

# TEWKSBURY PUBLIC SCHOOLS

School Committee Meeting

Remote Meeting *via* WebEx

## Regular (Remote) Meeting #3

Wednesday, September 16, 2020 - 5:30 PM

***Revised***

**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 September 16, 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 978-771-0819, and view live through televised cable channels, Comcast Channel 22 and Verizon Channel 34 or YouTube

**5. RECOGNITION**

None

**6. STUDENT REPRESENTATIVE REPORT**

None

**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. August 5, 2020 Joint Workshop (File)
- b. August 6, 2020 Special Meeting (File)
- c. August 19, 2020 SC/Administrator Workshop (File)
- d. August 19, 2020 Regular Meeting (File)

**10. SUBMISSION AND PAYMENT OF BILL**

- a. Payroll Period Ending August 20, 2020 (\$1,136,519.52) (File)
- b. Payroll Period Ending September 3, 2020 (\$1,333,541.25) (File)

**11. SUPERINTENDENT & STAFF REPORT**

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

### SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairperson, [ksullivan@tewksbury.k12.ma.us](mailto:ksullivan@tewksbury.k12.ma.us)

James A. Cutelis, Vice-Chairman, [jcutelis@tewksbury.k12.ma.us](mailto:jcutelis@tewksbury.k12.ma.us) ~ Shannon M. Demos, Clerk, [sdemos@tewksbury.k12.ma.us](mailto:sdemos@tewksbury.k12.ma.us)

John R. Stadman, Member, [jstadman@tewksbury.k12.ma.us](mailto:jstadman@tewksbury.k12.ma.us) ~ Scott D. Wilson, Member, [swilson@tewksbury.k12.ma.us](mailto:swilson@tewksbury.k12.ma.us)

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

**13. COMMITTEE REPORTS**

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

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

None

**15. OLD BUSINESS**

- a. Opening Day 1 & 2 Agenda (File)
- b. TPS 10-Day COVID Reopening Training Days & Topics (File)
- c. 2021 John Wynn Middle School 8th Grade Washington, D.C. Overnight Field Trip Request (File)

**16. NEW BUSINESS**

- a. Remote Learning Academy Students: Participation in Athletics & Co-Curricular Activities
- b. Wynn PAC Snap! Raise Fundraising Event (File)
- c. Enrollment September 4, 2020 (File)

---

**17. SCHOOL COMMITTEE MATTERS OF INTEREST**

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

October 6, 2020 -Special Town Meeting (School Committee members will attend)  
School Committee Meetings: October 14, 2020; November 18, 2020; December 9, 2020

**19. FUTURE AGENDA ITEMS**

**20. ADJOURNMENT**

## **CONSENT AGENDA**

### **Correspondence**

- a. Initial Face Mask Protocol (File)

### **Enrollment Update**

See New Business

### **Personnel Items**

**New Hires:** Kelly Bruno, Classroom Instructional Aide/DLC, North Street School, effective August 26, 2020; Christina Caruso, Special Education Teacher, North Street School, effective August 26, 2020; Brian Dorsey, 1-year long-term substitute Grade 7 Math Teacher, John Wynn Middle School, effective August 26, 2020; Shannon Fleming, 1-year long-term substitute Health Teacher, John Wynn Middle School, effective September 11, 2020; Courtney Graffeo, 1-year long-term Building-based Substitute Teacher, John Ryan Elementary School, effective September 8, 2020; Patrick Lamarche, Senior Building Custodian, Tewksbury Memorial High School, effective August 13, 2020; Paige Marquis, District-wide BCBA, effective August 26, 2020; Taylor McNeil, 1-year long-term substitute Grade 4 Teacher, North Street School, effective August 26, 2020; Arianna Ruiz, Classroom Instructional Aide, North Street School, effective August 26, 2020; James Walsh, 1-year long-term Building-based Substitute Teacher, Tewksbury Memorial High School, effective September 14, 2020; Robert Phinney, Lead Night Building Custodian, Tewksbury Memorial High School, effective September 14, 2020

### **Reappointments**

---

### **Transfer**

**Retirements/Resignations/Terminations:** Conner Benoit, Classroom Instructional Aide at the John Wynn Middle School, effective August 19, 2020; Susan Fallon, part-time School Secretary at the Heath Brook School, effective August 28, 2020; Leslie Gravito, Classroom Instructional Aide at the John Ryan Elementary School, effective August 25, 2020; Scott Hynes, Classroom Instructional Aide at Tewksbury Memorial High School, effective September 4, 2020; Diane Luppi, part-time School Secretary at the Dewing Elementary School, effective September 15, 2020; Gregory Marshall, Classroom Instructional Aide at Tewksbury Memorial High School, effective September 4, 2020; Emma Panto, Classroom Instructional Aide at John Ryan Elementary School, effective August 25, 2020;

