

NEASC
Two-Year Progress Report
Tewksbury Memorial High School
October 2007

I. Highlighted Areas:

- A. Provide time for formal collaboration in planning and expanding interdisciplinary activities and course offerings.

IN PROGRESS:

1. Department and faculty meetings have been reorganized into Professional Learning Communities (PLC) for the enhancement of teaching and learning as well as the departmental and interdisciplinary sharing of professional practices among faculty members. In addition to the World Studies Program, other interdisciplinary courses and activities will be explored.
2. A freshman transition interdisciplinary study group has been formed and strategies to assist in ninth grade success are being researched.
3. Teachers are afforded an 84-minute planning period each day. During each of the four blocks, a number of teachers are available for interdisciplinary planning. If the freshman transition PLC chooses a team approach as one of its strategies, common planning time will be formally established, beginning this process at TMHS.

- B. Develop and implement a formal process to assess individual student and school-wide progress in achieving the academic expectations articulated in the school's mission.

IN PROGRESS:

A PLC is charged with the development of this process to assess individual student and school-wide progress in achieving the academic expectations articulated in the school's mission which will then be implemented for all students.

- C. Submit the identified indicators that will be monitored to assess the school's achievement of the civic and social expectations in the mission.

IN PROGRESS:

A PLC is developing rubrics to be used to measure student achievement of identified skills for both civic and social expectations.

- D. Develop and implement a formal program through which each student has an adult member of the school community, in addition to a guidance counselor, who serves to personalize that student's educational experience, knows the student well, and assists the student in achieving the school-wide expectations for student learning articulated in the mission.

IN PROGRESS:

1. A group of teachers has formed a PLC to expand the current personalization program

- so that it includes all grade levels.
2. Currently, the Guidance Office ensures that sophomores have at least two adults within the school, in addition to guidance counselors, to whom they can turn for advice and support.
 3. The Peer Leadership Program is expanding its work with freshmen, acting as advisors after the initial orientation
 4. Under the newly established District Strategic Plan, the TMHS administration is responsible for Goal Six of the 2007-2008 System-wide Goals: To personalize the learning environments in our schools. Sub goals include:
 - To increase opportunity for students to mentor and be mentored
 - To develop a student mentoring program to assist freshmen in making a successful transition to Tewksbury Memorial High School
 - To encourage expansion of experiential learning opportunities for our students
- E. Provide time and increased funding for professional development programs in the areas of instruction and assessment.

IN PROGRESS:

1. Subject Area Review Committees (SARC) have been funded for departmental curriculum, instruction, and assessment revision.
 2. Among others, a freshman transition SARC (interdisciplinary) will be funded during the current school year.
 3. Teachers are afforded an 84-minute planning period each day. During each of the four blocks, a number of teachers are available for interdisciplinary planning. If the freshman transition PLC chooses a team approach as one of its strategies, common planning time will be formally established, beginning this process at TMHS.
 4. PLC work will include setting a platform for collegial sharing and improvement of practices in instruction and assessment.
 5. The professional development day on August 27, 2007 included a session on PLC and a second session on writing SMART Goals.
- F. Adopt and implement formal protocols for discussing instructional strategies, assessment practices, and student work.

IN PROGRESS:

1. A PLC has been formed for establishing both departmental and interdisciplinary means for discussing and sharing best practices and for inspecting student work.
 2. Professional development on SMART Goals was held in August for all staff members. Additionally, all staff will have the opportunity to participate in professional development on using data to inform decisions during the January professional development sessions.
- G. Increase the availability of psychological services to students.

IN PROGRESS:

1. In addition to the one day a week she spends at the high school, the school psychologist is now available to the high school for consultation on two additional

mornings.

2. A full time school psychologist will be requested in the 2007-2008 high school budget.
3. A drug and alcohol counselor will be contracted for three hours each week.

- H. Describe steps that have been taken to provide an adequate, consistent budget which supports the school's mission and expectations for student learning and its educational programs and services and assess the effectiveness of such steps.

