

Tewksbury School Committee
Wednesday, June 12, 2024
Regular School Committee Meeting, 5:30 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
Lori McDermott, Assistant Superintendent
David Libby, Business Manager

CALL TO ORDER

Ms. Garabedian called the meeting to order at 5:30 p.m.

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 May 22, 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, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. All Aye. Unanimous Vote. Motion carried 4-0. Mr. Russo arrived at 5:35 p.m.

At 6:20 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Mr. Russo moved, seconded by Ms. Anderson, to adjourn the June 12, 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.

ADJOURN INTO PUBLIC SESSION

At 6:30 p.m., Ms. Garabedian reconvened the Regular June 12, 2024 School Committee meeting. She announced that during the Executive Session, the School Committee approved the May 22, 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 June 12, 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.

RECOGNITIONS

2024 TPS Retirees

Ms. Regan invited the 2024 TPS retirees up to the podium for recognition relating that four of the nine retirees are in attendance this evening. She invited the principals up to say a few words about the retirees. The Superintendent and the School Committee members congratulated the retirees and presented them with a keepsake.

2024 TPS Retirees

Jennifer Arnold, Art Teacher, TMHS
Donna Boudreau-Hill, Social Studies Teacher, TMHS
Janet Gordon, Science Teacher, TMHS
Elaine Sinclair, Case Manager, Wynn Middle School
Susan Hogan, Teacher, Ryan Elementary School
Lori Hyland, Grade 3 Teacher, Center School
Susan Mulno, Grade 3 Teacher, Center School
Maria Cutelis, Executive Secretary, District Office
Laura Sullivan, Food & Nutrition Services Manager

E-Sports Rocket League

Ms. Regan invited the members of the TMHS E-Sports Rocket League team up for recognition. Principal Long introduced the team, Santiago Avendano, Peter Impink and Toffy Beyoune and Advisor Sanford Arbogast. The Rocket League won the State Championship for four years in a row. Mr. Moncada read and presented the team members with a Proclamation of Resolution.

STUDENT REPRESENTATIVE REPORT

Notes from Tewksbury Memorial High School

Rania Elouahi presented the notes and events from TMHS for the end of the year.

Sports Updates:

- Fall Sports sign-up June 14th
- Spring Sports Award Banquet was held on June 4th
- TMHS Girls Basketball and Soccer Boosters will be holding summer clinics for grades 5th-8th graders
- Girls Softball Team made it to the Elite 8
- Special Olympics were held on June 1th
- The MVC Girls Tennis Coach of the Year award was given to Mary McDonald

Club Updates:

- NHS is helping teachers clean out classrooms and relocate to other rooms
- Yearbook Club is accepting new members and are already preparing next years' yearbook
- DECA chose a new Officer Team
- Interactive Club will be participating in a variety of fundraisers this summer.
- The Book Discussion Club will be getting a new advisor, Ms. Canavan

- Class of 2025 is planning for senior week next year
- Flocking Fundraiser is ending shortly with over 80 houses flocked
- July 22-24 there will be a free virtual program for students interested in Public Health
- Senior Week was held last week with graduation on June 7th and the All Night Long Party was held at the Wynn
- Seal of Biliteracy ceremony was held on May 31st

PRESENTATIONS

Tewksbury SEPAC End-Of-Year

Peg Ricardo and Anne Seichter, Co-Chairs of the Tewksbury SEPAC, addressed the School Committee and reported that the SEPAC is an advisor to the School Committee for the education of students with disabilities. They presented the highlights of the programs and events they held during the past school year and what they have scheduled for the 2024-25 school year. They are still looking for parents-at-large to serve on the SEPAC and reported that there are other ways to be involved with the SEPAC inviting people to join their Facebook page. The next virtual business meeting will be held on June 20th. Please email them at tewksburysepac@gmail.com for more information or if you have any questions. Anne and Peg responded to questions and comments from School Committee members.