**Acceptance of Donations/Gifts:** None

**Fundraisers/Raffles:** None

# Executive Session

---

**TEWKSBURY PUBLIC SCHOOLS**  
**School Committee Meeting**

**Wednesday, September 16, 2020 - 5:30 PM**  
**Executive Session #3 - 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 following the Executive Session.
  - 3. ADJOURN the EXECUTIVE SESSION and RECONVENE SCHOOL COMMITTEE MEETING**
-

# Minutes

---

# Payroll

---

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **8/20/2020**

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 **\$1,136,519.52**

**GRANTS**

\$18,778.46	2019-2020	Special Ed 240 Grant
\$8,368.13	2019-2020	Title I Grant
	2019-2020	Title II Grant
\$2,483.02	2019-2020	Title IV Grant
\$239.87	2019-2020	Early Childhood Grant
\$9,302.76	2019-2020	21st Century Grant
\$1,200.00	2020-2021	Chapter 1 Grant

**REVOLVING ACCOUNTS**

\$3,135.77	2020-2021	Community Services
	2020-2021	Community Services Preschool Program
\$348.41	2020-2021	Adult Education Program
\$3,322.81	2020-2021	Lunch Program
	2020-2021	Facilities
	2020-2021	Recreation
	2020-2021	Parking Fees
\$3,098.92	2020-2021	Preschool
	2020-2021	WMS Athletic Intramural
	2020-2021	NPEN

**\$50,278.15 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$239,061.14	2020-2021	School Department Account
\$847,180.23	2019-2020	School Department Account

**\$1,086,241.37 SUB TOTAL - LEA FUNDS**

**\$1,136,519.52 TOTAL**



TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 9/3/2020

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 **\$1,333,541.25**

**GRANTS**

\$22,576.55	2019-2020 Special Ed 240 Grant
\$14,005.37	2019-2020 Title I Grant
\$2,026.16	2019-2020 Title II Grant
\$300.00	2019-2020 Title IV Grant
	2019-2020 Early Childhood Grant
\$275.00	2019-2020 21st Century Grant
	2020-2021 Chapter 1 Grant

**REVOLVING ACCOUNTS**

\$3,788.27	2020-2021 Community Services
	2020-2021 Community Services Preschool Program
\$420.91	2020-2021 Adult Education Program
\$17,465.05	2020-2021 Lunch Program
\$909.22	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

**\$64,469.66 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,269,071.59 2020-2021 School Department Account

**\$1,269,071.59 SUB TOTAL - LEA FUNDS**

**\$1,333,541.25 TOTAL**

Superintendent/  
Staff /School  
Committee  
Reports

---

# Consent Agenda

---

## INITIAL FACE MASK PROTOCOL

Tewksbury Public Schools (TPS) is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

All staff and students attending TPS shall be required to wear a mask (a) while attending school or a school function in any school building, facility or other area of a school campus, and (b) when riding in school-provided bus or van transportation. Masks can be disposable or reusable and will need to: fully cover the nose and mouth and secure under the chin, be made with at least 2 layers of breathable material, fit snugly but comfortably against the side of the face, and be secured with ties or ear loops. **Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and face covering containing valves, mesh material or holes of any kind will not be considered appropriate masks.**

**A student's mask is to be provided by the student's family.** This requirement and protocol applies to students waiting outside school buildings both before and after school, and to students waiting at bus stops.

Exceptions to this protocol under certain circumstances, (such as for students with medical requirements) must be approved by the building principal in consultation with the school nurse and/or local Board of Health. A written note from a physician is required for a requested exemption.

Additionally, face masks will not be required when appropriate social distancing is enforced:

- during supervised mask breaks
- during supervised snack or water breaks

### Social-Emotional Learning (SEL) Competencies that inform health & safety practices

**Self-management** - students independently wash hands, wear masks and adhere to social distancing practices. They advocate and ask questions. They adhere to policies to keep themselves safe and healthy.

**Relationship building** - students work with staff to understand health and safety policies of the school community.

**Self-awareness** - students understand that wearing masks and practicing social distancing help protect other members of the school community and their families

**Responsible decision-making** - students practice social distancing, wearing of masks and engaging in hand washing throughout the day and when prompted.