PLANNED FOR THE FUTURE:

Although concerned citizens and parent groups proposed and lobbied for an override in the Spring of 2007, the initiative never reached the town ballot.

Despite the continued efforts of the Superintendent, School Committee, School Council, community organizations, and the high school administration, an adequate, consistent budget has not been achieved. Considerable budget cuts have affected all district schools.

II. Report Recommendations:

TEACHING AND LEARNING STANDARDS

MISSION AND EXPECTATIONS FOR STUDENT LEARNING

- A. Develop a plan to increase parental involvement and interest in reviewing the mission and expectations

IN PROGRESS:

1. Beginning in September, monthly "Administrative Chats" have been scheduled at TMHS to encourage parental involvement and input in advancing and supporting the school's mission and expectations for student learning.
2. The Parent Advisory Council (PAC) has increased its efforts to support home and school communication as well as promoting the TMHS mission and expectations. Last year, they sponsored Rachel's Challenge, promoting respect for all and are presenting a program on bullying this year. The PAC has also collaborated with the TMHS administration to provide opportunities for parental involvement.
3. During the 2006-2007 school year, 47 focus groups were convened to review the district mission and core values. Parents, faculty, students, and administrators from TMHS were an integral part of this process.

- B. Develop more thorough rubrics that define civic and social learning

IN PROGRESS:

Professional learning communities (PLC) have been developed to address numerous interests and issues, including one for developing a thorough rubric defining progress toward mastery of the school's identified civic and social learning expectations.

- C. Promote co-curricular activities that inspire self confidence and respect for others as stated in the school's social expectations

IN PROGRESS:

1. Student interest has led to the establishment of a new co-curricular activity at TMHS. Tolerance Core promotes respect for and acceptance of all individuals.
 2. The town-wide PAC is sponsoring a bullying prevention program that will include high school participation.
 3. The PAC sponsored Rachel's Challenge this past Spring and the TMHS Student Council has started a group, Friends of TMHS, to continue the message of acceptance and respect for all individuals.
 4. In addition to their task of conducting the Freshman Orientation, the Peer Leadership Team has taken on the role of peer mentors to freshman students. They have exchanged e-mails with the ninth graders they guided during orientation and will serve as upper class advisors.
 5. The National Honor Society is also undertaking a mentorship relationship with students in the special education "Life Skills Program".
 6. Recently, a student has requested the establishment of a student newspaper that is expected to promote self-confidence and respect.
- D. Ensure that the mission statement continues to be a driving force in guiding procedures, policies, and decisions of the school.

IN PROGRESS:

1. The TMHS mission statement is prominently displayed in many locations throughout the school and is included in official documents, such as the school handbook and Curriculum Guide.
2. A Student Council member reads the mission statement weekly over the public address system.
3. In assigning teachers and students to classes, the elements of the mission statement guide the selection to provide equity for all students.

CURRICULUM

- A. Initiate a plan for K-12 curriculum coordination with sending schools

IN PROGRESS:

High school department heads are meeting with those at the Wynn Middle School to continue curriculum coordination between the two levels. Future plans include meeting with the lead teachers from the Ryan (grades 5 & 6) and elementary schools to coordinate curriculum K-12.

- B. Address the issue of inadequate technology, classroom space, and teaching staff in order to accommodate additional AP, elective classes, and class size.

IN PROGRESS:

1. The May 2006 town meeting approved an article for funding technology for the high school that would go to the town for a vote on June 10, 2006. The appropriation was approved.

