

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
Marion, Massachusetts**

**March 8, 2023
REGULAR MEETING MINUTES
16 Spring Street, Marion, MA 02738**

Regular meeting of the Marion School Committee was held on Wednesday – March 8, 2023 and called to order by Chairperson Nye, at 6:31 pm.

SCHOOL COMMITTEE MEMBERS PRESENT: April Nye, Chairperson, Mary Beauregard, Nichole Nye McGaffey, Nichole Daniel and Michelle Smith (all in person).

SCHOOL COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools; Sharlene Fedorowicz, Assistant Superintendent of Teaching & Learning; Howard Barber, Assistant Superintendent of Finance & Operations; Marla Sirois, Principal; Peter Crisafulli, Asst. Principal; Sippican School, Melissa Wilcox, Recording Secretary, staff; parents; members of the press and public.

Meeting was called to order at 6:31 p.m.

Chairperson Nye, stated in accordance with Massachusetts Open Meeting Law, the agenda has been set, the meeting is being video-taped, and unless there are any emergencies that need to be added, the agenda will be followed as outlined.

Chairperson Nye read the following statement: *This meeting will be conducted in a hybrid format. School Committee, Administrators and the public will have the option of meeting in person at the Community Room of the Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom.*

Superintendent Nelson asked Chairperson Nye if Recognition could be moved ahead of the Public Hearing. Chairperson Nye approved. Superintendent Nelson welcomed new Town Administrator Geoff Gorman and thanked him for stopping by the meeting this evening. Mr. Gorman briefly introduced himself and looks forward to building relationships with the School Committee and school administration in his new role. Superintendent Nelson thanked him for reaching out before he even officially started the job and agreed that having a good relationship with the Town is essential. Chairperson Nye thanked Mr. Gorman for coming to introduce himself this evening and she looks forward to working with him as well.

FY24 Public Budget Hearing called to order at 6:36 p.m. by Chairperson Nye.

Superintendent Nelson made the following statement:

Good Evening – everyone – tonight our first order of business is the FY24 budget public hearing for the Marion Elementary School District. The budget development process started in late fall and required numerous meetings to strategize the financial direction of the Sippican Elementary School District. Our school committee representatives (thank you for your participation Chairperson Nye and Member Smith) listened to our building administration share their vision for our school moving into next year and collaborated with central office administrators, town officials, and FINCOM representation to bring forth tonight's FY24 budget proposal. During the budget development process, we assessed and considered the current financial climate, our immediate school programming needs, discussed what needs we may have in future years, and prioritized 2023-2024 school year. As a result – tonight Mr. Barber, our Assistant Superintendent of Finance & Operations will present our FY24 budget proposal. We feel this budget represents not only a fiscally responsible proposal – but a budget that allows us to continue to service our students' and families' – meeting Sippican Elementary School's educational expectations. I want to thank all those who have contributed to this process and Mr. Barber for his financial leadership during this process. Mr. Barber...the floor is yours...

Assistant Superintendent of Finance and Operations, Howard Barber, presented the proposed Fiscal Year 2024 Operating Budget for the Marion Public Schools. Mr. Barber noted to methodology and goals when

creating the budget were to listen to administrators regarding school and department goals, provide a Zero Based budgetary method, review and recognize budgetary shortfalls, plan for new curriculum initiatives and continue the expansion of classroom technology.

Mr. Barber explained that funding from offset resources and Bristol County Agricultural School are excluded from the operating budget. He continued to review the offset fund:

- Federal Entitlement Grants
 - Title I
 - Individuals with Disabilities Act (IDEA)
 - Early Childhood Special Education Funds
- Special Education Circuit Breaker Reimbursement
- Revolving Funds
 - Project Grow Tuition
 - Building Rental Funds

Mr. Barber noted that there is zero enrollment based on the October 1, 2022 date for students at Bristol County Agricultural High School so there will be no costs for FY2024.

Mr. Barber discussed forecasting building based operating needs:

- Maximized Zero Based Budgeting Process
- Planning for Operational Expenditures
- Mandated Costs

Mr. Barber reviewed the details of changes in areas other than personnel services:

- Student Services
 - Increase of \$12,000 for Contracted Student Support Services
 - Decrease of \$22,000 for Tuition Based Programs
 - (Includes increase of Circuit Breaker Offset by \$53,000)
- Facilities and Operations
 - Increase of \$20,000 for Utility Cost
 - Increase of \$20,000 for Contracted Services and Maintenance
- Technology
 - Decrease of \$5,000 for Technology Equipment
 - (Excludes decrease of Offset by \$12,000)
- Transportation
 - Increase of \$50,000 for Special Education Out of District Placements
 - Increase of \$16,000 for Regular Education Contracted Costs

Mr. Barber stated the Superintendent's Proposed FY24 Budget by department is:

Department	Fiscal Year 2024	Fiscal Year 2023	Department Changes
Sippican Elementary School	\$ 4,569,544	\$ 4,553,532	\$ 16,013
Central Office	\$ 213,602	\$ 214,858	\$ (1,256)
Student Services	\$ 757,371	\$ 767,402	\$ (10,031)
Transportation	\$ 518,500	\$ 453,100	\$ 65,400
Technology	\$ 119,877	\$ 122,272	\$ (2,396)
Facilities	\$ 487,299	\$ 377,275	\$ 110,023
Total Budget	\$ 6,666,193	\$ 6,488,440	\$ 177,753

Mr. Barber showed a comparison by department of FY2023 and FY 2024.

Dept. Code	Department	Proposed Fiscal Year 2024 Budget	Approved Fiscal Year 2023 Budget	Variance
001	School Committee	\$ 8,475	\$ 8,475	\$ -
004	Superintendent's Office	\$ 161,077	\$ 152,833	\$ 8,244
007	School Administration	\$ 317,544	\$ 314,587	\$ 2,957
010	Classroom Teachers	\$ 1,803,305	\$ 1,769,670	\$ 33,635
013	Kindergarten	\$ 329,692	\$ 311,977	\$ 17,715
016	Art Program	\$ 57,988	\$ 99,925	\$ (41,937)
024	Ell Program	\$ 18,589	\$ 19,458	\$ (869)
025	English	\$ 206,928	\$ 211,952	\$ (5,024)
037	Mathematics	\$ 4,950	\$ 6,000	\$ (1,050)
040	Media Services	\$ 105,534	\$ 104,229	\$ 1,305
043	Music	\$ 207,968	\$ 200,133	\$ 7,835
049	Physical Education	\$ 149,584	\$ 167,600	\$ (18,016)
052	Science	\$ 4,950	\$ 2,000	\$ 2,950
055	Social Studies	\$ 4,950	\$ 1,000	\$ 3,950
061	Curriculum Development	\$ 51,500	\$ 51,000	\$ 500
067	Enrichment Program	\$ 93,849	\$ 87,390	\$ 6,459
076	Health Services	\$ 71,811	\$ 67,721	\$ 4,090
079	Transportation	\$ 247,000	\$ 231,600	\$ 15,400
085	School Security	\$ 1,500	\$ 1,500	\$ -
088	Operation & Maintenance	\$ 487,299	\$ 377,275	\$ 110,024
093	Computer Program	\$ 119,877	\$ 122,272	\$ (2,395)
098	Employee Separation	\$ 9,387	\$ -	\$ 9,387
100	Special Needs Administration	\$ 49,391	\$ 48,762	\$ 630
102	Project Grow	\$ 144,130	\$ 139,615	\$ 4,515

103	Learning Support Center	\$ 723,801	\$ 748,499	\$ (24,698)
118	Speech	\$ 213,887	\$ 204,485	\$ 9,402
121	Support Services	\$ 260,260	\$ 251,066	\$ 9,194
127	Psychological Services	\$ 212,187	\$ 215,974	\$ (3,787)
130	Sped Transportation	\$ 246,500	\$ 196,500	\$ 50,000
133	Sped Programs W/Others	\$ 352,280	\$ 374,941	\$ (22,661)
Grand Total		\$ 6,666,193	\$ 6,488,440	\$ 177,753

Next, Mr. Barber reviewed the proposed Governor's Budget – Chapter 70 Foundation State Aid:

- FY2024 projects \$1,154,750 Governor's Proposed Aid
 - or 10.85% State Aid increase
 - Including Minimum \$30 per student
 - Net \$112,983 increase from FY2023

Comparison to FY23

	FY23	FY24	Change	Pct Chg
Enrollment	409	401	-8	-1.96%
Foundation budget	4,816,494	5,068,217	251,724	5.23%
Required district contribution	3,774,727	3,913,467	138,740	3.68%
Chapter 70 aid	1,041,767	1,154,750	112,983	10.85%
Required net school spending (NSS)	4,816,494	5,068,217	251,723	5.23%

Mr. Barber stated the Superintendent's proposed FY 2024 Assessment for Sippican's School budget is:

FY24 Proposed Budget	\$6,666,193
FY23 Approved Budget	\$6,488,440
Difference of:	\$ 177,753 (net percent increase of 7.74%)

Superintendent Nelson thanked Mr. Barber for his presentation. He also thanked Mr. Shay Assad of the Finance Committee from the Town of Marion. Mr. Assad never misses a meeting and Superintendent Nelson expressed his appreciation for his support in being a great partner for the school. Chairperson Nye thanked Mr. Barber for his work on this presentation and on the budget this year. She appreciates how he breaks everything down so there is no gray area and they can understand each part.

School Committee questions/feedback:

Chairperson Nye asked when are the transportation contracts expiring? Mr. Barber stated that next year is our second option year and we will start going out to bid in the fall.

Nichole Daniel asked for clarification on the increase of \$20,000 for contracted services and maintenance. Mr. Barber explained that this is the contract for the custodians that take care of the building during the second shift. There are other small items in this as well but the majority is this contract. Superintendent

Nelson added it is anticipating increased costs in the contracts and the other lines support the facilities department here at Sippican.

Nichole Daniel asked why Kindergarten has its own line in the budget. Mr. Barber explained that the Kindergarten curriculum is broken out and the other grades are included together due to the differences in curriculum.

Michelle Smith asked if Kindergarten still has their own grants as they did in the past? Superintendent Nelson explained that a lot of those initial grants such as to assist in going from half-time Kindergarten to full-time, have come and gone now. This is part of the reason that Kindergarten is broken out into its own budget line so you can see the expenses that are now part of the general budget operating costs.

Nichole Nye McGaffey inquired about the town feedback so far. Superintendent Nelson explained that there is just preliminary feedback to this point. There is not a lot to report on this budget as we are not asking for new programming or new staffing. There was no surprise that transportation costs, utilities costs and the overall cost of doing business was the challenge for the budget subcommittee this year. We had honest and direct conversations about the cost of doing business and how we account for these costs to do business while still knowing that the town has to account for each department in their overall budget. We have met all deadlines to submit our information to the town and answered some follow up questions. At this time, they wait to see the ORR budget as it is more complex at the regional level.

Nichole Daniel asked if the town can sustain 2.74% since it is over 2.5% or will we have to absorb the difference. Superintendent Nelson explained Sippican is one department in their overall budget and although they do try to stay in the 2.5% and we have informed the town of why this is the amount and we are not asking for anything new, just adjusting to the new costs.

Nichole Daniel asked if the new literacy programs fit into this budget. Superintendent Nelson informed the committee that yes, in previous budgets we had already incorporated a line that includes literacy work and professional development and at this point we do have the line available to support anything if we decide to move in that direction.

Chairperson Nye addressed the meeting to determine if anyone in the public or on Zoom had questions or comments related to the budget.

Christy Mach Dube from Marion thanked Mr. Barber for his work on the budget. There were no other comments.

Chairperson Nye closed the FY24 Public Budget Hearing at 7:18 p.m. to return to the regular agenda.

I. Approval of Minutes:

A. Minutes

Regular Meeting Minutes – January 11, 2023

MOTION: by Ms. Nye McGaffey to accept the meeting minutes of January 11, 2023 as presented

SECONDED: Ms. Smith

MOTION PASSED 5:0

Regular Meeting Minutes – January 25, 2023 - Special Meeting

MOTION: by Ms. Nye McGaffey to accept the meeting minutes of January 25, 2023 as presented

SECONDED: Ms. Daniel

MOTION PASSED 4:1 (Mary Beauregard abstained.)

Executive Session Meeting Minutes – January 11, 2023

MOTION: by Ms. Smith to accept the Executive Session meeting minutes of January 11, 2023 as presented
SECONDED: Ms. Beauregard
MOTION PASSED 5:0

Budget Subcommittee Meeting Minutes – October 26, 2022,

MOTION: by Ms. Smith to accept the meeting minutes of October 26, 2022 as presented
SECONDED: Ms. Nye
MOTION PASSED 2:0

Budget Subcommittee Meeting Minutes – December 7, 2022

MOTION: by Ms. Smith to accept the meeting minutes of December 7, 2022 as presented
SECONDED: Ms. Nye
MOTION PASSED 2:0

Budget Subcommittee Meeting Minutes – December 22, 2022

MOTION: by Ms. Smith to accept the meeting minutes of December 22, 2022 as presented
SECONDED: Ms. Nye
MOTION PASSED 2:0

IV. General

A. HILL for Literacy Presentation

Superintendent Nelson made the following statement:

As this committee is aware - the elementary schools have been participating in a literacy needs assessment process and have begun designing a literacy action plan in consultation with the HILL for Literacy - Dr. Fedorowicz is looking to provide an update to the committee tonight on our progress. Dr. Fedorowicz...

Dr. Fedorowicz made the following statement:

We have a guest tonight from the HILL, Dr. Darci Burns, literacy expert. Darci has a doctorate from the University of Oregon and is our literacy experts in partnership with DESE and Science of Reading. Hill has been around for 15 years working with districts to improve literacy.

Tonight, Darci is going to give you a lot of information related to finding and recommendations for instruction, assessment and professional development. These findings and recommendations are based on an aggregate of information from the 3 elementary districts.

Remember, our goal is to move forward as a unit for the best experience for students so when they get to JRHS they have similar curriculum and instruction. Therefore, the findings are similar whether it is 1 school or all 3 because you will see the number of different programs, assessments etc. Our end goal is for consistency vertically and horizontally. This is why we are doing this.

The message is we are moving forward as a united and collaborative team. Keep in mind, not all of the recommendations can be done overnight. It takes multiple years to roll out such a large initiative. Work with Darci and the HILL will guide us through the LAP and next steps. Now I will turn it over to Darci.

Dr. Burns reviewed the enclosed (Attachment A) presentation for the school committee.

Dr. Fedorowicz made the following statement:

This report contains a lot of great findings and recommendations. Again, the implementation of the LAP is a multi-year process and we are working with the HILL to continue to roll out recommendations. As a result of the Needs Assessment, we are in phase II of the initial process of the Core Program Review. Before February break, an invitation went to all elementary teachers to ask them to participate as part of a voluntary vertical team to review and select a new core literacy program. We have 40 educators interested, 11 from Marion, to participate in the core program review. The overview process for this vertical team was

today during the PD half day, March 8. The process will consist of reviewing three core programs selected by our District Leadership Team (this is the group of educators working with us since the fall) based on district needs, Curate list from DESE and samples provided by vendors. Our timeline is to collaboratively select a program by May or June. We are planning to integrate recommendations from the Needs Assessment into the new Strategic Plan and PD for next year. We will focus on the timeline and prioritize with the HILL and we will continue to provide updates on progress. I will keep you updated as we progress through the process. A special thank you to the teachers and Ms. Sirois for initiating and supporting the core program review.

School Committee questions/feedback:

Chairperson Nye thanked Dr. Burns for her presentation this evening.

Nichole Daniel asked if there was representation from each grade at Sippican. Principal Sirois stated that for the most part every grade was represented, including specialists.

Nichole Daniel asked how Phase II is rolled out. Dr. Fedorowicz explained that everyone looks at one of the options at a time over three weeks and use a rubric from Dr. Burns on what to look for and utilize this to looking at the options for core programs through a different lens. Principal Sirois added that during their flex-planning meetings, the faculty and staff are having every grade level look at the materials as well.

Nichole Daniel asked if the programs suggested are comprehensive programs. Dr. Fedorowicz stated that they are Tier 1 programs that work for all in the district. Dr. Burns added that each one has many different components and are comprehensive. The faculty can still use existing programs to supplement from Foundations, Hagerty, etc. Ms. Daniel asked if when the materials are available, if the School Committee could review as well. Dr. Fedorowicz confirmed that this would be available.

Nichole Nye McGaffey asked for an explanation of the differences in Tier 1, Tier 2 and Tier 3. Dr. Fedorowicz informed the committee that Tier 1 reaches all students, Tier 2 provides additional support and interventions and Tier 3 dives even deeper into intervention for students that need additional support.

B. Grow Farm-to-School Program Presentation

Superintendent Nelson made the following statement:

Representatives from the Marion Institute are here tonight to present their Grow Education programming to the school committee. This is an informational presentation in nature - with the purpose of learning more about this type of programming.

Christy Mach Dube and Adam Davenport explained the enclosed (Attachment B) presentation to the school committee. Ms. Mach Dube informed the committee that they have applied for a grant and are respectfully asking for a letter of support from the school so they may meet again with the Community Preservation Committee on Friday with the letter.

School Committee questions/feedback:

Superintendent Nelson asked who the Chair of the Community Preservation Committee currently is. Ms. Mach Dube stated it is Chair Doubrava. Superintendent Nelson asked in terms of the grant submission of the Marion Institute, assuming that the grant is awarded to Marion Institute, the next step would be to offer the funds to the Marion School Committee as a donation? Ms. Mach Dube stated the grants are reimbursement grants so the Marion Institute would submit an invoice to the town and the town would reimburse the Institute. She believes they need approval from the Marion School Committee to proceed with that action. She does not believe any funds would transfer to the School Committee as a donation. Superintendent Nelson stated that is a little unique as far as another agency or institute submitting a grant and then doing the work on school grounds. Ms. Mach Dube said that as a non-profit in the town they could apply for this grant and they didn't want to miss the opportunity. Randy Parker on the Preservation Committee did ask if

anything would need to go out to bid for the materials, and other things that would be used but Ms. Mach Dube continued that he passed the request onto Town Council which approved it as submitted. Mr. Davenport added that under the Community Preservation Act in order to build infrastructure it has to be on public property which is why they are looking to gain approval on building on public property. The other aspect is the School Committee approval on the garden beds on the school property. Superintendent Nelson stated that once anything is going to be built on school grounds it is under the oversight of the school department. Yes, it is a town building but it's governed by the school department and the school committee. He continued that there just needs to be more conversations that would have to be had.

Superintendent Nelson stated his second question was regarding the grant application provided for review, if the grant was awarded and curriculum was approved, school committee, teachers all were on board and the details were worked out, is the grant awarded under the assumption that we are going to be able to run the full Grow Program minimally of two years and beyond, or is the grant being awarded with the understanding that the outcome is to refurbish the current school gardens regardless of how they are planned to be used by the school district moving forward? He would hate to be in a situation where it wasn't sustainable after two years or five years, and town funding had been given along with donors. Ms. Mach Dube stated the grant was written for the purpose of community preservation of open space, historical beautification. Regardless of the implementation of a Grow Program, we did certainly write the grant with our intent to roll this out and that was fueled by the support by the third grade teachers. Superintendent Nelson stated there is initial interest to learn more and how we could do it. That is an important piece for me, when there are donors or grants being awarded by the town, I would like to know the expectation of those giving the funds beyond just construction. Mr. Davenport added that to build this infrastructure a \$26,000 budget it not a small budget but we have had success in New Bedford. This is really the foundation for the opportunity to take on this project in a real way. Superintendent Nelson agreed that this is a creative solution and from his experience with writing grants there are usually specific outcomes. He would like to fully understand the outcomes.

Ms. Mach Dube stated the Committee is voting on Friday. They were not specifically asked about outcomes but the grant was written that these garden beds are durable and won't need to be redone for ten years. We would love for them to be used for our Grow curriculum but if the timing wasn't there and they were still built, using them for the after school garden program would be available. She stated that is a good follow up question and she can loop back to the Committee as well.

Ms. Nye McGaffey asked in regards to the funding is there a legal requirement that somehow the access from the public is available because it is a school and we wouldn't want to create a safety issue here. Ms. Mach Dube stated the school sits on the town's master plan as she understands now that the gardens are maintained by a club and outside of school hours she is not sure they are monitored. She is unsure if the revamping of them would change the community's interaction with the gardens. Chairperson Nye stated it is definitely a concern because although it does fall on the town property and grounds, it is a school. It is the same concept with utilizing the playground during a school day because they are shut down to the public during the school. She believes that is what Ms. Nye McGaffey was discussing, that is a concern, just what the concept will be in the community and who has access to them during the school day besides the kids. Ms. Mach Dube stated there was no expectation set as far as anything being used during the school. Mr. Davenport stated that from their experience with the nineteen built in New Bedford, each school is in a different place in the community and each school dictates if and when they are open to the public. It falls into the same spot as their playground and not being used during the school day.

Chairperson Nye also asked if the Marion Institute did not receive this grant money, how does this private fundraising work and how would that work with the School Committee? Are the donations brought to the school committee? Ms. Mach Dube stated that if they do not receive these funds then they have to look for funding sources elsewhere. There is no expectation from the school committee for public money. It would all be privately fundraised. It just gives them more work to do and more relationships to make.

Ms. Daniel asked about the curriculum being for third grade and if that means other grade levels cannot use the garden. Ms. Mach Dube explained that is correct, any grades can use the gardens. Ms. Daniel asked who runs the PD day in the summer they discussed. Ms. Mach Dube explained that Mr. Davenport runs the PD. They have heard from teachers that it's among the best PD they have had. Mr. Davenport added that they have run four rounds of the professional development experience and fundraise all of it so that teachers can attend a working farm and experience a farm-to-table setting. They also tour the working farm and discuss

how it helps our students and impact our communities, the health of our community and the lifestyle goals we have for our youth. We also do a lot of curriculum mapping and working with the teachers. The sustainability aspect has been a question and we have been working on that as well for the last five years and how to create a program that is able to systemically be integrated into the schools. In Westport, we had teachers from every grade level and by the end of the day they were building curriculum maps on how to incorporate the gardens into their already designed curriculum. Ms. Daniel said that is great that all teachers would have access.

Ms. Daniel asked if all the lessons were eighty minutes like the example provided. Mr. Davenport stated they are not all this length; they are usually forty minutes. The garlic example is a lesson plan so usually it is about forty minutes of class time and forty minutes in the garden.

Ms. Nye McGaffey asked where are we in the process as far as how it would work with our curriculum. Superintendent Nelson stated there have been preliminary conversations between Ms. Mach Dube and Ms. Henesey, our Director of Food Services, in terms of Ms. Henesey understanding the program from a food service standpoint. Also some initial conversations with Principal Sirois and she did ask her grade three teachers if there was initial interest. There was also a little bit of a bigger meeting that included Ms. Henesey, Mr. Barber, Principal Sirois, myself and Mr. Davenport. At that time, we were informed of the grant and also that the School Committee had not heard about this yet. There is some additional work that we would have to do and discuss in terms of sustainability beyond two years. He understands there are options but we haven't gotten that far. There are also plans for Dr. Fedorowicz and some of the representatives from the Marion Institute to come together and talk more about the curriculum. There are a few different moving points but tonight was the important next step in terms of the School Committee hearing this information and the program. Ms. Mach Dube stated that to be transparent, we have learned about the grant opportunities in short notice. We learn of them and we sprint and go for it. Her understanding for the curriculum is that this would be supplemental lessons. We look forward to that conversation Dr. Fedorowicz and we thank you all for your time.

Ms. Daniel asked if this was a go, is the plan for this to start in September? Ms. Mach Dube said the gardens can be ready and they are able to offer the PD day to the teachers so that it can begin in September. They would very much like to see this happen as the garden beds were first built at Sippican by the Marion Institute and as a resident and parent she has an interest in this. She thanked the members for their time. Chairperson Nye thanked Ms. Mach Dube and Mr. Davenport for their time and explanation and she looks forward to continuing the conversations.

C. Review Open Meeting Law Complaint(s)

Superintendent Nelson made the following statement:

On February 14th - we received three open meeting complaints from Ms. Kathleen LeClair of Mattapoisett. One complaint (was updated on - February 16th) is addressed to the Marion School Committee regarding policy KCD Public Gifts to Schools procedures and needs to be responded to by this committee, formally within 14 business days - per the instructions outlined by the Division of Open Government. The other two complaints are addressed to the Equity and Policy Sub Committees and will need to be responded to by those specific committees. I have shared the complaints with this committee in their entirety for your review and reference. My recommendation is for this committee to vote to delegate the responsibility to respond to the complainant to legal counsel through the superintendent and provide a copy of the response to the Attorney General within the 14 business day timeline.

MOTION: by Ms. Nye McGaffey to delegate the responsibility to respond to the complainant to legal counsel through the Superintendent.

SECONDED: Ms. Smith

MOTION PASSED 5:0

D. Approval of FY24 Budget

Superintendent Nelson made the following statement:

We are asking the school committee to vote on the FY24 budget as presented earlier this evening in the public hearing.

MOTION: by Ms. Smith to approve the proposed fiscal year June 30, 2024 operating budget in the amount of \$6,666,193 for the Marion Public Schools.

SECONDED: Ms. Daniel

MOTION PASSED 5:0

E. Approval of School Health Unit Application

Superintendent Nelson made the following statement:

Each year the school committee must approve the School Health Unit Application to submit to the Department of Public Health. This application allows for our school nurse to train administrative staff and teaching staff to administer medication to students as appropriate and needed on school grounds and on field trips or during extra-curricular events. The application that was provided to the school committee in your back up information has been reviewed and endorsed by our school nurse, Dr. Mendes - one of our school physicians, and me. Therefore, I am requesting that the School Committee move to approve the Department of Public Health - School Health Unit Application as presented.

MOTION: by Ms. Daniel to approve the School Health Unit Application as presented.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

F. Approval of READS Collaborative Agreement Amendment

Superintendent Nelson made the following statement:

The Executive Director of READS Collaborative and the Board of Directors have approved an updated READS Collaborative Agreement Amendment (which is in your backup information) and now need final approvals from the member districts and ultimately the Commissioner of Education. The updates are driven by and in alignment with legal and Department of Education regulations and/or requirements. Tonight, I am requesting that the Committee review the READS Collaborative Agreement Amendment and approve it as presented.

MOTION: by Ms. Nye McGaffey to approve the READS Collaborative Agreement Amendment as presented.

SECONDED: Ms. Daniel

MOTION PASSED 5:0

G. Approval of Donations

Superintendent Nelson made the following statement:

This evening the school committee has three separate grant awards to review and approve. The first grant is being offered in the amount of \$2,250 from MassCUE to staff member Jessica Barrett. Principal Sirois could you please share some background on this grant offer...

Principal Sirois read a quick blurb from Ms. Barrett: In Mix it Up with Marty our school is planning to implement a progressive robotics program during technology and STEAM classes. Our students are eager to learn every aspect of computer programming, and Marty offers unique coding experiences for students in grades PreK-6. Marty's adaptable learning progression makes it the perfect choice for challenging our most advanced students with the use of Python while also meeting the needs of our younger learners with the use of MartyBlocks and MartyBlocks Jr. Additionally, Marty operates with a web-based interface as well as through apps for Apple and Android devices. This is a perfect solution for our school, which currently has iPads (grades K-1) and Chromebooks (grades 2-6) as tools for our students. In using Marty to practice coding, our students will learn computational thinking and concepts in a cooperative learning environment. Group planning, designing, testing, de-bugging, problem-solving, and shared success experiences with robots like Marty are essential for our students. They allow our learners to recognize that each member of a team has an important voice in describing the problem and affecting a solution. With this grant, our school plans to purchase one set of five Marty robots. Each grade in our PreK-6 school will have opportunities to

work with Marty during weekly library classes and STEAM lessons. Additional groups will have the opportunity to use our 3D printers to design additional parts for Marty.

Chairperson Nye thanked Ms. Barrett who joined the meeting via Zoom for her work on this grant. She has seen Marty in action and the students really enjoy it.

MOTION: by Ms. Smith to accept the \$2,250 from MassCue for Jessica Barrett as presented.

SECONDED: Ms. Daniel

MOTION PASSED 5:0

Superintendent Nelson made the following statement:

Next, the school committee is being offered books from Free Spirit Publishing "All the Time" series - the titles are: "I Love You All the Time", "You Wonder All the Time", "You are Growing All the Time" and "You have Feelings All the Time".

Dr. Fedorowicz added that if approved one book would be donated to each preschool, kindergarten and first grade classroom. The author of the books, Deborah Farmer Kris, virtually read two of the stories to the children in these classrooms recently. She added that the librarians had also reviewed the books. A hard copy of each book was passed around for the members' review.

MOTION: by Ms. Nye McGaffey to accept the books donated from Free Spirit Publishing as presented.

SECONDED: Ms. Beauregard

MOTION PASSED 5:0

Superintendent Nelson made the following statement:

The final grant is a grant opportunity which is titled: Safe and Supportive School Grant. Mr. Davidson has had conversations with the building administration and I understand they have provided their support. I would ask Director Davidson to explain this grant to the school committee.

Mr. Davidson informed the committee that this was a competitive grant that provides funds on a two-year cycle. The first year is an assessment and self-reflection which focuses on six levels; leadership and culture, family and community engagement, professional learning opportunities, access to resources and services, teaching and learning and policies and procedures. After completing the process the first year, you develop a focus area related to a safe and supportive school to design an action plan in the second year and through the Department of Education for potential additional support.

MOTION: by Ms. Smith to accept the books donated from Free Spirit Publishing as presented.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

H. Approval of Student Handbook Revisions

Superintendent Nelson made the following statement:

At the most recent Joint School Committee – the policy JE – titled Attendance Policy was rescinded and a new policy JH – titled Student Absences and Excuses was formally adopted. As a result, the sections within the schools' handbooks related to student absences and excuses require updating. Our principal will briefly highlight the changes to this committee. Upon approval, we will notify families that the student handbook has been updated and highlight the changes.

Principal Sirois highlighted the changes to the policy for the committee's approval which include adding 'weather so inclement as to endanger the health of a child' to the list of excused absences along with the option for the Principal or designee to approve excused absences for other exceptional reasons. She discussed the change from five to three days in which the school will contact the family and develop action steps to support the student and family. The biggest change is the Department of Education returning to encouraging back to working with families more when students are absent and differentiate the reasons for absences.

MOTION: by Ms. Nye McGaffey to accept the Student Handbook Revisions as presented.

SECONDED: Ms. Smith

MOTION PASSED 5:0

V. New Business

C. Business

1. Financial Report

Mr. Barber presented the following the following information to the school committee:

Financial report in relation to the general funds of Marion Elementary School District:

Budget Report by Department for March 6, 2023 for the purpose of our Financial Forecasting:

The Marion School District currently has \$497,631 available of the general funds appropriated in the 2023 Fiscal Year. Mr. Barber reported that he is able to identify how our funds are encumbered and expended. This report recognizes the activity of the total \$6,488,440 appropriated to the Marion School District.

☐ \$ 6,488,440 - General Funds Approved

☐ \$ 5,990,809 – Obligations Paid Year to Date

☐ \$ 497,631 - Remaining Available Funds

The Marion School District currently has \$22,597 available of the Bristol County Agricultural High School enrolled student operational budget of \$72,646 for the 2023 Fiscal Year budget.

☐ \$ 72,646 – Bristol County Agricultural High School

☐ \$ 50,049 - Obligations Paid Year to Date

☐ \$ 22,597 - Remaining Available Funds

In addition, Mr. Barber reported on the revolving accounts of Sippican School. He reported that the revolving accounts had a balance of \$153,958.56 on February 28, 2023.

2. Food Service Report: Mr. Barber reported on the following:

- Meal participation continues to grow.
- Nation-wide supply chain disruptions continue to impact our program.
- Meal Price Increase took effect on February 1, 2023
 - This increase in price will only apply to any additional meals purchased by a student
 - Each student will continue to receive 1 Free Breakfast and 1 Free Lunch per day throughout the remainder of this school year
- Had a successful week serving the students in the Math Acceleration Program.
- Dish machine is in disrepair. Ecolab Technician is currently working on fixing it.
- Currently working on procuring food and supplies for next year.

Students Receiving Free and Reduced Meals:

Free 116 – 28%

Reduced 9 – 2%

3. Facilities Report: Mr. Barber reported on the following:

- Received quotes for back playground extension.
- Completed one extreme cold/wind chill operation.
- Repaired kitchen grease trap/interceptor.
- Cody Leonardo was hired as the new Supervisor of Building and Grounds.
- Conducted routine maintenance on all facility systems.

VI. CHAIRPERSON'S REPORT:

Ms. Nye made the following statement:

Tonight for my Chair Report, I wanted to take the time to recognize my fellow committee members, Nichole Daniel, Nichole Nye McGaffey, Mary Beauregard & Michelle Smith. I wanted to personally thank all of you for your commitment to the work that is done by this committee, that supports the children of Sippican and throughout the District; as well as supporting the staff members, the Administration and our community as a whole. I want to recognize that we come from different backgrounds; we have taken very different career paths in our lives; we are of different age groups; and do I dare say it - are even from different political parties. We have many differences, yet these differences have not divided us here at this table. It is my belief

that these differences are actually what have balanced this committee and is what has made us a truly successful, functioning board. Our ability to communicate and work together for the good of all is what makes us well-rounded and I appreciate our differences. I appreciate that we are able to leave any baggage and personal agendas at the door and come to this table to get the job done that we were elected to do. I want to thank you for your level of professionalism and your care & compassion towards this work. I truly am honored to work with all of you and I appreciate everything that you do and I wanted to take the time tonight to recognize all four of you.

CENTRAL OFFICE ADMINSTRATOR'S REPORT:

Superintendent Nelson stated the following:

I would like to defer to Mr. Davidson and Dr. Fedorowicz to report this evening.

Craig Davidson, Director of Student Services, gave the following report:

Our Clinical Team, Special Education Teachers, Paraprofessionals, Specialists and Related Service Providers (from all of our elementary districts) participated in a training at Rochester Memorial School today. The presentation was provided by the Plymouth District Attorney's Office through the Childhood Trauma Initiative. The training was kicked off by District Attorney Tim Cruz and his team.

The keynote speaker Marissa Del Rosario from The Trauma and Learning Policy Initiative(TLPI) presented on how to ensure that all students, including those impacted by trauma, succeed at their highest levels in school and in life. Our team left today's session with tools to support children in building the necessary resiliency skills for a healthy development.

Our sixth grade special education liaisons participated in a Transition Event at the Junior High School on Monday the 13th. Ms. Nelson (our 6th grade liaison) was able to observe special education services and programming at the junior high school, meet with the counseling team, service providers, building and district administrators. This is one of many events that staff will take part in to support our 6th grade students as they step up to the JHS next fall.

Project Grow Applications are now being accepted for all 3 towns. The next Early Childhood Council Meeting is Wednesday, March 29, 2023 - Sippican School - Planning Spring Event. Preschool Screening is coming up on March 16th at Sippican.

Dr. Fedorowicz gave the following updates:

Learning Walks:

We are this far into the year that we have completed the first full round of LW and have started on the second round in each building. This provides a comparison of progress along with the great teaching and learning from the BOY until the midpoint or EOY. This continues to give administrators an opportunity to visit schools and discuss patterns and trends in T & L.

IC:

Instructional Council is meeting monthly and is in the process of initial planning for PD for next year. A survey to get input from educators and caregivers went out on Tuesday (Feb 14) and closed on March 1. The purpose of the survey is to plan and guide PD for next year. We are getting a great response from both staff and caregivers. 200 educators and 205 caregivers have contributed. We want to say thank you for taking the time to provide input into PD for next year. We know one of our focus items will be starting on recommendations from the HILL and literacy.

In addition, the Curriculum Review Cycle subcommittee, a smaller subgroup to IC, are making progress toward a first draft of the CRC document. We have representation from all elementary schools and secondary as well as Special Education.

PD:

Today was a half PD day with a focus on vertical team curriculum work, HILL for our core program review team, OpenSciEd and other curriculum based work.

New Teacher Induction:

NTI has been rolling along. We had our second session with Dr. Robin Gilpatrick on Classroom Management and it was well received. Last month, by popular request, was time with mentors. Next week, Mr. Davidson will provide training on Special Education, accommodations and IEPs.

PRINCIPAL'S REPORT

Ms. Sirois, Principal of Sippican School reported the following:

What a stupendous school year we are having! From All School Meetings to concerts and grade level celebrations. There are great things happening at Sippican School!

