

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Regular Meeting
Thursday, May 14, 2020
6:30 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar.

When: May 14, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Meeting, Thursday, May 14, 2020 at 6:30 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_CLCfx9dSTBaWtcceEAOzIA

After registering, you will receive a confirmation email containing information about joining the webinar.

6:30 p.m. Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 5 pm on Thursday, May 14.

6:40 p.m. COVID-19 Update and Remote Learning Plan matters, K. Bodie

7:10 p.m. English Language Learners (ELL) Remote Learning Update, C. Bruzzese

7:30 p.m. Update on Social-emotional well being for students and staff, S. Burd

7:50 p.m. School Committee approval of AEA and AAA Evaluation MOA

- AEA Teachers, Unit A Evaluation MOA*
- AEA Clerical, Unit C Evaluation MOA*
- AAA Administors Evaluation MOA*

8:00 p.m. School Committee approval of AEA Athletic Stipend MOA

- AEA Athletic Spring Stipends MOA*

8:10 p.m. Superintendent's Search Process Update, P. Schlichtman

- *Search Process Consultant*

8:25 p.m. Superintendent's Report, K. Bodie

AHS Building Committee update

8:45 p.m Consent Agenda

All items listed with an asterisk are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the committee so requests, in which event the item will be considered in its normal sequence:

Approval of Warrant Number 20264, Dated 5/5/2020 in the Amount \$693,266.98

Approval of Minutes: March 12, 2020, April 9, 2020 and April 30, 2020

School Committee Regular and Zoom Meeting Minutes

Approval of the Ida Robbins Scholarship for 2020. Presented to the top two AHS students with the highest GPA.

8:55 p.m. Subcommittee/Liaison Reports/Announcements

- *Budget: Kirsi Allison-Ampe, Chair*
- *Community Relations: Jennifer Susse, Chair*
- *Curriculum, Instruction, Assessment & Accountability: Jane Morgan, Chair*
- *Facilities: Bill Hayner, Chair*
- *Policies & Procedures: Paul Schlichtman, Chair*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Calendar Committee: Jennifer Susse*
- *Election Modernization Committee: Jennifer Susse*
- *Traffic Negotiations: Jane Morgan, Bill Hayner*
- *AEA Negotiations: Ien Kardon, Paul Schlichtman*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

9:15 p.m. Executive Session

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

To discuss Traffic Supervisors Contract

To discuss Principal Contracts, specifically Peirce and Gibbs

9:45 p.m. Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Len Kardon, Chair

Correspondence Received:

Warrant dated, May 5, 2020

School Committee minutes, March 12, 2020, April 9, 2020 and April 30, 2020

IDA Robbins Award description

IDA Robbins Awards letters to two AHS seniors May 2020

AEA Teacher Unit A, Clerical Unit C and AAA Administrators Evaluation MOA

AEA Athletic Stipends MOA

Superintendent's Search Process minutes, RFP and Evaluation

Remote Learning Email B. Hayner

N. Saunders Email regarding Remote Learning

ELL presentation and FAQ, Plans

Social-emotional Learning and Counseling presentation

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance

<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>



Town of Arlington, Massachusetts

Open Meeting

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ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote script
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

6:30 p.m. Public Comment

Summary:

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 5 pm on Thursday, May 14.



Town of Arlington, Massachusetts

6:40 p.m. COVID-19 Update and Remote Learning Plan matters, K. Bodie

ATTACHMENTS:

	Type	File Name	Description
▢	Presentation	Elementary_Parent_Guardian_Forum.pdf	Elem Parent Forum presentation
▢	Presentation	Secondary_Parent_Guardian_.pdf	Secondary Parent Forum presentation

Arlington Public Schools

869 Massachusetts Ave, Arlington, MA 02476



Elementary Parent/Guardian Forum

Wednesday May 13, 2020

Agenda

- Welcome/Opening Statement by Dr. Kathleen Bodie, Superintendent of Schools
- Questions/responses
 - Dr. Roderick MacNeal, Jr., Assistant Superintendent for Curriculum and Instruction
 - Elementary Principals:
 - **Bishop:** Mark McAneny
 - **Brackett:** Stephanie Zerchykov
 - **Dallin:** Thad Dingman
 - **Hardy:** Kate Peretz
 - **Peirce:** Karen Hartley
 - **Stratton:** Dr. Michael Hanna
 - **Thompson:** Karen Donato

Agenda (Cont'd)

- Sara Burd, Director of Social Emotional Learning and School Counseling
- Alison Elmer, Director of Special Education
- Dr. Kathleen Bodie, Superintendent of Schools
- Dr. Susan Bisson, Director of Digital Learning
- Dr. Susan Franchi, Director of Nursing
- Questions
- Closing remarks



District-Wide Themes

Contact with Students

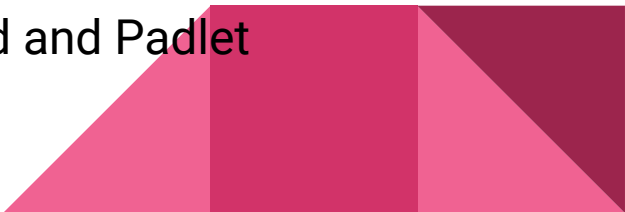
- Asynchronous, Synchronous,
- Office Hours, emails



Digital Literacy Professional Development

Are staff receiving professional development with technology for the purpose of providing a meaningful remote learning experience for students?

District-wide PD includes:

- G Suite apps such as Classroom, Meet (also referred to as Hangouts or Hangouts Meet), Forms, Calendar, and Sites
 - Tools for video creation
 - Digital resources for collaboration such as Jamboard and Padlet
- 

Digital Literacy Professional Development

Digital Literacy PD		
Date	Classroom	Meet
3/26 - 3/27	39	
3/30 - 4/3	288	438
4/6 - 4/9	119	64
4/13 - 4/14	20	30
Total	466	532

Digital Literacy PD	
Week of	Participants
4/27 - 5/1	194
5/4 - 5/8	55
5/11 - 5/15	106
Total	355

Questions From the APS Elementary Community

Theme One: SEL

How are the schools supporting the social and emotional well-being of students?

How can we support our child at home during remote learning?

Theme Two: Remote Learning Delivery Considerations

What are the advantages of Asynchronous vs. Synchronous Instruction?



Questions From the APS Elementary Community

Theme Three: Connectedness

What does the communication with students and staff look and sound like during the week?



Questions From the APS Elementary Community

Theme Four: Student Support

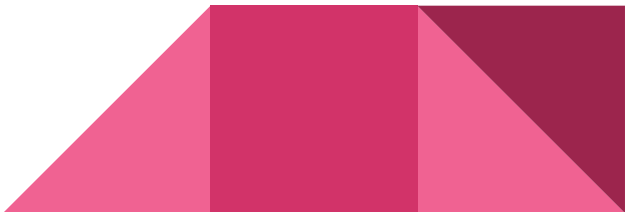
What does the support look like for students who receive specialized instruction?

What is in place for our English language learners?

Theme Five: Student Progress

Will there be Progress Reports in June?

Will my child be retained?



Questions From the APS Elementary Community

Theme Six: Summer School Format

Are the APS summer programs being planned for a remote platform?

Theme Seven: 2020-2021 School Planning

Is the District making plans for a physical re-entry in the Fall?



Arlington Public Schools

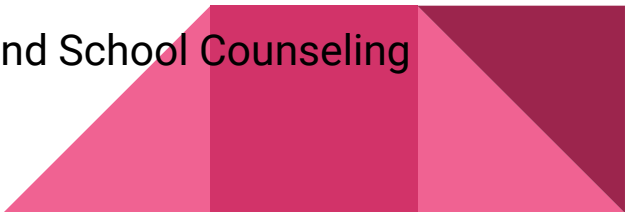
869 Massachusetts Ave, Arlington, MA 02476



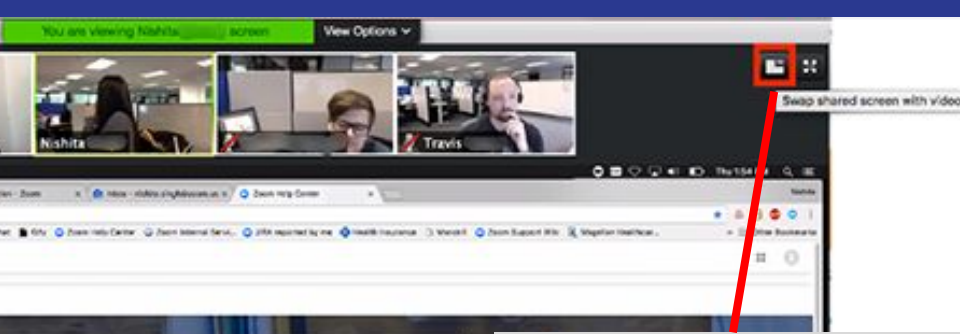
Secondary Parent/Guardian Forum

Thursday May 7, 2020

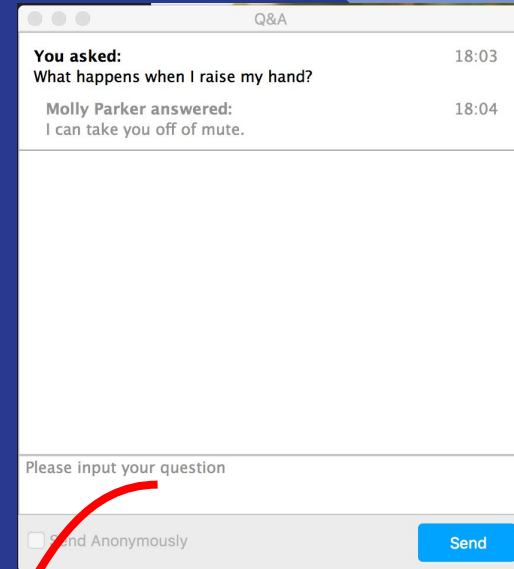
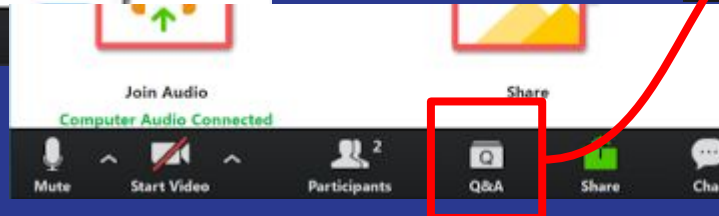
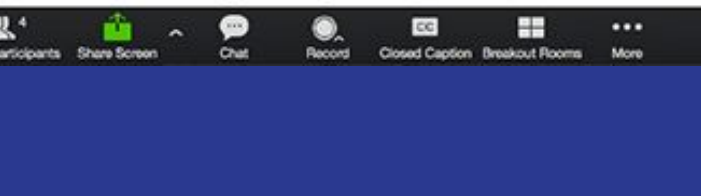
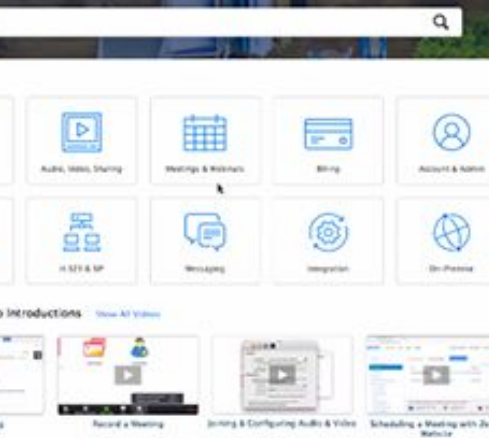
Agenda

- Welcome/Opening Statement by Dr. Kathleen Bodie, Superintendent of Schools
 - Questions/responses
 - Dr. Roderick MacNeal, Jr., Assistant Superintendent for Curriculum and Instruction
 - Dr. Matthew Janger, Principal of Arlington High School
 - Brian Meringer, Principal of Ottoson Middle School
 - Kristin DeFrancisco, Principal of Gibbs School
 - Dr. Kathleen Bodie, Superintendent of Schools
 - Dr. Susan Bisson, Director of Digital Learning
 - Alison Elmer, Director of Special Education
 - Sara Burd, Director of Social and Emotional Learning and School Counseling
 - Questions
 - Closing remarks
- 

Attendee Tools



**Switch between
Screen Share
and Speaker's
video**



**Ask a question
by clicking Q&A**

District Wide Questions

District-Wide Questions

Theme One: Contact with Students

Asynchronous, Synchronous, Office Hours, emails, use of Zoom, use of Google Hangouts/Meet, Google Classroom

Theme Two: Tracking assignments

Use of Powerschool

Theme Three: Curriculum and Assessment

Key understandings



Arlington High School

Questions for Arlington High School

Theme 1: Communications

FAQ, Questions, Daily Announcement, Google Classroom, PS, Email

Theme 2: Transcripts and Requirements

Credits, “Audit”, GPA, PE requirement, Credit recovery

Theme 3: Expectations

Credits, “Audit”, GPA, PE requirement, Credit recovery, Challenge/Penalties

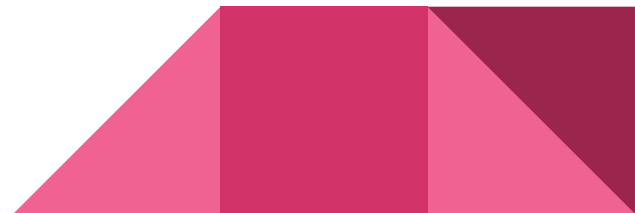
Theme 4: School Counseling

College, Transitions, Social-emotional support



Arlington High School Resources

- Shutdown Info Website - spyponders.com
- FAQ and Questions Form
- Daily Announcement - acmi.tv/ponder-remote/
- Google Classrooms
- Schoolmessenger Email (sorry)
- School Counseling Site





Ottoson Middle School

Questions for Ottoson

Theme One: Curriculum

When are assignments posted?

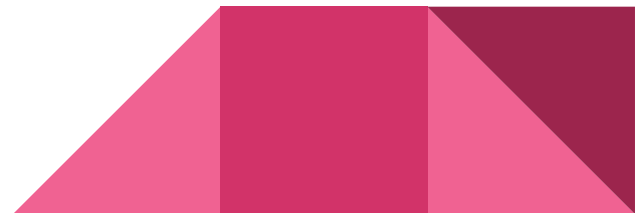
How can I help my child be better organized?

Theme Two: Assessment

How is my child being assessed?

Theme Three: Transition

What is the transition plan for Gibbs students?



Ottoson Middle School Resources

- Office Hours - <https://docs.google.com/document/d/1ZFGqJliDGI-2pDW2CfacallW9VonBUom38aPFP1NYB4/edit?usp=sharing>
- FAQs from the Ottoson about Remote Learning - https://sites.google.com/a/arlington.k12.ma.us/ottoson_middle_school/oms-communications/covid19-admin-comm-unications
- The Math Video for Gibbs Students - <https://youtu.be/BWsQ4wiYEUc>
- The Computer Science Video for Gibbs Students - <https://youtu.be/FPRPCmXQRto>





Gibbs School

Questions From the Gibbs Community

Theme One: Curriculum

Why is the Gibbs releasing only two curriculum areas each day?

Theme Two: Schedule and Google Classroom

How does my child make a schedule with 3 hours of work each day?

How should my child be managing all Google Classrooms?


Theme Three: Hangouts

What is a Google Hangout office hour supposed to look like?



Gibbs Resource Reminders

Wednesday Afternoon Updates and Sunday Greetings

- YouTube links to update vlogs
 - YouTube links to content vlogs to assist with making schedules, google hangouts, growth mindset, understanding behavior, and ideas for family activities
 - Written version of remote learning plan
- 

Additional District-wide Questions

- Will teachers have the option of using Zoom to connect with students during the 4th term?
- Will there be summer programs/school?
- Are students going to repeat their current grade?
- How will next school year be structured for learning if we reopen in the fall?
 - Is the district planning for remote learning for the fall?
 - If school reopens in the fall what is the plan for social distancing?
- Will there be a fall athletic season?



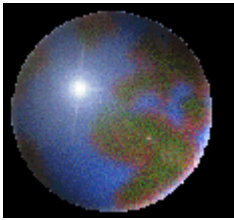


Town of Arlington, Massachusetts

7:10 p.m. English Language Learners (ELL) Remote Learning Update, C. Bruzzese

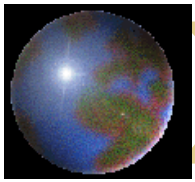
ATTACHMENTS:

Type	File Name	Description
		ELL presentation on Remote Learning May 2020
▢ Presentation	Copy_of_EL_remote_learning.pptx	
▢ Reference Material	The_key_understandings_of_language_and_content_for_English_Learner_Education.docx	The key understanding of ELL
▢ Backup Material	ELE_remote_learning_plan__(1).docx	ELE remote learning plan
▢ Backup Material	FAQs_for_ELL_Families_English.pdf	FAQ for ELL Families



Arlington Public Schools

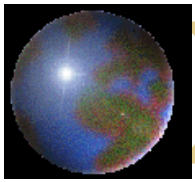
English Learner Education (ELE)
Remote Learning



DESE guidance - remote learning for English learners

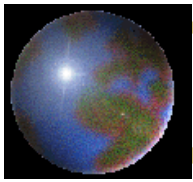
- Districts need to be mindful of the requirements of Section 504, Title II, and Title VI
 - “ensuring that all students are able to study and learn in an environment that is safe and free from discriminations”

<http://www.doe.mass.edu/covid19/ele/guidance/remote-learning-guidance.docx>



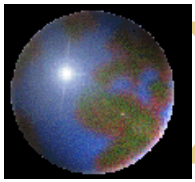
Holistic Needs of our EL learners and families

- How can we maintain connections between school staff and students and families?
- How can we provide equitable access to all remote learning activities?
- How can we promote the safety and well-being of students and our families?



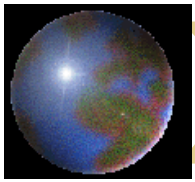
ELL families in remote learning

- families need translated information
 - FAQs in 5 languages
 - Talking Points app
 - interpreters to communicate
- families want to help but have added challenges
 - language/cultural barrier
 - new technology
 - limited differentiation
 - modified assignment summaries
 - unique family situations



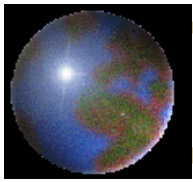
The key understandings of language and content for ELE

- World-Class Instructional Design and Assessment (WIDA) standards
 - ELLs communicate for social and instructional purposes within the school setting
 - ELLs communicate information, ideas and concepts necessary for academic success in the content areas of:
 - Language of Language Arts
 - Language of Mathematics
 - Language of Science
 - Language of Social Studies



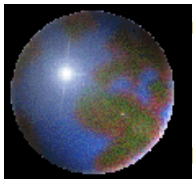
Key Uses of Academic Language

- Recount, Explain, Argue, Discuss
- Vocabulary is Integral to Language Development
- Essential Role of Oral Language Development in the Development of Academic English



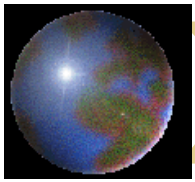
Collaboration between core content teachers and ELL teachers

- Co-planning
 - Language objectives
 - Accessibility and modifications
 - Communication with SPED teachers for dually enrolled students



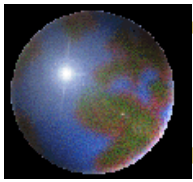
Amplify English Learner Voices

- Include more opportunities to practice English in a variety of settings
 - Digital creations and story-telling
 - Video creations



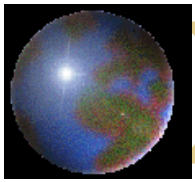
Chunk content into smaller pieces for English learners

- Learning online is different from learning in a face to face environment.
- Chunking instruction
 - Add visuals to represent concepts
 - Provide online interactions so that ELs can discuss and process the information learned



Remain flexible with pacing

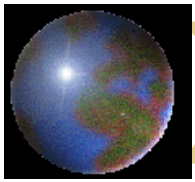
- Be consistent in the schedule, expectations, and communication with ELs to support families
- Try working with windows of time as opposed to assigned due dates



ESL instruction is still a required component of all ELE programs

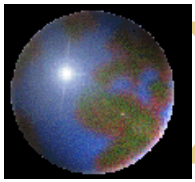
What does this look like at all levels?

- Elementary
- Middle/High School



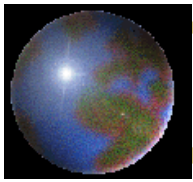
Use online tools and applications to link to the main lessons of the content classroom teachers. ELL teachers will focus on linking vocabulary support and comprehension skills necessary for content classes.

- Elementary (i.e. Brain POP ELL, Raz Kids ELL)
- Middle (i.e. Newsela, ESL Library)
- High School (i.e. CommonLit, Newsela)



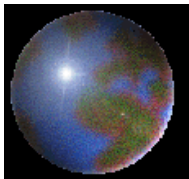
ELL Teacher Voices - Challenges

- “The increase in expectation for students and the introduction of new curriculum is increasingly challenging to language learners and students with working parents. The language used within the content in this remote style puts these high needs students at an unfair disadvantage. It does not matter if it’s synchronous or asynchronous- the language and pace is too fast and difficult. Watching a video over and over again in a different language does not help language learners learn. Dial it down! Create more meaningful connection. If equity is important, reflect that (Hardy, ELL Teacher).”
- “It has been challenging to not only identify and provide the EL students with technology, but to help them connect to the content and stay in touch with us. Although they may have the devices, they may not have wifi or an understanding of how to access what is being provided (Peirce, ELL Teacher).”



ELL Teacher Voices - Opportunities

- “It has been amazing, when we can connect with families and students online to see that they are resilient and that we have created a strong community. The Peirce community has also been wonderfully supportive and collaborative in this process. I am so grateful to students, families and staff for being in this together and supporting each other (Peirce ELL).”
- “I'm so proud of my students for rising to the occasion and doing their best to continue learning. I appreciate my parents for supporting their kids to the best of their ability and understanding that we as teachers are also trying to do everything we can for them. We're all in this together (Brackett, ELL Teacher)”
- “Never have teacher-parent partnerships been more important. I have had more ongoing communication and a deeper connection with many EL parents (Hardy ELL)”
- “I WANTED TO CONNECT and TEACH my students so I reached out to Colleagues and to an Institution that I knew **EMBRACED** my IDEALS. Thanks for giving me the flexibility to reach out and teach to my strengths (Thompson, ELL)!”



"Now is not the time for the PERFECT to be the ENEMY of the GOOD."

TIPS for Teaching ELLs through Remote Learning.

by LARRY FERLAZZO

STUDENT CHOICE OVER "TYPICAL" CURRICULUM

STUDENT-DRIVEN HIGH-INTEREST

FOCUSING ON

4 domains

READING LISTENING SPEAKING WRITING

INDEPENDENT STUDENT CHOICE

RETHINK SYNCHRONOUS TEACHING

MULTIPLE OBSTACLES BUT

LIVE INPUT ≠ SEL

newcomers DAILY if POSSIBLE

SHORT and SIMPLE

STRUCTURE → GAME → RITUAL

LET STUDENTS CONNECT

KEEP CALL OPEN AFTER CLASS MEETING

CONNECT WITH PARENTS

STRESSES? QUESTIONS? CONCERNS?

INVITE to CLASS MEETINGS

WEEKLY PHONE CALLS

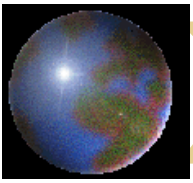
GOOGLE ASSISTANT APP INTERPRETER FEATURE

HOMEWORK WRITING CHECK-IN

TRY YOUR BEST!

SOME THINGS WILL WORK → SOME THINGS WON'T → IT'S OK!

WENDI PILLARS @WENDI322



Thank you

QUESTIONS

English Learner Education (ELE)

The key understandings of language and content for English Learner Education (ELE) are provided by DESE in the World-Class Instructional Design and Assessment standards ([WIDA](#)) and equitable opportunities for English language learners (ELLs)

- ELLs [communicate](#) for social and instructional purposes within the school setting.
- ELLs [communicate](#) information, ideas and concepts necessary for academic success in the content areas of:

Language of Language Arts

Language of Mathematics

Language of Science

Language of Social Studies

- Vocabulary is Integral to Language Development
- Essential Role of [Oral Language](#) in the Development of Academic English
- Language and content learning activities within the four language domains through [the key uses of academic language: recount, explain, argue, and discuss.](#)

Support for English Learner Education Students amid school closures and remote learning plan due to COVID-19:

Massachusetts Department of Education (DESE) has issued the following guidance on the requirements surrounding English learner student support services, as well as other pertinent resources for school districts and families.

Please understand that the structure and schedule of ELE services may look different from what the school typically offers when meeting in person. Because of this, equitable access will be the focal point in delivering remote learning enrichment for ELs. EL staff will continue to collaborate with classroom teachers to ensure that remote learning enrichment content and delivery are accessible for ELs at their current level of English proficiency.

DESE Guidance on Remote Learning for English Learners

<http://www.doe.mass.edu/covid19/ele-remote-learning-guidance.docx>

DESE Guidance also includes a set of recommended strategies and resources to help educators continue to provide ELE services and a list of online learning opportunities to keep English learners engaged while they learn remotely during this period of school closures, Resources for English Learners

<http://www.doe.mass.edu/covid19/ele-meeting-needs.docx>

DESE Guidance on the provisional identification and placement of English learners while continuity of education services are being provided remotely and face-to-face screening is not possible <http://www.doe.mass.edu/covid19/ele-id-placement-guidance.docx>

The English Learner Education (ELE) Department continues to work in partnerships with families to find ways to support students that will differ from traditional classroom interactions. The ELE department continues to focus on the holistic needs of our learners and families by 1) maintaining connections between school staff and students, and families, 2) providing equitable access to all remote learning enrichment activities, and 3) promoting the safety and well-being of students and our families. Nothing can replace the in-person schooling experience so please reach out for any support that is needed for your child and/or your family.

Please let us know if we can assist in any way by sending an email to the Director of English Learner Education, Carla Bruzzese cbruzzese@arlington.k12.ma.us or to your child's ELL teacher [http://www.arlington.k12.ma.us/departments/English Language Learners/staffdirectory.asp](http://www.arlington.k12.ma.us/departments/English%20Language%20Learners/staffdirectory.asp)

Families in need of translation should contact, Hilary Dawson at hdawson@arlington.k12.ma.us

Arlington Public Schools
Spring 2020 Frequently Asked Questions (FAQs)

Dear ELL Families,

We hope that this information will help you to better understand the plan for education in Arlington now that our school buildings are closed through the end of this school year.

1. What are the learning expectations from May 4 to June 19?

The first phases of remote learning focused on maintaining teacher and student connections, and engaging students in enrichment and deeper learning activities. As we move into this next phase on May 4th, we will continue to prioritize teacher and student connections.

We will also start teaching essential concepts and skills for students to be prepared for the next grade or course. Because students will participate in varying ways in remote learning given the wide variety of family needs, circumstances, and choices that have been shared with us, we plan to start next year with an extensive review of material taught remotely this spring. Specific expectations for the different grade levels are explained below.

Grades K-5

- We highly encourage all students to participate in video conference meetings with teachers to maintain social language skills and gain clarification on assignments. Students should complete all assignments if possible.
- We understand that there are students who are struggling with remote learning due to computer access, increased anxiety, and family challenges. Each family must make the decision of how much their child will participate during remote learning based on what is in the best interest of their child.

Grades 6-8

- Students should check Google Classroom on Monday mornings. Teachers post all assignments by 9:00AM (Mon-Fri for Gibbs; Monday for OMS;). Gibbs due dates vary. Most OMS work is due on Friday. Students can email their teacher if they need help.
- Students should participate in Google Hangout meetings. Check Google Classroom for the days and times of these important classes.

Grades 9-12

- Students will need to sign up to receive “audit credit” during the week of May 4-11, for each of their classes. Teachers will post sign up information on Google Classroom or will email it.
- Upon successful completion of each class they are auditing to a basic standard (work completed by the due date, and with effort, not necessarily mastery), they will receive audit recognition on their transcript. Students should expect 2-3 hours of work per class per week.
- Teachers will be holding Google Hangouts weekly. Students are highly encouraged to attend these as much as possible.
- Teachers will primarily communicate with students through Google Classroom. Students should also communicate with teachers via email.
- A full list of questions and answers about Term 4 for grades 9-12 is available here: [FAQ Term 4 \(Audit\) for FAMILIES](#)

2. How will school work be graded?

Grades K-5

- To be determined

Grades 6-8

- (M)eeting - high participation and work that shows understanding
- (P)artially meeting - some participation and some understanding
- (U)nable to determine - lack of participation.

Grades 9-12

- Upon successful completion of each class they are auditing, they will receive audit recognition on their transcript if they meet a basic standard (work completed by the due date, and with effort, not necessarily mastery). Students should expect 2-3 hours of work per class per week.

3. Can I schedule a video conference with my student’s teachers?

Yes, you can contact any of your student’s teachers to request a phone or video conference. You can also contact your teachers via email.

4. Who do I contact if I have technology questions?

Please contact your student’s ELL teacher immediately if you need help with a technology issue. Here is some general technology information:

Information on how to log into Spyonder accounts is found [here](#).

How to connect to a wireless network:

Chromebook - <https://support.google.com/chromebook/answer/1047420?hl=en>

Other online resources: <https://arlingtonenrich.wixsite.com/mysite/updates>

Comcast is offering free service for families without internet service. [Comcast free service](#). Another resource for internet service is through [Mass.gov Life-Line Services](#).

5. Can my child still get lunches from the school district?

Arlington EATS and the Town of Arlington will be delivering food to any Arlington resident in need. To receive food:

- Call Arlington Food Hotline at (781) 316-3400 or click [here](#).
- Please leave a message with your name, address, phone number, family size and you will receive a call back as soon as possible.
- Deliveries will include canned and shelf-stable food and may include prepared meals.
- Please call back when you need another delivery.

6. What if my child needs to access or return materials to school?

Please contact your school principal to ask about accessing or returning school materials. You can also contact your student's ELL teacher for assistance.

7. What is the last day of school?

The last day of school is on Friday, June 19, 2020.

