

TEWKSBURY PUBLIC SCHOOLS

School Committee Meeting

Remote Meeting *via* WebEx

Regular (Remote) Meeting #5

Wednesday, November 18, 2020 - 6:00 PM

1. **REGULAR SCHOOL COMMITTEE MEETING** (Public Session) - 5:30 PM
2. **EXECUTIVE SESSION** (Non-Public Session) - 5:30 PM
3. **ADJOURN EXECUTIVE SESSION & RECONVENE REGULAR MEETING** - 6:00 pm
4. **ANNOUNCEMENT**
The November 18, 2020 School Committee meeting will be televised and recorded. This is a Virtual Meeting *via* WebEx. Due to the recent Open Meeting Law policy set forth by the Governor during the current State of Emergency the meeting will be held as a virtual meeting. To participate, call in 781-565-8134, and view live through televised cable channels, Comcast Channel 22 and Verizon Channel 34 or YouTube.com/TewksburyTV.
5. **RECOGNITION**
None
6. **STUDENT REPRESENTATIVE REPORT**
Notes from Tewksbury Memorial High School: Jack Stadtman, Student Council Rep to the School Committee
7. **PRESENTATIONS**
None
8. **CITIZEN'S FORUM** (*Citizens are asked to limit comments related to items on the agenda to three (3) minutes or ten (10) if spokesperson is representing a group concern.*)
9. **APPROVAL OF MINUTES**
 - a. October 14, 2020 Regular Meeting (File)
10. **SUBMISSION AND PAYMENT OF BILL**
 - a. Payroll Period Ending October 15, 2020 (\$1,366,185.08) (File)
 - b. Payroll Period Ending October 29, 2020 (\$1,367,909.44) (File)
 - c. Payroll Period Ending November 12, 2020 (\$1,450,300.61) (File)
11. **SUPERINTENDENT & STAFF REPORT**
12. **CONSENT AGENDA** (*itemized on page 3*)
13. **COMMITTEE REPORTS**
Elementary School Building Committee
Tewksbury Education Foundation
Tewksbury SEPAC
Wellness Advisory Committee

SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairperson, ksullivan@tewksbury.k12.ma.us

James A. Cutelis, Vice-Chairman, jcutelis@tewksbury.k12.ma.us ~ Shannon M. Demos, Clerk, sdemos@tewksbury.k12.ma.us

John R. Stadtman, Member, jstadtman@tewksbury.k12.ma.us ~ Scott D. Wilson, Member, swilson@tewksbury.k12.ma.us

Superintendent of Schools Christopher J. Malone, cmalone@tewksbury.k12.ma.us

14. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy Recommended for Revision to TPS Policy on Informational Reading (File)
IHBG -Homeschool Policy

15. OLD BUSINESS

- a. TPS Professional Development November 3, 2020 (File)

16. NEW BUSINESS

- a. 20-21 MCAS Update (File)

17. SCHOOL COMMITTEE MATTERS OF INTEREST

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

December 9, 2020; January 13, 2021 (Budget Workshop/Regular Meeting)

19. FUTURE AGENDA ITEMS

20. ADJOURNMENT

CONSENT AGENDA

Correspondence

- a. 2020-2021 Updated School Closure Announcements (File)
- b. Middlesex District Attorney - Back to School Letter, Resources & Upcoming Programs (File)

Enrollment Update

None

PERSONNEL ITEMS

Co-Curricular Appendix B 2020-2021

John Wynn Middle School - Sara Chella, Team Leader 7A

Athletics Appendix B 2020-2021

None

New Hires: **Michelle Blaikie**, Classroom Aide, John Wynn Middle School, effective November 6, 2020; **Andrew McGinness**, Classroom Instructional Aide, Tewksbury Memorial High School, effective October 27, 2020; **Rose Poggio**, Elementary Music Teacher at the Dewing School and the Trahan School, effective November 2, 2020; **Timothy Silva-Couture**, Building Custodian, Dewing Elementary School, effective October 19, 2020; **Christina Sciucco**, 1-Yr Elementary Kindergarten Teacher, Dewing Elementary School, effective November 23, 2020 through the last day of the 20/21 school year; **Lisa Broderick**, 1-year long-term Building-Based Teacher substitute at the Heath Brook School, effective November 23, 2020 through the last day of the 20/21 school year; **Tyler Perry**, District-wide IT Support Technician, effective December 1, 2020.

