

TEWKSBURY PUBLIC SCHOOLS
TEWKSBURY SCHOOL COMMITTEE
Notice of Regular School Committee Meeting #4
Wednesday, October 12, 2022 at 6:00 PM

Meeting Place:
Tewksbury Memorial High School
Large Group Instruction Room #1
320 Pleasant Street, Tewksbury, MA 01876

1. CALL TO ORDER

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

- Approval of September 21, 2022 Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in open session after the Executive Session.

3. ADJOURN EXECUTIVE SESSION

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

5. ANNOUNCEMENT

The October 12, 2022 Regular School Committee Meeting will be televised and recorded and may be viewed live on Comcast Channel 22 and Verizon Channel 34 or YouTube.com/TewksburyTV. 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 or herself.

6. PLEDGE OF ALLEGIANCE

7. RECOGNITION

None

8. STUDENT COUNCIL REPRESENTATIVE REPORT

Rania Elouahi: Notes from Tewksbury Memorial High School

9. PRESENTATIONS

10. CITIZENS 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.)*

11. APPROVAL OF MINUTES

September 21, 2022 Regular Meeting

12. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending September 29, 2022, (\$1,483,897.75)

13. SUPERINTENDENT & STAFF REPORT

SCHOOL COMMITTEE MEMBERS

Bridget L. Garabedian, Chair, bgarabedian@tewksbury.k12.ma.us
Keith M. Sullivan, Vice-Chair, ksullivan@tewksbury.k12.ma.us ~ Kayla Biagioni-Smith, Clerk, kbiagioni-smith@tewksbury.k12.ma.us
Nicholas G. Parsons, Member, nparsons@tewksbury.k12.ma.us ~ Richard Russo, Jr., Member, rrusso@tewksbury.k12.ma.us

Superintendent of Schools - Brenda Theriault-Regan, bregan@tewksbury.k12.ma.us

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

15. SCHOOL COMMITTEE MEMBER REPORTS

Elementary School Building Committee
Tewksbury SEPAC
Wellness Advisory Committee
Policy Sub-Committee

16. POLICY CHANGES, PROPOSALS, and ADOPTION

Policies Reviewed and Adopted with No Changes - *Informational Item Only - Vote Required*
CE Administrative Councils, Cabinets, and Committees; **CH** Policy Implementation

Policies for Consideration for Revision and/or to Adopt MASC Recommendation on Informational Reading:
BDG School Attorney; **CA** Administration Goals; **CB** School Superintendent; **CBD** Superintendent's Contract; **CBI** Evaluation Of The Superintendent; **CCB** Line And Staff Relations; **CHA** Development Of Procedures; **CHCA** Approval Of Handbooks And Directives; **CHD** Administration In Policy Absence

Policy for Consideration for Revision on First Reading:
BGC Policy Revision and Review

Policies for Consideration for Revision on Second & Final Reading:
IMG, Animals In Schools; **IJOA**, Field Trips; **JJH**, Student Travel; **JJH-R**, Student Travel Regulations;
DD, Funding Proposals & Applications; **DIE**, Audits; **EFC**, Free & Reduced Price Food Services; **BBA**,
School Committee Powers and Duties

Policies for Consideration to Rescind on First & Final Reading:
CHC Procedures Dissemination; **CHCA-E** Approval Of Handbooks And Directives; **CL** Administrative Reports

17. OLD BUSINESS

- a. 2022 Unofficial October 1st Enrollment Count

18. NEW BUSINESS

- a. MCAS Updates & 2022-23 MCAS & ACCESS Testing Schedule
- b. Appointment of MASC Voting Delegate to Annual Business Meeting
- c. FY 24 Budget Timeline Process

19. SCHOOL COMMITTEE MATTERS OF INTEREST

20. FUTURE SCHOOL COMMITTEE MEETING DATES

November 16, 2022; December 7, 2022

21. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

Elementary School Building Committee: October 13, 2022; TSEPAC Business Meeting: October 20, 2022
Wellness Advisory Committee: December 7, 2022; Policy Sub-Committee: October 18, 2022

22. FUTURE AGENDA ITEMS

23. ADJOURNMENT

CONSENT AGENDA

Correspondence

None

PERSONNEL ITEMS

New Hires: Heidi Bisso, District-wide, 1-School Year only, ELE Teacher at the Heath Brook School, effective August 29, 2022; Jennifer Ziniti, part-time Preschool Secretary, Dewing Elementary School, effective September 26, 2022; Jennifer Cunningham-Allard, 12-month Secretary at the Heath Brook School, effective September 12, 2022; Patricia Maia, Special Education Teacher at Tewksbury Memorial High School, effective August 29, 2022; Walter Bacigalupo, Building Safety & Security Monitor, Tewksbury Memorial High School, October 17, 2022; Charles Sweeney, district-wide part-time IT Support, effective October 11, 2022

Transfers

None

Retirements

None

Appendix B TMHS Athletics

None

Appendix B Co-Curricular Activities

Tewksbury Memorial High School

Julie Fabiano - Yearbook Advisor

Maura Pilotte (Semester 1) - Peer Leadership & Student Council

District-wide

Jason Stamp - Administrative Mentor

Fundraisers/Raffles: Dewing/North Street PAC Fall 2022 Event / Fundraising Calendar

