

Tewksbury School Committee
Wednesday, August 17, 2022
Regular School Committee Meeting #2
Tewksbury Memorial High School - LG1-1
320 Pleasant Street, Tewksbury, MA 01876

SCHOOL COMMITTEE MEMBERS PRESENT

Bridget L. Garabedian, Chair
Keith M. Sullivan, Vice-Chair
Kayla Biagioni-Smith, Clerk
Nicholas G. Parsons, Member
Richard Russo, Jr., Member

SCHOOL ADMINISTRATORS PRESENT

Brenda Theriault-Regan, Superintendent
Lori McDermott, Assistant Superintendent
David Libby, Business Manager

CALL TO ORDER

Ms. Garabedian called the August 17, 2022 Regular School Committee meeting to order at 5:47 p.m.

EXECUTIVE SESSION

Ms. Garabedian entertained a motion to convene an Executive Session for approval of the 7-20-2022 Executive Session minutes.

Mr. Russo moved, seconded by Ms. Biagioni-Smith, to enter into the Executive Session to approve the July 20, 2022 meeting minutes. The Committee will return in Open Session.

Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. All Aye. Unanimous vote. Motion carried 5-0.

At 6:13 p.m., Ms. Garabedian entertained a motion to adjourn the August 17, 2022 Executive Session. Mr. Russo moved, seconded by Mr. Sullivan. The Committee will reconvene in Open Session.

Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. All Aye. Unanimous vote. Motion carried 5-0.

In the Executive Session, the School Committee unanimously voted to approve the July 20, 2022 Executive Session minutes.

ANNOUNCEMENT

At 6:15 p.m., Ms. Garabedian announced that the August 17, 2022 Regular School Committee meeting will be televised and recorded and may be viewed live on Comcast Channel 22, 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. Ms. Garabedian asked if anyone in the audience was recording tonight's meeting to please identify himself or herself. Seeing no one, Ms. Garabedian asked Ms. Biagioni-Smith to lead in the Pledge of Allegiance.

Ms. Garabedian reported that the School Committee attended the Administrator Workshop from 2:00PM to 5:00PM this afternoon thanking the administrators for the presentation.

Approved 9-21-2022

RECOGNITION

TMHS Girls Varsity Softball Team

The Chair invited Ron Drouin to say a few words about the TMHS Girls Varsity Softball Team, MIAA Division 2 State Finalist. He reported on their wins and that the team went onto the State Finals. Coach Brittany Souza commented on the road the girls have been on over the past few years and the successes they earned this year. On behalf of the School Committee, Mr. Russo read and presented the TMHS Girls Varsity Softball team with a Proclamation of Recognition.

TMHS Girls Varsity Softball Team Members: Alyssa Adams, Madison Paulding, Ava Fernandes, Avery Dellapiana, Whitney Gigante, Olivia Cueva, Erin Costello, Sydney Whalen, Aislin Davis, Abigail Tower, Anya Cranston, Rebecca Harris and **Team Captains:** Gianna Pendola, Samantha Perkins, Samantha Ryan, and Madison Stovesand. **Head Coach:** Brittny Souza. **Assistant Coaches:** Tania Palumbo, George Covino and Tama Parsons. **Manager,** Mackenzie Tower; **Athletic Trainer,** Chris Mahanna.

Ms. Regan announced that Ron Drouin is the MIAA Athletic Director of the Year for our area. He is one of eight Athletic Directors vying for the State of Massachusetts' Athletic Director of the Year.

Ms. Garabedian asked to take Old Business item 17a, TMHS 2022-2023 Domestic & International Travel Requests, out of order. Mr. Sullivan moved, seconded by Ms. Biagioni-Smith, to move Old Business 17a, TMHS Domestic & International Travel requests, up to this portion of the meeting. Unanimous vote.

Ms. Regan reported on the background of the trip inviting Bailey Mahoney to the podium to say a few words. Ms. Mahoney answered questions from the School Committee members.

Ms. Biagioni-Smith moved to approve the TMHS 2022-2023 Domestic and International Travel request as presented: Lisbon, Seville, and Madrid, February 2023; Berlin, Krakow, Prague, and Budapest, Summer 2023; Hawaii, April Recess 2023; and Canada: Quebec, LaBelle Province, May 26-May 29, 2023. Mr. Russo seconded the motion.

Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. All Aye. Unanimous vote. Motion carried 5-0.

STUDENT REPRESENTATIVE REPORT

Notes from Tewksbury Memorial High School: None

PRESENTATIONS

The AlphaBEST presentation has been rescheduled to the September School Committee meeting.

CITIZEN'S FORUM

Ms. Garabedian asked if there was anyone in the audience that wanted to speak on anything on the agenda, and if so, to please state their name, address, and the specific agenda item that they would like to speak on this evening. Not seeing anyone, she moved on to approval of the minutes.

APPROVAL OF MINUTES

Ms. Biagioni-Smith requested to table the July 20, 2022 meeting minutes as she was missing a page. Mr. Sullivan moved, seconded by Mr. Parsons, to table the minutes, pending further review. The July 20, 2022 meeting minutes will be on the September agenda. Unanimous vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Ms. Biagioni-Smith moved, seconded by Mr. Parsons, to approve the payroll period ending, July 21, 2022, to be approved and certified in the amount and categories as shown, \$1,249,665.74. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

Ms. Biagioni-Smith moved, seconded by Mr. Sullivan, to approve the payroll period ending, August 4, 2022, to be approved and certified in the amount and categories as shown, \$1,352,178.74. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

SUPERINTENDENT & STAFF REPORTS

Superintendent's Report

Ms. Regan thanked the School Committee for their participation in the joint workshop with the district administrators today relating that we will be publishing the document before the start of school. She announced that parents/guardians are now able to access Aspen. Last week, Mr. Drouin, the TMHS administration, and our Business Manager, worked closely with the fall head coaches on a new mandated online training application to ensure safety training and monitoring applications. Next week the Central administration team is resurrecting the District Security Team (DST). The DST includes district administrators and the Tewksbury police and fire representatives. The district recently signed a new School Resource Officer (SRO) Memorandum of Understanding (MOU) She added that the DST would like to invite a representative from the School Committee to serve on the DST. She reported that the TPS MERPS (Medical Emergency Response Planning) document has been updated and uploaded to DESE for all seven schools. Ms. Regan reported she, Mr. Libby, and Ms. McDermott, will meet with the Move Manager tomorrow to discuss the move to the new school. She announced that free meals are available to all students this year including breakfast and lunch.

Ms. Garabedian invited the Committee to ask questions or to make comments. Mr. Russo requested to discuss the School Committee representative for the District Security Team, announcing that he would like to serve on the DST. Mr. Sullivan gave Mr. Russo his support. The Chair asked for a motion to appoint Mr Russo to the District Security Team.

Mr. Sullivan moved, seconded by Ms. Biagioni-Smith, to appoint Mr. Russo as the School Committee representative on the District Security Team. Unanimous vote. Motion carried 5-0.

Assistant Superintendent Report

Ms. McDermott presented the Assistant Superintendent's report updating the Committee on the first two staff professional development days and mentoring training. She related that she and Ms. Regan hosted their first *Meet and Greet* and welcomed the Committee to join them for the next *Meet and Greet*.

Ms. Garabedian opened-up for questions and/or comments from the School Committee members.

Business Manager's Report

Mr. Libby presented an update on the security and safety updates that were completed this summer across the district. He presented a transportation update announcing the new transportation app from Tewksbury Transit which will allow parents/guardians to track a bus and set up notifications.

Mr. Libby responded to questions from Mr. Russo relative to what safety procedures are in place at the schools during after school events and extra-curricular activities.

CONSENT AGENDA

Ms. Garabedian asked if any member had questions and/or comments on any item on the Consent Agenda. Seeing none, Ms. Garabedian asked for a motion to approve the Consent Agenda.

Mr. Sullivan moved, seconded by Mr. Parsons, to approve the Consent Agenda as presented. All Aye. Unanimous Vote. Motion carried 5-0.

