

Mount Greylock Regional School District School Committee

Location: MGRS Meeting Room A109
1781 Cold Spring Road Williamstown, MA 01267

Thursday, April 11, 2019
6:00 PM

Open and Executive Session Agenda

- I. Call to order
- II. Statement from the Chair
- III. Public Comment
- IV. Motion to move into Executive Session with intent to return to open session for the following purposes: per MGL Chapter 30A Section 21(a)(2) to conduct a strategy session in preparation for negotiations (Superintendent, Business Manager) and to conduct contract negotiations with non-union personnel (Superintendent); per MGL Chapter 30A Section 21(a)(3) to discuss strategy with respect to collective bargaining (all bargaining units) and litigation (Facilities Coordinator, Director of Pupil Services) as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.
- V. Approval of Minutes **VOTE**
 - A. February 14, 2019
 - B. February 25, 2019
 - C. March 14, 2019
 - D. March 21, 2019
- VI. Building Project
 - A. Building Project Update
 - B. MGRS Dedication Sign **VOTE**
 - C. Short-term borrowing approvals **VOTE**
- VII. Regional Structure Organization Chart **VOTE**
- VIII. Report from the Superintendent
 - A. Strategic Planning Update
 - B. Last Day of School (Elementary Schools 6/20, MGRS 6/24)
 - C. Diversity and Inclusion Update
 - D. MCAS Update
 - E. Overnight Field Trip(s)
 - 1. JCL Convention in Hyannis **VOTE**
- IX. Report from the Director of Operations
 - A. Development of a Regional Technology Committee
- X. Capital Gift
 - A. Phase 1 & 2 Discussion
 - B. Perkins Eastman Formal Proposal for Phase 2 Services **VOTE**
 - C. Phase 1 Bid Results Decision **VOTE**
- XI. Policy
 - A. Building Use / Rental Fee Schedule **VOTE**

- B. School Committee Protocols - Discussion w/ vote at next meeting
 - C. Remote Participation in Meetings - Discussion w/ vote at next meeting
- XII. Business Manager Position **VOTE**
- XIII. Union Contract - Cafeteria **VOTE(s)**
- XIV. MASC Workshop regarding School Council best practices (5/2 or 5/7)
- XV. MASC Workshop to start FY19 Superintendent Evaluation (5/2 or 5/7)
- XVI. Other business not reasonably anticipated by the Chair within 48 hours
- XVII. Upcoming meetings:
 - A. MASC Workshop(s) 5/2 or 5/7
 - B. Regular Meeting 5/9 at 6pm
- XVIII. Motion to Adjourn



Mt. Greylock Regional School District

School Committee Open Session Minutes

Date: February 14, 2019

Start: 6:01 PM

Adjourn: 9:25 PM

Location:

MGRS Meeting Room A109

1781 Cold Spring Road Williamstown, MA 01267

In Attendance:

Committee Members:	Also Present:
Joe Bergeron, Chair Regina DiLegio, Vice-Chair Steve Miller, Secretary Dan Caplinger Christina Conry Al Terranova <u>Absent:</u> Alison Carter	Kimberley Grady, Superintendent Michelle Johnson, Lanesborough Resident for Public Comment Mary MacDonald, Principal MGRS Martha Wiley, Principal LES Joelle Brookner, Principal WES Lindsey Von Holtz, Dir. Of Athletics and Co-Curricular Activities Ella Dudley, Student Representative

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Item	Comments	Motion	Second	Vote
Call to Order	Open Session called to Order by J. Bergeron at 6:01 PM			
Public Comment	Michelle Johnson asked for a financial explanation regarding the creation of new Admin positions. Regarding school choice, she is hoping that the school choice slots opened are done equitably. M. Johnson also gave an opinion regarding the changes that took place at MGRS regarding the baseball program.			
Approval of Minutes	January 10, 2019: January 31, 2019 Motion to approve: Discussion: Typo on Jan. 31 – double 'the' on the second page.	Miller	DiLegio	7-0-0
Athletic Director Update	L Von Holtz explained recent changes that took place to the athletics programming at MGRS. Ms. Von Holtz reviewed a complete listing of athletic opportunities at MGRS which is distributed each year in August.			
Overnight Field Trip Request	L. von Holtz gave the school committee an update on two overnight field trip requests. One is for wrestling with three students and two coaches. 1 student from Hoosac Valley and 2 students from MGRS. MOTION I to accept the request. Discussion: None. L. von Holtz gave details regarding two requests for two different overnight trip	Motion I Terranova Motion II Miller	Conry Conry	7-0-0 7-0-0



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	requests for the Lego Robotics club to take part in a tournament in Danbury, CT. MOTION II to accept Miller/Conry 7-0-0.			
Report from the Student Representative	Ella Dudley, Student Representative updated the committee. The student council has completed the hygiene kits that were discussed at a previous meeting. The student council will be holding a school-wide food drive after February break. Student Council fundraising will be taking shape in order to hold a ping pong tournament and/or Mario Kart Tournament. Recently students went to Rep Neal's office to urge him to support the Green New Deal legislation.			
Report from the Business Manager	<p>FY19 Line Item Transfer: C. Desjardins gave the school committee updates regarding line item transfers that require school committee approval. The Finance Subcommittee has reviewed these transfers and voted to recommend all of these transfers unanimously.</p> <p>Draft FY20 Budget Review: C. Desjardins reviewed a draft FY20 budget provided in the meeting packet. J. Bergeron reviewed the draft budget in detail and outlined some of the changes that have taken place from the FY19 budget and noted some key areas that are still being worked out both, in some cases, through the business office and bookkeeping processes as well as some updates that we are waiting on regarding State budgeting in terms of Rural School and Chapter 70 funding. The school committee has been invited to present a preliminary budget to the town finance committees during the week of March 4th and the public hearing is scheduled for March 14th at 6 PM at MGRS.</p>			7-0-0
Reports from the Principals	The Principals from WES and LES reviewed updated Student handbooks with the school committee. The committee asked that the LES manual be updated regarding reporting suspected child abuse and neglect. The language provided in the packet stated that staff are obligated to report and that should be	<p>MOTION I Terranova</p> <p>MOTION II Miller</p>	<p>Caplinger</p> <p>DiLego</p>	<p>7-0-0</p> <p>7-0-0</p>



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	<p>changed to mandated to report. J. Brookner reviewed edits to the WES handbook which includes language regarding attendance procedures, pregnant students, restrictions on vaping and e-cigarettes and the appendix on residency. The WES language will also be updated to change obligated to mandated in regards to reporting suspected child abuse and neglect. R. DiLego asked that the residency appendix included in the WES handbook also be added to the LES handbook. MOTION I to accept the handbook as presented with the amendments discussed.</p> <p>School Choice Discussion: The committee was presented with the 10/1 SIMS enrollment data as a guide to whether or not to open the District to school choice and, if so, which grade level slots to open. M. MacDonald reviewed projected enrollment numbers for AY2020. Based on those projected numbers, the Principal does not recommend opening choice slots at MGRS. M. Wiley is also not recommending any slots at LES based on current projected enrollment for AY2020. J. Brookner stated that if the committee opens the District to choice, she would recommend choice slots in 1st, 6th, and K. March 5th and 6th both elementary schools will hold Kindergarten registration in order to better determine class size in K – as the number always grows higher than what is on the reported town census reports.</p> <p>Introduction of new elective courses (MGRS): M. MacDonald reviewed the program of studies that will be updated for MGRS within 2-3 weeks and gave information regarding the following elective courses: Shakespeare, Mosaics, and Glass Fusing. M. MacDonald gave information regarding the rationale for making</p>			
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	<p>the changes to the MGRS program of studies.</p> <p>MOTION II to approve the introduction of the three new electives. Miller/DiLego 7-0-0</p> <p>Review of Puppets in Education Workshop at LES sponsored by Bedard Bros. Chevrolet: M. Wiley outlined a program entitled Puppets in Education that recently took place at LES and was sponsored by Bedard Bros.</p> <p>ExxonMobil Educational Alliance \$500 to LES to support STEM Education: M. Wiley reviewed a recent grant that was gifted to LES in support of STEM programming from the ExxonMobil Education Alliance in the amount of \$500.00</p>			
Report from the Superintendent	<p>Strategic Planning Update: K. Grady reviewed the Strategic Planning process thus far for the first Regional Strategic Plan. The Committee has had two meetings. Data is being reviewed from strategic planning surveys. Currently the group is reviewing budgeting information and working on SWOT analyses (Strengths, Weaknesses, Opportunities and Threats).</p> <p>Long Term Sub Rate: K. Grady brought a recommendation to the committee for a new regional long term sub rate of \$220 per day for long term teacher substitutes that complete assignments of 10 days or more.</p> <p>MOTION: to approve a long term teacher substitute rate of \$220 per day across the entire District.</p> <p>Discussion: K. Grady explained that the long-term sub rate would apply to long-term substitute teachers who are assigned to cover classes for a particular teacher for a period of ten days or more. S. Miller asked if the pay would be made retroactive if a sub became a long-term sub even if the initial assignment didn't call for it to be long-term. In those, cases retro pay would apply once ten days</p>	Miller	Caplinger	7-0-0



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	<p>have passed. Discussion regarding the three different rates that currently exist at each school.</p> <p>Preliminary 2019-2020 School Calendar Discussion: K. Grady asked to table the calendar discussion until the March meeting as the vote regarding a potential tentative teachers settlement agreement was delayed due to snow. The committee opted to discuss certain aspects of the calendar that are not considered linked to the contracts. K. Grady discussed the number of school days required along with potentially having one week long vacation in March and two long weekends in February and April.</p> <hr/> <p>Request to Change title from Pupil Services Coordinator to Educational Team Leader: K. Grady reviewed the current job description for the vacant Pupil Services Coordinator position and at the same time reviewed the need for a similar position called an Educational Team Leader. Some of the language for the proposed position was borrowed from Westfield Public Schools. This position would be a school year position plus a few extra days outside of the school year. This job description's essential duties would be a little bit less intensive than the coordinator position but it would work to serve the needs of the entire region. MOTION to approve the title change and responsibilities from Pupil Services Coordinator to Educational Team Leader. Caplinger/DiLego. VOTE: 7-0-0.</p> <hr/> <p>Request title change from Director of Technology to Director of Operations: K. Grady reviewed the need to adjust the job description and title of R. Wnuk the current</p>	<hr/> <p>Caplinger</p> <hr/> <p>Miller</p>	<hr/> <p>DiLego</p> <hr/> <p>DiLego</p>	<hr/> <p>7-0-0</p> <hr/> <p>7-0-0</p>
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	<p>the District was operating with shared services and the positions was funded for approximately three years; the job description has been updated and modified to take on additional responsibilities than the previous iteration of this position. MOTION: to approve the modified title and job description from Curriculum Instruction and Assessment Coordinator to Director of Curriculum, Instruction and Technology and approve the associated job description. DiLego/Caplinger. Discussion: R. DiLego asked for the newly modified and created positions to be incorporated into the budget planning processes and within that discussion to bring up the 'trade offs' and potential restructuring that would need to take place. 7-0-0.</p> <hr/> <p>Organizational Flow Chart: This topic was put on hold.</p> <hr/> <p>Department of Environmental Protection Report: K. Grady reviewed a report from the Department of Environmental Protection regarding a missed water test that took place at MGRS. There is a remedy plan in place. No tests before or after the missed testing date were irregular in regards to the test results. Public notice will be given via iberkshires, the MGRS website and will be e-blasted out to appropriate families.</p>			
Subcommittee Updates	<p>Policy: Attendance Policy and Procedure: The attendance policy and procedure were brought forward as a point of reference due to the handbooks being an item of discussion this evening. Discussion regarding inconsistencies in the second paragraph in policy JH versus what is listed in the handbooks for what is</p>			



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	<p>defined as an excused vs. and unexcused absence at MGRS. D. Caplinger will email S. Miller with thoughts on this item and next steps will be taken to address</p> <hr/> <p>Concussion Policy: The procedure that corresponds to the concussion policy needs to be updated and will be brought forward at a future meeting.</p> <p>Finance Committee: Warrants available for review.</p> <p>Capital Gift Phase I: Perkins Eastman is working diligently to get items completed and out to bid.</p> <p>Capital Gift Phase II: D. Caplinger reported that Capital Gift Phase II has had several meetings that have included extensive conversations with landscaping architects with the goal to make changes to the athletic fields and facilities to make a maximum impact for the largest amount of students within a prioritized and phased approach in order to accomplish all goals. The subcommittee would request the full committee to hold a special session to review the work that the subcommittee has done thus far and fully review the options available. J. Bergeron recommended coordinating the meeting to coincide with the budget workshop. Discussion regarding the need to involve and communicate with the town in order to make sure that all potential capital project plans are properly planned out and permitted by the Town.</p>			
Upcoming Events of Interest	<p>Charting the Course</p> <p>Certificate of Occupancy walkthroughs will take place over February break. Essential staff only will be on site Monday-Wednesday.</p>			



