

**Tewksbury School Committee**  
Wednesday, May 1, 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 5:31 p.m.

**EXECUTIVE SESSION**

At 5:32 p.m., Ms. Garabedian entertained a motion to convene an Executive Session, Mr. Russo moved, seconded by Ms. Biagioni-Smith, to enter into the Executive Session to discuss the January 31, 2024 and the April 10, 2024 Executive Session minutes; and to discuss Collective Bargaining Pertaining to TTA (Teachers); ESP (Aides); Custodians; Secretaries; TAG (Tewksbury Administrator Group); and Nurses, Bargaining Units The Committee will reconvene in open session following the Executive Session at 6:30 p.m.

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

At 6:19 p.m., Ms. Garabedian entertained a motion to adjourn the Executive Session. Mr. Russo moved, seconded by Ms. Biagioni-Smith, to adjourn the May 1, 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 6:31 p.m., Ms. Garabedian reconvened the Regular May 1, 2024 School Committee meeting.

Ms. Garabedian announced that during the Executive Session, the School Committee approved the January 31, 2024 and April 10, 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 May 1, 2024 Regular School Committee meeting will be televised and recorded and may be viewed live on Comcast Channel 22, Verizon Channel 34, or YouTube.com/TewksburyTV. Under the Open Meeting Law, the public is permitted to make an audio or video recording of an open session at a public meeting. Ms. Garabedian asked if anyone in the audience was recording tonight's meeting to please identify themselves. No one was recording the meeting.

Ms. Garabedian reported April is Volunteer month relating that the Committee just came from a reception to recognize all those that volunteer throughout the district. We will continue this in the future. She thanked the volunteers for attending and the Food & Nutrition Services (FNS) department for providing the refreshments for the reception.

### **RECOGNITIONS**

#### **Food & Nutrition Services Staff**

Ms. Regan reported that March is Food Nutrition Month and we are recognizing the Food & Nutrition Services staff. She announced that for Food Nutrition Month the FNS staff decorated the doors throughout the Center Elementary School. Ms. Regan invited the FNS staff to come up for recognition. On behalf of the School Committee, Ms. Anderson read and presented the group with a Proclamation of Recognition. The Committee members thanked the FNS staff for everything they do everyday; they make an impact on the lives of the children.

### **STUDENT REPRESENTATIVE REPORT**

#### **Notes from Tewksbury Memorial High School**

Rania Elouahi was excused tonight as she was at a DECA Competition.

### **PRESENTATIONS**

#### **Food & Nutrition Services Update and Highlights**

Debralee Mugford, Director of Food & Nutrition Services, presented updates on what is happening in the FNS department and highlights of the past year. The Committee members thanked Ms. Mugford for the presentation. Ms. Mugford responded to questions and comments from the School Committee members.

### **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 April 10, 2024 Regular School Committee meeting minutes, seconded by Ms. Anderson. All Aye. Unanimous vote. Motion carried 5-0.

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

Mr. Moncada moved, seconded by Mr. Russo, to approve the payroll period ending April 11, 2024, to be approved and certified in the amount and categories as shown, \$1,602,668.73. 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 Mr. Russo, to approve the payroll period ending April 25, 2024, to be approved and certified in the amount and categories as shown, \$1,552,006.84.

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 that May recognizes Principal's Day, Volunteer Month, Academic Excellence at Tewksbury Memorial High School, Teacher Appreciation Week and Nurse Appreciation Week, Administrative Assistant's Day and School Custodian's Day. She reported that our VFW leaders hope to increase participation in the Voice of Democracy and Patriot's Pen Essay Contests. She reported that the 2024-2025 applications are now available. Ms. Regan gave a *Bravo* to the actors, directors and volunteers for the TMHS Theater Company's performance of the *Adams Family* and to the 4th grade classes at the Center School for their performance of *Peter Pan, Jr.* TMHS Rocket League is heading to Patriot's Place tomorrow to play in the Semi-Final match. The College and Career Fair at TMHS was held before the April Break, reporting that 160 institutions attended. She thanked members of the Student Council and Chris Fronduto for their assistance. Also at the high school, 395 students took the optional AP test this year. She thanked Karen Baker O'Brian and the folks that proctored the exam. Ms. Regan reported that DESE visited and rated the 21st Century After School Program at the Dewing School and gave it an Exemplary score of 78. She reported that the posting for an Interim Director Student Services & Special Education has closed with one applicant, Candace Tharrett. Candace is currenting in the role of Acting Interim Director Student Services & Special Education. Ms. Regan will make a recommendation to hire for the role of the Interim Director of Student Services and Special Education at a future School Committee meeting and the district will post for the position of Assistant Director of Student Services & Special Education. Ms. Regan responded to questions and comments from the School Committee members.