**Social awareness** - students are mindful of their spacing, interactions with peers and understand that adherence to health and safety protocols affect others in the educational community.

In the event that a student removes their mask or does not wear their mask without permission, we will follow our philosophy of restorative practices and supporting positive behavior. The process will be as follows:

- teacher gives verbal redirection
- teacher conferences with student and reviews the expectation and how refusing to comply causes harm to members of the community
- counselor, other support staff and/or principal or designee conferences with student

If a student continues to be in violation of this protocol, the building principal will consult with the parent/guardian to determine whether the student should be removed from in-person learning and be assigned to remote learning until such time as they can comply with the requirement or the requirement is lifted.

Visitors in violation of this protocol will be denied entry to the school/district facility.

This protocol will remain in place until further notice.

#### Resources:

Commonwealth of Massachusetts, COVID-19 Order No. 31

[https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download?\\_ga=2.238871232.1780049149.1599135814-902046501.1599135814](https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download?_ga=2.238871232.1780049149.1599135814-902046501.1599135814)

Center for Disease Control and Prevention — Considerations for Wearing Masks

<https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear-masks.html>

Massachusetts Department of Elementary and Secondary Education — Reopening Guidelines –

<http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts — Mask Up MA!

<https://www.mass.gov/news/mask-up-ma>

Masks Save Lives: Duke Study Confirms Which Ones Work Best

<https://hartfordhealthcare.org/about-us/news-press/news-detail?articleid=27691&publicId=395>

# Old Business

---



## 2020-2021 Staff Opening Day 1 & Day 2 Agenda

Time	Staff Day 1 Wednesday, 8/26/2020 (Google Meet)				
7:00 am Home School 7:00-8:00 Check-in & Attendance	<ul style="list-style-type: none"> <li>7:00-8:00 am All staff arrive at their Home School Building</li> <li>Individual NEW Staff Pictures for Aspen will be taken at the home school</li> </ul> <p><b>Mandatory:</b> TPS Staff that don't have a photo in Aspen, please see your principal. NEW Delta-T (Precision HR) Group members need a picture taken for name badges at home school office.</p>				
8:00-8:40 am ALL TPS Staff & Delta-T Group  Virtual Google Meet Live Stream @ Home School	<p><b>ALL: Attendance taken by Principal @ Home School</b>  <b>Room Assignments for Opening Day activities will be communicated through the Principal</b>  <b>Masks need to be worn at all times with 6' distancing.</b></p> <p><b>ALL Staff:</b> Welcome Remarks: Christopher Malone, Superintendent  <a href="#">(Click to view Live Stream of Opening Remarks)</a></p> <ul style="list-style-type: none"> <li>Recognition of SY 2020 Retirees</li> <li>Congratulations to Members Serving 20+ years</li> </ul>				
8:50-10:00 am	<p><b>ALL Staff:</b> Health &amp; Safety (H&amp;S) Procedures: District Lead Nurse Kelly Constantino (via Live Stream)</p> <ul style="list-style-type: none"> <li>(including Food Allergy &amp; Epi-Pen Training)</li> <li>Time for Q &amp; A back at Home School in the afternoon</li> </ul>				
10:15-11:00	ALL Staff: Title IX (via Live Stream)				
11:10 - 11:40	ALL Teachers & Aides: Special Education Training (via Live Stream)				
11:50 - 12:00	<p><b>ALL Teachers &amp; Aides</b> TPSCO Updates:</p> <ul style="list-style-type: none"> <li>TPS Comprehensive Reopening Plan</li> <li>Review of 10-Day Training Schedules</li> </ul>				
12:00 - 1:00 pm	1 Hour Lunch on Your Own (6' distancing at all times)				
1:00-3:00pm	<p><b>Building Based Faculty Meetings</b>  <i>COVID or Not Here We Come</i></p> <ul style="list-style-type: none"> <li>Q&amp;A w/ School Nurse as Needed</li> </ul>				
Time	Staff Day 2 Thursday, 8/27/2020				
8:00-3:00pm  <b>PLEASE SEE TIMES FOR YOUR ROLE AND GRADE LEVEL</b>  TPS Teaching Staff Required  * TPS Aides Optional  TBD: Delta-T Required Training	Grade/Group	Time	Content	Location	*TPS Aides Option
	ALL	8-11:00am	<b>Building-Based &amp; Beginning Year Logistics and Reminders:</b> <ul style="list-style-type: none"> <li>School-Based Communications</li> <li>Distance Sticks (6')</li> <li>Hallways</li> <li>Cafeteria and Public Spaces</li> <li>Bathrooms</li> <li>Office</li> <li>Fire Drills</li> <li>ALICE</li> <li>Schedules</li> </ul>	@ Home School	* YES
	ALL	11:00-12:00	Lunch on your own		
	12:00 - 3:00	12:00 - 3:00	Classroom Set-Up Time		
<b>Reminder: Mandated Policy &amp; Law Review is due Oct. 1st. <a href="#">(Click here).</a></b>					

