

**TEWKSBURY SCHOOL COMMITTEE**  
**Notice of Regular School Committee Meeting #5**  
**Wednesday, November 15, 2023 at 5:00 PM**

**Revised**

**Meeting Place:**

Tewksbury Memorial High School, Large Group Instruction Room 1 (LGI-1)  
320 Pleasant Street, Tewksbury, MA 01876

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1. **CALL TO ORDER**
2. **EXECUTIVE SESSION - Non-Public Session - 5:00 PM**
  - Approval of October 11, 2023 & October 18, 2023 Executive Session Minutes
  - Collective Bargaining Pertaining to TTA (Teachers)

The School Committee will reconvene in open session after the Executive Session.
3. **ADJOURN EXECUTIVE SESSION AND RECONVENE SCHOOL COMMITTEE MEETING**
4. **RECONVENE REGULAR SCHOOL COMMITTEE MEETING - 6:00 PM**
5. **PLEDGE OF ALLEGIANCE**
6. **ANNOUNCEMENT\***
7. **RECOGNITIONS**
  - Allison Luppi - MIAA Girls Volleyball Coach of the Year
  - Heath Brook Calming Corners for Kindergarten & Grade 1
  - James Sullivan - DECA Contributions to the Meghan McCarthy Charity
8. **STUDENT COUNCIL REPRESENTATIVE REPORT**

Rania Elouahi - TMHS Student Council Representative Report on TMHS News & Events
9. **PRESENTATIONS**

2023 Spring MCAS Update - Lori McDermott, Assistant Superintendent
10. **CITIZENS FORUM\***
11. **APPROVAL OF MINUTES**
  - a. October 11, 2023 Regular Meeting Minutes
  - b. October 18, 2023 Special Meeting Minutes
12. **SUBMISSION AND PAYMENT OF BILLS**

Payroll Period Ending October 12, 2023, \$1,582,380.41  
Payroll Period Ending October 26, 2023, \$1,592,721.47  
Payroll Period Ending November 9, 2023, \$1,724,163.72
13. **SUPERINTENDENT & STAFF REPORT**

**SCHOOL COMMITTEE MEMBERS**

Bridget L. Garabedian, Chair [bgarabedian@tekwbury.k12.ma.us](mailto:bgarabedian@tekwbury.k12.ma.us) ~ Kayla Biagioni-Smith, Vice-Chair [kbiagioni-smith@tekwbury.k12.ma.us](mailto:kbiagioni-smith@tekwbury.k12.ma.us) ~ Kaitlyn M. Anderson, Clerk [kmanderson@tekwbury.k12.ma.us](mailto:kmanderson@tekwbury.k12.ma.us) ~ Nicholas G. Parsons, Member [nparsons@tekwbury.k12.ma.us](mailto:nparsons@tekwbury.k12.ma.us) ~ Richard Russo, Jr., Member [rrusso@tekwbury.k12.ma.us](mailto:rrusso@tekwbury.k12.ma.us)  
Superintendent of Schools - Brenda Theriault-Regan [bregan@tekwbury.k12.ma.us](mailto:bregan@tekwbury.k12.ma.us)

**14. CONSENT AGENDA\***

**15. SCHOOL COMMITTEE MEMBER REPORTS**

Tewksbury SEPAC  
Wellness Advisory Committee  
Policy Sub-Committee

**16. POLICY CHANGES, PROPOSALS, and ADOPTION**

**Informational Reading: Policies reviewed and recommended to revise**

KBDA, Notices to Parents/Guardians; KBE, Relations with Parent Advisory Councils & Booster Organizations; KCD, Public Gifts to the School, KDB, Public's Right to Know; KDD, News Media Relations/News Releases; KE, Public Complaints

**First Reading: Policy reviewed and recommended to revise**

FB, Facilities Planning; HB, Negotiations Legal Status; HF, School Committee Negotiating Agents; KA, School/Community Relations Goals; KBA, School/Parent Relations Goals; LBC, Relations with Home Schools

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

FA, Facilities Development Goals; HA, Negotiations Goals

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

KCB, Community Involvement in Decision Making

**First & Final Reading: Policy reviewed and recommended to rescind**

None

**17. OLD BUSINESS**

- a. Enrollment Update:
  - Official October 1st Enrollment Count
  - November 1, 2023 Enrollment
- b. Discussion to move forward on the transfer of the North Street School

**18. NEW BUSINESS**

- a. Dorrance Family Donation of \$4,000 (up-to) for Calming Corners at the Heath Brook School
- b. November 7, 2023 Teacher Professional Development Day

**19. NEW SCHOOL COMMITTEE MATTERS OF INTEREST**

**20. 2023 FUTURE SCHOOL COMMITTEE MEETING DATES**

Regular Meetings: December 6th; January 10th  
Budget Workshop: January 24th  
Public Hearing on the Budget & Regular Meeting: February 14th

**21. 2023 FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES**

TSEPAC Business Meeting: November 16th; Wellness Advisory Committee: December 6th;  
Policy Sub-Committee: TBD

**22. FUTURE AGENDA ITEMS**

**23. ADJOURNMENT**

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**\*ANNOUNCEMENT:** The November 15, 2023 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.

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## **CONSENT AGENDA\***

### **Correspondence**

- a. Thank you's to Veterans
- b. 8th Grade Letter To Students and Parent(s)/Guardian(s)
- c. 2023-24 Poster & Public Service Announcement(PSA) Projects
- d. Update on Chronic Absenteeism (DESE Commissioner Jeffrey Riley)
- e. 2023-24 Wellness Advisory Committee Representatives Update
- f. October 18, 2023 Teacher Workshop

## **PERSONNEL ITEMS**

**New Hires** - Britton Lane, Principal Support Staff at the Wynn Middle School, effective October 25, 2023; Kristen Couillard, Moderate Special Needs Teacher at the Wynn Middle School, effective November 27, 2023; Danielle Greenhalgh, District-wide BCBA, effective November 27, 2023

**Reappointments** - None

**Retirements** - None

**Transfers** - None

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

Mentor Stipends 2023-2024

**Appendix B TMHS Athletics** - None

**Acceptance of Grants** - None

**Acceptance of Donations** - None

**Raffles** - None

# Executive Session

**Tewksbury School Committee  
Executive Session (Non-Public Session)  
Wednesday, November 15, 2023  
Tewksbury Memorial High School  
Guidance Office Conference Room  
320 Pleasant Street, Tewksbury, Massachusetts**

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**A. CALL TO ORDER**

**B. EXECUTIVE SESSION - Non-Public Session - 5:00 PM**

- Approval of October 11, 2023 & October 18, 2023 Executive Session Minutes;
- Collective Bargaining Pertaining to TTA (Teachers

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 - November 15, 2023**

### **RECOGNITIONS**

#### **Allison Luppi - TMHS Girls Volleyball Coach**

Alli Luppi has been selected as the MIAA Girls Volleyball Coach of the Year.

#### **Heath Brook School Calming Corners**

Stacey Paradis

MacKenzie Hayward

Jennifer Murphy

Renee Langlais

Cathy Ventura

Marti Smallidge

\*Donations, from Emily, Liz and Erin Dorrance, will be dedicated to the implementation of Calming Corners at the Heath Brook School.

#### **James Sullivan, TMHS DECA Advisor**

#### **Cullen Mangan & Kiera Frechette, representing the DECA Fashion Show Coordinators**

DECA's Meghan McCarthy Fashion Show, under the direction of James Sullivan, has raised over \$200,000 and pushed the Meghan McCarthy Charity to over 1 million dollars.

