

**Tewksbury School Committee**  
Wednesday, July 24, 2024  
Workshop & Regular School Committee Meeting, 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  
Richard Russo, Jr., Vice-Chair  
Chris Moncada, Clerk  
Kaitlyn Anderson, Member  
Kayla Biagioni-Smith, Member

**SCHOOL ADMINISTRATORS PRESENT**

Brenda Theriault-Regan, Superintendent  
Nancy Milligan, Assistant Superintendent  
David Libby, Business Manager

**CALL TO ORDER**

Ms. Garabedian called the Workshop to order at 5:00 p.m.

**REVIEW OF GOALS**

The Committee reviewed and evaluated the 2023-24 School Committee goals.

**ADJOURN**

Mr. Russo moved to adjourn the Workshop at 5:30 p.m. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

**EXECUTIVE SESSION**

At 5:30 p.m., Ms. Garabedian entertained a motion to convene an Executive Session, Ms. Biagioni-Smith moved, seconded by Ms. Anderson, to enter into the Executive Session to discuss the June 12, 2024 Executive Session minutes; and to discuss Collective Bargaining Pertaining to TTA (Teachers); ESP (Aides); Custodians; Secretaries; TAG (Tewksbury Administrator Group); and Nurses, Bargaining Units The Committee will reconvene in open session following the Executive Session at 6:30 p.m.

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

At 6:26 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Ms. Anderson moved, seconded by Mr. Russo, to adjourn the July 24, 2024 Executive Session and reconvene in open session.

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

Approved August 14, 2024

**ADJOURN INTO PUBLIC SESSION**

At 6:30 p.m., Ms. Garabedian reconvened the Regular July 24, 2024 School Committee meeting. She announced that during the Executive Session, the School Committee approved the June 12, 2024 Executive Session meeting minutes.

**PLEDGE OF ALLEGIANCE**

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

**ANNOUNCEMENT**

Ms. Garabedian announced that the July 24, 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 welcomed Nancy Milligan, Assistant Superintendent of Schools, in joining the School Committee tonight.

**RECOGNITIONS**

None

**STUDENT REPRESENTATIVE REPORT**

**Notes from Tewksbury Memorial High School**

No summer report.

**PRESENTATIONS**

None

Mr. Russo moved to take New Business item #17a, TMHS Student Council Overnight Field Trip Request and item #17b, TMHS PSAT Testing Grades 10 & 11, out of order. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

**New Business: TMHS Student Council Overnight Field Trip Request**

Principal Long presented the request from the TMHS Student Council to attend an overnight field trip to attend the Massachusetts Student Council Annual meeting in Hyannis, March 5-8, 2025.

Mr. Russo moved to approve the overnight field trip request for the TMHS Student Council members to attend the MA Student Council Annual meeting in Hyannis from March 5th-March 8th, 2025.

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

**New Business: TMHS PSAT Testing Grades 10 & 11**

Principal Long addressed the School Committee seeking approval for Tewksbury Memorial High School to request that students and families pay the fee associated to take the PSAT exams, which is \$18. This would be effective for the 2024-2025 school year. Efforts will be made to pay for the exams of those students who qualify for the Free & Reduced Lunch Program or have other financial hardships.

Mr. Russo moved to require that families pay the fee associated for students to take the PSATs exam at the TMHS, which is \$18 per exam. Ms. Anderson seconded the motion. Roll Call Vote - Voting Yes: Mr. Moncada, 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. Jacquelyn Josselyn, 12 Indian Hill Road, Tewksbury, requested to address the School Committee regarding the 45 minute change in the start time for the Preschool DLC Program.

#### **APPROVAL OF MINUTES**

Mr. Moncada moved to approve the June 12, 2024 Regular School Committee meeting minutes, seconded by Ms. Anderson. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

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

Mr. Moncada moved, seconded by Mr. Russo, to approve the payroll period ending June 14, 2024, to be approved and certified in the amount and categories as shown, *Balloon Payroll*, \$912,848.62. Roll Call Vote - Voting Yes: Mr. Moncada, Ms. Anderson, Mr. Russo, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

Mr. Moncada moved, seconded by Mr. Russo, to approve the payroll period ending June 20, 2024, to be approved and certified in the amount and categories as shown, \$1,539,439.69. Roll Call Vote - Voting Yes: Mr. Moncada, Ms. Anderson, Mr. Russo, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

Mr. Moncada moved, seconded by Mr. Russo, to approve the payroll period ending July 3, 2024, to be approved and certified in the amount and categories as shown, \$1,500,947.79. Roll Call Vote - Voting Yes: Mr. Moncada, Ms. Anderson, Mr. Russo, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

Mr. Moncada moved, seconded by Mr. Russo, to approve the payroll period ending July 18, 2024, to be approved and certified in the amount and categories as shown, \$1,188,900.27. Roll Call Vote - Voting Yes: Mr. Moncada, Ms. Anderson, Mr. Russo, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

#### **SUPERINTENDENT & STAFF REPORTS**

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

Ms. Regan presented the Superintendent's report relating that summer school and summer enrichment opportunities are well underway in the schools. She extended an invitation to the School Committee members to join her and Ms. Milligan tomorrow to visit Strongwater Farm to observe a Service Learning Project that TMHS students are working on. She thanked the School Committee for the professional development opportunity to attend the Massachusetts Association of School Superintendents Executive Institute last week. She reported that on the Consent Agenda is a list of transition events for all grade levels; this will assist families at the beginning of the year. TMHS grade 12 students have been chosen by the National Assessment of Progress (NAEP) to participate in the mathematics and reading online testing. Ms. Regan Introduced Nancy Milligan, our new Assistant Superintendent of Schools, to present her report.