1. Celebrating Equity: In January we celebrated Martin Luther King Day. February was focused on Black History Month and we are already into March and Women's History Month! Again, thank you to all that support our learning!
2. ASM (VIDEO): In January our ASM theme was COURAGE. We focused on people who make a difference. Our Junior Reporters interviewed students about how to make a difference. The school community was encouraged to wear red as a sign of courage and taking action. Our February ASM included the grade 4 choir and band concert. Wow! Our students are doing a great job in the performing arts. This month we wore spiritwear or blue to show our school spirit.
3. Tis the Season: In February we celebrated Valentine's Day. Part of that celebration included students writing words of kindness on hearts which are hung in the cafeteria for all to see and draw inspiration.
4. Project Grow: Project Grow students continue to learn about seasons. They especially enjoyed the snow last week. They made snow angels and snow people :)
5. Kindergarten: Our kindergarteners have been studying arctic animals. That has included reading about them, creating them, and comparing them!
6. Grade 1: First graders have been learning about SOUND! The culminating event included students switching between all three classes to participate, as scientists, in different sound experiments and activities.
7. Grade 2: Second graders have been learning about expository writing. At this level, that includes writing about and learning about facts you know.
8. Grade 3: Students in third grade spent time in February naming feelings and writing about them. This work ties in nicely with the work students are doing during Town Meetings with our Second Step Social Emotional curriculum taught by our clinical team.
9. Grades 4 and 5: Mrs. Pike has been focused on teaching students about Asia. The students are learning about art mediums, architecture and celebration.
10. Grade 6: There is so much happening in grade 6! They have been studying planets and the solar system. They have also been practicing their graphing skills creating histograms.
11. VASE: MOP happened! The Marion Occupational Program was a huge success. Students learned about different career paths they might choose to take in their futures. We had a chef, fire fighters, police officers and a fitness instructor to name a few. The Sixth Grade Parent Group put on a wonderful event last Friday night! The student/teacher/parent basketball game was a spirited event! There was cheering, dancing, raffles, and a whole LOT of fun AND they raised over \$1,000 to go toward the sixth grade spring activities.
12. Library: Our Winter Reading Challenge has come to an end. Students have submitted their passports and we will acknowledge participants at an upcoming ASM.
13. Kindness Crew: Our Kindness Crew has been hard at work. They painted a mural in the clinical team suite. We are grateful for their efforts. Thank you to Ms. Pike and Mrs. Lawrence for their leadership and organization of this project.
14. AnchOR: Our community came together for the first AnchOR event of the year. The Spaghetti sinner/Bingo night was a hit. VASE, Marion PD, and our district administrators joined the Sippican Staff to provide this AWESOME event. I can't thank Lisa Horan and her team enough for bringing AnchOR BACK to Sippican.
15. School Council: Our school council met in February. We took time to talk about all of the things going on here at Sippican. We also previewed our One Book One School project that began in February.

VIII. School Committee

A. Committee Reports

1. Budget Subcommittee – No report as it was previously discussed this evening.
2. Building Committee – no report.
3. ORR District School Committee- Ms. Smith reported that the ORR School Committee met in February and recognized Coach Chris Cabe, approved some donations and use of the main field. There was also a special meeting on March 1st to review the Open Meeting Law Complaint(s). The next meeting is March 15th.
4. SMEC – Ms. Smith reported that they met last week via zoom and are looking at purchasing a new building in the near future to expand.
5. Early Childhood Council- Ms. Daniel reported they met briefly about the ParentChild+ grant in-home program, bringing the fair back and Ch. 74 students are all placed at sites in the community. The next meeting is March 29th.
6. READS – Mr. Nelson reported that READS met on February 16th, approved minutes, the FY24 budget and accepted recommendations regarding new staff and resignations. Also, Dr. Theresa Craig announced her retirement at the end of this school year. We held an additional meeting over February break to discuss the hiring process. This Friday we are meeting with NESDEC who we are working with during the hiring process.
7. Tri-Town Education Foundation – Ms. Daniel reported that the foundation has not met.
8. Policy Subcommittee – Ms. Beauregard reported that the subcommittee met earlier today and went over the Open Meeting Law Complaint(s), BEDH-Public Comments at School Committee meetings and approved for it to go back to the Joint Committee. We reviewed JFBB- School Choice and JFBB-R School Choice Procedures.
9. School Council – Principal Sirois had nothing additional to report.
10. Equity Subcommittee- Ms. Beauregard reported that the Equity Subcommittee met on January 17th. We had a progress report of the equity plan, and were presented the data on incidents since the beginning of this school year. We discussed upcoming locally offered training events and discussed and approved a report-out to be completed by member Ms. Kearns. Ms. Daniel asked who presents the data on the incident reports - Ms. Beauregard reported that Central Office provides the information. We also met on March 1st for a quick meeting to review the Open Meeting Law Complaint(s).

IX. Future Business

A. Timeline

The next meeting(s) of Committee will be held as follows:

<u>Marion School Committee</u>	<u>Joint School Committee</u>
April 12, 2023 @ 6:30pm	March 30, 2023 @ 6:30 pm

X. OPEN COMMENTS

Chairperson Nye reviewed open comments procedures and protocols.
There were no open comments.

ADJOURNMENT

MOTION: by Ms. Smith to adjourn at 9:05 p.m.

SECONDED: Ms. Daniel

Motion Passed 5:0

**Respectfully Submitted,
Melissa Wilcox**

Darci Burns, Ph.D.
Executive Director
darci@hillforliteracy.org

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- 2

Assessment Inventory

- **57** different assessments reported.
- Most reported was AimswebPlus.
- Different assessments used across the grade levels and schools including diagnostic assessments.
- A need for consistent oral language, spelling, and writing assessment across all grade levels.

Program Inventory

- **77** different programs, resources, and materials reported
- Primarily resources and materials from Foundations, Empowering Writers, Reading Street, Heggerty, and Interactive Read Aloud (IRA).
- Foundations reported for foundational skills in K-3.
- More resources reported for Tier 1 than Tier 2 and Tier 3.
- Program usage seems to vary in terms of frequency and duration

Leadership

- Continue to utilize a distributed leadership team that draws on staff expertise and implementation strengths and challenges to oversee the literacy initiative.
- Develop and monitor a district literacy plan that includes action steps, measurable outcomes, and timelines.
- Utilize a district leadership team to develop/refine the district literacy vision/mission.
- Create a plan to share the literacy plan with all critical stakeholders and provide regular updates on accomplishments.

Leadership (*cont'd*)

- Develop school leadership teams with representation on the district leadership team to increase communication and alignment between district and school levels.
- Utilize the school-based leadership teams to create goals and action steps that align to the district plan.
- Review master schedules across the district:
 - to distribute and allocate instructional time and equitable access for core, supplementation, and intensive instruction across schools
 - include time for professional learning, coaching, and data meetings.

Tiered Instruction

- The district should work with schools to create a multi-tiered model for delivering instruction.
 - identify core, supplemental, and intervention programs
 - meet the needs of intervention and Tier 1 instructional time.
- The district leadership team should review the program survey results, determine which programs are evidenced-based, and map those programs onto a program framework.
- Facilitate a comprehensive core program review process that engages all staff in the process of utilizing a review tool that creates a common lens for reviewers.

Tiered Instruction (cont'd)

- Develop clear guidelines for implementing programs, resources, and materials within each tier of literacy instruction for all components
 - scope and sequence for instruction and pacing guides.
- The district should develop a clear plan for supporting, coaching, and monitoring staff implementation of Tier 1 instruction guidelines and plans with fidelity.
- The district should work with schools to develop a clear plan for implementing supplemental and intervention programs with fidelity
 - include PD, a master schedule, and an accountability system.
- The district should work with schools to review their master schedules and allocate collaboration time between all personnel serving students in need of intervention.

Professional Learning

- Articulate and track professional learning plans by school aligned to staff needs and student data.
 - Provide action steps, realistic timelines, responsible personnel, and outcomes that are measurable.
- Provide professional learning in the science of reading and current evidence-based practices in assessment and instruction to ensure a common, consistent teacher/administrator knowledge base across districts.
- Foster/sustain a team of literacy leaders who have knowledge of evidence-based literacy instruction to provide effective professional learning in literacy to adult learners.
- Cultivate/support a team of coaches and teacher leaders who can support staff in translating research to practice in each component of literacy.

9

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Assessment

- The district leadership team should review the assessments inventory results, determine validity and reliability, identify gaps and redundancies and build a district comprehensive assessment framework.
- Once school-wide assessment tools are agreed upon, provide adequate training and a system for administering, scoring, interpreting, and measuring the effectiveness of instruction regularly.
- Develop an assessment schedule that includes at minimum all tests that should be administered at each grade level.
 - screening tests, progress monitoring tests, and any high-stakes testing.

Assessment (cont'd)

- The district should organize the data from all assessments into one format that can be used to determine instructional decisions across the district at least 5x per year
 - develop a protocol for conducting grade level data meetings to analyze, plan, and refine instruction.
- Establish a system and protocols for all instructors of literacy to use assessment data in providing all students an instructional focus, assigning differentiated plans, and measuring the effectiveness of instruction at least 5x per year.
- The district and school leadership teams should review district and school level data to make decisions about impact of instruction, professional development needs, and resource allocations.

11

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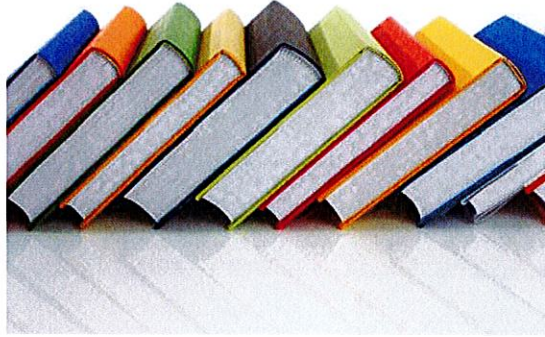
Family Engagement

- Communicate to families the vision, mission, and literacy plan for student literacy achievement through various methods.
- Create a subgroup of the district literacy team to focus on gathering more information about family engagement.
- Develop a district plan for family engagement in literacy.
- Provide information sessions to families outlining the district literacy vision, mission, and goals including actionable steps that parents can take to support these efforts.
- Create/refine literacy data reports for families so they are easy to understand and include an explanation of their child's reading progress and interpretation of scores.

12

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Thank you!

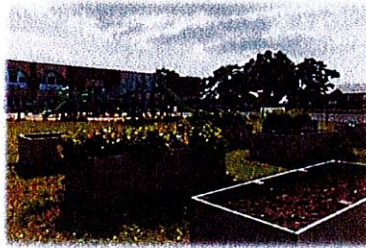




GROW

EDUCATION Farm-to-School

Reinforcing connections to fresh, healthy food
and our local food system via
curriculum, cafeteria, and community



1

Grow Education Farm-to-School (Grow FTS) Program



Is a supplemental set of lessons that ties
outdoor garden classrooms to MA State Framework standards

- Designed for 3rd grade students
- Tied to the science, plant lifecycle curriculum
- Includes lessons on food, nutrition, the environment and our regional food system
- Operates in close partnership with the Marion Institute team over two years
- Offers teachers a lifelong, free access to lesson plans on Thinkific technology platform
- Anchored by durable outdoor garden classrooms



2

What does a year of Grow FTS look like?

Calendar	Event	Time	Notes
August	optional but encouraged Professional Development	5 Hrs	Led by the Marion Institute - An in-person farm PD "field trip" to Round the Bend Farm in Dartmouth, for 5 PDP credits. Meals included.
October - November	optional Professional Development Online Module	5 Hrs	20 days of Grow FTS email content sent to teachers (15 minutes each day) for an additional 5 PDP credits.
November	optional but encouraged Garlic Lesson Plan	40 mins	Teachers can prepare or reinforce the garlic planting workshop with this lesson plan.
	Garlic Planting Workshop	40 mins	Led by the Marion Institute - each student will learn about garlic and participate in a fall planting in their school garden.
February	Winter Presentation	1 hour	Led by the Marion Institute - A local farmer or food system leader presents to the students connecting topics of agriculture, nutrition, health, environment, and sustainability.
March - April	Spring Planting Workshop	40 mins	Led by the Marion Institute - Students return to the school garden to learn about and plant both seeds and seedlings of cool weather crops.
May	Garden Harvest Workshop	1 hour	Led by the Marion Institute - Students will harvest and have a chance to eat salad greens and root veggies they planted and grew. This is a fun, and engaging celebration of their Grow FTS program year.
June	Summer Planting Workshop	40 mins	Led by the Marion Institute - For the final planting of the school year, students will plant warm season crops that will ripen throughout the summer and into September when they return for the following year.
Flexible throughout SY	Farm to School Fair	1 hour	Led by the Marion Institute - Teachers can choose to engage students' families in a one-hour after-school "Farm to School Fair" that incorporates the school's gardens, Grow FTS curriculum, and a brief presentation from a regional food system leader. To take place at any time in the school year that works for teachers.
	TOTAL	16 Hours	Includes 10 hours of Professional Development, 5 hours of student time on learning, and 1 hour of family/community engagement.

PD hours support educator re-licensure requirements



3

Example: Garlic Lesson



MARION
INSTITUTE



Garlic is commonly used in cooking as a spice; in fact, it is regularly used on every continent except Antarctica! But did you know that garlic also has health-promoting properties, well-documented throughout history and by modern scientists? This lesson provides students with a basic overview of garlic's key characteristics, uses, development, and care; and it includes step-by-step instructions that can be used to plant and harvest garlic.

Materials

- Lesson: Garlic!
- Article: Garlic!
- Handout: Garlic Plant Diagram
- Slides: Garlic!

Length: 80 minutes

All lessons tied to MA standards (see handout)

Recommended timing: Oct, Nov

Massachusetts Standards: *Health 13.1, Health 8.1, Science 3.LS.4.4, Reading RI.3.2, Reading RI.3.10*



4

Benefits of Farm to School programming are well documented



Kids Win

- Enhanced classroom education through hands-on learning related to food, health, agriculture and nutrition
- Improved student engagement and whole child development
- Improved academic achievement (STEM concepts, agriculture, local food, environment)

Farmers Win

- Increased awareness of local food system resources
- Increase in number of school districts sourcing locally

Communities Win

- Opportunities to build family and community engagement
- Buying from local producers creates jobs & strengthens the economy



5

Marion Institute committed to fundraise to cover cost of 2-year program at Sippican



Cost to Launch & Operate Grow Education Farm-to-School at Sippican School in SY23-24 and SY24-25			
	School Year 2022-2023 (March - June 2023)	School Year 2023-2024 (Aug. '23-June '24)	School Year 2023-2024 (Aug. '24-June '25)
Total Phase I: Initiative Development	5,681	0	0
Total Phase II: Gardens/Outdoor Classrooms	26,928	0	431
Total Phase III: Program Activities	0	22,738	12,429
Total Phase IV: Sustainability Consulting	0	0	0
Total Phase I, II, III, IV	32,609	22,738	12,859
Total MI Administrative Expenses	5,453	9,573	4,341
Total Expenses**	38,062	32,311	17,200
Less Potential Town of Marion CPA Funds	26,928	0	
Less Challenge Grant and Matching Funds	0	20,000	
Outstanding Total Funds to Raise	11,134	12,311	17,200

We would appreciate Sippican school community support of our CPA application to revamp the outdoor garden and classroom site & we look forward to discussing options to sustain the program



6



Community Preservation Act Project Application
Enhance School-Based Gardens and Garden Site at Sippican School
Town of Marion, Massachusetts



7

Request \$26,928

for Open Space Improvement, Beautification and Functionality



Alignment with Community Preservation Act

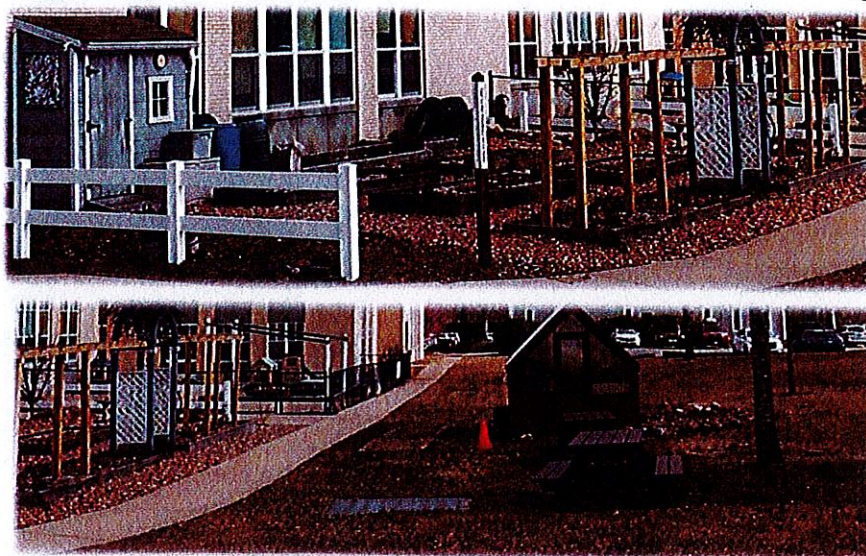
Open Space and Historical Preservation Goals

- Equip Marion's Town Facilities Sippican School garden and bus loop sites with attractive, durable, and sustainable garden beds and accessories (i.e., picnic benches, signage)
- Establish pollinator gardens that enhance the aesthetic of the existing outdoor garden and community bus loop space
- Equitably engage Sippican students in curricular lessons on plant lifecycle, agriculture, the environment, and nutritional importance of eating fresh vegetables via growing and pollinator gardens



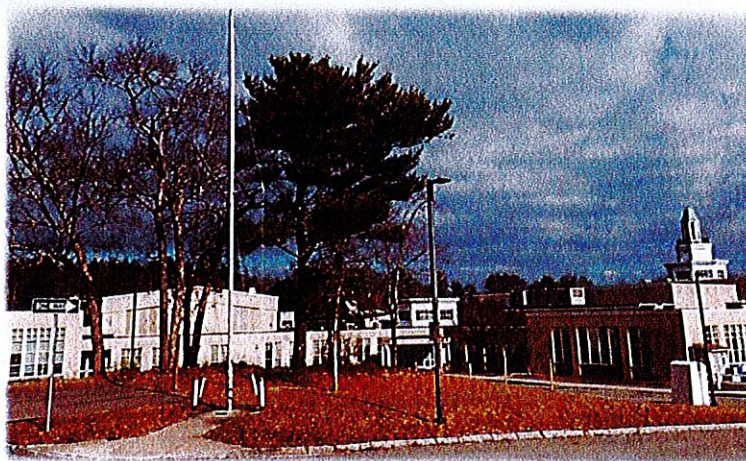
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Existing Sippican Garden Site



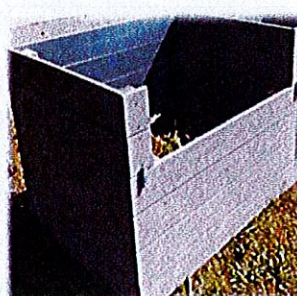
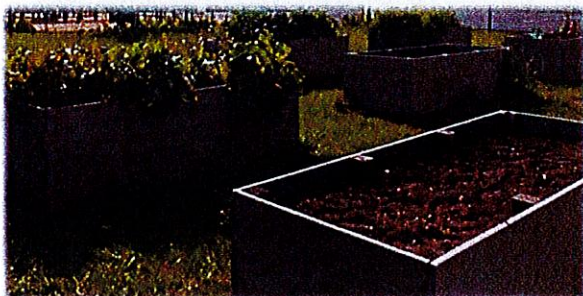
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Existing Sippican Bus Loop Site



10

Long-Lasting, Vegetable & Pollinator Gardens Anchor Grow FTS Programming



- Preserving the essential character and open space of Marion
- Equitably engaging Sippican students and the community in Grow Farm-to-School Curriculum



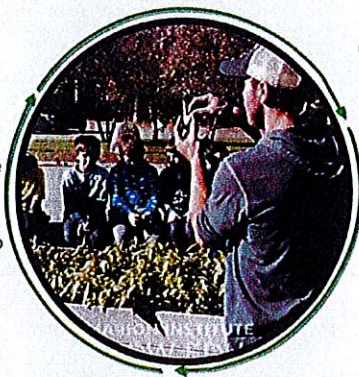
11

Gardens Anchor and Reinforce Community Connections



Community

- Enhances open space
 - Gardens
 - Seating
 - Informational Signage
- Preserves character of Historic Marion
- Models commitment to students, local food system, environment, and sustainability



Classroom

- Teaches Farm-to-School curriculum
 - Plant lifecycle
 - Agriculture
 - Regional Food System
 - Environment
 - Nutrition benefits of eating fresh produce
- Connects students, teachers, families to the cafeteria and the community

Cafeteria

- Integrates garden and regional produce into school meals
- Reinforces classroom garden lessons



12

Gardens are a Leveraged Investment for Broad Community Benefit



- The Marion Institute (MI) is committed to leveraging CPA investment with philanthropic funds to implement Grow Farm-to-School curriculum for Sippican Students
- Garden produce grown during the summer will be harvested for local residents in need (e.g., student families, COA)
- Signage and leaflets will provide education and points of connection for community members and visitors
- Elizabeth Taber Library interested to explore partnership opportunities for residents and visitors



13

CPA Budget Request



The Marion Institute, Inc. Town of Marion Community Preservation Act Project Application Projected Budget

July and August 2023

INCOME

Town of Marion CPA Funds	26,928
Total Income	26,928

EXPENSES

Garden site plan, removal of old, and build of new, durable growing and polinator gardens, including soil and seeds	19036
Build of new polinator gardens at the bus loop site	3000
Greenhouse roof opener	391.67
Two durable picnic tables	4400
Signage to attribute gardens to CPA funding (located on prominent garden bed)	20
Signage to tie garden produce to larger Southcoast Food System and Environment	80
Total Expenses	26,928



14

Project Team



Liz Wiley, the MI's Executive Director, provides strategic direction to Grow FTS programming. Originally trained as a biologist, Liz is a lifelong advocate for the environment and food system justice. Her diverse background includes working in the environmental, workforce development, food security, farming, fisheries, aquaculture, and social responsibility fields. Liz holds a M.Sc. from Antioch University and a BS from Bridgewater State University. She is the Board President of the Southeastern Massachusetts Agricultural Partnership and on the Board of the Wareham Library Foundation.



Adam Davenport is the Grow FTS Program Manager. Adam managed the expansion of Grow FTS across 19 elementary schools in New Bedford and within Westport Elementary School. Adam holds a BS in civil engineering from the University of New Hampshire, and brings a wealth of experience in ecological and edible system design. He is a former science teacher, and is a certified holistic health practitioner and permaculture designer.



15



Thank You



16

Cost to Launch & Operate Grow Education Farm-to-School at Sippican School in SY23-24 and SY24-25			
	School Year 2022-2023 (March - June 2023)	School Year 2023-2024 (Aug. '23-June '24)	School Year 2023-2024 (Aug. '24-June '25)
Phase I: Initiative Development			
Outreach and introductory meetings with Districts	5,681	0	0
Total Phase I	5,681		
Phase II: Gardens/Outdoor Classrooms			
Reinforce/renovate	26,928		430.5
Build + Seeds			
Total Phase II	26,928	0	431
Phase III: Program Activities			
Full day Professional Development for Teachers*		5,707	
Half day Professional Development for Cafeteria Staff**		4,964	
Farm-to-School Fair		2,874	2,960
Fall Planting Day at Each School		1,471	1,515
Winter Classroom Presentations		2,114	2,177
Spring Garden Planting		2,214	2,280
Summer Harvest/Garden Planting		1,705	1,757
Initiative Cultivation/Sustainability		1,689	1,740
Total Phase III	0	22,738	* 12,429
Phase IV: Sustainability Consulting			
Garden Management over Summer		0	
Initiative Sustainability Consulting		0	
Total Phase IV	0	0	0
Total Phase I, II, III, IV	32,609	22,738	12,859
MI Administrative Expenses			
Finance and Communications Staff Expenses	488	5,358	
15% Administrative fees	4,965	4,215	4,341
Total MI Administrative Expenses	5,453	9,573	4,341
Total Expenses**	38,062	32,311	17,200
Less Town of Marion CPA Funds	26,928	0	
Less Challenge Grant and Matching Funds	0	20,000	
Outstanding Total Funds to Raise	11,134	12,311	17,200
<p><i>*This is an immersive PD experience at a local farm with hands on garden and technology training.</i></p> <p><i>**Training for Cafeteria Staff is optional. Costs for half versus whole PD days are similar due to location rental, farm tour, and meal costs with farm to table meal offered for participants to experience the changes we want reflected in their school cafeterias.</i></p> <p><i>***SY24-25 costs assume 3% COLA and 5% inflation increases.</i></p>			

(1111111111)

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
16 Spring Street, Marion, Massachusetts
March 8, 2023
ZOOM LINK:**

<https://oldrochester-org.zoom.us/j/98044815658?pwd=UnkvbDBMdWZWdzdYcFo1ZzlOTFNEQT09>

Meeting ID: 980 4481 5658

Passcode: 700054

This meeting will be conducted in a hybrid format. School Committee and Administrators will have the option of meeting in person in the Community Room at Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom. Public is able to attend in person or via zoom

TIME: 6:30 p.m.

MEETING TO ORDER

FY24 PUBLIC BUDGET HEARING

RECOGNITION PRESENTATION

I. Approval of Minutes

A. Minutes

1. Regular Minutes: January 11, 2023 & January 25, 2023 – Special Meeting
2. Executive Session Minutes: January 11, 2023
3. Budget Subcommittee Minutes: Oct. 26, Dec. 7 and Dec. 22, 2022

II. Consent Agenda

III. Agenda Items Pending

IV. General

A. HILL for Literacy Presentation

B. Grow Farm-to-School Program Presentation

C. Review of Open Meeting Law Complaint(s)

D. Approval of FY24 Budget

E. Approval of School Health Unit Application

F. Approval of READS Collaborative Agreement Amendment

G. Approval of Donations

H. Approval of Student Handbook Revisions

V. New Business

A. Policy Review

B. Curriculum

C. Business

1. Financial Report

a. Revolving Account Balances

2. Food Service Report

3. Facilities Report

4. Budget Transfers

D. Personnel

VI. Special Report

VII. Unfinished Business

CHAIRPERSON'S REPORT

CENTRAL OFFICE ADMINISTRATORS REPORT

PRINCIPAL'S REPORT

VIII. School Committee

A. Committee Reports

1. Budget Subcommittee

2. Building Committee

3. ORR District School Committee

4. SMEC

5. Early Childhood Council

6. READS

7. Tri-Town Education Foundation

8. Policy Subcommittee

9. School Council

10. Equity Subcommittee

B. School Committee Re-Organization

C. School Committee Goals

IX. Future Business

A. Timeline

B. Future Agenda Items

X. Open Comments

XI. Information Items

XII. Executive Session

ADJOURNMENT

MARION PUBLIC SCHOOLS
Marion, MA

TO: Marion School Committee
FROM: Michael S. Nelson, Superintendent of Schools
DATE: March 6, 2023
RE: Agenda Items

The following items are on the agenda for March 8, 2023.

FY24 PUBLIC BUDGET HEARING

I. Approval of Minutes

A.1. Regular Minutes –

Recommendation

That the School Committee review and approve the minutes of January 11, 2023 and January 25, 2023 – Special Meeting. Please refer to “MSC 03082023 January Minutes” and “MSC 03082023 January Special Meeting Minutes”.

A.2. Executive Session Minutes –

Recommendation

That the School Committee review and approve the minutes of January 11, 2023. These will be shared at the meeting.

A.3. Budget Subcommittee Minutes –

Recommendation

That the School Committee review and approve the minutes of the Budget Subcommittee of October 26, 2022, December 7 and December 22, 2022. Please refer to “MSC 03082023 Budget Minutes – October 26, 2022”, “MSC 03082023 Budget Minutes – December 7, 2022” and “MSC 03082023 Budget Minutes – December 22, 2022”.

IV. General

A. HILL for Literacy Presentation

Recommendation:

That the School Committee hear a presentation from Darci Burns, PhD, Executive Director of Hill for Literacy, Inc. Please refer to “MSC 03082023 HILL for Literacy Presentation”.

B. Grow Farm-to-School Program Presentation

Recommendation:

That the School Committee hear a presentation from the Marion Institute regarding the Grow Farm-to-School Program. Please refer to “MSC 03082023 Grow Farm-to-School Overview”.

C. Review of Open Meeting Law Complaint(s)

Recommendation:

That the School Committee review an Open Meeting Law Complaint(s) from Kathleen LeClair of Mattapoissett. Please refer to “MSC 03082023 OML Complaint”, “MSC 03082023 OML Complaint Revised”, “MSC 03082023 OML Complaint – Equity”, “MSC 03082023 OML Complaint – Policy”.

D. Approval of FY24 Budget

Recommendation:

That the School Committee approve the FY24 Budget. Please refer to “MSC 03082023 Motion”.

E. Approval of School Health Unit Application

Recommendation:

That the School Committee discuss for approval of the School Health Unit Application through the Massachusetts Department of Public Health. This application is submitted by Meagan Morais, School Nurse for Sippican School on behalf of the district. It has been endorsed and signed by the nurse, school physician Dr. Steven Mendes and Superintendent of Schools, Mr. Michael S. Nelson and it also needs the approval of the school committee. Please refer to “MSC 03082023 School Health Unit Application”.

F. Approval of READS Collaborative Agreement Amendment

Recommendation:

That the School Committee review for approval the READS Collaborative Agreement Amendment. READS Collaborative Board of Directors approved the READS Collaborative Agreement Amendment on January 19, 2023. Please refer to “MSC 03082023 READS Agreement Amendment for Approval”, “MSC 03082023 READS New Amendment Agreement with Updates Noted”, “MSC 03082023 READS Previous Agreement”.

G. Approval of Donations

Recommendation:

That the School Committee review for approval a donation from MassCUE to faculty Jessica Barrett in the amount of \$2,250. That the School Committee review for approval a donation from Free Spirit Publishing of the books “I Love You All the Time”, “You Wonder All the Time” You are Growing All the Time”, and “You have Feelings All the Time”. That the School Committee review for approval the FY2023: Safe and Supportive Schools Grant in the amount of \$10,000. Please refer to “MSC 03082023 MassCue Grant”, “MSC 03082023 All The Time Series Book Donation” and “MSC 03082023 Safe & Supportive Schools Grant”.

H. Approval of Student Handbook Revisions

Recommendation:

That the School Committee review and approve revisions to the Student Handbook. Please refer to “MSC 03082023 Marion Public Schools Student Handbook Revisions”.

V. New Business

C. Business

1. Financial Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MSC 03082023 FY23 Financial Report Memo”, “MSC 03082023 Bristol Aggie Financial Report”, and “MSC 03082023 FY23 General Operating Financial Report”.

a. Revolving Account Balances

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MSC 03082023 Revolving Account”

2. Food Services Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MSC 03082023 Food Service Report”.

3. Facilities Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MSC 03082023 Facilities Report”.

IX. Future Business

A. Timeline

The next meeting(s) of Committee will be held as follows:

Marion School Committee

April 12, 2023

16 Spring Street

Marion, MA 02738

Joint School Committee

March 30, 2023

133 Marion Road

Mattapoisett, MA 02739

Future Agenda Items

- School Choice Public Hearing (May)
- Administrator Contracts (May)
- School Committee Reorganization (June)
- School Improvement Plan Approval (June)
- Approval of Leases (June)
- Approval of School Committee Goals for the following year (June)

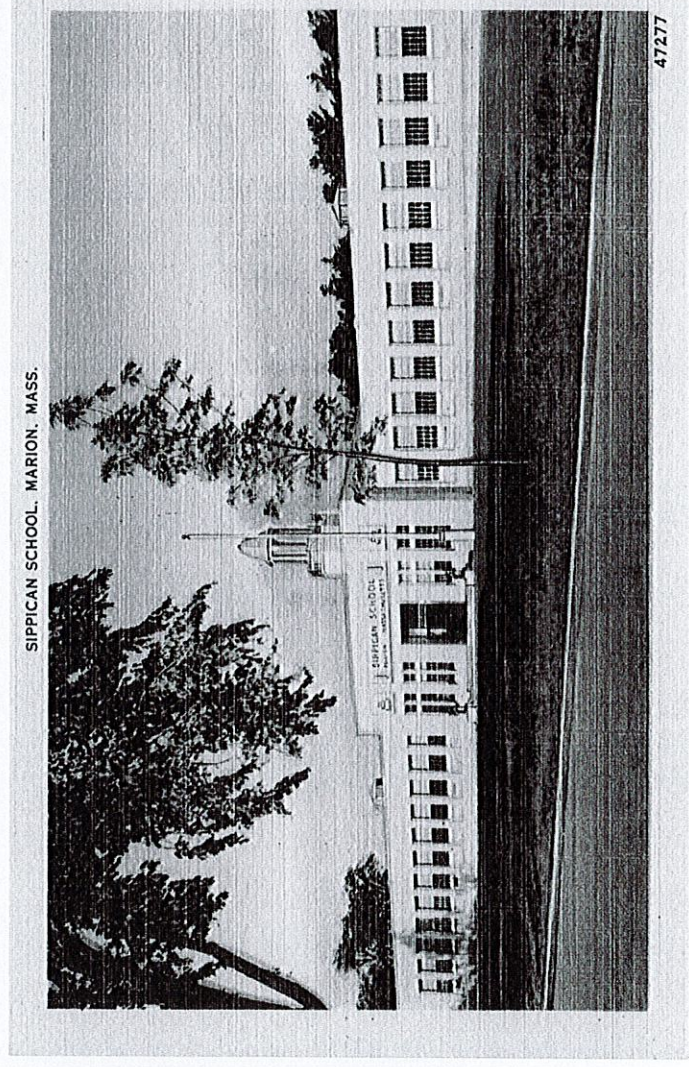
If you have any questions regarding any of these recommendations, please feel free to call me.

Marion Public Schools

Fiscal Year June 30, 2024
General Operating Budget

Public Hearing
March 8, 2023 at 6:30 p.m.

Sippican Elementary School



How to Strive for Achievement

- Listen to Administrators for School and Department Goals
- Provide a Zero Based Budgetary Method
- Review and Recognize Budgetary Shortfalls
- Plan for New Curriculum Initiatives
- Continue the Expansion of Classroom Technology

What Gets Excluded from the Operating Budget Assessment and Why?

Sources Excluded from Operating Budget

- Funding from Offset Resources
- Bristol County Agricultural High School

Offset Funding

- Federal Entitlement Grants
 - Title I
 - Individuals with Disabilities Education Act (IDEA)
 - Early Childhood Special Education Funds
- Special Education Circuit Breaker Reimbursement
- Revolving Funds
 - Project Grow Tuition
 - Building Rental Funds

Bristol County Agricultural High School

- Enrollment Attending 10/1/2022
- Cost of Enrollments
 - Tuition per Student
 - Debt Service per Student
 - Transportation Cost from Enrollment

What Changes are Included in the Proposed Budget?

Forecasting Building Based Operating Needs

- Maximized Zero Based Budgeting Process
- Planning for Operational Expenditures
- Mandated Costs

Changes to Other Than Personnel Services

- Departments
- Student Services
- Facilities and Operations
- Technology
- Transportation

Details of the Changes

➤ **Student Services**

- Increase of \$12,000 for Contracted Student Support Services
- Decrease of \$22,000 for Tuition Based Programs
 - (Includes increase of Circuit Breaker Offset by \$53,000)

➤ **Facilities and Operations**

- Increase of \$20,000 for Utility Cost
- Increase of \$20,000 for Contracted Services and Maintenance

Details of the Changes (Cont.)

➤ **Technology**

- Decrease of \$5,000 for Technology Equipment
 - (Excludes decrease of Offset by \$12,000)

➤ **Transportation**

- Increase of \$50,000 for Special Education Out of District Placements
- Increase of \$16,000 for Regular Education Contracted Costs

Superintendent's Proposed Fiscal Year 2024 Budget

Department	Fiscal Year 2024	Fiscal Year 2023	Department Changes
Sippican Elementary School	\$ 4,569,544	\$ 4,553,532	\$ 16,013
Central Office	\$ 213,602	\$ 214,858	\$ (1,256)
Student Services	\$ 757,371	\$ 767,402	\$ (10,031)
Transportation	\$ 518,500	\$ 453,100	\$ 65,400
Technology	\$ 119,877	\$ 122,272	\$ (2,396)
Facilities	\$ 487,299	\$ 377,275	\$ 110,023
Total Budget	\$ 6,666,193	\$ 6,488,440	\$ 177,753

Comparison of Fiscal Year 2024 to 2023

Department Code	Department	Proposed Fiscal			Variance
		Year 2024 Budget	Approved Fiscal Year 2023 Budget		
001	School Committee	\$ 8,475	\$ 8,475	\$	-
004	Superintendents Office	\$ 161,077	\$ 152,833	\$	8,244
007	School Administration	\$ 317,544	\$ 314,587	\$	2,957
010	Classroom Teachers	\$ 1,803,305	\$ 1,769,670	\$	33,635
013	Kindergarten	\$ 329,692	\$ 311,977	\$	17,715
016	Art Program	\$ 57,988	\$ 99,925	\$	(41,937)
024	ELL Program	\$ 18,589	\$ 19,458	\$	(869)
025	English	\$ 206,928	\$ 211,952	\$	(5,024)
037	Mathematics	\$ 4,950	\$ 6,000	\$	(1,050)
040	Media Services	\$ 105,534	\$ 104,229	\$	1,305
043	Music	\$ 207,968	\$ 200,133	\$	7,835
049	Physical Education	\$ 149,584	\$ 167,600	\$	(18,016)
052	Science	\$ 4,950	\$ 2,000	\$	2,950
055	Social Studies	\$ 4,950	\$ 1,000	\$	3,950

Comparison (Cont.)

061	Curriculum Development	\$ 51,500	\$ 51,000	\$ 500
067	Enrichment Program	\$ 93,849	\$ 87,390	\$ 6,459
076	Health Services	\$ 71,811	\$ 67,721	\$ 4,090
079	Transportation	\$ 247,000	\$ 231,600	\$ 15,400
085	School Security	\$ 1,500	\$ 1,500	\$ -
088	Operation & Maintenance	\$ 487,299	\$ 377,275	\$ 110,024
093	Computer Program	\$ 119,877	\$ 122,272	\$ (2,395)
098	Employee Separation	\$ 9,387	\$ -	\$ 9,387
100	Special Needs Administration	\$ 49,391	\$ 48,762	\$ 630
102	Project Grow	\$ 144,130	\$ 139,615	\$ 4,515
103	Learning Support Center	\$ 723,801	\$ 748,499	\$ (24,698)
118	Speech	\$ 213,887	\$ 204,485	\$ 9,402
121	Support Services	\$ 260,260	\$ 251,066	\$ 9,194
127	Psychological Services	\$ 212,187	\$ 215,974	\$ (3,787)
130	Sped Transportation	\$ 246,500	\$ 196,500	\$ 50,000
133	Sped Programs W/Others	\$ 352,280	\$ 374,941	\$ (22,661)
Grand Total		\$ 6,666,193	\$ 6,488,440	\$ 177,753

What is the Impact of State Aid from the New Governor's Budget?

