

TEWKSBURY PUBLIC SCHOOLS
TEWKSBURY SCHOOL COMMITTEE
Notice of Regular School Committee Meeting #6
Wednesday, December 7, 2022 at 5:30 PM
Revised

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 (5:30 PM)

- Approval of November 16, 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 (6:00 PM)

5. PLEDGE OF ALLEGIANCE

6. RECOGNITION (Held in the Christine McGrath Performing Arts Center) - **6:00 PM**

2022 Tewksbury Memorial High School Academics

John & Abigail Adams Scholarship Recipients

2022 MCAS Student Achievement Awards

7. ANNOUNCEMENT

The December 7, 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.

8. STUDENT COUNCIL REPRESENTATIVE REPORT

Notes from Tewksbury Memorial High School: Rania Elouahi

9. PRESENTATIONS

TPS Privacy Audit Report - Jason Stamp, DIR of S.T.E.M.

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

November 16, 2022 Regular Meeting

SCHOOL COMMITTEE MEMBERS

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

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

12. SUBMISSION AND PAYMENT OF BILLS

Payroll Period Ending November 10, 2022 (\$1,621,117.79)

Payroll Period Ending November 23, 2022 (\$1,493,994.60)

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*

None

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

None

Policy for Consideration for Revision on First 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

Policies for Consideration for Revision on Second & Final 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 to Rescind on First & Final Reading

None

17. OLD BUSINESS

a. Center Elementary School Move Update

b. Center Elementary School: Naming Considerations of Key Areas

18. NEW BUSINESS

a. 22/23 Quarterly Expenditure Report

19. SCHOOL COMMITTEE MATTERS OF INTEREST

20. FUTURE SCHOOL COMMITTEE MEETING DATES

January 11, 2023 Budget Workshop & Regular Meeting; February 8, 2023 (Budget Public Hearing), March 8, 2023 (Budget Public Hearing)

21. FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

Elementary School Building Committee: December 8, 2022; TSEPAC Business Meeting: January 19, 2023

Wellness Advisory Committee: March 1, 2023; Policy Sub-Committee: TBD

22. FUTURE AGENDA ITEMS

23. ADJOURNMENT

CONSENT AGENDA

Correspondence

None

PERSONNEL ITEMS

New Hires: Hannah Springer, Grade 2 Teacher at the Dewing School transitioning to the Center Elementary School, effective December 19, 2022; Timothy McCarron, COVID School Support Staff, Ryan Elementary School, effective November 21, 2022

Transfers

None

Retirements

None

Appendix B TMHS Athletics

None

Appendix B Co-Curricular Activities

Mentor Stipends 2022-2023

Nina Caruso - Creating Writing - Intramural Club Adviser

Acceptance of Grants: Innovation Pathways FY23 Implementation and Support Grant

Donations: Dewing Elementary School donation of food to the Tewksbury Community Pantry

Fundraisers/Raffles: None

Executive Session

**Tewksbury School Committee
Executive Session (Non-Public Session)
Wednesday, December 7, 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 November 16, 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

2022 John & Abigail Adams Scholarship Recipients

Nicholas Alvarado	William Eskenas	Olivia Millspaugh
Royce Bacay	Callie Finnegan	Madelyn Montejo
John Baker	Daniel Franklin	Shea Moynihan
Carrina Barron	Anirudhh Harlalka	Mitchell Nicolas
Lauren Bielecki	Karen Hennawy	Harshit Pal
Albert Bosworth	Ceceila Ho	Ava Paquette
Robert Branchaud	Rebecca Kelleher	Dylan Paulding
Brooke Bunyan	Kiley Kennedy	David Penney
Madelyn Caliendo	Jocelyn Kinnon	Sam Ros
Jack Callahan	Hannah Kwartler	Anthony Russo
Emily Carriere	Gavriella Lightfield	Sabreen Sabir
Darren Castiglione	Katrina Macdonald	Olivia Satterfield
Brandon Contardi	Abigail Mahoney	Marissa Toutpuissant
James Cozzo	Maximus Mattuchio	Tyler Trodden
Cian Dawson	Robert Mccorrey	Riley Veits
Brooklynn Degrechie	Darya Mehrabani	Olivia Ward
Sarah Downing	Pouriya Mehrabani	Gray Zadig
	Evan Mendonca	

2022 MCAS Student Achievement Awards

Exceeded Expectations In Two Subject Areas English Language Arts, Mathematics, or Science

Name	Assessment Grade	Subject Area
Alexia Bethoney	Grade 5	ELA & SCIENCE
Riya Jumani	Grade 5	ELA & SCIENCE
Allison Shpritzer	Grade 8	ELA & SCIENCE
Thomas Trowbridge	Grade 5	ELA & SCIENCE
Bavly Youssef	Grade 8	ELA & SCIENCE
Dakota Malizia	Grade 10	ELA & BIOLOGY
Mackenzie Hickey	Grade 10	ELA & BIOLOGY
Peter Impink	Grade 10	ELA & BIOLOGY
Emma Ryan	Grade 10	ELA & BIOLOGY
Jake Gigante	Grade 7	ELA & MATH
Josiah Holland	Grade 3	ELA & MATH
Laila Mcfadden	Grade 7	ELA & MATH
Aria Milner	Grade 7	ELA & MATH
Leo Parisi	Grade 3	ELA & MATH
Celeste Webb	Grade 6	ELA & MATH
Jack Welch	Grade 7	ELA & MATH
Cordelia Zwirek	Grade 7	ELA & MATH
Kyle Chiu	Grade 5	MATH & SCIENCE
Mckayla Conley	Grade 10	MATH & BIOLOGY
Anthony Freitas	Grade 10	MATH & BIOLOGY
Jeremy Insogna	Grade 10	MATH & BIOLOGY
Jason Morris	Grade 10	MATH & BIOLOGY
Christian Queiroga	Grade 10	MATH & BIOLOGY

**Exceeded Expectations In Three Subject Areas
English Language Arts, Mathematics, & Science**

Name	Assessment Grade	Subject Area
Nathan Cyr	GRADE 10	ELA & MATH & BIOLOGY
Lana Dang	GRADE 10	ELA & MATH & BIOLOGY
Alexander Grove	GRADE 10	ELA & MATH & BIOLOGY
Galil Levenson	GRADE 10	ELA & MATH & BIOLOGY
Kimsan Nguyen	GRADE 10	ELA & MATH & BIOLOGY
Tyler Barnes	GRADE 10	ELA & MATH & BIOLOGY

2022 MCAS Perfect Score of 560

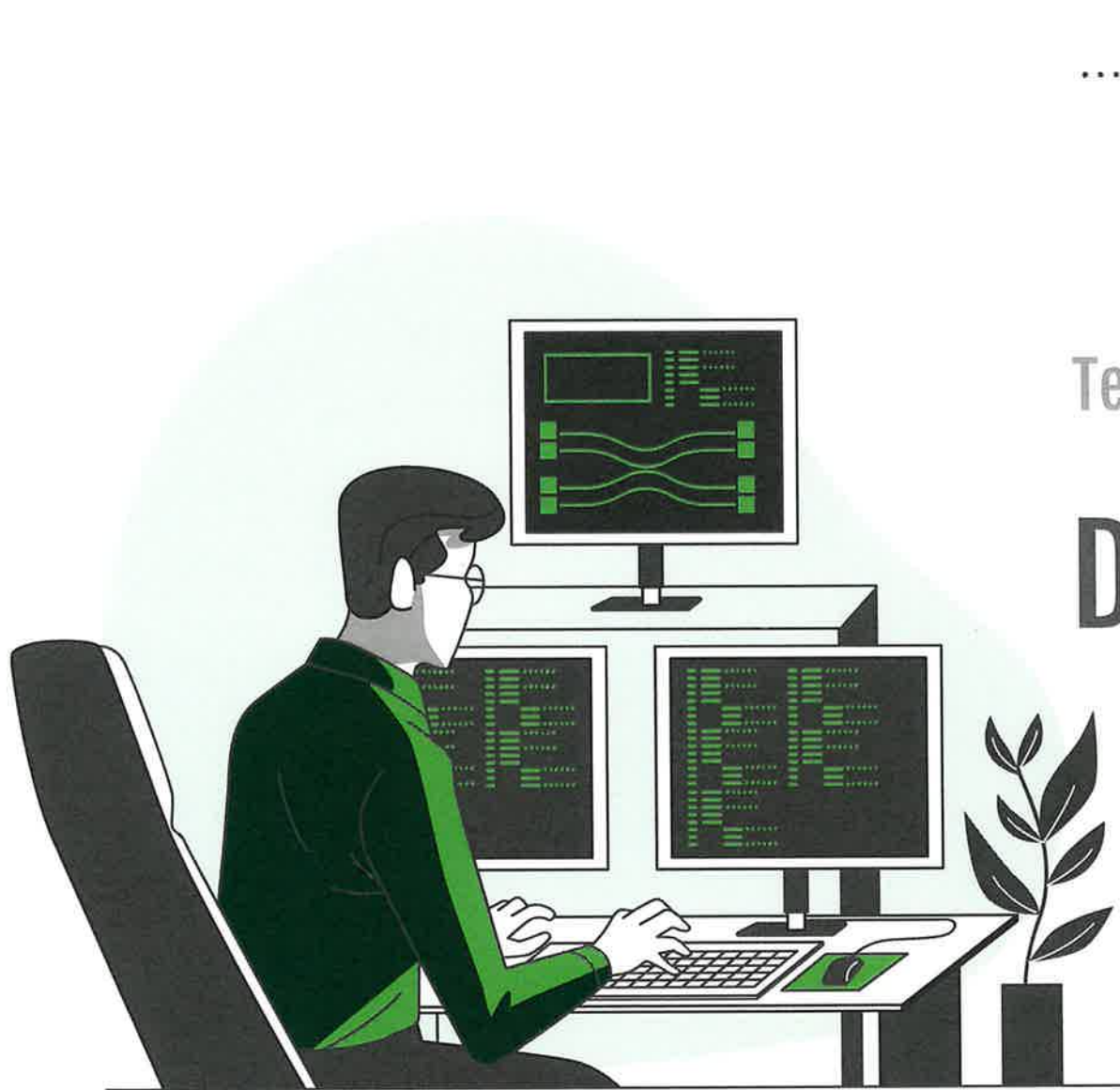
Name	Assessment Grade	Subject Area
Samuel Caballero	GRADE 8	ELA
Connor Elmstrom	GRADE 3	MATH
Halle Howell	GRADE 3	MATH
Dylan Tian	GRADE 4	MATH
Daniel Buczynski	GRADE 5	SCIENCE
William Mullins	GRADE 9	BIOLOGY