Please contact your student's ELL teacher with any additional questions:

Grades K-5

Bishop - Isabel Ferreira (iferreira@arlington.k12.ma.us)

Brackett - Betsy Griffin (bgriffin@arlington.k12.ma.us)

Dallin - Mandy Massis (mmassis@arlington.k12.ma.us)

Hardy - Hannah Dingman (hdingman@arlington.k12.ma.us), Kathy Feinmann (kfeinmann@arlington.k12.ma.us)

Peirce - Laura Goldstein (lgoldstein@arlington.k12.ma.us)

Stratton - Tiffany Dunbar (tdunbar@arlington.k12.ma.us), Beth Federico (bfederico@arlington.k12.ma.us)

Thompson - Nicole Fraktman (nfraktman@arlington.k12.ma.us), Kristen Richards (krichards@arlington.k12.ma.us)

Grade 6

Gibbs School - Heather Smith (hsmith@arlington.k12.ma.us)

Grades 7-8

Ottoson Middle School - Jessica Nguy (jnguy@arlington.k12.ma.us)

Grades 9-12

Arlington High School - Catherine Carew (ccarew@arlington.k12.ma.us)

Glossary

distance/remote learning - learning away from the traditional school setting

educational equity - fairness in the way students receive an education

access to technology - able to use or get technology (for learning)

asynchronous learning - learning the material at different times

synchronous learning - learning the material at the same time

rubric - a set of instructions used to assess learning

Google Meet (also called Google Hangout) - a Google video conferencing application used to connect with students and families

mute - turning the microphone off during a video conference

unmute - turning the microphone on during a video conference

Chat box - a place to type a comment during a video conference



Town of Arlington, Massachusetts

7:30 p.m. Update on Social-emotional well being for students and staff, S. Burd

ATTACHMENTS:

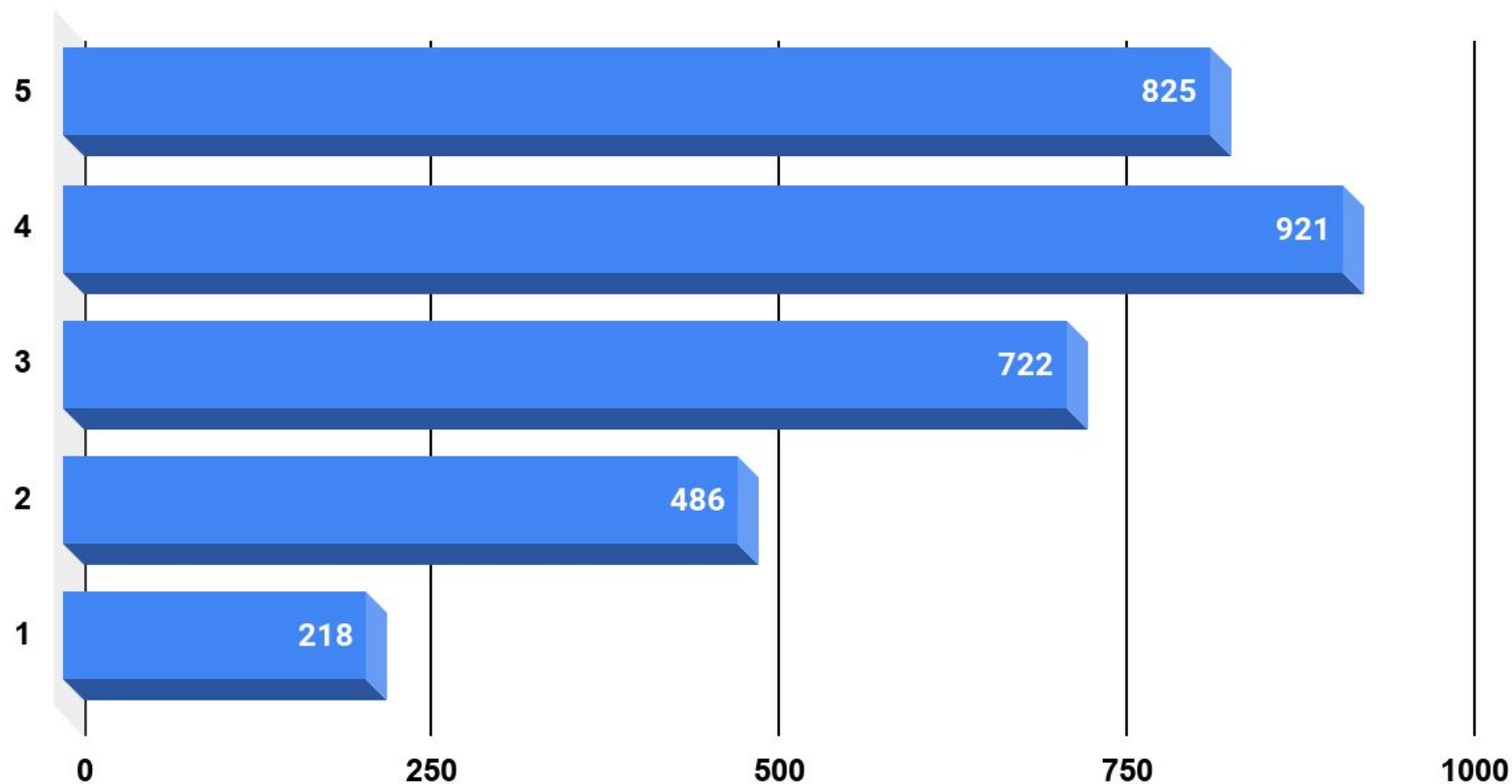
Type	File Name	Description
▣ Presentation	Social_Emotional_Learning_and_Counseling- _SC_may_2020.pdf	Social-emotional Learning SB May 2020

Social Emotional Learning and Counseling

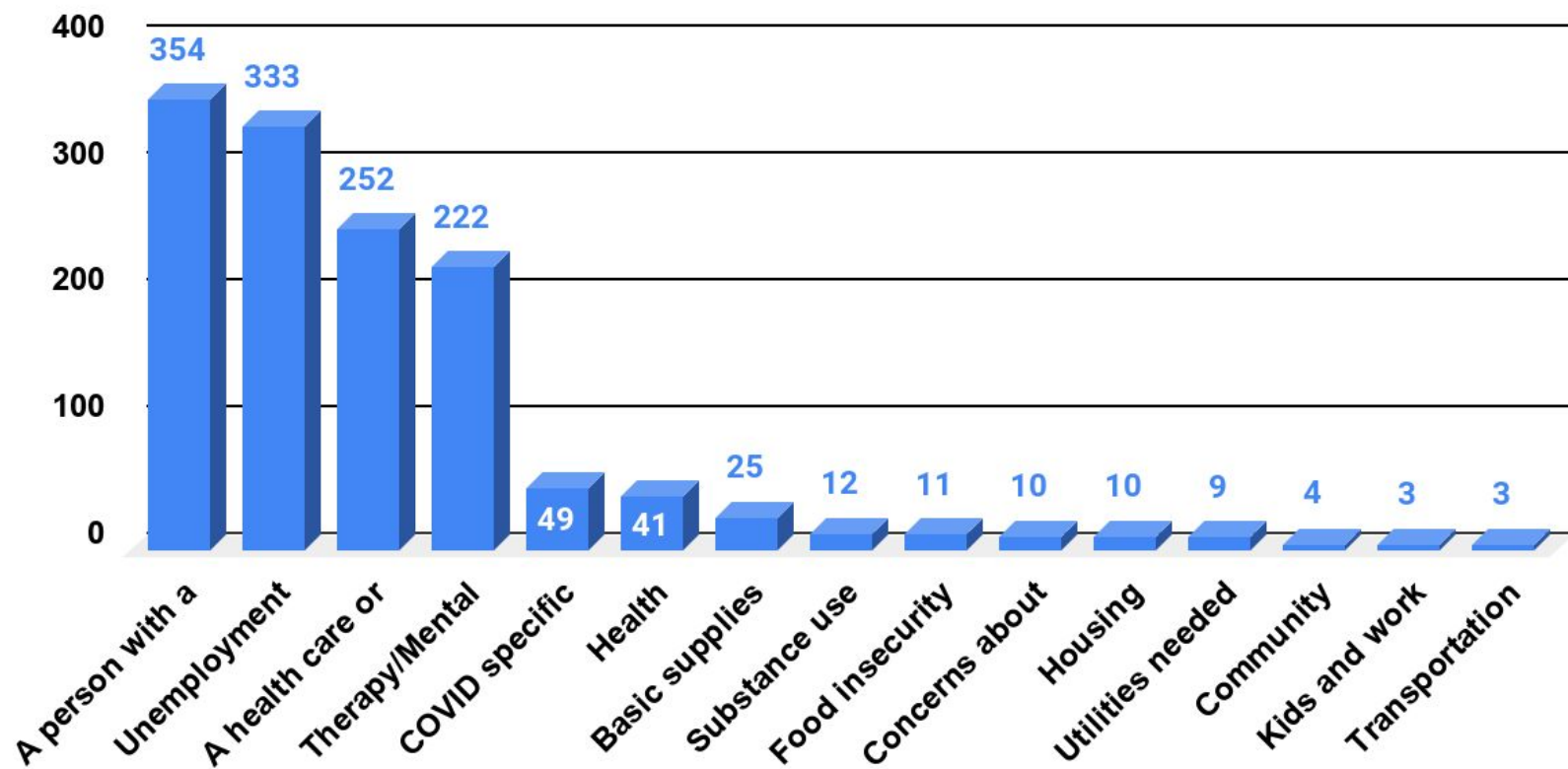
2020 School Closure



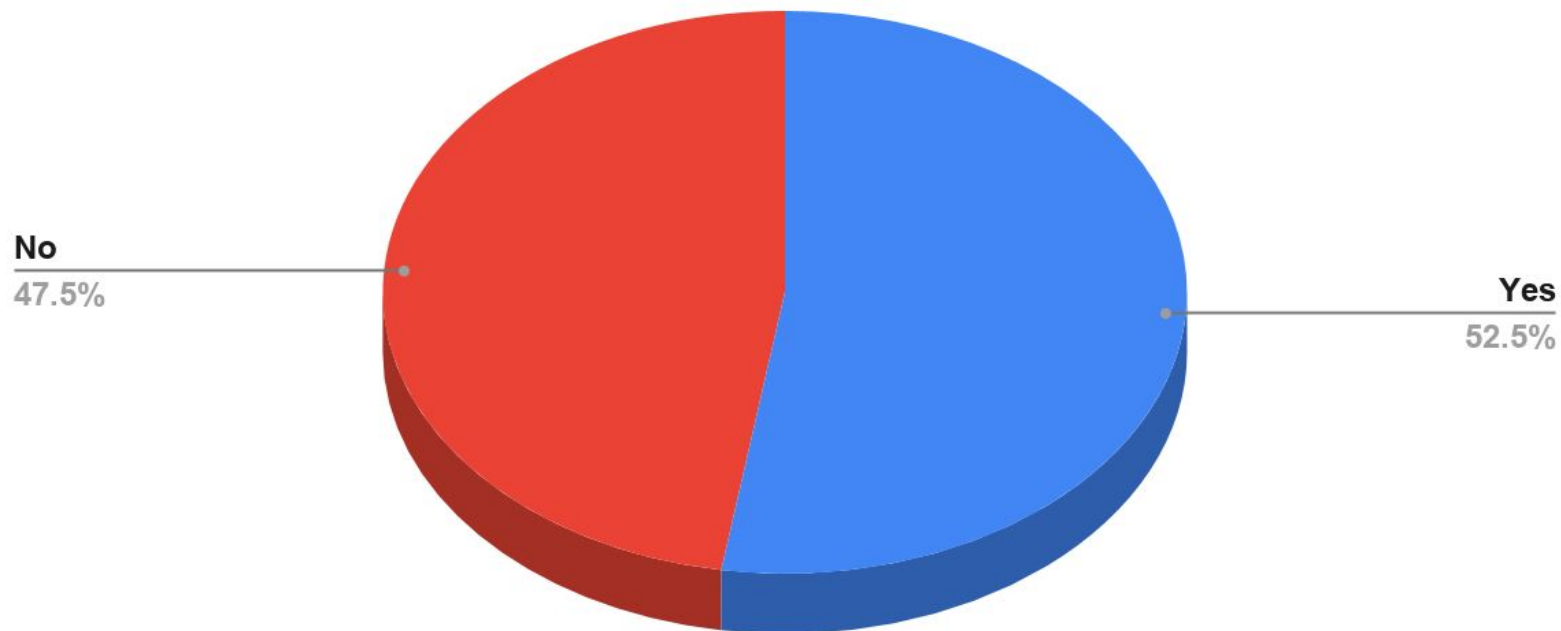
How concerned are you about the impact of the COVID-19 pandemic on your child's social emotional well-being? (1= Not Concerned, 5= Very Concerned) (3,172 responses to this question)



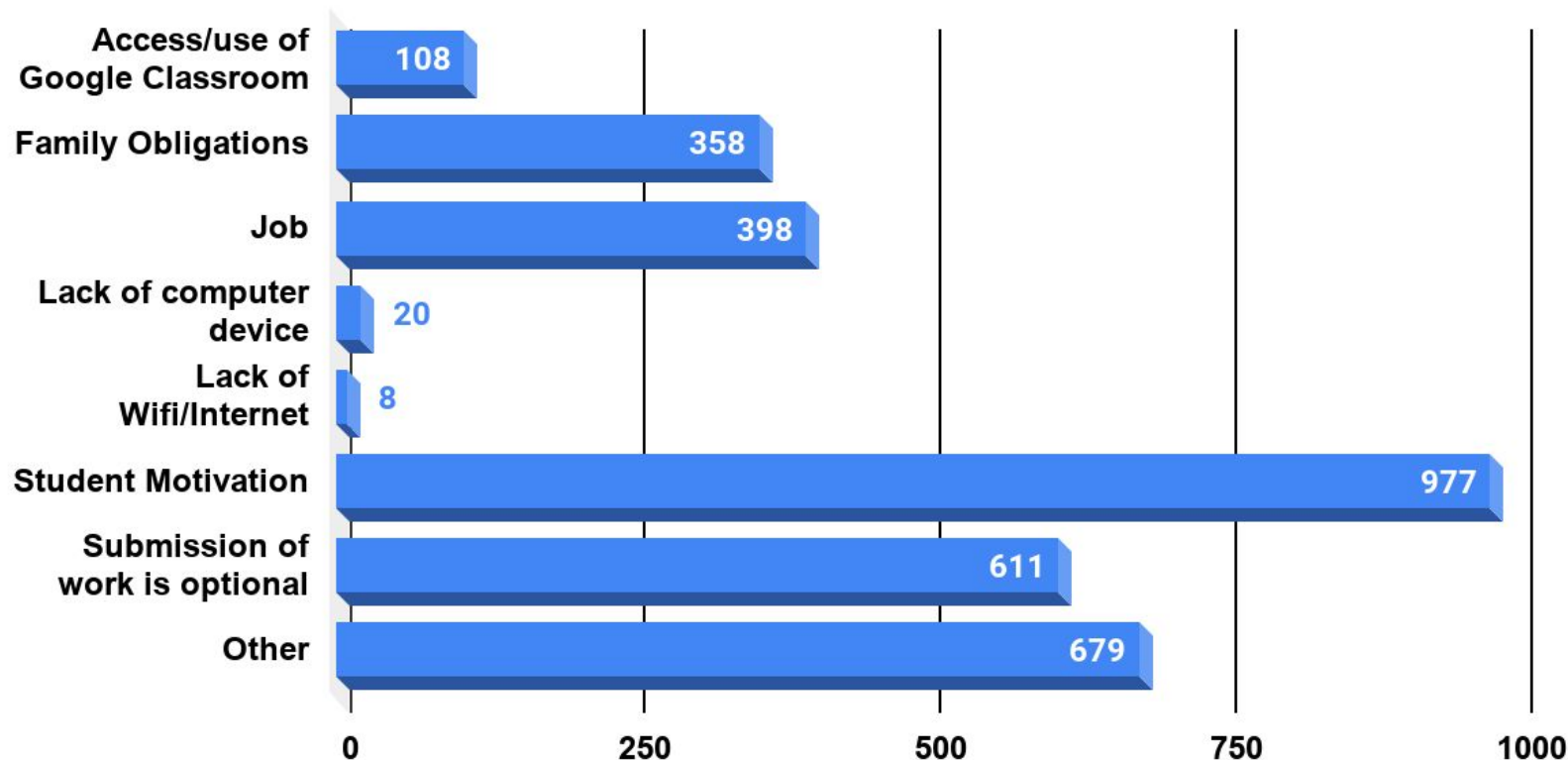
Are you or anyone in your household experiencing the following? (Check all that apply.) Please note, the state can help you find assistance and answers quickly. It's free, confidential and multilingual. Dial 2-1-1. Or search online MASS 211. (1,013 responses to this question)



Is your child able to engage in 3 hours (K-8) or 3 1/2 hours (9-12) of daily learning activities provided by their classroom teacher? (3,170 responses to this question)



If you answered "no" to the previous question, please identify from the list below the challenges preventing your child from completing the activities. (Check all the apply.) (1,632 responses to this prompt)





School Counseling 6-12 Grade

School counselors and social workers have been working to support students since leaving APS on March 12th, almost two months ago. Our School Counselors, Social Workers, and other support program staff have been hard at work behind the scenes reaching out to our most vulnerable students. This has been our priority, while we simultaneously try to offer support and services to the whole school population. In addition to assisting the vulnerable students we have identified, we have asked teachers to contact us if there concerns about students we may not have considered. Here are some updates of efforts that are underway:

School Counselor and Social Worker Outreach to Vulnerable Students:

APS counselors and social workers reviewed their caseloads of students, and generated lists of students who may be in need of assistance. Counselors and social workers have contacted students via email, phone and google hangouts. Ongoing check-in plans have been established for those who would like them. Outside referrals for a variety of supports (food, housing, medical, therapy) have been made when needed.

Weekly Student Support Team Meetings/ Learning Community Meetings:

Our weekly student support team meetings/ learning community meetings have continued throughout the closure. These meetings help us to identify students who need support, facilitate communication among school staff, and identify options for helping students and families in need.

Follow-up With Teachers:

Counselors and social workers have been reaching out to teachers to keep them informed of students who may be experiencing challenges as a result of Covid-19 and school closure. We will continue to keep these lines of communication open.

Weekly Counseling Department Meetings, and Building Meetings Grades 6-12:

Counselors and social workers meet weekly to strategize about how to assist students. In addition to planning for students in crisis, we are continually adjusting our services to the whole student body in the hopes of helping students stay on track with course selection, college search, junior post high school planning, senior transition to post high school life, and other tasks. In addition, we are working hard to stay current on the changing landscape of standardized testing, college applications, college admissions review, etc.

Resources/Initiatives:

Social workers and counselors have created a few google classrooms, for resources and specific skill building. Staff and students may access the Spy Ponders Social Work Classroom with code: knumail. Check out SpyPondersSocialWork on Instagram--more good stuff posted daily! Also, look for [Mental Health and Wellbeing](#) website with live events daily. Family mental health support is available through Family Support Group with BRYT Family Engagement Team online via zoom.

For immediate and emergency resources please consider this resource : Mass. 2-1-1:

<https://www.helpsteps.com/hs/home/#/>



AYCC & Interface

Referrals continue to be made to AYCC, as well as therapists previously known to our staff.

As we anticipate an increase in mental health needs of our students, families and staff, we have also partnered with INTERFACE to ensure speedy and appropriate connection to therapists with linguistic, clinical and cultural skills to meet the needs of all in our community.

The **William James INTERFACE Referral Service** is a mental health and wellness referral Helpline available **Monday through Friday, 9 am-5 pm, at 888-244-6843** (toll free). This is a free, confidential referral service for individuals across the lifespan living in participating communities. The list of participating communities can be found on Communities Tab above. Callers, from participating communities, are matched with licensed mental health providers from our extensive database, on average, within 2 weeks of their call to INTERFACE. Each referral best meets the location, insurance, and specialty needs of the caller.



AHS Post-Secondary Planning

Counselors are working with students at risk of not-graduating or passing core classes and focusing on credit recovery.

They are connecting students to resources they need to take the AP exams and SATs.

College Visits:

The majority of colleges have canceled on-campus tours and information sessions until further notice. While this makes developing a college list and searching for the right fit more challenging, there are still ways to research schools from the comfort of your own home. Many colleges offer virtual tours and admissions offices across the country are working on creating more robust virtual information sessions in an effort to connect with prospective students. Here is a [list of virtual college tours](#) for the 30 most popular colleges where AHS students apply. Don't forget, Naviance is a great place to research colleges as well! [Viewing College Profiles](#)



Social Emotional Learning

[Advisory Lessons](#) from Second Step for grades 6-8

Get Ready to Connect and Learn activities that work with brain science and regulation during times of chronic stress for all grade levels.

SEL Lessons for all grade levels PK-5 in [weekly grids](#) from Second Step, Open Circle and Mindful Schools in addition to resources provided by building staff.

Playworks Recess available to all every day!


Mindfulness, physical activity and SEL enrichment available to 9-12 grade during community blocks each day.



Social emotional needs of students, staff and families ... when we return

SEL and Trauma Sensitive Schools networks nationwide have been hard at work planning guidance and toolkits for schools, districts and states based on the science of learning and the impact of chronic stress on the brain. These briefs are in the beginning stages of release with the Aspen Institute leading beautifully out front with 5 Guiding Principles (below) and 10 policy steps for state educational agencies to take. The Massachusetts Safe and Supportive Schools Commission met Monday May 11th to discuss these recommendations as well as the eventual recovery and renewal to school in the future.

- 1) Ensuring equity and engagement; 2) Using a holistic view to set a coherent strategy;**
- 3) Being guided by the science of learning; 4) Taking a long-term view of student success;**
- and 5) setting an agenda for innovation and continuous improvement.**



In broad strokes the return, recovery and renewal includes but is in no means limited to the following elements:

- ☐ community listening sessions - identification of community held values
- ☐ adult SEL supports
- ☐ family SEL supports
- ☐ building/reaffirming trauma sensitive schools
- ☐ strengthening universal/tier 1 services and supports
- ☐ student SEL supports
- ☐ ongoing monitoring and screening for health and wellbeing
- ☐ ongoing support and early intervention within universal settings and MTSS
- ☐ identification of underserved/underperforming subgroups and targeting them for cycles of continuous improvement
- ☐ ongoing review and feedback



Resources

[Mental Health and Well Being during School Closure](#)

[Social Emotional Learning @ Arlington Public Schools](#)

Sara M. Burd, RDT

Director of SEL and Counseling

sburd@arlington.k12.ma.us



Town of Arlington, Massachusetts

7:50 p.m. School Committee approval of AEA and AAA Evaluation MOA

Summary:

- AEA Teachers, Unit A Evaluation MOA
- AEA Clerical, Unit C Evaluation MOA
- AAA Administors Evaluation MOA

ATTACHMENTS:

Type	File Name	Description
▣ Contract	Educator_Evaluation_MOA_2020_(1).pdf	MOA Unit A Evaluation 2020
▣ Contract	MOA_-_Unit_C_Evaluations_(1).pdf	MOA Unit C evaluations 2020
▣ Contract	MOA_-_AAA_evaluations_(1).pdf	MOA Unit AAA 2020

Memorandum of Agreement
The Arlington Public Schools

And

The Arlington Education Association (Unit A)
Educator Evaluations 2019-2020 School Year

The Arlington Public Schools (APS), acting through its Superintendent of Schools, and the Arlington Education Association, Unit A (AEA) have discussed how the current school closure necessitated by the State of Emergency ordered by Governor Baker due to the COVID-19 pandemic impacts the Arlington Effective Educator Development System (Evaluation System). The current school closure has required educators and administrators to develop new ways of working and new ways to provide educational services to students through remote learning. The current educational framework necessitated by the school closure was never contemplated, and the Evaluation System as agreed upon by the parties does not fit well into the remote learning structure. Therefore, the parties have reached the following understandings and agreements:

1. Beginning with the first day schools were closed, March 13, there will be no observations of educators for the rest of the 2019-2020 school year. All observation reports and write-ups that have been or will be completed will be for observations and work done before March 13, 2020.
2. As the Commonwealth of Massachusetts requires School Districts to assign ratings to educators at the end of each school year, those ratings for the 2019-2020 school year will be assigned as follows:
 - a. Professional Status Educators will be assigned the rating they received at the end of the 2018-2019 school year in either their formative or summative evaluation.
 - b. Educators without professional status will be assigned the rating of “proficient” for the 2019-2020 school year.
 - c. The parties understand that, because of a. & b .above, all Arlington Educators will be assigned a rating of “proficient” for the 2019-2020 school year.

3. Educators with Professional Status will switch plan years in the 2020-2021 school year. That means that for educators currently in the first year of a two-year plan, they will move to the second year in the 2020-2021 school year. For educators currently in the second year of a two-year plan, they will move to the first year of a two-year plan in the 2020-2021 school year.
4. Educators will have the flexibility to adjust goals in the 2020-2021 school year.
5. There will be no required evidence from March 13, 2020 through the end of the 2019-2020 school year. Educators are free to upload evidence if they wish, but that is optional.
6. This agreement is only for the 2019-2020 school year due to the unique circumstances of this school year and will not set a practice or precedent.
7. The AEA agrees that there will be no grievances under the evaluation system or this agreement for the 2019-2020 school year.

Agreed to on this ___ day of _____ 2020.

For the Arlington Public Schools:

For the AEA-Unit A:

Len Kardon, Chair, School Committee

Jason Levy, President

Kathleen Bodie, Superintendent

Memorandum of Agreement
The Arlington Public Schools
And
The Arlington Education Association (Unit C)
Evaluations 2019-2020 School Year

The Arlington Public Schools (APS), acting through its Superintendent of Schools, and the Arlington Education Association, Unit A (AEA) have discussed how the current school closure necessitated by the State of Emergency ordered by Governor Baker due to the COVID-19 pandemic impacts the Unit C Evaluation System. The current educational framework necessitated by the school closure was never contemplated, and the Evaluation System as agreed upon by the parties does not fit well into the remote working structure. Therefore, the parties have reached the following understandings and agreements:

1. Beginning with the first day schools were closed, March 13, there will be no observations of staff for the rest of the 2019-2020 school year.
2. The parties agree that there will be no written evaluations of Unit C staff for the 2019-2020 school year/fiscal year 2020.
3. This agreement is only for the 2019-2020 school year/FY 2020 due to the unique circumstances of this school year and will not set a practice or precedent.
4. The AEA agrees that there will be no grievances under the evaluation system or this agreement for the 2019-2020 school year/FY 2020.

Agreed to on this ___ day of _____ 2020.

For the Arlington Public Schools

For the AEA-Unit C

Len Kardon, Chair, School Committee

Jason Levy, President

Kathleen Bodie, Superintendent

Memorandum of Agreement
The Arlington Public Schools

And

The Arlington Administrators Association (AAA)
Administrator Evaluations 2019-2020 School Year

The Arlington Public Schools (APS), acting through its Superintendent of Schools, and the Arlington Administrators Association (AAA) have discussed how the current school closure necessitated by the State of Emergency ordered by Governor Baker due to the COVID-19 pandemic impacts the Evaluation System for AAA members. The current school closure has required educators and administrators to develop new ways of working and new ways to provide educational services to students through remote learning. The current educational framework necessitated by the school closure was never contemplated, and the Evaluation System as agreed upon by the parties does not fit well into the remote learning structure. Therefore, the parties have reached the following understandings and agreements:

1. Beginning with the first day schools were closed, March 13, there will be no observations of AAA Administrators for the rest of the 2019-2020 school year. All observation reports and write-ups that have been or will be completed for observations and work done before March 13, 2020.
2. As the Commonwealth of Massachusetts requires School Districts to assign ratings to educators at the end of each school year, those ratings for the 2019-2020 school year will be assigned as follows:
 - a. Professional Status Administrators will be assigned the rating they received at the end of the 2018-2019 school year in either their formative or summative evaluation.
 - b. Administrators without professional status will be assigned the rating of “proficient” for the 2019-2020 school year.
 - c. The parties understand that, because of a. & b .above, all AAA members will be assigned a rating of “proficient” for the 2019-2020 school year.

3. Administrators will have the flexibility to adjust goals in the 2020-2021 school year.
4. There will be no required evidence from March 13, 2020 through the end of the 2019-2020 school year. Administrators are free to upload evidence if they wish, but that is optional.
5. This agreement is only for the 2019-2020 school year due to the unique circumstances of this school year and will not set a practice or precedent.
6. The AAA agrees that there will be no grievances under the evaluation system or this agreement for the 2019-2020 school year.

Agreed to on this ___ day of _____ 2020.

For the Arlington Public Schools

For the Arlington Administrators Association

Len Kardon, Chair, School Committee

Wendy Salvatore, President

Kathleen Bodie, Superintendent



Town of Arlington, Massachusetts

8:00 p.m. School Committee approval of AEA Athletic Stipend MOA

Summary:

- AEA Athletic Spring Stipends MOA

ATTACHMENTS:

Type	File Name	Description
▢ Contract	Spring_Athletic_Stipends_MOA.pdf	AEA Spring Athletic Stipends MOA May 2020

Memorandum of Agreement
The Arlington Public Schools
And
The Arlington Education Association (Unit A)
Spring 2020 Athletic Stipends

The Arlington Public Schools (APS) and the Arlington Education Association, Unit A (AEA) have reached the following agreement with respect to Spring 2020 Athletic Stipends.

