

TEWKSBURY PUBLIC SCHOOLS  
TEWKSBURY SCHOOL COMMITTEE  
Notice of Regular School Committee Meeting #5  
Wednesday, November 16, 2022 at 6:00 PM

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

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**1. CALL TO ORDER**

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

- Approval of October 12, 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 November 16, 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**

**Tewksbury Memorial High School Students**

- a. 2023 National Merit Scholarship Program: Commended Student John Baker
- b. 2022 National African American Recognition Award: NAARA Scholar - Marissa Toutpuissant
- c. 2022 National Hispanic Recognition Award: NHRA Scholar - Rafael Beluco

**8. STUDENT COUNCIL REPRESENTATIVE REPORT**

Notes from Tewksbury Memorial High School: Rania Elouahi

**9. PRESENTATIONS**

- a English Language Education (ELE) Update
- b 2022 Spring MCAS Update

**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**

October 12, 2022 Regular Meeting

**12. SUBMISSION AND PAYMENT OF BILLS**

Payroll Period Ending October 13, 2022, (\$1,507,882.43)

Payroll Period Ending October 27, 2022, (\$1,513,224.82)

**SCHOOL COMMITTEE MEMBERS**

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

Superintendent of Schools - Brenda Theriault-Regan, [bregan@tewksbury.k12.ma.us](mailto:bregan@tewksbury.k12.ma.us)

**13. SUPERINTENDENT & STAFF REPORT**

**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**

**EBAB** Pest Management; **EEAEA** Bus Driver Examination and Training

**Policies for Consideration for Revision and/or to Adopt MASC Recommendation on Informational Reading:**

**EB** Safety Program; **EBB** First Aid; **EBC** Emergency Plans; **EBCD** Emergency Closings; **EC** Buildings and Grounds Management; **ECA** Buildings and Grounds Security; **ECAC** Vandalism; **EDC** Authorized Use Of School-Owned Materials; **EEA** Student Transportation Services; **EEAA** Walkers And Riders; **EEAE** School Bus Safety Program; **EEAEB** Drug and Alcohol Testing For School Bus and Commercial Vehicle Drivers; **EEAG** Student Transportation In Private Vehicles; **EEAJ** Motor Vehicle Idling On School Grounds

**Policy for Consideration for Revision on First 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

**Policies for Consideration for Revision on Second & Final Reading:**

**BGC** Policy Revision and Review

**Policies for Consideration to Rescind on First & Final Reading**

**EBCBA**, Fire Drills in Schools; **EEAEC-R**, Student Conduct on Buses

**17. OLD BUSINESS**

- a. Enrollment Update:
  - 2022 Official October 1st Enrollment Count - Verified October 28, 2022
  - November 1, 2022 Enrollment
- b. Tewksbury School Committee 2023 Meeting Schedule

**18. NEW BUSINESS**

- a. MA DESE Press Release: Massachusetts National Assessment Educational Progress (NAEP) Results
- b. Center Elementary School: Naming Considerations of Key Areas

**19. SCHOOL COMMITTEE MATTERS OF INTEREST**

**20. FUTURE SCHOOL COMMITTEE MEETING DATES**

December 7, 2022; January 11, 2023 Budget Workshop & Regular Meeting

**21. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES**

*Elementary School Building Committee: December 8, 2022; TSEPAC Business Meeting: January 19, 2023*  
*Wellness Advisory Committee: December 7, 2022; Policy Sub-Committee: TBD*

**22. FUTURE AGENDA ITEMS**

**23. ADJOURNMENT**

## **CONSENT AGENDA**

### **Correspondence**

- a. TMHS Recycling Program
- b. Professional Development / Teacher Workshop: November 1, 2022

### **PERSONNEL ITEMS**

**New Hires:** Todd Cutrona, Computer Teacher at the Ryan Elementary School, effective October 17, 2022; Lyn DeVito, Educational Support Personnel Aide, Heath Brook School, effective November 7, 2022; Deborah Marchese, 12-month Secretary at the John Wynn Middle School, effective November 28, 2022; Maura Rauseo, Human Resources Specialist, Tewksbury Public Schools, effective November 7, 2022

### **Transfers**

None

### **Retirements**

None

### **Appendix B TMHS Athletics**

None

### **Appendix B Co-Curricular Activities**

#### **John Ryan Elementary School**

**Mentor Position:** Steve Boudreau (Todd Cutrona)

**Acceptance of Grants:** FY 2023 After-School and Out-of-School Time (ASOST) Grant Awarded \$100,000

**Donations:** Therapy Travelers Referral Program, Special Education Talent Solutions, is donating \$500 to the Tewksbury Public Schools on behalf of *Teachers Pay Teachers* program.

