

MATTAPOISETT SCHOOL COMMITTEE MEETING
Mattapoisett, Massachusetts
BY: HYBRID FORMAT

MEETING MINUTES
February 27, 2023

Regular meeting of the Mattapoisett School Committee was held on Monday – February 27, 2023, and called to order by Chairperson Carly Lavin at 6:30pm.

Chairperson Lavin stated the meeting is being conducted via hybrid format and the public has the ability to participate in-person or remotely through zoom with the link provided.

MEMBERS PRESENT: Carly Lavin, Chairperson (in-person); James Muse, Vice-Chair (remote); Cristin Cowles (in-person); Amanda Hastings (remote).

MEMBERS ABSENT: Tiffini Reedy

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools (in-person); Shari Fedorowicz, Assistant Superintendent of Teaching & Learning (in-person); Howard Barber, Director of Finance (in-person); Craig Davidson, Director of Student Services (in-person); Dr. Linda Ashley, Principal – Center School (in-person); Kevin Tavares, Principal – Old Hammondtown School (in-person); Melissa Wilcox, Recording Secretary (in-person), teachers; staff; parents; members of the press and public via zoom or in-person.

MEETING TO ORDER:

Chairperson, Carly Lavin 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.

I. Approval of Minutes:

1. A. Approval of Minutes – Regular Session – January 9, 2023

Recommendation:

That the School Committee review and approve the minutes of January 9, 2023.

MOTION: by Cristin Cowles to accept and approve the Regular Meeting minutes of January 9, 2023 as presented

SECONDED: James Muse

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

3. A. Approval of Minutes – Budget Subcommittee – November 15, 2022, January 9 and February 16, 2023

Recommendation:

That the School Committee review and approve the Budget Subcommittee minutes of November 15, 2022, January 9 and February 16, 2023.

MOTION: by James Muse to accept and approve the Budget Subcommittee minutes of November 15, 2022, January 9, 2023 and February 16, 2023 as presented

SECONDED: Carly Lavin

MOTION PASSED: 2:0

Roll Call: James Muse – yes; Carly Lavin – yes

IV. General

A. Hill for Literacy Presentation

Recommendation:

That the School Committee hear a presentation from Darci Burns, PhD, Executive Director for HILL for Literacy Superintendent Michael S. Nelson stated the following:

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 introduced Dr. Darci Burns. Dr. Burns explained the enclosed HILL for Literacy presentation. Please see enclosure.

Question(s)/Comment(s) by School Committee Members:

Carly Lavin asked what is the length of the road map, 3 years, 5 years? How long until the schools are fully engulfed? Dr. Fedorowicz responded that the process is progressing well but 3-5 years is an accurate timetable. At this time, there are many parts running simultaneously including building teams for core literacy review, gathering volunteers from the schools and working with the District leadership team. The goal is to have everything with HILL by June so teachers can utilize the plans starting in the fall and it can be incorporated into the new strategic plan.

Mr. Nelson agreed that the time works well with the new school improvement plans and strategic plan beginning in the fall. It has been beneficial to work with one of the most credible consulting groups in Massachusetts and a lot of work has been done already in the process. It will be great to work with this report going forward in other areas.

B. Review of Open Meeting Law Complaint(s)

Recommendation:

That the School Committee review an Open Meeting Law Complaint(s) from Kathleen LeClair of Mattapoisett. Superintendent Michael S. Nelson stated the following:

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 Mattapoisett 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.

Question(s)/Comment(s) by School Committee Members:

Amanda Hastings asked if the policy mentioned is retroactive since it was recently updated in January 2023. Superintendent Nelson informed the committee that he would share the new and old version of the policy to legal counsel and leave it to them to make the position.

MOTION: by James Muse to delegate the responsibility to respond to legal counsel through the Superintendent
SECONDED: Carly Lavin
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

C. Update of Town Initiated Collins Center School Consolidation Study

Recommendation:

That the School Committee hear an update regarding the Collins Center Study initiated by the Town of Mattapoisett Superintendent Michael S. Nelson stated the following:

At this juncture - the District and the Town of Mattapoisett is anticipating receiving the draft report from the Collins Center in the very near future. It is anticipated that a joint school committee and Select Board meeting will then be scheduled to hear the results from the Collins Center study team lead.

D. FY24 Proposed Budget Update

Recommendation:

That the School Committee review and discuss the FY24 Budget.

Superintendent Michael S. Nelson stated the following:

The budget subcommittee has endorsed a FY24 proposed budget for the 2023-2024 school year and have submitted it to Mr. Lorenzo - Mattapoisett's Town Administrator. Additionally, the budget-committee recently met with Mr. Lorenzo and Mr. Colby Rottler from the Finance Committee to present the FY24 proposed budget and answer any initial questions they may have. As mentioned at our last school committee meeting, the FY24 proposed budget supports current staffing levels, supports current curriculum work, regular and special education programming needs, and has been built to adjust to the impact of inflation. Mr. Barber, who leads the budget development process has included FY24 proposed budget documents for you to review in anticipation of our budget public hearing that will occur when this committee meets next.

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.

Superintendent Michael S. Nelson stated the following:

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 Cristin Cowles to approve the School Health Unit Application as presented

SECONDED: Amanda Hastings

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

F. Approval of READS Collaborative Agreement Amendment

Recommendation:

That the School Committee review for approval the READS Collaborative Agreement Amendment.

Superintendent Michael S. 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 Cristin Cowles to approve the READS Collaborative Agreement Amendment as presented
SECONDED: Amanda Hastings
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

G. Approval of Donations

Recommendation:

That the School Committee review for approval a donation from Cape Cod 5 Educational Mini-Grants, a donation from Free Spirit Publishing and a donation from the USDA and DESE for the School Nutrition Equipment Assistance Grant.

Superintendent Michael S. Nelson stated the following:

This evening the school committee has seven separate grant awards to review and approve. The first six are being offered from the Cape Cod 5 Educational Mini-Grant Program. The first of these is \$500 being offered to Ms. Lisa Lourenco to support Micro-Bit programming.

Dr. Ashley added that Ms. Lourenco will be using the funding with third grades incorporating online lesson plans in coding and working with microchips.

MOTION: by Cristin Cowles to approve the Cape Cod 5 Mini-Grant for Lisa Lourenco as presented
SECONDED: Amanda Hastings
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

The second of the Cape Cod 5 Educational Mini-Grants is \$500 being offered to Ms. Lisa Lourenco to support 3D Printing.

Mr. Tavares added that this funding will allow Ms. Lourenco to use a 3D printer in both schools so students can plan, design and see the final product when printed.

MOTION: by Cristin Cowles to approve the Cape Cod 5 Mini-Grant for Lisa Lourenco as presented
SECONDED: Carly Lavin
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

The third of the Cape Cod 5 Educational Mini-Grants is \$350 being offered to Ms. Allison Dunn to support Jumping into Math.

Dr. Ashley added that Ms. Dunn will use the funds to purchase an activity rug to get the kids up and moving while doing math.

MOTION: by Cristin Cowles to approve the Cape Cod 5 Mini-Grant for Allison Dunn as presented
SECONDED: Carly Lavin
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

The fourth of the Cape Cod 5 Educational Mini-Grants is \$500 being offered to Mr. Kevin Tavares to support safety at OHS.

Mr. Tavares added that this money will be used to purchase shades at both schools for the windows on their classroom doors and sidelights which would be utilized in the event of a lockdown.

Question(s)/Comment(s) by School Committee Members:

Carly Lavin asked if additional treatment will be needed or will this be enough. Mr. Tavares stated this funding will cover all they need.

MOTION: by Cristin Cowles to approve the Cape Cod 5 Mini-Grant for Kevin Tavares as presented

SECONDED: Carly Lavin

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

The fifth of the Cape Cod 5 Educational Mini-Grants is \$500 being offered to Ms. Jocelyn Mare to support the school podcast.

Mr. Tavares added that Ms. Mare started a podcast club at OHS in which students are involved in the pre-production planning, practicing, post-production and final product of making a podcast. The topics are student driven and will be available on the classroom website.

MOTION: by Cristin Cowles to approve the Cape Cod 5 Mini-Grant for Jocelyn Mare as presented

SECONDED: Carly Lavin

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

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.

Question(s)/Comment(s) by School Committee Members:

Carly Lavin asked if Free Spirit Publishing is a common publisher as she was not familiar. Dr. Fedorowicz stated they are affiliated with PBS.

Amanda Hastings asked if the librarians have already reviewed the books. Dr. Fedorowicz confirmed the librarians have reviewed and approved the books.

MOTION: by Amanda Hastings to approve the Free Spirit Publishing donation as presented

SECONDED: Cristin Cowles

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Superintendent Michael S. Nelson stated the following:

The last grant tonight is being offered to our Food Services Department thanks to the work of Ms. Hennessey our Food Services Director - she wrote a competitive grant that is being awarded in the amount of \$5,813 for Center School to be used for a food processor and merchandise cooler and \$20,000 for Old Hammondtown School to be used for new serving lines.

Question(s)/Comment(s) by School Committee Members:

Carly Lavin asked for an explanation of the serving lines. Mr. Barber stated they are a hot/cold combo line where food can be distributed.

MOTION: by Cristin Cowles to approve the School Nutrition Assistance Grant donation as presented
SECONDED: Carly Lavin
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

H. Approval of Student Handbook Revisions

Recommendation:

That the School Committee review and approve revisions to the Student Handbook.

Superintendent Michael S. Nelson stated the following:

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 principals 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.

Mr. Tavares explained that the new revised policy now includes inclement weather and also allows for the principal's discretion. The number of days to reach out is not three days instead of five, however, both Mattapoisett schools call daily in the event that a child is out and the school is not notified by the family. Both schools also work with families in the event of absences for their student(s).

MOTION: by Cristin Cowles to approve the Free Spirit Publishing donation as presented
SECONDED: Amanda Hastings
OPPOSED: None
MOTION PASSED: 4:0
Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

V. New Business

B. Business

1. Financial Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Mr. Barber reported the following:

The Mattapoisett School District currently has \$463,707 available of the general funds appropriated in the 2023 Fiscal Year. The year-to-date Budget Report, by departments, identify how our funds are encumbered and expended. The report recognizes the activity of the total \$7,535,042 appropriate to the Mattapoisett School District.

\$ 7,535,042 – General Funds Approved
\$ 7,071,335 - Obligation Paid Year-to-Date
\$ 463,707 - Remaining Available Funds

Bristol County Agricultural High School enrolled student operational budget of \$111,736, of which the remaining balance for committed cost is \$18,467.

\$ 111,736 - Bristol County Agricultural High School
\$ 93,269 - Obligations Paid Year-to-Date
\$ 18,467 - Remaining Available Fund

Question(s)/Comment(s) by School Committee Members:

Carly Lavin asked about the Department Based budget document, and why some departments have a lot of money left at this time of the year. Mr. Barber explained that depending on the department they can be higher because of salaries, software/device replacement and some get charged back to ORR. Carly Lavin asked if there are assessment

fees for those that were mentioned during the HILL presentation. Dr. Fedorowicz confirmed yes there are, some are renewals. Carly Lavin stated that if some assessments are no longer used based on the HILL evaluation maybe that will help bring costs down and asked the team to please include this information going forward.

2. Food Services Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Food Service Director's Report (By: Jill Henesey) dated February 2023 as follows:

- Meal participation continues to be strong
- Nationwide, supply chain disruptions continue to impact our program
- A successful Board of Health Inspection at each respective school took place
- 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

3. Facilities Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Facilities Director's Report (By: Gene Jones) dated January 2023 as follows:

Center School:

- Installed access door
- Repaired #1 Variable Frequency Drive (VFD) on Pump #1. Completed semi-annual
- inspection of Kitchen ANSUL system
- Continuing HVAC Building Management System (BMS) upgrade (Capital)
- Completed routine maintenance on all facility systems

Old Hammondtown School:

- Repaired broken asphalt on road by playground
- Repaired manhole cover trip hazard on playground
- Repaired food service freezer
- Completed semi-annual inspection of Kitchen ANSUL system
- Receiving quotes to upgrade back and side playgrounds
- Completed routine maintenance on all facility systems

VI. CHAIRPERSON'S REPORT:

Chairperson Lavin noted it is important to continue to celebrate all of the wins and HILL for Literacy is a big win. Ms. Lavin thanked Dr. Fedorowicz and everyone that has had a hand in it, and she knows it has been a lot of people already. She continued that this program is going to accentuate our great staff and putting these tools in their hands is very exciting what it will do for all of our children.

CENTRAL OFFICE ADMINSTRATOR'S REPORT:

Superintendent Michael S. Nelson shared that Mr. Davidson and Dr. Fedorowicz will provide updates this evening. Mr. Craig Davidson – Director of Student Services reported the following:

Our sixth grade special education liaisons participated in a Transition Event at the Junior High School on Monday the 13th. Ms. Behan (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. Our next Early Childhood Council Meeting is Wednesday, March 29, 2023 - Sippican School. The next Preschool Screening is March 16 Sippican School.

Dr. Fedorowicz, Assistant Superintendent of Teaching & Learning provided updates to Teaching and Learning as follows:

Literacy:

Our second phase in our literacy initiative with the HILL is underway! 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. The application is still open and so far we have 13 educators interested, 4 from Mattapoisett, to participate in the core program review. The overview process for this vertical team will be on our next 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. I will keep you updated as we progress through the process. A special thank you to the teachers and Dr. Ashley and Mr. Tavares for initiating and supporting the core program review.

We also continue to meet as a team for L4L. We just met before break and had training on working as a collaborative literacy team. We continue to meet twice a month on various literacy topics and L4L will continue through April which also supplements work with the HILL. Thank you to the administrators and teachers that are spending time after school to support literacy.

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 closes 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. So far 160 educators and 204 caregivers have contributed. We want to say thank you for taking the time to provide input into PD for next year, and want to encourage even more participation before March 1.

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:

Our Feb 8 half PD day was building based and centered around sense of belonging and equity:

Center School: Building an Equitable School Environment through Trusting Relationships and Sense of Belonging

Instructor: Linda Ashley

Participants: Classroom Teachers, Specialists, Paraprofessionals, Related Service Providers

Time: 1:00-3:00

Location: Center School

Course Description: School staff will develop a better understanding of what trusting relationships and sense of belonging means.

OHS: Building an Equitable School Environment through Trusting Relationships and Sense of Belonging

Instructor: Kevin Tavares

Participants: Classroom Teachers, Specialists, Paraprofessionals, Related Service Providers

Time: 1:00-3:00

Location: OHS Cafeteria/Classrooms

Course Description: School staff will develop a better understanding of what trusting relationships and sense of belonging means.

The March 8 half PD day coming up will be vertical team curriculum work with a focus on 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. This month, by popular request, was time with mentors. Next month, Mr. Davidson will provide training on Special Education, accommodations and IEPs.

Author Virtual Book Reading:

Last, on February 15th, we had author Deborah Farmer Kris, who virtually read two of her books to our prek, k and grade 1 students in their classrooms. One was called *You are Growing all the Time* and the second was *You Wonder all the Time*. Students looked really excited to have a live author read to them. All three elementary districts participated. Special thank you to Deborah Farmer Kris and the teachers for setting this up.

PRINCIPAL'S REPORT

Dr. Linda Ashley – Principal of Center School reported the following:

All staff members participated in professional development in the afternoon on February 8th. Topics focused on building an equitable school environment through trusting relationships and sense of belonging. Sessions included reading and discussing research articles on how trusting relationships with adults boost student success and support students' motivation, engagement, and school belonging. Grade-level teams met with the principal, math specialist, literacy specialists, and special educators to analyze recent student math and literacy assessment data and plan targeted instruction based on students' needs.

Project Grow children are learning about the five senses through multisensory activities. They are also learning about simple machines and how they work through exploration.

Kindergarten students are learning to read and spell words with beginning blends. They are doing a great job reading words with blends in their poetry journals. In math, kindergarteners are using manipulatives to build numbers in the teens.

First-grade students made Valentine's Day cards for children at local pediatric units at nearby hospitals through the Friends of Jack Foundation. The cards were paired with one of the Friends of Jack signature bears. Thank you first graders for creating cards from your hearts!

Second-grade students are learning how to add and subtract 3-digit numbers! Students are applying their computation skills to solve word problems.

Third graders are applying their written language skills in science class, describing the results of their experiments with batteries and electromagnetics.

Author Deborah Farmer Kris zoomed into PreK, K, and 1 classrooms on Wednesday, February 15th to read two of her books to students! Dr. Fedorowicz was lucky enough to win this exciting opportunity at a conference back in the fall. Ms. Farmer Kris read "You Are Growing All the Time" and "You Wonder All the Time" authored by herself and beautifully illustrated by Jennifer Zivoin. Deborah Farmer Kris is a child development expert, parent educator, and the author of the "All the Time" picture book series. Each classroom will receive a copy of one of her books.

The PTA sponsored a Read Cross Blood Drive at Center School on January 25, 2023. The drive was a huge success! 27 units of blood were donated which can help over 80 people. Thank you to everyone in the community who donated life-saving blood.

