

TEWKSBURY PUBLIC SCHOOLS

School Committee Meeting
Tewksbury Memorial High School
Large Group Instruction Room #1 (LGI 1)
320 Pleasant Street, Tewksbury, Massachusetts

Regular Meeting (In-Person) #1

Wednesday, July 21, 2021 - 6:00 PM

1. REGULAR SCHOOL COMMITTEE MEETING - 6:00 PM

2. EXECUTIVE SESSION (File) (Non-Public Session) - 6:00 PM

3. RECONVENE REGULAR SCHOOL COMMITTEE MEETING (Public Session) - 6:30 PM

4. ANNOUNCEMENT

The July 21, 2021 Regular School Committee Meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube/TewksburyTV.com. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. At this time, I would ask if anyone is recording tonight's meeting to please identify himself/herself.

5. PLEDGE OF ALLEGIANCE

6. RECOGNITION

Elaine Walsh

7. STUDENT REPRESENTATIVE REPORT

None

8. PRESENTATION

Tewksbury Police Department, Eric Hanley, School Resource Office (SRO) - Therapy Dog Presentation

9. 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.*)

10. APPROVAL OF MINUTES

June 9, 2021, Regular Meeting (File)

11. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending June 10, 2021 (\$1,452,971.83) (File)

Payroll Period Ending June 24, 2021 (\$1,469,855.39) (File)

Lump Sum Payroll Period Ending June 17, 2021 (\$597,620.30) (File)

Payroll Period Ending July 7, 2021 (\$271,298.67) (File)

Payroll Period Ending July 8, 2021 (\$1,010,354.53) (File)

Superintendent of Schools Christopher J. Malone, cmalone@tewksbury.k12.ma.us
Assistant Superintendent, Brenda T. Regan, bregan@tewksbury.k12.ma.us

SCHOOL COMMITTEE MEMBERS

Keith M. Sullivan, Chairperson, ksullivan@tewksbury.k12.ma.us
Shannon M. Demos, Vice-Chair, sdemos@tewksbury.k12.ma.us ~ Bridget L. Garabedian, Clerk,
bgarabedian@tewksbury.k12.ma.us
Nicholas G. Parsons, Member, nparsons@tewksbury.k12.ma.us ~ John R. Stadtman, Member,
jstadtman@tewksbury.k12.ma.us

12. SUPERINTENDENT & STAFF REPORT

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

14. COMMITTEE REPORTS

Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee

15. POLICY CHANGES, PROPOSALS, and ADOPTION

Policy Recommended for Revision to TPS Policy on First Reading (File)
ACAB -Harassment

16. OLD BUSINESS

- a. Summer School Update (File)
- b. 2021 Superintendent's Evaluation

17. NEW BUSINESS

- a. 2021-2022 Salary Adjustment for Non-Union Personnel (File)
- b. Policy Sub-Committee
- c. Appointment of MASC Voting Delegate to Annual Business Meeting (File)

18. SCHOOL COMMITTEE MATTERS OF INTEREST

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

August 18, 2021: 1) SC/Admin Workshop (3:00PM) & 2) Regular Meeting (6:00PM);
September 22, 2021

20. FUTURE AGENDA ITEMS

21. ADJOURNMENT

CONSENT AGENDA

Correspondence

1. Town Crier Recognizes TMHS Class of 2021 Seal of Biliteracy Recipients (File)

Enrollment Update

None

PERSONNEL ITEMS

New Hires (Files): **Robert Phinney**, Head Building Custodian at the John Wynn Middle School, effective June 7, 2021; **Jillian Anderson**, Grade 6 Computer Teacher, John Ryan Elementary School, effective August 30, 2021; **Sarah Armano**, Grade 1 Teacher at the Dewing Elementary School, effective August 30, 2021; **Suvitha Pillai**, Classroom Instructional Aide/Preschool DLC, at the Dewing Elementary School, effective August 30, 2021; **Erin Swanson**, District-wide Math Coach, effective August 30, 2021; **Jason Dubay**, District-wide Maintenance staff, effective July 1, 2021; **James Shimkus**, Lead Night Building Custodian, at the John Wynn Middle School, effective July 1, 2021; **Allison Tarr**, Classroom Instructional Aide/ Developmental Learning Center at the Dewing Elementary School, effective August 30, 2021; **Benjamin Clasby**, Grade 4 Teacher at the Trahan Elementary School, effective August 30, 2021; **Shayleigh Furey**, Classroom Instructional Aide at the North Street School, effective August 30, 2021; **Ann Gerry**, Moderate Special Needs Teacher at the John Ryan Elementary School, effective August 30, 2021; **Nicole Ricciardi**, district-wide Speech & Language Pathologist at the Dewing Elementary School, effective August 30, 2021; **Lisa Broderick**, Grade 1 Classroom Teacher at the Dewing Elementary School, effective August 30, 2021; **Susan Walsh**, Grade 6 Mathematics at the John Ryan Elementary, effective August 30, 2021; **Rachel Casey**, Preschool Developmental Learning Center (DLC) Teacher at the Dewing Elementary School, effective August 30, 2021

Transfers (Files): **Brett McCoy**, transfer from the position of Building Custodian at Tewksbury Memorial High School to the position of Building Custodian at the John Wynn Middle School, effective July 1, 2021; **Christine Doherty-Fronduto**, transfer request from the position of Administrative Assistant at Tewksbury Memorial High School to the position of the 10-Month Guidance Secretary at TMHS, effective August 25, 2021; **Christina Caruso**, transfer from the position of Developmental Learning Center (DLC) Teacher, at the North Street School to the position of DLC Teacher at the John Ryan Elementary School, effective August 30, 2021; **Kelly Bruno**, transfer from the position of Classroom Instructional Aide (CIA) at the North Street School, to the position of CIA at the John Ryan Elementary School, effective August 30, 2021; **Stephen DeFrancesco**, transfer from the position of a Classroom Instructional Aide (CIA) in the Developmental Learning Center (DLC) at the John Wynn Middle School to the position of CIA/DLC at the John Ryan Elementary School, effective August 30, 2021; **Lauren Nastari**, transfer request the position of a Grade 7 Moderate Special Needs Teacher at the John Wynn Middle School to the position of Moderate Special Needs Teacher at the John Ryan Elementary School, effective August 30, 2021; **Chloe Callahan**, transfer request from the position of Reading Specialist at the Heath Brook School to the position of District-wide Literacy Coach at the Dewing School, effective August 30, 2021;