Correspondence

Welcome Back Professional Development Days: August 29, 2022 & August 30, 2022

Enrollment Update

None

PERSONNEL ITEMS

New Hires: Katherine Budinger, Integrated S.T.E.M. Literacy Teacher, Wynn Middle School, effective 8/29/2022; Nina Caruso, ELA Teacher, TMHS, effective 8/29/2022; Deborah Guttadauro, 1-School-Year-only, Educational Support Personnel Aide, at the Dewing School, effective 8/29/2022; Meghan Campbell, Educational Support Personnel Aide, Dewing School, effective 8/29/2022; Daniel Daley, Music Teacher, Wynn Middle School, effective 8/29/2022; Jennifer Murphy, Moderate Special Needs Teacher, Heath Brook School, effective 8/29/2022; Judith Boyson, Educational Support Personnel/Elementary Library Aide, Trahan School, effective August 8/29/2022; Paul Bea, Physical Education Teacher, Dewing and Heath Brook Schools, effective August 8/29/2022; Keith Frost, K-2 Digital Learning Specialist, Dewing and Heath Brook Schools, effective August 8/29/2022; Allyson Kazanjian, Educational Support Aide, Dewing School, effective 8/29/2022; Susan Bickford, Educational Support Personnel Aide, North Street School, effective 8/29/2022; Vanessa Chambers, 1-SY only Unified Arts Support Teacher & Educational Support Aide, effective 8/29/2022; Lisa Chasan, 1-SY only Long-term substitute MSNT, North Street School, effective 8/29/2022; Stacey Connors, 12-month Secretary, North Street School/Center Elementary School, effective 8/1/2022; Deborah D'Onofrio, Educational Support Personnel Aide, Heath Brook School, effective 8/29/2022; Stacy Still, Educational Support Personnel Aide, Trahan School, effective 8/29/2022; Kathleen Martin, Special Education Teacher, TMHS, effective 8/29/2022; Molly Irwin, Developmental Learning Center Teacher, North Street School, effective 8/29/2022; Emily Killeen, Grade 1 Teacher, Dewing School, effective 8/29/2022; Cory Edwards, Science Teacher, Wynn Middle School, effective 8/29/2022

Transfers/New Position: Kimberly Khan, District-wide Case Manager, effective 8/29/2022; Robert Rogers, Assistant Principal, North Street School/Trahan School/Center Elementary School, effective July 1, 2022; Courtney Graffeo, Grade 5 Mathematics/Science Teacher at the Ryan School, effective 8/29/2022; Lauren Nastari, English Teacher, Wynn Middle School, effective 8/29/2022; Candace Tharrett, Interim-Assistant Director of Student Services, effective July 1, 2022

Retirement: Lisa Richard, Computer Teacher, effective October 17, 2022

***Appendix B: Co-Curricular**

Tewksbury Memorial High School

Christina Keefe, Boys Head Cross Country Coach
Courtney Graffeo, Girls Head Cross Country Coach

Dewing Elementary School

Kathy Carleton - Mentor Program Teacher Leader

Ryan Elementary School

Team Leader positions:

Christine Cremin	Pam Shirkoff
Kathleen Anderson	Brittany Roberts
Robert Shirkoff	Jennifer Mrozowski
Brianna Lavine	Charlaine Melly

PLC Facilitator positions:

Susan Walsh - Mathematics
Andrea MacMullin & Sue Hogan - English/Language Arts
M. Ellis/Sandra Ferrara - Science
Melissa Lane - Specialists
Rachel Cohen - Social Studies

Other Appendix B positions:

Tim Olevsky - Instrumental Music
Ryan Chorus- TBD
Melissa Lane - Art Show
Susan Hogan - Case Manager

Mentor positions:

Susan Hogan Gretchen Martel
Brendan Bernard Steve Boudreau

Acceptance of Donations/Gifts: MVP (in Tewksbury) has donated a Richie's Slush machine to the Tewksbury Summer Program for the last week of the program celebration.

Fundraisers/Raffles: None

COMMITTEE REPORTS

Elementary School Building Committee

Mr. Sullivan announced that the parking lot at the Ryan School is almost complete. The Elementary School Building Committee (ESBC) met last Thursday relating that the project is on time and on budget. The projected completion date is December 12, 2022.

Tewksbury SEPAC

Mr. Parsons reported that the next SEPAC Board meeting will be held on September 15th. The community may check the SEPAC Facebook page for updates.