**Fundraisers/Raffles:** None

# Executive Session

**Tewksbury School Committee  
Executive Session (Non-Public Session)  
Wednesday, November 16, 2022 - 6:00 PM**

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

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**A. CALL TO ORDER**

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

- Approval of October 12, 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

# **Tewksbury School Committee**

**November 16, 2022**

## **RECOGNITIONS**

### **2023 National Merit Scholarship Program**

★ John Baker - Commended Student

### **2022-23 National African American Recognition Award**

★ Marissa Toutpuissant - NAARA Scholar

### **2022-23 National Hispanic Recognition Award**

★ Rafael Beluco - NHRA Scholar

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## **PRESENTATIONS**

- **2022-23 English Language Education (ELE) Update**

Karen Hodgson & Kathy Henry

- **2022 MCAS Update** - Lori McDermott, Ass't. Superintendent

- Achievement Levels
- Participation
- Accountability

# Minutes



# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **10/13/2022**

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 **\$1,507,882.43**

**GRANTS**

\$30,269.33	2022-2023 Special Ed 240 Grant
\$10,353.55	2022-2023 Title I Grant
\$1,269.37	2021-2022 Title II Grant
\$6.25	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$6,343.39	2022-2023 21st Century Grant
\$6.25	2022-2023 Academic Acceleration Grant
\$754.75	2022-2023 21st Century Sped Enhancement
	2022-2023 21st Century Summer
\$15,795.42	2022-2023 ESSER II Grant

**REVOLVING ACCOUNTS**

\$3,365.28	2022-2023 Community Services
\$8,965.07	2022-2023 Community Services Preschool Program
\$373.91	2022-2023 Adult Education Program
\$38,674.25	2022-2023 Lunch Program
\$415.43	2022-2023 Facilities
	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
	2022-2023 Advanced Placement
\$3,670.00	2022-2023 TMHS Intramurals

**\$125,871.38 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,382,011.05	2022-2023 School Department Account
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**\$1,507,882.43 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **10/27/2022**

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 **\$1,513,224.82**

**GRANTS**

\$27,490.33	2022-2023 Special Ed 240 Grant
\$10,353.55	2022-2023 Title I Grant
\$2,408.64	2021-2022 Title II Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$4,450.82	2022-2023 21st Century Grant
	2022-2023 Academic Acceleration Grant
\$431.25	2022-2023 21st Century Sped Enhancement
	2022-2023 21st Century Summer
\$19,002.73	2022-2023 ESSER II Grant

**REVOLVING ACCOUNTS**

\$4,540.90	2022-2023 Community Services
\$8,567.82	2022-2023 Community Services Preschool Program
\$504.54	2022-2023 Adult Education Program
\$36,692.16	2022-2023 Lunch Program
\$1,738.65	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

**\$121,790.52 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,391,434.30	2022-2023 School Department Account
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**\$1,513,224.82 TOTAL**

# Superintendent/ Staff /School Committee Reports

# Consent Agenda

## Information about the Tewksbury Memorial High School Recycling Program

Tewksbury participates in a single-stream recycling program. This means that the items shown in the infographic below can be included together in your classroom or office bin with the guidelines specified under each image. Likewise, the items that cannot be recycled in the bin or need to be prepared properly are noted as well.



### Smart Recycling Guide

Your go-to reference for recycling in Massachusetts



 <b>Metal</b>	 <b>Plastic</b>	 <b>Glass</b>	 <b>Paper &amp; Cardboard</b>
 <b>Food and Beverage Cans</b> empty and rinse	 <b>Bottles, Jars, Jugs and Tubs</b> empty and replace cap	 <b>Bottles and Jars</b> empty and rinse	 <b>Mixed Paper, Newspaper, Magazines, Boxes</b> empty and flatten

## NO!

  
**Do Not Bag Recyclables  
No Garbage**

  
**No Plastic Bags  
or Plastic Wrap**  
(return to retail)

  
**No Food or Liquid**  
(empty all containers)

  
**No Clothing or Linens**  
(use donation programs)

  
**No Tangles**  
(no hoses, wires,  
chains or electronics)

Recyclopedia: Can I recycle it?

Use our online search tool at: [RecycleSmartMA.org](https://RecycleSmartMA.org)

  
**RecycleSmartMA.org**

*All recycling programs in Massachusetts accept the items pictured above.*

Printed on Recycled Paper

More information about smart recycling can be found here: [Beyond the Bin](#)

PLEASE SEE THE NEXT PAGE FOR THE **TMHS RECYCLING PICK UP SCHEDULE.**

(HARD-COPIES OF THIS SCHEDULE HAVE ALSO BEEN PLACED IN THE MAILROOM/TEACHER MAILBOXES TO BE POSTED IN CLASSROOMS.)