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### **PRESENTATIONS**

#### **2023 Spring MCAS Update - Lori McDermott, Assistant Principal**

# Minutes

# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **10/12/2023**

I move the School Department Payroll for the period ending  
to be approved and certified in the amounts and categories as shown for  
a total amount of **\$1,582,380.41**

**GRANTS**

|             |                                         |
|-------------|-----------------------------------------|
| \$25,698.58 | 2023-2024 Special Ed 240 Grant          |
| \$4,892.67  | 2023-2024 Title I Grant                 |
|             | 2022-2023 Title II Grant                |
|             | 2022-2023 Title III Grant               |
| \$6.25      | 2022-2023 Title IV Grant                |
|             | 2021-2022 Early Childhood Grant         |
| \$6.25      | 2023-2024 ASOST Grant                   |
| \$6.25      | 2022-2023 Innovation Pathways Grant     |
| \$5,464.96  | 2023-2024 21st Century Grant            |
|             | 2022-2023 21st Century Sped Enhancement |
| \$24,152.38 | 2022-2023 ESSER III Grant               |

**REVOLVING ACCOUNTS**

|             |                                                |
|-------------|------------------------------------------------|
|             | 2023-2024 Community Services Preschool Program |
| \$1,350.00  | 2023-2024 Adult Education Program              |
| \$39,940.91 | 2023-2024 Lunch Program                        |
| \$4,898.27  | 2023-2024 Facilities                           |
| \$159.76    | 2023-2024 Recreation                           |
| \$703.00    | 2023-2024 Parking Fees                         |
| \$14,066.82 | 2023-2024 Preschool                            |
| \$2,398.96  | 2023-2024 Alphabest                            |
|             | 2023-2024 TMHS Intramural Clubs                |
| \$420.00    | 2023-2024 Athletic Revolving                   |

**\$124,165.06 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

|                |                                     |
|----------------|-------------------------------------|
| \$1,458,215.35 | 2023-2024 School Department Account |
|----------------|-------------------------------------|

**\$1,458,215.35 SUB TOTAL - LEA FUNDS**

**\$1,582,380.41 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date **10/26/2023**

I move the School Department Payroll for the period ending  
to be approved and certified in the amounts and categories as shown for  
a total amount of **\$1,592,721.47**

**GRANTS**

|             |                                         |
|-------------|-----------------------------------------|
| \$26,356.08 | 2023-2024 Special Ed 240 Grant          |
| \$5,032.67  | 2023-2024 Title I Grant                 |
|             | 2022-2023 Title II Grant                |
| \$1,115.52  | 2022-2023 Title III Grant               |
| \$261.45    | 2022-2023 Title IV Grant                |
|             | 2021-2022 Early Childhood Grant         |
|             | 2023-2024 ASOST Grant                   |
| \$1,187.50  | 2022-2023 Innovation Pathways Grant     |
| \$5,063.55  | 2023-2024 21st Century Grant            |
|             | 2022-2023 21st Century Sped Enhancement |
| \$24,529.68 | 2022-2023 ESSER III Grant               |

**REVOLVING ACCOUNTS**

|             |                                                |
|-------------|------------------------------------------------|
| \$7,533.32  | 2023-2024 Community Services Preschool Program |
| \$1,825.00  | 2023-2024 Adult Education Program              |
| \$37,298.38 | 2023-2024 Lunch Program                        |
| \$4,432.39  | 2023-2024 Facilities                           |
| \$550.86    | 2023-2024 Recreation                           |
| \$703.00    | 2023-2024 Parking Fees                         |
| \$6,351.89  | 2023-2024 Preschool                            |
| \$2,398.96  | 2023-2024 Alphabest                            |
|             | 2023-2024 TMHS Intramural Clubs                |
| \$1,050.00  | 2023-2024 Athletic Revolving                   |

**\$125,690.25 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

**\$1,467,031.22** 2023-2024 School Department Account

**\$1,467,031.22 SUB TOTAL - LEA FUNDS**

**\$1,592,721.47 TOTAL**

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts

Date 11/09/2023

I move the School Department Payroll for the period ending  
to be approved and certified in the amounts and categories as shown for  
a total amount of **\$1,724,163.72**

**GRANTS**

|             |                                         |
|-------------|-----------------------------------------|
| \$27,313.58 | 2023-2024 Special Ed 240 Grant          |
| \$5,382.67  | 2023-2024 Title I Grant                 |
| \$1,448.41  | 2022-2023 Title II Grant                |
| \$871.50    | 2022-2023 Title III Grant               |
|             | 2022-2023 Title IV Grant                |
|             | 2021-2022 Early Childhood Grant         |
|             | 2023-2024 ASOST Grant                   |
|             | 2022-2023 Innovation Pathways Grant     |
| \$6,087.84  | 2023-2024 21st Century Grant            |
|             | 2022-2023 21st Century Sped Enhancement |
| \$29,158.16 | 2022-2023 ESSER III Grant               |

**REVOLVING ACCOUNTS**

|             |                                                |
|-------------|------------------------------------------------|
| \$10,059.89 | 2023-2024 Community Services Preschool Program |
|             | 2023-2024 Adult Education Program              |
| \$40,142.35 | 2023-2024 Lunch Program                        |
| \$1,975.51  | 2023-2024 Facilities                           |
| \$617.28    | 2023-2024 Recreation                           |
| \$703.00    | 2023-2024 Parking Fees                         |
| \$6,351.89  | 2023-2024 Preschool                            |
| \$2,398.96  | 2023-2024 Alphabest                            |
| \$2,520.00  | 2023-2024 TMHS Athletic Intramurals            |
| \$2,300.00  | 2023-2024 Athletic Revolving                   |

**\$137,331.04 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

**\$1,586,832.68 2023-2024 School Department Account**

**\$1,586,832.68 SUB TOTAL - LEA FUNDS**

**\$1,724,163.72 TOTAL**

Superintendent/  
Staff /School  
Committee  
Reports

# Consent Agenda

# Cards and Supplies Drive **Thank You, Veterans**

In honor of Veterans Day, the CES PAC and VFW Post 8164 are collecting **thank you cards** and **toiletry items** for veterans at the Edith Nourse Rogers Memorial Veterans Hospital in Bedford.



**Show your support!**

You may send cards and items to school with your student or drop them off with the secretaries in the front office.

Toiletry items are needed by Oct. 24. Cards will be accepted through Nov. 1.

Specific toiletry items needed: plastic toothbrush holders, plastic soap bar containers, full-size body wash and 2-in-1 shampoo and conditioner (no travel sizes please)

Questions? Email [center elementarypac@gmail.com](mailto:center elementarypac@gmail.com).

[tinyurl.com/tewksburyces](http://tinyurl.com/tewksburyces)

Brenda Theriault-Regan, C.A.G.S.  
Superintendent (978) 640-7800  
[bregan@tewksbury.k12.ma.us](mailto:bregan@tewksbury.k12.ma.us)

## Tewksbury Public Schools

Office of the Superintendent  
139 Pleasant Street  
Tewksbury, MA 01876

Lori L. McDermott, M. Ed.  
Assistant Superintendent (978) 640-7800  
[lmcdermott@tewksbury.k12.ma.us](mailto:lmcdermott@tewksbury.k12.ma.us)

November 2023

Dear Parents, Guardians, and 8<sup>th</sup> Grade Students,

At this time of year students and parents and guardians begin to think about what their high school experience will look like. Given Tewksbury's location in the Merrimack Valley, the surrounding educational options are plentiful and encompass a wide range of programs and curriculum offerings.

**Tewksbury Memorial High School provides an educational experience that prepares students for college and career with course offerings that are both diverse and challenging. We offer:**

- **Nine (9) Dual Enrollment classes** are currently offered through either SNHU or MCC. We continue to seek additional course offerings for our students.
- **Sixteen (16) Advanced Placement classes** that far exceed offerings at many private schools.
- **Twenty-four (24) Honors classes** offered to students in-person at TMHS or through online learning opportunities.
- **Engineering Innovation Pathway** in partnership with UMASS Lowell and the Greater Lowell Workforce Board, this program aims to equip students with the knowledge, skills, and experiences necessary to pursue a successful career in Engineering.
- **Senior Project** provides all seniors an opportunity to explore a career interest or passion through an internship for an intensive five-week period of time culminating in an exhibition.
- **Professional Career Pathway Planning** is a collaborative effort between students and counselors to explore and identify career interest and determine the appropriate coursework.
- **Graduating seniors attend the same universities and military academies as graduates from prestigious private schools.** In fact, 81% of our 2023 graduates attend either a four-year or two-year college or university.
- **Seal of Biliteracy** is a designation that a student receives upon demonstrating proficiency in two or more languages.