The current school closure necessitated by the State of Emergency ordered by Governor Baker due to the COVID-19 pandemic has led the Massachusetts Interscholastic Athletic Association (MIAA) to cancel the Spring Athletic Season. Therefore, the parties have reached the following understandings and agreements:

1. Schools in Massachusetts were originally closed on March 13 due to the Covid-19 pandemic. The Spring Athletic season was scheduled to begin on March 16, 2020. The coaches had been hired at that point and had been working on necessary preparations for the spring season.
2. The initial closure was for two weeks, and the MIAA delayed the start of the spring season to March 30, 2020, with the understanding that the date could further be extended. That indeed turned out to be the case, as the Governor next ordered that schools remain closed until May 4, and then subsequently ordered that schools remain closed for the remainder of the school year.
3. When there was still a possibility that students would return to schools this school year, the MIAA was planning for an abbreviated spring season. When schools were ultimately closed for the rest of the school year, the MIAA canceled the season.
4. APS and the AEA have agreed that coaches will receive one-half of the spring stipend. This agreement recognizes that coaches did work to prepare for the spring season and remained ready to commence the season if schools would have reopened. This agreement also recognizes that the season was cancelled and no official in-season

practices or games took place. Additionally, athletic fees for the spring season have been refunded or were not collected at all.

5. The spring stipends are typically paid over six installments, meaning the coaches will receive three of those installments, and then payment of the stipends will cease. Those payment dates in which stipend installments were paid were April 17, May 1, and May 15.
6. This Spring 2020 Athletic Season will count as a year toward step advancement for coaches..
7. This agreement is only for the Spring 2020 Athletic Season and will not set a practice or precedent.

Agreed to on this ___ day of _____ 2020.

For the Arlington Public Schools:

For the AEA-Unit A:

Len Kardon, Chair, School Committee

Jason Levy, President

Kathleen Bodie, Superintendent



Town of Arlington, Massachusetts

8:10 p.m. Superintendent's Search Process Update, P. Schlichtman

Summary:

- Search Process Consultant

ATTACHMENTS:

Type	File Name	Description
▢ Minutes	Superintendent_Search_Process_050620.docx	Superintendent Search Process minutes May 2020
▢ Backup Material	RFP_#20-S01_MASC_Superintendent_Search_Consulting_Services_-_Technical_Proposal.pdf	RFP MASC Supt Search 2020
▢ Backup Material	RFP_#20-S01_Sunshine_Enterprise_Superintendent_Search_Consulting_Services_-_Technical_Proposal.pdf	RFP Sunshine Supt Search 2020
▢ Backup Material	Evaluation_Form.pdf	Supt Search Evaluation Form 2020

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Wednesday, May 6, 2020
12:30 p.m.

Meeting conducted by remote participation.
The meeting was recorded.

Draft Minutes

The meeting was called to order at 12:30 p.m.

Kirsi Allison-Ampe read the Governor's order suspending certain provisions of the Open Meeting Law.

A roll call was taken to establish remote presence in the meeting

Paul Schlichtman, chair

Kirsi Allison Ampe, member

Jennifer Susse, member

Michael Mason, Chief Financial Officer

Public Comment:

No public comment was submitted.

Disclosure:

Mr. Schlichtman disclosed that he is a past president of the Massachusetts Association of School Committees. His term as a member of the Board of Directors ended on December 31, 2005.

Evaluating the Non-Price (technical) Proposals for a Superintendent Search:

Mr. Schlichtman noted there were two technical proposals that would be reviewed:

- Massachusetts Association of School Committees (MASC), Boston MA.
- Sunshine Enterprise USA, Maitland FL.

Mr. Schlichtman noted that the subcommittee was not permitted to see the price proposals before the review of the technical proposals was complete.

Mr. Mason said it was likely that the price proposals would be under the state threshold of \$25,000, and the rules for supply and service contracts under \$25,000 would apply.

Mr. Schlichtman explained the options before the subcommittee.

- It could recommend one of the two technical proposals to the full committee.
- It could review the two technical proposals and recommend moving on to interviewing two respondents.

- It could recommend discarding the technical proposals in order to submit a new Request for Proposals.
- It could retain the current proposals and request others.

Members of the subcommittee discussed the sense of the full school committee, as expressed at the last school committee meeting, to move forward by evaluating the proposals as submitted.

Mr. Schlichtman called the subcommittee's attention to the ratings sheets that corresponded to the criteria for evaluation of the technical proposals from the Request for Proposals. As the interviews scheduled for March were cancelled due to the state of emergency, Mr. Schlichtman said we would not be evaluating Criteria 4, Evaluation of Interview Presentation.

The members of the subcommittee offered their ratings using the remaining evaluation criteria:

1. Experience

Dr. Allison-Ampe rated MASC 3: Highly Advantageous.
 Dr. Susse rated MASC 3: Highly Advantageous.
 Mr. Schlichtman rated MASC 3: Highly Advantageous.
 Dr. Allison-Ampe rated Sunshine 1: Not Advantageous.
 Dr. Susse rated Sunshine 1: Not Advantageous.
 Mr. Schlichtman rated Sunshine 1: Not Advantageous.

2. Evaluation of the Proposed Plan

Dr. Allison-Ampe rated MASC 3: Highly Advantageous.
 Dr. Susse rated MASC 2: Advantageous.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 1: Not Advantageous.
 Dr. Susse rated Sunshine 1: Not Advantageous.
 Mr. Schlichtman rated Sunshine 1: Not Advantageous.

3. Proposer's Recruitment Materials

Dr. Allison-Ampe rated MASC 2: Advantageous.
 Dr. Susse rated MASC 0: Unacceptable.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 0: Unacceptable.
 Dr. Susse rated Sunshine 0: Unacceptable.
 Mr. Schlichtman rated Sunshine 0: Unacceptable.

4. Evaluation of Interview Presentation

Not Evaluated

5. Presentation

Dr. Allison-Ampe rated MASC 2: Advantageous.
 Dr. Susse rated MASC 2: Advantageous.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 0: Unacceptable.

Dr. Susse rated Sunshine 0: Unacceptable.
Mr. Schlichtman rated Sunshine 1: Not Advantageous.

Mr. Schlichtman offered a summary of the categories, based on the committee ratings:

1. **Experience:** The summary rating for MASC is 3: Highly Advantageous. The summary rating for Sunshine is 1: Not Advantageous.
2. **Evaluation of the Proposed Plan:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 1: Not Advantageous.
3. **Proposer's Recruitment Materials:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 0: Unacceptable.
4. **Evaluation of Interview Presentation:** Not Evaluated
5. **Presentation:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 0: Unacceptable.

Members of the committee offered their **overall ratings** of the two proposals:

Dr. Allison-Ampe rated MASC 2: Advantageous.
Dr. Susse rated MASC 2: Advantageous.
Mr. Schlichtman rated MASC 2: Advantageous.
Dr. Allison-Ampe rated Sunshine 0: Unacceptable.
Dr. Susse rated Sunshine 0: Unacceptable.
Mr. Schlichtman rated Sunshine 1: Not Advantageous.

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to report to the Arlington School Committee that the Superintendent Search Process Committee found the MASC proposal to be Advantageous, and the Sunshine proposal to be Unacceptable. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to report to the Arlington School Committee that the Superintendent Search Process Committee recommends the full school committee vote to accept the proposal from the Massachusetts Association of School Committees, and move forward with the intent of engaging MASC as our consultant. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to adjourn at 1:05 p.m. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

Superintendent Search Information

Cost Proposal

and

Alternative – No Cost Services

(Attached in Separate Sealed Envelope)

for the

Arlington School Committee

Submitted by

Massachusetts Association of School
Committees

February 10, 2020

INTRODUCTION

This is the response to the invitation to present a proposal to the Arlington School Committee for consulting services for a superintendent search.

Please note that MASC welcomes the opportunity to provide the Arlington School Committee with a presentation on the overall scope of issues related to a superintendent search and respond to the School Committee's questions in order to prepare for the process.

In addition, should the School Committee elect to conduct its own search, MASC also provides extensive and invaluable services to our member school districts without any fee, helping to ensure a complete, competent, and successful search.

MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES

The Massachusetts Association of School Committees (MASC) submits this proposal. MASC is located at One McKinley Square, Boston, MA 02109. For the purposes of this proposal, the lead search consultants will be Executive Director Glenn Koocher assisted by Kathleen Kelly. Mr. Koocher will personally manage all aspects of the search process and will, subject to unavoidable schedule conflicts, be present during the focus group sessions, meetings, interviews, and all other sessions related to the search. In addition, they will be available to the school committee or search committee at any time.

MASC has managed a number of recent superintendent searches. MASC has considerable experience supporting school districts engaged in searches. Mr. Gilbert and Mr. Koocher can be reached at or through the following:

Phone: 617-733-0497 (Koocher Cell);
 617-899-2064 (Kelly Cell)
 617-523-8454 (Boston Office)

MASC Fax: 617-742-4125

E-Mail: gtkoocher@masc.org kkelly@masc.org

All MASC Field Staff can be reached through the Boston Office or via cell phone. The MASC web site provides an updated list of all staff cell phone contact numbers should you wish to contact them at any time.

PROPOSAL FOR SUPERINTENDENT SEARCH CONSULTING SERVICES

I. INTRODUCTION

The Massachusetts Association of School Committees is pleased to have the opportunity to present a proposal for its search services to the School Committee.

The cumulative experience of sixty years served on School Committees by MASC staff together with the expertise of professionals in educational administration will be available to address the needs of your community and your schools as you seek a Superintendent of Schools.

MASC has designed its Search Service to offer maximum flexibility to the Committee and to ensure that the Committee has full management of the decision-making process. MASC does the "legwork" associated with the search so the Superintendent Search Committee and School Committee can concentrate on the most critical steps in the search: interviewing the most qualified applicants and selecting the next Superintendent.

II. MASC SEARCH SERVICES

MASC is prepared to fulfill every requirement specified in the request for proposals, meeting or exceeding all requirements¹

¹ MASC is prepared to fulfill every requirement specified in the request for proposals, meeting or exceeding all requirements¹

- a. Search Committee Orientation. MASC provides an extensive search committee briefing (outline attached).
- b. Focus Groups. MASC, at the discretion of the School Committee, will conduct focus groups at each school level (often at each school), and holds separate meetings with community stakeholders, teachers, administrators, and central office personnel.
- c. As an option or in addition to focus groups, we have the electronic survey capacity to identify community issues and priorities.
- d. Focus Group Summaries. MASC will compile focus group or survey report summaries as requested to help School Committee get a good sense of needs, priorities and stakeholder opinion. Samples are available upon request.
- e. Developing Leadership Criteria. MASC works with the School Committee to take the results of the focus group and to meld them with the board's priorities to develop leadership criteria. MASC is part of the MA DoE Leadership Project and has access to several samples as well.
- f. Profiles and Realistic Candidate Qualifications. MASC has many models and has demonstrated a well established capability of defining candidate qualifications in collaboration with the School Committee.
- g. Competitive Salary Ranges. MASC provides each member with an up to date statewide salary survey. In addition, we have other resources related to contracting and other compensation benefits.
- h. Recommended Budget. MASC has submitted to your School Committee its comprehensive guide to superintendent searching that gives a full perspective on the search process and potential costs and all aspects of superintendent searching.
- i. Reference Checking. MASC assists districts with reference checks or works with the School Committee to conduct reference checking as directed. We also have resources for reference checking and site visits.
- j. Question Development. MASC shares its resources and guides to question development and has several dozen

Each step of the search process for your next Superintendent must be carefully planned to meet the needs and expectations of the Superintendent Search Committee. Generally, the MASC Search Service consists of the following elements:

A. General Consultation

During the initial visit with the Superintendent Search Committee, the MASC consultant will discuss options with the Committee and explain the MASC Search Service in detail. Specific items to be covered at that time include:

- A vision of the school committee as it begins its search to set guidelines for all phases of the search, including:
 - Assessment of the search environment.
 - Analysis of the district needs and goals.
- Planning a timetable;
- Defining the scope of the search, superintendent qualifications, community and staff involvement, including use of a Search Committee;
- Requirements of the public records and open meeting statutes;
- Requirements for certification in Massachusetts;
- Contractual details and other concerns that the Committee wishes to address.
- Assisting in the public information component of your search.

Throughout the search, the MASC staff consultant will provide regular updates on the progress of the search and will be available at all times to provide general consultation and answer questions.

models of questions from which the search committee or school committee can craft its questions.

- k. Resume Screening. MASC will train the search committee or school committee to screen resumes and assist them in doing so. In addition, we will review and screen candidates and provide a recommended list of initial candidates for screening and interview at the discretion of the search or school committee.
- k. Recommending Finalists. MASC will guide the search committee or school committee in identifying its finalists.
- l. Verifying Credentials. This is a routine part of the application process. In addition, credentials must be thoroughly verified prior to the finalist stage.
- m. Background Checks. MASC conducts thorough background checks as a routine part of a search process.
- n. Attend First and Last Interview Sessions. It is generally expected that the search consultant will attend all interview sessions, acting as a liaison between the candidates and the committee(s).
- o. Establish Contract Parameters. MASC provides not only on site guidance and technical assistance, but has a resource document with an inventory of items that may be included in a contract proposal.

B. Announcement of Vacancy

MASC is in an excellent position to announce the vacancy nationwide. The network of organizations and services that MASC will contact via first class mail and/or web site postings to announce the vacancy includes, but is not limited to:

- More than 900 superintendents and assistant superintendents on our distribution lists.
- Vocational and technical school administrators.
- All state school boards associations and state superintendent associations.
- National School Boards Association.
- National Association of Superintendent Searchers.
- College and university placement offices that offer advanced degree programs in educationally related fields.
- Announcements in MASC and MASS publications.

In addition, the Committee may wish to place advertisements in local or regional newspapers and other publications such as Education Week and local and regional outlets.

Working with the Committee, MASC will develop, design and print an application form and a brochure to advertise the vacancy and outline application procedures. Copies of the brochure and the application form will be sent to all the organizations listed above and to all persons who indicate an interest in applying for the position. Copies of all such materials will be available to the Committee.

C. Recruitment

MASC will recruit candidates actively through its network of professional associations, academic institutions, colleges and universities, personal contacts, media, and advertising in addition to responding to candidate inquiries. Complete packages of information about the search will be distributed to a list that can be extended to more than 1,200 members of the professional educational community. In addition, MASC will work with the School Committee to develop the advertisement copy and promotional information as noted above and below.

All candidates are provided with information to reach the search consultant at any time, including cell and home phone numbers.

D. Application Processing

Each person who inquires about the position will receive an application form, a brochure indicating the qualifications required for the position and providing information about the community and the school system, and a document listing the requirements for Massachusetts's certification as a superintendent.

A complete application file includes the following:

- A completed application form

- An up-to-date resume
- A copy of the applicant's Massachusetts certification for the position of superintendent or evidence that the applicant is eligible for Massachusetts certification and has an application on file with the Department of Education. ***These documents must be received by MASC or be postmarked on or before the announced deadline.***
- A university placement file or other transcript, credit and degree documentation;
- Three current letters of reference.

Files of all applicants to be interviewed by the Committee will be provided to the Committee for use during the interviewing and reference-checking process. Throughout the application process, the Committee will be updated regularly.

III. COMMUNITY AND STAFF INVOLVEMENT

If the Committee is interested in involving staff and the community in recommending the qualities and strengths that the Committee should seek in a new superintendent, the consultant will discuss with the Committee the form that such involvement might take and the extent of the consultant's participation in this phase of the search.

MASC will conduct focus groups for faculty, parents, students, the other community stakeholders and the public at large and compile a report to help guide the process, define the credentials and profile of your next superintendent, and identify the priorities of the people who will work with your new leader.

In addition, MASC has the capacity to offer community members an opportunity to respond electronically via an on-line survey instrument which has often been preferable to live focus groups.

MASC will also orient the School Committee and/or the Search Committee to the full extent of their responsibilities and with detailed presentations on their roles.

IV. SCREENING PROCESS: SELECTION OF SEMI-FINALISTS

MASC will screen candidates and rate them and may call upon a screening committee composed of two persons selected from a cadre of qualified professionals and the MASC lead consultant. They will screen the applications based upon the criteria determined by the Committee and recommend candidates for further screening and an initial interview by the Search Committee or School Committee. The consultant will deliver the files of those selected as semi-finalists to the appropriate Committee, notify the unsuccessful applicants, and will attend all interviews if it is the wish of the Committee that MASC do so. (It is generally expected and anticipated that the search consultant will attend all interviews and screening sessions.)

Should a search committee be used, following the initial interview, the consultant will present the names and files of those selected as finalists to the School Committee.

Prior to the finalist interviews, the consultant will meet with the Committee to establish an interview schedule, to discuss the interview process and to assist in selecting and developing questions.

V. THE FINAL SELECTION

Following selection of the finalists, the consultant will notify those semi-finalists who were not selected and will schedule finalists' interviews.

The consultant will assist the Committee at its discretion in in-depth reference checks and with the scheduling of visits to the finalists' communities. MASC has special resource material for the reference checking process.

The consultant will notify the successful applicant and the unsuccessful finalists.

The Committee will probably wish to involve its legal counsel in contract discussions. However, MASC will also assist in contract negotiations with the prospective superintendent and provide resources to the Superintendent Search Committee and School Committee as their needs require.

VI. FOLLOW-UP

After the Superintendent has had the opportunity to become acclimated to his/her new situation, MASC will be available to conduct a workshop for the Committee, the Superintendent and those administrators selected for participation by the Committee. This session deals with the Roles and Responsibilities of the Committee and the Administration and with other issues that the Committee might wish to address. The workshop will be scheduled at the convenience of the Superintendent School Committee and Administration.

MASC will work with the School Committee and superintendent as part of your association membership to engage in professional development, support, and resource network to ensure that your superintendent becomes a successful leader. This commitment is ongoing from year to year.

Should the individual retained as superintendent fail to complete two years of service to the district, MASC will assume responsibilities of re-instituting the search process at no additional charge to the School Committee.

VII. COST PROPOSAL - Provided Separately

WHY SHOULD MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEE MEMBERS RETAIN MASC AS THEIR SEARCH CONSULTANT?

MASC prioritizes “customer service” to its members. That means:

- MASC has worked collaboratively and successfully with vocational and technical school districts.
- You always have fast and direct access to your MASC staff (including office, e-mail, cell phone, and home phone information).
- The search is adapted to meet your requirements and preferences. You get the search services you want, and not the search process someone has decided you should have.
- You will know your search consultant because they’re full-time employees of MASC and work with you throughout the year.
- MASC staff are “in the building” with you at every phase of the search, including working with the search committee, question development, resume screening, all interviews, and, subject to the desire of the school committee, deliberations.
- MASC has extensive and invaluable resource materials to assist you in every phase of your search including: selecting and orienting your search committee, recruiting, question development, parliamentary procedures, processes for candidate screening, site visiting, formally electing a superintendent, and transitioning.

MASC serves your search committee in the same way with a successful track record of orientating and supporting this group to help you find the best candidates.

MASC is your association and represents you, your district, and your interests.

Our search staff have all served on School Committees and understand how board members relate to the search process. While we recruit actively and welcome respectfully all candidates for your superintendency, each MASC search generates a fresh and independently recruited group. We do not maintain a “stable” of candidates whom we impose on School Committees, nor do we exclude candidates who are outside our circle of contacts. Many interested candidates maintain active contact with MASC throughout the year.

- MASC’s panel of reviewers also includes respected and experienced educators who can assist you in screening candidates. However, the School Committee (and search committee) have access to all applications and support materials at all times to ensure that you will have final say on their decisions.

MASC has been conducting successful superintendent searches for more than 35 years.

We work directly with most of the state's School Committees and superintendents and collaborate with the National School Boards Association and the National Association of Superintendent Searchers (MASC's staff are all active members of NASS.)

- MASC works with you to analyze your needs, conduct community focus groups, and develop a report to help you determine the best process, credentials, background, and candidate profile for your superintendency.
- MASC has a track record of recruiting superior candidates to meet your school system's needs so you can hire the kind of superintendent you want, not the candidate someone has decided you should have.

When your search is concluded, MASC continues to serve you as it has since 1947.

We don't disappear when the new superintendent is hired, nor do we use the search process as a vehicle to generate subsequent consulting services. MASC works with you and your new superintendent to ensure the success of the search process and the continued success of your School Committee and school district.

MASC has the resources in-house to assist you and to help manage expenses:

The success of your search relies more on the diligence of your search team than on the money you spend. We know how tight budgets are and we work with you to manage your search costs.

- MASC's staff is part of your search team. They include experienced search consultants who have served on School Committees and who understand how important the superintendent/School Committee relationship is. They're also experienced in the administrative, procedural, public relations, communications, and political aspects your job – experience that is invaluable during a superintendent search and work year-round.
- Our communications director leads the editorial and creative arts team that includes our full-time graphic designer to ensure that you have direct contact with the team and speedy turn-around of the brochures, advertising copy, and materials you need.
- MASC works with our advertising agency to secure timely ad space where you want it and imposes no service charges or mark-up.

MASC recruits nationally and actively from pools of qualified candidates, working collaboratively with the 52-member roster of National School Boards Association and 50 state superintendent organizations.

- MASC cultivates relationships with both institutional and professional sources to recruit outstanding candidates and maintains a large distribution list and contact list to help spread the news of your position, identify potential candidates, collaborate with institutions of higher education that train school administrators, and advertise nationally.

MASC works with you throughout the search process to the contracting and settling-in stages.

MASC is with you at every step and provides many “added value” components to its professional services. Our staff have demonstrated experience in:

- Complying with and interpreting the Open Meeting Law, procedural requirements, rules of order, and other technical process questions.
- Providing School Committees with guidance on some of the intricate steps for administrative procedure, parliamentary process, community relations, communications strategies and working with the media, and advising the chair on meeting strategies.
- Maintaining confidentiality.
- Guiding you through unexpected developments.
- Developing the kinds of interview questions that get candidates to think, reveal themselves, and demonstrate competence.
- Maintaining contact with candidates throughout the process and providing them with timely information and decisions.
- Checking references with our counterparts in the NSBA member network.
- Resources for arranging site visits to see the people you want to see.
- Identifying the key components of employment contracts and assisting you in negotiation

MASC SEARCH CONSULTANT TEAM WORKING FOR YOU

Glenn Koocher, M.P.A., Executive Director

Mr. Koocher supervises all superintendent searches and frequently leads community focus groups. He has directed or supervised superintendent searches in 65 Massachusetts school districts including Springfield, Lynn, Lowell, Arlington, Haverhill, Randolph, Leominster, Lexington, Malden, Marlborough, Medford, Middleborough, Nantucket, Pembroke, Wachusett Regional, Norwood, Watertown, Peabody, Waltham and Winthrop. He served for 12 years on the Cambridge School Committee and earned his B.A. from Harvard College.

Dorothy Presser, Field Director/District Governance

Ms. Presser is a 17 year school committee veteran who was the principal developer of the MA District Governance Support Project that provides professional development to elected board members on strategies to improve student achievement. She also works on superintendent searches and policy services in addition to a leading role on public policy development. Ms. Presser is a graduate of the University of New Hampshire.

Kathleen Kelly, Field Director

Ms. Kelly concludes six years on the Cambridge School Committee in 2019, but joined the MASC staff in 2018. As a board member she has participated in several searches and, for MASC, facilitated superintendent search processes for Blue Hills, Waltham, and Everett in 2019. She has an extensive background in behavioral health and has been a counsellor and social worker for over 20 years.

James Hardy, M.P.P., Field Director/Search Consultant

Mr. Hardy, a former member of the East Bridgewater School Committee, has been a member of the MASC staff for twelve years. He is a former president of the National Association of Superintendent Searchers. Hardy has been the lead consultant on more than five dozen superintendent searches. He is also MASC's Policy Director and holds a Masters Degree in Public Administration from Cambridge College.

Patricia Correia, Field Director/Search Consultant

A twelve year veteran of the Springfield School Committee, Ms. Correia joined the MASC staff in 1996. She is experienced in the full range of field services work and has managed more than thirty searches in Central and Western Massachusetts in addition to facilitating MASC's Training and Development services.

Jenifer Handy, Communications Director

Ms. Handy has been a member of the MASC staff for 27 years and directs communications and publications operations. She is directly accessible to districts for developing print materials, including brochures, advertizing, and press releases and collaborates on media and superintendent searches. Ms. Handy is a graduate of Barnard College.

Kari MacCormack, Graphic Designer

Ms. MacCormack has been MASC's Graphic Designer for nine years. She is responsible for the design and "look" of all MASC publications and printed materials for superintendent searches.

Tracy Novick, Field Director, Social Media

Ms. Novick joined MASC in 2016 as a field director with special focus on member services and social media. Ms. Novick has worked on Superintendent Searches and led several sessions and seminars in social media, advocacy, and community outreach and is a former member of the Worcester School Committee and a graduate of Smith College.

Ann-marie Martin, Superintendent Search Coordinator

Ms. Martin will be among the first contacts with MASC for your candidates. As the administrative staff person responsible for managing the flow of information, mailings, tracking candidate applications, and following up on any search detail, she is MASC's principal in-house search coordinator. Ms. Martin is a former member of the King Philip Regional School Committee and holds a degree in Computer Science from the University of Massachusetts-Amherst.

MASC RECRUITING RESOURCES FOR SCHOOL COMMITTEES

DIRECT MAIL AND OUTREACH:

- 1,200 Person Recruitment List maintained by MASC.
- Extensive List of New England and Regional School Superintendents
- National Association of Superintendent Searchers (MASC is the state's only member superintendent search organization.)
 - National School Boards Association and the 52 State and Territorial Affiliates
 - Particular attention to NY, CT, PA, NH and New England Superintendents and Retirees.
- American Association of School Administrators and the State Association Network
- Career and Placement Offices of Private and Public Colleges and Universities that Train Superintendents
- Graduate School Program Administrators who train superintendents
- Urban Superintendent's Network
- Foundations that Support Public Education
- Councils of Urban Boards of Education
- Associations Representing Principals and Special Education Administrators

PERSONAL RECRUITMENT²:

- MASC and other members of the NSBA state association network regularly discuss the pool of interested candidates, including recent retirees who are eager to serve in other states for 5-10 years.
- Direct contacts with prospective superintendent candidates who are identified from:
 - MASC extensive relationships
 - School Board Associations extensive relationships
 - References from graduate schools and professional contacts.

RECOMMENDED MEDIA:

- Education Week (read by 55-60,000 aspiring administrators weekly)
- Local Media as Directed
- NY Times, Boston Globe (On line advertising is more cost efficient than print advertising.)

REFERENCES:

The School Committee should feel free to contact the school committees of any district listed on the list of completed searches.

² MASC does not maintain a "stable" of candidates who are automatically pooled as potential candidates for every client district. We do have extensive personal and professional relationships with education professionals who include current and aspiring superintendents, candidates who have expressed interest in MA superintendencies, previous MA superintendency candidates and others. These contacts include most Massachusetts superintendents and Assistant Superintendents and many out of state professionals.

MASC MEMBER SERVICES FOR SUPERINTENDENT SEARCHES
No-Fee Technical Assistance Services to School Committees
Provided Separately

REFERENCES

Potential clients should feel free to contact any representative of any search conducted by MASC. Most recent superintendent search process liaisons include:

Eileen Jay, Chair, Lexington School Committee, 191 Waltham Street, Lexington, MA 02421
beanyjav@yahoo.com 781-860-0689 617-901-8502

Lexington is an economically advantaged, high performing district with a very engaged school committee. Two members of the board co-led the search process that attracted nine sitting superintendents and a diverse candidate pool. MASC Executive Director Glenn Koocher served as the principal consultant and was present at every stage of this process that included focus groups and an electronic survey. The search was completed in January 2018.

Melissa Texiera, Former Chair and Current Member, Essex Technical School Committee
467 Western Avenue, Gloucester, MA 01930
mjtex@comcast.net (978) 281-1101

This search involved a newly constituted vocational technical school district and included internal and external candidates. The process recruited a diverse candidate pool and successfully concluded in 2018. Michael Gilbert, well experienced with technical schools and general districts, supervised the search to conclusion.

Eileen Hsu-Balzer, Current Member and Former Chair, Watertown School Committee
897 Belmont Street, Watertown MA 02472
hsubalzer@comcast.net (617) 484-8077

Watertown is a suburb of Boston with a diverse population and an engaged school committee, community, and faculty. The search was completed in April 2017. Koocher also led this process that included the search committee reviewing 29 applications, interviewing 11 and selecting an assistant superintendent from an area district.

Thomas McGee, Mayor and Chair of the Lynn School Committee
City Hall, City Hall Square, Lynn, MA Contact: Robin Ennis
Robin.Ennis@lynnma.gov (781) 598-4000 ext. 6851

Lynn is a blue collar, highly economically and racially diverse community that had successive long term, Lynn natives as superintendents. It was the mayor's goal to host a transparent process with ample

community representation and involvement. The process included an active search committee, direct involvement of the mayor and mayor's staff, and collaboration with North Shore Community College. A diverse pool of candidates included the successful minority applicant.

Paulette Van der Kloot, Medford School Committee
Medford City Hall 85 George P. Hassett Drive, Room 202. Medford, MA 02155.
(781) 393-2408.

Mayor Burke chaired and led the process to replace a 40+year veteran of the Medford public schools, and included internal and external candidates in the highly diverse pool. The search took place around a local controversy over an alleged weapon found in one of the district schools that subsequently disappeared from the principal's office and diverted attention from an otherwise constructive and successful process that ran smoothly. The mayor worked closely with MASC to manage the process. Glenn Koocher oversaw this search.