Wellness Advisory Committee

Mr. Russo reported that the next Wellness Advisory Committee meeting will be held on October 5, 2022.

Policy Sub-Committee

None

POLICY CHANGES, PROPOSALS, AND ADOPTIONS

Mr. Sullivan reported that the following policies have been reviewed and recommends that the School Committee vote to approve the following policies with no changes. The date voted on will be reflected on the policy. Ms. Biagioni-Smith moved, seconded by Mr. Parsons, to approve the following policies with no changes. Unanimous vote. Motion carried 5-0.

Policy Reviewed and Adopted with No Changes

BA, School Committee Operational Goals; BAA, Evaluation of School Committee Operational Procedures; BB, School Committee Legal Status; BBAA, School Committee Member Authority; BBB, Board Membership/Elections; BBBA/BBBB, School Committee Member Qualifications/Oath of Office; BBBC, School Committee Member Resignation; BBBE, Unexpired Term Fulfillment; BCA, School Committee Member Ethics; BDA, School Committee Organizational Meeting; BDB, School Committee Officers; BDC, Appointed Committee Officials; BDD, School Committee-Superintendent Relationship; BDDA, School Committee Request for Information; BDDB, Adequate Information to Precede Action Policy; BDE, Subcommittees of the School Committee; BDF, Advisory Committees to the School Committee; BDFA, School Councils; BDFA-E-1, School Improvement Plan; BDFA-E-2, Submission and Approval of The School Improvement Plan; BDFA-E-3, Conduct of School Council Business; BE, School Committee Meetings; BEC, Executive Sessions; IJOC, School Volunteers

Mr. Sullivan reported that the following policies are presented on the Informational reading. They will be on the next School Committee meeting agenda for a First reading and then will go to a Second and Final reading at the following meeting. No vote is required at this time.

Policies for Consideration for Revision on Informational Reading:

IMG, Animals In Schools; IJOA, Field Trips; JH, Student Travel; JH-R, Student Travel Regulations; DD, Funding Proposals & Applications; DIE, Audits; EFC, Free & Reduced Price Food Services; BBA, School Committee Powers and Duties

Mr. Russo commented on the audit policy stating that he would like to explore if the district is required to have an audit when a new superintendent comes on board.

Mr. Sullivan reported that the following policies are presented on the First reading. No vote is required at this time. These policies will be on the September School Committee meeting agenda for Second and Final reading.

Policies for Consideration for Revision on First Reading:

DA, Fiscal Management Goals; DB, Annual Budget; DBC, Budget Planning & Schedules; DBJ, Budget Transfer Authority; DEC, Federal Funds Supplement Not Supplant Policy; JKAA, Physical Restraint of Students

Mr. Sullivan reported that the following policies are presented on the Second and Final reading. At the recommendation of Mr. Sullivan, Mr. Russo moved, seconded by Kayla Biagioni-Smith, to approve the revisions on the following policies on Second and Final reading. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

Policies for Consideration to Revise Second & Final Reading:

BEDH, Public Comments at School Committee Meetings; BJ, School Committee Legislative Program; EFD, Meal Charge Policy

OLD BUSINESS

TMHS 2022-2023 Domestic & International Travel Requests

Moved up on the agenda.

2022-2023 School Calendar & Early Release Days

Ms. Regan is seeking School Committee approval to update the calendar legend regarding the early release schedule for K-4 schools. She recommends the School Committee vote to revise the early release time from 12:10 p.m. to 11:55 a.m. She reported that K-4 schools were not meeting the 3 hours and 10 minute instructional schedule on early release days due to having lunch. Students will receive a grab and go lunch which is the same as other schools. She added that students will still be served breakfast on early release days. The Committee requested that the district message out the time change to parents.

Mr. Sullivan moved to approve the revision to the 22-23 school calendar legend as presented, seconded by Ms. Biagioni-Smith.

Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Sullivan, Ms. Biagioni-Smith, Mr. Russo, and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

2022-2023 SY Staffing Update

Ms. Regan presented a staffing update relating that the district is in better shape with our staffing needs however there are still openings to fill. There have been 98 postings which included 15 internal transfers. She announced to the community that we still have open positions if anyone is interested.