## **TPS 10-Day COVID Reopening Training Days & Topics**

### **8:00-3:00**

#### **DAILY:**

**8:00-8:30 Staff Check In and Self-Care**

---

#### **At PLC or CPT:**

**Trauma-Sensitive Classrooms (see bottom of document):**

- Staff will be asked to complete all 6 modules (at the bottom of this document) by the end of day 10. They can complete the work during PLCs or CPT.
- 

**Day (1) 8/31 - Hybrid/Remote DESE Docs and Understanding: What does Remote Instruction Look Like?**

---

**Day (2) 9/1 - Remote Tools and Planning**

*[1:00-2:00 K-5 teachers: Greg Tang for 1 hour in the afternoon]  
[Envision Math for grades 6-12]*

---

**Day (3) 9/2 - Remote Tools and Virtual Engagement**

**\*\*\*K ONLY: Kindergarten Survey Analysis/Homeroom Development: 1-3\*\*\***

---

**Day (4) 9/3- Digital Assessment Tools**

**\*\*\*K ONLY: Kindergarten Survey Analysis/Homeroom Development: 1-3\*\*\***

---

**Day (5) 9/8 - Health/Safety and Logistics at the Buildings**

---

**Day (6) 9/9 - SEL: "The Brain on Relationships and Why SEL?"**

---



### **Day (7) 9/10- SEL - Relationship Building Staff & Students**

---

### **Day (8) 9/11- Building a Culture of Inclusion, Belonging, & Equity , So We Can Talk About Anti-Bias & Anti-Racism**

---

### **Day (9) 9/14 Classroom Connect: Teachers and Students**

---

### **Day (10) 9/15 Classroom Connect: Teachers and Students**

---

### **Trauma-Sensitive Classrooms:**

- Staff will be asked to complete all 6 modules by the end of day 10. They can complete the work during PLCs or CPT.

### **Back-To-School Blueprint (Rennie Center)**

This is a self-paced action guide that provides strategies, videos, and resources on a variety of topics to assist teachers in returning to the classroom. The guide is broken down into content areas, which are as follows:

1. [Helping students heal from trauma](#)
2. [Rebuilding Community](#)
3. [Accessing Grade-Level Content](#)
4. [Accessing Essential Services](#)
5. [Reengaging Students](#)
6. [Supporting Remote Learning](#)



[CASEL CARES : Building Resilience to Support Ourselves, Others, and Our Students](#)

[CASEL CARES: Strategies for Being Your Best Possible 'SELf' with Dr. Marc Brackett](#)



## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Christopher Malone  
Superintendent of Schools

**Date:** September 16, 2020

**Re:** 2021 Wynn Out-of-State Field Trip Request

---

---

### **This Requires A Roll Call Vote**

The following request for an out-of-state field trip is supported by Principal John Weir. It is my recommendation that the School Committee consider the request for the Wynn Middle School's annual 8th grade trip to Washington, D.C., May 26, 2021 - May 29, 2021.



**John S Weir, Principal**  
Telephone: (978) 640-7846  
Fax: (978) 640-7853  
[jweir@tewksbury.k12.ma.us](mailto:jweir@tewksbury.k12.ma.us)

**Andrew J Long, Assistant Principal**  
Telephone: (978) 640-7846  
Fax: (978) 640-7853  
[along@tewksbury.k12.ma.us](mailto:along@tewksbury.k12.ma.us)

To: Superintendent Malone

From: John Weir

Date: June 3, 2020

Re: Request for out of state field trip

This memo is in support of the attached request submitted by Mr. Michael Gillespie for the Wynn's annual 8th grade trip to Washington, D.C. This request includes the following:

- Mr. Gillespie's request letter
- An updated 2021 Cancellation Terms and Conditions from Your Tours
- COVID-19 and Your Tours Document (This document is an FYI and contains information as to how this company dealt with Spring of 2020 tours. The 2021 Cancellation Terms and Conditions document overrides the terms in this document).
- Proposed Itinerary

Mr. Gillespie is available to attend virtually at the School Committee meeting to discuss and answer questions and concerns regarding this trip. I support this trip as an enriching and educational experience for our students. Thank you for your consideration.