Reappointments: None

Transfer: None

Retirements/Resignations/Terminations: **Susan Spollen**, Grade 6 Computer Teacher at the Ryan Elementary School, effective August 4, 2021; **Meghan Ferris**, Elementary Music Teacher at the Dewing School and Trahan School, effective October 22, 2020; **Thomas Benjamin**, district-wide Behavior Specialist, effective November 25, 2020; **Nancy Kalajian**, Reading Specialist, Dewing Elementary School, effective December 11, 2020

Acceptance of Donations/Gifts: None

Fundraisers/Raffles: Dewing/North Street PAC Gift Card fundraiser, November 2020 through December 2020; Dewing/North Street PAC Penguin Holiday Shop November 19, 2020 through December 4, 2020; Ryan PAC fundraiser selling Ryan School (Bulldog) and Tewksbury "T" gear, November 2020 through May 2021

Executive Session

TEWKSBURY PUBLIC SCHOOLS
School Committee Meeting

Wednesday, November 18, 2020 - 5:30 PM
Executive Session #5 - Non-Public Session
Remote via GoToMeeting

- 1. CALL TO ORDER (5:30PM)**
- 2. EXECUTIVE SESSION - Non-Public Session**
To discuss strategy with respect to collective bargaining with employee groups and/or personnel matters. The School Committee will reconvene the School Committee meeting in Open Session following the Executive Session.
- 3. ADJOURN the EXECUTIVE SESSION and RECONVENE SCHOOL COMMITTEE MEETING**

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **10/15/2020**

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 **\$1,366,185.08**

GRANTS

\$22,776.55	2019-2020 Special Ed 240 Grant
\$11,563.96	2019-2020 Title I Grant
\$2,287.60	2019-2020 Title II Grant
	2019-2020 Title IV Grant
\$4,957.57	2019-2020 21st Century Grant
	2019-2020 Innovation Pathways Grant

REVOLVING ACCOUNTS

\$3,000.77	2020-2021 Community Services
\$1,972.50	2020-2021 Community Services Preschool Program
\$333.41	2020-2021 Adult Education Program
\$21,723.55	2020-2021 Lunch Program
\$868.29	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 WMS Athletic Intramural
	2020-2021 NPEN

\$72,187.33 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,293,997.75	2020-2021 School Department Account
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\$1,293,997.75 SUB TOTAL - LEA FUNDS

\$1,366,185.08 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **10/29/2020**

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 **\$1,367,909.44**

GRANTS

\$26,023.24	2019-2020 Special Ed 240 Grant
\$14,702.84	2019-2020 Title I Grant
\$3,529.44	2019-2020 Title II Grant
	2019-2020 Title IV Grant
\$303.03	2019-2020 Early Childhood Grant
\$1,657.53	2019-2020 21st Century Grant
	2019-2020 Innovation Pathways Grant

REVOLVING ACCOUNTS

\$3,045.77	2020-2021 Community Services
\$1,639.85	2020-2021 Community Services Preschool Program
\$338.41	2020-2021 Adult Education Program
\$21,436.06	2020-2021 Lunch Program
\$831.11	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 WMS Athletic Intramural
	2020-2021 NPEN

\$76,210.41 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,291,699.03	2020-2021 School Department Account
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\$1,291,699.03 SUB TOTAL - LEA FUNDS

\$1,367,909.44 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date 11/12/2020

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 **\$1,450,300.61**

GRANTS

\$26,889.26	2019-2020 Special Ed 240 Grant
\$12,033.40	2019-2020 Title I Grant
	2019-2020 Title II Grant
	2019-2020 Title IV Grant
	2019-2020 Early Childhood Grant
\$1,253.50	2019-2020 21st Century Grant
	2019-2020 Innovation Pathways Grant

REVOLVING ACCOUNTS

\$4,115.77	2020-2021 Community Services
\$1,902.94	2020-2021 Community Services Preschool Program
\$428.41	2020-2021 Adult Education Program
\$21,389.25	2020-2021 Lunch Program
\$657.59	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 WMS Athletic Intramural
	2020-2021 NPEN

\$71,373.25 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,378,927.36	2020-2021 School Department Account
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\$1,378,927.36 SUB TOTAL - LEA FUNDS

\$1,450,300.61 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda



Tewksbury Public Schools
Tewksbury, Massachusetts 01876

To: Parents/Guardians
From: Mr. Chris Malone, Superintendent of Schools
Re: School Closure, Cancellation, Delayed Opening, and Early Dismissal Procedures

SCHOOL CLOSURE

NEW: In the event of school closure due to inclement weather (or other), a full remote learning day for all students may be implemented as determined at the District Level. Students would follow their regular daily schedule remotely.

"SCHOOL BUILDINGS CLOSED" or "NO SCHOOL" announcements will be broadcasted on television stations (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system, and *Twitter@tpsdistrict*.

DELAYED OPENING

In order to conserve on the use of "NO SCHOOL" days, we have developed an alternate plan to delay the start of school by 2 hours on mornings when it appears weather conditions will improve. Under this plan, the following schedule will be followed:

<u>SCHOOL</u>	<u>STARTING TIME</u>	<u>EARLIEST BUS PICK-UP STARTS AT*</u>
Tewksbury Memorial High School	9:30 a.m.	8:35 a.m.
Wynn Middle School	9:40 a.m.	8:35 a.m.
Ryan Elementary School	10:15 a.m.	9:30 a.m.
Heath Brook / Trahan Schools	10:45 a.m.	10:05 a.m.
Dewing / North Street Schools	10:45 a.m.	10:05 a.m.

