

**Tewksbury School Committee**  
Wednesday, February 14, 2024  
Regular School Committee Meeting #9, 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  
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 February 14, 2024 Regular School Committee meeting to order at 5:01 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 January 10, 2024 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: Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 4-0. Mr. Parsons arrived at 5:10 p.m.

At 5:53 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Ms. Biagioni-Smith moved, seconded by Ms. Anderson, to adjourn the February 14, 2024 Executive Session and reconvene in open session.

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

**ADJOURN INTO PUBLIC SESSION**

At 6:00 p.m., Ms. Garabedian reconvened the Regular February 14, 2024 School Committee meeting.

**PUBLIC HEARING ON THE FY25 BUDGET**

Mr. Libby opened the Public Hearing on the FY25 Budget at 6:00 p.m. reporting that this is the second Hearing on the budget. He presented the FY25 budget reporting that the community will vote on the budget at the Annual Town Meeting in May. If the Town Meeting happened today, the overall school budget would be a 3.09% increase. Salaries represent 70.6% of the school budget; Operating is 28.1% of the budget, and Capital Outlay is 1.5% of the budget. Our Salaries are \$39,766,126, Operating Costs are \$15,826,634 and the Capital Outlay is \$789,603, totaling \$56,382,362. Our budget is in-line with the Town Manager's recommended budget.

The budget information details may be found on the district website at [website.www.tewksbury.k12.ma.us/departments/business-office](http://www.tewksbury.k12.ma.us/departments/business-office). Mr. Libby responded to questions and comments from the School Committee. The Public Hearing on the FY25 Budget presentation concluded at 6:45 p.m.

### **PLEDGE OF ALLEGIANCE**

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

### **ANNOUNCEMENT**

Ms. Garabedian announced that the February 14, 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 January 10, 2024 Executive Session meeting minutes.

### **RECOGNITIONS**

None

### **STUDENT REPRESENTATIVE REPORT**

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

Rania Elouahi was not able to attend the School Committee meeting due to a scheduling conflict.

To give our presenter a few moments to prepare the computer for the IEP presentation, Ms. Garabedian entertained a motion to take Approval of Minutes out of order. Ms. Biagioni-Smith moved, seconded by Mr. Russo. All Aye. Unanimous vote. Motion carried 5-0.

### **APPROVAL OF MINUTES**

Ms. Anderson moved to approve the January 3, 2024 Special School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 5-0.

Ms. Anderson moved to approve the January 10, 2024 Regular School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 5-0.

Ms. Anderson moved to approve the January 31, 2024 Regular School Committee meeting minutes, seconded by Ms. Biagioni-Smith. All Aye. Unanimous vote. Motion carried 5-0.

Ms. Garabedian entertained a motion to take Payment of Bills out of order. Ms. Biagioni-Smith moved, seconded by Ms. Anderson. All Aye. Unanimous vote. Motion carried 5-0.

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

Ms. Anderson moved, seconded by Ms. Biagioni-Smith, to approve the payroll period ending January 18, 2024, to be approved and certified in the amount and categories as shown, \$1,574,217.40. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

Approved 3-13-2024

Ms. Anderson moved, seconded by Ms. Biagioni-Smith, to approve the payroll period ending February 1, 2024, to be approved and certified in the amount and categories as shown, \$1,605,972.69. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

## **PRESENTATIONS**

### **TPS New IEP Training Update**

Ms. Regan introduced Rick Pelletier, Director of Student Services, for the presentation on the training on the new IEP training. Candace Tharrett, Ass't Director of Student Services, was unable to attend the meeting tonight. Mr. Pelletier reported that the IEP document is lengthier than in the past, relating that this is a new form not a new process and the form is more informative. He reported on the basic IEP differences between the old form and the new form. Mr. Pelletier reported that all Special Education faculty have been trained in the new IEP. Training will be offered to parents and guardians after the April break. The anticipated timeline is between April 22nd and April 30th. The Federation for Children with Special Needs will be offering training on the new IEP form to families beginning in May. Mr. Pelletier reviewed the new Eligibility Determination Flow Chart pointing out some of the changes. Ms. Mcdermott commented that the district will offer the staff Professional Development on the new IEP format after the February break. Roll-out of the new IEP will be in the fall of the 24-25 school year. Mr. Pelletier responded to questions and comments from the School Committee members.