2022 MCAS Perfect Score of 560 *plus* Exceeded Expectations 1 Area

Name	Assessment Grade	Subject Area
Ava Trinh	GRADE 10	Perfect Score: Biology & Exceeded Expectations in Math
Nathan Sophon	GRADE 3	Perfect Score: ELA & Exceeded Expectations in Math
Cooper Robillard	GRADE 10	Perfect Score: Math & Exceeded Expectations in Biology
Alliana Meagher	GRADE 3	Perfect Score: Math & Exceeded Expectations in ELA

2022 MCAS Perfect Score of 560 *plus* Exceeded Expectations 2 Areas

Name	Assessment Grade	Subject Area
Steven Oppedisano	GRADE 8	Perfect Score: Math & Exceeded Expectations: ELA & Science
Morgan Crowley	GRADE 10	Perfect Score: Biology & Exceeded Expectations: ELA & Math
Haleigh Doiron	GRADE 10	Perfect Score: Math & Exceeded Expectations: ELA & Biology
Renuka Late	GRADE 10	Perfect Score: Biology & Exceeded Expectations: ELA & Math



Tewksbury Public Schools

Data Privacy Audit

Presented by:

Jason Stamp
Director of S.T.E.M.

The Executive Summary

Steve Smith

K-12 Privacy Consultant

November 2022

"TPS is an **above** average district when it comes to protecting the privacy of all students"

"It is apparent that Tewksbury Public Schools (TPS) has put **many resources** towards building an effective privacy program."

"...the weakest link in any privacy program is unintentional actions of people."

Tewksbury Public Schools

01

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Audit Process

Methodology, Data Gathering and Analysis

02

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Audit Summary

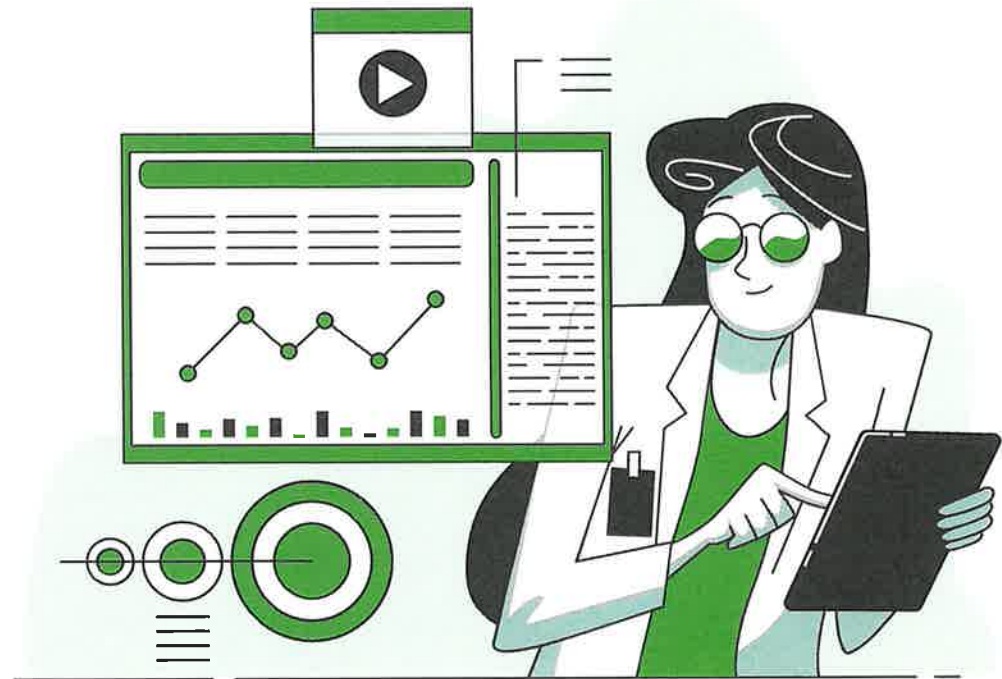
Current State and Recommendations

03

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Next Steps

Timeline for Implementation of Recommendations



The Audit Process

Data Gathering

Interview

(Administrators, Coaches, IT Staff, Secretaries, Teachers)

Document Review

(SC Policies, Student Handbooks, AUP, etc.)

Methodology

Discovery

Analysis

Recommendations

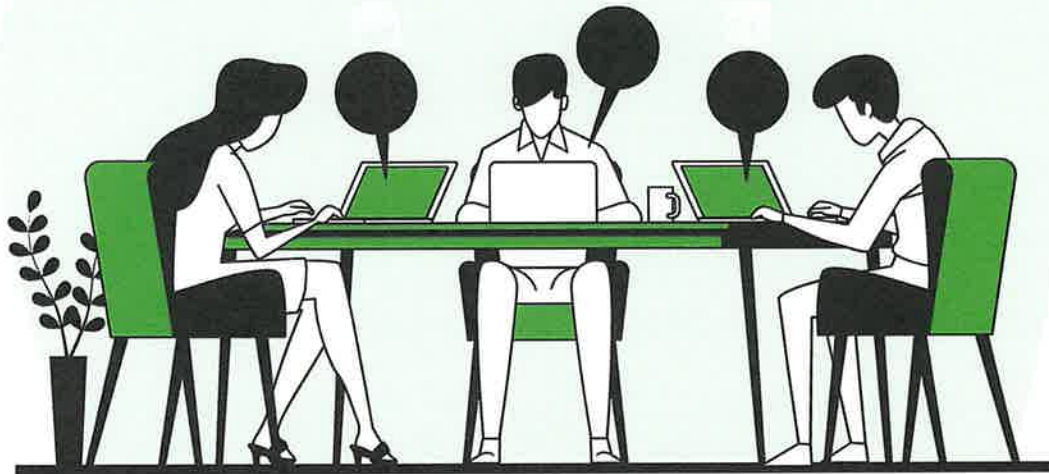
Analysis

Awareness

Policies

Procedures

Technologies



Current State

	Awareness	Procedures	Policies	Technology
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Average



Current State



Training & Awareness

"Overall the District has an above average awareness of student data privacy issues."

...



Policy & Procedure

"The District has taken the proactive step of joining the Massachusetts Student Privacy Alliance, the local chapter of the SDPC"

...



Privacy Enabling Technology

"The District leverages many different technologies to create an efficient and secure online ecosystem."

...



Recommendations



01

Awareness

- Increase the frequency in which staff receive training and resources regarding data privacy.
- Engage in Professional Learning Networks (PLNs) related to student data privacy.

