

**Tewksbury School Committee**  
Wednesday, January 10, 2024  
Regular School Committee Meeting #7, 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  
Richard Russo, Jr., Member

**SCHOOL COMMITTEE MEMBERS EXCUSED**

Nicholas Parsons, Member

**SCHOOL ADMINISTRATORS PRESENT**

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

**CALL TO ORDER**

Ms. Garabedian called the January 10, 2024 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 December 6, 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 at 6:00 PM.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

At 5:40 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Ms. Biagioni-Smith moved, seconded by Mr. Russo, to adjourn the January 10, 2024 Executive Session and reconvene in open session.

Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

**RECONVENE**

Ms. Garabedian reconvened the Regular January 10, 2024 School Committee meeting at 6:01 p.m.

**PLEDGE OF ALLEGIANCE**

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

## **ANNOUNCEMENT**

Ms. Garabedian announced that the January 10, 2024 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 themselves. No one was recording the meeting.

Ms. Garabedian announced that during the Executive Session, the School Committee approved the December 6, 2023 Executive Session meeting minutes.

## **RECOGNITIONS**

### **Adaptive Ski Club**

Ms. Regan welcomed the members of the TMHS Adaptive Ski Club to the meeting for recognition. Jared Cohen and Maddie Degrechie are present tonight along with Advisors, Patrick Galligan and Anne McGregor Faye. She announced that other members, Connor Fullerton and Brennan Hancock, were unable to attend the meeting this evening. Ms. Biagioni-Smith read and presented the members of the Adaptive Ski Club with a Proclamation of Recognition.

Mr. Russo moved, seconded by Ms. Biagioni-Smith, to take the agenda out of order and move New Business item, 18a, Wynn Drama Club Out-of-State Field Trip request, to this portion of the meeting. All Aye. Unanimous Vote. Motion carried 4-0.

Ms. McDermott reported that the Committee has received an updated request for the out-of-state field trip to New York City to see *Wicked* on Broadway. Mr. DiPrima is requesting to reschedule the trip from April 6, 2024 to March 9, 2024. This is for members of the Wynn & TMHS after school Drama Clubs and will be limited to 42 students. Mr. DiPrima and Ms. Pellegrino were in attendance to respond to questions from the School Committee members.

Mr. Russo moved, seconded by Ms. Biagioni-Smith, to approve the March 9, 2024 Wynn and TMHS Drama Club's out-of-state field trip to New York City for the performance of *Wicked* on Broadway. Total cost of the trip is \$13,337 for 42 students. Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

## **STUDENT REPRESENTATIVE REPORT**

### **Notes from Tewksbury Memorial High School**

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

### **TMHS Sports Updates:**

The Hockey Team has a game tonight at Boston Murphy Memorial Rink;

The Track Team was also in Boston at Boston University for the 2nd week this season;

Varsity Girls Basketball Team played Chelmsford yesterday and lost by 2 points at Chelmsford;

Varsity Boys Basketball Team also played Chelmsford yesterday;

TMHS Wrestling Team's meet was held at Lowell High School today.

### **Club Updates:**

TMHS Theater Company is holding daily rehearsals in preparation for their winter shows, *Law & Order; Fairy Tale Unit; and Check Please; Take 2.*

Last Thursday, DECA held an Alumni and practice night. People participated in mock written presentations and role play in preparation for the District Competition at UMass Lowell yesterday;  
Student Council is planning Principals' Day this Friday and they will be hosting a Dine-out Night at Wicked Cheesy;  
GSA is working with the town to build a Climate Committee. They will also be selling valentines cards and hearts during the week leading up to Valentine's Day;  
December 14th the Rocket League won the State Championship. Their next season starts next month;  
French Club created gingerbread houses and is planning a Winter Carnival in February;  
International Club made blankets and the blankets will be handed out to people in need;  
Math Team had a meet at Billerica High School and will have another at Westford Academy tomorrow;  
Interact Club will hold a Blood Drive at the beginning of March will also entail a month for a women's Hygiene Drive;  
The Winter Dance will be held on January 19th from 7-10 PM, and  
The Sophomore Class has canceled the Talent Show.

### **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 December 6, 2023 Regular School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 4-0.

### **SUBMISSION OF PAYMENT OF BILLS**

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending December 7, 2023, to be approved and certified in the amount and categories as shown, \$1,574,978.52. Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending December 21, 2023, to be approved and certified in the amount and categories as shown, \$1,623,699.68. Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

Ms. Anderson moved, seconded by Mr. Russo, to approve the payroll period ending January 4, 2024, to be approved and certified in the amount and categories as shown, \$1,548,357.06. Roll Call Vote - Voting Yes: Ms. Biagioni-Smith, Mr. Russo, Ms. Anderson and Ms. Garabedian. Unanimous Vote. Motion carried 4-0.