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<p>Executive Session with Intent to Return to Open Session</p>	<p>Motion to move to Executive Session with intent to return to open session per MGL Chapter 30A Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel. And per Chapter 30A Section 21 (a) (3) to discuss strategy with respect to litigation (Maintenance/Facilities Coordinator) and to discuss strategy with respect to collective bargaining regarding all units as an open meeting would have a detrimental effect on the bargaining position of the school committee and the Chair so declares.</p> <p>Unanimous Roll Call Vote. The committee entered Executive Session at 9:01 PM</p> <p>Returned to Open Session at 9:21 PM</p> <p>Potential / tentative settlement agreement regarding Teachers Contract between Mount Greylock Educators Association Teachers and Mount Greylock Regional School Committee: The following was read by S. Miller:</p> <p><i>The (Committee/Association) hereby votes to ratify the terms of the document titled "Agreement Between the Mt. Greylock Regional School Committee and the Mt. Greylock Regional School District Educators Association for the term of July 1, 2018 through June 30, 2021", as part of this vote to adopt the following:</i></p> <p><i>For the remainder of the 2018-2019 school year, all current terms and conditions from the former Collective Bargaining Agreements (CBAs) shall remain in full force and effect, with the exception of Article VII - Grievance Procedure which shall be instituted across all schools in the event of a grievance, as well as the salary schedules found in Appendix A and the Mt. Greylock middle/high school stipends found in Appendix B, which shall be retroactively paid to July 1, 2018. Effective July 1, 2019 all terms contained with "Agreement between the Mt. Greylock</i></p>	<p>DiLego</p>	<p>Miller</p>	<p>7-0-0</p>
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	<p><i>Regional School Committee and the Mt. Greylock Regional School District Educators Association for the term of July 1, 2018 through June 30, 2021" shall be in full force and effect. Placement on the Salary Schedules in Appendix A and retroactive payment (which shall apply from day 1 of the 2018-2019 school year), will be in accordance with the document titled "Placement of Mt. Greylock Regional School District Educators Association Bargaining Unit Members for the 2018-2019 school year". Also included as part of this ratification vote is the Memorandum of Agreement concerning retiree health insurance, the terms of which shall be in full force and effect, but shall not be incorporated into the terms of the "Agreement Between the Mt. Greylock Regional School Committee and the Mt. Greylock Regional School District Educators Association for the term of July 1, 2018 through June 30, 2021". The Parties further agree to continue collective bargaining in good faith regarding all Phase II items (Addendum the TA list), with a mutual goal of the Parties to complete negotiations on these items prior to the end of the 2018-2019 school year. Miller/Terranova Discussion: 7-0-0.</i></p> <p>Motion to adjourn: Terranova/DiLego 7-0-0 9:25 PM</p>			
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Respectfully Submitted,
Jonathan Nopper
Mount Greylock Minutes Recorder

Mt Greylock Regional School Committee February 25, 2019

Present from school committee: Dan, Joe, Regina, Ali, Al, Steve; Kim

Business office: Abbey

Phase II sub-committee: John (chair), Steve, Al, Dan, Julius, Talia. Art on phone.

Start 3:02

Start with presentation from John about Phase II. Eager to present, lots of good, productive meetings. Will review where we are and recommendation. See attached slides for details. Identified needs and opportunities.

Recommendation: multi-year plan for construction of new fields / renovation of existing. Emphasize: idea of a track (benefit many) brought back to the table. I was on the original committee looking at the use of the Williams gift, looked at a track back then and the numbers were much more expensive, all pleasantly surprised at what it came in as. Committee wants to keep a focus on that.

Benefits: maximize benefit to maximum number of students. Provide accessibility as required by code, proximity to parking / school buildings. Turf field provides resilience, ease of maintenance, all weather use. Maintenance largely sweeping once a week, Williams has been very helpful and would have their expertise. Revenue opportunity. Principal sports: soccer, lacrosse, football. Would help with PE. Roughly 370 students per day participate, over half of the student body, majority in younger grades (not on varsity sports), want to get as many outdoor experiences as possible. Estimates of gains of 1-2 days per week, impact "off the charts" in March-May. Overall 7-10 weeks of outdoor PE. More than just game field.

Site plan (Art): Phase I: Describes construction and when things done. Discusses Title IX requirements (boys and girls have same amenities, what would get for softball). Mentions track, infrastructure already there, challenges on putting it in various places so better to put in existing location. Cost: see attachments. Talked with Williams and portable bleachers are significantly less for cost (also press box). Comes in at \$1,657,700.

Phase II: Parking and driveway access: Comes in at \$612,200. Includes baseball and softball improvements, access.

Phase III: Outfield improvements: drainage. Comes in at \$50,400. Mostly varsity softball.

Alternate: new track and surfacing: 8 lanes straightaway, 6 lane turn: includes some of the throwing apparatus. Comes to \$444,500.

All combine for \$2,764,800.

(John again): Keep onus off of the school committee, this committee will move forward and want to be renamed the Game Fields Committee. Have talked to experts at Williams who will help oversee / provide expertise. Also opportunities for fundraising. Scoreboard, signage. Overall time-table is roughly 30 weeks.

Questions: Concerns: Regina: how much of the gift are we using?

Joe: Answer: gift was \$5million two years ago, b/c of their investment team it is now \$6.2million. When reached out to the college, the investment is fluid with the endowment – can go up or go down if we leave it in.

Steve: can consider asking towns for money to save the gift to keep growing.

Al: concern about preserving the reserve of \$1.5million (and what it's grown to, say about \$1.9million).

Steve: Everything is around \$2.7million, this includes track, much less than the over \$3million we had before.

Regina: money aside, really support idea of track.

John: large number of students will benefit from this. That could be a future fundraising opportunity. Not an unwieldy number.

Regina: long term cost of maintaining?

John: Williams: about \$2000 a year putting in pellets but that's from daily use. Winter Williams plows. Williams expects 12-15 years b/c of their care, and we can borrow from their best practices.

Art: assume about \$10,000/yr, falls on a sliding year, not much first five years other than general care (say every two weeks or 100 hours of use). As field gets older might have to replace high use areas.

Regina: How much to replace turf?

Art: mostly just turf itself, pull and relapace. Can reuse shock pad (lasts two cycles of turf). Roughly \$350,000 / \$400,000 to replace.

Al: looking things up, dollar for dollar see synthetic turf is a better value.

Joe: what is the annual grass field costs? Was \$50,000 to resod (but that was the first time in a long time).

John: Turf is ready immediately.

Joe: no mudpits so more available for PE. For teams as team participation increases see issues with field keeping up to date. Turf takes year long use better.

Brian Gill: primary use would be PE. Nice to have when need. Can host post-season events (rules in hosting semi-final and championship games). Those games must be on turf. Now in running to host. Could generate revenue. For track and field: we have steadily seen a decline in ability to use Williams at all. Limited now for practicing, only small groups at a time. Right now have 0 dates where we can host at Williams due to NESCAC tournaments, not being stingy just don't have the dates, and in our league required to host. Had 98 students last year in track (boys and girls), biggest in numbers. Nordic next with 94 last year. To host a championship meet need 8 lanes, college is 8 all around (so couldn't host an MA championship).

Art: for an 8/8 track: 8 can host sprinting events. IF had 8 still have other components (seating requirements). If not hosting a championship recommend 8 straightaway with 6 turn, just can't run finals.

Regina: when tasked to have ADA compliance?

Joe: April 2022.

[[Joe edit 4/10/19 ahead of committee review/approval: Regina noted that ADA compliance is a requirement and should be done ahead of exhausting available funds. If we are going to spend money and near our limits, ADA compliance should come as an integral part of that instead of at the end of the process.]]

Dan: Both Talia and Julius were terrific in giving a sense of the student experience, who is using the fields and how.

Brian: keeping track separate helps with size of fields for sports. Track around it limits width. Soccer benefits from a large field.

Al: got advice at a previous school committee meeting about going in on a lower bid.

Art: maybe save \$100,000 on bidding climate.

Dan: if set a low dollar value not committed to accepting. For Phase I this was important.

Joe: Went to Perkins-Eastman: didn't have time to put together a full proposal, ballpark was \$158,000 to move forward into the design phase, in line with the set of from Phase I. Will take 6-7 weeks to get thru this process. Would put us at late edge of bidding, might see less bidding and might see higher prices as people are already committed. Dan raised a red flag about not knowing (needs to know as architect) that we satisfy ADA compliance by 2022. Cannot run out of funds and not be able to do it.

John: Art has worked closely with committee, has said should be able to make timelines.

Dan: Say want to save \$1.9million, expenses of this plus Phase I are about what we have left based on where the endowment has grown.

Students leave at 3:59 to catch late bus.

John: Can view starting point of the gift is now, when building is ending, so view it as \$1.5million and not \$1.9million. Turf field addresses ADA, field provides most accessible type surface. Also Title IX. There are advantages to doing things in this order.

Steve: vigorously support fundraising and other funding opportunities. Have seen the difficulties of not doing projects fully and then having decades of less services.

Dan: Money was given to the high school for the high school. Was meant to improve the high school. Still view my math of a district office as benefiting the high school X% and elementary schools Y%. Have the elementary school contribution come from somewhere else.

Steve: That would translate to asking the towns.

Dan: would be some percentage as a district expense that should be expensed out to all three schools.

Steve:

Joe: challenging to have us borrow. One reason to have the gift was to do things that the MSBA would not support. This is pretty much the same plan as a year ago, just optimized for cost, multiple public presentations.

Steve: optimizing for cost and use.

John: when a donor makes a gift, they want to see the gift used, want to see it have an impact. This plan is for their gift to have a maximum impact on the students.

Joe: are these priorities if funds unlimited?

Steve: Yes, we didn't include in the building project as MSBA doesn't reimburse, but was always a priority.

Art: Will always look for cost savings as go forward. But not seeing much. A 10% contingency on a project like this is high, usually more like 5%, haven't brought down yet.

Joe: Timeline? When would you need us to look at additional documentation?

Art: Once we get the go we would race to start having meetings discussing materials, choices, Get permitting started. Anything over 20000 sq ft needs to go back to permitting, ZBA. We would start moving relatively quickly, in first 2-3 weeks of 6-7 week period.

John: Art has already vetted Doucet already working on site, confident in their ability to do work. That's an advantage.

Art: waiting for some numbers from Geotech, should have in the next 24 hours.

???: Right now for the amount allotted will not get all on these pages, but can see what happens with fundraising.

Dan: have you talked to Williams about moving some money to short term investment if need to access quickly?

Joe: can talk to Williams.

Dan: I would be comfortable authorizing \$1.65million.

John: no idea what number to give for fundraising. There are people who are used to fundraising for athletics here who are eager, and synthetic turf gives them great potential.

Dan: If there is a delay or some period of time where there is a number of weeks where we have to take this for an extra design phase, if the committee could at the same time give the sub-committee the task to reach forward to start fundraising.... Might make the committee more comfortable with financial aspects.

Joe: Perkins-Eastman: next step is not authorizing bid number, but the funds not to exceed the \$158,000 for detailed design, permitting,

Steve: move to authorize funds not to exceed \$158,000 for Perkins-Eastman to do as mentioned above and at the same time move forward with reaching out to members of the community for fundraising. Dan seconds, passes unanimously 6-0.

Finish this part of the meeting at 4:26pm.

Part IIa: discussion to participate in school choice.

Regina moves that we be a region of choice Steve seconds, passes unanimously 5 in favor (Dan outside room).

Item III on the Agenda:

Kim: Draft budget, on version 7, Joe and Kim going line by line, talking with Principals, still missing numbers. Certain reports rely on, Rob working with DESE to get numbers need. What we have is what we'll have to go on.

Town of Lanesborough has been reclassified, called above effort. Williamstown is a below effort. Impacts how funding is spread out. Before we throw out even a hardcopy document, with foundation numbers we have want to make sure as accurate as can be. There is now a swing b/w the two towns. We know our priorities. Have a strategic planning group, identified hot spots (social / emotional learning). Settled one of contracts, bus contract up for renewal, costs up. Have some retirements. Trying to make balance work.

Joe: the way state formulas work for town contributions: minimum local contribution were significantly changed from last year to this year. This means Lanesborough has declined by a few hundred thousand dollars, Williamstown increased. No impact on elementary schools. When we regionalized we came up with a formula that elementary schools are funded by towns individually, and high school jointly. Lanesborough's share has decreased and Williamstown has increased. Everything on top of that is split based on student enrollment over the past 5 years.

Al: almost no town pays at, none below, minimum local. Should not expect that this means funding will go down.

Joe: following up with the state to see why they moved two categories (above effort, at effort, below effort). Even if MtG budget stayed the same would swing to another \$150,000 to Williamstown paying from Lanesborough.

Steve: How many other towns moved one category? Two categories?

Joe: impacts apportionment.

Items: line 29 (on far left) new position building and grounds, \$65,000. Line 30 new, curriculum and instruction, \$95,000. Skipping over some higher dollar changes.

Dan: now in year 2 of merging, learning where to move things.

Line 70: Assnt Principal returning for full year, returning from Afghanistan.

Salary changes due to new contracts. FY19 is not reflecting FY19 actual.

Lines 103-105: ESL: positions that fill or not based on student enrollment.

Summer costs will go up a bit, will partner with Richmond shores (boys/girls club programs). Home based tutoring.

Shakespeare has gone up, just added program to LES (already at others).

Looking at online learning, assessments,

Technology pretty good with (Chrome books, renewal phase coming up).

AI needs to leave at 4:55pm.

Need detailed and accurate numbers (state, internal) to build budget.

Regina: line 381: longevity....

Kim: Need TMS to work on this, they are.

Upgrades in wifi at LES/WES

Dan: maybe WES endowment can deal with phones there....

Kim: We do get some back. Maybe 60% back.

Ali leaves at 4:57pm

48 Hours: Steve: Berkshire Eagle had an article about the County Education Task Force still pushing for one district. I wanted to reiterate that I have grave concerns with this and with their analysis of the benefits and costs, and I ask for an agenda item on this for the next meeting.

