

Tewksbury School Committee
Wednesday, December 6, 2023
Regular School Committee Meeting #6, 5:00 PM
Tewksbury Memorial High School
Large Group Instruction Room #1
320 Pleasant Street, Tewksbury, MA 01876

SCHOOL COMMITTEE MEMBERS PRESENT

Bridget Garabedian, Chair
Kayla Biagioni-Smith, Vice-Chair
Kaitlyn Anderson, Clerk
Nicholas 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 December 6, 2023 Regular School Committee meeting to order at 5:00 p.m.

EXECUTIVE SESSION

Ms. Garabedian entertained a motion to convene an Executive Session. Mr. Russo moved, seconded by Ms. Biagioni-Smith, to enter into the Executive Session to discuss the October 3, 2023 and November 15, 2023 Executive Session minutes; and to discuss Collective Bargaining pertaining to the TTA (teachers). The Committee will reconvene in open session following the Executive Session for recognitions in the Christine McGrath auditorium at 6:00 PM.

Roll Call Vote - Voting Yes: Mr. Parsons, Ms. Biagioni-Smith, Mr. Russo and Ms. Garabedian. Unanimous Vote. Motion carried 4-0. Ms. Anderson arrived at 5:04 p.m.

At 5:58 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Ms. Biagioni-Smith moved, seconded by Mr. Russo, to adjourn the December 6, 2023 Executive Session and reconvene in open session in the Christine McGrath auditorium for the Academic Awards recognition.

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

RECONVENE AND RECOGNITIONS

Ms. Garabedian addressed the audience attending the awards program and reported that the School Committee meeting started at 5:00 p.m. and broke for an Executive Session. As a formality, she reconvened the Regular School Committee meeting at 6:00 PM. Ms. Garabedian announced that tonight we are recognizing the 2023 MCAS Top Performing students, the recipients of the John & Abigail Adams Scholarship and the National Merit Program Commended students. Ms. Garabedian turned the meeting over to Superintendent Brenda Regan.

Ms. Regan addressed the families in the audience welcoming them to the awards. She introduced the School Committee members and stated that school principals are also in attendance and will be helping Assistant Superintendent Lori McDermott with the awards this evening.

Approved 1-10-2024

She commented that it is a great opportunity to be able to recognize so many high achieving students. Ms. Regan introduced the 2023 MCAS top performing students to the School Committee and the community. The students were recognized and presented with a medal in recognition of their outstanding performance on the 2023 MCAS assessments. Ms. Regan introduced the TMHS Class of 2024 recipients of the John and Abigail Adams. The students were recognized and presented with an engraved keychain. Ms. Regan introduced the 2023 National Merit Program Commended students. Mr. Parsons read and presented the Commended students with a Proclamation of Resolution for their outstanding achievement. Ms. Regan thanked the students and families for attending the recognition ceremony this evening.

At 6:36 p.m., Ms. Garabedian asked for a motion to reconvene the Regular meeting. Mr. Russo moved, seconded by Ms. Biagioini-Smith, to reconvene the December 6, 2023 Regular School Committee meeting. All Aye. Unanimous Vote. Motion carried 5-0. The Committee exited the auditorium to reconvene the Regular meeting in LGI-1.

For those just turning in, Ms. Garabedian announced that we are reconvening the Regular School Committee meeting at 6:36 p.m. in LGI-1. The Committee was in the Christine McGrath auditorium for the Academic Achievement awards.

PLEDGE OF ALLEGIANCE

Ms. Garabedian asked all to rise for the Pledge of Allegiance.

ANNOUNCEMENT

Ms. Garabedian announced that the December 6, 2023 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](https://www.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 themselves. No one was recording the meeting.

Ms. Garabedian announced that in the Executive Session the School Committee approved the October 11, 2023 and October 18, 2023 Executive Session Minutes.

STUDENT REPRESENTATIVE REPORT

Notes from Tewksbury Memorial High School

Rania Elouahi presented the activities and events at Tewksbury Memorial High School.

Sports Updates:

- The fall sport season has officially ended; the Fall Sports Awards Ceremony was held yesterday, December 5th.
- Winter sports began last week. The sports offered for this season include Boys/Girls Ice Hockey, Gymnastics, Boys/Girls Basketball, Cheerleading, Boys & Girls Indoor Track and Wrestling at all levels.

