extended travel. The students will be closely monitored, having specific check-in times each day and evening. I will also have the students' specific information on the workshops they will be attending and let them know where I will be at all times in case they need me. The conference will consist of motivational speakers, small and large group workshops, MASC executive board elections, an awards ceremony, the annual state banquet, as well as mandatory advisor meetings.

We look forward to attending and bringing back fresh, new ideas that will benefit our council here at Tewksbury Memorial High School.

Thank you for your continued support of the Student Council program at Tewksbury Memorial High School. If there are any further questions, please feel free to call me at [REDACTED].

Thank you for your time and cooperation in this matter,

A handwritten signature in cursive script that reads 'Debra Glass'.

Debra Glass  
TMHS Student Council Advisor