

## **TEWKSBURY SCHOOL COMMITTEE**

139 Pleasant Street, Tewksbury, MA 01876

Notice of Meeting - Public Session

**DATE:** Wednesday, May 21, 2025 at 5:30 PM

**MEETING(s):** Tewksbury School Committee  
Regular School Committee Meeting #13

**LOCATION:** Center Elementary School - Cafeteria  
139 Pleasant Street, Tewksbury, MA 01876

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1. **AGENDA - Regular School Committee Meeting 5:30 PM**  
Call To Order
2. **Pledge Allegiance**
3. **Announcement\***
4. **Recognitions**
  - Ginsburg Family Award
  - Krissy Polimeno Outstanding Educator Awards
  - TPS 2025 Art Show - Best of Show & First Place Winners
5. **Student Council Representative Report**  
Maggie Kinnon - TMHS Student Council Representative Report on TMHS News & Events
6. **Presentations**
  - a. 2024-2025 Special Education Increased Budget Needs
7. **Citizens Forum\***
8. **Approval Of Minutes - Vote**  
April 30, 2025 Regular Business Meeting  
May 8, 2025 Special School Committee Meeting
9. **Submission And Payment Of Bills - Vote**  
Payroll Period Ending, May 8, 2025, \$1,645,241.42
10. **Superintendent & Staff Report**
11. **Correspondence & Informational Topics (Pg 3)**
12. **Consent Agenda (Pg 3)**

### **SCHOOL COMMITTEE MEMBERS**

Bridget Garabedian, Chair [bgarabedian@tewksbury.k12.ma.us](mailto:bgarabedian@tewksbury.k12.ma.us) ~ Kayla Biagioni-Smith, Vice Chair [kbiagioni-smith@tewksbury.k12.ma.us](mailto:kbiagioni-smith@tewksbury.k12.ma.us)  
Jamey Cutelis, Clerk [jcutelis@tewksbury.k12.ma.us](mailto:jcutelis@tewksbury.k12.ma.us) ~ Chris Moncada, Member [cmoncada@tewksbury.k12.ma.us](mailto:cmoncada@tewksbury.k12.ma.us)  
Kaitlyn Anderson, Member [kmanderson@tewksbury.k12.ma.us](mailto:kmanderson@tewksbury.k12.ma.us)  
Superintendent of Schools - Brenda Theriault-Regan [bregan@tewksbury.k12.ma.us](mailto:bregan@tewksbury.k12.ma.us)

**13. School Committee Member Reports**

Tewksbury SEPAC

Wellness Advisory Committee

Tewksbury School Facility Study Committee (TSFSC)

Policy Sub-Committee

**14. Policy Changes, Proposals & Adoption**

**Recommendation to revise policies on Informational reading - FYI**

**GBEB**, Staff Conduct; **IHBF**, Homebound Instruction

**Recommendation to revise policies on First reading - FYI**

None

**Recommendation to revise policies on Second and Final reading - Vote**

**AC-R**, Non-Discrimination Policy Including Harassment and Retaliation; **IKF**, Graduation Requirements;

**JICK**, Harassment of Students

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

**GBEBA**, Appropriate Language; **GBEC**, Drug Free Workplace; **GBED**, tobacco Use on School Grounds

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

**GBEBD**, Appropriate Language

**15. Old Business**

a. User Fee Review - Vote

**16. New Business**

**a. Out-of-State & Overnight Field Trips**

a.1 TMHS DECA Overnight and Out-of-State Field Trip Requests

a.2 TMHS Student Council Overnight Field Trip Request

a.3 TMHS Athletics Overnight & Out-of-State Field Trip Requests

**17. New School Committee Matters of Interest**

**18. Future School Committee Meeting Dates**

o June 10, 2025 (Tuesday); July 9, 2025: Workshop & Regular Meeting; August 13, 2025: SC & Administrator Workshop & Regular Meeting

**19. Future Sub-Committee & Advisory Committee Meeting Dates**

TSEPAC Business Meeting: June 12, 2025

Wellness Advisory Committee: June 6, 2025

Policy Sub-Committee: TBD

Tewksbury School Facility Study Committee: TBD

**20. Future Agenda Items**

**21. Executive Session - Non-Public Session**

o Approval of Executive Session Minutes

o Collective Bargaining Pertaining to the TTA Bargaining Unit

The School Committee will not reconvene in open session after the Executive Session.

**22. Adjournment**

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**\*ANNOUNCEMENT:** The May 21, 2025 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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**11. Correspondence & Informational Topics - FYI**

- TPS District Art Show Winners 2025
- 2025 TPS Summer School & Enrichment
- Wellness Advisory Committee Membership Update
- Bus Evacuation Drill Schedules

**12. Consent Agenda**

Personnel Items

**New Hires:** Kristine Jordan, Science Teacher at the Wynn Middle School, effective August 25, 2025

**Retirements:** Paul Bishop, School Custodian at the Center Elementary School, effective July 31, 2025; Joseph Burke, School Custodian at the Heath Brook School, effective June 30, 2025; Joanne Elwell, Education Support Personnel Aide at the Center Elementary School, effective June 30, 2025; Kim Stone, Reading Teacher at the Ryan Elementary School, effective June 30, 2025; Cheryl Silva, Education Support Personnel Aide, Dewing Elementary School, effective August 24, 2025; Robert Brigida, Mathematics Teacher at the Tewksbury Memorial High School, effective June 30, 2025

Appendix B 2024-2025 Co-Curricular Activities - None

Appendix B 2024-2025 TMHS Athletics - None

Raffles - None

# Recognitions

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# Presentations

## **Tewksbury School Committee - May 21, 2025**

### **RECOGNITIONS**

#### **Ginsburg Family Award**

Wicked Cheesy - The Schofield Family  
Brian & Stephanie Scholfield

Nominated by: Andy Long & Ron Drouin  
Nominated by: Kimberly Nadeau

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#### **Krissy Polimeno Outstanding Educator Award**

Katie Buck - Kindergarten Teacher  
Heath Brook Elementary School

Nominated by: Susie & Shawn Vanseth

#### **Krissy Polimeno Outstanding Educator Award**

Steve Boudreau - Physical Education Teacher  
John Ryan Elementary School

Nominated by: Rich Russo  
Nominated by: Heather Tuxbury

## Tewksbury School Committee Recognitions - May 21, 2025

### 2025 Tewksbury Public Schools District Art Show Best of Show & First Place Winners

BEST OF SHOW WINNERS	
<b>L.F. Dewing School Best of Show</b> Olivia Som, Grade 1	<b>Heath Brook School Best of Show</b> Tamara Wythe, Grade 1
<b>Center School Best of Show</b> Jonah Bailey, Grade 4	<b>Ryan School Best of Show</b> Mia Chiu, Grade 6
<b>Wynn Middle School Best of Show</b> Marianna Tancredi, Grade 7	<b>TMHS Best of Show</b> Madison Shakes, Grade 12 (3 ribbons)

FIRST PLACE WINNERS	
Cassie Berry, Grade 11 (2 ribbons)	Sasha Chevez, Grade 12
Hazel Garabedian, Grade 12	Joanna Green, Grade 11
Evan Festa, Grade 12	Maddox Horgan, Grade 12
Antonella Machado, Grade 9	Kaylin Mantel, Grade 12
Ariana McLean, Grade 11	Colby Mengata, Grade 12
Aria Milner, Grade 10	Ana Costa, Grade 9
Riley Stevenson, Grade 11	Belen Poirier, Grade 12
Dylan Richard, Grade 9	Kelsey Ripley, Grade 12
Madison Shakes, Grade 12	Sienna Schrimpf, Grade 12
Sophia Zambakis, Grade 12	