Executive Session

**Tewksbury School Committee
Executive Session (Non-Public Session)
Wednesday, October 12, 2022 - 6:00 PM**

Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

A. CALL TO ORDER

B. EXECUTIVE SESSION - Non-Public Session - 6:00 PM

- Approval of September 21, 2022 Executive Session Minutes
- Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN & RECONVENE REGULAR SCHOOL COMMITTEE MEETING

Recognition and/or Presentations

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **9/29/2022**

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 **\$1,483,897.75**

GRANTS

\$27,492.15	2021-2022 Special Ed 240 Grant
\$9,711.05	2022-2023 Title I Grant
\$1,345.89	2021-2022 Title II Grant
\$256.25	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$37.50	2022-2023 21st Century Grant
\$1,006.25	2022-2023 Academic Acceleration Grant
\$6.25	2022-2023 21st Century Sped Enhancement
\$6.25	2022-2023 21st Century Summer
\$14,349.73	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$4,462.15	2022-2023 Community Services
\$10,199.19	2022-2023 Community Services Preschool Program
\$495.79	2022-2023 Adult Education Program
\$38,818.80	2022-2023 Lunch Program
\$503.32	2022-2023 Facilities
	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
	2022-2023 Advanced Placement
	2022-2023 TMHS Intramurals

\$114,299.70 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,369,598.05	2022-2023 School Department Account
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\$1,483,897.75 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

**Dewing/North St
2022/2023**

August

- 8/22 Dewing Playground social (1&2)
- 8/25 North St Playground social (3&4)
- 8/29 Dewing Playground social (K)
- 8/30 Dewing Playground social (PK)

September

- 9/8 North St Principal Meet & Greet Ice Cream social
- 9/13 Dewing Open House
- 9/19 North St Open House
- 9/23 Dewing Ice Cream Social.

October

- 10/3-10/7- Dewing & North St- Penny Wars
- 10/21 Dewing & North St Trunk or Treat (Dewing School)
- 10/22 Trunk or Treat (rain date)

November

- 11/7-11/11 Dewing Book Fair week
- 11/8 Dewing Teachers Conference-Bookfair open to parents
- 11/12 Dewing & North St Harvest Fest (Dewing school field)
- 11/14-11/18 North St Bookfair week
- 11/19 North St Teacher conference- Bookfair open to parents

December

- 12/5-12/9 North St Holiday Shop
- 12/9 Dewing & North St Jolly Jamboree (Ryan School)

September:

9/8- North St School Welcome back ice cream social- Students will attend the North St School for a welcome back ice cream social. Some North Street staff members will be on hand to serve the children ice cream.

9/23- Dewing School Welcome back ice cream social- Students will attend the Dewing School for a welcome back ice cream social. Some Dewing Staff will be on hand to serve the children ice cream.

October:

10/3-10/7- Dewing & North Street Penny Wars- A favorite fundraiser of both kids and parents. Kids will bring in coins and deposit them in their class bucket. Coins are positive points. Any paper money will be entered in their classmates' class buckets which are negative points. The class with the most positive points will win. Each winning class per grade is given a goodie bag.

10/21- Dewing/North Street Trunk or Treat- This fun Halloween event is held at the Dewing school. Families will decorate their trunks and pass out treats to the kids. This has been a very successful event in years past. This year there will be a glow party in the gym. We will have music, glow balloons and other glow in the dark decorations. We are looking forward to having both schools attend.
Rain date: 10/22

November:

11/7-11/11- Dewing School Book Fair- Kids will shop at the Scholastics book fair during the day. The book fair will also be open the night of Teacher conferences for parents to shop the fair as well.

11/14-11/18- North Street School Book Fair- Kids will shop at the Scholastics book fair during the day. The book fair will also be open the night of Teacher conferences for parents to shop the fair as well.

11/12- Dewing & North Street Harvest Fest- This will be our first Harvest Fest and we hope the Dewing and North Street families enjoy it. Event will take place in the field behind the Dewing. We would like to have a couple food trucks, face painting, bouncy house, games and petting zoo. We are in the beginning stages and may add or take things out. We will be in constant communication with both schools' Principals.

TEWKSBURY PUBLIC SCHOOLS

Darius

December:

12/5-12/9- Holiday Shop- We partner with Penguin Patch to create a Holiday Shop where the kids can shop for family and friends. Every child will shop at the Holiday shop regardless if they bring money or not. No child will be left out. The PAC will earn 10% of the profit which is considered a service project.

12/9- Jolly Jamboree- The Jolly Jamboree is held at the Ryan School Cafe. We choose to have it at the Ryan because the space is much larger than the Dewing and North St. The event is a great way to kick off the holiday season. Dewing and North Street families are invited to join us for a fun night. In the past we have had games, glitter tattoos, crafts, make your own reindeer food, face painting and much more. This year we are looking to make this event even better than years past. We will also have pizza and water on hand to purchase.

Ongoing fundraisers:

- **Dine outs:** We will host monthly dine outs in which families will dine out at a local business. A portion of sales will be donated to the Dewing and North Street PAC.
- **Amazon Smile/Boxtops:** Both are Fundraisers. Parents will scan in their receipts to collect box tops. Families will sign up to Amazon Smile and a portion of sales will be donated to the PAC from Amazon
- **Square one art:** With the help of our amazing Art teachers, students will create a piece of art. Parents will then have the opportunity to purchase their child's art on many different keepsakes. A portion of sales will be donated to the PAC..

Community:

- **Anton's Coat Drive-** Students will bring in gently used coats which will then be taken to Anton's cleaners.
- **Food Drive-** Students will bring in non perishable food items to school. All food will be donated to the Tewksbury Food pantry.

