

TEWKSBURY SCHOOL COMMITTEE

139 Pleasant Street, Tewksbury, MA 01876

Notice of Meeting - Public Session

DATE: Wednesday, October 16, 2024 at 5:30 PM

MEETING(s): Tewksbury School Committee

Regular School Committee Meeting #4

LOCATION: Tewksbury Memorial High School - Large Group Instruction Room (LGI-1)

320 Pleasant Street, Tewksbury, MA 01876

AGENDA - Regular School Committee Meeting - 5:30 PM

1. Call To Order

2. Executive Session - Non-Public Session - 5:30 p.m.

- Approval of Executive Session Minutes
- Continued discussion on Collective Bargaining pertaining to Custodians/Maintenance; Food Services; School Nurses; Secretaries; TAG (Tewksbury Administrator Group) and TTA (Teachers) and ESPA (Aides) Bargaining Units.

The School Committee will reconvene in open session after the Executive Session.

3. Adjourn into Public Session - 6:30 PM

4. Pledge Allegiance

5. Announcement*

6. Recognitions

None

7. Student Council Representative Report

Rania Elouahi - TMHS Student Council Representative Report on TMHS News & Events

8. Presentations

- a. TPS School Nurse Website Presentation
- b. TMHS International Trip Proposal

9. Citizens Forum*

10. Approval Of Minutes (Vote)

- a. September 18, 2024 Regular Business Meeting
- b. September 25, 2024 Special Meeting Minutes

SCHOOL COMMITTEE MEMBERS

Bridget Garabedian, Chair bgarabedian@tewksbury.k12.ma.us ~ Richard Russo, Jr., Vice-Chair rrusso@tewksbury.k12.ma.us

Chris Moncada, Clerk cmoncada@tewksbury.k12.ma.us ~ Kaitlyn Anderson, Member kmanderson@tewksbury.k12.ma.us

Kayla Biagioni-Smith, Member kbiagioni-smith@tewksbury.k12.ma.us

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

11. Submission And Payment Of Bills (Vote)

Payroll Period Ending September 26, 2024, \$1,539,832.50

Payroll Period Ending October 10, 2024, \$1,774,645.30

12. Superintendent & Staff Report

13. Consent Agenda*

14. School Committee Member Reports

Tewksbury SEPAC

Wellness Advisory Committee

Policy Sub-Committee

15. Policy Changes, Proposals & Adoption

None

16. Old Business

- a. TMHS Exchange Program Update (Vote)
- b. 2024 Summer Reading & Program Participation (FYI)
- c. Enrollment Update: Unofficial October 1st Count (FYI)

17. New Business

- a. TMHS International Trip Proposal (Vote)
- b. Request to add a TPS School Nurse Website to the District Website (Vote)
- c. FY 26 Budget Timeline Process (FYI)
- d. Non-Union Salaried Increase (Vote)

18. New School Committee Matters of Interest

19. Future School Committee Meeting Dates

November 13, 2024; December 11, 2024

20. Future Sub-Committee & Advisory Committee Meeting Dates

TSEPAC Business Meeting October 17, 2024; Wellness Advisory Committee October 16, 2024

Policy Sub-Committee TBD:

21. Future Agenda Items

22. Adjournment

***ANNOUNCEMENT:** The October 16, 2024 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.

***PUBLIC COMMENT:** Speakers will be allowed three (3) minutes to present their material. Large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to speak on the groups' behalf. If you require accommodations on the basis of a disability or require language interpretation assistance please notify the Superintendent's office in advance of the meeting date.

Consent Agenda*

Correspondence

- a. October is MA Farm to School Month
- b. National School Lunch Week October 14th - October 18th
- c. MA Partnerships for Youth: 2024-25 Poster & Public Service Announcement Project
- d. Thank you Note to the Lions Club

Personnel Items

New Hires: Jennifer Tidd, Education Support Personnel Aide at the Dewing School, effective September 18, 2024; Stephanie Alimonti, 1-year only (24/25) .5 Title 1 Interventionist at the Dewing School, effective September 30, 2024; Kathleen Brown, 1-year only (24/25) Title 1 Interventionist at the Ryan School, effective October 7, 2024; Dylan Malho, School Custodian at the Center School, effective September 25, 2024; Christopher Deleon, School Custodian at Tewksbury Memorial High School, effective September 25, 2024; Rauny Herrera, School Custodian, Tewksbury Memorial High School, effective October 15, 2024

Reappointments - None

Retirements - None

Appendix B 2024-2025 Co-Curricular Activities

Heath Brook School

PLC Facilitator positions:

- Kristen Cahill - Unified Arts (shared Dewing & Heath Brook)
- Brenda Meuse - .5 Special Education

Appendix B 2024-2025 TMHS Athletics - None

Acceptance of Grants - None

Acceptance of Donation - Donation of six SEL courses to staff at the Wynn Middle School from Heidi Rubera, valued in the amount of \$750.

Raffles - TMHS Class of 2027 request for a November Calendar Raffle to support the Junior Class and Senior Class activities, November 1, 2024-November 30, 2024.

Executive Session

TEWKSBURY SCHOOL COMMITTEE
Executive Session (Non-Public Session)
Wednesday, October 16, 2024
Tewksbury Memorial High School
Guidance Office Conference Room
320 Pleasant Street, Tewksbury, Massachusetts

Agenda

A. CALL TO ORDER

B. EXECUTIVE SESSION - Non-Public Session - 5:30 PM

● **Approval of Executive Session Meeting Minutes:**

- Regular Meeting Executive Session
 - September 18, 2024

- Custodians/Maintenance CB Unit:
 - September 16, 2024
 - September 24, 2024

- School Nurses CB Unit:
 - June 6, 2024
 - July 11, 2024
 - July 29, 2024

- Tewksbury Administrators Group (TAG) CB Unit:
 - June 6, 2024

- Collective Bargaining pertaining to Custodians/Maintenance; Food Services; School Nurses; Secretaries; TAG (Tewksbury Administrator Group); TTA (Teachers) and ESPA (Aides) Bargaining Units.

The School Committee will reconvene in Open Session following the Executive Session.

C. ADJOURN & RECONVENE REGULAR SCHOOL COMMITTEE MEETING

Recognition and/or Presentations

Tewksbury School Committee - October 16, 2024

RECOGNITIONS

None

PRESENTATIONS

- TPS School Nurses Website Presentation

Presented by

Kelly Constantino

Head School Nurse, TMHS

Angela Ackert Reaney

School Nurse, Center School

- TMHS International Trip Proposal to Rome and Paris
February Break 2026

Presentation by

Celeste Pelegrino

TMHS Music Teacher

Fine and Performing Arts Department

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

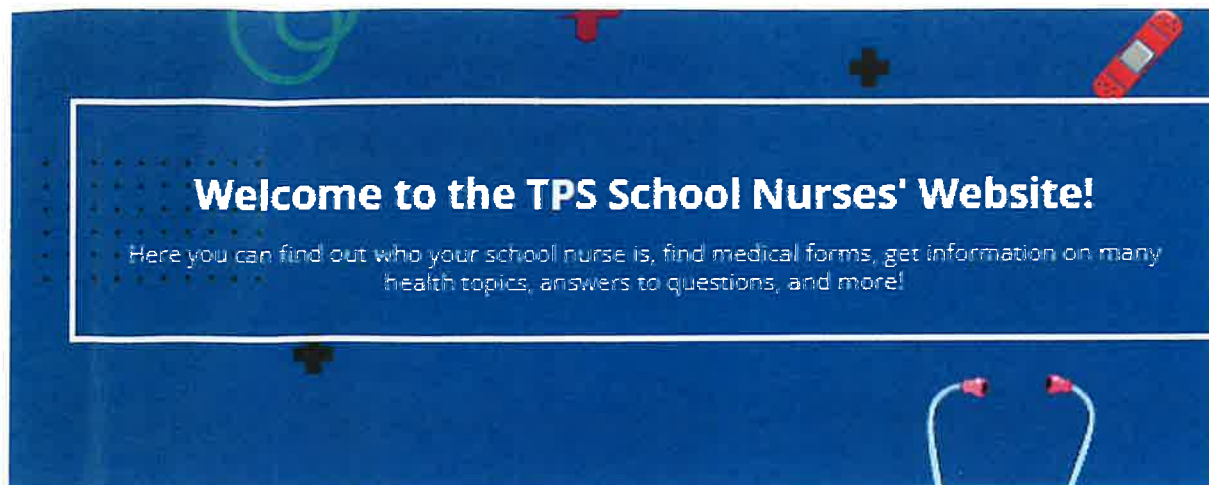


MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan, Superintendent
Date: October 11, 2024
Re: TPS School Nurse Website Demonstration

This is Informational Only

The School Nurses will provide a demonstration of the new website during presentations. This is informational only.