March 2023 - Upcoming events:

- March 1 PTA Virtual BINGO
- March 2 School Council 3:15 - 4:15 pm
- March 3 Term 2 grades close
- March 7 New Bedford Ballet Assembly, PreK - 3
- March 7 PTA 7:00 pm
- March 8 Early Release Day - 12:20 Dismissal - Lunch is served
- March 10 6th Grade Students vs. Mattapoisett Staff Charity Basketball Game Doors open @ 6 pm - Tip off @ 6:30 pm
- March 15 Term 2 Report cards issued
- March 23 Center/OHS Art show @ Center School 4 - 6 pm March 29 Author Visit - Alec Carvlin

Kevin Tavares, Principal of Old Hammondtown School reported the following:

Old Hammondtown School 4th Grade teacher Ms. Beth Valliere was awarded the Fun 107's Teacher of the Month award thanks to the love from her students. Nominated by Emma Balestracci on behalf of her classmates, here is what she had to say about her favorite teacher. "Ms. Valliere is the best. Firstly, she makes people feel happy, excited (and) she just says or does nice things to people. In addition, Ms. Valliere's classroom is so fun. It is so fun because she has LED lights and a sticker station. A sticker station is a wall of stickers you can grab but only one and you need a sticker coupon. A sticker coupon is a little piece of paper that has sticker coupons printed on it. Also, she has a little library in her room (and) she also has stem bins. Stem bins are little bins, some are full of Legos or magnets and a lot of other stuff. Lastly, Ms. Valliere always plays games with my class and she will always help you. That is why I think Ms. Valliere should win the teacher of the month."

We are excited to report that the Grade 6 students visited the Boston Museum of Science on January 31st. The trip was the first out of school field trip taken by students in the past 3 years. The students were able to tour the museum exhibits and take in a show in the planetarium. The students have been studying the stars and universe as part of the OpenSciEd program. It was a great day and the students were very happy to take part in the day. A big thank you goes out to our Grade 6 teacher Sara Jacobsen for planning and making this trip happen.

Grade 6 teacher Ms. Laura Mirabito teamed up with the Mattapoisett Historical Society to bring their writing to life. This culminating activity was the wrap up to their study of Primary Documents, characteristics of advanced societies, and civilizations. The students were tasked with writing a memoir sharing their experiences and views living through the pandemic. Each memoir is a fascinating glimpse into the mind of a sixth-grader and the impact that the pandemic has had on their lives. The students shared their writing with a representative from the Mattapoisett Historical Society and were treated to memoirs of residents who lived through the Spanish Flu of 1918. Copies of the students' memoirs will be housed at the Historical Museum where students of the future will be able to read about what it was like to live through the pandemic of 2020.

Students in grade 4 have been exploring chain reactions as part of their Mystery Science program. Mystery Science is an innovative, standards-aligned, hands-on curriculum that teaches children how to think like scientists. Students are immersed in the scientific method which includes math, reading, engineering, and computer science. This program is a great enhancement to our science curriculum.

Looking Ahead:

- Tuesday, February 28th New Bedford Ballet - Whole school presentation 10:00 to 11:00 AM
- Wednesday, March 1st PTA Virtual Bingo Night
- March 10th - Student vs. Staff Basketball game
- June 2nd - Field Day

VIII. School Committee

A. Committee Reports

1. ORR District School Committee - James Muse reported the last meeting took place on February 6th. The committee reviewed and approved donations, use of the main stadium field by a youth lacrosse team, handbook revisions, school health unit application, program of studies changes and a statement on library resources. There was also an update on the Track Resurfacing Project.
2. SMEC - No report.
3. READS - Mr. Nelson stated they met on February 16th. Of note, the FY24 budget was approved along with new staff and resignations. Dr. Theresa Craig announced that she would be retiring at the end of June. READS will be partnering with an agency to get a search team together.
4. Early Childhood Council - Cristin Cowles reported there are no updates and the next meeting is at the end of March.
5. MASC - No report.
6. Mattapoisett Capital Needs Committee - Carly Lavin stated the committee has been very busy since January. There is a capital meeting tomorrow and Mr. Jones is attending to represent the schools. She stated she is very impressed by the level of detail and thanked Mr. Barber and Mr. Jones for this. She also acknowledged Mr. Jones for being such a wealth of knowledge.
7. Tri-Town Education Foundation - No report.
8. Policy Subcommittee - Cristin Cowles reported they are meeting next week.
9. Budget Subcommittee - Carly Lavin stated Superintendent Nelson provided an update earlier this evening (see above).
10. Clock Committee - No report.
11. Equity Subcommittee - Amanda Hastings reported that at the last meeting all members were present and approved having a standardized report out along with updates from the administration on the equity action plan and data on incidents reported as well as upcoming opportunities for training. There are two meetings, March 1st about the open meeting law complaints and March 30th is the next regular meeting.

IX. Future Business

A. Timeline

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

Mattapoisett School Committee

March 20, 2023 @ 6:30pm

Hybrid Format

Joint School Committee

March 30, 2023 @ 6:30pm

Hybrid Format

B. Future Agenda Items

- Budget Approval (public hearings) (March)
- School Choice Public Hearing (April)
- Administrator Contracts (May)

- School Committee Reorganization (June – depending on election date)
- Approval of new School Council goals (June)

X. Open Comments

Chairperson, Carly Lavin stated the following:

Public Comment is governed by approved school committee policy.

Per the committee's policy we will offer up to 15 minutes for public comments this evening. Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. However, the committee takes any public comment made seriously and appreciates hearing from the public. Anyone looking to provide a public comment must be acknowledged by the Chairperson before addressing the committee. Those making a public comment will have up to three minutes to address the committee and must start their comment by stating their name and the town they reside in.

For those in-person, there is a sign in sheet for those looking to make a public comment located on the side wall and those on zoom, if you are attending this meeting by zoom, you can send a message in the chat with your name and the town you reside in. The chairperson will alternate between in-person and zoom participants.

Chairperson Lavin asked if there were any Public Open Comments at this time – there were none.

At this time public comment is closed.

ADJOURNMENT:

That the School Committee adjourn the Regular Session of the Mattapoisett School Committee at 7:56pm.

MOTION: by Cristin Cowles to adjourn the Regular Session of the Mattapoisett School Committee at 7:56pm.

SECONDED: James Muse

OPPOSED: None

MOTION PASSED: 4:0

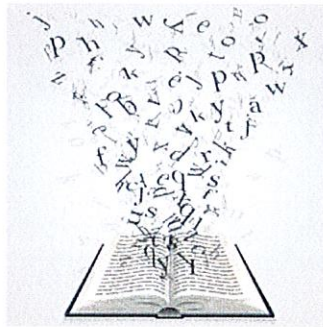
Roll Call: James Muse – yes; Cristin Cowles -yes; Amanda Hastings – yes; Carly Lavin -yes

Respectfully Submitted,

Melissa Wilcox, Recording Secretary
Enclosures.



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

1

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Review the Process

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

2

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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.

3

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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

4

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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.

5

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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.

6

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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.

7

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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.

8

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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.

9

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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.

10

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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.

11

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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.

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Thank you!



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REVISED 02.27.2023
MATTAPOISETT SCHOOL COMMITTEE MEETING
Mattapoisett, Massachusetts
REGULAR MEETING
Monday, February 27, 2023

ZOOM LINK:

<https://oldrochester-org.zoom.us/j/93618212367?pwd=QVlERmptUjA0ZUpOckwrNVB4UGZnQT09>

Meeting ID: 936 1821 2367

Passcode: 948382

This meeting will be conducted in a hybrid format. School Committee and Administrators will have the option of meeting in person in the Cafeteria at Center School located at, 16 Barstow Street, Mattapoisett, MA 02739 or via zoom. Public is able to attend in person or via zoom.

6:30 P.M.

MEETING TO ORDER

SCHOOL COMMITTEE RECOGNITION

I. Approval of Minutes

A. Minutes

1. Regular Meeting Minutes – January 9, 2023

2. Executive Session Minutes

3. Budget Subcommittee Minutes – Nov. 15, 2022, Jan. 9, 2023 & Feb. 16, 2023

II. Consent Agenda

III. Agenda Items Pending

IV. General

A. HILL for Literacy Presentation

B. Review of Open Meeting Law Complaint(s)

C. Update on Town Initiated Collins Center School Consolidation Study

D. FY24 Proposed Budget Update

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. Curriculum

B. Business/Finance & Operations

1. Financial Report

2. Food Services Report

3. Facilities Report

4. Budget Transfers

C. Personnel

VI. Special Topic Report

CHAIRPERSON'S REPORT

CENTRAL OFFICE ADMINISTRATORS REPORT

PRINCIPAL'S REPORT

VII. Unfinished Business

VIII. School Committee

A. Committee Reports

1. ORR District School Committee

2. SMEC

3. READS

4. Early Childhood Council

5. MASC

6. Mattapoisett Capital Needs Committee

7. Tri-Town Education Foundation

8. Policy Subcommittee

9. Budget Subcommittee

10. Clock Committee

11. Equity Subcommittee

B. School Committee Reorganization

C. School Committee Goals

IX. Future Business

A. Timeline

B. Future Agenda Items

X. Open Comments

XI. Information Items

XII. Executive Session

ADJOURNMENT

**MATTAPOISETT PUBLIC SCHOOLS
MATTAPOISETT, MA**

TO: Mattapoisett School Committee
FROM: Michael S. Nelson, Superintendent of Schools
DATE: February 23, 2023
RE: Agenda Items

The following items are on the agenda for February 27, 2023

I. Approval of Minutes (VOTE NEEDED)

I.A.1. Approval of Minutes – Regular Session

Recommendation:

That the School Committee review and approve the minutes of January 9, 2023. Please refer to “MTSC 02272023 November Minutes”.

I.A.3. Approval of Minutes – Budget Subcommittee Minutes

Recommendation:

That the School Committee review and approve the minutes of November 15, 2022, January 9, 2023 and February 16, 2023. Please refer to “MTSC 02272023 November Budget Minutes”, “MTSC 02272023 January Budget Minutes” and “MTSC 02272023 February Budget Minutes”.

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.

B. Review of Open Meeting Law Complaint(s)

Recommendation:

That the School Committee review an Open Meeting Law Complaint(s) from Kathleen LeClair of Mattapoisett. Please refer to “MTSC 02272023 OML Complaint”, “MTSC 02272023 OML Complaint Revised”, “MTSC 02272023 OML Complaint – Equity”, “MTSC 02272023 OML Complaint – Policy”.

C. Update on Town Initiated Collins Center School Consolidation Study

Recommendation:

That the School Committee hear an update regarding the Collins Center Study initiated by the Town of Mattapoisett.

D. FY24 Proposed Budget Update

Recommendation:

That the School Committee will review and discuss the FY24 Budget.

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 Jaime Balsis, School Nurse for Center School and Amy Ripley, School Nurse for Old Hammondtown 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 “MTSC 02272023 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 “MTSC 02272023 READS Agreement Amendment for Approval”, “MTSC 02272023 READS New Amendment Agreement with Updates Noted”, “MTSC 02272023 READS Previous Agreement”.

G. Approval of Donations

Recommendation:

That the School Committee review for approval a donation from Cape Cod 5 Educational Mini-Grants of \$500 to faculty Lisa Lourenco (Micro:bit), \$500 to faculty Lisa Lourenco (3D printing), \$350 to faculty Allison Dunn

(Jumping Into Math), \$500 to Principal Kevin Tavares (OHS Safety Equipment) and \$500 to faculty Jocelyn Mare (School Podcast). 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 a donation from the USDA and DESE for the School Nutrition Equipment Assistance Grant awarding \$5,813 to Center School and \$20,000 to Old Hammondtown School. Please refer to “MTSC 02272023 Cape Cod 5 Grants”, “MTSC 02272023 All The Time Series Book Donation” and “MTSC 02272023 School Nutrition Equipment Assistance Grant”.

H. Approval of Student Handbook Revisions

Recommendation:

That the School Committee review and approve revisions to the Student Handbook. Please refer to “MTSC 02272023 Mattapoisett Public Schools Student Handbook Revisions”.

V. New Business

1. Financial Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MTSC 02272023 FY23 Financial Report Memo”, “MTSC 02272023 FY23 BCAHS Financial Report”, “MTSC 02272023 GF Financial Report”, and “MTSC 02272023 FY23 GF Department Financial Report”.

2. Food Services Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MTSC 02272023 Food Service Report”.

3. Facilities Report

Recommendation

That the School Committee hear a report from Mr. Barber. Please refer to “MTSC 02272023 Facilities Report”.

IX. Future Business

A. Timeline

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

Mattapoisett School Committee

March 20, 2023 at 6:30pm

Hybrid Format

Joint School Committee

March 30, 2023 at 6:30pm

Hybrid Format

B. FUTURE AGENDA ITEMS

- Budget Approval Public Hearing (March)
- School Choice Public Hearing (April)
- Administrator Contracts (May)
- School Committee Reorganization (June – depending on election date)
- Approval of new School Council goals (June)

XI. Information Items

If you have questions about any of the recommendations above, please feel free to call me.

MATTAPOISETT SCHOOL COMMITTEE MEETING
Mattapoisett, Massachusetts

BY: HYBRID FORMAT

MEETING MINUTES
January 9, 2023

Regular meeting of the Mattapoisett School Committee was held on Monday – January 9, 2023, and called to order by Chairperson Carly Lavin at 6:31pm.

Chairperson Lavin stated the meeting is being conducted via hybrid format and the public has the ability to participate in-person or remotely through zoom with the link provided.

MEMBERS PRESENT: Carly Lavin, Chairperson – In Person; James Muse, Vice-Chair –Remote; Cristin Cowles – In Person; Amanda Hastings – In Person.

MEMBERS ABSENT: Tiffini Reedy

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools – In Person; Shari Fedorowicz, Assistant Superintendent of Teaching & Learning – In Person; Howard Barber, Director of Finance – In-Person; Craig Davidson, Director of Student Services – In-Person; Dr. Linda Ashley, Principal – Center School – In-Person; Kevin Tavares, Principal – Old Hammondtown School – In-Person; teachers; staff; parents; members of the press and public-via zoom or in-person.

MEETING TO ORDER:

Chairperson, Carly Lavin 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.

I. Approval of Minutes:

1. A. Approval of Minutes – Regular Session – November 15, 2022

Recommendation:

That the School Committee review and approve the minutes of November 15, 2022

MOTION: by Cristin Cowles to accept and approve the Regular Meeting minutes of November 15, 2022 as presented

SECONDED: Amanda Hastings

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin - yes

2. Approval of Minutes - Executive Session Minutes – November 15, 2022

Recommendation:

That the School Committee review and approve the Executive Session minutes of November 15, 2022

MOTION: by Amanda Hastings to accept and approve the Executive Session minutes of November 15, 2022 as presented

SECONDED: Cristin Cowles

OPPOSED: None

MOTION PASSED: 4:0

Roll Call: James Muse – yes; Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin - yes

IV. General

A. FY24 Initial Draft Budget Discussion

Recommendation:

That the School Committee will review and discuss the FY24 Budget

Superintendent Michael S. Nelson stated the following:

“The budget sub-committee met earlier this evening and has drafted a proposed FY24 Mattapoisett Elementary School budget. Specifically, the budget sub-committee has discussed with administration and department heads the current needs of the students as related to each department within the school (for example regular education programming, special education programming, technology, facilities, etc.). It should come as no surprise to this committee that the budget sub-committee is navigating the impact of inflation on the FY24 budget development process. Specifically, the cost of utilities such as electricity/gas, as well as special education tuition increases are major budget drivers as we look forward to FY24.

The proposed budget as it currently stands is designed to maintain current services at both Center and Old Hammondtown Schools regarding staffing and other programming. This proposed budget does not include any new positions or new programming for FY24. The main priorities of the FY24 budget include meeting the needs of the known students in our classrooms and ensuring our teaching and learning programming is meeting best practices, specifically around literacy and the math program. Next steps for the budget sub-committee will be to reach out to the town administrator and invite him and representation from the finance committee to the next budget sub-committee to discuss the FY24 budget proposal as it currently stands. In the near future, the Mattapoisett School Committee will then need to schedule their formal budget hearing to present the FY24 budget not only to the school committee, but also to the public for any discussion, and then ideally to take action to approve it for submission to the town in order for it to be considered at the Annual Town Meeting.”

Mr. Nelson stated there is no action that needs to be taken tonight, this was just an update for the committee at large.

B. Update of Town Initiated Collins Center School Consolidation Study

Recommendation:

That the School Committee have a discussion regarding the Collins Center Study initiated by the Town of Mattapoisett

Superintendent Michael S. Nelson stated the following:

“Since the last time we met in November, the Collins Center Study Team visited both Center and Old Hammondtown Schools and toured the facilities. In addition to the Collins Center staff members, the Town Administrator - Mike Lorencio, the Chairman of the Mattapoisett Capital Planning Committee – Charles McCullough also joined the tour. From the school department each principal led the tour of their respective school with Mr. Jones our Director of Facilities. I also joined the tour with Chairperson Lavin.

At this point, the Collins Center Study Team has completed their community engagement work which included two in-person sessions (one during the day and one in the afternoon); an online survey opportunity (which was open for a number of weeks for the public stakeholders) took place; we have toured the facilities; and, the bulk of the work regarding the major data collection process that has occurred has been completed.

We have followed-up with the Collins Center with additional questions and we are anticipating they will submit a draft report to the selectboard and the school committee sometime in February. Once we have this final report, the next steps would be that we would schedule a joint selectboard and school committee meeting so that representation from the Collins Center can walk both the board and the committee through the work that has been done and their findings, and answer any questions that the committee brings forward.”

V. New Business

B. Business

1. Financial Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Mr. Barber reported the following:

The Mattapoisett School District currently has \$587,753 available of the general funds appropriated in the 2023 Fiscal Year. The year-to-date Budget Report, by departments, identify how our funds are encumbered and expended. The report recognizes the activity of the total \$7,535,042 appropriate to the Mattapoisett School District.