### **SUPERINTENDENT & STAFF REPORTS**

#### **Superintendent's Report**

Ms. Regan welcomed everyone back from the break and commented that we made it through the first snow storm with a delayed start. She gave a shout-out to our Maintenance and Custodial staff, the Tewksbury Police Department, Tewksbury Fire Department, the Department of Public Works and National Grid for all their work during the storm. She reminded families to review the Emergency and Inclement Weather document. Today is the 81st day of school for students and the first K-4 Standard Based Report Cards were posted in Aspen.

She gave a shout-out to Ms. McDermott and all those involved in for their work on the developing the Standard Based Report Cards. There will be no school for students and staff on Monday, January 15th, in honor of Dr. Martin Luther King, Jr. She offered thanks to Scott Nichols for his donation to the Robotics team. Ms. Regan has been invited to participate in a national program for superintendents, *Leading Now*. She will attend an in-person cohort meeting at the end January and future meetings will be remote. The Committee congratulated Ms. Regan for her appointment to the *Leading Now*. Ms. Regan responded to questions and comments from the School Committee members.

### **Assistant Superintendent's Report**

Ms. McDermott reported that the Standard Based Report Card (SBRC) became available on December 15th for all students 1-4. Directions were sent home and the report card can be found in Aspen. Report cards for kindergarten and grades 5-12 will be available on February 14th. She reported that the 2024 MCAS calendar schedule is posted on the website and assessments are underway for EL this week. Ms. McDermott reminded students that the poster contest from the Massachusetts Partnership for Youth (MPY), *Respect: Give it, Get it*, is due by January 26th. Mr. Russo commented on report cards posted in Aspen stating that you cannot access them after two weeks. Ms. Regan and Ms. McDermott will look into the issue.

### **Business Manager's Report**

Mr. Libby gave an update on our HVAC Capital projects at the Ryan School and Wynn School. Due to higher costs for the projects, we are planning to move ahead with the Wynn project next summer and will plan to re-bid for the Ryan School. We will look at doing a warrant for the Town Meeting in October and complete the Ryan project in the summer of 2025. He gave an update on the Heath Brook School stating that due to the flooding in August we have to redo the five greenhouse rooms. The project includes an HVAC system, new window replacements, doors, ceiling, and the portable walls. The Engineer appointed hopes to have the specifications out in February and to choose the general contractor. He reported that we want it ready for the beginning of next school year. Mr. Libby responded to questions and comments from the School Committee members.

### **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. Mr. Russo moved, seconded by Ms. Biagioni-Smith, to approve the Consent Agenda as presented. All Aye. Unanimous vote. Motion carried 4-0.

### **Correspondence**

None

### **PERSONNEL ITEMS**

**New Hires** - Gabrielle Brooks, 12-mo Secretary at the Ryan Elementary School, effective January 22, 2024.

**Reappointments** - None

**Retirements** - None

**Transfers** - None

### **Appendix B 2023-2024 Co-Curricular Activities**

#### **Appendix B TMHS Athletics**

Matthew Feld, TMHS Varsity Boys Baseball Head Coach, effective March 25, 2024

**Acceptance of Grants** - None

**Acceptance of Donations**

Donation of a new Flashforge Creator Pro 2 Three-Dimensional Printer and a pair of hot-ends from Josh Nichols to the TMHS Robotics Team (a value of \$700, *approximately*)

**Raffles** - None

**COMMITTEE REPORTS**

**Tewksbury SEPAC**

Ms. Biagioni-Smith reported that the SEPAC's Family Support meeting this week has been postponed. The next Business meeting and Meet and Greet will be held on January 18th. Families will have an opportunity to meet with TPS administration.

**Wellness Advisory Committee**

Mr. Russo reported that the next Wellness Advisory Committee meeting will be held on February 7th. Ms. Biagioni-Smith gave an update on the January 3rd Special School Committee meeting. This was a workshop to discuss the Wellness Policy. Nicole Good, Wellness Specialist with the Department of Elementary and Secondary Education attended remotely to share her thoughts on our Wellness Policy. The meeting was well attended. Ms. Garabedian thanked Debra Mugford and Kelly Constantino for their efforts revising the policy.

**Policy Sub-Committee**

Ms. Anderson reported on the policies presented on second and final reading.

**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**

None

**Second & Final Reading: Policy reviewed and recommended to revise**

Ms. Anderson reported that the following policies are presented on the second and final reading: 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.

Ms. Garabedian asked if there were any further questions or comments regarding any of the policies. Seeing none, she asked for a motion.