03

Policies

- Publish annual FERPA notice in Student Handbooks
- Implement Website Privacy Policy
 - (see example next slide)
- Update SC Policy JRA: Student Records to be more specific on who has access
- Content Filtering Surveillance Procedure

02

Procedures

- Update Consent form if no DPA
- Update AuP
- Share our privacy practices and list on district website (including SDPC)

04

Technologies

- Upgrade the District's communication/messaging system (i.e.: a new all-in-one system)
- Implement a cloud data security system (security wrapper) to enhance what is currently in place.

Example of a Website Privacy Policy



Lawrence Public Schools Web Privacy Policy

Category: [Web Policies](#) Published: 14 October 2021 Last Updated: 17 February 2022 Hits: 14635

This privacy policy applies only to the use of this website. As you navigate this website, you may see links that, when clicked, will take you to other websites operated by other state agencies and, in certain rare instances, websites that are external to Lawrence Public Schools. These other websites have individual privacy policies tailored to the interactions available through those sites. We strongly suggest that you read the privacy policies for each website that you visit through any link appearing on this site.

At this website, we do our best to protect your privacy to the maximum extent possible. However, because some of the information that we receive through this website is subject to the Public Records Law, Massachusetts General Laws Chapter 66, Section 10, we cannot ensure absolute privacy. Information that you provide to us through this site may be made available to members of the public under that law. This policy informs you of the information that we collect from you at this site and what we do with it. Based on this information, you can make an informed choice about your use of this site.

Information Automatically Collected and Stored by this Site

of the analytics tools with personally identifiable information. Although the analytics tools plant a persistent cookie on your web browser to identify you as a unique user the next time you visit this site, the cookie cannot be used by anyone but the third-party analytics provider. You can prevent the analytics provider from recognizing you on return visits to this site by disabling cookies on your browser.

Cookies

Lawrence Public Schools utilizes "cookies" to enhance the experience on our Site and to gather analytical data. Cookies are text files we

Timeline for Implementation of Recommendations

- ✓ Join PLNs.
- ✓ Update AUP based on recommendations
- ✓ Update student handbooks
- ✓ Update district website to include a section devoted to student data privacy

Now

22-23

23-24

Ongoing

- ✓ Possibly implement new technologies based on recommendations (cost associated)
- ✓ Increase frequency of privacy trainings throughout the school
- ✓ Update student handbooks
- ✓ Update district website to include a section devoted to student data privacy.

- ✓ Investigate technologies based on recommendations.
- ✓ Include privacy tips to staff in weekly emails.
- ✓ Revise our procedures based on recommendations.
- ✓ Consider policy changes based on recommendations.

- ✓ Improve awareness.
 - Consistent/regular trainings for staff.
 - Continue memberships to related PLNs and the SDPC.
- ✓ Review policies and procedures to stay current with state and federal regulations.

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The Executive Summary

Steve Smith

K-12 Privacy Consultant

November 2022

"TPS is an **above** average district when it comes to protecting the privacy of all students"

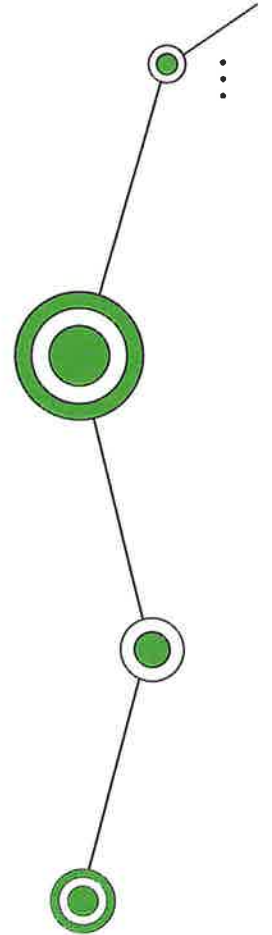
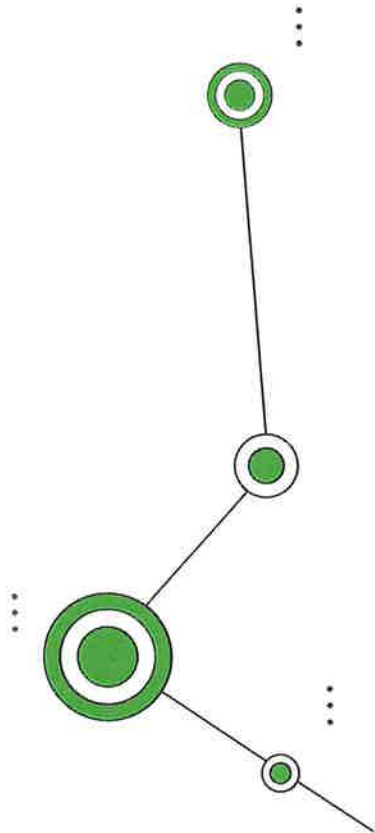
"It is apparent that Tewksbury Public Schools (TPS) has put **many resources** towards building an effective privacy program."

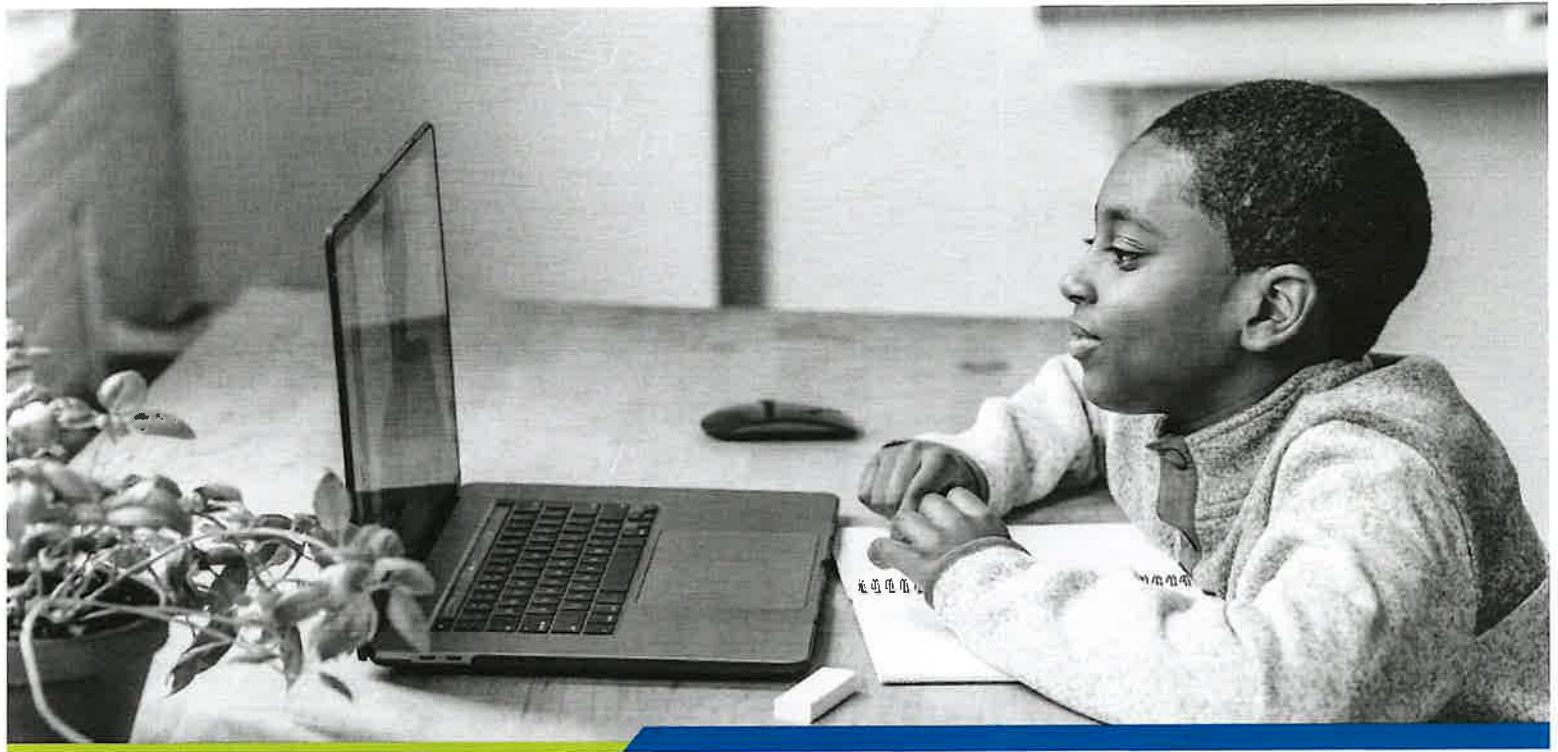
"...the weakest link in any privacy program is unintentional actions of people."

