

Tewksbury School Committee -Budget Workshop Meeting

**MINUTES**

January 28, 2026 at 4:30 p.m.

Tewksbury Memorial High School - LGI-1  
320 Pleasant Street, Tewksbury, MA 01876

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**SCHOOL COMMITTEE MEMBERS PRESENT**

Bridget Garabedian, Chair  
Kayla Biagioni-Smith, Vice-Chair  
Jamey Cutelis, Clerk - *Virtual*  
Chris Moncada, Member  
Kaitlyn Anderson, Member

**SCHOOL ADMINISTRATORS PRESENT**

Brenda Theriault-Regan, Superintendent  
Dr. Nancy Milligan, Assistant Superintendent  
David Libby, Business Manager

**CALL TO ORDER**

Ms. Garabedian called the January 28, 2026 Special School Committee Meeting to order at 4:35 p.m.

**PLEDGE OF ALLEGIANCE**

All rose for the Pledge of Allegiance.

**ANNOUNCEMENT**

Ms. Garabedian announced that Ms. Anderson will be late today and Mr. Cutelis is joining us remotely.

Ms. Garabedian announced that this 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.

**PRESENTATIONS**

Ms. Regan introduced Mr. Libby for the 2026-2027 Budget Presentation.

Mr. Libby opened by explaining that this is the first of three meetings regarding the budget before it goes to the town for voting. Updates and changes will be made throughout that process. Mr. Libby displayed a slideshow that followed the agenda packet. This contained the District Strategy and Theory of Action, which is followed throughout the budgeting process.

There are four major parts of the school budget. The three items that are managed by the schools are salary, operating and capital outlay; the one item managed by or shared with the town is fixed cost. The School Budget is part of the overall town budget. Mr. Libby went over the chain of approval for the school.

Mr. Libby compared student data from 2024-2025 and 2025-2026 and projections for the 2026-2027 school year; it looks fairly similar, using the census to estimate the kindergarten numbers.

Mr. Libby discussed the four areas of focus for the FY27 Budget: Personnel, Operational, Technology and Building Improvements. Salary is typically 70% of the budget, operating is typically 28% of the budget.

The next step is to meet with the town manager. There is a 60/40 split of new revenues; 60% goes to the schools and 40% to the town. For FY27 the town manager adjusted projected new revenues and State Aid to make a final split of 63.3% to the schools and 36.7% to the town.

There was a 3.72% increase requested. When adding in fixed cost and debt it works out to a 3.44% increase requested. FY27 the salary is budgeted at 72.4% of the budget, operating is at 27.2% and capital outlay is at 0.41%.

Regarding Grants and Revolving Accounts, Tewksbury Public Schools has nine grant accounts active and 32 revolving accounts active. All have a specific purpose and must be used appropriately. We are still spending down some previous grants that can be carried over. Some grants we automatically get each year and some are competitive with other districts. We will not be eligible for some of those grants this year due to the town's non-compliance with the MBTA act.

Mr. Libby went over the breakdown of the FY27 budget by revolving account and discussed the circuit breaker account. He also went through the five year history of the circuit breaker budget and the FY27 projections. Food services is another big revolving account and Mr. Libby went through the five year history for that account.

Details at the account levels will be available tomorrow on the Tewksbury Public Schools website. Mr. Libby answered questions and heard comments from the School Committee.

**CITIZEN'S FORUM**

No one was present in the audience for the Citizen's Forum.

**ADJOURNMENT**

At 5:45 p.m. Ms. Biagioni-Smith moved to adjourn the January 28, 2026 Budget Meeting Workshop, seconded by Mr. Moncada. All aye. Motion carried 5-0.

Respectfully Submitted,  
 Suzanne Caliendo, Recording Secretary  
 List of documents and exhibits used (GL c.30A, sect 22(a)):

AGENDA ITEM #	DOCUMENTS
1	School Committee Meeting Agenda: January 28, 2026
4	Presentation: a. Fiscal Year 2027 Tewksbury Public Schools Budget Presentation

**APPROVED 2/9/2026**