- Action included the following for the '06 -'07 school year:
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed
 - A new computer lab was added to F Hall
 - 2. Five additional SMART Boards were ordered for the 2007-2008 school year.
 - 3. Although a reduction of four existing positions and one proposed guidance position was required in the budget for the 2007-08 school year, a significant decrease in the freshman class during both the 2006-07 and 2007-08 school years has resulted in smaller class size. This decrease in the student body has also resulted in a reduced case load for each guidance counselor. The Guidance Department Chair has a case load of 225 with each of the other three counselors being responsible for 318 students. An additional special education teacher has been hired to meet the requirements of student Individualized Educational Plans and to reduce class size.
 - 4. Five new electives - *Statistics, Drawing II, Music and Motion, Theatre Arts, and Poe and the Gothic* - were implemented during the 2007-08 school year. Sufficient faculty was available to teach both these new courses and two sections of the popular English elective - *Film and Literature* - that was added last year. In addition, one Spanish teacher attended an AP workshop to prepare for one of the three AP courses, which will be implemented in the 2008-09 school year.
- C. Modify the district professional development plan to offer more high quality professional development

IN PROGRESS:

1. Professional development days are provided in the Tewksbury Teachers' Association contract. The Assistant Superintendent provides teachers with surveys to assess their professional development interests. After the district-wide professional development session, the district allows the individual school to choose the subject of its remaining professional development sessions.
2. Professional development on SMART Goals was held in August for all staff members. Additionally, all staff will have the opportunity to participate in professional development on using data to inform decisions during the January professional development sessions.
3. Forming PLC's to enhance professional practices is a district-wide professional development goal as well as a school initiative. In addition to those already in place, the high school has incorporated the NEASC recommendations into the PLC topics being investigated and developed. Faculty meetings and department meetings are dedicated to PLC work.

- D. Increase opportunities for teachers to integrate curriculum

IN PROGRESS:

1. Department and faculty meetings have been reorganized into Professional Learning Communities for the enhancement of teaching and learning as well as the departmental and interdisciplinary sharing of professional practices among faculty members. In addition to the World Studies Program, other interdisciplinary courses and activities will be explored.

2. A freshman transition interdisciplinary study group has been formed and strategies to assist in ninth grade success are being researched.
3. Teachers are afforded an 84-minute planning period each day. During each of the four blocks, a number of teachers are available for interdisciplinary planning. If the freshman transition PLC chooses a team approach as one of its strategies, common planning time will be formally established, beginning this process at TMHS.

INSTRUCTION

A. Reduce class size

IN PROGRESS:

1. A significant decrease in the freshman class during both the 2006-07 and 2007-08 school years has resulted in smaller class size.
2. Hiring an additional special education teacher has reduced class size in special education classes.
3. Retaining the art teacher hired last year has reduced the class size in art classes.

B. Develop and implement a fund to acquire new computer software and hardware

IN PROGRESS:

1. A Technology Steering Committee was formed during the Spring of 2007 to address system-wide technology issues.
2. The Assistant Superintendent has issued a new technology adoption procedure that will facilitate the implementation of new software and hardware.
3. The May 2006 town meeting approved an article for funding technology for the high school that would go to the town for a vote on June 10, 2006.
The appropriation was approved.
 - Action included the following for the '06 -'07 school year:
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed
 - A new computer lab was added to F Hall
4. Five additional SMART Boards were ordered for the 2007-2008 school year.

C. Implement a plan to assure effective access to computer labs and equipment for all classes

IN PROGRESS:

1. The May 2006 town meeting approved an article for funding technology for the high school that would go to the town for a vote on June 10, 2006.
The appropriation was approved.
 - Action included the following for the '06 -'07 school year:
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed
 - A new computer lab was added to F Hall
2. A significant decrease in the freshman class during both the 2006-07 and 2007-08

- school years has resulted in smaller class size and increased availability of computers. A computer lab, available for classroom use, was added in F Hall.
3. A Technology Steering Committee was formed during the Spring of 2007 to address system-wide technology issues.
 4. Additional SMART Boards were ordered for the 2007-2008 school year.
- D. Formalize a plan to improve access to technology in individual classrooms and computer labs

IN PROGRESS:

1. The May 2006 town meeting approved an article for funding technology for the high school that would go to the town for a vote on June 10, 2006. The appropriation was approved.
 - Action included the following for the '06 -'07 school year:
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed
 - A new computer lab was added to F Hall
 2. Additional SMART Boards were ordered for the 2007-2008 school year.
 3. A significant decrease in the freshman class during both the 2006-07 and 2007-08 school years has resulted in smaller class size and increased availability of computers.
 4. A Technology Steering Committee was formed during the Spring of 2007 to address system-wide technology issues.
- E. Provide time for formal collaboration in planning interdisciplinary activities

IN PROGRESS:

1. Department and faculty meetings have been reorganized into Professional Learning Communities (PLC) for the enhancement of teaching and learning as well as the departmental and interdisciplinary sharing of professional practices among faculty members. In addition to the World Studies Program, other interdisciplinary courses and activities will be explored.
 2. A freshman transition interdisciplinary study group has been formed and strategies to assist in ninth grade success are being researched.
- F. Adopt protocols for discussing and examining instructional strategies

IN PROGRESS:

1. A PLC has been formed for establishing protocols for discussing and examining instructional strategies.
 2. The TMHS administration attended two days of training in August with three additional days scheduled in October, December, and March of 2007.
- G. Develop a peer observation program

IN PROGRESS:

1. A PLC has been formed for developing a peer observation program
 2. Peer observations are already conducted through the Tewksbury Mentoring Program. This practice will be expanded during the 2007-2008 school year.
 3. At TMHS, teachers are encouraged to observe their colleagues in order to share instructional practices and behavior management strategies.
- H. Provide time and additional funding for a professional development program that supports department, school, and district instructional goals

IN PROGRESS:

1. Forming PLC's to enhance professional practices is a district-wide professional development goal as well as a school initiative. In addition to those already in place, the high school has incorporated the NEASC recommendations into the PLC topics being investigated and developed. Faculty meetings and department meetings are dedicated to PLC work.
2. Professional development days are provided in the Tewksbury Teachers' Association contract. After the district-wide professional development session, the district allows the individual school to choose the subject of its remaining professional development sessions.
3. The Superintendent and the Assistant Superintendent often share information they receive regarding professional development opportunities on various topics with the appropriate individuals.

ASSESSMENT FOR STUDENT LEARNING

- A. Design an evaluation tool to assess students on civic and social expectations prior to graduation

IN PROGRESS:

A PLC is developing a rubric to be used to measure student achievement of identified skills for both civic and social expectations.

- B. Inform parents of the variety of assessments being used by teachers

IN PROGRESS:

1. Course syllabi, containing the various methods of assessments, are distributed to students at the beginning of each course and to parents through this distribution and at the parent-teacher conferences.
2. Curriculum guides for each subject include the variety of assessments used in these courses.

- C. Provide formal common planning time for teachers

IN PROGRESS:

Teachers are afforded an 84-minute planning period each day. During each of the four blocks, a number of teachers are available for interdisciplinary planning. If the freshman transition PLC chooses a team approach as one of its strategies, common planning time

will be formally established, beginning this process at TMHS.

- D. Offer additional professional development opportunities for teachers

IN PROGRESS:

1. When teachers present requests that support district or school goals or are aimed at performance improvement, additional professional development opportunities are approved.
2. The administration may also offer professional development opportunities that support district, school, or individual goals.
3. The Superintendent and the Assistant Superintendent often share information they receive regarding professional development opportunities on various topics with the appropriate individuals.

- E. Develop and implement a formal process to measure each students' academic achievement

IN PROGRESS:

A PLC is charged with the development of this process to assess individual student and school-wide progress in achieving the academic expectations articulated in the school's mission which will then be implemented for all students.

SUPPORT STANDARDS

LEADERSHIP AND ORGANIZATION

- A. Provide sufficient financial support and resources for the principal to fulfill the school's mission and expectations

PLANNED FOR THE FUTURE:

The high school budget has been decreased for the 2007-2008 school year. Despite the continued efforts of the Superintendent, School Committee, School Council, community organizations, and the high school administration, an adequate, consistent and predictable budget has not been achieved. Considerable budget cuts have affected all district schools.