ADDITIONAL REFERENCES

Debra Lavalley, Member, Amesbury School Committee

David Christianson, Mayor and Chair of the Malden School Committee (2017)

Ted Bettencourt, Mayor and Chair of the Peabody School Committee (2018)

Rae-Ann Trifulo, Chair, Narragansett Regional School Committee

Jannette McCarthy, Mayor and Chair of the Waltham School Committee

Margeaux Weber, Former Chair, Barnstable School Committee

Marti Morrison, Former Chair, Marshfield School Committee

Sampling of MASC Searches and Superintendents Selected over the Past Three Years

Lexington – Dr. Julie Hackett
Lynn – Dr. Patrick Tutwiler
Medford – Dr. Marise Edouard-Vincent
Peabody – Cara Murtaugh
Watertown – Dr. Diane Galdston
Stoneham – John Macero
Webster – Ruthann Petruno Goguen
Hudson – Marco Rodrigues
Greenfield – Jordana Harper
Fall River – Mathew Malone
Malden – John Oteiri
Barnstable - Meg Mayo-Brown

Narragansett Regional – Christopher Casavant
Braintree – Frank Hackett
Dighton-Rehoboth – Anthony Azar
Marshfield – Jeffrey W. Granatino
Ayer-Shirley – Mary Malone
Nashoba Regional District – Brooke Clenchy

Technical Assistance to Districts Managing Their Own Searches:

Andover – Sheldon Berman
Belmont – John Phelan
Clinton – Stephen Meyer
Norwood – David Thomson

SAMPLE OUTLINE TIMELINE – CAN BE EXPEDITED IF DESIRED WITH SHORTER PHASES

KEY DECISIONS

- Designated Liaisons
- Selection Criteria
 - Criteria
 - Qualifications
 - Timeline
 - Submission Deadline
- Compensation
- Collateral Materials
 - Incl. Text for Brochure
- Advertising
- Special Instructions
- Focus Groups and Surveys
- Search Committee
 - Number
 - Membership
 - School Committee Participation
- Recommendations to School Committee
- Site Visits
- Public Interviews
- Vote to Hire

Superintendent –Milestone Tasks (Sample)

Authorization to Start – Planning Begins

Selection Criteria and Initial Decisions Made

Advertising Approved and Placed
Collateral Material Approved

Focus Groups and Surveys Conducted
On Line Survey Open

Advertisements Appear, Applications Available
Search Committee Appointed

Search Committee Oriented and Trained

Focus Groups and Survey Report Provided

Search Closes – Applications Provided to Search Committee

Initial Screening and Interview Decisions
Interviews Scheduled

Search Committee Reports to School Committee
Recommended Candidates

Vote to Hire



ARLINGTON PUBLIC SCHOOLS PROPOSAL FOR RFP NO. 20-S01 SUPERINTENDENT SEARCH/CONSULTING SERVICES

March 2, 2020

Due Date: March 2, 2020

SUBMITTED BY:

RANIA HANNA

Signature: 

PRESIDENT

Sunshine Enterprise USA LLC

500 Winderley Pl., St 200,

Maitland, FL 32751

C: +1 (407) 308-7989

E: Raniah@seu-usa.com

Tax ID: 82-2013540



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

Ms. Emond and the Arlington Public Schools Business Office:

On behalf of Sunshine Enterprise USA, we would like to thank you, for giving us the opportunity to participate in the subject bid.

Sunshine Enterprise USA specializes in workforce recruitments for a wide variety of positions including city/county managers, and directors and managers in: finance, human resources, IT, healthcare, public works, customer service, safety (utilities, oil, gas, construction, police and fire, etc.), human services, information systems, construction, utilities, and much more. We believe we are uniquely suited to design and deliver a recruitment and staffing strategies that will work well with your organization's specific needs and goals.

As a retained recruiting and staffing firm, we ascribe to ethical standards which focus on professionalism, integrity, competence, objectivity, accuracy, avoidance of conflicts of interest, confidentiality, loyalty to the client and candidate, equal opportunity, and the public interest. We specialize in assisting public sector organizations as they seek management talent to help lead important public service organizations such as yours. Our client list shares some of our experience in recruiting leadership for the nation's cities, counties, utilities, marine, construction, regional authorities, and other organizations.

We appreciate the opportunity to submit this proposal and look forward to discussing our qualifications and approach with you with regard to your present and future needs.

In the meantime, if you have any questions or require additional information, please feel free to call me.

I am an authorized representative of our firm, and by submission of this proposal am committing to provide the services in accordance with all project requirements. I will also serve as the primary contact person. My direct telephone number and e-mail are listed below, and the mailing address is printed on this cover letter.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Contact Information

Contact Information for Binding Official / Primary Contact

Rania Hanna, President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 220, Maitland, FL 32751
Phone no.: 407-633-0188
Email: raniah@seu-usa.com

Project Manager and Liaison Officer of this bid 24/7

Sam Faragalla, Executive Vice President
Sunshine Enterprise USA

Address: 500 Winderley Pl., St 220, Maitland, FL 32751
Phone no.: 407-308-7989
Email: samf@seu-usa.com



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

LETTER OF INTEREST

Ms. Emond and the Arlington Public Schools Business Office:

Sunshine Enterprise USA LLC dba Sunshine Enterprise USA is pleased to submit herewith our letter of interest to participate in this solicitation. Since being invited to address this exciting opportunity, our team members have collaborated to produce a preliminary plan that we believe we are fully confident to support your team providing Executive Professional Search Services.

As you know, we are a team of professionals with a proven track record in this region that has the ability to successfully transform our plan into reality. Our team is comprised of members who have worked together on numerous successful projects. They have been assembled for this project because of the enormous trust and confidence they have in one another. You can be assured that our team will manage your requests carefully, and accountability for results will never be delegated.

Our crew size and staff can easily handle these jobs. Sunshine Enterprise USA is committed to making personnel available to all clients to whom we propose our services. We are continually hiring new team members to facilitate our growth. The staffing for this project will be:

- Sam Faragalla, Project Manager and Liaison Officer and will work closely with the hiring manager to cover all the needs on timely manner.
- Rania, Finance and Accounting and Billing
- Claudia Musgrave, Recruiter
- Vickey Baker, Recruiter
- Helen Blondel, Recruiter
- Jacklyn Lee, Recruiter
- Keila Soto, Recruiter
- Angela Tester, Recruiter
- Bekka Larson, Recruiter
- Cheyenne Henderson, Recruiter
- Margo Hanna, Admin Assistant
- Philip Faragalla, IT

We therefore look forward to offering our quality service. Thank you for giving us the opportunity to participate.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

REFERENCES

March 2, 2020



March 2, 2020

The Arlington Public Schools Business Office,
 869 Massachusetts Ave,
 Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
 SUPERINTENDENT SEARCH/CONSULTING SERVICES**

List of verifiable references

<p>1. Tara Bohnsack, CPPO, CPPB Purchasing Manager – Non-Capital Program and Material Management Tampa International Airport Mailing Address: P.O. Box 22287, Tampa, FL 33622 tbohnsack@TampaAirport.com Office: (813) 870-8736 Cell: (813) 215-2645 Date of Services: Since July 2017</p>	<p>2. Doug Wycoff Deputy Director, ITS Engineering & Operations Tampa International Airport/Aviation Authority Office: (813) 546-8125 Cell: (813) 215-2645 DWycoff@TampaAirport.com Date of Services: Since July 2017</p>
<p>3. Trish Collins Director of Human Resources Pinellas Suncoast Transit Authority (PSTA) St. Petersburg, Florida pcollins@psta.net O: (727) 540-1855 Date of Services: Since Dec 2017</p>	<p>4. Fernando Castano Parks and Recreation 1904 S. Park Rd. Plant City, FL 33563 fcastano@plantcitygov.com Office: 813-659-4200 Cell: 813-434-5263 5. Fax: 813-757-9220 Date of Services: Since June 2018</p>
<p>6. Maylin Connors Human Resources Manager Dura-Stress Inc. 11325 County Road 44 Leesburg, Florida 34788 mconnors@durastress.com Office: 352-787-1422 Cell: 352-396-6775 Fax: 352-460-0112 Date of Services: Since June 2018</p>	<p>7. Abby Iracheta Administrative Assistant City of Plant City Recreation & Parks Dept. 1904 South Park Rd, Plant City FL 33563 airacheta@plantcitygov.com Office: 813-659-4200 Ext. 4317 Fax: 813-757-9220 Date of Services: Since June 2018</p>

Other references available upon request.



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

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GENERAL STATEMENT OF EXPERIENCE

March 20, 2020



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

ORGANIZATION (*Qualifications and Consulting Staff*)

- Current Sunshine Enterprise USA staff are three. A partial listing of staff for assignment to assist the Client is included under “Project Team.” ninety percent (90%) woman-owned Company.
- No other firm other than Sunshine Enterprise USA is currently intended to be party to this proposal or fulfillment of the contract when approved.
- Organizational Chart:

President

Executive Vice President

Vice President and CFO

FIRM QUALIFICATIONS AND EXPERIENCE (*Qualifications*)

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our consulting and executive searches to the specific and unique needs of our clients, and to get results. We will work on a search until it is complete regardless of the time and effort required.

- We specialize in recruiting leadership for cities, counties, state, education, healthcare, regional authorities, marine, utilities and nonprofit organizations. Our client list attests to our experience in assisting these organizations large and small to find the talent they need.
- Working with boards, councils, search committees, executives and human resource offices in such settings, we are accustomed to the complex internal dynamics, networking, and candidate screening and evaluation processes that routinely arise in recruitments of this nature, and to the high level of constituent, political, and media interest they sometimes engender.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.
- As previously noted, we have conducted about 690 successful executive search consulting engagements covering a broad range of positions including many positions in water utility and other public sector agencies:
 - McAllen Independent School District Awarded Primary Contracotor.
 - Clemson Unoiversity - Executive Search



- Tampa International Airport - IT Support Specialists, Credential Support Specialist, HR Operational Support and more as needed.
 - Pinellas Suncoast Transit Authority (PSTA) – Recruitment and Executive Search.
 - Clemson University - Executive Search and Recruiting Services
 - The Middlesex Corporation – Construction, Marine, Asphalt and Utilities. (\$350M/Year) (General, Skilled and Semi-Skilled) Laborers, Pipe Layer, CDL A/B Truck Drivers, Heavy Equipment Operators, Paver Operators, Admin staffs, Accountants, Controllers, Engineers, Foremen and Superintendents, etc.
 - Gainesville Police Department – Kitchen Staffing services
 - Temporary/Day Labor Services for the City of Cape Coral.
 - TBARTA Executive Search for the Executive Director
 - LYNX -Executive Search and Recruiting Services for Central Florida Regional Transportation Authority d.b.a. LYNX
 - Dura-Stress: Temporary Laborer
- We work collaboratively with the client to generate solutions that are creative yet practical, to meet the organization “where it is” while also moving it to the next level.
 - Sunshine Enterprise USA offers a comprehensive range of products and services. Our systematic approach to human resource management ensures that the solutions, strategies, and methodologies we implement improve your organization.

CONSULTING SERVICES	
ORGANIZATIONAL STRATEGY	TESTING, RECRUITMENT & SELECTION
• Workforce & Succession Planning	• Job Analysis
• Organizational Assessment, Redesign and Re-Engineering	• Develop/Deliver Assessment Center Services
• Performance Management	• Executive Search
• Employee Engagement	• Test Development*
• Change Management	• Test Administration*
• Complaint Investigations & HR Outsourcing	*(for employment and licensing certification)
CLASSIFICATION AND COMPENSATION	TRAINING AND DEVELOPMENT
• Classification	• Training
• Compensation	• Coaching
	• Accelerated Leader 360° Assessment™
	• Leadership Development

Signature: _____

Authorized Name: Rania G Hanna

Position: President

On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188

E-mail : samf@seu-usa.com



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**EXPERIENCE AND PAST PERFORMANCE
PROJECT TEAM QUALIFICATIONS AND EXPERIENCE**

- Our team brings to this project a combination of background and skills vital to the requirements of the solicitation. As previously noted, the overall Project Manager will be Sam Faragalla, assisted by Rania Hanna and others who will also lend support as needed and are listed with their Bios below. Sam Faragalla will be the primary on-site manager. His background and experience include over 21 years of Recruitment and executive search experience on a national and global level.
- Our recruiters are all professionals, each with extensive management background as key executives in public organizations. The recruiters to be assigned to this work have significant personal experience recruiting a range of executive leadership and administrative roles for a broad range of clients. We assure that the individuals listed represent our current team assigned to search for Client and that any additional future staff assigned will be submitted to you for prior approval. We are available to immediately assist with your current needs.
- Current Sunshine Enterprise USA staff are ten. A listing of staff for assignment is included under "Project Team."
- The primary Sunshine Enterprise USA contacts for Client will be Sam Faragalla, MA, SHRM-SCP, Vice President; Rania Hanna, President; and other staff and research associates as needed.
- All of the above-mentioned staff may be involved in some phases and tasks of the search as previously outlined. On-sight representation will, however, primarily be the responsibility of Sam Faragalla and Rania Hanna. Research Staff will be responsible for advertising.
- We will spend whatever time is necessary to complete all tasks and objectives in the search plan. The main project Manager (Sam Faragalla) will be available by office and cell phone on a seven day per week, 24 hours per day basis. Other staff will be available during regular business hours during the day and by cell phone in the evenings if critical issues need to be discussed.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

QUALIFICATIONS AND EXPERIENCE

Sunshine Enterprise USA is well known for our strategic process, partnering methodology with our clients, thorough screening and background checking, ability to tailor our temporary/recruitment services, consulting and executive searches to the specific and unique needs of our clients, and to get results.

- Although primarily known as a leading recruiting firm, Sunshine Enterprise USA also provides other general and specialty management consulting services, including management audits, organizational development, public safety, strategic planning, assessment centers, leadership development training, performance management, executive coaching, diversity training, and human resources management.
- We have placed temp-to-hire, Contract-to-perm and direct placement i.e. Customer Services Representatives, IT, Project Engineers/Managers, Accountants, Billing Specialists, Financial Analysts, etc. for major employers such as Tampa International Airport, Pinellas Suncoast Authorities (PSTA), Clemson University, Gainesville Police Department and the Middlesex Corporation, etc.
- Sunshine Enterprise USA consultants have built long-term relationships with our Clients. We have conducted multiple searches for many of these Clients.

Quality Assurance

Sam Faragalla, Vice President, leads the Quality Assurance for Sunshine Enterprise USA. Sam guides the staff in responding to project issues, challenges and responsibilities to provide quality on every project. To assure quality on a project Sam may work on any and or all of the following phases of the project as listed below:

- Interviews, hires and conducts orientation sessions for new hires
- Assistance Problem Solving for all Challenges on the Project
- Timely responses to project issues and complexities
- Amenable Solutions to meet the Clients quality requirements and Budget Constraints

Signature: Rania Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



March 2, 2020

The Arlington Public Schools Business Office,
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**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

SAMPLE PROFILES AND OTHER MATERIALS

Recruiting materials including announcements, ad copy/placements, networking and invitation letters, research listings and e-mail contact lists, position profile, recruitment brochure, supplemental candidate questionnaires, evaluation/screening sheets, resume summary materials(minis), evaluation/reference reports etc are usual in our searches and are developed to fit the specific client and position. We consider some of these materials to be proprietary but will be happy to share some of the formats etc. in advance if we are selected.

The recruitment brochure almost always includes: a description of the Organization and Community; an overview of the position with duties and responsibilities, Issues, Challenges and Opportunities, Qualifications including education and experience, candidate expertise, management style and personal traits, Compensation, and the Application Process. The brochure also includes pictures of the Organization and Communities, the District Logo etc.

We also conduct media checks on candidates as well as education, license and certification checks on leading candidates/finalists, being invited for interview. As previously mentioned we also arrange for a full and complete background check on the finalist(s) and have specific forms for education, certifying and licensing bodies, candidate signed release forms/authorization forms etc.

In addition we provide weekly electronic/e-mail and written status reports on the search, a "Progress Report" with information on Leading Candidates, and a "Final Report" for use at the interview with Finalists that includes, resumes, summary materials, supplemental materials/information, interview questions, interview rating forms, interview process/legal information, etc.

Sample profiles of previously conducted searches are attached.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Executive Search Recruited Positions

Administration

City Manager/City Administrator Deputy City Manager
Assistant City Manager Assistant County Manager City Secretary

Administrative Services/Internal Services

Administrative Services Director Manager of Town Services Management Assistant
Chief Performance Officer
Human Resources/Civil Services Director
Director of Human Resources & Risk Management Intergovernmental Services Manager
Fleet Equipment Services Manager Facilities Services Manager
Assistant Municipal Garage Superintendent Fixed-Base Operator Services
Arts Director

Finance

Finance Director Chief Financial Officer Finance Manager
Assistant Director of Finance
Finance Controller/Auditor/Comptroller Senior Accountant
Budget Officer

Public Works/Utilities/ Engineering

City Engineer
Assistant City Engineer
Director of Public Services
Public Works Director
Public Works Assistant Director
Water District Executive Director
Water District General Manager
Planning & Engineering Director
Director of Projects & Engineering
Engineering Project Manager
City Planner
Chief Plant Operator
Assistant Utilities Director
Director of Utilities
Engineering Services Manager for Water District
Assistant General Manager for Water District

Development Services

Community Development Director/Manager Development Services Director
Deputy Director of Development Services Tourism and Community Development Director
Community Services Administrator
Senior Building Inspector/Building Inspector Chief Building Official
Building Official City Inspector New Urbanist

Economic Development, CVB



Assistant Economic Development Director CVB Executive Director
Downtown Development Director
Economic Development Director/Executive Director Economic Development Corporation
President/CEO

Information Technology

IT Director
Chief Technology Officer/Chief Information Officer IT Assistant Director
IT Manager
IT Manager (Police Department) IT Developer
GIS Manager
Senior Software Developer

Legal

City Attorney (Individual and Firm) First Assistant City Attorney
Court Administrator

Public Safety/EMS/Emergency Management

Emergency Management Coordinator
EMS Executive Director
Executive Director
Director of Safety
Safety Manager



Timeline (Standard Search)

Task	Weeks
<ul style="list-style-type: none">• Contract Executed• Outline Project Plan, Timeline• Individual Interviews with Search Committee/ Key Personnel/ Community Leaders (if desired)	Week 1
Final recruitment Brochure released <ul style="list-style-type: none">• Development of Position Profile Brochure• Search Committee Reviews and Approves Brochure	Week 2
Open recruitment <ul style="list-style-type: none">• Ad Placements• Accept Applications• Screen Applications (paper review and phone interview)• Triage and Scoring of Resumes• Search Committee Briefing (Slide Presentation)/Select Semifinalists	Weeks 3-7
Close recruitment	Week 8
QAI <ul style="list-style-type: none">• Candidates Complete Questionnaire and Online Interviews• Deliverable: Semifinalist Briefing Books• Comprehensive Background Screening Report• Candidates Complete DiSC Management Assessment• Candidates Complete I-OPT Assessment	Weeks 8-10
Hiring Interview <ul style="list-style-type: none">• Deliverable: Finalist Briefing Books• Stakeholder Engagement (if desired)• Conduct Interviews• Reference Checks• Negotiations• Announcement/Press Release (if desired)	Weeks 11-12

**Each search timeline is different based on the particular needs of the organization. Sunshine Enterprise USA has completed searches in as little as 45 days, although this is not the recommended approach. We have also extended searches well beyond 15 weeks, based on the preference of the client.*

Signature: Rania Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**FINANCIAL CAPABILITIES, RESOURCES, CUSTOMER SERVICES AND
QUALITY CONTROL**

Sunshine Enterprise USA "Bidder" hereby warrants that we are financially strong and stable and have the necessary resources, human and financial, bonding capacity to provide the services at the level required by the Clients.

Sunshine Enterprise the strong financial strength to do business with the Client. Efficiency and cost control are keys of SEU success. SEU Management Team monitors the financial strength of the business on an on-going basis. Placing increased focus on the key areas of business profitability, liquidity and solvency to have a positive impact on our financial strength and bottom line. One of our best attributes are:

- Strong employee attitudes.
- Excellent customer service.
- Large market share.
- Personal relationships with customers.
- Highly efficient, low-cost operation.
- High integrity.

Sunshine Enterprise USA assigns, if we are the successful bidder, Sam Faragalla to be the one person designated to act as primary liaison between the Sunshine Enterprise USA and the Hiring Manager. In addition, an alternate will be designated to act in the temporary absence of that primary liaison.

We hereby confirm that we do not have any financial shortfalls including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last years and/or any material pending or threatened litigation.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

OPERATIONAL PLAN FOR ACQUISITION AND RETENTION

March 2, 2020



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

WORK PLAN/TECHNICAL APPROACH/PROJECT MANAGEMENT
Work Plan – (*Scope of Services*)

As the successful contractor, we will provide you with the quality services and expertise our clients have come to expect. We have a strong history of recruiting diversified workforce as it is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to all applicants and team members

“The Company provides equal opportunity in all of its recruitment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, uniform service member status, marital status, domestic partner status, pregnancy, age, medical condition, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws”.

Our Management Services Feature:

- Designing a customized recruitment strategy to match your history and leadership patterns, current issues and future challenges;
- A calendar that starts immediately upon authorization to proceed, includes regular progress reports, and usually concludes within 10 to 20 days. We can expedite the search if desired, and will work with the Project Manager and Board of Directors’ meeting schedules as needed;
- An extensive, narrative-written job profile including your organization’s history and leadership patterns, current issues, and future challenges of the job;
- A recruitment process and approach that includes advertising, but also relies more upon aggressive networking than passive advertising;
- A large pool of applicants who meet the minimum qualifications and a targeted, diverse pool of qualified, proven candidates for interview;
- Comprehensive reference and background checking;
- Ongoing quality review of project deliverables, time and service benchmarks, weekly status reports, candidate reports, and coordination/communication between Sunshine Enterprise USA and the Hiring Manager and Selection Committee;
- Personal guidance and assistance to the Clients, Board, Selection Committee, Human Resources, Departmental representatives, and other staff that facilitates interviews, candidate travel, evaluation of candidates, decision-making, relocation, negotiations, and employment agreement assistance with the candidate selected.



Task Summary – General Approach:

We have a straightforward, structured search process. We adapt it to your requirements, and then ask you to join us as partners in its implementation. We will work closely with the Clients' Selection Committee, management and staff to establish agreed upon strategy, tools, critical path items and decision points of note in the search process.

Please see "Project Team and Resumes" for our firm's work team assignments. At each stage, we provide written materials, training, and explanations as needed. Although we follow a clear strategic work plan and closely monitor agreed upon tasks and goals, we also believe that, in the long term, results are most important.

The following Tasks and Outcomes address the general approach and services provided:

- **Scope of Services**

The scope of services will consist of recruitment/market strategy, recruitment including advertisements, mailings, networking, cold calling and development of a position profile/brochure; candidate contacts/evaluation, screening, including review and the development of a written Progress and Final Report of leading candidates and finalists; performing reference and background checks; regular verbal and written status reports; assisting in the interview process, candidate negotiation, and holding periodic meetings with the Board, the Selection Committee and appropriate designated staff.

- **Key Meetings**

We will also meet with The Selection Committee, designated staff, community/public representatives, and other key stakeholders at the beginning of the contract to identify major issues the future hires will face; determine the critical qualifications for the position(s) as identified by you; establish specific timelines; and collect information to develop the search criteria and develop a search profile. We would also anticipate at least two later meetings to discuss/review the written Progress Report (Leading Candidates), and participate in final interviews (Final Report).

- **Advertising**

Appropriate advertising will be used. This includes hard-copy publications and electronic media and other organizations and publications specific to the type of position including to the job type as well as Industry web-site, local media, etc. Please note, however, that in our experience, the best candidates often come from networking rather than advertisement. We therefore focus a great deal of time on the networking and personal contacts. Our recruiters use a variety of sourcing methods which include both technology-based resources as well as more traditional sources, such as networking and employee referrals.

Local Sourcing

Our search begins in the local community where our candidates live and work.

- | | |
|---------------------------------|-----------------------------------|
| – Community Resources. | – Local newspaper, radio stations |
| – Veterans Events and Resources | and TVs |
| – Employee Referrals | – Billboards |
| – Passive Job Seekers | – LinkedIn |



- CFMA
- CSMFO
- NFBPA
- Governmentjobs.com
- International Hispanic Network
- USAjobs.com
- Universities
- Community Colleges

Niche Sourcing

Our focused sourcing allows us to become experts in terminology, nuances and regulations of each industry.

- Diversity Resources
- Professional Organizations
- Targeted Advertising and Job Fairs

Internet Sourcing

We use state of the art recruiting systems, industry job boards and social networking sites to reach job seekers online.

- Industry Job Boards
- Advanced Search Techniques

By focusing our recruiting efforts on Local, Niche and Internet sourcing, we can ensure that you receive the only best qualified candidates.

The Advertising and Recruitment stage includes ad placement, email distribution of the Position Profile, responding to inquiries about the position, and ongoing communication with applicants and prospects.

Ad Placement/ Social Media and Marketing of Position

The Executive Recruiter and client work together, to determine the best ways to advertise and recruit for the position. Ads are typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Ongoing Communication with Applicants and Prospects

Sunshine Enterprise USA communicates with all applicants on a frequent and ongoing basis to ensure applicants stay enthusiastic about the opportunity. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about organization, and it is an area in which Sunshine Enterprise USA excels. Sunshine Enterprise USA also utilizes Google Alerts for each client organization and provide updates to our Executive Recruiters and applicants of any references made regarding the client organization in various media outlets.

• Initial Candidate Screening

We sort candidates based on the criteria established, profile, comments from peers and colleagues, training & education, resume/bio review, communication ability and experience, accomplishments, references, background checks, telephone and personal meetings, review of appropriate writing and work samples, the degree of their expressed interest/commitment to



consider the specific position, and many other methodologies. The written Progress Report and Progress Meeting that is provided to you is also key to assuring that we are on track and to narrow the field from leading candidates to finalists for interview and reduce (with your input) to a list of screened finalists.

Success Profile

The desired skills, experience and temperament critical to successful performance are all factors of the Success Profile.

Phone Screen

An initial telephone screen verifies a candidate's overall availability and fit as a contract employee. We address ability to perform the position and establish availability for the duration of the position. If we feel the employee is a good match, we will set up an appointment for a personal interview.

• Interview Process

In addition to our telephone interview/screening/assessment of candidates, and face-to-face or video conferences with potential finalists, we will assist with the interview process as well as provide negotiation support.

In-Depth Personal Interview

Every candidate will be personally interviewed in our office to ensure he/she possesses the qualifications, experience and temperament required for the position. The recruiter evaluates the candidate's ability to perform the position, establishes availability for the start date and duration of the assignment, and verifies the candidate's previous salary history and current salary requirements.

Follow-Up Interview

The candidate is interviewed a second time, either over the phone or in person. The purpose of this interview is to review the position and its requirements and assure again that the candidate is capable and willing to meet job expectations of Sunshine Enterprise USA and The Client.

Assessments (DiSC and I-OPT)

It is critical for you to know as much as you can about your new employees, managers, executives before hiring him/her. Historically, employers have depended upon resumes, references, and interviews as sources of information for making hiring decisions. In practice, these sources have often proved inadequate for consistently selecting successful employees. The use of assessments has become essential for employers who want to place the right people in the right positions.

Sunshine Enterprise USA uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management Profile analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

The I-OPT Assessment is a tool that measure how a person perceives and processes information. How someone perceives and processes information has a profound impact on what motivates a person, how a person sees an issue, and how that person interacts with



others on team projects. Understanding one's own I-OPT Profile makes it possible to be more self-aware. Understanding another's I-OPT Profile helps predict how he or she will approach any given situation.

- **Candidate Screening**

Together with the designated staff/contacts, we will reduce the pool of candidates to a list of no more than 15 semi-finalists and from there to approximately five or six (5-6) screened candidates for interview. Summary information will be provided on the leading candidates to include – background, achievements & strengths, etc. We also conduct initial reference and social media checks on the top candidates invited for interviews. A complete background and reference check will be conducted on the final candidate.

- **Reference & Background Screening**

Applicant information is verified via discussion with the applicant, peers, colleagues, subordinates, bosses, news media, review of reports & documents, writing samples, background screening and references, education & employment verification, telephone, video conference and/or face-to-face meetings/interviews, and other means including occasional psychological testing and assessment centers. DMV, Criminal, Credit and other background checks are also completed.

Employment and Reference Verification

A minimum of five reference checks will be performed for each candidate before he/she is placed on a contract. The references we obtain are recent, relevant to the position and from a direct supervisor. We verify dates of employment, job description and assess overall ability through contact with each reference and employers.

- **Selection Process**

Selection is made using all of the above plus an interview(s) between the candidate(s) and you. We also involve the candidate's family and significant others in the process as appropriate. During the interview and screening process, we will consult and assist you with screening including rating and other tools.

- **Offer Negotiations**

We work closely with the final candidate(s) and you to help negotiate an offer, acceptance, employment agreement/contract, starting date, etc. This often includes assistance drafting offer letters, compensation/benefit research, contract/agreement review, discussion with legal counsel when appropriate, and individual negotiation. We make it a point to be available to help both the final candidate and you to reach an amiable conclusion that ends with confidence and enthusiasm on both sides.

- **The Hiring Manager, Selection Committee, Human Resources & Appointing Authority**

As noted earlier in this proposal, we have worked with hundreds of public sector and private sector clients including cities, counties, states, the federal government, and numerous utilities, transportation, educational institutions and other public service organizations. As such we have also worked with the Boards, Councils, Advisory Boards, Stakeholder Groups, and Committees, Selection Committees, Public & Citizen's groups, State, Local and



Federally legislated and mandated advisory boards, commissions, as well as elected local, state, and national representatives. The Client, Appointing Authority, Selection Committee and other Executives (and their delegates) are critical to the search process from assistance in providing initial information regarding goals and objectives of The Client, criteria relevant to the duties and responsibilities of the position being recruited including input and approval of the overall recruitment process and recruitment profile/challenge statement/ brochure, interview and selection of the final candidate, approval of the final employment agreement, etc. Our role is to assist in the process and to consult with and help you to make a well-informed decision. We believe the final choice is yours to make. We will help you make a well-informed choice by framing what we have together learned about the candidates in the context of the job and specific requirements. Our role is to help make that decision easier.

• Search Closure/Sign-offs

At the end of the search, all applicants will be appropriately notified of the result in a professional manner that reflects well on the client.

• Quality Control/Assurance

All work done as part of any and all search or consulting work for the Greater Orlando Aviation Authority (GOAA) will be subject to quality assurance, quality monitoring, quality improvement, task review and/or confirmation, and standards review as part of current Sunshine Enterprise USA's Policy and Operating standards. Overall supervision is provided by the President of the company with support from the Executive Vice President and Vice President/General Counsel as needed. We will establish benchmarks in conjunction with the Client as required or appropriate.