[What paperwork does my student need for school ?](#)

[Can my child have medication at school?](#)

[How do the schools manage student allergies?](#)

What does a School Nurse Do?

About the TPS School Health Unit

Tewksbury has 10 full time nurses across the six schools. All of our nurses who are assigned to a school are Bachelor level educated or Masters, and have DESE certification. Many also have earned national certification as school nurses. School nurses are responsible for the health and wellbeing of students and staff in our buildings. We provide evidence based/best practice nursing services to all members of the Tewksbury Public Schools. We support student learning by helping to keep students in the classroom. We collaborate with all stakeholders and advocate for a safe and healthy learning environment to help students succeed.

The Role of the School Nurse

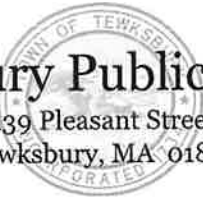
The school nurse is the cornerstone of the school health service program, and her/his role interacts with three major systems affecting children and adolescents: education, health, and public health. As a public health nurse, the school nurse provides services to a defined population of students. This requires both clinical and management expertise, as well as an ability to work with families and a range of disciplines within both the school and community.

Duties and Responsibilities

- School nurses provide assessment, and treatment for a range of illnesses, and refer to routine, or emergency medical care for staff and students
- School nurses provide first aid and emergency care for injuries and health conditions
- School nurses manage chronic diseases for students
- Maintain school health records and immunization compliance using computer program
- Coordinate with other disciplines to provide student support of health and psychosocial issues
- Providing care assisted with medical technology
- Dispense medication daily, as needed, and emergency medications to students
- Providing COVID 19 and other communicable disease information about quarantine and isolation guidelines to staff, students and parents
- Annual Health Screenings
- Consultation and collaboration on writing and supporting IEPs and 504s

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan, Superintendent
Date: October 11, 2024
Re: TMHS 2026 International Trip Presentation

This is Informational Only

Celeste Pelegrino will provide a presentation for the proposed TMHS International trip to Rome and Paris during the 2026 Spring Break. This is informational only.

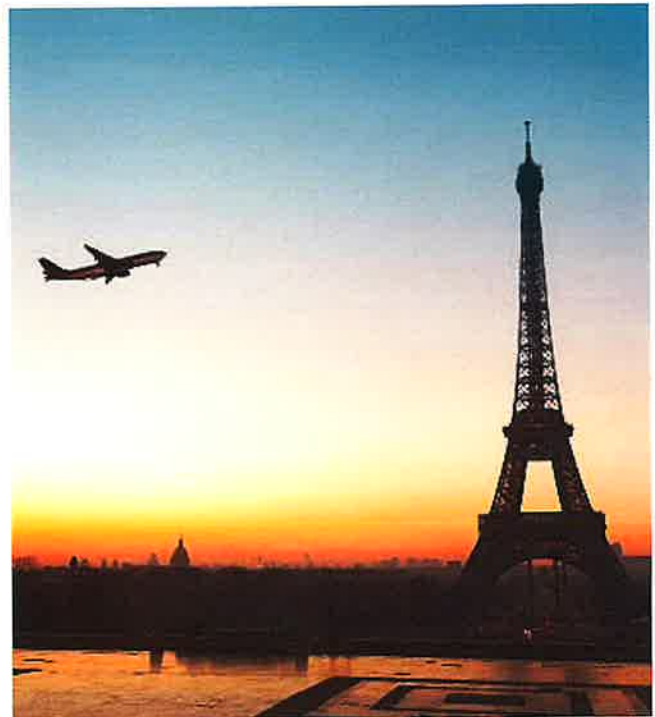


Paris and Rome with Fine and Performing Arts

February Break • 2026

Day 1 - Fly to Paris

Thursday, February 13
2026



Day 2-5

Paris, France



Paris Highlights:

Eiffel Tower

Champs - Élysées

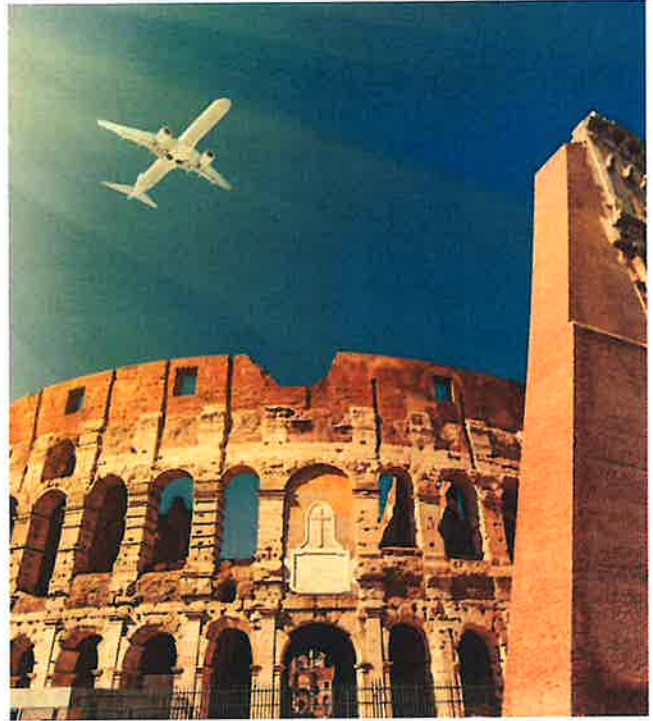
Arc de Triomphe

Versailles

Louvre

Day 5 -Fly to Rome

Monday, February 16
2026



Day 5-7
Rome, Italy



Rome Highlights:

Colosseum

Palatine Hill

Trevi Fountain

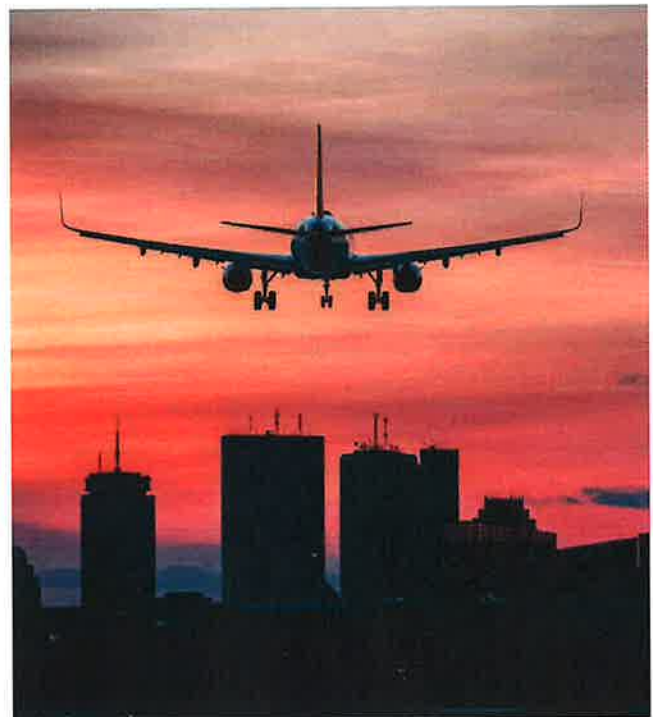
Sistine Chapel

Vatican Museum



Day 8 - Fly to Boston

Thursday, February 19
2026





Fine and Performing Arts Curriculum Connection

Other Information:

Round-trip airfare from Logan International Airport to Paris - All airports and from Rome - All airports to Logan International Airport

6 night(s) multiple occupancy (3/4 student per room + private bath) in quality 3-star downtown hotels - sharing double beds

Meals at hotel and local restaurants - Breakfast: 6 / Lunch: 6 / Dinner: 6 (includes one beverage and a vegetarian option).