\$ 7,535,042 - General Funds Approved
\$ 6,947,290 - Obligation Paid Year-to-Date
\$ 587,753 - Remaining Available Funds

Bristol County Agricultural High School enrolled student operational budget of \$111,736, of which the remaining balance for committed cost is \$18,467.

\$ 111,736 - Bristol County Agricultural High School
\$ 93,269 - Obligations Paid Year-to-Date
\$ 18,467 - Remaining Available Fund

Question(s)/Comment(s) by School Committee Members:

None

2. Food Services Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Food Service Director's Report (By: Jill Henesey) dated January 2023 as follows:

- Meal participation continues to grow strong
- Nationwide, supply chain disruptions continue to impact on our program
- A successful Board of Health Inspection at each respective school took place
- 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

Question(s)/Comment(s) by School Committee Members:

None

3. Facilities Report

Recommendation:

That the School Committee hear a report from Mr. Barber.

Facilities Director's Report (By: Gene Jones) dated January 2023 as follows:

Center School:

- Replaced missing shingles in 1898 section roof
- Replaced gaskets in #1 boiler
- Commenced HVAC Building Management System (MMS) upgrade, (Capital)
- Completed routine maintenance on all facility systems

Old Hammondtown School:

- Repaired back playground structure steps
- Serviced emergency generator
- Repaired food service garbage disposal
- Receiving quotes to upgrade back and side playgrounds
- Completed routine maintenance on all facility systems

Question(s)/Comment(s) by School Committee Members:

Amanda Hastings:

With regard to the playgrounds, will either of the slides be “tube” style – Mr. Barber stated no

Mr. Nelson stated the focus at this time is fixing the stairs at Old Hammondtown; looking at the swings to make sure they are in state compliance; and, hopefully making some basketball upgrades.

VI. CHAIRPERSON’S REPORT:

Chairperson Lavin welcomed everyone back and wished all a Happy New Year. Ms. Lavin noted it is important to celebrate all of the wins we have had and stated she was blown away at the winter concerts that were performed. Ms. Lavin stated it was so nice to see the community back in our buildings and extended a “thank you” to Mrs. Dowling of Center School and Mr. Alger of Old Hammondtown School. Ms. Lavin stated all of the students worked so hard in each of the schools and stated it put her into the holiday spirit before the break.

CENTRAL OFFICE ADMINSTRATOR’S REPORT:

Superintendent Michael S. Nelson stated the following:

There is a lot of important work ahead for the school committee at this juncture, namely the FY24 Budget, and we are close to submitting our Capital Plans Submission Request for FY24. Mr. Nelson extended a “thank you” to all of the staff members in the Mattapoisett School District as well as the staff throughout the Tri-town School District. Mr. Nelson noted there were numerous celebrations, including shows and concerts throughout the District and stated when you think about the turnout from parents/guardians, grandparents and community members, it is pretty remarkable and this is what makes our schools so special.

Mr. Craig Davidson – Director of Student Services reported the following:

- We received notification on Thursday afternoon that we received Grant Funding to offer our Math Acceleration Camp Academy over the February and April breaks – students will be able to participate in dynamic math levels focusing on accelerated math opportunities and data driven targeted areas. The academy is free of charge for all students to participate and families were notified of this opportunity by email this afternoon.
- The Community Talk Series will be back in February – Part VI will take place on February 1, 2023 at 6:30pm – the presenter is Sara Ward – a dedicated clinician and passionate lecturer with a proven track record on translating complex ideas into practical strategies that work to improve Executive Function Skills

Dr. Fedorowicz, Assistant Superintendent of Teaching & Learning provided updates to Teaching and Learning as follows:

LITERACY:

- In the area of literacy, a lot of forward progress has been made since we met last.
- We met today for the L4L (Lead for Literacy) grant, which is our 6th working group session. Our focus was on looking at the literacy blocks with Tier II and III interventions. 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 tomorrow is a full day of literacy action planning with the literacy District Leadership Team. A trainer from the HILL is working with us, all three elementary schools, to develop our initial literacy action plan. The literacy action plan will be based on the results of the needs assessment. Once we dive in and unpack the data, we will develop our literacy action plan.
- After our action plan is complete, we will continue to 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 that we can pilot or trial this winter and spring in preparation for a new core literacy program. This will also involve examining the appropriate assessments that we can use in literacy both vertically and horizontally.
- 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.

PROFESSIONAL DEVELOPMENT:

- Our next PD is this Friday for a full day. We are bringing in a guest speaker, Dr. Rob Evans, a psychologist, a former high school and pre-school teacher, and a former child and family therapist. He has consulted to more than 1,700 schools in districts across the country. He is the author of many articles and four books. His presentations are known for their lively wit and plain talk around the best ways educators can deal with educational challenges while maintain energy and resilience.
- The afternoon sessions will provide teachers with collaborative time on unpacking the information provided by Dr. Evans to use in the classroom within grade levels and subject areas.

INSTRUCTIONAL COUNCIL:

- Our District Leadership Team, or Instructional Council, has been meeting monthly to review PD offerings and begin developing a Curriculum Review Cycle. We are looking to review the PD from this Friday and begin finalizing the PD going forward based on teacher and administrator feedback when we meet next week. I appreciate the feedback and time we are getting from the teacher leadership team.

LEARNING WALKS:

- Last week we conducted our 4th Learning Walk as a district leadership team at Rochester Memorial. 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. 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 outside of Boston, to learn about the initial playbook of promoting a sense of belonging for all students. Over the next couple of months, training will begin for some of our students in grades 5-8, who will be ambassadors for the program, in order to bring the sense of belonging training to all of our students. This is exceptional because it's the students 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

Dr. Linda Ashley – Principal of Center School reported the following:

- We had a wonderful turnout for the Winter Concert on December 21st (Dr. Ashley stated it was her first concert as Principal of Center School and it was absolutely wonderful seeing all of the families together and it was a great way to kick off the holidays)
- Grade 3 students will participate in the New Bedford Symphony Orchestra Classroom Learning Symmetry in Shapes and Sounds program on January 6th – “thank you to the PTA for organizing this”
- Upcoming Events:
 - Jan 11 – Kindergarten Reports issued
 - Jan 12 – Preschool Assessments issued
- In science classes, students are learning about salt marsh ecosystems, conversation and the life cycles. We are head-starting a “Diamondback Terrapin” from NECWA (Northeast Coastal Wildlife Alliance) named “Peanut” and he will be released in the spring in Wareham
- We have 200 brook trout eggs from the Mass. Division of Fish and Wildlife and they will be released into the Mattapoisett River in June during the fry state, when they are about 2 inches long
- The reward for the PTA “Fun Run” fundraiser was to turn the Principal, Dr. Ashley, into Frosty the Snowman (students wrapped Dr. Ashley up in toilet paper, placed a hat on her head and gave her a carrot) – the fundraiser raised just over \$30,000 – the goal was to raise \$20,000

Kevin Tavares, Principal of Old Hammondtown School reported the following:

- Old Hammondtown’s Chorus, Band and Jazz Band were the highlight at the Annual Holiday Concert that took place on December 15 – Chorus and Band participation is up in numbers this year, which is great to see
- Old Hammondtown alumnus and ORR Project 351 ambassador, Caitlin O’Donnell, joined forces with Center and OHS and organized a very successful food drive - raised almost 730 pounds of food for Damien’s Place Food Pantry
- There were 3 recipients of the Cape Cod 5 Educational Mini-Grant (awarded \$500.00 each):
 - Lisa Lourenco – OHS Computer Teacher – will use the funds to purchase robotics equipment to enhance her instruction
 - Jocelyn Mare, - Grade 5 teacher – will use the funds to purchase tools to start podcasting
 - Principal, Kevin Tavares – will use the funds to purchase window and door shades as part of the school’s emergency plan
- Trinity Rep Theater from Providence (sponsored by the PTA) visited OHS on December 7 and 14 to engage audiences/students with dramatic art that stimulates, educates, and engages our diverse community in the performing arts

VIII. School Committee

A. Committee Reports

1. ORR District School Committee

Jim. Muse reported as follows:

- Meeting took place on December 14
- Reporting on MCAS took place
- Voting took place on trips
- Highlight of the night for Mr. Muse was the Project 351 presentation – the idea of having students peer to peer - learning, teaching and supporting each other to handle difficult social situations is fantastic

2. SMEC

No report

3. READS

Mr. Nelson stated they met on November 17 in-person and reported the following:

- The School Committee was provided in their back-up information READS December 2022 Annual Report for 21-22

4. Early Childhood Council

Cristin Cowles reported as follows:

- Meeting took place on November 16
- The Early Childhood Council is doing a lot of great work – families who are looking for assistance is way up (possibly due to COVID) – there is an increasing demand for current preschool/toddler age children in the Tri-town

5. MASC

Jim Muse reported the following:

- There is an annual event to go to the State House – (not sure of the date) however, if school committee members do see any literature on this event, it is always an interesting day and it is extremely helpful if school committee members can attend – the ability to connect with legislatives – whether they are our own or others is always interesting

6. Mattapoisett Capital Needs Committee

Carly Lavin stated the following:

- Meeting took place on December 20, 2022 – re-organization took place and a meeting schedule was set
 - Co-chairs: Chuck McCullough and Mike Dahill
 - Secretary: Ellen Driscoll
- Next meeting will take place on January 17, 2023 – topics to be discussed: water/sewer and highway capital plans

7. Tri-Town Education Foundation

Mr. Nelson stated the following:

- Grant applications are available for FY23/24 school year and can be found on the Tri-Town Education Foundation website and/or you can contact Erin Bednarczyk

8. Policy Sub-Committee

Cristin Cowles stated the following:

- Meeting took place on December 21
- Committee heard a summary from Dr. Fedorowicz of an Internal Review that had gone on to check the procedures of each of the schools to the policies relating to library book selection and it was found that all of the procedures in our schools are in compliance with the current policies and there were no policy changes that were suggested by the policy committee
- A proposal to increase the Public Comment time was discussed to extend the comment time from 15 minutes to 30 minutes (keeping the 3-minute limit time per speaker)
- Language to be added to the policy relating to Mass. General Laws – the Chairperson has the ability to have unruly participants removed from a meeting by law enforcement

Mr. Nelson noted a draft change in policy was approved by the Policy Sub-Committee and will be brought forward to the Joint School Committee at the next scheduled meeting

9. Budget Sub-Committee

Carly Lavin stated Superintendent Nelson provided an update earlier this evening (see above)

10. Clock Committee

Jim Muse reported the following:

- Mr. Andrews continues to keep the legacy of education in this town alive by making the clock at Center School work – it has been for over 100 years!

11. Equity Sub-Committee

Amanda Hastings reported the next meeting is scheduled to take place on January 17, 2023

B. School Committee Reorganization

Recommendation:

That the School Committee appoint Melissa Wilcox as the School Committee Secretary

MOTION: by Carly Lavin to appoint Melissa Wilcox as the School Committee Secretary

SECONDED: Amanda Hastings

OPPOSED: None

MOTION PASSED: 3:0

Roll Call: Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin – yes

Recommendation:

That the School Committee add Melissa Wilcox as a Recording Secretary to the Mattapoisett School Committee

MOTION: by Cristin Cowles to add Melissa Wilcox as a Recording Secretary to the Mattapoisett School Committee

SECONDED: Amanda Hastings

OPPOSED: None

MOTION PASSED: 3:0

Roll Call: Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin - yes

Chairperson Lavin asked school committee members if there was anyone who would like to serve on the Tri-Town Education Foundation Committee?

Amanda Hastings stated she would like to serve on this Committee

Chairperson Lavin asked if there was anyone else interested – no other members interested

MOTION: by Carly Lavin to appoint Amanda Hastings as the Mattapoisett School Committee's representative for the Tri-Town Education Foundation Committee

SECONDED: Cristin Cowles

OPPOSED: None

MOTION PASSED: 3:0

Roll Call: Cristin Cowles – yes; Amanda Hastings – yes; Carly Lavin - yes

IX. Future Business

A. Timeline

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

Mattapoisett School Committee

February 27, 2023 @ 6:30pm

Hybrid Format

Joint School Committee

January 19, 2023 @ 6:30pm

Hybrid Forma

B. Future Agenda Items

- Health Unit Application (February)
- Budget Approval (public hearings) (March)

- School Committee Reorganization (June – depending on election date)
- School Choice Public Hearing (May)
- Administrator Contracts (May)
- Approval of new School Council goals (June)

X. – Open Comments

Chairperson, Carly Lavin stated the following:

Public Comment is governed by approved school committee policy.

Per the committee's policy we will offer up to 15 minutes for public comments this evening. Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. However, the committee takes any public comment made seriously and appreciates hearing from the public. Anyone looking to provide a public comment must be acknowledged by the Chairperson before addressing the committee. Those making a public comment will have up to three minutes to address the committee and must start their comment by stating their name and the town they reside in.

For those in-person– there is a sign in sheet for those looking to make a public comment located on side wall and those on zoom – if you are attending this meeting by zoom, you can send a message in the chat with your name and the town you reside in. The chairpersons will alternate between in-person and zoom participants.

Chairperson Lavin asked if there were any Public Open Comments at this time – there were none.

At this time public comment is closed.

XI. Informational Items

LIST OF DOCUMENTS USED AT THE MEETING

- Mattapoissett School Committee Meeting Agenda – January 9, 2023
- Regular Session – Meeting Minutes – November 15, 2022
- Financial Report dated January 9, 2023
- Food Service Director Report dated January 2023
- Facilities Director Report dated January 2023
- Principal's Report – Center School dated January 9, 2023
- Principal's Report – OHS dated January 9, 2023
- READS Annual Report

ADJOURNMENT:

That the School Committee adjourn the Regular Session of the Mattapoissett School Committee at 7:20pm.

MOTION: by Cristin Cowles to adjourn the Regular Session of the Mattapoissett School Committee at 7:20pm.

SECONDED: Amanda Hastings

OPPOSED: None

MOTION PASSED – 4:0

Roll Call: James Muse – yes; Cristin Cowles -yes; Amanda Hastings – yes; Carly Lavin -yes

Respectfully Submitted,

Toni M. Bailey, Recording Secretary

**MATTAPOISETT SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**November 15, 2022 5:00 p.m.
Via Zoom**

COMMITTEE MEMBERS PRESENT: James Muse & Carly Lavin.

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Superintendent of Teaching & Learning, Craig Davidson, Director of Student Services, Linda Ashley, Principal of Center School, Kevin Tavares, Principal of Old Hammondtown School.

Mr. Muse called the meeting to order at 5:02 p.m.

SUMMARY OF DISCUSSION:

Mr. Barber reviewed with Mr. Nelson and the school committee an overview of the Zero Based Budget, the impact of projected mandates and contract obligations and additional priorities including curriculum supports, tech support, etc. Administration provided feedback by sharing the priorities for FY24 based on student need and current educational initiatives. The budget subcommittee discussed the approach to developing the budget that they would utilize for FY24. The School Committee provided feedback as well and endorsed putting together a proposed school budget for the next budget subcommittee meeting.

Meeting was adjourned at 6:00 p.m.

Motion by Ms. Lavin

Motion Seconded by Mr. Muse

Motion Passed 2-0.

Respectfully submitted,



Michael S. Nelson
Superintendent

**MATTAPOISETT SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**January 9, 2023 5:00 p.m.
Via Zoom**

COMMITTEE MEMBERS PRESENT: James Muse & Carly Lavin

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Superintendent of Teaching & Learning, Craig Davidson, Director of Student Services, Linda Ashley, Principal of Center School, Kevin Tavares, Principal of Old Hammondtown School

Mr. Muse called the meeting to order at 5:13 p.m.

SUMMARY OF DISCUSSION:

Superintendent Nelson and Mr. Barber reviewed with the school committee the Superintendent's proposed budget for FY24. Specifically, Superintendent Nelson discussed FY24 contractual obligations regarding staffing, known increases to utilities and other fixed costs, and current student enrollment numbers. Mr. Barber presented the overall FY24 proposed budget by department (i.e. regular education, special education, technology, utilities, transportation, etc.). Furthermore, Mr. Barber shared with the subcommittee the known Bristol Agricultural High School tuition and transportation obligations for FY24. The administration welcomed any questions and/or need for clarification from the school committee members. In closing, the School Committee provided their feedback and then unanimously agreed to share the proposed budget for FY24 with the Town Administrator.

Motion to approve sharing the FY24 budget with the Town Administrator

Motion by James Muse

Motion Seconded by Carly Lavin

Motion Passed 2-0.

Meeting was adjourned at 5:54 p.m.

Motion by James Muse.

Motion Seconded by Carly Lavin.

Motion Passed 2-0.

Respectfully submitted,



Michael S. Nelson
Superintendent

**MATTAPOISETT SCHOOL COMMITTEE MEETING
BUDGET SUBCOMMITTEE MINUTES**

**February 16, 2023 4:30 p.m.
Hybrid**

COMMITTEE MEMBERS PRESENT: James Muse (remote) & Carly Lavin (remote)

ADMINISTRATORS PRESENT: Michael S. Nelson, Superintendent of Schools, Howard Barber, Asst. Superintendent of Finance & Operations, Sharlene Fedorowicz, Asst. Superintendent of Teaching & Learning, Craig Davidson, Director of Student Services, Linda Ashley, Principal of Center School, Kevin Tavares, Principal of Old Hammondtown School

OTHERS PRESENT: Michael Lorenzo, Town Administrator, Colby Rottler, Finance Committee

Meeting called to order at 4:32 p.m. by Mr. Muse.