***Appendix B TMHS Coach** (File)

Brooke Pacheco, Girls Varsity Field Hockey Coach, effective August 23, 2021

*APPENDIX B POSITIONS ARE PENDING CONTRACT NEGOTIATIONS

Acceptance of Donations/Gifts: None

Fundraisers/Raffles: None

Executive Session

**Tewksbury Public Schools
Executive Session #1 Non-Public Session
Wednesday, July 21, 2021
Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts**

A. CALL TO ORDER

B. EXECUTIVE SESSION

1. To discuss strategy with respect to collective bargaining with employee groups and/or personnel matters.
The School Committee will reconvene the School Committee in open session following the Executive Session.

C. ADJOURNMENT

Recognition and/or Presentations

Tewksbury School Committee - July 21, 2021

RECOGNITION

Elaine Walsh - School Nurse (Former)

PRESENTATION

Tewksbury Police Department

School Resource Officer (SRO) Eric Hanley

Therapy Dog Presentation



Tewksbury Police Department Comfort Dog Proposal



Lieutenant Alysia Columbus
Community Services Officer Jennie Welch
School Resource Officer Eric Hanley
Officer Joshua Barbera

Dogs In Policing

- Dogs have been used by law enforcement agencies for over 100 years
- Trained previously to assist in the capture of a dangerous suspect, track drugs, weapons or evidence to a case
- Therapy dogs is another form of a police dog, but will undergo different training
- Trained therapy dogs can provide emotional support & comfort



Statistics

- 13.01% of youth (age 12-17) reported suffering from at least one major depressive episode in the past year.
- 1 in 3 of all adolescents ages 13-18 will experience an anxiety disorder
- Research show that times of crisis can have long term effects on a child's behavior as well as their mental and emotional well-being



*Mental Health in America
National Institute of Health*



More Statistics

- 33.8% felt sad or hopeless(almost every day for 2 or more weeks in a row so that they stopped doing some usual activities, during the 12 months before the survey
- 17.5% had serious thoughts of attempting suicide
- 14.8% made a plan to attempt suicide
- 7.3% had an attempted suicide
- 2.6% had an intentional overdose in an attempted suicide that required medical attention



Benefits of a Therapy Dog May...



- Improve physical well-being
- Decrease anxiety
- Dramatically increases positive mood
- Eases social isolation and help children learn social skills
- Has been proven to help young readers gain confidence
- Increase in school attendance
- Gains in confidence
- Help students who have suffered a loss or tragedy
- Can provide stability and comfort to children who are living in poverty or abusive homes



Benefits in the Classroom

- Three categories of therapeutic benefit emerged:
 - Increased reading and language skills
 - Social, emotional, and humane gains
 - Improved gross motor skills
- Qualitative analysis of data indicated that the dog's placement in the classroom:
 - Contributed to students' overall emotional stability
 - Improved students' attitudes toward school
 - Facilitated students learning lessons in responsibility, respect and empathy
- Students' attitudes toward school improved
- Students found companionship with the dog
- Students used the dog to remain in control of their emotions and behaviors in order to prevent them from entering emotional crisis
- Students used the dog as a de-escalation tool to calm their minds and bodies when they did enter into emotional crisis
- Students' learning was extended by fostering growth in respect, responsibility and empathy