Cultural & leisure activities as per itinerary
Service of a bilingual Forum Tour Manager while on tour
Local guides as listed in the itinerary

2 free chaperone(s) regardless of the group size - based on twin occupancy at the hotel.

Program cost per person*

18+ participants	\$3709
14 - 17 participants	\$3932
10 - 13 participants	\$4360

Minutes

Payroll

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts
9/26/2024

I move the School Department Payroll be approved and certified in the amounts and categories as shown for a total amount of **\$1,539,832.50**

GRANTS

\$190.08	Early Childhood Grant
\$0.00	IEP Stipend
\$7,165.34	Title I Grant
\$0.00	Title II Grant
\$0.00	Title III Grant
\$0.00	Title IV Grant
\$23,032.75	Special Ed 240 Grant
\$0.00	ASOST Grant
\$0.00	Innovation Pathways Grant
\$0.00	21st Century CLC Summer Enhancement Grant
\$0.00	SEL Grant
\$0.00	ESSER III Grant
\$0.00	21st Century Sped Enhancement
\$0.00	Yondr Grant
\$0.00	21st Century Grant
\$0.00	Project Lead the Way

REVOLVING ACCOUNTS

\$2,299.49	Facilities
\$703.00	Parking Fees
\$0.00	Advisor Stipend
\$0.00	TMHS Athletic Intramurals
\$0.00	WYNN Athletic Intramurals
\$0.00	Advisor Stipend- Ryan
\$0.00	AP Proctoring
\$169.44	Recreation
\$43,781.55	Lunch Program
	Athletic Revolving
\$3,325.00	Adult Education Program
\$26,240.00	Preschool
\$0.00	Kindergarten Revolving
\$0.00	School Rec Coverage
\$0.00	Circuit Breaker Account
\$0.00	Community Services Preschool Program
\$2,389.77	Alphabest

\$109,296.42 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,430,536.08	2024-2025 School Department Account
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\$1,430,536.08 SUB TOTAL - LEA FUNDS

\$1,539,832.50 TOTAL

TEWKSBURY PUBLIC SCHOOLS
Tewksbury, Massachusetts
10/10/2024

I move the School Department Payroll be approved and certified in the amounts and categories as shown for a total amount of **\$1,774,645.30**

GRANTS

\$190.08	Early Childhood Grant
\$0.00	IEP Stipend
\$9,547.98	Title I Grant
\$0.00	Title II Grant
\$0.00	Title III Grant
\$270.60	Title IV Grant
\$25,008.90	Special Ed 240 Grant
\$0.00	ASOST Grant
\$300.00	Innovation Pathways Grant
\$0.00	21st Century CLC Summer Enhancement Grant
\$975.00	SEL Grant
\$0.00	ESSER III Grant
\$0.00	21st Century Sped Enhancement
\$0.00	Yondr Grant
\$0.00	21st Century Grant
\$0.00	Project Lead the Way

REVOLVING ACCOUNTS

\$2,000.65	Facilities
\$703.00	Parking Fees
\$0.00	Advisor Stipend
\$0.00	TMHS Athletic Intramurals
\$0.00	WYNN Athletic Intramurals
\$0.00	Advisor Stipend- Ryan
\$0.00	AP Proctoring
\$0.00	Recreation
\$44,659.09	Lunch Program
\$0.00	Athletic Revolving
\$1,650.00	Adult Education Program
\$30,931.09	Preschool
\$0.00	Kindergarten Revolving
\$0.00	School Rec Coverage
\$0.00	Circuit Breaker Account
\$0.00	Community Services Preschool Program
\$2,389.77	Alphabest

\$118,626.16 SUB TOTAL - NON LEA FUNDS

LEA FUNDS

\$1,656,019.14	2024-2025 School Department Account
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\$1,656,019.14 SUB TOTAL - LEA FUNDS

\$1,774,645.30 TOTAL

Superintendent/
Staff /School
Committee
Reports

Consent Agenda

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: October 7, 2024

Re: News From Food & Nutrition Services

This is an informational item only. No vote is required.

Tewksbury Celebrates Farm to School Month & All Year!

We are proud to support Massachusetts Farm to School programs, and this month, we are thrilled to highlight **pears** as our Harvest of the Month. We'll be offering fresh and local pears throughout the month, and celebrating with a delicious **pear apple cake**, a student favorite. In addition to local fruits and vegetables we also offer local Red's Best Haddock fish sticks every Friday as an alternative meal.

Each month, we showcase the harvest of the month (HOTM), hosting taste tests, preparing tasty recipes and providing nutrition education on the serving line to help students learn about the benefits of eating fresh, local produce.

This month, we will be hosting a unique taste test at TMHS featuring "Craic Sauce," a locally sourced and produced hot sauce from Lowell! It provides an opportunity for students to explore bold flavors and learn about supporting local businesses. Brian Ruhlmann, the founder of Craic Sauce, will be joining us to share valuable insights and information with the students.

We're also grateful to have received a grant through the Northeast Foods for School Program, which helps us purchase locally sourced foods. Attached is a list of local farms that we are proud to partner with to bring our students fresh and local produce. These partnerships not only support our community but also ensure that our students have access to high-quality, nutritious food.

It's our goal to celebrate all year long to connect students with the source of their food and encourage healthy eating habits. Here's to a fruitful October... stay tuned for November's highlight on Kale.

DebraLee Mugford, M.Ed, SNS
Director, Food & Nutrition Services
Tewksbury Public Schools



Autumn Hills Orchard, Groton, MA

Bright Farms, Loudon, NH

Brooksby Farm, Peabody, MA

Carlson Orchards, Harvard, MA

Joe Czajkowski Farm, Hadley, MA

Little Leaf Farms, Devins, MA

Maine Grains, Skowhagen, ME

Red's Best Fish

Wards Farm Sharon, Ma

Warner Farm, Sunderland, MA

Wellspring Harvest, Springfield, MA

&

Red's Best Local Seafood

Craic Local Hot Sauce

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: October 11, 2024

Re: News From Food & Nutrition Services

This is an informational item only. No vote is required.

National School Lunch Week!

October 14th-18th, 2024

Theme: Find Your Treasure

Tewksbury is thrilled to celebrate National School Lunch Week, where we invite our elementary students to embark on an exciting journey with delicious school lunches! This year's theme, "Find Your Treasure," encourages students to see their meals as more than just food—they're delicious adventures waiting to be discovered!

Daily Surprises will feature surprise treasures that highlight good nutrition and fun, engaging activities.

DebraLee Mugford, Director of Food & Nutrition Services
Tewksbury Public Schools

Fwd: 2024-2025 MPY Poster and PSA Project Announcement

Thu, Oct 10, 2024 at 3:20 PM



**THE MASSACHUSETTS
PARTNERSHIPS
FOR YOUTH INC.**



**2024-2025
Poster and Public Service
Announcement (PSA) Project:**



COMMUNITY
Together We Can Achieve Greatness!
Sponsored by Massachusetts Partnerships for Youth, Inc.

**2024-2025
MPY Poster & Public Service Announcement
(PSA) Project**

This Year's Theme is:
COMMUNITY...
Together We Can Achieve Greatness!