SUMMARY OF DISCUSSION:

The purpose of this budget subcommittee meeting was to present the proposed budget for FY24 to Mr. Lorenzo, the Town Administrator and Mr. Rottler, Finance Committee Representative. Superintendent Nelson and Mr. Barber reviewed with the budget subcommittee and the town officials the Superintendent's proposed budget for FY24. Superintendent Nelson discussed the budget development process that was taken by the budget subcommittee and the driving factors that have most greatly impacted the proposed school budget for FY24. Specifically, 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. Mr. Barber presented the overall budget by department and also discussed how funding offsets were being utilized. The Town Officials provided their feedback. Mr. Lorenzo thanked the budget subcommittee for presenting the documentation and asked for a list of any additional school related items or needs and explained that there may be the possibility to fund certain projects.

Meeting was adjourned at 5:15 p.m.

Motion to adjourn by Mr. Muse.

Seconded by Ms. Lavin.

Motion Passed 2-0.

Respectfully submitted,



Michael S. Nelson
Superintendent



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 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
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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.

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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: _____

For Use By Public Body

Date Received by Public Body:

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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?

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

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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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For Use By Public Body

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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.

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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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 - 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 - 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.

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: 2/11/23

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

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

Applicant School District or Non-Public School: Mattapoisett Public Schools

Address: 135 Marion Rd. Mattapoisett MA 02739
(Street) (City/Town) (State) (Zip Code)

Current total student enrollment: 427 ☐ NEW ☒ RENEWAL MCSR # SCL12698 Exp. Date 8/19/23
(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: 2 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 ☐

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: Center School
Municipality where school building is located: Mattapoisett, MA
Grade levels/ages in school building: Pk - 3rd grade **Number of students in the building:** 236
Maximum distance between any two school buildings (if the school is composed of multiple buildings): 2 miles

| 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 |
|---|---|---|---|
| Jaime Balsis, MEd, BSN, RN | M-F 8:15 AM - 3 PM | / | 1 |
| | | | |
| | | | |

Name of school building: Old Hammondtown School
Municipality where school building is located: Mattapoisett, MA
Grade levels/ages in school building: 4th - 6th grade **Number of students in the building:** 191
Maximum distance between any two school buildings (if the school is composed of multiple buildings): 2 miles

| 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 |
|---|---|---|---|
| Amy Ripley, BSN, RN | M-F 8:15 AM - 3 PM | / | 1 |
| | | | |
| | | | |

*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.

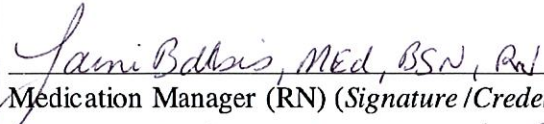
ASSURANCE CHECKLIST

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

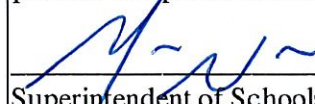
I hereby attest that as the **School Nurse Manager (RN)**, I have completed this application and understand my roles as manager and supervisor of the medication storage, handling and delegation program in the applicant school system / school. I will act as the Massachusetts Department of Public Health 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) | Jaime Balsis, MED, BSN, RN Medication Manager (RN) (Please Print) | Date |
| Central Office - 135 Main Rd. Center School - 17 Barstow St., P.O. Box 477 Mattapoisett MA 02739 | | |
| (508) 758-2521 Telephone Number | jaimebalsis@oldrochester.org E-mail Address | RN 236727 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 Mender, MD, MPH 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) | 01/28/2023 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 |
|--|---|------|

School/School District: Mattapoisett Public Schools

Address: 135 Marion Rd. Mattapoisett MA 02739
(Street) (City/Town) (State) (Zip Code)

☐ NEW ☒ RENEWAL MCSR # SC212698 Exp. Date 8/19/23
(if applicable)

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><u>Jaime Babis, MEd, BSN, RN</u> Medication Manager (RN) (Signature/Credentials) Date</p> <p><u>508-758-2521</u> Telephone Number</p> <p><u>jaimebabis@ddrchester.org</u> E-mail address</p> <p><u>[Signature]</u> School Physician (MD) (Signature/Credentials) Date</p> <p><u>[Signature]</u> Superintendent of Schools or Administrator of School (Signature) Date</p> <p>_____ Chair, School Committee or Chair, Board of Trustees (Signature) Date</p> | <p><u>Jaime Babis, MEd, BSN, RN</u> Medication Manager (RN) (Please Print)</p> <p><u>RN 236727</u> RN License Number</p> <p><u>Steve Mendes, MD, MPH</u> School Physician (MD) (Please Print)</p> <p><u>Michael S. Nelson</u> Superintendent of Schools or Administrator of School (Please Print)</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:

Mattapoisett School District

Date of School Committee Vote

Name of CHAIRPERSON of Mattapoisett School Committee (Please Print)

Signature of CHAIRPERSON of Mattapoisett 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 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: _____

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

| | |
|---|-------------------------------|
| Signature of CHAIRPERSON of Member District | Date |
| Member District | Date of School Committee vote |
| Signature of CHAIRPERSON of Member District | Date |
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| Signature of CHAIRPERSON of Member District | Date |
| Member District | Date of School Committee vote |

Signature of CHAIRPERSON of Member District _____ Date _____

Member District

Date of School Committee vote

Signature of CHAIRPERSON of Member District _____ Date _____

Member District

Date of School Committee vote

Signature of CHAIRPERSON of Member District _____ Date _____

Member District

Date of School Committee vote

Signature of CHAIRPERSON of Member District

Date

Member District

Date of School Committee vote

| | |
|---|------|
| Signature of CHAIRPERSON of Member District | Date |
|---|------|

Member District

Date of School Committee vote

| | |
|--|---------------|
| _____ Signature of CHAIRPERSON of Member District | _____ Date |
|--|---------------|

Approved by the Board of Elementary and Secondary Education:

Commissioner of the Department of Elementary and Secondary Education Date



Robert A. Talerman
President

Matthew S. Burke
Executive Vice President

Joel J. Brickman
Vice President / Secretary

Stephen H. Johannessen
Vice President / Treasurer

Stephanie M. Dennehy
Vice President

Laura E. Newstead
Vice President

Christopher E. Richards
Vice President

Kristen M. Foresta
Assistant Treasurer

Angelique K. Viamari
Assistant Secretary

Foundation Board

Robert A. Talerman, Chair

Joel J. Brickman

Matthew S. Burke

Jane M. Coderre

John C. Dawley

Stephanie M. Dennehy

Darren J. Donovan

Thomas M. Evans

Karen L. Gardner

Paul E. Grover

Stephen H. Johannessen

John J. Judge

Chester N. Lay

Bruce D. Miller

Laura E. Newstead

James A. Peterson

Melissa D. Phillbrick

Christopher E. Richards

Paul K. Rumul

Tammy A. Saben

Dorothy A. Savarese

Denise M. Toomey

Daniel A. Wolf

December 21, 2022

Please find enclosed a summary of each teacher who won a Cape Cod 5 Educational Mini-Grant from your school this year, along with a check for each of those teachers. We are happy to answer any questions you might have at community@capecodfive.com.

Thank you!

Cape Cod 5 Community Engagement team

1500 Iyannough Road
Iyannis, MA 02601
888-225-4636

Cape Cod 5 Educational Mini-Grants

| School Principal | Teacher Name | Project Title | Grant Amount |
|--------------------------------------|-------------------|---------------------------------------|-----------------|
| Center School Ms. Linda Ashley | Ms. Lisa Lourenco | Micro:bit | \$500.00 |
| Center School Ms. Linda Ashley | Allison Dunn | Jumping into Math--Hundreds Chart Rug | \$350.00 |
| <i>Total CENTER SCHOOL (2 items)</i> | | | <u>\$850.00</u> |

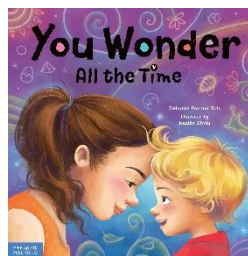
Cape Cod 5 Educational Mini-Grants

| School Principal | Teacher Name | Project Title | Grant Amount |
|---|-------------------|-----------------|-------------------|
| Old Hammondtown School Kevin Tavares | Ms. Lisa Lourenco | 3D Printing | \$500.00 |
| Old Hammondtown School Kevin Tavares | Kevin Tavares | Making OHS Safe | \$500.00 |
| Old Hammondtown School Kevin Tavares | Jocelyn Mare | School Podcast | \$500.00 |
| <i>Total OLD HAMMONDTOWN SCHOOL (3 items)</i> | | | <u>\$1,500.00</u> |

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.

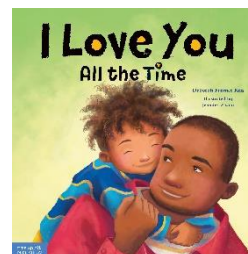
All the Time Series

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.

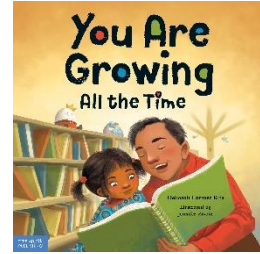
Written from the perspective of a caring adult speaking to a child, *I Love You All the Time* strengthens relationships by addressing the common childhood fear: Am I loved all the time? Its charming rhyme, words of affirmation for kids, and heartwarming message make the book perfect for storytime, home,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

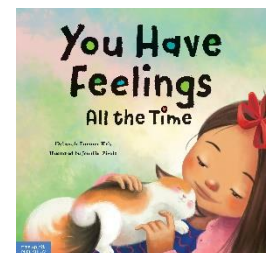
Written from the perspective of a caring adult speaking to a child, You Are Growing All the Time features charming rhymes, words of affirmation for kids, and a heartwarming message. The book is perfect for storytime, home, the classroom, and whenever children need a reminder of all the ways they're loved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



OR School Nutrition Equipment Assistance Grant Award Notification

Callahan, Kerry A (DOE) <kerry.a.callahan@state.ma.us>

Fri, Feb 24, 2023 at 1:15 PM

To: "Nelson, Mike (T22)" <mikenelson@oldrochester.org>

Cc: "howiebarber@oldrochester.org" <howiebarber@oldrochester.org>, "jillhenesey@oldrochester.org" <jillhenesey@oldrochester.org>



Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000 TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley

Commissioner

February 24, 2023

Michael Nelson

Superintendent

Old Rochester Regional School District

135 Marion Road

Mattapoisett, MA 02739

RE: School Nutrition Equipment Assistance Grant Award Notification

Dear Superintendent Nelson:

Thank you for submitting a proposal for the School Nutrition Equipment Assistance Grant. This grant is funded through the United States Department of Agriculture (USDA) and administered by the Massachusetts Department of Elementary and Secondary Education (DESE). Massachusetts was allocated \$1,166,241 in funding to award throughout the Commonwealth. Approximately \$3,269,543 in requests were received.

Funding priority was given to School Food Authorities (SFA) with schools that had not received grant funding for an equipment purchase in FY15, FY16, FY17, FY18, FY19, FY20, FY21, FY22 (USDA). Funding awards were based on evaluation and selection scoring of the grant application that considered a school district's good standing with the Child Nutrition Program, financial need, and whether the SFA providing a detailed budget that is complete and reasonable. Additional considerations included providing documentation and quotes for each piece of equipment requested and the percent of the students eligible for free or reduced priced meals at sites requesting grants. Scoring also evaluated descriptions of how a grant would meet the five focus areas that encompassed how the purchase will sustain program expansion, improve the quality of school meals, support the school breakfast program, increase the efficiency of SFA service, and implement strategies for adapting lunchroom changes that provide more convenience and appeal to the student.

Due to the nature of these funds, **monies must be expended by August 31, 2023**. Awardees need to communicate any issues purchasing equipment by the deadline to Kerry Callahan by March 17, 2023.

Grant monies will be dispersed according to the Massachusetts Department of Elementary and Secondary Education's guidelines as described in the [Grants for Schools: Getting Them and Using Them, A Procedural Manual](#), which is located on the Grants Information page of the DESE website. To begin the awarding process the SFA now needs to upload the required grant application forms into EdGrants. This includes a signed PDF of Part I, the completed Part III, and a grant budget entered directly into EdGrants that reflects the district total below. We will send out an email with more detailed instructions. Please direct questions regarding the EdGrants process to DESE's Grants Management team at 781-338-6595 or edgrants@mass.gov.

These new purchases must be added to the LEA's equipment inventory. All equipment purchased with these grant funds must be tagged with a label identifying it as being purchased with FY21 USDA School Nutrition Assistance Grant Funds. If the equipment purchased for the school is ever sold, the proceeds must be returned to the School's Nutrition Program Account.

Awardees (SFAs) are requested to report the following data to the State Agency for inclusion in the quarterly progress activity reports to USDA including progress made in expending funds; types of equipment purchased; accomplishments and challenges in expenditure activities; impact on the school food service operation of purchased equipment; reason(s) for any un-liquidated funds; and potential return of equipment.

Below is the list of school sites within the district that have been awarded grant funding. **Programs must use the funding awarded to purchase the specific piece(s) of equipment listed below. The awarded pieces of equipment may only be installed and utilized at the specific site that received the grant monies. If the district does not utilize the entire award amount, the district must contact Peter McLoughlin, Section Head for Office of Food and Nutrition Programs Financial Management Section at 781-338-6454 for instructions on how to return the unused portion of the grant award to DESE.**

| Site Name | Equipment Awarded | FC757 |
|-----------|-------------------|-------|
|-----------|-------------------|-------|

| | | Funding Allocated |
|---------------------------|---|------------------------------|
| Center School | food Processor (\$3,552), merchandise cooler (\$2,261) | \$5,813 |
| Old Hammondtown School | serving lines | \$20,000 |
| Rochester Memorial School | serving lines | \$20,000 |
| | District Total | \$45,813 |

If you have any questions or need further assistance, please contact Kerry Callahan at 781-338-6462 or kerry.a.callahan@mass.gov.

Sincerely,

Robert Leshin

Director

Office for Food and Nutrition Programs

cc: Howie Barber, School Business Manager

Jill Henesey, School Nutrition Director

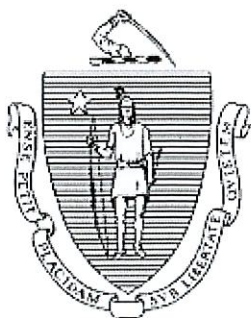


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Mattapoisett Public Schools

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) mandate 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 **508-763-2647** before 9:00am 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 days or more of continuous absences for medical reasons must be corroborated by a physician’s note).
- Weather so inclement as to endanger the health of the 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 school 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 nonprofit 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 Mattapoisett 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 comes to the office to dismiss the student. 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

To ensure each child's safety, a note 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 prior to a bus switch. This restriction is in place for each child's safety.



Old Rochester Regional School District
Massachusetts School Superintendency Union 55

Memo

To: School Committee Members of Mattapoisett
From: Howard G. Barber, Assistant Superintendent of Finance & Operations
Cc: Michael S. Nelson, Superintendent of Schools
Date: February 23, 2023
Re: Financial Report – Fiscal Year 2023

Financial Report:

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

- Budget Report – Detail Based for February 15, 2023
- Budget Report - Department Based for February 15, 2023

For the purpose of our Financial Forecasting:

The Mattapoisett School District currently has \$587,753 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 \$7,535,042 appropriated to the Mattapoisett School District.

- **\$ 7,535,042 - General Funds Approved**
- **\$ 7,071,335** – Obligations Paid Year to Date
- **\$ 463,707 - Remaining Available Funds**

Bristol County Agricultural High School enrolled student operational budget of \$111,736, of which the remaining balance for committed cost is \$18,467.