• End-to-End Requisition Lifecycle

Vacancy Management	<ul style="list-style-type: none"> • Notification of open vacancies • Monitor requisition process through the applicant tracking system for approval • Manage internal applicants if necessary • Develop external postings with hiring manager • Post vacancy to Government websites, career page, jobs boards selected through program agreement • Manage and update all candidate flow and vacancy status for open vacancies using the applicant tracking system • Close vacancy and remove from external posting upon start date
Candidate Sourcing	<ul style="list-style-type: none"> • Create branding messages that address WHY, WHO, Objectives and FAQ's • Work collaboratively with CalOptima to provide clear business requirements and recommendations to improve the candidate experience and career site • Engage in ongoing pipeline/building networks for reachable skill-sets • Leverage national job boards, niche job board sites, relationship with professional associations • Provide best-in-class supplemental position recommendations • Use of social media channels to build and manage employment brand • Host job fairs, colleges & Universities career fairs and community events as necessary.
Candidate	<ul style="list-style-type: none"> • Perform phone screens to identify most qualified candidates



screening/Disposition	<ul style="list-style-type: none">• Screen candidates utilizing tools and/or recruiters consistent with agreed upon hiring criteria• Send disposition communication to all candidates that are not qualified
Candidate presentation/Submittals & Certifications	<ul style="list-style-type: none">• Provide shortlist of candidates for consideration to hiring manager• Manage communication with hiring manager to provide real-time requisition updates• Provide research and data to hiring manager that supports recruiting activity
Interview Logistics	<ul style="list-style-type: none">• Schedule all phone, video and in-person interviews with hiring team• Manage all travel requests and logistics for in-person interviews
References/ Drug Testing/ Background Screening/Badges/ Clearance Processing	<ul style="list-style-type: none">• Perform reference checks using agreed upon process• Initiate drug testing and background check screening per the policy• Facilitate clearance checks, if required
Offer Management	<ul style="list-style-type: none">• Develop employment offer terms with hiring manager to include but not limited to compensation, education and health benefits• Extend verbal offer to selected candidate• Compose offer letter and facilitate hiring manager review and approval process• Deliver offer letter to applicant• Manage all offer negotiation communication between applicant and hiring manager
Onboarding	<ul style="list-style-type: none">• Send onboarding forms and start date, logistics, instructions along with the company policy to the new hires.• Collect forms designated as required prior to and on start date• Help to coordinate first day experience
Performance Management	<ul style="list-style-type: none">• Provide real time reporting and metrics• 14 & 45 days review with new hires then shared with hiring manager• Monthly and quarterly partnership reviews to include: SLA performance, candidate and requisition data, key messaging and highlights, and recommendations for program enhancement

Signature: Rania Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Key Personnel for this Project

Rania Hanna President

Rania Hanna is an expert in the Recruitment, Payroll, Accounting and Staffing Industry



After living abroad for a few years, Rania developed a passion for Staffing and Finance business. She joined a large company in 2002 and had the opportunity to work all over the world with individuals and Corporations. In 2016, she formed Sunshine Enterprise USA with the initial intention of working with just Recruitment, Staffing, and Payroll Services.

She started servicing clients in response to the varied work climate that accompanied the construction, utilities, environmental and civil engineering industries. The constant disparities in workloads, varying contract locations, seasonal requirements and periodic need for specialists or professionals with unique skills makes it difficult to maintain proper staffing levels in these sectors. Understanding these recurring niche industry problems, Rania was chartered to serve the staffing needs of industries with strict regulatory guidelines and cyclic/seasonal trends.

Rania is results orientated professional, offering over 15 years of progressive responsibility in recruiting. Consistently recognized as strategic and a change agent with the proven ability to design, build and re-organize recruitment teams to meet or exceed corporate talent objectives. Resourceful decision maker who combines integrity, exemplary leadership and proven operational skill to lead complex projects from conception through completion. Motivated by quality and the customer experience, looks for out-of-the-box solutions in delivering best practice results.



Sam Faragalla, MA, SHRM-SCP
Vice President, Marketing and Business Development
Project manager and liaison officer for this bid

Sam Faragalla, MA, SHRM-SCP is an expert in the Staffing and Recruitment industry. He is Human Resources Executive with over 15 years of comprehensive human resources experience including staffing, recruitment and retention, conflict resolution, change management, labor relations and benefits administration. Proven experience collaborating with senior management to conduct Human Resources strategic planning in order to support and further corporate goals. Possess broad knowledge of human resources in a variety of sectors including union and non-union environments and Fortune 500 companies with a large number of exempt/non-exempt employees. Demonstrated experience initiating cost containment strategies resulting in significant savings. Excellent ability to address and implement strategic plans for talent acquisition, retention and succession planning. Proven skills in labor and employment law including complaint investigation to thwart legal action.



Expertise in

Operations Management
Training & Development
Employee Relations

Compensation/Benefits Design
Harassment/EEO Compliance
Policy Design & Administration

He has been involved with his current and previous employers in a variety of projects. These projects include both public and private sector work, as either a prime or subcontractor. Public projects were large bid projects. These projects range from less than \$100M to in excess of \$600 million, individually.

Also, as part of his background, he has worked overseas in Oil & Gas then locally in Heavy Civil Construction industries. Regardless of titles, all the roles he has filled has been "Hands-On" with day-to-day involvement in routine tasks, as well as managing the Business and Projects. He has a strong expertise in:

- Executive Recruitment Industries (Utilities, Infrastructure, Environmental, Marine, Construction, Oil & Gas, Manufacturing and Industrial)
- Recruitment and retention
- Employee relations and mediation
- Handbooks, policies and procedures
- Total Rewards and Benefits management
- Morale and communications
- Mentoring and counsel of staff and management
- Employment law & Legal compliance issues
- Performance management
- Diversity and Inclusion
- Corporate Social Responsibility

Sam maintains SHRM- Senior Certified Professional HR certifications that is along with his Master and Bachelor Degree.



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

**ACCEPTANCE OF BID SCOPE OF WORK, SPECIFICATIONS, PERFORMANCE
REQUIREMENTS, RESPONSIBILITIES, CONDITIONS AND CONTRACT TERMS**

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms our acceptance of contract form in all general and specific terms, conditions ("T&C"), schedule, budget for the project and articles **without any exceptions and/or reservations**.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms that we **DO NOT** charge fees to an applicant for our services.

We, Sunshine Enterprise USA hereby agrees, if we are the successful bidder, hereby confirms our ability to recruit and staff all types of positions including but not limited the ones listed in the bid.

We, Sunshine Enterprise USA hereby set various parameters and tools to measure clients' satisfaction.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

ASSIGNMENT OF INTEREST

Sunshine Enterprise USA hereby acknowledges and agrees, if we are the successful bidder, that we shall not assign nor transfer any interest in this contract to a third party.

We hereby agree and confirm on hiring MWBE subcontractor(s) and all services provided is totally under the supervision of Sunshine Enterprise USA.

Signature: Rania G Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751
Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

ALTERNATE PROPOSAL

NO ALTERNATE PROPOSAL(S) UNDER OUR SUBMISSION HERewith, HEREIN
AND/OR HEREINAFTER TECHNICALLY AND/OR COMMERCIALY.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)
500 Winderley Pl., St 220, Maitland, FL 32751

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March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

CONFIDENTIALITY AND CONFIRMATION

We hereby agree to accept with the bid document and related correspondences as well as all data results obtained in the course of Staffing and Recruitment Services as strictly confidential information and cannot be reproduced or used for other purposes than preparation of bid through our channels unless strictly authorized by The Client.

Signature: Rania G Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA

Phone : +1 407 308 7989 - +1 407 633 0188
E-mail : samf@seu-usa.com



Sunshine Enterprise USA

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500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

Certifications and Licenses

Sunshine Enterprise USA agrees, if we are the successful bidder, that is/to be certified/licensed for the types of services specified and proposed and provide copies of all applicable certifications or licenses.

Signature: 

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



March 2, 2020

The Arlington Public Schools Business Office,
869 Massachusetts Ave,
Arlington, MA 02476

**PROPOSAL FOR RFP NO. 20-S01
SUPERINTENDENT SEARCH/CONSULTING SERVICES**

BIDDER'S FACILITIES & SUPPLY BASE

Sunshine Enterprise USA, have the following facilities:

Purpose of Facility	Location	Description of major equipment
• Head Office /Administration	500 Winderley Pl., St 220, Maitland, FL 32751	Technical Supply & Office

Signature: Rania G Hanna

Authorized Name: Rania G Hanna
Position: President
On behalf of: Sunshine Enterprise USA



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

SUBMITTAL

March 2, 2020

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.



(Signature of individual submitting bid or proposal)

Rania Hanna

(Name of individual submitting bid or proposal)

Sunshine Enterprise USA LLC

Name of Business

02/26/2020

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

82-2013540

Social Security Number or
Federal Identification Number



Signature of Individual or Responsible
Corporate Officer and Title

**NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID**



Sunshine Enterprise USA

Sunshine Enterprise USA (Head Office)

500 Winderley Pl., St 220, Maitland, FL 32751

Tel: 407 308 7989 Email: samf@seu-usa.com Web Site: www.seu-usa.com

ADDITIONAL DOCUMENTS

March 2, 2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER South Pointe Services, LLC 16637 Fishhawk Blvd Ste 104 Lithia FL 33547	CONTACT NAME: Jessica Johnson PHONE (A/C, No, Ext): (813) 661-0382 E-MAIL ADDRESS: jessica@spisfla.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Everest Indemnity Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 10851
INSURED Sunshine Enterprise USA LLC 2759 Meadow Sage Ct Oviedo FL 32765		

COVERAGES**CERTIFICATE NUMBER:** 19.20 Mater Certificate**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		91MLN00144-191	06/01/2019	06/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			91MLN00144-191	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability E & O			91MLN00144-191	06/01/2019	06/01/2020	Each Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is listed as additional insured with respect to the General Liability Policy, primary and noncontributory as per written contract.

CERTIFICATE HOLDER**CANCELLATION**County of Volusia Purchasing & Contracts Division
Attn: Rebecca Bishop
123 W Indiana Ave, Room 302
Deland
FL 32720

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NELSONS INSURANCE SERVICES INC 10 N PARK AVE APOPKA FL 32703	CONTACT NAME: BRYAN NELSON PHONE (A/C, No, Ext): (407) 886-7553 E-MAIL ADDRESS: BNELSON@NELSONSINSURANCE.COM FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: FWCJUA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED SUNSHINE ENTERPRISE USA LLC 2759 MEADOW SAGE CT OVIEDO FL 327650000 FEIN: 822013540	NAIC #

COVERAGES**CERTIFICATE NUMBER:** 2002260038**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	5759B319	4/10/2019 PENDING CANCELLATION	3/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDERBroward County
115 South Andrews Avenue

Fort Lauderdale

Phone Number: (407) 308-7989

FL 33301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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GREATER ORLANDO
AVIATION AUTHORITY



JACKSONVILLE
TRANSPORTATION
AUTHORITY

Florida Unified Certification Program

DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATE OF ELIGIBILITY

SUNSHINE ENTERPRISE USA LLC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26

APPROVED NAICS CODES:

541612, 561311, 561312



Samuel Febres

Samuel Febres (Sammy)

DBE & Small Business Development Manager

Florida Department of Transportation



Tampa
International
Airport



Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7133
Fax: (407) 825-3004

October 28, 2019

Mrs. Rania Hanna
Sunshine Enterprise USA, LLC
2759 Meadow Sage Court
Oviedo, FL 32765

Minority/Women Business Enterprise (M/WBE) Certification
Expiration Date: October 18, 2022

Dear Mrs. Hanna:

The Small Business Development Department of the Greater Orlando Aviation Authority (Authority) is pleased to announce that your firm, **Sunshine Enterprise USA, LLC** has been certified as a **Minority/Women Business Enterprise (MWBE)** under the Authority's Minority/Women Business Enterprise Policy.

M/WBE certification is not equivalent and should not be construed as certification under the Authority's Disadvantaged Business Enterprise (DBE) or Airport Concessions Disadvantaged Business Enterprise (ACDBE) Policies promulgated pursuant to the Department of Transportation's regulations, or the Authority's Local Developing Business (LDB), Small Business Enterprise (SBE) or Veteran Business Enterprise (VBE) Policies.

M/WBE certification is NOT a guarantee of work, but enables the firm to compete for, and perform, contract work on all Authority projects as an **M/WBE** contractor, sub-contractor, consultant, sub-consultant or material supplier.

Your company's **M/WBE** certification with the Authority will be effective through **October 18, 2022**. For re-certification at the end of this period you must reapply for M/WBE certification. Your **renewal application** should be submitted ninety (90) days prior to expiration of your current certification. You may complete your renewal application online at <https://goaa.diversitycompliance.com>. **Failure to submit your renewal application ninety (90) days in advance of your expiration may result in a lapse in your certification.**

If there is a material change in the firm, including, but not limited to: ownership, officers, directors, scope of work being performed, daily operations, affiliations with other businesses or individuals or physical location of the firm prior to your renewal date you must promptly notify this office in writing. Notification should include supporting documentation.

Congratulations on your **M/WBE** certifications. Please contact our office at 407-825-7133 or certifications@goaa.org if you have any questions or if we can be of any assistance.

Sincerely,



George I. Morning
Director, Small Business Development Department

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Rania G Hanna	
	2 Business name/disregarded entity name, if different from above Sunshine Enterprise USA	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 2759 Meadow Sage Court 6 City, state, and ZIP code Oviedo, FL 32765 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
8	2		-	2	0	1	3	5	4
									0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Rania G Hanna</i>	Date ► 07/24/2019
------------------	--	--------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

State of Florida

Department of State

I certify from the records of this office that SUNSHINE ENTERPRISE USA L.L.C. is a limited liability company organized under the laws of the State of Florida, filed on June 29, 2017, effective July 1, 2017.

The document number of this limited liability company is L17000140922.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 13, 2020, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirteenth day of January,
2020*



Laundrea
Secretary of State

Tracking Number: 1247428651CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L17000140922
FILED 8:00 AM
June 29, 2017
Sec. Of State
cmwood

Article I

The name of the Limited Liability Company is:
SUNSHINE ENTERPRISE USA L.L.C.

Article II

The street address of the principal office of the Limited Liability Company is:
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

The mailing address of the Limited Liability Company is:
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

Article III

Other provisions, if any:

WE ARE A FAMILY OWNED, BUSINESS ENTITY THAT TAKES GREAT PRIDE IN EXCELLENT CUSTOMER SERVICE. WE BELIEVE IN DOING THE RIGHT THING BY COMMUNICATING OPENLY AND HONESTLY.

Article IV

The name and Florida street address of the registered agent is:

RANIA G HANNA
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: RANIA HANNA

Article V

The name and address of person(s) authorized to manage LLC:

Title: MGR
RANIA G HANNA
782 SENECA MEADOWS RD.
WINTER SPRINGS, FL. 32708

L17000140922
FILED 8:00 AM
June 29, 2017
Sec. Of State
cmwood

Article VI

The effective date for this Limited Liability Company shall be:

07/01/2017

Signature of member or an authorized representative

Electronic Signature: RANIA HANNA

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.



SEMINOLE COUNTY BUSINESS TAX RECEIPT

JOEL M. GREENBERG, SEMINOLE COUNTY TAX COLLECTOR

PO BOX 630, SANFORD, FL 32772 • 407-665-1000

WWW.SEMINOLECOUNTY.TAX

VALID THROUGH 09/30/20

SUNSHINE ENTERPRISE USA L.L.C.

2759 MEADOW SAGE ST

OVIEDO, FL 32765

Account #:205023

NOT REGULATED

SAMEH FARAGALLA (OFFICER)

Receipt #: WEB#2019090219833

Amount Paid: \$ 25.00

Date Paid: 09/02/2019

BUSINESS OWNER, PLEASE NOTE THE FOLLOWING:

• **DISPLAY THE ABOVE RECEIPT PROMINENTLY:** This Business Tax Receipt shall be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the County. Upon failure to do so the business shall be subject to the payment of another business tax for the same business or profession.

• **RENEW THIS TAX BEFORE IT EXPIRES:** Pursuant to Florida Statutes, all Business Tax Receipts shall be issued by the Tax Collector beginning July 1st of each year, and it shall expire on September 30th of the succeeding year. Those Business Tax Receipts issued as renewal accounts beginning October 1st shall be delinquent and subject to a delinquency penalty of 10% for the month of October, plus an additional 5% penalty for each month of delinquency thereafter until paid; provided that the total penalty shall not exceed 25% of the business tax for the delinquent establishment (Florida Statute [FS] 205.053 [1]).

A 25% penalty shall be imposed on any individual engaged in any new business or profession without first obtaining a Seminole County Business Tax receipt ([FS] 205.053 [2]).

This Business Tax Receipt is only a receipt for business taxes paid. It does not permit the taxpayer to violate any existing regulatory or zoning laws of the state, county, or municipality, nor does it exempt the taxpayer from any other required licenses, registrations, certifications, or permits. Business Tax requirements are subject to legislative change.

REPORT ALL CHANGES: The holder of this Business Tax Receipt is required to report a change in the following: Ownership, Business Location, Mailing Address, or any other information that would alter the status of the current year's information. This includes, but is not limited to, the loss of or a change in a State or Regulatory License which was used to qualify for the business identified on the current County Business Tax Receipt. If you have any changes to report, contact the Business Tax Department at 407-665-7636.

SUNSHINE ENTERPRISE USA L.L.C.

2759 MEADOW SAGE ST

OVIEDO, FL 32765

Evaluator: _____

Proposer: _____

Superintendent Search Evaluation Form

	Highly Advantageous (3)	Advantageous (2)	Not Advantageous (1)	Unacceptable (0)	Score
1. Experience	The Proposer has five (5) or more years experience in conducting successful executive searches with public school systems, other educational institutions, and other non-profit organizations, and during the past five (5) years has concluded at least three (3) successful searches for a School Superintendent in Massachusetts, one (1) of which must have been for a district of similar size and demographics as Arlington.	The Proposer has at least three (3) years experience in successful executive search and hiring processes and has concluded at least two (2) successful executive search for Superintendents with Massachusetts public school systems.	The Proposer has fewer than three (3) years experience in successful executive search and hiring processes and has concluded only one (1) successful executive searches for a Superintendent.	The Proposer has fewer than three (3) years experience in executive search and hiring processes and has not concluded any successful executive searches for a Superintendent.	
2. Evaluation of the Proposed Plan	The proposal contains a clear and comprehensive plan that addresses all the objectives stated in the Scope of Service and Proposal Submission Requirements.	The proposal contains a clear plan that addresses most of the project objectives stated in the Scope of Service and Proposal Submission Requirements.	The proposal does not contain a clear plan.	The proposal fails to meet the objectives stated in the Scope of Service and Proposal Submission Requirements.	
3. Proposer's Recruitment Materials	The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least five (5) different Superintendent searches with the proposal, at least one (1) of which involves a Superintendent search in Massachusetts.	The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least three (3) different executive searches with the proposal, at least one (1) of which involves a Superintendent search.	The Proposer includes three (3) or fewer samples of advertisements, brochures, and other forms of candidate outreach with the proposal, none of which involve a Superintendent search.	The Proposer does not include samples of advertisements, brochures or other forms of candidate outreach.	

Evaluator: _____

Proposer: _____

	Highly Advantageous (3)	Advantageous (2)	Not Advantageous (1)	Unacceptable (0)	Score
4. Evaluation of Interview Presentation	Proposer for this project was present, clearly stated a plan of action, demonstrated excellent communications skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Arlington Public Schools, and successfully responded to all questions from the Superintendent Search Process Subcommittee and/or the School Committee.	Proposer for this project was present, outlined a plan of action, demonstrated excellent communication skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and successfully responded to most of the questions from the Superintendent Search Process Subcommittee and/or the School Committee .	Proposer for this project was present but did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, did not demonstrate awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .	Proposer for this project was not present and did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .	
5. Presentation	The Proposer's presentation was clear, well organized and demonstrated both effective communication skills and an understanding of the particular needs of the Arlington Public Schools community.	The Proposer's presentation was clear, well organized and demonstrated effective and sensitive communication skills.	The Proposer's presentation was disorganized or did not demonstrate effective communication skills.	The Proposer's presentation demonstrated a clear lack of communication skills.	
				Total Score	



Town of Arlington, Massachusetts

8:25 p.m. Superintendent's Report, K. Bodie

Summary:

AHS Building Committee update



Town of Arlington, Massachusetts

8:45 p.m Consent Agenda

Summary:

Approval of Warrant Number 20264, Dated 5/5/2020 in the Amount \$693.266.98

Approval of Minutes: March 12, 2020, April 9, 2020 and April 30, 2020 School Committee Regular and Zoom Meeting Minutes

Approval of the Ida Robbins Scholarship for 2020. Presented to the top two AHS students with the highest GPA.

ATTACHMENTS:

Type	File Name	Description
▢ Warrant	Please_DocuSign_Warrant_20264__Signature_S.pdf	Warrant 20264 5 5 2020
▢ Minutes	03_12_2020_minutes_for_4_30_2020_(2)_(1).pdf	3 12 2020 School Committee minutes final
▢ Minutes	04_09_2020_School_Committee_minutes_51420_ps.pdf	4 09 2020 School Committee minutes final
▢ Minutes	redo_4_30_2020_sc_minutes_51420ps.pdf	4 30 2020 School Committee minutes final
▢ Reference Material	IDA_ROBBINS.pdf	IDA Robbins Award description

APPROVAL OF ACCOUNTS PAYABLE

I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number	20264	Total Warrant Amount	\$693,266.98
DATED	5/5/2020		

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

DocuSigned by:

Michael S. Morgan

EAAF35097B02481...

Superintendent of Schools / Chief Financial Officer

DocuSigned by:

Jane Morgan

C6FCD9F56143429...

School Committee

DocuSigned by:

Jeff Thielman

0E423E2362E54F5...

DocuSigned by:

Paul Schlichtman

7798F1DD718442C...

School Committee

DocuSigned by:

Jennifer Susse

9FAC749CB355496...

School Committee

DocuSigned by:

Kirsi Allison-Ampe

5376B955B90542A...

School Committee

04/29/2020 11:50
cshea

TOWN OF ARLINGTON
PRELIMINARY

TOWN OF ARLINGTON

p 1
apwarnt

DATE: 05/05/2020 WARRANT: 20264 AMOUNT: \$ 693,266.98

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT THE
SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE, AND CHARGE THE SAME TO APPROPRIATIONS OR ACCOUNTS
INDICATED.

TOWN MANAGER

COMPTROLLER

04/29/2020 11:50 | TOWN OF ARLINGTON
cshea | PRELIMINARY DETAIL INVOICE LIST

| P 2
| apwarnt

CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32432 AHOLD FINANCIAL SERVIC	00003	200612	INV	05/05/2020	177432	378885			
1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			20.70				
	Invoice Net				20.70				
	CHECK TOTAL				20.70				-----
32432 AHOLD FINANCIAL SERVIC	00003	200612	INV	05/05/2020	177433	378886			
1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			16.04				
	Invoice Net				16.04				
32432 AHOLD FINANCIAL SERVIC	00003	200612	INV	05/05/2020	177437	378887			
1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			12.98				
	Invoice Net				12.98				
32432 AHOLD FINANCIAL SERVIC	00003	200612	INV	05/05/2020	177439	378888			
1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			90.40				
	Invoice Net				90.40				
32432 AHOLD FINANCIAL SERVIC	00003	200612	INV	05/05/2020	177450	378889			
1 02016518 84902 2415	FAM/CONS S	FOOD SUPPL			89.41				
	Invoice Net				89.41				
32432 AHOLD FINANCIAL SERVIC	00003	201860	INV	05/05/2020	177435	378940			
1 02426715 85103 2415	C&I SCIENC	INSTRUCT			17.37				
	Invoice Net				17.37				
32432 AHOLD FINANCIAL SERVIC	00003	201860	INV	05/05/2020	177441	378941			
1 02426715 85103 2415	C&I SCIENC	INSTRUCT			10.00				
	Invoice Net				10.00				
	CHECK TOTAL				236.20				-----
38116 ALBANESE, JOYCE	00000	INV	05/05/2020	REFUND CANCEL CLASS	378814				
1 1336770 7290 6200	ADULT ED	COMM ED			121.00				
	Invoice Net				121.00				
	CHECK TOTAL				121.00				-----
34814 AMAZON	00002	204484	INV	05/05/2020	443798875979	378936			
1 1336765 84201 6200	GEN ADMIN	OFFICE			29.99				
	Invoice Net				29.99				
34814 AMAZON	00002	204484	INV	05/05/2020	468759986434	378937			
1 1336765 84201 6200	GEN ADMIN	OFFICE			41.39				
	Invoice Net				41.39				
	CHECK TOTAL				71.38				-----
30895 ANGIOLILLO, PAUL	00000	205346	INV	05/05/2020	GREAT TEAS 2/11/20	378816			
1 1336770 81112 6200	ADULT ED	INSTRUCT			45.00				
2 1336770 85103 6200	ADULT ED	INSTRUCT			44.00				
	Invoice Net				89.00				
	CHECK TOTAL				89.00				-----
29770 ARISE CONSULTING SERVI	00001	200552	INV	05/05/2020	CONSULT LC-MAR'20	378348			
1 02456821 83101 2320	SPED/CLINI	PROF TECH			490.00				
	Invoice Net				490.00				

04/29/2020 11:50
csheaTOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTP 3
apwarnt

CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29770	ARISE CONSULTING SERVI	00001	200553	INV	05/05/2020	CONSULT BD-MAR'20	378349		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		220.00			
			Invoice Net			220.00			
29770	ARISE CONSULTING SERVI	00001	200557	INV	05/05/2020	CONSULT PG-MAR'20	378350		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		175.00			
			Invoice Net			175.00			
29770	ARISE CONSULTING SERVI	00001	200558	INV	05/05/2020	CONSULT JK-MAR'20	378351		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		645.00			
			Invoice Net			645.00			
29770	ARISE CONSULTING SERVI	00001	200559	INV	05/05/2020	CONSULT HRL-MAR'20	378352		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		207.50			
			Invoice Net			207.50			
29770	ARISE CONSULTING SERVI	00001	200560	INV	05/05/2020	CONSULT TR-MAR'20	378353		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		315.00			
			Invoice Net			315.00			
29770	ARISE CONSULTING SERVI	00001	200606	INV	05/05/2020	CONSULT GS-MAR'20	378354		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		175.00			
			Invoice Net			175.00			
29770	ARISE CONSULTING SERVI	00001	200874	INV	05/05/2020	CONSULT HC-MAR'20	378355		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		275.00			
			Invoice Net			275.00			
29770	ARISE CONSULTING SERVI	00001	200875	INV	05/05/2020	CONSULT LC-MAR'20	378356		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		685.00			
			Invoice Net			685.00			
29770	ARISE CONSULTING SERVI	00001	200877	INV	05/05/2020	CONSULT DL-MAR'20	378357		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		480.00			
			Invoice Net			480.00			
29770	ARISE CONSULTING SERVI	00001	200878	INV	05/05/2020	CONSULT AM-MAR'20	378358		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		567.50			
			Invoice Net			567.50			
29770	ARISE CONSULTING SERVI	00001	200879	INV	05/05/2020	CONSULT AT-MAR'20	378359		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		976.25			
			Invoice Net			976.25			
29770	ARISE CONSULTING SERVI	00001	203758	INV	05/05/2020	CONSULT DC-1/26-3/15	378360		
	1 02456821 83101 2320		SPED/CLINI	PROF TECH		1,540.00			
			Invoice Net			1,540.00			
			CHECK TOTAL			6,751.25			-----
29514	ARLINGTON CHILDREN'S T	00000	205455	INV	05/05/2020	6771	379121		
	1 1336780 81112 3520		KIDZONE	INSTRUCTIO		2,500.00			
			Invoice Net			2,500.00			
			CHECK TOTAL			2,500.00			-----
21518	ARL/BEL TRANSPORTATION	00002	201203	INV	05/05/2020	3/20-LL+OF	378417		
	1 02816990 83301 3300		TRANS HOM	TRANS		2,010.00			
			Invoice Net			2,010.00			
21518	ARL/BEL TRANSPORTATION	00002	201379	INV	05/05/2020	3/20-AP,EH,JL,IW	378418		

04/29/2020 11:50 | TOWN OF ARLINGTON
cshea | PRELIMINARY DETAIL INVOICE LIST

| P 4
| apwarnt

CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK

	1 02816980 83301	3300		SPED/REIMB TRANS		6,708.00			
				Invoice Net		6,708.00			
						CHECK TOTAL	8,718.00		-----
15881	AUGUST, LOURIE	00000		INV	05/05/2020	REFUND CANCEL CLASS	378817		
	1 1336770 7290	6200		ADULT ED COMM ED		19.00			
				Invoice Net		19.00			
						CHECK TOTAL	19.00		-----
37809	AUTISM SPECTRUM THERAP	00001	203760	INV	05/05/2020	2544547	378361		
	1 02456821 83101	2320		SPED/CLINI PROF TECH		527.63			
				Invoice Net		527.63			
						CHECK TOTAL	527.63		-----
72342	ARLINGTON YOUTH CONSUL	00000	204741	INV	05/05/2020	FY20_1SC	378942		
	1 02366710 83101	2800		C&I HEALTH PROF TECH		24,117.00			
				Invoice Net		24,117.00			
						CHECK TOTAL	24,117.00		-----
38093	BAKER, LINDA	00000		INV	05/05/2020	REFUND CANCEL CLASS	378818		
	1 1336770 7290	6200		ADULT ED COMM ED		121.00			
				Invoice Net		121.00			
						CHECK TOTAL	121.00		-----
24583	BAYSTATE INTERPRETERS,	00001	200548	INV	05/05/2020	308334	378683		
	1 02456857 83101	2330		SPED CONTR PROF TECH		550.00			
				Invoice Net		550.00			
						CHECK TOTAL	550.00		-----
15609	WALKER, INC	00000	201197	INV	05/05/2020	085185	378362		
	1 07506848 83201	9300		CB OOD DAY TUITION		6,271.44			
				Invoice Net		6,271.44			
15609	WALKER, INC	00000	201198	INV	05/05/2020	085186	378363		
	1 07506848 83201	9300		CB OOD DAY TUITION		6,271.44			
				Invoice Net		6,271.44			
						CHECK TOTAL	12,542.88		-----
31731	BELL, AMY MGINLEY	00000	203759	INV	05/05/2020	PSYCH TESTNG-MAR/APR	378364		
	1 02456836 83101	2800		PSYCHOLOGI PROF TECH		2,000.00			
				Invoice Net		2,000.00			
						CHECK TOTAL	2,000.00		-----
36244	BERNIER, TRACY	00000	11680720	INV	05/05/2020	REIM FINDING BALANCE	378422		
	1 02636575 87106	2357		PROF DEV Grad Cours		449.00			
				Invoice Net		449.00			
36244	BERNIER, TRACY	00000	205350	INV	05/05/2020	REIMB ART CLASS EXP	378819		
	1 1336780 85103	3520		KIDZONE INSTRUCT		22.43			
				Invoice Net		22.43			