Motion to adjourn by Regina seconded by Steve passes 5-0 at 5:02pm



Mt. Greylock Regional School District

School Committee Open Session Minutes

Date: March 14, 2019

Start: 6:01 PM

Adjourn: 9:42 PM

Location:

MGRS Meeting Room A109

1781 Cold Spring Road Williamstown, MA 01267

In Attendance:

Committee Members:	Also Present:
Joe Bergeron, Chair Regina DiLego, Vice-Chair Steven Miller, Secretary Dan Caplinger Christina Conry Alison Carter <u>Absent:</u> A. Terranova	Kim Grady, Superintendent Chris Desjardins, Business Consultant (TMS) Mary MacDonald, Principal MGRS Martha Wiley, Principal LES Joelle Brookner, Principal WES

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Item	Comments	Motion	Second	Vote
Call to Order	Meeting called to Order by Joe Bergeron, Chair, at 6:01 PM			
Public Comment	<p>Public Comment I: Lyndon Moors, Speaking to FY20 Budget, Lanesborough resident and music teacher at MGRS. Mr. Moors spoke against reducing the LES music teacher to .6 FTE.</p> <p>Public Comment II: Jennifer Szymanski, Speaking to FY20 Budget, Ms. Szymanski spoke to a lack of communication at LES in the budget preparation process which has led to concern and confusion among staff. Ms. Szymanski would like the committee to clarify intentions within the proposed budget changes for FY20.</p> <p>Public Comment III: Jaqueline Vinette, Music Teacher at LES, spoke to current concerns within the music program and further concerns within the proposed budget.</p> <p>Public Comment IV: Marsha Vinette, employee of LES, speaking to the FY20 Budget. Ms. Vinette spoke to concerns at LES with the unfilled position of a .6 FTE Media Specialist position going unfilled and spoke to the impact it has had on the music program, the library program, and future impact to the MGRS music program.</p> <p>Public Comment V: Rick Paris, Speaking to FY20 Budget. Resident of Lanesborough, Mr. Paris spoke to concerns within the proposed budget which would eliminate a position and reduce the music teachers FTE from .8 to .6.</p> <p>Public Comment VI: Michelle Johnson, Parent and resident of Lanesborough, mirrored concerns to the budget, and asked the committee to explain the process for opening school choice slots at LES. M. Johnson expressed concerns over the number of positions</p>			



Mt. Greylock Regional School District

	<p>that are being created in this year's budget. M. Johnson asked if the district has considered combining and having one regional summer program.</p> <p>Public Comment VII: Ray Jones, resident of Lanesborough, spoke to the proposed FY20 Budget as it relates to the current socio-economic climate in the Berkshires.</p> <p>Public Comment VIII: Marty Walter, speaking to the FY20 Budget, MGRS teacher and resident of Williamstown. Mr. Walter inquired about how long music lessons are at WES as compared to music lessons at LES. Mr. Walter asked if the committee could clearly state if there are any planned eliminations or reductions in force in the proposed budget being presented. Mr. Walter wished to re-iterate the importance of equalization between the two elementary schools. Mr. Walter concluded by stating that has greatly enjoyed his ten years of employment with MGRS and asked</p>			
Approval of Minutes	<p>February 14, 2019 – Postponed</p> <p>February 25, 2019</p> <p>March 1, 2019</p> <p>March 6, 2019</p> <p>Motion to approve en masse, 2/25, 3/1, and 3/6. Discussion: R. DiLego spoke to a missing portion of discussion regarding ADA Compliance. D. Caplinger noted a typo on page 3 in the misspelling of the name 'Talia.' The committee requests that the Secretary re-do 2/25 and re-submit for approval. The motion was amended to approve 3/1 and 3/6 only.</p>	Caplinger	DiLego	6-0-0.
MGRSD FY20 Budget Presentation	<p>K. Grady and C. Desjardins reviewed a power point presentation that outlined proposed changes within the proposed FY20 Budget. Principals Martha Wiley, Joelle Brookner and Mary MacDonald spoke to the slides for their individual schools. S. Miller mentioned that the WES School Council is in support of the proposal for a school social worker and he asked if the LES School council is in support of or what conversations have taken place regarding the proposed changes in the budget to the music program at LES. Discussion regarding the Specialist schedule at LES. D. Caplinger asked for a recap on how the proposed budget was developed. M. Wiley spoke to the steps that went into the budget development process at LES. S. Miller spoke to the possibility of asking the Town of Lanesborough for additional funding if the people of the Town are willing to support it. K. Grady explained the rationale behind the budget changes based on the projected decrease in enrollment and the number of teaching blocks that will be put forward in next year's schedule based on that projected enrollment. This would be a change from the current number of 14 teaching blocks. Discussion regarding the</p>			



Mt. Greylock Regional School District

	difference in cost if the music program was kept at a .8. Discussion regarding student enrollment in the program and length of blocks / scheduling for next year.			
School Choice Openings for 2019-2020	J. Bergeron stated that the committee had voted previously to be a region of choice but has not yet taken a vote on the slots to open for next year. J. Brookner stated that there are five siblings of current choice students that are coming of age for Kindergarten. Ms. Brookner's current proposal is to take 3 new choice students in Kindergarten and 2 new choice students in 1 st . Discussion regarding projected enrollment, potential for incoming students that may register late at either school. Total enrollment at the elementary schools as it relates to the number of sections and ultimately the total enrollment numbers in each class and how that would impact MGRS. Discussion regarding changing the school choice process so no slots would be opened in Kindergarten. J. Brookner spoke to the positives of accepting school choice students from K and keeping them in District throughout grade 12. MOTION to open 3 choice slots in K and 2 slots in first grade at WES. Discussion: Regarding K at WES as it relates to the school choice decisions and the budgeted sections. Move to amend the motion to change number of open choice slots from 3 to 5 Caplinger/Carter. Discussion regarding if this amendment would set a precedent. VOTE: 3-3 Motion Fails. Vote on original motion: 6-0-0. Motion passes. Lanesborough Elementary: Move the Principal's recommendation of opening no additional choice slots at LES or	Miller	Conry	6-0-0
		Miller	DiLego	4-2-0



Mt. Greylock Regional School District

	MGRS. VOTE: 4-2-0. Caplinger and Conry Against. Motion Passes.			
FY20 Budget	<p>FY20 Budget Discussion: D. Caplinger asked if both Towns had been met with and discussed this proposed budget. A meeting took place with Williamstown but Lanesborough was not able to schedule a meeting prior to the public hearing. S. Miller proposed moving the LES music teacher from .7 to .8 in the proposed budget. Discussion regarding the lines in the budget that proposal would impact and at what cost (approximately \$6,000). Miller/Conry. Discussion: The Committee discussed the process of what the committee would need to do if this motion passed but failed at Town meeting. Discussion of the option to make a motion of the floor of town meeting vs. making the motion now. VOTE: 6-0-0.</p> <p>Discussion regarding E&D funds and how those funds are being spent as it relates to the proposed budget and the FY20 assessments to the Towns. Discussion regarding coaching as it relates to baseball at MGRS. Next year, JV will hold tryouts for grades 7-12. The number of students who may be cut based on the projected number of students expected to try out would be between 4-6 students. Move to approve a</p>			
	<p>FY20 Net Budget Subject to Appropriation: Motion to approve an amended net budget subject to appropriation \$ 17,931,394.00</p> <p>Carter - AYE, Miller - AYE, Bergeron - AYE, DiLego - AYE, Caplinger - AYE, Conry - AYE</p>	Caplinger	Miller	6-0-0
	<p>FY20 Total Budget: Move to approve a gross capital budget as amended in the amount of \$24,419,314.00</p> <p>Roll Call Vote: Carter - AYE, Miller - AYE, Bergeron - AYE, DiLego - AYE, Caplinger - AYE, Conry - AYE</p>	Caplinger	DiLego	6-0-0
Capital Gift Phase II Updates	<p>D. Caplinger and S. Miller provided an updates on the Capital Gift Phase II Subcommittee regarding the proposed turf for the athletic fields. The subcommittee received input from several members of the athletic fields regarding playability and suitability. The subcommittee is hoping to take a look at potential cost savings should the phase I and phase II projects get going at the same time.</p>			
Building Project Update	<p>MGRS has received a verbal Certificate of Occupancy during February break and the auditorium is officially open.</p>			
Subcommittee Updates	Finance: Warrants are circulating. (S. Miller Exits)			
	<p>Capital Gift Phase I: Perkins Eastman Fire & Alternate Design Fee: J. Bergeron reviewed an add-service</p>	DiLego	Caplinger	5-0-0



Mt. Greylock Regional School District

	request from Perkins Eastman in the amount of \$10,800 as it relates to the multipurpose building. The majority of this cost is related to the fire alarm. Minimal cost is associated with the alternates. Motion to approve the add-service request as presented.			
Move to Executive Session	<p>Move to Executive Session with intent to return to Open Session per MGL Chapter 30A Section 21(a) (2) to conduct strategy sessions in preparation for negotiations with non-union personnel (Business Manager / Business Office Services. Moved by Caplinger, Seconded by DiLego</p> <p>Roll Call Vote: Carter – AYE, Bergeron – AYE, DiLego – AYE, Caplinger – AYE, Conry – AYE.</p> <p>The committee enters Executive Session at 9:14 PM</p>			
Discuss/Approve path forward for Business Manager / Business Office Services	The committee returns to Open Session at 9:40 PM. J. Bergeron recused himself from this discussion. MOTION to approve the path forward for Business Manager / Business Office services Invitation for Bids as written in the document provided.	Caplinger	Carter	4-0-0
Other Business	None			
Upcoming Meetings, events of interest and agenda requests for next meeting.	Next Regular Meeting: Thursday, April 11, 2019 at 6PM.			
Motion to adjourn	Adjourned at 9:42 PM.	DiLego	Caplinger	5-0-0

Respectfully Submitted,
Jonathan Nopper
Mount Greylock Minutes Recorder



Mt. Greylock Regional School District

School Committee Open Session Minutes

Date: March 21, 2019

Start: 4:00 PM

Adjourn: 4:54 PM

Location:

MGRS Meeting Room A109

1781 Cold Spring Road Williamstown, MA 01267

In Attendance:

Committee Members:	Also Present:
Joe Bergeron, Chair Regina DiLego, Vice-Chair Steven Miller, Secretary Dan Caplinger Christina Conry <u>Absent:</u> Alison Carter Al Terranova	Kim Grady, Superintendent

Item	Comments	Motion	Second	Vote
Call to Order	Meeting called to Order by Joe Bergeron, Chair, at 4:01 PM			
Public Comment	Michelle Johnson from Lanesborough provided the committee with Public Comment regarding the school calendar.			
FY20 School Calendar	The committee was presented with two options for next year's academic calendar. One would keep the traditional school breaks in February and April and the other would place long weekends during those months and provide one week-long break in March. Discussion: The committee discussed both options and what it would look like regarding the last day of school with both options as well as how it would align to other schools and local colleges. Discussion regarding the process for creating the calendar and any feedback that was received over previous discussions regarding potential changes to the	Miller	DiLego	5-0-0



Mt. Greylock Regional School District

	<p>academic calendar. Discussion regarding professional development schedule for next year as it relates to the new teachers' contract. One additional professional development day needs to be added per contract. MOTION to accept the proposed calendar as presented with a February and April break with the modification of a professional development day on October 11th (no school for students), June 15th will be a full day of school, and the last day of school (without snow days) June 16, 2020 which will be a half day. Brief discussion regarding the planning process for next year.</p>			
Pre-K Tuition Rate	<p>K. Grady proposes that the Pre-K rates remain the same. MOTION to accept the Pre-k rates as presented. Discussion: R. DiLego asked that we explore offering universal pre-k within the region at some point going forward.</p>	DiLego	Miller	5-0-0
Regular Tuition Rates	<p>K. Grady reviewed the established rate for Lanesborough Elementary New Ashford students \$14, 442. Discussion regarding the new regional per pupil rate for the region being determined by DESE less the transportation and special education costs. That tuition rate is \$15,882.53. MOTION to accept a K-6 tuition rate of 14, 442 per student and a 7-12 tuition rate of \$15,882.53 for the 2019-2020 school year. Discussion: Next year there will be a single unified tuition rate for the entire region. Discussion regarding the goal of the tuition agreements and processes for transportation of tuition students.</p>	Miller	DiLego	5-0-0



Mt. Greylock Regional School District

FY20 Budget amendment related to building project interest	Not needed.	N/A	N/A	N/A
Other Business	M. MacDonald presented details for a Model UN field trip for six students in grades 9-11 taking place on April 5, 2019. MOTION to approve Caplinger/DiLego VOTE: 5-0-0			
Move to move into Executive Session	<p>Motion to move into Executive Session with no intent to return to open session per MGL Chapter 30A Section 21 (a) (3) to discuss strategy with respect to collective bargaining (Cafeteria and Teachers contracts) as an open meeting would have a detrimental effect on the bargaining position of the School Committee and the Chair so declares.</p> <p>Miller – AYE, Bergeron – AYE, DiLego – AYE, Caplinger – AYE, Conry – AYE.</p> <p>The committee entered Executive Session with no intent to return to Open Session at 4:54 PM</p>	Miller	DiLego	

Respectfully Submitted,
Jonathan Nopper
Mount Greylock Minutes Recorder

Dedication Sign text

MOUNT GREYLOCK REGIONAL SCHOOL
LANESBOROUGH & WILLIAMSTOWN, MASSACHUSETTS



SCHOOL COMMITTEE

Joseph Bergeron, Daniel Caplinger, Alison Carter, Christine Conry, Regina DiLego,
Steven Miller, Alfred Terranova

SUPERINTENDENT	Kimberley Grady
PRINCIPAL	Mary MacDonald
DIRECTOR OF OPERATIONS	Robert Wnuk

BUILDING COMMITTEE

Thomas Bartels, Richard Cohen, Paula Consolini, Hugh Daley, Yocelyn Delgado,
Chris Dodig, Robert Ericson, John Goerlach, Kimberley Grady, Carrie Greene,
Mary MacDonald, Lyndon Moors, Mark Schiek, Alfred Terranova, Stephen Wentworth,
Jesse Wirtes

TOWN MANAGER	Jason Hoch
BUILDING COMMISSIONER	Ryan Contenta

ARCHITECT
Perkins Eastman, Inc.
Boston, Massachusetts

GENERAL CONTRACTOR
Turner Construction Company
Albany, New York

PROJECT MANAGER
Dore & Whittier Associates, Inc.
Newburyport, Massachusetts

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

2019

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT
04-Apr-19
Prepared by UniBank Fiscal Advisory Services, Inc.