**TMHS Recycling Schedule** : The dates boxed in **red** and **blue** indicate the planned pick up of recyclables from classrooms/offices by the **EClub** or **JCL**. IN GENERAL, COLLECTIONS WILL TAKE PLACE WEEKLY WEDNESDAY THROUGH FRIDAY WHEN SCHOOL IS IN SESSION FOR THE ENTIRE DAY. **Consult the calendar below for adjustments in this schedule.** Please put your collection bin(s) OUTSIDE YOUR DOORWAY after the dismissal bell. **The single-stream recycling collections will take place on the 1st floor on the first day, on the 2nd floor on the second day and on the 3rd floor on the third day of each collection period (usually 1st flr Wed, 2nd flr Thu, 3rd flr Fri).** Thank you for participating!!

## 2022-2023 School Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(1 day) Student Days

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(20 days) Student days

(21 days)

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(20 days) Student days

(41 days)

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(19 days) Student days

(60 days)

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(17 days) Student days

(77 days)

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(18 days) Student days

(85 days)

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

(15 days) Student days

(110 days)

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(23 days) Student days

(132 days)

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(14 days) Student days

(147 days)

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(22 days) Student days

(169 days)

June 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(16 days) Student days


(180 + 5 snow days)

 FIRST DAY ALL STUDENTS

 LAST DAY OF SCHOOL - HALF DAY  
(Includes 5 snow/emergency days)

 SCHOOLS CLOSED

 NO SCHOOL - PROFESSIONAL DEVELOPMENT DAY

 TEACHER WORKSHOP - EARLY DISMISSAL - HALF DAY

 EARLY DISMISSAL

 TMHS GRADUATION

**Aug 29 - Aug 30** Professional Development Days

**Aug 31** First Day of School for Students

**Dec 26 - Jan 2** December Recess

**Jan 3 - Jan 4** Professional Development Days

**Feb 20-24** February Recess

**Apr 17-21** April Recess

**Jun 23** \*Last Day of School (Early Dismissal)  
\*Inc. 5 snow/emergency days







## **Tewksbury Public Schools**

# **MEMORANDUM**

**To:** School Committee Members

**From:** Brenda Theriault-Regan  
Superintendent of Schools

**Date:** November 8, 2022

**Re:** DESE After School and Out of School Time (ASOST) Grant

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The Tewksbury Public Schools is the recipient of the DESE After School and Out of School Time (ASOST) grant in the amount of \$100,000. This will fund the following programs:

- 2022-2023 School Year and 2023 Summer Heath Brook Penguin Pride Program;
- 2022-2023 School Year After School Academic Support for the Wynn Middle School and Tewksbury Memorial High School;
- 2023-Summer Academic Credit Recovery for the Wynn Middle School and Tewksbury Memorial High School

Dr. Basteri will be in contact with the building site principals in the next steps in establishing the school year programs.



Teachers Pay Teachers

\$500.00

Code: 6B5a7v7p6o

egift is for Tewksbury PSD (Paige's District) - Colleen Quinn referred Paige Garson

TeachersPayTeachers.com

Enter your gift code in the "Redeem a Gift Card" box at checkout.

Notes: 1) The value of the form purchased is less than the value of the Gift Card. Users will receive the balance on the gift card code. 2) The value of tax/demos/charitable exceeds the value of the Gift Card. Users must use additional forms of payment. 3) Gift cards cannot be combined with promotional pricing.

Linda Morgan | Relationship Manager



(562) 371-1895



lmorgan@therapytravelers.com



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# Policy

## **File: EBAB - PEST MANAGEMENT POLICY**

The Tewksbury Public Schools are committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

### **I. OVERVIEW AND GOALS**

- A. The Tewksbury Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
  - 1. Reduce any potential human health hazard.
  - 2. Reduce loss or damage to school structures or property.
  - 3. Minimize the risk of pests from spreading in the community.
  - 4. Enhance the quality of facility use for school and community.
  - 5. Minimize health, environmental and economic risks.

### **II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES**

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.

- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

### III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents/guardians, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

### IV. RECORD-KEEPING

- A. The District will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

### V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly cut.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

SOURCE: MASC - Reviewed 2022

ADOPTED: November 4, 2015

Revised: December 6, 2017

Reviewed and Adopted:

LEGAL REF.: M.G.L. 71:68; 132B

**File: EEAEA - BUS DRIVER EXAMINATION AND TRAINING**

The Tewksbury School Committee will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required.
2. Each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses.
4. The contractor will furnish the Tewksbury School Committee with a list of names of drivers and their safety records for the last three years.
5. In case of any change of bus drivers, the contractor will notify school officials as soon as possible.