- ❖ **Be a good friend and citizen**
- ❖ **Collect and donate clothes and household items for those in need**
- ❖ **Help your neighbors with chores, errands or projects**
- ❖ **Clean up your local street, town center or park**
- ❖ **Visit your local senior center and make a new friend**
- ❖ **Invite your neighbors to a meal**
- ❖ **Volunteer at a local animal shelter**
- ❖ **Offer tutoring or mentoring services at your school**
- ❖ **Volunteer at a food pantry**

Being an active member of your community means you care about others and helping one another. Unity means joining together to achieve great things. Together you can make a positive impact in your school, neighborhood and community. Together, we can achieve greatness!

The **POSTER submission deadline is Friday, January 24, 2025**. The **PSA submission deadline is Friday, April 25, 2025**. For additional information, please contact MPY Executive Director Margie Daniels, at margie@mpyinc.org or Wendy Leone at wendy@mpyinc.org.

Upload Poster and PSA Submissions on our Website.

More Details & Upload Instructions

Poster & PSA Flyer

Each participant must complete the student application form signed by a parent/guardian consenting to the student's involvement in the Poster/PSA Project. The form is available to download below and can also be found on [MPY's website](#). School staff are responsible for collecting the permission slip and keeping them on file. When uploading a student's project, please check the box acknowledging receipt of the signed permission slip.

Poster Project
Student Application

PSA Project Student
Application

Massachusetts Partnerships for Youth, Inc.
781-587-3409
margie@mpyinc.org
www.mpyinc.org





2024-2025 Poster Project Student Application

Student Submission - Requirements:

All entries must be submitted electronically as .jpg/jpeg. Please use the following file name: [last name]_[first name]_[grade].jpeg. Example: leone_wendy_12.jpeg. Please visit our website, www.mpyinc.org, for more details and upload instructions.

Please print legibly.

Please Circle One: Elementary School Middle School High School

Student Contact

Student Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

School: _____ City: _____

Grade: _____

Teacher Contact

Teacher's Name: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Poster Information

Title (required): _____

Participants: _____

A signed form by student and parent/guardian must be made available upon request for each participant consenting to their involvement in the project, and the reproduction/distribution of the poster.

**Student and parent/guardian must sign and date this application.
Unsigned applications will not be considered.**

Official Rules

The Poster Project is open to all elementary, middle school and high school students from Massachusetts Partnerships for Youth (MPY) member districts, and includes individuals and groups of students, as well as student organizations, classes, clubs or athletic teams.

A panel consisting of students, educators, law enforcement, and MPY staff will review the entries.

Content Limitations

Posters submitted:

- cannot include copyrighted images
- cannot include images from movies or television shows
- cannot include profane language, nudity, sex, weapons or depict excessive violence
- cannot reference any commercial product or advertiser
- cannot have images of people wearing clothing with logos or any other commercial reference
- cannot depict scenes of substance abuse or sexual activity

Posters should be original and directed toward youth. They should be inclusive in terms of race, gender, and sexual orientation and they should communicate a positive message that reflects the theme, **COMMUNITY - Together We Can Achieve Greatness!**

Massachusetts Partnerships for Youth, Inc. reserves the right to determine the eligibility of any project.

To Enter

All posters must be submitted electronically as jpg/jpeg file (no hard copies please). Original artwork is preferred.

A signed application (signature of student and parent/guardian) is required and must be kept on file and made available upon request. Please include a list of students who were involved in the creative process and upload poster submission on our website www.mpyinc.org. Please direct any questions to Wendy Leone at wendy@mpyinc.org.

Deadline is January 24, 2025

Disclosure

All submitted materials become the property of the Massachusetts Partnerships for Youth, Inc. (MPY) and will not be returned. In addition, MPY reserves the right to use these materials for educational purposes. By signing this application, and if the student is under the age of 18, the parent/guardian agrees to the use of any such images submitted. Such educational purposes include, but are not limited to, programs sponsored by the above-mentioned agency, print, radio and television media, and posting on the agency's website.

Student Signature

Date

Parent/Guardian Signature

Date

DEADLINE FOR SUBMISSION IS Friday JANUARY 24, 2025

For more information and upload instructions please visit: www.mpyinc.org



2024-2025

Public Service Announcement Project

Student Submission Form - Requirements: All entries must include a "title slide" in the video that identifies the name of the PSA. Please use the following computer format: **mp4 video**. All entries must be submitted electronically. Please visit our website, www.mpvinc.org, for more details and upload instructions.

Student Contact

Student Name: _____

Home Address: _____

City: _____ State: _____

Zip: _____

School: _____

City: _____ Grade: _____

Teacher Contact

Teacher's Name: _____

Cell Phone: _____

Work Phone: _____

E-mail: _____

Film Information – **Note: film length must be 30 – 60 seconds**

*Sound and visuals must be clear

Title (required): _____

Participants: _____

A signed form by student and parent/guardian must be made available upon request, consenting to their involvement in the project, and reproduction/distribution of the PSA video.

Student

Signature/Date _____

Parent/Guardian Signature/Date _____

DEADLINE FOR SUBMISSION: Friday APRIL 25, 2025

Winners will have their PSA video submitted for broadcast on television.

Official Rules

The PSA Project is open to all high school and middle school students from Massachusetts Partnerships for Youth (MPY) member districts, and includes individuals and groups of students, as well as student organizations, classes, clubs or athletic teams.

A panel consisting of students, educators, law enforcement, and MPY staff will review the entries.

Content Limitations

- ◆ cannot include copyrighted music (original music is accepted)
- ◆ cannot include clips from movies, television shows or music videos
- ◆ cannot include profane language, nudity, sex, weapons or depict excessive violence
- ◆ cannot reference any commercial product or advertiser
- ◆ cannot have actors wearing clothing with logos or any other commercial reference
- ◆ cannot depict scenes of substance abuse or sexual activity
- ◆ should not identify the school district or town through clothing, signage or logos

PSAs must be original and directed toward other teenagers. Videos should be inclusive in terms of race, gender, and sexual orientation and should communicate a positive message.

Massachusetts Partnerships for Youth, Inc. reserves the right to determine the eligibility of any project.

To Enter

Electronic: Please label file name: Title_Last Name_grade Upload the video file (Windows Media Video or mp4 format) to www.mpvinc.org. A signed application (signature of student and parent/guardian) is required and must be made available upon request. Unsigned entries will not be considered. Please include a list of participants. Any questions should be directed to Wendy Leone at wendy@mpvinc.org.

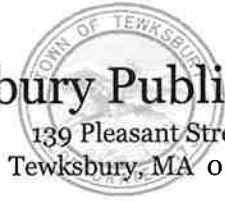
Deadline is Friday APRIL 25, 2025

All submitted materials become the property of the Massachusetts Partnerships for Youth, Inc. (MPY) and will not be returned. In addition, MPY reserves the right to use these materials for educational purposes. By signing this application, and if the student is under the age of 18, the parent/guardian agrees to the use of any such images submitted. Such educational purposes include, but are not limited, to programs sponsored by the above-mentioned agency, print, radio and television media, and posting on the agency's website.