**I know you will consider TMHS as the best option for your child's secondary education experience.**

Students in Tewksbury have the option to apply for admission at Shawsheen Valley Technical High School. This option provides students the educational experience of shops with academic classes. Shawsheen Valley Technical High School is a valued educational partner and offers an array of programs to meet the needs of Tewksbury students.

Please note, the School Committee has enacted guidelines that limit the School District's liability for cost associated with enrollment in other technical high schools. The guidelines read as follows:

### Career, Vocational and Technical School Application Process

#### Chapter 74 Non-Resident Tuition

*Students interested in out-of-district placements under Chapter 74 Vocational education for an upcoming school year must submit their application to Tewksbury Public Schools, Superintendent Brenda Theriault-Regan, for the specific school they wish to attend by April 1<sup>st</sup> of the preceding school year. Tewksbury Public Schools reserves the right to reject any application received after that date.*

If you are considering applying to Minuteman Career & Technical High School, Greater Lowell Technical High School, Whittier Regional Vocational Technical High School, or other neighboring technical schools, you need to submit a **Chapter 74 Vocational Technical Education Non-Resident Tuition Application** to my office as part of the application process. This document can be obtained from the Guidance Office at each of the technical high schools. (This does not apply to Shawsheen Valley Technical High School.) The deadline for submitting an application is April 1 of the preceding school year.

Tewksbury Memorial High School has a proud reputation within the community and offers expansive and comprehensive educational and extra-curricular programs that will challenge and excite all students regardless of their strengths and interests. There are great things happening in classrooms, on athletic fields, and everywhere TMHS students gather.

Sincerely,

*Brenda J. Regan*

Brenda Theriault-Regan Superintendent of Schools

### *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.*



**2023-2024 Poster & Public Service Announcement (PSA)**  
The theme for this school year's project is:

**RESPECT. GIVE IT. GET IT.**

**What Does RESPECT Look Like to You?**

- **Respect** Your Classmates, School & Community
- **Respect** Yourself
- **Respect** Others' Opinions
- **Respect** Opponents & Officials in Sports
- **Respect** Individual Differences
- **Respect** Personal Styles
- **Respect** Ideas & Values
- **Respect** Others' Feelings
- **Respect** Laws, Rules, Decisions & Institutions
- **Respect** Others' Choices

Be a reflection of what you would like to receive. If you want respect, give respect. Being respectful means you care enough to think about what you say and do because you want to make a positive impact on others, so what you give out returns to you.

a deadline for **POSTER** submissions is **Friday, January 26, 2024**. The deadline for **PSA** submissions is **Friday, April 26, 2024**. For additional information, please contact Margie Daniels, Executive Director, at [margie@mpyinc.org](mailto:margie@mpyinc.org) or Wendy Leone at [wendy@mpyinc.org](mailto:wendy@mpyinc.org).

# Update on Chronic Absenteeism

Commissioner Jeffrey C. Riley

BESE

October 24, 2023



MASSACHUSETTS  
Department of Elementary  
and Secondary Education

EducationWeek®

## Student Attendance Rates Show Signs of Rebounding



By Evie Blad — October 18, 2023



THE WHITE HOUSE

SEPTEMBER 11, 2022

Chronic Absenteeism and Disrupted Learning Require an All-Hands-on-Deck Approach

desè

MASSACHUSETTS  
Department of Elementary  
and Secondary Education



The New York Times

SUBSCRIBER-ONLY NEWSLETTER

Jessica Grose

OPINION

Lenient Grading Won't Help Struggling Students. Addressing Chronic Absenteeism Will.

Oct. 18, 2023, 8:30 a.m. ET

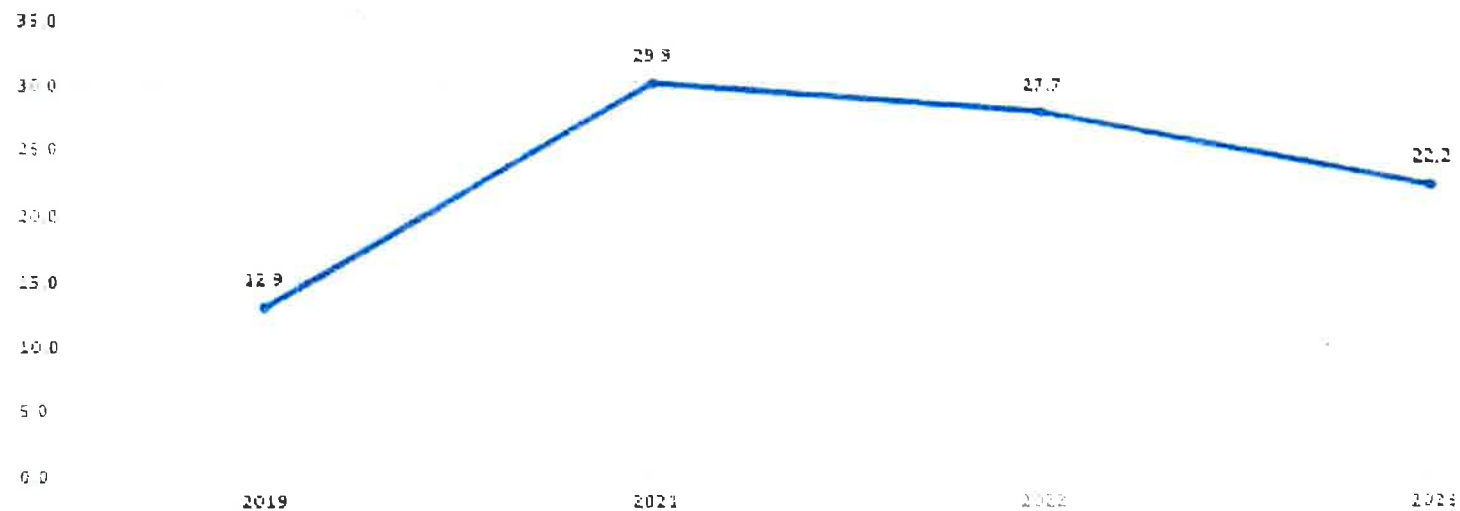
EducationWeek®

## 3 Steps to Drive Down Chronic Absenteeism



By Caitlynn Peetz — October 16, 2023

## Chronic absenteeism rate - 2019 to 2023



# Chronic absenteeism by grade span 2019-2023

**Variance across grade spans, but all well behind pre-pandemic levels**

|             | 2019<br>CA % | 2022<br>CA% | 2023<br>CA% | % Change<br>19-23 |
|-------------|--------------|-------------|-------------|-------------------|
| Elementary  | 10.0         | 25.5        | 20.3        | +103%             |
| Elem/MS     | 12.1         | 30.0        | 24.8        | +105%             |
| Middle      | 11.3         | 25.0        | 20.0        | +77%              |
| MS/HS       | 22.0         | 37.0        | 32.2        | +46%              |
| High School | 23.0         | 35.1        | 29.9        | +30%              |