Governor's Budget - Chapter 70

Foundation State Aid Proposed

- FY2024 projects \$1,154,750 Governor's Proposed Aid
 - or 10.85% State Aid increase
 - Including Minimum \$30 per student
 - Net \$112,983 increase from FY2023

Comparison to FY23

	FY23	FY24	Change	Pct Chg
Enrollment	409	401	-8	-1.96%
Foundation budget	4,816,494	5,068,217	251,724	5.23%
Required district contribution	3,774,727	3,913,467	138,740	3.68%
Chapter 70 aid	1,041,767	1,154,750	112,983	10.85%
Required net school spending (NSS)	4,816,494	5,068,217	251,723	5.23%

What is the Budget Proposed for the Marion Public Schools?

Superintendent's Proposed Fiscal Year 2023 Assessment

- Fiscal Year 2024 Proposed Budget: \$ 6,666,193
- Fiscal Year 2023 Budget: \$ 6,488,440
- Net Increase: \$ 177,753
- Net Percentage Increase: 2.74%

Thank you

Howard Barber, CPA, MCPPO
Assistant Superintendent of Finance & Operations
howiebarber@oldrochester.org

Ph: 508-758-2772

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

☐ Print accounts with zero balance
 ☒ Round to whole dollars
 ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.001.1110.04.33	MEMBERSHIPS	\$0	\$1,500	\$1,500	0.00
01.302.001.1110.04.35	CENSUS	\$875	\$875	\$0	0.00
01.302.001.1110.04.36	DOE AUDIT	\$3,500	\$2,000	(\$1,500)	(42.86)
01.302.001.1110.05.36	SUPPLIES	\$1,600	\$1,600	\$0	0.00
01.302.001.1110.06.36	ADVERTISING	\$1,000	\$1,000	\$0	0.00
01.302.001.1110.06.37	CONFERENCES	\$400	\$400	\$0	0.00
01.302.001.1430.04.36	LEGAL COUNSEL	\$1,100	\$1,100	\$0	0.00
Dept: SCHOOL COMMITTEE - 001		\$8,475	\$8,475	\$0	0.00
01.302.004.1210.01.02	SUPERINTENDENT	\$29,811	\$30,712	\$901	3.02
01.302.004.1210.02.02	EXEC ASST SUPT	\$11,741	\$11,762	\$21	0.18
01.302.004.1210.04.33	ASSOCIATIONS & DUES	\$2,300	\$2,300	\$0	0.00
01.302.004.1210.05.20	GENERAL SUPPLIES	\$500	\$2,060	\$1,560	312.00
01.302.004.1210.05.21	POSTAGE	\$600	\$600	\$0	0.00
01.302.004.1210.05.22	SUPPLIES	\$1,500	\$1,500	\$0	0.00
01.302.004.1210.06.37	TRAVEL & CONFERENCES	\$3,083	\$3,660	\$577	18.72
01.302.004.1220.01.02	ASSISTANT SUPERINTENDENT	\$21,093	\$20,764	(\$329)	(1.56)
01.302.004.1220.02.02	ADMIN ASSISTANT OF CUR	\$7,576	\$7,906	\$330	4.35
01.302.004.1410.01.02	ASSISTANT SUPERINTENDENT	\$25,040	\$25,265	\$225	0.90
01.302.004.1410.03.02	FINANCE OFFICE STAFF	\$28,063	\$29,730	\$1,667	5.94
01.302.004.1420.03.02	HR BENEFITS COORDINATOR	\$10,677	\$12,318	\$1,641	15.37
01.302.004.1450.04.27	COMPUTER SERVICES	\$6,000	\$6,000	\$0	0.00
01.302.004.1450.05.21	ADMINISTRATIVE TECHNOLOGY	\$500	\$500	\$0	0.00
01.302.004.4130.04.15	TELEPHONE	\$3,000	\$3,000	\$0	0.00

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.004.4230.04.27	MAINTENANCE OF EQUIPM	\$250	\$1,500	\$1,250	500.00
01.302.004.5300.04.21	COPIER RENTAL	\$1,100	\$1,500	\$400	36.36
Dept: SUPERINTENDENTS OFFICE - 004		\$152,833	\$161,077	\$8,244	5.39
01.302.007.2210.01.02	PRINCIPAL	\$121,025	\$124,656	\$3,631	3.00
01.302.007.2210.01.05	ASST PRINCIPAL	\$105,063	\$108,215	\$3,152	3.00
01.302.007.2210.02.02	PRINCIPAL'S SECRETARY	\$39,666	\$41,886	\$2,220	5.60
01.302.007.2210.03.02	SUBSTITUTE COORDINATOR	\$1,000	\$0	(\$1,000)	(100.00)
01.302.007.2210.03.08	AIDES SUPERVISORY	\$7,603	\$8,087	\$484	6.36
01.302.007.2210.04.33	ASSOCIATION DUES	\$1,030	\$1,300	\$270	26.21
01.302.007.2210.05.22	SUPPLIES ADMINISTRATION	\$2,800	\$3,000	\$200	7.14
01.302.007.2210.05.23	SUPPLIES COPYING	\$4,800	\$4,800	\$0	0.00
01.302.007.2210.05.24	SUPPLIES GENERAL SCHOOL	\$12,000	\$6,000	(\$6,000)	(50.00)
01.302.007.2210.05.25	POSTAGE	\$1,900	\$1,900	\$0	0.00
01.302.007.2210.06.36	ADVERTISING	\$250	\$250	\$0	0.00
01.302.007.2210.06.37	TRAVEL/CONFERENCES	\$250	\$250	\$0	0.00
01.302.007.2250.05.22	PRINCIPALS TECHNOLOGY	\$1,000	\$1,000	\$0	0.00
01.302.007.4230.04.28	MAINTENANCE OF EQUIPM	\$2,000	\$2,000	\$0	0.00
01.302.007.5260.06.38	POSITION BONDS	\$200	\$200	\$0	0.00
01.302.007.5300.04.28	COPIER RENTAL	\$14,000	\$14,000	\$0	0.00
Dept: SCHOOL ADMINISTRATION - 007		\$314,587	\$317,544	\$2,957	0.94
01.302.010.2305.01.03	TEACHERS	\$1,708,170	\$1,742,805	\$34,635	2.03
01.302.010.2325.03.34	SUBSTITUTES	\$50,000	\$50,000	\$0	0.00

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.010.2325.03.35	SUBSTITUTES PROFESSIO	\$1,000	\$10,000	\$9,000	900.00
01.302.010.2351.04.03	TUITION REIMBURSEMENT	\$8,000	\$8,000	\$0	0.00
01.302.010.2351.06.37	TRAVEL & CONF TEACHERS	\$2,500	\$2,500	\$0	0.00
Dept: CLASSROOM TEACHERS - 010		\$1,769,670	\$1,813,305	\$43,635	2.47
01.302.013.2305.01.03	TEACHERS	\$278,873	\$290,885	\$12,012	4.31
01.302.013.2330.03.08	PARAPROFESSIONALS	\$33,104	\$33,857	\$753	2.27
01.302.013.2430.05.23	SUPPLIES	\$0	\$4,950	\$4,950	0.00
Dept: KINDERGARTEN - 013		\$311,977	\$329,692	\$17,715	5.68
01.302.016.2305.01.03	TEACHERS	\$96,825	\$53,038	(\$43,787)	(45.22)
01.302.016.2430.05.23	SUPPLIES & MATERIALS ART	\$3,100	\$4,950	\$1,850	59.68
Dept: ART PROGRAM - 016		\$99,925	\$57,988	(\$41,937)	(41.97)
01.302.024.2305.01.03	TEACHERS	\$17,608	\$18,589	\$981	5.57
01.302.024.2356.06.37	TRAVEL & CONFERENCES I	\$1,150	\$0	(\$1,150)	(100.00)
01.302.024.2358.04.35	CONTRACTED SERVICES E	\$700	\$0	(\$700)	(100.00)
Dept: ELL PROGRAM - 024		\$19,458	\$18,589	(\$869)	(4.47)
01.302.025.2305.01.03	TEACHERS	\$134,720	\$141,114	\$6,394	4.75
01.302.025.2330.03.08	PARAPROFESSIONALS	\$60,111	\$60,864	\$753	1.25
01.302.025.2430.05.23	SUPPLIES	\$17,120	\$4,950	(\$12,170)	(71.09)
Dept: ENGLISH - 025		\$211,952	\$206,928	(\$5,024)	(2.37)

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.037.2430.05.23	SUPPLIES	\$6,000	\$4,950	(\$1,050)	(17.50)
Dept: MATHEMATICS - 037		\$6,000	\$4,950	(\$1,050)	(17.50)
01.302.040.2340.01.03	LIBRARIAN	\$98,159	\$100,584	\$2,425	2.47
01.302.040.2415.04.25	AV MATERIALS	\$500	\$0	(\$500)	(100.00)
01.302.040.2415.05.24	BOOKS & MAGAZINES	\$2,000	\$0	(\$2,000)	(100.00)
01.302.040.2415.06.37	TRAVEL & CONFERENCES	\$270	\$0	(\$270)	(100.00)
01.302.040.2430.05.23	SUPPLIES	\$700	\$4,950	\$4,250	607.14
01.302.040.4230.04.29	MAINTENANCE OF EQUIPM	\$2,050	\$0	(\$2,050)	(100.00)
01.302.040.7400.04.29	REPLACEMENT OF EQUIPM	\$550	\$0	(\$550)	(100.00)
Dept: MEDIA SERVICES - 040		\$104,229	\$105,534	\$1,305	1.25
01.302.043.2305.01.03	TEACHER	\$197,318	\$202,168	\$4,850	2.46
01.302.043.2330.04.09	ACCOMPANIST	\$850	\$850	\$0	0.00
01.302.043.2415.06.37	TRAVEL/CONFERENCES	\$965	\$0	(\$965)	(100.00)
01.302.043.2430.05.23	SUPPLIES	\$500	\$4,950	\$4,450	890.00
01.302.043.4230.04.29	MAINTENANCE OF EQUIPM	\$500	\$0	(\$500)	(100.00)
Dept: MUSIC - 043		\$200,133	\$207,968	\$7,835	3.91
01.302.049.2305.01.03	TEACHER	\$164,100	\$144,634	(\$19,466)	(11.86)
01.302.049.2415.06.37	TRAVEL/CONFERENCES	\$500	\$0	(\$500)	(100.00)
01.302.049.2430.05.23	SUPPLIES	\$3,000	\$4,950	\$1,950	65.00
Dept: PHYSICAL EDUCATION - 049		\$167,600	\$149,584	(\$18,016)	(10.75)

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.052.2430.05.23	SUPPLIES	\$2,000	\$4,950	\$2,950	147.50
Dept: SCIENCE - 052		\$2,000	\$4,950	\$2,950	147.50
01.302.055.2430.05.23	SUPPLIES	\$1,000	\$4,950	\$3,950	395.00
Dept: SOCIAL STUDIES - 055		\$1,000	\$4,950	\$3,950	395.00
01.302.061.2351.01.35	CURRICULUM DEVELOPMENT	\$2,500	\$2,500	\$0	0.00
01.302.061.2351.04.03	CONTRACTED PROFESSIONAL	\$24,500	\$25,000	\$500	2.04
01.302.061.2351.05.23	SUPPLIES	\$5,500	\$5,500	\$0	0.00
01.302.061.2356.04.35	CONSULTANT PROF DEVELOPMENT	\$18,500	\$8,500	(\$10,000)	(54.05)
Dept: CURRICULUM DEVELOPMENT - 061		\$51,000	\$41,500	(\$9,500)	(18.63)
01.302.067.2305.01.03	TEACHER	\$85,890	\$88,899	\$3,009	3.50
01.302.067.2430.05.23	SUPPLIES	\$1,500	\$4,950	\$3,450	230.00
Dept: ENRICHMENT PROGRAM - 067		\$87,390	\$93,849	\$6,459	7.39
01.302.076.3200.01.11	NURSE	\$60,971	\$65,061	\$4,090	6.71
01.302.076.3200.04.11	CONTRACTED PHYSICIAN	\$4,200	\$4,200	\$0	0.00
01.302.076.3200.05.23	SUPPLIES	\$1,900	\$1,900	\$0	0.00
01.302.076.3200.06.36	ASSOCIATION DUES	\$200	\$200	\$0	0.00
01.302.076.3200.06.37	TRAVEL & CONFERENCES	\$350	\$350	\$0	0.00
01.302.076.4230.04.29	MAINTENANCE OF EQUIPMENT	\$100	\$100	\$0	0.00
Dept: HEALTH SERVICES - 076		\$67,721	\$71,811	\$4,090	6.04

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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☐ Exclude inactive accounts with zero balance

From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.079.3300.06.40	REGULAR EDUCATION - PU	\$224,000	\$235,000	\$11,000	4.91
01.302.079.3300.06.41	REGULAR EDUCATION - FU	\$7,600	\$12,000	\$4,400	57.89
Dept: TRANSPORTATION - 079		\$231,600	\$247,000	\$15,400	6.65
01.302.085.3600.04.35	ATTENDANCE OFFICER	\$1,500	\$1,500	\$0	0.00
Dept: SCHOOL SECURITY - 085		\$1,500	\$1,500	\$0	0.00
01.302.088.4110.01.02	DISTRICT FACILITIES MANA	\$16,019	\$16,339	\$320	2.00
01.302.088.4110.03.10	CUSTODIAL SUPERVISOR	\$55,355	\$53,560	(\$1,795)	(3.24)
01.302.088.4110.03.11	CUSTODIAL OVERTIME	\$10,000	\$10,000	\$0	0.00
01.302.088.4110.04.35	CONTRACTED CUSTODIAL	\$112,651	\$132,000	\$19,349	17.18
01.302.088.4120.04.18	GAS	\$41,000	\$41,000	\$0	0.00
01.302.088.4130.04.15	TELEPHONE	\$5,200	\$9,200	\$4,000	76.92
01.302.088.4130.04.16	ELECTRICITY	\$69,000	\$134,000	\$65,000	94.20
01.302.088.4210.04.32	MAINTENANCE OF GROUND	\$2,000	\$2,700	\$700	35.00
01.302.088.4220.04.32	MAINTENANCE OF BUILDIN	\$24,050	\$45,000	\$20,950	87.11
01.302.088.4220.05.26	CHEMICALS	\$3,800	\$5,500	\$1,700	44.74
01.302.088.4220.05.27	PAPER	\$18,200	\$18,000	(\$200)	(1.10)
01.302.088.4220.05.28	CUSTODIAL SUPPLIES	\$19,500	\$19,500	\$0	0.00
01.302.088.4220.05.29	LIGHTING	\$500	\$500	\$0	0.00
Dept: OPERATION & MAINTENANCE - 088		\$377,275	\$487,299	\$110,024	29.16
01.302.093.2130.03.04	NETWORK TECHNICIAN	\$66,017	\$67,377	\$1,360	2.06
01.302.093.2130.04.33	IN SERVICE TRAINING	\$500	\$500	\$0	0.00

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.093.2250.05.23	SUPPLIES SOFTWARE	\$10,000	\$20,000	\$10,000	100.00
01.302.093.2451.05.23	EDUCATIONAL EQUIPT	\$28,755	\$15,000	(\$13,755)	(47.84)
01.302.093.4130.04.15	TELEPHONE	\$12,000	\$12,000	\$0	0.00
01.302.093.4230.04.28	ACQUISITION OF EQUIPT	\$2,500	\$2,500	\$0	0.00
01.302.093.4230.04.29	MAINTENANCE OF EQUIPM	\$2,500	\$2,500	\$0	0.00
Dept: COMPUTER PROGRAM - 093		\$122,272	\$119,877	(\$2,395)	(1.96)
01.302.098.5100.05.03	PROFESSIONAL SALARIES	\$0	\$9,387	\$9,387	0.00
Dept: EMPLOYEE SEPARATION - 098		\$0	\$9,387	\$9,387	0.00
01.302.100.2110.01.02	DIRECTOR STUDENT SERV	\$20,388	\$20,808	\$420	2.06
01.302.100.2110.02.09	ADMIN ASST STUDENT SVC	\$10,144	\$10,353	\$209	2.06
01.302.100.2110.04.36	LEGAL SERVICES	\$10,000	\$10,000	\$0	0.00
01.302.100.2110.06.37	TRAVEL & CONFERENCES	\$6,000	\$6,000	\$0	0.00
01.302.100.2415.04.33	ASSOCIATION DUES	\$110	\$110	\$0	0.00
01.302.100.4130.04.15	TELEPHONE	\$120	\$120	\$0	0.00
01.302.100.4230.04.31	SOFTWARE LICENSES	\$2,000	\$2,000	\$0	0.00
Dept: SPECIAL NEEDS ADMINISTRATION - 100		\$48,762	\$49,391	\$630	1.29
01.302.102.2305.01.03	TEACHERS	\$67,975	\$70,396	\$2,421	3.56
01.302.102.2330.03.08	PARAPROFESSIONALS	\$67,640	\$69,734	\$2,094	3.10
01.302.102.2356.06.37	TRAVEL & CONFERENCES	\$500	\$500	\$0	0.00
01.302.102.2430.05.24	SUPPLIES/MATERIALS	\$3,500	\$3,500	\$0	0.00
Dept: PROJECT GROW - 102		\$139,615	\$144,130	\$4,515	3.23

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.103.2305.01.03	TEACHERS	\$507,536	\$477,740	(\$29,796)	(5.87)
01.302.103.2330.03.08	PARAPROFESSIONALS	\$211,143	\$220,401	\$9,258	4.38
01.302.103.2356.01.03	PROFESSIONAL DEVELOPMENT	\$660	\$660	\$0	0.00
01.302.103.2356.06.37	TRAVEL & CONFERENCES	\$660	\$0	(\$660)	(100.00)
01.302.103.2430.05.23	SUPPLIES	\$3,500	\$0	(\$3,500)	(100.00)
01.302.103.3300.02.12	BUS MONITORS	\$25,000	\$25,000	\$0	0.00
Dept: LEARNING SUPPORT CENTER - 103		\$748,499	\$723,801	(\$24,698)	(3.30)
01.302.118.2305.01.03	TEACHERS	\$96,825	\$98,067	\$1,242	1.28
01.302.118.2430.05.24	SUPPLIES	\$3,000	\$6,500	\$3,500	116.67
01.302.118.2440.06.37	TRAVEL & CONFERENCES	\$660	\$1,320	\$660	100.00
01.302.118.2451.05.24	EDUCATIONAL EQUIPMENT	\$1,000	\$1,000	\$0	0.00
01.302.118.2800.04.35	THERAPY SPEECH	\$103,000	\$107,000	\$4,000	3.88
Dept: SPEECH - 118		\$204,485	\$213,887	\$9,402	4.60
01.302.121.2210.02.02	SPECIAL NEEDS SECRETARY	\$36,406	\$37,600	\$1,194	3.28
01.302.121.2305.01.03	TEACHER VISUALLY IMPAIRED	\$6,000	\$6,000	\$0	0.00
01.302.121.2415.05.24	SUPPLIES	\$3,000	\$3,000	\$0	0.00
01.302.121.2415.06.37	TRAVEL & CONFERENCES	\$660	\$660	\$0	0.00
01.302.121.2440.04.35	EXTENDED YEAR SERVICES	\$63,000	\$63,000	\$0	0.00
01.302.121.2710.01.03	SPECIALIZED INSTRUCTION	\$25,000	\$25,000	\$0	0.00
01.302.121.2710.04.35	Clinical consult - case mgmt	\$117,000	\$125,000	\$8,000	6.84
Dept: SUPPORT SERVICES - 121		\$251,066	\$260,260	\$9,194	3.66

Marion Public Schools

FY23-24 PROPOSED BUDGET

Fiscal Year: 2022-2023

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From Date: 7/1/2022

To Date: 6/30/2023

Definition: FY23-24 PROPOSED BUDGET

Account	Description	FY22-23 BUDGET	FY23-24 PROPOSED	DOLLAR DIFFERENCE	PERCENT DIFF
01.302.127.2710.01.03	COUNSELOR	\$66,245	\$74,313	\$8,068	12.18
01.302.127.2710.05.24	SUPPLIES	\$3,600	\$3,600	\$0	0.00
01.302.127.2800.01.03	PSYCHOLOGIST	\$76,198	\$60,192	(\$16,006)	(21.01)
01.302.127.2800.06.13	PSYCHOLOGICAL EVALUAT	\$8,300	\$8,300	\$0	0.00
01.302.127.2800.06.37	TRAVEL & CONFERENCES	\$660	\$660	\$0	0.00
01.302.127.2810.01.03	SOCIAL WORKER	\$60,971	\$65,122	\$4,151	6.81
Dept: PSYCHOLOGICAL SERVICES - 127		\$215,974	\$212,187	(\$3,787)	(1.75)
01.302.130.3300.06.43	SPED TRANSPORTATION- C	\$36,767	\$75,000	\$38,233	103.99
01.302.130.3300.06.44	SPED TRANSPORTATION - F	\$87,081	\$70,000	(\$17,081)	(19.62)
01.302.130.3300.06.45	SPED TRANSPORTATION - F	\$1	\$29,000	\$29,000	5,799,900.00
01.302.130.3300.06.46	SPED TRANSPORATION - M	\$5,000	\$5,000	\$0	0.00
01.302.130.3300.06.47	SPED TRANSPORTATION - F	\$67,500	\$67,500	\$0	0.00
01.302.130.3300.06.49	SPED TRANSPORTATION - F	\$151	\$0	(\$151)	(100.00)
Dept: SPED TRANSPORTATION - 130		\$196,500	\$246,500	\$50,000	25.45
01.302.133.9300.06.13	TUITION PRIVATE SCHOOL:	\$175,000	\$259,000	\$84,000	48.00
01.302.133.9400.06.13	TUITION COLLABORATIVES	\$199,941	\$93,280	(\$106,661)	(53.35)
Dept: SPED PROGRAMS W/OTHERS - 133		\$374,941	\$352,280	(\$22,661)	(6.04)
Grand Total:		\$6,488,440	\$6,666,193	\$177,753	2.74

End of Report

Marion Public Schools
Fiscal Year 2024 vs. 2023 Proposed Budget Comparison

		Proposed Fiscal		Approved Fiscal	
Department		Year 2024		Year 2023 Budget	
Code	Department	Budget			Variance
001	School Committee	\$ 8,475	\$	8,475	\$ -
004	Superintendents Office	\$ 161,077	\$	152,833	\$ 8,244
007	School Administration	\$ 317,544	\$	314,587	\$ 2,957
010	Classroom Teachers	\$ 1,803,305	\$	1,769,670	\$ 33,635
013	Kindergarten	\$ 329,692	\$	311,977	\$ 17,715
016	Art Program	\$ 57,988	\$	99,925	\$ (41,937)
024	ELL Program	\$ 18,589	\$	19,458	\$ (869)
025	English	\$ 206,928	\$	211,952	\$ (5,024)
037	Mathematics	\$ 4,950	\$	6,000	\$ (1,050)
040	Media Services	\$ 105,534	\$	104,229	\$ 1,305
043	Music	\$ 207,968	\$	200,133	\$ 7,835
049	Physical Education	\$ 149,584	\$	167,600	\$ (18,016)
052	Science	\$ 4,950	\$	2,000	\$ 2,950
055	Social Studies	\$ 4,950	\$	1,000	\$ 3,950
061	Curriculum Development	\$ 51,500	\$	51,000	\$ 500
067	Enrichment Program	\$ 93,849	\$	87,390	\$ 6,459
076	Health Services	\$ 71,811	\$	67,721	\$ 4,090
079	Transportation	\$ 247,000	\$	231,600	\$ 15,400
085	School Security	\$ 1,500	\$	1,500	\$ -
088	Operation & Maintenance	\$ 487,299	\$	377,275	\$ 110,024
093	Computer Program	\$ 119,877	\$	122,272	\$ (2,395)
098	Employee Separation	\$ 9,387	\$	-	\$ 9,387
100	Special Needs Administration	\$ 49,391	\$	48,762	\$ 630
102	Project Grow	\$ 144,130	\$	139,615	\$ 4,515
103	Learning Support Center	\$ 723,801	\$	748,499	\$ (24,698)
118	Speech	\$ 213,887	\$	204,485	\$ 9,402
121	Support Services	\$ 260,260	\$	251,066	\$ 9,194
127	Psychological Services	\$ 212,187	\$	215,974	\$ (3,787)
130	Sped Transportation	\$ 246,500	\$	196,500	\$ 50,000
133	Sped Programs W/Others	\$ 352,280	\$	374,941	\$ (22,661)
Grand Total		\$ 6,666,193	\$	6,488,440	\$ 177,753

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
Marion, Massachusetts**

**January 11, 2023
REGULAR MEETING MINUTES
16 Spring Street, Marion, MA 02738**

Regular meeting of the Marion School Committee was held on Wednesday – January 11, 2023 and called to order by Chairperson Nye, at 6:30 pm.

SCHOOL COMMITTEE MEMBERS PRESENT: April Nye, Chairperson, Mary Beauregard, Nichole Nye McGaffey, Nichole Daniel and Michelle Smith (all in person).

SCHOOL COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools; Sharlene Fedorowicz, Assistant Superintendent of Teaching & Learning; Howard Barber, Assistant Superintendent of Finance & Operations; Marla Sirois, Principal; Peter Crisafulli, Asst. Principal; Sippican School; (all in person), Melissa Wilcox (remote), Recording Secretary, staff; parents; members of the press and public.

Meeting was called to order at 6:31 p.m.

Chairperson Nye, stated in accordance with Massachusetts Open Meeting Law, the agenda has been set, the meeting is being video-taped, and unless there are any emergencies that need to be added, the agenda will be followed as outlined.

Chairperson Nye read the following statement: *This meeting will be conducted in a hybrid format. School Committee, Administrators and the public will have the option of meeting in person at the Community Room of the Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom.*

Recognition

Chairperson Nye made the following statement:

This evening the School Committee would like to recognize the extraordinary efforts of one of Sippican School's students. As some may have read about in the local newspapers - one of our students Davin Alves demonstrated the importance of giving back to one's community. At the most recent All School Meeting at Sippican School - Davin's work was highlighted in front of the entire student body, faculty, and the families who were in attendance.

Specifically, the Sippican School Community acknowledged "Character Counts" and a special recognition was presented to Davin Alves for participating in a food drive that he organized on behalf of the United Way of New Bedford. Davin raised money to help feed those in need this past holiday season. He came up with an idea to have a raffle and raised \$910 dollars for the food drive. We are very proud of Davin for showing such strong leadership skills and empathy for others. Chairperson Nye presented David with a certificate in recognition of this accomplishment.

I. Approval of Minutes:

A. Minutes

Regular Meeting Minutes – December 7, 2022

MOTION: by Ms. Smith to accept the meeting minutes of December 7, 2022 as presented
SECONDED: Ms. Daniel
MOTION PASSED 5:0

Executive Session Meeting Minutes – December 7, 2022

MOTION: by Ms. Smith to accept the Executive Session meeting minutes of December 7, 2022 as presented
SECONDED: Ms. Daniel
MOTION PASSED 5:0

IV. General

A. Approval of Donations

Superintendent Nelson made the following statement:

This evening we are asking the school committee to review three donations that have been offered to Sippican School and approve them as presented: The first is a donation of \$400 (16 at \$25 each) in gift cards for Target from St. Vincent de Paul to Sippican School.

MOTION: by Ms. Daniel to approve a donation of \$400 in gift cards as presented.
SECONDED: Ms. Nye McGaffey
MOTION PASSED 5:0

Superintendent Nelson made the following statement:

The second is a donation of \$2,078.58 from LifeTouch for the Fall Individuals 22-23 Program to Sippican School.

MOTION: by Ms. Daniel to approve a donation of \$2,078.58 as presented.
SECONDED: Ms. Smith
MOTION PASSED 5:0

Superintendent Nelson made the following statement:

The third is a donation of \$500 from Cape Cod 5 Educational Mini-Grant to Sippican School faculty Ms. Cathleen Furtado.

MOTION: by Ms. Nye McGaffey to approve a donation of \$500 as presented.
SECONDED: Ms. Beauregard
MOTION PASSED 5:0

B. Initial Budget Discussion

Superintendent Nelson made the following statement:

Tonight - there is no action needed by the school committee regarding the FY24 budget process. Instead I am informing the school committee as a whole, that the budget subcommittee has been busy in recent weeks working on a FY24 draft budget. Chairperson Nye and Member Smith have been working with the budget subcommittee that includes administrators and department heads to ensure they understand the financial needs of the students and faculty as we look to the 2023-2024 school year. The Town of Marion requested that all departments submit their proposed FY24 budgets to the Interim Town Administrator by December 23rd. I am pleased to report that we met that deadline and submitted our draft proposal for review. At this point, the FY24 school budget is designed to maintain the staffing and programming that Sippican School currently provides in order to meet the educational needs of all our students. The main budget drivers this budget season have been the impact of inflation on our utilities, projecting needed financial literacy support, and accounting for 14% tuition increases for special education private school tuition. I want to thank the budget subcommittee for their ongoing hard work and dedication to the process - including

Shay Assad from the Finance Committee who has been collaboratively working with us. We anticipate that in the near future we will meet with the finance committee and other town leaders to discuss the school budget. This committee should anticipate holding its public budget hearing at one of the next school committee meetings. A formal presentation will be made to the public and the school committee as a whole - and we will ultimately need this committee to approve the FY24 budget proposal in order to submit for approval at the annual town meeting. At this point I am happy to answer any questions you may have at this point.

C. Approval of Items for Disposal

Superintendent Nelson made the following statement:

This agenda item is asking for the school committee to review the list of items for disposal that has been provided (the items are speech and language materials that are no longer usable, serviceable, and/or out of date).

MOTION: by Ms. Smith to approve the list from the speech department as presented.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

D. Approval of Technology Items to be Recycled

Superintendent Nelson made the following statement:

We are asking the school committee to review the list of technology items that have been submitted and approve them to be recycled. All devices listed below are either broken beyond repair or no longer update to current operating systems due to outdated software.

MOTION: by Ms. Daniel to approve the list of items to be recycled as presented.

SECONDED: Ms. Smith

MOTION PASSED 5:0

V. New Business

C. Business

1. Financial Report

Mr. Barber presented the following the following information to the school committee:

Financial report in relation to the general funds of Marion Elementary School District:

Budget Report by Department for December 31, 2022 for the purpose of our Financial Forecasting:

The Marion School District currently has \$549,258 available of the general funds appropriated in the 2023 Fiscal Year. Mr. Barber reported that he is able to identify how our funds are encumbered and expended. This report recognizes the activity of the total \$6,488,440 appropriated to the Marion School District.

☐ \$ 6,488,440 - General Funds Approved

☐ \$ 5,939,182 – Obligations Paid Year to Date

☐ \$ 549,258 - Remaining Available Funds

The Marion School District currently has \$22,597 available of the Bristol County Agricultural High School enrolled student operational budget of \$72,646 for the 2023 Fiscal Year budget.

☐ \$ 72,646 – Bristol County Agricultural High School

☐ \$ 50,049 - Obligations Paid Year to Date

☐ \$ 22,597 - Remaining Available Funds

In addition, Mr. Barber reported on the revolving accounts of Sippican School. He reported that the revolving accounts had a balance of \$142,180.52 on December 31, 2022.

2. Food Service Report: Mr. Barber reported on the following:

- Meal participation continues to grow.

- Nation-wide supply chain disruptions continue to impact our program.
- Had successful Board of Health Inspection.
- Meal Price Increase will take effect on February 1, 2023
 - This increase in price will only apply to any additional meals purchased by a student
 - Each student will continue to receive 1 Free Breakfast and 1 Free Lunch per day throughout the remainder of this school year

Students Receiving Free and Reduced Meals:

Free 113 – 28%

Reduced 10 – 3%

3. Facilities Report: Mr. Barber reported on the following:

- Annual state elevator inspection scheduled.
- Replaced transformer in HVAC Building Management System (BMS).
- Solicited quotes for Kindergarten and 1st grade classrooms flooring.
- Conducted routine maintenance on all facility systems.

D. Personnel

Superintendent Nelson made the following statement:

Tonight I am informing the school committee that we have completed our hiring process for Sippican School's next Facilities Supervisor. I am pleased to announce that Mr. Cody Leonardo has accepted the position and will join our school community on January 25th. I want to thank the hiring committee for completing the search and interview process. This update is informational in nature and no action is needed by the school committee.

VI. CHAIRPERSON'S REPORT:

Ms. Nye made the following statement:

Tonight I just wanted to touch upon Davin. Having seen this article a few weeks ago as Christmas was approaching, and seeing his efforts and fundraising efforts, it really brought it home for me and made me appreciate this young man and his family, and their efforts to support the community. It made me look at things in a bigger picture. I appreciate what he did and with everything that is going on with all of the school committees and what not, we can all take a lesson in the way that we act and the way that we conduct ourselves.

CENTRAL OFFICE ADMINISTRATOR'S REPORT:

Superintendent Nelson stated the following:

I am excited to announce that our school system has received the vacation acceleration grants once again. Specifically, for the Marion School community we are going to be awarded \$50,000 to be able to put together vacation acceleration academies for Math in February and April vacations. We have emailed the registration out via email and please pass the word. We have been successful in staffing the program each year. Our school district has capitalized on this program each year. I would like to Mr. Davidson who led that grant application along with others.

Dr. Fedorowicz gave the following updates:

Literacy:

First, in the area of literacy, a lot of forward progress has been made since we met last.

District Literacy Team has been meeting twice a month for the L4L grant, with a focus literacy, Tier II and III interventions and assessments. We worked with a coach from DESE on examining schedules to fit the needs of our literacy action plan we are developing with insight into our

intervention times. We are continuing this work for the next few months in conjunction with the HILL for Literacy.

As it relates to HILL for Literacy, we received the initial Needs Assessment results from the HILL for literacy right before the break and the District Leadership Team just completed the literacy action plan draft which is based on the results of the needs assessment.

As we finalize our literacy action plan, we are continuing work with the HILL to examine core literacy programs that are in compliance with the state and science of reading. As of right now this consists of looking at two to three programs this winter and spring in preparation for a new core literacy program. This will also involve examining the appropriate assessments to use in literacy. The work from both L4L and the HILL provides aligned focus areas to create a comprehensive literacy plan that will enhance and align our literacy program and work and meet the needs of our students.

A special thank you to the teacher leaders and administrators for their time and commitment to this literacy effort and the amount of work that has gone into this and will continue to go into the literacy program.

(L4L: This allows us to dive a bit deeper into the MTSS which compliments the work we are doing with the needs assessment.)

Professional Development:

January 13th was our full professional development day. We started with guest speaker, Dr. Rob Evans, a psychologist, a former high school and pre-school teacher, and a former child and family therapist presenting the best ways educators can deal with educational challenges and maintain energy and resilience. He has consulted to more than 1,700 schools in districts across the country and is the author of many articles and four books.

The afternoon sessions provided teachers with collaborative time on unpacking the information provided by Dr. Evans to use in the classroom within grade levels and subject areas.

Instruction Council:

Our district leadership team, or Instructional Council, has been meeting monthly to review PD offerings and begin developing a Curriculum Review Cycle. Today, we discussed PD feedback results and began planning for PD ideas for next year. I appreciate the feedback and time we are getting from the teacher leadership team.

Learning Walks:

We conducted our 4th Learning Walk as a district leadership team at Rochester Memorial on January 6th. We were able to see some valuable teaching and learning in the classrooms. It provided time for administrators to have productive conversations T&L expectations. Our next learning walk is this Friday at the HS. I want to thank the teachers and administrators for hosting and creating a collaborative atmosphere.

New Teacher Induction:

For new teacher induction, Dr. Robin Gilpatrick will be providing the second part of a two part series on behavior and classroom management. This will happen at the end of the month.

Project 351:

Project 351 had a great kickoff last month where our Director of Guidance, Lauren Millette, joined by two of our juniors at the Celtics training camp to learn the initial playbook of promoting a sense of belonging. Over the next couple of months, training will begin for some of our students at grades 5-8 who will be ambassadors for the program in order to bring the sense of belonging training to our students. This is exceptional because it's the kids that get trained and will train each other. Thank you to Ms. Millette and the juniors that attended this training. It really is an exciting opportunity!

PRINCIPAL'S REPORT

Ms. Sirois, Principal of Sippican School reported the following:

Happy New Year 2023! Staff and students are back with a renewed excitement for learning. We have much to look forward to!

1. Celebrating Equity: In December we acknowledged winter holidays around the world. Shout out

to VASE for providing a fun and decorative bulletin board for the school community to enjoy and reflect upon.

2. ASM: In December we held our holiday ASM. Families were invited to attend and the school community was entertained with a holiday concert and sing along. We also had the opportunity to acknowledge our Character Counts students and a special recognition was presented to Davin Alves for a food drive that he organized for the United Way of New Bedford. Davin raised money to help feed those in need this holiday season. He came up with an idea to have a raffle and with the \$910 dollars raised, he and his parents purchased all the food you see in the photo below.

3. Tis the Season: Did we have some fun before the holiday break! We had a building wide door decorating concert. Mrs. LeMarier's class will be treated to a hot cocoa and donut party for their winning door. Mrs. Emmons was the office winner. All of the doors were magnificent. Community members in the building also participated (VASE and Marion PD). Thanks to VASE and Ambassadors, we were able to bring back the Holiday Shop again this year. This event provides a financial literacy opportunity for our students. Students also had the opportunity to make ornaments, wrap gifts and make holiday cards.