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PRELIMINARY DETAIL INVOICE LISTP 5
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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	471.43		-----
24170	THE CHILDREN'S CENTER	00000	200546	INV	05/05/2020	58066	378365		
	1 02456845 83201 9300			OOD/AIDE	TUITION	1,717.00			
	2 02456848 83201 9300			TUITION DY	TUITION	81.77			
	3 07506848 83201 9300			CB OOD DAY	TUITION	8,531.23			
				Invoice Net		10,330.00			
						CHECK TOTAL	10,330.00		-----
29177	BOCKLER MARZINA	00000		INV	05/05/2020	REFUND CANCEL CLASS	378820		
	1 1336770 7290 6200			ADULT ED	COMM ED	151.00			
				Invoice Net		151.00			
						CHECK TOTAL	151.00		-----
70500	BOSTON COLLEGE CAMPUS	00002	201212	INV	05/05/2020	3/1/20-3/31/20-DM	378366		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,176.16			
				Invoice Net		5,176.16			
						CHECK TOTAL	5,176.16		-----
38094	BOZKURTIAN,SUSAN	00000		INV	05/05/2020	REFUND CANCEL CLASS	378821		
	1 1336770 7290 6200			ADULT ED	COMM ED	51.00			
				Invoice Net		51.00			
						CHECK TOTAL	51.00		-----
23730	BROCCOLI HALL INC.	00000	201205	INV	05/05/2020	10606	378367		
	1 07506848 83201 9300			CB OOD DAY	TUITION	3,248.49			
				Invoice Net		3,248.49			
						CHECK TOTAL	3,248.49		-----
30897	BRUNO, JEFF	00000	203540	INV	05/05/2020	REIMB TRADER JOE'S	378859		
	1 1955 84000			PE SURVIVA	MISC EXP	196.07			
				Invoice Net		196.07			
						CHECK TOTAL	196.07		-----
70602	BSN SPORTS INC	00001	204789	INV	05/05/2020	908677570	378860		
	1 02026633 85104 3510			ATH/VOLLEY	ATHL SUPPL	1,068.44			
	2 02026647 85104 3510			ATH/G/TNIS	ATHL SUPPL	1,213.48			
				Invoice Net		2,281.92			
70602	BSN SPORTS INC	00001	204172	INV	05/05/2020	302048783	378990		
	1 1436642 85104 3510			ATHL/GIRLS	ATHL SUPPL	3,137.00			
				Invoice Net		3,137.00			
70602	BSN SPORTS INC	00001	204171	INV	05/05/2020	909023887	379122		
	1 1436628 85104 3510			ATHL/BOYS	ATHL SUPPL	5,039.00			
				Invoice Net		5,039.00			
						CHECK TOTAL	10,457.92		-----
71020	CONCORD AREA SPECIAL E	00000	200575	INV	05/05/2020	#20-0513	378368		

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456848 83201 9400			TUITION DY	TUITION	10,007.14			
				Invoice Net		10,007.14			
71020	CONCORD AREA SPECIAL E	00000	204780	INV	05/05/2020	20-0763	378369		
	1 02456848 83201 9400			TUITION DY	TUITION	8,052.00			
				Invoice Net		8,052.00			
				CHECK TOTAL		18,059.14			
33640	EILEEN CATIZONE	00000	205312	INV	05/05/2020	1058	378861		
	1 02216506 85103 2415			ELEM EDUC	INSTRUCT	1,275.00			
				Invoice Net		1,275.00			
				CHECK TOTAL		1,275.00			
10895	CHELMSFORD AUTO ELECTR	00000	205125	INV	05/05/2020	6952	378370		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	559.80			
				Invoice Net		559.80			
				CHECK TOTAL		559.80			
38095	CHRISTOPHER, MATTHEW	00000		INV	05/05/2020	REFUND CANCEL CLASS	378822		
	1 1336770 7290 6200			ADULT ED	COMM ED	184.00			
				Invoice Net		184.00			
				CHECK TOTAL		184.00			
34159	JAMES M. DONAHER	00001	201235	INV	05/05/2020	4427	378371		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	750.48			
				Invoice Net		750.48			
34159	JAMES M. DONAHER	00001	201235	INV	05/05/2020	4438	378372		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	103.44			
				Invoice Net		103.44			
34159	JAMES M. DONAHER	00001	201235	INV	05/05/2020	4442	378775		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	1,617.12			
				Invoice Net		1,617.12			
34159	JAMES M. DONAHER	00001	201235	INV	05/05/2020	4446	378776		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	264.60			
				Invoice Net		264.60			
34159	JAMES M. DONAHER	00001	201235	INV	05/05/2020	4447	378777		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	315.00			
				Invoice Net		315.00			
				CHECK TOTAL		3,050.64			
34217	COGSWELL, BETSEY B.	00000	205348	INV	05/05/2020	FELTED SCARF WRKSH	378823		
	1 1336770 81112 6200			ADULT ED	INSTRUCT	100.00			
	2 1336770 85103 6200			ADULT ED	INSTRUCT	200.00			
				Invoice Net		300.00			
				CHECK TOTAL		300.00			
70962	PSAT/NMSQT	00013	202879	INV	05/05/2020	382049165B	378423		
	1 1951 84000			COLLEGE F	MISC EXP	4,777.00			
				Invoice Net		4,777.00			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	4,777.00		-----
32996 COOPER, RICHARD		00000	205342	INV	05/05/2020	SURVIVALCHAP 1/11-14	378943		
1 02366548 81201	2440	HEALTH/H.S.	TEMP PROF			376.00			
		Invoice Net				376.00			
						CHECK TOTAL	376.00		-----
71080 COSTA FRUIT & PRODUCE		00001	201829	INV	05/05/2020	4409576	378912		
1 03034309 835001		FOOD SERV	FOOD SERVI			105.35			
		Invoice Net				105.35			
						CHECK TOTAL	105.35		-----
71088 COTTING SCHOOL		00000	201216	INV	05/05/2020	17680	378778		
1 07506848 83201	9300	CB OOD DAY	TUITION			9,831.80			
		Invoice Net				9,831.80			
71088 COTTING SCHOOL		00000	201214	INV	05/05/2020	17679	378779		
1 07506848 83201	9300	CB OOD DAY	TUITION			9,831.80			
		Invoice Net				9,831.80			
71088 COTTING SCHOOL		00000	201213	INV	05/05/2020	17761	378780		
1 02456848 83201	9300	TUITION DY	TUITION			4,277.82			
		Invoice Net				4,277.82			
71088 COTTING SCHOOL		00000	200576	INV	05/05/2020	17751	378781		
1 02456851 83201	9300	OOD RESIDE	TUITION			11,963.16			
		Invoice Net				11,963.16			
						CHECK TOTAL	35,904.58		-----
37822 CRANKSHOOTER LLC		00000	204788	INV	05/05/2020	ARLINGTON-030320	378862		
1 02026628 85104	3510	ATHL/LACRO	ATHL SUPPL			544.69			
		Invoice Net				544.69			
						CHECK TOTAL	544.69		-----
34207 DEBESCHE, ZACHARY OSCA		00000	205343	INV	05/05/2020	SURVIVAL CHAP1/11-14	378944		
1 02366548 81201	2440	HEALTH/H.S.	TEMP PROF			188.00			
		Invoice Net				188.00			
						CHECK TOTAL	188.00		-----
18399 DEVEREAUX		00002	200537	INV	05/05/2020	349825MAR20	378782		
1 02456851 83201	9300	OOD RESIDE	TUITION			2,569.59			
		Invoice Net				2,569.59			
18399 DEVEREAUX		00002	200538	INV	05/05/2020	340166MAR20	378783		
1 02456851 83201	9300	OOD RESIDE	TUITION			5,139.18			
		Invoice Net				5,139.18			
18399 DEVEREAUX		00002	201545	INV	05/05/2020	358055MAR20	378784		
1 02456848 83201	9300	TUITION DY	TUITION			6,162.86			
		Invoice Net				6,162.86			
						CHECK TOTAL	13,871.63		-----

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
16537 DEVEREAUX, WILLIAM		00000	205341	INV	05/05/2020	099964	378864		
1 02026620 83804	3510	ATHLE/ADMI	ATHLETIC			70.00			
		Invoice Net				70.00			
						CHECK TOTAL	70.00		-----
30634 DIRECT ENERGY BUSINESS		00002	200462	INV	05/05/2020	HS01790745	378998		
1 02756960 82104	4120	FAC MAINT	NAT GAS			1,544.35			
		Invoice Net				1,544.35			
						CHECK TOTAL	1,544.35		-----
70412 CRYSTAL ROCK		00001	201849	INV	05/05/2020	10357434 031820	378863		
1 195	8999	GUIDANCE	PY CARYOVR			29.32			
		Invoice Net				29.32			
						CHECK TOTAL	29.32		-----
38096 DUVADIE, SARITA		00000		INV	05/05/2020	REFUND CANCEL CLASS	378824		
1 1336770 7290	6200	ADULT ED	COMM ED			230.00			
		Invoice Net				230.00			
						CHECK TOTAL	230.00		-----
22860 ECOLAB FOOD SAFETY SOL		00000	201513	INV	05/05/2020	96334109	378913		
1 03034309 835000		FOOD SERV	FOOD SERV/			134.41			
		Invoice Net				134.41			
						CHECK TOTAL	134.41		-----
71410 EDCO COLLABORATIVE		00000	200578	INV	05/05/2020	1201683	378785		
1 02456848 83201	9400	TUITION DY	TUITION			6,988.80			
		Invoice Net				6,988.80			
71410 EDCO COLLABORATIVE		00000	200579	INV	05/05/2020	1201686	378786		
1 02456848 83201	9400	TUITION DY	TUITION			6,988.80			
		Invoice Net				6,988.80			
						CHECK TOTAL	13,977.60		-----
38097 EGAN, MARTHA		00000		INV	05/05/2020	REFUND CANCEL CLASS	378825		
1 1336770 7290	6200	ADULT ED	COMM ED			131.00			
		Invoice Net				131.00			
						CHECK TOTAL	131.00		-----
34229 EI US, LLC..		00003	200128	INV	05/05/2020	INV53851	378373		
1 02456803 83101	2310	SPED/TUTOR	PROF TECH			100.00			
		Invoice Net				100.00			
						CHECK TOTAL	100.00		-----
35245 ELLENBERG-DUKAS, NAOMI		00000	205380	INV	05/05/2020	KUMIHIMO 2/25-3/3/20	378826		
1 1336770 81112	6200	ADULT ED	INSTRUCT			240.00			
		Invoice Net				240.00			
						CHECK TOTAL	240.00		-----

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
38039	EMPIRE REALTY LLC	00000	205295	INV	05/05/2020	1002	379002		
	1 02756960 82407	4220	FAC MAINT	MASONRY		4,500.00			
			Invoice Net			4,500.00			
						CHECK TOTAL	4,500.00		-----
1847	EVERSOURCE	00192	205151	INV	05/05/2020	25603711000 4/8/20	378999		
	1 02756960 82103	4130	FAC MAINT	POWER ELEC		67.87			
			Invoice Net			67.87			
1847	EVERSOURCE	00192	205151	INV	05/05/2020	26766021005 3/30/20	379000		
	1 02756960 82103	4130	FAC MAINT	POWER ELEC		13.62			
			Invoice Net			13.62			
1847	EVERSOURCE	00192	205151	INV	05/05/2020	26766011006 3/30/20	379001		
	1 02756960 82103	4130	FAC MAINT	POWER ELEC		9.38			
			Invoice Net			9.38			
						CHECK TOTAL	90.87		-----
33004	F.W. WEBB COMPANY	00000	205392	INV	05/05/2020	66500301	379003		
	1 02756960 84303	4220	FAC MAINT	PLUMBING		245.70			
			Invoice Net			245.70			
33004	F.W. WEBB COMPANY	00000	205392	INV	05/05/2020	66533581	379004		
	1 02756960 84303	4220	FAC MAINT	PLUMBING		614.96			
			Invoice Net			614.96			
						CHECK TOTAL	860.66		-----
10670	FERRARO, DEBORAH	00000		INV	05/05/2020	REFUND CANCEL CLASS	378827		
	1 1336770 7290	6200	ADULT ED	COMM ED		216.00			
			Invoice Net			216.00			
						CHECK TOTAL	216.00		-----
37609	FLANAGAN, JEAN P	00000	205351	INV	05/05/2020	POETRY EXPLORATION	378829		
	1 1336770 81112	6200	ADULT ED	INSTRUCT		112.50			
			Invoice Net			112.50			
						CHECK TOTAL	112.50		-----
18483	FLLAC EDUCATIONAL COLL	00000	204690	INV	05/05/2020	20A4ed3	378374		
	1 02456848 83201	9400	TUITION DY	TUITION		13,145.36			
			Invoice Net			13,145.36			
						CHECK TOTAL	13,145.36		-----
6675	FOSKETT, MARY ANNA	00000		INV	05/05/2020	REFUND CANCEL CLASS	378830		
	1 1336770 7290	6200	ADULT ED	COMM ED		95.00			
			Invoice Net			95.00			
						CHECK TOTAL	95.00		-----
38098	GARMAN, CLARE	00000		INV	05/05/2020	REFUND CANCEL CLASS	378831		
	1 1336770 7290	6200	ADULT ED	COMM ED		181.00			
			Invoice Net			181.00			

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20264

05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	181.00		-----
71736 THE MARGARET GIFFORD S	00000	201217	INV	05/05/2020	020267	378375			
1 07506848 83201 9300	CB OOD DAY	TUITION			7,840.80				
	Invoice Net				7,840.80				
71736 THE MARGARET GIFFORD S	00000	201218	INV	05/05/2020	020312	378376			
1 07506848 83201 9300	CB OOD DAY	TUITION			7,840.80				
	Invoice Net				7,840.80				
71736 THE MARGARET GIFFORD S	00000	201219	INV	05/05/2020	020318	378377			
1 07506848 83201 9300	CB OOD DAY	TUITION			7,840.80				
	Invoice Net				7,840.80				
						CHECK TOTAL	23,522.40		-----
37970 GREENFIELD, NAOMI	00000	205354	INV	05/05/2020	BALLOON TWISTING	378832			
1 1336770 81112 6200	ADULT ED	INSTRUCT			37.50				
2 1336770 85103 6200	ADULT ED	INSTRUCT			63.00				
	Invoice Net				100.50				
						CHECK TOTAL	100.50		-----
26965 GREINER,STEPHANIE	00000	202522	INV	05/05/2020	REIMB MILEGE-FEB'20	378378			
1 02456806 87101 2110	SPED ADM M	BUS TRAVEL			9.78				
	Invoice Net				9.78				
26965 GREINER,STEPHANIE	00000	202522	INV	05/05/2020	REIMB MILEGE-MAR'20	378379			
1 02456806 87101 2110	SPED ADM M	BUS TRAVEL			6.33				
	Invoice Net				6.33				
						CHECK TOTAL	16.11		-----
75061 THE GUILD FOR HUMAN SE	00000	201230	INV	05/05/2020	7190	378787			
1 02456845 83201 9300	OOD/AIDE	TUITION			3,528.00				
2 02456848 83201 9300	TUITION DY	TUITION			400.00				
3 07506848 83201 9300	CB OOD DAY	TUITION			12,584.88				
	Invoice Net				16,512.88				
75061 THE GUILD FOR HUMAN SE	00000	201231	INV	05/05/2020	7186	378788			
1 07506848 83201 9300	CB OOD DAY	TUITION			12,584.88				
	Invoice Net				12,584.88				
						CHECK TOTAL	29,097.76		-----
38099 HAIR, PATRICIA	00000		INV	05/05/2020	REFUND CANCEL CLASS	378833			
1 1336770 7290 6200	ADULT ED	COMM ED			25.00				
	Invoice Net				25.00				
						CHECK TOTAL	25.00		-----
38100 HENDERSON, THERESE	00000		INV	05/05/2020	REFUND CANCEL CLASS	378834			
1 1336770 7290 6200	ADULT ED	COMM ED			155.00				
	Invoice Net				155.00				
						CHECK TOTAL	155.00		-----

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
38101 HENRICH, CAROL		00000		INV	05/05/2020	REFUND CANCEL CLASS	378835		
1 1336770 7290 6200		ADULT ED		COMM ED		84.00			
		Invoice Net				84.00			
						CHECK TOTAL	84.00		-----
37801 HERSHEY CREAMERY COMP		00001	203888	INV	05/05/2020	INVE0015074795	378914		
1 03034309 835001		FOOD SERV		FOOD SERVI		351.84			
		Invoice Net				351.84			
						CHECK TOTAL	351.84		-----
35816 HINTON, CATHERINE		00000		INV	05/05/2020	REFUND CANCEL CLASS	378836		
1 1336770 7290 6200		ADULT ED		COMM ED		186.00			
		Invoice Net				186.00			
						CHECK TOTAL	186.00		-----
36583 HOME DEPOT USA INC		00001	200978	INV	05/05/2020	541387593	379005		
1 02756965 82904 4110		CUSTODIAL		CUSTODIAL		180.07			
		Invoice Net				180.07			
36583 HOME DEPOT USA INC		00001	200978	INV	05/05/2020	539746982	379006		
1 02756965 82904 4110		CUSTODIAL		CUSTODIAL		966.76			
		Invoice Net				966.76			
						CHECK TOTAL	1,146.83		-----
38102 JELLINEK, RACHEL		00000		INV	05/05/2020	REFUND CANCEL CLASS	378837		
1 1336770 7290 6200		ADULT ED		COMM ED		39.00			
		Invoice Net				39.00			
						CHECK TOTAL	39.00		-----
27988 JOE WARREN & SONS CO.,		00000	201515	INV	05/05/2020	209843	378917		
1 03034309 865000		FOOD SERV		FOOD SERV/		336.16			
		Invoice Net				336.16			
						CHECK TOTAL	336.16		-----
72233 JUDGE BAKER CHILDREN'S		00000	201221	INV	05/05/2020	MAR2002	378380		
1 07506848 83201 9300		CB OOD DAY		TUITION		11,435.82			
		Invoice Net				11,435.82			
						CHECK TOTAL	11,435.82		-----
19317 JUSTICE RESOURCE INSTI		00000	200543	INV	05/05/2020	2350920ARL-MK	378381		
1 02456851 83201 9300		OOD RESIDE		TUITION		8,825.70			
		Invoice Net				8,825.70			
19317 JUSTICE RESOURCE INSTI		00000	201199	INV	05/05/2020	2450920ARL-RM	378382		
1 07506848 83201 9300		CB OOD DAY		TUITION		5,582.43			
		Invoice Net				5,582.43			
19317 JUSTICE RESOURCE INSTI		00000	202865	INV	05/05/2020	3850920ARL	378383		
1 02456851 83201 9300		OOD RESIDE		TUITION		8,825.39			
		Invoice Net				8,825.39			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	23,233.52		-----
72363	LABBB COLLABORATIVE	00000	200881	INV	05/05/2020	300207		378789	
	1 02816980 83301 3300			SPED/REIMB TRANS		40,879.57			
				Invoice Net		40,879.57			
						CHECK TOTAL	40,879.57		-----
38104	LABONTE JR, CLARENCE	00000		INV	05/05/2020	REFUND CANCEL CLASS		378839	
	1 1336770 7290 6200			ADULT ED COMM ED		115.00			
				Invoice Net		115.00			
						CHECK TOTAL	115.00		-----
37905	LANCELLOTTI, ISABELLA	00000	205353	INV	05/05/2020	TEEN AIDE 12/30-3/12		378840	
	1 1336770 81202 6200			ADULT ED TEMP SAL		151.25			
				Invoice Net		151.25			
						CHECK TOTAL	151.25		-----
19990	LATHAM CENTERS, INC	00000	200544	INV	05/05/2020	040123		378384	
	1 02456851 83201 9300			OOD RESIDE TUITION		20,722.26			
				Invoice Net		20,722.26			
						CHECK TOTAL	20,722.26		-----
72433	LEAGUE SCHOOL OF GREAT	00000	201224	INV	05/05/2020	006845		378791	
	1 07506848 83201 9300			CB OOD DAY TUITION		10,519.30			
				Invoice Net		10,519.30			
						CHECK TOTAL	10,519.30		-----
72441	LEARNING PREP SCHOOL I	00001	203762	INV	05/05/2020	55715-NC		378386	
	1 02456848 83201 9300			TUITION DY TUITION		1,625.35			
				Invoice Net		1,625.35			
72441	LEARNING PREP SCHOOL I	00001	201225	INV	05/05/2020	55715-NW		378387	
	1 07506848 83201 9300			CB OOD DAY TUITION		4,323.42			
				Invoice Net		4,323.42			
						CHECK TOTAL	5,948.77		-----
37853	LEBEL, ANIQUE	00000	204157	INV	05/05/2020	PSYCH EVAL 4/6/20		378385	
	1 02456836 83101 2800			PSYCHOLOGI PROF TECH		800.00			
				Invoice Net		800.00			
						CHECK TOTAL	800.00		-----
36217	LEWIS, CINDY ANNE	00000	205381	INV	05/05/2020	ESSEINTRICS 1/16-3/12		378841	
	1 1336770 81112 6200			ADULT ED INSTRUCT		100.00			
				Invoice Net		100.00			
						CHECK TOTAL	100.00		-----
75093	LIGHTHOUSE SCHOOL INC	00000	201232	INV	05/05/2020	0320003-PG		378388	
	1 07506848 83201 9300			CB OOD DAY TUITION		10,672.20			
				Invoice Net		10,672.20			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
75093	LIGHTHOUSE SCHOOL INC	00000	201234	INV	05/05/2020	0320003-TG	378389		
1	07506848 83201	9300	CB OOD DAY	TUITION		5,336.10			
			Invoice Net			5,336.10			
			CHECK TOTAL			16,008.30			-----
37783	MARCIA BRENNER ASSOCIA	00000	205115	INV	05/05/2020	INV-200238	378425		
1	02636575 87202	2357	PROF DEV	TRAINING		672.00			
			Invoice Net			672.00			
			CHECK TOTAL			672.00			-----
29812	MARKET BASKET	00001	200117	INV	05/05/2020	OMS-MAR'20	378882		
1	02036518 85103	2415	FAM/CONS S	INSTRUCT		72.31			
			Invoice Net			72.31			
			CHECK TOTAL			72.31			-----
29812	MARKET BASKET	00001	201939	INV	05/05/2020	#200154004-MAR'20	378884		
1	02016518 84902	2415	FAM/CONS S	FOOD SUPPL		72.38			
2	02016518 85103	2415	FAM/CONS S	INSTRUCT		129.93			
			Invoice Net			202.31			
			CHECK TOTAL			202.31			-----
12897	THE MAY INSTITUTE INC.	00001	203787	INV	05/05/2020	2506875	378424		
1	14120101 83101	2357	SAFE&SUPP	CONSULT		2,340.00			
			Invoice Net			2,340.00			
			CHECK TOTAL			2,340.00			-----
12897	THE MAY INSTITUTE INC.	00001	200532	INV	05/05/2020	692875	378792		
1	02456851 83201	9300	OOD RESIDE	TUITION		21,026.99			
			Invoice Net			21,026.99			
			CHECK TOTAL			21,026.99			-----
38105	MCCARTY, WILLIAM	00000		INV	05/05/2020	REFUND CANCEL CLASS	378842		
1	1336770 7290	6200	ADULT ED	COMM ED		45.00			
			Invoice Net			45.00			
			CHECK TOTAL			45.00			-----
38106	MCCLELLAN, ANITA	00000		INV	05/05/2020	REFUND CANCEL CLASS	378843		
1	1336770 7290	6200	ADULT ED	COMM ED		45.00			
			Invoice Net			45.00			
			CHECK TOTAL			45.00			-----
32722	MCKESSON MEDICAL-SURGI	00001	11673220	INV	05/05/2020	85116330	379124		
1	02496554 85201	3200	HEALTH SRV	MED SUPPLY		57.20			
			Invoice Net			57.20			
32722	MCKESSON MEDICAL-SURGI	00001	11673520	INV	05/05/2020	76780820	379125		
1	02496554 85201	3200	HEALTH SRV	MED SUPPLY		16.29			
			Invoice Net			16.29			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32722 MCKESSON MEDICAL-SURGI	00001 11673520	INV	05/05/2020			76793640	379126		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				49.84			
	Invoice Net					49.84			
32722 MCKESSON MEDICAL-SURGI	00001 11673520	INV	05/05/2020			76800140	379127		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				15.84			
	Invoice Net					15.84			
32722 MCKESSON MEDICAL-SURGI	00001 11673520	CRM	05/05/2020			69456517	379128		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				-7.00			
	Invoice Net					-7.00			
32722 MCKESSON MEDICAL-SURGI	00001 11673720	INV	05/05/2020			78108235	379129		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				50.85			
	Invoice Net					50.85			
32722 MCKESSON MEDICAL-SURGI	00001 11673920	INV	05/05/2020			75147042	379130		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				94.08			
	Invoice Net					94.08			
32722 MCKESSON MEDICAL-SURGI	00001 11674820	INV	05/05/2020			01814500	379131		
1 02496554 85201 3200	HEALTH SRV	MED SUPPLY				181.80			
	Invoice Net					181.80			
32722 MCKESSON MEDICAL-SURGI	00001 204793	INV	05/05/2020			79102797	379132		
1 152 8300	BLDG USER	CONT/SERV				378.06			
	Invoice Net					378.06			
32722 MCKESSON MEDICAL-SURGI	00001 204795	INV	05/05/2020			79120854	379133		
1 152 8300	BLDG USER	CONT/SERV				504.08			
	Invoice Net					504.08			
32722 MCKESSON MEDICAL-SURGI	00001 204796	INV	05/05/2020			79075013	379134		
1 152 8300	BLDG USER	CONT/SERV				152.91			
	Invoice Net					152.91			
32722 MCKESSON MEDICAL-SURGI	00001 204796	INV	05/05/2020			78999551	379135		
1 152 8300	BLDG USER	CONT/SERV				225.15			
	Invoice Net					225.15			
32722 MCKESSON MEDICAL-SURGI	00001 204797	INV	05/05/2020			79075046	379136		
1 152 8300	BLDG USER	CONT/SERV				101.94			
	Invoice Net					101.94			
32722 MCKESSON MEDICAL-SURGI	00001 204797	INV	05/05/2020			78998883	379137		
1 152 8300	BLDG USER	CONT/SERV				150.10			
	Invoice Net					150.10			
32722 MCKESSON MEDICAL-SURGI	00001 204802	INV	05/05/2020			79078109	379138		
1 152 8300	BLDG USER	CONT/SERV				560.67			
	Invoice Net					560.67			
CHECK TOTAL						2,531.81			
72813 MCLEAN HOSPITAL	00001 201226	INV	05/05/2020			IN01536612	378390		
1 07506848 83201 9300	CB OOD DAY	TUITION				8,096.44			
	Invoice Net					8,096.44			
72813 MCLEAN HOSPITAL	00001 201227	INV	05/05/2020			IN01536614	378391		
1 07506848 83201 9300	CB OOD DAY	TUITION				8,096.44			
	Invoice Net					8,096.44			

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72813 MCLEAN HOSPITAL		00001	204693	INV	05/05/2020	IN01536613	378392		
1 02456848 83201	9300			TUITION DY		4,048.22			
				Invoice Net		4,048.22			
				CHECK TOTAL		20,241.10			-----
38107 MCNEIL, KATHLEEN		00000		INV	05/05/2020	REFUND CANCEL CLASS	378844		
1 1336770 7290	6200			ADULT ED	COMM ED	145.00			
				Invoice Net		145.00			
				CHECK TOTAL		145.00			-----
15684 MELMARK NEW ENGLAND		00001	200535	INV	05/05/2020	0030153-IN	378393		
1 02456845 83201	9300			OOD/AIDE	TUITION	1,036.80			
2 02456851 83201	9300			OOD RESIDE	TUITION	11,703.74			
				Invoice Net		12,740.54			
				CHECK TOTAL		12,740.54			-----
22727 MILESTONES, INC.		00000	201204	INV	05/05/2020	26020	378394		
1 07506848 83201	9300			CB OOD DAY	TUITION	9,911.88			
				Invoice Net		9,911.88			
				CHECK TOTAL		9,911.88			-----
38108 MOHAN, BARB		00000		INV	05/05/2020	REFUND CANCEL CLASS	378845		
1 1336770 7290	6200			ADULT ED	COMM ED	151.00			
				Invoice Net		151.00			
				CHECK TOTAL		151.00			-----
33270 MONTROYA, ELYSE M		00000	205347	INV	05/05/2020	ONE-ACT PLAYS	378846		
1 1336770 81112	6200			ADULT ED	INSTRUCT	400.00			
				Invoice Net		400.00			
				CHECK TOTAL		400.00			-----
38103 MURPHY-KOTYAN, CARMEL		00000		INV	05/05/2020	REFUND CANCEL CLASS	378838		
1 1336770 7290	6200			ADULT ED	COMM ED	89.00			
				Invoice Net		89.00			
				CHECK TOTAL		89.00			-----
20455 NASHOBA LEARNING GROUP		00000	201200	INV	05/05/2020	018457	378395		
1 07506848 83201	9300			CB OOD DAY	TUITION	5,150.00			
				Invoice Net		5,150.00			
				CHECK TOTAL		5,150.00			-----
24571 NATIONAL GRID		00004	200457	INV	05/05/2020	60000-00055 3/6/20	379120		
1 02756960 82104	4120			FAC MAINT	NAT GAS	36,164.48			
				Invoice Net		36,164.48			
				CHECK TOTAL		36,164.48			-----
33157 NEW ENGLAND ICE CREAM		00001	202587	INV	05/05/2020	5582007211	378928		