Ms. Garabedian reported that Dina and Al Mancini have stepped down from their roles on the SEPAC. She invited them to the podium to be recognized for their contributions to the SEPAC. On behalf of the School Committee, Ms. Biagioni-Smith presented Dina and Al with flowers. Ms. Regan commented that we have appreciated the leadership that Dina and Al brought to the district. Dina announced that they are not going anywhere, merely taking a hiatus. She thanked Anne, Peg and Maureen for helping to resurrect the Tewksbury SEPAC.

Summer Reading Program

Ms. McDermott gave a shout-out to the Food & Nutrition Services department thanking them for supporting the summer reading program with a shark fest and giving all students in K-12 a bookmark. Ms. McDermott invited Felicia Cenanovic, Director of Literacy, up to present the Summer Reading Program. Ms. Cenanovic gave a presentation reporting that a letter will be sent to all families with helpful links of how to access and navigate the online Summer Reading Program. K-4 students will be provided with a list of suggested authors and will use a Bingo Board and Book Log to showcase their reading. The Ryan Elementary School and Wynn Middle School have selected a single book for all students to read for a shared reading experience and Tewksbury Memorial High School students will pick a book of their choice from a suggested list. The high school assignments are due on the first day of English class during the first full week of school. Principals and teachers will include the information at the end of the year S'mores. Ms. Cenanovic responded to questions and comments from the School Committee members.

Ms. Biagioni-Smith motioned to move New Business item 17a. Student Handbooks up on the agenda. Mr. Russo seconded the motion. All Aye. Motion carried 5-0.

NEW BUSINESS

2024-2025 Student Handbooks

Ms. McDermott reported that the School Committee members received the change memos and student handbook drafts in the agenda packet. She reported that this does require a vote by the Committee.

PK-4 Elementary Schools

Principal Harding and Principal Bosworth presented the updates to the 2024-2025 PK-4 Student Handbook. They reported that the three elementary schools, the Dewing, Heath Brook and the Center have aligned the PK-4 Student Handbook developing one book for the three schools. Mr. Harding and Ms. Bosworth responded to questions and comments from the School Committee members.

Mr. Russo moved to approve the 2024-2025 PK-4 Student Handbook as presented. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

Ryan and Middle School Student Handbooks

Principal McInnes reported that the Ryan Elementary School's Student Handbook has been aligned with the Wynn School's Student Handbook. Mr. Weir reported the Wynn School's Student Handbook has already been aligned to the TMHS Student Handbook. Ms. McInnes and Mr. Weir presented the changes to the 2024-2025 Ryan and Wynn Student Handbooks. Ms. McInnes and Mr. Weir responded to questions and comments from the School Committee members.

Mr. Russo moved to approve the 2024-2025 Ryan Elementary School Student Handbook and the John Wynn Middle School Student Handbook. Ms. Anderson seconded the motion. All Aye. Motion carried 5-0.

TMHS Student Handbook

Principal Long highlighted the changes to the 2024-2025 Tewksbury Memorial High School's Student Handbook. Mr. Russo opened a discussion on the absences, excused vs unexcused; he is trying to understand the rationale of changing time if you are late 10 minutes vs 20 minutes for class. Ms. Regan suggested for Mr. Long to create an advisory next year for students to give input on how the new attendance process worked. Mr. Long responded to questions and comments from the School Committee members.

Ms. Anderson moved to approve the 2024-2025 TMHS Student Handbook as presented. Mr. Russo seconded the motion. All Aye. Motion carried 5-0.

Mr. Russo moved to grant Superintendent Regan permission to oversee changes in the student handbooks. Ms. Regan will provide the School Committee updates accordingly. Ms. Biagioni-Smith seconded the motion. All Aye. 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. No one requested to speak.