Thank You

Do you have any
questions?

jstamp@tewksbury.k12.ma.us
Director of S.T.E.M
Tewksbury Public Schools





Tewksbury Public Schools

November 14, 2022

Privacy Audit

Prepared For:

Jason Stamp, Director of S.T.E.M.
Tewksbury Public Schools
978.640.7800
jstamp@tewksbury.k12.ma.us

Prepared By:

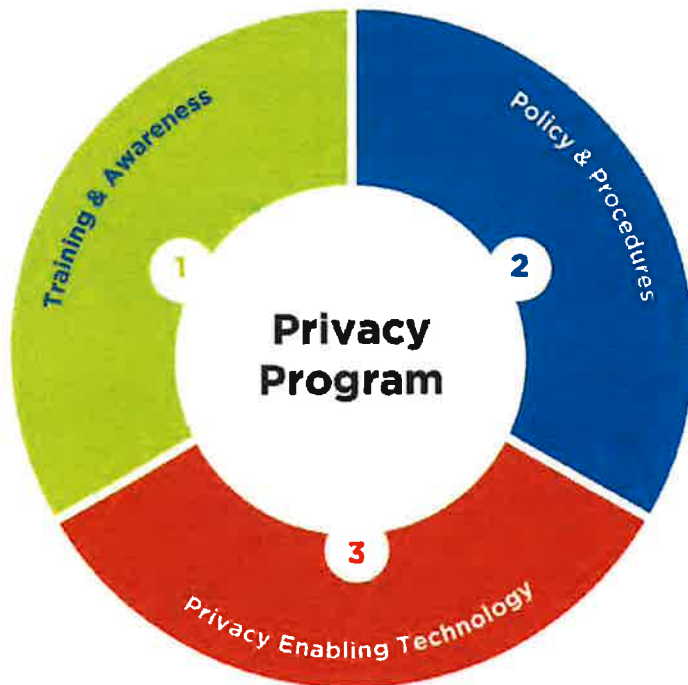
Steve Smith
K12 Privacy Consultant
781.605.5767
K12privacy@gmail.com



Executive Summary

It is apparent that Tewksbury Public Schools (TPS) has put many resources towards building an effective privacy program. The result is that TPS is an above average district when it comes to protecting the privacy of all students; however, this does not mean that there isn't room for improvement.

Much like cybersecurity, the weakest link in any privacy program is unintentional actions of people. Thus, staff awareness and training is a critical component. The two other major components of an effective privacy program are; effective policies & procedures and the use of privacy enabling technologies.



The key is to balance all three of these components in such a way to ensure student data privacy is protected while minimizing any disruption to teaching and learning. Slight improvements in all three aspects of a privacy program can move TPS from being an above average district to exemplary when it comes to protecting the privacy of students

The recommendations of this report will suggest improvements in the areas of;



Training & Awareness

- Staff professional development, access to resources, increased communications and support around student data privacy best practices.
- Leveraging external resources to continue to grow the TPS privacy leadership and program.



Policy & Procedure

- Implementation of an annual notice of rights under FERPA.
- Procedural improvements around parental consent, Gmail use, and district transparency.
- Development and implementation of a website privacy policy, internal student records access policy and student filtering/surveillance policy.



Privacy Enabling Technology

- Implementation of both a secure unified communication system and a cloud data security platform.

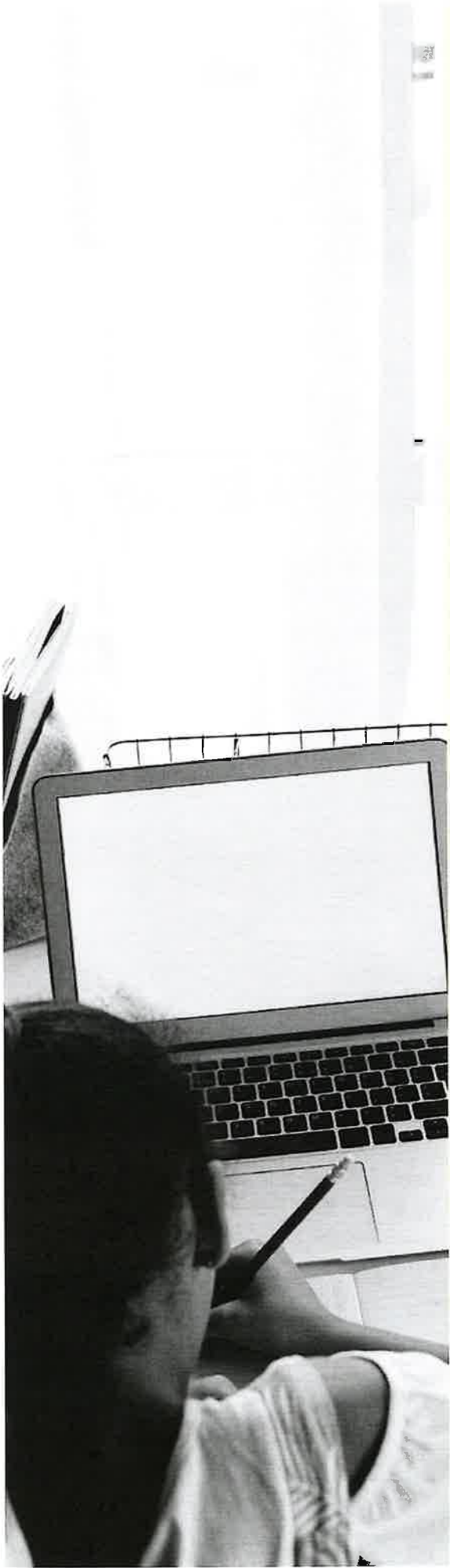


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Process



About Steve Smith

Steve Smith has twenty six + years of CIO/CTO experience in both rural and urban, large and small, school districts in New England, the last fifteen years as CIO of Cambridge Public Schools. Mr. Smith has spent a great deal of time navigating student privacy issues. He has represented both Maine and Massachusetts on the National Forum on Education Statistics and has contributed to Forum's Digital Equity, Education Data Privacy, Civil Rights Data Reporting, Longitudinal Data Systems, SCED Working Group, Virtual Education, Facilities Data Management, Technology Suite, Crisis Data Management, and Metadata working groups. In addition, Mr Smith was a contributing member to the CoSN Trusted Learning Environment project as well as the Founder of the Student Data Privacy Consortium. Mr. Smith is considered a National and International expert on K12 student data privacy issues.



Methodology

The goal of the audit from the onset was to investigate and document Tewksbury Public Schools' (TPS) policies, procedures, and awareness of student data privacy issues. In order to do so the auditor required access to district staff and any requested documentation.

The information discovered was then applied against legal requirements, both federal and state, as well as best practices across the United States' K12 ecosystem. Any gaps or discrepancies found are highlighted in this report along with associated recommendations to address such gaps.

The resulting report will paint a clear picture of where TPS's current stance relative to student data privacy best practices as well as provide a roadmap for improvements.

Data Gathering

From the initial discussions and throughout the process Jason Stamp, Director of S.T.E.M./ Technology, served as the primary contact point for all interactions with the school district. Initially Mr. Stamp was able to provide an overview of the district's technology infrastructure, policies and procedures as they relate to student data privacy. As the discovery process continued Mr Stamp was able to either answer follow-up questions that arose or make introductions to appropriate staff that could answer any questions.

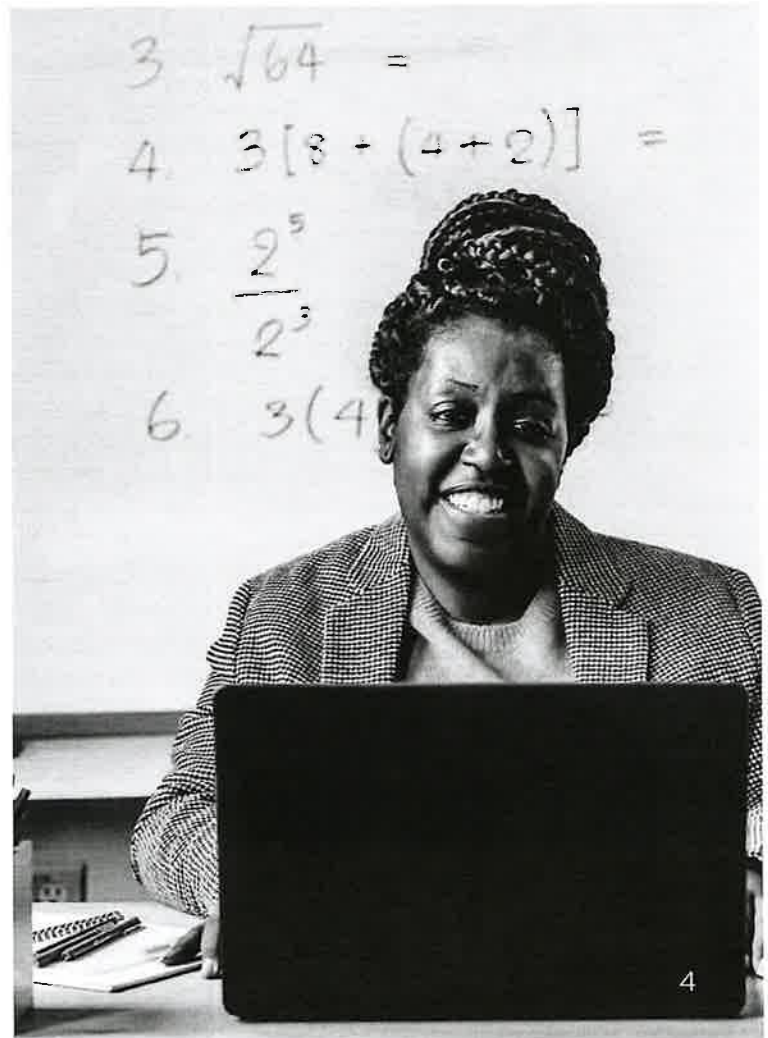
Next, an onsite visit was performed to meet with IT staff and district technology coaches. During this visit a variety of in depth conversations occurred covering areas such as; technology infrastructure, support, systems security, data access management, user/student activity filtering, logging & surveillance, account management & rights, application inventory & rostering, data management, data sharing, user devices configurations, policies & procedures, Security tools, staff data privacy training and awareness, purchasing processes etc.