BUS pick-up should be 2 hours later than normal pick-up.

All schools will be dismissed at their regular times.

Preschool Programs and Community Services Preschool Delayed Opening - Please contact your child's school or visit their website: **Dewing** www.tewksbury.k12.ma.us/dewing **Heath Brook** www.tewksbury.k12.ma.us/heath-brook
Community Services www.tewksbury.k12.ma.us/departments-programs/community-services/

AlphaBEST Extended Day Program: Delay Schedule - Visit AlphaBEST <http://www.alphabest.org/tewksburyma/>

Delayed Openings will be announced on television stations normally used for "NO SCHOOL" announcements (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system and *Twitter@tpsdistrict*.

EARLY DISMISSAL: *Early dismissals are highly unusual.*

In the event we must dismiss schools early due to inclement weather or other conditions, an announcement will be made on television stations (Channels 4, 5, 7, 25 and NECN), on One Call Now, our telephone notification system, and *Twitter@tpsdistrict*. System-wide early dismissal will be in the following order: High School, Wynn, Ryan, Heath Brook/Trahan, and Dewing/North Street Schools. Hopefully, we can avoid some school cancellations during the winter by use of this plan. Your cooperation is appreciated.

INCLEMENT WEATHER RELEASE

It is HIGHLY UNLIKELY that Tewksbury Public Schools will execute an unplanned early dismissal due to weather conditions. However, on occasion, if unexpected weather and/or traffic conditions warrant, we may execute an **Inclement Weather Release**. Under an **Inclement Weather Release**, the two earliest releasing schools, Tewksbury Memorial High School and John Wynn Middle School will be released 20 minutes early. Subsequently, the Ryan School would release 10 minutes early. The purpose of this plan is to allow school buses and vans more time to complete their drop off routes (under these slower conditions) and arrive at their next school(s) on time for dismissal. **Note, there would be no change in dismissal time at our K-4 elementary schools.**

Under an **Inclement Weather Release** the schools would follow this dismissal schedule:

TMHS – 1:30 (normally 1:50) **Wynn Middle – 1:40** (normally 2:00) **Ryan School – 2:25** (normally 2:35)

ONE CALL NOW ALERT

Our emergency alert system will notify parents of cancellation or delayed opening. A telephone call will be initiated to individual homes generally at 5:45 a.m. Calls to the entire District are usually completed within 45 minutes. **Families who have opted IN for One Call Now text messages will also receive a text notification of cancellations, early dismissals or delays.**

Aug 26 - 27	Professional Development - Non-Student Days	Jan 18	No School – Martin Luther King, Jr. Day
Aug 31 - Sep 15	Professional Development - Non-Student Days	Feb 12	Early Release*
Sep 4	No School - Non-Teacher / Non-Student Day	Feb 15-19	No School – February Recess
Sep 7	Holiday – Labor Day	Mar 10	No School – Professional Development Day
Oct 7	Teacher Workshop – Early Release for Students*	Mar 24	Teacher Workshop – Early Release for Students*
Oct 12	No School – Columbus Day	Apr 2	No School – Good Friday
Nov 3	No School – Professional Development Day	Apr 16	Early Release*
Nov 11	No School – Observance of Veterans Day	Apr 19-23	No School – April Recess
Nov 25	Early Release*	May 19	Teacher Workshop – Early Release for Students*
Nov 26-27	No School – Thanksgiving Recess	May 28	Early Release*
Dec 23	Teacher Workshop – Early Release for Students*	May 31	No School – Memorial Day
Dec 24-Jan 1	No School – December Recess	Jun 11	TMHS Graduation
Jan 4	School Reopens	Jun 23	Last Day of School – Early Release**

** (Includes 5 Snow/Emergency Days)

*** We will follow an early-release day schedule on:**

October 7nd, November 25th, December 23rd, February 12th, March 24th, April 16th, May 19th, May 28th, and June 23rd

UPDATED SCHOOL CLOSURE ANNOUNCEMENTS

NEW: In the event of school closure due to inclement weather (or other), a full remote learning day for all students may be implemented as determined at the District Level. Students would follow their regular daily schedule remotely.

Announcements relative to closing school buildings for inclement weather or a typical No School day 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 "school closure" 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.