Club Updates:

- The TMHS Concert Band and Concert Choir will be having their Winter Concert on Thursday, December 14th at 6:30 p.m. in the theater.
- The TMHS Theater Company put on an amazing performance of *High School Musical* on November 17-19th. They are currently having the final auditions of the year on December 12th, for the spring musical, the *Addams Family*.
- The Interact Club is hosting a toy drive for the Christmas in the City Charity, which is collecting a variety of new, unwrapped, toys and donating them to children and families in need. Any toys must be placed in the boxes found in Ms. Caruso's room and the front office by Friday, December 15th.

- In the spirit of the holiday season, on Friday, December 1st, many members of NHS volunteered at the Jolly Jamboree, painting faces, helping children make different crafts, and facilitating this event at Center Elementary School.
- Members from NHS, along with the Student Council, also had the opportunity to volunteer at the Hood Tournament, a large fundraiser for the Tewksbury Basketball League on Thanksgiving weekend.
- On Sunday, December 10th, the International Club will be handing out water to runners participating in the Jingle Bell Race at Northern Essex Community College.
- In preparation for the DECA District Competition, DECA exams will be held all of next week during copious in-school periods, along with several opportunities to take them after school. Additionally, all written papers for this competition will be due on December 22nd.
- The Math Team has had several meets so far, the next one will be held tomorrow, Thursday December 7th, at Billerica High School.

PRESENTATIONS

None

CITIZEN'S FORUM

Ms. Garabedian asked if there was anyone in the audience that wished 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. Seeing no one, Ms. Garabedian moved on to the approval of the minutes.

APPROVAL OF MINUTES

Ms. Anderson moved to approve the October 3, 2023 Special School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 5-0.

Ms. Anderson moved to approve the November 15, 2023 Special School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 5-0.

SUBMISSION OF PAYMENT OF BILLS

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending November 22, 2023, to be approved and certified in the amount and categories as shown, \$1,583,611.35. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith, and Ms. Garabedian. Unanimous vote. Motion carried 5-0.

SUPERINTENDENT & STAFF REPORTS

Superintendent's Report

Ms. Regan pointed out items on the Consent Agenda reporting that Tewksbury has been awarded with a \$15,000 Student Cell Phone Use Pilot Grant; the Wynn Middle School will pilot the program. She pointed out the Care Solace data update relating that Care Solace is a great resource for staff and families.

The information will be included in the District Newsletter. She reported that Candace Tharrett hosted a Home Services information session for Special Education students and families. Ms. Regan thanked the many students that made cards and letters for Veterans at the Bedford VA.

She presented a brief update on our District Security Team (DST) relating that members include District administrators and representatives from the School Committee, Tewksbury Police and Fire departments, the Town Board of Health and our School Resource Officers. She asked for support from parents and the community to limit foot traffic on school campuses during the school day. Ms. Regan reported that the district has kicked-off the FY25 budget process. She related that the district will not have all the grant dollars we have had in past as the ESSER grants are no longer available.

Ms. Regan reported on upcoming agenda items relating that next month we will look at the NESDEC enrollment projections and we have scheduled a Budget Workshop in January and Budget Hearings in February and March. Ms. Regan responded to questions and comments from the School Committee members.

Assistant Superintendent's Report

Ms. McDermott reported that she attended the CASE Title 1 Conference last week with Assistant Principal Cordeira, Principal McInnes and Director of Literacy Ms. Cenanovic. They participated in workshops and keynote sessions relating that the topics aligned with our district goals. She gave an update on the Standard Based Report Cards (SBRC) reporting that the standards are end of year expectations. The report cards for grades 1-4 will be available in Aspen on December 15th. Standard-Based Report Card information is on the district website under the Curriculum tab and information will also be included in the District Newsletter. Kindergarten registration for the 2024-2025 school year will open on January 16th; a video will be on the district website with all of the necessary documents. Ms. McDermott responded to questions and comments from the School Committee members.

Business Manager's Report

Ms. Regan gave a warm welcome to our new Payroll Specialist, Suzanne Caliendo and our new Executive Secretary to the Superintendent's Office, Kaitlyn Paquette. She wished Maria Cutelis the best in her retirement. Ms. Regan reported that Mr. Libby was unable to attend the meeting tonight so she will give the Business Manager's report. She gave an update on the Heath Brook's greenhouse room reporting that bids are going out for the HVAC, windows and structural work. She presented an update on the HVAC work at the Ryan School and the Wynn Middle School reporting that the bids opened much higher than when the district first looked at the systems three years ago. We will be taking a new approach by completing one school this summer and completing the second school in 2025. Ms. Regan responded to questions and comments from the School Committee.