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

Ms. Milligan thanked the Committee for having her in attendance tonight. She reported she has been meeting with staff and administration and attended the MASS Executive Institute with Ms. Regan. She is looking forward to supporting work in the district and the students. She pointed out on the Consent Agenda the Merrimack College Supervising Practitioner Course Voucher item. She gave a shout-out to Karen Baker O'Brien thanking for volunteering to be a Supervising Practitioner through Merrimack College.

Ms. Regan responded to questions and comments from the School Committee meetings stating that the district will distribute the Transition Events' information to families. We will share the document with the Tewksbury SEPAC leadership again to get their input and feedback. The district will provide families additional information regarding transportation needs.

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

Mr. Libby reported the summer projects are in full swing. The Wynn Middle School HVAC project is progressing. We are on a good course to be completed next month. The Heath Brook project is underway although we are still working on the insurance piece being done. The staff that were displaced at the Heath Brook School will move back to their classrooms in December. We are doing kitchen projects at both the Dewing and the Heath Brook schools. The Business Office is closing Fiscal Year 24 and opening Fiscal Year 25. Once personnel are all in place we will evaluate if we need a Warrant Article for October. Mr. Libby continued reporting that grants are supporting the summer programs. The Center School experienced some leaks in the window wall. The contractor was contacted and the windows are being replaced; the project is wrapping up. Mr. Libby responded to questions and comments from the School Committee members. Mr. Russo asked for an update on the vehicles the Maintenance staff were going to check out. Mr. Libby responded that we were not interested in bidding on the vehicles they had this time. He added that there are a couple more that will be coming available.

### **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. Motion carried 5-0.

### **Correspondence**

- a. SY 24-25 School Transition Events
- b. Merrimack College Supervising Practitioner Course Voucher

### **Personnel Items**

New Hires: Nora Durgin, districtwide School Psychologist, effective August 26, 2024; Alisa Zuka, districtwide Speech & Language Pathologist, effective August 26, 2024; Paige Garson, districtwide Speech & Language Pathologist, effective August 26, 2024; effective July 1, 2024; Kimberly Bruderman, Center Elementary School, effective August 21, 2024; Laura Rainsford, Grade 2 Teacher at the Center Elementary School, effective August 26, 2024; Jessica Smith, Grade 4 Teacher at the Center Elementary School; Kara Murray, TPS Interim Assistant Director of Student Services & Special Education.

### **Reappointments**

Danielle Greenhalgh, District-wide BCBA

Retirements - Richard Camire, Special Education Teacher at the Wynn Middle School, effective June 30, 2025; Florence Souza, Foreign Language, TMHS, effective June 30, 2027

### **Appendix B 2023-2024 Co-Curricular Activities - None**

**Appendix B 2024-2025 TMHS Athletics - None**

**Acceptance of Grants - None**

**Acceptance of Donations - None**

**Raffles - None**

**COMMITTEE REPORTS**

**Tewksbury SEPAC**

Ms. Biagioni-Smith that the last SEPAC meeting of the school year was held on June 20th. The members reviewed the meeting scheduled for the 2024-25 school year and upcoming summer events. The first meeting will be held on September 19th.

**Wellness Advisory Committee**

Ms. Anderson reported that the next Wellness Advisory Committee meeting is scheduled on October 24, 2024.

**Policy Subcommittee**

Mr. Russo reported that the Policy Committee has not met since the last meeting. He will present the policy updates and proposals.

**POLICY CHANGES, PROPOSALS, AND ADOPTIONS**

**IKB, Homework Policy: Presented on First Reading** - Policy reviewed and recommended to revise.

Mr. Russo moved to approve policy IKB, General Homework Policy, on the second and final reading. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

Ms. Regan reported that the Homework Policy and the District Curriculum Assessment Plan (DCAP) will be kick-off on the first day of Professional Development along with how to implement the homework policy in the classroom.

**OLD BUSINESS**

**Enrollment Update**

Ms. Regan presented the July 18th enrollment update reporting that the numbers include new registrations that are in the pipeline. We do not have students that have withdrawn or moved out of the district yet. Our data will rollover in mid-August and we will populate our data then. Ms. Biagioni-Smith would like to look at the capacity numbers and enrollment.