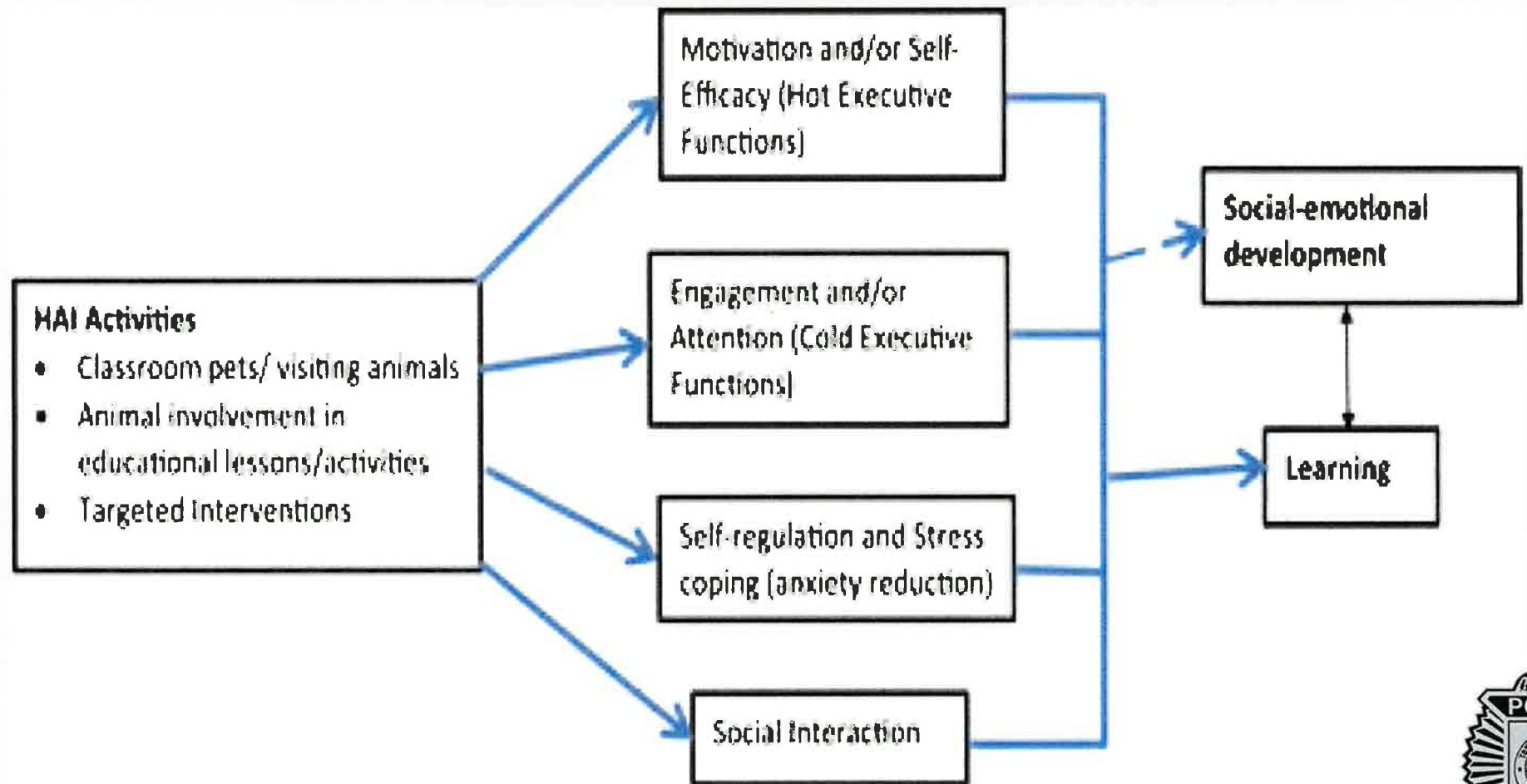


Children with Disabilities

- Emotional disorders such as autism, anxiety, PTSD, adolescent schizophrenia and a myriad of other mental health challenges have resulted in behaviors ranging from school avoidance to physical aggression which warrant classroom modifications designed to increase student learning and emotional stability and reduce maladaptive behaviors
- Therapy dogs have calming effects and reduce stress levels in most students
- The dog's kind and gentle demeanor ease a student, just simply by being there
- Results from peer reviewed studies indicate a positive effect on students emotional well being and academic engagement



Human-Animal Interaction (HAI) Activities





Monadnock Labradoodles

- Small home-based breeder located in southern New Hampshire who specializes in quality Australian Labradoodles.
- Extensive health testing on all of their breeding dogs, and ensure the health and wellbeing of their puppies.
- Home-raised in a loving and nurturing environment.
- Dogs are well socialized in a family setting with lots of daily interaction and play time, providing them with the stimulation and early human contact.



Why a Monadnock Labradoodle?

- Intelligent breed that responds well to training
- Good temperament
- Known for their love of people
- Social, energetic, empathetic



Addressing Parents Questions/ Concerns

- My child is afraid of dogs.
 - Known to be calm, gentle demeanor, good temperament and known to be people pleasers. Extremely empathetic.
- My child has an allergy to dogs.
 - The Australian Labradoodle is **one of the most hypoallergenic dog breeds.**
 - Shed a minimal amount of dander.
 - Considered an allergy friendly dog.
- School community members will not be required to interact with the dog.



Questions/ Concerns cont.

- Will the dog have their vaccines.
 - Yes! The dog will have medical clearance and be up to date on all shots before entering the school.
- I'm concerned that my child could be bit by the dog.
 - The dog will be trained as a puppy to remain focused, calm and non-aggressive. These dogs are known to be companions of people.
- Who bears the responsibility and/or liability of the therapy dog?
 - If the schools agree to move forward, the therapy dog will accompany the SRO daily
 - The dog is at work and performs accordingly while wearing the vest
 - In the case of a school emergency, the dog will be placed with another officer or in the specially designed police cruiser
 - Day to day needs of the dog lie with the SRO
 - The Town of Tewksbury bears the liability for the therapy dog



Next Steps

- Continue to seek feedback from TPS stakeholders
 - Administration
 - Staff
 - Townwide PAC's
- Seek School Committee feedback to move forward



Next Steps

- Letters of recommendation from the trainer
- ID badge and vaccination records
- Therapy dog to be trained to unique school situations
- Parents, staff, and all school stakeholders would receive notification
 - Transparency!
- Get the Dog! (potentially late fall or early winter this school year)
 - Engage the community in naming the dog
- Students and staff will be educated on how to interact with the dog
 - No child (nor school staff) will be required to interact with the dog



The priority is to ensure that the dog and the students are safe in the environment



The Story of Winston

"The usually composed 8th grader, described as a gentle giant was having a bad day. His mom was dying of cancer and his girlfriend had just broken up with him. Unable to cope, he punched a locker and screamed at his teacher. The second he saw the dog, he started sobbing wrapping his arms around him."

How many students are going through the same pain and hurt as this child was?



Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **6/10/2021**

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 **\$1,452,971.83**

GRANTS

\$28,134.56	2020-2021 Special Ed 240 Grant
\$14,203.47	2020-2021 Title I Grant
\$900.00	2019-2020 Title II Grant
\$1,887.06	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
\$10,126.86	2020-2021 21st Century Grant
\$4,277.09	2020-2021 ASOST Grant
\$270.00	2020-2021 SEL Grant

REVOLVING ACCOUNTS

\$2,933.27	2020-2021 Community Services
\$5,913.13	2020-2021 Community Services Preschool Program
\$325.91	2020-2021 Adult Education Program
\$24,401.09	2020-2021 Lunch Program
\$719.56	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
\$132.05	2020-2021 Advanced Placement Testing

\$96,927.18 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,356,044.65	2020-2021 School Department Account
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\$1,356,044.65 SUB TOTAL - LEA FUNDS

\$1,452,971.83 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **6/24/2021**