Summer School Program Update

Ms. McDermott presented the Summer School programming update reporting that we had 480 students participating in the summer programming. The Credit Recovery Program invited us to a presentation regarding problem based learning. The Junior Police Academy was well attended with over 156 students.

Ms. Garabedian opened for comments and questions from the School Committee. Ms. Garabedian commented that AlphaBEST ends the summer programming on August 20th, inquiring when they resume. Ms. Regan will look into that and notify the Committee.

Open Meeting Law (OML) Complaint Determination

Ms. Garabedian reported that the Committee received the Open Meeting Law (OML) Complaint Determination on July 29, 2022. This is a response to two complaints by two community members. The complaint and finding alleged that the School Committee violated the Open Meeting Law by denying a person access to the February 9th meeting. She reported that the complaint was resolved. She thanked the Attorney General's Office for their thoroughness and stated that we understand our responsibilities and going forward we will conduct our meetings as advised.

NEW BUSINESS

2022-2023 Back to School & Orientation Information

Ms. McDermott reminded families to take advantage of the orientations and back to school experiences. Check the district calendar or reach out to your schools for opportunities for your students.

Long-term Substitute Teacher Hourly Rate Change

Ms. McDermott reported that the long-term substitute hourly rate change is an informational item, no vote is required of the School Committee. The long-term substitute rate was increased due to an increase in the teachers' daily hourly rate in the contract *Agreement between the Tewksbury School committee and the Tewksbury Teachers Association*.

In response to a question from Ms. Garabedian, Ms. Regan reported that the substitute pool has more people on the list but we do not know about their availability adding that our substitute rate is competitive with area districts.

Superintendent's Entry Plan - Year 1

Ms. Regan reported that as part of her first year as superintendent, she participated in the Superintendent's Induction Program. She presented the highlights of her Entry Plan. The Superintendent's Entry Plan will be posted on the district's website.

Ms. Garabedian welcomed comments from the School Committee members.

SCHOOL COMMITTEE MATTERS OF INTEREST

Rich Russo gave a *Shout-out!* to all our families as they are getting ready for back-to-school. Kayla Biagioni-Smith reminded parents to join the PAC pages as they are full of information. Keith Sullivan gave a *Shout-out!* to the administration team for the presentation of their vision for the next year. Nick Parsons is looking forward to getting back to school.

FUTURE SCHOOL COMMITTEE & FUTURE SUB-COMMITTEE & ADVISORY MEETING DATES

September 21; October 3, 2022 (Special Town Mtg-School Committee will attend); October 12, 2022

Tewksbury School Committee: Elementary School Building Committee: September 8, 2022

Tewksbury SEPAC Business Meeting: September 15, 2022

Tewksbury SEPAC School Safety Sub-committee: TBD

Wellness Advisory Committee: October 5, 2022

Policy Sub-Committee: September 6, 2022

FUTURE AGENDA ITEMS

Update on Alphas plans for next year, rescheduled to September.

Update what Town-wide PACs are doing for consolidation to the CES.

ADJOURNMENT

At 7:42 p.m., Ms. Garabedian adjourned the August 17, 2022 Regular School Committee meeting with a motion from Mr. Sullivan, seconded by Ms. Biagioni-Smith. Unanimous vote. Motion carried 5-0.

Respectfully Submitted,
Gail Johnson, Recording Secretary

AGENDA ITEM #	List of documents and exhibits used (GL c.30A, sect 22(a))
1	School Committee Meeting Agenda: Regular Meeting
2	Executive Session Agenda
7	Recognition: TMHS Girls Varsity Softball Team
11	Minutes: July 20, 2022
12	Submission Of Payment Of Bills: July 21, 2022; August 4, 2022
14	Consent Agenda: PD Days 8/29 & 8/30; Personnel Items; Donations
16	Policy Review
17	Old Business: 22-23 TMHS Travel Requests; 22-23 School Calendar/Legend; 22-23 Staffing Updates; Summer School Programming; OML Complaint Determination
18	New Business: 22-23 Back to School Orientation; Long-term Substitute Rate; Superintendent's Entry Plan