CONSENT AGENDA

Ms. Garabedian asked if any member had questions and/or comments on any item on the Consent Agenda. Seeing none, she asked for a motion to approve the Consent Agenda as presented. Ms. Biagioni-Smith moved, seconded by Mr. Russo, to approve the Consent Agenda as presented. All Aye. Unanimous vote. Motion carried 5-0.

Correspondence

- a. TPS Awarded Approaches to Address Student Cell Phone Use Pilot Grant
- b. Care Solace Usage Update
- c. TPS Home & Community Services Brochure
- d. TPS Home Service Tiers
- e. 2024-2025 Kindergarten Registration

PERSONNEL ITEMS

New Hires - Samantha Benedetti, Education Support Personnel Aide, TMHS effective November 20, 2023; Nicole Spano, Education Support Personnel Aide, Heath Brook School, effective November 21, 2023; Kaitlyn Paquette, Executive Secretary to the Superintendent's Office, Tewksbury Public Schools, effective December 4, 2023; Suzanne Caliendo, Business Office Clerk/Payroll Specialist, Tewksbury Public Schools, effective December 4, 2023

Reappointments - None

Retirements - None

Transfers - None

Appendix B 2023-2024 Co-Curricular Activities

Tewksbury Memorial High School

Jim Sullivan - Peer Mentoring Intramural Director
Sanford Arbogast - Chess Club Intramural Director

Appendix B TMHS Athletics - None

Acceptance of Grants - None

Acceptance of Donations - None

Raffles - None

COMMITTEE REPORTS

Tewksbury SEPAC

Mr. Parson reported that the SEPAC held their Regular Business Zoom meeting last Thursday night. They discussed their annual goals and their progress. There was a last minute agenda item update as an educator attended the meeting and brought forth a concern to the SEPAC regarding a teaching assignment.

Wellness Advisory Committee

Mr. Russo reported the Wellness Advisory Committee met this afternoon. They discussed several topics including the SIBRT Survey offered to Middle School students; the Student Cell Phone Use Grant; and the importance of submitting an application for Free & Reduced Lunch as there are other benefits alot families through an approved application. The Committee also discussed the Wellness Policy relating that the policy is ready for the review of the Policy Sub-Committee. He noted that, if the Sub-Committee wants any changes, we would have to seek guidance from DESE.

Policy Sub-Committee

There was nothing new to report.

POLICY CHANGES, PROPOSALS, AND ADOPTIONS

Ms. Anderson reported that the Policy Sub-Committee has reviewed the policies and are making the following recommendations.

Informational Reading: Policies reviewed and recommended to revise

None

First Reading: Policy reviewed and recommended to revise

KBDA, Notices to Parents/Guardians; KBE, Relations with Parent Advisory Councils & Booster Organizations; KCD, Public Gifts to the School, KDB, Public's Right to Know; KDD, News Media Relations/News Releases; KE, Public Complaints. No questions or comments from the Committee. These policies will come to the School Committee one more time before the last reading.

Second & Final Reading: Policy reviewed and recommended to revise

FB, Facilities Planning; HB, Negotiations Legal Status; HF, School Committee Negotiating Agents; KA, School-Community Relations Goals; KBA, School/Parent Relations Goals; LBC, Relations with Home School
Ms. Garabedian asked if there were any further questions or comments regarding any of the policies. Seeing none, she asked for a motion.

Ms. Anderson moved, seconded by Ms. Biagioni-Smith, to approve policies FB, Facilities Planning; HB, Negotiations Legal Status; HF, School Committee Negotiating Agents; KA, School-Community Relations Goals; KBA, School/Parent Relations Goals; LBC, Relations with Home School. All Aye. Unanimous vote. Motion carried 5-0.