#### Tewksbury Public Schools Art & Fine Art Teachers

*Jen Barbat, Center Elementary School*

*Kristen Kosiba, Dewing/Heath Brook Schools*

*Nicole LaPierre, Tewksbury Memorial HS*

*Ashley Sullivan, Tewksbury Memorial HS*

*Eric Donaldson, Wynn Middle School*

*Melissa Lane, Ryan Elementary School*

*David Moffat, Tewksbury Memorial HS*

*Emma Sweetapple, Tewksbury Memorial HS*

# **Tewksbury School Committee**

**May 21, 2025 - PRESENTATION**

## **2024-2025 Special Education Increased Budget Needs**

Brenda Theriault-Regan, Superintendent

Nancy Milligan, Assistant Superintendent

David Libby, Business Manager

Candace Tharrett, Director of Special Education & Student Services

# Minutes



# Payroll

TEWKSBURY PUBLIC SCHOOLS  
Tewksbury, Massachusetts  
5/8/2025

I move the School Department Payroll be approved and certified in the amounts and categories as shown for a total amount of **\$1,645,241.42**

**GRANTS**

\$0.00	Early Childhood Grant
\$0.00	IEP Stipend
\$10,502.95	Title I Grant
\$10,369.82	Title II Grant
\$0.00	Title III Grant
\$491.18	Title IV Grant
\$34,572.09	Special Ed 240 Grant
\$0.00	ASOST Grant
\$268.50	Innovation Pathways Grant
\$0.00	21st Century CLC Summer Enhancement Grant
\$1,818.35	SEL Grant
\$0.00	ESSER III Grant
\$0.00	21st Century Sped Enhancement
\$0.00	Yondr Grant
\$0.00	21st Century Grant
\$0.00	Project Lead the Way
\$618.00	Work Based Learning

**REVOLVING ACCOUNTS**

\$2,004.47	Facilities
\$727.61	Parking Fees
\$0.00	Advisor Stipend
\$0.00	TMHS Athletic Intramurals
\$0.00	WYNN Athletic Intramurals
\$0.00	Advisor Stipend- Ryan
\$0.00	AP Proctoring
\$689.70	Recreation
\$46,403.65	Lunch Program
\$0.00	Athletic Revolving
\$0.00	Adult Education Program
\$0.00	Community Education Recreation
\$24,946.20	Preschool
\$0.00	Kindergarten Revolving
\$0.00	School Rec Coverage
\$0.00	Circuit Breaker Account
\$0.00	Community Services Preschool Program
\$2,781.37	Alphabest

**\$136,193.89 SUB TOTAL - NON LEA FUNDS**

**LEA FUNDS**

\$1,509,047.53 2024-2025 School Department Account

**\$1,509,047.53 SUB TOTAL - LEA FUNDS**

**\$1,645,241.42 TOTAL**

# Superintendent/ Staff Reports

Correspondence  
and  
Informational Topics

## **Tewksbury Public Schools District Art Show Winners 2025**

### **TMHS Best of Show: Madison Shakes, 12**

#### **First Place:**

Cassie Berry, 11 (2 ribbons)

Sasha Chevez, 12

Hazel Garabedian, 12

Joanna Green, 11

Evan Festa, 12

Maddox Horgan, 12

Antonella Machado, 9

Kaylin Mantel, 12

Ariana McLean, 11

Colby Mengata, 12

Aria Milner, 10

Ana Luiza Oliveira Costa, 9

Riley Stevenson, 11

Belen Poirier, 12

Dylan Richard, 9

Kelsey Ripley, 12

Madison Shakes, 12

Sienna Schrimpf, 12

Sophia Zambakis, 12

#### **Honorable Mentions:**

Lucia Alvarado, 12

Cam Bomil, 9

Emily Caldwell, 10

Sean Callahan, 11

Sasha Chavez, 12

Lincoln Crane, 12

Emma Delgado, 10

Evan Festa, 12

Leah Fisk, 11

Hazel Garabedian, 12

Joanna Green, 11

Brennan Hancock, 12

Avery Harrington, 12

Maggie Kinnon, 10

Emily Laperriere, 12

Aaden Ledoux, 10

Ariana McLean, 11

Julia Moura, 12

Evan Muir, 9

Devin Ricci, 12

Belen Poirier, 12

Richany Prak, 9

Madison Shakes, 12 (3 ribbons)

Riley Stevenson, 11

Makayla Stovesand, 12

Aidan Sweeny, 12

**Wynn Middle School Best of Show: Marianna Tancredi, 7**

**Honorable Mentions:**

Alexander Coppi, 8  
Addison Hickey, 7  
Bella Kretzenger, 7  
Jason Malone, 7  
Avani Tiwari, 8  
Brayden Whicker, 8

**Ryan School Best of Show: Mia Chiu, 6**

**Honorable Mentions:**

Hailey Gibson, 5  
Leila Madrinan, 6  
Isabella Mayorga Chee, 6  
Allie Meagher, 6  
Roger James Mooney, 6  
Austin Wagstaff, 5

**Center School Best of Show: Jonah Bailey, 4**

**Honorable Mentions:**

Delilah Clifford, 3  
Emma Kim, 4  
Hana Lajqi, 2  
Mackenzie Lamonica, 3  
Nichole Maietta, 4  
Amelia Moorhouse, 2  
Gwen Ostroski, 3  
Isabella Patalano, 2  
Scarlett Quinlan, 4  
Madison Stokes, 3  
Madelyn Toombs, 2  
Cole Updyke, 4

**L.F. Dewing School Best of Show: Olivia Som, 1**

**Honorable Mentions:**

Esaie-Albert Djamboleka, 1  
Isaiah Laventure, Kindergarten  
McKenzie Long, Kindergarten  
Alanna Nevers, 1  
Ridley Penrose, Kindergarten  
Olivia Som, 1

**Heath Brook School Best of Show: Tamara Wythe, 1**

**Honorable Mentions:**

Hellen Chege, Kindergarten  
Ava Mastrangelo, 1  
Cillian McGeoghegan Grade: 1  
Ene Obute, Kindergarten  
Elise Russo, 1  
Isabella Wojtkiewicz, Kindergarten

Summer 2025 (This information will be updated as programs and details become available)