THE NEW MONEY NOTE

\$2,000,000	- new money note	\$2,000,000	- note renewal
01-May-19	- dated	04-Aug-20	- dated
04-Aug-20	- payable	15-Jun-21	- payable
2.75%	- interest rate	3.50%	- interest rate
\$69,208	- interest expense	\$60,472	- interest expense
	- available FY 21 capital assessment		- available FY21 capital assessment

THE CURRENT NOTE

\$3,000,000	- note renewal	\$3,000,000	- note renewal
03-Jun-19	- dated	03-Apr-20	- dated
03-Apr-20	- payable	15-Jun-21	- payable
2.50%	- interest rate	3.75%	- interest rate
\$62,500	- interest expense	\$135,000	- interest expense
\$62,000	- available FY20 capital assessment		- available FY21 capital assessment

THE FISCAL 2020 CAPITAL ASSESSMENT

\$1,917,925	- first issue debt service
\$62,000	- projected interest expense

\$1,979,925	- capital assessment

THE FISCAL 2021 CAPITAL ASSESSMENT

\$1,503,675	- first issue debt service
\$264,681	- projected interest expense
\$130,000	- additional assessment

\$1,898,356	- capital assessment

THE SECOND BOND ISSUE - issue in May of calendar year 2021

\$4,500,000	- par amount
4.50%	- interest rate
20	- term
\$345,943	- first year (fiscal 2022) projected debt service (level debt service)

THE FISCAL 2022 CAPITAL ASSESSMENT

\$1,497,675	- first issue debt service
\$345,943	- second issue debt service

\$1,843,618	- capital assessment

VOTE OF THE DISTRICT SCHOOL COMMITTEE

I, the Secretary/Clerk of the District School Committee (the “Committee”) of the Mount Greylock Regional School District (the “District”), certify that at a meeting of the Committee held April 11, 2019, of which meeting all members of the Committee were duly notified and at which a quorum was present, the following votes were unanimously passed, which appear upon the official record of the Committee in my custody:

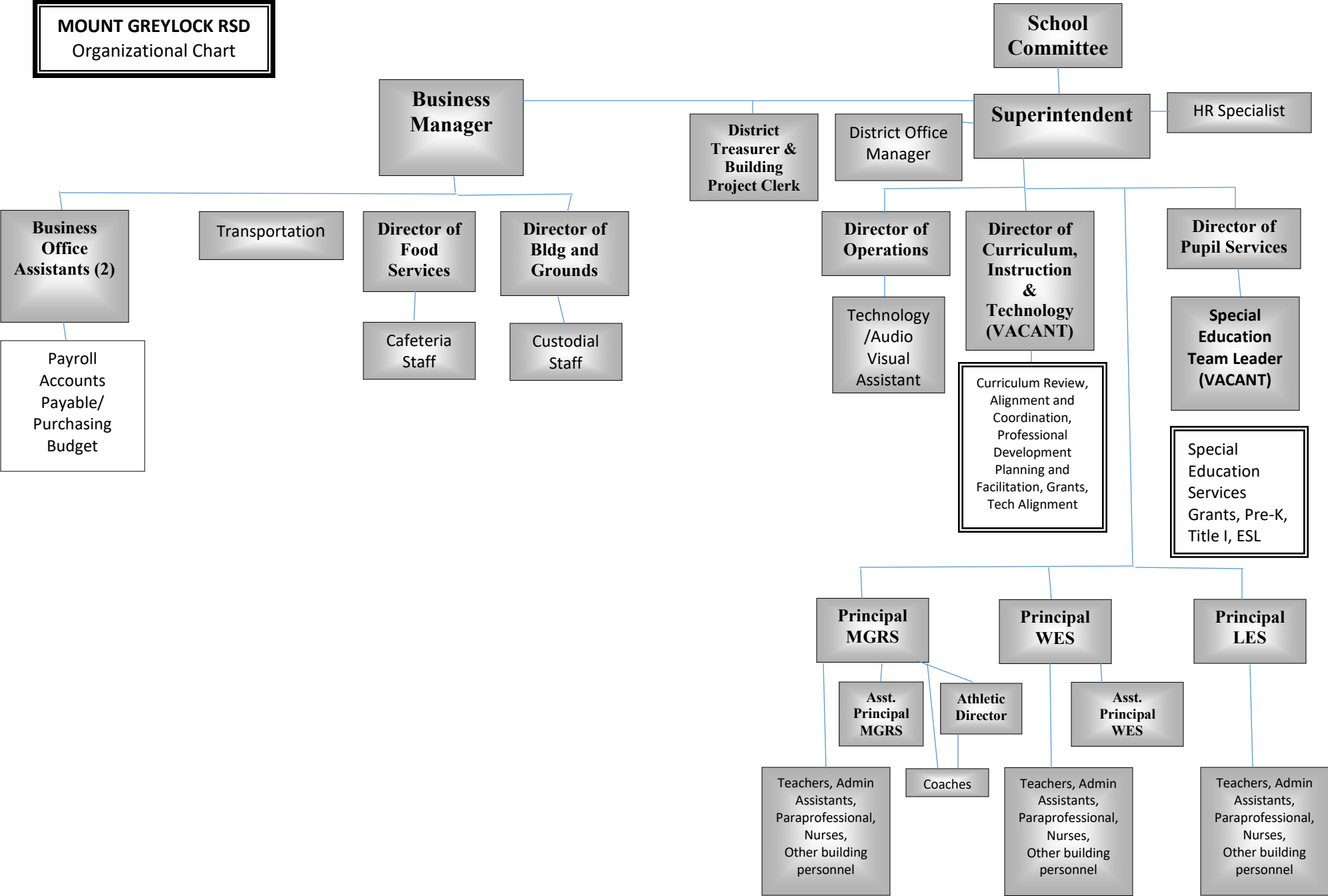
Voted: that the Treasurer is instructed to proceed with the competitive sale of a new money \$2,000,000 Anticipation Serial Loan – School Renovation, to be dated May 1, 2019, and be payable on August 4, 2020, and

Voted: that the Treasurer is instructed to proceed with the competitive sale of a renewal \$3,000,000 Anticipation Serial Loan – School Renovation, to be dated June 3, 2019, and be payable on April 3, 2020, such renewal note to renew the currently outstanding \$3,000,000 Anticipation Serial Loan – School Renovation, payable June 3, 2019.

Dated: April 11, 2019

Secretary/Clerk of the District School Committee

MOUNT GREYLOCK RSD
Organizational Chart



Approved:

The background features a large, faint, circular seal of the Mount Greylock Regional School District. The seal contains the text "MT. GREYLOCK REGIONAL SCHOOL DISTRICT" around the top and "WILLIAMSTOWN MASS" around the bottom. In the center of the seal is a graphic of a lighthouse with a sunburst above it.

Strategic Planning

Mount Greylock Regional School District
Winter/Spring 2019

Agenda, January 24, 2019

- Welcome & introductions
- Why strategic planning?
- Timeline

Personal Reflection

Think of a situation where you (or another individual or group you know) were not included in a decision-making process.

How did that lack of involvement affect the outcome of the process or the way you felt about the process and decision?

- Take a few minutes to reflect
- Find a partner and share your reflections
- Share with the group - record

Understanding the Strategic Planning Team's Role

- To work with the district or school to create a multi-year plan
- To represent the voices of stakeholders and provide diverse perspectives in the development of that plan
- To help identify workable opportunities for the greater community to engage in the planning process
- To represent the planning process within the community, providing ongoing two-way communication about progress

Setting Norms

How do we want to work together to accomplish our purpose?

- Organize into small mixed groups
- Identify a facilitator and recorder
- Discuss & propose 2-3 norms for team consideration, recording on chart paper
- Share proposed norms for team discussion

Wrapping Up

Anticipating focus groups (areas of interest and potential facilitators)

- Community engagement
- Culture & climate
- Social-emotional learning
- Technology

Wrapping Up

Confirm meeting dates

- January 24 - 6:00pm - 8:00pm
- February 7 - 6:00pm - 8:00pm
- ~~March 7 - 6:00pm - 8:00pm~~ canceled
- March 21 - 6:00pm - 8:00pm
- Saturday, April 27 - 9:00am - 3:00pm

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

School Closings/Last Day

School Year 2018-2019

2018-2019 School Closure days on record:

November 16, 2018 - 2 Hour Delay

January 9, 2019 - Early Release at MGRS / Elementary Schools Closed

January 22 - 2 Hour Delay

January 31 - Closed

February 1 - 2 Hour Delay

February 12 - Early Dismissal

February 13 - 2 Hour Delay

February 26 - MGRS Closed - Power Failure

February 27 - MGRS Closed - Power Failure

February 28 - 2 Hour Delay

Current last day of school, taking into consideration closure days:

Mt. Greylock Regional School - 6/24/19

Williamstown Elementary School - 6/20/19

Lanesborough Elementary School - 6/20/19

Cultural Competency, Inclusiveness, and Diversity Programming at Lanesborough Elementary AY2019

<u>Time Frame:</u>	<u>Description:</u>	<u>Audience:</u>
	Participated in: Lynn Lyons Anxiety Workshop Ty Allen Jackson - Racism Today Behavior Challenges Workshop- Eric Denette	Parents and staff Parents, Administrators, and Staff Parents and Staff
October- April	Second Step and Steps to Respect/ New Kits and online Streaming Ongoing online training	Grade 6 Teacher and PreK-6 students
Starting in May (6-8 week Program)	Botvin Life skills program (Gr.5)	Grade 5 students
Jan-Jun	Botvin Life Skills Program (Gr.6)	Grade 6 students
3 Hours	Cultural Proficiency/Shirley Edgerton	All staff
May 6	Gender Identity/Kelly Heck	Parent workshop
May (scheduled)	Gender Identity	Students and Staff

Cultural Competency and Diversity Programs at Mount Greylock ~ AY2019

Timeframe	Program Description	Target Audience	Funding
October three afternoons + May follow-up afternoon	PD in Cultural Competency <i>Elizabeth Freeman Center with Regi Wingo and Rudi Bach</i>	Faculty; para staff on first day (paid paras who continued participation)	309 Grant
September	World of Difference <i>Anti-Defamation League</i>	Peer Team (who then engage 7th and 8th graders) *program-required sessions with parents & faculty to be scheduled in Fall '19	WCF 2019
March	"Racism: My Truth" presentation <i>Ty Allan Jackson</i>	Parents/Guardians of MG/LES/WES; as selection of community members and 2 dozen Buxton students attended.	SEE Fund + PTOs from all three schools
January - May on Wednesdays	Williams College Community Matters <i>A team of students through the Center for Learning in Action in collaboration with Peer Team, Kellie Houle and Brian Gill; students focus on the elements of developing a strong community, including combating racism and other forms of hatred.</i>	9th graders	n/a
3 field trips over the year	Curating a Culture of Respect with <i>The Clark Art Institute, Williams College Museum of Art & Mass MoCA</i> <i>organized by the 7th grade Team and Ronna Ostheimer (Clark Art) to limit bullying and encourage active bystanders in bullying</i>	7th graders (this is the 3rd year of the program, which expands each year)	Museums fund buses

March	Anthony Bellmon '08 - Greylock ABC Scholar African-American aide to Congressman B. Boyle Penn. 2nd and founder of Millennials in Action PAC (first of an annual program to bring ABC Scholars back to MGRS to present)	Register*Educate*Vote; AP US History; Practical Civics; America in the World	SEE Fund & Student Activity Fund to reimburse his travel and stipend; new club with principal as Faculty advisor so no stipend)
February and onward	Re-establishments of the Greylock Multicultural Student Union <i>Alison Pardalis-Johnson, Advisor; among activities are meetings with MS directed studies with Peer Team members to discuss the use and end of use of the N-word. The GMSU is also planning to collaborate with GreylockPlays to have a world music concert.</i>	Any student in grade 7-12 may join	n/a (newly re-established club so no stipend for the Faculty Advisor)
May	Racism: My Truth Part II <i>Ty Allan Jackson</i>	Student Body in two sessions (7-9 + 10-12)	SEE Fund; GMSU
ongoing	The English Department new book purchases are strategically chosen to represent authors and narratives from underrepresented groups.	Student Body 7-12	Operating budget
ongoing	Gender Sexuality Alliance (GSA) <i>Continued programming to promote inclusiveness for the LGBTQ community; members have supported LES school psychologist)</i>	Students Body 7-12	Operating Budget for faculty stipend

Cultural Competency, Inclusiveness and Diversity Programming at Williamstown Elementary ~ AY2019

Timeframe	Program Description	Target Audience	Funding
Fall & ongoing	Students engage in the curriculum: <i>Facing History & Ourselves: Identity and Community</i> through which they explore themes of identity and community, while working to build a productive, safe learning environment. Students are encouraged to think critically about issues of identity and community as a way to engage in the study of world history while building a class culture that supports learning.	6th grade students	Curriculum - free Summer teacher planning -Olmsted funds
October training Implementation ongoing	Purchased <i>Second Step</i> Antibullying Supplement - staff trained, lessons implemented through year	Faculty Students in grades PK-6	Appropriated budget
October & March	PD in Cultural Competency - Continued work in examining implicit bias and how to have discussions around such with children	Faculty	Title IIA Funds
March	"Racism: My Truth" presentation Ty Allan Jackson	Parents/Guardians of MG/LES/WES; a selection of community members and 2 dozen Buxton students attended.	SEE Fund + PTOs from all three schools
May	Social Emotional Learning Presentation by school administration and school psychologist	Parents/Guardians of WES children	
May	Berkshire Empathy Awareness workshops are designed to enhance children's awareness of and sensitivity to the physical and cognitive challenges individuals with disabilities and individuals with aging related challenges face on a daily basis, help break down barriers caused by a lack of understanding and find common ground. There is a strong anti-bullying	Students in K, 1, and 2	WESE Fund



*News from Commissioner Jeffrey C. Riley & the
MA Department of Elementary and Secondary Education*

On the Desktop - March 31, 2019

Important Announcement Regarding the 10th Grade English Language Arts MCAS Test

Dear Superintendents, Charter School Leaders, and Assistant Superintendents,

Late last week, the Department received reports from several school administrators about reactions from some students to one of the three essay questions on the 10th grade English language arts MCAS test. The administrators reported that students had encountered material that affected their ability to be tested fairly.