First & Final Reading: Policy reviewed and recommended to approve with no changes

None

First & Final Reading: Policy reviewed and recommended to rescind

None

OLD BUSINESS

TMHS Early College Opportunity Updates

Ms. Regan gave a brief update on college opportunities for students at Tewksbury Memorial High School. Mr. Russo had previously asked if there would be an impact on AP exams if it was optional. She reported that the district is not requiring students to take the AP exams but we have a robust enrollment signed-up for the exams. She reported that we have seven Dual Enrollment courses at Southern New Hampshire University and Middlesex Community College and are looking at adding additional courses. She reported on the Innovation Pathways to Engineering relating that 12 seniors have met the requirements to earn the graduation with special certification and honor in Innovation Pathways. We currently have eighteen (18) Juniors and seven (7) Sophomores on that pathway and they will be able to earn the designation as well. We will continue to market the Innovation Pathways to Engineering. Ms. Regan responded to questions and comments from the School Committee members.

December 1, 2023 Teacher Workshop Professional Development Day

Ms. McDermott reported on the half-day Professional Development (PD) Teacher Workshop on December 1st. She reported that the Pre-K staff continued their training on *Frog Street* and K-1 participated in another training of the Standard-Based Report Card. She reported that staff at the Ryan, Wynn and high school worked at the building level on our Vision of a Learner attribute implementation; specialists were offered training on Lexia; and Special Educators had training on the new IEP. Ms. McDermott thanked the administrators and staff for their support and flexibility. She added that feedback will be much appreciated and reported that there will be a full Professional Development day on January 2nd. She will provide an update at the next School Committee meeting. The School Committee had no comments.

Student Handbook Update: Food & Nutrition Services

Ms. Regan reported that the district is required to notify the School Committee of any changes to student handbooks. She reported that the K-4 Student Handbook was updated. DESE had revised language to the Food Services section regarding cost of school meals and charging.

NEW BUSINESS

2024 TPS MCAS Calendar Schedule

Ms. McDermott reported that we have developed the TPS 2023-2024 MCAS testing schedule. The schedule will be in the District Newsletter and posted on the district website. We are actively preparing for Access training; she will update the School Committee at the next meeting. Ms. McDermott reported that the ELL testing window is January 4, 2024 through February 16, 2024.

SCHOOL COMMITTEE MATTERS OF INTEREST

Mr. Parson reported that the SEPAC will offer a Meet and Greet with administrators and staff on January 18th at 6:00PM. Ms. Anderson thanked Ms. Regan for sharing the upcoming school events with the Committee. She will attend the performance of *The Grinch* at the Dewing tomorrow night. Ms. McDermott reported she enjoyed the high school Theater Company's performance of *High School Musical*. Ms. Biagioni-Smith reported that the Wynn has their drama performance of *Frozen* coming up in December and wished them the best of luck. Ms. Garabedian offered congratulations to the Rocket League as they made it to the Final Four Championship. She wished them good luck at the competition on December 14th. Ms. Garabedian asked if the district would look into a better way of aligning school events with the town events to make it easier on families.

FUTURE SCHOOL COMMITTEE MEETING DATES

Regular Meetings: January 10th

Budget Workshop: January 31th

Public Hearing on the Budget & Regular Meeting: February 14th & March 13th

2023 FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

TSEPAC Business Meeting: January 18th; Wellness Advisory Committee: February 7th; December 6th;

Policy Sub-Committee: TBD

FUTURE AGENDA ITEMS

ADJOURNMENT

At 7:25 p.m., Ms. Garabedian adjourned the December 6, 2023 Regular School Committee meeting with a motion from Mr. Russo, seconded by Ms. Biagioni-Smith. Unanimous vote. Motion carried 5-0.

Respectfully Submitted,

Gail Johnson, Recording Secretary

List of documents and exhibits used (GL c.30A, sect 22(a)):

AGENDA ITEM #	DOCUMENT
1	School Committee Meeting Agenda: December 6, 2023
2	Executive Session Agenda: December 6, 2023
7	Recognitions: TPS Academic Achievement Awards
11	Minutes: October 3, 2023 & November 15, 2023
12	Submission Of Payment Of Bills: November 22, 2023
14	Consent Agenda: Correspondence; Personnel Items
16	Policy: KBDA; KBE; KCD; KDB; KDD; KE; FB; HB; HF; KA; KBA; LBC
17	Old Business: TMHS Early College Opportunity Updates; December 1, 2023, Teacher Workshop Professional Development Day; Student Handbook Update: Food & Nutrition Services
18	New Business: 2024 TPS MCAS Calendar Schedule