Summer Programs	Current Grade	Facility	Enrollment	Lead Person	# of classrooms	Identified Eligible Students	Cost	Transportation Provided	Sponsored/Non-sponsored School District Activities	Time Frame	Days	Dates	Weeks
TPS Summer School Programs													
Questions about the Special Education Summer School, should be directed to the TPS Special Education Office @ 978-640-7800-press 2 or Please use this Link to access the ESY Brochure													
Special Education Extended Year Svcs.	DLC PK - 4	CES		Sue Drum, ESY Coordinator	8	per IEP	None	Yes	School-Sponsored	8:00 - 11:30	Mon-Thu	7/7/25 - 8/7/25	5 weeks
Special Education Extended Year Svcs.	DLC 5-8	Ryan		Sue Drum, ESY Coordinator	2	per IEP	None	Yes	School-Sponsored	8:00 - 1:00	Mon-Thu	7/7/25 - 8/7/25	5 weeks
Special Education Extended Year Svcs.	Progression	Ryan		Sue Drum, ESY Coordinator	1	per IEP	None	Yes	School-Sponsored	8:00 - 1:00	Mon-Thu	7/7/25 - 8/7/25	5 weeks
Special Education Extended Year Svcs.	LEAP	Ryan		Sue Drum, ESY Coordinator	2	per IEP	None	Yes	School-Sponsored	8:00 - 1:00	Mon-Thu	7/7/25 - 8/7/25	5 weeks
Special Education Extended Year Svcs.	ACA PK - 12	CES/Ryan		Brenda Meuse, ESY	8	per IEP	None	Yes	School-Sponsored	8:00 - 11:30	Tues-Thu	7/8/25 - 7/31/25	4 weeks
Special Education Extended Year Svcs.	BRIDGE (SEL) K - 3	CES		Brenda Meuse, ESY	2	per IEP	None	Yes	School-Sponsored	8:00 - 11:30	Mon-Thu	7/7/25 - 7/31/25	4 weeks
Special Education Extended Year Svcs.	BRIDGE (SEL) Gr. 4 - 8	Ryan		Brenda Meuse, ESY	2	per IEP	None	Yes	School-Sponsored	8:00 - 1:00	Mon-Thu	7/7/25 - 7/31/25	4 weeks
Special Education Extended Year Svcs.	Related Services	CES		Brenda Meuse, ESY	2-3	per IEP	None	Yes	School-Sponsored	8:00 - 1:00	Mon-Thu	7/7/25 - 8/7/25	5 weeks
21st Century Learning (K-1) Dewing Students	K-1	CES		CB	3 classrooms	per invite	None	No	School-Sponsored	TBD	TBD	TBD	TBD
Penguin Pride (K-1) Heath Brook Students	K-1	CES		CB	3 classrooms	per invite	None	No	School-Sponsored	TBD	TBD	TBD	TBD
WYNN & TMHS Academic & Credit Recovery	7-12	TMHS		CB/Shelli Ryan	4 (A201, 204)	per invite	None	No	School-Sponsored	7:30 - 2:30	Mon-Fri	7/7/25 - 8/1/25	3 weeks, plus a "bonus" week for
Title I Summer Reading Intervention Program	K-8	CES		Felicia Rawlinson	4	per invite	None	No	School-Sponsored	9:00-11:00	Mon-Thu	7/21/25 - 7/31/25	2 weeks
School Preparedness Opportunities													
Freshman Orientation	9	TMHS		Andy Long, Deb Glass	Cafeteria	all freshmen	None	No	School-Sponsored	9:00 - 11:30	Monday	August 25	
Childcare													
AlphaBest K-8 (Day Camp & Enrichment)	Rising Gr 1 -1 2-yrs	CES	Up to 120			all K-8	Varies	No	Non-sponsored	Full-Day 7:00-6:00pm	1-5 days/week	7/1 - 8/18	
At-Home and Varied Summer Enrichment													
TPS Summer Reading	K-12	N/A	All	Felicia Rawlinson		All	None	No	School-Sponsored	<a href="https://docs.google.com/presentation">https://docs.google.com/presentation</a>		All Summer	
Tewksbury Public Library	K-12	TPL	n/a	TPL		All	None	No	Non-Sponsored	<a href="https://www.tewksbury.org/">https://www.tewksbury.org/</a>		N/A	
Town of Tewksbury Recreation Resources	PK-12	varies	n/a	Town Rec Dept.		All	Varies	No	Non-Sponsored	<a href="https://tewksbury.ma.gov/870/Recreation">https://tewksbury.ma.gov/870/Recreation</a>		varies	varies
College for Kids & Teens at Middlesex Community College	ages 8-14	n/a	n/a	MCC		Varies	Varies	No	Non-Sponsored	<a href="https://collegeforkidsandteens.org/">College for Kids &amp; Teens at</a>		Summer	
Varied Booster Club Enrichment Opportunities	varies	varies	n/a	See Link		Varies	Varies	No	Non-Sponsored	These are not TPS sponsored			
UMass Lowell Engineering Program	10-11	UML / TMHS	TBD	Mary Jo Kelleher		All	None	Yes - Partial	Grant Funded	Please contact <a href="mailto:mikelleher@tewksbury.org">mikelleher@tewksbury.org</a>			
Khan Academy Summer Camp	3-12	online	n/a	Khan Academy		varies	Varies	No	Non-Sponsored	<a href="https://keeplearning.khanacademy.org/macaroni-kid-2025-summer-camp">https://keeplearning.khanacademy.org/macaroni-kid-2025-summer-camp</a>		varies	
Macaroni Kids Summer Activity Guide (Varied Sites & Activities)	PK-12	varies	n/a	Misc		varies	Varies	No	Non-Sponsored	<a href="https://www.tewksbury.org/macaroni-kid-2025-summer-camp">Macaroni Kid 2025 Summer Camp</a>		N/A	

\* The 2025 TPS Summer School Programming is contingent on staffing; details subject to change.

\*\* TMHS Credit Recovery Summer School = No cost for Tewksbury students

\*\*\* DESE Summer Acceleration Academies (\*\*\*) Pending Grant Funding Approval)

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

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

**Date:** May 21, 2025

**Re:** Wellness Advisory Committee Membership Update

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Please see the following Wellness Advisory Committee membership.  
This is informational only, no vote is required.

2024-2025 Wellness Advisory Committee Members		
Katie	Anderson	School Committee
Kelly	Constantino	School Nurse
Victoria	Cordeiro	Assistant Principal, Wynn MS
Ron	Drouin	Athletic Director
Julie	Fabiano	TPS Teacher
Shannon	Gillis	Director of Public Health
Paige	Impink	Community Member
Anna	Kaiser	Parent K-4
Pam	Lefave	Board of Health
Siobhan	LaFreniere	Health Department
Kate	Lanoue	TPS FNS - Operations Supervisor
Chris	Moncada	School Committee
Deb	Mugford	Director of Food Services
Ashley	Pavlakos	Public Health Nurse
Maria	Ruggiero	Prevention Div Dir & Substance Abuse Prevention Coor
James	Ryser	TPD SRO
Kristi	Sarcione	TPS Teacher
Casie	White	TPS FNS - Dietician



# Tewksbury Public Schools

School Business Manager  
139 Pleasant Street  
Tewksbury, MA 01876



**David A. Libby**  
Finance & Operations Manager  
Phone: 978 640 7800  
[dlibby@tewksbury.k12.ma.us](mailto:dlibby@tewksbury.k12.ma.us)

**TO:** Tewksbury Transit & All Building Principals

May 9, 2025

**From:** David Libby 

**Re:** Bus Evacuation

The Tewksbury School Department will be conducting Front and Rear Door Emergency Bus Evacuation Drills at all schools at AM drop off.

The following schedule should be adhered to, unless weather conditions warrant a change.

<u>School</u>	<u>Front Door</u>	<u>Rear Door</u>
TMHS	Thursday, May 15	Friday, May 16
WMS	Thursday, May 15	Friday, May 16
Ryan/Center*	Wednesday, May 21	Thursday, May 22
Heath Brook & Dewing	Monday, May 19	Tuesday, May 20

\*due to limited space at the Ryan/Center site, evacuations for these schools will be conducted at TMHS in the Bus Loop

Please deploy teachers at all schools assisting evacuations in a supervisory role **ONLY**. These drills should simulate real emergency situations as closely as possible. This means the driver and the children should learn how to conduct evacuations without outside assistance. Bus duty teachers can, and should, provide safety supervision, so that no students who are exiting the bus fall and are injured.

Students should be notified that evacuations are going to take place, and to wear appropriate clothing. This can also help to prevent injuries from occurring.