# MCAS achievement results for chronically absent students

| ELA        | 2023 Average Scaled Score |                    |            | 2023 % Meeting or Exceeding |                    |            |
|------------|---------------------------|--------------------|------------|-----------------------------|--------------------|------------|
|            | Not Chronically Absent    | Chronically Absent | Difference | Not Chronically Absent      | Chronically Absent | Difference |
| Grades 3-8 | 496                       | 483                | -13        | 46                          | 25                 | -21        |
| Grade 10   | 508                       | 490                | -18        | 65                          | 37                 | -28        |

| Math       | 2023 Average Scaled Score |                    |            | 2023 % Meeting or Exceeding |                    |            |
|------------|---------------------------|--------------------|------------|-----------------------------|--------------------|------------|
|            | Not Chronically Absent    | Chronically Absent | Difference | Not Chronically Absent      | Chronically Absent | Difference |
| Grades 3-8 | 497                       | 482                | -15        | 45                          | 20                 | -25        |
| Grade 10   | 504                       | 487                | -17        | 57                          | 23                 | -24        |

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Brenda Theriault-Regan  
Superintendent of Schools

**Date:** October 17, 2023

**Re:** Wellness Advisory Committee Membership Update

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| 2023-2024 Wellness Advisory Committee Members |                |                                                             |
|-----------------------------------------------|----------------|-------------------------------------------------------------|
| Ron                                           | Drouin         | Athletic Director                                           |
| Deb                                           | Mugford        | Director of Food Services                                   |
| Kelly                                         | Constantino    | School Nurse                                                |
| Melissa                                       | Braga          | Board of Health                                             |
| Paige                                         | Impink         | Community Member                                            |
| Kim                                           | Tauro          | Student, Wynn MS                                            |
| Shannon                                       | Gillis         | Director of Public Health                                   |
| Ashley                                        | Pavlakos       | Public Health Nurse                                         |
| Maria                                         | Ruggiero       | Prevention Div Dir & Substance Abuse Prevention Coordinator |
| Anna                                          | Kaiser         | Parent K-4 APPOINTED 10-17-2023                             |
| Crystal                                       | Colson         | Parent PK-4 APPOINTED 10-17-2023                            |
| Victoria                                      | Cordeiro       | Assistant Principal, Wynn MS                                |
| Kayla                                         | Biagioni-Smith | School Committee                                            |
| Rich                                          | Russo          | School Committee                                            |
| Kristi                                        | Sarcione       | TPS Teacher                                                 |
| Julie                                         | Fabiano        | TPS Teacher                                                 |
| TBD                                           | TBD            | TPS Teacher                                                 |

**Professional Development Schedule  
Wednesday, October 18, 2023**

**PK**

| Time                    | Topic                                 | Location               | Participants                                                                    |
|-------------------------|---------------------------------------|------------------------|---------------------------------------------------------------------------------|
| 11:20 p.m. - 11:45 p.m. | Lunch                                 | On Your Own            | Preschool staff - bring laptop<br><br><a href="#">Your Voice Matters Survey</a> |
| 11:45 a.m. - 1:30 p.m.  | Indicator 7 assessment and data entry | HB Room 2<br>Dewing-C2 |                                                                                 |
| 1:30 - 2:45             | Frog Street AIM Assessment            | HB Room 2<br>Dewing-C2 |                                                                                 |

**K-1**

| Time                    | Topic                                                   | Location                                         | Participants                                                                   |
|-------------------------|---------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------|
| 11:55 p.m. - 12:20 p.m. | Lunch                                                   | On Your Own                                      | All K-1 Staff* - bring laptop<br><br><a href="#">Your Voice Matters Survey</a> |
| 12:25 p.m. - 3:15 p.m.  | Standards Based Grading w/Jason (HB) & Felicia (Dewing) | Building Based<br>HB - Library<br>Dewing-Library |                                                                                |

**Grades 2-4**

| Time                    | Topic                          | Location                        | Participants                                                                         |
|-------------------------|--------------------------------|---------------------------------|--------------------------------------------------------------------------------------|
| 11:55 p.m. - 12:20 p.m. | Lunch                          | On Your Own                     | All Grade 2-4 Staff* - bring laptop<br><br><a href="#">Your Voice Matters Survey</a> |
| 12:25 p.m. - 3:15 p.m.  | Standards Based Grading w/Lori | Building Based<br>CES Cafeteria |                                                                                      |

**Grades 5-6**

| Time                    | Topic          | Location                         | Participants                                                                          |
|-------------------------|----------------|----------------------------------|---------------------------------------------------------------------------------------|
| 11:15 a.m. - 11:40 a.m. | Lunch          | On Your Own                      | All Grade 5-6 Staff*<br>Bring laptop<br><br><a href="#">Your Voice Matters Survey</a> |
| 11:45 a.m. - 2:35 p.m.  | DIBELS w/Kelly | Building Based<br>Ryan Cafeteria |                                                                                       |

**Grades 7-8**

| Time                    | Topic          | Location    | Participants                                                                    |
|-------------------------|----------------|-------------|---------------------------------------------------------------------------------|
| 10:55 a.m.-12:00 p.m.   | DIBELS w/Kelly | Library     | All Grade 7-8*<br>Bring laptop<br><br><a href="#">Your Voice Matters Survey</a> |
| 12:00 p.m. - 12:25 p.m. | Lunch          | On Your Own |                                                                                 |
| 12:25 a.m. - 2:10 p.m.  | DIBELS w/Kelly | Library     |                                                                                 |

**Grades 9-12**

| Time                    | Topic | Location    | Participants          |
|-------------------------|-------|-------------|-----------------------|
| 10:40 a.m. - 11:05 a.m. | Lunch | On Your Own | All Grade 9-12 Staff* |

|                                                                                              |                                            |                |                                           |
|----------------------------------------------------------------------------------------------|--------------------------------------------|----------------|-------------------------------------------|
| 11:10 a.m. - 2:00 p.m.                                                                       | Vision of a Learner w/ building leadership | Building Based | <a href="#">Your Voice Matters Survey</a> |
| <b>BCBAs - Behavioral Services Program Description Room 218 @ CES (12:00 - 2:00)</b>         |                                            |                |                                           |
| <b>Case Managers, Psychologists - Q-Interactive, New IEP Room 134 @ CES (12:00 - 2:00)</b>   |                                            |                |                                           |
| <b>HR Precision Aides - Mandated Trainings - building based</b>                              |                                            |                |                                           |
| <b>SACs, Guidance Counselors, Nurses - MDPH @ CES Meeting Room (12:30-2:00)</b>              |                                            |                |                                           |
| <b>OT/PT/SLP - Inclusive Practices, Service Delivery (MGH) Room 118 @ CES (12:00 - 2:00)</b> |                                            |                |                                           |

**\*This includes EL teachers, MSNTs, Unified Arts, ESPs (optional)**

**\*\* REMINDER: Please complete the PD Evaluation Form at the end of the day. \*\***

Brenda Theriault-Regan, C.A.G.S.  
Superintendent (978) 640-7800  
[bregan@tewksbury.k12.ma.us](mailto:bregan@tewksbury.k12.ma.us)

*Tewksbury Public Schools*  
Office of the Superintendent  
139 Pleasant Street  
Tewksbury, MA 01876

Lori L. McDermott, M. Ed.  
Assistant Superintendent (978) 640-7800  
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To: Dave Libby

From: Lori McDermott *LM*  
Assistant Superintendent

Date: October 27, 2023

Re: Mentor Stipends

Below please find the list of mentors who will be receiving a stipend. The following individuals should receive the **higher** stipend (\$1666) as they participated in the training component of the program:

Graca Lealdini-Dudley  
Tammie Heartquist  
Kara Murray  
Michelle Silverio

Edward Finneran  
Jennifer Kelly  
Cindy Ramaska  
Julie Taggart

Michael Gillespie  
Judy Middleton  
Sara Sansoucie  
Christine Welch

The following individuals did not attend the training component of the program and will receive the **lower** stipend (\$1248):

Conner Bourgoin  
Shannon Miranda  
Laura Williams

Alena Breton  
Megan Robinson

Kristen Cahill  
Lisa Tramonte

Please let me know if you have any questions. Thank you!