### **TMHS 2024-2025 Program of Studies & Project Lead the Way**

Ms. Regan introduced Principal Andy Long and Karen Baker O'Brien, Director of Student and Family Support, to share the many updates and offerings in the Tewksbury Memorial High School's 2024-2025 Program of Studies. Ms. Regan reported that the School Committee will be asked to vote on the Program of Studies in New Business. Ms. Baker O'Brien pointed out changes to the 2024-2025 Program of Students reporting that the AP Exam is optional yet 85% of students opt-in to participate in the AP exams. She pointed out expanded Dual Enrollment opportunities with SNHU and that the high school hopes to partner with UMass Boston for Latin. She presented updates to the Senior Project, Innovation Pathways and Project Lead the Way. Mr. Long gave a shout-out to Connor Walazek for the artwork on the cover of the 2024-2025 TMHS Program of Studies. He added that information will go home tomorrow for students and parents and guardians. Mr. Long and Ms. Baker O'Brien responded to questions and comments from the School Committee members.

Ms. Garabedian entertained a motion to move New Business item #19a, 2024-2025 Program of Studies up on the agenda. Mr. Russo moved, seconded by Ms. Biagioni-Smith. All Aye. Unanimous Vote. Motion carried 5-0.

Ms. Biagioni-Smith moved, seconded by Mr. Russo, to approve the 2024-2025 Program of Studies as presented. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

## **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. Keith Anderson, 82 Pleasant Street, Tewksbury: Mr. Anderson inquired about the future of the North Street School. Ms. Garabedian will get answers to Mr. Anderson's concerns regarding the future of the North Street School and storage facilities in the back parking lot at the Center Elementary School. She offered to contact him and to set up a meeting with Mr. Anderson and herself along with Ms. Regan, Mr. Libby and Mr. Marchand.

## **SUPERINTENDENT & STAFF REPORTS**

### **Superintendent's Report**

Ms. Regan reported that this Friday, February 16th, is an early release day for students and teachers and next week is February Recess. Monday, February 19th, the district office is closed in honor of Presidents Day. The entire month of February is designated to Black History Month where we nationally honor and recognize the contributions of African Americans to U.S. History. Ms. Regan pointed out items on the Consent Agenda relating that February 2nd-9th is School Counseling Week; the Tewksbury Police Department will be hosting their Summer Police Academy relating we will be sending out a flyer soon; District Attorney Marian Ryan and TPD Chief Ryan Columbus joined the TMHS administrative team to deliver the Social Host program which is a required event for all seniors to attend in order to participate in the senior events; DA Ryan shared that this Friday is "National No One Eats Alone Day"; Bryan Tuttle donated \$600 to Mr. Maxwell's STEM Class at the Wynn School; Global Partners and the ExxonMobil Educational Alliance Program donated \$500 to the Ryan STEM program; the elementary schools celebrated the 100th day of school; nominations are open for the 2024 Annual Ginsburg Family Award and the 2024 Annual Krissy Polimeno Outstanding Teachers Award; and the district was awarded \$30,000 to implement the TMHS Internship Program in the Dewing 21st Century Grant Program for the remainder of this year and the upcoming summer.

Ms. Garabedian thanked the Heath Brook students for their Toy Drive and she pointed out two notices to retire on the Consent Agenda, Lori Hyland and Janet Gordon.

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

Lori McDermott gave a shout-out to all the School Counselors thanking them for all they do in the schools. She reported that Access for EL testing is wrapping up today offering congratulations to the students for all their hard work and perseverance. The kindergarten report cards will go live tonight. Parents will be able to see them in the Aspen Portal. Also grades 5-12 report cards have been posted in the Aspen Portal, as well as the Special Education and EL Progress Reports. She provided an update regarding the 7-12 Drama Program's Broadway field trip relating that due to a busing issue the trip has been rescheduled from April 6th to March 9th. Ms. McDermott pointed out two job postings on the Consent Agenda for the Attendance and Recovery programs for teachers at the Wynn and TMHS.

In response to a question from Ms. Biagioni-Smith, Ms. Regan will inquire whether the Drama Club has a contingency if there is snow on the day of the field trip to New York City.

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

Mr. Libby announced that there was an issue with the Bus Tracking App on Delayed Openings and Early Release days causing the zones not to work. We were not aware of this but notified the bus company and they fixed the issue. Mr. Libby reported that the Business Office will have an audit next week accounting for every dollar in our budget. The report is filed each year with the state.