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 **\$1,469,855.39**

GRANTS

\$31,243.89	2020-2021 Special Ed 240 Grant
\$11,435.48	2020-2021 Title I Grant
	2019-2020 Title II Grant
\$1,873.32	2020-2021 Title IV Grant
\$125.03	2020-2021 Early Childhood Grant
\$2,595.25	2020-2021 21st Century Grant
\$2,272.23	2020-2021 ASOST Grant
\$1,042.74	2020-2021 SEL Learning Grant

REVOLVING ACCOUNTS

\$2,483.27	2020-2021 Community Services
\$8,001.51	2020-2021 Community Services Preschool Program
\$275.91	2020-2021 Adult Education Program
\$14,648.64	2020-2021 Lunch Program
\$762.94	2020-2021 Facilities
	2020-2021 Recreation
\$657.59	2020-2021 Parking Fees
\$2,045.54	2020-2021 Preschool
	2020-2021 TMHS Intramural Clubs

\$79,463.34 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,390,392.05	2020-2021 School Department Account
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\$1,390,392.05 SUB TOTAL - LEA FUNDS

\$1,469,855.39 TOTAL

TEWKSBURY PUBLIC SCHOOLS

Tewksbury, Massachusetts

LUMP SUM PAYROLL

Date

6/17/2021

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 **\$597,620.30**

GRANTS

\$16,216.75	2020-2021 Special Ed 240 Grant
\$3,989.60	2020-2021 Title I Grant
	2019-2020 Title II Grant
	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
	2020-2021 21st Century Grant
	2020-2021 ASOST Grant
	2020-2021 COVID Earmark Grant

REVOLVING ACCOUNTS

2020-2021	Community Services
2020-2021	Community Services Preschool Program
2020-2021	Adult Education Program
2020-2021	Lunch Program
2020-2021	Facilities
2020-2021	Recreation
2020-2021	Parking Fees
2020-2021	Preschool
2020-2021	TMHS Intramural Clubs

\$20,206.35 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$577,413.95	2020-2021 School Department Account
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\$577,413.95 SUB TOTAL - LEA FUNDS

\$597,620.30 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **7/7/2021**
FY21 FINAL

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 **\$271,298.67**

GRANTS

\$5,997.55	2020-2021 Special Ed 240 Grant
\$1,485.45	2020-2021 Title I Grant
	2019-2020 Title II Grant
\$45.00	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
\$22,628.27	2020-2021 21st Century Grant
\$9,706.16	2020-2021 ASOST Grant
\$571.17	2020-2021 SE Learning Grant

REVOLVING ACCOUNTS

\$1,962.38	2020-2021 Community Services
\$2,168.02	2020-2021 Community Services Preschool Program
\$218.04	2020-2021 Adult Education Program
\$2,957.82	2020-2021 Lunch Program
\$254.34	2020-2021 Facilities
	2020-2021 Recreation
	2020-2021 Parking Fees
	2020-2021 Preschool
\$593.55	2020-2021 Alphabest

\$48,587.75 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$222,710.92	2020-2021 School Department Account
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\$222,710.92 SUB TOTAL - LEA FUNDS

\$271,298.67 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **7/8/2021**
FY22 START

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 **\$1,010,354.53**

GRANTS

\$22,847.62	2020-2021 Special Ed 240 Grant
\$11,435.48	2020-2021 Title I Grant
	2020-2021 Title II Grant
	2020-2021 Title IV Grant
	2020-2021 Early Childhood Grant
	2020-2021 21st Century Grant
	2020-2021 ASOST Grant
	2020-2021 SE Learning Grant

REVOLVING ACCOUNTS

\$419.01	2021-2022 Community Services
	2021-2022 Community Services Preschool Program
\$46.55	2021-2022 Adult Education Program
\$3,351.65	2021-2022 Lunch Program
	2021-2022 Facilities
	2021-2022 Recreation
	2021-2022 Parking Fees
\$2,045.54	2021-2022 Preschool
	2021-2022 Alphabest

\$40,145.85 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$872,499.84	2020-2021 School Department Account
\$97,708.84	2021-2022 School Department Account

\$970,208.68 SUB TOTAL - LEA FUNDS

\$1,010,354.53 TOTAL

Superintendent/ Staff /School Committee Reports

Consent Agenda

http://homenewshere.com/tewksbury_town_crier/news/article_0a2d2b24-daca-11eb-b908-9bc9c0d3633b.html

TMHS students earn Seal of Biliteracy

By PAIGE IMPINK News Correspondent paige@yourtowncrier.com

Jul 3, 2021



TMHS students were recognized for their foreign language competency as Seal of Biliteracy recipients during the 2021 graduation. Back row: Conor Moynihan, Caesar Barboa, Ryan Rosenberg, Derek Munroe, Nabil Barkallah, Kunal Pal, Nick Jonhston; front row: Sra. Dudley, Matthew Martins, Michelle Hinkle, Gabriella Schubert-Raimundo, Iris Diaz-Archilla, María da Silva, Sabtari Sabir, Shayne O'Neil, Kaitlin Macdonald, Elias Melki, Karen Hodgson, Mme Ryan (not pictured: Trinity Gustin, Lovens Lamousnery, Vanessa Flynn, and Julianna Fisher). (courtesy photo)

TEWKSBURY — Graduating seniors from TMHS who earned the Seal of Biliteracy were recognized for their language proficiency during a special ceremony on May 27, 2021 with a certificate and braided cord. The ceremony was conducted by Assistant Superintendent Brenda Theriault-Regan, Seal of Biliteracy program administrator for the district, Karen Hodgson, ELL coordinator, and Sr. Graça Dudley of the World Language department, along with language instructors from TMHS.

According to the Massachusetts Department of Elementary and Secondary Education, the State Seal of Biliteracy is an award provided by approved districts to recognize high school graduates who attain high functional and academic levels of proficiency in English and a world language.

Some students come to the program already having a heritage language in their skill set, while others participate in language classes for all four years of high school. Additionally, English language learners attain proficiency in English along with demonstrating mastery of their own native language.