Following the on site visit another round of evidence gathering was conducted with Mr. Stamp's assistance. In addition, virtual interviews were performed with a variety of staff representing the following areas; Cabinet Level, Special Education, Curriculum, Student Data Administration, and teachers from a variety of grade levels.

Lastly an in depth review of all TPS's policies related to student data or student records was conducted.

Analysis

An in depth analysis was then conducted cross referencing the district's awareness, policy and procedures and technology, as they relate to student data privacy, to both legal requirements and best practices. The analysis illustrated areas that TPS is doing quite well in and other areas that could use some improvement. The results of the Analysis will be illustrated in the next three sections of this report.



Current State

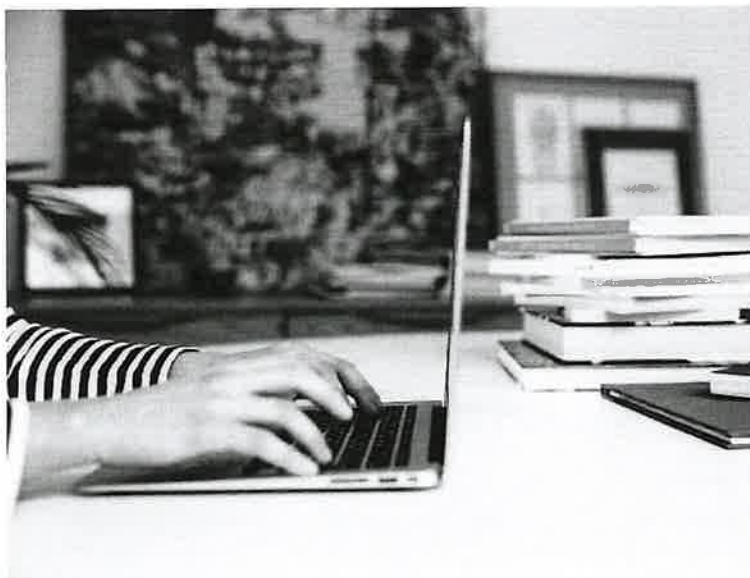
Awareness

Overall the district has an above average awareness of student data privacy issues. A fair amount of effort has been put into a variety of awareness building activities including, but not limited to; annual trainings, "how to" videos on the importance of protecting student data, trainings on the proper use of Gmail and Google Drive, some departmental trainings with more emphasis on data privacy and weekly newsletters. Every staff member that was spoken to as part of this audit demonstrated an understanding of their role with respect to student data privacy.

Annual training, although often seen as hoops to jump through and not always taken seriously by all staff, is a good place to start with required "FERPA" training. Ensuring student data privacy requirements and best practices are embedded into these annual trainings are the lowest requirement of districts.

Additional resources such as videos illustrating the importance of using only vetted applications with students is a great next step. Similarly, additional training throughout the year on the best practices for using Gmail and Google Drive will go a long way towards increasing awareness among staff.

Lastly, the recently implemented weekly newsletter from technology coaches including student data privacy tips is a great example of keeping this topic front and center with all staff.



Procedures & Policies

Procedures

The district has taken the proactive step of joining the Massachusetts Student Privacy Alliance, the local chapter of the National Student Data Privacy Consortium (SDPC).

As a member of the SDPC the district is leveraging the tools and influence of the consortium to vet all applications used in the district and obtain Data Privacy Agreements (DPA) for each application. As of the writing of this report TPS has vetted 674 applications. Of these 674;



Through this vetting process TPS is ensuring that only vendors that have assured they will meet state and federal requirements for protecting student data are used by the district. Also, and just as important, the DPA process established the external providers as "School Officials" enabling the district to share student level data and still meet FERPA requirements. The legally binding DPAs that are executed ensure that the vendors will not mis-use any student data. The DPAs in essence provide the district control over the vendors as required by FERPA.

Of course the use of the SDPC vetting process and obtaining of DPAs is only good as the staff are willing to abide by the local vetting process. TPS has established a fairly robust process and awareness campaign around the importance of only using vetted and approved applications. Training on the process is provided along with a video explaining the importance of and



implementation of the process. A form is then provided to staff to request a new application if needed.

When a new application is requested the internal vetting process includes the following steps; technical, building administration, curricular, and lastly privacy. Only when an application is approved in all four steps is it then marked as approved for the district. The list of approved applications is currently only shared internally with staff. The “Digital Resource Request Flow Chart” describes this process (Appendix I)

On occasion, when a DPA is not available, parental consent is sought by educators to use a particular application. In these situations it is left up to the educator to obtain and track these consent letters. The current “Informed Consent and Release” (Appendix H) template does not currently inform the parent that if they choose not to sign an alternative form of instruction will be made available.

Email (Gmail) is relied upon heavily for communications with parents. Since email sent externally from TPS via Gmail is not a secure method of communication some departments, especially special Education, have taken it upon themselves to add additional security when sending sensitive information. In these cases encrypted PDFs are created with a password and these are sent to the parents via Gmail. This being a highly manual process, mistakes are sometimes made resulting in the inappropriate release of student level data. The majority of educators use Gmail freely to share student level information with parents. Internally staff use Gmail and Google Drive to share student level information

regularly. Staff appear to be cautious not to overshare when using Google Drive, but again this is a manual process relying upon individuals to ensure sensitive data is not overshared.

The Athletic department appears to be allowing some non-approved applications to be used for coaches to communicate with athletes. The free versions of REMIND, GroupMe and TeamSnap are currently being used. GroupMe & TeamSnap are not on the approved list. Also the free version of REMIND may not be providing the district the preferred level of control. Some non-technical related situations were raised by staff. Many staff mentioned the practice of shredding all paper documents that may contain student level information when no longer required. Staff also mentioned numerous times about being careful when discussing students verbally to ensure the conversations were private and not open to eavesdropping. Lastly, some staff expressed concerns over the lack of privacy in some central office spaces making it difficult to speak freely on the phone or with colleagues about student issues.

Policies

The district has the following policies in place that touch on aspects of student privacy;

- JRA: Student Records (Appendix A)
- IJNDC-R: Web Site Guidelines (Appendix B)
- IJNDB-R: Acceptable Use Policy (Appendix C)
- IJNDD: Policy on Facebook and Social Networking Web Sites (Appendix D)

In addition the District has the following items also related to student privacy procedures, notices or MOUs;

- TMHS Student Handbook (Appendix E)
- Student Services Annual Information Letter to Parents (Appendix F)
- School Resource Officer Memorandum of Understanding (Appendix G)
- Technology Acceptable Use Procedures (Appendix K)

There are a few items to note related to these documents. First, and most importantly, is the fact that an Annual Notice of Rights Under FERPA to parents was not found. This annual notice is a requirement imposed by the U.S. Department of Education. A sample Annual FERPA notice is included in Appendix J. Secondly, there is no clear documentation of the district's internal determination of who has a legitimate educational interest in which students. The Student Records policy mentions that records will be made available to "appropriate school personnel, but best practices would be to have a more specific determination of access. Such a determination would then be used to establish role based access to student level data.

Next, there were no privacy policies found on any of the district's websites. The district should be conveying to anyone visiting any TPS website what data may be collected from a visitor and how that data may, or may not, be used by the district.