Preschool Programs and Community Services Preschool Delay and No School Schedule –

Please contact your child's school or visit their website.

www.tewksbury.k12.ma.us/dewing www.tewksbury.k12.ma.us/heath-brook
www.tewksbury.k12.ma.us/departments-programs/community-services

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	7:40 am – 10:50 am
Ryan School	8:15 am – 11:25 am
Elementary Schools	8:45 am – 12:10 pm

OPEN HOUSE SCHEDULE

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	<u>Grades 5 & 6</u>	<u>Grades 7 & 8</u>	<u>Grades 9-12</u>
October 8	October 5	September 29	September 30	October 1

PARENT/TEACHER CONFERENCES

<u>ELEMENTARY</u>	<u>ELEMENTARY</u>	<u>RYAN SCHOOL</u>	<u>MIDDLE SCHOOL</u>	<u>HIGH SCHOOL</u>
<u>Preschool – Grade 2</u>	<u>Grades 3 & 4</u>	<u>November 17</u>	<u>November 5</u>	<u>November 19</u>
November 12	November 16	March 23	March 4	March 25
April 6	April 8			

Parents are urged to make appointments 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



The Commonwealth of Massachusetts

MIDDLESEX DISTRICT ATTORNEY

15 COMMONWEALTH AVENUE WOBURN, MA 01801

WWW.MIDDLESEXDA.COM



MARIAN T. RYAN
DISTRICT ATTORNEY

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

October 7, 2020

EXECUTIVE

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

TRIAL TEAMS

- CAMBRIDGE REGION SUPERIOR COURT
- FRAMINGHAM REGION SUPERIOR COURT
- LOWELL REGION SUPERIOR COURT
- MALDEN REGION SUPERIOR COURT

SPECIALTY UNITS

- APPEALS & TRAINING
- CHILD PROTECTION
- ELDER/DISABLED PROTECTION
- HOMICIDE & UNSOLVED
- SPECIAL INVESTIGATIONS

REGIONAL OFFICES

- WOBURN
- FRAMINGHAM
- LOWELL

DISTRICT COURT OFFICES

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

Dear Parent/Guardian,

Every year the beginning of school marks an important milestone for families as children are welcomed back to the place where they will learn, grow and thrive. The past several months have brought much uncertainty but the commitment to protecting the health and safety of our children has remained steadfast. Although school is structured differently this year, it continues to be a central part of our children's development and success.


These unprecedented times have been challenging but they have also shown us the power of unity, people coming together to support one another. As we grapple with the COVID-19 pandemic and the inequalities that still exist within our nation, we must work together to foster communities that are safer and more just for all. Middlesex County is enriched by the diverse voices and plethora of cultures represented in our cities and towns. We have an ongoing responsibility to ensure our children are able to learn and grow in environments that celebrate their unique identities and experiences.

My Office is dedicated to protecting and enhancing public safety. We recognize that safety goes beyond the physical and are focused on the ways social, emotional and mental health equally impact our well-being. The partnerships that we maintain and continue to build with our schools, our police departments and other community stakeholders are vital to addressing health and safety in a holistic way. Through these invaluable collaborative efforts, we strive to help our young people increase their knowledge, build resilience and make the best choices for their futures.

We hope to work with you to engage and empower our children to confidently navigate their adolescent years and any ongoing challenges they may face. We will continue to work with your school to be a resource for you during this time and throughout the year. For helpful resources for your family, including information on internet safety, mental health and COVID-19 related support, please visit our website at middlesexda.com.

It is my hope that together, we support our children in reaching their full potential. Have a safe and healthy school year!

Sincerely,


Marian T. Ryan
District Attorney
Middlesex County



TRUANCY AND ATTENDANCE

Information FOR PARENTS AND GUARDIANS

One of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Tardiness and truancy are the first indicators that a student may be experiencing stress or other difficulties in his or her life. Massachusetts laws pertaining to attendance are designed to protect children and ensure that they are safe and productive.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

School Attendance

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Supervisor of Attendance

Chapter 76, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

CRA (Child Requiring Assistance) Application

Under Chapter 119 of the Acts of 2012, Governor Patrick signed an amendment into law that changes Children in Need of Services ("CHINS") to Families and Children Engaged in Services ("FACES"). This modification impacts schools with regard to the filing of FACES applications. A "CRA" (Child Requiring Assistance) application may be filed in court by a school district if a school-aged child who is "habitually truant," that is, who willfully fails to attend school for more than eight school days in a quarter, or who repeatedly fails to obey the lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Children and Families.

51A

A 51A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

To: Christopher Malone
From: John Weir
Re: Appendix B Positions
Date: 11/12/2020

John W. Wynn Middle School
Appendix B Positions
2020- 2021

I recommend the following people for Team Leader positions:

Sara Chella--Team Leader 7A
Cathy Bilodeau - Team 7B
Fran Rouff - Team 7C
Carol Navetta - Team 8A
Christopher Gagnon – Team 8B
Kate Deveau - Team 8C
Holly Germain - Specialist Team

I recommend the following people for PLC positions:

Carol Navetta--Science
Cathy Bilodeau--Math
Kim Johnston—English
Christopher Gagnon—Social Studies
Catherine Himmel--Specialists

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

Joshua Bilodeau--Student Council
Lauren Nastari—Detention Supervisor
Dan Shao--Math League Advisor Gr. 8
Natasha MacFarlane--Math League Advisor Gr. 7
Jon DiPrima – Drama Coach Gr. 7 & 8
TBD--Assistant Drama Coach
Jaclyn Murphy—Newspaper Adviser
Jaime Noberini/ Jodi Sponzo– Yearbook Advisors (Split Stipend)
TBD--Literary Magazine
Tim Olevsky-Band Director
Tom Morrill-Intramural Director
Elaine Sinclair--Case Manager
Eric Donaldson--Art Show