- B. Examine the effectiveness of the current department head structure and allocation of personnel

PLANNED FOR THE FUTURE:

With the upcoming retirement of the Department Chair of Applied Arts, Fine Arts, Business, and Wellness, a reorganization of the department head structure will be developed.

- C. Increase course offerings

IN PROGRESS:

1. For the 2007-2008 school year, five new electives - *Statistics, Drawing II, Poe and the Gothic, Music and Motion, and Theatre Arts* - were scheduled. Last year, *Film and Literature* and *Speculative Fiction* were introduced.
2. Three Advanced Placement courses - *Spanish, French and Latin* - will be scheduled next year. Additional courses are being considered for the 2008-2009 school year.
3. The TMHS School Council spent the past year investigating online course offerings.

D. Increase teaching positions to ensure a more favorable student-teacher ratio

IN PROGRESS:

1. Hiring an additional special education teacher has reduced class size in special education classes.
2. Retaining the art teacher hired last year has reduced the class size in art classes.
3. In the preparation of the budget for the 2008-2009 school year, additional teachers and student support personnel will be requested.

E. Develop and implement personalization opportunities for the student body

IN PROGRESS:

1. A group of teachers has formed a PLC to expand the current personalization program so that it includes all grade levels.
2. Currently, the Guidance Office ensures that sophomores have at least two adults within the school, in addition to guidance counselors, to whom they can turn for advice.

F. Provide opportunities for staff members to collaborate within and across disciplines

IN PROGRESS:

1. An 84-minute planning period allows teachers to collaborate with many department members and those from other departments.
2. Faculty and department meetings are reserved for PLC work.

SCHOOL RESOURCES FOR LEARNING

A. Investigate ways to meet NEASC standards for guidance counselor/counselee ratio

IN PROGRESS:

Although the case load for the counselors other than the Department Chair is approximately 318, this signifies a reduction from last year's numbers because of the decrease in the freshman and sophomore classes. College interns often assist the counselors, thereby reducing the counselor/counselee ratio. An additional counselor will be requested in the budget for the 2008-2009 school year.

B. Provide a full-time, certified, on-site library/media specialist

PLANNED FOR THE FUTURE:

The librarian continues to provide services at TMHS three days a week. A full-time librarian will be requested in the budget for the 2008-2009 school year.

C. Increase the availability of psychological services to students

IN PROGRESS:

1. In addition to the one day a week she spends at the high school, the school psychologist is now available to the high school for consultation on two additional mornings.
2. A full time school psychologist will be requested in the 2007-2008 high school budget.

D. Provide additional health services staff

IN PROGRESS:

1. Two days a week, the school nurse is assisted by a second nurse.
2. Beginning this year, school nurses will be able to access the health component of the X2 data management program, facilitating their record keeping responsibilities.

E. Provide technical support and regular maintenance and upgrade library media technologies

IN PROGRESS:

1. The May 2006 town meeting approved an article for funding technology for the high school that would go to the town for a vote on June 10, 2006.
The appropriation was approved.
 - Action included the following for the '06 - '07 school year:
 - All high school computers, including those in the library, were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed
 - A new computer lab was added to F Hall
2. Additional SMART Boards were ordered for the 2007-2008 school year.

F. Increase library/media resources

IN PROGRESS:

1. New computers were installed in the library computer lab during the 2006 - 2007 school year.
2. A new copier for student use was installed in September 2007.

G. Extend library services beyond the school day

IN PROGRESS:

The hours of the librarian will be arranged so as to keep the library open at least two days

per week one half hour before school and one day for a half hour after school.

- H. Provide additional staff and space to serve the special education population

COMPLETED:

1. An additional full-time special education teacher has been hired to accommodate the number of students in the program.
2. Unlike other departments, each special education teacher has a classroom of his or her own.