In Tewksbury, French and Spanish languages are introduced in the 7th and 8th grades, with continuing opportunities for language, including AP levels, at the high school. Sticking with the program has its rewards.

Graduate Juliana Fisher said, “The best advice I could possibly give a student who may be considering the path to language proficiency is simply go for it. It is not as hard as it seems, it truly is about self-confidence, an interest in the subject, and a drive to reach a goal. Skills build on each other and every teacher truly does want to see each student grow and succeed”.

The Seal of Biliteracy was instituted in California in 2012 as a way to recognize multilingual skills that students had acquired as an academic and marketable asset. In Massachusetts, the Language Opportunity Coalition (LOC) ran a pilot program for three years that culminated with Governor Charlie Baker signing the Massachusetts Seal into law on Nov. 22, 2017.

The LOOK ACT — Language Opportunity for Our Kids — institutes a standardized test and adds the seal to student diplomas. The recognition also appears on the student’s transcript for college, setting a student apart and helping to waive early world language prerequisites. The program is voluntary for districts in Massachusetts but Tewksbury acted quickly and joined the program in its first year.

The Seal of Biliteracy places the focus on what the students can do with a second or third language, and recognizes that the world is culturally and linguistically diverse.

For English Language Learners, the Seal rewards students who attain biliteracy in English and their native language. For World Language Learners, the Seal encourages students to pursue long-term language study and to develop proficiency rather than grades.

Strong emphasis is placed on functioning in another culture, conversational ease and appreciating the strong 21st century skill that multilingualism represents.

As graduate Nabil Barkallah described his experience learning French all four years, it was “always engaging and interactive, and learning about other cultures was a very enlightening experience.”

As part of the program, the Commonwealth hopes that SOBL learners will consider returning as teachers someday and be able to connect with students who need role models and instructors conversant in their language, as well as having cultural awareness. Regardless of profession, the Seal of Biliteracy shows prospective higher education institutions and employers that a student has completed a rigorous course of study.

Graduate Kunal Pal said, “I plan on double-majoring in Mathematics and Spanish at Williams College with the hope to become a math professor, judge, or a neurologist. I’m still trying to figure out what I will do with my life, but I know that I want to continue with Spanish into college because of the amount of fun I have had with the language in high school.”

Data shows that for a learner to achieve an intermediate-mid level of language proficiency it requires at least a four-year program of study. An intermediate-mid level of proficiency means that the student can “function” with the language. Graduate Ryan Rosenberg explained that the test of language proficiency covers reading, writing, speaking and listening.

“I never liked standardized tests and felt that they only really tested how good you were at taking a test rather than how good you were at the actual subject, but I feel that the STAMP (Standards-Based Measurement of Proficiency) test did its best out of all the standardized tests I have taken (AP, SAT, MCAS) to properly assess my ability to understand Spanish,” said Rosenberg.

Rosenberg plans to attend UMASS Amherst to study law.

The 2021 TMHS award recipients are as follows:

Biliteracy Achievement Certificate

For French and English: Trinity Gustin, Lovens Lamousnery

For Portuguese and English: Thalita Madeiros

For German: Kaitlin Macdonald

For Spanish and English: Alyssa Boudreau, Caesar Barboa, Vanessa Flynn, Michelle Hinkle, Gabriella Schubert-Raimundo

MA State Seal

For French and English: Nabil Barkallah

For Portuguese and English: Maria Da Silva, Gabriella Schubert-Raimundo

For Spanish and English: Hailey Arsenault, Maria Da Silva, Iris Diaz-Archilla, Juliana Fisher, las Johnston, Kaitlin Macdonald, Matthew Martin, Elias Melki, Hugo Melo dos Santos, Conor Moynihan. Derek Munroe, Shayne O'Neil, Ryan Rosenberg, Sabtari Sabir, Erin Sands

State Seal with Distinction

Portuguese and English: Hugo Melo dos Santos

For Marathi and English: Mihir Bagul

For Spanish and English: Kunal Pal

Policy

TPS Current Policy w/edits recommended by Attorney

File: ACAB - SEXUAL HARASSMENT

~~All persons associated with the Tewksbury Public Schools including but not necessarily limited to, the Committee, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.~~

~~Because the Tewksbury School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.~~

~~Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.~~

~~Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:~~

- ~~1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.~~
- ~~2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.~~
- ~~3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.~~

The Grievance Officers:

Superintendent	Assistant Superintendent
Administration Building	Administration Building
139 Pleasant Street	139 Pleasant Street
Tewksbury, MA	Tewksbury, MA
978-640-7800, ext. 204	(978)-640-7800, ext. 201

~~The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:~~

~~Procedure~~

- ~~1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.~~
- ~~2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:~~
 - ~~a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.~~
 - ~~b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.~~
 - ~~c. The grievance officer will hold as many meetings with the parties as is necessary to facts.~~
 - ~~d. On the basis of the grievance officer's perception of the situation he or she may:~~
 - ~~(1) Attempt to resolve the matter informally through reconciliation.~~
 - ~~(2) Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.~~
- ~~3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.~~
- ~~4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters. The complainant may pursue his/her rights under the law and file a complaint with the Massachusetts Commission Against Discrimination (1) or the Equal Employment Opportunity Commission. (2)~~

One Ashburton Place	1 Congress Street
Boston, MA Room 601	Boston, MA 02114
(617) 727-3990	(617) 565-3200

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Tewksbury Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Employee-to-Student Harassment means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

Student- to-Student Harassment means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Sexual harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Tewksbury Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes.

Sexual harassment in the workplace is unlawful. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

The District will promptly and reasonably investigate allegations of sexual harassment through designation of a Title IX Coordinator and building based employees, as set forth below

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity. It also includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime.

Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse and neglect, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section

51A referrals, these offences and any other serious matters shall be referred to local law enforcement.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances-whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or a violation of this policy.