## **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 Mr. Parsons, to approve the Consent Agenda as presented. All Aye. Unanimous vote. Motion carried 5-0.

## **Correspondence**

- a. Wynn Middle School & TMHS Drama Programs 2024 Out-of-State Field Trip Update
- b. Wynn Middle School After School Academic Support Teachers Needed
- c. TMHS After School Academic Support & Credit Recovery Program Teachers Needed
- d. A Course in Collaboration (TMHS Course - Introduction to Criminal Justice)
- e. 2024 Annual Ginsburg Family Award Nomination Form

- f. 2024 Annual Krissy Polimeno Outstanding Educator Award Nomination Form
- g. National School Counseling Week (2/5-2/9)
- h. Closings, Delays & Emergencies (Inclement Weather Procedures)

### **Personnel Items**

**New Hires** - Tina Tyder, 12-month Secretary at the John Wynn Middle School, effective January 16, 2024; Alisa Zuka, District-wide Speech & Language Pathologist assigned to the elementary grades, effective February 5, 2024; Ashley Nogueira, Education Support Personnel at the Heath Brook School, effective February 26, 2024; Ryan Cunningham, Building Custodian at the Center Elementary School, effective February 8, 2024

**Reappointments** - None

**Retirements** - Lori Hyland, Grade 3 Teacher at the Center Elementary School, effective June 30, 2024; Janet Gordon, Science Teacher at Tewksbury Memorial High School, effective June 30, 2024

**Transfers** - None

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

#### **Wynn Middle School**

Kellyn Welch, Literary Magazine

Lauren Nastari, Newspaper

Destiny Callahan, Assistant Drama Coach

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

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

Janet Gilday, Dance Team Instructor

**Acceptance of Grants** - None

**Acceptance of Donations** - Donation of laptops and computer equipment (valued at \$600) from the Tuttle Family to the Wynn Middle School for a STEM classroom; Global Partners and ExxonMobil Educational Alliance Program Grant Awarded to the John Ryan Elementary STEM Program in the amount of \$500.

**Raffles** - None

### **COMMITTEE REPORTS**

#### **Tewksbury SEPAC**

Ms. Biagioni-Smith reported that the SEPAC's Transition Night Questionnaire is still live and was pushed out on the PAC sites. Tomorrow is the Basic Rights Workshop; March 21st is the next Business Meeting; and the Federation of Children with Special Needs will host an IEP training on March 5th.

#### **Wellness Advisory Committee**

Mr. Russo reported that the Wellness Advisory Committee met last week. The meeting was focused on nutrition; March is Nutrition Month. There was a discussion on food options for students compared to other districts. Ms. Ruggerio was to present on a couple of issues but was unable to attend. Her presentations will be on the April agenda. He asked Ms. Regan to follow-up with Chief Columbus on the high school's Mock Crash presentation.

### **Policy Sub-Committee**

Ms. Anderson reported the next Policy Sub-Committee meeting will be held on March 8th. The time is still under discussion.

### **POLICY CHANGES, PROPOSALS, AND ADOPTIONS**

None

### **OLD BUSINESS**

#### **2023-2024 Register Periods for Grades 1-4 Update**

Ms. McDermott reported that we have revised the 2023-2024 Register Periods for grades 1-4 to close the marking period on March 8th. This will provide the teachers time to complete the report cards and provide principals time to review the report cards before going out to families.

Mr. Russo moved, seconded by Ms. Biagioni-Smith, to revise the 2023-2024 Register Periods for Grades 1-4 from March 12th to March 8th. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. All Aye. Unanimous Vote. Motion carried 5-0.

#### **2024-2025 School Calendar & Legend**

Ms. Regan requested that the School Committee vote on the final draft of the 2024-2025 School Calendar and Legend. If there is any change between now and the end of this school year, she will notify the Committee. She noted that Graduation Day will be on June 6, 2025 and will be a half-day (due to Good Friday falling on the Friday before April recess).

Mr. Russo moved to approve the 2024-2025 School Calendar as presented, seconded by Ms. Biagioni-Smith. Roll Call Vote - Voting Yes: Mr. Parsons, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

#### **School Committee Goals Update**

Ms. Garabedian reported that this is an update to when the School Committee presented our goals and action steps in September. Ms. Garabedian presented the goals and action steps and the School Committee members commented on the progress.