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

Ms. McDermott presented her updates reporting that today was an Early Release day for students and the staff participated in Building-based Professional Development (PD). This was the last PD day and we are onto planning PD days for next year. During the next couple of weeks, students in grades 3-8 are taking the MCAS assessments in Math and Science & Technology; the Biology MCAS will be in June. She reminded parents to keep an eye on the MCAS calendar located on the website. Ms. McDermott reported that due to a firmware update, we experienced some issues with our wireless system at the Center Elementary School. Our IT staff were able to fix the issue. She announced that term 3 report cards for grades 5-12 and Special Education are live in Aspen. She offered congratulations to the grade 4 students at the Center School for their performance of *Peter Pan, Jr.* On Thursday and Friday this week, the Wynn Drama Club will perform a one-act play, *The Hearing*, and in addition, they will perform this at the Theater Guild Middle School Festival on May 24th. The Annual Art Show and Band & Chorus Concert will be held on May 4th and 5th. Ms. McDermott responded to questions and comments from the School Committee. The School Committee would like more information on Cybersecurity. Ms. Garabedian would also like additional information on the PLCs.

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

Mr. Libby gave a brief update on the Wynn HVAC project reporting that the contractor requested a meeting to arrange a schedule for his crew to start in the ceilings at the end of May; they are on pace to get it completed over the summer. He reported that work at the Heath Brook School, due to the flooding last year, will pick up in June after school is out; he added that bids are still in progress. He reported that ALICE drills have been conducted at the Wynn, Ryan, Dewing and TMHS in conjunction with the Tewksbury Police Department. They simulated an intruder coming into schools; students are prepped ahead of time and parents are notified in advance and afterwards. Drills will be held at the Center and Heath Brook later this month. Mr. Libby responded to questions 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. Mr. Russo moved, seconded by Ms. Biagioni-Smith, to approve the Consent Agenda as presented. All Aye. Unanimous vote. Motion carried 5-0.

## **Correspondence**

- a. TMHS College Fair 2024 Attendees
- b. 2024-2025 Voice of Democracy Audio essay Competition
- c. 2024-2025 Patriot's Pen Essay Competition
- d. May 1, 2024 Teacher Workshop-½ day PD/Early Dismissal Students

## **Personnel Items**

**New Hires** - None

**Reappointments** - None

**Retirements** - Sue Hogan, Case Manager at the John Ryan Elementary School, effective June 30, 2024

**Transfers** - None

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

## **Appendix B TMHS Athletics**

Matthew Trotta - Baseball Assistant

George Covino - Girls Softball Assistant

**Acceptance of Grants** - None

**Acceptance of Donations** - None

**Raffles** - None

## **COMMITTEE REPORTS**

### **Tewksbury SEPAC**

Ms. Biagioni-Smith reported that the next SEPAC meeting will be held on May 15th.

### **Wellness Advisory Committee**

Mr. Russo had nothing new to report as they have not met since the last School Committee meeting.

### **Policy Subcommittee**

Ms. Anderson reported that the Policy Subcommittee met on April 25, 2024. The Committee reviewed the Wellness policy relating that the policy is on the School Committee agenda. They are also working on revising IKF, Homework policy. A survey was developed to seek feedback from students and families. The Policy Subcommittee is reviewing the data from the survey. The Homework Policy will be on the next School Committee meeting agenda on May 22nd.

### **POLICY CHANGES, PROPOSALS, AND ADOPTIONS**

At the recommendation of the Policy Sub-Committee, Ms. Anderson moved, seconded by Mr. Russo, to approve policy KFD, Use of School Facilities for a Candidates Night, with no changes on first and final reading. All Aye. Unanimous vote. Motion carried 5-0.

Ms. Garabedian reported policy ADF, Wellness Policy, is presented on the Information Reading. The Wellness Committee has reviewed and rewritten the Wellness Policy.

### **OLD BUSINESS**

#### **2024-2025 SC Sub-Committee Appointments**

At the recommendation of Ms. Garabedian, Mr. Russo moved, seconded by Ms. Anderson, to approve the 2024-2025 School Committee Sub-Committee appointments as presented. It is noted that any School Committee member may serve as an alternate. All Aye. Unanimous vote. Motion carried 5-0.