- **\$ 111,736 – Bristol County Agricultural High School**
- **\$ 93,269** - Obligations Paid Year to Date
- **\$ 18,467 - Remaining Available Funds**

Mattapoissett Public Schools

FY22-23 APPROVED BUDGET - BCAHS

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 | \$66,735.90 | \$64,828.71 | \$64,828.71 | \$1,907.19 | \$0.00 | \$1,907.19 | 2.86% |
| | Dept: PROGRAMS WITH OTHERS REG DAY - 097 | \$66,735.90 | \$64,828.71 | \$64,828.71 | \$1,907.19 | \$0.00 | \$1,907.19 | 2.86% |
| | Grand Total: | \$111,735.90 | \$79,996.71 | \$79,996.71 | \$31,739.19 | \$13,272.00 | \$18,467.19 | 16.53% |

End of Report

Mattapoisett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|------------------------------------|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.303.001.1110.04.33 | M A S C | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 100.00% |
| 01.303.001.1110.04.35 | LEGAL COUNSEL | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 100.00% |
| 01.303.001.1110.04.36 | DOE AUDIT | \$2,000.00 | \$1,724.72 | \$1,724.72 | \$275.28 | \$0.00 | \$275.28 | 13.76% |
| 01.303.001.1110.05.36 | MISCELLANEOUS | \$2,000.00 | \$443.00 | \$443.00 | \$1,557.00 | \$200.00 | \$1,357.00 | 67.85% |
| 01.303.001.1110.06.36 | ADVERTISING | \$2,000.00 | \$1,181.45 | \$1,181.45 | \$818.55 | \$0.00 | \$818.55 | 40.93% |
| 01.303.001.1110.06.37 | TRAVEL SCHOOL COMMITTEE | \$700.00 | \$0.00 | \$0.00 | \$700.00 | \$0.00 | \$700.00 | 100.00% |
| | Dept: SCHOOL COMMITTEE - 001 | \$10,700.00 | \$3,349.17 | \$3,349.17 | \$7,350.83 | \$200.00 | \$7,150.83 | 66.83% |
| 01.303.004.1110.04.35 | CENSUS | \$875.00 | \$0.00 | \$0.00 | \$875.00 | \$875.00 | \$0.00 | 0.00% |
| 01.303.004.1210.01.02 | SUPERINTENDENT | \$37,214.24 | \$24,886.29 | \$24,886.29 | \$12,327.95 | \$12,327.95 | \$0.00 | 0.00% |
| 01.303.004.1210.02.02 | EXEC ASST TO SUPT | \$14,355.20 | \$8,512.82 | \$8,512.82 | \$5,842.38 | \$4,342.02 | \$1,500.36 | 10.45% |
| 01.303.004.1210.04.33 | ASSOCIATIONS & DUES | \$7,700.00 | \$4,942.05 | \$4,942.05 | \$2,757.95 | \$0.00 | \$2,757.95 | 35.82% |
| 01.303.004.1210.05.21 | POSTAGE | \$1,000.00 | \$576.41 | \$576.41 | \$423.59 | \$0.00 | \$423.59 | 42.36% |
| 01.303.004.1210.05.22 | SUPPLIES | \$2,500.00 | \$1,736.69 | \$1,736.69 | \$763.31 | \$0.00 | \$763.31 | 30.53% |
| 01.303.004.1210.06.36 | MISCELLANEOUS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 01.303.004.1210.06.37 | TRAVEL & CONFERENCES | \$2,076.81 | \$2,076.81 | \$2,076.81 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.004.1220.01.02 | ASST SUPT CURRICULUM | \$25,788.95 | \$14,082.15 | \$14,082.15 | \$11,706.80 | \$9,382.66 | \$2,324.14 | 9.01% |
| 01.303.004.1220.02.02 | CLERICAL, CURRICULUM | \$9,263.27 | \$5,666.86 | \$5,666.86 | \$3,596.41 | \$3,000.10 | \$596.31 | 6.44% |
| 01.303.004.1410.01.02 | ASST SUPT FINANCE & OPERATIONS | \$30,614.85 | \$18,851.20 | \$18,851.20 | \$11,763.65 | \$9,643.94 | \$2,119.71 | 6.92% |
| 01.303.004.1410.03.02 | FINANCE OFFICE STAFF | \$36,804.09 | \$21,051.29 | \$21,051.29 | \$15,752.80 | \$15,752.80 | \$0.00 | 0.00% |
| 01.303.004.1420.03.02 | HUMAN RESOURCES | \$13,054.63 | \$8,733.76 | \$8,733.76 | \$4,320.87 | \$0.00 | \$4,320.87 | 33.10% |
| 01.303.004.1435.04.01 | LEGAL SETTLEMENT-CONTRACTED S | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | 100.00% |
| 01.303.004.1450.05.21 | ADMINISTRATIVE TECHNOLOGY | \$1,000.00 | \$399.24 | \$399.24 | \$600.76 | \$0.00 | \$600.76 | 60.08% |
| 01.303.004.2356.06.37 | PROFESSIONAL DEVELOPMENT | \$1,000.00 | \$89.05 | \$89.05 | \$910.95 | \$379.00 | \$531.95 | 53.20% |
| 01.303.004.4130.04.15 | TELEPHONE | \$4,000.00 | \$346.44 | \$346.44 | \$3,653.56 | \$0.00 | \$3,653.56 | 91.34% |
| 01.303.004.4230.04.27 | MAINTENANCE OF EQUIPMENT | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 01.303.004.5300.04.21 | COPIER RENTAL | \$2,500.00 | \$241.25 | \$241.25 | \$2,258.75 | \$0.00 | \$2,258.75 | 90.35% |
| | Dept: SUPERINTENDENTS OFFICE - 004 | \$196,247.04 | \$112,192.31 | \$112,192.31 | \$84,054.73 | \$55,703.47 | \$28,351.26 | 14.45% |
| 01.303.007.2210.01.02 | PRINCIPAL | \$126,000.00 | \$74,461.60 | \$74,461.60 | \$51,538.40 | \$46,538.40 | \$5,000.00 | 3.97% |
| 01.303.007.2210.02.09 | CLERICAL | \$45,806.00 | \$23,092.86 | \$23,092.86 | \$22,713.14 | \$22,492.74 | \$220.40 | 0.48% |
| 01.303.007.2210.03.03 | HEAD TEACHERS | \$2,000.00 | \$923.04 | \$923.04 | \$1,076.96 | \$1,076.96 | \$0.00 | 0.00% |
| 01.303.007.2210.03.08 | CAFE LUNCH MONITOR | \$62,970.72 | \$29,224.92 | \$29,224.92 | \$33,745.80 | \$33,745.80 | \$0.00 | 0.00% |
| 01.303.007.2210.04.33 | ASSOCIATION DUES | \$800.00 | \$300.00 | \$300.00 | \$500.00 | \$0.00 | \$500.00 | 62.50% |
| 01.303.007.2210.05.23 | SUPPLIES COPYING | \$5,000.00 | \$3,880.00 | \$3,880.00 | \$1,120.00 | \$0.00 | \$1,120.00 | 22.40% |
| 01.303.007.2210.05.24 | SUPPLIES GENERAL SCHOOL | \$7,500.00 | \$5,709.24 | \$5,709.24 | \$1,790.76 | \$46.83 | \$1,743.93 | 23.25% |
| 01.303.007.2210.05.25 | POSTAGE | \$1,100.00 | \$474.00 | \$474.00 | \$626.00 | \$0.00 | \$626.00 | 56.91% |
| 01.303.007.2210.06.37 | TRAVEL & CONFERENCES | \$1,000.00 | \$570.50 | \$570.50 | \$429.50 | \$0.00 | \$429.50 | 42.95% |
| 01.303.007.2250.05.22 | PRINCIPALS TECHNOLOGY | \$2,500.00 | \$915.99 | \$915.99 | \$1,584.01 | \$0.00 | \$1,584.01 | 63.36% |
| 01.303.007.2356.06.37 | PROFESSIONAL DEVELOPMENT | \$2,093.00 | \$2,093.00 | \$2,093.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.007.4230.04.28 | MAINTENANCE OF EQUIPMENT CS | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| 01.303.007.5260.06.38 | POSITION BONDS | \$100.00 | \$0.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | 100.00% |
| 01.303.007.5300.04.28 | COPIER RENTAL | \$15,500.00 | \$10,442.25 | \$10,442.25 | \$5,057.75 | \$5,057.75 | \$0.00 | 0.00% |
| | Dept: SCHOOL ADMINISTRATION - 007 | \$273,869.72 | \$152,087.40 | \$152,087.40 | \$121,782.32 | \$108,958.48 | \$12,823.84 | 4.68% |
| 01.303.010.2305.01.03 | TEACHERS | \$851,758.00 | \$393,585.15 | \$393,585.15 | \$458,172.85 | \$456,782.35 | \$1,390.50 | 0.16% |
| 01.303.010.2325.03.34 | SUBSTITUTES | \$35,000.00 | \$23,412.03 | \$23,412.03 | \$11,587.97 | \$4,837.50 | \$6,750.47 | 19.29% |
| 01.303.010.2351.06.37 | TRAVEL & TRANSPORTATION | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| 01.303.010.2356.04.03 | TUITION REIMBURSEMENT | \$3,500.00 | \$800.00 | \$800.00 | \$2,700.00 | \$600.00 | \$2,100.00 | 60.00% |
| 01.303.010.2356.06.37 | TRAVEL & CONFERENCES TEACHERS | \$7,317.84 | (\$38.00) | (\$38.00) | \$7,355.84 | \$0.00 | \$7,355.84 | 100.52% |
| | Dept: CLASSROOM TEACHERS - 010 | \$899,075.84 | \$417,759.18 | \$417,759.18 | \$481,316.66 | \$462,219.85 | \$19,096.81 | 2.12% |

Mattapoisett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|--------------------------------|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.303.013.2300.05.23 | SUPPLIES CS | \$2,030.56 | \$2,030.56 | \$2,030.56 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.013.2305.01.03 | TEACHERS | \$270,514.00 | \$125,121.80 | \$125,121.80 | \$145,392.20 | \$145,392.20 | \$0.00 | 0.00% |
| 01.303.013.2356.06.37 | TRAVEL & CONFERENCES KINDERGA | \$800.00 | \$0.00 | \$0.00 | \$800.00 | \$0.00 | \$800.00 | 100.00% |
| | Dept: KINDERGARTEN - 013 | \$273,344.56 | \$127,152.36 | \$127,152.36 | \$146,192.20 | \$145,392.20 | \$800.00 | 0.29% |
| 01.303.016.2305.01.03 | TEACHERS | \$46,617.00 | \$21,649.96 | \$21,649.96 | \$24,967.04 | \$24,966.65 | \$0.39 | 0.00% |
| 01.303.016.2351.06.37 | TRAVEL & TRANSPORTATION | \$600.00 | \$150.95 | \$150.95 | \$449.05 | \$0.00 | \$449.05 | 74.84% |
| 01.303.016.2430.05.23 | SUPPLIES & MATERIALS ART | \$1,200.00 | \$703.03 | \$703.03 | \$496.97 | \$312.39 | \$184.58 | 15.38% |
| | Dept: ART - 016 | \$48,417.00 | \$22,503.94 | \$22,503.94 | \$25,913.06 | \$25,279.04 | \$634.02 | 1.31% |
| 01.303.022.2305.01.03 | TEACHERS | \$202,252.00 | \$93,616.40 | \$93,616.40 | \$108,635.60 | \$108,635.60 | \$0.00 | 0.00% |
| 01.303.022.2430.04.36 | READING RECOVERY SUPPLIES | \$1,200.00 | \$388.30 | \$388.30 | \$811.70 | \$0.00 | \$811.70 | 67.64% |
| 01.303.022.2430.05.23 | READING SUPPLIES | \$1,000.00 | \$227.51 | \$227.51 | \$772.49 | \$0.00 | \$772.49 | 77.25% |
| | Dept: READING - 022 | \$204,452.00 | \$94,232.21 | \$94,232.21 | \$110,219.79 | \$108,635.60 | \$1,584.19 | 0.77% |
| 01.303.024.2300.06.37 | TRAVEL & CONFERENCES | \$17.81 | \$17.81 | \$17.81 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.024.2305.01.03 | TEACHERS | \$19,206.20 | \$6,472.80 | \$6,472.80 | \$12,733.40 | \$7,551.65 | \$5,181.75 | 26.98% |
| 01.303.024.2356.06.37 | TRAVEL & CONFERENCES ELL | \$750.00 | \$13.31 | \$13.31 | \$736.69 | \$136.69 | \$600.00 | 80.00% |
| 01.303.024.2430.05.23 | ELL SUPPLIES | \$400.00 | \$0.00 | \$0.00 | \$400.00 | \$0.00 | \$400.00 | 100.00% |
| | Dept: ELL PROGRAM - 024 | \$20,374.01 | \$6,503.92 | \$6,503.92 | \$13,870.09 | \$7,688.34 | \$6,181.75 | 30.34% |
| 01.303.025.2430.05.23 | ENGLISH SUPPLIES | \$1,600.00 | \$743.04 | \$743.04 | \$856.96 | \$0.00 | \$856.96 | 53.56% |
| | Dept: ENGLISH - 025 | \$1,600.00 | \$743.04 | \$743.04 | \$856.96 | \$0.00 | \$856.96 | 53.56% |
| 01.303.037.2305.01.03 | TEACHERS | \$90,040.00 | \$41,880.00 | \$41,880.00 | \$48,160.00 | \$48,160.00 | \$0.00 | 0.00% |
| | Dept: MATHEMATICS - 037 | \$90,040.00 | \$41,880.00 | \$41,880.00 | \$48,160.00 | \$48,160.00 | \$0.00 | 0.00% |
| 01.303.040.2340.01.03 | LIBRARIAN | \$48,738.04 | \$22,629.11 | \$22,629.11 | \$26,108.93 | \$26,108.93 | \$0.00 | 0.00% |
| 01.303.040.2340.03.08 | LIBRARY PARAPROFESSIONAL | \$17,058.00 | \$7,834.80 | \$7,834.80 | \$9,223.20 | \$9,140.58 | \$82.62 | 0.48% |
| 01.303.040.2351.06.37 | TRAVEL & TRANSPORTATION | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| 01.303.040.2415.05.25 | AV MATERIALS LIBRARY | \$225.00 | \$163.23 | \$163.23 | \$61.77 | \$0.00 | \$61.77 | 27.45% |
| 01.303.040.2430.05.23 | SUPPLIES LIBRARY | \$500.00 | \$412.66 | \$412.66 | \$87.34 | \$0.00 | \$87.34 | 17.47% |
| 01.303.040.2430.05.24 | BOOKS AND MAGAZINES LIBRARY | \$1,300.00 | \$949.82 | \$949.82 | \$350.18 | \$0.00 | \$350.18 | 26.94% |
| 01.303.040.2430.05.25 | RESOURCE MATERIALS LIBRARY | \$300.00 | \$220.14 | \$220.14 | \$79.86 | \$0.00 | \$79.86 | 26.62% |
| 01.303.040.4230.04.29 | MAINTENANCE OF EQUIPMENT LIBRA | \$1,300.00 | \$85.98 | \$85.98 | \$1,214.02 | \$0.00 | \$1,214.02 | 93.39% |
| | Dept: MEDIA SERVICES - 040 | \$69,721.04 | \$32,295.74 | \$32,295.74 | \$37,425.30 | \$35,249.51 | \$2,175.79 | 3.12% |
| 01.303.043.2305.01.03 | TEACHERS | \$50,039.50 | \$23,250.00 | \$23,250.00 | \$26,789.50 | \$26,775.00 | \$14.50 | 0.03% |
| 01.303.043.2430.05.23 | SUPPLIES MUSIC | \$1,000.00 | \$993.10 | \$993.10 | \$6.90 | \$0.00 | \$6.90 | 0.69% |
| 01.303.043.7300.04.29 | ACQUISITION OF EQUIPMENT CS M | \$225.00 | \$0.00 | \$0.00 | \$225.00 | \$0.00 | \$225.00 | 100.00% |
| | Dept: MUSIC - 043 | \$51,264.50 | \$24,243.10 | \$24,243.10 | \$27,021.40 | \$26,775.00 | \$246.40 | 0.48% |
| 01.303.049.2305.01.03 | TEACHER | \$40,900.43 | \$19,070.99 | \$19,070.99 | \$21,829.44 | \$21,829.44 | \$0.00 | 0.00% |
| 01.303.049.2430.05.23 | SUPPLIES PHYS ED | \$1,300.00 | \$993.92 | \$993.92 | \$306.08 | \$0.00 | \$306.08 | 23.54% |
| | Dept: PHYSICAL EDUCATION - 049 | \$42,200.43 | \$20,064.91 | \$20,064.91 | \$22,135.52 | \$21,829.44 | \$306.08 | 0.73% |
| 01.303.052.2305.01.03 | TEACHER | \$60,240.65 | \$27,803.40 | \$27,803.40 | \$32,437.25 | \$32,437.25 | \$0.00 | 0.00% |
| 01.303.052.2305.01.04 | TECHNOLOGY LAB INSTRUCTOR | \$51,190.00 | \$23,888.72 | \$23,888.72 | \$27,301.28 | \$27,286.78 | \$14.50 | 0.03% |
| 01.303.052.2430.05.23 | SUPPLIES | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$0.00 | \$2,000.00 | 100.00% |
| | Dept: SCIENCE - 052 | \$113,430.65 | \$51,692.12 | \$51,692.12 | \$61,738.53 | \$59,724.03 | \$2,014.50 | 1.78% |