Retaliation against a complainant, because the Complainant has filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. It is unlawful to retaliate against a district employee for filing a complaint of sexual harassment or for cooperating in an investigation. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

The federal regulations require a school district to respond when the district has actual knowledge of sexual harassment. School districts have actual knowledge when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual knowledge and jurisdiction as noted whether or not the complainant files a formal complaint. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

Upon receipt of allegations the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant that supportive measures are available with or without the filing of a formal complaint, and explain the process for filing a formal complaint. Supportive measures include, but are not limited to, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or to deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school building/campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the building/campus, and other similar measures.

Where there has been a finding of responsibility, the regulations require remedies designed to restore or preserve access to the school's education program or activity.

DUE PROCESS PROTECTIONS

Due process protections in connection with investigation and decision-making regarding a complaint include the following:

- 1) If the allegations do not meet the definition of sexual harassment or do not satisfy the requirements regarding location or connection to an educational program of the school district, the allegations shall be dismissed for purposes of Title IX, but may be investigated and addressed under other prohibitions in the student discipline code, relevant collective bargaining agreements or other laws under which they fit;
- 2) A presumption of innocence throughout the grievance process, with the burden of proof on the school;

- 3) A complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances;
- 4) A prohibition of the single investigator model, instead requiring a decision -maker separate from the Title IX Coordinator or investigator;
- 5) Proof by a preponderance of the evidence, subject to limitations;
- 6) The opportunity to test the credibility of parties and witnesses through disclosure of evidence and opportunity to submit additional questions, subject to "rape shield" protections;
- 7) Written notice of allegations and an equal opportunity to review the evidence upon filing a formal complaint;
- 8) An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's status as a complainant, a respondent, or a witness;
- 9) Title IX Coordinators, investigators, and decision-makers must be trained and free from bias or conflict of interest;
- 10) A right to appeal from a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein, where the determination or dismissal involved any of the following: procedural irregularity that affected the outcome; newly-discovered evidence that could affect the outcome; or the Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias that affected the outcome;
- 11) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a formal sexual complaint, but no such informal resolution can be used where the allegations are that an employee sexually harassed a student.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Title IX Coordinator or the school building Principal shall be the initial entity to receive the sexual harassment complaint. In all cases the Title IX Coordinator shall be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. An employee with actual knowledge of conduct that may violate this policy must report to the Title IX Coordinator.

The District may remove a respondent on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations justifies removal. The District will

provide the respondent with written notice and an opportunity to challenge the decision immediately following the removal in accordance with any applicable laws, collective bargaining agreements and student handbooks.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients.

INVESTIGATIONS

The Title IX Coordinator shall designate an investigating officer. The investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

The investigator shall give the parties equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence; shall give each party the same opportunity to select an advisor of the party's choice who may, but need not be, an attorney; shall send written notice of all interviews or meetings; shall send to the parties evidence directly related to the allegations, with at least 10 days for the parties to inspect, review, and respond; and shall prepare and submit an investigative report that fairly summarizes the relevant evidence to the decision-maker, who shall be designated by the Title IX Coordinator (but shall not be the investigator).

The investigator shall strive to complete investigations within thirty (30) school days of the filing of the formal complaint. Although the District's goal is to complete investigations generally within thirty (30) school days, the time may be extended for good cause upon written notice to the complainant and respondent. Additionally, the timeline for investigation may be suspended during any informal resolution procedure or meeting. Each party is entitled to be accompanied in interviews by an advisor, who may be a parent/guardian or an attorney, but who may only have limited participation in interviews. Translators will be provided upon request.

After all interviews are conducted and evidence is obtained, the parties and if applicable, their advisors, will have an equal opportunity to inspect, review and respond to any evidence obtained. Prior to completion of the investigative report, the investigator will provide each party all evidence subject to inspection and review and provide each party at least ten (10) school days to provide a response to the investigator. Evidence to be shared may be redacted to protect confidential information under the Family and Educational Rights and Privacy Act ("FERPA") or other federal or state laws and regulations.

DETERMINATIONS

The decision-maker shall issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, the rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.

The decision maker assigned will have no conflicts with or biases against either the complainant of the respondent and the decision maker will not be the Title IX Coordinator assigned in the matter or the investigator for the complaint. The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances. If the decision maker substantiates the allegations of sexual harassment, the decision maker may recommend or impose discipline against the respondent. If the decision maker does not substantiate the allegations of sexual harassment, the complaint will be dismissed.

The decision-maker shall provide the written determination to the complainant and respondent. Confidential student record information and personnel information may be redacted consistent with and as required by state and federal law.

APPEALS

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome.

When an appeal is filed, the District shall notify the other party and ensure that the individual deciding the appeal is not the same person as the decision maker who reached the determination regarding responsibility and that the individual has no conflicts of interests and is free of bias.

The non-appealing party shall have five (5) school days from the date of receipt of the notice of the appeal to submit a written statement to support or oppose the outcome.

The individual deciding the appeal shall issue a written decision describing the result of the appeal and rationale for the decision and provide the decision to both parties generally within ten (10) school days of receipt of the non-appealing party's written statement, or in the event no statement is submitted, the date the statement would have been due.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Tewksbury Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

The District's Title IX Coordinators are as follows:

The Title IX Coordinator is the Assistant Superintendent, Tewksbury Public Schools, 139 Pleasant Street, Tewksbury, MA 01876 978-640-7800

Complainants may also file a complaint with:

- The Massachusetts Commission Against Discrimination

1 Ashburton Place, Room 601
Boston, MA 02108.
Phone: 617-994-6000.

- Office for Civil Rights (U.S. Department of Education)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111.

- The United States Equal Employment Opportunity Commission,
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203.