***TPS Mission Statement:***

***To educate and challenge all learners in the Tewksbury Public School Community while supporting their development as well prepared and productive members of a diverse global society.***

May 22, 2020

Dear Dr. Malone and members of the School Committee,

The Wynn Middle School is looking for approval for our 2021 8<sup>th</sup> grade trip to Washington, D.C. with the tour company *Tour DC with Us*. I know that this past year has been anything but normal and due to our current world situation we had to cancel the 2020 Washington, DC trip. I would still like to plan something for 2021 in the hope that we can get back to some sense of normalcy for next year. I feel that it would be in the best interest of the students and parents if we could plan something during this school year rather than waiting until the fall.

This year we are looking to go with a new company. Tour DC with Us was recommended to me by someone I have been working with and trust while running the Washington DC trip for the past 7 years. They are a small company who spent over 20 years working with these larger tour companies and then broke off to start their own company. They have run plenty of tours with groups our size and know all of the ins and outs of student travel in Washington DC.

Because they are a smaller company, they have included the price of trip insurance as part of their tour cost. I feel that under present circumstances, having the CFAR (Cancel For Any Reason) as part of the tour cost just makes sense. I have attached a document outlining their cancellation policy which has been amended to take into consideration extreme circumstances like we had this past year. I have also included some FAQ so you can see how they are handling the COVID-19 situation this year.

The date we would prefer for the 2021 tour is May 26 - May 29. Students would be leaving early in the morning of Wednesday the 26th, and we would return on Saturday May 29. 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 2021 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. The tour company does have a monthly payment option, allowing parents to make much smaller payments now rather than much larger payments in the fall of 2020. 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 Tour DC With Us so you can see all of the wonderful sights our students can experience. The itinerary matches what students have had in the past, so there would be nothing lost by changing tour companies. While students would miss some days of school, it is after testing has finished and is a nice way to wrap up the year for our 8th grade students. I feel the time spent out of the class is made up for the life experience they will have outside of class and is well worth it. Thanks in advance for your consideration.

Sincerely,  
Michael Gillespie  
Wynn Middle School



TourDCwithUS LLC  
938 E Swan Creek Rd  
Suite 358  
Fort Washington MD 20744

---

## **2021 Cancellation Terms and Conditions**

Our Terms and Conditions state that we do not provide refunds for individuals who cancel within 30 days of the start of the trip, as well as in cases of Force Majeure. (There is a sliding scale for refunds according to the number of days before the trip the cancellation is made.) As a result of the 2020 Covid-19 pandemic, we have made an amendment for our passengers and groups who travel with us regarding our refund policy.

All school groups that travel with us will be required to purchase a travel insurance policy that includes CFAR (Cancel For Any Reason) coverage. Rules and regulations for CFAR policies vary by state and will be explained in length to the Group Leader. Depending on the individual state rules, the policy will be purchased by TourDCwithUs (and thus included in the price of the trip), or purchased by the school, or purchased by individual families. **EVERY PARTICIPANT MUST BE COVERED BEFORE THE TRIP BEGINS, USUALLY WITHIN 7-14 DAYS FROM THE DATE THE FAMILIES PAY THEIR DEPOSITS TO TOURDCWITHUS.**

---

In most cases, CFAR policies will refund families 75% of what they paid towards the trip as of the date of cancellation. If any participant cancels the trip because of discipline, sickness, sports, lack of funding, or any other reason, we will support them through the refund process with the insurance to receive their 75% refund AND WE WILL REFUND 25% of what each family paid towards the trip, essentially closing the gap and providing each family with a 100% combined refund, **EVEN IF THE ENTIRE GROUP CANCELS** due to Force Majeure.

For an example, if a trip cost \$1000, and parents had paid the full price and the trip had to cancel, the CFAR policy would refund the families \$750, and TourDCwithUs would refund the families the remaining \$250.