APPROVAL OF MINUTES

Mr. Moncada moved to approve the May 22, 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 Ms. Anderson, to approve the payroll period ending May 23, 2024, to be approved and certified in the amount and categories as shown, \$1,646,878.11. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

Mr. Moncada moved, seconded by Ms. Anderson, to approve the payroll period ending June 6, 2024, to be approved and certified in the amount and categories as shown, \$1,709,395.99. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

SUPERINTENDENT & STAFF REPORTS

Superintendent's Report

Ms. Regan reported she will be attending the Valley Collaborative's Board of Directors meeting on June 6th, this is the final meeting of the 24/25 school year. She will receive the final quarterly budget review in September and will share it with the School Committee at the next meeting. June 7th was the 89th Commencement at TMHS congratulating the Class of 2024. Yesterday, she, Ms. McDermott and Ms. Garabedian attended the Flag Day celebration at the Heath Brook School. Ms. Regan pointed out that on the Consent Agenda the School Committee will vote on the staff reappointments for the 2024-2025 school year and the Appendix B positions. This week the DECA Club was honored at the Dana Farber Research Center for raising over a million dollars in the name Meghan McCarthy. She pointed out the updates to the School Calendar and the summer activity opportunities. The last day of school is June 14th, this is an early release day for students and staff. She added that the District Office will be open during the summer and school secretaries are in the schools as well. Ms. Regan gave a final farewell to Lori McDermott as she accepted the position of Assistant Superintendent at the Billerica Public Schools. The School Committee members gave Lori accolades on the work she has done in Tewksbury and how much they appreciated her.

Assistant Superintendent's Report

Ms. McDermott congratulated the Class of 2024 relating that she attended her son's graduation on the same day. She reported that report cards will be posted in Aspen on the last day of school. We had put out a survey regarding the Standard Based Report Cards (SBRC) to elementary school parents and only received 29 responses from parents. She will resend the survey to parents through the District Newsletter. We will continue to provide educational support on the SBRC for parents and will pair the Parent-Teacher Conferences with the release of report cards. Ms. McDermott presented a Professional Development update reporting that in order to build up leadership capacity we invited staff to volunteer to lead building-based Professional Development opportunities during the summer. She was happy to say we received 30 PD proposals from teachers and coaches; if approved the teacher(s) would submit a syllabus and staff would receive a survey to see the interest of the topics. Ms. McDermott responded to questions and comments from the School Committee members.

Business Manager's Report

Mr. Libby gave a brief update on the projects at the Wynn Middle School and the Heath Brook School. The Wynn HVAC project is up and running and things are on track to complete the project this summer. We opened the bids for the work at the Heath Brook School; we chose a general contractor; the bids did come in higher than budgeted; he announced that there will be some MASS save rebates available to offset the overage. We are looking at six vehicles up for bid next week to potentially use for smaller sport teams or field trips. The two vans we now own are booked every school day. He will keep the School Committee updated. Mr. Libby gave his farewell to Ms. McDermott and stated that her work is not going to end when she leaves. Mr. Libby responded to questions and comments from the School Committee members.

CONSENT AGENDA

Ms. Garabedian asked if any member had questions and/or comments on any item on the Consent Agenda. Seeing none, she asked for a motion to approve the Consent Agenda. Ms. Biagioni-Smith moved, seconded by Mr. Russo, to approve the Consent Agenda as presented. All Aye. Unanimous vote. Motion carried 5-0.