For more information, please contact Margie Daniels at margie@mpvinc.org or Wendy Leone at wendy@mpvinc.org.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: October 11, 2024

Re: 2024 Lions Club Thank You

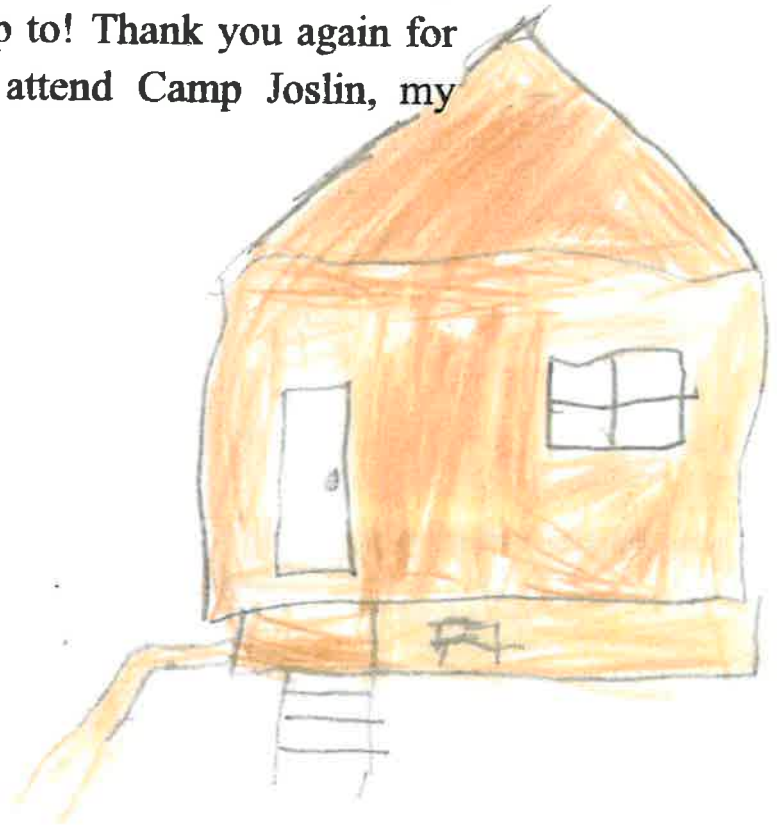
This is an informational item only. No vote is required.

The Lions Club partners with the district each year to send two students to an overnight diabetes camp every summer. Please see the following thank you card from one of the students that attended this past summer. This is informational only, no vote is required.

Dear Lions Club,

Thank you so much for sponsoring me to go to Camp Joslin for a second year in a row. Did you know that they redid a lot of the cabins? I really enjoyed going to camp. I really enjoyed playing gaga, meeting new people, and playing cities. The best part of returning to camp was meeting new people and seeing friends from last year. I was sad to know Jack was not there, I missed not having him as my counselor. In the future I would love to become a counselor. Also, I would love to volunteer for the Lions Club, please let me know of any opportunities that my family and I can be of any help to! Thank you again for giving me the opportunity to attend Camp Joslin, my family and I really appreciate it.

Sincerely,



Heath Brook Elementary School

165 Shawsheen Street
Tewksbury, MA 01876
(978) 640-7865

Mrs. Terry Gerrish, Principal

tgerrish@tewksbury.k12.ma.us

www.tewksbury.k12.ma.us/heath-brook

<https://www.facebook.com/heathbrooktewksbury>



Penguin Pride

To: Superintendent Brenda Theriault-Regan
cc: Business Manager David Libby
Dewing Principal Alexis Bosworth

Date: October 10, 2024

Re: PLC Facilitator Recommendations

Pursuant to recent postings, it is my pleasure to recommend for appointment the following individuals as Appendix B PLC Facilitators:

- Posting 54-24/25 Unified Arts (shared Dewing and Heath Brook) - **Kristen Cahill**
- Posting 51-24/25 .5 Special Education (Heath Brook) - **Brenda Meuse**

The Tewksbury Public Schools Community believes that our educational program will reflect our collective Vision of a Learner. The consistent observable growth among our students and staff will be evident in the achievement of academic, social, and emotional success in school and far beyond.


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



Nancy Milligan, M. Ed
Ass't Superintendent
nmilligan@tewksbury.k12.ma.us
978-640-7800

October 11, 2024

TO: Tewksbury School Committee

FROM: Nancy Milligan, Assistant Superintendent 

RE: Acceptance of Donation to the Wynn Middle School

Heidi Rubera, Tewksbury, has offered to donate access to a course for six teachers at the Wynn Middle School to support our students with an SEL approach for students who have experienced trauma. The donation is valued at approximately \$750. The donation will be extremely helpful to staff and the students.

cc: Mr. Libby, Business Manager
Mr. Weir, Principal
Ms. Regan, Superintendent
School Committee

TPS District Strategy

The Tewksbury Public Schools Community believes that our educational program will reflect our collective Vision of a Learner. Our consistent observable growth among our students and staff will be evident in the achievement of academic, social, and emotional success in school and far beyond.

TEWKSBURY PUBLIC SCHOOLS

Request for Fundraising

File: JJE-E

RECEIVED BY TPS
OCT 8 2024 AM 3:03Date: 10/4/24

1. Name of Organization TMHS Class of 2027
 2. Describe in detail the method of the fundraising activity. (Attach additional information necessary.)
November calendar raffle. Will include gift cards and items from businesses around town
 3. School location and facilities desired (cafetorium, cafeteria, classroom, gymnasium).
Please send Use of Facilities Form to: TMHS - Nancy O'Hare, nohare@teewksbury.k12.ma.us;
K-8 - Eileen Osborne, eosborne@teewksbury.k12.ma.us
 4. Purpose of anticipated funds (To be approved by the building principal.)
Junior/Senior class activities
 5. Proposed dates of fund raising activity: From 1/2/2025 To 1/31/2025
 6. Describe student involvement in the fund raising activity. (Please note: Venmo is not an acceptable method of payment.) Students will visit local business to ask for products to be donated to a raffle. They will also sell tickets.
 7. Type of identifying credential to be used during Fund Raising Activity. flyer
 8. Is there a contract or agreement to be signed? Yes _____ No ✓
 9. Name of responsible individual (PRINT) Erin Murphy Signature E. Murphy
- Phone # _____ Email _____
- *****

(To be completed by the School Principal)

Date 10/4/24

1. Your request for permission to raise funds is Approved Disapproved (Circle)
 2. Reason for disapproval _____
 3. You are authorized to begin the activity on 1/2/2025
 4. You are to submit a written narrative describing the amount of money raised and the funds not later than thirty (30) days after the ending date as shown above.
 5. Comments by the principal: _____
- ☒ I have reviewed this fundraiser request and its associated details and verified that it complies with policy JJE,
Student Fundraising Activities. (Check box)

6. Copy sent to the Office of the Superintendent of Schools. Yes No (Circle)

Principal's Signature _____

Date 10/4/24

Policy

Old Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Nancy Milligan
Assistant Superintendent of Schools

Date: October 11, 2024

Re: TMHS Student Exchange Program 2025-2026 School Year

This requires a Roll Call Vote

Dr. Bailey Mahoney, TMHS Spanish Teacher and World Language Lead Teacher and Travel Committee Chairperson, is attending the October 16, 2024 School Committee meeting to update the Committee on the Exchange Program.

She will present information on background checks for families in Spain, the potential cost of the exchange and to answer any questions you may. **This requires a Roll Call vote.**



City view sagrada familia

Exchange in Spain

24 May 2023 - 7 Jun 2023 | 10 days

¡Bienvenidos a España!, a land where the Old World mixes with modernity in art, architecture, and culture. Some of the world's greatest civilizations have left their mark on the Iberian peninsula creating a fascinating mix of Roman, Moorish and Gothic sites for you to visit.



Art nouveau building

WHY SEND YOUR STUDENTS ON A FORUM LANGUAGE EXPERIENCE?

you will benefit from...

*E*xpertise of more than 28 years in the field,
*M*ore value for your investment in education,

while students benefit from...

*P*rivate tailor-made educational tours,
*O*pportunities to engage with locals,
*W*isdom and a greater interest in learning,
*E*nhancement on college applications,
*R*espect and understanding of other cultures



Day 1 - USA | SPAIN

- ▣ Fly overnight to Barcelona.

Day 2 - EXCHANGE PROGRAM

- ▣ *Bienvenidos a España!* Upon arrival, you will be greeted by your bilingual **Forum Tour Manager** who will help you board your bus to transfer to your partner school where you will meet your exchange partners and their families.
- ▣ **Start your exchange program.** While living with a host family, you will be fully immersed in the culture as you share in traditional Spanish meals, practice your language skills daily, and experience life as a true local!