Cc: T. Gerrish      K. Carleton  
G. Johnson      K. Henry  
K. Paquette      K. Hodgson

*TPS District Strategy*

*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.*

# Policy

## **KBDA - NOTICES TO PARENTS/GUARDIANS**

The Tewksbury School Committee encourages communication between the home and school. **Written and electronic** notices are **one** **some** of the many ways in which home/school communication **is** **are** fostered.

The building principals may provide students with notices and other materials for them to deliver to their parent/guardians about school related programs.

The Tewksbury School Committee intends that each principal authorize only school-related matters and those non-school-related matters (e.g. surveys, questionnaires, requests for information) which the principal, in consultation with the Superintendent, considers to be in the students' best interest.

Materials distributed by students for non-school-related interests will not contain advertising beneficial to any particular group or business. The principals will approve the distribution of all materials after consultation with the superintendent.

When opinions differ on the appropriateness of a particular piece of material to be sent home with students, the decision of the Superintendent is final.

~~For further clarification of the distribution of materials, please see the school handbook.~~

SOURCE: Tewksbury

Reviewed and Adopted January 14, 2015

**Revised:**

**File: KBE - RELATIONS WITH PARENT ADVISORY COUNCILS AND BOOSTER ORGANIZATIONS**

The Tewksbury School Committee, administration, and staff, in order to foster relationships with parent/guardians that encourage the home and school to work together to establish and achieve common educational goals for students, will:

1. Consult with and encourage parent/guardians to share in ~~school~~ the planning, and in setting objectives and evaluating programs.
2. Help parent/guardians understand the educational process and their role in promoting it.
3. Assist parent/guardian in understanding the operations of their child's school.
4. Provide opportunities for parent/guardians to be informed of their child's progress and the criteria used to measure such progress.

To accomplish the above and to enhance communications between parent/guardians and school officials, the Tewksbury School Committee encourages and supports formal parent organizations, including parent advisory council and booster organizations, at each school building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building principal **who will file a copy of the organizational papers with the Superintendent.**
2. If more than one organization with the same purpose makes the request, a vote, open to all parent/guardians of children enrolled, will designate the organization to be recognized.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

Adoption date: January 1996

Reviewed and Adopted January 14, 2015

Revised: November 14, 2018

**Revised:**

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: [ACA](#) - Nondiscrimination on the Basis of Sex

**File: KCD - PUBLIC GIFTS TO THE SCHOOLS**

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School committee before expenditure or use. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts will automatically become the property of the school district. Any gift of cash, regardless of donor intent, will be accepted by vote of the School Committee, kept separate from the general fund, and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC Updated 2022

REVISED & ADOPTED:

LEGAL REF.: M.G.L. 44:53A; 71:37A

CROSS REFS.: DD, Grants, Proposals, and Special Projects  
GBEBD, Online Fundraising and Solicitation - Crowdfunding

**File: KCD - PUBLIC GIFTS TO THE SCHOOLS**

~~The Tewksbury School Committee appreciates the offering of gifts that will enhance the educational opportunities offered to our students.~~

~~The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Tewksbury School Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.~~

~~Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the Tewksbury School Committee, handled as a separate account and expended at the discretion of the Tewksbury School Committee, as provided by law.~~

~~Such gift property shall be put to use in whatever manner the Superintendent determines is in the best interest of the Tewksbury Public Schools and fosters the express intent of~~

~~the Tewksbury School Committee to establish parity in the educational equipment and assets among the individual Tewksbury Public Schools.~~

~~Procedure~~

- ~~1. Any person or entity who proposes to make a gift to the Tewksbury Public Schools must direct a written offer to the Superintendent of Schools.~~
- ~~2. The Superintendent shall present the written offer to the Tewksbury School Committee for its review.~~
- ~~3. The Tewksbury School Committee will vote to accept or reject the gift on behalf of the Tewksbury Public Schools.~~
- ~~4. To qualify for acceptance a gift must enhance a current program of the Tewksbury Public Schools.~~

~~The Tewksbury School Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.~~

LEGAL REFS: M.G.L. [71:37A](#)

**File: KDB - PUBLIC'S RIGHT TO KNOW**

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified legally confidential matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

Each building administrator is authorized to use all means available to keep parents/guardians and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC Updated 2022

Adoption date: January 1996

Reviewed and Adopted January 14, 2015

Revised: June 13, 2018

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

CROSS REFS.: BEDG, Minutes  
GBJ, Personnel Records  
JRA, Student Records

**NOTE: The cross references are to related categories in this manual.**

~~Each building administrator is authorized by the Tewksbury School Committee to use all means available to keep parent/guardians and others in the particular school's community informed about the school's program and activities.~~

~~The Tewksbury School Committee will provide, upon request, minutes of its meetings and records except as such meetings and records pertain to individual personnel and other classified matters.~~

~~The Tewksbury School Committee supports the right of the people to know about the programs and services offered within the Tewksbury Public Schools. All requests for information will be acted on fairly, completely and expeditiously.~~

~~All commonly available public record documents of the Tewksbury Public Schools shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition,~~

~~The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the Office of the Superintendent and/or Business Manager by any citizen desiring to examine them during hours when the office is open.~~

~~No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).~~

~~Adoption date: January 1996~~

~~Reviewed and Adopted January 14, 2015~~

~~Revised: June 13, 2018~~

~~LEGAL REFS.: M.G.L. 4-7; 66-10; 30A-18-25;~~

~~<http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter39/Section23B>~~

~~CROSS REFS.: BEDG, Minutes~~

~~GBJ, Personnel Records~~

~~JRA, Student Records~~

**File: KDD - NEWS MEDIA RELATIONS/NEWS RELEASES**

The Tewksbury School Committee and administration will make every effort to assist the press and other communications media to obtain complete and adequate coverage of the **successes**, challenges, programs, planning, and activities of the school **system district**. Every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school **system district**.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

**Procedure**

In order that school **system district** publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

The Tewksbury School Committee Chair will be the official spokesman for the Committee, **except as this duty is delegated to the Superintendent**.

News releases that are of a **system district**-wide or a sensitive nature or pertain to established School Committee policy are the responsibility of the Superintendent.

News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school or his/her designee. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

**While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school district.**

Adoption date: January 1996

Reviewed and Adopted: January 14, 2015

Revised: June 13, 2018

**Reviewed and Revised:**

**SOURCE: MASC Updated 2022**

**File: KE - PUBLIC COMPLAINTS: INSTRUCTION, LEARNING MATERIALS AND DISCIPLINE**

Although no member of the community will be denied the right to bring their complaints to the Tewksbury School Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Tewksbury School Committee. Exceptions will be made when the complaints concern Tewksbury School Committee actions or Tewksbury School Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints should be referred to the Tewksbury Public Schools' Chain of Communication.

Matters referred to the Superintendent and/or the Tewksbury School Committee must be in writing and should be specific in terms of the action desired.

The Tewksbury School Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

REVISED: February 11, 2015

Revised: June 13, 2018

LEGAL REFS.: MG.L. [76:5](#)

603 CMR [26.00](#)

Reviewed and Revised:

11-15-2023 First Reading: Policy reviewed and recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise policy with edits suggested by Legal Counsel.

LEGAL COUNSEL EDITS IN PURPLE

## TPS: FB - FACILITIES PLANNING

### ~~School Building Committee~~

~~The town meeting will approve a school building committee for specific building projects. These committees act as the administrative authority for the projects, subject to approval of various actions by the School Committee and town.~~

~~The school building committee has the following responsibilities:~~

- ~~1. To study and make recommendations to the town with respect to school building needs.~~
- ~~2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.~~
- ~~3. To review previous studies and initiate needed studies with or without consultative assistance.~~
- ~~4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.~~

### ~~Staff Planning~~

~~Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.~~

The Superintendent of Schools will, on a continuous basis, inform the School Committee as to building requirements. The Superintendent may report the need for either new facilities or renovations of facilities, and the School Committee may authorize studies ~~pursuant to~~ regarding the same. These studies should involve as many constituent community groups as possible. On the basis of the findings, the School Committee may seek authorization for either new school constructions, renovation of existing facilities, or other alternatives.