**SOURCE MASC: Reviewed 2022**

Adoption date: June 1999

Reviewed and Adopted September 25, 2013

Revised: April 13, 2016

Revised: December 6, 2017

**Reviewed and adopted:**

LEGAL REFS.: M.G.L. [90:7B](#); [90:8A](#); [90:8A ½](#)

**File: EB - SAFETY PROGRAM**

Accidents ~~are undesirable~~, unplanned occurrences that can result in tragic consequences: ~~bodily harm, loss of school time, property damage, legal action, and even fatality~~. The Tewksbury School Committee will guard against such occurrences by taking precautions to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The Committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school ~~plant~~ **facility**, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school ~~system~~ **district**. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, ~~civil~~ defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

{Adoption date}

**SOURCE: MASC Updated 2022**

Revised: May 4, 1998

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

LEGAL REF.: M.G.L. [71:55C](#)

603 CMR [36:00](#)

[EEAE](#), School Bus Safety Program

[GBGB](#), Staff Personal Security and Safety

[IHAM](#), Health Education

~~JLI~~, Student Safety

**File: EBB - FIRST AID**

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call appropriate emergency medical services. In the case of illness that may include an infectious disease the ~~school physician~~ **Board of Health** shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the ~~child~~ **student** to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a ~~child~~ **student** or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent/guardian in advance if at all possible.
4. The teacher or other staff member to whom a ~~child~~ **student** is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members **that could potentially require medical follow-up** will be reported as soon as possible to the Superintendent **and, if the Superintendent deems appropriate, to the School Committee.**

**SOURCE MASC: Updated 2022**

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

LEGAL REFS.: M.G.L. [71:55A](#); [71:56](#)

CROSS REF.: [JLC](#), Student Health Services and Requirements



## **File: EBC - EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, natural disasters, and safety threats.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, local **police, fire** and Emergency Medical Services agencies, an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.
7. ~~In the event the school possesses Automated External Defibrillators (AEDs), the~~ **The** location of all available **Automated External Defibrillators (AEDs)**, whether the location is fixed or portable, and a list of personnel trained in its use.

**The Superintendent shall annually review the response sequence with local police and fire officials.** Plans shall be submitted **to local police and fire officials and the DESE** at least every 3 years **by September 1 or when changes occur.** Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response Drills **(at least once per year)** to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

**SOURCE MASC: Updated 2022**

November 16, 2022 - Informational Reading: Recommendation to revise TPS policy

Revised: May 4, 1998

Revised: November 14, 2012

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

LEGAL REF: M.G.L. [69:8A](#) Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

## **File: EBCD - EMERGENCY CLOSINGS**

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following ~~Principal~~ **principle** ones relating to the fundamental concern for the safety and health of the ~~children~~ **students**:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents/~~guardian~~/guardians and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with Tewksbury School Committee policy in reporting for work.

{Adoption date}

SOURCE: MASC ~~Policy~~ - **Updated 2022**

Revised: January 18, 1996

Reviewed and Adopted September 25, 2013

**Revised:**

LEGAL REFS.: M.G.L. ~~71A~~; **71:4; 71:4A**

~~CROSS REF.: EBC, Emergency Plans~~

**File: EC - BUILDINGS AND GROUNDS MANAGEMENT**

The Tewksbury School Committee's most important function is to provide for the education of ~~children~~ **students**, and it recognizes that the education of ~~children~~ **students** is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent or designee. ~~He/she~~ **They** will work with other municipal departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent or designee will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safe-keeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

**SOURCE: MASC Updated 2022**

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

LEGAL REF.: M.G.L. [71:68](#)

## **File: ECA - BUILDINGS AND GROUNDS SECURITY**

Public school buildings and grounds are one of the greatest investments of the ~~town~~ **municipality**. It is deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment and the storage of hazardous materials and chemicals. The Committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed and maintained when appropriate to the individual situation. Employment of security personnel may be approved in situations where special risks are involved.

**SOURCE MASC: Updated 2022**

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

## **File: ECAC - VANDALISM**

The Tewksbury School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the Tewksbury School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to ~~him~~<sup>her</sup> ~~them~~ and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as ~~he~~<sup>she</sup> ~~they~~ sees fit, authority to sign such complaints and to press charges.

Parents/~~s~~ guardians and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

School Department employees who bring personal property to school, for any reason, do so at their own risk and the town of Tewksbury is not liable for any vandalism, or loss incurred.

SOURCE: MASC ~~Reviewed 2022~~ /Tewksbury

Reviewed and Adopted September 25, 2013

~~Revised:~~

**File: EDC - AUTHORIZED USE OF SCHOOL-OWNED MATERIALS**

The Tewksbury School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

School equipment may be used by staff members upon approval of their immediate supervisor and when the use is related to their school employment.

Use of school equipment by students must be approved by the building administrator and the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the ~~Business Manager~~ **Superintendent** to assure the user's responsibility for, and return of, all school equipment.