**Please also have teachers review the Safe Bus Riding Handbook, stressing the importance of being seated on the Bus.**

Please notify my office in writing that these evacuations and classroom training have taken place. Thank you for your cooperation.

cc: Brenda Regan – Superintendent of Schools

# Consent Agenda

# Policy

# POLICY

## Informational

## Reading

**File: GBEB - STAFF CONDUCT**

All Tewksbury Public School staff members have a responsibility to familiarize themselves with and abide by the laws and regulations of the State as these affect their work, the policies of the Tewksbury School Committee, and the procedures designed to implement them. **The required mandatory training and review and the procedures designed to implement them.**

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing procedures and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Due diligence in providing the appropriate school and grade level curriculum required to their students in ensuring their academic success.

Adoption date: January 1996

Revised and Adopted October 23, 2013

Revised: December 6, 2017

LEGAL REFS.: M.G.L. [71:37H](#); [264:11](#); [264:14](#)

[Reviewed & Revised:](#)

**File: IHBF - HOMEBOUND INSTRUCTION**

The schools may furnish homebound instruction to those students who **must remain confined to the home or in a hospital on a day or overnight basis (or any combination of both) for medical reasons and for a period of not less than 14 school days in any school year.** ~~are unable to attend classes for at least two consecutive weeks due to a physical injury, medical situation, or a severe emotional problem.~~ The instruction is designed to provide maintenance in the basic academic courses so that when a student returns to school ~~he/she~~ **they** will not be at a disadvantage because of the illness or the hospitalization.

To qualify for the program the student needs a written statement from a medical doctor requesting the homebound instruction, stating the reasons why, and estimating the time the student will be out of school. This statement needs to be sent to the Director of Student Services **& Special Education.**

Homebound instruction is offered in basic elementary subjects and in secondary subjects which do not require laboratories and special equipment, subject in all cases to the availability of qualified teachers. **Licensed** Teachers shall be assigned to homebound instruction by the Superintendent or designee.

**LEGAL REF: 603 CMR 28.03(3)(C)**

Adopted: March 26, 2014

**Reviewed & Revised:**

SOURCE: MASC

POLICY  
2nd & Final  
Reading

## **File: AC-R - NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION**

The Tewksbury Public Schools will respond promptly to any reports or complaints of discrimination, including harassment and retaliation, or other violations of civil rights, pursuant to our ~~detailed~~ response protocols **and applicable law**. Where it is determined that discrimination or harassment has occurred, the Tewksbury Public Schools will ~~act~~ promptly **act** to eliminate the conduct and will impose developmentally-appropriate disciplinary, restorative, and/or corrective action **in accordance with District policies and applicable law**.

Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment or retaliation, against another member of the school community, will be subject to consequences determined appropriate by the administration. Such consequences may include restorative measures and corrective action, and/or student discipline or staff disciplinary action, up to and including termination of employment.

### **Definitions**

"Discrimination" and "Harassment" are defined as unwelcome conduct, whether verbal or physical, that is based on any individual's actual or perceived race\*, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy or pregnancy-related conditions, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, Discrimination and/or harassment includes, but is not limited to:

- Display or circulation of written materials or pictures that are degrading to a person or group described above.
- Verbal abuse or insults about, directed at, or made in the presence of, an individual or group described above.
- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above
- Any action or speech that is sufficiently severe, pervasive or persistent that it either (i) interferes with or limits the ability of an individual or group described above to participate in or benefit from employment or a program or activity of \_\_PS; or (ii) creates an intimidating, threatening or abusive educational or working environment.

Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, and that has the intent or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile educational or work environment.

"Title IX Sexual Harassment" (effective August 14, 2020) means verbal, physical or other conduct that targets a person based on their sex, and that satisfies one or more of the following:



5-21-2025:2nd & Final Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel  
4-30-2025 First Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel  
4-16-2025 Informational Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel

- A school employee conditioning educational benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's educational program or activity;
- Any instance of "sexual assault", "dating violence", "domestic violence", or "stalking", as those terms are defined by the Clery Act (20 U.S.C. 1092(f)(6)(A)(v)) and the Violence Against Women Act (34 U.S.C. 12291(a)(8), (10) & (30)).

Allegations of Title IX Sexual Harassment shall be reported and investigated pursuant to the Tewksbury Public Schools Protocol for Investigating Sexual Harassment and Retaliation Pursuant to Title IX.

### Resources

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment Coordinator ~~and Grievance Officer~~ for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the **Tewksbury Public Schools**, and can be reached at:

**Karen Baker O'Brien, Director of Student & Family Support**  
139 Pleasant Street, Tewksbury, MA 01876  
Phone: 978-640-7800

The following individual is designated as the District ADA, Title VI, Title IX, and Sexual Harassment and Civil Rights Coordinator for students in the **Tewksbury Public Schools**. In addition, the **Director of Student & Family Support** is the District 504 Coordinator, and can be reached at:

**Karen Baker O'Brien, Director of Student & Family Support**  
139 Pleasant Street, Tewksbury, MA 01876  
Phone: 978-640-7800

Inquiries concerning the **Tewksbury** Public Schools' policies and protocols, compliance with applicable laws, statutes, and regulations, and complaints may also be directed to the Director of ~~Human Resources~~ **Student & Family Support**. Inquiries about laws, statutes, regulations and compliance may also be directed to the Massachusetts Department of Elementary and Secondary Education or the Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Suite 900, Boston, MA 02109; (617) 289-0111; Email: OCR.Boston@ed.gov; Website: www.ed.gov/ocr

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972

5-21-2025:2nd & Final Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel  
4-30-2025 First Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel  
4-16-2025 Informational Reading: Recommendation of the Policy Subcommittee to revise the policy with input from Legal Counsel

Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

Acts of 2022, Chapter 117 -

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF: ACE, Nondiscrimination on the Basis of Disability  
ACAB, Sexual Harassment  
GBA, Equal Employment Opportunity  
IJ, Instructional Materials  
JB, Equal Educational Opportunities  
Title IX Sexual Harassment Grievance Procedure  
Civil Rights Grievance Procedure

SOURCE: MASC August 2022

**TPS ADOPTED:**

**Note: January 2025 - Reverted back to 2022 policy after Federal Court Ruling on Title IX**

5-21-2025: 2nd & Final Reading: Recommendation of the Policy Subcommittee to revise the policy.  
 4-30-2025 First Reading: Recommendation of the Policy Subcommittee to revise the policy.  
 4-16-2025 Informational Reading: Recommendation of the Policy Subcommittee to revise the policy.

## **File: IKF - GRADUATION REQUIREMENTS**

Graduation requirements are established by the Tewksbury School Committee. Any changes are subject to review and approval by the Committee. In order to receive a Tewksbury Memorial High School diploma all students must meet state mandates (Physical Education, US History ~~and competency determination (MCAS)~~) as well as the following requirements:

### ~~Graduation Requirements – Beginning with the Class of 2019~~

All students must earn a **minimum of 120 credits to graduate** from Tewksbury Memorial High School\*. **These credits must include the following minimum requirements:**

<a href="#">English</a>	4 full-year courses* (one each year)	20 credits
<a href="#">Mathematics</a>	4 full-year courses* (one each year)	20 credits
<a href="#">Science</a>	3 full years of a lab science	15 credits
<a href="#">Social Studies</a>	3 full years (1 year must be US History)	15 credits
<a href="#">World Languages</a>	2 full years of the same language	10 credits
<a href="#">Physical Education</a>	4 semester courses (one each year)	10 credits
<a href="#">Health</a>	2 semester courses (9th and 11th)	5 credits
<a href="#">Fine Arts</a>	1 semester course	2.5 credits
<a href="#">Performing Arts</a>	1 semester course	2.5 credits
<a href="#">Career, Technology and Business Education (CTBE)</a>	1 full year course or 2 semester courses	5.0 credits
Additional Electives	<ul style="list-style-type: none"> <li>Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Fine Arts, the Performing Arts and the Career, Technology and Business Education requirements.</li> <li>Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year.</li> <li>At least one of the two CTBE courses must be a computer course.</li> </ul>	15.0 credits

### **\*NOTES**

- ~~All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.~~
- ~~Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Fine Arts, the Performing Arts, and the Career, Technology and Business Education requirements.~~

5-21-2025: 2nd & Final Reading: Recommendation of the Policy Subcommittee to revise the policy.