Mattapoisett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|---------------------------------------|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.303.055.2430.05.23 | SUPPLIES SCIENCE | \$2,100.00 | \$1,417.00 | \$1,417.00 | \$683.00 | \$0.00 | \$683.00 | 32.52% |
| | Dept: SOCIAL STUDIES - 055 | \$2,100.00 | \$1,417.00 | \$1,417.00 | \$683.00 | \$0.00 | \$683.00 | 32.52% |
| 01.303.061.2351.05.23 | SUPPLIES | \$4,200.00 | \$212.69 | \$212.69 | \$3,987.31 | \$0.00 | \$3,987.31 | 94.94% |
| 01.303.061.2356.01.35 | PD STIPENDS - CURRICULUM | \$807.40 | \$807.40 | \$807.40 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.061.2358.04.35 | CONSULTANT SERVICES | \$4,100.00 | \$0.00 | \$0.00 | \$4,100.00 | \$0.00 | \$4,100.00 | 100.00% |
| 01.303.061.2415.06.37 | TRAVEL & CONFERENCES | \$2,800.00 | \$195.91 | \$195.91 | \$2,604.09 | \$0.00 | \$2,604.09 | 93.00% |
| 01.303.061.2430.05.23 | ACADEMIC SUPPLIES | \$2,721.00 | \$2,721.00 | \$2,721.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: CURRICULUM DEVELOPMENT - 061 | \$14,628.40 | \$3,937.00 | \$3,937.00 | \$10,691.40 | \$0.00 | \$10,691.40 | 73.09% |
| 01.303.076.3200.01.11 | NURSE | \$85,157.00 | \$39,302.76 | \$39,302.76 | \$45,854.24 | \$45,853.24 | \$1.00 | 0.00% |
| 01.303.076.3200.04.11 | PHYSICIAN SVCS - CONTRACTED | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | \$993.00 | \$1,007.00 | 50.35% |
| 01.303.076.3200.05.23 | SUPPLIES NURSE | \$3,900.00 | \$989.66 | \$989.66 | \$2,910.34 | \$0.00 | \$2,910.34 | 74.62% |
| 01.303.076.3200.06.37 | TRAVEL & CONFERENCES NURSE | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| | Dept: HEALTH SERVICES - 076 | \$91,357.00 | \$40,292.42 | \$40,292.42 | \$51,064.58 | \$46,846.24 | \$4,218.34 | 4.62% |
| 01.303.079.3300.06.40 | REGULAR EDUCATION - PUPIL K-6 | \$278,000.00 | \$148,547.75 | \$148,547.75 | \$129,452.25 | \$127,452.25 | \$2,000.00 | 0.72% |
| 01.303.079.3300.06.41 | REGULAR EDUCATION - FUEL ADJUS | \$9,074.79 | \$9,074.79 | \$9,074.79 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: TRANSPORTATION - 079 | \$287,074.79 | \$157,622.54 | \$157,622.54 | \$129,452.25 | \$127,452.25 | \$2,000.00 | 0.70% |
| 01.303.085.3520.06.36 | STUDENT ACTIVITY EXTRACURRICUL | \$450.00 | \$450.00 | \$450.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.085.6200.06.36 | COMMUNITY ACTIVITIES | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | Dept: MISCELLANEOUS - 085 | \$950.00 | \$450.00 | \$450.00 | \$500.00 | \$0.00 | \$500.00 | 52.63% |
| 01.303.088.4110.01.02 | DISTRICT FACILITIES MANAGER | \$19,585.85 | \$11,645.77 | \$11,645.77 | \$7,940.08 | \$6,165.40 | \$1,774.68 | 9.06% |
| 01.303.088.4110.03.10 | CUSTODIAL SUPERVISOR | \$51,985.00 | \$31,840.32 | \$31,840.32 | \$20,144.68 | \$20,346.36 | (\$201.68) | -0.39% |
| 01.303.088.4110.03.11 | CUSTODIAL CONTRACT SERVICES | \$87,000.00 | \$61,260.15 | \$61,260.15 | \$25,739.85 | \$25,739.85 | \$0.00 | 0.00% |
| 01.303.088.4110.03.34 | CUSTODIAL SUBSTITUTES | \$1,709.82 | \$1,189.44 | \$1,189.44 | \$520.38 | \$520.38 | \$0.00 | 0.00% |
| 01.303.088.4120.04.17 | HEAT (GAS) CS | \$77,000.00 | \$47,797.52 | \$47,797.52 | \$29,202.48 | \$29,202.48 | \$0.00 | 0.00% |
| 01.303.088.4130.04.15 | TELEPHONE | \$10,000.00 | \$4,654.97 | \$4,654.97 | \$5,345.03 | \$3,905.03 | \$1,440.00 | 14.40% |
| 01.303.088.4130.04.16 | ELECTRICITY | \$168,495.68 | \$108,736.25 | \$108,736.25 | \$59,759.43 | \$59,759.43 | \$0.00 | 0.00% |
| 01.303.088.4130.04.19 | WATER | \$18,000.00 | \$7,940.29 | \$7,940.29 | \$10,059.71 | \$10,059.71 | \$0.00 | 0.00% |
| 01.303.088.4210.04.32 | MAINTENANCE OF GROUNDS | \$3,845.56 | \$3,845.56 | \$3,845.56 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.088.4220.04.32 | MAINTENANCE OF BUILDING | \$152,283.31 | \$100,279.62 | \$100,279.62 | \$52,003.69 | \$52,503.69 | (\$500.00) | -0.33% |
| 01.303.088.4220.05.27 | PAPER | \$12,867.29 | \$11,335.45 | \$11,335.45 | \$1,531.84 | \$1,531.84 | \$0.00 | 0.00% |
| 01.303.088.4220.06.37 | TRAVEL | \$850.00 | \$491.28 | \$491.28 | \$358.72 | \$8.72 | \$350.00 | 41.18% |
| 01.303.088.4224.05.26 | MISCELLANEOUS | \$1,000.00 | \$748.00 | \$748.00 | \$252.00 | \$0.00 | \$252.00 | 25.20% |
| 01.303.088.4227.06.37 | TRAVEL | \$850.00 | \$724.17 | \$724.17 | \$125.83 | \$275.83 | (\$150.00) | -17.65% |
| | Dept: OPERATION AND MAINTENANCE - 088 | \$605,472.51 | \$392,488.79 | \$392,488.79 | \$212,983.72 | \$210,018.72 | \$2,965.00 | 0.49% |
| 01.303.093.2130.03.04 | NETWORK TECHNICIANS | \$80,716.08 | \$42,077.31 | \$42,077.31 | \$38,638.77 | \$22,255.29 | \$16,383.48 | 20.30% |
| 01.303.093.2356.06.37 | TRAVEL AND CONFERENCES | \$500.00 | \$175.00 | \$175.00 | \$325.00 | \$0.00 | \$325.00 | 65.00% |
| 01.303.093.2430.05.23 | SOFTWARE TECHNOLOGY | \$21,906.56 | \$21,906.56 | \$21,906.56 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.093.2430.05.24 | SUPPLIES & MATERIALS TECHNOLOG | \$2,525.55 | \$2,525.55 | \$2,525.55 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.093.2450.05.23 | EDUCATIONAL EQUIPMENT TECHNOL | \$20,281.27 | \$0.00 | \$0.00 | \$20,281.27 | \$20,281.27 | \$0.00 | 0.00% |
| 01.303.093.4130.04.35 | TELECOMMUNICATIONS | \$13,000.00 | \$8,022.78 | \$8,022.78 | \$4,977.22 | \$0.00 | \$4,977.22 | 38.29% |
| 01.303.093.4230.04.29 | MAINTENANCE OF EQUIPMENT | \$3,500.00 | \$3,401.22 | \$3,401.22 | \$98.78 | \$0.00 | \$98.78 | 2.82% |
| | Dept: COMPUTER PROGRAM - 093 | \$142,429.46 | \$78,108.42 | \$78,108.42 | \$64,321.04 | \$42,536.56 | \$21,784.48 | 15.29% |
| 01.303.100.1435.04.36 | LEGAL SETTLEMENTS - SPED | \$5,000.00 | \$344.00 | \$344.00 | \$4,656.00 | \$4,656.00 | \$0.00 | 0.00% |

Mattapoissett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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☐ 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 |
|-----------------------|--|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.303.100.2105.04.33 | ASSOCIATION DUES | \$94.39 | \$94.39 | \$94.39 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.100.2110.01.02 | DIRECTOR, STUDENT SERVICES | \$24,927.09 | \$15,195.63 | \$15,195.63 | \$9,731.46 | \$8,044.76 | \$1,686.70 | 6.77% |
| 01.303.100.2110.02.09 | ADMINISTRATIVE ASST STUDENT SV | \$12,402.28 | \$7,588.47 | \$7,588.47 | \$4,813.81 | \$4,017.45 | \$796.36 | 6.42% |
| 01.303.100.2110.06.37 | TRAVEL/CONFERENCES | \$6,200.00 | \$0.00 | \$0.00 | \$6,200.00 | \$0.00 | \$6,200.00 | 100.00% |
| 01.303.100.2415.04.33 | ASSOCIATION DUES | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$200.00 | 100.00% |
| 01.303.100.4130.04.15 | TELEPHONE | \$200.00 | \$18.13 | \$18.13 | \$181.87 | \$0.00 | \$181.87 | 90.94% |
| 01.303.100.4230.04.31 | SOFTWARE LICENSES | \$3,300.00 | \$2,550.00 | \$2,550.00 | \$750.00 | \$0.00 | \$750.00 | 22.73% |
| | Dept: SPECIAL NEEDS ADMINISTRATION - 100 | \$52,323.76 | \$25,790.62 | \$25,790.62 | \$26,533.14 | \$16,718.21 | \$9,814.93 | 18.76% |
| 01.303.102.2305.01.03 | TEACHERS | \$101,701.00 | \$46,938.96 | \$46,938.96 | \$54,762.04 | \$54,762.04 | \$0.00 | 0.00% |
| 01.303.102.2330.03.08 | PARAPROFESSIONALS | \$60,126.70 | \$28,374.36 | \$28,374.36 | \$31,752.34 | \$31,752.34 | \$0.00 | 0.00% |
| 01.303.102.2351.06.37 | TRAVEL PROJ GROW | \$200.00 | \$0.00 | \$0.00 | \$200.00 | \$200.00 | \$0.00 | 0.00% |
| 01.303.102.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$106.00 | \$106.00 | \$394.00 | \$60.00 | \$334.00 | 66.80% |
| 01.303.102.2430.05.23 | SUPPLIES & MATERIALS | \$602.00 | \$602.00 | \$602.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: PROJECT GROW - 102 | \$163,129.70 | \$76,021.32 | \$76,021.32 | \$87,108.38 | \$86,774.38 | \$334.00 | 0.20% |
| 01.303.103.2305.01.03 | TEACHERS | \$302,701.00 | \$139,936.12 | \$139,936.12 | \$162,764.88 | \$160,341.88 | \$2,423.00 | 0.80% |
| 01.303.103.2330.03.08 | PARAPROFESSIONALS | \$229,920.74 | \$112,300.40 | \$112,300.40 | \$117,620.34 | \$117,620.34 | \$0.00 | 0.00% |
| 01.303.103.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$378.10 | \$378.10 | \$121.90 | \$0.00 | \$121.90 | 24.38% |
| 01.303.103.2430.05.23 | SUPPLIES & MATERIALS | \$750.00 | \$739.45 | \$739.45 | \$10.55 | \$0.00 | \$10.55 | 1.41% |
| 01.303.103.2450.05.24 | EDUCATIONAL EQUIPMENT CS | \$2,500.00 | \$1,539.43 | \$1,539.43 | \$960.57 | \$0.00 | \$960.57 | 38.42% |
| | Dept: LEARNING SUPPORT CENTER - 103 | \$536,371.74 | \$254,893.50 | \$254,893.50 | \$281,478.24 | \$277,962.22 | \$3,516.02 | 0.66% |
| 01.303.106.4230.04.31 | SOFTWARE LICENSES | \$1,635.05 | \$1,635.05 | \$1,635.05 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: LEARNING SUPPORT CENTER - 106 | \$1,635.05 | \$1,635.05 | \$1,635.05 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.303.118.2305.01.03 | TEACHERS | \$101,401.00 | \$47,338.96 | \$47,338.96 | \$54,062.04 | \$54,062.04 | \$0.00 | 0.00% |
| 01.303.118.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$118.00 | \$118.00 | \$382.00 | \$0.00 | \$382.00 | 76.40% |
| 01.303.118.2430.05.24 | SUPPLIES | \$800.00 | \$790.12 | \$790.12 | \$9.88 | \$0.00 | \$9.88 | 1.24% |
| | Dept: SPEECH - 118 | \$102,701.00 | \$48,247.08 | \$48,247.08 | \$54,453.92 | \$54,062.04 | \$391.88 | 0.38% |
| 01.303.121.2110.02.02 | SPECIAL NEEDS SECRETARY | \$21,127.02 | \$10,779.54 | \$10,779.54 | \$10,347.48 | \$10,347.48 | \$0.00 | 0.00% |
| 01.303.121.2305.01.03 | TEACHER VISUALLY IMPAIRED | \$8,000.00 | \$3,600.00 | \$3,600.00 | \$4,400.00 | \$2,400.00 | \$2,000.00 | 25.00% |
| 01.303.121.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 01.303.121.2415.05.24 | SUPPLIES | \$750.00 | \$561.66 | \$561.66 | \$188.34 | \$0.00 | \$188.34 | 25.11% |
| 01.303.121.2440.04.35 | EXTENDED YEAR SERVICES | \$52,000.00 | \$13,560.72 | \$13,560.72 | \$38,439.28 | \$0.00 | \$38,439.28 | 73.92% |
| 01.303.121.2710.04.03 | SPECIALIZED INSTRUCTION | \$25,000.00 | \$8,650.00 | \$8,650.00 | \$16,350.00 | \$16,350.00 | \$0.00 | 0.00% |
| 01.303.121.2800.04.35 | THERAPY | \$75,434.48 | \$41,252.35 | \$41,252.35 | \$34,182.13 | \$34,182.13 | \$0.00 | 0.00% |
| | Dept: SUPPORT SERVICES - 121 | \$182,811.50 | \$78,404.27 | \$78,404.27 | \$104,407.23 | \$63,279.61 | \$41,127.62 | 22.50% |
| 01.303.127.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 01.303.127.2710.01.03 | ADJUSTMENT COUNSELOR | \$93,233.00 | \$43,299.80 | \$43,299.80 | \$49,933.20 | \$49,933.20 | \$0.00 | 0.00% |
| 01.303.127.2800.01.03 | PSYCHOLOGIST | \$43,109.79 | \$19,506.72 | \$19,506.72 | \$23,603.07 | \$23,457.78 | \$145.29 | 0.34% |
| 01.303.127.2800.05.24 | SUPPLIES | \$750.00 | \$201.10 | \$201.10 | \$548.90 | \$0.00 | \$548.90 | 73.19% |
| 01.303.127.2800.06.13 | PSYCHOLOGICAL EVALUATIONS | \$8,944.00 | \$4,856.00 | \$4,856.00 | \$4,088.00 | \$4,088.00 | \$0.00 | 0.00% |
| | Dept: PSYCHOLOGICAL SERVICES - 127 | \$146,536.79 | \$67,863.62 | \$67,863.62 | \$78,673.17 | \$77,478.98 | \$1,194.19 | 0.81% |
| 01.303.130.3300.06.43 | SPED TRANSPORTATION - COLLABOR | \$135,885.00 | \$64,557.50 | \$64,557.50 | \$71,327.50 | \$46,942.50 | \$24,385.00 | 17.95% |
| 01.303.130.3300.06.44 | SPED TRANSPORTATION - DAY SCHO | \$83,000.00 | \$35,607.50 | \$35,607.50 | \$47,392.50 | \$22,967.50 | \$24,425.00 | 29.43% |
| 01.303.130.3300.06.45 | SPED TRANSPORTATION - PRESCHO | \$30,000.00 | \$0.00 | \$0.00 | \$30,000.00 | \$0.00 | \$30,000.00 | 100.00% |
| 01.303.130.3300.06.46 | SPED TRANSPORTATION - MCKINNEY | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | \$0.00 | \$10,000.00 | 100.00% |