The technology acceptable use procedures document was found to give the following advice; *"Remember when sending emails regarding students to use ONLY the student identification numbers and the first initial of both their first and last name eg: John Smith would be J.S.#12345."* Using student ID numbers in email is not a recommended best practice. Any assigned ID numbers are considered very sensitive data and should be protected.

Lastly, there was no clear communication to parents and students about the level of surveillance currently taking place on the district Chromebooks through the Blocks filtering program. More on this in the technology section below.



Technology

The district leverages many different technologies to create an efficient and secure online ecosystem. Those highlighted in this report all play a role in securing student data to ensure privacy is maintained.

ASPEN is the student information system (SIS) used by TPS. As such ASPEN is the primary repository for all student data. Access to student data within ASPEN is managed at a role based level. Teachers have access only to the students that are currently assigned to them.

Google Workplace for Education is the primary collaboration tool for all TPS staff and students. Google Drive, within Workspace, is the file storage service leveraged to store and share all files across the district. Currently there is no additional security or privacy service applied to Google Workspace. TPS is relying solely on user awareness to ensure data is not overshared.

Gmail is the primary communication tool both within TPS and externally with parents. Internal email from TPS staff to staff or staff to students is secure and encrypted as the email never leaves the Google environment. Email that leaves the TPS domain (tewksbury.k12.ma.us) is not secure when it travels across the Internet unencrypted.

The district is relying on staff to encrypt any sensitive data via password protected attachments when sending to parents via email. One Call Now is leveraged for mass communication needs; emergency alerts etc.

All local servers are running in a virtual environment. There are a total of 21 servers mostly functioning as Active Directory Domain controllers in each building. In addition there are file shares setup for some administrative departments such as finance & human resources. The servers are backed up nightly and retained for three weeks both onsite and off site. The Google environment is backed up to the cloud via Syscloud.

Otus Student growth platform is leveraged to track and report out on student performance. Again role based access rights are leveraged to provide access to student level data.

Currently two filtering services are being used to filter internet activity to meet the Children's Internet Protection Act (CIPA) requirements; Fortinet & Blocks. Fortinet is applied to all Internet traffic that is originating on the

TPS network within buildings. Blocks. is used to filter all Chromebook activity. By default Bloxi has a deeper level of filtering that goes beyond that required by CIPA. This is considered their "School Safety" component that leverages artificial intelligence (AI) to scan Gmail, Google Docs and Drive for "flags of "harmful" behavior. When the AI is triggered an alert is sent to a member of the technical team who reviews the alert and then decides what action to take.

Additional security related management packages leveraged include Sophos and Jamf. Sophos provides antivirus and malware protection on all devices. Jamf is used to manage all mobile devices other than chromebooks. Jamf also provides the ability to wipe out a mobile device remotely if it is reported lost or stolen.

Lastly Clever is employed to assist with the rostering of many applications as well as provide single sign on services.



Recommendations

Awareness

As stated previously, TPS staff has an above average awareness around student data privacy issues. This does not mean that additional professional development or communications around student data privacy best practices are not recommended. The following suggestions for additional awareness building practices would further increase the overall staff awareness;

- Increase training materials and resources available to staff. This could be done through a website or pages devoted to TPS student data privacy resources. This site could include related laws, regulations, policies, best practices videos etc... A single place to staff to go to find answers to any privacy related questions
- Distribute regular privacy related tips via email. These could be weekly or monthly short blurbs on best practices
- Embed privacy into all professional development. Make an effort to ensure all PD has some mention of privacy.

In addition to the minor improvements suggested above the district may want to consider taking advantage of some external resources such as;

- CoSN Trusted Learning Environment seal program. This is a district privacy framework that can be leveraged to improve all aspects of a district's privacy program. In the end, once a district demonstrates proficiency in all categories they will receive a badge or seal that demonstrates to their community that they have taken all necessary steps to become a "Trusted Learning Environment".
- Future of Privacy Forum's Student Privacy Train-The Trainer Program. This is a free virtual and in person training program provided by a leading education privacy organization. Cohorts start once or twice a year. Having a TPS staff participate in this program will help deepen the in house knowledge of student data privacy issues.

Procedures & Policies

Procedures

There are a few recommendations around improvements to procedures that will continue to move TPS toward creating a more secure learning environment as well as be aligned with best practices;

First, the informed consent forms that are used to obtain parental consent to use applications that may not sign a Data Privacy Agreement (DPA) are missing a component recommended by the U.S. Department of Education (DOE) student privacy office. This is a clear alternative mechanism of delivering the same content or curriculum if the parent chooses not to consent. The best practice is to provide parents an alternative to the online tool if they choose not to consent. Essentially, parents cannot be compelled to consent to the use of a tool that does not sign a DPA and thus need to be informed of an alternative tool or activity for their child to receive the same instruction.

Next, the district should make a clear distinction in the use of Gmail to convey sensitive data internally to the tewksbury.k12.ma.us domain vs externally. Emails sent within the district's domain are secure in that the content remains encrypted from sender to receiver. Alternatively, email sent outside of the tewksbury.k12.me.us domain leaves the encrypted Google workspace domain and travels across the open internet unencrypted. This distinction does not appear to be made clear to all staff and is not embedded into procedures and training.

Lastly, the district should consider moving towards full transparency around student data privacy practices. Currently the district website is absent of any mention of student privacy. A casual viewer of the district's website would think that student data privacy has not been addressed at all by the district. TPS has a lot to be proud of with respect to student data privacy and conveying this to the entire school community may alleviate some fears. A section of the district's website devoted to student privacy could include;

- District practices around application vetting
- Links to the list of approved and not approved apps

- Link to the form for staff to request new applications
- Professional development & Videos
- Links to resources for staff
- Links to resources for parents
- Links to laws, regulations and guidance

The more transparent the district can become around it's efforts to protect students' privacy the more confident the entire school community will become in the fact that the district is taking proactive and effective measures.

Policies

The district must immediately implement an annual notification of rights under FERPA. A notice should be sent as soon as possible for the current school year and then this notice should be included with all annual forms starting the 23/24 school year. Seeing as how the district has a process of identifying online providers as school officials, this should be included in the annual FERPA notice along with a link to the current list of approved providers.

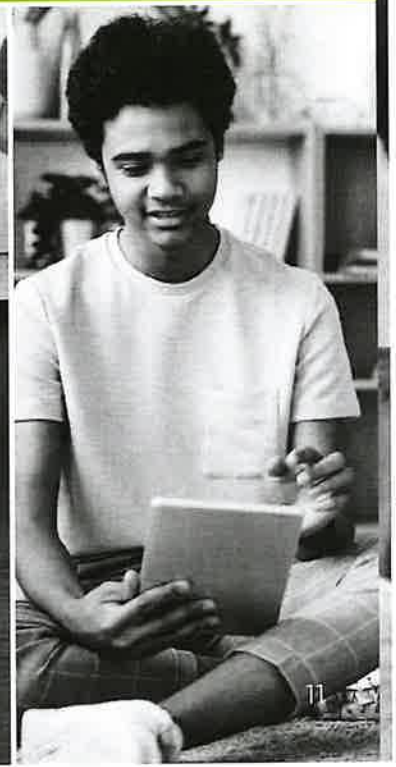
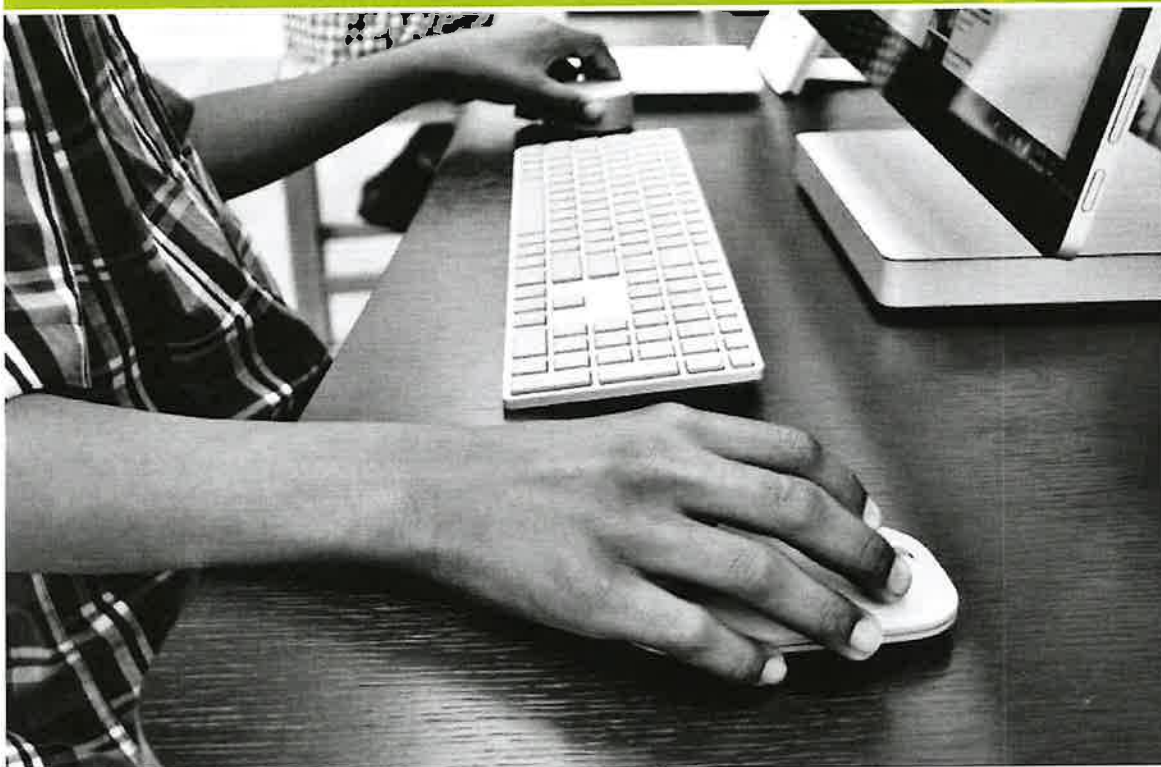
In addition the following adjustments or additions should be considered;