4-30-2025 First Reading: Recommendation of the Policy Subcommittee to revise the policy.

4-16-2025 Informational Reading: Recommendation of the Policy Subcommittee to revise the policy.

- Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year. ~~Junior and Senior students may waive this requirement if they are currently participating in a full season of a junior varsity or varsity sport at TMHS.~~

- TMHS Graduation Requirements meet or exceed all [MASSCore Requirements](#).

- English and math courses must be full-year 5-credit courses.

- While it is not a graduation requirement, it is recommended that TMHS students in Grades 10-12 take at least one online course while attending TMHS to further their interest in potential career and higher education study goals.

#### **Minimum Promotion Requirements**

Grade 9 to Grade 10 - 30 credits

Grade 10 to Grade 11 - 60 credits

Grade 11 to Grade 12 - 90 credits

Graduation -- 120 Credits

#### **Graduation Requirements -- For the Class of 2018**

All students must earn a minimum of 120 credits to graduate from Tewksbury Memorial High School. These credits must include the following requirements:

#### ***\*NOTE***

- ~~All students must pass certain MCAS tests in order to graduate from any public high school in Massachusetts.~~

- ~~Electives can include a variety of courses. However, please be aware that all students at Tewksbury Memorial High School must take courses to fulfill the Applied Arts, Fine Arts and Computer Technology requirements.~~

- ~~Pursuant to MA Gen Law Chapter 71 Section 3, all students at Tewksbury Memorial High School must take at least one semester of physical education each year. Junior and Senior students may waive this requirement if they are currently participating in a full season of a junior varsity or varsity sport at TMHS.~~

Revised: January 25, 2017

Revised: June 13, 2018

Revised:

5-21-2025 2nd & Final Reading: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

4-30-2025 First Reading - MASC policy recommendations: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

4-16-2025 Informational Reading - MASC policy recommendations: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

## JICK - HARASSMENT OF STUDENTS

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Tewksbury Public Schools. This policy shall apply to alleged harassment involving conduct alleged to have occurred within the school's own program or activity, such as when the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, or when the District exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred., against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student- to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.



5-21-2025 2nd & Final Reading: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

4-30-2025 First Reading - MASC policy recommendations: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

4-16-2025 Informational Reading - MASC policy recommendations: The Policy Subcommittee reviewed the policy and recommends adopting the MCAS policy with input from Legal Counsel.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will respond promptly and reasonably investigate allegations of harassment through designation of the Title IX Coordinator, the Civil Rights Coordinator, or appropriate building based employees, ~~who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. Where it is determined that discrimination or harassment has occurred, the District will act promptly to eliminate the conduct and will impose developmentally appropriate disciplinary, restorative and/or corrective action. The District will respond promptly and reasonably investigate allegations of sexual harassment through designation of the Title IX Coordinator or building based employees to any reports or complaints of discrimination, including harassment and retaliation, or other violations of this Policy~~civil rights, pursuant to the District's ~~our detailed~~ response protocol. Where it is determined that discrimination or harassment has occurred, the District will ~~act~~ promptly act to eliminate the conduct and will impose developmentally--appropriate disciplinary, restorative, and/or corrective action, in accordance with District policies and applicable law.

\*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.

The Superintendent will recommend, in consultation with the principals, opportunities ~~to the designated recipients~~ for appropriate training.

Adopted:

LEGAL REF.: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Acts of 2022, Chapter 117 -

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter117>

CROSS REF.: [AC](#), Non-Discrimination Policy Including Harassment and Retaliation

SOURCE: MASC - September 2022

# POLICY

## 1st & Final Reading

**File: GBEBA - APPROPRIATE LANGUAGE**

It is the Tewksbury School Committee's policy that all staff members are expected to use appropriate language when addressing students, parent/guardians or other staff members. Inappropriate language, such as vulgarity, sexual harassment, derogatory statements, or sarcastic remarks that may demean an individual, is not permitted. It is the intention of the Tewksbury School Committee that the Superintendent monitor this policy and take appropriate action if any staff member violates the policy.

Adopted: July 13, 1988

Reviewed and Adopted October 23, 2013

Revised: March 20, 2019

**Reviewed & Approved:**



**File: GBEC - DRUG-FREE WORKPLACE POLICY**

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

Adopted: October 23, 2013

Revised: December 11, 2013

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: [IHAMB](#), Teaching about Drugs, Alcohol, and Tobacco  
[JICH](#), Drug and Alcohol Use by Students

SOURCE: MASC Policy

**Reviewed & Approved:**

**File: GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS  
PROHIBITED**

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

SOURCE: MASC - Reviewed 2022

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

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

Adopted: February 9, 2011

Reviewed and Adopted October 23, 2013

Revised: April 13, 2016

Revised: December 6, 2017

**Reviewed & Approved:**

**File: ~~GBEBD - APPROPRIATE LANGUAGE~~**

~~It is the Tewksbury School Committee's policy that all staff members are expected to use appropriate language when addressing students, parent/guardians or other staff members. Inappropriate language, such as vulgarity, sexual harassment, derogatory statements, or sarcastic remarks that may demean an individual, is not permitted. It is the intention of the Tewksbury School Committee that the Superintendent monitor this policy and take appropriate action if any staff member violates the policy.~~

~~Adopted: July 13, 1988~~

~~Reviewed and Adopted October 23, 2013~~

~~SOURCE: Tewksbury~~

# Old Business

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

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

**Date:** May 21, 2025

**Re:** TPS Student User Fee Review

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### This Requires a Roll Call Vote

Business Manager Dave Libby presented the "Student User Fee Review" at the April 16, 2025 School Committee meeting. The presentation was also presented at the Special School Committee Meeting Listening Session on May 8, 2025. Mr. Libby is requesting a vote from the Committee on his recommendation to increase the user fees.

The chart below outlines the recommended increases.

TMHS & Wynn				Ryan & Elementary			
<u>YEAR</u>	<u>FEE</u>	<u>Ind Cap</u>	<u>FAM Cap</u>	<u>Year</u>	<u>Fee</u>	<u>Ind Cap</u>	<u>FAM Cap</u>
2025-2026	\$75	\$300	\$450	2025-2026	\$50	\$200	\$300

Please see the following sheet for listing pertinent data.