Day 3 - 4 EXCHANGE PROGRAM

- ▣ After breakfast, attend school with your exchange partner. Activities and workshops may be organized at the school during your visit.
- ▣ Spend the evening with your exchange partner and their family.

Day 5 - WEEKEND WITH HOST FAMILY

- ▣ Spend the **weekend** with your **host family** and get to learn more about the local culture while practicing your Spanish!

Day 6 - BARCELONA DAY TRIP

- ▣ This morning, after breakfast with your host family, board your bus to Barcelona.
- ▣ Explore the intricate medieval streets of the **Barri Gotic**, the original site of the Roman village. Later, take a stroll along Las Ramblas.
- ▣ For a taste of local life, head to the city's main food market: the glorious **Mercat de Sant Josep**, known locally as "La Boquería." In the afternoon, head to the most famous beach of Barcelona, the Barceloneta for some free time under the sun.



- ❑ Later, return to your exchange partner for dinner and night accommodation with your host family.

Day 7 - - 8 EXCHANGE PROGRAM

- ❑ After breakfast, attend school with your exchange partner. Activities and workshops may be organized at the school during your visit.
- ❑ Enjoy the evening with your exchange partner and their family,

Day 9 - BARCELONA DAY TRIP

- ❑ This morning, after breakfast with your host family, board your private bus to the city center.
- ❑ Meet your local guide and discover the astonishing **Sagrada Familia** cathedral, designed by Gaudí.
- ❑ Enjoy a visit of **La Casa Batlló**, the modernist architectural wonder designed by Antoni Gaudí and a UNESCO world-heritage site. Later, Follow your Tour Manager to the Passeig de Gracià, one of the most famous boulevards in Barcelona.
- ❑ Visit **Parc Güell**, Gaudí's "garden city," a town unto itself with a majestic view of the Mediterranean Sea.
- ❑ Return to your exchange partner for dinner and night accommodation with your host family.

Day 10 - SPAIN | USA

- ❑ Say goodbye or "hasta pronto" to your host family before transferring to the airport for your return flight home.

Trip Program includes:

- ✓ Round-trip airfare* from Minneapolis St Paul International to Barcelona Airport
- ✓ Departure taxes and airline fuel surcharges of \$555 per traveler

Trip Program does not include:

- ✗ Airline baggage fees
- ✗ Not include: Any test (including COVID) that is required to enter the destination country or to re-enter the country of origin. Note: In the event that a country requires such a test and the traveler refuses to take the test, this situation will not give the traveler the right to cancel the trip with just cause.

Date of quote: Mar 01, 2022 | Prices are valid until: Feb 19, 2022 | Your Forum Tour Consultant: Julia McWhirter

* All services listed on the proposal are subject to availability. In the event of not being able to book a desired service or supplier, it will be replaced by a similar item of equal standard and value.

* Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.

* Forum Language Experience has purchased the Student Protection Plan from Travel Insured International on behalf of all participants. If you would like to purchase the optional Cancel For Any Reason benefit, you must choose it at the time of enrollment, and the additional fee MUST be included with your first trip deposit. The total cost for this upgrade is \$51.00. *CFAR is not available to residents of NY*

* Forum has quoted this package at an exchange rate of 1 Euro = 1.18 Dollar. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

Forum Language Experience, Forum by Prométour and Forum are all used interchangeably.

Forum Language Experience is a member company of Prométour Inc.

California Seller of Travel License number: 2061627-40

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Nancy Milligan, Assistant Superintendent
Date: October 1, 2024
Re: 2024 Summer Reading Participation Totals

This is Informational Only - No Vote is Required

The following chart represents the 2024 Summer Reading Program participation rates; totals with the kindergarten class and totals without the kindergarten class. This is for information only, no vote is required.

Summer Reading Total Participation Comparison SY22-24								
Totals w/KDG	SY22	SY23	SY24		Totals w/o KDG	SY22	SY23	SY24
KDG	30%	16%	18%		KDG	N/A	N/A	N/A
GR 1	64%	56%	47%		GR 1	64%	56%	47%
GR 2	80%	54%	81%		GR 2	80%	54%	81%
GR 3	69%	73%	64%		GR 3	69%	73%	64%
GR 4	84%	61%	60%		GR 4	84%	61%	60%
GR 5	78%	79%	94%		GR 5	78%	79%	94%
GR 6	67%	86%	81%		GR 6	67%	86%	81%
GR 7	86%	75%	91%		GR 7	86%	75%	91%
GR 8	88%	89%	90%		GR 8	88%	89%	90%
GR 9	96%	95%	91%		GR 9	96%	95%	91%
GR 10	91%	85%	94%		GR 10	91%	85%	94%
GR 11	74%	92%	94%		GR 11	74%	92%	94%
GR 12	82%	88%	96%		GR 12	82%	88%	96%
Total Average	76%	73%	77%		Total Average	80%	78%	82%

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan
Superintendent of Schools
Date: October 9, 2024
Re: Enrollment - Unofficial October 1 Count

This is an informational item only. No vote is required.

Please see the following Unofficial October 1 enrollment count for October 1, 2024.
This is informational only, no vote is required.

SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
CENTER				306	246	264										816
DEWING	71	141	145													357
HEATH BROOK	53	135	114													302
RYAN							254	244								498
WYNN MIDDLE									262	277						539
HIGH SCHOOL (HS)											160	169	190	173	9	701
PreSchool @ HS	15															15
TOTALS	139	276	259	306	246	264	254	244	262	277	160	169	190	173	9	3228
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

Heath Brook			LF Dewing			Center Elem			Center Elem			John F. Ryan						John Wynn Middle					
Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt	Grd	Tcher	Cnt
KF	A. Pagones	20	KF	T. Molea	21	2	E. Daley	22	4	J. Smith	23	5	C. Cooke	20	6	K. Anderson	20	7	S. Chella	23	8	K. Welch	24
KF	C. Ventura	20	KF	M. Stilian	20	2	J. Garvey	23	4	S. Filiberto	22	5	R. Cohen	22	6	J. Lindsey	21	7	S. Simon	22	8	A. Breton	23
KF	K. Hynes	19	KF	S. Gillotte	20	2	S. Wrobel	22	4	B. Clasby	22	5	B. Roberts	22	6	S. Walsh	18	7	E. Noel	22	8	T. Floria	24
KF	C. Callahan	19	KF	A. Reardon	21	2	S. Mulloy	23	4	J. Zaroulis	22	5	M. Ellis	22	6	K. Magsarili	22	7	J. Bilodeau	22	8	W. Fabiano	23
KF	K. Buck	19	KF	A. McCarthy	20	2	T. Enos	22	4	C. Gagne	22	5	T. Cutrona	21	6	K. Romano	20	7	L. Nastari	21	8	J. Diprima	23
KF	S. Paradis	19	KF	H. Grace	19	2	L. Rainsford	23	4	L. Callahan	22	5	C. Cremin	22	6	J. Mrozowski	20	7	C. Bilodeau	20	8	D. Shao	22
KF	A. Collette	19	KF	A. Cameron	20	2	J. Taggart	22	4	K. Conrad	23	5	N. Calvino	21	6	C. Melly	20	7	C. Edwards	23	8	M. Gillespie	23
KF	*J. Murphy		K	*A. Taylor		2	M. Engelken	20	4	M. Barbato	22	5	L. Tierney	22	6	J. Gillespie	20	7	D. Graaskamp	21	8	C. Gagnon	23
			K/1	*K. Westaway		2	A. Spatola	22	4	K. Russo	21	5	K. Bruff	19	6	A. MacMullin	20	7	K. Johnston	23	8	N. Flood	23
1	K. Rodgers	22	1	L. Broderick	20	2	C. Spinali	22	4	J. Selissen	21	5	R. Shirkoff	19	6	R. Curley	22	7	N. Camuso	21	8	J. Hammers	23
1	E. Niles	22	1	K. Carleton	22	2	J. Middleton	21	4	V. Schaefer	22	5	T. McNeil	21	6	N. Zwirek	20	7	F. Rouff	23	8	K. Deveau	23
1	B. Decarolis	24	1	E. Killeen	20	2	S. Armano	22	4	M. Price	22	5	P. Shirkoff	23	6	G. Martel	21	7	M. Scully	21	8	E. Caron	23
1	J. Price	23	1	L. Tramonte	19	2	H. Springer	21				5			6								
1	A. Whynot	23	1	M. Hirtle	22	2	S. Miranda	21															
1	*R. Langlais		1	K. Scialdone	21	3	K. Valcourt	25	2	*L. Spicer		5/6	*S. Ferrara					7/8	*Camire				
			1	L. Cournoyer	21	3	L. Carlino	21	2	*S. Sansoucie		5/6	*A. Dockham					7/8					
			1	*M. Robinson		3	M. Groux	23	3	*K. Mahoney		5/6											
K/1	*L. Costa					3	J. Lane	22	3	*L. Perelli													
			K/1	*A. Palange		3	A. Trevor	22	4	*J. Kelly													
PK	M. Socci	25	K/1	*E. Finneran		3	S. Hall	22	4	*E. Randall		254			244			262			277		
PK	M. Hines	21	PK	J. Lockwood	14	3	L. Desroches	21	3/4	*J. Lynch													
PKDLC	R. Casey	4	PK	J. Milligan	22	3	S. Turgeon	23	DLC	*M. Irwin													
PKDLC	M. Welch	3	PK	P. Young	25	3	S. Sadler	22	DLC	*R. Price													
EXTPK	L. Iannacci		PKDLC	M. Smith	5	3	N. DeVincenzi	22	DLC	*C. Griffin													
EXTPK	S. Mulvaney		PKDLC	C. Strickler	5	3	M. McGrath	23															
302			357			552			264														