- G. Utilize the pre-referral process to identify potential special needs students

IN PROGRESS:

1. At the start of the current school year, the Director of Guidance initiated a Student Assistant Team (SAT).
2. Response to Intervention (RTI) training for both regular and special education teachers began during the 2006-2007 school year.

COMMUNITY RESOURCES FOR LEARNING

- A. Balance the demands of a changing enrollment and an aging building, until the facilities committee's recommendation for a new building can be fulfilled

IN PROGRESS:

A significant decrease in the freshman class during both the 2006-07 and 2007-08 school years has resulted in smaller class size and better availability of classroom space. Although the classroom situation is not optimal, overcrowding has been reduced.

- B. Provide better supervision of students in the internship program

COMPLETED:

1. The internship coordinator has updated his contact with interns and their internship site supervisors by requiring e-mail access for more timely notification of intern issues.
2. Internship rules, requirements, eligibility and procedures have been reviewed and adjusted. Adherence to the number and type of internships has been reinforced.

- C. Replace the gymnasium floor and upgrade science labs

IN PROGRESS:

1. The town denied an override in 2005 that included a new gym floor and would upgrade science labs.
2. In order to obtain financial assistance from the Massachusetts School Building Authority (MSBA) for the construction of a new facility, a Statement of Interest has been submitted by Dr. McGrath, Superintendent, and the School Committee. A team from MSBA first toured the school on June 12, 2007. As a result, a second

team returned on August 6, 2007. On September 4 and 5, a third team conducted a two-day visit to the high school. Notification of a decision or next steps is expected from the MSBA in the coming months.

D. Provide adequate resources for science laboratory activities

IN PROGRESS:

1. In order to obtain financial assistance from the Massachusetts School Building Authority (MSBA) for the construction of a new facility, a Statement of Interest has been submitted by Dr. McGrath, Superintendent, and the School Committee. A State team first toured the school on June 12, 2007. As a result, a second team returned on August 6, 2007. On September 4 and 5, a third team conducted a two-day visit to the high school. Notification of a decision or next steps is expected from the MSBA in the coming months.
2. With the reduced freshman class for two consecutive years, resources have improved slightly.

E. Either continue an aggressive maintenance program or pursue widespread refurbishment of the facility until a recommendation for a new building can be fulfilled

IN PROGRESS:

1. The maintenance department has developed a more responsive and speedy process for tracking and completing repair requests. If the repair requires specialized services, the maintenance director contacts an outside agency.
 2. The new head custodian takes great care in maintaining the facility and in improving its appearance. In addition to requested maintenance, he takes the initiative in painting and refurbishing worn areas.
 3. The library is being refurbished. The walls have been repainted, new window treatments have been installed, and new carpeting has been ordered. After the carpet is installed, the book stacks and library furniture will be rearranged to create a layout more conducive to class instruction, presentations, and supervision.
- F. Continue an effective program to regulate heat and cooling issues and contain any future leaks

IN PROGRESS:

Heating and Ventilation: the district is in its third year of a three-year contract with Honeywell Corp. (See below).

- There has been a reduction in force in the high school maintenance department for the 2004 – present.

“The School District has instituted the following initiatives to reduce the energy consumed at TMHS:

Maintenance

- Entered into a three-year contract with a vendor, Honeywell, to maintain the current pneumatic controlled heating system
- Entered into a three-year contract with a vendor to maintain the boilers
- Entered into yearly contracts with vendors to maintain the exhaust

fans

Energy Consumption

- Designed and implemented a database to track maintenance work orders. Special emphasis is placed on all energy related issues
- Designed and implemented a data base to track all scheduled preventative maintenance on the facility, including tracking of vendor responsibilities
- Heat settings during the school hours reduced in the facility as follows:
 - Classrooms to 68 degrees
 - Gym to 60 degrees
 - Library to 65 degrees
 - Bathrooms and locker rooms to 65 degrees
 - Auditorium only heat when occupied
- Heat set backs have been more closely aligned with school hours as follows:
 - Heat settings reduced to 50 degrees after 2:00 and daytime settings do not resume until 6:45 a.m.
 - Heat setting is maintained at 50 degrees during the weekends, holidays and vacations.