Reviewed and Adopted September 25, 2013

Reviewed and Approved: December 6, 2017

**Revised:**

## **File: EEA - STUDENT TRANSPORTATION SERVICES**

The major purpose of the school system's **district's** transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system **district will may** contract for transportation services. Contracts will be awarded on a competitive bid basis by the Tewksbury School Committee. Bus contractors, ~~and taxi contractors,~~ **7D contractors, and school districts,** who will be held responsible for the safe operation of school buses, will comply with all applicable state and federal laws and regulations, including but not limited to:

1. specifications for school bus design and equipment
2. inspection of buses
3. qualifications and examinations of bus drivers
4. driving regulations
5. small vehicle requirements, if applicable
6. insurance coverage
7. adherence to local regulations and directives as specified in bid contracts.

The Superintendent or designee, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

**SOURCE MASC: Updated 2022**

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted September 25, 2013

**Revised:**

LEGAL REFS.: M.G.L. [40:5](#); [71:7A, B and C](#); [71:37D](#); [71:48A](#); [71:68](#); [71:71A](#); [71B:4](#); [71B:5](#); [71B:8](#); [74:8A](#); [76:1](#); [76:12B](#); [76:14](#)

CROSS REF.: [EEAA](#), Walkers and Riders



**File: EEAA - WALKERS AND RIDERS**

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms with applicable provisions of the Massachusetts General Laws. Reimbursement to the school ~~system~~ **district** for transportation costs is given by the Commonwealth, subject to appropriation, only for (a) students living at least one and one half miles from school, **and** (b) students who live more than one mile from the nearest bus stop, ~~and~~ **(c) students with special needs for whom transportation must be provided. Transportation must be provided for students with special needs whose IEP requires it.**

Additionally, the Committee will provide transportation for students as follows:

Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent.

Grades 1 - 4: Students living more than one mile from school.

Grades 5 - 6: Students living more than one and one-half miles from school.

Grades 7 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

**SOURCE MASC: Updated 2022**

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised: December 6, 2017

**Revised:**

LEGAL REFS.: M.G.L. ~~40:5~~; 71:7A; 71:68; 71B:5

CROSS REF.: [EEA](#), Student Transportation Services

File: EEAE - SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Only authorized personnel.

2.1. ~~Children~~ Students will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.

3.2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations. It is recommended that front and rear door evacuations be conducted at the start of the school year, after routes are established and consistent. Drills should be conducted again during the spring season, as weather permits.

4.3. All vehicles used to transport ~~children~~ students will be inspected periodically for conformance with state and federal safety requirements.

5.4. As required by state law, classroom instruction on school bus safety will be provided three times per year. This instruction should cover all topics discussed in the "Safe Riders Handbook" and should take place at the start of the school year, during the winter season and during the spring season.

SOURCE MASC: Updated 2022

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

LEGAL REFS.: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986

M.G.L. 90:1 et seq.; 713:2; 713:7L

Highway Safety Program Standard No. 17

\*CROSS REFS.: EB , Safety Program

**File: ~~EEAEA-1~~ **EEAEB** - DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS**

The district shall adhere to federal law and Department of Transportation's regulations requiring a drug and alcohol testing program for school bus drivers and commercial vehicle drivers employed by the district. Such testing will be conducted for five different situations: pre-employment, randomly, following an accident, following an authorization to return to duty, and upon reasonable suspicion that a driver is under the influence of alcohol or using drugs.

The district will comply with Department of Transportation protocols regarding the collection and testing necessary to establish whether alcohol or drugs are present in the driver's system, and regulations will be established for the steps to be taken in the event that test results are positive.

This program shall comply with the requirements of Federal law and regulations. The Superintendent or designees shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for testing.

**SOURCE: MASC - NEPN Code Updated 2022**

Revised: December 6, 2017

**Reviewed and Adopted:**

LEGAL REFS.: 49 U.S.C. sec. 2717 et seq. (Omnibus Transportation Employee Testing Act of 1991)

49 C.F.R. Part 40 Procedures for Transportation Workplace and Drug and Alcohol Testing Programs

49 C.F.R. Part 382 Controlled Substance and Alcohol Use and Testing

49 C.F.R. Part 391 Qualification of Drivers

**File: EEAG - STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

School buses will be used for the transportation of students participating in co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of Schools.
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parent/guardians of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. The driver and any non-student adult passenger will be subject to a satisfactory CORI and/or background check in accordance with Massachusetts General Laws and School Committee Policy.

SOURCE MASC: Updated 2022

Adoption date: January 1996

Reviewed and Adopted September 25, 2013

Revised:

**File: EEAJ - MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

No motor vehicle operator shall cause or allow any motor vehicle operated by ~~him or her~~ **them** on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term "school grounds" shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless Tewksbury Public Schools has determined that alternative locations block traffic, impair student safety or are not cost effective.