The Department has a thorough process for vetting test questions that includes review by educators, review by a committee that looks at possible biases, and field tests of all questions before they are used toward students' scores. However, out of an abundance of caution and in the interest of student fairness, we have decided not to use the results from this particular question as part of students' scores. Students who have already answered the question will not have it scored, and students who take the makeup test this week will be instructed not to answer that question.

I am making this decision now, because we are nearing the end of the testing period and in recognition of the high-stakes nature of the 10th grade test. The issue of what is appropriate content for future tests warrants further discussion among students, parents, teachers, administrators, and the public at large. We plan to have such a discussion at the appropriate time.

We cannot say more about the question at this time, because it is one of several questions associated with a reading passage. The other questions will still be scored for all students, whether they have already completed the test or are taking a makeup test this week. After all testing is completed, the question will be released along with the other questions on the 10th grade test.

We are confident that scores for the 10th grade English language arts MCAS test will be fair and reliable. The test will still have a similar ratio of writing to other content as in past years, even with this essay question removed.

Separately from this email, we will send principals specific directions to distribute to test administrators instructing students who are taking a makeup test this week to disregard the

question. If you have any questions, please contact Student Assessment Services at 781-338-3625 or mcas@doe.mass.edu.

Sincerely,

Jeffrey C. Riley
Commissioner

After protests, state tosses out MCAS question on 'Underground Railroad'



BARRY CHIN/GLOBE STAFF/FILE

Jeffrey Riley, state education commissioner, dropped a controversial MCAS question on race relations.

By [James Vaznis](#)

GLOBE STAFF APRIL 03, 2019

When 10th-graders sat down for the MCAS this spring, many confronted [an essay question](#) that struck them as inappropriate and insensitive: They were asked to write a journal entry from the perspective of a white woman who uses derogatory language toward a runaway slave and is conflicted about helping her.

The essay question — based on a passage from the Pulitzer Prize-winning novel “The Underground Railroad” — sparked a range of questions among students, including whether using racist language would win them points for historical accuracy or deductions for inappropriateness. Some Boston school administrators, including interim Superintendent Laura Perille, contacted state education officials last Friday to voice their objections.

In response, the state Department of Elementary and Secondary Education informed superintendents on Sunday that students would not be scored on the question and that students taking the makeup exam this week would be instructed not to answer it — a rare move by the department. Commissioner Jeffrey Riley did not reveal the specific question in his note.

Riley said in an interview this week he took the concerns very seriously and made the decision “after careful reflection and out of an abundance of caution.”

“We, on one hand, want kids to be challenged; we want them to take on tough issues,” Riley said. “On the other hand, we want kids to feel like they are in a safe space.”

Several teachers unions and other organizations blasted the state on Wednesday for the MCAS question and implored officials not to score any exam that included the controversial material.

“For all of the unconscionable aspects of standardized testing, [the state] has imposed a new layer of trauma — particularly on students of color — forcing students to read a tiny excerpt of the book, produce a quick answer about race relations embodying a racist perspective, and then stifle the complicated emotions that emerge,” said Merrie Najimy, president of the Massachusetts Teachers Association, in a statement.

Raising concerns about MCAS questions can be dicey for students and educators. The state strictly prohibits them from discussing test content with anyone before, during, or after the test. Students who violate the rules could have their test invalidated — requiring 10th-graders to retake it to receive their diplomas.

But many students in Boston and elsewhere found the essay question so troubling they could not hold back their discontent after the test, complaining to teachers at several schools.

The controversy centers around a passage from Colson Whitehead’s novel which chronicles the journey of a young woman, Cora, escaping slavery. Along the way, she seeks refuge from a white woman named Ethel, who is conflicted about hiding Cora in her attic and uses derogatory terms in addressing her.

The state would not release the question or the reading passage. The Globe, however, obtained information about the question and passage via e-mails from concerned school employees and in interviews with students. The Globe is not identifying individual employees or students to avoid the state sanctioning them. The teachers union press release also confirmed details.

Whitehead even weighed in after a teacher reached out to his representatives for comment,



writing in an e-mail — confirmed by the Globe through his literary agent — that he was “appalled and disgusted.”

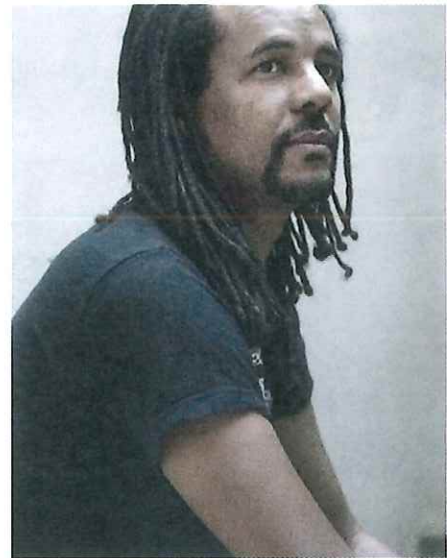
“What kind of idiot would have students imagine the rationalizations of a racist coward who shrinks from moral responsibility?” he wrote. “There are plenty of heroes in the book — black and white — who stand up and do the right thing in the face of terrible consequences; certainly they are more worthy of investigation. Inhabiting characters like Ethel caused me great emotional distress.”

In Boston, students at several high schools shared concerns with teachers who then relayed them to their headmasters. One headmaster rounded up teacher comments in an e-mail sent to Perille that was obtained by the Globe.

“I’m furious that my students started their test day with complicated emotions forced upon them that had nothing to do with the challenges of the test itself,” one teacher wrote.

The teacher also included comments from students, including this one: “While I was taking the test, I thought about other students in other towns taking the test and what they were writing and thinking about people like me. I imagined white students writing negative things about me.”

A 10th-grader at Lexington High School said in an interview that she and her classmates engaged in a conversation after the test, when their teacher asked how the MCAS went.



SUNNY SHOKRAE/THE NEW YORK
TIMES

Colson Whitehead is the author of the award-winning novel “The Underground Railroad,” which was selected as this year's Brookline Reads book.

One student, she said, shared discomfort over answering the essay question, and then others chimed in.

“It was difficult to answer the prompt truthfully because I would have to write something that I didn’t agree with and it was upsetting,” said the student, who is white and wrestled with what language to use. “If you use a slur, will you get points for being historically accurate or deductions for using derogatory language? I didn’t use the words. . . . My friends would write some things and delete it.”

As difficult as it was for her to write, the student said she felt worse for any student who experienced racism being subjected to a question like that.

This isn’t the first time an MCAS question has sparked controversy. For instance, in 2003, state officials tossed out a fourth-grade essay question that asked students to write about a memorable snow day, after some Boston educators complained. Boston had not called a snow day for about two years — meaning many students were probably too young to remember it — while the district also had a fair number of immigrant students who may have never experienced a snow day in their home countries.

The state education department says it thoroughly vets MCAS questions, which are also subject to approval from a bias and sensitivity committee. The essay question for “The Underground Railroad” was approved in 2017 and tried out last spring with 1,100 students in 255 high schools, including 14 in Boston, with no reported problems.

The bias and sensitivity committee reviewed those results before signing off on the question again. Ten of the 15 members on the bias committee identify themselves as people of color, according to the state.

James Morton, vice chair of the state Board of Elementary and Secondary Education, said he supported the commissioner's decision and was glad students voiced their concerns, noting "as a black man, I live daily under the cloud of oppression, slavery and racism."

"No malfeasance — but the bias committee missed this," Morton said in a statement. "I am personally sensitive to the issues raised by the question as I was a kid who wondered if my classmates noticed that I wore the same pants, Monday through Friday, and as a kid who had, as a seventh-grader, been placed in a class for slow-learners and juvenile delinquents."

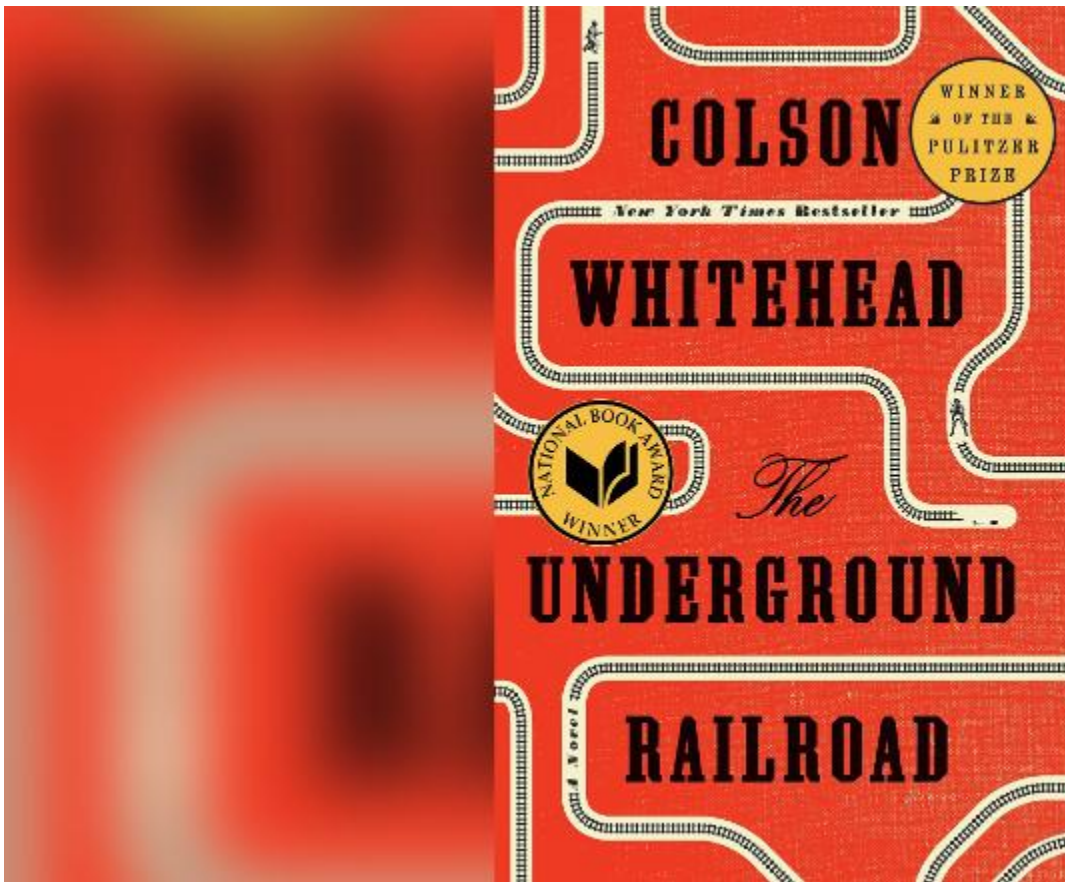
Tanisha Sullivan, president of the Boston branch of the NAACP, called for "a full and thorough investigation into how and why the question was even on the test."

"I would be concerned about the impact on students' ability to complete the MCAS in a way that allows them to demonstrate their best," she said.

James Vaznis can be reached at james.vaznis@globe.com. Follow him on Twitter [@globevaznis](https://twitter.com/globevaznis).

State test required 10th graders to write from a racist point of view

April 4, 2019



"The Underground Railroad" tells the story of Cora, a slave who escapes from a Georgia plantation.

(CNN)Some high school students in Massachusetts were shocked last month when they took their statewide assessment exam.

They were asked to read an excerpt from Colson Whitehead's 2016 novel "The Underground Railroad" and write a journal entry from the perspective of a character named Ethel.

There was just one problem: Ethel is an openly racist white woman in the story about an escaped slave seeking freedom.

The question was part of the English Language Arts Massachusetts Comprehensive Assessment System (MCAS) exam, which was given to all sophomores in public schools beginning March 26. Students must pass the MCAS to graduate.

Max Page, vice president of the Massachusetts Teachers Association, said students reported being deeply disturbed by the prompt.