Gift Card fundraiser

SC

Request for Fundraising

Date: 10/20/20

File: JJE-E

1. Name of Organization Dewey/North St. PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary
Gift Card fundraiser - parents will purchase gift cards from
a list of vendors - will have option to ship to their house
3. School location and facilities desired (cafeteria, cafeteria, classroom, gymnasium) all

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.)
Ongoing PAC events
5. Proposed dates of fund raising activity From Nov/2020 To Dec/2020
6. Describe student involvement in the fund raising activity. Student will bring home
an order form.
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 Tracy Terra

Address 133 North St Taunton, MA

Telephone No. [REDACTED] Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 10/23/20

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 —

Holiday Shop
Dewins School
North St School

File: JJE-E - REQUEST FOR FUNDRAISING

Date: 10/30/20

1. Name of Organization Dewing/North St PAC
2. Describe in detail the method of the fundraising activity. Attach additional information necessary. Penguin Holiday Shop/online
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.)

Ongoing PAC events

5. Proposed dates of fund raising activity From Nov 19 To Dec 4

6. Describe student involvement in the fund raising activity.

Students will shop an online store (penguin patch) for holiday gifts for their family. Normally held in school is the more of a service project than fundraiser. we earn 100% of sales.

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 Tracy Torga

Address [REDACTED]

Telephone No. () [REDACTED] Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 11/4/20

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

11/19/20

[Signature] Tom Gurnish

Request for Fundraising

File: JJE-E

Date: 10/20/20

1. Name of Organization Ryan PAC

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

Selling Tawbury gear "T" (not redman) & Building Ryan Care.

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.)

Ongoing PAC Activities

5. Proposed dates of fund raising activity From Nov/2020 To May/2021

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

to their family & friends

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 Tracy Torra

Address 135 Pleasant St

Telephone No. () Signature of Applicant [Signature]

(To be completed by the School Principal)

Date 10-30-20

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 Jud McElaney Date 10-30-20

Policy

File: IHBG - HOME SCHOOLING

The Massachusetts General Law requires the Tewksbury School Committee to determine that a Home Schooling program meets with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent/guardian ~~or guardian of a~~ **residing in Tewksbury with a verified** student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from a public school, **or if already enrolled in Tewksbury P**ublic **S**chools:

The parent/guardian must submit written notification **to the Superintendent's Office with a proposed home-based** ~~of establishment of the home-based~~ **educational** program to the **Superintendent, designee, or** appropriate administrator ~~14 days~~ before the program is established, and **must** resubmit notification **and a new proposal on** an annual basis, as long as the child or children are being educated in a home-based environment **in Tewksbury**.

The parent/guardian must certify in writing, on a form provided by the district, the name, age, place of residence, and number of hours of attendance of each child in the program.

The parent/guardian shall **communicate or** meet with the **Superintendent and/or designee(s), which may include, the** Assistant Superintendent, **Director of Student & Family Support,** and/or the building Principal to review the **necessary requirements of the proposed** program.

The ~~s~~Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the ~~s~~Superintendent, **designee,** or Tewksbury School Committee in deciding whether or not to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parent/guardians to teach the children,
3. The **specific programs,** textbooks, workbooks, **online resources,** and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parent/guardians.
4. **Mutually agreed upon progress monitoring and progress reporting, which may include** ~~P~~periodic standardized testing of the children, to ensure educational progress and the attainment of ~~minimum~~ **grade level Massachusetts State s**Standards.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

~~A student, with the approval of the Tewksbury School Committee, may be awarded a high school diploma if he or she has satisfied the Department of Education's competency requirements and has met the district's educational standards for graduation.~~

Revised: January 18, 1996

Reviewed and Adopted February 12, 2014

Revised:

LEGAL REFS.: M.G.L. [69:1D](#); [76:1](#), Care and Protection of Charles

Care and Protections of Charles - MASS. Supreme Judicial Court

399 Mass. 324 (1987)

Old Business

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan
Assistant Superintendent of Schools
Date: November 10, 2020
Re: **TPS Professional Development**

This is Information Only - No Vote Required

The following is the Tewksbury Public Schools' Professional Development & Workshop schedule for November 3, 2020.