If the decision is reached to initiate new school construction, or major rehabilitation projects, the ~~Mayor~~ Select Board shall create a School Building Committee to oversee the project to its conclusion. The Select Board shall appoint at least one member of the School Committee, or its designee, to serve on the School Building Committee. The School Building Committee acts as the administrative authority for the project, subject to approval of various actions by the School Committee and/or ~~City~~ Town officials. To best use local resources, the School Building Committee shall, whenever possible, partner with the Massachusetts School Building Authority and comply with applicable legislation, regulations, guidelines and policies.

The School Building Committee has the following responsibilities:

1. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.

11-15-2023 First Reading: Policy reviewed and recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise policy with edits suggested by Legal Counsel.

**LEGAL COUNSEL EDITS IN PURPLE**

2. To review previous studies and initiate needed studies with or without consultative assistance.
3. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.¶¶

In developing and managing any school construction project, the Superintendent should consult with a variety of constituencies within ~~facets of~~ the educational community, as well as ~~and~~ other interested parties and agencies in the community, for suggestions for possible inclusion in the educational specifications.

{Adoption date}

Revised: January 18, 1996

Reviewed and Adopted on September 25, 2013

Revised & Adopted:

LEGAL REFS.: M.G.L. [71:37C](#) and [D](#); [71:68](#); [71:70](#)

Massachusetts Board of Education Regulations Governing the School Building Assistance Act, Chapter 645 of the Acts of 1948 as amended, FY 79 and Board of Education 603 CNM, [38:00](#) and 603 CNM [26:07](#)

11-15-2023 First Reading recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise policy with input from Legal Counsel.

## **File: HB - NEGOTIATIONS LEGAL STATUS**

All negotiations between the School Committee and recognized employee groups are conducted subject to Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 1 of that chapter, as follows:

~~"Employees shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve."~~

**"In the case of school employees, the municipal employer shall be represented by the School Committee or its designated representative or representatives."**

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

Reviewed and Adopted December 11, 2013

Revised: February 14, 2018

**Revised & Adopted:**

LEGAL REF.: M.G.L. 150E:1 et seq.

11-15-2023 First Reading: Recommendation to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy with input from Legal Counsel.

File: HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

~~The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the School Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.~~

~~The School Committee will appoint the negotiator and the fee or salary for his/her services will be established in accordance with the law at the time of appointment.~~

~~The duties of the negotiator will be as follows:~~

~~1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.~~

~~a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the School Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the School Committee.~~

~~b. He/She will direct accumulation of necessary data needed for negotiations, such as comparative information.~~

~~c. He/She will follow guidelines set forth by the School Committee as to acceptable agreements and will report on the progress of negotiations.~~

~~d. He/She will make recommendations to the School Committee as to acceptable agreements.~~

~~2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.~~

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for their services will be established in accordance with the law at the time of appointment.

11-15-2023 First Reading: Recommendation to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy with input from Legal Counsel.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, working conditions of employees, and all other mandated subjects of bargaining, represented by the units.
  - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
  - b. They will direct accumulation of necessary data needed for negotiations, such as comparative information.
  - c. They will follow guidelines set forth by the Committee as to acceptable agreements and will regularly report on the progress of negotiations in a properly posted executive session.
  - d. They will make recommendations to the Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

LEGAL REF.: M.G.L. [71:37E](#)

Reviewed and Adopted December 11, 2013

Revised: February 14, 2018

Revised & Adopted:

SOURCE: MASC - Updated 2022

11-15-2023 First Reading: Recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy.

File: KA - SCHOOL/COMMUNITY RELATIONS GOALS

~~The Tewksbury School Committee believes that the Tewksbury Public Schools is an integral part of the community it serves.~~

~~The Tewksbury Public Schools, in order to maintain productive relationships with the Tewksbury community, is committed to:~~

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in ~~Tewksbury Public School~~ District programs, and create community advocacy for its public schools.
- Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- Provide Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- Support Community service efforts which enable the ~~Tewksbury Public Schools~~ District's staff and students to express their commitment to the community.
- Community support is necessary for the Tewksbury Public Schools to ensure the success of its students.

Adoption date: January 1996

SOURCE: MASC Policy

Reviewed and Adopted January 14, 2015

REVISED:

SOURCE: MASC – Updated 2022

11-15-2023 First Reading: Recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy.

File: KBA - SCHOOL AND PARENT/GUARDIAN RELATIONS GOALS

~~The Tewksbury School Committee believes in fostering relationships with parent/guardians which encourage cooperation between the home and school.~~

~~While parent/guardians are individually responsible for their children, the Tewksbury Public Schools provides direct and indirect services for students during the time when they are within the supervision of school personnel. The Tewksbury Public Schools also provides a full range of services on a fee basis through our extended day program. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parent/guardians regarding~~

- ~~—student progress and achievement;~~
- ~~—methods to enhance student development;~~
- ~~—and matters related to meeting each student's needs.~~

~~The Tewksbury School Committee encourages and expects parental involvement in the schools. Regular communication with the school principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation are open to all parent/guardians.~~

It is the general goal of the District to foster relationships with parents/guardians, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents/guardians are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents/guardians regarding student progress and achievement, methods to enhance student development, and matters of student conduct.

Additionally, involvement of parents/guardians in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Adoption date: January 1996

SOURCE: MASC Policy

Reviewed and Adopted January 14, 2015

REVISED:

11-15-2023 First Reading: Recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy.

SOURCE: MASC – Updated 2022

11-15-2023 First Reading: Recommended to revise policy.

10-11-2023 Informational Reading: Recommendation to revise and adopt MASC policy with input from legal counsel.

**File: LBC - RELATIONS WITH HOME SCHOOLS NONPUBLIC SCHOOLS**

~~It is the policy of the Tewksbury Public Schools to provide each child with equal educational opportunities.~~

~~Several procedures that must be followed prior to the Superintendent approving a home study plan:~~

- ~~1. All of the requirements recommended by the Massachusetts Department of Education must be met.~~
- ~~2. Parent or guardian must provide information indicating his/ her preparedness to teach.~~
- ~~3. Approval of the program must be obtained in advance prior to the removal of the children from school and to the commencement of the home schooling program.~~
- ~~4. Parent or guardian must be provided, by the Superintendent or the School Committee with an opportunity to explain this proposed plan and present witnesses on their behalf.~~
- ~~5. Parent/guardians must demonstrate that the home school proposal fulfills the requirements of M.G.L. 71:1, in that the instruction will equal in thoroughness and efficiency and in the progress made therein of that in the school district.~~
- ~~6. Parent or guardian must provide a curriculum outline indicating the length of the proposed home school year, a list of subjects to be taught and the hours of instruction in each subject.~~
- ~~7. The Superintendent or School Committee must have access to the textbooks, workbooks and other instructional aids to be used by the children and to the lesson plans and teaching manuals to be used by the parent/guardians. The Superintendent or School Committee will not use this access to dictate the manner in which the subjects will be taught.~~
- ~~8. Periodic standardized testing of the children will be required in order to ensure educational progress and attainment of minimum standards. Other means of evaluating the progress of the children may be substituted for the formal testing process.~~
- ~~9. If the student is to continue in the program for more than one school year, the study plan must be approved annually.~~
- ~~10. All requirements of the Department of Public Health regarding immunization have been completed.~~

~~Parent/guardians have the right to a hearing before the school authorities to allow them an opportunity to explain their plan and answer questions about it. They may be represented by counsel and will be provided reasonable notice of the time and place of such a hearing.~~

~~If a plan is approved, there will be a periodic evaluation and monitoring of the child's progress under guidelines and standards set by the School Committee to assess whether adequate educational progress has been made.~~

Adoption date: January 1996

Revised & Adopted:

~~LEGAL REFS.: M.G.L. 71:1; 71:2; 71:3; 71:4; 76:1; 76:2; 76:3; 119  
603 Code Mass. Regulations Section 27.01 (1980)  
S.J.C. Care and Protection of Charles, 399 Mass. 324 (1987)~~

### **File: LBC - RELATIONS WITH NONPUBLIC SCHOOLS**

In accordance with state law, the School Committee will approve a private school when it is satisfied that the school equals that of the municipality's public schools in thoroughness, efficiency, and progress made.