Correspondence

- a. 2024 TMHS Commencement

Personnel Items

New Hires - Westley Robinson, Building Custodian at Tewksbury Memorial High School, effective May 28, 2024

Reappointments

- Education Support Personnel Aides
- 10-mo Secretaries
- Food & Nutrition Services Staff
- Nurses
- Miscellaneous Positions

Retirements - Donna Boudreau-Hill, Social Studies Teacher at Tewksbury Memorial High School effective June 30, 2024; Laura Sullivan, Manager - Food & Nutrition Services, District-wide, effective August 21, 2024;

Linda Alukonis, Education Support Personnel Aide-Kindergarten, Dewing Elementary School, effective September 30, 2024

Transfers - None

Appendix B 2024-2025 Co-Curricular Activities

Tewksbury Memorial High School

Wynn Middle School

Ryan Elementary School

Center Elementary School

Dewing Elementary School

Heath Brook Elementary School

Director of Physical Education/Health Wellness - Ron Drouin

Mentor Leaders: Kathleen Henry, Karen Hodgson

ELE Lead Teacher - Karen Hodgson

Case Manager, Center Elementary School - Kimberly Khan

Appendix B 2024-2025 TMHS Athletics

Tewksbury Memorial High School

Acceptance of Grants - None

Acceptance of Donations - None

Raffles - None

COMMITTEE REPORTS

Tewksbury SEPAC

Ms. Biagioni-Smith commented that the SEPAC Co-Chairs' report covered it all.

Wellness Advisory Committee

Ms. Anderson reported that the Wellness Advisory Committee met on June 5th. She reported that the vape detectors will be installed at the high school. The Committee discussed the Town-wide halloween event adding that they will see how that goes this year and try to integrate wellness next year. The Wellness Committee will meet five times next year, the first meeting will be held on October 16th. They will set goals at the October meeting and look at aligning goals to the Wellness Policy. Having served on the Wellness Committee, Ms. Biagioni-Smith suggested that the Wellness Committee schedule a meeting before school starts.

Policy Subcommittee

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

POLICY CHANGES, PROPOSALS, AND ADOPTIONS

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

Mr. Russo reported that policy IKB, Homework Policy is presented on the first reading. Ms. Garabedian reported that there will be one more reading if people would like to provide input. The School Committee discussed the homework policy and the Summer Reading Program. It was reported that all stakeholders had the opportunity to give input on the draft of the Homework policy. This is the final draft of the homework policy.

ADF, Wellness Policy: Presented on Second & Final Reading - Policy reviewed and recommended to revise.

Mr. Russo reported that ADF, Wellness Policy, is presented on the second and final reading. Seeing no further input, Ms. Garabedian entertained a motion to adopt the policy.

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

OLD BUSINESS

Enrollment

Ms. Regan reported the district has looked at enrollment throughout the year. She presented the June 10th enrollment update. She reported that kindergarten registration has been completed; there could be a shift in kindergarten over the summer. She reported that the district is addressing the bubble in the 1st grade class moving to 2nd grade this year relating that we are adding two classrooms and additional support staff. Despite comments on social media, she reported that TMHS is fully accredited; no programs have been cut that would cause any risk to our accreditation. Students continue to have many opportunities for college and career readiness. If a class is under enrolled, students may have to make other choices. She will provide the School Committee with the mid-summer class counts and staff levels once the Aspen roll-over is completed. Ms. Garabedian was concerned that there was an issue with the Aspen roll-over last year which prevented students from choosing courses. She asked Ms. Regan to keep that on her radar. Ms. Regan reported that four schools have the school supply lists on the websites.

NEW BUSINESS

2024-2025 Student Handbooks - Moved up on the agenda.

TPS Summer School & Enrichment

Ms. McDermott reported the School Committee has a draft of the summer programming. The district is offering a wide variety of summer offerings and support for students as well as many town opportunities for children.

Ms. Biagioni-Smith gave a shout out to Ms. Tharrett, Special Education Director, as she attended a SEPAC meeting and shared information on transportation for the summer programming.

Recommendation to Appoint Interim Director of Student Services & Special Education

At the recommendation of Superintendent Regan, Ms. Biagioni-Smith moved to appoint Candace Tharrett to the position of Interim Director of Student Services and Special Education. Ms. Anderson seconded the motion. All Aye. Motion carried 5-0.