November 3, 2020 Professional Development

School	Group	Title	Where	When	Hours	Aides Optional	Notes
Morning Session		See below	in the building	8:00 - 11:00	3	varies	
ALL K-12 (minus specific roles below)							
	ALL	Digital Assessments w/OTUS	Own School	8:00-11:00	3	no	with PLC
PK Dewing	ALL	Play & Curriculum Dev.	Dewing	8:00-11:00	3	yes	with PLC
K-5 (Math)	ALL	Tang Math & Assessment	Own School	8:00-11:00	3	yes	with PLC (You will need your own set of new math manipulatives)
ELE	ALL	ELE Programming and Student Supports w/ Translation Tools	TMHS	8:00-11:00	3	no	with PLC
Counselors (Guid, PSY, SAC, SW)	ALL	MPY: 2-Part Morning Series	Own School	8:00-11:00	3	no	See shared Doc for MPY links KBO sent
Case Managers, SLP, OT/PT	ALL	COVID-Rel. Sp. Ed. Issues	Own School	8:00-11:00	3	no	---
DLC & BCBA	ALL	Melmark Program Overview	Own School	8:00-11:00	3	no	w/Sp.Ed Admin.
Nurses	ALL	Poison Prevention Training	Own School	8:00-11:00	3	no	
TPS Aides	Optional	CASEL Equity and SEL	Own School	8:00 - 3:00	6	yes	Virtual (self-directed full 5-part series with culminating assignment)
LUNCH	ALL	---	---	11:00-12:00	1	---	---
Afternoon Session							
		See below	in the building	12:00 - 3:00	3	varies	
PK-12	ALL	Race & Diversity	Own School	12:00-3:00	3	no	with small PLC breakouts

New Business

Statewide Testing Schedule and Administration Deadlines

MCAS, MCAS Alternate Assessment, and ACCESS for ELLs


Update on MCAS Testing and Initial High School Testing Schedule for School Year 2020–2021

To: Superintendents, Charter School Leaders, and Assistant Superintendents

Copy: Principals and MCAS Test Coordinators

From: Michol Stapel, Associate Commissioner for Student Assessment

Date: September 29, 2020
Updated October 27, 2020

I am pleased to release the following information about MCAS testing for the coming year, along with an initial [testing schedule](#)  (updated October 27th, 2020) for high school MCAS tests. We acknowledge that we are releasing the testing schedule later than usual, and we appreciate your patience. We are currently planning for in-person MCAS testing this year.

More information about spring MCAS testing plans and ACCESS for ELLs testing will be provided under separate cover, but **please note that schools should plan for spring 2021 MCAS testing in grades 3–8 to occur as usual in April and May.**

COVID-19 Context

We are providing this initial schedule to help schools and districts plan, but we recognize that conditions may change because of the evolving nature of the COVID-19 pandemic. We will update our plans and schedules as needed.

As schools plan to administer statewide tests, administrators should follow [health and safety requirements](#), particularly around physical distancing.

In recognition of the fact that schools may not be able to test as many students as usual simultaneously, DESE will provide the following flexibilities:

- Longer testing windows so that districts have time to test students who may only be in school on certain days due to hybrid learning or other learning arrangements
- Suspending the requirement for concurrent testing on prescribed test dates for high schools

In addition, please note that Commissioner Riley has determined that for [MCAS performance appeals](#), he will approve all requests for a waiver of the three-test minimum

requirement for ELA and mathematics for students in the classes of 2021 and 2022. Students in these classes must have taken the ELA and mathematics tests at least **twice** instead.

High School ELA and Mathematics

As shown in the table below, DESE is planning to offer a different schedule than usual for ELA and Mathematics testing: In 2021, there will be administrations in **January and May**. The first administration is planned for January 2021 instead of the usual November timing, giving schools time to focus on instruction and adjust to new learning environments during the fall semester. Retesting for students in grades 11 and 12, as well as first-time testing for students in grade 10, will take place in May.

Type of Tests	Administration Mode	Test Administration Windows	Students Eligible to Participate
Legacy	Computer-based*	January 14–February 5	(Optional) Students in grades 11 and 12 and adults
Next-Gen	Computer-based*	May 18–27 (Projected. Depending on the public health situation, testing windows may be expanded.)	(Required) Students in grade 10 (Optional) Students in grades 11 and 12 and adults
Legacy	Paper-based	May 18–27 (Projected. See above.)	(Optional) Students in grades 11 and 12 and adults

* Paper-based tests available as an accommodation

Special January Administration of ELA and Mathematics

Since students in the class of 2022 (this year's juniors) did not have the opportunity to earn their Competency Determination (CD) in the last school year due to statewide school closures, DESE is making a January testing opportunity available. The tests administered in January will be legacy tests (see the section below titled ***Test Format and Standards Assessed*** for more information about legacy testing).

Student Eligibility

All students must be provided with the opportunity to earn their CD and qualify for the Adams and Koplik scholarships, and adults who have not earned their CD are encouraged to be permitted to return to school for testing (as noted in the table above). To the extent possible, schools should develop a plan that allows all eligible students to attend school in person for the purpose of taking scheduled tests. For the small number of students who are unable to attend in person (e.g., medical conditions or other unique circumstances), we will work with schools to find solutions on a case-by-case basis.

Specific Information/Policies for Grade 11 Students (Class of 2022)

- Students who do not participate in the January administration should plan to try to earn their CD in May. If a family elects not to participate in testing, DESE will provide schools with a non-participation letter (and translated versions) that can be sent home to parents/guardians to inform them of the child's options.
- Students will be provided with additional retest opportunities in their senior year.