Mattapoissett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|--------------------------------------|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.303.130.3300.06.49 | SPED TRANSPORTATION - EXTRA CU | \$115.00 | \$0.00 | \$0.00 | \$115.00 | \$0.00 | \$115.00 | 100.00% |
| | Dept: SPED TRANSPORTATION - 130 | \$259,000.00 | \$100,165.00 | \$100,165.00 | \$158,835.00 | \$69,910.00 | \$88,925.00 | 34.33% |
| 01.303.133.9300.06.13 | TUITION PRIVATE SCHOOLS | \$95,000.00 | \$0.00 | \$0.00 | \$95,000.00 | \$0.00 | \$95,000.00 | 100.00% |
| 01.303.133.9300.06.43 | SPED - TUITION COLLABORATIVE | \$181,680.00 | \$81,516.56 | \$81,516.56 | \$100,163.44 | \$66,314.24 | \$33,849.20 | 18.63% |
| | Dept: PROGRAM WITH OTHERS SPED - 133 | \$276,680.00 | \$81,516.56 | \$81,516.56 | \$195,163.44 | \$66,314.24 | \$128,849.20 | 46.57% |
| 01.304.007.2210.01.02 | PRINCIPAL | \$115,000.00 | \$70,769.12 | \$70,769.12 | \$44,230.88 | \$44,230.88 | \$0.00 | 0.00% |
| 01.304.007.2210.02.09 | CLERICAL | \$33,182.00 | \$16,511.82 | \$16,511.82 | \$16,670.18 | \$16,511.70 | \$158.48 | 0.48% |
| 01.304.007.2210.03.03 | HEAD TEACHERS | \$2,000.00 | \$923.04 | \$923.04 | \$1,076.96 | \$1,076.96 | \$0.00 | 0.00% |
| 01.304.007.2210.04.33 | ASSOCIATION DUES | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 01.304.007.2210.05.22 | SUPPLIES ADMINISTRATION | \$4,000.00 | \$2,129.27 | \$2,129.27 | \$1,870.73 | \$0.00 | \$1,870.73 | 46.77% |
| 01.304.007.2210.05.24 | SUPPLIES GENERAL SCHOOL | \$7,500.00 | \$7,282.68 | \$7,282.68 | \$217.32 | \$82.11 | \$135.21 | 1.80% |
| 01.304.007.2210.05.25 | POSTAGE | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |
| 01.304.007.2210.06.37 | TRAVEL & CONFERENCES | \$900.00 | \$483.50 | \$483.50 | \$416.50 | \$0.00 | \$416.50 | 46.28% |
| 01.304.007.2211.04.02 | CONTRACTED ADMINISTRATOR | \$2,415.00 | \$2,415.00 | \$2,415.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.304.007.2250.05.22 | PRINCIPALS TECHNOLOGY | \$2,500.00 | \$1,407.94 | \$1,407.94 | \$1,092.06 | \$0.00 | \$1,092.06 | 43.68% |
| 01.304.007.5260.06.38 | POSITION BONDS | \$100.00 | \$0.00 | \$0.00 | \$100.00 | \$0.00 | \$100.00 | 100.00% |
| | Dept: SCHOOL ADMINISTRATION - 007 | \$169,597.00 | \$101,922.37 | \$101,922.37 | \$67,674.63 | \$61,901.65 | \$5,772.98 | 3.40% |
| 01.304.010.2305.01.03 | TEACHERS | \$724,901.85 | \$326,029.96 | \$326,029.96 | \$398,871.89 | \$377,101.04 | \$21,770.85 | 3.00% |
| 01.304.010.2325.03.34 | SUBSTITUTES | \$455.00 | \$155.00 | \$155.00 | \$300.00 | \$300.00 | \$0.00 | 0.00% |
| 01.304.010.2325.03.35 | SUBSTITUTES FOR PD | \$30,000.00 | \$22,857.81 | \$22,857.81 | \$7,142.19 | \$6,005.00 | \$1,137.19 | 3.79% |
| 01.304.010.2351.04.03 | TUITION REIMBURSEMENT | \$3,500.00 | \$0.00 | \$0.00 | \$3,500.00 | \$800.00 | \$2,700.00 | 77.14% |
| 01.304.010.2356.06.37 | CONFERENCES TEACHERS | \$8,500.00 | \$0.00 | \$0.00 | \$8,500.00 | \$1,200.00 | \$7,300.00 | 85.88% |
| | Dept: CLASSROOM TEACHERS - 010 | \$767,356.85 | \$349,042.77 | \$349,042.77 | \$418,314.08 | \$385,406.04 | \$32,908.04 | 4.29% |
| 01.304.016.2305.01.03 | TEACHERS | \$46,617.00 | \$21,649.84 | \$21,649.84 | \$24,967.16 | \$24,966.55 | \$0.61 | 0.00% |
| 01.304.016.2430.05.23 | SUPPLIES & MATERIALS ART | \$1,200.00 | \$795.44 | \$795.44 | \$404.56 | \$235.08 | \$169.48 | 14.12% |
| | Dept: ART - 016 | \$47,817.00 | \$22,445.28 | \$22,445.28 | \$25,371.72 | \$25,201.63 | \$170.09 | 0.36% |
| 01.304.022.2305.01.03 | TEACHERS | \$31,111.50 | \$14,359.20 | \$14,359.20 | \$16,752.30 | \$16,752.30 | \$0.00 | 0.00% |
| 01.304.022.2430.05.23 | SUPPLIES READING | \$2,500.00 | \$1,080.58 | \$1,080.58 | \$1,419.42 | \$0.00 | \$1,419.42 | 56.78% |
| | Dept: READING - 022 | \$33,611.50 | \$15,439.78 | \$15,439.78 | \$18,171.72 | \$16,752.30 | \$1,419.42 | 4.22% |
| 01.304.025.2430.05.23 | SUPPLIES READING | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| | Dept: ENGLISH - 025 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$1,500.00 | 100.00% |
| 01.304.037.2305.01.03 | TEACHERS | \$99,000.00 | \$45,961.52 | \$45,961.52 | \$53,038.48 | \$53,038.48 | \$0.00 | 0.00% |
| | Dept: MATHEMATICS - 037 | \$99,000.00 | \$45,961.52 | \$45,961.52 | \$53,038.48 | \$53,038.48 | \$0.00 | 0.00% |
| 01.304.040.2305.01.03 | PROFESSIONAL SALARIES | \$475.00 | \$0.00 | \$0.00 | \$475.00 | \$0.00 | \$475.00 | 100.00% |
| 01.304.040.2330.01.03 | LIBRARIAN | \$48,738.00 | \$22,629.04 | \$22,629.04 | \$26,108.96 | \$26,108.92 | \$0.04 | 0.00% |
| 01.304.040.2340.03.08 | LIBRARY ASSISTANT | \$11,485.72 | \$5,223.12 | \$5,223.12 | \$6,262.60 | \$6,093.66 | \$168.94 | 1.47% |
| 01.304.040.2430.05.23 | MEDIA SERVICE SUPPLIES | \$1,030.73 | \$1,030.73 | \$1,030.73 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.304.040.2430.05.24 | MEDIA BOOKS & MAGAZINES | \$1,000.00 | \$876.45 | \$876.45 | \$123.55 | \$0.00 | \$123.55 | 12.36% |
| 01.304.040.2430.05.25 | MEDIA AV MATERIALS | \$850.00 | \$0.00 | \$0.00 | \$850.00 | \$0.00 | \$850.00 | 100.00% |
| 01.304.040.2440.05.23 | MEDIA RESOURCE MATERIALS | \$400.00 | \$386.51 | \$386.51 | \$13.49 | \$0.00 | \$13.49 | 3.37% |
| 01.304.040.4230.04.29 | MAINTENANCE OF EQUIPMENT LIBRA | \$1,300.00 | \$0.00 | \$0.00 | \$1,300.00 | \$0.00 | \$1,300.00 | 100.00% |
| 01.304.040.7400.04.29 | REPLACEMENT OF EQUIPMENT LIBRA | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| | Dept: MEDIA SERVICES - 040 | \$65,779.45 | \$30,145.85 | \$30,145.85 | \$35,633.60 | \$32,202.58 | \$3,431.02 | 5.22% |

Mattapoissett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|---------------------------------------|--------------|---------------|--------------|--------------|--------------|----------------|---------|
| 01.304.043.2305.01.03 | TEACHERS | \$94,941.90 | \$43,974.24 | \$43,974.24 | \$50,967.66 | \$50,953.16 | \$14.50 | 0.02% |
| 01.304.043.2330.04.09 | ACCOMPANIST | \$850.00 | \$560.00 | \$560.00 | \$290.00 | \$0.00 | \$290.00 | 34.12% |
| 01.304.043.2415.06.37 | TRAVEL AND CONFERENCES MUSIC | \$750.00 | \$0.00 | \$0.00 | \$750.00 | \$0.00 | \$750.00 | 100.00% |
| 01.304.043.2430.05.23 | SUPPLIES MUSIC | \$2,100.00 | \$1,328.42 | \$1,328.42 | \$771.58 | \$0.00 | \$771.58 | 36.74% |
| 01.304.043.4230.04.29 | MAINTENANCE OF EQUIPMENT MUSIC | \$600.00 | \$433.97 | \$433.97 | \$166.03 | \$130.00 | \$36.03 | 6.01% |
| | Dept: MUSIC - 043 | \$99,241.90 | \$46,296.63 | \$46,296.63 | \$52,945.27 | \$51,083.16 | \$1,862.11 | 1.88% |
| 01.304.049.2305.01.03 | TEACHERS | \$82,067.30 | \$37,761.85 | \$37,761.85 | \$44,305.45 | \$43,775.42 | \$530.03 | 0.65% |
| 01.304.049.2430.05.23 | SUPPLIES PHYS ED | \$1,200.00 | \$997.87 | \$997.87 | \$202.13 | \$0.00 | \$202.13 | 16.84% |
| | Dept: PHYSICAL EDUCATION - 049 | \$83,267.30 | \$38,759.72 | \$38,759.72 | \$44,507.58 | \$43,775.42 | \$732.16 | 0.88% |
| 01.304.052.2305.01.03 | TEACHERS | \$91,350.40 | \$42,424.28 | \$42,424.28 | \$48,926.12 | \$48,911.57 | \$14.55 | 0.02% |
| 01.304.052.2430.05.23 | SUPPLIES SCIENCE | \$4,152.95 | \$4,152.95 | \$4,152.95 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: SCIENCE - 052 | \$95,503.35 | \$46,577.23 | \$46,577.23 | \$48,926.12 | \$48,911.57 | \$14.55 | 0.02% |
| 01.304.055.2430.05.23 | STEM SUPPLIES SCIENCE | \$2,400.00 | \$560.82 | \$560.82 | \$1,839.18 | \$0.00 | \$1,839.18 | 76.63% |
| | Dept: SOCIAL STUDIES - 055 | \$2,400.00 | \$560.82 | \$560.82 | \$1,839.18 | \$0.00 | \$1,839.18 | 76.63% |
| 01.304.076.3200.01.11 | NURSE | \$65,662.00 | \$30,305.04 | \$30,305.04 | \$35,356.96 | \$35,355.96 | \$1.00 | 0.00% |
| 01.304.076.3200.05.23 | SUPPLIES NURSE | \$2,500.00 | \$1,392.99 | \$1,392.99 | \$1,107.01 | \$0.00 | \$1,107.01 | 44.28% |
| 01.304.076.3200.06.37 | TRAVEL & CONFERENCES NURSE | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | 100.00% |
| 01.304.076.4230.04.29 | MAINTENANCE OF EQUIPT OHS NURSI | \$1,400.00 | \$0.00 | \$0.00 | \$1,400.00 | \$0.00 | \$1,400.00 | 100.00% |
| | Dept: HEALTH SERVICES - 076 | \$69,862.00 | \$31,698.03 | \$31,698.03 | \$38,163.97 | \$35,355.96 | \$2,808.01 | 4.02% |
| 01.304.085.3520.06.36 | EXTRACURRICULAR | \$2,437.25 | \$2,437.25 | \$2,437.25 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | Dept: MISCELLANEOUS - 085 | \$2,437.25 | \$2,437.25 | \$2,437.25 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.304.088.4110.03.10 | CUSTODIAL SUPERVISOR | \$53,784.00 | \$32,778.40 | \$32,778.40 | \$21,005.60 | \$20,486.48 | \$519.12 | 0.97% |
| 01.304.088.4110.04.10 | CUSTODIAL CONTRACT SVCS | \$87,000.00 | \$58,927.35 | \$58,927.35 | \$28,072.65 | \$28,072.65 | \$0.00 | 0.00% |
| 01.304.088.4115.03.34 | SUBSTITUTES, P/T, OVERTIME | \$6,454.25 | \$5,803.74 | \$5,803.74 | \$650.51 | \$650.51 | \$0.00 | 0.00% |
| | Dept: OPERATION AND MAINTENANCE - 088 | \$147,238.25 | \$97,509.49 | \$97,509.49 | \$49,728.76 | \$49,209.64 | \$519.12 | 0.35% |
| 01.304.093.2356.06.37 | TRAVEL AND CONFERENCES | \$500.00 | \$35.48 | \$35.48 | \$464.52 | \$0.00 | \$464.52 | 92.90% |
| 01.304.093.2430.05.23 | SOFTWARE TECHNOLOGY | \$11,712.14 | \$11,712.14 | \$11,712.14 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.304.093.2450.05.23 | EDUCATIONAL EQUIPMENT OHS | \$11,562.84 | \$0.00 | \$0.00 | \$11,562.84 | \$11,562.84 | \$0.00 | 0.00% |
| 01.304.093.2451.05.23 | EDUCATIONAL EQUIPT TECHNOLOGY | \$2,000.00 | \$1,721.47 | \$1,721.47 | \$278.53 | \$173.40 | \$105.13 | 5.26% |
| 01.304.093.4130.04.35 | TELECOMMUNICATIONS | \$5,547.53 | \$5,547.53 | \$5,547.53 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 01.304.093.4230.04.29 | MAINTENANCE OF EQUIPT TECHNOLC | \$3,500.00 | \$145.92 | \$145.92 | \$3,354.08 | \$1,308.92 | \$2,045.16 | 58.43% |
| | Dept: COMPUTER PROGRAM - 093 | \$34,822.51 | \$19,162.54 | \$19,162.54 | \$15,659.97 | \$13,045.16 | \$2,614.81 | 7.51% |
| 01.304.103.2305.01.03 | TEACHERS | \$255,202.24 | \$121,548.64 | \$121,548.64 | \$133,653.60 | \$133,653.60 | \$0.00 | 0.00% |
| 01.304.103.2330.03.08 | PARAPROFESSIONALS | \$133,360.15 | \$66,695.91 | \$66,695.91 | \$66,664.24 | \$64,664.44 | \$1,999.80 | 1.50% |
| 01.304.103.2356.01.03 | PROFESSIONAL DEVELOPMENT | \$500.00 | \$0.00 | \$0.00 | \$500.00 | \$0.00 | \$500.00 | 100.00% |
| 01.304.103.2430.05.23 | SUPPLIES | \$750.00 | \$715.69 | \$715.69 | \$34.31 | \$0.00 | \$34.31 | 4.57% |
| 01.304.103.2450.05.24 | EDUCATIONAL EQUIPMENT OHS | \$2,500.00 | \$396.00 | \$396.00 | \$2,104.00 | \$0.00 | \$2,104.00 | 84.16% |
| 01.304.103.3300.02.12 | BUS MONITOR | \$16,915.37 | \$14,829.12 | \$14,829.12 | \$2,086.25 | \$2,086.25 | \$0.00 | 0.00% |
| | Dept: LEARNING SUPPORT CENTER - 103 | \$409,227.76 | \$204,185.36 | \$204,185.36 | \$205,042.40 | \$200,404.29 | \$4,638.11 | 1.13% |
| 01.304.118.2305.01.03 | TEACHERS | \$91,698.00 | \$41,780.00 | \$41,780.00 | \$49,918.00 | \$48,160.00 | \$1,758.00 | 1.92% |
| | Dept: SPEECH - 118 | \$91,698.00 | \$41,780.00 | \$41,780.00 | \$49,918.00 | \$48,160.00 | \$1,758.00 | 1.92% |

Mattapoissett Public Schools

FY22-23 APPROVED BUDGET - SCHOOLS

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 |
|-----------------------|------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------|
| 01.304.121.2110.02.02 | SPECIAL NEEDS SECRETARY | \$0.00 | (\$264.72) | (\$264.72) | \$264.72 | \$0.00 | \$264.72 | 0.00% |
| 01.304.121.2110.02.09 | CLERICAL | \$14,129.30 | \$7,230.98 | \$7,230.98 | \$6,898.32 | \$6,898.32 | \$0.00 | 0.00% |
| | Dept: SUPPORT SERVICES - 121 | \$14,129.30 | \$6,966.26 | \$6,966.26 | \$7,163.04 | \$6,898.32 | \$264.72 | 1.87% |
| 01.304.127.2710.01.03 | ADJUSTMENT COUNSELOR | \$140,614.65 | \$63,816.29 | \$63,816.29 | \$76,798.36 | \$74,560.95 | \$2,237.41 | 1.59% |
| | Dept: PSYCHOLOGICAL SERVICES - 127 | \$140,614.65 | \$63,816.29 | \$63,816.29 | \$76,798.36 | \$74,560.95 | \$2,237.41 | 1.59% |
| Grand Total: | | \$7,535,042.56 | \$3,680,259.78 | \$3,680,259.78 | \$3,854,782.78 | \$3,391,075.56 | \$463,707.22 | 6.15% |

End of Report

Mattapoisett Public Schools
Fiscal Year 2022-2023 Approved Budget - Department Based
As of February 15, 2023

| Department | Department Name | Budget | Year to Date | Encumbrances | Total Committed | Available Budget |
|-------------------|------------------------------|---------------------|---------------------|---------------------|------------------------|-------------------------|
| 001 | SCHOOL COMMITTEE | \$ 10,700 | \$ 3,349 | \$ 200 | \$ 3,549 | \$ 7,151 |
| 004 | SUPERINTENDENTS OFFICE | \$ 196,247 | \$ 112,192 | \$ 55,703 | \$ 167,895 | \$ 28,352 |
| 007 | SCHOOL ADMINISTRATION | \$ 443,467 | \$ 254,010 | \$ 170,860 | \$ 424,870 | \$ 18,597 |
| 010 | CLASSROOM TEACHERS | \$ 1,666,433 | \$ 766,802 | \$ 847,626 | \$ 1,614,428 | \$ 52,005 |
| 013 | KINDERGARTEN | \$ 273,345 | \$ 127,152 | \$ 145,392 | \$ 272,544 | \$ 801 |
| 016 | ART | \$ 96,234 | \$ 44,949 | \$ 50,481 | \$ 95,430 | \$ 804 |
| 022 | READING | \$ 238,064 | \$ 109,672 | \$ 125,388 | \$ 235,060 | \$ 3,004 |
| 024 | ELL PROGRAM | \$ 20,374 | \$ 6,504 | \$ 7,688 | \$ 14,192 | \$ 6,182 |
| 025 | ENGLISH | \$ 3,100 | \$ 743 | \$ - | \$ 743 | \$ 2,357 |
| 037 | MATHEMATICS | \$ 189,040 | \$ 87,842 | \$ 101,198 | \$ 189,040 | \$ - |
| 040 | MEDIA SERVICES | \$ 135,500 | \$ 62,442 | \$ 67,452 | \$ 129,894 | \$ 5,607 |
| 043 | MUSIC | \$ 150,506 | \$ 70,540 | \$ 77,858 | \$ 148,398 | \$ 2,109 |
| 049 | PHYSICAL EDUCATION | \$ 125,468 | \$ 58,825 | \$ 65,605 | \$ 124,430 | \$ 1,037 |
| 052 | SCIENCE | \$ 208,934 | \$ 98,269 | \$ 108,636 | \$ 206,905 | \$ 2,029 |
| 055 | SOCIAL STUDIES | \$ 4,500 | \$ 1,978 | \$ - | \$ 1,978 | \$ 2,522 |
| 061 | CURRICULUM DEVELOPMENT | \$ 14,628 | \$ 3,937 | \$ - | \$ 3,937 | \$ 10,691 |
| 076 | HEALTH SERVICES | \$ 161,219 | \$ 71,990 | \$ 82,202 | \$ 154,192 | \$ 7,027 |
| 079 | TRANSPORTATION | \$ 287,074 | \$ 157,623 | \$ 127,452 | \$ 285,075 | \$ 1,999 |
| 085 | MISCELLANEOUS | \$ 3,387 | \$ 2,887 | \$ - | \$ 2,887 | \$ 500 |
| 088 | OPERATION AND MAINTENANCE | \$ 752,711 | \$ 489,998 | \$ 259,228 | \$ 749,226 | \$ 3,485 |
| 093 | COMPUTER PROGRAM | \$ 177,252 | \$ 97,271 | \$ 55,582 | \$ 152,853 | \$ 24,399 |
| 100 | SPECIAL NEEDS ADMINISTRATION | \$ 52,324 | \$ 25,791 | \$ 16,718 | \$ 42,509 | \$ 9,815 |
| 102 | PROJECT GROW | \$ 163,130 | \$ 76,021 | \$ 86,774 | \$ 162,795 | \$ 335 |
| 103 | LEARNING SUPPORT CENTER | \$ 945,600 | \$ 459,079 | \$ 478,367 | \$ 937,446 | \$ 8,153 |
| 106 | LEARNING SUPPORT CENTER | \$ 1,635 | \$ 1,635 | \$ - | \$ 1,635 | \$ - |
| 118 | SPEECH | \$ 194,399 | \$ 90,027 | \$ 102,222 | \$ 192,249 | \$ 2,150 |
| 121 | SUPPORT SERVICES | \$ 196,941 | \$ 85,371 | \$ 70,177 | \$ 155,548 | \$ 41,393 |
| 127 | PSYCHOLOGICAL SERVICES | \$ 287,151 | \$ 131,680 | \$ 152,040 | \$ 283,720 | \$ 3,432 |
| 130 | SPED TRANSPORTATION | \$ 259,000 | \$ 100,165 | \$ 69,910 | \$ 170,075 | \$ 88,925 |
| 133 | PROGRAM WITH OTHERS SPED | \$ 276,680 | \$ 81,517 | \$ 66,314 | \$ 147,831 | \$ 128,849 |
| Totals | | \$ 7,535,042 | \$ 3,680,261 | \$ 3,391,074 | \$ 7,071,335 | \$ 463,707 |



Old Rochester Regional School District Massachusetts Superintendency Union #55

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

Food Service Director's Report: February 2023
Center & Old Hammondtown School

Directors Update:

- Meal participation continues to be strong.
- Nation –Wide supply chain disruptions continue to impact on 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.