4. Project Grow: Project Grow students have been learning about winter! Check out their snowflakes and mittens.

5. Grade 1: During the month of December, as part of the social studies curriculum, first graders learned about family traditions. As part of this study, students and family members were invited to come in and share a tradition with the class. Examples of traditions shared were crafts, stories, songs, collections, decorating cookies, making a craft or an ornament, and singing holiday songs. Some families also brought slide shows showing a certain family tradition that was done at home. First graders really enjoyed this unit, which in itself is a Sippican tradition!

6. Grade 2: Second graders are learning about landforms. They have read books, watched a Brainpop Jr. video about landforms, and they also completed a Mystery Science activity about how rivers move. Students also made models of mountains to watch how water starts in high places like hills and mountains, and eventually reaches the ocean. Second graders also finished their Personal Narrative unit in writing. Students from the classes shared their stories with each other.

7. Grade 5: Updating Milo to Clean the Ocean! Students in grade 5 spent several weeks learning about how humans affect the water and environment around them. They learned about Mr. Trash Wheel in Baltimore harbor. Mr. Trash Wheel is a solar powered boat that cleans up trash. Students were tasked with designing a watercraft of their own that could clean a body of water or land. Students learned how to build Milo the Robot from Lego. They then changed design features to suit their needs to model and clean up. Students then programmed the robots to clean up trash and return back to home base. Project based learning at its best!

8. Grade 6: Sixth grade studied the Code of Hammurabi in social studies- this is one of human's first set of laws from Mesopotamia and the Sumerians. Much of the code is harsh and it is written in Cuneiform (first system of writing) on large pillars called steles. People wrote on large slabs of clay using a reed as a stylus. Our sixth grade students made ornaments or magnets out of air dry clay, using a bamboo stick as a stylus. They wrote the CODE OF KINDNESS. Students chose a word to translate into Cuneiform and etch into their slab of clay. Students made their creations into ornaments or magnets.

9. Enrichment: All classes in Grade 4 attended STEAM with Mrs. Lawrence to learn about circuits. The final project was to make holiday cards featuring circuits that allowed a red light to illuminate! Math Super Stars has begun! This optional 8-week math challenge program is available to all students digitally in the Math Super Stars Google Classroom. This is a great way to practice critical thinking and advance math skills for students from Kindergarten to 6th grade.

10. Music: Our Grade 5 students are working on a composition project with the NBSO. Students will compose music which demonstrates slide symmetry, mirror symmetry and retrograde symmetry. We will be sharing these projects at a future All School Meeting. Our Music in the Morning-selections continue to reflect district Equity initiatives. The Sippican Concert Choir helped kick off Marion's Christmas Stroll by singing with the Tri-County Symphonic Band. The concert was enjoyed by all and one of the highlights was when the siblings of the choir members got to

join in the fun.

11. Band: The Christmas Stroll was our December focus. For all of those able to attend, it was a magnificent event! Mrs. Moore and the students work very hard to make this event such a success. It is wonderful that we are able to be a part of this Marion tradition.

12. School Council: Our school council met in December. In the coming months we will be working on strategic planning. We began collecting our thoughts related to the topics of student success, teaching & learning and community engagement.

13. Holiday Giving: With the help of the Kindness Crew, we were able to donate over 100 new and used toys as well as hats and mittens to Gifts to Give. We are thankful for all of our school community efforts to give back to those in need.

VIII. School Committee

A. Committee Reports

1. Budget Subcommittee – No report as it was previously discussed this evening.
2. Building Committee – no report.
3. ORR District School Committee- Ms. Smith reported that the ORR School Committee met a few weeks ago and talked about Project 351, approved field trips and recognized the golf team.
4. SMEC – Ms. Smith reported that SMEC will be meeting on January 31st.
5. Early Childhood Council- Ms. Daniel reported they have not met since the last school committee meeting.
6. READS – Mr. Nelson that READS has not met since the school committee's last meeting so there are no new updates.
7. Tri-Town Education Foundation – Ms. Daniel reported that the foundation has not met.
8. Policy Subcommittee – Ms. Beauregard reported that the subcommittee met December 21st and discussed Section D Fiscal Policies, Student Absences and Excuses Policy and we approved updating those according to the MASC recommendations. We reviewed the Public Comments at School Committee meetings policy and made a few changes as well.
9. School Council – reported on during meeting.
10. Equity Subcommittee- Ms. Beauregard reported that the Equity Sub-Committee will meet on January 17th.

B. School Committee Reorganization

Superintendent Nelson stated the following:

Tonight I am requesting that the school committee discuss and approve Melissa Wilcox's appointment as the school committee secretary replacing Diana Russo and also add Melissa Wilcox as an appointed recording secretary.

MOTION: by Ms. Daniel to appoint Melissa Wilcox as the school committee secretary.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

MOTION: by Ms. Smith to add Melissa Wilcox as a recording secretary.

SECONDED: Ms. Daniel

MOTION PASSED 5:0

IX. Future Business

A. Timeline

The next meeting(s) of Committee will be held as follows:

Marion School Committee

March 8, 2023 @ 6:30pm

Joint School Committee

January 19, 2023 @ 6:30 pm

X. OPEN COMMENTS

Chairperson Nye reviewed open comments procedures and protocols.

Christine Legault made the following comment: *My name is Christine Legault and I live at 509 County Road, Marion. I wanted to say thank you for sending out the PPRA rights that parents have in September. That right told us that we have a right to curriculum and we also have a right to opt-out of surveys. I exercised that right and asked for curriculum for the 5th grade at Sippican, and I got it. I was reviewing it weekly. And then it was pulled from me, and stopped and ceased and never allowed to continue. I am not really sure why when I have a federal right under the PPRA which is the Protection of People's Rights Amendment to see how and what you are teaching my child every day to fulfill the common core standards. It was pulled from me, and it was denied to another parent and I don't understand. I have requested information from the curriculum director who is the Assistant Superintendent, I have written to the Principal and I have received nothing. I also have not had any teachers respond to my inquiry. I can't even get what the kids are doing for gym for the next four weeks so I know how to deal with my daughters really long hair or what to put on her. I am sorry but I don't agree that we just let our children go to you guys every day and not know what you are teaching or how. I wrote to the school committee and requested curriculum nights, I have gone through the proper channels. We have contacted the Department of Education through the state and the state told us we have the right to know what and how you are teaching our kids. I think you need to come up with a policy and procedure to allow all parents, not just those that can jump through your hoops and come in during the day, to see the curriculum and know what you are doing. All parents, to know that their kids are ok and what they are being taught, that the requirements are being fulfilled. Thank you.*

Superintendent Nelson requested that Mr. Barber attend executive session as well, there was no objection.

XII. Executive Session

MOTION: by Ms. Daniel to go in to Executive Session at 7:07 p.m. for the purpose of #3 and to return only to adjourn

SECONDED: Ms. Smith

ROLL CALL: 5:0 Smith: yes, Beauregard: yes, Nye McGaffey: yes, Nye: yes, Daniel: yes

MOTION: by Ms. Daniel to come out of Executive Session at 7:17 p.m. only to adjourn

SECONDED: Ms. Smith

ROLL CALL: 5:0 Smith: yes, Beauregard: yes, Nye McGaffey: yes, Nye: yes, Daniel: yes

ADJOURN

MOTION: by Ms. Smith to adjourn at 7:18 p.m.

SECONDED: Ms. Daniel

Motion Passed 5:0

**Respectfully Submitted,
Melissa Wilcox**

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
Marion, Massachusetts**

**January 25, 2023
SPECIAL MEETING MINUTES
16 Spring Street, Marion, MA 02738**

Special meeting of the Marion School Committee was held on Wednesday, January 25, 2023 and called to order by Chairperson Nye, at 12:02 p.m.

SCHOOL COMMITTEE MEMBERS PRESENT: April Nye, Chairperson, Nichole Nye McGaffey, Nichole Daniel and Michelle Smith (all remote).

SCHOOL COMMITTEE MEMBERS ABSENT: Mary Beauregard.

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools, Marla Sirois, Principal, Melissa Wilcox, Recording Secretary

Meeting was called to order at 12:02 p.m.

Chairperson Nye read the following statement: *This meeting will be conducted in a hybrid format. School Committee, Administrators and the public will have the option of meeting in person at the Community Room of the Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom.*

IV. General

A. Approval of Donations

Superintendent Nelson reported a donation from the Marion Scholarship Committee of \$375 for One Book One School, \$1,000 for Vocabulary Day and \$300 towards Anchor.

MOTION: by Ms. Nye McGaffey to approve the Marion Scholarship Committee donations as described

SECONDED: Ms. Smith

MOTION PASSED 4:0 (Role call: Ms. Smith: yes, Ms. Daniel: yes, Ms. Nye McGaffey: yes, Ms. Nye: yes)

Superintendent Nelson reported a donation of \$2,273.80 from Art to Remember for the art fundraiser held at Sippican School. Principal Sirois stated some of the funds will be used for the Arts in Action program that will be taking place this spring.

MOTION: by Ms. Smith to approve the donation as described

SECONDED: Ms. Daniel

MOTION PASSED 4:0 (Role call: Ms. Smith: yes, Ms. Daniel: yes, Ms. Nye McGaffey: yes, Ms. Nye: yes)

Superintendent Nelson reported that he would extend his gratitude to both organizations. Chairperson Nye thanked both organizations for their generosity.

ADJOURN

MOTION: by Ms. Smith to adjourn at 12:07 p.m.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 4:0 (Role call: Ms. Smith: yes, Ms. Daniel: yes, Ms. Nye McGaffey: yes, Ms. Nye: yes)

**Respectfully Submitted,
Melissa Wilcox**

**MARION SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**October 26, 2022 at 5:00 p.m.
Via Zoom**

COMMITTEE MEMBERS PRESENT: April Nye and Michelle Smith

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Supt. of Teaching & Learning, Marla Sirois, Principal, Sippican School.

Ms. Nye called to meeting order at 5:12 p.m.

SUMMARY OF DISCUSSION:

Mr. Barber and Mr. Nelson reviewed with the school committee members an overview of the Zero Based Budget approach being utilized to build the FY2024 school budget. Additionally, Mr. Barber and Mr. Nelson discussed the impact of projected mandates and contract obligations that would have to be included in the budgeting process. Principal Sirois provided feedback to the school committee regarding budgetary considerations for educational programming. The school committee provided feedback and endorsed putting together a proposed school budget for the next budget subcommittee meeting.


Meeting was adjourned at 5:45 p.m.

Motion to adjourn by Ms. Smith.

Motion seconded by Ms. Nye.

Motion Carried 2-0.

Respectfully submitted,



Michael S. Nelson
Superintendent

**MARION SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**December 7, 2022 at 4:00 p.m.
Via Zoom**

COMMITTEE MEMBERS PRESENT: April Nye and Michelle Smith

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Supt. of Teaching & Learning, Craig Davidson, Director of Student Services, Marla Sirois, Principal, Sippican School.

Ms. Smith called the meeting to order at 4:00 p.m.

SUMMARY OF DISCUSSION:

Mr. Barber and Mr. Nelson reviewed with the school committee members the proposed Superintendent's FY2024 budget. Mr. Barber presented documents indicating initial 3-year comparison and funds offset. The school committee provided feedback and agreed to submit the FY2024 draft budget to the Town of Marion explaining the main budget drivers are utilities, contractual obligations and anticipated special education costs.

Meeting was adjourned at 4:52 p.m.

Motion to adjourn by Ms. Smith.

Motion seconded by Ms. Nye.

Motion Carried 2-0.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'M~N~', likely representing Michael S. Nelson.

Michael S. Nelson
Superintendent

**MARION SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**December 22, 2022 at 4:00 p.m.
Via Zoom**

COMMITTEE MEMBERS PRESENT: April Nye and Michelle Smith

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Supt. of Teaching & Learning, Craig Davidson, Director of Student Services, Marla Sirois, Principal, Sippican School.

OTHERS PRESENT: Shay Assad, Marion Finance Committee Member

Ms. Nye called the meeting to order at 4:02 p.m.

SUMMARY OF DISCUSSION:

Superintendent Nelson and Mr. Barber reviewed with the school committee members the proposed Superintendent's FY2024 budget. Mr. Barber presented the overall budget by department and also discussed how funding offsets were being utilized. Superintendent Nelson discussed that no new staffing positions are being proposed or programming, that the cost of special education tuition has increased, and the costs of utilities and goods have greatly impacted the proposed budget for FY24.


Meeting was adjourned at 4:41 p.m.

Motion to adjourn by Ms. Smith.

Motion seconded by Ms. Nye.

Motion Carried 2-0.

Respectfully submitted,



Michael S. Nelson
Superintendent

Needs Assessment Results Presentation



Old Rochester Regional School District
and MA Superintendency Union #55
School Committee Presentation

Darci Burns, Ph.D.
Executive Director
darci@hillforliteracy.org

Review the Process

- Data Gathered Fall 2022
- Roadmap Inventories:
 - Assessment
 - Program, Resource, Materials and Software
- Focus Group Interviews Conducted
- Roadmap Survey
- Classroom Walkthroughs

Assessment Inventory

- **57** different assessments reported.
- Most reported was AimswebPlus.
- Different assessments used across the grade levels and schools including diagnostic assessments.
- A need for consistent oral language, spelling, and writing assessment across all grade levels.

Program Inventory

- **77** different programs, resources, and materials reported
- Primarily resources and materials from Foundations, Empowering Writers, Reading Street, Heggerty, and Interactive Read Aloud (IRA).
- Foundations reported for foundational skills in K-3.
- More resources reported for Tier 1 than Tier 2 and Tier 3.
- Program usage seems to vary in terms of frequency and duration

Recommendations

Leadership

- Continue to utilize a distributed leadership team that draws on staff expertise and implementation strengths and challenges to oversee the literacy initiative.
- Develop and monitor a district literacy plan that includes action steps, measurable outcomes, and timelines.
- Utilize a district leadership team to develop/refine the district literacy vision/mission.
- Create a plan to share the literacy plan with all critical stakeholders and provide regular updates on accomplishments.

Recommendations

Leadership (*cont'd*)

- Develop school leadership teams with representation on the district leadership team to increase communication and alignment between district and school levels.
- Utilize the school-based leadership teams to create goals and action steps that align to the district plan.
- Review master schedules across the district:
 - to distribute and allocate instructional time and equitable access for core, supplementation, and intensive instruction across schools
 - include time for professional learning, coaching, and data meetings.

Recommendations

Tiered Instruction

- The district should work with schools to create a multi-tiered model for delivering instruction.
 - identify core, supplemental, and intervention programs
 - meet the needs of intervention and Tier 1 instructional time.
- The district leadership team should review the program survey results, determine which programs are evidenced-based, and map those programs onto a program framework.
- Facilitate a comprehensive core program review process that engages all staff in the process of utilizing a review tool that creates a common lens for reviewers.

Recommendations

Tiered Instruction (*cont'd*)

- Develop clear guidelines for implementing programs, resources, and materials within each tier of literacy instruction for all components
 - scope and sequence for instruction and pacing guides.
- The district should develop a clear plan for supporting, coaching, and monitoring staff implementation of Tier 1 instruction guidelines and plans with fidelity.
- The district should work with schools to develop a clear plan for implementing supplemental and intervention programs with fidelity
 - include PD, a master schedule, and an accountability system.
- The district should work with schools to review their master schedules and allocate collaboration time between all personnel serving students in need of intervention.

Recommendations

Professional Learning

- Articulate and track professional learning plans by school aligned to staff needs and student data.
 - Provide action steps, realistic timelines, responsible personnel, and outcomes that are measurable.
- Provide professional learning in the science of reading and current evidence-based practices in assessment and instruction to ensure a common, consistent teacher/administrator knowledge base across districts.
- Foster/sustain a team of literacy leaders who have knowledge of evidence-based literacy instruction to provide effective professional learning in literacy to adult learners.
- Cultivate/support a team of coaches and teacher leaders who can support staff in translating research to practice in each component of literacy.

Recommendations

Assessment

- The district leadership team should review the assessments inventory results, determine validity and reliability, identify gaps and redundancies and build a district comprehensive assessment framework.
- Once school-wide assessment tools are agreed upon, provide adequate training and a system for administering, scoring, interpreting, and measuring the effectiveness of instruction regularly.
- Develop an assessment schedule that includes at minimum all tests that should be administered at each grade level.
 - screening tests, progress monitoring tests, and any high-stakes testing.

Recommendations

Assessment (*cont'd*)

- The district should organize the data from all assessments into one format that can be used to determine instructional decisions across the district at least 5x per year
 - develop a protocol for conducting grade level data meetings to analyze, plan, and refine instruction.
- Establish a system and protocols for all instructors of literacy to use assessment data in providing all students an instructional focus, assigning differentiated plans, and measuring the effectiveness of instruction at least 5x per year.
- The district and school leadership teams should review district and school level data to make decisions about impact of instruction, professional development needs, and resource allocations.

Recommendations

Family Engagement

- Communicate to families the vision, mission, and literacy plan for student literacy achievement through various methods.
- Create a subgroup of the district literacy team to focus on gathering more information about family engagement.
- Develop a district plan for family engagement in literacy.
- Provide information sessions to families outlining the district literacy vision, mission, and goals including actionable steps that parents can take to support these efforts.
- Create/refine literacy data reports for families so they are easy to understand and include an explanation of their child's reading progress and interpretation of scores.

Thank you!





Background

Over a decade ago, the Marion Institute (MI) first launched Grow Education as a “community gardens on school grounds” program. Internally, we refer to this as Grow Education version 1.0. These gardens operated as after-school enrichment programs, and while they garnered great school community interest, they were not maximizing their potential to reach all students with important and durable lessons on food, nutrition, and the environment.

In 2019, Liz Wiley became the Executive Director of the MI and took Grow programming in a more strategic direction. Under her leadership, and with Adam Davenport as the Program Manager, the MI joined the Farm to School Institute and Grow Education Farm-to-School (Grow FTS) programming, version 2.0 was born.

Building a Sustainable Grow Farm-to-School Program in Two Years

The goal of Grow FTS is to incorporate health-building habits into students’ curriculum, cafeteria, and community. Designed for 3rd grade students, the MI provides two years of intensive Grow FTS programming to help the program take root permanently within a school community. At its core, Grow FTS covers the plant lifecycle curriculum, with lessons on science, food, nutrition, the environment, and our regional food system also tied in. The MI’s Grow FTS Program Manager (PM) works closely with each school to introduce and execute the programming in year one, and scale up capacity of the program in year two such that Grow FTS is sustainable beyond MI support in years three and beyond.

The Year One Process

Once the superintendent, nutrition team, school administrators, and teachers all support introducing Grow FTS programming to a school, the MI collaborates closely to thoughtfully plan the program’s rollout, including securing funding. Following is a summary of year one Grow FTS programming:

- Grow PM oversees the design and build of high quality raised bed gardens that will last a decade or longer and be filled with high quality soil for growing school garden produce.
- Administrators and teachers agree to an optional professional development day for teachers. We have a strong curriculum that can be tailored for each teaching cohort. This is very interactive and gives teachers an opportunity to learn our Thinkific curriculum tool and discuss how the curriculum will be rolled out. Hosted at Round the Bend farm in Dartmouth, teachers have an opportunity for experiential learning themselves. While Grow FTS programming is designed for 3rd grade students, teachers of all grades are invited to attend. Of note: We strive for 75% of 3rd grade teachers/assistants to attend. Teachers participating in this training have called it “the best PD day I have ever had.”
- Administrators and nutrition team agree to an optional professional development day for school cafeteria staff, which includes hands on training by an expert chef on using local fresh produce in school menus.
- Grow PM provides teachers 20 days of Grow FTS curriculum email content to support programming and to help build teacher knowledge of FTS tenets throughout the school year.
- Throughout the school year, and to support teachers as they introduce Grow FTS curriculum, the Grow PM leads a series of indoor and outdoor classroom lessons including (1) fall planting day, (2) optional “Fall Farm Fair” for the school community, (3) a minimum of one winter presentation, (4) spring planting day, (5) spring “Garden Harvest” day, and (6) optional “Spring Farm Fair.”
- Grow PM maintains regular conversation with teachers and district contacts to tailor programming as necessary, to plan for the second year of sustainability programming, and to discuss expanding Grow FTS to other elementary schools in the district, as appropriate.
- Grow PM works with district partners to identify a plan for how the garden will be managed over the summer. Ideally, gardens will be maintained to harvest produce for the Southcoast’s regional Farm-to-Food-Relief programs. However, this is not always possible and some school gardens are shut down in early June until the start of school in late August.

The Year Two Process

Year two programming largely mirrors that of year one. While there is no PD day, the Grow PM continues to closely collaborate and support teachers and Grow FTS learning throughout the school year. There is a dual focus this year to reinforce (1) teacher expertise on the curricular components of Grow FTS programming and (2) school-community capacity such that Grow FTS becomes sustainably embedded in the classroom and school culture.

Key components to sustainability beyond year two for discussion between the MI and the district include but are not limited to:

- Funding for garden seeds and soil amendments going forward.
- Staffing plan for a Garden Coordinator who assumes custodial care of the outdoor classrooms (e.g., turning the soil, watering and weeding the garden, summer maintenance/use of gardens, etc.).
- Collaboration and Community of Practice-building among regional districts also operating Grow FTS programming to (1) reinforce support for Grow FTS programming, and (2) source more regional foods in school menu offerings.

Raised Bed Gardens

A cluster of high-quality raised bed gardens anchors the Grow FTS outdoor classroom program. Garden beds are built three feet high and constructed with rot resistant cedar, stainless steel hardware and solid PVC trex planks that should last at least a decade with minimal maintenance needed. Importantly, the height of the garden beds allows for easier irrigation maintenance. When watered just twice a week during high temperatures, the moisture held within the depths of the garden bed sustain plant growth.



Project Team

Adam Davenport is the Grow FTS Program Manager. Adam managed the expansion of Grow FTS across 19 elementary schools in New Bedford and within Westport Elementary School. Adam holds a BS in civil engineering from the University of New Hampshire, and brings a wealth of experience in ecological and edible system design. He is a former science teacher, and is a certified holistic health practitioner and permaculture designer.

Liz Wiley, the MI's Executive Director, provides strategic direction to Grow FTS programming. Originally trained as a biologist, Liz is a lifelong advocate for the environment and food system justice. Her diverse background includes working in the environmental, workforce development, food security, farming, fisheries, aquaculture, and social responsibility fields. Liz holds a M.Sc. from Antioch University and a BS from Bridgewater State University. She is the Board President of the Southeastern Massachusetts Agricultural Partnership and on the Board of the Wareham Library Foundation.



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Kathleen Last Name: LeClair

Address: _____

City: Mattapoisett State: MA Zip Code: 02739

Phone Number: _____ Ext. _____

Email: _____

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Old Rochester Regional School Committee, Marion, Mattapoisett, Rochester

Specific person(s), if any, you allege committed the violation: Committee Chair(s)/Secretary/Keeper of the Records ORR School District

Date of alleged violation: Feb 3, 2023

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Extensive review of Meeting Minutes, Public Records Requests and confirmation from the District's Keeper of the Records received February 3, 2023, have revealed that all Committees in the Old Rochester Regional School District are in violation of Policy KCD – Public Gifts to the Schools, for not obtaining committee approval for books donated by the group "Tri-Town Against Racism" (TTAR) to the school libraries. The Policy states, "In accordance with state law, all grants and gifts to the district shall be reviewed and accepted by the School Committee before expenditure or use". By not obtaining approval, our School Committees have violated this Policy and Massachusetts State Law <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/Section37A>.

As a result of this violation of policy and state law the committee(s) have also failed to provide accurate minute records to the public that contain committee approval of the titles of all book donations made to the public school libraries by TTAR, as required by Massachusetts State Law <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIII/Chapter30A/Section22>

"Section 22. (a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes".

The public first became aware of this OML violation on February 3, 2023.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Provide minutes containing the committee approvals of each book donation made by TTAR from June 2020 to date. Approvals should contain an accurate list of all book titles donated and the date of each donation.

If minutes with approvals cannot be produced, a public statement made to the community explaining under what authority the committee(s) acted when it made the decision not to obtain approvals of book donations as required by state law and how they plan to rectify the violation.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: _____

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:



The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

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- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
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- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

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- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

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Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Kathleen Last Name: LeClair

Address: _____

City: Mattapoisett State: MA Zip Code: 02739

Phone Number: _____ EXT. _____

Email: _____

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Old Rochester Regional School Committee, Marion, Mattapoisett, Rochester

Specific person(s), if any, you allege committed the violation: Committee Chair(s)/Secretary/Keeper of the Records ORR School District

Date of alleged violation: Feb 3, 2023

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

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"Section 22. (a) A public body shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes".

The public first became aware of this OML violation on February 3, 2023.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Provide minutes containing the committee approvals of each book donation made by TTAR from June 2020 to date. Approvals should contain an accurate list of all book titles donated and the date of each donation.

If minutes with approvals cannot be produced, a public statement made to the community explaining under what authority the committee(s) acted when it made the decision not to obtain approvals of book donations as required by state law and how they plan to rectify the violation.

** and all book donations made to the school district since June 2020.

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Signed: _____

Date: _____

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:



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First Name: Kathleen Last Name: LeClair

Address: _____

City: Mattapoisett State: MA Zip Code: 02739

Phone Number: _____ Ext. _____

Email: _____

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

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☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Old Rochester Regional School Committee - Policy subcommittee Marion, Mattapoisett, Rochester

Specific person(s), if any, you allege committed the violation: Committee Chair(s)/Secretary/Keeper of the Records ORR School District

Date of alleged violation: Feb 3, 2023

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Public Records request have revealed that accurate detailed minutes as required by state law are not available for public review for Policy Subcommittee meetings conducted between November 2020 through September 2022. This information was confirmed by the district's keeper of the records on February 3, 2023 and is the most recent date the public became aware of this OML violation.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Provide detailed minutes in accordance with state laws for all meetings held from November 2020 through September 2022.
Provide a public statement on why minutes were not being prepared and approved in a timely manner in accordance with state laws.

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By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: 2/11/23

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:



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Phone Number: _____ Ext. _____

Email: _____

Organization or Media Affiliation (if any): None

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☐ City/Town ☐ County ☒ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Old Rochester Regional School Committee - Equity subcommittee, Marion, Mattapoisett, Rochester

Specific person(s), if any, you allege committed the violation: Committee Chair(s)/Secretary/Keeper of the Records ORR School District

Date of alleged violation: Feb 3, 2023

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Public Records requests have revealed that accurate detailed minutes as required by state law are not available for public review for meetings held by the Equity (f/k/a Anti-Racism) Subcommittee during a period starting 10/5/2020 through 6/21/2022. This information was confirmed by the district's keeper of the records on February 3, 2023 and is the most recent date the public became aware of this OML violation.

Other violations of Policy KCD Public Gifts to School and State Law MGL 71:37A pertaining to donated books to the public school libraries has created mistrust and division in the community. The authority of certain actions of this committee is in question therefore minutes need to be made available as soon as possible.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Provide detailed minutes in accordance with state laws for all meetings held from 10/5/2020 through 6/21/2022.

Provide a clarity on the following excerpt from the October 13, 2022 Meeting minutes, "MASC was clear that school committee members must adhere to the functions of their role and to clarify that the subcommittee is not a "taskforce". Why did MASC need to clarify this?

Provide a public statement explaining why minutes were not being recorded in accordance with state law.

Review, sign, and submit your complaint

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Signed: _____

Date: _____

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:



Old Rochester Regional School District

Massachusetts School Superintendency Union 55

Memo

To: School Committee Members of Marion

From: Howard G. Barber, Assistant Superintendent of Finance & Operations

Cc: Michael S. Nelson, Superintendent of Schools

Date: March 8, 2023

Re: Fiscal Year June 30, 2024 Budget Motion

Motion:

To approve the proposed Fiscal Year June 30, 2023 operating budget in the amount of \$6,666,193 for the Marion Public Schools.

This amount excludes any amount for the Bristol County Agricultural High School, as there is no students enrolled on October 1, 2022.

Massachusetts Department of Public Health School Health Unit and MA Controlled Substance Registration (MCSR) Application

Applicant School District or Non-Public School: Sippican Elementary School (Manon)

Address: 16 Spring Street Manon MA 02738
 (Street) (City/Town) (State) (Zip Code)

Current total student enrollment: 405 ☐ NEW ☒ RENEWAL MCSR # SCL12400 Exp. Date 4/6/23
 (if applicable)

Please check type of Public School/Non-Public School:

Public School System (includes Regional School Districts/School Unions/Vocational/Charter/Collaborative Schools) ☒

Approved Special Education Day School ☐ Approved Special Ed Residential School (requires on-call coverage) ☐

Non-Public Day School ☐ Residential Non-Public School (requires on-call coverage) ☐

Total Full Time Equivalent (FTE) School Nurses (RN) employed in the school/school district: 1.0 FTE(s)

- One nurse that works half-time would be reported as 0.5 FTE
- Do not include LPNs or clerical staff
- Less than 1.0 FTE requires on-call coverage

Please check off when delegation of medication administration by a school nurse to unlicensed school staff may occur (check ALL that apply):

- ☒ Off-campus: Field trips/Extra-curricular events
- ☐ On-campus: Before and after school programs (requires on-call coverage)
- ☒ During the school day
- ☐ Overnight/weekends (requires on-call coverage)

Please indicate, by checking all that apply below, which category(s) of unlicensed school personnel may be delegated the responsibility for medication administration in your school district/school as approved by the School Committee or Board of Trustees and in accordance with 105 CMR 210.004, (B), (1), (2):

Administrative Staff ☐ Unlicensed Health Aides ☒ Teaching Staff ☒ Clerical Staff ☐
 (if hired)

SCHOOL BUILDING/SCHOOL NURSE STAFFING PROFILE

Please provide the information requested below for each school building. Copy and attach additional pages if necessary.

Name of school building: Sippican Elementary School
Municipality where school building is located: Marion, MA
Grade levels/ages in school building: PK-6 **Number of students in the building:** 420 405 (Megan Morais RN)
Maximum distance between any two school buildings (if the school is composed of multiple buildings): n/a

Name and Credentials of school nurse(s) and other healthcare staff* employed by the school (do not include per diem or substitute nurses)	On-site schedule for school nurse/healthcare staff (indicate days and times staff will be physically present)	On-call schedule** for school nurse*** (indicate whether in person or by phone)	Estimated Number of unlicensed personnel being delegated medication administration on any given day
Megan Morais BSN RN	8:30 AM - 3 PM Monday - Friday		2

Name of school building: _____
Municipality where school building is located: _____
Grade levels/ages in school building: _____ **Number of students in the building:** _____
Maximum distance between any two school buildings (if the school is composed of multiple buildings): _____

Name and Credentials of school nurse(s) and other healthcare staff* employed by the school (do not include per diem or substitute nurses)	On-site schedule for school nurse/healthcare staff (indicate days & times staff will be physically present)	On-call schedule** for school nurse*** (indicate whether in person or by phone)	Estimated Number of unlicensed personnel being delegated medication administration on any given day

*Please include all health clinic staff that contribute to the workflow of the health clinic. This will assist the department in assessing coverage.

**On-call coverage is required for less than 1.0 FTE in any given building, before and after school programs, overnight and weekend delegation, and all residential schools.

***LPNs cannot delegate or be on call for unlicensed staff consultation.


ASSURANCE CHECKLIST

1. The School Health Unit of the Massachusetts Department of Public Health (MDPH) requires the applicant school district/school, with the approval by the school committee or board of trustees where applicable, to adopt policies/procedures for medication delegation where delegation is in use. The applicant school district/school provides MDPH the assurance that adoption and use of any policies/procedures and forms by the school committee or board of trustees, are consistent with regulations 105 CMR 210.000. Draft policies can be found in the Comprehensive School Health Manual.
2. The School Nurse Manager (RN), the school physician, superintendent or administrator, and school committee chairperson or board of trustees' chairperson have collaborated in the development and adoption of the medication delegation policies/procedures.
3. The school physician, superintendent or administrator, and school committee chairperson or board of trustees' chairperson agree and acknowledge the School Nurse Manager's leadership role in implementing and managing the program to administer and delegate prescription medications to unlicensed school personnel as defined in the regulations found at 105 CMR 210.000.
4. The school district or school will maintain an accessible copy of regulations 105 CMR 210.000 "The Administration of Prescription Medications in Public and Private Schools" and all policies/procedures and forms for review upon request.
5. **The School Nurse Manager has attended the two mandatory courses through BU SHIELD (Medication Administration in a School Setting: School Nursing Practice in Massachusetts and Medication Administration in Schools: What School Nurse Managers Need to Know).**
6. Once registered with the MDPH Drug Control Program, the School Nurse Manager agrees to report to the MDPH School Health Unit within five working days, in writing on school district/school letterhead, any change in School Nurse Manager or reduction in School Nurse staffing.
7. Implementation of the plan to delegate prescription medications will begin upon receipt of a MCSR issued by the MDPH Drug Control Program, following approval by MDPH the School Health Services Unit.

My signature on the signature page indicates that I have read and agree to the above and all other requirements under 105 CMR 210.000 pertaining to the storage, handling, administration, and disposal of medications in schools and that the information provided in this application is accurate.

SIGNATURE PAGE

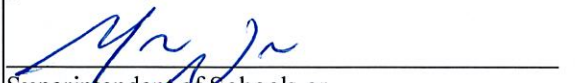
I hereby attest that as the **School Nurse Manager (RN)**, I have completed this application and understand my roles as manager and supervisor of the medication storage, handling and delegation program in the applicant school system / school. I will act as the Massachusetts Department of Public Health contact on all matters relating to the administration of medications in the school setting. I have developed and/or reviewed the policies and procedures in compliance with regulations 105 CMR 210.000 in consultation with the school physician and have recommended to the School Committee/Board of Trustees adoption of the policies.

 Medication Manager (RN) (Signature / Credentials)	Megan Morais BSN/RN Medication Manager (RN) (Please Print)	1/13/23 Date
Sippican Elementary School School Name and Address of Medication Manager (RN)	16 Spring St City	MA State
508 748 0100 Telephone Number	meaganmorais@oldrochester.org E-mail Address	02738 Zip Code
RN 282949 RN License Number		

I hereby attest that as **School Physician (MD)**, I have consulted with the Medication Manager (RN) in the preparation of this application. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Board of Trustees adoption of the policies.

 School Physician (MD) (Signature)	Steve Mendes, MD School Physician (MD) (Please Print)	1/23/23 Date
--	--	-----------------

I hereby attest that as **Superintendent of Schools or Administrator of the School**, I agree with the intent of the regulations and with the policies as specified in this application. I thus acknowledge the Medication Manager (RN) management role and responsibility as defined in regulations 105 CMR 210.000. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Board of Trustees adoption of the policies.

 Superintendent of Schools or Administrator of School (Signature)	Michael S. Nelson Superintendent of Schools or Administrator of School (Please Print)	01/25/2023 Date
--	---	--------------------

I hereby attest that as **Chair, School Committee or Chair, Board of Trustees**, the Committee/Board has agreed to adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation (M.G.L. 94C and 105 CMR 210.000). The School Committee/Board of Trustees has approved the categories of unlicensed personnel who may administer prescription medications and understands the Medication Manager (RN) role as manager of the medication program in the school.

_____ Chair, School Committee or Chair, Board of Trustees (Signature)	_____ Chair, School Committee or Chair, Board of Trustees (Please Print)	_____ Date
---	--	---------------

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (MDPH)
SCHOOL HEALTH UNIT AND CONTROLLED SUBSTANCE REGISTRATION
APPLICATION
TO TRAIN UNLICENSED SCHOOL PERSONNEL TO ADMINISTER
EPINEPHRINE VIA AUTO-INJECTOR IN A LIFE-THREATENING SITUATION
TO THOSE INDIVIDUALS WITH A PRESCRIPTION.**

School/School District:	Sippican Elementary School (Manon)		
Address:	16 Spring St (Street)	Manon (City/Town)	MA 02738 (State) (Zip Code)
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> RENEWAL		MCSR # <u>SC612600</u> Exp. Date <u>4/6/23</u> <small>(if applicable)</small>	

A school or school district may register with the Massachusetts Department of Public (MDPH) School Health Unit (SHU) for the limited purpose of permitting unlicensed personnel to administer epinephrine (by auto injector) to individuals with a *diagnosed* life-threatening allergic condition provided the following conditions are met as defined in 105 CMR 210.100:

1. After completing this application the school/school district will be provided with a Massachusetts Controlled Substance Registration (MCSR) from the MDPH Drug Control Program (DCP). Registration will be valid for one calendar year (365 days) from the date of the MCSR approval. The training of unlicensed personnel cannot occur without registration with MDPH SHU.
2. The school committee or chief administrative officer of a school district or school has approved policies governing the administration of epinephrine via auto-injector.
3. The school committee or chief administrative officer of a school district or school assures that sufficient school nurses are available to provide proper oversight of the program.
4. In consultation with the school physician, the Medication Manager (RN) has final decision-making authority about the program and selects the unlicensed personnel authorized to administer epinephrine in a life-threatening situation when a School Nurse (RN) is not immediately available.
5. The unlicensed school personnel authorized to administer epinephrine are trained by a physician or School Nurse (RN) and are tested for competency, in accordance with standards and a curriculum established by the MDPH, as outlined in the Comprehensive School Health Manual. The School Nurse (RN) documents the training and testing of the competency.
6. The School Nurse (RN) provides a training review and informational update for unlicensed personnel at least twice a year.
7. The school maintains a list of unlicensed school personnel authorized and trained to administer epinephrine in an emergency when a School Nurse (RN) is not immediately available. This list must be provided to parents upon request.
8. Epinephrine is administered only in accordance with a written medication administration plan developed by the School Nurse (RN), satisfying the requirements of 105 CMR 210.005 (E) and 210.009 (A) (6) and updated annually, which includes the following:
 - (a) diagnosis by a physician that the student is at high risk for a life-threatening allergic reaction, and a medication order containing indications for administration of epinephrine;
 - (b) written authorization by a parent or guardian;

- (c) home and emergency phone number(s) for the parent/guardian, as well as the name(s) and phone number(s) of any other person(s) to be notified if parents/guardians are unavailable;
 - (d) names of school personnel who have received training in administration of epinephrine by auto-injector;
 - (e) identification of places where the epinephrine is to be stored, following consideration of the need for storage at places where the student may be most at risk. The epinephrine may be stored at more than one location or carried by the student when appropriate;
 - (f) consideration of the ways and places epinephrine can be stored so as to limit access to appropriate persons, which shall not require the epinephrine to be kept under lock and key;
 - (g) plan for risk reduction for the student, including a plan for teaching self-management, when appropriate.
9. When epinephrine is administered, there shall be immediate notification of the local emergency medical services system (generally 911) followed by notification of the School Nurse (RN), student's parents/guardians (or, if the parents/guardians are not available, any other designated person(s)), and the student's physician.
10. There are written procedures, in accordance with any standards established by the MDPH, for
- (a) proper storage, handling, and disposal of the epinephrine;
 - (b) development of the medication administration plan;
 - (c) documentation of administration;
 - (d) notification of administration;
 - (e) recording receipt and return of the medication by the School Nurse (RN);
 - (f) reporting medication errors;
 - (g) reviewing any incident involving administration of epinephrine to determine the adequacy of the response and to consider ways of reducing risks for the student and the student body in general; and
 - (h) planning and working with the emergency medical system to ensure the fastest possible response.

