

# MEMO

Shawsheen Valley Technical High School



**TO:** Town Clerks  
Bedford  
Billerica  
Burlington  
Tewksbury  
Wilmington

**FROM:** Karen Faiola

**DATE:** August 25, 2016

16 AUG 25 PM 12:50  
TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

Please be advised that there will be a meeting of the:

**Personnel Subcommittee** of the Shawsheen Valley Regional Vocational/Technical School District Committee on **Tuesday, August 30, 2016 at 6:30 p.m.** to discuss the organizational flow-chart, department chair duties and responsibilities, non-union contracts, and the new teachers' contract.

**Shawsheen Valley Regional Vocational/Technical School District Committee** on **Tuesday, August 30, 2016 at 7:30 p.m.**

All meetings will take place in the John P. Miller School Committee Room, 100 Cook Street, Billerica, Massachusetts.