Tewksbury Public Schools shall erect and maintain in a conspicuous location on school grounds "NO IDLING" signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

**NO IDLING PENALTIES OF \$100 FOR FIRST OFFENSE  
AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES  
M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by Tewksbury Public Schools and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

**SOURCE: MASC-Policy - Reviewed 2022**

Adopted: September 25, 2013

**Revised:**

LEGAL REF.: M.G.L. 71:37H, 90:16B and 540 CMR 27.00

**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 eCommittee to advise the Tewksbury School Committee and the sSuperintendent on the specific legal problems submitted to him/her ~~them~~. He/she ~~They~~ will attend meetings upon request and will be sufficiently familiar with eCommittee 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 eCommittee. The sSuperintendent may also take such action at the direction of the eCommittee.

Many types of legal assistance are routine and do not require specific eCommittee approval or prior notice. However, when the sSuperintendent concludes that unusual types or amounts of professional legal service may be required, he/she ~~they~~ will advise the eCommittee 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**



November 16, 2022 - First Reading: Recommendation to revise TPS policy.  
October 12, 2022 - Informational Reading: Recommendation to revise TPS policy.

**File: CB - SCHOOL SUPERINTENDENT**

The Tewksbury School Committee shall employ a Superintendent of Schools and fix ~~his/her~~ **their** 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~~ **The Superintendent** 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

**Revised:**

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

Revised:

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 Meeting~~ **Open Meeting Law**.

Revised: June 17, 1996

Reviewed and Adopted July 17, 2013

Revised: September 27, 2017

**Revised:**

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

**Revised:**

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**

November 16, 2022 - First Reading: Recommendation to revise TPS policy.  
October 12, 2022 - Informational Reading: Recommendation to revise TPS policy.

**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:**

November 16, 2022 - 2nd & Final Reading: Recommend to Revise TPS Policy  
October 12, 2022 - First Reading: Recommend to Revise TPS Policy  
September 21, 2022 - Informational Reading: Recommend to Revise TPS Policy

### **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 cCommittee will review its policies on a regular basis.

The cCommittee 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



## ~~File: EBCBA - FIRE DRILLS IN SCHOOLS~~

~~The Tewksbury School Committee adopts the following in accordance with the provisions of Fire Prevention Regulations promulgated in M.G.L. Chapter 148, Section 10 (as amended) concerning the remedying any condition found to exist in and about any building or other premises in respect to fires, prevention of fires and fire hazards:~~

- ~~1. Each building Principal shall formulate a plan for the protection and evacuation of all persons in their building in the event of a fire to include instruction on alternate means of egress for all persons and the procedure for pulling the fire alarm. The building Principal shall present such plan to the Fire Department for approval.~~
- ~~2. The building Principal (or person in charge of each school) shall ensure that each classroom instructor or supervisor receives proper instructions concerning the fire drill procedure specified for the room or area in which that person carries out his/her duties. This instruction shall take place at least once a year and before he/she assumes such duties. Classroom and/or area egresses will be posted in each area in clear view of all building occupants.~~
- ~~3. Every student in all schools shall be advised of the fire drill procedure or shall take part in a fire drill within three days after the start of the school year.~~
- ~~4. The Chief of the Fire Department, or his/her designee, shall visit each school building four times each year for the purpose of conducting fire drills and questioning the teachers and supervisors. These drills shall be conducted without advance notice to the school personnel other than to the building Principal (or the person in charge of the school at the time).~~
- ~~5. Smoking is prohibited in every school building and on school grounds.~~

~~LEGAL REF: M.G.L. C71 S37H.~~

~~SOURCE: Tewksbury~~

~~Reviewed and Adopted September 25, 2013~~



## ~~File: EEAEC-R STUDENT CONDUCT ON SCHOOL BUSES~~

~~The Tewksbury School Committee and administration believes that proper student conduct on school buses must be maintained to prevent injury and ensure safety of all riders.~~

### ~~Procedures for Drivers and Parent/guardians~~

- ~~-In case of any misconduct on a bus, the incident will be reported by the driver on the proper form to the school Principal. The Principal will write a report of the incident and send a copy to the parent/guardian. The Principal may also meet with the parent/guardian.~~
- ~~-If circumstances warrant, the principal will suspend the student's transportation privileges with written notice to the parent/guardian and the superintendent's office.~~
- ~~-After a second offense and a conference with the superintendent, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent/guardian.~~

### ~~Prohibited Behavior~~

~~The following behaviors will not be tolerated and will be subject to disciplinary action:~~

~~Pushing or wrestling~~

~~Annoying other passengers or disturbing their possessions~~

~~Talking to the driver~~

~~Throwing objects within the bus or out of windows~~

~~Climbing over seats~~

~~Opening or closing windows~~

~~Leaning out of windows~~

~~Littering the bus~~

### ~~Loading and Unloading at Bus Stop~~

- ~~-Riders must be on time. Bus drivers will not wait.~~
- ~~-Riders will enter or leave the bus at regular stops only.~~
- ~~-Orderly behavior and respect for private property will be expected and required.~~
- ~~-Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.~~