*Denotes Special Ed classes where students at different grade levels may exist

New Business

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Nancy Milligan
Assistant Superintendent of Schools

Date: October 11, 2024

Re: 2025-2026 SY International Travel Request

This Requires a Roll Call Vote

For the consideration of the School Committee to consider the TMHS Travel Committee proposed International trips for the 2025-2026 school year.

1. Rome, Italy & Paris, France - February Recess 2026

Celeste Pellegrino, TMHS Music Teacher, Fine & Performing Arts Department, will attend the October 16, 2024 School Committee meeting seeking approval of the proposed International trips for the 2025-2026 school year. **This requires a vote.**

Tewksbury Memorial High School



PRINCIPAL
Andy Long

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

MAIN OFFICE
(978) 640-7825

FAX
(978) 640-7829

GUIDANCE SERVICES
(978) 640-7838

Andy Long, Principal
Brenda Theriault-Regan, Superintendent

To: School Committee Members

Re: Request for an international trip to Paris and Rome (February 2026)

Dear members,

With the approval of Mr. Long, we would like your approval for an international trip to Paris and Rome in February 2026.

This trip is organized as follows: Paris, France and Rome, Italy--Fine and Performing Arts. This trip allows students the opportunities to explore the Fine and Performing Arts curriculum in new and exciting ways that provide a hands-on and unforgettable experience. The trip will be chaperoned by teachers.

As you know, our students' participation in our past international and domestic trips has been a very rewarding learning experience. Besides the fact that the trip is structured with educational activities daily, we prepare a course through Google Classroom where students will have the opportunity to learn about the history, culture, music, art, and language of these countries. In Paris and Rome, students have the opportunity to view some of the world's most famous pieces of art at the Musée du Louvre and the Vatican while also learning about the culture that supported the creation of the classical period. More information on the educational benefits are in the attached documents.

Attached you will find the itineraries for the trip, the cost for the trip, the permission and consent forms which parents will sign along with any other required documents, and an extensive breakdown of how each aspect of the trip will be handled to the best of our abilities per the School Committee policies: IJOA, Field Trip, JJH, Student Travel & JJH-R Regulations.

Sincerely,
Dr. Bailey Mahoney
Celeste Pellegrino

Rome and Paris

Educational Benefits:

The Rome and Paris trip provides opportunities for students interested in music and art to have hands-on experience with their craft. Students will study the works of the classical and romantic periods of music, specifically from Italy along with the history and importance of multiple pieces in the Louvre. This trip also provides a history learning opportunity for all students. They will see historical landmarks such as the Colosseum, Eiffel Tower, The Palace of Versailles, The Mona Lisa, and much more.

Transportation and lodging plan:

Transportation to and from school: Depending on the size of the group, a motorcoach will be booked through an approved carrier we have used in the past, MBTworldwide. For smaller groups (less than 12), we will have parent volunteers drive the students into the airport after meeting at the school as well as pick them up from the airport in order to save money. During the trip, the tour company (Prometour) handles the transportation using commercially licensed drivers and vehicles, providing the sufficient amount of rest for the drivers, and complying with everything listed in School Committee policy JJH-R.

Airlines are booked by the travel company (Prometour) and we are notified 90-110 days prior to departure for the trip. While traveling in the country(ies), a charter bus is provided by the company or public transportation will be used. While on the bus throughout the trip, we will be with the same driver who follows all timing and regulations required.

Lodging information is provided by the travel company 30-45 days prior to the trip. These hotels are vetted thoroughly by Prometour to provide clean, safe lodging for the students. The hotels are usually on the outskirts of the places we are visiting and in a good neighborhood. They provide breakfast daily for our students and rooms are grouped together for easy monitoring of students by the chaperones.

Costs: Attached you will find a detailed cost and coverage for this trip. Fundraising activities will be done in order to help ease the cost of the transportation to and from the airport as well as tip money for the guides on the tour. These activities can include: car washes, Monday morning breakfasts at TMHS, dine out nights, etc. They will be planned as a group and done as a group by our travelers. The cost is \$4,360 for 10-13 students, \$3,932 for 14-17, and \$3709 for 18+.

Itinerary: See attached document. Location phone numbers will be provided once received.

Chaperones: Two free chaperones are guaranteed regardless of the number of student travelers. This trip is being run by the Fine and Performing Arts Department and headed by Celeste Pellegrino. Nicole LaPierre will be the second guaranteed chaperone. We cannot assign other chaperones to this trip until we have the final numbers. This information will be provided once we have final approval and those enrollment numbers. If any chaperones are not teachers in the district (i.e. parents) CORI checks will be completed prior to enrollment on the trip.

Chaperone responsibilities: Chaperones will provide supervision for all students during activities. Chaperones will be paired with a maximum of 6 students in order to check in, provide assistance, and be the point person for a smaller group of students. Student check-in times will be determined by the itinerary and locations. Chaperones (when decided) will rotate who does the nightly rounds at the hotels.

Student grouping: students will be assigned to a chaperon in groups of 6 for check-ins. If free time for shopping/lunch occurs, they must stay in groups of 3 at all times. Room assignments will be completed upon the final enrollment numbers and are usually 3-4 persons per room.

Return home policy: Students are required to purchase the insurance provided by the travel company. The company has a plan and procedure for students to return home and it will be followed. Parental acceptance of financial responsibility for unscheduled return trips for the student and any necessary chaperone will be required.

For all the trips, a lot of the information requested (COST, transportation, lodging, rooming, chaperones, etc) cannot be fully set in stone until we have students enrolled on the trips. Those things are booked/set up once we have our final number of students enrolled as the companies then choose the most affordable and safest options for us at that time.

All trips will require zero to a very limited amount of instructional class time missed. At max, students might miss the ½ day before February break, April break, and Memorial Day weekend.