I certify that I have read and agree to the above and all requirements under 105 CMR 210.100 pertaining to the administration of epinephrine and that the information provided in this application is accurate.

<p><i>Meagan Morais RN/BSN</i> 1/13/23 Medication Manager (RN) (Signature/Credentials) Date 808 748 0100 meaganmorais@old Telephone Number E-mail address Rochester.org</p>	<p><i>Meagan Morais RN BSN</i> Medication Manager (RN) (Please Print) RN 282949 RN License Number</p>
<p><i>[Signature]</i> 1/23/23 School Physician (MD) (Signature/Credentials) Date</p>	<p><i>Steve Mendes, MD</i> School Physician (MD) (Please Print)</p>
<p><i>[Signature]</i> 01/28/2023 Superintendent of Schools or Administrator of School (Signature) Date</p>	<p><i>Michael S. Nelson</i> Superintendent of Schools or Administrator of School (Please Print)</p>
<p>Chair, School Committee or Chair, Board of Trustees (Signature) Date</p>	<p>Chair, School Committee or Chair, Board of Trustees (Please Print)</p>



READS Collaborative

105 East Grove St., Middleboro, MA 02346

REGIONAL EDUCATIONAL ASSESSMENT AND DIAGNOSTIC SERVICES (READS) COLLABORATIVE AGREEMENT

Pursuant to M.G.L. c. 40, § 4E.

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement (herein, “Agreement”) of the Regional Educational Assessment and Diagnostic Services (READS) Collaborative (herein, “the Collaborative”), established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00. This Agreement shall be effective upon approval by the Massachusetts Board of Elementary and Secondary Education (hereinafter “BESE”).

This Agreement replaces the original Agreement dated December 15, 1987, as most recently amended on March 20, 2014, entered into by and between the school committees listed in Section I (herein, the “Member Districts”) and will be effective upon the approval of the Member Districts and the BESE as indicated on the signatory page.

SECTION I: MEMBERSHIP

The membership of READS Collaborative, as of the effective date of this Agreement, includes the school committees from the following districts (herein after “Member Districts”), as indicated by the signatures of the chairs of the school committees:

1. School Committee for the Abington Public Schools
2. School Committee for the Acushnet Public Schools
3. School Committee for the Berkley Public Schools
4. School Committee for the Bridgewater-Raynham Regional School District
5. School Committee for the Bristol-Plymouth Regional Technical School District
6. School Committee for the Carver Public Schools
7. School Committee for the Dighton-Rehoboth Regional School District
8. School Committee for the East Bridgewater Public Schools
9. School Committee for the Freetown-Lakeville Regional School District
10. School Committee for the Marion Public Schools
11. School Committee for the Mattapoisett Public Schools
12. School Committee for the Middleborough Public Schools
13. School Committee for the Norton Public Schools
14. School Committee for the Rochester Public Schools
15. School Committee for the Somerset Public Schools
16. School Committee for the Somerset-Berkley Regional School District
17. School Committee for the Taunton Public Schools
18. School Committee for the West Bridgewater Public Schools

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

READS Collaborative is focused on the mission to provide high quality, cost-effective educational programs and services for all students to prepare them for higher education or a career.

The purpose of READS Collaborative is to complement the educational programs of local school districts and to respond to additional needs of Member Districts as determined by the Board of Directors (herein, "the Board"). Such programs and/or services maximize cost efficiency and program effectiveness through a Collaborative effort. Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for education purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by an entity exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. The focus of READS Collaborative is to provide quality services that improve the lives and futures of children with disabilities as a collaboration with Member Districts.

The overall objectives of READS Collaborative are:

1. to complement the educational programs and services of districts in the least restrictive environment in a cost-effective manner;
2. to improve the growth of students in academics, social-emotional skills, communication and well-being;
3. to provide a range of diagnostic and educational assessments for students from districts in the southeast region;
4. to offer quality professional development opportunities to general and special education teachers, related service providers, and administrators; and
5. to expand program and services in a manner consistent with the needs of the students and/or the Member Districts.

READS Collaborative does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, disability, national or ethnic origin, status as a veteran, limited English speaking ability or any other protected class in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

SECTION III: PROGRAMS AND SERVICES TO BE OFFERED

The Collaborative will offer the following programs and services, which shall complement the educational programs and services of districts in a cost-effective manner:

1. Approved Public Day school placements
2. Specialized Substantially Separate Programs
3. Wraparound Services
4. Other programs and services for students as requested by Member Districts
5. Therapeutic consultation, assessment, intervention and support
6. Diagnostic and educational testing, evaluation and recommendation
7. Professional development
8. Grant applications and activities

9. Other cost-effective services as determined by the Board of Directors as permitted by M.G.L. c. 40, § 4E; 603 CMR 50.00.

SECTION IV: GOVERNANCE

1. The Collaborative shall be managed and operated by a Board of Directors (hereinafter “the Board”) whose members are appointed annually by the Member Districts.
2. The Board shall be comprised of the Superintendent of each of the Member Districts (hereinafter known as Board Members) The superintendent of each Member District shall be appointed to represent their Member District(s) to serve on the Board, and be entitled to a single vote for each district they represent. The Commissioner of the Department of Elementary and Secondary Education (herein Commissioner), shall appoint an individual to serve as liaison from the Department of Elementary and Secondary Education (herein Department) to the READS Collaborative Board of Directors.
3. The Board shall have all the powers and duties conferred and imposed upon educational Collaborative Boards by law, BESE policy and regulation, and this Agreement.
4. The Board shall annually elect or appoint an Executive Committee which shall consist of a President (who serves as the Board Chair), a Vice-President and a Secretary/Clerk. In successive years, the Vice-President shall move up to the position of President and the Secretary/Clerk shall move up to the position of Vice-President. A new Secretary/Clerk shall be nominated and appointed by a majority vote of the Board in June, but no later than September, of each year. The Board will vote to recognize the new Executive Committee at the first Board meeting in September. The new Executive Committee shall commence responsibilities after the vote.
5. The Board shall establish an advisory committee known as the Special Education Administrators (SEA), composed of each Member District’s Special Education Administrator. The purpose of the SEA shall be to advise the Board regarding programmatic issues related to the special education of students enrolled in the Collaborative and to review the program budgets.
6. The Board shall meet at least 6 times per year to conduct its business, one meeting of which shall be a joint meeting with the SEA. The superintendent appointed by each Member District shall count as a Board member for each district they represent. A majority of the Superintendents serving on the Board shall constitute a quorum at any meeting. A majority vote of the quorum shall be necessary to pass any resolution, policy or procedure brought before the Board, except in those cases where a two-thirds vote or a unanimous vote of the entire Board is necessary under the stipulations provided for within this Agreement.
7. The Board shall conduct all meetings in accordance with Chapter 30A, §§ 18 - 25 of the Massachusetts General Laws (Open Meeting Law).
8. The Board shall select and employ an executive officer (hereinafter known as the Executive Director), who shall serve under the general direction of the Board and who shall be responsible for the daily operation and supervision of the Collaborative. The Board shall delegate authority to the Executive Director to the extent permitted by applicable law and regulation.
9. The Board shall develop policies and shall operate in accordance with those policies.

SECTION V: CONDITIONS OF MEMBERSHIP

1. Each Member District shall commit to purchase one clinic slot per quarter as an annual requirement of membership in the Collaborative. READS Collaborative does not assess a membership fee.
2. Each Board Member shall be responsible for providing timely information and updates to its appointing Member District(s) on Collaborative activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2) and for providing other information as required or requested.
3. Each Board Member shall be an active and engaged voting member of the Board and shall attend scheduled meetings and fulfill all duties as may be required by the Board, 603 CMR 50.00 and the Collaborative Agreement.
 - a. The attendance of a Board Member who is absent from 50% or more of scheduled Board meetings over a two-year period will be documented and brought to the attention of said Board Member by the President of the Board.
 - b. The Executive Committee will decide by majority vote to draft a letter to the Board Member notifying them that the lack of participation of their district will be brought to the attention of the READS Board of Directors at their next scheduled meeting.
 - c. If the Board Member continues to be absent from READS Board of Directors' meetings, the Executive Director will meet with the Executive Committee of the Board of Directors. Attendance of the Board Member at meetings over the previous two-year period and since the letter of notice was sent by the President will be reviewed. The impact on the ability to achieve a quorum to complete Collaborative business will be reviewed and a recommendation will be provided to the Board.
 - d. The Board will decide by majority vote to send a letter to the Chairperson of the Member District's School Committee notifying them of the lack of attendance of the Member District's appointee at Collaborative Board meetings and the resulting impact on votes and the work of the Collaborative.
4. All appointed Board Members are required to complete the state-mandated training in the timeframe set forth in M.G.L. c. 40, § 4E and 603 CMR 50.05(3) and 50.12(3).

SECTION VI: POWERS AND DUTIES OF THE BOARD

The Board shall manage the Collaborative and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate policy for the Collaborative, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.
2. The READS Collaborative shall be a public entity.
3. The Board shall be vested with the authority to enter into agreements with Member Districts, non-Member Districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
4. The Board shall be responsible for:
 - a. ensuring adherence to this Collaborative Agreement (herein "Agreement") and progress toward achieving the purposes and objectives set forth in the Agreement;

- b. determining the cost-effectiveness of programs and services offered by the Collaborative;
 - c. ensuring that any borrowing, loans, or mortgages are cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Section VII.C; and
 - d. approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate.
- 5. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
- 6. The Board is a public employer and shall ensure that all employees possess the necessary and required credentials and approvals, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof. The Board may apply for a waiver to exempt the Collaborative Board for any one school year from the requirement to employ certified or approved personnel in accordance with M.G.L. c. 40, § 4E.
- 7. The Board shall hire an Executive Director to oversee and manage the operation of the Collaborative, a Business Manager or an employee with responsibilities similar to those of a town accountant to oversee Collaborative finances, at least one School Nurse to support Collaborative programs, and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. Ch. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a Board Member or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. Ch. 40, § 4E.
- 8. The Board shall appoint an appropriate individual to serve as the Treasurer. The Treasurer of the Board may make appropriate investments of the money of the Collaborative consistent with Section 55B of chapter 44.
- 9. The Treasurer shall give bond annually for the services they perform as the Collaborative Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department, as shall be fixed by the Board.
- 10. The Board may, in its discretion, pay compensation to the Treasurer for their services.
- 11. The Treasurer of the Collaborative shall not be eligible to serve as a Board Member or otherwise as an employee of the Collaborative.
- 12. The Board shall ensure that no employee of the Collaborative is employed at any related for-profit or non-profit organization.
- 13. All deeds, leases, transfers, notes, bonds, and other obligations endorsed by the Collaborative, as approved by majority vote of the Board, shall be signed by the President and the Treasurer.
- 14. The Board Members, Executive Director and employees of the Collaborative shall not be personally liable for any debt, liability, or obligation of the Collaborative.
- 15. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Collaborative may look only to the funds and property of the Collaborative for the payment of any debt, damages, judgment or decree, or for any money that may otherwise become due or payable to them from the Collaborative.
- 16. The Board shall ensure that the Collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing

information, reports or documents as the Department deems necessary. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental agencies and posted on the Collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

SECTION VII: FINANCE

A. Financial Terms

1. Each Member District shall commit to purchase one clinic slot per quarter as a requirement of membership in the Collaborative as noted in Section V.1.
2. The annual share of each Member District for tuition is based on Member District participation in an individual tuition-based program. The tuition shall be assessed per each student projected to be in a tuition-based program for the fiscal year. The tuition for each individual program is determined based on projected expenses for the program and an allocation for administrative costs, then divided by the number of students projected for enrollment in that program.
3. The Board shall have the authority to borrow money in anticipation of income up to ninety (90) days to meet ongoing payroll obligations.
4. A school committee of any city, town, or regional district may authorize the prepayment of tuition for any educational program or service of the Collaborative to the Treasurer of the Collaborative.
5. The Collaborative shall pay all its accrued debts within thirty (30) days of the notification/receipt of said bills on a no less than monthly basis.
6. The programs and/or services offered by this Agreement may be made available to children from districts who are not parties to this Agreement only if the particular program or service to which entrance/utilization is sought can entertain the addition of another child without burdening or interfering in any way with the program or service's operation and/or delivery.
7. The Board shall vote annually to establish the rate of the Non-Member surcharge on all program tuitions, clinic services and related services provided to Non-Member Districts in order to offset administrative costs and to contain costs for Member Districts. This surcharge shall not exceed 25%.
8. The Board may, by majority vote, apply for and accept gifts, grants, enter into contracts or receive contributions from governmental and private sources, whether in cash or in kind.
9. The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

B. Collaborative Fund

1. The Board herein agrees to establish and manage a Collaborative General fund, known as the READS Fund (hereinafter known as the Fund).
2. The Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative Board and will be deposited in the General fund, in accordance with all applicable law and regulations.

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative, without further appropriation.
4. All payments must be approved in accordance with the READS procedure for warrant signing which includes a requirement that all warrants be signed by two of the three Board Members of the Executive Committee.
5. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

C. Borrowing, Loans, and Mortgages:

1. The Board may authorize the borrowing of funds or enter into short- or long-term Agreements or mortgages, and acquire or improve fixed assets including real property to support Collaborative operations, subject to the following procedures:
 - a. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;
 - b. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
 - c. The Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and
 - d. The Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans or mortgages are necessary to carry out the purposes for which the Collaborative is established.
2. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
 - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which the final vote is taken;
 - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
 - c. The Board shall approve such action by a majority vote.

D. Cumulative Surplus Funds in Excess of the Regulatory Limit

Unexpended general funds (as defined in 603 CMR 50.00) at the end of the fiscal year, plus any previous year's surplus funds (as determined through the audited financial statements) will be considered cumulative surplus.

1. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, or any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.
2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5) (b)10.
4. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit.

5. If the surplus funds exceed the 25 percent limit, the Board shall determine the amount of funds that will be allocated to the Capital Fund, OPEB Trust, Clinic credit or Tuition credit and amend the budget to reflect those allocations consistent with 603 CMAR 50.07(9) as noted below.

Cumulative surplus funds in excess of the agreement limit or 25 percent of the audited year's general fund expenditures, must be returned or credited to member districts consistent 603 CMR 50.07(9) and with the process outlined in the collaborative agreement and in the following ways:

1. *Credited to member districts for tuition, services, etc. These credits must be used by the end of the fiscal year in which the vote is taken.*
2. *Deposited to an irrevocable trust and/or reserve fund. These deposits must be allocated by board vote to an approved capital reserve fund and/or to an irrevocable trust for retiree benefits. Once allocated, such funds are no longer available to the collaborative for any other purpose. Deposits must be made within 30 days after the vote of the collaborative board.*
3. *Returned to the school districts/towns. The collaborative board must follow the process as outlined in the collaborative agreement for returning surplus funds to member districts. The return of funds must be made within 30 days after the vote of the collaborative board.*

6. Upon withdrawal of a Member District, the Board shall ensure that the withdrawing Member District shares in any payments from funds designated by the Board for return as Tuition credit as defined in Section VII.D.5.b. to its Member Districts for the current fiscal year of withdrawal only. Other than funds designated by the Board for return to the Member Districts, individual Member Districts choosing to withdraw will not be entitled to receive a share of any other assets of the Collaborative.

E. Annual Budget Preparation

On an annual basis the Board shall propose a budget for the upcoming fiscal year. The proposed budget shall contain all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve, to be paid from general fund revenues of the Collaborative. All funds received for the operation of the Collaborative shall be considered general fund revenues with the exception of grants, contracts, or gifts. The annual budget is prepared as early as possible in the previous fiscal year to allow Member Districts to build their own budget, knowledgeable of the Collaborative tuitions. The process is as follows:

1. By April 30 of each year, the Board shall adopt a budget for the upcoming fiscal year. The Board shall identify the programs or services to be offered by the Collaborative in the upcoming fiscal year and the corresponding costs.
2. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
3. The proposed budget shall be classified into such line items as the Board shall determine, but shall at a minimum delineate amounts for operating expenditures,

- and capital expenditures, including debt service payments and deposits to capital reserve.
4. As applicable, capital expenses shall be included in the budget and paid through tuition or fees for programs which they benefit. Capital expenses are defined as the acquisition or improvement of fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve in accordance with 603 CMR 50.02.
 5. The proposed budget process used to determine tuition prices for Member District and Non-Member District students, as well as the methodology to determine fees for services and clinic slots is based on the cost of providing Collaborative programs as described below.
 - a. The Executive Director annually determines the projected expenses necessary for each Collaborative program during the next fiscal year, based on an estimate of projected student enrollment in programs and projected Agreements for services.
 - b. The Executive Director identifies the next fiscal year's projected revenue from each funding source. These include a summary of projected receipts from tuitions and fees, grant funds and funds other than general fund revenues (i.e. donations, interest and investment income) based on the current fiscal year.
 - c. The Executive Director determines the total increase or decrease in required revenue needed to balance the overall budget by comparing anticipated revenue with expenses.
 - d. Program Directors present the preliminary budget to their individual SEA sub-committees which review and endorse the budget.
 - e. The Executive Director presents the preliminary budget to the full SEA for endorsement.
 - f. The Executive Director presents the preliminary budget to a joint meeting of the President of the Board, the Personnel Subcommittee of the Board and Finance Sub-Committee of the Board.
 6. The Executive Director shall present the proposed budget to the full Board for discussion and shall propose tuition rates and fees needed to balance the budget.
 7. The Board shall adopt the final budget by affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed, but no later than June 30 of the preceding fiscal year.

F. Transmitting the Budget and Payment Terms:

1. The Treasurer shall certify and transmit the budget, the fees for service, the committed clinic slot cost for membership and the tuition rates for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.
2. The Collaborative shall invoice Member and Non-Member Districts on a quarterly basis, ninety (90) days in advance for all clinic slot payments and tuition payments. All fees-for-service are billed monthly. Payment shall be received by the Collaborative within 30 days of billing.

G. Procedure for Amending the Budget:

1. All budget amendments must be in writing and must be submitted to the Executive Director five working days before the Board meeting at which they will be discussed.
2. Any amendment that does not result in an increase in the tuition rates or fees for services shall be discussed by the Board and shall only be approved upon an affirmative majority vote.
3. Any amendment to the budget that results in an increase in the tuition rates, clinic slots, or fees for services shall adhere to the following procedures:
 - a. All Board Members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment to the budget.
 - b. All amendments shall be voted on by the Board at a second public meeting of the Board following the completion of step 3.a. by all Member Districts. Adoption shall require a majority vote.
 - c. The Treasurer shall certify and transmit the amended tuition rates, clinic slots and fees for services to each Member District not later than ten (10) working days following the affirmative vote of the Board.
4. The Board has the authority to reduce tuition rates, clinic slots and fees for services to Member Districts and non-Member Districts, when doing so is determined to be in the best interest of the Collaborative.

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

Any and all subsequent amendments and/or revisions to this Agreement voted by the Board shall be subject to approval in accordance with the following procedures:

1. Any Board Member or the Executive Director may propose an amendment to the Collaborative Agreement. An amendment must be prepared in order to admit a new Member District, or to document the withdrawal of a Member District.
2. The proposed amendment shall be included in the posting of a public meeting of the Board.
3. A majority vote of the quorum of the Board is required to approve a proposed amendment except that any amendment that includes the admission of a new district shall require a majority vote of the entire Board as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.
4. The Executive Director shall submit the proposed amendment to the Department for initial review.
5. Following the Department review, the Executive Director shall make such changes as the Department requires.
6. The proposed amendment to the Agreement shall be read a second time at the next regular meeting subsequent to the Department review, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment except as detailed in Section 3 above. If the Board makes additional changes to the proposed amendment to the agreement, the document must be resubmitted to the Department for an additional review. Following the Department review and approval by the Board, the

amended Agreement shall be submitted to the Member Districts and any new Member District(s), for a majority vote to approve the amended Agreement.

7. Once a majority of all Member Districts and all new Member District(s) have approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement in accordance with 603 CMR 50.03(4) to the Commissioner for approval by the BESE.
8. No amendment to the Collaborative Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE, except that any amendment that includes the admission of a new district shall require a two-thirds vote as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.

SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBER DISTRICTS

A school district, through its School Committee, or Charter School Board may become a Member District of the Collaborative consistent with the following terms:

1. Any School Committee or Charter School Board may apply for membership to the Collaborative by giving written notice of such request to join to the attention of the President of the Board. A copy of the vote of the School Committee or Charter School Board vote to seek membership shall accompany the request to apply.
2. Such written request shall be brought before the Board for discussion and action.
3. The request will be reviewed and a decision will be rendered within approximately sixty (60) days of the receipt of the written request to become a Member District.
4. A new Member District may be accepted by a majority vote of the entire Board, subject to majority vote of two-thirds of the Member School Committees, acceptance of the amended Agreement by the new Member District and approval by the BESE. The Collaborative Agreement shall require an amendment consistent with Section VIII of this Agreement.
5. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the BESE and Member Districts, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative.
6. Pending approval of the amendment by the BESE, the Board may by majority vote extend the rights, privileges and membership responsibilities, with the exception of voting, to the districts that have been approved for membership by the Board and Member Districts as of July 1st of the fiscal year that membership would begin. These privileges include the right to receive member tuition rates and access to all services provided to Member Districts. The school committee or charter school Board may designate a non-voting representative to the Board until BESE approval of the amendment and may contribute to discussions before the Board and receive all correspondence from the Collaborative. The rights and privileges extended to the pending district will be contingent upon fulfilling 1) the responsibility to commit to purchase at least one clinic slot per quarter as an annual requirement of membership and 2) the responsibility to attend Board meetings and participate in governance of the Collaborative (with the exception of voting on matters before the Board).

SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)

1. Any Member District, by appropriate vote, must give six (6) months written notice to the Board of READS Collaborative of its intent to withdraw from the Collaborative.
2. The Board must approve the withdrawal by a two-thirds vote. The Member Districts must approve the withdrawal by a majority vote consistent with the process for amending the Collaborative Agreement in Section VIII.
3. No Member District can withdraw membership except at the end of the fiscal year provided the six (6) months notice is given and provided that the BESE has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
4. No Member District who withdraws from the Collaborative shall be entitled to any asset of the Collaborative except that a withdrawing Member District shall be entitled to the tuition credit referenced in Section VII.D.5.b. The tuition credit for the withdrawing district may be applied to subsequent year tuition or paid to the withdrawing district in accordance with Section VII.D.5.b.
5. Any Member District or Member Charter School Board that withdraws will still be responsible for outstanding payments due to the Collaborative.
6. A Member District or Member Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of liability in the collaborative of any debts, claims, demands, or judgments against the Collaborative, incurred during said school committee's or charter school Board's membership based on percentage of fiscal participation during that membership.
7. The withdrawal of any Member District(s) shall require an amendment to the Collaborative Agreement consistent with Section VIII.

SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT

1. The process to terminate the Collaborative must be initiated by following the process for amending the Collaborative Agreement as outlined in Section VIII except that in order for the Collaborative to be terminated, the Board must vote unanimously to begin the process to terminate the Agreement.
2. Each Member District must provide written evidence of approval by majority vote of the Member School Committee or Charter School Board to terminate this Agreement by sending an intent to terminate and a copy of the vote or approved minutes to the attention of the Executive Committee at least 9 months in advance of the end of the fiscal year.
3. The Board shall review the intent to terminate notices at the first meeting after a majority of School Committee votes have been received by the Executive Committee.
4. The Board shall take action to terminate the Agreement at the next subsequent Board meeting by a majority vote of the entire Board.
5. Written notice of intent to terminate will be provided to Non-Member Districts accessing the programs and services of the Collaborative, at least six (6) months before the end of such fiscal year.
6. Following the affirmative vote of all Member Districts to terminate the Collaborative Agreement, the Board shall submit the documentation required by 603 CMR 50.11 to the Department.

7. Upon termination of this Agreement, the Board shall:
 - a. Determine the fair market value of all assets of the collaborative, including, but not limited to, real estate, capital property, equipment, and supplies owned by the collaborative;
 - b. Determine the process for the appropriate disposition of federal/state funds, equipment and supplies;
 - c. Identify the Member District responsible for maintaining all fiscal records;
 - d. Identify the Member District(s) responsible for maintaining employee and program records;
 - e. Ensure the confidential return of records related to individual students to the sending Member or Non-Member Districts;
 - f. Determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to Member Districts;
 - g. Provide for a final fiscal audit and ensure the appropriate disposition of all assets and liabilities of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be used to fund any liabilities. Net assets will be distributed to the Member Districts.
8. The Board will utilize a two-fold process to distribute net assets:
 - a. **Part I** of the process recognizes contributions of perpetual/existing Member Districts who have contributed to the development and expansion of the Collaborative over the past four decades. Perpetual/existing Member Districts are those included in the allocation figures below:

After all liabilities have been met and a final audit has been completed the net assets as determined by an audit performed as of June 30, 2013 are to be apportioned to the perpetual/existing Member Districts according to the following formula: Abington – 8%, Berkley – 1%, Bridgewater-Raynham Regional – 18%, Carver – 3%, Dighton-Rehoboth Regional – 6%, East Bridgewater – 3%, Freetown-Lakeville Regional – 8%, Marion – 1%, Mattapoisett – 4%, Middleborough – 11%, Rochester – 4%, Taunton – 22%, West Bridgewater – 11%.
 - b. **Part II** recognizes contributions of all districts who may become Member Districts after July 1, 2013.

After all liabilities have been met and a final audit has been completed the FY 13 net asset figure will be deducted and apportioned according to the formula in Part I. The remaining net assets will then be apportioned to all Member Districts at the time of termination of the Agreement based on fiscal contribution. The fiscal contribution is purely a calculation of percentage of fiscal participation in the Collaborative over the period of membership from July 1, 2013 to the date of dissolution.

Should the Department revoke and/or suspend the approval of the educational Collaborative Agreement, the Board will follow all instructions from the Department, and Section XI shall be implemented to the extent these procedures are consistent with the order of the Department terminating the Collaborative Agreement.

SECTION XII: INDEMNIFICATION

Neither the Executive Director nor any other employee of the Collaborative, nor any appointed representative to the Board, shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any other employee of the Collaborative or any appointed representative to the Board, or be held personally liable in connection with the affairs of the Collaborative, except only for liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative, or its Member Districts.

Neither the Executive Director nor any other employee of the Collaborative nor any appointed representative to the Board or Member District shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against or with respect to the Collaborative, or arising out of any action taken or omitted for, or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each appointed representative to the Board, Member School Committee and the Executive Director or any other employee of the Collaborative shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provision hereof, such appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee shall be held personally liable. Any person dealing with the Collaborative shall be informed of the substance of this provision except that any such person need not be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director or any other employee of the Collaborative and his/her legal representatives and each appointed representative to the Board and his/her legal representatives, and each Member School Committee and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such appointed representative to the Board, Member School Committee or Executive Director or any other employee of the Collaborative or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as an appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as finally adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such appointed representatives to the Board or Executive Director or any other employee of the Collaborative or Member School Committee may be entitled as a matter of law or which may be lawfully granted to him/her.

SECTION XIII: EFFECTIVE DATE

This Agreement shall become effective on July 1, 2023 and shall continue indefinitely, providing that all requisite approvals, including that of the Board of Elementary and Secondary Education have been obtained no later than April 30, 2023. This Agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Date approved by READS Collaborative Board of Directors: 1/19/2023

Dates approved by Member School Committees and signatures:

Marion School District

Date of School Committee Vote

Name of CHAIRPERSON of Marion School Committee (Please Print)

Signature of CHAIRPERSON of Marion School Committee

Date



READS Collaborative

105 East Grove St., Middleboro, MA 02346

REGIONAL EDUCATIONAL ASSESSMENT AND DIAGNOSTIC SERVICES (READS) COLLABORATIVE AGREEMENT

Pursuant to M.G.L. c. 40, § 4E.

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement (herein, “Agreement”) of the Regional Educational Assessment and Diagnostic Services (READS) Collaborative (herein, “the Collaborative”), established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00. This Agreement shall be effective upon approval by the Massachusetts Board of Elementary and Secondary Education (hereinafter “BESE”).

This Agreement replaces the original Agreement dated December 15, 1987, as most recently amended on March 20, 2014, entered into by and between the school committees listed in Section I (herein, the “Member Districts”) and will be effective upon the approval of the Member Districts and the BESE as indicated on the signatory page.

SECTION I: MEMBERSHIP

The membership of READS Collaborative, as of the effective date of this Agreement, includes the school committees from the following districts (herein after “Member Districts”), as indicated by the signatures of the chairs of the school committees:

1. School Committee for the Abington Public Schools
2. School Committee for the Acushnet Public Schools
3. School Committee for the Berkley Public Schools
4. School Committee for the Bridgewater-Raynham Regional School District
5. School Committee for the Bristol-Plymouth Regional Technical School District
6. School Committee for the Carver Public Schools
7. School Committee for the Dighton-Rehoboth Regional School District
8. School Committee for the East Bridgewater Public Schools
9. School Committee for the Freetown-Lakeville Regional School District
10. School Committee for the Marion Public Schools
11. School Committee for the Mattapoissett Public Schools
12. School Committee for the Middleborough Public Schools
13. School Committee for the Norton Public Schools
14. School Committee for the Rochester Public Schools
15. School Committee for the Somerset Public Schools
16. School Committee for the Somerset-Berkley Regional School District
17. School Committee for the Taunton Public Schools
18. School Committee for the West Bridgewater Public Schools

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

READS Collaborative is focused on the mission to provide high quality, cost-effective educational programs and services for all students to prepare them for higher education or a career.

The purpose of READS Collaborative is to complement the educational programs of local school districts and to respond to additional needs of Member Districts as determined by the Board of Directors (herein, “the Board”). Such programs and/or services maximize cost efficiency and program effectiveness through a Collaborative effort. Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for education purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by an entity exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. **The focus of READS Collaborative is to provide quality services that improve the lives and futures of children with disabilities as a collaboration with Member Districts.**

The overall objectives of READS Collaborative are:

1. to complement the educational programs and services of districts in the least restrictive environment in a cost-effective manner;
2. to improve the growth of students **in academics, social-emotional skills, communication and well-being;**
3. to provide a range of diagnostic and educational assessments for students from districts in **the southeast region;**
4. to offer quality professional development opportunities to general and special education teachers, related service providers, **and administrators;** and
5. to expand program and services in a manner consistent with the needs of **the students and/or** the Member Districts.

READS Collaborative does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, disability, national or ethnic origin, status as a veteran, limited English speaking ability or any other protected class in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board’s policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

SECTION III: PROGRAMS AND SERVICES TO BE OFFERED

The Collaborative will offer the following programs and services, which shall complement the educational programs and services of districts in a cost-effective manner:

1. **Approved Public** Day school placements
2. **Specialized Substantially Separate Programs**
3. **Wraparound Services**
4. Other programs and services for students **as requested by Member Districts**
5. Therapeutic consultation, assessment, intervention and support
6. Diagnostic **and educational** testing, evaluation and recommendation
7. Professional development
8. Grant applications and activities

9. Other cost-effective services as determined by the Board of Directors as permitted by M.G.L. c. 40, § 4E; 603 CMR 50.00.

SECTION IV: GOVERNANCE

1. The Collaborative shall be managed and operated by a Board of Directors (hereinafter “the Board”) whose members are appointed annually by the Member Districts.
2. The Board shall be comprised of the Superintendent of each of the Member Districts (hereinafter known as Board Members) *The superintendent of each Member District shall be appointed to represent their Member District(s) to serve on the Board, and be entitled to a single vote for each district they represent.* The Commissioner of the Department of Elementary and Secondary Education (herein Commissioner), shall appoint an individual to *serve as liaison* from the Department of Elementary and Secondary Education (herein Department) to the READS Collaborative Board of Directors.
3. The Board shall have all the powers and duties conferred and imposed upon educational Collaborative Boards by law, BESE policy and regulation, and this Agreement.
4. *The Board shall annually elect or appoint an Executive Committee which shall consist of a President (who serves as the Board Chair), a Vice-President and a Secretary/Clerk. In successive years, the Vice-President shall move up to the position of President and the Secretary/Clerk shall move up to the position of Vice-President. A new Secretary/Clerk shall be nominated and appointed by a majority vote of the Board in June, but no later than September, of each year. The Board will vote to recognize the new Executive Committee at the first Board meeting in September. The new Executive Committee shall commence responsibilities after the vote.*
5. The Board shall establish an advisory committee known as the *Special Education Administrators (SEA)*, composed of each Member District’s Special Education Administrator. The purpose of the SEA shall be to advise the Board regarding programmatic issues related to the special education of students enrolled in the Collaborative and to review the program budgets.
6. The Board shall meet at least 6 times per year to conduct its business, one meeting of which shall be a joint meeting with the SEA. *The superintendent appointed by each Member District shall count as a Board member for each district they represent.* A majority of the Superintendents serving on the Board shall constitute a quorum at any meeting. A majority vote of the quorum shall be necessary to pass any resolution, policy or procedure brought before the Board, except in those cases where a two-thirds vote or a unanimous vote of the entire Board is necessary under the stipulations provided for within this Agreement.
7. The Board shall conduct all meetings in accordance with Chapter 30A, §§ 18 - 25 of the Massachusetts General Laws (Open Meeting Law).
8. The Board shall select and employ an executive officer (hereinafter known as the Executive Director), who shall serve under the general direction of the Board and who shall be responsible for the daily operation and supervision of the Collaborative. The Board shall delegate authority to the Executive Director to the extent permitted by applicable law and regulation.
9. The Board shall develop policies and shall operate in accordance with those policies.

SECTION V: CONDITIONS OF MEMBERSHIP

1. Each Member District shall commit to purchase one clinic slot per quarter as an annual requirement of membership in the Collaborative. READS Collaborative does not assess a membership fee.
2. Each Board Member shall be responsible for providing timely information and updates to its appointing Member District(s) on Collaborative activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2) and for providing other information as required or requested.
3. Each Board Member shall be an active and engaged voting member of the Board and shall attend scheduled meetings and fulfill all duties as may be required by the Board, 603 CMR 50.00 and the Collaborative Agreement.
 - a. The attendance of a Board Member who is absent from 50% or more of scheduled Board meetings over a two-year period will be documented and brought to the attention of said Board Member by the President of the Board.
 - b. The Executive Committee will decide by majority vote to draft a letter to the Board Member notifying them that the lack of participation of their district will be brought to the attention of the READS Board of Directors at their next scheduled meeting.
 - c. If the Board Member continues to be absent from READS Board of Directors' meetings, the Executive Director will meet with the Executive Committee of the Board of Directors. Attendance of the Board Member at meetings over the previous two-year period and since the letter of notice was sent by the President will be reviewed. The impact on the ability to achieve a quorum to complete Collaborative business will be reviewed **and a recommendation will be provided to the Board.**
 - d. The Board will decide by majority vote to send a letter to the Chairperson of the Member District's **School Committee** notifying them of the lack of attendance of the Member District's appointee at Collaborative Board meetings and the resulting impact on votes and the work of the Collaborative.
4. All appointed Board Members are required to complete the state-mandated training in the timeframe set forth in M.G.L. c. 40, § 4E and 603 CMR 50.05(3) and 50.12(3).