### ~~Required Conduct Aboard the Bus~~

~~Riders must remain in seats or in place when the bus is in motion.~~

~~Whistling and shouting are not permitted.~~

~~Profanity and obscene language are forbidden.~~

~~Smoking is prohibited.~~

~~Parent/guardians will be held responsible for any defacing or damaging of the bus.~~

~~Parent/guardians and students will be informed of these regulations at the beginning of each school year, and parent/guardians will be asked to return signed forms indicating that the regulations have been received and read.~~

~~{Approval date}~~

~~SOURCE: MASC Policy~~

~~Reviewed and Adopted September 25, 2013~~

# Old Business

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Brenda Theriault-Regan  
Superintendent of Schools

**Date:** November 8, 2022

**Re:** Enrollment Update

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**This is an informational item only. No vote is required.**

Please see the following enrollment update. This is the official 2022 October 1st Count, verified on October 28, 2022. This is informational only, no vote is required.

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					148	135										283
TRAHAN					119	97										216
DEWING	102	155	141	157												555
HEATH BROOK	43	139	94	99												375
RYAN							238	272								510
WYNN MIDDLE									242	254						496
HIGH SCHOOL (HS)											179	180	196	193	4	752
PreSchool @ HS	14															14
TOTALS	159	294	235	256	267	232	238	272	242	254	179	180	196	193	4	3201
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

10/3/2022

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. Magsarilli	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. Zaroulis	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

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					147	135										282
TRAHAN					119	97										216
DEWING	107	156	145	157												565
HEATH BROOK	43	141	94	99												377
RYAN							237	272								509
WYNN MIDDLE									242	256						498
HIGH SCHOOL (HS)											185	180	196	193	8	762
PreSchool @ HS	14															14
TOTALS	164	297	239	256	266	232	237	272	242	256	185	180	196	193	8	3223
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

11/01/2022

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	21	KF	A. McCarthy	23	3	A. Trevor	20	3	L. Desrochers	19	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	22
KF	M. Campo	20	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	21
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	23	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	17	1	L. Broderick	20	4	J. Zaroulis	20	4	S. Filiberto	20	5	R. Shirkoff	20	6	R. Curley	25	7	N. Camuso	19	8	K. Terry	22
1	M. Engelken	19	1	K. Carleton	22	4	C. Gagne	19	4	K. Conrad	17	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	22	4	E. Kramer	21	4	T. McHenry	21												
1	B. Decarolis	18	1	M. Hirtle	21	4	L. Kelly	18	4	J. Selissen	20												
1	*R. Langlais		1	K. Scialdone	19	4	*J. Kelly		4	B. Clasby	20	5/6	*S. Ferrara					7/8	*Camire	1			
			1	L. Cournoyer	19				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													
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			PKDLC	R. Casey	6																		

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



# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876



## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Brenda Theriault-Regan  
Superintendent of Schools

**Date:** November 8, 2022

**RE:** Tewksbury School Committee 2023 Meeting Schedule Update

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### **This Requires a Roll Call Vote**

For the consideration of the School Committee to approve revisions to the School Committee Meeting Schedule to accommodate an additional meeting. This requires a vote of the School Committee.

**TEWKSBURY SCHOOL COMMITTEE  
2023 MEETING SCHEDULE**

Meetings are held on Wednesday Evenings at 6:00 PM or as identified on the School Committee posted agenda.  
Location: Tewksbury Memorial High School - 320 Pleasant Street, Tewksbury, MA 01876  
Large Group instruction Room #1 (LGI-1) or as identified on the posted agenda  
Agendas are posted on the district website, [Agendas & Minutes](#).

January 11, 2023 January 18, 2023	Regular Meeting/Budget Workshop	Budget Workshop / Regular Meeting
February 8, 2023 February 15, 2023	Regular Meeting	PUBLIC HEARING (BUDGET)
TBD	FinCom Meeting	at Town Hall – School Committee will attend.
March 8, 2023 March 15, 2023	Regular Meeting	PUBLIC HEARING (BUDGET)
April 19, 2023 April 12, 2023	PM – Reorganization Meeting PM – Regular Meeting	Reorganization Meeting will precede the Regular Meeting on April 19, 2023
May 1, 2023*	Annual Town Meeting	School Committee will attend Annual Town Meeting
May 3, 2023*	Special Town Meeting / Annual Town Meeting (Reconvened)	School Committee will attend Special Town Meeting and Annual Town Meeting (Reconvened)
May 10, 2023	Regular Meeting	
May 31, 2023	Regular Meeting	
June 7, 2023 June 14, 2023	Regular Meeting	
July 19, 2023	Regular Meeting	
August 16, 2023	School Committee/Admin Retreat	3:00 PM – PM TMHS (LG1)
August 16, 2023	Regular Meeting	
September 20, 2023	Regular Meeting	
October 3, 2023*	Special Town Meeting	School Committee will attend Special Town Meeting
October 11, 2023	Regular Meeting	
November 15, 2023	Regular Meeting	
December 6, 2023	Regular Meeting	