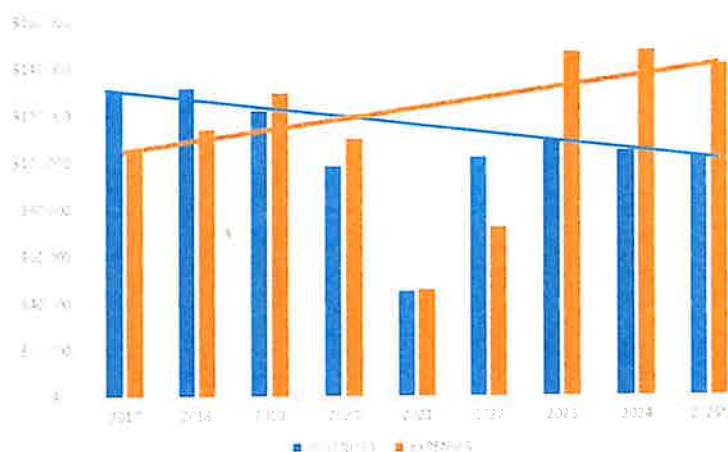
# Tewksbury Public Schools

## Summary of User Fee Data

- User Fees have not been reviewed for approximately 20 years
- Expenses relating to Athletics and Activities continually rising
- Revenues collected continually declining
- No room in School Budget to absorb additional costs
  - Don't wish to cut/eliminate programs, therefore must increase revenue
- Students who qualify for Free/Reduced Lunch receive Fee waiver
  - 13.24% of Athletic Registrations in school year 2024-2025

### Athletic Fees

#### TMHS Athletic Fees



CURRENT ATHLETIC FEES - MVC/DCL DISTRICTS						
District	Per Sport			Cap		Exceptions
	1st	2nd	3rd	FAM	IND	
Dracut	\$150			\$ 900		plus \$450 hockey
Tewksbury	\$150			\$ 600		
Billerica	\$200			\$ 800		
Concord-Carlisle	\$300				\$ 800	
Wayland	\$300			\$1,250		\$1500/\$1200 Ice Hockey
Chelmsford	\$300	\$ 250	\$ 200			
Westford	\$325					\$750 Ice Hockey
Acton-Boxborough	\$350				\$1,200	
Lincoln-Sudbury	\$365				\$ 900	
Newton South	\$400			\$1,200		
North Andover	\$400	\$ 200	\$ 100			
Andover	\$450					

### What do we use Athletic Fees for?

- 82% of Athletic Fee expenses spent on Athletic Transportation

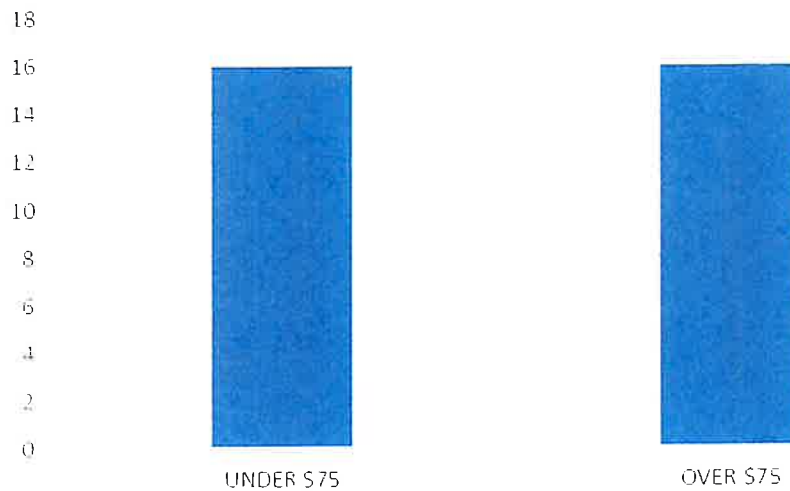
## Club/Activity Fees

Note each year below REVENUES < EXPENSES

SCHOOL	2023			2024			2025		
	REVENUES	EXPENSES	NET	REVENUES	EXPENSES	NET	REVENUES	EXPENSES	NET
TMHS	\$ 14,486	\$ 37,741	\$ (23,255)	\$ 20,260	\$ 28,807	\$ (8,547)	\$ 21,916	\$ 37,831	\$ (15,915)
WYNN	\$ 3,385	\$ 10,049	\$ (6,664)	\$ 3,650	\$ 6,805	\$ (3,155)	\$ 21,057	\$ 7,498	\$ 13,559
RYAN	\$ 7,636	\$ 4,903	\$ 2,733	\$ 25,674	\$ 21,649	\$ 4,025	\$ 28,224	\$ 34,130	\$ (5,906)
ELEM							\$ 7,027	\$ 749	\$ 6,277
TOTALS	\$ 25,507	\$ 52,692	\$ (27,185)	\$ 49,584	\$ 57,261	\$ (7,677)	\$ 78,224	\$ 80,208	\$ (1,985)

## Survey of MA Communities Club/Activity Fee

### CLUB/ACTIVITY FEE COST SURVEY



SOURCE: MA ASSOC OF SCHOOL BUSINESS OFFICIALS SURVEY

### What do we use Club/Activity Fees for?

- 42% of Club/Activity Fee expenses spent on Advisor Stipends
- 33% of Club/Activity Fee expenses spent on Supplies & Materials
- 17% of Club/Activity Fee expenses spent on Insurance & Membership Dues
- 8% of Club/Activity Fee expenses spent on Transportation

### GOING FORWARD:

Re-assess Fee structure during School Year 2025-2026 to evaluate revenue vs expense relationship

# New Business



# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

**From:** Brenda Regan  
Superintendent of Schools

**Date:** May 21, 2025

**Re:** TMHS DECA 2025 -2026 Overnight & Out-of-State Field Trip Requests

---

### **This Requires a Roll Call Vote**

- 1) **In State Single-Day Field Trips:** The TMHS DECA team will be attending the MA DECA District V Conference at UMASS Lowell, January 2026 7th & 8th or January 2026 14th & 15th (*anticipated conference dates*). **This is informational only. No vote is required.**
- 2) **In State Overnight Trip:** Seeking the consideration of the School Committee to approve an overnight field trip request for the TMHS DECA team to attend the Massachusetts DECA State Career Development Conference in Boston, March 12th 2026 through March 14th, 2026. Students and chaperones will return to Tewksbury on March 14th. **This requires a vote of the School Committee.**
- 3) **Out of State & Overnight Trip:** Seeking the consideration of the School Committee to approve an overnight out-of-state field trip request for the TMHS DECA team to attend the Ultimate DECA Power Trip Conference in Arlington, Virginia, November 21st through November 23rd, 2026. **This requires a vote of the School Committee.**
- 4) **Out of State & Overnight Trip:** Seeking the consideration of the School Committee to approve an overnight out-of-state field trip request for the TMHS DECA team to attend the DECA International Career Development Conference in Atlanta, Georgia, April 25th through April 28th, 2026. **This requires a vote of the School Committee.**

**TMHS DECA**  
**320 Pleasant Street**  
**Tewksbury, MA 01876**

May 15, 2025

Mrs. Brenda Theriault-Regan  
TPS School Committee  
139 Pleasant Street  
Tewksbury, MA 01876

As requested by Principal Long, please see the following requests for administrative and School Committee Approval for all of our TMHS DECA Out of School, Overnight, and Out of State & Overnight field trips that are anticipated/scheduled for the 2025-2026 school year. After a tremendously successful 2024-2025 DECA and school year that saw an increased involvement within the chapter, along with strong achievement at the District (110 attendees), State (38 attendees, 6 State Champion Teams), and International Conferences (18 attendees), we are very excited to see what the 2025-2026 school and DECA year brings. At this time, I am providing all of the available information for each of these trips for the coming year. I apologize in advance for not having all the specific information, as it has not been made available yet, but as soon as it is, I will be sure to forward it to you. Thank you all for your continued support of our TMHS DECA program and students. Please see the information that is currently available:

**In State - Single-Day Field Trip**

**\*Massachusetts DECA District V Conference**

UMass Lowell - North Campus

The Pulichino Tong Business Center and Lydon Library,

Anticipated Conference Dates: Wed., Jan. 7 & Thur. Jan. 8, 2026 or Wed., Jan. 14 & Thur. Jan. 15, currently awaiting a response from UMass Lowell on availability.