**2024-2025 School Calendar & Legend**

Ms. Regan represented the 2024-25 School Year Calendar Legend pointing out that the blue highlighted days added to the calendar are six half-day, early release days for students in grades kindergarten through grade 4. She pointed out the new scheduled start and stop times at each school and the van schedule at the Dewing School and the Heath Brook School. She reported that the district aligned the Parent-Teacher Conferences to the report card period. Ms. Anderson requested sending the calendar to families and keeping them updated on the bus schedules. The PK-6 principals should notify families of the drop-off procedures, how to get to the schools, traffic patterns, introducing the SRO's and that will be assisting in the mornings. Ms. Regan will contact AlphaBEST to look into before-school-care for four year olds.

Mr. Russo moved to approve the 2024-25 School Calendar and Calendar Legend as presented. Ms. Anderson seconded the motion. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

#### **2024-2025 Register Periods - Vote**

Ms. Milligan reported that the Register Periods have been adjusted to the 2024-25 calendar. There are three separate Register Periods: Kindergarten Semester schedule; Grades 1-4 Trimester schedule and Grades 5-12, 4-Term schedule. The Register Periods will be posted on the district website, [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us).

Mr. Russo moved to approve the Kindergarten Semester Register Periods, the Grades 1-4 Trimester Register Period and the Grades 5-12, 4-Term Register Periods. Ms. Biagioni-Smith seconded the motion. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

#### **2024-2025 SC Meeting Dates**

Ms. Regan gave an update to the 2024-25 School Committee meeting dates reporting that the dates have been aligned to the 24/25 school year calendar. She reported that she and the Assistant Superintendent and Chair have a conflict with the March date suggesting that the Committee consider a Tuesday night instead of Wednesday, with the date to be determined. It was also requested to adjust the time of the January 8th meeting to start at 5:30 pm.

Mr. Russo moved to approve the 2024-25 School Committee Meeting Schedule as presented with a start time of 5:30 p.m. on January 8, 2025 and for the March 2025 meeting date to be determined. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

#### **FY 24 Final Expenditure Summary & Budget Transfer**

Mr. Libby reported that the School Committee received the final Expenditure Summary and a Budget Transfer request in the agenda packet. He reported that the information included a summary page and level account detail inclusive of the transfer. Mr. Libby reported that the transfer of funds will not change our budget, it is to realign the end of year reporting. He added that the Town Manager was in approval of the transfer. The Committee thanked Mr. Libby for the information and his work this year with the budget.

Mr. Russo moved to approve the Budget Transfer funds from one account to another account as presented. Ms Anderson seconded the motion. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. All Aye. Motion carried 5-0.

#### **Superintendent Evaluation**

Ms. Garabedian presented the 2024 Year End Cycle Summative Evaluation report to evaluation Superintendent Brenda Theriault-Regan. The Committee members reviewed Superintendent Regan's goals presented in August 2023 and her year-end goal evidence. In assessing her Performance Goals: Professional Practice, Student Learning and District Improvement, the Committee identified that Ms. Regan has met the Performance Goals. In the four identified Standards: Effective Administrative Leadership, Instructional Leadership, Management & Operations, Family and Community Engagement and Professional Culture, the Committee is in agreement that Ms. Regan is Proficient. The Committee unanimously found Ms. Regan's overall Summative Report rating to be in the Proficient range and she made satisfactory advancement towards meeting or having met her goals of the 2023-2024 school year.

The School Committee thanked Ms. Regan and offered their appreciation for her accomplishments this year. Ms. Regan thanked the Committee for the targeted feedback relating that the district is focused and will continue to keep in mind the future needs and progress.

### **NEW BUSINESS**

#### **TMHS Student Council Overnight Field Trip Request**

Move up on the agenda.

#### **TMHS PSAT Testing Grades 10 & 11**

Moved up on the agenda.

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

Ms. Garabedian reported that the School Committee members met in a workshop prior to the Regular Business meeting tonight to review our goals. There was anNice dialogue and will fine tune our goals moving forward.

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

August 14th School Committee/Administrator Workshop & Regular Meeting; September 18th

### **2024 FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES**

TSEPAC Business Meeting: September 19th; Wellness Advisory Committee: October 24th

Policy Sub-Committee: TBD

### **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

8:06 p.m., Ms. Garabedian adjourned the July 24, 2024 Regular School Committee meeting with a motion from Mr. Russo, seconded Kayla. 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: July 24, 2024
2	Executive Session Agenda: July 24, 2024
10	June 12, 2024 Minutes
11	Submission Of Payment Of Bills: June 14, 2024 <i>Balloon Payroll</i> , \$912,848.62; June 20, 2024, \$1,539,439.69; July 3, 2024, \$1,500,947.79; July 18, 2024, \$1,188,900.27
13	Consent Agenda: Correspondence; Personnel Items
15	Policy IKB, Homework Policy
16	Old Business: Enrollment: 2024-2025 School Calendar & Legend; 2024-2025 Register

	Periods; 2024-2025 SC Meeting Dates; FY 24 Final Expenditure Summary & Budget Transfer; Superintendent Evaluation
17	New Business: TMHS Student Council Overnight Field Trip