#### **Collective Bargaining Negotiating Subcommittees:**

TTA – Bridget Garabedian / Rich Russo

TTA - Education Support Personnel – Bridget Garabedian / Rich Russo

Custodians – Chris Moncada / Katie Anderson

Secretaries – Chris Moncada / Katie Anderson

TAG – Kayla Biagioni-Smith / Rich Russo

Nurses – Kayla Biagioni-Smith / Bridget Garabedian

Food Service – Katie Anderson / Kayla Biagioni-Smith

#### **School Committee Subcommittees:**

Wellness Advisory Committee – Chris Moncada / Katie Anderson

Policy – Bridget Garabedian / Rich Russo

Tewksbury Special Education PAC (TSEPAC) – Katie Anderson / Kayla Biagioni-Smith

#### **Tewksbury Select Board, Appointed School Committee Representatives:**

Long Range School Building Planning Committee – Bridget Garabedian / Rich Russo

Diversity, Equity & Inclusion Advisory Committee (DEIAC) – Kayla Biagioni-Smith

#### **School Committee Representative on District Committee:**

District Security Team – Kayla Biagioni-Smith

### **2025 SC Meeting Schedule**

Ms. Garabedian asked if any School Committee had a comment on the 2025 School Committee meeting schedule. Ms. Regan pointed out that there could be a problem with the date in June 2025 suggesting to hold the meeting on Thursday, June 13th. Mr. Russo made a suggestion to rethink how we look at the meeting schedule to consider developing the schedule using the school-year calendar, not a fiscal calendar. The Committee will revisit the schedule at a future meeting in the Fall.

Mr. Russo moved, seconded by Ms. Anderson, to approve the 2025 Meeting Schedule as presented. All Aye. Unanimous vote. Motion carried 5-0.

### **Annual Town Meeting May 6, 2024 Warrant Article**

Ms. Garabedian recommends that the School Committee support Warrant Article #14. Mr. Russo moved, seconded by Ms. Anderson, the School Committee members will support Warrant Article #14 at the Annual Town Meeting. Roll Call Vote - Voting Yes: Mr. Moncada, Mr. Russo, Ms. Anderson, Ms. Biagioni-Smith and Ms. Garabedian. Unanimous Vote. Motion carried 5-0.

### **NEW BUSINESS**

#### **Out-of-State Field Trip Request - Tewksbury Memorial High School**

Ms. Regan reported that Eric Bland, TMHS Science Teacher, is requesting to take a group of students (Grade 11) to the Corning Plant in Kennebunk, Maine, on May 29th; at this time there are 14 students interested in going on the trip. The only cost to students is the cost of the bus; Principal Long is looking for additional funding to pay for the bus. They are seeking approval to move forward with the field trip. Ms. Regan will give you an update at the next meeting.

Mr. Russo moved, seconded by Ms. Anderson, to approve the out-of-state field trip to Kennebunk, Maine, on May 29th. All Aye. Unanimous vote. Motion carried 5-0.

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

The School Committee members thanked the volunteers for attending the recognition reception earlier tonight. Ms. Biagioni-Smith gave a shout-out to the Wynn Drama Program and Jon DiPrima; she reported that the Drama Club will be performing a one-act play on Thursday and Friday. The School Committee applauded the students and staff for the performances of *The Adams Family*, performed by the TMHS Theater Company and *Peter Pan Jr.*, performed by the Center School's fourth grade classes.

Ms. Anderson gave a special thank you to the Tewksbury Police Department for partnering with the district to certify almost 50 kids in CPR. Mr. Russo gave a shout-out to the teachers for their hard work and for all they do. Ms. Garabedian reported that she and Ms. Biagioni-Smith will attend the *Day on the Hill* Legislative event on Monday, May 6th. The School Committee is engaged with six Collective Bargaining groups; information may be found on the district website. The Committee is looking forward to the end of the year events at the schools.

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

May 6th: Annual Town Mtg & May 8th: Special Town Mtg (SC will be in attendance); May 22nd: Regular Meeting; June 12th: Regular Meeting

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

TSEPAC Business Meeting: May 16th Elections; Wellness Advisory Committee: June 5th  
Policy Sub-Committee: TBD

### **FUTURE AGENDA ITEMS**

Wynn Middle School Yondr Pouch student survey. IT presentation by Jason Stamp, Director of IT.

### **ADJOURNMENT**

At 8:02 p.m., Ms. Garabedian adjourned the May 1, 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)):

<b>AGENDA ITEM #</b>	<b>DOCUMENT</b>
1	School Committee Meeting Agenda: May 1, 2024
2	Executive Session Agenda: January 31, 2024; May 1, 2024
8	Presentation: Food & Nutrition Services 2024 Highlights
11	Submission Of Payment Of Bills: April 11, 2024; April 25, 2024
13	Consent Agenda: Correspondence; Personnel Items
16	Old Business: 2024-2025 SC Sub-Committee Appointments; 2025 SC Meeting Schedule; Annual Town Meeting May 6, 2024 Warrant Article
17	New Business: TMHS Out-of-State Field Trip Request