---

Lorna Holland

Dante Zambrano Cassella

[www.TourDCwithUS.com](http://www.TourDCwithUS.com)

571-239-3889

[group tours@tourdcwithus.com](mailto:group tours@tourdcwithus.com)

# COVID-19 AND YOUR TOURS

TourDCwithUS LLC, a family based company in Washington, DC. is continuously monitoring the coronavirus with the support of our medical and risk management partners. We understand you have questions and feel frustrated about tour cancellations so we have created some Frequently Asked Questions to better help you stay informed.

## Will my tour or program be cancelled?

As of now, all of our schools that were scheduled to come in the spring of 2020 have decided to cancel following the guidelines of their districts. We understand that safety is the number one concern now. A few have decided to move their dates to the fall, some schools have simply postponed until the next Spring of 2021.

## Why can't I get a full cash refund?

- We do not keep your money. Group travel programs require a significant amount of upfront planning and financial investment to secure the best trip experiences for our travelers at the best price, and that's why we collect money far in advance. Our standard refund policy is based on the nature of our unrecoverable investment when a trip is cancelled.
- TourDCwithUS has strict refund policies under our Terms and Conditions. This is why we encourage all of our schools to sign up with our third party insurance: Insuremytrip.com with CFAR option (Cancel For Any Reason). Any schools that have declined insurance to keep the cost of the tour low has to comply with our refund policies.

## So I lost all my money?

No, we are working on refunding as much as we can. Even though we have strict refund policies, and are not liable, **we understand that this is an unprecedented event and we are all hurting, we are a family too.** We are working with Vendors and applying for Loans in order to **refund as much possible** to our school families. But we need time. We ourselves are in quarantine, working from home, we as many of you have lost all income, our tour industry has literally vanished. Please understand, we are working as fast as we are allowed to.

## Insurance?

TourDCwithUS LLC uses a third party insurance, Insuremytrip.com. It is an additional cost to the tour and it includes CFAR (Cancel for any reason) This is the best way to protect your trip in cases like the ones we are experiencing now. CFAR refunds 75% of any payments you have made to us. The majority of our schools have already begun their claims successfully.

## What about the insurance from WeTravel?

We only use WeTravel as our Credit Card and Payment processor. TourDCwithUS has nothing to do with the insurance they sell on their site or links. The insurance we offer through InsureMyTrip.com is a group insurance proposed to the school before we take any initial payment.

### **How can we reach you?**

We are a family business and even though we are taking a larger number of calls we are trying to be as available as possible. Feel free to email us or call us any time. Lorna Holland and Dante Zambrano 571.239.3889. Please leave a message if you can't reach us, we will call you back asap. Text us as well, if you can.

### **What will you be doing to keep students safe on tour?**

For programs in process and when our tours and events resume, we are working to refine some of our procedures to prevent the spread of germs and to be ready for any emergencies.

- We have implemented additional training for our staff to encourage best hygiene practices to prevent the virus.
- We've been in touch with motor coach and hotel partners, and they are educating their staff about additional cleaning to prevent the spread of germs. In addition, we have asked them to have extra supplies of hand sanitizer available for our travelers to use during their trip. We are following news closely from cities and other local officials about efforts to improve cleanliness in many of the destinations where we travel.
- We've revised our health and safety protocols, outlining how to immediately engage our resources if corona-virus is suspected.

### **Safe practices for Motor-Coach and Tour Guides:**

- **Bus company will clean, wipe every seat before meeting the Group**
- Bus company will make sure the drivers have not shown any symptoms of COVID-19 and appear in good health for at least two weeks before the tour
- Disinfectant wipes will be on the bus for group to use
- We will provide easy to carry small hand sanitizers to every single student

### **These are safe practices we are implementing on all of our Tours:**

- **Students will wipe their seats, surrounding areas, including their cellphones every single time we load the bus**
- We will avoid mixing with other groups while we are out at Monuments and Memorials
- While on tour students will always stay with their chaperones. This will help minimize student contact with other schools and strangers. It will also help chaperones monitor that best practices are in place

- **Please be aware of what you and your students are touching:** handrails, trays, exchanging money, souvenirs, etc. Always carry your hand sanitizer and wash your hands constantly

**These are a few of the guidelines we are implementing on all of our tours to make sure your students stay safe and healthy. We will still carry on with our normal Itinerary mixing fun and learning and making sure your kids have an unforgettable trip to Washington, D.C.**

#### **What can I do to stay healthy?**

To keep yourself and others safe and healthy:

- Comply with special instructions issued by local officials.
- Adhere to known, effective best practices to minimize your chance of catching respiratory infections:
  - Do not touch any part of your face without first washing your hands.
  - Avoid contact with persons who are already ill.
  - Avoid unnecessary touching of other persons (e.g. shaking hands in greeting) and limit touching publicly-shared surfaces where possible.
  - Wash your hands frequently with soap and water for at least 20 seconds.
  - Carry hand sanitizer (60-95% alcohol) and use it for situations where hand washing might not be possible.
  - When you cough or sneeze, cover your mouth with a tissue or in your elbow.