All TMHS DECA students who have signed up to participate in DECA and attend this conference will be doing so. In the past, it has ranged between 70 and 100 students; last year, we had 110 students attend over the two days of the conference.

\*Students and Chaperones will leave TMHS at 7:35 am and will return back to TMHS by 1:40 pm in time for buses to run their routes, student dismissal, and after-school activities.

\*Students will compete in their chosen areas by preparing for and completing Role Play presentations, while other students will be presenting their Written Paper that will have been previously turned in and graded.

Cost Per Student: Approximately \$50, which is prepaid as part of their DECA Dues at the beginning of the school year.

**In-State Overnight Trip Request**

**\*Massachusetts State Career Development Conference**

**Conference Dates: Thursday, March 12, 2026 - Saturday, March 14, 2026**

Boston Seaport District to include 7 different hotels, and schools TBD. Hotels included:

The Loft, The Hampton Inn, Homewood Suites, The Omni, The Westin Hotel, and The Seaport Hotel, which are connected to The Omni, and the Renaissance Hotel. Last year as a Conference Coordinator, we were placed in the Westin Hotel, which is the anticipation again for next year.

Conference Competition to be held at the Boston Convention and Exhibition Center (BCEC)

The number of students attending will be determined by performance at the DECA District Conference in January, as students must qualify to attend this conference. Last year, we had 40 students qualify, but 36 Students attended this conference, along with 3 advisors/chaperones.

Massachusetts DECA has determined that the required number of advisors and chaperones is 1 per every 12 students attending, which we will need to comply with. Last year we were required to bring 3, which we did.

\*Students and Chaperones will leave TMHS on Thursday, March 12, 2026, time to be determined as the specific Conference details are not yet available, but it is looking like a morning departure for the Conference.

\*Thursday and Friday, March 12th and 13th, will be a School Business day for our students attending as they will be at the Conference. Students are responsible for making up any and all missed work during their absence.

\*Saturday, March 14th, students and chaperones will be attending the conference until midday, when it ends, and then return to TMHS between 1:30pm-2:00pm. Bus pickup will be scheduled for 1:00pm.

\*\*At the end of January, I will provide all parents and administration with all of the necessary information needed to attend this conference, including the TPS Parental Field Trip Permission Form and TPS required Health paperwork, at which time, I will forward it to you as well.

### Out of State & Overnight Trip Request

#### **\*Ultimate DECA Power Trip Conference**

**Location: Arlington, Virginia**

**Conference Dates: November 21-23, 2025\***

Hotel and Conference: Multiple Hotels: Crystal Gateway Marriott, Ritz-Carlton Pentagon City, AC Hotel National Landing, Residence Inn Arlington Capital View, Renaissance Arlington Capital View.

General Sessions, Competitive Events & Exhibits: Crystal Gateway Marriott



## LEARNING LABS

DECA's Learning Labs will engage DECA members and focus on important elements of preparing for college and careers. With this schedule, all DECA members will experience a learning lab related to preparing for college, choosing a career pathway, developing your DECA chapter and becoming a better competitor.



Become a champion in the **Competitive Excellence Experience** and participate in a Marketing Communications Series role-play, which will take place during one learning lab block. Advisors must select "yes" to competitive events for members during online registration to participate.

### **SATURDAY, NOVEMBER 22**

8:30 - 9:15 COLLEGE	Preparing for College	Choosing a College + Major	Financing College	College Success 101	Making the Most of College
9:30 - 10:15 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
10:30 - 11:15 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
11:30 - 12:45	LUNCH ON YOUR OWN				
1:00 - 1:45 CAREER	Marketing	Business Management	Hospitality	Entrepreneurship	Sports + Entertainment Marketing
2:00 - 2:45 CHAPTER	DECA Diamond Fundraising Model	Content is King: Social Media for Your Chapter	I AM DECA: Telling Your DECA Story	Chapter Competition Success System	DECA Leadership Styles
3:00 - 3:45 COMPETE	Rockin' the Role-Play and Exam	From the Judge's Perspective	Making an Awesome Written Event	Tips and Tricks for Presentation Design	Dress for Success and Professionalism

Transportation to these types of International Conferences

\*Typically, we either fly out a day early, or fly home a day later, so the days may push 1 day in either direction, but currently, in speaking to other DECA advisors who are working on booking a block of flights to travel together, the plan is to fly out on Thursday, November 20th and return home on Sunday, November 23th. This is the initial DECA Conference of the 2024-2025 school year and will provide both students and me with the opportunity to learn more about DECA processes and real-world concepts that will help students beyond the classroom and years at TMHS and DECA. The following learning areas will be presented to students while at the conference:

Please see the anticipated schedule for this year’s Ultimate DECA Power Trip below. Upon receiving the final specific information for the 2025 Conference, it will be forwarded to the Superintendent's office, School Committee, and TMHS administration, but it is anticipated to be very similar to this past year’s schedule.



## EDUCATIONAL PROGRAM

DECA has the ultimate power trip waiting for you with dynamic general sessions, a day full of learning and leadership labs, powerful presentations by professionals, and all the favorites of a leadership conference.

Most conference activities will take place at the Crystal Gateway Marriott.

FRIDAY NOVEMBER 21		SATURDAY NOVEMBER 22	
8:00 AM - 6:00 PM	Explore Washington, D.C. on Your Own	8:00 AM - 4:00 PM	College, Career and Company Exhibits
3:00 PM - 6:00 PM	Registration	8:30 AM - 4:00 PM	Competitive Excellence Experience
3:00 PM - 6:00 PM	Association Meetings (Optional)	8:30 AM - 11:30 AM	Learning Labs
7:00 PM - 8:15 PM	Opening Session	8:30 AM - 4:00 PM	Educator Professional Learning Series
8:30 PM - 9:15 PM	Connect Leadership Labs by Association Officer Teams	11:30 AM	Chartered Association Officer and Advisor Luncheon, by invitation
9:30 PM - 10:15 PM	Connect Leadership Labs by Association Officer Teams	11:30 AM - 12:45 PM	Lunch on Your Own
11:30 PM	Curfew	1:00 PM - 4:00 PM	Learning Labs
		7:00 PM - 11:00 PM	DECA After Dark   D.C. Night Tour
		11:30 PM	Curfew
SUNDAY NOVEMBER 23			
		8:30 AM - 10:00 AM	Closing Session
		10:30 AM	Explore Washington, D.C. on Your Own and Departures

Visit [decadirect.org](http://decadirect.org) for previews and highlights

[DECA.ORG/POWER](http://DECA.ORG/POWER) [#DECAPOWERTRIP](https://twitter.com/DECAPOWERTRIP) **4**

The anticipated cost for students to attend this Conference will be whatever the flight cost turns out to be, registration cost, and the total room cost for TMHS students and advisors/chaperones to attend. Without any of these costs, the cost for each student has yet to be determined. Current published DECA fees:

REGISTRATION	ACCOMMODATIONS		
<b>\$140* per attendee</b> The conference registration fee applies to DECA members, advisors and chaperones and includes the following: <ul style="list-style-type: none"><li>• Powerful general sessions</li><li>• Conference workshops</li><li>• Conference materials</li><li>• Conference t-shirt</li><li>• Conference insurance</li><li>• DECA After Dark activity</li></ul> <b>Deadline: October 15, 2025</b> <small>*There is a \$10 non-refundable cancellation fee</small>	<b>Crystal Gateway Marriott</b> 1700 Richmond Highway Arlington, VA 22202 <i>\$216 King \$227 Double/Double includes tax (currently 14.25%)</i> <b>Ritz-Carlton Pentagon City</b> 1250 South Hayes Street Arlington, VA 22202 <i>\$250 King \$250 Double/Double includes tax (currently 14.25%)</i>	<b>AC Hotel National Landing</b> 1999 Richmond Highway Arlington, VA 22202 <i>\$227 King \$227 Double/Double includes tax (currently 14.25%)</i> <b>Residence Inn Arlington Capital View</b> 2850 South Potomac Ave Arlington, VA 22202 <i>\$182 Studio King Suite + Pullout Sofa \$193 Studio with Two King Beds includes tax (currently 14.25%) Breakfast included</i>	<b>Renaissance Arlington Capital View</b> 2800 South Potomac Ave Arlington, VA 22202 <i>\$159 King \$159 Double/Double includes tax (currently 14.25%)</i> <b>Deadline: October 15, 2025</b>
			<small>Hotels will be filled on a first-come, first-served basis. When planning your budget and requesting approval, we encourage you to use the highest room rate in the event certain hotels become unavailable.</small> <small>Rooms are subject to availability within our block. Once the room block is full, when may occur before the deadline, room rates may increase and/or housing may no longer be available. Please confirm your rooming reservation before booking travel.</small> <small>Make your hotel reservations in the online registration system with DECA Inc. Do not contact the hotel to make reservations.</small>

***\*DECA International Career Development Conference***

***Atlanta, Georgia***

***Conference Dates: April 25, 2026 - April 28, 2026\****

Transportation to the Conference \*Typically, we either fly out a day early, or fly home a day later, so the days may push 1 day in either direction, but as has been past practice, I will be speaking to other DECA advisors from Danvers and Hamilton Wenham High Schools who are trying to book a block of flights before we know who is attending as to keep the flight cost as low as possible for students that qualify to attend this conference. They will be trying to book flights for Friday, April 24, 2026 (departure) and to return on Wednesday, April 29, 2026, but as soon as that has been determined, I will forward that information along.

The Number of students and advisors/chaperones attending are to be determined based upon how many students qualify at the State Conference. As soon as we have that number, again, I will forward this along to you.

Location: All Conference activities take place at the Georgia World Congress Center, 285 Andrew Young International Blvd NW, Atlanta, GA 30313, which is where it has taken place the last 3 or 4 times we have been there for this conference, as recently as 2022.

Housing: All of the Massachusetts DECA delegation is required to stay at the same hotel, which will be determined in the Fall. All specific information and housing details will be forwarded as soon as they are received.

\*All parents and students will be provided an information packet as was the case with the State Conference packet. When the final student and advisor/chaperone numbers and travel dates are known, this packet will be created and sent to all parents and will be forwarded to the Superintendent's Office, School Committee, and TMHS administration.

I hope that this information is adequate to be able to have all of these field trips approved at your earliest School Committee meeting as all of these conferences/field trips provide our TMHS students with opportunities to put their textbook and classroom knowledge to use in a real word, applicable format while allowing them opportunities to compete amongst the very best both statewide and internationally. If you have any further or additional questions, please do not hesitate to reach out to me.

Respectfully Submitted,

***James T. Sullivan, Jr.***

Mr. James Sullivan, Jr.  
TMHS Business Teacher  
TMHS DECA Advisor

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

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

**Date:** May 21, 2025

**Re:** TMHS MA Association of Student Councils (MASC) 2026 Spring Conference

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### **This Requires a Vote**

Seeking the consideration of the School Committee to approve the TMHS Student Council request to attend the overnight Annual MA Association of Student Councils Conference. **This requires a vote by the School Committee.**

1. March 4, 2026 through March 6, 2026: MASC 2026 Spring Annual MASC Conference, Hyannis, MA





May 14, 2025

Brenda Regan  
Superintendent of Schools  
Tewksbury Public Schools  
139 Pleasant Street  
Tewksbury, MA 01876

Dear Ms. Regan:

I am writing to request permission to attend our annual Massachusetts Association of Student Councils (MASC) trip to Hyannis, Massachusetts in the spring of 2026. This event will take place at the Emerald Resort in Hyannis, where we will be staying. I will be attending the conference as a chaperone. The trip will take place from March 4<sup>th</sup> –6<sup>th</sup>. We will be leaving the high school via a shared coach bus on Wednesday, March 4<sup>th</sup> at approximately 9:00 am and will be returning on Friday, March 6<sup>th</sup> at approximately 1:00 pm.

The following people will serve as secondary trip advisors and since they are all teachers, they have been CORI checked by their respective school systems. These educators are also the adults that are on the shared coach bus with us.

Connor Meehan – North Andover High School  
Katie O’Neil – Dracut High School  
Tom Thornton – Lowell High School

It has been a long-standing tradition that these teachers and districts have joined us in this cooperative venture. Sharing resources allows all four high schools additional student supervision, adult access, greater familiarity with chaperones and more affordable and appropriate transportation for extended travel. The students will be closely monitored, having specific check-in times each day and evening. I will also have the students’ specific information on the workshops they will be attending and let them know where I will be at all times in case they need me. The conference will consist of motivational speakers, small and large group workshops, MASC executive board elections, an awards ceremony, the annual state banquet, as well as mandatory advisor meetings.

We look forward to attending and bringing back fresh, new ideas that will benefit our council here at Tewksbury Memorial High School.

Thank you for your continued support of the Student Council program at Tewksbury Memorial High School. If there are any further questions, please feel free to call me at

Thank you for your time and cooperation in this matter,

Debra Glass  
TMHS Student Council Advisor

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, MA 01876

## MEMORANDUM

**To:** Tewksbury School Committee

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

**Date:** May 21, 2025

**Re:** 2025-2026 TMHS Athletics Out-of-State Travel Request

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### **This Requires a Vote**

For the consideration of the School Committee. Please see the following 2025-2026 school year TMHS athletics out-of-state travel request. This requires a vote of the School Committee.



# INTER-OFFICE MEMORANDUM

## ATHLETIC DEPARTMENT

TO                      BRENDA THERIAULT-REGAN  
SUPERINTENDENT OF SCHOOLS

FROM:                RON DROUIN

DATE                 MAY 15, 2025

SUBJECT:            OUT OF STATE TRAVEL REQUEST  
2025-2026 SCHOOL YEAR

SPORT	LOCATION/PURPOSE	DATES
Golf	N.H. Golf Courses/League	Sept./Oct. 2025
Wrestling	N. E. Tournament – TBA	March, 2026
B/G Indoor Track	Staten Island, NY	December 2025
B/G Indoor Track	Hanover, NH. Dartmouth Relays	January 2026
B/G Indoor Track	N.E. Tournament – TBA	March, 2026
B/G Spring Track	N. E. Tournament – TBA	June, 2026
Ice Hockey	Portland, ME Invitational Tournament	December, 2025
B/G Cross County	NE Tournament – TBA	November, 2025

RD:njo  
R:\DROUIN\IOM\out of state travel request 5.15.2025

# Executive Session

**TEWKSBURY SCHOOL COMMITTEE**  
**Executive Session (Non-Public Session)**  
**Wednesday, May 21, 2025**  
Center Elementary School  
Music/Meeting Room, 1st Floor  
139 Pleasant Street, Tewksbury, Massachusetts

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**Agenda**

**A. CALL TO ORDER**

**B. EXECUTIVE SESSION - Non-Public Session**

- **Approval of Executive Session Meeting Minutes:**
  - April 30, 2025
- **Collective Bargaining pertaining to TTA (Teachers) CB Units**

The School Committee will not reconvene in Open Session following the Executive Session.

**C. ADJOURNMENT**