Budget Transfer

Mr. Libby requested that the School Committee approve a budget transfer to align spending in our three major categories of Salary, Operating and Capital Outlay so that we are not in a deficit due to high maintenance costs and higher costs in other areas. Mr. Libby responded to questions and comments from the School Committee members.

Mr. Russo moved to approve the Budget Transfer as outlined by Mr. Libby. 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 School Calendar Update

Ms. Regan reported that during the Collective Bargaining negotiations it was brought forth that the K-4 teachers needed extra preparation time. The district administration and union representatives came to an agreement which is reflected in a Memorandum Of Understanding to revise the 2024-2025 School Calendar and to add six new early dismissal days for students in kindergarten through fourth grade. The new early dismissal days are on the calendar. Ms. Regan responded to questions from the School Committee members.

Mr. Russo moved to approve the revised 2024-2025 School Calendar as presented. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

2024 MASC Appointment Voting Delegate

Ms. Garabedian opened a discussion on the voting delegate at the MASC conference. She reported that the School Committee members have received information of the delegate's responsibilities. She reviewed the process they would go through to approve resolutions at the Annual meeting.

Mr. Russo moved to appoint Ms. Anderson as the TSC Voting Delegate at the MASC Annual Business Meeting in November. Mr. Moncada will be the Alternate Delegate. Ms. Biagioni-Smith seconded the motion. All Aye. Motion carried 5-0.

SCHOOL COMMITTEE MATTERS OF INTEREST

Ms. Biagioni-Smith reported that the School Committee members have been invited to many of the year end events at the schools. She gave a shout-out to all of those that have volunteered to make the events possible and a thank you to the community. Mr. Moncada thanked the schools for the invitations to the end of year events and wished everyone a great summer. Ms. Anderson thanked Mr. Weir and the Wynn staff for the 8th grade “senior” week. Mr. Russo commented on the Collective Bargaining reporting that we have made significant progress. He gave accolades to Ms. McDermott and echoed what Ms. Regan had said that Lori’s work has been stellar and she has left her mark on Tewksbury.

Ms. McDermott responded that Tewksbury paved the way for her and gave her lots of support.

Ms. Garabedian reported that negotiations with the TTA will be held on June 26th. She extended a huge thank you to the many teachers and staff who made the end of the year so special for students.

FUTURE SCHOOL COMMITTEE MEETING DATES

July 24th 5:00PM Workshop/Regular Mtg; August 14th admin/ sept 18th

2024 FUTURE SUB-COMMITTEE & ADVISORY COMMITTEE MEETING DATES

TSEPAC Business Meeting: June 20th; Wellness Advisory Committee: October 16th

Policy Sub-Committee: TBD

FUTURE AGENDA ITEMS

Changes in start and stop time and buses; Mid-summer enrollment update; Summer Institute; Open session Workshop and goal setting and the Superintendent’s Evaluation in July. Ms. Johnson will send the evaluation rubric out to the School Committee members.

ADJOURNMENT

At 9:21 p.m., Ms. Garabedian adjourned the June 12, 2024 Regular School Committee meeting with a motion from Mr. Russo, seconded by Ms. Anderson. Unanimous vote. Motion carried 5-0.

Respectfully Submitted,

Gail Johnson, Recording Secretary

List of documents and exhibits used (GL c.30A, sect 22(a)):

AGENDA ITEM #	DOCUMENT
1	School Committee Meeting Agenda: June 12, 2024
2	Executive Session Agenda: June 12, 2024
8	Presentation: SEPAC End-of-Year; Summer Reading Program
10	May 22, 2024 Minutes
11	Submission Of Payment Of Bills: May 23, 2024; June 6, 2024
13	Consent Agenda: Correspondence; Personnel Items; 2024 Commencement Booklet
15	Policy IKB, ADF

16	Old Business: Enrollment update
17	New Business: 2024-25 Student Handbooks; Summer School/Enrichment; Budget Transfer; 2024-25 School Calendar; 2024 MASC Voting Delegate form