Specific Information/Policy for Grade 10 Students (Class of 2023)

- Students in the class of 2023 will take the May administration of the next-generation tests.

Test Format and Standards Assessed


The January high school MCAS administration will be a computer-based version of the legacy tests in ELA and mathematics (students who need a paper-based version may receive one as an accommodation).

For ELA, the most significant difference between the legacy and next-generation tests is how writing is assessed. Students taking the legacy ELA test will be expected to write a composition (a literary analysis) by responding to a prompt based on a work of literature they have read in or out of class prior to taking the test. Schools should prepare students accordingly, since compositions that do not address the writing prompt or are not based on a work of literature will be considered non-scorable. Educators may wish to view previously administered [writing prompts](#), [scoring guides](#), and [sample student work](#) to help prepare students.

In order to help schools prepare students, DESE has released a list of standards that the January tests will assess in [ELA](#)  and [mathematics](#) . The next-generation tests in May will fully align to the 2017 standards in [ELA](#) and [mathematics](#) .

In the fall, schools will be asked to inform DESE if they need to do paper-based testing because of challenges related to technology constraints, a new COVID-19-related situation, or for other reasons (e.g., all students have a paper-based test accommodation). Schools are encouraged to consult with the [Office of Student Assessment Services](#) as needed.

High School Science and Technology/Engineering (STE)



Due to the COVID-19 school closures in spring 2020, the Board of Elementary and Secondary Education [voted](#)  that the STE component of the CD for students in the classes of 2020–2023 will be awarded upon demonstration of course credit in the relevant subject matter and competency in one of the four tested disciplines during their high school career. *(science)*

As a result, the **only** students eligible to participate in STE testing this school year are:

- Students in grade 9 (Students in the class of 2024 must take a high school STE test by the end of grade 10.)
- Adults in the class of 2019 or earlier

The Department will offer tests in February *retake* (biology only) and June *for grade 9* (all four subjects: biology, introductory physics, chemistry, and technology/engineering).

A **legacy, paper-based** biology test based on "[overlapping](#)" standards from both the 2006 and 2016 STE frameworks will be offered in February.

The Department is still making final determinations about whether to administer legacy or next-generation tests during the Biology and Introductory Physics testing windows that will be open in June; more information will be provided before January. Schools should be using the [2016 STE Framework](#)  to prepare students for the Biology and Introductory Physics tests. The Chemistry and Technology/Engineering tests will remain legacy, paper-based tests and will align only to the [2006 STE standards](#) .

The Department expects to offer the legacy, paper-based **Biology test between February 8 and 26, 2021**. The June STE schedule is still under development (again, with longer windows planned).

MCAS Alternate Assessment

The submission deadline for the MCAS Alternate Assessment (MCAS-Alt) will be April 1, 2021. More information will be communicated through the [MCAS-Alt newsletters](#).

Additional Guidance

As always, principals should be aware that [state and federal laws](#) require schools to make reasonable accommodations for the religious needs of students and employees in observance of holy days. Students who are absent from school may participate in a make-up session as soon after the regularly administered testing session as possible. Schools may contact DESE with questions.

Please contact the [Office of Student Assessment Services](#) with any questions regarding the 2021 MCAS testing schedule. Thank you.



Winter 2021 High School MCAS Schedule and MCAS-Alt Submission Schedule (updated October 27th, 2020)

Last Updated: October 27, 2020



Student Assessment Update

October 27, 2020

Contact Information

MCAS Service Center

Email: mcas@cognia.org

Phone: 800-737-5103

for logistical support, including tech support for PearsonAccess Next and TestNav

Schedule a Call with Technology Support Specialists

available November 2, 2020 – January 13, 2021

Student Assessment Services

Email: mcas@doe.mass.edu

Phone: 781-338-3625

for policy questions, including student participation

Latest Updates from Student Assessment Services

For All Schools

1. Winter 2021 Statewide Testing Schedule

We are pleased to release a detailed [MCAS testing schedule](#) for January–February 2021, including registration dates and administration deadlines, as well as the ACCESS for ELLs testing schedule and the submission deadline for the MCAS Alternate Assessment (MCAS-Alt). Districts and schools should review the schedule and contact mcas@doe.mass.edu with any concerns. The schedule for spring 2021 MCAS will be provided in a later update.

Clarification of Participation Requirements for High School Students

Students in the classes of 2021 and 2022 must pass the required MCAS tests in order to earn their Competency Determination (CD). Schools and districts are required to provide the January and May testing opportunities to all students in these two classes. However, individual students may choose whether to participate in either or both administrations. We strongly recommend that students take advantage of every opportunity presented to them.

2. Student Assessment Services Update Now Being Sent via MailChimp

We are now using MailChimp, a program that was adopted by other DESE units to design and email newsletters. Please note the new subscribe and unsubscribe links in the footer of this email, and contact mcas@doe.mass.edu with any questions or comments.