Center School

Students Receiving Free and Reduced Meals:

Free 48 → 20%

Reduced: 4 → 2%

Student Meal Participation

| SY 22 | | | | | SY 23 | | | |
|------------------|------------------|-----|--------------|-----|------------------|-----|--------------|-----|
| | Breakfast Counts | % | Lunch Counts | % | Breakfast Counts | % | Lunch Counts | % |
| August | 6 | 2% | 66 | 27% | 48 | 10% | 171 | 37% |
| September | 726 | 16% | 1968 | 44% | 1118 | 27% | 2385 | 57% |
| October | 902 | 22% | 1950 | 47% | 1216 | 29% | 2579 | 61% |
| November | 854 | 25% | 1981 | 55% | 942 | 27% | 2172 | 61% |
| December | 854 | 24% | 2025 | 57% | 837 | 24% | 2105 | 61% |
| January | 1005 | 26% | 2233 | 57% | 902 | 23% | 2393 | 60% |
| February | 838 | 25% | 1973 | 59% | | | | |
| March | 1405 | 28% | 2945 | 58% | | | | |
| April | 934 | 28% | 2009 | 60% | | | | |
| May | 1492 | 32% | 2720 | 58% | | | | |
| June | 1137 | 31% | 2201 | 60% | | | | |

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>



Old Rochester Regional School District Massachusetts Superintendency Union #55

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

Old Hammondtown School: Student Meal Participation

Students Receiving Free and Reduced Meals:

Free 43 → 23%

Reduced: 2 → 1%

Student Meal Participation

| SY 22 | | | | | SY 23 | | | |
|------------------|------------------|-----|--------------|-----|------------------|-----|--------------|-----|
| | Breakfast Counts | % | Lunch Counts | % | Breakfast Counts | % | Lunch Counts | % |
| August | 1 | % | 63 | 35% | 20 | 5% | 181 | 48% |
| September | 155 | 5% | 1549 | 46% | 567 | 15% | 2095 | 57% |
| October | 145 | 5% | 1536 | 52% | 812 | 22% | 2201 | 60% |
| November | 118 | 4% | 1572 | 54% | 737 | 24% | 1895 | 63% |
| December | 146 | 5% | 1671 | 57% | 830 | 28% | 1899 | 63% |
| January | 142 | 5% | 1662 | 55% | 1016 | 30% | 2137 | 62% |
| February | 170 | 6% | 1492 | 56% | | | | |
| March | 283 | 7% | 2292 | 57% | | | | |
| April | 219 | 8% | 1589 | 60% | | | | |
| May | 398 | 11% | 2097 | 58% | | | | |
| June | 349 | 12% | 1575 | 55% | | | | |

Jill Henesey

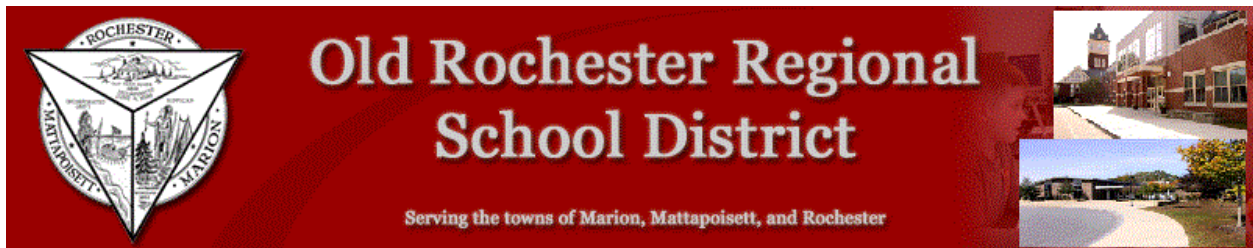
Director of Food and Nutrition Services

Office: 508-758-2772 x1543

Mobile: 774-320-0801

Email: jillhenesey@oldrochester.org

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



Facilities Director's Report: February 2023

Center Elementary School

- Installed access door.
- Repaired #1 Variable Frequency Drive (VFD) on Pump #1. Completed semi-annual inspection of Kitchen ANSUL system.
- Continuing HVAC Building Management System (BMS) upgrade. (Capital)
- Completed routine maintenance on all facility systems.

Old Hammondtown Elementary School

- Repaired broken asphalt on road by playground.
- Repaired manhole cover trip hazard on playground.
- Repaired food service freezer.
- Completed semi-annual inspection of Kitchen ANSUL system.
- Receiving quotes to upgrade back and side playgrounds.
- Completed routine maintenance on all facility systems.

Sincerely,

Gene Jones

District Facilities Director

Office: 508-758-2772 x1954

Cell: 508-509-6763

E-Mail: eugenejones@oldrochester.org

**Principal's Report
Center School
Mattapoisett School Committee Meeting – February 27, 2023**

All staff members participated in professional development in the afternoon on February 8th. Topics focused on building an equitable school environment through trusting relationships and sense of belonging. Sessions included reading and discussing research articles on how trusting relationships with adults boost student success and support students' motivation, engagement, and school belonging. Grade-level teams met with the principal, math specialist, literacy specialists, and special educators to analyze recent student math and literacy assessment data and plan targeted instruction based on students' needs.

Project Grow children are learning about the five senses through multisensory activities. They are also learning about simple machines and how they work through exploration.



Kindergarten students are learning to read and spell words with beginning blends. They are doing a great job reading words with blends in their poetry journals. In math, kindergarteners are using manipulatives to build numbers in the teens.

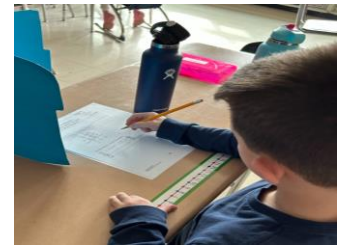


First-grade students made Valentine's Day cards for children at local pediatric units at nearby hospitals through the Friends of Jack Foundation. The cards were paired with one of the Friends of Jack signature bears. Thank you first graders for creating cards from your hearts!



Courtesy of Friends of Jack

Second-grade students are learning how to add and subtract 3-digit numbers! Students are applying their computation skills to solve word problems.



Third graders are applying their written language skills in science class, describing the results of their experiments with batteries and electromagnetics.



Author Deborah Farmer Kris zoomed into PreK, K, and 1 classrooms on Wednesday, February 15th to read two of her books to students! Dr. Fedorowicz was lucky enough to win this exciting opportunity at a conference back in the fall. Ms. Farmer Kris read “You Are Growing All the Time” and “You Wonder All the Time” authored by herself and beautifully illustrated by Jennifer Zivoin. Deborah Farmer Kris is a child development expert, parent educator, and the author of the “All the Time” picture book series. Each classroom will receive a copy of one of her books.

The PTA sponsored a Read Cross Blood Drive at Center School on January 25, 2023. The drive was a huge success! 27 units of blood were donated which can help over 80 people. Thank you to everyone in the community who donated life-saving blood.

March 2023 - Upcoming events:

- March 1 PTA Virtual BINGO
- March 2 School Council 3:15 - 4:15 pm
- March 3 Term 2 grades close
- March 7 New Bedford Ballet Assembly, PreK - 3
- March 7 PTA 7:00 pm
- March 8 Early Release Day - 12:20 Dismissal - Lunch is served
- March 10 6th Grade Students vs. Mattapoisett Staff Charity Basketball Game
Doors open @ 6 pm - Tip off @ 6:30 pm
- March 15 Term 2 Report cards issued
- March 23 Center/OHS Art show @ Center School 4 - 6 pm
- March 29 Author Visit - Alec Carvlin

Principal's Report
OHS
Mattapoissett School Committee Meeting – February 27, 2023

There were lots of exciting things happening at OHS over the past few weeks. It's hard to imagine that February vacation is upon us. Here are a few examples of what went on

Old Hammondtown School 4th Grade teacher Ms. Beth Valliere was awarded the Fun 107's Teacher of the Month award thanks to the love from her students. Nominated by Emma Balestracci on behalf of her classmates, here is what she had to say about her favorite teacher.

"Ms. Valliere is the best. Firstly, she makes people feel happy, excited (and) she just says or does nice things to people. In addition, Ms. Valliere's classroom is so fun. It is so fun because she has LED lights and a sticker station. A sticker station is a wall of stickers you can grab but only one and you need a sticker coupon. A sticker coupon is a little piece of paper that has sticker coupons printed on it. Also, she has a little library in her room (and) she also has stem bins. Stem bins are little bins, some are full of Legos or magnets and a lot of other stuff. Lastly, Ms. Valliere always plays games with my class and she will always help you. That is why I think Ms. Valliere should win the teacher of the month."

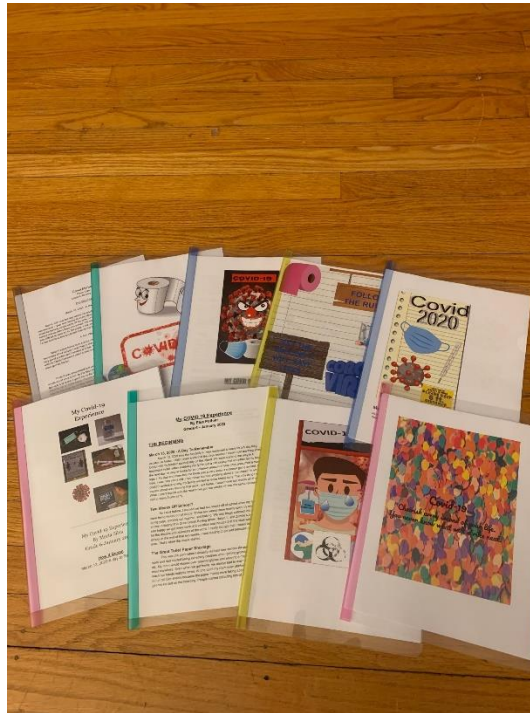
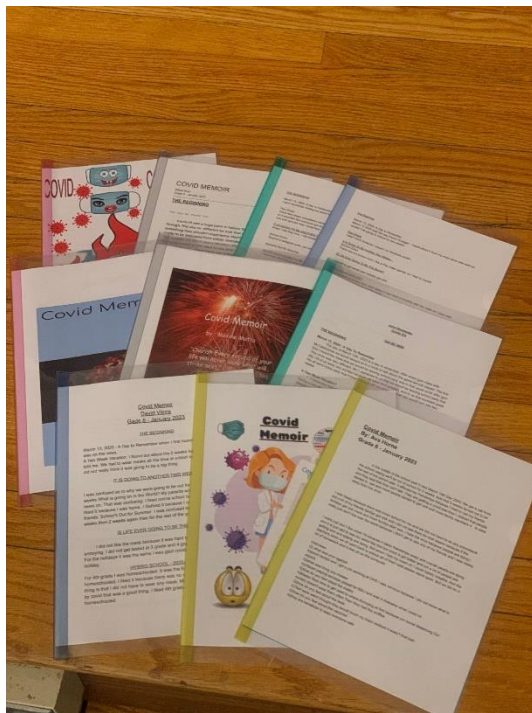


We are excited to report that the Grade 6 students visited the Boston Museum of Science on January 31st. The trip was the first out of school field trip taken by students in the past 3 years. The students were able to tour the museum exhibits and take in a show in the planetarium. The students have been studying the stars and universe as part of the OpenSciEd program. It was a great day and then students were very happy to take part in the day. A big thank you goes out to our Grade 6 teacher Sara Jacobsen for planning and making this trip happen.

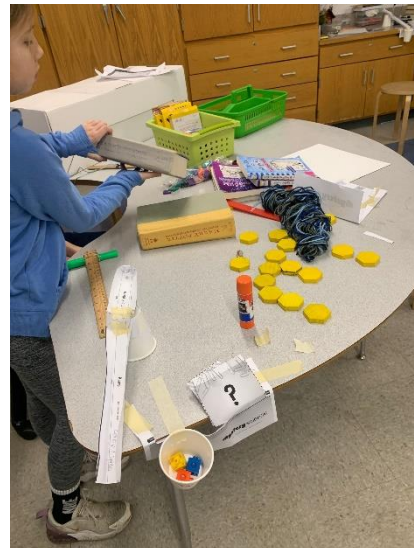
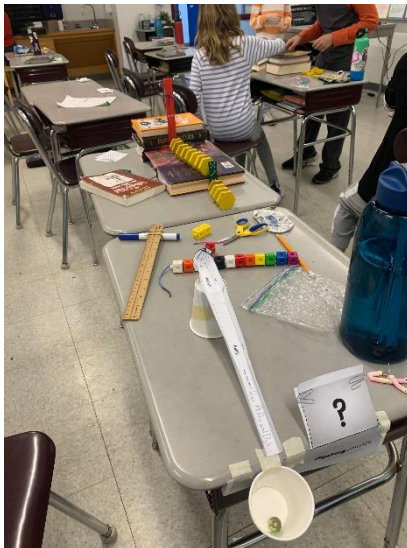
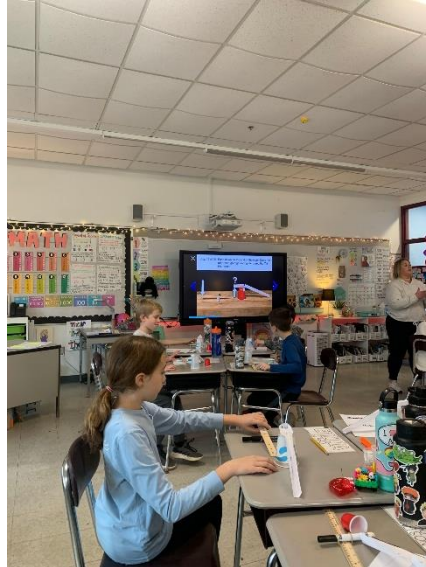


Grade 6 teacher Ms. Laura Mirabito teamed up with the Mattaposienn Historical Society to bring their writing to life. This culminating activity was the wrap up to their study of Primary Documents, characteristics of advanced societies, and civilizations. The students were tasked with writing a memoir sharing their experiences and views living through the pandemic. Each memoir is a fascinating glimpse into the mind of a sixth-grader and impact that the pandemic has had on their lives. The students shared their writing with a representative from the Mattaposienn Historical Society and were treated to memoirs of residents who lived through the Spanish Flu of 1918.

Copies of the students' memoirs will be housed at the Historical Museum where students of the future will be able to read about what it was like to live through the pandemic of 2020.



Students in grade 4 have been exploring chain reactions as part of their Mystery Science program. Mystery Science is an innovative, standards-aligned, hands-on curriculum that teaches children how to think like scientists. Students are immersed in the scientific method which includes, math, reading, engineering, and computer science. This program is a great enhancement to our science curriculum.



Looking Ahead Dates:

- Friday, February 24th: February Vacation
- Monday, February 27th - Students return to school
- Monday, February 27th Mattapoisett School Committee
- Tuesday, February 28th New Bedford Ballet - Whole school presentation 10:00 to 11:00 AM
- Wednesday, March 1st PTA Virtual Bingo Night
- March 10th - Student vs. Staff Basketball game
- June 2nd - Field Day

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!