SECTION VI: POWERS AND DUTIES OF THE BOARD

The Board shall manage the Collaborative and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate policy for the Collaborative, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.
2. The READS Collaborative shall be a public entity.
3. The Board shall be vested with the authority to enter into agreements with Member Districts, non-Member Districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
4. The Board shall be responsible for:
 - a. ensuring adherence to this Collaborative Agreement (herein "Agreement") and progress toward achieving the purposes and objectives set forth in the Agreement;

- b. determining the cost-effectiveness of programs and services offered by the Collaborative;
 - c. ensuring that any borrowing, loans, or mortgages are cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Section VII.C; and
 - d. approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate.
- 5. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
- 6. The Board is a public employer and shall ensure that all employees possess the necessary and required credentials and approvals, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof. The Board may apply for a waiver to exempt the Collaborative Board for any one school year from the requirement to employ certified or approved personnel in accordance with M.G.L. c. 40, § 4E.
- 7. The Board shall hire an Executive Director to oversee and manage the operation of the Collaborative, a Business Manager or an employee with responsibilities similar to those of a town accountant to oversee Collaborative finances, at least one School Nurse to support Collaborative programs, and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. Ch. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a Board Member or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. Ch. 40, § 4E.
- 8. The Board shall appoint an appropriate individual to serve as the Treasurer. The Treasurer of the Board may make appropriate investments of the money of the Collaborative consistent with Section 55B of chapter 44.
- 9. The Treasurer shall give bond annually for the services they perform as the Collaborative Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department, as shall be fixed by the Board.
- 10. The Board may, in its discretion, pay compensation to the Treasurer for their services.
- 11. The Treasurer of the Collaborative shall not be eligible to serve as a Board Member or otherwise as an employee of the Collaborative.
- 12. The Board shall ensure that no employee of the Collaborative is employed at any related for-profit or non-profit organization.
- 13. All deeds, leases, transfers, notes, bonds, and other obligations endorsed by the Collaborative, as approved by majority vote of the Board, shall be signed by the President and the Treasurer.
- 14. The Board Members, Executive Director and employees of the Collaborative shall not be personally liable for any debt, liability, or obligation of the Collaborative.
- 15. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Collaborative may look only to the funds and property of the Collaborative for the payment of any debt, damages, judgment or decree, or for any money that may otherwise become due or payable to them from the Collaborative.
- 16. The Board shall ensure that the Collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing

information, reports or documents as the Department deems necessary. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental agencies and posted on the Collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

SECTION VII: FINANCE

A. Financial Terms

1. Each Member District shall commit to purchase one clinic slot per quarter as a requirement of membership in the Collaborative as noted in Section V.1.
2. The annual share of each Member District for tuition is based on Member District participation in an individual tuition-based program. The tuition shall be assessed per each student projected to be in a tuition-based program for the fiscal year. The tuition for each individual program is determined based on projected expenses for the program **and an allocation for administrative costs**, then divided by the number of students projected for enrollment in that program.
3. The Board shall have the authority to borrow money in anticipation of income up to ninety (90) days to meet ongoing payroll obligations.
4. A school committee of any city, town, or regional district may authorize the prepayment of tuition for any educational program or service of the Collaborative to the Treasurer of the Collaborative.
5. The Collaborative shall pay all its accrued debts within thirty (30) days of the notification/receipt of said bills on a no less than monthly basis.
6. The programs and/or services offered by this Agreement may be made available to children from districts who are not parties to this Agreement only if the particular program or service to which entrance/utilization is sought can entertain the addition of another child without burdening or interfering in any way with the program or service's operation and/or delivery.
7. **The Board shall vote annually to establish the rate of the Non-Member surcharge on all program tuitions, clinic services and related services provided to Non-Member Districts in order to offset administrative costs and to contain costs for Member Districts. This surcharge shall not exceed 25%.**
8. The Board may, by majority vote, apply for and accept gifts, grants, enter into contracts or receive contributions from governmental and private sources, whether in cash or in kind.
9. The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

B. Collaborative Fund

1. The Board herein agrees to establish and manage a Collaborative **General** fund, known as the READS Fund (hereinafter known as the Fund).
2. The Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative Board **and will be deposited in the General fund, in accordance with all applicable law and regulations.**

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative, without further appropriation.
4. All payments must be approved in accordance with the READS procedure for warrant signing which includes a requirement that all warrants be signed by two of the three Board Members of the Executive Committee.
5. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

C. Borrowing, Loans, and Mortgages:

1. The Board may authorize the borrowing of funds or enter into short- or long-term Agreements or mortgages, and acquire or improve fixed assets including real property to support Collaborative operations, subject to the following procedures:
 - a. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;
 - b. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
 - c. The Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and
 - d. The Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans or mortgages are necessary to carry out the purposes for which the Collaborative is established.
2. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
 - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which the final vote is taken;
 - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
 - c. The Board shall approve such action by a majority vote.

D. Cumulative Surplus Funds in Excess of the Regulatory Limit

Unexpended general funds (as defined in 603 CMR 50.00) at the end of the fiscal year, plus any previous year's surplus funds (as determined through the audited financial statements) will be considered cumulative surplus.

1. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, or any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.
2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5) (b)10.
4. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit.

5. If the surplus funds exceed the 25 percent limit, the Board shall determine the amount of funds that will be allocated to the Capital Fund, OPEB Trust, *Clinic credit or Tuition credit and amend the budget to reflect those allocations consistent with 603 CMAR 50.07(9) as noted below.*

Cumulative surplus funds in excess of the agreement limit or 25 percent of the audited year's general fund expenditures, must be returned or credited to member districts consistent 603 CMR 50.07(9) and with the process outlined in the collaborative agreement and in the following ways:

- 1. Credited to member districts for tuition, services, etc. These credits must be used by the end of the fiscal year in which the vote is taken.*
 - 2. Deposited to an irrevocable trust and/or reserve fund. These deposits must be allocated by board vote to an approved capital reserve fund and/or to an irrevocable trust for retiree benefits. Once allocated, such funds are no longer available to the collaborative for any other purpose. Deposits must be made within 30 days after the vote of the collaborative board.*
 - 3. Returned to the school districts/towns. The collaborative board must follow the process as outlined in the collaborative agreement for returning surplus funds to member districts. The return of funds must be made within 30 days after the vote of the collaborative board.*
6. Upon withdrawal of a Member District, the Board shall ensure that the withdrawing Member District shares in any payments from funds designated by the Board for return as Tuition credit as defined in Section VII.D.5.b. to its Member Districts for the current fiscal year of withdrawal only. Other than funds designated by the Board for return to the Member Districts, individual Member Districts choosing to withdraw will not be entitled to receive a share of any other assets of the Collaborative.

E. Annual Budget Preparation

On an annual basis the Board shall propose a budget for the upcoming fiscal year. The proposed budget shall contain all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve, to be paid from general fund revenues of the Collaborative. All funds received for the operation of the Collaborative shall be considered general fund revenues with the exception of grants, contracts, or gifts. The annual budget is prepared as early as possible in the previous fiscal year to allow Member Districts to build their own budget, knowledgeable of the Collaborative tuitions. The process is as follows:

1. By April 30 of each year, the Board shall adopt a budget for the upcoming fiscal year. The Board shall identify the programs or services to be offered by the Collaborative in the upcoming fiscal year and the corresponding costs.
2. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
3. The proposed budget shall be classified into such line items as the Board shall determine but shall at a minimum delineate amounts for operating expenditures,

and capital expenditures, including debt service payments and deposits to capital reserve.

4. As applicable, capital expenses shall be included in the budget and paid through tuition or fees for programs which they benefit. Capital expenses are defined as the acquisition or improvement of fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve in accordance with 603 CMR 50.02.
5. The proposed budget process used to determine tuition prices for Member District and Non-Member District students, as well as the methodology to determine fees for services and clinic slots is based on the cost of providing Collaborative programs as described below.
 - a. The Executive Director annually determines the projected expenses necessary for each Collaborative program during the next fiscal year, based on an estimate of projected student enrollment in programs and projected Agreements for services.
 - b. The Executive Director identifies the next fiscal year's projected revenue from each funding source. These include a summary of projected receipts from tuitions and fees, grant funds and funds other than general fund revenues (i.e. donations, interest and investment income) based on the current fiscal year.
 - c. The Executive Director determines the total increase or decrease in required revenue needed to balance the overall budget by comparing anticipated revenue with expenses.
 - d. Program Directors present the preliminary budget to their individual SEA sub-committees which review and endorse the budget.
 - e. The Executive Director presents the preliminary budget to the full SEA for endorsement.
 - f. The Executive Director presents the preliminary budget to a joint meeting of the President of the Board, the Personnel Subcommittee of the Board and Finance Sub-Committee of the Board.
6. The Executive Director shall present the **proposed** budget to the full Board for discussion and shall propose tuition rates and fees needed to balance the budget.
7. The Board shall adopt the final budget by affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed, but no later than June 30 of the preceding fiscal year.

F. Transmitting the Budget and Payment Terms:

1. The Treasurer shall certify and transmit the budget, the fees for service, the committed clinic slot cost for membership and the tuition rates for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.
2. The Collaborative shall invoice Member and Non-Member Districts on a quarterly basis, ninety (90) days in advance for all clinic slot payments and tuition payments. All fees-for-service are billed monthly. Payment shall be received by the Collaborative within 30 days of billing.

G. Procedure for Amending the Budget:

1. All budget amendments must be in writing and must be submitted to the Executive Director five working days before the Board meeting at which they will be discussed.
2. Any amendment that does not result in an increase in the tuition rates or fees for services shall be discussed by the Board and shall only be approved upon an affirmative majority vote.
3. Any amendment to the budget that results in an increase in the tuition rates, clinic slots, or fees for services shall adhere to the following procedures:
 - a. All Board Members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment to the budget.
 - b. All amendments shall be voted on by the Board at a second public meeting of the Board following the completion of step 3.a. by all Member Districts. Adoption shall require a majority vote.
 - c. The Treasurer shall certify and transmit the amended tuition rates, clinic slots and fees for services to each Member District not later than ten (10) working days following the affirmative vote of the Board.
4. The Board has the authority to reduce tuition rates, clinic slots and fees for services to Member Districts and non-Member Districts, when doing so is determined to be in the best interest of the Collaborative.

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

Any and all subsequent amendments and/or revisions to this Agreement voted by the Board shall be subject to approval in accordance with the following procedures:

1. Any Board Member or the Executive Director may propose an amendment to the Collaborative Agreement. An amendment must be prepared in order to admit a new Member District, or to document the withdrawal of a Member District.
2. The proposed amendment shall be included in the posting of a public meeting of the Board.
3. A majority vote of the quorum of the Board is required to approve a proposed amendment except that any amendment that includes the admission of a new district shall require a majority vote of the entire Board as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.
4. The Executive Director shall submit the proposed amendment to the Department for initial review.
5. Following the Department review, the Executive Director shall make such changes as the Department requires.
6. The proposed amendment to the Agreement shall be read a second time at the next regular meeting subsequent to the Department review, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment except as detailed in Section 3 above. If the Board makes additional changes to the proposed amendment to the agreement, the document must be resubmitted to the Department for an additional review. Following the Department review and approval by the Board, the

amended Agreement shall be submitted to the Member Districts **and any new Member District(s)**, for a majority vote to approve the amended Agreement.

7. Once a majority of all Member Districts **and all new Member District(s)** have approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement in accordance with 603 CMR 50.03(4) to the Commissioner for approval by the BESE.
8. No amendment to the Collaborative Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE, except that any amendment that includes the admission of a new district shall require **a two-thirds** vote as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.

SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBER DISTRICTS

A school district, through its School Committee, or Charter School Board may become a Member District of the Collaborative consistent with the following terms:

1. Any School Committee or Charter School Board may apply for membership to the Collaborative by giving written notice of such request to join to the attention of the President of the Board. A copy of the vote of the School Committee or Charter School Board vote to seek membership shall accompany the request to apply.
2. Such written request shall be brought before the Board for discussion and action.
3. The request will be reviewed and a decision will be rendered within approximately sixty (60) days of the receipt of the written request to become a Member District.
4. A new Member District may be accepted by **a majority vote of the entire Board**, subject to **majority vote of two-thirds of the Member School Committees**, acceptance of the amended Agreement by the new Member District and approval by the BESE. The Collaborative Agreement shall require an amendment consistent with Section VIII of this Agreement.
5. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the BESE and Member Districts, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative.
6. Pending approval of the amendment by the BESE, the Board may by majority vote extend the rights, privileges and membership responsibilities, with the exception of voting, to the districts that have been approved for membership by the Board and Member Districts as of July 1st of the fiscal year that membership would begin. These privileges include the right to receive member tuition rates and access to all services provided to Member Districts. The school committee or charter school Board may designate a non-voting representative to the Board until BESE approval of the amendment and may contribute to discussions before the Board and receive all correspondence from the Collaborative. The rights and privileges extended to the pending district will be contingent upon fulfilling 1) the responsibility to commit to purchase at least one clinic slot per quarter as an annual requirement of membership and 2) the responsibility to attend Board meetings and participate in governance of the Collaborative (with the exception of voting on matters before the Board).

SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)

1. Any Member District, by appropriate vote, must give six (6) months written notice to the Board of READS Collaborative of its intent to withdraw from the Collaborative.
2. The Board must approve the withdrawal by a two-thirds vote. The Member Districts must approve the withdrawal by a majority vote consistent with the process for amending the Collaborative Agreement in Section VIII.
3. No Member District can withdraw membership except at the end of the fiscal year provided the six (6) months notice is given and provided that the BESE has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
4. No Member District who withdraws from the Collaborative shall be entitled to any asset of the Collaborative except that a withdrawing Member District shall be entitled to the tuition credit referenced in Section VII.D.5.b. The tuition credit for the withdrawing district may be applied to subsequent year tuition or paid to the withdrawing district in accordance with Section VII.D.5.b.
5. Any Member District or Member Charter School Board that withdraws will still be responsible for outstanding payments due to the Collaborative.
6. A Member District or Member Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of liability in the collaborative of any debts, claims, demands, or judgments against the Collaborative, incurred during said school committee's or charter school Board's membership based on percentage of fiscal participation during that membership.
7. The withdrawal of any Member District(s) shall require an amendment to the Collaborative Agreement consistent with Section VIII.

SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT

1. The process to terminate the Collaborative must be initiated by following the process for amending the Collaborative Agreement as outlined in Section VIII except that in order for the Collaborative to be terminated, the Board must vote unanimously to begin the process to terminate the Agreement.
2. Each Member District must provide written evidence of approval by majority vote of the Member School Committee or Charter School Board to terminate this Agreement by sending an intent to terminate and a copy of the vote or approved minutes to the attention of the Executive Committee at least 9 months in advance of the end of the fiscal year.
3. The Board shall review the intent to terminate notices at the first meeting after a majority of School Committee votes have been received by the Executive Committee.
4. The Board shall take action to terminate the Agreement at the next subsequent Board meeting by a majority vote of the entire Board.
5. Written notice of intent to terminate will be provided to Non-Member Districts accessing the programs and services of the Collaborative, at least six (6) months before the end of such fiscal year.
6. Following the affirmative vote of all Member Districts to terminate the Collaborative Agreement, the Board shall submit the documentation required by 603 CMR 50.11 to the Department.

7. Upon termination of this Agreement, the Board shall:
 - a. Determine the fair market value of all assets of the collaborative, including, but not limited to, real estate, capital property, equipment, and supplies owned by the collaborative;
 - b. Determine the process for the appropriate disposition of federal/state funds, equipment and supplies;
 - c. Identify the Member District responsible for maintaining all fiscal records;
 - d. Identify the Member District(s) responsible for maintaining employee and program records;
 - e. Ensure the confidential return of records related to individual students to the sending Member or Non-Member Districts;
 - f. Determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to Member Districts;
 - g. Provide for a final fiscal audit and ensure the appropriate disposition of all assets and liabilities of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be used to fund any liabilities. Net assets will be distributed to the Member Districts.
8. The Board will utilize a two-fold process to distribute net assets:
 - a. **Part I** of the process recognizes contributions of perpetual/existing Member Districts who have contributed to the development and expansion of the Collaborative over the past four decades. Perpetual/existing Member Districts are those included in the allocation figures below:

After all liabilities have been met and a final audit has been completed the net assets as determined by an audit performed as of June 30, 2013 are to be apportioned to the perpetual/existing Member Districts according to the following formula: Abington – 8%, Berkley – 1%, Bridgewater-Raynham Regional – 18%, Carver – 3%, Dighton-Rehoboth Regional – 6%, East Bridgewater – 3%, Freetown-Lakeville Regional – 8%, Marion – 1%, Mattapoisett – 4%, Middleborough – 11%, Rochester – 4%, Taunton – 22%, West Bridgewater – 11%.
 - b. **Part II** recognizes contributions of all districts who may become Member Districts after July 1, 2013.

After all liabilities have been met and a final audit has been completed the FY 13 net asset figure will be deducted and apportioned according to the formula in Part I. The remaining net assets will then be apportioned to all Member Districts at the time of termination of the Agreement based on fiscal contribution. The fiscal contribution is purely a calculation of percentage of fiscal participation in the Collaborative over the period of membership from July 1, 2013 to the date of dissolution.

Should the Department revoke and/or suspend the approval of the educational Collaborative Agreement, the Board will follow all instructions from the Department, and Section XI shall be implemented to the extent these procedures are consistent with the order of the Department terminating the Collaborative Agreement.

SECTION XII: INDEMNIFICATION

Neither the Executive Director nor any other employee of the Collaborative, nor any appointed representative to the Board, shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any other employee of the Collaborative or any appointed representative to the Board, or be held personally liable in connection with the affairs of the Collaborative, except only for liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative, or its Member Districts.

Neither the Executive Director nor any other employee of the Collaborative nor any appointed representative to the Board or Member District shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against or with respect to the Collaborative, or arising out of any action taken or omitted for, or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each appointed representative to the Board, Member School Committee and the Executive Director or any other employee of the Collaborative shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provision hereof, such appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee shall be held personally liable. Any person dealing with the Collaborative shall be informed of the substance of this provision except that any such person need not be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director or any other employee of the Collaborative and his/her legal representatives and each appointed representative to the Board and his/her legal representatives, and each Member School Committee and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such appointed representative to the Board, Member School Committee or Executive Director or any other employee of the Collaborative or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as an appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as finally adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such appointed representatives to the Board or Executive Director or any other employee of the Collaborative or Member School Committee may be entitled as a matter of law or which may be lawfully granted to him/her.

SECTION XIII: EFFECTIVE DATE

This Agreement shall become effective on July 1, 2023 and shall continue indefinitely, providing that all requisite approvals, including that of the Board of Elementary and Secondary Education have been obtained no later than April 30, 2023. This Agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Date approved by READS Collaborative Board of Directors: _____

Dates approved by Member School Committees and signatures:

Abington Public Schools	_____
	Date of School Committee Vote
_____	_____
Signature of CHAIRPERSON of Abington School Committee	Date
<hr/>	
Acushnet Public Schools	_____
	Date of School Committee Vote
_____	_____
Signature of CHAIRPERSON of Acushnet School Committee	Date
<hr/>	
Berkley Public Schools	_____
	Date of School Committee Vote
_____	_____
Signature of CHAIRPERSON of Berkley School Committee	Date
<hr/>	
Bridgewater-Raynham Regional School District	_____
	Date of School Committee Vote
_____	_____
Signature of CHAIRPERSON of Bridgewater-Raynham Regional School Committee	Date
<hr/>	
Bristol-Plymouth Regional Technical School District	_____
	Date of School Committee Vote
_____	_____
Signature of CHAIRPERSON of Bristol-Plymouth Regional Technical School Committee	Date

Carver Public Schools

Date of School Committee Vote

Signature of CHAIRPERSON of Carver School Committee

Date

Dighton-Rehoboth Regional School District

Date of School Committee Vote

Signature of CHAIRPERSON of Dighton-Rehoboth
Regional School Committee

Date

East Bridgewater Public Schools

Date of School Committee Vote

Signature of CHAIRPERSON of East Bridgewater School Committee

Date

Freetown-Lakeville Regional School District

Date of School Committee Vote

Signature of CHAIRPERSON of Freetown-Lakeville
Regional School Committee

Date

Marion Public Schools

Date of School Committee Vote

Signature of CHAIRPERSON of Marion School Committee

Date

Mattapoisett Public Schools

Date of School Committee Vote

Signature of CHAIRPERSON of Mattapoisett School Committee

Date

Middleborough Public Schools	Date of School Committee Vote
Signature of CHAIRPERSON of Middleborough School Committee	Date
Norton Public Schools	Date of School Committee vote
Signature of CHAIRPERSON of Norton School Committee	Date
Rochester Public Schools	Date of School Committee vote
Signature of CHAIRPERSON of Rochester School Committee	Date
Somerset Public Schools	Date of School Committee Vote
Signature of CHAIRPERSON of Somerset School Committee	Date
Somerset-Berkley Regional School District	Date of School Committee Vote
Signature of CHAIRPERSON of Somerset-Berkley Regional School Committee	Date
Taunton Public Schools	Date of School Committee Vote
Signature of CHAIRPERSON of Taunton School Committee	Date
West Bridgewater Public Schools	Date of School Committee Vote
Signature of CHAIRPERSON of West Bridgewater Regional School Committee	Date

**Approved on behalf of the Massachusetts Board of Elementary and Secondary Education,
by the Commissioner of Elementary and Secondary Education:**

Commissioner of the Department of Elementary and Secondary Education **Date**



READS Collaborative

105 East Grove St., Middleboro, MA 02346

REGIONAL EDUCATIONAL ASSESSMENT AND DIAGNOSTIC SERVICES (READS) COLLABORATIVE AGREEMENT

Pursuant to M.G.L. c. 40, § 4E.

PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement (herein, “Agreement”) of the Regional Educational Assessment and Diagnostic Services (READS) Collaborative (herein, “the Collaborative”), established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00. This Agreement shall be effective upon approval by the Massachusetts Board of Elementary and Secondary Education (hereinafter “BESE”).

This Agreement replaces the original Agreement dated December 15, 1987, as most recently amended on July 1, 2011, entered into by and between the school committees listed in Section I (herein, the “Member Districts”) and will be effective upon the approval of the Member Districts and the BESE as indicated on the signatory page.

SECTION I: MEMBERSHIP

The membership of READS Collaborative, as of the effective date of this Agreement, includes the school committees from the following districts (herein after “Member Districts”), as indicated by the signatures of the chairs of the school committees:

1. School Committee for the Abington Public Schools
2. School Committee for the Acushnet Public Schools
3. School Committee for the Berkley Public Schools
4. School Committee for the Bridgewater-Raynham Regional School District
5. School Committee for the Bristol-Plymouth Regional Technical School District
6. School Committee for the Carver Public Schools
7. School Committee for the Dighton-Rehoboth Regional School District
8. School Committee for the East Bridgewater Public Schools
9. School Committee for the Freetown-Lakeville Regional School District
10. School Committee for the Marion Public Schools
11. School Committee for the Mattapoisett Public Schools
12. School Committee for the Middleborough Public Schools
13. School Committee for the Norton Public Schools
14. School Committee for the Rochester Public Schools
15. School Committee for the Somerset Public Schools
16. School Committee for the Somerset-Berkley Regional School District
17. School Committee for the Taunton Public Schools

18. School Committee for the West Bridgewater Public Schools

SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES

READS Collaborative is focused on the mission to provide high quality, cost-effective educational programs and services for all students to prepare them for higher education or a career.

The purpose of READS Collaborative is to complement the educational programs of local school districts and to respond to additional needs of Member Districts as determined by the Board of Directors (herein, “the Board”). Such programs and/or services maximize cost efficiency and program effectiveness through a Collaborative effort. Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for education purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by an entity exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. The focus of READS Collaborative is the provision and creation of special education programs and services in the least restrictive environment, the provision of diagnostic assessments for children within the local communities, and the delivery of professional development for educators.

The overall objectives of READS Collaborative are:

1. to complement the educational programs and services of districts in a cost-effective manner;
2. to improve the academic growth of students;
3. to provide a range of diagnostic educational assessments for local districts;
4. to offer quality professional development opportunities to general and special education teachers and related service providers; and
5. to expand program and services in a manner consistent with the needs of the Member Districts.

READS Collaborative does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, disability and national or ethnic origin in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board’s policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

SECTION III: PROGRAMS AND SERVICES TO BE OFFERED

The Collaborative will offer the following programs and services, which shall complement the educational programs and services of districts in a cost-effective manner:

1. Day school placements and other programs and services for students
2. Therapeutic consultation, assessment, intervention and support
3. Diagnostic testing, evaluation and recommendation
4. Professional development
5. Grant applications and activities
6. Cost-effective services for billing and/or purchasing

7. Other cost-effective services as determined by the Board of Directors as permitted by M.G.L. c. 40, § 4E; 603 CMR 50.00.

SECTION IV: GOVERNANCE

1. The Collaborative shall be managed and operated by a Board of Directors (hereinafter “the Board”) whose members are appointed annually by the Member Districts.
2. The Board shall be comprised of the Superintendent of each of the Member Districts (hereinafter known as Board Members) and an individual appointed by the Commissioner of Elementary and Secondary Education. Each Board Member shall be entitled to one vote on any matter which comes before the Board. The Commissioner’s representative shall be entitled to one vote.
3. The Board shall have all the powers and duties conferred and imposed upon educational Collaborative Boards by law, BESE policy and regulation, and this Agreement.
4. The Board shall establish an advisory committee known as the Middle Management Team, comprised of each Member District’s Special Education Administrator. The purpose of the Middle Management Team shall be to advise the Board regarding programmatic issues related to the special education of students enrolled in the Collaborative.
5. The Board shall meet at least 6 times per year to conduct its business, one meeting of which shall be a joint meeting with the Middle Management Team. A majority of the superintendents serving on the Board shall constitute a quorum at any meeting. A majority vote of the quorum shall be necessary to pass any resolution, policy or procedure brought before the Board, except in those cases where a two-thirds vote or a unanimous vote of the entire Board is necessary under the stipulations provided for within this Agreement.
6. The Board shall conduct all meetings in accordance with Chapter 30A, §§ 18 - 25 of the Massachusetts General Laws (Open Meeting Law).
7. The Board shall select and employ an executive officer (hereinafter known as the Executive Director), who shall serve under the general direction of the Board and who shall be responsible for the daily operation and supervision of the Collaborative. The Board shall delegate authority to the Executive Director to the extent permitted by applicable law and regulation.
8. The Board shall develop policies and shall operate in accordance with those policies.
9. The Board shall annually elect or appoint an Executive Committee consisting of a President, Vice-President and Secretary/Clerk.

SECTION V: CONDITIONS OF MEMBERSHIP

1. Each Member District shall commit to purchase one clinic slot per quarter as an annual requirement of membership in the Collaborative. READS Collaborative does not assess a membership fee.
2. Each Board Member shall be responsible for providing timely information and updates to its appointing Member District(s) on Collaborative activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2) and for providing other information as required or requested.

3. Each Board Member shall be an active and engaged voting member of the Board and shall attend scheduled meetings and fulfill all duties as may be required by the Board , 603 CMR 50.00 and the Collaborative Agreement.
 - a. The attendance of a Board Member who is absent from 50% or more of scheduled Board meetings over a two-year period will be documented and brought to the attention of said Board Member by the President of the Board.
 - b. If the Board Member continues to be absent from READS Board of Directors' meetings, the Executive Director will meet with the Executive Committee of the Board of Directors. Attendance of the Board Member at meetings over the previous two-year period and since the letter of notice was sent by the President will be reviewed. The impact on the ability to achieve a quorum to complete Collaborative business will be reviewed.
 - c. The Executive Committee will decide by majority vote to draft a letter to the Board Member notifying them that the lack of participation of their district will be brought to the attention of the READS Board of Directors at their next scheduled meeting.
 - d. The Board will decide by majority vote to send a letter to the Chairperson of the Member District notifying them of the lack of attendance of the Member District's appointee at Collaborative Board meetings and the resulting impact on votes and the work of the Collaborative.
4. All appointed Board Members are required to attend the mandated training in the timeframe set forth in M.G.L. c. 40, § 4E and 603 CMR 50.05(3) and 50.12(3).

SECTION VI: POWERS AND DUTIES OF THE BOARD

The Board shall manage the Collaborative and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate policy for the Collaborative, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.
2. The READS Collaborative shall be a public entity.
3. The Board shall be vested with the authority to enter into agreements with Member Districts, non-Member Districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
4. The Board shall be responsible for:
 - a. ensuring adherence to this Collaborative Agreement (herein "Agreement") and progress toward achieving the purposes and objectives set forth in the Agreement;
 - b. determining the cost-effectiveness of programs and services offered by the Collaborative;
 - c. ensuring that any borrowing, loans, or mortgages are cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Section VII.C; and

- d. approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate.
5. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
6. The Board is a public employer and shall ensure that all employees possess the necessary and required credentials and approvals, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof. The Board may apply for a waiver to exempt the Collaborative Board for any one school year from the requirement to employ certified or approved personnel in accordance with M.G.L. c. 40, § 4E.
7. The Board shall hire an Executive Director to oversee and manage the operation of the Collaborative, a Business Manager or an employee with responsibilities similar to those of a town accountant to oversee Collaborative finances, at least one School Nurse to support Collaborative programs, and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. Ch. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a Board Member or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. Ch. 40, § 4E.
8. The Board shall appoint an appropriate individual to serve as the Treasurer. The Treasurer of the Board may make appropriate investments of the money of the Collaborative consistent with Section 55B of chapter 44.
9. The Treasurer shall give bond annually for the services he/she performs as the Collaborative Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department, as shall be fixed by the Board.
10. The Board may, in its discretion, pay compensation to the Treasurer for his/her services.
11. The Treasurer of the Collaborative shall not be eligible to serve as a Board Member or otherwise as an employee of the Collaborative.
12. The Board shall ensure that no employee of the Collaborative is employed at any related for-profit or non-profit organization.
13. All deeds, leases, transfers, notes, bonds, and other obligations endorsed by the Collaborative, as approved by majority vote of the Board, shall be signed by the President and the Treasurer.
14. The Board Members, Executive Director and employees of the Collaborative shall not be personally liable for any debt, liability, or obligation of the Collaborative.
15. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Collaborative may look only to the funds and property of the Collaborative for the payment of any debt, damages, judgment or decree, or for any money that may otherwise become due or payable to them from the Collaborative.
16. The Board shall ensure that the Collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing information, reports or documents as the Department of Elementary and Secondary Education (herein, “the Department”) deems necessary. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental

agencies and posted on the Collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

SECTION VII: FINANCE

A. Financial Terms

1. Each Member District shall commit to purchase one clinic slot per quarter as a requirement of membership in the Collaborative as noted in Section V.1.
2. The annual share of each Member District for tuition is based on Member District participation in an individual tuition-based program. The tuition shall be assessed per each student projected to be in a tuition-based program for the fiscal year. The tuition for each individual program is determined based on projected expenses for the program divided by the number of students projected for enrollment in that program.
3. The Board shall have the authority to borrow money in anticipation of income up to ninety (90) days to meet ongoing payroll obligations. A school committee of any city, town, or regional district may authorize the prepayment of tuition for any educational program or service of the Collaborative to the Treasurer of the Collaborative.
4. The Collaborative shall pay all its accrued debts within thirty (30) days of the notification/receipt of said bills on a no less than monthly basis.
5. The programs and/or services offered by this Agreement may be made available to children from districts who are not parties to this Agreement only if the particular program or service to which entrance/utilization is sought can entertain the addition of another child without burdening or interfering in any way with the program or service's operation and/or delivery.
6. There will be a fifteen (15) percent surcharge on all program tuitions, clinic services and related services provided to Non-Member Districts in order to offset administrative costs and to contain costs for Member Districts.
7. The Board may, by majority vote, apply for and accept gifts, grants, enter into contracts or receive contributions from governmental and private sources, whether in cash or in kind.
8. The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

B. Collaborative Fund

1. The Board herein agrees to establish and manage a Collaborative fund, known as the READS Fund (hereinafter known as the Fund).
2. The Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative Board and deposited in the fund.
3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative, without further appropriation.

4. All payments must be approved in accordance with the READS procedure for warrant signing which includes a requirement that all warrants be signed by two of the three Board Members of the Executive Committee.
5. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

C. Borrowing, Loans, and Mortgages:

1. The Board may authorize the borrowing of funds or enter into short or long term Agreements or mortgages, and acquire or improve fixed assets including real property to support Collaborative operations, subject to the following procedures:
 - a. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;
 - b. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
 - c. The Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and
 - d. The Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans or mortgages are necessary to carry out the purposes for which the Collaborative is established.
2. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
 - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which the final vote is taken;
 - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
 - c. The Board shall approve such action by a majority vote.

D. Cumulative Surplus Funds

Unexpended general funds (as defined in 603 CMR 50.00) at the end of the fiscal year, plus any previous year's surplus funds (as determined through the audited financial statements) will be considered cumulative surplus.

1. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, or any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.
2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5) (b)10.
4. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit, and whether the funds will be retained by

the Collaborative or whether all or some portion will be refunded to the Member Districts or credited to support programs and services offered to Member Districts. The Board shall approve, by majority vote, the amount of funds to return to Member Districts in the form of Clinic Credit and Tuition Credit.

5. Funds designated by the Board for return to the Member Districts will be returned to Member Districts based on the following process:
 - a. Clinic credit: At no later than the second regularly scheduled meeting of the school year, following receipt of the previous year's audit, the Board shall approve, by majority vote, the total surplus revenue from all clinic services and accumulated bank interest (excluding interest on funds deposited in a capital reserve as provided for in 603 CMR 50.07(10) and funds deposited in trust in accordance with M.G.L. c. 32B, § 20) for the previous fiscal year. The total surplus revenue as defined in the immediately preceding sentence shall be applied equally to reduce the cost of each committed clinic slot of Member Districts for the fiscal year in which the vote is taken. Committed clinic slots are those clinic evaluation slots that are a condition of membership and any additional slots that the Member Districts had committed to purchasing for the fiscal year.
 - b. Tuition credit: The net surplus remaining after the cumulative surplus amount has been voted and the clinic credit has been voted will be allocated as tuition credit. At no later than the second regularly scheduled meeting of the school year, following receipt of the previous year's audit, the Board shall vote the total tuition credit. Each Member District shall receive a percentage of the tuition credit for each program based on the enrollment percentage in the corresponding programs. Member Districts may apply their tuition credit to any Collaborative services or tuitions in the year the vote is taken or request a refund of the credit amount.
6. Upon withdrawal of a Member District, the Board shall insure that the withdrawing Member District shares in any payments from funds designated by the Board for return as Tuition credit as defined in Section VII.D.5.b. to its Member Districts for the current fiscal year only. Other than funds designated by the Board for return to the Member Districts, individual Member Districts choosing to withdraw will not be entitled to receive a share of any other assets of the Collaborative.

E. Annual Budget Preparation

On an annual basis the Board shall propose a budget for the upcoming fiscal year. The proposed budget shall contain all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve, to be paid from general fund revenues of the Collaborative. All funds received for the operation of the Collaborative shall be considered general fund revenues with the exception of grants, contracts, or gifts. The annual budget is prepared as early as possible in the previous fiscal year to allow Member Districts to build their own budget, knowledgeable of the Collaborative tuitions. The process is as follows:

1. By April 30 of each year, the Board shall adopt a budget for the upcoming fiscal year. The Board shall identify the programs or services to be offered by the Collaborative in the upcoming fiscal year and the corresponding costs.
2. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
3. The proposed budget shall be classified into such line items as the Board shall determine, but shall at a minimum delineate amounts for operating expenditures, and capital expenditures, including debt service payments and deposits to capital reserve.
4. As applicable, capital expenses shall be included in the budget and paid through tuition or fees for programs which they benefit. Capital expenses are defined as the acquisition or improvement of fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve in accordance with 603 CMR 50.02.
5. The proposed budget process used to determine tuition prices for Member District and Non-Member District students, as well as the methodology to determine fees for services and clinic slots is based on the cost of providing Collaborative programs as described below.
 - a. The Executive Director annually determines the projected expenses necessary for each Collaborative program during the next fiscal year, based on an estimate of projected student enrollment in programs and projected Agreements for services.
 - b. The Executive Director identifies the next fiscal year's projected revenue from each funding source. These include a summary of projected receipts from tuitions and fees, grant funds and funds other than general fund revenues (i.e. donations, interest and investment income) based on the current fiscal year.
 - c. The Executive Director determines the total increase or decrease in required revenue needed to balance the overall budget by comparing anticipated revenue with expenses.
 - d. Program Directors present the preliminary budget to their individual Middle Management sub-committees which review and endorse the budget.
 - e. The Executive Director presents the preliminary budget to the full Middle Management Team for endorsement.
 - f. The Executive Director presents the preliminary budget to a joint meeting of the President of the Board, the Personnel Subcommittee of the Board and Finance Sub-Committee of the Board.
6. The Executive Director shall present the preliminary budget to the full Board for discussion and shall propose tuition rates and fees needed to balance the budget.
7. The Board shall adopt the final budget by affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board

meeting at which the Collaborative budget was first proposed, but no later than June 30 of the preceding fiscal year.

F. Transmitting the Budget and Payment Terms:

1. The Treasurer shall certify and transmit the budget, the fees for service, the committed clinic slot cost for membership and the tuition rates for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.
2. The Collaborative shall invoice Member and Non-Member Districts on a quarterly basis, ninety (90) days in advance for all clinic slot payments and tuition payments. All fees-for-service are billed monthly. Payment shall be received by the Collaborative within 30 days of billing.

G. Procedure for Amending the Budget:

1. All budget amendments must be in writing and must be submitted to the Executive Director five working days before the Board meeting at which they will be discussed.
2. Any amendment that does not result in an increase in the tuition rates or fees for services shall be discussed by the Board and shall only be approved upon an affirmative majority vote.
3. Any amendment to the budget that results in an increase in the tuition rates, clinic slots, or fees for services shall adhere to the following procedures:
 - a. All Board Members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment to the budget.
 - b. All amendments shall be voted on by the Board at a second public meeting of the Board following the completion of step 3.a. by all Member Districts. Adoption shall require a majority vote.
 - c. The Treasurer shall certify and transmit the amended tuition rates, clinic slots and fees for services to each Member District not later than ten (10) working days following the affirmative vote of the Board.
 - d. The Board has the authority to reduce tuition rates, clinic slots and fees for services to Member Districts and non-Member Districts, when doing so is determined to be in the best interest of the Collaborative.

SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT

Any and all subsequent amendments and/or revisions to this Agreement voted by the Board shall be subject to approval in accordance with the following procedures:

1. Any Board Member or the Executive Director may propose an amendment to the Collaborative Agreement. An amendment must be prepared in order to admit a new Member District, or to document the withdrawal of a Member District.
2. The proposed amendment shall be included in the posting of a public meeting of the Board.
3. A majority vote of the Board is required to approve a proposed amendment except that any amendment that includes the admission of a new district shall require a unanimous vote as indicated in Section IX; the withdrawal of a district membership shall require a

two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.