Policy

File: CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as he/she deems necessary for assuring staff participation in decision making, for implementing policies and procedures and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the Tewksbury School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

Reviewed & Adopted:

SOURCE: MASC Policy - Updated 2022

File: CH - POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through procedures, the policies established by the Tewksbury School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school system. Consequently, it is expected that all Tewksbury School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures for seeing that they are implemented in the spirit intended.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

Reviewed & Adopted:

SOURCE: MASC Policy - Updated 2022

File: BDG - SCHOOL ATTORNEY

~~The Tewksbury School Committee may use the services provided by the town counsel. The committee and the superintendent may seek his/her services to counsel and represent the school system at various times.~~

~~However, because the complexity of school department operations often requires specialized legal services, the committee may also retain an attorney or law firm to provide additional legal services.~~

It will be the duty of the counsel for the **e**Committee to advise the Tewksbury School Committee and the **s**Superintendent on the specific legal problems submitted to ~~him/her~~ **them**. ~~He/she~~ **They** will attend meetings upon request and will be sufficiently familiar with **e**Committee policies, practices, and actions under these policies, and with requirements of the school law to enable ~~him/her~~ **them** to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school ~~system~~ **district** will be made by the **e**Committee. The **s**Superintendent may also take such action at the direction of the **e**Committee.

Many types of legal assistance are routine and do not require specific **e**Committee approval or prior notice. However, when the **s**Superintendent concludes that unusual types or amounts of professional legal service may be required, ~~he/she~~ **they** will advise the **e**Committee and seek either initial or continuing authorization for such service.

~~The Superintendent of Schools will notify the Tewksbury School Committee on a quarterly basis of all legal expenses to the Tewksbury School Committee for attorney(s) including each charge and the service provided. When necessary, however, this item shall be brought forward in executive session.~~

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.

Adoption date: January 1996

Reviewed and Adopted September 11, 2013

Revised:

LEGAL REFS.: M.G.L. [71:37E](#); [71:37F](#)

SOURCE: MASC - Reviewed 2022

NOTE: Town or city charters often state that the town counsel or city solicitor will provide certain services for the School Committee. References to such sections(s) of a charter should be added to the legal references. In addition, it is important that a School Committee establish guidelines for access to legal counsel by individual members. In most cases this is allowed only with prior approval of the whole **Committee**.

File: CA - ADMINISTRATION GOALS

~~It is the intent of the Tewksbury School Committee that the district~~ **The School Committee intends to** employ qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. ~~Channels will be established~~ **The Superintendent will establish channels** so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and Tewksbury School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the Tewksbury School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officers will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

LEGALS REFS: M.G.L. 71:41, 71:42

SOURCE: MASC Policy - Updated 2022

File: CB - SCHOOL SUPERINTENDENT

The Tewksbury School Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with Massachusetts General Laws and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the ~~State Dept.~~ **Department** of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Board of ~~Selectmen~~ **Select Board** in sufficient time for printing in the annual report.

ADOPTED: November 4, 2015

Revised: September 27, 2017

Reviewed:

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

SOURCE: MASC Policy - Updated 2022

File: CBD - SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate, or upon reappointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, not to exceed six (6) years, which will meet the requirements of law and ~~will~~ protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

{Adoption date}

Revised: June 17, 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

Reviewed:

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

SOURCE: MASC Policy - Updated 2022

Note: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of Schools for a period not to exceed six years.

File: CBI - EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the Tewksbury School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The Tewksbury School Committee will periodically develop with the Superintendent a set of ~~performance objectives~~ **goals** based on the needs of the district in keeping with state regulations for valuation of the Superintendent. The Superintendent's performance will be reviewed in accordance with these specified goals and standards. ~~Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.~~

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the ~~Open m~~ **Meeting** ~~Law~~.

Revised: June 17, 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

Reviewed:

LEGAL REFS: M.G.L. ~~30A:18-25~~

603 CMR ~~35.00~~

SOURCE: MASC Policy - Updated 2022

File: CCB - ~~LINE AND STAFF RELATIONS~~

The Tewksbury School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority and written job descriptions will serve most purposes. ~~B~~but all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

The Tewksbury School Committee shall approve any changes in job descriptions prior to their implementation.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Reviewed:

SOURCE: MASC Policy - **Updated 2022**

File: CHA/CHC - DEVELOPMENT AND DISSEMINATION OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school system will be operated in accordance with Tewksbury School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school system will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardian, and the public. He/she must weigh with care the counsel given by representatives of staff, student and community organizations. He/she will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, he/she may issue procedures without prior Committee approval unless Committee action is required by law;; or the Committee has specifically asked that certain types of procedures be given Committee approval;; or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

Revised:

CROSS REF.: BDG, School Attorney

SOURCE: MASC Policy - Updated 2022

File: CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES

~~The law directs that in each school building containing the grades nine to twelve, inclusive, t~~ The Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each spring to consider changes in the disciplinary policy to take effect ~~in September~~ **at the beginning of the next school year.**

It is essential that the contents of all handbooks conform with Tewksbury School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the School Department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. All handbooks published will be made available to the Committee for informational purposes prior to distribution.

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

LEGAL REFS.: M.G.L. [71:37H](#)

CROSS REF.: BGD, School Committee Review of Procedures

SOURCE: MASC Policy - Updated 2022

File: CHD - ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school ~~system~~ **district** where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.