**Any Questions? Please email us at [grouptours@tourdcwithus.com](mailto:grouptours@tourdcwithus.com)**



TourDCwithUS LLC  
938 E Swan Creek Rd  
Suite 358  
Fort Washington MD 20744

---

## **Proposed Itinerary:**

### **DAY ONE:**





TourDCwithUS LLC  
938 E Swan Creek Rd  
Suite 358  
Fort Washington MD 20744

---

## Proposed Itinerary:

### DAY ONE:

Depart School at TBD  
Lunch: **\$15 cash Allotment** (reimbursement)  
Welcome to Washington, DC!  
Guided Sightseeing of Washington, D.C.  
Dinner/ Family style  
Guided Night Sightseeing Monuments and Memorials  
Hotel in Washington, D.C. area:  
Overnight Security

### DAY TWO:

Breakfast at Your Hotel  
Museum activity  
United States Holocaust Memorial Museum Permanent Exhibition  
Lunch: **\$15 cash Allotment**  
Dinner/ Family style  
Ghost Tour in Alexandria  
Overnight Security

### DAY THREE:

Breakfast at Your Hotel  
Mount Vernon Estate and Gardens  
**Note: Wreath laying at George Washington's grave site available.**  
Lunch: **\$15 cash Allotment**  
Arlington National Cemetery  
Wreath Laying Appointment at Arlington National Cemetery \*\*  
Photo Stop at United States Marine Corps War Memorial  
Dinner Cruise on the Potomac: Spirit Cruises  
Overnight Security

**Tour Cost:****\$900**

per paying traveler

Proposal Web Site: <https://www.tourdcwithus.com/tewksbury>

Easy payment plans available

Estimated # of passengers: 150-180

One free chaperone for every 7 students

**Your Tour Includes:**

- One DC Licensed Tour Guide per Bus
  - 3 Motor coaches with professional Drivers
  - 3 Night in safe quality hotel in Washington DC
  - Full Breakfasts
  - 4 Lunches \$15 Allotment (No vouchers on our Tours)
  - 3 Family style dinners
  - (One dinner on board the Spirit of Washington)
  - Entrances as listed on the itinerary
  - Snacks and water provided daily through out the tour
  - Overnight Security
  - Illness, Accident, and CFAR Coverage
  - 5 Star Service
- 

**Your Team:**

Mike Torres



Lorna Holland



Dante Zambrano

[www.TourDCwithUS.com](http://www.TourDCwithUS.com)

571-239-3889

[grouptours@tourdcwithus.com](mailto:grouptours@tourdcwithus.com)

# New Business

---

---

**Wynn PAC - Snap-Raise Fundraiser opportunity - SC agenda request**

1 message

**Wynn PAC** <wynnpac@gmail.com>

To: gjohnson@tewksbury.k12.ma.us

Cc: Wynn PAC &lt;wynnpac@gmail.com&gt;, John Weir &lt;jweir@tewksbury.k12.ma.us&gt;

Wed, Sep 9, 2020 at 8:51 PM

Good Evening Gail - Would you please have this shared with Mr. Malone and School committee members, as well placed on the next school committee agenda ?

Dear Mr. Malone and the Tewksbury School Committee members,

We would like your consideration with an opportunity for fundraising for the Wynn School. The Wynn PAC has been presented with an opportunity with the organization Snap-Raise.

This school year is very unique and fundraising opportunities are limited, we felt this would be a safe and successful way to raise funds virtually. We respectfully request this to be added to the next school committee agenda for review. Please allow us to recap some facts about Snap Raise for your consideration. (More detailed information can be found in the attachments shared.)

1. Snap Raise has worked with many different schools, athletics departments and other community venues.
2. The Snap Raise process was designed to work with the K-12 educational environment.
3. Snap Raise is safe. Eliminates door to door, eliminates in person sales and passing of products. Personal information is kept safe.
4. All processing solutions is in compliance with the state of Massachusetts regulations and policies.
5. The PAC would work with the school to determine how these funds could benefit the school / Staff needs.
6. Snap Raise is NOT crowd-funding. Group leaders, staff or students do not handle any of the money or account where deposited.
7. Snap raise assigns a campaign director for support. We the PAC would work directly with.
8. Many families in town are familiar with snap raise. If we identify up front what the funds will go towards, I think this will allow to be a successful fundraiser.