All of the following steps are required for approval of a private school:

1. The school submits a letter of application to the Superintendent of Schools.
2. The school completes all items on the "Checklist for Approval of a Private School" and submits required documentation.
3. The Superintendent or designee reviews the submitted materials.
4. The Superintendent or designee visits the school.
5. The school makes a presentation to the School Committee.
6. The Superintendent makes a recommendation to the School Committee.
7. The School Committee takes formal action on the recommendation.
8. The school is notified of the School Committee's decision.

The School Committee will act reasonably and in good faith to carry out its statutory approval function.

If substantial changes are made in the private school's program, the school must seek renewed approval.

The School Committee recognizes that many worthwhile contributions are made to this community by parochial and other private schools. Therefore, it will cooperate with these schools in matters of mutual benefit when law does not expressly prohibit this cooperation.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 40:4E; 71:48 and 71D; 71B:4; 74:4-7A; 76:1

11-15-2023 Second & Final Reading: Recommend to revise Legal Reference.  
10-11-2023: First Reading: Recommendation to revise Legal Reference.  
9-20-2023 Informational Reading: Recommendation to revise Legal Reference.

**File: FA - FACILITIES DEVELOPMENT GOALS**

The School Committee believes that any educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help to implement the program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

Revised: June 24, 1999

Revised and Adopted: September 25, 2013

Revised: December 6, 2017

**Revised & Adopted:**

~~LEGAL REF.: 603 CMR 2.00~~

**LEGAL REF.: M.G.L. 70B 963 CMR 2.00**

11-15-2023 Second & Final Reading: Recommend to revise Legal Reference.

10-11-2023 First Reading: Recommendation to revise policy.

9-20-2023 Informational Reading: Recommendation to revise policy.

**File: HA - NEGOTIATIONS GOALS**

The school committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the ~~young people~~ **students** of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The school committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the school committee, **or its representatives**, and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the school committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

Reviewed and Adopted December 11, 2013

**Revised & Adopted:**

**LEGAL REF: M.G.L. 150E**

**File: KCB - COMMUNITY INVOLVEMENT IN DECISION MAKING**

The Tewksbury School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, the staff, to any appointed advisory bodies, and to the Committee.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, but will use their best judgment in arriving at decisions in the best interest of our students.

REVISED: February 11, 2015

**REVIEWED & ADOPTED:**

SOURCE: Tewksbury

CROSS REFS.: [BDF](#), Advisory Committees to the School Committee

# Old Business



# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee  
**From:** Brenda Theriault-Regan  
Superintendent of Schools  
**Date:** November 7, 2023  
**Re:** Official October Count & Enrollment Update

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

Please see the following Official October Count enrollment and an enrollment update as of November 1, 2023. 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           |     |     |     | 241 | 261 | 265 |     |     |     |     |     |     |     |     |    | 767    |
| DEWING           | 74  | 141 | 162 |     |     |     |     |     |     |     |     |     |     |     |    | 377    |
| HEATH BROOK      | 57  | 113 | 140 |     |     |     |     |     |     |     |     |     |     |     |    | 310    |
| RYAN             |     |     |     |     |     |     | 249 | 248 |     |     |     |     |     |     |    | 497    |
| WYNN MIDDLE      |     |     |     |     |     |     |     |     | 279 | 241 |     |     |     |     |    | 520    |
| HIGH SCHOOL (HS) |     |     |     |     |     |     |     |     |     |     | 168 | 184 | 172 | 191 | 4  | 719    |
| PreSchool @ HS   | 15  |     |     |     |     |     |     |     |     |     |     |     |     |     |    | 15     |
| TOTALS           | 146 | 254 | 302 | 241 | 261 | 265 | 249 | 248 | 279 | 241 | 168 | 184 | 172 | 191 | 4  | 3205   |
|                  | PK  | K   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | PG |        |