"They really felt like they were being asked to basically write creative racist thoughts and put them into words for this character," Page said. "This seemed like a disturbing thing to ask students -- especially students of color -- to do."

Whitehead, who won the Pulitzer Prize for the novel, said he was "appalled and disgusted" by the assignment.

Test administrators have pulled the question

Page added that some students and teachers were reluctant to speak out because students are barred from discussing the exam.

After school administrators informed the Massachusetts Department of Elementary and Secondary Education (DESE) that students had raised concerns, DESE pulled the question on Sunday.

Students who already took the test will not have the question scored, and others will be told to skip it, DESE Commissioner Jeffrey Riley said in a letter to superintendents.

All passages and test questions go through a "thorough vetting process," DESE said. The question was approved by a bias and sensitivity committee and tried out on 1,100 students in a spring 2018 test.

The book's author says he is 'appalled and disgusted'

Whitehead's "The Underground Railroad" tells the story of Cora, who escapes from a Georgia plantation and heads on a perilous journey toward freedom. The novel adds elements of fantasy by creating a literal version of the Underground Railroad, a system of safe houses and routes used to smuggle slaves to freedom in the early- to mid-1800s.

"The Underground Railroad" won the 2017 Pulitzer Prize for Fiction and a 2016 National Book Award.

Whitehead condemned the test prompt in a statement.

"I am appalled and disgusted," the author said. "What kind of idiot would have students imagine the rationalizations of a racist coward who shrinks from moral responsibility? There are plenty of heroes in the book -- black and white -- who stand up and do the right thing in the face of terrible consequences; certainly they are more worthy of investigation."

He added that writing characters like Ethel took a toll on him emotionally.

"I can only imagine how painful it was for the students to find this insensitive assignment on their high stakes test. I salute their courage," Whitehead said. "Whoever came up with the question has done a great disservice to these kids, and everyone who signed off on it should be ashamed."

Education officials release controversial MCAS prompt

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BARRY CHIN/GLOBE STAFF

Jeffrey Riley, state education commissioner, dropped a controversial MCAS question on race relations.

By [James Vaznis](#) GLOBE STAFF April 05, 2019

Massachusetts education officials Friday evening released a passage from the novel “The Underground Railroad” by Colson Whitehead, following [an uproar](#) over an MCAS testing item that asked 10th-graders to read the passage and then write a journal entry from the perspective of a white woman who was reluctant to help a runaway slave and used derogatory language.

After some Boston school administrators contacted the state last week with concerns, state officials decided the question wouldn’t count toward students’ test scores.

Here’s what students received, according to the Massachusetts Department of Elementary and Secondary Education’s [website](#):

The Underground Railroad tells the story of a teenage runaway slave named Cora. In this passage, Cora is being helped by a man, Martin, and his wife, Ethel. They are trying to hide her from night riders, or regulators, who capture and return escaped slaves.

Read the passage and then answer the questions that follow.

From The Underground Railroad by Colson Whitehead

1 Ethel led Cora upstairs while Martin returned the wagon to his store. Cora got a brief look at the parlor, which was modestly furnished; after Martin’s warnings, the morning light through the window quickened her step. Ethel’s long gray hair extended halfway down her back. The woman’s manner of walking unnerved Cora—she seemed to float, aloft on her fury. At the top of the stairs, Ethel stopped and pointed to the washroom. “You smell,” she said. “Be quick about it.”



[Read Story](#)

State tosses out MCAS question about ‘Underground Railroad’

The essay prompt sparked a range of questions among students, including whether using racist language would win them points for historical accuracy or deductions for inappropriateness.

2 When Cora stepped into the hallway again, the woman summoned her up the stairs to the attic. Cora's head almost brushed the ceiling of the small, hot room. Between the sloping walls of the peaked roof, the attic was crammed with years of castoffs. Two broken washboards, piles of moth-eaten quilts, chairs with split seats. A rocking horse, covered in matted hide, sat in the corner under a curl of peeling yellow wallpaper.

3 "We're going to have to cover that now," Ethel said, referring to the window. She moved a crate from the wall, stood on it, and nudged the hatch in the ceiling. "Come, come," she said. Her face set in a grimace. She still had not looked at the fugitive.

4 Cora pulled herself up above the false ceiling, into the cramped nook. It came to a point three feet from the floor and ran fifteen feet in length. She moved the stacks of musty gazettes and books to make more room. Cora heard Ethel descend the stairs, and when her host returned she handed Cora food, a jug of water, and a chamber pot.

5 Ethel looked at Cora for the first time, her drawn face framed by the hatch. "The girl is coming by and by," she said. "If she hears you, she'll turn us in and they will kill us all. Our daughter and her family arrive this afternoon. They cannot know you are here. Do you understand?"

6 "How long will it be?"

7 "You stupid thing. Not a sound. Not a single sound. If anyone hears you, we are lost." She pulled the hatch shut.

8 The only source of light and air was a hole in the wall that faced the street. Cora crawled to it, stooping beneath the rafters. The jagged hole had been carved from the inside, the work of a previous occupant who'd taken issue with the state of the lodgings. She wondered where the person was now. . . .

9 Cora was informed of the night riders' rounds by the ripple passing through the park. The evening crowd turned to gawk at a house on the opposite side. A young girl in pigtails let a trio of regulators inside her home. Cora remembered the girl's father had trouble with their porch steps. She hadn't seen him for weeks. The girl clutched her robe to her neck and closed the door behind them. Two night riders, tall and densely proportioned, idled on the porch smoking their pipes with complacent sloth.

10 The door opened half an hour later and the team huddled on the sidewalk in a lantern's circle, consulting a ledger.* They crossed the park, eventually stepping beyond the spy hole's domain. Cora had closed her eyes when their loud rapping on the front door shocked her. They stood directly beneath.

11 The next minutes moved with appalling slowness. Cora huddled in a corner, making herself small behind the final rafter. Sounds furnished details of the action below. Ethel greeted the night riders warmly; anyone who knew her would be certain she was hiding something. Martin made a quick tour of the attic to make sure nothing was amiss, and then joined everyone downstairs.

12 Martin and Ethel answered their questions quickly as they showed the group around. It was just the two of them. Their daughter lived elsewhere. (The night riders searched the kitchen and parlor.) The maid Fiona had a key but no one else had access to the house. (Up the stairs.) They had been visited by no strangers, heard no strange noises, noted nothing out of the ordinary. (They searched the two bedrooms.) Nothing was missing. There was no cellar—surely they knew by now that the park houses did not have cellars. Martin had been in the attic that very afternoon and noticed nothing amiss.

13 “Do you mind if we go up?” The voice was gruff and low. Cora assigned it to the shorter night rider, the one with the beard.

14 Their footfalls were loud on the attic stairs. They navigated around the junk. One of them spoke, startling Cora—his head was inches below her. She kept her breath close. The men were sharks moving their snouts beneath a ship, looking for the food they sensed was close. Only thin planks separated hunter and prey.

15 “We don’t go up here that much since the raccoons made a nest,” Martin said.

16 “You can smell their mess,” the other night rider said.

17 The regulators departed. Martin skipped his midnight rounds in the attic, scared that they were in the teeth of an elaborate trap. Cora in her comfortable darkness patted the sturdy wall: It had kept her safe.

* ledger—A book that has a record of business transactions. In this instance, it is a record of buying and selling slaves.

The Underground Railroad: A Novel. By Colson Whitehead. Copyright © 2016 by Colson Whitehead. Reprinted by permission of Doubleday, an imprint of the Knopf Doubleday Publishing Group, a division of Penguin Random House LLC.

For this question, you will write a narrative response based on the passage(s). Write your narrative in the space provided on the next two pages. Your writing should:

- Use characters, settings, events, and other details from the passage(s).
- Use correct grammar, spelling, and punctuation.

Based on The Underground Railroad, imagine how the story might have been told differently if it were written from the point of view of Ethel. Create a journal entry written by Ethel reflecting on the events that happened in the passage. Your journal entry should

provide insight into Ethel's thoughts and feelings, as well as her relationship with Cora. Be sure to use what you know about the characters, setting, and events from the passage to develop your journal entry.

James Vaznis can be reached at james.vaznis@globe.com. Follow him on Twitter [@globevaznis](https://twitter.com/globevaznis).

Text of letter robo-emailed to 10th grade students and their parents/guardians

April 9, 2019

Dear 10th graders and families,

Last week, the Department of Early and Secondary Education contacted superintendents and district leaders to tell them about reactions to one of the writing assignments that had been part of the ELA 10 MCAS exam.

While no specifics regarding the essay prompt or related text were supplied, DESE went onto say that test administrators reported that students had encountered material that they thought affected their ability to be tested fairly. DESE responded by noting “(it) has a thorough process for vetting test questions that includes review by educators, review by a committee that looks at possible biases, and field tests of all questions before they are used toward students’ scores. However, out of an abundance of caution and in the interest of student fairness, we have decided not to use the results from this particular question as part of students’ scores. Students who have already answered the question will not have it scored, and students who take the makeup test this week will be instructed not to answer that question.” (letter 3/31/19)

In a follow-up memo dated 4/1/19, test administrators were instructed to ask students making up MCAS sessions to refrain from replying to a specific question. This directive was irrelevant for Mount Greylock as our anticipated make-up sessions were completed by 3/27/19.

Later in the week in its Friday newsletter, the Commissioner published a statement to explain how the MCAS would be scored but without detail regarding the substance of the problematic passage.

The Department heard from Boston Public Schools administrators on Friday, March 29, that some students had raised concerns about an essay prompt that was near the end of the 10th grade English language arts MCAS test. On Sunday, March 31, I decided that we would not score the item, and we asked districts to instruct students who were taking makeup tests not to answer the question. The test will still have a similar ratio of writing to other content as in past years, even with this essay question removed.

We have a strong item review process, but this question got through. We take responsibility for it and will learn from this. We hope to hear directly from students after testing is done. We are continuing to review all the information related to this issue to determine how we can improve the process in the future.

(Commissioner’s Weekly Update 4/5/19)

On Sunday, 4/7/19, I learned more specifics about the test prompt through the English Curriculum Leader who shared various articles, including this one from the [Boston Globe](#). For a

sense of the local impact, consider reading a thorough article published in [Mount Greylock's Echo](#).

At this point, Mount Greylock knows that DESE will recalibrate the scoring of the ELA 10 MCAS exam and not count points earned on the essay in question. However, if DESE communicates any more information regarding scoring or treatment of the ELA 10 MCAS, I will be sure to share it with you. If you have any questions, please contact me.

Sincerely yours,
Mary MacDonald

Thoughtless question shows MCAS flaws

To the editor:

We are deeply disappointed that the recent 10th-grade ELA MCAS included an essay question that required students to write a journal entry from the perspective of a character who is openly racist and betrays slaves trying to escape. We see this misguided decision as a failure on the part of the writers and overseers of this exam, Pearson and the Massachusetts Department of Elementary and Secondary Education.

It is significantly problematic that results from this test — a test that no thoughtful teacher would ever have signed off on — will be used as a graduation requirement for individual students and as the qualifying test for the John and Abigail Adams Scholarship to Massachusetts state colleges and universities as well as to evaluate entire schools. DESE Commissioner Jeff Riley's decision to pull the essay question from the already administered exams for grading purposes is not an acceptable response. Students who were emotionally distressed by this question will be at an unfair disadvantage, as will students for whom the narrative essay might have been their highest score.

This supposedly standardized test is no longer a standardized test, and we will consider these test scores lacking in validity or usefulness to us as educators. In addition, if a retest for the current 10th-graders is proposed, we will strongly object to any scenario in which additional instructional time will be lost to preparing for or taking an additional test that never would have been necessary if Pearson and DESE had done their jobs correctly in the first place.

*Marty Walter,
Mary Alvord MacDonald,
Williamstown*

Marty Walter is a special education teacher and president of the Mt. Greylock Educators Association.

Mary Alvord MacDonald is Mt. Greylock principal.

The letter was also signed by Liza Barrett, English teacher; Pat Blackman, History teacher and vice president of the Mt. Greylock Educators Association; Alexander Davis, English teacher; Blair Dils, English teacher; Matt Fisher, English teacher; Kellie Houle, English teacher; Jacob Schutz, assistant principal; Anne Sulzmann, English teacher and Rebecca Tucker-Smith, English teacher.

Letter to the editor
dated 4/10/19

**Mt Greylock Regional School
Field Trip Approval Form**

Check one and follow directions:

- ☐ Out-of-Country: Submit **typed form** to Superintendent at least **six months** before the event. School Nurse, Principal, Superintendent, and School Committee must approve. Superintendent must be provided with any of the following that apply: agenda, registration information, and itinerary materials.
- ☒ Overnight/Out-of-State Day Trip (>200miles OW): Submit **typed form** to Superintendent at least **six weeks** before the event. School Nurse, Principal, Superintendent, and School Committee must approve. Superintendent must be provided with any of the following that apply: agenda, registration information, and itinerary materials.
- ☐ Out-of-State Day Trip (<200miles OW): Submit to Principal at least **three weeks** before the event. School Nurse and Principal must approve. Provide principal with any of the following that apply: agenda, registration information, and itinerary materials.

School: MGRS

Date/s of Trip: 4/26-4/28

Destination (Indicate name/s of city or cities: Hyannis (Barnstable HS))

Purpose (Indicate this trip's connection to the curriculum/standards; indicate specific site/s or program/s to be visited):
JCL State Convention

Students

Total Number of Students: TBD (~30) 7-12

(Indicate students' grade/s and whether trip is associated with a particular class, club, or activity): JCL

Supervision

Note number of adult chaperones by position.