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: Brenda Theriault-Regan, Superintendent
Date: October 11, 2024
Re: TPS School Nurse Website

This requires a vote by the School Committee

The TPS School Nurses have developed an informational website for parents and guardians. School Nurses Angie Reaney and Kelly Constantino, with input from all the school nurses, have put a lot of effort and time into creating the new site.

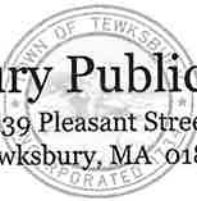
Kelly Constantino, Head School Nurse, will attend the October 16, 2024 School Committee meeting seeking the consideration of the School Committee to approve a request to link the School Nurse Website to the District website.

The following link has been provided for the School Committee members to review the website.
[School Nurse Website.](#)

It is hoped that after review of the website, the Committee will grant approval. **This requires a vote of the School Committee.**

Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876



MEMORANDUM

To: Tewksbury School Committee
From: David Libby, Business Manager
Date: October 11, 2024
Re: 2025-2026 Budget Timeline

This is Informational Only

The following document outlines the 2025-2026 Budget Timeline process. This is informational only, no vote required.

Tewksbury Public Schools

School Business Manager
139 Pleasant Street
Tewksbury, MA 01876

David A. Libby
Business Manager
Phone: (978) 640-7800 x5020
dlibby@tewksbury.k12.ma.us

October 11, 2024

Superintendent Regan and Members of the Tewksbury School Committee,

I wanted you to be aware we are beginning the 2025 – 2026 school year local education agency (LEA) budget process. The purpose of this communication is to provide you with a preliminary overview of the process and timeline.

The LEA School Budget consists of four main categories:

Salary – All wages paid to personnel, both full and part time, salaried and hourly.

Operating – All other expenses required to run the School Department's daily operations. These expenses include transportation, utilities, supplies and materials, technology, tuition and contracted services for building maintenance and special education services.

Capital Outlay – Major repairs or upgrades to buildings or grounds

Fixed Costs – Overhead costs shared with the town. These expenses include items such as employee health insurance, building insurance, debt service, unemployment and retirement costs.

Since approximately 70% of the School Department LEA budget is in Salary, we start with our focus on personnel. The business office will start with the current payroll. For Fiscal 2026, we are close to settling contracts, or have settled contracts, with most of our bargaining units. These contractual obligations include COLAS, step increases (if applicable) and longevity increases. We then account for any known personnel changes through retirements, resignations or new positions (if applicable). Next, we assess our part time, hourly and overtime accounts to see if budgets need to be adjusted to match historical actuals in any areas.

In the Operating area of the budget, we check for spending trends that may necessitate budgetary adjustments in any areas. Lastly, we will consider changes or new opportunities in alternative funding sources, such as grants or revolving accounts, which may affect our LEA budget.

Capital Outlay projects are considered based on need and availability of funding. The Capital Outlay Budget is aligned accordingly.

All decisions regarding the school budget are guided by district goals and priorities.

Challenges specific to developing the 2025-2026 budget include:

- Planning for and estimating any financial impact that recommendations of the Facilities Study Committee may develop
 - Working with Town Officials to obtain resources to support the District's needs going forward while ensuring these resources are sustainable for future years.
- Exploring potential changes to programming which could ultimately increase in district student retention
 - Budget implications, if any
- State and local revenues unknown at this time

TIMELINE

Early November:

Preliminary meetings with the Town Manager to begin to establish an overall base-line, target budget estimated figure. This figure is based on estimates of new revenues forecasted for FY26, less any known increases in Fixed Cost expenses at this time.

By December 6, 2024:

Business Manager to solicit input from all principals and department heads regarding any specific requests for new positions, building improvements, instructional programs, supplies, technology, etc. for the 2025 – 2026 school year.

By December 20, 2024:

Principals will submit their top two priorities to the Business Manager for the upcoming 2025–2026 school year.

On or before January 10, 2025:

- a.) Business Manager to submit the School Departments initial Budget request to the Town Manager (in accordance with the Town's General By-Laws). The by-law requires that the School Department provide three figures: Salary Budget, Operating Budget and Capital Outlay Budget. We typically provide more detailed information as back-up to those figures.
- b.) Business Manager to submit a copy of the initial Budget request to all members of the School Committee.
- c.) Business Manager to submit a copy of the initial Budget request to the Finance Committee Chair and the Finance Committee's Liaison to the School Department, inclusive of any supporting documentation.

January 29, 2025:

FY26 Budget Workshop to be held at the Tewksbury Memorial High School at 4:30pm in LGI 1.

- *January-February: Assess District needs and resources to adjust Budget accordingly*

February 5, 2025:

Regular School Committee Meeting with focus on the Public Hearing for the FY26 School Budget.

- *February-March: Assess District needs and resources to adjust Budget accordingly*

March: DATE TBD:

Regular School Committee Meeting with focus on the Public Hearing for the FY26 School Budget.

March: DATE TBD:

Special joint meeting with the Finance Committee, the Superintendent of Schools and the Business Manager in regards to the FY26 School Budget. (Date determined by Finance Committee)

- *March-April: Assess District needs and resources to adjust Budget accordingly*

April 30, 2025:

Regular School Committee Meeting to include School Committee vote to approve the FY26 School Budget which will be included at the Annual Town Meeting in May.

May 5, 2025:

The School Committee Budget request for the 2025–2026 school year to be presented at the Annual Town Meeting for consideration and approval. This is the formal process whereby citizens approve the budget.

Please let me know if you have any questions or concerns.

Sincerely,



David A. Libby
School Business Manager



Tewksbury Public Schools

139 Pleasant Street
Tewksbury, MA 01876

MEMORANDUM

To: Tewksbury School Committee

From: Brenda Theriault-Regan
Superintendent of Schools

Date: October 11, 2024

Re: Non-Union Salaried Personnel

This Requires A Roll Call Vote

I am requesting that the School Committee vote to approve a 3.5% salary increase for all non-union, salaried, "at will" employees of the Tewksbury Public Schools.

Please see the following memo. This requires a Roll Call Vote of the School Committee

Tewksbury Public Schools

School Business Manager
139 Pleasant Street
Tewksbury, MA 01876

David A. Libby
School Business Manager
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TO: The Tewksbury School Committee
FROM: David Libby
RE: Non-Union Salaried Personnel

October 9, 2024

The purpose of this memo is to request that the School Committee vote to approve a 3.5% salary increase for all non-union, salaried, "at will" employees of the Tewksbury Public Schools. Below is a summary of the number of positions and amounts by Job Category for LEA (School Budget) and Grant or Revolving funded positions.

Category	LEA FUNDED					GRANT/REVOLVING FUNDED				
	FTE	FY24 SAL	FY25 SAL	INC		FTE	FY24 SAL	FY25 SAL	INC	
CENTRAL OFFICE STAFF	7.0	\$ 498,041	\$ 515,472	\$ 17,431	\$ -	1.0	\$ 62,373	\$ 64,556	\$ 2,183	
MEDICAL/THERAPEUTIC STAFF	9.0	\$ 584,619	\$ 605,081	\$ 20,462		0.0	\$ -	\$ -	\$ -	
OPERATIONAL STAFF	5.0	\$ 336,967	\$ 348,761	\$ 11,794		1.0	\$ 29,270	\$ 30,294	\$ 1,024	
	21.0	\$1,419,627	\$1,469,314	\$49,687	\$-	2.0	\$ 91,643	\$ 94,851	\$3,208	
TOTAL ALL FUNDING SOURCES										
		FY24 SAL	FY25 SAL	INC						
GRAND TOTAL	23.0	\$1,511,270	\$1,564,164	\$52,894						

Note that these figures do not include Administrators with individual contracts. These figures are in line with the FY25 School Department Budget and represent similar increases given to employees in collective bargaining agreements for fiscal year 2024-2025.

It is my recommendation that the School Committee approve these increases as described. If approved, these increases will be retroactive to July 1, 2024.

This requires a roll call vote.



David A. Libby
School Business Manager