#### **Duty to Govern Established Policies and Oversee, Evaluate, and Monitor the Execution of Policies**

By June 30th, 2024, the School Committee will conduct a review and update school committee policies that support the district plans to provide educational programming to be sure they are up-to-date and in compliance with state/ federal law and regulations. This goal will be measured by the changes made in identified policies and the clear communication of changes to the school community.

#### **Action Steps:**

1. The SC Policy Subcommittee shall continue to convene and review current policies and recommend adjustments/updates with appropriate central office staff.
2. Identify the policies that will be reviewed and adjusted
3. Publish final changes and communicate how the changes apply to the school community.

### **Committee Support of District Wide Efforts to Increase and Improve Communication**

By June 30th, 2024, the School Committee will have developed and implemented a proactive communication plan that celebrates the successes of the district and that regularly updates the public regarding the district's challenges as measured by agenda items, meeting minutes and increased attendance of all committee members at district events.

#### **Action Steps:**

1. Through the Superintendent, collaborate on, and create, a platform for information sharing by November 1, 2023.
2. Through the Superintendent, identify the events and activities which prompt School Committee presence during the school year.
3. Individual members of the SC will consistently share updates and information on the subcommittees, advisory committees, and other relevant groups they are assigned to or involved with.

### **School Committee's Professional Practice Goal**

#### **Committee Commitment to Building Knowledge, Capacity, and Effectiveness**

The committee will participate in professional development and opportunities to build their knowledge of school systems and how to govern them effectively.

#### **Action Steps:**

1. Attend the MASC & MASS Joint Conference in November.
2. Engage in training and professional development focused on collective bargaining.
3. Begin the practice of scheduling an annual spring time workshop to review progress towards the goals aforementioned and to begin discussing priorities and potential goals for the upcoming year.

### **NEW BUSINESS**

#### **2024-2025 Program of Studies**

Moved up on the agenda.

#### **2023 District Report Card**

Mr. Regan reported that the 2023 District Report Card is for information only, there is no vote required of the Committee. A letter will be going home to families tomorrow along with quick facts about the District Report Card and links to the Report Card on the DESE website.

### **SCHOOL COMMITTEE MATTERS OF INTEREST**

Mr. Russo commented and extended gratitude to the 61 TTA members that sent valentines to his personal residence in the midst of an ongoing pursuit of a fair contract. It is hoped that the gestures will translate into a more comprehensive understanding of the importance of a fair contract rooted in what is best for children. Ms. Garabedian reported that April is Volunteer Month. We are looking at doing something new this year to recognize the number of volunteers we have throughout the district; stay tuned for more information. She pointed out that on the Consent Agenda are the nomination forms for the Annual Ginsburg and Annual Krissy Polimeno awards; the submission due date is April 12th.

### **FUTURE SCHOOL COMMITTEE MEETING DATES**

March 13th: Public Hearing on the Budget & Regular Mtg; April 10th: Regular Mtg; May 1st: Regular Meeting  
May 6th: Annual Town Mtg & May 8th: Special Town Meeting/Annual Town Mtg Reconvened (School Committee will be in attendance); May 22nd: Regular Meeting

**2023 FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES**

TSE PAC Basic Rights Workshop: February 15th & Business Meeting on March 21st;  
Wellness Advisory Committee: April 3rd; Policy Sub-Committee: March 8th.

**FUTURE AGENDA ITEMS**

North Street School Update

**ADJOURNMENT**

At 8:23 p.m., Ms. Garabedian adjourned the February 14, 2024 Regular School Committee meeting with a motion from Ms. Biagioni-Smith, seconded by Mr. Russo. 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: February 14, 2024
2	Executive Session Agenda: February 14, 2024
4	FY25 Budget Public Hearing Presentation
10	Presentations: TPS New IEP Training; TMHS 24/25 Program of Studies
12	Minutes: January 3, 2024; January 10, 2024; January 31, 2024
13	Submission Of Payment Of Bills: January 18, 2024; February 1, 2024
15	Consent Agenda: Correspondence; Personnel Items; Donations
18	Old Business: 23-24 Register Periods Gr 1-4; 2024-2025 School Calendar & Legend; School Committee Goals
19	New Business: 24-25 TMHS Program of Studies; 2023 District Report Card