4. The Executive Director shall submit the proposed amendment to the Department for initial review.
5. Following the Department review, the Executive Director shall make such changes as the Department requires.
6. The proposed amendment to the Agreement shall be read a second time at the regular meeting next subsequent to the Department review, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment except as detailed in Section 3 above. Following approval by the Board, the amended Agreement shall be submitted to the Member Districts for a majority vote to approve the amended Agreement.
7. Once a majority of all Member Districts has approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement in accordance with 603 CMR 50.03(4) to the Commissioner of Elementary and Secondary Education for approval by the BESE.
8. No amendment to the Collaborative Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE, except that any amendment that includes the admission of a new district shall require a unanimous vote as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.

SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBER DISTRICTS

A school district, through its School Committee, or Charter School Board may become a Member District of the Collaborative consistent with the following terms:

1. Any School Committee or Charter School Board may apply for membership to the Collaborative by giving written notice of such request to join to the attention of the President of the Board. A copy of the vote of the School Committee or Charter School Board vote to seek membership shall accompany the request to apply.
2. Such written request shall be brought before the Board for discussion and action.
3. The request will be reviewed and a decision will be rendered within approximately sixty (60) days of the receipt of the written request to become a Member District.
4. A new Member District may be accepted only by the unanimous vote of the entire Board, subject to the unanimous vote of the Member Districts, acceptance of the amended Agreement by the new Member District and approval by the BESE. The Collaborative Agreement shall require an amendment consistent with Section VIII of this Agreement.
5. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1st of any fiscal year provided that all required approvals, including that of the BESE and Member Districts, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative.
6. Pending approval of the amendment by the BESE, the Board may by majority vote extend the rights, privileges and membership responsibilities, with the exception of

voting, to the districts that have been approved for membership by the Board and Member Districts as of July 1st of the fiscal year that membership would begin. These privileges include the right to receive member tuition rates and access to all services provided to Member Districts. The school committee or charter school Board may designate a non-voting representative to the Board until BESE approval of the amendment and may contribute to discussions before the Board and receive all correspondence from the Collaborative. The rights and privileges extended to the pending district will be contingent upon fulfilling 1) the responsibility to commit to purchase at least one clinic slot per quarter as an annual requirement of membership and 2) the responsibility to attend Board meetings and participate in governance of the Collaborative (with the exception of voting on matters before the Board).

SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)

1. Any Member District, by appropriate vote, must give six (6) months written notice to the Board of READS Collaborative of its intent to withdraw from the Collaborative.
2. The Board must approve the withdrawal by a two-thirds vote. The Member Districts must approve the withdrawal by a majority vote consistent with the process for amending the Collaborative Agreement in Section VIII.
3. No Member District can withdraw membership except at the end of the fiscal year provided the six (6) months notice is given and provided that the BESE has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
4. No Member District who withdraws from the Collaborative shall be entitled to any asset of the Collaborative except that a withdrawing Member District shall be entitled to the tuition credit referenced in Section VII.D.5.b. The tuition credit for the withdrawing district may be applied to subsequent year tuition or paid to the withdrawing district in accordance with Section VII.D.5.b.
5. Any Member District or Member Charter School Board that withdraws will still be responsible for outstanding payments due to the Collaborative.
6. A Member District or Member Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of liability in the collaborative of any debts, claims, demands, or judgments against the Collaborative, incurred during said school committee's or charter school Board's membership based on percentage of fiscal participation during that membership.
7. The withdrawal of any Member District(s) shall require an amendment to the Collaborative Agreement consistent with Section VIII.

SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT

1. The process to terminate the Collaborative must be initiated by following the process for amending the Collaborative Agreement as outlined in Section VIII except that in order for the Collaborative to be terminated, the Board must vote unanimously to begin the process to terminate the Agreement. Each Member District must provide written evidence

of approval by vote of School Committee or Charter School Board to terminate this Agreement.

2. This Agreement may be terminated at the end of any fiscal year provided that each Member District has given written notice of its intent to terminate to every other party to this Agreement, and to Non-Member Districts accessing the programs and services of the Collaborative, at least six (6) months before the end of such fiscal year.
3. Following the affirmative vote of the all Member Districts to terminate the Collaborative Agreement, the Board shall submit the documentation required by 603 CMR 50.11 to the Department.
4. Upon termination of this Agreement, the Board shall:
 - a. Determine the fair market value of all assets of the collaborative, including, but not limited to, real estate, capital property, equipment, and supplies owned by the collaborative;
 - b. Determine the process for the appropriate disposition of federal/state funds, equipment and supplies;
 - c. Identify the Member District responsible for maintaining all fiscal records;
 - d. Identify the Member District(s) responsible for maintaining employee and program records;
 - e. Ensure the confidential return of records related to individual students to the sending Member or Non-Member Districts;
 - f. Determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to Member Districts;
 - g. Provide for a final fiscal audit and ensure the appropriate disposition of all assets and liabilities of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be used to fund any liabilities. Net assets will be distributed to the Member Districts.
5. The Board will utilize a two-fold process to distribute net assets:
 - a. **Part I** of the process recognizes contributions of perpetual/existing Member Districts who have contributed to the development and expansion of the Collaborative over the past four decades. Perpetual/existing Member Districts are those included in the allocation figures below:
After all liabilities have been met and a final audit has been completed the net assets as determined by an audit performed as of June 30, 2013 are to be apportioned to the perpetual/existing Member Districts according to the following formula: Abington – 8%, Berkley – 1%, Bridgewater-Raynham Regional – 18%, Carver – 3%, Dighton-Rehoboth Regional – 6%, East Bridgewater – 3%, Freetown-Lakeville Regional – 8%, Marion – 1%, Mattapoisett – 4%, Middleborough – 11%, Rochester – 4%, Taunton – 22%, West Bridgewater – 11%.
 - b. **Part II** recognizes contributions of all districts who may become Member Districts after July 1, 2013.

After all liabilities have been met and a final audit has been completed the FY 13 net asset figure will be deducted and apportioned according to the formula in Part I. The remaining net assets will then be apportioned to all Member Districts at the time of termination of the Agreement based on fiscal contribution. The fiscal contribution is purely a calculation of percentage of fiscal participation in the Collaborative over the period of membership from July 1, 2013 to the date of dissolution.

Should the Department revoke and/or suspend the approval of the educational Collaborative Agreement, the Board will follow all instructions from the Department, and Section XI shall be implemented to the extent these procedures are consistent with the order of the Department terminating the Collaborative Agreement.

SECTION XII: INDEMNIFICATION

Neither the Executive Director nor any other employee of the Collaborative, nor any appointed representative to the Board, shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any other employee of the Collaborative or any appointed representative to the Board, or be held personally liable in connection with the affairs of the Collaborative, except only for liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative, or its Member Districts.

Neither the Executive Director nor any other employee of the Collaborative nor any appointed representative to the Board or Member District shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against or with respect to the Collaborative, or arising out of any action taken or omitted for, or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each appointed representative to the Board, Member School Committee and the Executive Director or any other employee of the Collaborative shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provision hereof, such appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee shall be held personally liable. Any person dealing with the Collaborative shall be informed of the substance of this provision except that any such person need not be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director or any other employee of the Collaborative and his/her legal representatives and each appointed representative to the Board and his/her legal representatives, and each Member School Committee and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such appointed representative to the Board, Member School Committee or Executive Director or any other employee of the Collaborative or his/its legal representatives may be made a party or otherwise involved by reason of

his/its capacity as an appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as finally adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such appointed representatives to the Board or Executive Director or any other employee of the Collaborative or Member School Committee may be entitled as a matter of law or which may be lawfully granted to him/her.

SECTION XIII: EFFECTIVE DATE

This Agreement shall take effect on the date of approval by the Board of Elementary and Secondary Education and shall continue indefinitely. This Agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Date approved by READS Collaborative Board of directors: _____

Dates approved by Member School Committees and signatures:

Member District	_____
	Date of School Committee vote
_____ Signature of CHAIRPERSON of Member District	_____ Date
Member District	_____
	Date of School Committee vote
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Signature of CHAIRPERSON of Member District	Date
Member District	Date of School Committee vote

Approved by the Board of Elementary and Secondary Education:

Commissioner of the Department of Elementary and Secondary Education	Date
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Dear Jessica Barrett,

Thank you for submitting your application to be considered for a MassCUE Classroom Grant. We received many competitive applications from around the region describing creative and innovative ideas to enhance the student learning experience in classrooms.

The Grants Committee is pleased to inform you that your grant request for Mix it Up with Marty in the Makerspace will be funded in the amount of \$2,250.00. Congratulations.

Please see this document for [Grant Obligation Timeline](#).

The Reimbursement Application and Dissemination Process is described below.

All forms should be submitted online by May 1, 2023

1. Collect and the itemized receipts.
2. Complete the [Grant Reimbursement Itemized List](#)
3. Each item on the reimbursement form needs to be numbered and correlate with the same item on the receipt. So, please number the items on the receipt accordingly, so that number 1 on the Reimbursement Form relates to number 1 on the itemized receipts.
4. Complete the [2023 Reimbursement form](#) on Google to upload the itemized list and scanned receipts using this form. Please note: If school's Google domain disallows sharing outside of the organization, you must use a personal Google account.
5. As part of your grant application, you agreed to disseminate/share the learning associated with your grant award and student learning (via OnCue Blog post, presenting at Fall or Spring Conference or Both depending on your selection). Please be sure to fulfill your elected obligation. For guidance regarding OnCue Blog posts, see his document: <http://www.masscue.org/wp-content/uploads/2016/07/GrantBlogSubmissionGuidingQuestions.pdf>

[GRANT: OnCUE BLOG SUBMISSION - MassCUE](#) Guiding Questions

Please use the following questions as guiding questions, rather than writing it in as a form. Also, please include a photo(s) with your submission.

Congratulations on being a MassCUE classroom grant recipient! Together we continue to Connect, Inspire and Educate in new and innovative ways!

Please respond to this email to confirm receipt of your MassCUE classroom grant award. Your Grants Committee Liaison has been copied on this notification and will be in contact with you soon.

Also, if you have any questions related to your grant award, please email: grants@masscue.org or your liaison.

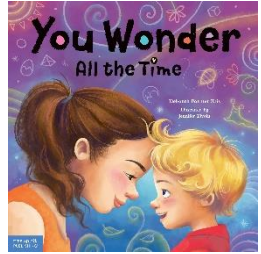
Best,

Holli Caufield and Stephanie Gosselin
Grants Committee Co-Chairs

You Wonder All the Time

Deborah Farmer Kris, Jennifer Zivoin (Illustrations)

This affirming book celebrates curiosity and the thought-provoking questions children ask.



“Where do colors go at night, and why do shadows creep?” *You Wonder All the Time* celebrates curiosity and the thought-provoking questions children ask and supports them as they continue to learn. “Will you stay curious as you grow? It’s a brilliant part of you!”

Asking questions is an important part of learning that helps children grow and understand the world. Inspired by and containing questions from real kids, *You Wonder All the Time* explores and affirms all the questions children ask. The book features a series of engaging, playful, and curious what, when, where, why, and how questions from the child to the adult. “What if we rode a T-Rex and shook the forest floor?”

Its charming rhyme and heartwarming message that children’s many questions are welcomed and their wondering is loved make the book perfect for storytime, home, and the classroom.

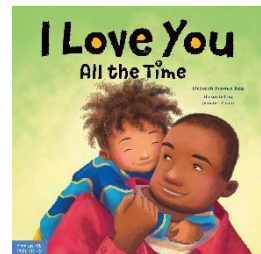
All the Time Series

Written from the perspective of an adult speaking to a child, these rhyming books help young children know that they are deserving of love through life's ups and downs and show them all the ways they're supported as they continue to grow and learn.

I Love You All the Time

Deborah Farmer Kris, Cathy Ann Johnson (Contributor)

Reassure children that they are loved and loveable no matter the ups and downs of the day with words of affirmation for kids.



I Love You All the Time speaks to the power of caregivers’ steady love to help children develop confidence, resilience, and emotional agility with words of affirmation for kids.

Parents and teachers want strategies for helping preschoolers manage their emotions. But to effectively teach emotional self-regulation strategies, children first need to know they are safe and loved—all the time. Even when they lose their temper, even when they stay up too late, or lose their shoes, or yell at their friend. The steady love of a caregiver can help children thrive, even when life is challenging.

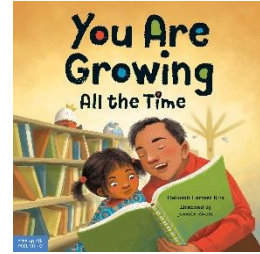
Written from the perspective of a caring adult speaking to a child, *I Love You All the Time* strengthens relationships by addressing the common childhood fear: Am I loved all the time? Its charming rhyme, words of affirmation for kids, and heartwarming message make the book perfect for storytime, home, the classroom, and whenever children need a reminder that they’re loved.

You Are Growing All the Time

Deborah Farmer Kris, Jennifer Zivoin (Illustrations)

Celebrate the many ways children grow—inside and out—with these words of affirmation for kids.

You Are Growing All the Time celebrates the many ways children grow—inside and out—and supports them through the ups and downs along the way.



The steady love of a caregiver can help children thrive, even when life is challenging. You Are Growing All the Time recognizes and affirms the physical, social, emotional, and educational growth of children as they:

grow taller
help a friend who fell off the swings
pause and breathe when angry about losing a game
ask questions

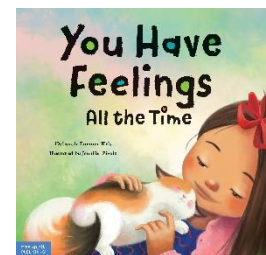
Written from the perspective of a caring adult speaking to a child, You Are Growing All the Time features charming rhymes, words of affirmation for kids, and a heartwarming message. The book is perfect for storytime, home, the classroom, and whenever children need a reminder of all the ways they're loved and appreciated.

You Have Feelings All the Time

Deborah Farmer Kris, Jennifer Zivoin (Contributor)

Help young children build their emotional vocabulary.

You Have Feelings All the Time serves as a reminder that emotions are a healthy, normal part of life. Some of those feelings are big and some are quiet. Some feel good and others can feel uncomfortable—and that's okay. Written from the perspective of a caring adult speaking to a child, this charming book helps young children build an emotional vocabulary.



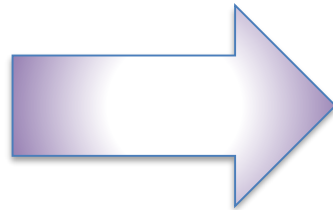
You Have Feelings All the Time is an affirming and supportive book about children's many different feelings. It helps preschoolers develop emotional literacy by naming and normalizing emotions. Strong emotions can scare or overwhelm kids, and helping them see that everyone feels mad, sad, or scared sometimes can comfort them and build their perspective-taking skills and their emotional vocabulary.

Its charming rhyme and heartwarming message make the book perfect for storytime, home, the classroom, and whenever children need help building an emotional vocabulary.

Safe and Supportive Schools Framework Implementation Guide and Self-Reflection Tool

The [Safe and Supportive Schools \(SaSS\) Framework and Self-Reflection Tool](#) offers a comprehensive process for school teams to use in collaborative reflection, planning and implementation efforts. For more details see this [video](#) or this [feedback](#) page.

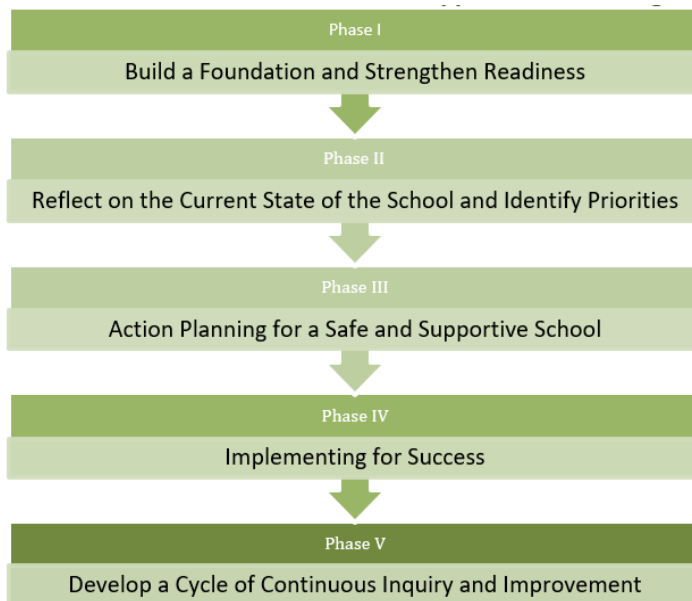
The foundation for the SASS Framework are the [Essential Elements](#) of a Safe and Supportive School



Essential Elements of Safe and Supportive Schools



A Five-Phase Approach to Creating a Safe and Supportive School



The SaSS Framework guides school-based teams through a phased process to create plans based on their local context through a data informed examination of student needs and opportunities, school operations, personnel, processes, policies, family connections, and community services and partnerships available to create a safer and more supportive school climate and culture.

The process supports a locally run approach for school teams to lead the entire staff to develop a deeper awareness of the benefits of the Essential Elements of a safe and supportive school, and the need to make their own school safer and more supportive.

Implementation Levers

There are six defined [Implementation Levers](#) which include guiding questions and rubrics that speak to a number of areas of school operation in which to focus the planning, implementation, and continuous improvement of initiatives, activities, and other work associated with a school's implementation of the SaSS Framework.

Lever 1: Leadership and Culture

Lever 2: Family and Community Engagement

Lever 3: Professional Learning Opportunities

Lever 4: Access to Resources and Services

Lever 5: Teaching and Learning

Lever 6: Policies and Procedures

The Essential Elements are used as Indicators within each of the Levers to help teams gauge how each of them is in evidence within a school, and where progress needs to be made to improve conditions and outcomes for students, staff, families, and communities.

SaSS Self-Reflection Tool

The [Self-Reflection Tool](#) is aligned to the Implementation Levers and has two parts. The *Preliminary Self-Reflection* is for teams to use during Phase I to explore how the Essential Elements are currently being practiced or are already embedded in the school, and where gaps exist – and to consider priority areas for greater focus. During Phase II, the planning team uses the *Deeper Dive Self-Reflection* to identify areas where additional school-based action, efforts, guidance, and support are needed to create, expand upon, and maintain safe and supportive schools.

The screenshot shows the 'Preliminary' section of the tool. It includes instructions for users to indicate their level of agreement with statements regarding school climate and safety. Two questions are visible: Q1 asks about the school's current strengths regarding a safe learning environment, and Q2 asks about the greatest concerns. A legend at the bottom indicates the level of agreement: 1=Strongly, 2=Disagree, 3=Agree, 4=Strongly, and (Unknown or No).

The screenshot shows the 'Deeper Dive' section of the tool. It features a navigation menu with buttons for each of the six implementation levers. Below the menu, there is a 'Go to next page' button and a 'Using these screens' section that provides instructions on how to navigate through the questions and use the 'SAVE' buttons. A 'Team Response' dropdown menu is also present, followed by a detailed description of 'IMPLEMENTATION LEVER 1: Leadership and Culture' and its guiding questions.

The self-reflection tool is designed to inform *Action Planning* (Phase III) and Implementation efforts (Phase IV). This work is intended to be a part of ongoing Cycles of Continuous Inquiry and Improvement (Phase V).

Together the Safe and Supportive Schools Framework [Implementation Guide](#) and [Self-Reflection Tool](#) provides a thoughtful and inclusive process for districts and schools to use to examine current operations; identify strengths, challenges, and growing edges; and create, implement, and assess concrete plans to improve school climate, culture, and safety for every student from every identity and background – and to support all staff, families, and partners too.

Attendance

School attendance is compulsory. Attendance law states that:

- *The Commonwealth of Massachusetts G.L. c. 76 sect. 1 requires that every child, with certain exceptions, between ages established by the state board of education, must attend a public day school or some other approved school, during the time when public schools are in session.*
- *Under G.L. c. 76, sect. 1, necessary absences by a student may not exceed 7 full-day or 14 half-day sessions in any 6-month period.*
- *Under G.L. c. 76, sect. 1, a pupil who is not present during at least half a session must be marked and counted as absent on the school register.*

All Massachusetts schools are accountable for student achievement. Every Student Succeeds Act (ESSA) mandates particular indicators of success for all schools with one being “chronic absenteeism.” All students are considered “chronically absent” if they miss 10% of the school year.

Full days of attendance are essential to the learning process. If a child is to be out of school, parents/guardians should call the nurse’s office at **508-748-0100** before 9:00 am on the morning of the absence. Please provide the following information in the message that you leave on the answering machine: **student’s name, teacher, and reason for absence**. If a call is not received and a student is absent, the School Nurse uses the *Blackboard Connect* messaging system to contact parents/guardians at home or work. **After any absence, students should present a parent’s note indicating the reason for the absence to the School Nurse.**

Absences are “excused” for only the following reasons:

- Bereavement
- Hospitalization
- School-sponsored trip
- Documented court or legal commitment
- Obligatory religious holidays
- Illness substantiated by a note (Five or more continuous absences for medical reasons must be substantiated by a physician’s note).
- Weather so inclement as to endanger the health of a child

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician’s statement certifying such absences to

be justified.

Some excess absenteeism occurs because families take vacations during school time. This is strongly discouraged. Teachers will not provide assignments prior to vacations taken during school time. After students return to school they will be made aware of missed assignments, making them up as soon as possible. Missed assignments are factored into students' grades.

When Absences Exceed ~~Three~~ Five or More Days

On the ~~Third~~^{fifth} day of consecutive absence or tardiness, the school nurse or a designee of the principal will call the student's home. **Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and no profit agencies.**

On the eighth day of an unexcused absence, the school attendance officer will be notified and a complaint for Failure to Cause School Attendance pursuant to G.L. c. 76, sect. 2 **may** be filed in Wareham District Court.

If the students' absences or tardiness occur on a regular basis and impede their academic progress, the school, as a mandated reporter, must consider filing a Child Requiring Assistance (CRS) report. Depending on circumstances, the school district may choose to file a 51A with the Massachusetts Department of Children and Families.

Tardiness

Tardiness negatively impacts the educational progress of all students. Therefore, the above policy will also be followed for excessive tardiness.

Dismissals

All dismissal policies are developed with students' learning and safety in mind. Policies are developed with input from the Sippican School Committee and town safety officials.

Dismissals During the School Day

No child will be dismissed from school during the day unless an authorized adult has come to the office to sign the child out. This applies to daily, or occasional, pickup arrangements. Students being dismissed before the end of the school day must bring a note to the homeroom teacher that morning. Students will be called from class *when the parent/guardian arrives*.

Any Change in Dismissal Routine

A note or alternative transportation forms from a child's parent/guardian must be provided before a child is allowed to leave school with any adult other than a parent or if he/she is normally transported by bus. There must be a note for each

change to a child's routine. Bus changes are allowed for childcare purposes only, not for play or party dates. Parent(s)/Guardian(s) must arrange with the office beforehand for a bus switch. This restriction is in place for each child's safety.

Riding Bicycles to School

Students may ride their bicycles to school provided that they wear a helmet (as required under state law) and obey all traffic regulations. **A blanket permission note is required before students begin riding to and from school.** Bikes should not be ridden on sidewalks just outside school where children and adults are walking. Students not following safety rules may have their riding privileges revoked.



Old Rochester Regional School District
Massachusetts School Superintendency Union 55

Memo

To: School Committee Members of Marion
From: Howard G. Barber, Assistant Superintendent of Finance & Operations
Cc: Michael S. Nelson, Superintendent of Schools
Date: March 6, 2023
Re: Financial Report – Fiscal Year 2023

Financial Report:

Please find the following financial report in relation to the general funds of Marion Elementary School District:

- Budget Report by Department for March 6, 2023

For the purpose of our Financial Forecasting:

The Marion School District currently has \$497,631 available of the general funds appropriated in the 2023 Fiscal Year. Per the attached Year to Date Budget Report by Department, we are able to identify how our funds are encumbered and expended. This report recognizes the activity of the total \$6,488,440 appropriated to the Marion School District.

- **\$ 6,488,440 - General Funds Approved**
- \$ 5,990,809 – Obligations Paid or Encumbered Year to Date
- \$ 497,631 - **Remaining Available Funds**

The Marion School District currently has \$22,597 available of the Bristol County Agricultural High School enrolled student operational budget of \$72,646 for the 2023 Fiscal Year budget.

- **\$ 72,646 – Bristol County Agricultural High School**
- \$ 50,049 - Obligations Paid or Encumbered Year to Date
- \$ 22,597 - **Remaining Available Funds**

Marion Public Schools

FY22-23 APPROVED BCAHS BUDGET

From Date: 7/1/2022

To Date: 6/30/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.307.079.3300.06.48	BRISTOL AGGIE TRANSPORTATION	\$45,000.00	\$15,168.00	\$15,168.00	\$29,832.00	\$13,272.00	\$16,560.00	36.80%
	Dept: TRANSPORTATION - 079	\$45,000.00	\$15,168.00	\$15,168.00	\$29,832.00	\$13,272.00	\$16,560.00	36.80%
01.307.097.9100.06.36	BRISTOL AGGIE TUITION	\$22,245.30	\$21,609.57	\$21,609.57	\$635.73	\$0.00	\$635.73	2.86%
	Dept: PROGRAM WITH OTHERS - 097	\$22,245.30	\$21,609.57	\$21,609.57	\$635.73	\$0.00	\$635.73	2.86%
01.307.500.8200.06.36	BRISTOL COUNTY AGRICULTURAL DE	\$5,401.00	\$0.00	\$0.00	\$5,401.00	\$0.00	\$5,401.00	100.00%
	Dept: DEBT SERV CAPITAL SHORT TERM - 500	\$5,401.00	\$0.00	\$0.00	\$5,401.00	\$0.00	\$5,401.00	100.00%
Grand Total:		\$72,646.30	\$36,777.57	\$36,777.57	\$35,868.73	\$13,272.00	\$22,596.73	31.11%

End of Report

Marion Public Schools

FY22-23 APPROVED BUDGET

From Date: 7/1/2022

To Date: 6/30/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.302.001.1110.04.35	CENSUS	\$875.00	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00	100.00%
01.302.001.1110.04.36	DOE AUDIT	\$3,500.00	\$1,495.21	\$1,495.21	\$2,004.79	\$0.00	\$2,004.79	57.28%
01.302.001.1110.05.36	SUPPLIES	\$1,600.00	\$600.00	\$600.00	\$1,000.00	\$0.00	\$1,000.00	62.50%
01.302.001.1110.06.36	ADVERTISING	\$1,000.00	\$1,024.23	\$1,024.23	(\$24.23)	\$115.00	(\$139.23)	-13.92%
01.302.001.1110.06.37	CONFERENCES	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
01.302.001.1430.04.36	LEGAL COUNSEL	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	100.00%
	Dept: SCHOOL COMMITTEE - 001	\$8,475.00	\$3,119.44	\$3,119.44	\$5,355.56	\$115.00	\$5,240.56	61.84%
01.302.004.1210.01.02	SUPERINTENDENT	\$29,810.56	\$21,574.63	\$21,574.63	\$8,235.93	\$10,687.50	(\$2,451.57)	-8.22%
01.302.004.1210.02.02	EXEC ASST SUPT	\$11,741.04	\$7,380.00	\$7,380.00	\$4,361.04	\$3,764.22	\$596.82	5.08%
01.302.004.1210.04.33	ASSOCIATIONS & DUES	\$2,300.00	\$2,271.12	\$2,271.12	\$28.88	\$0.00	\$28.88	1.26%
01.302.004.1210.05.20	GENERAL SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.302.004.1210.05.21	POSTAGE	\$600.00	\$499.71	\$499.71	\$100.29	\$0.00	\$100.29	16.72%
01.302.004.1210.05.22	SUPPLIES	\$1,500.00	\$3,518.87	\$3,518.87	(\$2,018.87)	\$0.00	(\$2,018.87)	-134.59%
01.302.004.1210.06.37	TRAVEL & CONFERENCES	\$3,083.00	\$1,800.45	\$1,800.45	\$1,282.55	\$0.00	\$1,282.55	41.60%
01.302.004.1220.01.02	ASSISTANT SUPERINTENDENT OF CU	\$21,092.65	\$12,208.22	\$12,208.22	\$8,884.43	\$7,638.99	\$1,245.44	5.90%
01.302.004.1220.02.02	ADMIN ASSISTANT OF CURRICULUM	\$7,576.38	\$4,912.75	\$4,912.75	\$2,663.63	\$2,600.89	\$62.74	0.83%
01.302.004.1410.01.02	ASSISTANT SUPERINTENDENT OF FI	\$25,039.73	\$16,342.64	\$16,342.64	\$8,697.09	\$8,360.61	\$336.48	1.34%
01.302.004.1410.03.02	FINANCE OFFICE STAFF	\$28,062.78	\$18,249.95	\$18,249.95	\$9,812.83	\$9,648.12	\$164.71	0.59%
01.302.004.1420.03.02	HR BENEFITS COORDINATOR	\$10,677.31	\$7,571.55	\$7,571.55	\$3,105.76	\$4,008.45	(\$902.69)	-8.45%
01.302.004.1450.04.27	COMPUTER SERVICES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.302.004.1450.05.21	ADMINISTRATIVE TECHNOLOGY	\$500.00	\$346.11	\$346.11	\$153.89	\$0.00	\$153.89	30.78%
01.302.004.2356.06.37	PROFESSIONAL DEVELOPMENT	\$0.00	\$77.20	\$77.20	(\$77.20)	\$0.00	(\$77.20)	0.00%
01.302.004.4130.04.15	TELEPHONE	\$3,000.00	\$300.34	\$300.34	\$2,699.66	\$0.00	\$2,699.66	89.99%
01.302.004.4230.04.27	MAINTENANCE OF EQUIPMENT	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
01.302.004.5300.04.21	COPIER RENTAL	\$1,100.00	\$209.16	\$209.16	\$890.84	\$0.00	\$890.84	80.99%
	Dept: SUPERINTENDENTS OFFICE - 004	\$152,833.45	\$97,262.70	\$97,262.70	\$55,570.75	\$46,708.78	\$8,861.97	5.80%
01.302.007.2210.01.02	PRINCIPAL	\$121,024.83	\$71,919.20	\$71,919.20	\$49,105.63	\$44,949.54	\$4,156.09	3.43%
01.302.007.2210.01.05	ASST PRINCIPAL	\$105,062.94	\$62,433.91	\$62,433.91	\$42,629.03	\$39,021.09	\$3,607.94	3.43%
01.302.007.2210.02.02	PRINCIPAL'S SECRETARY	\$39,665.93	\$19,832.93	\$19,832.93	\$19,833.00	\$19,833.00	\$0.00	0.00%
01.302.007.2210.02.09	CLERICAL	\$0.00	\$508.83	\$508.83	(\$508.83)	\$0.00	(\$508.83)	0.00%
01.302.007.2210.03.02	SUBSTITUTE COORDINATOR	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.302.007.2210.03.08	AIDES SUPERVISORY	\$7,603.20	\$6,868.91	\$6,868.91	\$734.29	\$8,009.99	(\$7,275.70)	-95.69%
01.302.007.2210.04.33	ASSOCIATION DUES	\$1,030.00	\$1,078.00	\$1,078.00	(\$48.00)	\$0.00	(\$48.00)	-4.66%
01.302.007.2210.05.22	SUPPLIES ADMINISTRATION	\$2,800.00	\$2,790.78	\$2,790.78	\$9.22	\$0.00	\$9.22	0.33%
01.302.007.2210.05.23	SUPPLIES COPYING	\$4,800.00	\$4,546.70	\$4,546.70	\$253.30	\$222.50	\$30.80	0.64%
01.302.007.2210.05.24	SUPPLIES GENERAL SCHOOL	\$12,000.00	\$20,854.28	\$20,854.28	(\$8,854.28)	\$0.00	(\$8,854.28)	-73.79%
01.302.007.2210.05.25	POSTAGE	\$1,900.00	\$649.81	\$649.81	\$1,250.19	\$731.83	\$518.36	27.28%
01.302.007.2210.06.36	ADVERTISING	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
01.302.007.2210.06.37	TRAVEL/CONFERENCES	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
01.302.007.2250.05.22	PRINCIPALS TECHNOLOGY	\$1,000.00	\$4,515.00	\$4,515.00	(\$3,515.00)	\$0.00	(\$3,515.00)	-351.50%
01.302.007.4230.04.28	MAINTENANCE OF EQUIPMENT	\$2,000.00	\$1,437.15	\$1,437.15	\$562.85	\$1,062.85	(\$500.00)	-25.00%
01.302.007.5260.06.38	POSITION BONDS	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
01.302.007.5300.04.28	COPIER RENTAL	\$14,000.00	\$9,910.61	\$9,910.61	\$4,089.39	\$5,389.39	(\$1,300.00)	-9.29%
	Dept: SCHOOL ADMINISTRATION - 007	\$314,586.90	\$207,346.11	\$207,346.11	\$107,240.79	\$119,220.19	(\$11,979.40)	-3.81%
01.302.010.2305.01.03	TEACHERS	\$1,708,170.00	\$768,009.60	\$768,009.60	\$940,160.40	\$899,211.40	\$40,949.00	2.40%
01.302.010.2325.03.34	SUBSTITUTES	\$50,000.00	\$46,754.46	\$46,754.46	\$3,245.54	\$6,440.00	(\$3,194.46)	-6.39%
01.302.010.2325.03.35	SUBSTITUTES PROFESSIONAL DEVEL	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.302.010.2351.04.03	TUITION REIMBURSEMENT	\$8,000.00	\$591.00	\$591.00	\$7,409.00	\$547.50	\$6,861.50	85.77%

Marion Public Schools

FY22-23 APPROVED BUDGET

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

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☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2022

To Date: 6/30/2023

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.302.010.2351.06.37	TRAVEL & CONF TEACHERS	\$2,500.00	\$1,274.00	\$1,274.00	\$1,226.00	\$60.00	\$1,166.00	46.64%
	Dept: CLASSROOM TEACHERS - 010	\$1,769,670.00	\$816,629.06	\$816,629.06	\$953,040.94	\$906,258.90	\$46,782.04	2.64%
01.302.013.2305.01.03	TEACHERS	\$278,873.00	\$129,326.80	\$129,326.80	\$149,546.20	\$151,681.20	(\$2,135.00)	-0.77%
01.302.013.2330.03.08	PARAPROFESSIONALS	\$33,104.10	\$15,605.54	\$15,605.54	\$17,498.56	\$17,498.56	\$0.00	0.00%
	Dept: KINDERGARTEN - 013	\$311,977.10	\$144,932.34	\$144,932.34	\$167,044.76	\$169,179.76	(\$2,135.00)	-0.68%
01.302.016.2305.01.03	TEACHERS	\$96,825.00	\$22,330.56	\$22,330.56	\$74,494.44	\$26,052.44	\$48,442.00	50.03%
01.302.016.2430.05.23	SUPPLIES & MATERIALS ART	\$3,100.00	\$2,566.55	\$2,566.55	\$533.45	\$0.00	\$533.45	17.21%
	Dept: ART PROGRAM - 016	\$99,925.00	\$24,897.11	\$24,897.11	\$75,027.89	\$26,052.44	\$48,975.45	49.01%
01.302.024.2305.01.03	TEACHERS	\$17,608.20	\$5,611.44	\$5,611.44	\$11,996.76	\$6,546.76	\$5,450.00	30.95%
01.302.024.2356.06.37	TRAVEL & CONFERENCES ELL	\$1,150.00	\$219.40	\$219.40	\$930.60	\$26.04	\$904.56	78.66%
01.302.024.2358.04.35	CONTRACTED SERVICES ELL	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
	Dept: ELL PROGRAM - 024	\$19,458.20	\$5,830.84	\$5,830.84	\$13,627.36	\$6,572.80	\$7,054.56	36.25%
01.302.025.2305.01.03	TEACHERS	\$134,720.40	\$85,301.94	\$85,301.94	\$49,418.46	\$105,391.32	(\$55,972.86)	-41.55%
01.302.025.2330.03.08	PARAPROFESSIONALS	\$60,111.32	\$7,969.14	\$7,969.14	\$52,142.18	\$4,134.90	\$48,007.28	79.86%
01.302.025.2430.05.23	SUPPLIES	\$17,120.00	\$6,775.35	\$6,775.35	\$10,344.65	\$0.00	\$10,344.65	60.42%
	Dept: ENGLISH - 025	\$211,951.72	\$100,046.43	\$100,046.43	\$111,905.29	\$109,526.22	\$2,379.07	1.12%
01.302.037.2430.05.23	SUPPLIES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
	Dept: MATHEMATICS - 037	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.302.040.2340.01.03	LIBRARIAN	\$98,159.00	\$45,304.20	\$45,304.20	\$52,854.80	\$53,054.80	(\$200.00)	-0.20%
01.302.040.2415.04.25	AV MATERIALS	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
01.302.040.2415.05.24	BOOKS & MAGAZINES	\$2,000.00	\$1,836.65	\$1,836.65	\$163.35	\$20.77	\$142.58	7.13%
01.302.040.2415.06.37	TRAVEL & CONFERENCES	\$270.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00	100.00%
01.302.040.2430.05.23	SUPPLIES	\$700.00	\$701.32	\$701.32	(\$1.32)	\$0.00	(\$1.32)	-0.19%
01.302.040.4230.04.29	MAINTENANCE OF EQUIPMENT	\$2,050.00	\$1,333.80	\$1,333.80	\$716.20	\$0.00	\$716.20	34.94%
01.302.040.7400.04.29	REPLACEMENT OF EQUIPMENT	\$550.00	\$432.36	\$432.36	\$117.64	\$0.00	\$117.64	21.39%
	Dept: MEDIA SERVICES - 040	\$104,229.00	\$50,108.33	\$50,108.33	\$54,120.67	\$53,075.57	\$1,045.10	1.00%
01.302.043.2305.01.03	TEACHER	\$197,318.00	\$89,838.48	\$89,838.48	\$107,479.52	\$105,011.52	\$2,468.00	1.25%
01.302.043.2330.04.09	ACCOMPANIST	\$850.00	\$380.00	\$380.00	\$470.00	\$0.00	\$470.00	55.29%
01.302.043.2415.06.37	TRAVEL/CONFERENCES	\$965.00	\$0.00	\$0.00	\$965.00	\$0.00	\$965.00	100.00%
01.302.043.2430.05.23	SUPPLIES	\$500.00	\$1,615.97	\$1,615.97	(\$1,115.97)	\$158.39	(\$1,274.36)	-254.87%
01.302.043.4230.04.29	MAINTENANCE OF EQUIPMENT	\$500.00	\$395.00	\$395.00	\$105.00	\$0.00	\$105.00	21.00%
	Dept: MUSIC - 043	\$200,133.00	\$92,229.45	\$92,229.45	\$107,903.55	\$105,169.91	\$2,733.64	1.37%
01.302.049.2305.01.03	TEACHER	\$164,100.00	\$58,140.74	\$58,140.74	\$105,959.26	\$73,304.95	\$32,654.31	19.90%
01.302.049.2415.06.37	TRAVEL/CONFERENCES	\$500.00	\$508.00	\$508.00	(\$8.00)	\$0.00	(\$8.00)	-1.60%
01.302.049.2430.05.23	SUPPLIES	\$3,000.00	\$3,372.81	\$3,372.81	(\$372.81)	\$3,971.00	(\$4,343.81)	-144.79%
	Dept: PHYSICAL EDUCATION - 049	\$167,600.00	\$62,021.55	\$62,021.55	\$105,578.45	\$77,275.95	\$28,302.50	16.89%
01.302.052.2430.05.23	SUPPLIES	\$2,000.00	\$2,004.70	\$2,004.70	(\$4.70)	\$0.00	(\$4.70)	-0.24%
	Dept: SCIENCE - 052	\$2,000.00	\$2,004.70	\$2,004.70	(\$4.70)	\$0.00	(\$4.70)	-0.24%
01.302.055.2430.05.23	SUPPLIES	\$1,000.00	\$254.84	\$254.84	\$745.16	\$0.00	\$745.16	74.52%
	Dept: SOCIAL STUDIES - 055	\$1,000.00	\$254.84	\$254.84	\$745.16	\$0.00	\$745.16	74.52%