LEGAL REFS.: M.G.L. 151B:3A

~~Title IX of the~~ Education Amendments of 1972, ~~20 U.S.C. 1681 et seq. (Title IX)~~

~~Title VII, Section 703, Civil Rights Act of 1964 as amended~~

~~Federal Regulation 74676 issued by EEO Commission~~

~~Board of Education~~ DESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Revised: November 20, 1996

REVISED: April 14, 2015

REVISED:

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

Old Business

Revised Draft 7/12/2021

Summer Programs	Current Grade	Current Enrollment	Identified - Eligible Students	Cost	Facility	Time Frame	Days	Gap Week	Dates
TPS Summer School Programs									
Special Education Extended Year Svcs.	PK-2	82	per IEP	NONE	DEW	4 wk: 7:45-12:15; 5 wk: 7:45 - 11:15	Mon-Thu	6/29-7/1 9 - 1pm	4-week; 7/13-8/5
Special Education Extended Year Svcs.	3-4 +SPIRE	73	per IEP	NONE	NS	4wk: 8:00-2:30 5wk: 7:45-11:15	Mon-Thu	N/A	4-week; 7/13-8/5
Special Education Extended Year Svcs.	5-12 + PHS	62	per IEP	NONE	TMHS	4wk: 8:30-1:30; 5wk: 8:30 - 1:30	Mon-Thu	6/29-7/1 9 - 1pm	4-week; 7/13-8/5
21st Century Learning (K-2) Dewing Students	PK-2	74	per invite	NONE	DEW	8:00-4:00	Mon-Thu	6/28 - 7/1	6/28-7/1 & 7/12-8/13
Penguin Pride (K-2) Heath Brook Students	K-2	29	per invite	NONE	DEW	8:00-4:00	Mon-Thu	6/28 - 7/1	6/28-7/1 & 7/12-8/13
Part 1: WYNN & TMHS Academic Recovery	7-12	37 *	per invite	NONE**	TMHS	7:30 - 3:00	Mon-Fri	N/A	4-weeks; 7/12 - 8/6
Part 2: DESE Rising Grade K-2 Acceleration Academy (Literacy)	PK, K, & 1	TBD	per invite	NONE	DEW	9:00 - 1:30 pm	Mon-Fri	N/A	1 week 8/16 - 8/20
Part 2: DESE Rising Grade 8 & 10 Acceleration (Math)	7 & 9	4 -Wynn 1-TMHS 1 Shaw Tech *Currently enrolled	per invite	NONE	TMHS	9:00 - 1:30 pm	Mon-Fri	N/A	8/2 - /8/6
Part 1: Summer School (TRAHAN & NS students)	2-4	42	per invite	NONE	Trahan	9:00 - 11:30 am	Tues. & Thu	N/A	4 weeks; 7/13-8/5
Part 2: DESE Rising Grade 3/4 Acceleration Academy (Math)	2-3	23	per invite	NONE	Trahan	9:00 - 1:30 pm	Mon-Fri	N/A	1 week 8/9 - 8/13
RYAN Summer School	5-6	13	per invite	NONE	TMHS	9:00 - 11:30 am	Tues. & Thu	N/A	6 weeks: 7/13-8/19
Summer STEAM Camp (TRAHAN & NS students)	2-4	30	per invite	NONE	Trahan	9:00-11:30 am	Wed	N/A	4 weeks; 7/14-8/4
Part 1: Title I Jump Start to 1st/2nd Grade	K-1	40	per invite	NONE	DEW	9:00-11:00am	Mon-Thu	N/A	7/19 - 7/29
Part 2: DESE Rising Grade 1-2 Acceleration Academy (Literacy)	K & 1	14	per invite	NONE	DEW	9:00-1:30 pm	Mon-Fri	N/A	1 week 8/2 - 8/6
Part 1: EL Summer Service K-2 (TBD)	K-2	34	per invite	NONE	DEW	9:00 - 12:00	Mon-Thu	N/A	7/12 - 8/5
Part 1 EL Summer Service 3-4 (TBD)	3-4	2	per invite	NONE	DEW	9:00 - 12:00	Mon-Thu	N/A	7/12 - 8/5
Part 2: DESE Rising Grade 1-2 EL Acceleration Academy (Literacy)	K-1	7	per invite	NONE	DEW	9:00 - 1:30 pm	Mon-Fri	N/A	1 week 8/9 - 8/13
Part 2: DESE Rising Grade 3-4 EL Acceleration Academy (Math)	2-3	5	per invite	NONE	DEW	9:00 - 1:30 pm	Mon-Fri	N/A	1 week 8/9 - 8/13

2021 Summer Programming

Revised Draft 7/12/2021

Summer Programs	Current	Current	Identified	Cost	Facility	Time Frame	Days	Gap Week	Dates
At-Home Summer Academics and Enrichment									
Khan Academy Summer Camp	3-12	unknown	all	NONE	online	Online link	all	N/A	6/22 - 8/28
Camp Khan Kids	ages 2-8	unknown	all	NONE	online	Online link	all	N/A	7/5 - 7/30
TPS Summer Reading	K-12	TBD	all	NONE	N/A	any time of the day :)	all	N/A	6/17 - 8/31
Tewksbury Public Library	K-12	unknown	all	NONE	TPL	visit https://www.tewksburypl.org/	Mon-Fri	N/A	N/A
School Preparedness Opportunities									
Grade 7-12 Student Pre-Summer School Orientation	7-12	37	per invite	NONE	TMHS	TBD	TBD	N/A	Late June
RLA Student Orientation & Transition Back	K-12	TBD	all	NONE	ALL	TBD	TBD	N/A	End of August
Kindergarten Orientation	K	TBD	all	NONE	HB & DEW	TBD	TBD	N/A	End of August
Freshman Orientation	9***	TBD; all students to be invited with a request to RSVP	all	NONE	TMHS	9:00 a.m. - 11:00 a.m.	Monday, Tues	N/A	Week of August 23rd
Childcare									
AlphaBest K-8 (for pay)	K-8	120	all	VARIES	Rec. Ctr. (W	Full-Day 7:00-6:00pm; 1/2-Day avail.	1-5 days/week	N/A	6/21 - 8/20

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Christopher Malone
Superintendent of Schools

Date: July 15, 2021

Re: Salary Adjustment for Non-Union Personnel

This Requires A Roll Call Vote

I am seeking your approval to adjust the base salary for 31 non-union employees of the Tewksbury Public Schools.