- The technology acceptable use procedures should be updated to remove the guidance to include student ID numbers in emails.
- Implement a website privacy policy on all district web pages. Once a policy describing what data is collected from visitors and how this data may be used is adopted, this can be linked to all pages in a footer template
- Develop and document internal student records access procedure. This will clearly define who within the district are considered as having a legitimate educational interest in which students. This will then drive all role based access to student records and data.
- Determine content filtering / surveillance policy. This will clearly document the level and purpose of surveillance of student generated content. If student generated content will continue to be monitored /surveilled then parents and students need to be clearly informed of this practice.

Technology

There are a couple technology enhancements that could help create a more secure environment and reduce the likelihood of user error. The first upgrade to consider would be an improvement of the district's communication/messaging tools to a more mature unified and secure system. Replacing unsecure email as the primary communication tool with parents may alleviate some privacy concerns. A new "all in one" system could provide newsletter, web postings, classroom postings, student & parent communications along with secure messaging and secure document delivery into one system.

The second technology recommendation would be to consider implementing a cloud data security system. This would in essence be a security wrapper around the district's google domain. This extra layer of protection can not only protect against outside threats but also serve as protection against oversharing of sensitive data. These systems can be configured to alert users or prevent the inappropriate sharing of student level data. This can typically be applied to both the Google drive sharing as well as Gmail content. Such a system would be a powerful tool to assist staff with staying within appropriate parameters when sharing sensitive data.



Appendices

APPENDIX A	JRA - Student Records
APPENDIX B	IJNDC-R - Web Site Guidelines
APPENDIX C	IJNDB-R - Acceptable Use Policy
APPENDIX D	IJNDD - Policy on Facebook and Social Networking Web Sites
APPENDIX E	TMHS Student Handbook
APPENDIX F	Student Services Annual Information Letter to Parents
APPENDIX G	SRO Memorandum of Understanding
APPENDIX H	Parent Informed Consent and Release
APPENDIX I	Digital Resource Request Flow Chart
APPENDIX J	U.S. DOE Sample Annual FERPA Notice
APPENDIX K	Technology Acceptable Use Procedures



Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date 11/10/2022

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 **\$1,621,117.79**

GRANTS

\$29,553.33	2022-2023 Special Ed 240 Grant
\$12,153.55	2022-2023 Title I Grant
\$204.00	2021-2022 Title II Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$5,327.79	2022-2023 21st Century Grant
	2022-2023 Academic Acceleration Grant
\$416.25	2022-2023 21st Century Sped Enhancement
	2022-2023 21st Century Summer
\$16,781.60	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$3,258.40	2022-2023 Community Services
\$9,440.79	2022-2023 Community Services Preschool Program
\$483.63	2022-2023 Adult Education Program
\$38,135.13	2022-2023 Lunch Program
\$460.56	2022-2023 Facilities
\$277.16	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
\$150.00	2022-2023 Athletic Revolving
	2022-2023 TMHS Intramurals

\$122,251.32 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,498,866.47	2022-2023 School Department Account
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\$1,621,117.79 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts

Date **11/23/2022**

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 **\$1,493,994.60**

GRANTS

\$28,152.33	2022-2023 Special Ed 240 Grant
\$10,131.28	2022-2023 Title I Grant
\$1,294.25	2021-2022 Title II Grant
	2021-2022 Title IV Grant
	2021-2022 Early Childhood Grant
	2022-2023 ASOST Grant
	2021-2022 Innovations Pathways Grant
\$5,938.10	2022-2023 21st Century Grant
	2022-2023 Academic Acceleration Grant
\$786.25	2022-2023 21st Century Sped Enhancement
	2022-2023 21st Century Summer
\$15,816.25	2022-2023 ESSER II Grant

REVOLVING ACCOUNTS

\$1,057.50	2022-2023 Community Services
\$8,389.57	2022-2023 Community Services Preschool Program
\$117.50	2022-2023 Adult Education Program
\$38,128.81	2022-2023 Lunch Program
\$1,200.66	2022-2023 Facilities
\$641.97	2022-2023 Recreation
\$687.53	2022-2023 Parking Fees
\$4,921.60	2022-2023 Preschool
\$200.00	2022-2023 Athletic Revolving
\$2,493.00	2022-2023 Wynn Athletic Intramurals

\$119,956.60 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,374,038.00	2022-2023 School Department Account
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\$1,493,994.60 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

Brenda Theriault-Regan, C.A.G.S.
Superintendent (978) 640-7800
bregan@tewksbury.k12.ma.us



Lori L. McDermott, M. Ed.
Assistant Superintendent (978) 640-7800
lmcdermott@tewksbury.k12.ma.us

To: Dave Libby

From: Brenda Theriault-Regan
Superintendent

BSR

Date: November 17, 2022

Re: Mentor Stipends 22-23

Below please find the list of mentors who will be receiving a stipend. The following individuals should receive the **higher** stipend (\$1649) as they participated in the training component of the program:

Colleen Allison	Kristen Cahill	Bryan Desjardins	Samantha Hall
Renee Langlais	Eileen Lindsey	Gretchen Martel	Marybeth McGinn
Katelyn Murphy	Tim Olevsky	Stacey Paradis	Fran Rouff
Jade Scarpa	Laura Szum	Lisa Tramonte	Lindsey White
Sarah Yore			

The following individuals did not attend or did not complete the training component of the program and will receive the **lower** stipend (\$1235):

Brendan Bernard	Steve Boudreau	Conner Bourgoin	Alena Breton
Chloe Callahan	Catherine Gerenz	Tammie Heartquist	Jodi Higgins
Susan Hogan	Charity Legvold	Tiffany McHenry	Mariellen Nastasi
Jaime Noberini	Megan Robinson	Tina Sheahan	Sean Waldron

The following individual will also receive $\frac{1}{2}$ **Stipend** of \$618 for an additional mentee:

Steve Boudreau	Susan Hogan	Tiffany McHenry	Jaime Noberini
Lindsey White			

Please let me know if you have any questions. Thank you!

Cc: T. Gerrish
G. Johnson
K. Carleton
J. Mrozowski

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.

Tewksbury Memorial High School

320 Pleasant Street
Tewksbury, Massachusetts 01876

www.tewksbury.k12.ma.us

PRINCIPAL
Andrew J. Long

ASSISTANT PRINCIPALS
Michelle M. Sinacola-Dick
Sean E. O'Leary

MAIN OFFICE
(978) 640-7825

FAX
(978) 640-7829

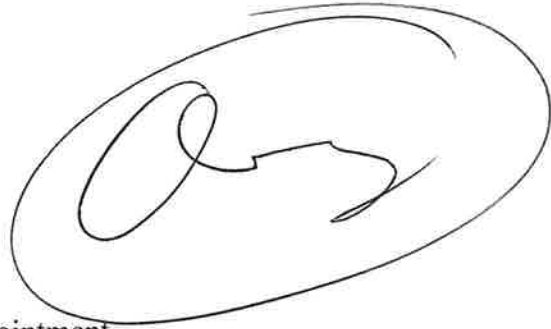
GUIDANCE SERVICES
(978) 640-7838

TO: Ms. Brenda Regan, *Superintendent*

FROM: Andrew J. Long, *Principal*

DATE: November 17, 2022

RE: Intramural Club Recommendation for Appointment



I wish to recommend Ms. Nina Caruso for the following Intramural Club position effective November 14, 2022:

- **Creative Writing**

If you have any questions, please do not hesitate to contact me.