Elementary Schools: 1 adult/10 students

Middle/High School: 1 adult/15 students

2 Building Staff
Volunteers

Non-Building Staff
Parents

Total Number of Chaperones: 2

Provide the names of all adults.

Christine Cope, Faith Manary

If other non-students are participating, how many? _____

Cost per student: \$ 190 Self

Method of funding: Self

Funding options for students who cannot afford the full cost of the field trip: JCL funds

Field trip organizer/s or coordinator/s: Alexander Davis

School Nurse Supervision Review:

School Nurse Signature: Nussle

Date: 3/19/19

Confirmation of Student Care: Nussle

Closest medical facility: Cape Cod Hospital 27 Park St.

Location: (508) 771-1800

Signatures below denote approval. Hyannis MA, 02601

Principal: [Signature]

Date: 3/19/19

Superintendent: _____

Date: _____

School Committee Chair: _____

Date: _____

RFQ – Pre-feasibility Study – Fund for Mount Greylock Regional School District – Capital Projects

January 11, 2017

The Mount Greylock Regional School District invites qualifications from Architects/Designers to prepare a Pre-feasibility study including cost range, for multiple projects related to the Mount Greylock Regional School District and to make recommendations to the District regarding prioritization of the associated projects.

Copies of the Request for Qualifications will be available electronically on **January 11, 2017**, by emailing a request to the District (fvandermeer@mgrhs.org) or from the District's web site (wlschools.org) and will be available until the submission deadline on **January 26, 2017**.

Qualifications (1 original, 6 copies and 1 electronic copy on a flash drive) must be returned to the District Office at 1781 Cold Spring Road, Williamstown, MA 01267 by **2:00 p.m. on January 26, 2017**.

Qualifications *must* be placed in a sealed envelope marked "Qualifications for the Pre-feasibility Study for the **"Fund for Mount Greylock Regional School District-Capital Projects"**". Fax transmissions will not be accepted.

Interviews are not anticipated. The Mount Greylock Regional School District reserves the right to reject any or all qualifications and to accept any proposal that it considers to be in the best interests of the District.

The Designer's fee for the following identified services will be negotiated.

SCOPE OF WORK:

The selected Designer shall prepare a report tabbed to include each of the sub-headings below. The report shall also include the following sections:

- **Executive Summary** - description of the process and conclusions, including the recommended scope of work and proposed schedule(s)
- **Cost Estimates** – for each item / scope of work – including all mark ups and recommended contingencies.

Athletic Field Accessibility: The facility currently has the following athletic facilities:

- 2 baseball fields
- 1 softball field
- 1 football field with 800 seat bleacher, elevated press box and concession stand
- 1 running track with soccer field inlay

The current school project does not include addressing the AAB / ADA compliance issues associated with the above listed facilities, the designer for the main project will submit a time variance request to the AAB to allow for the district to address these issues after construction of the primary building project. As part of the study the selected designer shall develop and access plan in compliance with applicable state and federal regulations, the program shall be as stated above with the inclusion of the appropriate number of restrooms in support of the bleachers as required by the Massachusetts Plumbing Code.

Central Office Relocation: During Phase Four of the Mount Greylock building project, the portion of building currently housing the District Central Office will be eliminated. As such, it will be necessary to either buy, lease or build a new facility. This proposal would be to explore and recommend the specific aspects of each option.

Auditorium Sound Equipment: During the Building Project design, the Scholl Building Committee (SBC) agreed to remove upgrades to the auditorium sound from the scope of the project. This would necessitate reuse of existing equipment unless the school committee decides to allocate additional funds through the operating budget or capital gift. The designer shall provide design assistance to the district for selection of the preferred sound system.

Auditorium Lighting Equipment: Similar to the sound equipment, the SBC decided to remove upgrades to the lighting equipment plan of reuse of existing. The designer shall provide design assistance to the district for selection of the preferred lighting system.

Parking Lot: The existing parking lot is scheduled to remain as part of the primary building project, it is in fair to poor condition and should be replaced; the selected designer shall provide schematic level plans suitable for general discussion with local authorities the School Committee and for accurate pricing.

Outside Amphitheater: The building project design has gone to great lengths to acknowledge and incorporate the beauty of the Berkshires and surrounding landscape. One proposed design feature eliminated during value engineering was an amphitheater on the north, or back side, of the building. An outdoor amphitheater would be a place for classes to meet as well as provide opportunities for outdoor presentations to both students and the community; the selected designer shall provide schematic level plans suitable for general discussion with the School Committee and for accurate pricing.

Solar Panels: The design of the building is such that it is capable of accepting future installation of photovoltaic cells (solar panels). The Selected designer shall develop a proposed solar array on the roof of the school, pricing and LCA for the proposed array shall be provided.

Field House/Athletic Storage: Over three-quarters of our students are involved in at least one after school activity. The School Building Project will renovate the existing gymnasium, however other spaces, including the former hanger and current greenhouse have been used to support several sports and activities through the years. As these will be (or have been) eliminated, new locations must be found to maintain the high student involvement.

Maintenance Fund: While a maintenance plan will be funded by the District's operating budget, there will be a point where expensive items are necessary to maintain the quality of the facility. While these costs may not take place for 10-15 years, it is logical to set aside a portion of the Gift to earn interest and be accessed as needed.

Possible Remediation: To ensure that our campus continues to be safe, test or remediate as necessary.

Project Management: Make a recommendation on resource needed to provide overall management of projects undertaken.

March 8, 2019

Mr. Joe Bergeron
Chair
Mount Greylock Regional School Committee
1781 Cold Spring Road
Williamstown, MA 01267

Re: Mount Greylock Capital Gift project phase 2

Dear Mr. Bergeron,

We appreciate the opportunity to continue our work with the district as you embark on phase 2 of the Administration and Athletics Project. As we understand it phase 2 will be phased in over several years and consists of the following

Perkins Eastman
Architects DPC

Phase 1:

- Site Accessibility – the district currently has a time variance from the state Architectural Access Board.
 - Improvement of accessible route to Varsity Softball Field & Baseball Fields
 - Improvement of accessibility to the Multipurpose Field
- Primary playing field (grass or alternate synthetic) to be located behind the new administration building

PERKINSEASTMAN.COM

Phase 2:

- Varsity Softball Field Improvements to meet Title IX and field playability

Phase 3 (funds permitting):

- Replacement of Running track behind the gym of the main school complex.

It is our understanding that the Committee would like to commence design on phase 1 documents with the design work completed for phases 2, 3 and the alternate to be bid at a future date or procured as part of Phase 1 funds permitting.

Alternate:

- Replace / provide new surface at the existin track

PROJECT TEAM:

- Traverse Lanscape Architecture
- Doucet Civil Engineering
- Perkins Eastman

DELIVERABLES:

Boston
Charlotte
Chicago
Dallas
Dubai
Guayaquil
Los Angeles
Mumbai
New York
Pittsburgh
San Francisco
Shanghai
Stamford
Toronto
Washington DC

- We understand that the project will be bid Chapter 30b with the Site Contractor as prime contractor.
- We will provide 100% DD drawings and Outline Specifications for the district sub-committee review
- We will provide 80% CD drawings and Specifications for the district sub-committee review
- At 80% milestone we will provide an opinion of cost to allow for additional guidance to the owner prior to entering into the bidding period.

We are considering this project to be an additional service to the Primary project under contract, as such it will be bound by the same terms and conditions as the executed contract already in place with the district.

FEE:

Basic Services Lump Sum - \$158,000

Reimbursable Services –

- Geo-Technical - \$ 11,913
- Survey - \$ 5,324

These services include Perkins Eastman's 10% mark-up as allowed by contract.

ADD SERVICES:

- Engineering and permitting for Athletic Field Lighting – we understand that the Fields Sub-Committee has discussed the possibility of adding lighting to the athletic fields, this scope of work would include the following:
 - Electrical Engineering – primary power and distribution
 - Structural / Geo-technical – foundation design
 - Civil Engineering – Permits would have to be filed with the Town

EXCLUSIONS:

We include Construction Administration (CA) services for (1) phase of the project under the basic services agreement. For example, if funding allows the district may be able to construct Phase 1 and 2 concurrently and we will provide CA services for that project; however, if the project is bid over several years and requires multiple seasonal CA efforts we will at that point provide a proposal for stand-alone CA services.

Please review our proposal, if you have any questions or require any clarifications please do not hesitate to contact me directly. We very much look forward to continuing our work with you both and the Committee on this exciting project.

Regards,

A handwritten signature in black ink, appearing to be 'D. Colli', with a stylized, flowing script.

Daniel Colli, AIA, LEED AP BD+C
Associate Principal

ENC

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT
- USE OF FACILITY - REQUEST FORM -

- * Completion of this form does not guarantee approval of event or facility use. Please do not advertise/announce your event until approval has been granted.
- * This form must be submitted to the Main Office at least 16 days prior to the event.
- * You will be notified of the status of your request once all Administrators/Supervisors have had the opportunity to approve/deny the request.
- * Please complete ALL information in detail to allow for a quicker response.

Name of Organization: _____

Person Responsible for Activity/Clean Up: _____

Address: _____

Phone Number: _____ Email Address: _____

Event Title: _____

Date(s) of Event: _____

Location(s) Requested: _____ Time: _____

Check all that apply: ☐ Building Usage ☐ Gymnasium ☐ Auditorium ☐ Grounds ☐ Athletic Fields

Special Equipment Needed (please be specific): _____

Purpose of Activity and Description of Program: _____

Will money be collected or merchandise sold? ☐ NO ☐ YES Describe: _____

Signature: _____ Date: _____

****PLEASE ATTACH: Insurance Certificate naming Mt. Greylock Regional School District as insured.**

APPROVALS:

Principal's Assistant: _____ Lead Custodian: _____

Activities Director: _____ Director of Buildings/Grounds _____

Director of Operations: _____

Comments/Conditions: _____

Custodial Fee:

Time and a Half (\$30/hr) @ _____ hrs.

Double Time (\$40/hr) @ _____ hrs.

Grounds/Aud/Gym/Classroom/Café:

Single Practice/Usage: \$30

Seasonal (8+) Practice/Usage: \$225

Event (3+hrs) w/ Admission: \$225

Event (3+hrs) w/o Admission: \$125

Additional Auditorium Usage Fee:

Single Use w/ Stage Lighting: +\$30

Seasonal Use w/ Stage Lighting: +\$125

Total Fee Charged: \$ _____

**Late Forms may receive a late custodial notification fee.*

**A \$50 charge will be incurred if an additional garbage pick-up is necessary for your event.*

email: facilities@mgrhs.org

Phone: (413) 458-9582

Fax: (413) 458-9581

REQUEST FOR USE OF SCHOOL FACILITY

LANESBOROUGH ELEMENTARY SCHOOL

Staff or School Related Requests

Date of Request _____

For use of school facility

(Request should be submitted **two weeks** in advance)

Person submitting form: _____ Phone # _____

Name of Organization: _____

Type of Event: _____

Grade Levels Included: _____

Facility(ies) Needed: _____

Dates Needed: _____
(Please specify any special arrangements or set up needed...tables, chairs, etc.)

Total amount of time space is needed: _____
Start time _____ Finish time _____

Time of actual event: _____

After School Security Procedures:

1. After school dismissal, the South door will be open for 'after school activities' in the gym and cafeteria.
2. Access to the rest of the building will be accomplished on an 'as needed' basis through the use of building request form. This applies to special events such as open houses, concerts, etc.
3. All other doors will remain locked after school hours and access to the building will be limited.

Building Use Expectations:

Check bathrooms

Clean floors, if necessary

Doors Locked

Empty garbage

Lights off

Security system on

Principal's Approval _____ Date _____

Please route to the following individuals:

Interim Superintendent Grady _____

Principal Wiley _____

School Secretary _____

Lanesborough School Committee Member(s) _____

Cafeteria _____

Library _____

Gym _____

Custodial _____

Initial if key needed _____ key returned _____

SIGNATURE: _____

Williamstown Elementary School
-USE OF FACILITY REQUEST FORM-

- Completion of this form does not guarantee approval of event or facility use, Please do not advertise or announce your event until approval has been granted.
- This form must be submitted to the WES Main Office at least 16 days prior to the event.
- You will be notified of the status of your request once all administrators/supervisors have had the opportunity to approve or deny the request.
- Please complete ALL information in detail to allow for a quicker response.

Name of Organization: _____

Person responsible for activity/clean-up: _____

Address: _____

Phone #: _____ Email Address: _____

Event Title: _____

Date(s) of Event: _____

Location(s) Requested: _____ Time: _____

Check all that apply:

- ☐ Gymnasium
- ☐ Auditorium
- ☐ Grounds
- ☐ Athletic Fields
- ☐ Cafeteria (not kitchen)

Special Equipment Needed (please be specific): _____

Purpose of Activity & Description of Program: _____

Will money be collected or merchandise sold?

___ No ___ Yes ... Describe: _____

Signature: _____ Date: _____

PLEASE ATTACH Insurance Certificate name Mount Greylock Regional School District as Insured.

APPROVALS:

Principal/Designee: _____ Custodial Supervisor: _____ Technology Coordinator: _____

Comments/Conditions: _____

Custodial Fee:

Time & a Half (\$30/hr) @ _____ hrs

Double Time (\$40/hr) @ _____ hrs

Grounds/Aud/Gym/Cafeteria:

Single Use: \$30

Event (3+ hrs) w/Admission \$225

Event (3+ hrs) w/o Admission \$125

Add'l Auditorium Usage Fee:

Single Use w/Stage Lighting: +\$30

Total Fee Charged: \$ _____

**A \$50 charge will be incurred if an additional garbage pick-up is necessary for your event.*

Mount Greylock Regional School District

Procedures and Guidelines
Governing Use of School Facilities



Dear Community Member:

This packet contains all the information needed to reserve school facilities in the Mount Greylock Regional School District. The School Committee supports the use of school facilities by community groups (after normal use by students and faculty) and believes that such use enriches the quality of life for everyone in the community.