| SCHOOL            | PK  | K   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | PG | TOTALS |
|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|--------|
| CENTER            |     |     |     | 242 | 261 | 267 |     |     |     |     |     |     |     |     |    | 770    |
| DEWING            | 80  | 141 | 162 |     |     |     |     |     |     |     |     |     |     |     |    | 383    |
| HEATH BROOK       | 57  | 113 | 141 |     |     |     |     |     |     |     |     |     |     |     |    | 311    |
| RYAN              |     |     |     |     |     |     | 250 | 250 |     |     |     |     |     |     |    | 500    |
| WYNN MIDDLE       |     |     |     |     |     |     |     |     | 278 | 241 |     |     |     |     |    | 519    |
| HIGH SCHOOL (HS): |     |     |     |     |     |     |     |     |     |     | 168 | 186 | 173 | 191 | 7  | 725    |
| PreSchool @ HS    | 15  |     |     |     |     |     |     |     |     |     |     |     |     |     |    | 15     |
| TOTALS            | 152 | 254 | 303 | 242 | 261 | 267 | 250 | 250 | 278 | 241 | 168 | 186 | 173 | 191 | 7  | 3223   |
|                   | 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          | M. Paganos   | 19  | KF        | T. Molea     | 19  | 2           | E. Daley      | 20  | 4           | L. Callahan  | 22  | 5            | C. Graffeo   | 21  | 6   | A. Johnson   | 21  | 7                | S. Chella    | 23  | 8   | K. Welch     | 20  |
| KF          | C. Ventura   | 19  | KF        | M. Stilian   | 21  | 2           | J. Garvey     | 21  | 4           | T. McHenry   | 23  | 5            | R. Cohen     | 21  | 6   | J. Mrozowski | 21  | 7                | A. Martel    | 24  | 8   | A. Breton    | 19  |
| KF          | K. Hynes     | 19  | KF        | S. Gillette  | 20  | 2           | S. Wrobel     | 20  | 4           | S. Filiberto | 23  | 5            | B. Roberts   | 21  | 6   | C. Melly     | 21  | 7                | E. Noel      | 21  | 8   | T. Floria    | 18  |
| KF          | C. Callahan  | 18  | KF        | A. Reardon   | 21  | 2           | S. Mulloy     | 20  | 4           | B. Clasby    | 22  | 5            | M. Ellis     | 21  | 6   | K. Romano    | 21  | 7                | J. Bilodeau  | 24  | 8   | W. Fabiano   | 23  |
| KF          | K. Buck      | 19  | KF        | A. McCarthy  | 20  | 2           | T. Enos       | 19  | 4           | J. Zaroulls  | 22  | 5            | N. Calvino   | 21  | 6   | K. Anderson  | 21  | 7                | L. Nastari   | 24  | 8   | J. Diprima   | 21  |
| KF          | S. Paradis   | 19  | KF        | H. Grace     | 20  | 2           | J. Taggart    | 20  | 4           | C. Gagne     | 23  | 5            | C. Cremin    | 22  | 6   | J. Lindsey   | 20  | 7                | C. Blodeau   | 23  | 8   | D. Shao      | 23  |
| KF          | *J. Murphy   |     | KF        | A. Cameron   | 20  | 2           | S. Turgeon    | 21  | 4           | K. Conrad    | 22  | 5            | K. Magsarill | 21  | 6   | N. Amato     | 20  | 7                | C. Edwards   | 23  | 8   | M. Gillesple | 20  |
|             |              |     | K         | *A. Taylor   |     | 2           | C. Spinall    | 21  | 4           | M. Barbato   | 22  | 5            | L. Tierney   | 18  | 6   | S. Walsh     | 21  | 7                | D. Graaskamp | 24  | 8   | C. Gagnon    | 19  |
|             |              |     | K/1       | *K. Westaway |     | 2           | J. Middleton  | 20  | 4           | K. Russo     | 22  | 5            | K. Bruff     | 21  | 6   | A. MacMullin | 21  | 7                | K. Johnston  | 23  | 8   | N. Flood     | 19  |
| 1           | A. Whynot    | 20  | 1         | M. Welch     | 21  | 2           | S. Armano     | 21  | 4           | J. Selissen  | 21  | 5            | R. Shirkoff  | 21  | 6   | R. Curley    | 21  | 7                | N. Camuso    | 24  | 8   | C. Fehr      | 19  |
| 1           | K. Rodgers   | 21  | 1         | L. Broderick | 20  | 2           | H. Springer   | 20  | 4           | V. Schaefer  | 22  | 5            | T. McNeil    | 21  | 6   | N. Zwirek    | 21  | 7                | F. Rouff     | 23  | 8   | K. Deveau    | 21  |
| 1           | E. Niles     | 20  | 1         | K. Carleton  | 20  | 2           | S. Miranda    | 19  | 4           | E. Kramer    | 22  | 5            | P. Shirkoff  | 21  | 6   | G. Martel    | 21  | 7                | M. Scully    | 22  | 8   | E. Caron     | 19  |
| 1           | M. Engelken  | 20  | 1         | E. Killeen   | 21  |             |               |     |             |              |     | 5            |              |     | 6   |              |     |                  |              |     |     |              |     |
| 1           | A. Spatola   | 19  | 1         | L. Tramonte  | 20  | 3           | K. Valcourt   | 22  | 2           | *L. Spicer   |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| 1           | J. Price     | 21  | 1         | M. Hirtle    | 21  | 3           | S. Mulno      | 21  | 2           | *S. Walsh    |     | 5/6          | *S. Ferrara  |     |     |              |     | 7/8              | *Camire      |     |     |              |     |
| 1           | B. Decarolis | 20  | 1         | K. Scialdone | 19  | 3           | L. Carlino    | 22  | 3           | *K. Mahoney  |     | 5/6          | *A. Dockham  |     |     |              |     | 7/8              |              |     |     |              |     |
| 1           | *R. Langlais |     | 1         | L. Courmoyer | 20  | 3           | M. Groux      | 23  | 3           | *L. Perelli  |     | 5/6          |              |     |     |              |     |                  |              |     |     |              |     |
|             |              |     | 1         | *M. Robinson |     | 3           | J. Lane       | 22  | 4           | *J. Kelly    |     |              |              |     |     |              |     |                  |              |     |     |              |     |
|             |              |     | K/1       | *A. Palange  |     | 3           | A. Trevor     | 22  | 4           | *E. Randall  |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| PK          | M. Socci     | 22  | K/1       | *E. Finneran |     | 3           | S. Hall       | 22  | 3/4         | *J. Lynch    |     | 250          |              |     | 250 |              |     | 278              |              |     | 241 |              |     |
| PK          | M. Hines     | 21  | PK        | J. Lockwood  | 18  | 3           | L. Desroche   | 23  | DLC         | *M. Irwin    |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| PKDLC       | R. Casey     | 7   | PK        | J. Milligan  | 25  | 3           | L. Hyland     | 22  | DLC         | *R. Price    |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| PKDLC       | L. Costa     | 7   | PK        | P. Young     | 25  | 3           | S. Sadler     | 21  | DLC         | *C. Griffin  |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| EXTPK       | L. Iannacci  |     | PKDLC     | M. Smith     | 6   | 3           | N. DeVincenzi | 20  |             |              |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| EXTPK       | S. Mulvaney  |     | PKDLC     | C. Strickler | 6   | 3           | M. McGrath    | 22  |             |              |     |              |              |     |     |              |     |                  |              |     |     |              |     |
| 311         |              |     | 383       |              |     | 504         |               |     | 266         |              |     |              |              |     |     |              |     |                  |              |     |     |              |     |

\*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:** Brenda Theriault-Regan  
Superintendent of Schools  
**Date:** November 7, 2023  
**Re:** Donation - Emily, Liz and Erin Dorrance

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**This Requires a Roll Call Vote**

At the recommendation of the Superintendent, the School Committee is requested to accept a donation of up to \$4,000.00, from Emily, Liz and Erin Dorrance, to the Tewksbury Public Schools for the implementation of Calming Corners in the Heath Brook School for kindergarten and grade 1. This requires a Roll Call Vote by the Committee.



Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## *MEMORANDUM*

**To:** Tewksbury School Committee  
**From:** Brenda Theriault-Regan  
Superintendent of Schools  
**Date:** November 7, 2023  
**Re:** **TPS Professional Development**

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**This is Information Only - No Vote Required**

The following is the Tewksbury Public Schools' Professional Development schedule held on November 7, 2023.

## Professional Development Schedule Tuesday, November 7, 2023

### PK

| Time                    | Topic          | Location    | Participants                                                |
|-------------------------|----------------|-------------|-------------------------------------------------------------|
| 8:00 a.m. - 10:45 a.m.  | AIM Assessment | Dewing      | All PreK Staff<br><a href="#">Your Voice Matters Survey</a> |
| 10:45 a.m. - 11:45 p.m. | Lunch          | On Your Own |                                                             |
| 11:45 a.m. - 2:45 p.m.  | Frog Street    | Dewing      |                                                             |

### Grades K-4

| Time                    | Topic        | Location    | Participants                                                                                                             |
|-------------------------|--------------|-------------|--------------------------------------------------------------------------------------------------------------------------|
| 8:00 a.m. - 11:00 a.m.  | EL Education | CES         | K-4 Classroom Teachers<br>MSNTs, Reading Specialists, Literacy Coaches, ELL<br><a href="#">Your Voice Matters Survey</a> |
| 11:00 a.m. - 12:00 p.m. | Lunch        | On Your Own |                                                                                                                          |
| 12:00 p.m. - 3:00 p.m.  | EL Education | CES         |                                                                                                                          |

### Grades 5-6 ELA

| Time | Topic | Location | Participants |
|------|-------|----------|--------------|
|------|-------|----------|--------------|

**\*\* REMINDER: Please complete the PD Evaluation Form at the end of the day. \*\***

|                                           |              |             |                                                                                                                                                                                     |
|-------------------------------------------|--------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 a.m. - 11:00 a.m.                    | EL Education | CES         | All Grades 5-6 ELA and Reading Teachers, MSNTs, ELL<br><a href="#">Your Voice Matters Survey</a>                                                                                    |
| 11:00 a.m. - 12:00 p.m.                   | Lunch        | On Your Own |                                                                                                                                                                                     |
| 12:00 p.m. - 3:00 p.m.                    | EL Education | CES         |                                                                                                                                                                                     |
| Grades 5-12 (non ELA)<br>K-4 Unified Arts |              |             |                                                                                                                                                                                     |
| Time                                      | Topic        | Location    | Participants                                                                                                                                                                        |
| 8:00 a.m. - 11:00 a.m.                    | VoL          | TMHS        | All Grades 5-12 Faculty<br>All K-4 Unified Arts, K-4 Related Service Providers, SACs, BCBAs, School Psychologists, Math & Tech Coaches<br><a href="#">Your Voice Matters Survey</a> |
| 11:00 a.m. - 12:00 p.m.                   | Lunch        | On Your Own |                                                                                                                                                                                     |
| 12:00 p.m. - 3:00 p.m.                    | VoL          | TMHS        |                                                                                                                                                                                     |
| Nurses - Department Training              |              |             |                                                                                                                                                                                     |
| ELL - ACCESS Training                     |              |             |                                                                                                                                                                                     |

**\*\* REMINDER: Please complete the PD Evaluation Form at the end of the day. \*\***