SOURCE: MASC Policy - **Reviewed 2022**

Adoption date: January 1996

Reviewed and Adopted July 17, 2013

Revised:

File: BGC - POLICY REVISION AND REVIEW

In an effort to keep its written policies up to date so that they can be used consistently as a basis for Tewksbury School Committee action and administrative decisions, the eCommittee will review its policies on a regular basis.

The eCommittee will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies it has adopted.

The sSuperintendent is given the continuing commission of calling to the eCommittee's attention all policies that are out of date or for other reasons appear to need revision.

~~The Tewksbury School Committee directs the Superintendent to periodically recall all electronic policy manuals and regulations manuals for administrative updating and committee review.~~

Adoption date: January 1996

Revised and Adopted: September 11, 2013

Revised:

SOURCE: MASC Policy MASC - Reviewed 2022

October 12, 2022 - 2nd & Final Reading - Recommended to Revise Policy
September 21, 2022-First Reading: TPS policy recommended for revision.
August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: IMG - ANIMALS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal.

The Tewksbury Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the Tewksbury Public Schools' highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Department of Health and Education recommendations the following animals are prohibited from schools within the Tewksbury Public Schools.

Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs,* cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

October 12, 2022 - 2nd & Final Reading - Recommended to Revise Policy
September 21, 2022-First Reading: TPS policy recommended for revision.
August 17, 2022 - Informational Reading: TPS policy recommended for revision.

alternate plan will be developed in coordination with the appropriate school, Tewksbury Public Schools, and transportation staff including the involvement of the parents/guardians of the student.

When a student will be accompanied by a service animal at school or in other Tewksbury Public Schools' facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in the Tewksbury Public Schools' facilities and on school transportation vehicles.

Therapy/Comfort Dogs

The Tewksbury Public School supports the use of therapy/comfort dogs in collaboration with the Tewksbury Police Department for the benefit of its students subject to the conditions of this Policy. The benefits from using a therapy/comfort dog in an educational setting include improved social skills, decreased anxiety, promotion of positive behavior, increased student engagement and improved attendance.

A therapy/comfort dog is a dog which has been trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. Therapy/comfort dogs are not "service animals."

Animal assisted activities and animal assisted interactions are not goal-driven interactions where the specific content of the visit is spontaneous and is meant to provide motivational, educational or recreational activities that enhance the quality of life.

A handler is one who has been individually trained and evaluated to provide animal-assisted activities, animal-assisted therapy/comfort, and animal-assisted interactions within a school or other facility. The handler will assume full responsibility for the therapy/comfort dog's care, behavior and suitability for interacting with students and others in the school while the therapy/comfort dog is on school district property.

Therapy/Comfort Dog Standards and Procedures

The following must be satisfied before a therapy/comfort dog will be allowed in school buildings or on school district property:

Request/Approval: The Superintendent shall approve and designate a handler and may approve at her/his discretion any request to have a therapy/comfort dog on school district property. Such approval may be rescinded at any time at the sole discretion of the superintendent.

Health and Vaccination: The handler shall provide proof from a licensed Veterinarian indicating that therapy/comfort dog is in good health and is current with all required vaccinations. The handler shall provide proof of licensure from the appropriate municipality.

License and Registration: The handler shall submit proof of registration for the dog as a therapy/comfort dog handler with each therapy dog he/she intends to bring to the school district. Such registration will be from an organization that requires an evaluation of the therapy/comfort dog and handler prior to registration. Registration shall remain current and in good standing at all times.

File: IJOA - FIELD TRIPS

A. GENERAL - INFORMATION

Field trips should be of direct educational benefit to the participants and consistent with the objectives of the curriculum. All field trips require the prior approval of the Building Principal (in consultation with the Assistant Superintendent for Curriculum and Instruction) and should be submitted to the principal one month prior to the date of the trip. A copy of such request shall be forwarded to the Assistant Superintendent for Curriculum and Instruction concurrent with submission to the building principal. The Application for Field Trip Approval Form should be submitted to the Business Office three (3) weeks prior to the date of the trip. A permission slip signed by the parent/guardian or guardian is required for each student participating. A written statement that all required permission slips have been obtained shall be provided to the Building Principal prior to the trip's departure.

The approval process should be completed prior to engaging students in fundraising activities or other preparations for the trip.

Permission Slip Components

1. Specific description of the trip including:
 - a. Destination
 - b. Date
 - c. Departure time/expected return time
 - d. Method of transportation
 - e. Meal service plan, if applicable
 - f. How the trip will be funded
 - g. Name of the faculty sponsor(s)
2. Parent/guardian Signature
 - a. Emergency/work phone numbers
3. Hold harmless language
4. Reminder to the parent/guardian to make certain the School Health Record is up to date.
5. A signed medical attention request section to be presented to the hospital in the event medical attention is required. The teacher or administrator who applies for the field trip is responsible for

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L.c.71 s.38R.

2. The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided.

Such trips should generally use commercial motorcoaches.

Trips planned to include late night or overnight student travel should involve pre-trip checks of companies, drivers, and vehicles.

CORI checks are recommended but not required by law for bus drivers who do not regularly work for the school district and who will not have direct and unmonitored contact with students. If such checks cannot be done, a chaperone must always be present whenever students are on the bus.

C. SUPERVISION & CHAPERONES

Field Trip Chaperones

The following minimum chaperone to student ratio guidelines have been established for closed and open field trips. A closed field trip is defined as one where students will be confined to a specific location, such as a theater. An open field trip is defined as one where students have freedom of movement across a wide area. Chaperones will be assigned in a manner which minimizes any disruption to the instructional program.