Marion Public Schools

FY22-23 APPROVED BUDGET

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2022

To Date: 6/30/2023

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.302.061.2351.01.35	CURRICULUM DEVELOPMENT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
01.302.061.2351.04.03	CONTRACTED PROFESSIONAL DEVEL	\$24,500.00	\$9,626.06	\$9,626.06	\$14,873.94	\$0.00	\$14,873.94	60.71%
01.302.061.2351.05.23	SUPPLIES	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$5,500.00	100.00%
01.302.061.2356.01.35	PD STIPENDS - CURRICULUM	\$0.00	\$795.90	\$795.90	(\$795.90)	\$0.00	(\$795.90)	0.00%
01.302.061.2356.04.35	CONSULTANT PROF DEVELOPMENT	\$18,500.00	\$0.00	\$0.00	\$18,500.00	\$0.00	\$18,500.00	100.00%
01.302.061.2430.05.23	SUPPLIES	\$0.00	\$3,020.39	\$3,020.39	(\$3,020.39)	\$0.00	(\$3,020.39)	0.00%
	Dept: CURRICULUM DEVELOPMENT - 061	\$51,000.00	\$13,442.35	\$13,442.35	\$37,557.65	\$0.00	\$37,557.65	73.64%
01.302.067.2305.01.03	TEACHER	\$85,890.00	\$39,641.52	\$39,641.52	\$46,248.48	\$46,448.48	(\$200.00)	-0.23%
01.302.067.2430.05.23	SUPPLIES	\$1,500.00	\$941.62	\$941.62	\$558.38	\$0.00	\$558.38	37.23%
	Dept: ENRICHMENT PROGRAM - 067	\$87,390.00	\$40,583.14	\$40,583.14	\$46,806.86	\$46,448.48	\$358.38	0.41%
01.302.076.3200.01.11	NURSE	\$60,971.00	\$28,140.48	\$28,140.48	\$32,830.52	\$32,830.52	\$0.00	0.00%
01.302.076.3200.04.11	CONTRACTED PHYSICIAN	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$0.00	0.00%
01.302.076.3200.05.23	SUPPLIES	\$1,900.00	\$1,899.99	\$1,899.99	\$0.01	\$0.00	\$0.01	0.00%
01.302.076.3200.06.36	ASSOCIATION DUES	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
01.302.076.3200.06.37	TRAVEL & CONFERENCES	\$350.00	\$448.84	\$448.84	(\$98.84)	\$0.00	(\$98.84)	-28.24%
01.302.076.4230.04.29	MAINTENANCE OF EQUIPMENT	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
	Dept: HEALTH SERVICES - 076	\$67,721.00	\$30,489.31	\$30,489.31	\$37,231.69	\$37,030.52	\$201.17	0.30%
01.302.079.3300.06.40	REGULAR EDUCATION - PUPIL K-6	\$224,000.00	\$119,914.57	\$119,914.57	\$104,085.43	\$141,199.09	(\$37,113.66)	-16.57%
01.302.079.3300.06.41	REGULAR EDUCATION - FUEL ADJUS	\$7,600.00	\$6,352.39	\$6,352.39	\$1,247.61	\$0.00	\$1,247.61	16.42%
	Dept: TRANSPORTATION - 079	\$231,600.00	\$126,266.96	\$126,266.96	\$105,333.04	\$141,199.09	(\$35,866.05)	-15.49%
01.302.085.3600.04.35	ATTENDANCE OFFICER	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
	Dept: SCHOOL SECURITY - 085	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
01.302.088.4110.01.02	DISTRICT FACILITIES MANAGER	\$16,019.16	\$10,096.05	\$10,096.05	\$5,923.11	\$5,344.96	\$578.15	3.61%
01.302.088.4110.03.10	CUSTODIAL SUPERVISOR	\$55,355.29	\$29,025.27	\$29,025.27	\$26,330.02	\$18,892.73	\$7,437.29	13.44%
01.302.088.4110.03.11	CUSTODIAL OVERTIME	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
01.302.088.4110.04.35	CONTRACTED CUSTODIAL	\$112,651.00	\$88,736.68	\$88,736.68	\$23,914.32	\$26,104.32	(\$2,190.00)	-1.94%
01.302.088.4120.04.18	GAS	\$41,000.00	\$28,462.35	\$28,462.35	\$12,537.65	\$24,537.65	(\$12,000.00)	-29.27%
01.302.088.4130.04.15	TELEPHONE	\$5,200.00	\$4,151.83	\$4,151.83	\$1,048.17	\$3,268.17	(\$2,220.00)	-42.69%
01.302.088.4130.04.16	ELECTRICITY	\$69,000.00	\$75,090.37	\$75,090.37	(\$6,090.37)	\$44,206.29	(\$50,296.66)	-72.89%
01.302.088.4210.04.32	MAINTENANCE OF GROUNDS	\$2,000.00	\$12,441.32	\$12,441.32	(\$10,441.32)	\$416.74	(\$10,858.06)	-542.90%
01.302.088.4220.04.32	MAINTENANCE OF BUILDING	\$24,050.00	\$42,284.54	\$42,284.54	(\$18,234.54)	\$18,002.30	(\$36,236.84)	-150.67%
01.302.088.4220.05.26	CHEMICALS	\$3,800.00	\$323.72	\$323.72	\$3,476.28	\$0.00	\$3,476.28	91.48%
01.302.088.4220.05.27	PAPER	\$18,200.00	\$18,425.68	\$18,425.68	(\$225.68)	\$710.71	(\$936.39)	-5.15%
01.302.088.4220.05.28	CUSTODIAL SUPPLIES	\$19,500.00	\$12,076.02	\$12,076.02	\$7,423.98	\$2,793.98	\$4,630.00	23.74%
01.302.088.4220.05.29	LIGHTING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: OPERATION & MAINTENANCE - 088	\$377,275.45	\$321,113.83	\$321,113.83	\$56,161.62	\$144,277.85	(\$88,116.23)	-23.36%
01.302.093.2130.03.04	NETWORK TECHNICIAN	\$66,017.26	\$36,478.05	\$36,478.05	\$29,539.21	\$19,293.73	\$10,245.48	15.52%
01.302.093.2130.04.33	IN SERVICE TRAINING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.302.093.2250.05.23	SUPPLIES SOFTWARE	\$10,000.00	\$2,931.03	\$2,931.03	\$7,068.97	\$0.00	\$7,068.97	70.69%
01.302.093.2300.05.23	SUPPLIES SOFTWARE	\$0.00	\$5,686.77	\$5,686.77	(\$5,686.77)	\$0.00	(\$5,686.77)	0.00%
01.302.093.2430.05.23	SOFTWARE	\$0.00	\$9,791.21	\$9,791.21	(\$9,791.21)	\$0.00	(\$9,791.21)	0.00%
01.302.093.2451.05.23	EDUCATIONAL EQUIPT	\$28,755.00	\$1,419.59	\$1,419.59	\$27,335.41	\$0.00	\$27,335.41	95.06%
01.302.093.4130.04.15	TELEPHONE	\$12,000.00	\$8,324.21	\$8,324.21	\$3,675.79	\$0.00	\$3,675.79	30.63%
01.302.093.4230.04.28	ACQUISITION OF EQUIPT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
01.302.093.4230.04.29	MAINTENANCE OF EQUIPMENT	\$2,500.00	\$1,124.32	\$1,124.32	\$1,375.68	\$0.00	\$1,375.68	55.03%

Marion Public Schools

FY22-23 APPROVED BUDGET

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☐ Include pre encumbrance

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☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2022

To Date: 6/30/2023

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Dept: COMPUTER PROGRAM - 093	\$122,272.26	\$65,755.18	\$65,755.18	\$56,517.08	\$19,293.73	\$37,223.35	30.44%
01.302.100.2110.01.02	DIRECTOR STUDENT SERVICES	\$20,387.74	\$13,173.54	\$13,173.54	\$7,214.20	\$0.00	\$7,214.20	35.38%
01.302.100.2110.02.09	ADMIN ASST STUDENT SVCS	\$10,143.76	\$6,578.66	\$6,578.66	\$3,565.10	\$10,457.06	(\$6,891.96)	-67.94%
01.302.100.2110.04.36	LEGAL SERVICES	\$10,000.00	\$107.50	\$107.50	\$9,892.50	\$9,892.50	\$0.00	0.00%
01.302.100.2110.06.37	TRAVEL & CONFERENCES	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.302.100.2415.04.33	ASSOCIATION DUES	\$110.00	\$35.51	\$35.51	\$74.49	\$0.00	\$74.49	67.72%
01.302.100.4130.04.15	TELEPHONE	\$120.00	\$15.72	\$15.72	\$104.28	\$0.00	\$104.28	86.90%
01.302.100.4230.04.31	SOFTWARE LICENSES	\$2,000.00	\$800.00	\$800.00	\$1,200.00	\$0.00	\$1,200.00	60.00%
	Dept: SPECIAL NEEDS ADMINISTRATION - 100	\$48,761.50	\$20,710.93	\$20,710.93	\$28,050.57	\$20,349.56	\$7,701.01	15.79%
01.302.102.2305.01.03	TEACHERS	\$67,975.00	\$31,373.04	\$31,373.04	\$36,601.96	\$36,601.89	\$0.07	0.00%
01.302.102.2330.03.08	PARAPROFESSIONALS	\$67,640.25	\$22,234.26	\$22,234.26	\$45,405.99	\$23,842.90	\$21,563.09	31.88%
01.302.102.2356.06.37	TRAVEL & CONFERENCES	\$500.00	\$114.32	\$114.32	\$385.68	\$204.68	\$181.00	36.20%
01.302.102.2430.05.24	SUPPLIES/MATERIALS	\$3,500.00	\$1,480.23	\$1,480.23	\$2,019.77	\$0.00	\$2,019.77	57.71%
	Dept: PROJECT GROW - 102	\$139,615.25	\$55,201.85	\$55,201.85	\$84,413.40	\$60,649.47	\$23,763.93	17.02%
01.302.103.2305.01.03	TEACHERS	\$507,535.60	\$203,690.01	\$203,690.01	\$303,845.59	\$237,686.32	\$66,159.27	13.04%
01.302.103.2330.03.08	PARAPROFESSIONALS	\$211,143.25	\$104,848.96	\$104,848.96	\$106,294.29	\$109,185.59	(\$2,891.30)	-1.37%
01.302.103.2356.01.03	PROFESSIONAL DEVELOPMENT	\$660.00	\$200.72	\$200.72	\$459.28	\$0.00	\$459.28	69.59%
01.302.103.2356.06.37	TRAVEL & CONFERENCES	\$660.00	\$0.00	\$0.00	\$660.00	\$0.00	\$660.00	100.00%
01.302.103.2430.05.23	SUPPLIES	\$3,500.00	\$2,414.79	\$2,414.79	\$1,085.21	\$0.00	\$1,085.21	31.01%
01.302.103.3300.02.12	BUS MONITORS	\$25,000.00	\$21,295.26	\$21,295.26	\$3,704.74	\$3,429.88	\$274.86	1.10%
	Dept: LEARNING SUPPORT CENTER - 103	\$748,498.85	\$332,449.74	\$332,449.74	\$416,049.11	\$350,301.79	\$65,747.32	8.78%
01.302.106.4230.04.31	SOFTWARE LICENSES	\$0.00	\$1,417.48	\$1,417.48	(\$1,417.48)	\$0.00	(\$1,417.48)	0.00%
	Dept: LEARNING SUPPORT CENTER - 106	\$0.00	\$1,417.48	\$1,417.48	(\$1,417.48)	\$0.00	(\$1,417.48)	0.00%
01.302.118.2305.01.03	TEACHERS	\$96,825.00	\$44,157.72	\$44,157.72	\$52,667.28	\$51,717.28	\$950.00	0.98%
01.302.118.2430.05.24	SUPPLIES	\$3,000.00	\$2,234.09	\$2,234.09	\$765.91	\$0.00	\$765.91	25.53%
01.302.118.2440.06.37	TRAVEL & CONFERENCES	\$660.00	\$660.00	\$660.00	\$0.00	\$0.00	\$0.00	0.00%
01.302.118.2451.05.24	EDUCATIONAL EQUIPT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.302.118.2800.04.35	THERAPY SPEECH	\$103,000.00	\$13,519.81	\$13,519.81	\$89,480.19	\$40,559.43	\$48,920.76	47.50%
	Dept: SPEECH - 118	\$204,485.00	\$60,571.62	\$60,571.62	\$143,913.38	\$92,276.71	\$51,636.67	25.25%
01.302.121.2210.02.02	SPECIAL NEEDS SECRETARY	\$36,406.02	\$18,202.99	\$18,202.99	\$18,203.03	\$18,203.03	\$0.00	0.00%
01.302.121.2305.01.03	TEACHER VISUALLY IMPAIRED	\$6,000.00	\$3,600.00	\$3,600.00	\$2,400.00	\$2,400.00	\$0.00	0.00%
01.302.121.2415.05.24	SUPPLIES	\$3,000.00	\$1,814.84	\$1,814.84	\$1,185.16	\$0.00	\$1,185.16	39.51%
01.302.121.2415.06.37	TRAVEL & CONFERENCES	\$660.00	\$19.00	\$19.00	\$641.00	\$0.00	\$641.00	97.12%
01.302.121.2440.04.35	EXTENDED YEAR SERVICES	\$63,000.00	\$10,316.00	\$10,316.00	\$52,684.00	\$0.00	\$52,684.00	83.63%
01.302.121.2710.01.03	SPECIALIZED INSTRUCTION	\$25,000.00	\$13,875.00	\$13,875.00	\$11,125.00	\$11,125.00	\$0.00	0.00%
01.302.121.2710.04.35	Clinical consult - case mgmt	\$117,000.00	\$50,428.76	\$50,428.76	\$66,571.24	\$45,361.24	\$21,210.00	18.13%
01.302.121.2800.04.35	THERAPY	\$0.00	\$4,602.48	\$4,602.48	(\$4,602.48)	\$0.00	(\$4,602.48)	0.00%
	Dept: SUPPORT SERVICES - 121	\$251,066.02	\$102,859.07	\$102,859.07	\$148,206.95	\$77,089.27	\$71,117.68	28.33%
01.302.127.2710.01.03	COUNSELOR	\$66,245.00	\$33,461.52	\$33,461.52	\$32,783.48	\$39,038.48	(\$6,255.00)	-9.44%
01.302.127.2710.05.24	SUPPLIES	\$3,600.00	\$1,550.33	\$1,550.33	\$2,049.67	\$0.00	\$2,049.67	56.94%
01.302.127.2800.01.03	PSYCHOLOGIST	\$76,198.00	\$25,551.72	\$25,551.72	\$50,646.28	\$29,810.28	\$20,836.00	27.34%
01.302.127.2800.06.13	PSYCHOLOGICAL EVALUATIONS	\$8,300.00	\$3,864.00	\$3,864.00	\$4,436.00	\$3,864.00	\$572.00	6.89%
01.302.127.2800.06.37	TRAVEL & CONFERENCES	\$660.00	\$100.00	\$100.00	\$560.00	\$0.00	\$560.00	84.85%
01.302.127.2810.01.03	SOCIAL WORKER	\$60,971.00	\$27,771.72	\$27,771.72	\$33,199.28	\$32,400.28	\$799.00	1.31%

Marion Public Schools

FY22-23 APPROVED BUDGET

From Date: 7/1/2022

To Date: 6/30/2023

Fiscal Year: 2022-2023

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Dept: PSYCHOLOGICAL SERVICES - 127	\$215,974.00	\$92,299.29	\$92,299.29	\$123,674.71	\$105,113.04	\$18,561.67	8.59%
01.302.130.3300.06.43	SPED TRANSPORTATION- COLLABOR.	\$36,767.25	\$16,550.00	\$16,550.00	\$20,217.25	\$10,230.00	\$9,987.25	27.16%
01.302.130.3300.06.44	SPED TRANSPORTATION - DAY SCHO	\$87,081.00	\$48,514.65	\$48,514.65	\$38,566.35	\$38,566.35	\$0.00	0.00%
01.302.130.3300.06.45	SPED TRANSPORTATION - PRESCHO	\$0.50	\$0.00	\$0.00	\$0.50	\$0.00	\$0.50	100.00%
01.302.130.3300.06.46	SPED TRANSPORTATION - MCKINNEY	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
01.302.130.3300.06.47	SPED TRANSPORTATION - INTEGRAT	\$67,500.00	\$33,375.00	\$33,375.00	\$34,125.00	\$33,625.00	\$500.00	0.74%
01.302.130.3300.06.49	SPED TRANSPORTATION - EXTRA CU	\$151.25	\$151.25	\$151.25	\$0.00	\$0.00	\$0.00	0.00%
	Dept: SPED TRANSPORTATION - 130	\$196,500.00	\$98,590.90	\$98,590.90	\$97,909.10	\$82,421.35	\$15,487.75	7.88%
01.302.133.9300.06.13	TUITION PRIVATE SCHOOLS	\$175,000.00	\$60,000.00	\$60,000.00	\$115,000.00	\$50,981.00	\$64,019.00	36.58%
01.302.133.9400.06.13	TUITION COLLABORATIVES	\$199,941.00	\$69,521.47	\$69,521.47	\$130,419.53	\$46,265.12	\$84,154.41	42.09%
	Dept: SPED PROGRAMS W/OTHERS - 133	\$374,941.00	\$129,521.47	\$129,521.47	\$245,419.53	\$97,246.12	\$148,173.41	39.52%
Grand Total:		\$6,488,439.70	\$3,097,956.02	\$3,097,956.02	\$3,390,483.68	\$2,892,852.50	\$497,631.18	7.67%

End of Report



Old Rochester Regional School District Massachusetts Superintendency Union #55

"Serving the towns of Marion, Mattapoisett, & Rochester"

Food Service Director's Report: March 2023

Sippican Elementary

Directors Update:

- Meal participation continues to grow strong.
- Nation –Wide supply chain disruptions continue to impact on our program.
- Meal Price Increase will take effect on February 1, 2023
 - This increase in price will only apply to any additional meals purchased by a student
 - Each student will continue to receive 1 Free Breakfast and 1 Free Lunch per day throughout the remainder of this school year
- Had a successful week serving the students in the Math Acceleration Program.
- Dish machine is in disrepair. Ecolab Technician is currently working on fixing it.
- Currently working on procuring food and supplies for next year.

Students Receiving Free and Reduced Meals:

Free 116→ 28%

Reduced: 9→ 2%

Student Meal Participation:

SY 22					SY 23			
		%	Lunch Counts	%	Breakfast Counts	%	Lunch Counts	%
August	20	5%	114	30%	100	13%	288	36%
September	902	13%	3183	44%	1431	19%	4049	54%
October	743	11%	3169	48%	1471	20%	4139	56%
November	736	10%	3418	49%	1195	19%	3585	57%
December	669	10%	3422	53%	1035	17%	3497	58%
January	774	11%	3518	52%	1175	17%	4104	59%
February	638	11%	3055	52%				
March	1015	12%	4828	56%				
April	649	11%	3315	57%				
May	984	12%	4624	57%				
June	943	15%	3439	55%				

Jill Henesey

Director of Food and Nutrition Services

Office: 508-758-2772 x1543

Mobile: 774-320-0801

Email: jillhenesey@oldrochester.org

<https://www.facebook.com/ORRnutrition4kids>



Facilities Director's Report: March 2023

Sippican Elementary School

- Received quotes for back playground extension.
- Completed one extreme cold/wind chill operation.
- Repaired kitchen grease trap/interceptor.
- Cody Leonardo was hired as the new Supervisor of Building and Grounds.
- Conducted routine maintenance on all facility systems.

Sincerely,

Gene Jones

Director of Facilities

Office: 508-758-2772 x1954

Cell: 508-509-6763

E-Mail: eugenejones@oldrochester.org

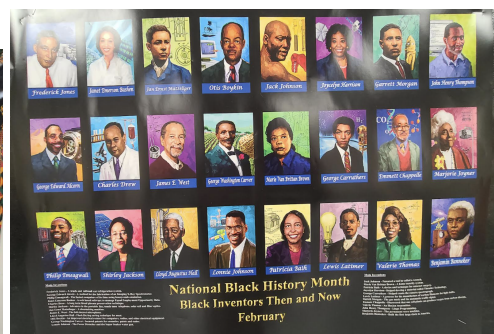
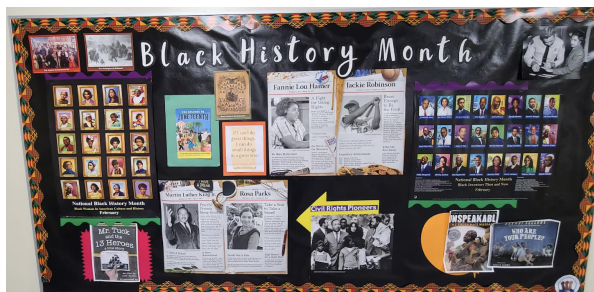
To: Superintendent Michael Nelson
Members of the Marion School Committee
Administrative Team Members

From: Marla Sirois, Principal
Re: Principal's Report-Meeting
Date: March 3, 2023

What a stupendous school year we are having! From All School Meetings to concerts and grade level celebrations. There are great things happening at Sippican School!



1. **Celebrating Equity:** In January we celebrated Martin Luther King Day. February was focussed on Black History Month and we are already into March and Women's History Month! Again, thank you to all that support our learning!



2. **ASM (VIDEO):** In January our ASM theme was **COURAGE**. We focussed on people who make a difference. Our Junior Reporters interviewed students about how to make a difference. The school community was encouraged to wear red as a sign of courage and taking action. Our February ASM included the grade 4 choir and band concert. Wow! Our students are doing a great job in the performing arts. This month we words spiritwear or blue to show our school spirit.
3. **Tis the Season:** In February we celebrated Valentine's Day. Part of that celebration included students writing word of kindness on hearts which are hung in the cafeteria for all to see and draw inspiration.



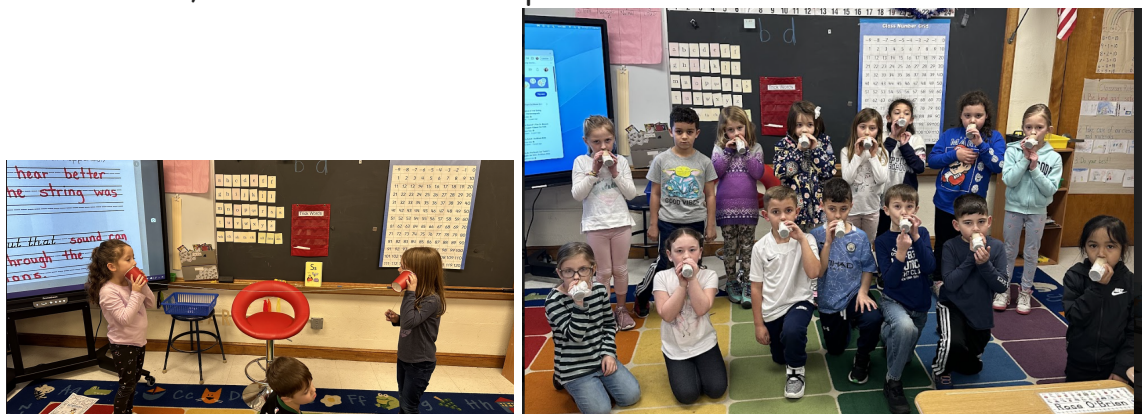
4. **Project Grow:** Project Grow students continue to learn about seasons. They especially enjoyed the snow last week. They made snow angels and snow people :)



5. **Kindergarten:** Our kindergarteners have been studying arctic animals. That has included reading about them, creating them, and comparing them!



6. **Grade 1:** First graders have been learning about SOUND! The culminating event included students switching between all three classes to participate, as scientists, in different sound experiments and activities.



Guess That Sound		
Write the number of the egg next to your guess of the sound.		
12	3	5
2	4	6
7	8	9
10	11	13

How many did you get right? 7

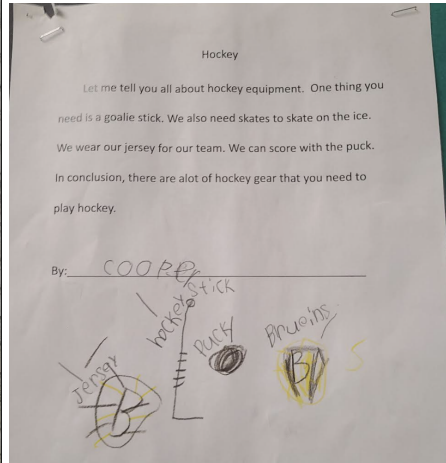
Be honest! 7

What surprised you the most?
rocks
marbles

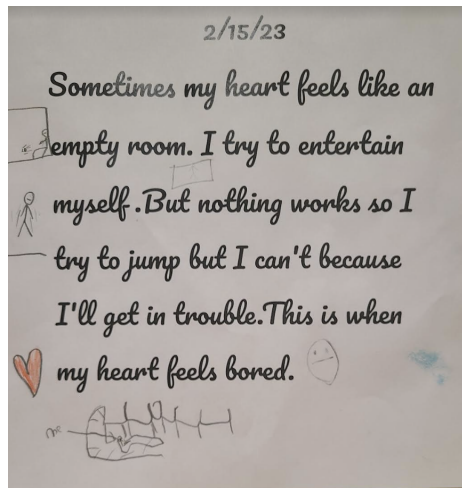
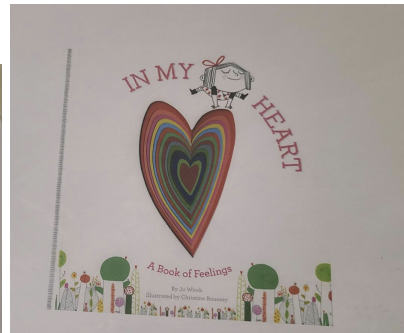
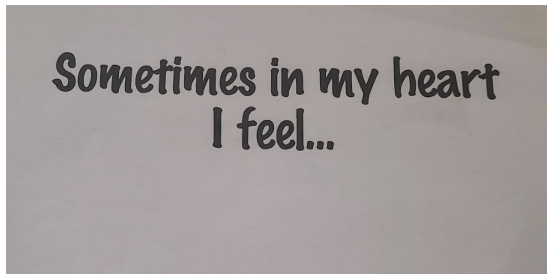
What objects made loud sounds?
dice, rocks

What objects made soft sounds?
cotton, string

7. **Grade 2:** Second graders have been learning about expository writing. At this level, that includes writing about and learning about facts you know.



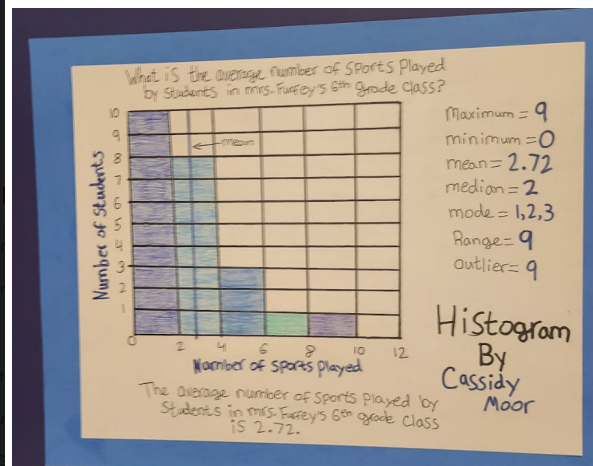
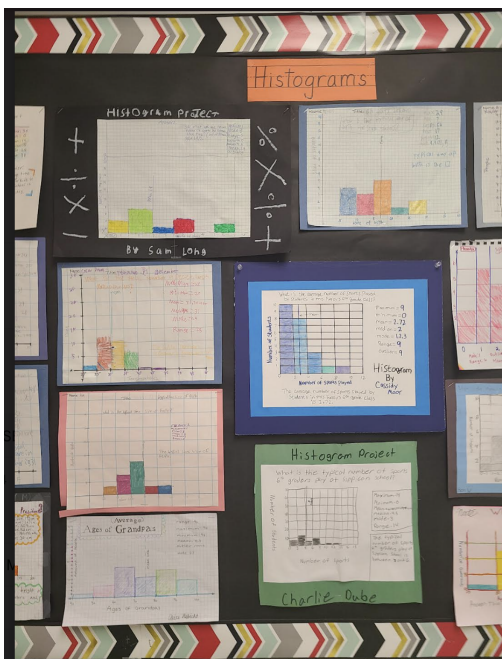
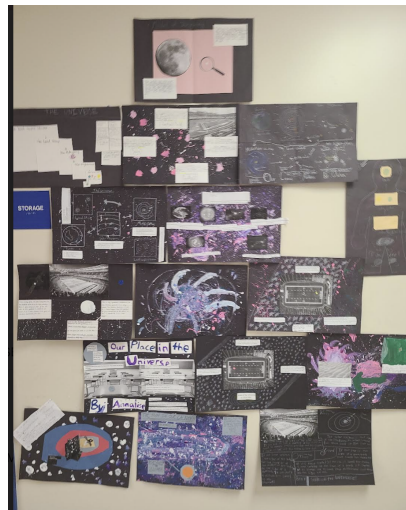
8. **Grade 3:** Students in third grade spent time in February naming feelings and writing about them. This work ties in nicely with the work students are doing during Town Meetings with our Second Step social Emotional curriculum taught by our clinical team.



9. **Grades 4 and 5:** Mrs. Pike has been focussed on teaching students about Asia. The students are learning about art mediums, architecture and celebration.



10. **Grade 6:** There is so much happening in grade 6! They have been studying planets and the solar system. They have also been practicing their graphing skills creating histograms.

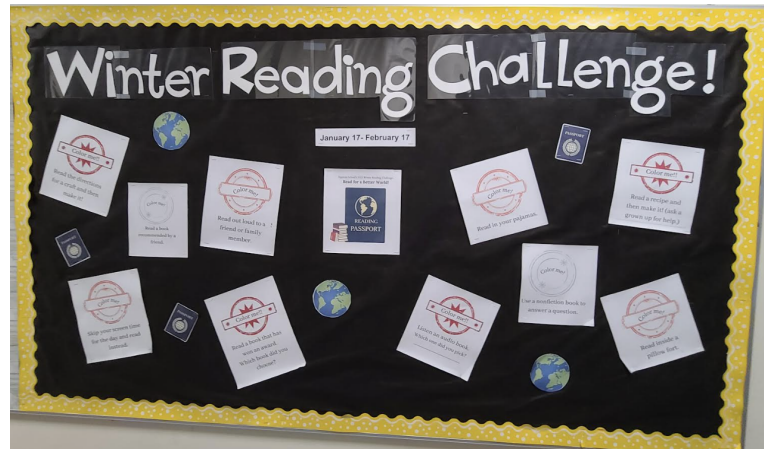


11. **VASE:** MOP happened! The Marion Occupational Program was a huge success. Students learned about different career paths they might choose to take in their futures. We had a chef, fire fighters, police officers and a fitness instructor to name a few.

The Sixth Grade Parent Group put on a wonderful event last Friday night! The student/teacher/parent basketball game was a spirited event! There was cheering, dancing, raffles, and a whole LOT of fun AND they raised over \$1,000 to go toward the sixth grade spring activities.



12. **Library:** Our Winter Reading Challenge has come to an end. Students have submitted their passports and we will acknowledge participants at an upcoming ASM.



13. **Kindness Crew:** Our Kindness Crew has been hard at work. They painted a mural in the clinical team suite. We are grateful for their efforts. Thank you to Ms. Pike and Mrs. Lawrence for their leadership and organization of this project.



14. **AnchOR:** Our community came together for the first AnchOR event of the year. The Spaghetti sinner/Bingo night was a hit. VASE, Marion PD, and our district administrators joined the Sippican Staff to provide this AWESOME event. I can't thank Lisa Horan and her team enough for bringing AnchOR BACK to Sippican.





15. **School Council:** Our school council met in February. We took time to talk about all of the things going on here at Sippican. We also previewed our One Book One School project that began in February.

Best,

*Marla Sirois, M. Ed, C.A.G.S.
Principal
Sippican Elementary School
16 Spring Street, Marion, MA 02738
508-748-0100
Fax: 508-748-1953*

MARION PUBLIC SCHOOLS

Marion, Massachusetts

TO: Town Clerk, Town of Marion, Massachusetts
DATE: March 6, 2023
SUBJECT: Meeting Notice

Pursuant to Chapter 30A of the Massachusetts General Laws, you are notified of the following REGULAR meeting of the **MARION SCHOOL COMMITTEE**.

Wednesday, March 8, 2023 at 6:30 p.m.

This meeting will be conducted in a hybrid format. School Committee and Administrators will have the option of meeting in person in the Community Room at Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom. Public is able to attend in person or via zoom

If you need more information about this meeting, please feel free to call 508-758-2772 ext. 1956.

Respectfully submitted,
Melissa Wilcox, Executive Assistant to the Superintendent

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
16 Spring Street, Marion, Massachusetts**

March 8, 2023

ZOOM LINK:

<https://oldrochester-org.zoom.us/j/98044815658?pwd=UnkvbDBMdWZWdzdYcFo1ZzlOTFNEQT09>

Meeting ID: 980 4481 5658

Passcode: 700054

This meeting will be conducted in a hybrid format. School Committee and Administrators will have the option of meeting in person in the Community Room at Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom. Public is able to attend in person or via zoom

TIME: 6:30 p.m.

MEETING TO ORDER

FY24 PUBLIC BUDGET HEARING

RECOGNITION PRESENTATION

I. Approval of Minutes

A. Minutes

- 1. Regular Minutes: January 11, 2023 & January 25, 2023 – Special Meeting**
- 2. Executive Session Minutes: January 11, 2023**
- 3. Budget Subcommittee Minutes: Oct. 26, Dec. 7 and Dec. 22, 2022**

II. Consent Agenda

III. Agenda Items Pending

IV. General

A. HILL for Literacy Presentation

B. Grow Farm-to-School Program Presentation

C. Review of Open Meeting Law Complaint(s)

D. Approval of FY24 Proposed Budget

E. Approval of School Health Unit Application

F. Approval of READS Collaborative Agreement Amendment

G. Approval of Donations

H. Approval of Student Handbook Revisions

V. New Business

A. Policy Review

B. Curriculum

C. Business

1. Financial Report

a. Revolving Account Balances

2. Food Service Report

3. Facilities Report

4. Budget Transfers

D. Personnel

VI. Special Report

VII. Unfinished Business

CHAIRPERSON'S REPORT

CENTRAL OFFICE ADMINISTRATORS REPORT

PRINCIPAL'S REPORT

VIII. School Committee

A. Committee Reports

1. Budget Subcommittee

2. Building Committee

3. ORR District School Committee

4. SMEC

5. Early Childhood Council

6. READS

7. Tri-Town Education Foundation

8. Policy Subcommittee

9. School Council

10. Equity Subcommittee

- B. School Committee Re-Organization
- C. School Committee Goals

IX. Future Business

- A. Timeline
- B. Future Agenda Items

X. Open Comments

XI. Information Items

XII. Executive Session

ADJOURNMENT