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 03034309 835001			FOOD SERV	FOOD SERVI	148.74			
				Invoice Net		148.74			
33157 NEW ENGLAND ICE CREAM	00001 202587 INV 05/05/2020					50020856	378929		
	1 03034309 835001			FOOD SERV	FOOD SERVI	99.00			
				Invoice Net		99.00			
33157 NEW ENGLAND ICE CREAM	00001 202587 INV 05/05/2020					4172010001	378930		
	1 03034309 835001			FOOD SERV	FOOD SERVI	266.10			
				Invoice Net		266.10			
				CHECK TOTAL		513.84			-----
24772 NEW ENGLAND ACADEMY,LL	00000 201206 INV 05/05/2020					ARL0320C	378398		
	1 07506848 83201 9300 CB OOD DAY TUITION					7,222.16			
				Invoice Net		7,222.16			
24772 NEW ENGLAND ACADEMY,LL	00000 201207 INV 05/05/2020					ARL0320K	378399		
	1 07506848 83201 9300 CB OOD DAY TUITION					7,222.16			
				Invoice Net		7,222.16			
24772 NEW ENGLAND ACADEMY,LL	00000 201208 INV 05/05/2020					ARL0320	378400		
	1 07506848 83201 9300 CB OOD DAY TUITION					7,222.16			
				Invoice Net		7,222.16			
24772 NEW ENGLAND ACADEMY,LL	00000 201547 INV 05/05/2020					ARL0320M	378401		
	1 02456848 83201 9300 TUITION DY TUITION					7,222.16			
				Invoice Net		7,222.16			
				CHECK TOTAL		28,888.64			-----
32461 NEW ENGLAND TRANSIT SA	00000 200564 INV 05/05/2020					01S111424	378396		
	1 02816970 84802 3300 TRANS ED VEHICLE RE					428.82			
				Invoice Net		428.82			
				CHECK TOTAL		428.82			-----
28922 NEW YORK TIMES	00001 202050 INV 05/05/2020					3/16/20-4/12/20	378870		
	1 02016563 85106 2410 LIBRARY/ME TEXTBOOKS					18.00			
				Invoice Net		18.00			
28922 NEW YORK TIMES	00001 202050 INV 05/05/2020					4/13/20-5/10/20	378871		
	1 02016563 85106 2410 LIBRARY/ME TEXTBOOKS					8.40			
				Invoice Net		8.40			
				CHECK TOTAL		26.40			-----
38109 NOLAN, LOUISE MARY	00000 INV 05/05/2020					REFUND CANCEL CLASS	378847		
	1 1336770 7290 6200 ADULT ED COMM ED					290.00			
				Invoice Net		290.00			
				CHECK TOTAL		290.00			-----
73227 NORTSHORE EDUCATION C	00000 204218 INV 05/05/2020					032528	378403		
	1 02456848 83201 9100 TUITION DY TUITION					2,415.00			
				Invoice Net		2,415.00			
				CHECK TOTAL		2,415.00			-----

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
38110 PARKER, ROBYN		00000		INV	05/05/2020	REFUND CANCEL CLASS	378848		
1 1336770 7290 6200		ADULT ED		COMM ED		121.00			
		Invoice Net				121.00			
				CHECK TOTAL		121.00			-----
73408 PERKINS SCHOOL FOR THE		00000	201228	INV	05/05/2020	077896	378795		
1 07506848 83201 9300		CB OOD DAY		TUITION		15,346.54			
		Invoice Net				15,346.54			
73408 PERKINS SCHOOL FOR THE		00000	201229	INV	05/05/2020	077900	378796		
1 07506848 83201 9300		CB OOD DAY		TUITION		12,559.80			
		Invoice Net				12,559.80			
73408 PERKINS SCHOOL FOR THE		00000	200602	INV	05/05/2020	077791	378797		
1 02456851 83201 9300		OOD RESIDE		TUITION		34,382.48			
		Invoice Net				34,382.48			
				CHECK TOTAL		62,288.82			-----
20148 DOCTOR FRANKLIN PERKIN		00000	201366	INV	05/05/2020	IVC075755	378794		
1 07506848 83201 9300		CB OOD DAY		TUITION		6,414.83			
		Invoice Net				6,414.83			
				CHECK TOTAL		6,414.83			-----
38111 POLCARI, LYNNE		00000		INV	05/05/2020	REFUND CANCEL CLASS	378849		
1 1336770 7290 6200		ADULT ED		COMM ED		81.00			
		Invoice Net				81.00			
				CHECK TOTAL		81.00			-----
36331 POTTER, CHARLES BENJAH		00000	205344	INV	05/05/2020	SURVIVAL CHAP1/11-14	378945		
1 02366548 81201 2440		HEALTH/H.S		TEMP PROF		376.00			
		Invoice Net				376.00			
				CHECK TOTAL		376.00			-----
13911 PUBLIC CONSULTING GROU		00001	200622	INV	05/05/2020	203994/203995	378963		
1 0191487 5706		GROUP HEAL		FEDERAL ME		1,642.72			
2 02666920 83101 1410		BUS OFFICE		PROF TECH		1,642.72			
		Invoice Net				3,285.44			
				CHECK TOTAL		3,285.44			-----
29838 MARTICORENA-QUEVEDO, K		00000	11672720	INV	05/05/2020	REIMB LEADING CHARGE	378865		
1 02636575 87106 2357		PROF DEV		Grad Cours		858.00			
		Invoice Net				858.00			
				CHECK TOTAL		858.00			-----
11938 RICOH USA, INC		00005	203646	INV	05/05/2020	103520800	378866		
1 02666920 82703 7400		BUS OFFICE		RENT EQUIP		9,570.95			
		Invoice Net				9,570.95			
11938 RICOH USA, INC		00005	203646	INV	05/05/2020	103520785	378869		
1 5753007 585015		COPIER		COPIER LEA		1,267.28			
		Invoice Net				1,267.28			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	10,838.23		-----
23093 A. RUSSO & SONS, INC.	00000	201822	INV	05/05/2020		688573	378919		
1 03034309 835001		FOOD SERV	FOOD SERVI			266.60			
		Invoice Net				266.60			
23093 A. RUSSO & SONS, INC.	00000	201822	INV	05/05/2020		688575	378921		
1 03034309 835001		FOOD SERV	FOOD SERVI			1,199.85			
		Invoice Net				1,199.85			
						CHECK TOTAL	1,466.45		-----
38113 SCHMITT, MARGARET	00000		INV	05/05/2020		REFUND CANCEL CLASS	378850		
1 1336770 7290 6200		ADULT ED	COMM ED			106.00			
		Invoice Net				106.00			
						CHECK TOTAL	106.00		-----
37623 SCHOOL FOOD SERVICES O	00000	202639	INV	05/05/2020		14022	378922		
1 03034309 865000		FOOD SERV	FOOD SERV/			240.00			
		Invoice Net				240.00			
						CHECK TOTAL	240.00		-----
29370 SCHOOL SPECIALTY, INC.	00006	65034020	INV	05/05/2020		208124382317	378419		
1 02096506 85103 2415		ELEM EDUC	INSTRUCT			98.74			
		Invoice Net				98.74			
29370 SCHOOL SPECIALTY, INC.	00006	65039720	INV	05/05/2020		208124674868	378420		
1 02056507 85103 2415		GIBBS TEMP	INSTRUCT			132.30			
		Invoice Net				132.30			
						CHECK TOTAL	231.04		-----
34250 SCARAPPA, JANINE	00000	205349	INV	05/05/2020		PUFF PASTRY & CHOCOL	378851		
1 1336770 81112 6200		ADULT ED	INSTRUCT			250.00			
2 1336770 85103 6200		ADULT ED	INSTRUCT			350.00			
		Invoice Net				600.00			
						CHECK TOTAL	600.00		-----
73852 SEEM COLLABORATIVE	00000	200604	INV	05/05/2020		78078	378407		
1 02456848 83201 9400		TUITION DY	TUITION			7,161.00			
		Invoice Net				7,161.00			
73852 SEEM COLLABORATIVE	00000	200605	INV	05/05/2020		78079	378409		
1 02456848 83201 9400		TUITION DY	TUITION			7,161.00			
		Invoice Net				7,161.00			
73852 SEEM COLLABORATIVE	00000	201549	INV	05/05/2020		78077	378410		
1 02456848 83201 9400		TUITION DY	TUITION			7,161.00			
		Invoice Net				7,161.00			
						CHECK TOTAL	21,483.00		-----
28807 SEVEN HILLS PEDIATRIC	00001	201210	INV	05/05/2020		09-146635	378412		
1 07506848 83201 9300		CB OOD DAY	TUITION			4,391.86			
		Invoice Net				4,391.86			

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
28807	SEVEN HILLS PEDIATRIC	00001	201211	INV	05/05/2020	09-146636	378413		
	1 07506848 83201 9300			CB OOD DAY TUITION		4,391.86			
				Invoice Net		4,391.86			
				CHECK TOTAL		8,783.72			-----
15502	SHEA, ELAINE	00000		INV	05/05/2020	REFUND CANCEL CLASS	378852		
	1 1336770 7290 6200			ADULT ED COMM ED		95.00			
				Invoice Net		95.00			
				CHECK TOTAL		95.00			-----
14892	STANDARD CHAIR OF GARD	00000	11681620	INV	05/05/2020	INV288038	378964		
	1 02576900 84201 1110			SCHOOL COM OFFICE		418.00			
				Invoice Net		418.00			
				CHECK TOTAL		418.00			-----
20728	TRICON SPORTS	00001	204742	INV	05/05/2020	24127	378879		
	1 02026645 85104 3510			ATHL/G/SOFT ATHL SUPPL		700.00			
				Invoice Net		700.00			
20728	TRICON SPORTS	00001	204883	INV	05/05/2020	24275	378968		
	1 02026645 85104 3510			ATHL/G/SOFT ATHL SUPPL		764.89			
				Invoice Net		764.89			
20728	TRICON SPORTS	00001	204885	INV	05/05/2020	24276	378969		
	1 02026621 85104 3510			ATHL/BASEB ATHL SUPPL		1,637.68			
				Invoice Net		1,637.68			
20728	TRICON SPORTS	00001	204886	INV	05/05/2020	24388	378970		
	1 02026621 85104 3510			ATHL/BASEB ATHL SUPPL		239.76			
				Invoice Net		239.76			
20728	TRICON SPORTS	00001	204886	INV	05/05/2020	24389	378971		
	1 02026621 85104 3510			ATHL/BASEB ATHL SUPPL		719.60			
				Invoice Net		719.60			
				CHECK TOTAL		4,061.93			-----
18488	TEACHERS COLLEGE, COLUM	00001	201587	INV	05/05/2020	TCRWP-169215	378965		
	1 02636575 87202 2357			PROF DEV TRAINING		800.00			
				Invoice Net		800.00			
				CHECK TOTAL		800.00			-----
28746	CREDLE-THOMAS, MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-SEPT'19	378872		
	1 1322020 87202 2357			METCO GRNT TRAVEL		23.43			
				Invoice Net		23.43			
28746	CREDLE-THOMAS, MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-OCT'19	378873		
	1 1322020 87202 2357			METCO GRNT TRAVEL		42.80			
				Invoice Net		42.80			
28746	CREDLE-THOMAS, MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-NOV'19	378874		
	1 1322020 87202 2357			METCO GRNT TRAVEL		32.65			
				Invoice Net		32.65			
28746	CREDLE-THOMAS, MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-DEC'19	378875		

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 1322020 87202 2357	METCO GRNT	TRAVEL			37.12			
		Invoice Net				37.12			
28746	CREDLE-THOMAS,MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-JAN'20	378876		
	1 1322020 87202 2357	METCO GRNT	TRAVEL			40.22			
		Invoice Net				40.22			
28746	CREDLE-THOMAS,MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-FEB'20	378877		
	1 1322020 87202 2357	METCO GRNT	TRAVEL			34.56			
		Invoice Net				34.56			
28746	CREDLE-THOMAS,MARGARET	00000	202225	INV	05/05/2020	REIMB MILEGE-MAR'20	378878		
	1 1322020 87202 2357	METCO GRNT	TRAVEL			9.80			
		Invoice Net				9.80			
						CHECK TOTAL	220.58		-----
22736	THURSTON FOODS,INC.	00000	200116	INV	05/05/2020	331417	378880		
	1 02036518 85103 2415	FAM/CONS S	INSTRUCT			26.45			
		Invoice Net				26.45			
22736	THURSTON FOODS,INC.	00000	200116	INV	05/05/2020	332681	378881		
	1 02036518 85103 2415	FAM/CONS S	INSTRUCT			142.10			
		Invoice Net				142.10			
22736	THURSTON FOODS,INC.	00000	202586	INV	05/05/2020	336611	378924		
	1 03034309 835001	FOOD SERV	FOOD SERVI			2,113.25			
		Invoice Net				2,113.25			
22736	THURSTON FOODS,INC.	00000	202586	INV	05/05/2020	332680	378926		
	1 03034309 835001	FOOD SERV	FOOD SERVI			1,715.70			
		Invoice Net				1,715.70			
22736	THURSTON FOODS,INC.	00000	202586	INV	05/05/2020	337483	378927		
	1 03034309 835001	FOOD SERV	FOOD SERVI			1,783.65			
		Invoice Net				1,783.65			
						CHECK TOTAL	5,781.15		-----
22736	THURSTON FOODS,INC.	00000	201937	INV	05/05/2020	331419	378890		
	1 02016518 85103 2415	FAM/CONS S	INSTRUCT			300.88			
		Invoice Net				300.88			
						CHECK TOTAL	300.88		-----
32120	TRINITY COMMUNICATIONS	00000	204786	INV	05/05/2020	10806	378946		
	1 201 84000	GILBERT &	MISC			181.17			
		Invoice Net				181.17			
						CHECK TOTAL	181.17		-----
37152	TSA CONSULTING GROUP I	00000	200025	INV	05/05/2020	51071	378947		
	1 02636935 81730 5100	HUMAN RES/	PENSIONS			343.10			
		Invoice Net				343.10			
						CHECK TOTAL	343.10		-----
37892	UNGER, LAWRENCE	00000	205352	INV	05/05/2020	BANJO 1/15-3/11/20	378853		
	1 1336770 81112 6200	ADULT ED	INSTRUCT			600.00			
		Invoice Net				600.00			

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	600.00		-----
27119 VALLEY COLLABORATIVE	00000	200872	INV	05/05/2020		2008024	378798		
1 02456845 83201 9300	OOD/AIDE	TUITION				1,092.00			
2 02456848 83201 9400	TUITION DY	TUITION				5,227.00			
	Invoice Net					6,319.00			
27119 VALLEY COLLABORATIVE	00000	200873	INV	05/05/2020		2008026	378799		
1 02456848 83201 9400	TUITION DY	TUITION				4,945.00			
	Invoice Net					4,945.00			
						CHECK TOTAL	11,264.00		-----
34116 VANDERPUT, HENRIETTE	00000	205379	INV	05/05/2020		KNITTING1/16-2/27/20	378854		
1 1336770 81112 6200	ADULT ED	INSTRUCT				180.00			
	Invoice Net					180.00			
						CHECK TOTAL	180.00		-----
27482 VARITRONICS LLC	00000	204959	INV	05/05/2020		PSI-119162	378948		
1 02056507 85101 2430	GIBBS TEMP	REPRO SUPP				182.38			
	Invoice Net					182.38			
27482 VARITRONICS LLC	00000	204960	INV	05/05/2020		PSI-119161	378950		
1 02056507 85101 2430	GIBBS TEMP	REPRO SUPP				234.24			
	Invoice Net					234.24			
27482 VARITRONICS LLC	00000	205340	INV	05/05/2020		PSI-119273	379123		
1 02066506 84201 2430	ELEM EDUC	OFFICE				1,291.65			
	Invoice Net					1,291.65			
						CHECK TOTAL	1,708.27		-----
22691 VARONE, LINDA R.	00000	205345	INV	05/05/2020		COLOR CONFIDENCE	378855		
1 1336770 81112 6200	ADULT ED	INSTRUCT				50.00			
	Invoice Net					50.00			
						CHECK TOTAL	50.00		-----
27062 VERGNANI, DIANE	00000		INV	05/05/2020		REFUND CANCEL CLASS	378856		
1 1336770 7290 6200	ADULT ED	COMM ED				121.00			
	Invoice Net					121.00			
						CHECK TOTAL	121.00		-----
13181 W. B. MASON CO INC	00001	200533	INV	05/05/2020		209324622	378414		
1 02816970 84802 3300	TRANS ED	VEHICLE RE				58.14			
	Invoice Net					58.14			
13181 W. B. MASON CO INC	00001	201511	INV	05/05/2020		208542232	378934		
1 03034309 835005	FOOD SERV	FOOD SERV				23.96			
	Invoice Net					23.96			
13181 W. B. MASON CO INC	00001	204958	INV	05/05/2020		209324914	378951		
1 02056507 85101 2430	GIBBS TEMP	REPRO SUPP				1,199.60			
	Invoice Net					1,199.60			
13181 W. B. MASON CO INC	00001	205317	INV	05/05/2020		209712399	378953		

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20264 05/05/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02036507 85103 2415	SEC EDUC	INSTRUCT			844.20			
		Invoice Net				844.20			
13181	W. B. MASON CO INC	00001	205314	INV	05/05/2020	209707474	378954		
1	02056507 84201 2430	GIBBS TEMP	OFFICE			130.19			
2	02056507 85103 2415	GIBBS TEMP	INSTRUCT			2,112.90			
		Invoice Net				2,243.09			
		CHECK TOTAL				4,368.99			
14390	WAYSIDE YOUTH & FAMILY	00000	201196	INV	05/05/2020	MAR 1 -MAR 31, 2020	378800		
1	07506848 83201 9300	CB OOD DAY	TUITION			5,816.36			
		Invoice Net				5,816.36			
		CHECK TOTAL				5,816.36			
74496	WEDIKO CHILDRENS SERVI	00000	201765	INV	05/05/2020	20-ARL-09	378415		
1	02456575 87202 2357	SPED/P.D.	TRAINING			437.50			
		Invoice Net				437.50			
		CHECK TOTAL				437.50			
29914	WHIRLAWAY SPORTS CENTE	00000	205298	INV	05/05/2020	9219	378426		
1	02026634 85104 3510	ATH/WRESTL	ATHL SUPPL			608.00			
		Invoice Net				608.00			
		CHECK TOTAL				608.00			
20866	WILLOW HILL SCHOOL	00000	201202	INV	05/05/2020	CMT-20-7	378416		
1	07506848 83201 9300	CB OOD DAY	TUITION			5,250.00			
		Invoice Net				5,250.00			
		CHECK TOTAL				5,250.00			
72215	JUDITH WISNIA & ASSOC	00000	200581	INV	05/05/2020	038558	378801		
1	02456857 83101 2310	SPED CONTR	PROF TECH			300.00			
		Invoice Net				300.00			
		CHECK TOTAL				300.00			
38114	WOOD, GEORGE	00000		INV	05/05/2020	REFUND CANCEL CLASS	378935		
1	1336770 7290 6200	ADULT ED	COMM ED			111.00			
		Invoice Net				111.00			
		CHECK TOTAL				111.00			
38115	ZAMIEROWSKI, MARY	00000		INV	05/05/2020	REFUND CANCEL CLASS	378858		
1	1336770 7290 6200	ADULT ED	COMM ED			290.00			
		Invoice Net				290.00			
		CHECK TOTAL				290.00			
=====									
234 INVOICES						WARRANT TOTAL	693,266.98	693,266.98	
						CASH ACCOUNT BALANCE		-24,456,939.03	
=====									

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WARRANT: 20264 05/05/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0100 0191487 GROUP HEALTH INSUR	0100-9-0914-0000-52-00-0-87-5706 -	FEDERAL MEDICARE WITHH	1,642.72 3,349,386.77
		FUND TOTAL	1,642.72
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
0200 02016518 FAMILY/CONSUMER SC	0200-3-01 -6518-01-10-5-01-84902 -2415	FOOD SUPPLIES	301.91 .00
0200 02016518 FAMILY/CONSUMER SC	0200-3-01 -6518-01-10-5-01-85103 -2415	INSTRUCTIONAL MATERIAL	430.81 .00
0200 02016563 LIBRARY/MEDIA	0200-3-01 -6563-01-10-5-01-85106 -2410	TEXTBOOKS BOOKS PERIOD	26.40 .00
0200 02026620 ATHLETICS/ADMIN	0200-3-02 -6620-01-24-9-00-83804 -3510	ATHLETIC SERVICES	70.00 .00
0200 02026621 ATHLETICS/BOYS BAS	0200-3-02 -6621-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	2,597.04 .00
0200 02026628 ATHLETICS/BOYS LAC	0200-3-02 -6628-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	544.69 .00
0200 02026633 ATHLETICS/BOYS VOL	0200-3-02 -6633-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	1,068.44 .00
0200 02026634 ATHLETICS/BOYS WRE	0200-3-02 -6634-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	608.00 .00
0200 02026645 ATHLETICS/GIRLS SO	0200-3-02 -6645-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	1,464.89 .00
0200 02026647 ATHLETICS/GIRLS TE	0200-3-02 -6647-01-24-5-00-85104 -3510	ATHLETIC SUPPLIES	1,213.48 .00
0200 02036507 SECONDARY EDUCATIO	0200-3-03 -6507-03-01-4-01-85103 -2415	INSTRUCTIONAL MATERIAL	844.20 .00
0200 02036518 FAMILY/CONSUMER SC	0200-3-03 -6518-03-01-4-00-85103 -2415	INSTRUCTIONAL MATERIAL	240.86 .00
0200 02056507 GIBBS - TEMP SALAR	0200-3-3520-6507-05-01-4-01-84201 -2430	OFFICE SUPPLIES	130.19 16,598.47
0200 02056507 GIBBS - TEMP SALAR	0200-3-3520-6507-05-01-4-01-85101 -2430	REPRO PAPER TONER SUPP	1,616.22 16,598.47
0200 02056507 GIBBS - TEMP SALAR	0200-3-3520-6507-05-01-4-01-85103 -2415	INSTRUCTIONAL MATERIAL	2,245.20 16,598.47
0200 02066506 ELEMENTARY EDUCATI	0200-3-06 -6506-06-01-3-00-84201 -2430	OFFICE SUPPLIES	1,291.65 3,941.42
0200 02096506 ELEMENTARY EDUCATI	0200-3-09 -6506-09-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	98.74 -34,890.03
0200 02216506 ELEMENTARY EDUCATI	0200-3-21 -6506-21-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL	1,275.00 -54,733.48
0200 02366548 HEALTH/WELLNESS H.	0200-3-36 -6548-01-33-5-00-81201 -2440	TEMP SALARIES PROFESSI	940.00 120.70
0200 02366710 C&I HEALTH WELLNES	0200-3-36 -6710-36-10-9-00-83101 -2800	PROFESSIONAL TECH SERV	24,117.00 2,119.38
0200 02426715 C&I SCIENCE	0200-3-42 -6715-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL	27.37 11,813.91
0200 02456575 SPED/PROF DEV	0200-3-45 -6575-36-02-3-00-87202 -2357	TRAINING EDUC CONF & A	437.50 -198.00
0200 02456803 SPED TUTOR/C.S.	0200-3-45 -6803-36-02-9-00-83101 -2310	PROFESSIONAL TECH SERV	100.00 13,500.00
0200 02456806 SPED ADM MGMT SERV	0200-3-45 -6806-01-02-9-00-87101 -2110	BUSINESS TRAVEL	16.11 9,742.81
0200 02456821 SPED/CLINICAL SUPE	0200-3-45 -6821-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV	7,278.88 .00
0200 02456836 PSYCHOLOGISTS	0200-3-45 -6836-01-02-9-00-83101 -2800	PROFESSIONAL TECH SERV	2,800.00 86,749.00
0200 02456845 OUT-OF-DISTRICT/ON	0200-3-45 -6845-36-02-9-00-83201 -9300	OOD/ONE-ON-ONE AIDE	7,373.80 .00
0200 02456848 OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9100	NON-MEMBER COLLAB TUIT	2,415.00 457,795.81
0200 02456848 OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9300	OUT OF DISTRICT/DAY TU	23,818.18 457,795.81
0200 02456848 OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9400	SPED LABB TUITION	76,837.10 457,795.81
0200 02456851 OUT OF DISTRICT RE	0200-3-45 -6851-36-23-9-00-83201 -9300	TUITION OTHER SCHOOLS	125,158.49 788,312.36
0200 02456857 SPED CONTRACTED SE	0200-3-45 -6857-45-02-9-05-83101 -2310	PROFESSIONAL TECH SERV	300.00 20,082.00
0200 02456857 SPED CONTRACTED SE	0200-3-45 -6857-45-02-9-05-83101 -2330	PROFESSIONAL TECH SERV	3,600.64 20,082.00
0200 02496554 HEALTH SERVICES/NU	0200-3-49 -6554-01-10-9-00-85201 -3200	MEDICAL SURGICAL SUPPL	458.90 -28,453.44
0200 02576900 SCHOOL COMMITTEE	0200-3-57 -6900-01-27-9-00-84201 -1110	OFFICE SUPPLIES	418.00 -11,172.07
0200 02636575 PROF DEV/ASSISTANT	0200-3-63 -6575-34-09-9-00-87106 -2357	Graduate Course Reimbu	1,307.00 43,645.93
0200 02636575 PROF DEV/ASSISTANT	0200-3-63 -6575-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A	1,472.00 43,645.93
0200 02636935 HUMAN RESOURCES/PR	0200-3-63 -6935-34-09-9-00-81730 -5100	PENSIONS	343.10 13,099.21
0200 02666920 BUSINESS OFFICE	0200-3-66 -6920-01-24-9-07-82703 -7400	EQUIPMENT RENTAL	9,570.95 -2,862.98
0200 02666920 BUSINESS OFFICE	0200-3-66 -6920-01-24-9-07-83101 -1410	PROFESSIONAL TECH SERV	1,642.72 -2,862.98
0200 02756960 FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82103 -4130	POWER ELECTRICITY	90.87 456,831.73
0200 02756960 FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82104 -4120	NATURAL GAS	37,708.83 456,831.73
0200 02756960 FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82407 -4220	MASONRY SUPPLIES AND S	4,500.00 456,831.73

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WARRANT: 20264 05/05/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200 02756960 FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-84303 -4220	PLUMBING SUPPLIES 860.66	456,831.73
0200 02756965 CUSTODIAL SERVICE	0200-3-75 -6965-49-28-9-08-82904 -4110	CUSTODIAL SUPPLIES-CLE 1,146.83	-53,376.13
0200 Q2816970 TRANSPORTATION REG	0200-3-81 -6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR 1,046.76	.00
0200 02816980 SPED/MILEAGE REIMB	0200-3-81 -6980-36-02-9-00-83301 -3300	CONTRACTED TRANSPORTAT 47,587.57	.00
0200 02816990 TRANSPORTATION HOM	0200-3-81 -6990-49-07-9-09-83301 -3300	CONTRACTED TRANSPORTAT 2,010.00	.00
		FUND TOTAL	401,451.98
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
0300 03034309 FOOD SERVICE REVOL	0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES 134.41	488,281.20
0300 03034309 FOOD SERVICE REVOL	0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD 8,050.08	488,281.20
0300 03034309 FOOD SERVICE REVOL	0300-3-3400-0800-30-34-9-NM-835005-	FOOD SERV/OFFICE SUPPL 23.96	488,281.20
0300 03034309 FOOD SERVICE REVOL	0300-3-3400-0800-30-34-9-NM-865000-	FOOD SERV/REPAIR/SERVI 576.16	488,281.20
		FUND TOTAL	8,784.61
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
0750 07506848 CB OOD DAY NON PUB	0750-3-45 -6848-45-2 -9-NM-83201 -9300	CD OOD DAY NON PUBLIC 252,816.28	2,066,474.61
		FUND TOTAL	252,816.28
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
1320 1322020 METCO GRANT	1320-3-2300-2020-45-13-9-NM-87202 -2357	TRAVEL/CONFERENCE 220.58	730.01
		FUND TOTAL	220.58
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
1330 1336765 COMM ED GENERAL AD	1330-3-2731-6765-01-40-7-NM-84201 -6200	OFFICE SUPPLIES 71.38	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-7290 -6200	TUITION 3,794.00	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 2,115.00	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-81202 -6200	TEMP SECRETARIAL 151.25	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES 657.00	.00
1330 1336780 COMMUNITY ED KIDZO	1330-3-2731-6780-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES 2,500.00	.00
1330 1336780 COMMUNITY ED KIDZO	1330-3-2731-6780-01-40-7-NM-85103 -3520	INSTRUCTIONAL SUPPLIES 22.43	.00
		FUND TOTAL	9,311.06
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		
1410 14120101 AEF SAFE & SUPPORT	1410-3-49 -6557-44-49-9-NM-83101 -2357	CONSULTANT FACILITE LE 2,340.00	35,989.65
		FUND TOTAL	2,340.00
CASH ACCOUNT 0000 104013	BALANCE -24,456,939.03		

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cshea | PRELIMINARY WARRANT SUMMARY

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WARRANT: 20264 05/05/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
1430 1436628	ATHLETIC FEES/BOYS 1430-3-01 -6628-01-51-5-00-85104 -3510	ATHLETIC SUPPLIES 5,039.00	.00
1430 1436642	ATHLETIC FEES/GIRL 1430-3-01 -6642-01-51-5-00-85104 -3510	ATHLETIC SUPPLIES 3,137.00	.00
FUND TOTAL		8,176.00	
CASH ACCOUNT 0000 104013 BALANCE -24,456,939.03			
1520 152	BLDG USER FEES/ART 1520-3-2737-OR -33-59-9-NM-8300 -	CONTRACTED SERVICES 2,072.91	116,142.97
FUND TOTAL		2,072.91	
CASH ACCOUNT 0000 104013 BALANCE -24,456,939.03			
1950 195	GUIDANCE REVOLVING 1950-3-2700-OR -01-53-9-NM-8999 -	PRIOR YEAR CARRYOVER 29.32	160.64
1950 1951	COLLEGE FAIR 1950-3-1000-OR -69-10-0-NM-84000 -	MISC EXPENSES 4,777.00	6,029.26
1950 1955	PE SURVIVAL 1950-3-3520-OR -69-10-0-00-84000 -	MISC EXPENSES 196.07	6,556.00
FUND TOTAL		5,002.39	
CASH ACCOUNT 0000 104013 BALANCE -24,456,939.03			
2010 201	GILBERT & SULLIVAN 2010-3-0056-OR -69-31-0-NM-84000 -	MISC 181.17	6,280.18
FUND TOTAL		181.17	
CASH ACCOUNT 0000 104013 BALANCE -24,456,939.03			
5750 5753007	COPIER LEASE 5750-3-0300-3013-00-00-0-88-585015-	PHOTOCOPIER LEASE PROG 1,267.28	.00
FUND TOTAL		1,267.28	
CASH ACCOUNT 0000 104013 BALANCE -24,456,939.03			
WARRANT SUMMARY TOTAL		693,266.98	
GRAND TOTAL		693,266.98	

** END OF REPORT - Generated by Colleen Shea **

Arlington School Committee
School Committee Regular Meeting
Thursday, March 12, 2020
6:30 PM
Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476

Present: Mr. Len Kardon, Chair, Ms. Jane Morgan, vice chair, Mr. Paul Schlichtman, Secretary, Ms. Susse, Dr. Allison-Ampe, Mr. Bill Hayner.