These procedures and guidelines represent the efforts of the School Committee to encourage the use of school facilities and bring consistency to the regulations and fee structure associated with the program.

Mount Greylock Regional School District has wonderful school facilities that have been used by community groups for meetings and events. The School Committee wishes to continue its partnership with the community and extends an invitation for you to hold your events with us.

Sincerely,

Kimberley Grady
Superintendent of Schools

Mount Greylock Regional School District

Use of School Facilities

Philosophy

The Mount Greylock Regional School Committee encourages the use of school facilities for educational, charitable, recreational and civic purposes, sponsored by recognized, responsible organizations. The Mount Greylock Regional School District is committed to ensuring that all of its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation.

The Mount Greylock Regional School District neither endorses, supports, nor sponsors any of the activities which may occur as a result of the use of the school facilities.

The use of school facilities must be consistent with the district's energy conservation program and fees associated with the use will vary contingent upon the nature of the sponsoring group, activity, and time of use. It is not the intent of the committee that for-profit groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.

The Superintendent and/or designee shall serve as the School Committee's representative in processing applications, approving use, and enforcing regulations. Any request to waive or change fees must be approved by the Superintendent.

General Guidelines for Use

1. For non-school related activities, all costs shall be borne by the user group. Fees will include the direct costs associated with the activity such as rental fees and personnel costs.
2. The School Department requires that adequate staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be consulted when assigning custodial and cafeteria fees.
3. All user groups shall save and hold harmless the Mount Greylock Regional School District and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use.
4. A Certificate of Insurance must be submitted as evidence of insurance coverage and must designate both, the using organization and Mount Greylock Regional School District, as insured and not merely as certified holders.
5. The group categories and the fee schedules will be agreed to prior to usage approval.

Rental Group Categories

Group A: Recognized school or civic groups based in the Williamstown-Lanesborough community, but not necessarily established as non-profit organization (i.e., PTO, School Councils, Town Recreation / Youth Groups).

Group B: Non-profit groups with a majority of the participants residing in Regional member Towns (i.e., youth groups, churches and charities). Groups are required to provide proof of tax-exempt status at the time the Application for Use of School Facilities is submitted.

Group C: For-profit groups (i.e., private dance schools, theater groups) and non-profit groups that have fewer than half of the participants residing in District.

School Facilities Rental Fee Schedule

(Rates subject to change per approval of School Committee)

Facility	Group A Rate	Group B Rate	Group C Rate
Auditorium – MGRS Auditorium – WES	N/A	\$100/day \$75/day	\$500/day \$250/day
Gymnasium	N/A	N/A	\$250/day \$40/hour (weekdays) Weekend/Holiday/School Not in Session – gym is only rented out in half day intervals at \$125/half day (4 hours max)
Cafeteria w/o Kitchen Cafeteria w/ Kitchen	N/A Contact Us	N/A Contact Us	\$250/day Contact Us
Regular Classrooms	N/A	N/A	\$75/day
	<i>(max. of \$225/day if multiple classrooms are requested.)</i>		
Lab Classrooms	N/A	N/A	\$150/day
Library	N/A	N/A	\$250/day
Athletic Fields	N/A	N/A	\$200/day \$40/hour (min. 2 hours)

Personnel Fees

(Regardless of Group Category)

Custodial Staff: A custodian must be on the premises at all times. Custodial fees will be added to above rates for any use beyond 10:00 p.m. Monday through Friday, anytime on Saturday or Sunday, and any day that school is not in session. If the Superintendent determines that more than the regularly scheduled staff is needed, these costs will also be added to the facility rates. Current custodial rates are \$30-40/hour per staff member.

Kitchen Staff: Access to the kitchen is not available unless a cafeteria worker is present. This person will have full authority over all kitchen equipment and may restrict access to certain equipment.

MGRS Audio/Visual Equipment: Access to the audio/visual system in the Middle/High School is only permitted by the Audio Visual & Technology Director or his designee. This person will have full authority over the a/v system and may restrict access to certain equipment.

Police Officers: All organizations must arrange and pay for police services directly through the local Police Department if deemed necessary.

Outside Restrooms: Organizations requesting Athletic Field use are required to provide portable restroom facilities per playing field being used.

Guidelines for Scheduling/Approvals

1. The Superintendent, in attempting to make the school facilities available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:
 - Mount Greylock Regional School District Students
 - Mount Greylock Affiliated Groups (Committee, Councils, PTO, Etc.)
 - Member Town Recreation/Youth Groups
 - Adult Recreation
 - Local Non-Profit Organizations

The Superintendent will be the final determining agent regarding any scheduling conflicts.

2. **Event Requests Requiring Special Instructions** – must be made, at least, two weeks prior to the event.

Regulations Governing Use of School Facilities

1. Mass. General Law requires obtaining **Criminal Offender Record Information** (CORI) for all volunteers and others who may have direct and unmonitored contact with children. This includes all volunteers, chaperones, coaches, etc. who may be assisting you. All organizations are responsible for adhering to these requirements and obtaining CORIs when needed.
2. Mass. General Law prohibits smoking or alcoholic beverages on school property.
3. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. However the School Committee is not prohibited from allowing the use of school premises by independent groups with restrictive membership.

4. In compliance with Massachusetts General Laws, the School Committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons in addition to any definitions it may include in its student-parent handbook.
5. Hazing of students is prohibited by state law, and is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of the student.
6. Food and drinks shall occur only in authorized areas.
7. No other area than that approved for use on the application shall be used. No school material or furniture may be used without permission of the Superintendent. For any major function requiring use of a stage with scenery, the facility must be requested with additional time to allow setting up and dismantling of the scenery.
8. Users will assume full responsibility for the proper use of the facilities and for payment of damages.
9. If school is closed due to inclement weather or other emergency, all events and activities will be cancelled. It is the organization's responsibility to reschedule.
10. School personal properties, such as projectors, recorders, amplifying units, etc., are not included in the rental contract.
11. A letter of determination from the IRS or other documentation to verify tax-exempt status must accompany this application before an organization will be considered non-profit for fee setting purposes.
12. Thirty-six hours notice will be required in the event of cancellation; otherwise, the applicant will be responsible for the custodial and facility rental fees.
13. The Mount Greylock Regional School District is not responsible for any personal property present or left on the premises.
15. The Superintendent reserves the right to refuse the use of facilities to any group that has violated any condition, rule, regulation, or guideline concerning use of the premises in the past, or which has otherwise abused this privilege.

PLEASE REFER TO THE PREVIOUS PAGES FOR RENTAL RATES, PERSONNEL CHARGES, AND RELATED INFORMATION

The individual signing the request form hereby assumes responsibility for any accidents, injury or damages that may occur to the building or equipment made available to him/her and for any repairs required as a result of same. Accidents or damages that occur during the use of a school facility must be reported to the Superintendent or designee within 24 hours. In consideration for the use of facilities owned or operated by the Mount Greylock Regional School District, the undersigned organization hereby releases and holds harmless the Mount Greylock Regional School District and its employees, agents, and volunteers (collectively, "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned organization or its employees, agents, or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the organization's or its employees', agents', or volunteers' activities on or about the rented premises. Please familiarize yourself and your group members with this School Rental Contract and its attachments, sign and return. No reservation will be made until this application is returned to you with an approved signature.

I have read this Contract, including attachments, and the regulations for the use of the Mount Greylock Regional School District property, and accept the responsibility for payment of bills, the observance of all regulations, and all terms hereof. I will finalize all arrangements with the building office one week prior to specified date and earlier to the extent required above.

*Applicant's Signature

Date

*This constitutes your digital/electronic signature.

APPLICATION FOR THE USE OF SCHOOL FACILITIES

INSTRUCTIONS:

Internal: District/School Personnel completing this form to reserve space for school-related activities / clubs are asked to fill out the form and send to the appropriate main office secretary.

External: Requests from public entities wishing to use school facilities: Please, fill out form completely, sign, and e-mail to Stacie Vigiard in the Superintendent's office at svigiard@mqrhs.org.

☐ **PLEASE ATTACH** a current Certificate of Insurance which lists the District as an additional insured and not merely as a certificate holder.

☐ **PLEASE ATTACH** proof of nonprofit status (if applicable).

Name of Organization: _____ Date: _____

Applicant's Name: _____ Phone No.: _____

Address: _____

E-mail Address: _____

*Date(s) of Event: _____

If you are requesting **multiple event dates, please indicate when event will be over (i.e., Meetings to be held every Monday during the month of January; or meetings to be held on the 1st Monday of each month until the end of December).*

Time of Event: _____ to _____ (Specify AM or PM)

Requested Custodial Start Time: _____ to _____

Description of Event: _____

Estimated Number of Participants: _____ Spectators: _____

Rental Group Category (refer to page 2 of Procedures & Guidelines): ☐ Group A ☐ Group B ☐ Group C

FACILITY REQUESTED:

Lanesborough Elementary School:

[Click here to MAKE SELECTION](#)

Williamstown Elementary School:

[Click here to MAKE SELECTION](#)

Mount Greylock Regional School:

[Click here to MAKE SELECTION](#)

Special Instructions:

Applicant's Signature

Date

Mount Greylock Regional School District School Committee Protocols

For the purpose of enhancing teamwork among members of the School Committee and between our School Committee and administration, we, the members of the Mount Greylock Regional School Committee, do hereby publicly commit ourselves collectively and individually to the following operating protocols:

1. The School Committee will represent the needs and interests of all the students in our district.
2. The School Committee will lead by example and work to build trust. We agree to avoid words and actions that create a negative impression of an individual, the School Committee, or the district. While we encourage debate and differing points of view, we will speak with care and respect to each other, staff, students, and members of the community.
3. Surprises to the School Committee or the Superintendent will be the exception, not the rule. We agree to ask the School Committee Chair to place an item on the agenda instead of bringing it up unexpectedly at a meeting. We will consider agenda requests from members of the community, and they should be directed to the chair.
4. Maintaining focus on Student Achievement, the School Committee will help to establish the vision and goals for the district, create policies, and ensure accountability. The Committee will work to advise and approve a budget with careful consideration of educational goals and priorities in a timely manner. The Superintendent will manage the schools and staff.
5. The School Committee will speak to the issues on the agenda following Robert's Rules of Order. Members will fully participate in the discussion and have their opinion known and factored into decisions. The Chair may make a motion, although it is preferred that motions originate with the other members as often as possible. Facts and information needed from the administration will be referred to the Superintendent.
6. Direct communication between staff and members of the School Committee are discouraged. School Committee requests of staff are to be directed through the Superintendent.
7. All personnel complaints and criticisms received by the School Committee or its individual members will be directed to the Superintendent or School Committee Chair. The School Committee Chair will inform the Superintendent of complaints raised in a timely manner. School Committee members will not attempt to handle personnel issues individually or outside the scope of the School Committee's responsibility.
8. The School Committee will encourage others to follow the district Chain of Communication policy.

9. The School Committee will consider research, best practice, public input and financial impacts in their decision making, and as much as possible explain the reasoning behind decisions. School Committee members will act in a transparent matter, recognizing that all email correspondence between committee members and members of other municipal boards is a matter of public record and should be copied or forwarded to the district office manager.

10. When executive sessions are held, all participants will honor the confidentiality of the discussions.

11. Individual School Committee members do not have authority. Only the School Committee as a whole has authority. Individual School Committee members will not take unilateral action, or take action that impedes the work of the Committee. Individuals will support the majority position of the Committee once an official vote has been taken and a Committee position is set by the majority.

12. The Chair shall be the official spokesperson for the committee in dealing with the media and with the public. The chair may delegate other committee members to speak on behalf of the committee. The Chair or delegate will represent decisions, votes, and official positions of the committee, and not his/her own views. When School Committee members attend meetings of other committees or boards, they will clearly state when they are speaking as individuals and when they are speaking on behalf of the committee.

13. The School Committee will set S.M.A.R.T. goals for itself and evaluate progress on these goals annually.

14. [[While remote participation in School Committee meetings is permitted as voted by the School Committee and allowed by the Open Meeting Law, use of remote participation options is discouraged when avoidable and should not be a regular occurrence.]]

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating 940 CMR 29.10, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the M.G.L. c. 30A, §§ 18 through 25, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, § 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, § 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.

(g) Local Commissions on Disability. In accordance with M.G.L. c. 30A, § 20(e), a local commission on disability may by majority vote of the commissioners at a regular meeting authorize remote participation applicable to a specific meeting or generally to all of the commission's meetings. If a local commission on disability is authorized to utilize remote participation, a physical quorum of that

commission's members shall not be required to be present at the meeting location; provided, however, that the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location. The commission shall comply with all other requirements of law.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other, as required by M.G.L. c. 30A, § 20(d);

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D.

(5) Permissible Reason for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), only if physical attendance would be unreasonably difficult.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

i. telephone, internet, or satellite enabled audio or video conferencing;

ii. any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

(8) Further Restriction by Adopting Authority. 940 CMR 29.10 does not prohibit any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) from enacting policies, laws, rules or regulations that prohibit or further restrict the use of remote participation by public bodies within that person or entity's jurisdiction, provided those policies, laws, rules or regulations do not violate state or federal law.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.