**TPS District Strategy**

*The Tewksbury Public Schools community believes that our educational program will encompass a current, research-based teaching, learning, and assessment approach that promotes consistent growth among our students and staff to achieve academic, social, and emotional success for all students.*

\*Date subject to vote by Select Board

# New Business

A message from the  
Massachusetts Department of  
Elementary and Secondary Education

[View this email in your  
browser](#)

October 24, 2022



**For immediate release**

**Monday, October 24, 2022**

**Contact: Jacqueline Reis 781-338-3115**

**Massachusetts Remains Top-Ranked State on the National  
Assessment of Educational Progress**

*Results show scores declined since 2019 both in Massachusetts and nationally*

**MALDEN** – The U.S. Department of Education today released state and nationwide results from the National Assessment of Educational Progress (NAEP) – often considered the Nation’s Report Card – for the first time since the 2018-2019 school year, prior to the COVID-19 pandemic. Massachusetts students received the highest numeric score of any state on two of the four assessments and the second-highest score on the other two assessments.

When scores are averaged across all four tests, Massachusetts continues to rank first in the nation overall. At the same time, states nationwide, including Massachusetts, saw declines in absolute scores when compared to 2019, underscoring the impact of the COVID-19 pandemic on student learning.

The scores reported today were from tests given to a sample of fourth and eighth grade students in reading and math in winter 2022. The tests, which are usually administered every two years, were last given in 2019.

Massachusetts’ scores were as follows: (The scoring scale ranges from 0 to 500)

- **Fourth grade reading:** Massachusetts had the highest numeric score of any state at 227.
- **Eighth grade reading:** Massachusetts had the second-highest numeric score of any state at 269. The highest numeric score was 270.
- **Fourth grade math:** Massachusetts had the second-highest numeric score of any state at 242. The highest numeric score was 243.

Nationally, scores in all four areas have declined compared to 2019. Math in grades four and eight saw the largest score decline since 1990. National reading scores, however, dropped just 3 points in both grades when compared to the 2019 test.

“Massachusetts once again leads the nation in overall NAEP scores, showing the strength of our education system, despite the challenges of the past few years” **said Governor Charlie Baker**. “While students continue to perform well compared to other states, we know that the impacts of the pandemic continue to present challenges. Our Administration has made significant investments to help bridge learning gaps from the pandemic, and we remain committed to making sure every student can succeed.”

“We are proud that the Commonwealth remains an education leader,” **said Lt. Governor Karyn Polito**. “As students continue to make up learning loss from the pandemic, we will redouble our efforts to ensure every student has all the resources they need.”

“Similar to the 2022 MCAS results, the NAEP results indicate the need for additional student supports so students can make up lost ground,” **Education Secretary James Peyser said**. “With state and federal funding, we will continue to help districts provide intensive acceleration programs and other academic and emotional supports.”

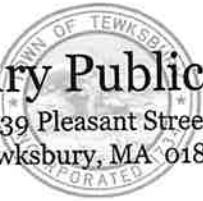
“We’re proud of the efforts of our students, families, and educators during these challenging years,” **said Elementary and Secondary Education Commissioner Jeffrey C. Riley**. “At the same time, it’s clear our students have lost ground, and we have more work ahead to recover.”

The National Assessment of Educational Progress is the only nationally representative and continuing assessment of what America’s students know and can do in core subjects. The assessment tests are representative samples of fourth- and eighth-grade students in all 50 states, Washington, D.C. and the Department of Defense Education Activity, and NAEP reports state-level results. In Massachusetts, 2,500 students in fourth grade were selected to take a NAEP reading assessment, and 2,700 were selected to take a math test. In eighth grade, 2,500 students were selected to take reading and 2,500 were selected to take math.

###

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876



## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Brenda Theriault-Regan  
Superintendent of Schools

**Date:** November 8, 2022

**RE:** Center Elementary School: Naming Considerations of Key Areas

---

**This is an informational item only. No vote is required.**

For the consideration of the School Committee to name key areas in the Center Elementary School. This item may be on the December School Committee meeting for a vote from the Committee. No vote is required at this time.

## Center Elementary School: Naming Considerations of Key Areas

*For Information Only - No Vote Required*

Other Naming Considerations	Reason
Naming other key areas of the new school after the demolition of schools	
Trahan Library Media Center	Commemorating the Trahan and beloved Lia's Book Nook
North Street Gym North Street Main Corridor	Commemorating another key area after the North Street School