Closed Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 3 Adults to 25 Students
Elementary 2-4	1 Teacher and 2 Adults to 25 Students
Upper Elem/Middle 5-8	1 Teacher and 1 Adult per 25 Students
and High School	1 Teacher and 1 Adult per 25 Students
(depending upon the needs of the group and itinerary for the trip)	

Open Field Trips

Preschool	1 Teacher and 4 Adults to 15 Students
Elementary K-1	1 Teacher and 4 Adults to 25 Students

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September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

Carrier Safety Administration and has a safety rating which is higher than "conditional" or "unsatisfactory;" alternatively, commercial transportation may be engaged if it is on the Department of Defense's approved list of motor carriers for transportation of military personnel. See: <http://www.safetysys.org>. or <http://www.mtmc.army.mil/content/504/approvedlist.pdf>.

c) A statement of all anticipated costs, including, but not limited to, transportation, lodging, meals and incidental expenses expected to be incurred. The cost statement shall include specific plans for fundraising, if any. No chaperone, staff member or student shall enter into any contract for transportation, lodging, etc. unless the Committee has approved the trip in accordance with this policy and the Committee shall not be responsible for any unauthorized financial contracts made in anticipation of satisfaction of the proposed fundraising.

d) Schedule of activities which have been planned for each day including the destination and main phone number of the location.

e) The names, addresses, phone numbers, emergency contact numbers, and CORI status (see policy IJOCA) for each chaperone. Adult chaperones will be comprised of a mix of employees and parent/guardian volunteers whenever possible. Every effort should be made to secure parent/guardians/volunteers as adult chaperones. Final determination of the number of chaperones will be at the discretion of the Building Principal and approved by the Superintendent of Schools. **Fingerprinting as needed and appropriate (may be required) but would be at the cost of the district.**

f) The plan for 24 hours, round the clock, per day supervision by the chaperones including the check in times, locations, and the name(s) of the chaperone(s) on duty.

g) The plan for student grouping (buddy system) to verify the whereabouts of the students and the room assignments for all participants.

h) A plan for the return home of students who, for reasons of health or behavior, must be sent home prior to the conclusion of the trip. The plan shall require parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone.

3. The field trip sponsor must assume responsibility for complying with all requirements of this policy.

4. All teachers, chaperones and students must abide by the policies of the Tewksbury School Committee and the Tewksbury Public Schools throughout the duration of the trip relating to personal behavior. No possession, use or consumption of alcoholic beverages or illegal drugs will be tolerated. Students engaged in behavior which, if occurring in school or at school sponsored activities, would be grounds for discipline, will be disciplined in accordance with the

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

Reviewed and Adopted February 12, 2014

Revised:

SOURCE: Tewksbury

CROSS REF: [IJO](#)C School Volunteers

[IJO](#)C CORI Checks - Volunteers

[JH](#), Student Travel

[JL](#)CDA Delegation of Prescription Medications for Field Trips and Short Term

Special School Events

[JL](#)CDA-E Delegation of Prescription Medications for Field Trips and Short Term

Special Events Form

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision.

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: JJH - STUDENT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. ~~The School Committee requires that~~ Final approval ~~should~~ be sought ~~no less than~~ 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval ~~of~~ school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC REVIEWED 2021

REVISED: July 16, 2014

REVISED:

LEGAL REFS.: Chapter 346 of the Acts of 2002 (et al) approved on October 9, 2002

M.G.L. 69:1B; 71:37N

CROSS REFS.: [IJOA](#), Field Trips

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.
September 21, 2022-First Reading: TPS policy recommended for revision
August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: JJH-R - STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws Chapter and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <http://www.saferys.org/>
<https://ai.fmcsa.dot.gov/SMS/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision

August 17, 2022 - First Reading: TPS policy recommended for revision.

File: DD - ~~FUNDING PROPOSALS AND APPLICATIONS~~ GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure. The Tewksbury School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds which: will enhance the educational opportunities for the children in our schools in alignment with district goals. The Superintendent will submit spending plans for School Committee approval.

~~The Superintendent will keep informed of possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.~~

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval keeping the Committee apprised and updated on all such projects.

~~The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.~~

SOURCE: MASC 2021

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted August 21, 2013

Revised: September 27, 2017

Revised:

LEGAL REFS.: M.G.L. [44:53A](#)

~~P.L. 874 Impact Aid~~

~~Board of Education 603, CMR [32:00](#); [34:00](#)~~

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.
September 21, 2022-First Reading: TPS policy recommended for revision
August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: DIE - AUDITS

As a department of the Town of Tewksbury, ~~Aan~~ an audit of the School Department's accounts ~~should~~ shall be conducted annually by external auditors. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U.S. Comptroller General. ~~In addition, the Committee may request a private audit of the school system's accounts at its discretion.~~

Upon completion of the external audit, the Superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the Auditor for maintaining an efficient system for recording and safeguarding the School Department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually.

In addition, the Committee may request an additional private audit of the school district's accounts at its discretion.

SOURCE: MASC Policy 2021

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3
Cross reference: DI

Adoption date: January 1996

Reviewed and Adopted August 21, 2013

Revised:

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: EFC - FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment and will take all necessary steps to comply with the requirements of those programs.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parent/guardian.