3. TestNav System Requirements

The TestNav system requirements have been updated for 2020–21 and are available on the [TestNav System Requirements page](#). Technology Coordinators are encouraged to review these updated requirements as well as the [TestNav System Requirement Policy](#). Updated TestNav applications became available on 6/29/2020. Schools and districts utilizing iOS devices should also refer to the [technical bulletin](#) regarding the TestNav app for iOS to aid in their preparations. No additional TestNav updates are expected before spring. Refer to this [technical bulletin](#) for more details. Additional information and best practices regarding preparing student devices while districts are engaging in remote learning will be forthcoming.



Winter/Early Spring 2021 Statewide Testing Schedule and Administration Deadlines

MCAS Tests, MCAS Alternate Assessment, and ACCESS for ELLs

Special January High School Administration Legacy, computer-based tests		
Students in grades 11 and 12 and adults are eligible to participate		
<i>Before Testing</i>	Complete the pre-administration Student Registration/ Personal Needs Profile (SR/PNP) process ^{1, 2}	November 9–23, 2020
	Extended pre-administration SR/PNP window for CBT	November 24, 2020–January 13, 2021
	Review Best Practices document , and based on guidance, conduct an Infrastructure Trial and download ProctorCache software (both suggested in certain circumstances)	November 16, 2020–January 6, 2021
	Receive test administration manuals, and PBT materials for accommodations	January 7
	Precache operational test content for January testing (optional; see recommendations on precaching)	
	Order additional manuals and PBT materials for accommodations, if necessary Report packing discrepancies for PBT shipments, if necessary	January 7–12
<i>Test Administration</i>	ELA and Mathematics test sessions	
	ELA Composition Sessions A and B ELA Reading Comprehension Sessions 1–3 Mathematics Sessions 1 and 2	January 14–February 5
	Last date for <i>all</i> make-up testing	February 5
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	
	Mark students' tests complete, if necessary	February 8, 3:00 p.m.
	Deadline to complete the PCPA For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline	February 9, 5:00 p.m. ³

2021 ACCESS for ELLs Test (Grades K–12) Computer-based administration for grades 1–12, with paper alternative for students with disabilities and newcomers (kindergarten test remains paper-based)		
<i>Before Testing</i>	WIDA AMS test setup	December 3, 2020–February 25, 2021
	Receive test materials (Note: Schools will not order materials.)	January 4, 2021
	Order additional materials, if necessary	January 4–February 19
<i>Test Administration</i>	ACCESS for ELLs test sessions	January 7–February 25
<i>After Testing</i>	Deadline to schedule UPS pickup	February 25
	Deadline for UPS pickup	February 26

¹ Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

² Schools must complete the SR/PNP by November 23 in order to receive an initial shipment of manuals as well as PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadline. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window, online at www.mcasservicecenter.com.

³ A UPS driver will automatically come to each school to pick up materials on February 9. However, schools are encouraged to return materials once testing has been completed in the school.

Winter/Early Spring 2021 Statewide Testing Schedule and Administration Deadlines *continued*

February 2021 High School MCAS Biology Test Paper-based administration		
Students in grade 9 and adults are eligible to participate		
<i>Before Testing</i>	Complete the pre-administration SR/PNP process ⁴	December 7–18, 2020
	Receive test materials	February 1, 2021
	Report packing discrepancies, if necessary	February 1–4
	Order additional materials, if necessary	
<i>Test Administration</i>	Biology Sessions 1 and 2	February 8–26
	Last date for regular make-up testing	February 26
<i>After Testing</i>	Deadline for updating SR/PNP information, if necessary	March 1, 3:00 p.m.
	Deadline to complete the PCPA	
	Pre-scheduled UPS pickup/pickup deadline	March 2, 5:00 p.m. ⁵

2021 MCAS Alternate Assessment (MCAS-Alt) (Grades 3–8 and high school)		
<i>Before Submission</i>	Order MCAS-Alt submission materials	January 4–15
	Receive submission materials (binders, etc.)	Week of February 22
	Complete PCPA (part 1)	Schools should complete these tasks as soon as materials are received, but have until March 24 to do so.
	Order additional materials, if necessary	
<i>Submission</i>	Deadline to complete the PCPA	Upon submission of the portfolios
	Deadline to schedule UPS pickup	March 31
	Deadline for UPS pickup	April 1

⁴ Adult/external diploma programs, test sites, DYS/SEIS, and other high schools with a special situation should contact the MCAS Service Center at 800-737-5103 to place an order for a total number of materials instead of using the SR/PNP process.

⁵ A UPS driver will automatically come to each school to pick up materials on March 2. However, schools are encouraged to return materials once testing has been completed in the school.



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

MEMORANDUM

To: Superintendents, Charter School Leaders, and Assistant Superintendents
Copy: Principals and MCAS Test Coordinators
From: Michol Stapel, Associate Commissioner for Student Assessment
Date: September 29, 2020
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