Kathleen Bodie, Ed.D. Superintendent, Mr. Roderick MacNeal, Jr. Assistant Superintendent, Michael Mason, CFO, Alison Elmer, Director of Special Education, Jason Levy, AEA President, and Karen Fitzgerald, Administrative Assistant.

Absent: Mr. Rob Spiegel, Human Resource Director

Ms. Susse entered the meeting at 6:35 p.m.

Open Meeting

Welcomed by Mr. Kardon. Len opened the meeting with the Peirce School Visual Art.

Public Comment

Ms. Lynne Klosterman spoke this evening to say she supports the AHS varsity ski team and to thank the school committee and administration for their support over the years to finally be adding the team to the list of their varsity sports teams.

On a **motion** by Mr. Hayner, **seconded** by Ms. Morgan it was **voted** to add Alpine Skiing as an Arlington High Varsity sport. (7-0)

Appointment to Rainbow Commission

Ms. Susse recommends waiting to make this appointment.

On a **motion** by Mr. Schlichtman, **seconded** by Dr. Allison-Ampe it was **voted** to take the Superintendent's Report out of order. (7-0)

Superintendent's Report

Dr. Bodie confirmed it was an interesting week due to The Coronavirus growing and changing, and in the past 24 hours. Dr. Bodie said that six districts met and talked about a two week closing of schools to minimize the impact of the number of people who are sick. The decision was made after very careful consideration that the schools will not be open going forward.

Math Update

Mr. Coleman presented the Math update which can be found in Novus on the district goal which is for all grades and these goals then turn into action steps for the current year for the elementary, middle and high school. He also pointed out last year that the increased learning time helped with coaching support at the elementary level, and Math intervention programs at the Thompson, Hardy, Stratton and Peirce and with creation of 7 and 8th grade Computer Science classes. The committee members were impressed with the progress with the vision and the movement forward with mathematics. When Mr. Kardon asked about the request in the budget to hire a .7 interventionist Mr. Coleman said it would be to support several staff members. Dr. MacNeal thanked Matt Coleman and said his passion for math is transferred to teachers and to the students.

Secondary Science Update

Ms. Hoyo, Science Director said she had inherited the district goals for science for student achievement and professional development. She said Grade 1-5 common goals was to create common assessments, and that teachers are piloting them and figure out what is working. We are not entering all data into Databank. Grade 6-8 implementing new curriculum and doing project based learning. Students will learn more on what is an interest to them. This increases research skills. The high school is trying to pilot project based learning at different levels but Science is content base and not skill base and MCAS is interfering with project based learning. The committee members and Dr. MacNeal complemented on the way things are going and her hard working hitting the ground running

MCAS Update

Dr. MacNeal presented the follow up from the MCAS report presented with Paula O'Sullivan on how they disseminate MCAS data and will focus on charts that coaches and teachers, and administration use the data on how students perform on MCAS. Mr. MacNeal presented the charts and charts showing how 3rd Graders performed in the district and in the state. It breaks it down how students are performing. He said this is what teachers and coaches use to see what students then will need. It can be broken down by the student, classroom and can show principals and others what students need.

Transportation Fees

Mr. Mason said Gibbs and Bishop schools are looking to increase fees by 22 percent to increase the single rate from \$270 to \$330 and the family rate from \$370 to \$450. We have a current shortfall for \$11,000 instead of \$4,000 short fall.

Dr. Allison-Ampe said the Budget subcommittee is making this recommendation. She informed the committee that Mr. Mason provided a proposal to make Bus fees cost free for the district but didn't feel it appropriate, and they felt it was a reasonable increase and to inform the families that these have not been increased in over ten years. Mr. Kardon said the School Committee will review the fees every two years, instead of every 10 years.

On a **motion** by Dr. Allison-Ampe, **seconded** by Mr. Hayner it was **voted** to approve updated Transportation Fees of a single child rate in FY 21 from \$270 to \$330 and a family rate from \$370 to \$450. (7-0)

Vote to Approve Superintendent's FY 21 Budget

Mr. Mason provided the proposed changes in the FY 21 Budget stating the net increase for FY 21 budget was \$5,057,861 He also made adjustments to enrollment on page 22.

On a **motion** by Ms. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to adopt the Superintendent's FY21 proposed budget in the amount of \$82,997,634. (7-0)

Superintendent's Report

Dr. Bodie provided the AHSBC update on Geothermal wells and said she is still not sure if they can do them at the high school. She informed the committee that they may need to do temporary change of parking and may need to enlarge the basketball area for parking. The AHS BC is scheduled to meet on March 24th and will have more information, if they will meet to make decisions.

Consent Agenda

Mr. Thielman made a **motion** to approve the **Consent Agenda**.

- Warrant Number 20219, 2020, Dated March 3, 2020, Total Warrant Amount \$1,351,212.41 and
- Approval of Minutes: School Committee Minutes on the Public Hearing on the FY 21 School Budget, and Regular Meeting dated February 27 2020

Seconded by Mr. Schlichtman. (7-0)

School Committee members were asked to give notice of their willingness to serve as officers for SY 2021-2022 SY

Mr. Hayner suggested to re-establish legal services review subcommittee. He said expenses are going up and noted it to be beneficial to review legal retainers and willing to serve if elected.

Policy: None

Subcommittee/Liaison Reports/Announcements

Budget: Kirsi Allison-Ampe (chair), Len Kardon met to talk about athletic fees and will continue to discuss proposals. The subcommittee also met with two members of the Finance committee to review the budget request, and they were very supportive.

Policies & Procedures: Paul Schlichtman (chair) no report

Curriculum, Instruction, Assessment & Accountability: Jane Morgan (chair) meeting cancelled

Community Relations: Jennifer Susse (chair) no report

Facilities: Bill Hayner (chair) no report

Arlington High School Building Committee: Jef Thielman, Kirsi Allison-Ampe

Calendar Committee: Jennifer Susse, on hold

Election Modernization Committee: Jennifer Susse no report

Superintendent's Search Process: Paul Schlichtman, scheduled meeting but cancelled

Traffic Negotiations: Jane Morgan, Bill Hayner no report

AEA Negotiations: Len Kardon, Paul Schlichtman no report
Liaisons Reports –
Bill Hayner mock town meeting, will be rescheduled.

Announcements

Mr. Kardon thanked our departing member Jennifer Susse for her service.

Future Agenda Items
SOA Plan

Executive Session

None

Correspondence Received:

Warrant #20219 Dated March 3, 2020
School Committee Public Hearing and Regular Minutes of February 27, 2020
Keith March Mistler cover letter and resume
APS class Sizes, March 2, 2020
Karen Hartley Letter
K. Defrancis email March 11 2020
Kathleen Bodie's letter regarding closure of Stratton School, March 9, 2020.
League of Women Voters, March 2020
Email regarding Concerts cancelled
Coronavirus Update emails March 9, 2020
APS Science K-12 update presentation
APS Math and CS
Motion for Transportation Fees
Email update on Coronavirus
FY2021 Superintendent's Proposal March 11 2020
Budget Subcommittee minutes March 3, 2020
Email to School Committee March 12, 2020
Emails to support AHS Varsity Ski Team

Adjournment

On a **motion** by Mr. Thielman, **seconded** by Mr. Hayner, it was **voted** to adjourn at 8:31 p.m.
Voted: 7-0

Respectfully submitted by
Karen M. Fitzgerald
Arlington School Committee
Administrative Assistantps

Arlington School Committee
School Committee Regular Meeting
Thursday, April 9, 2020 6:30 PM
Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Present: Mr. Len Kardon, Chair, Ms. Jane Morgan, Vice chair, Mr. Paul Schlichtman, Secretary, Ms. Jennifer Susse, Dr. Allison-Ampe, Mr. Bill Hayner, Mr. Jeff Thielman

Kathleen Bodie, Ed.D. Superintendent, Roderick MacNeal, Jr. Assistant Superintendent, Michael Mason, CFO, Rob Spiegel, Human Resource Director, Alison Elmer, Director of Special Education, Julianne Keyes, AEA and Karen Fitzgerald, Administrative Assistant.

Open Meeting

Mr. Kardon chair, confirmed the School Committee meeting was being held remotely on Thursday, April 9, 2020 read the Mass.Gov rules and started the meeting at 6:34 p.m. Mr. Kardon conducted a roll call to confirm the presence of members.

Public Comment

There will be no live comment during the meeting. Instead, members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us which will be summarized and/

Mr. Kardon apologized for hold meeting on second night of Passover. Also, we are doing webinar style tonight our last open meeting was a zoom meeting but people started Zoom bombing, therefore we turned to the webinar style. The committee members received three emails regarding April vacation.

COVID-19 update

Dr. Bodie thanked Mr. Kardon and gave brief overview for 4th week of the school closure. Kathy said the first two weeks focus was on safety and staff, and student connection with teachers. Hearing now that Governor Baker said all schools closed till May 4th, the administrations started the focus on more structure. She has updated the FAQ on our website. This makes it clear for staff and students on what they are doing. During the closure of April 6-May 4 schools will provide more mindfulness and provide rich enrichment assignments for students. It must be clear we cannot replicate a school day, but to provide rich enrichment assignments and opportunity for students.

Dr. Bodie said that over all 1000 chromes books for those in grades 1-12 were distributed. Students can go to the website and to the FAQ and go into google hangouts for additional information. Dr. Bodie did acknowledge that it can be difficult for families since many are home working and meeting from home. The technology equity for students at home can become difficult if two children need the computers at the same time.

Governor Baker spoke to the Department of Education on what to do about students with special needs. Ms. Elmer provided the following guidelines. Around March 25th we received the plan

from the MA DESE based on the updated guidance from the Federal Department of Education on the requirement to provide a FAPE (a free and appropriate public education) which in this case specifically ties to the IE and the need to deliver special education services. The DESE describes services in two ways "resources & support" which we have been delivering since the second week of closure. As Dr. Bodie mentioned we are making the enrichment materials accessible that Dr. MacNeal and his team got together and got on the website almost immediately. This included reaching out to families twice weekly, providing individual lessons, helping to troubleshoot technology or academic issues, providing suggested schedules, delivering a different assignment/activity if the student isn't working on grade level content.

The second phase which we are rolling out is "instruction & services" which is delivery of special education services that are outlined in the individual IEPs. I was just on a call with Senior Associate Commissioner Russell Johnston who is the Director of Special Education for the state in which they shared templates for these plans. These plans are not IEPs, they are not amendments or changes to the IEP, they do not require consent to implement these plans, but we do need to provide notice. Now we already started these documents last week because we need to develop 900 of these individual remote service plans. This is a massive undertaking to create 900 of these plans. Of course we create at least 900 IEPs over the course of a year, but we are attempting to get these plans created by teams within a week. They should be coming out on Monday. Ms. Elmer had hoped to get them out by the end of the week, unfortunately due to the holiday that likely won't happen.

The plans will outline the individual services students receive like occupational therapy, speech, etc. We know, and the feds and the state recognize, that not all services can be delivered remotely, but to the extent that we can deliver the services they will be a combination of the methodologies that Commissioner Riley described, some recorded sessions, some live sessions, google classroom assignments, projects, and other activities.

We will also be rolling out remote IEP meetings. We've had to address some security issues before we can do this, but we've met with our IEP management provider (PCG/EasyIEP) twice this week so that we can make sure we have the systems in place to send IEP documents electronically with password protected encrypted documents. So we won't be holding meetings next week, but we will start to schedule those meetings over the next week or two. Because of our limitations we will only be holding meetings with required timelines. Now there are times families request a meeting whether it's to go over rejected items or to discuss progress, etc., we will not be able to hold those meetings. We have to focus on the meetings with required timelines that should have already happened or are scheduled to happen over the course of this closure.

The committee members heard that it is challenging for all students and are concerned for students who need one on one services. Since we cannot advanced student curriculum we can do a lot to broaden the enrichment from April 6 to May 4.

If we get announcement in the next week for the rest of the year. We are talking and planning for that. We all in the district will have to do mediation next year in every grade and every course. That will be part of any plan to maintain equity for all students per Dr. Bodie.

The committee members inquired about out of district placements, students on IEPs. They asked about the private schools that have remained opened and are providing services? Dr. Bodie said we are paying for out of placement schools, even though some students are home. Families with children on IEP are concerned about placements for next year and about assessments. Dr. Elmer informed the members that due to the school closure evaluations that were to be done in April and May those timelines are on pause until we return after the closures. All teachers should of reached out to students, an provide around 3 hours of remote learning, not online learning for our students. Special education will not look like it did. Dr. Elmer said meetings have been going on since November, and prior to the school closure internal meetings continue, but a required meeting will happen and a message will go out individually. An email went out to families last week and all special education information can be found on our website.

Dr. MacNeal said he and curriculum leaders, Literacy coaches, teachers since the onset of school closure have been working to provide consistency in each content area. On Tuesday, principals and teachers will send out the information for the following week and parents can have a choice on activities students can highlight and remain active. Students can access help and other recourses on the enrichments pages. Dr. MacNeal applauds teachers and coaches with a strong robust structure for students with weekly calendar.

Mr. Bill McCarthy, agrees with Dr. MacNeal and applauded the guidance and social workers who also continue to check in with students to make sure they have what they need with school work, food, safety and to make sure they have technology.

The committee members seem to agree that many families have concerns and find it difficult to work at home and find enough time to help students during the day.

Dr. Bodie and Mr. McCarthy said it's tough for our senior class, with all their cancellations of events they have been working and looking forward to.

Dr. Bodie spoke about April Break and the number of days we need to be in session, is no more than 185, which brings us to June 25th. Many districts are cancelling April vacation. Dr. Bodie heard from the AEA, and administration surveys and the majority would like to cancel April vacation. Parents also received the survey and the majority concur to cancel April vacation and to extend beyond June 25. This cannot happen due to teacher's contracts and the cost could run about \$240,000 per day.

After a brief discussion, the committee members were in agreement to cancel April Vacation and continue enrichment activities, and suggested, if families want a break they should take one.

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlichtman, it was **voted** to hold remote learning days on the four days, not including Patriots Day holiday, of April 2020 break.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Budget update

Dr. Bodie said the Budget report ending March 31 and can be found in Novus. Mr. Mason provided an update to the full committee.

Due to the school closure Mr. Kardon would like the administration to consider looking into refunding fees to parents and to look at revolving funds. Dr. Bodie acknowledged that the state asked the districts to continue to pay as if students were in school during the closure and said we have a lot of totally fee based programs in Arlington and we need to look at. Dr. Bodie and Dr. Allison Ampe agreed with Mr. Kardon to meet and discuss the fees, and Dr. Allison-Ampe will set up a Budget Subcommittee meeting. The members inquired about having an additional summer program to support students, but the superintendent said it is hard to staff and costly. The budget of FY 20 and FY 21 were mentioned and Dr. Bodie said we are in a good place and continue to pay our employees until the end of the year, June 30.

Ms. Elmer addressed Mr. Hayner around tuition for out of district, and she is not sure how the Circuit Breaker will work, and if we are reimbursed at the regular rate but said we need our legislators to advocate for this. Mr. Schlichtman acknowledged and appreciated what everyone in Arlington was doing.

AHS Waiver of Program of Studies

Dr. Bodie provided the Arlington High School Program of Studies and a list of requirements that, due to the school closure, need to be waived for the 2019-2020 school year.

On a **motion** by Mr. Hayner, **seconded** by Ms. Morgan it was **voted** to waive the requirements listed in the Arlington High School Program of Studies, as recommended by the administration. Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Mr. Schlichtman asked to place MCAS on the agenda for the next meeting.

Mr. Kardon would like to see the Student Opportunity Plan, but Dr. Bodie said she is continuing to work on it. The date has been extended to May 15 or later.

Superintendent's Report

AHS Building Committee

Due to Covid-19, all work has been stopped at the Parmenter School. The schedule is very tight, and puts Arlington into jeopardy for occupancy for September. The committee is developing plans and working on transition plans for the preschool. They are doing pre-prep work before the construction begins at the high school, clearing trees and putting up fencing. How high school timeline will be affected, over the next year is still uncertain. AHSBC is aware of all these issues. Changes in parking lot for high school during contract. The Communication subcommittee is working on blog to explain geothermal. Three meetings planned.

Mr. McCarthy is working on the monuments and memorials committee and plans to take them and put in storage.

Consent Agenda

Mr. Hayner made a **motion** to approve the Consent Agenda.

- Approval of Warrant 20243 in the amount of \$261,977.04.

Seconded by Mr. Schlichtman.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Subcommittee reports

Superintendent Search Process Committee

After Mr. Schlichtman said we cannot do the Superintendent Search with the current RFP deadlines, the subcommittee asked for a do over due to Covid-19 school closure because the meeting to select a Search Company had to be cancelled, it was agreed to put this on a future school committee agenda for the full committee to discuss.

Announcements

Mr. Hayner would like to thank all of Arlington on support on funeral of Veteran Mary Foley. Ms. Susse wished everyone happy holidays.

After the committee members discussed the next best date to hold the next school committee meeting, the members agree to keep the April 30th date.

Correspondence Received:

Warrant dated 3/31/2020

<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

Adjournment

On a **motion** by Mr. Hayner **seconded** by Dr. Allison-Ampe it was **voted** to adjourn at 9:02 p.m.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Respectfully submitted by

Karen M. Fitzgerald

School Committee Admin Assistant

Arlington School Committee
School Committee Regular Meeting
Thursday, April 30, 2020
6:30 p.m.

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Present: Mr. Leonard Kardon, Chair, Ms. Jane P. Morgan, Vice Chair, Mr. Paul Schlichtman, Secretary, Dr. Jennifer Susse, Dr. Allison-Ampe, Mr. William Hayner, Mr. Jeff Thielman.

Dr. Kathleen Bodie, Superintendent, Dr. Roderick MacNeal, Jr. Assistant Superintendent, Michael Mason, CFO, Rob Spiegel, Human Resource Director, Alison Elmer, Director of Special Education, and Karen Fitzgerald, Administrative Assistant.

Mr. Kardon asked each attendee to confirm attendance. Governor Baker's the meeting is being held remotely confirm that the meeting being recorded by Zoom video conference and ACMI; All members listed above were as present.

Mr. Kardon opened the meeting at 6:30 p.m.

School Choice Public Hearing

On a motion by Mr. Hayner, seconded by Ms. Susse it was voted unanimously to enter into the School Choice Public Hearing at 6:52 p.m,

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes 7-0

No public comment or written comment for School Choice was received.

On a **motion** by Mr. Schlichtman, **seconded** by Mr. Hayner, it was **voted** to withdraw from School Choice the 2020-2021 school year, and to notify DESE with our vote with the statement that this is due to lack of space in the district.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes

Public Comment

Members of the public were asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by email by 5 pm on Thursday April 30.

The committee received two comments one from Adam Erlich and from Ms. Lynette Martin. Ms. Martin said she appreciates that the administration will hold scheduled parent forums, and wait until the remote learning program is rolled out. She also suggested that APS schedule teacher

parent conferences and provide some additional help to families who may be struggling with technology issues.

Rainbow Commission Appointment

The Rainbow Commission was established two years ago, and our previous appointment needed to step down. The Community Relations subcommittee made their recommendation of Mr. Keith M. Mistler, an educator in Burlington, who has lived in Arlington for four years.

On a **motion** by Ms. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to Mr. Keith M. Mistler the Rainbow Commission as the School Committee Appointee.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes, Ms. Jennifer Susse, Yes, Dr. Kirsy Allison-Ampe, Yes, Mr. William Hayner, Yes

School Closure Update

Dr. Bodie learned from Governor Baker this week the disappointing news to the district and to parents that schools will be closed for the remainder of this school year. Dr. Bodie sent out a letter last night to parents.

Community survey and other feedback

Dr. Bodie informed the committee that a survey was sent out to parents and staff. Dr. MacNeal provided the details of the survey said 3187 parents responded via google form and that they could submit a form for each child. The survey showed the majority of families had the proper number of devices to access the learning activities. Most indicated their child is getting enough activities provided by classroom teachers, and specials to for those on IEPs, 504, ELL etc. Dr. MacNeal will use the data from the surveys to develop the next phase of the districts remote learning and this phase will be more structured.

Dr. Bodie had been talking with principals and heard more students are turning in assignments and are participating in Google classrooms.

Committee members the survey that went to parents and staff. It was suggested to continue to build what we learned from and in google hangout meetings. The committee heard feedback from parent emails and that some parents would like to suggest that Arlington provide synchronized learning, more teacher feedback to parents and additional teacher office hours.

Remote Learning Plan – status update

Dr. Bodie sent out a letter to all parents and spoke on the DESE guidelines to strengthen our remote learning experience to move all students toward consistent engagement in remote learning, and encourage and support students not engaged and consider ways to support these students.

Arlington Public Schools first phase, was focused on teacher and student connections and engaging students in enrichment activities and engage in already taught skills. The key changes going forward is teaching not already taught essential concepts and skills. This is our plan for the next seven weeks. Curriculum leaders and teachers are creating and sharing key concepts for students to be prepared for Fall 2020. Asynchronous lessons shared through google classrooms may include videos of instruction,

includes weekly assignments, and includes teacher feedback on assignments. The synchronous connections, stronger emphasis on live video sessions at least once per week for each student, peer and teacher connections, motivation, inspiration. Teacher office hours 2 times a week and may include google hangoutmeets or emails or phone calls.

Dr. Janger, Mr. Meringer, and Ms. DeFrancisco secondary principals all sent out their implementation plans which were also guided by DESE remote learning plans and non- traditional grading information to all secondary parents.

After Dr. Bodie provided the overview, the committee members asked if parents could receive their students assignments ahead of time and if we could provide learning and google classrooms for parents, and if teacher conferences could happen. Dr. Bodie informed the members that parents can always email teachers, she will talk to the Director of Community Education to provide online course on Google hangouts. Dr. Bodie said she will provide parent virtual forums over the next couple of weeks.

.Alison Elmer spoke about the Special Education services being provided during the school closure. The goal is to provide more direct services to students in whole class small class and individual classroom formats. We are delivering in combination of support and resources and instruction in whole class and small individualized groups. It is a combination of provision of strategies, assignments, projects and packets student receive. Communication is critical. IEP meetings are happening and teachers are collecting student data and measuring IEP goals.

MCAS Update

Dr. Bodie stated that we don't have MCAS this year for those in Grades 3, 4, 5, 6, 7, 8 and 10. The issue with the state MCAS for our seniors to graduate was we were closed in March and students could not retake the test, but we had two students we have been monitoring and will be good with the New DESE guidelines.

Superintendent's Report

Arlington High School Building Committee

Dr. Bodie said 60 percent of the documents were submitted to MSBA. We are currently not over budget which is very positive. The fencing has been going up and the Select Board approved the tree removal out in front of the high school. The Parmenter School timeline is on time, the preschoolers can begin there in the fall

Dr. Bodie wanted to reminder everyone to complete the census.

Governor Baker announced that on Monday, September 14, 2020 will become a state holiday and Dr. Bodie said that Arlington will add this day to our 2020-2021 school calendar.

Dr. Bodie acknowledges the athletic coaches and winter teams. She also recognized Director of Social Studies Mr. Denny Conklin.

Consent Agenda

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe it was **voted** to approve the

Consent Agenda:

- Approval of Warrant Number 20254, Dated 4/14/2020 in the Amount \$1,029,887.78
- Approval of Minutes: School Committee Regular meeting minutes of Remote meeting minutes: March 26, 2020.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes 7-0

Superintendent's Search Process Update

Mr. Schlichtman informed the committee members that the subcommittee received two to consider as a search for our next superintendent of schools. Mr. Mason suggested that the subcommittee meet and do an evaluation process as stated in the RFP on each company. It was recommended that the subcommittee move forward and review the bids and bring their recommendation to the full committee.

On a **motion** by Ms. Susse, **seconded** by Mr. Hayner, it was **voted** to move the 10 o'clock rule to 10:30.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes 7-0

Subcommittee/Liaison Reports/Announcements

Budget: Kirsi Allison-Ampe, Chair said the Budget Revenue task force will meeting next Thursday, 8 am.

Community Relations: Jennifer Susse, Chair already discussed outreach to community with grade level meetings with public and urge to have two forums

Curriculum, Instruction, Assessment & Accountability: Jane Morgan,

Facilities: Bill Hayner, Chair no report.

Policies & Procedures: Paul Schlichtman, Chair no report

Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe

Calendar Committee: Jennifer Susse

Election Modernization Committee: Jennifer Susse no report

Traffic Negotiations: Jane Morgan, Bill Hayner no report

AEA Negotiations: Len Kardon, Paul Schlichtman no report

Liaisons Reports

Announcements

Future Agenda Items

Correspondence Received: Warrant # 20254, dated 4/14/2020

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance

Dr. Bodie's COVID-19 Updated emails

DESE Emails April 24, 2020

School Committee minutes, Remote School Committee Minutes March 26,

School Choice policy

Lynette M email 4 27 2020
Barbara G email

Executive Session

On a motion by Mr. Hayner, seconded by Ms. Susse it was voted to enter into Executive Session at 10:06 p.m.

To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and /or nonunion in which if held in an open meeting, may have a detrimental effect. Conducting strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have aa detrimental effect. Collective bargaining may also be conducted

To Enter Executive session under M.G.L. c. 30A, sect. 21(a)(7) to comply with a general law, to wit, M.G.L. c. 268A, sect. 23(c)(2). I EDCO.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes 7-0

Adjournment

On a motion by Mr. Thielman seconded by Mr. Hayner it was voted to adjourn at 10:30 p.m.

Roll Call: Mr. Leonard Kardon Yes, Ms. Jane P. Morgan, Yes, Mr. Paul Schlichtman, Yes, Mr. Jeff Thielman, Yes Ms. Jennifer Susse, Yes, Dr. Kirsi Allison-Ampe, Yes, Mr. William Hayner, Yes 7-0

Respectfully submitted by
Karen M. Fitzgerald
Administrative Assistant
Arlington School Committee 5132020ps

Names to remain Confidential until Senior Awards Night

Ida Robbins, for whom this scholarship is named, was the youngest of the Robbins sisters whose family has contributed so much to the improvement of life in Arlington. Ida was elected to the School Committee in 1899 and served the Town well for three terms.

Her will established the scholarship to be awarded which is "to be expended each year under the direction of the School Committee for the benefit of such graduates of the High School as they may select, who shall be of high character and scholarship; to pay his or her tuition or other necessary expenses at a college or like institution of learning of high standing".

The Robbins family has many memorials to its generosity, in the Town Hall, the Library, Robbins Park, the Dallin Menotomy Hunter at the Spring statue, the flagpole at the Town Hall, and these scholarships which I, as chairman of the present School committee, am happy to present to:



Town of Arlington, Massachusetts

8:55 p.m. Subcommittee/Liaison Reports/Announcements

Summary:

- *Budget: Kirsi Allison-Ampe, Chair*
- *Community Relations: Jennifer Susse, Chair*
- *Curriculum, Instruction, Assessment & Accountability: Jane Morgan, Chair*
- *Facilities: Bill Hayner, Chair*
- *Policies & Procedures: Paul Schlichtman, Chair*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Calendar Committee: Jennifer Susse*
- *Election Modernization Committee: Jennifer Susse*
- *Traffic Negotiations: Jane Morgan, Bill Hayner*
- *AEA Negotiations: Ien Kardon, Paul Schlichtman*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*



Town of Arlington, Massachusetts

9:15 p.m. Executive Session

Summary:

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

To discuss Traffic Supervisors Contract

To discuss Principal Contracts, specifically Peirce and Gibbs



Town of Arlington, Massachusetts

9:45 p.m. Adjournment



Town of Arlington, Massachusetts

Submitted by Len Kardon, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Warrant dated, May 5, 2020
School Committee minutes, March 12, 2020, April 9, 2020 and April 30, 2020
IDA Robbins Award description
IDA Robbins Awards letters to two AHS seniors May 2020
AEA Teacher Unit A, Clerical Unit C and AAA Administrators Evaluation MOA
AEA Athletic Stipends MOA
Superintendent's Search Process minutes, RFP and Evaluation
Remote Learning Email B. Hayner
N. Saunders Email regarding Remote Learning
ELL presentation and FAQ, Plans
Social-emotional Learning and Counseling presentation
Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance
<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

ATTACHMENTS:

Type	File Name	Description
▢ Correspondence	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency
▢ Correspondence	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).docx	Remote Checklist
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).docx	Remote script



**Town of Arlington
Legal Department**

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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]