As required by state and federal regulations, the Tewksbury School Committee approves this policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

Revised:

LEGAL REFS.: National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966

P.L. 89-642, 80 Stat. 885, as amended M.G.L. [15:1G](#); [15:1L](#); [69:1C](#); [71:72](#)

October 12, 2022 - 2nd & Final Reading: TPS policy recommended for revision.

September 21, 2022-First Reading: TPS policy recommended for revision

August 17, 2022 - Informational Reading: TPS policy recommended for revision.

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The Tewksbury School Committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizens' expectations for education of the community's youth. It also has an obligation to determine and assess citizens' desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decision and approving procedures for carrying out the responsibility.

The Tewksbury School Committee takes a broad view of its functions. It sees them as:

1. Legislative or policy making. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.
4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and staff for the administration and continuing improvement of the educational programs provided by the school district.

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, the Assistant Superintendent, ~~Director of Business Services Manager, and Director of Student Services,~~ **School Physician, and district-wide School Nurse**. Such positions shall not report directly to the School Committee.

Revised: January 18, 1996

Reviewed and Adopted September 11, 2013

Revised September 27, 2017

Revised:

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of school committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#) School Committee Legal Status

File: ~~CHC - PROCEDURES DISSEMINATION~~

~~It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school system are appropriately coded and included as procedures in the Tewksbury School Committee's policy manual.~~

~~A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.~~

~~SOURCE: MASC Policy~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted July 17, 2013~~

~~Revised: September 27, 2017~~

File: CHCA-E - APPROVAL OF HANDBOOKS AND DIRECTIVES

(School Safety Issues)

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

- ~~1. Any student, who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, or a controlled substance may be subject to expulsion from school by the Principal.~~
- ~~2. Any student who assaults any employee of the school district may be subject to expulsion from school by the Principal.~~
- ~~3. Any student who is charged with a violation of either paragraph 1 or 2 above shall be notified in writing of an opportunity for a hearing, provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing the Principal may decide to suspend rather than expel a student.~~
- ~~4. Any student who has been expelled shall have the right to appeal to the Superintendent.~~
- ~~5. When a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted July 17, 2013~~

~~SOURCE: MASC Policy~~

~~LEGAL REFS.: M.G.L. 71:37H~~

File: CL - ADMINISTRATIVE REPORTS

~~The Tewksbury School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools:~~

~~School building administrators will be required to keep such records and make reports as the Superintendent may direct or require:~~

~~Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system:~~

~~Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required:~~

~~SOURCE: MASC Policy~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted July 17, 2013~~

Old Business

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					148	136										284
TRAHAN					119	98										217
DEWING	102	155	141	157												555
HEATH BROOK	43	139	93	99												374
RYAN							237	273								510
WYNN MIDDLE									243	255						498
HIGH SCHOOL (HS)											179	181	196	193	9	758
PreSchool @ HS	15															15
TOTALS	160	294	234	256	267	234	237	273	243	255	179	181	196	193	9	3211
	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	Grd	Tcher	Cnt	Grd	Tcher	Cnt	
KF	A. Spatola	20	KF	M. Raffi	22	3	S. Mulno	19	3	N. DeVincentis	23	5	C. Graffeo	20	6	K. Anderson	21	7	S. Chella	23	8	K. Welch	22	
KF	S. Paradis	21	KF	H. Grace	22	3	S. Sadler	20	3	M. Groux	22	5	R. Cohen	20	6	J. Lindsey	22	7	A. Martel	20	8	A. Breton	22	
KF	K. Buck	20	KF	A. McCarthy	22	3	A. Trevor	20	3	L. Desrochers	20	5	B. Roberts	20	6	A. Johnson	22	7	E. Noel	21	8	J. Healey	20	
KF	K. Hynes	21	KF	A. Cameron	22	3	L. Hyland	20	3	S. Hall	21	5	M. Ellis	20	6	N. Zwirek	22	7	J. Bilodeau	21	8	W. Fabiano	21	
KF	C. Ventura	20	KF	T. Molea	23	3	K. Valcourt	20	3	A. Bejtlich	20	5	B. Lavine	19	6	N. Amato	23	7	L. Nastari	21	8	J. Diprima	21	
KF	M. Campo	19	KF	S. Gillotte	22	3	J. Lane	20	3	L. Carlino	22	5	C. Cremin	20	6	J. Mrozowski	22	7	C. Bilodeau	21	8	D. Shao	22	
KF	K. Rodgers	18	KF	A. Reardon	22	3	*L. Perelli		3	M. McGrath	20	5	K. Magsarili	19	6	S. Walsh	22	7	C. Edwards	19	8	M. Gillespie	21	
KF	*J. Murphy		K	*A. Bothelo					3	*K. Mahoney		5	L. Tierney	19	6	K. Romano	24	7	D. Graaskamp	19	8	C. Gagnon	20	
			K/1/2	*C. Griffin								5	K. Bruff	20	6	A. MacMullin	25	7	K. Johnston	21	8	N. Flood	22	
1	E. Niles	16	1	L. Broderick	20	4	J. Zaroulls	20	4	S. Filiberto	20	5	R. Shirkoff	20	6	R. Curley	25	7	N. MacFarlane	20	8	K. Terry	21	
1	M. Engelken	19	1	K. Carleton	22	4	C. Gagne	19	4	K. Conrad	18	5	T. McNeil	20	6	C. Melly	23	7	F. Rouff	18	8	K. Deveau	21	
1	A. Whynot	20	1	E. Killeen	22	4	V. Schaefer	19	4	K. Russo	19	5	P. Shirkoff	20	6	G. Martel	22	7	M. Scully	19	8	E. Caron	21	
1	J. Price	20	1	L. Tramonte	21	4	E. Kramer	21	4	T. McHenry	21													
1	B. Decarolis	18	1	M. Hirtle	20	4	L. Kelly	19	4	J. Selissen	20													
1	*R. Langlais		1	K. Scialdone	18	4	*J. Kelly		4	B. Clasby	20	5/6	*S. Ferrara					7/8	*Camire	1				
			1	L. Cournoyer	18				4	M. Barbato	18	5/6	*J. Ryan					7/8						
			1	*M. Robinson					4	*L. Chasan		5/6												
			K/1/2	*E. Finneran					DLC	*M. Irwin														
2	D. Bowden	20	2	C. Archibold	22	217			284			237			273			244			254			
2	S. Mulloy	20	2	J. Middleton	23																			
2	J. Taggart	20	2	S. Miranda	22																			
2	T. Enos	20	2	E. Daley	22																			
2	K. Bancroft	19	2	S. Wrobel	24																			
2	*S. Walsh		2	J. Garvey	21																			
			2	S. Armano	23																			
			2	*L. Spicer																				
			K/1/2	*A. Palange																				
CSPK	L. Ianacci	43	PK	M. Hines	24																			
			PK	J. Milligan	22																			
			PK	J. Lockwood	9																			
			PK	P. Young	22																			
			PKDLC	J. Reyes	6																			
			PKDLC	Smith/Strickler	7																			
			PKDLC	L. Costa	6																			
			PKDLC	R. Casey	6																			
*Denotes Special Ed classes where students at different grade levels may exist																								