All of the above activities resulted in a reduction, compared to the prior four average, of 35% on oil and 9.4% of electricity consumption in FY06.” (Taken from Business Manager’s Priority 5 goal)

- Leaky Roof: Contract with vendor to deal with each issue as it arises

G. Develop a plan to replace classroom furniture

COMPLETED:

The May 2006 town meeting approved to go to the town for a vote on June 10, 2006. The appropriation was approved.

Action included the following by January of the '06-'07 school year:

- Approximately 700 student desks were replaced
- Eight tables were added to the cafeteria so each student has a seat during one of the three lunches
- Fifty-six of the teacher desks and chairs that showed the greatest disrepair were replaced

H. Upgrade technology to meet the educational demands of the administration, teachers, and students

IN PROGRESS:

1. The May 2006 town meeting approved to go to the town for a vote on June 10, 2006. The appropriation was approved.

- Action included the following by the start of the '06-'07 school year:
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
 - Six interactive white boards were installed

- A new computer lab was added to F Hall
 - 2. Additional SMART Boards were ordered for the 2007-2008 school year.
- I. Maintain and continue the support of the tax override in the next town meeting

PLANNED FOR THE FUTURE:

With the assistance of community groups and school advocates, the school district will renew its efforts for sufficient funding.

- H. Provide an adequate budget to support program development

PLANNED FOR THE FUTURE:

Despite the continued efforts of the Superintendent, School Committee, School Council, community organizations, and the high school administration, an adequate, consistent budget has not been achieved. Considerable budget cuts have affected all district schools.

III. Recommendations from October 2006 NEASC letter

- A. Provide an update on the progress of the district's Facilities Committee in collaboration with the superintendent and the school committee developing a plan to resolve all identified facilities, space, and health and safety concerns, including a timeline to present a building project to the voters, to submit an application to the School Building Authority for state funding.

COMPLETED:

1. The maintenance department has developed a more responsive and speedy process for tracking and completing repair requests. If the repair requires specialized services, the maintenance director contacts an outside agency.
2. The May 2006 town meeting approved to go to the town for a vote on June 10, 2006. The appropriation was approved.
 - Approximately 700 student desks were replaced
 - Eight tables were added to the cafeteria so each student has a seat during one of the three lunches
 - Fifty-six of the teacher desks and chairs that showed the greatest disrepair were replaced
 - All high school computers were replaced
 - Two new mobile labs were acquired for classroom use
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 - A new computer lab was added to F Hall
3. Additional SMART Boards were purchased for the 2007-2008 school year.

IN PROGRESS:

1. A significant decrease in the freshman class during both the 2006-07 and 2007-08 school years has resulted in smaller class size and better availability of classroom space. Although the classroom situation is not optimal, overcrowding has been

reduced.

2. The town denied an override in 2005 that included a new gym floor and would upgrade science labs.
3. The new head custodian takes great care in maintaining the facility and in improving its appearance. In addition to requested maintenance, he takes the initiative in painting and refurbishing worn areas.
4. The library is being refurbished. The walls have been repainted, new window treatments have been installed, and new carpeting has been ordered. After the carpet is installed, the book stacks and library furniture will be rearranged to create a layout more conducive to class instruction, presentations, and supervision.
5. Heating and Ventilation: the district is in its third year of a three-year contract with Honeywell Corp. (See below).
 - There has been a reduction in force in the high school maintenance department for the 2004 – present.