Please also take into consideration that due to the pandemic and circumstances that has funneled down; Our fundraising capabilities is extremely impacted.

Our goal as a PAC is to financially support the educational goals of the school the best we can. The PAC will strive to lessen the burden of public support by providing funds and support to all students at the Wynn Middle School. We are happy to attend the SC meeting in person if required to discuss further.

Thank you

*\*Without fundraising we cannot succeed.*

Thank you in advance for your consideration.

Christine Paquette Co-Chair  
Bridget Garabedian Co-Chair  
Deb Contardi Treasurer

This email is being sent to you from the the Wynn Middle School PAC. Your email will only be used for this purpose.  
If you know anyone who would like to be added, please forward this email to them and tell the them to email us with a request to be added.

If you would like to be removed from this email please let us know.

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					122	153										275
TRAHAN					116	129										245
DEWING	74	170	143	146												533
HEATH BROOK	27	103	114	112												356
RYAN							232	250								482
WYNN MIDDLE									264	255						519
HIGH SCHOOL (HS)											189	192	224	211	10	826
PreSchool @ HS	11															11
TOTALS	112	273	257	258	238	282	232	250	264	255	189	192	224	211	10	3247
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

Heath Brook			LF Dewing			LD Trahan			North Street			John F. Ryan			John Wynn Middle		
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	S. Paradis		KF	A. Cameron		3	S. Mulno		3	L. Carlino		5	R. Rogers		6	K. Anderson	
KF	E. Handsbee		KF	C. Basteri		3	S. Sadler		3	J. Simione		5	R. Alfow		6	R. Reading	
KF	K. Hynes		KF	H. Grace		3	A. Trevor		3	N. DeVincellis		5	B. Roberts		6	A. Johnson	
KF	K. Rodgers		KF	T. Molea		3	L. Hyland		3	M. Groux		5	M. Ellis		6	N. Zwitek	
KF	D. Greene		KF	A. Reardon		3	K. Valcourt		3	L. Descrochers		5	B. Tuccinardi		6	N. Amato	
KF	*A. Spatola		KF	A. McCarthy		3	J. Lane		3	M. McGrath		5	C. Cremin		6	J. Murphy	
			KF	S. Gillette		3	*L. Perelli		3	*K. Mahoney		5	K. Magsanili		6	C. Bilodeau	
K/1/2	*C. Griffin		K	*L. Spicer								5	L. Tierney		6	A. Nelson	
			K/1/2	*A. Palange								5	K. Briff		6	K. Romano	
1	A. Whynot		1	M. Herbert		4	S. Frost		4	S. Filberto		5	R. Shirkoff		6	R. Curley	
1	E. Niles		1	K. Carleton		4	J. Zaroulis		4	T. McHenry		5	J. Farham		6	C. Melly	
1	M. Engelsen		1	S. Doherty		4	C. Gagne		4	J. Sellessen		5	P. Shirkoff		6	G. Martel	
1	C. Ventura		1	L. Tramonte		4	V. O'Meara		4	M. Barbato							
1	J. Price		1	M. Hirtle		4	E. Fagan		4	K. Conrad							
1	B. Decarolis		1	K. Scialdone		4	L. Kelly		4	K. Russo		5/6	*S. Farrara				
1	*R. Langlais		1	L. Courmoyer		4	*J. Kelly		4	S. Hall		5/6	*J. Ryan				
			1	*M. Robinson					4	*D. Ruderman							
									DLC	*C. Strickler							
									DLC	*C. Caruso							
			K/1/2	*E. Fineran													
2	D. Bowden		2	J. Middleton													
2	S. Mulloy		2	S. Miranda													
2	D. Brewin		2	E. Daley													
2	J. Taggart		2	S. Wrobel													
2	T. Enos		2	J. Garvey													
2	K. Bancroft		2	C. Archibold													
2	*S. Walsh		2	M. Murray													
			2	*K. LaFlamme													
Heath Brook-PK			LF Dewing-PK														
CSPK	L. Ianacci		PK	G. Silvagni													
			PK	J. Covino													
			PK	P. Young													
			PK	J. Milligan													
			PK	J. Reyes													
			PK	M. Smith													
			PK	L. Costa													
			CSPK														

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