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

New Business



2022–23 Initial MCAS and ACCESS for ELLs Testing Schedule

November 2022 MCAS ELA and Mathematics Retests

Next-Generation CBT (PBT available as an accommodation)

Subject Area	Prescribed Test Administration Dates
ELA	<ul style="list-style-type: none"> ELA Session 1: November 9 ELA Session 2: November 10
Mathematics	<ul style="list-style-type: none"> Mathematics Session 1: November 15 Mathematics Session 2: November 16

February 2023 MCAS Biology and Introductory Physics Tests

Next-Generation CBT (PBT available as an accommodation)

Subject Area	Prescribed Test Administration Dates
Biology	<ul style="list-style-type: none"> Biology Session 1: February 1 Biology Session 2: February 2
Introductory Physics <i>First February administration</i>	<ul style="list-style-type: none"> Introductory Physics Sess. 1: February 1 Introductory Physics Sess. 2: February 2

March 2023 MCAS ELA and Mathematics Retests

Next-Generation CBT (PBT available as an accommodation)

Subject Area	Prescribed Test Administration Dates
ELA	<ul style="list-style-type: none"> ELA Session 1: March 8 ELA Session 2: March 9
Mathematics	<ul style="list-style-type: none"> Mathematics Session 1: March 14 Mathematics Session 2: March 15

Spring 2023 MCAS Grades 3–8 ELA and Mathematics, and grades 5 and 8 STE

Next-Generation CBT (PBT available as an accommodation)

Subject Area	Test Administration Window
ELA test sessions	March 27–April 28 <i>Note that ELA will be administered earlier than Mathematics and STE.</i>
Mathematics test sessions	April 24–May 26
STE test sessions	April 25–May 26

Spring 2023 MCAS Grade 10 Tests

Next-Generation CBT (PBT available as an accommodation)

Subject Area	Prescribed Test Administration Dates
ELA	<p><i>Test the maximum number of students who can participate concurrently.</i></p> <ul style="list-style-type: none"> • ELA Session 1: March 28 • ELA Session 2: March 29 <p><i>Test any remaining students who did not participate in the first set of dates due to technology/device limitations (only)</i></p> <ul style="list-style-type: none"> • ELA Session 1: March 30 • ELA Session 2: March 31
Mathematics	<p><i>Test the maximum number of students who can participate concurrently</i></p> <ul style="list-style-type: none"> • Mathematics Session 1: May 16 • Mathematics Session 2: May 17 <p><i>Test any remaining students who did not participate in the first set of dates due to technology/device limitations (only)</i></p> <ul style="list-style-type: none"> • Mathematics Session 1: May 18 • Mathematics Session 2: May 19

Spring 2023 MCAS High School STE Tests

Subject Area	Prescribed Test Administration Dates
<p>Biology and Introductory Physics</p> <p><i>for Grades 9 and Above</i></p> <p>Next-Generation CBT (PBT available as an accommodation)</p>	<p><i>Test the maximum number of students who can participate concurrently</i></p> <ul style="list-style-type: none"> • Session 1: June 6 • Session 2: June 7 <p><i>Test any remaining students who did not participate in the first set of dates due to technology/device limitations (only)</i></p> <ul style="list-style-type: none"> • Session 1: June 8 • Session 2: June 9
<p>Chemistry and Technology/Engineering</p> <p><i>for Grades 10 and Above</i></p> <p>Legacy (PBT only)</p> <p><i>Last administration of these two STE tests</i></p>	<ul style="list-style-type: none"> • Session 1: June 6 • Session 2: June 7

2023 ACCESS for ELLs

Grades K–12 CBT for grades 1–12, with paper alternative for students with disabilities and newcomers (The kindergarten test remains paper-based.)	
ACCESS for ELLs test sessions	January 5–February 9 (5/17/22 update: The ACCESS for ELLs dates are no longer considered tentative.)