“The School District has instituted the following initiatives to reduce the energy consumed at TMHS:

Maintenance

- Entered into a three-year contract with a vendor, Honeywell, to maintain the current pneumatic controlled heating system
- Entered into a three-year contract with a vendor to maintain the boilers
- Entered into yearly contracts with vendors to maintain the exhaust fans

Energy Consumption

- Designed and implemented a database to track maintenance work orders. Special emphasis is placed on all energy related issues
- Designed and implemented a data base to track all scheduled preventative maintenance on the facility, including tracking of vendor responsibilities
- Heat settings during the school hours reduced in the facility as follows:
 - Classrooms to 68 degrees
 - Gym to 60 degrees
 - Library to 65 degrees
 - Bathrooms and locker rooms to 65 degrees
 - Auditorium only heat when occupied
- Heat set backs have been more closely aligned with school hours as follows:
 - Heat settings reduced to 50 degrees after 2:00 and daytime settings do not resume until 6:45 a.m.
 - Heat setting is maintained at 50 degrees during the weekends, holidays and vacations.

All of the above activities resulted in a reduction, compared to the prior four average, of 35% on oil and 9.4% of electricity consumption in FY06.” (Taken from Business Manager’s Priority 5 goal)

- Leaky Roof: Contract with vendor to deal with each issue as it arises
6. Two days a week, the school nurse is assisted by a second nurse. Beginning this year, school nurses will be able to access the health component of the X2 data management program, facilitating their record keeping responsibilities.
 7. In addition to the one day a week she spends at the high school, the school

psychologist is now available to the high school for consultation on two additional mornings. A full time school psychologist will be requested in the 2007-2008 high school budget. A drug and alcohol counselor will be contracted for three hours each week.

8. In order to obtain financial assistance from the Massachusetts School Building Authority (MSBA) for the construction of a new facility, a Statement of Interest has been submitted by Dr. McGrath, Superintendent, and the School Committee. A team from MSBA first toured the school on June 12, 2007. As a result, a second team returned on August 6, 2007. On September 4 and 5, a third team conducted a two-day visit to the high school. Along with two other districts, Tewksbury was invited to take part in the MSBA projection study trial. Notification of the decision to include TMHS in the MSBA's list of 83 schools recommended for feasibility studies has recently been received. The Long-term Space Study Committee and the Facilities Committee are ready to address the MSBA's next steps.

- B. Take steps to employ immediately a full-time media specialist

PLANNED FOR THE FUTURE:

The librarian continues to provide services at TMHS three days a week. A full-time librarian will be requested in the budget for the 2008-2009 school year.

- C. Provide sufficient certified guidance personnel to maintain a counselor/counselee caseload not to exceed 1:300

IN PROGRESS:

Although the case load for the counselors other than the Department Chair is approximately 318, this signifies a reduction from last year's numbers because of the decrease in the freshman and sophomore classes. College interns often assist the counselors, thereby further reducing the counselor/counselee ratio. An additional counselor will be requested in the budget for the 2008-2009 school year.

- D. Submit the FY08 budget and assess its level of adequacy to support the school's curriculum, staffing levels, instructional materials and supplies, the media center's print and non-print collections and all other educational programs and services.

PLANNED FOR THE FUTURE:

Although concerned citizens and parent groups proposed and lobbied for an override in the Spring of 2007, the initiative never reached the town ballot.

Despite the continued efforts of the Superintendent, School Committee, School Council, community organizations, and the high school administration, an adequate, consistent budget has not been achieved. Considerable budget cuts have affected all district schools.

COMPLETED:

1. In addition to the one day a week she spends at the high school, the school psychologist is now available to the high school for consultation on two additional

mornings.

2. A drug and alcohol counselor has been contracted for three hours each week.
3. Hiring an additional full-time special education teacher has reduced class size in special education classes.
4. Five new electives - *Statistics*, *Drawing II*, *Music and Motion*, *Theatre Arts*, and *Poe and the Gothic* - were implemented during the 2007-08 school year. Sufficient faculty was available to teach both these new courses and two sections of the popular English elective - *Film and Literature* - that was added last year. In addition, one Spanish teacher attended an AP workshop to prepare for one of the three AP courses, which will be implemented in the 2008-09 school year.

Sincerely,

Patricia A. Lally

Patricia A. Lally
Principal

M. Eileen Taylor Osborne

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Chair, Follow-Up Committee