Mr. Russo moved, seconded by Ms. Biagioni-Smith, to approve policies 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 on the second and final reading as presented. All Aye. Unanimous vote. Motion carried 4-0.

**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**

**Superintendent Goals Update**

2023-2024 District Goals

- Data Driven Decision Making
- Strengthening Instructional Supports for Improved Student Learning
- Implementation of the TPS Vision of a Learner
- Improve Literacy for All
- Improved Communications

Ms. Regan reported on the five district goals and shared examples of what the district has been doing around the goals. She is proud of the district's Leadership team and the collaboration on achievement of our goals.

Ms. Regan offered to meet with the School Committee members, individually, if they have more questions regarding the goals. Ms. Regan responded to questions and comments from the School Committee members.

**January 2, 2024 PD Update**

Ms. McDermott gave an update on the January 2nd Professional Development day relating that the PD went extremely well and pointed out the highlights. She received feedback from the schools and will focus on strengthening instructional support. She reported on the various topics covered during the day which included training on the new IEP, Frog Street, Standard-Based Report Cards, EI Implementation training, and a Keynote Speaker. The rest of the day was for Strengthening Instructional Supports and there was also a teacher choice board. The next PD day is scheduled on March 13th. Ms. McDermott responded to questions and comments from the School Committee.

**Year-To-Date Spending**

Mr. Libby provided the Quarterly Expenditure Report for January 2024 and the progress throughout the year. He also reported on how we present the budget, what is spent or encumbered, and what is left to spend. He will give the School Committee this information again in a different grouping. Mr. Libby responded to questions and comments from the School Committee.

**NEW BUSINESS**

**Wynn Drama Program Out-of-State Field Trip Request**

Moved up on the agenda.

**TMHS Class Counts**

Ms. Regan presented the TPS District Enrollment and NESDEC Projections. She went through the enrollment projections and our actual numbers. She reported that Pre-K-8 class sizes remain low, there is a bubble in grade 1, which we saw last year in kindergarten. Ms. Regan reported that the district is looking at staffing going into the next year and will be looking at all grade levels. Many of the high school classes have low enrollment and are under count. We are looking at that for next year to possibly combine classes. Looking at the historical enrollment at high school, we lost 250 students. Enrollment projections indicate that it will be 6-7 years before we see an increase. The district will make changes in staff as necessary. She reported that this is informational only and no vote is required from the School Committee. Ms. Regan responded to questions and comments from School Committee members.

**2024-2025 School Calendar Draft**

Ms. Regan presented the first draft of the 2024-2025 School Calendar for the School Committee to review, relating that we welcome feedback from the community as well. One final decision to make is when graduation will be held, adding that June 6, 2025 is a possibility. She reported that graduation needs to be within 12 days of the last day of school. Contractually with the Tewksbury Teachers Association (TTA), when Good Friday falls on the Friday before the April break, teachers will get the normally scheduled half-day on the last full Friday of the school year. In 2025, that would be June 13th. We would like to propose June 6th as the half-day which is graduation day. We are seeking input from the TTA leadership. The 2024-2025 School Calendar will be on the February agenda and we will have details on the date for graduation.

**SCHOOL COMMITTEE MATTERS OF INTEREST**

Mr. Russo reported that he took part in the DECA competition at UMass Lowell and had the opportunity to interact with the teams. He gave a shout-out to Jim Sullivan thanking him for being a leader. Ms. Garabedian reported that she will attend the 2-day MASC Board Leadership Conference and training for Divisional Leaders on the 10th. She reported that Dorothy Presser has retired and we will be getting a new Divisional Leader.

**FUTURE SCHOOL COMMITTEE MEETING DATES**

Budget Workshop: January 31st

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;

Policy Sub-Committee: TBD

**FUTURE AGENDA ITEMS**

School Committee goal review on the February agenda.

**ADJOURNMENT**

At 8:12 p.m., Ms. Garabedian adjourned the January 10, 2024 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)):

<b>AGENDA ITEM #</b>	<b>DOCUMENT</b>
1	School Committee Meeting Agenda: January 10, 2024
2	Executive Session Agenda: January 10, 2024
7	Recognitions: TMHS Adaptive Ski Club
11	Minutes: December 6, 2023
12	Submission Of Payment Of Bills: December 7, 2023; December 21, 2023; January 4, 2024

14	Consent Agenda: Correspondence; Personnel Items; Donation
16	Policy: KBDA, KBE, KCD, KDB , KDD, KE
17	Old Business: Superintendent Goals Update; January 2, 2024 PD Update; Year-To-Date Spending
18	New Business: Wynn Drama & TMHS DramasProgram Out-of-State Field Request; TMHS Class Counts (Enrollment & NESDEC Projections); 2024-2025 School Calendar Draft