Thank you.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

November 30, 2022

Dear Superintendent Regan,

Congratulations! We are pleased to notify you that Tewksbury High School has been awarded an Innovation Pathways FY23 Implementation and Support Grant of \$50,000.

We want to thank you for your commitment to helping students develop knowledge and skills related to careers within high-demand industries while in high school. Through this funding and your continued support, we hope to expand access to great educational opportunities in the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education on next steps, and please feel free to contact Jennifer Gwatkin, Innovation Pathways Lead, at jennifer.a.gwatkin@mass.gov if you have any questions.

Sincerely,

A handwritten signature in blue ink, reading "Charles Baker".

Governor Charles D. Baker

A handwritten signature in blue ink, reading "Karyn E. Polito".

Lt. Governor Karyn E. Polito



TEWKSBURY COMMUNITY PANTRY, INC.

Email: info@tewksburypantry.org
Web: <http://www.tewksburypantry.org/>

999 Whipple Road
Tewksbury, MA 01876

TEL. (978) 858-2273

Date:

11/22/22

Donor:

Dwight Elementary School
1469 Andover St.
Tewksbury, MA 01876

On behalf of the Tewksbury Community Pantry and those we serve, thank you for your generous Amazing food donation(s). Your commitment to helping those in our community in need of food is sincerely appreciated.

Each year the food pantry continues to advance its mission of helping feed those who come to us for food assistance. Through our efforts and with the help of so many, we have seen many lives changed for the better. Our goals are to continue to keep our shelves stocked and feed everyone in our community who come to us in need of food.

Thank you again for your generous support.

Sincerely,

Patty Hawesat.

Board of Directors
Tewksbury Community Pantry

"No goods and services were received for this donation"

Tewksbury Community Pantry is recognized by the
Internal Revenue Service as a 501 (c) (3) public charity.
Donations are tax deductible
FID# 04-3280846

Policy

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.

December 7, 2022 - First Reading: Recommendation to revise TPS policy
November 16, 2022 - Informational Reading: Recommendation to revise TPS policy

SOURCE MASC: Updated 2022

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. [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/her~~ **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/she~~ **they** sees fit, authority to sign such complaints and to press charges.

Parents/~~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](#); [76:12Bi](#); [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

December 7, 2022 - First Reading: Recommendation to revise TPS policy
November 16, 2022 - 1st & Final Reading: Policy reviewed and recommend no change

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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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/sheThey 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.

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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.

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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~~ **Open m** 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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.
November 16, 2022 - First Reading: Recommendation to revise TPS policy.
October 12, 2022 - Informational Reading: Recommendation to revise TPS policy.

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**

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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

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

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

December 7, 2022 - Second & Final Reading: Recommendation to revise TPS policy.

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:

Old Business

**GETTING READY to WELCOME YOU
to our
NEW CENTER ELEMENTARY SCHOOL (CES)**

SEE BELOW for our MOVE-IN PLANNING

(Note: All plans may be subject to change due to unforeseen circumstances.)

School Moving Materials & Delivery Schedules

11/29- Boxes/Tape/Bubble wrap delivered to all 4 schools
12/5- Crates/rollers being delivered to all 4 schools
12/27- Pick-Up & Move Gr 2 HB/DEW into new CES
12/28- Pick-Up & Move Trahan into new CES
12/29- Pick-Up & Move North St into new CES

Grades 2-4 Student Activities

12/5- Gr 2 visits the TMHS Marionette show (while staff packs)
12/6- Gr 3 visits the TMHS Marionette show (while staff packs)
12/7- Gr 4 visits the TMHS Marionette show (while staff packs)
12/19- Trahan staff & students visit CES
12/20- HB/Dewing staff & students visit CES
12/21- North St staff & students visit CES

Family Opportunities (Pending Permit, Approvals, & Weather)

- We will run 2 tours per shift (Mr. Rogers/Mr. Harding each take one).
- Will start out together in the cafe and split, reconvene in the cafe for Q/A

12/27- 5pm, 6:30 pm

12/28- 5pm, 6:30 pm

12/29- 5pm, 6:30 pm

CES Move FAQ's

- Students will be taking their items from their desk home with them over the holiday break on 12/23/2022.
- Please ensure that students come back with everything needed upon return on 1/5/2023.
- We will be sending out information regarding the parent/student tours prior to the December break. Parents/guardians will need to sign up for a date/time for the tour as these visits are for parents/guardians only of our grades 2-4 students. *More information to follow for sign-up.*
- We will be sending out an animated video of the new drop-off/ pick-up loop at CES. More to come!
- On 1/5/23, our first day in our new building, it will be Day 1 of our specialist rotation
- On 1/5/23 and 1/6/23, a bagged breakfast will be provided for all students at their desks in their classrooms.
- Drop-off and Pick-up cards will be sent home by 12/23 for all students in all grade levels. Please continue to use Pickup Patrol for changing the students' plans. Grade-level cards will be color-coded by grade. Please ensure you have your card visible on your dashboard when you pick up your child at the end of the day.
- The plan is for all students to remain on the same bus. Please allow for some flexibility on time due to running to the new Center Elementary across town. If any bus changes are necessary, families will be notified prior to the December break.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: December 2, 2022

RE: Center Elementary School: Naming Considerations of Key Areas

This Requires a Vote

For the consideration of the School Committee to name key areas in the Center Elementary School. This requires a vote of the School Committee.

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

New Business

**TEWKSBURY PUBLIC SCHOOLS
SCHOOL COMMITTEE
QUARTERLY
EXPENDITURE REPORT
DECEMBER 2022**

FY 23 COST CENTER	FY 23 Appropriation	Transfers Adjustments	FY 23 Adjusted Budget	Expended	Encumbered	Cost Center Available Balance	% USED
11 - Dewing	\$ 4,856,215	\$ -	\$ 4,856,215	\$ 1,325,267	\$ 3,138,784	\$ 392,164	92%
13 - Heath Brook	\$ 2,761,659	\$ -	\$ 2,761,659	\$ 764,947	\$ 1,949,762	\$ 46,949	98%
14 - Center	\$ 3,308,143	\$ -	\$ 3,308,143	\$ 793,894	\$ 2,321,875	\$ 192,374	94%
15 - Ryan	\$ 5,124,900	\$ -	\$ 5,124,900	\$ 1,449,519	\$ 3,514,832	\$ 160,548	97%
16 - North Street	\$ 1,279,681	\$ -	\$ 1,279,681	\$ 451,366	\$ 822,666	\$ 5,649	100%
17 - Trahan	\$ 1,045,919	\$ -	\$ 1,045,919	\$ 378,925	\$ 662,348	\$ 4,646	100%
21 - Wynn Middle	\$ 5,265,880	\$ -	\$ 5,265,880	\$ 1,404,168	\$ 3,551,231	\$ 310,481	94%
31 - TMHS	\$ 8,139,439	\$ -	\$ 8,139,439	\$ 2,211,363	\$ 5,476,424	\$ 451,652	94%
84 - School Comm	\$ 149,300	\$ 1,550	\$ 150,850	\$ 61,704	\$ 87,398	\$ 1,748	99%
86 - Administration	\$ 1,144,924	\$ -	\$ 1,144,924	\$ 417,341	\$ 583,919	\$ 143,664	87%
88 - Technology Dept	\$ 1,341,421	\$ -	\$ 1,341,421	\$ 666,147	\$ 337,731	\$ 337,543	75%
89 - Transportation	\$ 3,561,383	\$ -	\$ 3,561,383	\$ 956,602	\$ 2,709,856	\$ (105,075)	103%
91 - Athletics	\$ 741,939	\$ -	\$ 741,939	\$ 340,713	\$ 130,448	\$ 270,778	64%
95 - Special Education	\$ 7,599,948	\$ -	\$ 7,599,948	\$ 2,215,651	\$ 4,797,795	\$ 586,502	92%
97 - Build & Grounds	\$ 2,975,275	\$ -	\$ 2,975,275	\$ 1,051,097	\$ 1,920,366	\$ 3,812	100%
98 - Systemwide	\$ 2,953,207	\$ -	\$ 2,953,207	\$ 1,012,863	\$ 1,836,272	\$ 66,970	98%
CAPITAL OUTLAY	\$ 789,603	\$ -	\$ 789,603	\$ 30,014	\$ 2,450	\$ 757,139	4%
FY 23 BUDGET BALANCES	\$ 53,038,836	\$ 1,550	\$ 53,040,386	\$ 15,531,581	\$ 33,844,158	\$ 3,627,546	93%