The following table identifies the positions, base 2020-2021 salary, and the dollar value of a two and a quarter percent (2.25%) salary adjustment for the 2021-2022 school year. The overall cost of a salary adjustment for this group of 31 employees is \$41,072.29. The figure is in-line with budgeted amounts.

Also included in this document is a summary of hourly positions. These rates would also be adjusted by the 2.25% increase.

This requires a Roll Call Vote of the School Committee.

<u>Salaried Positions</u>		
<u>Position</u>	<u>FY21 Salary</u>	<u>FY22 Salary</u>
Accounts Payable Administrator	\$ 51,376.18	\$ 52,532.14
Assistant Maintenance Foreman	\$ 65,344.14	\$ 66,814.38
Assistant Special Education Administrator	\$ 61,350.00	\$ 62,730.38
Athletic Trainer	\$ 28,133.07	\$ 28,766.06
BCBA	\$ 73,620.00	\$ 75,276.45
BCBA	\$ 76,000.00	\$ 77,710.00
BCBA	\$ 61,312.00	\$ 62,691.52
Behavior Modification	\$ 58,174.06	\$ 59,482.98
Cloud Systems/Mobile Device Administrator	\$ 71,932.88	\$ 73,551.36
Community Services Administrator	\$ 50,582.64	\$ 51,720.75
Computer Technician	\$ 52,828.39	\$ 54,017.02
Computer Technician	\$ 45,000	\$ 46,012.50
Director of Student and Family Support	\$ 116,814.49	\$ 119,442.82
Equipment Manager	\$ 7,881.03	\$ 8,058.35
Human Resources	\$ 67,337.92	\$ 68,853.02
Interpreter	\$ 67,004.40	\$ 68,512.00
Network Administrator	\$ 83,640.50	\$ 85,522.41
Occupational Therapist	\$ 87,943.80	\$ 89,922.54
Occupational Therapist (Part Time)	\$ 33,732.21	\$ 34,491.19
Out of District Spec Ed Coordinator	\$ 87,927.08	\$ 89,905.43
Payroll Administrator	\$ 49,790.14	\$ 50,910.42
Physical Therapist	\$ 46,495.75	\$ 47,541.91
Physical Therapist	\$ 73,298.35	\$ 74,947.57
PT Case Manager	\$ 41,190.90	\$ 42,117.70
Secretary to the Asst. Superintendent	\$ 60,327.50	\$ 61,684.87
Secretary to the Superintendent	\$ 64,530.74	\$ 65,982.68
Student Data Administrator	\$ 59,315.75	\$ 60,650.36
Systems Administrator	\$ 84,430.90	\$ 86,330.60
TMHS Assessment Assistant	\$ 40,251.74	\$ 41,157.40
TMHS Security	\$ 28,934.39	\$ 29,585.41
TMHS Security	\$ 28,934.39	\$ 29,585.41
<u>Hourly Positions</u>		
<u>Position</u>	<u>FY21 Rate</u>	<u>FY22 Rate</u>
Noon Supervisors	\$ 12.55	\$ 12.83
PT Custodial	\$ 20.91	\$ 21.38
PT SECRETARY - 1	\$ 13.59	\$ 13.90
PT SECRETARY - 2	\$ 14.00	\$ 14.31
PT SECRETARY - 3	\$ 14.43	\$ 14.75
PT TECH - School Year	\$ 35.30	\$ 36.09
PT TECH SUMMER (EXP)	\$ 12.55	\$ 12.83
PT TECH SUMMER (NEW)	\$ 12.27	\$ 12.55
PT/Summer Maintenance	\$ 13.50	\$ 13.80
School Comm Secy (Trans/HR)	\$ 51.45	\$ 52.61
<u>Daily Positions</u>		
<u>Position</u>	<u>FY21 Rate</u>	<u>FY22 Rate</u>
Interoffice Mail	\$ 49.40	\$ 50.51
School Comm Secy (MTG)	\$ 274.47	\$ 280.64



Massachusetts Association of School Committees, Inc.

One McKinley Square, Boston, Massachusetts 02109

(617) 523-8454 (800) 392-6023 fax: (617) 742-4125 www.masc.org

Ellen Holmes, President

Date: March 2021

To: MASC member school committees, c/o superintendent of schools

Re: Voting delegate to annual business meeting

Date: **DURING JOINT CONFERENCE. SATURDAY, NOVEMBER 6**

Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS** (see footnote on prior page)

FIRST NOTICE

In order for your school committee to have a vote at the annual business meeting of the Massachusetts Association of School Committees, it is necessary that an official delegate be designated in pursuance of Article IX, Sec. 6 of the By-Laws, as follows:

All members of the Association, and all members of school committees which are active members of the Association, may attend and speak at any meeting of the Association. Only active members shall be entitled to vote on the election of officers or on any other matter as to which members of the Association shall have the right to vote and each active member shall have one vote. No later than seven days prior to each meeting of the Association each active member shall, by written notice to the Executive Director, designate one of its members as its voting delegate and may by such notice designate one of its members as its alternate voting delegate. All ballots and other votes cast by an active member at any meeting of the Association shall be cast by and only by its voting delegate or if the delegate be absent, by its alternate voting delegate if one shall have been designated.

PLEASE NOTE:

- An official delegate is only that delegate whose school committee has complied with annual dues regulations as spelled out in Article IV of the MASC By-Laws.
- Deadline for receipt of delegate forms by the Executive Director for the 2021 annual meeting is October 27, 2021.

Official Delegate Form

For the school committee of Tewksbury Public Schools

The official voting delegate is: _____

The alternate voting delegate is: _____

Signed _____

NOTE: In order to register for the annual business meeting, delegates must send in this form in addition to the conference registration form.