2023 MCAS Alternate Assessment (MCAS-Alt)

Grades 3–8 and High School	
Submission deadline	March 31



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan
Superintendent of Schools
Date: October 5, 2022
Re: MASC Voting Delegate to Annual Business Meeting

This Requires a Roll Call Vote

In order for the Tewksbury School Committee to have a vote at the Massachusetts Association of School Committees Annual Business Meeting, it is necessary that an official delegate be designated. This requires a vote of the Committee.



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

Andrea Wadsworth, President

Date: March 2022

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

Re: Voting delegate to annual business meeting

Date: **DURING JOINT CONFERENCE. WEDNESDAY, NOVEMBER 2**

Location: **RESORT AND CONFERENCE CENTER AT HYANNIS, HYANNIS**

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 2022 annual meeting is October 20, 2022.

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.

Tewksbury Public Schools

School Business Manager
139 Pleasant Street
Tewksbury, MA 01876

David A. Libby
Business Manager
Phone: (978) 640-7800 x220
Fax: (978) 640-7808
dlibby@tewksbury.k12.ma.us

October 6, 2022

Superintendent Regan and Members of the Tewksbury School Committee,

I wanted you to be aware we are beginning the 2023 – 2024 school year local education agency (LEA) budget process. The purpose of this communication is to provide you with a preliminary overview of the process and timeline.

The LEA School Budget consists of four main categories:

Salary – All wages paid to personnel, both full and part time, salaried and hourly.

Operating – All other expenses required to run the School Department's daily operations. These expenses include transportation, utilities, supplies and materials, technology, tuition and contracted services for building maintenance and special education services.

Capital Outlay – Major repairs or upgrades to buildings or grounds

Fixed Costs – Overhead costs shared with the town. These expenses include items such as employee health insurance, building insurance, debt service, unemployment and retirement costs.

Since approximately 70% of the School Department LEA budget is in Salary, we start with our focus on personnel. The business office will start with the current payroll and simulate how much current contractual obligations will increase our Salary Budget when we roll forward with the same sized staff. These contractual obligations include cost of living increases, step increases (if applicable) and longevity increases. We then account for any known personnel changes through retirements, resignations or new positions (if applicable). Next, we assess our part time, hourly and overtime accounts to see if budgets need to be adjusted to match historical actuals in any areas. In the Operating area of the budget, we check for spending trends that may necessitate budgetary adjustments in any areas. Lastly, we will consider changes or new opportunities in alternative funding sources, such as grants or revolving accounts, which may affect our LEA budget.

Capital Outlay projects are considered based on need and availability of funding. The Capital Outlay Budget is aligned accordingly.

All decisions regarding the school budget are guided by district goals and priorities.

Challenges specific to developing the 2023-2024 budget include:

- Move to Center Elementary School, currently scheduled for December 2022
 - Impacts on:
 - Staffing
 - Supplies/Materials
 - Utilities
 - Transportation
- Appropriate use of COVID grant funding to maximize benefits to students and staff
- State and local revenues unknown at this time

TPS District Strategy

The Tewksbury Public Schools community believes that our educational program will encompass a 21st century teaching and learning approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.

Early November:

Preliminary meetings with the Town Manager to establish an overall base line, target budget estimated figure. This figure is based on estimates of new revenues forecasted for FY24, less any known increases in Fixed Cost expenses at this time.

By December 2, 2022:

Business Manager to solicit input from all principals and department heads regarding any specific requests for new positions, building improvements, instructional programs, supplies, technology, etc. for the 2023 – 2024 school year.

By December 16, 2022:

Principals will submit their top two priorities to the Business Manager for the upcoming 2023–2024 school year.

On or before January 13, 2023:

- a.) Business Manager to submit the School Departments initial Budget request to the Town Manager (in accordance with the Town's General By-Laws). The by-law requires that the School Department provide three figures: Salary Budget, Operating Budget and Capital Outlay Budget. We typically provide more detailed information as back-up to those figures.
- b.) Business Manager to submit a copy of the initial Budget request to all members of the School Committee.
- c.) Business Manager to submit a copy of the initial Budget request to the Finance Committee Chair and the Finance Committee's Liaison to the School Department, inclusive of any supporting documentation requested.

January 11, 2023:

FY24 Budget Workshop to be held at the Tewksbury Memorial High School at 6:00pm in LGI 1.

February 8, 2023:

Regular School Committee Meeting with focus on the Public Hearing for the FY24 School Budget.

March 8, 2023:

Regular School Committee Meeting with focus on the Public Hearing for the FY24 School Budget.

DATE TBD:

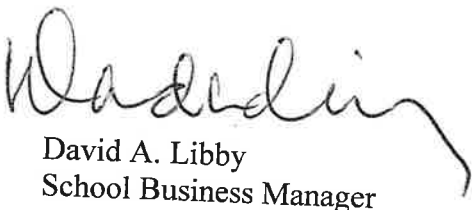
Special joint meeting with the Finance Committee, the Superintendent of Schools and the Business Manager in regards to the FY24 School Budget. (Date determined by Finance Committee)

May 3, 2023:

The School Committee Budget request for the 2023–2024 school year to be presented at the Annual Town Meeting for consideration and approval.

Please let me know if you have any questions or concerns.

Sincerely,



David A. Libby
School Business Manager

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