

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 28, 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 28, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Regular Meeting, Thursday, May 28, 2020

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_9qr38HfMSPuxXIIW8NtxtQ

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 4 pm on Thursday, May 28.

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

7:10 p.m. Special Education Professional Development Update, A. Elmer and Dr. Orkin

7:30 p.m. FY 21 School Budget Update, K. Bodie

7:55 p.m. Authorization to proceed with a contract with MASC, P. Schlichtman

- Superintendents Search Process Subcommittee recommendation*

8:05 p.m. EDCO Update, K. Bodie

8:15 p.m. Monthly Financial Report, M. Mason

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

AHS Building Committee update
AHS Graduation 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: Warrant Number 20283 Total Warrant Amount \$394,676.75 DATED 5/19/2020

Approval of Minutes: None

Approval of School Committee Organizational Meeting, June 11, 2020 at 6:15 p.m.

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

- Budget: Kirsi Allison-Ampe, Chair*
- Community Relations: Jennifer Susse, Chair*
- Poet Laureate Screening Committee Appointment*
- 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*
- Superintendents Search Process Committee, Paul Schlichtman*
- Calendar Committee: Jennifer Susse*
- Election Modernization Committee: Jennifer Susse*
- Traffic Negotiations: Jane Morgan, Bill Hayner*
- AEA Negotiations: len Kardon, Paul Schlichtman*
- Liaisons Reports*
- Announcements*
- Future Agenda Items*

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.

9:15 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 20283 dated, May 19 2020

School Committee minutes, none

SC Finance April 2020 Memo and Report

Email Mr. Hayner Perkins School of the Blind Alternative Learning

OMS Memorial Day 2020 YouTube

MASC Cost Proposal

MASC Superintendent Search Timeline

MASC Summary, Explanation and Analysis of Superintendent Contract Provisions

Superintendents Search Process approved minutes Jan 15, 2020 and May 6, 2020

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

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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 4 pm on Thursday, May 28.



Town of Arlington, Massachusetts

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

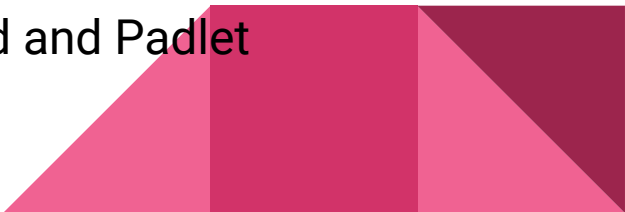
- Asynchronous, Synchronous,
- Office Hours, emails



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

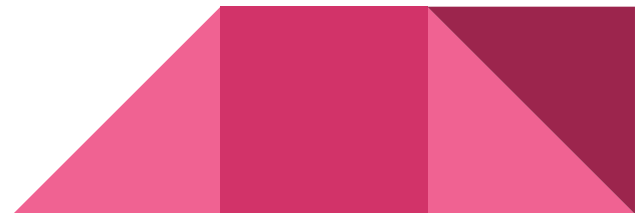
Theme One: SEL

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

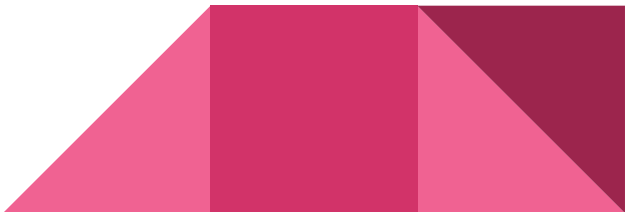
What does the support look like for students who receive specialized instruction?

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?



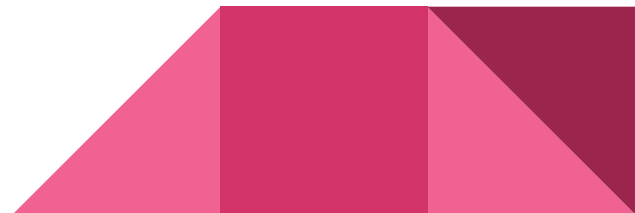
Questions From the APS Elementary Community

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

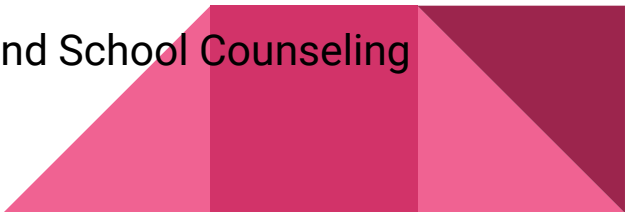
869 Massachusetts Ave, Arlington, MA 02476



Secondary Parent/Guardian Forum

Thursday May 7, 2020

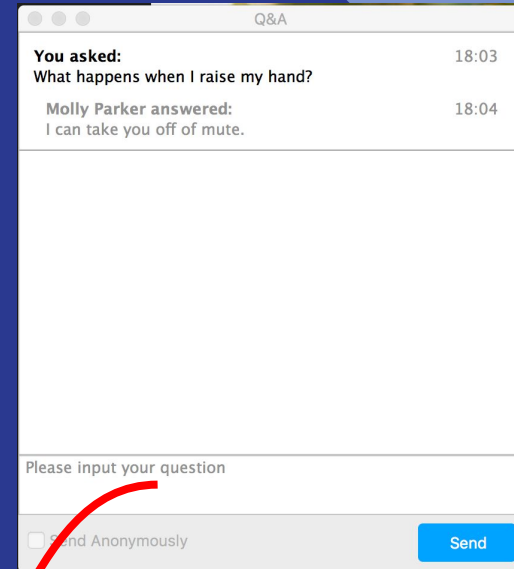
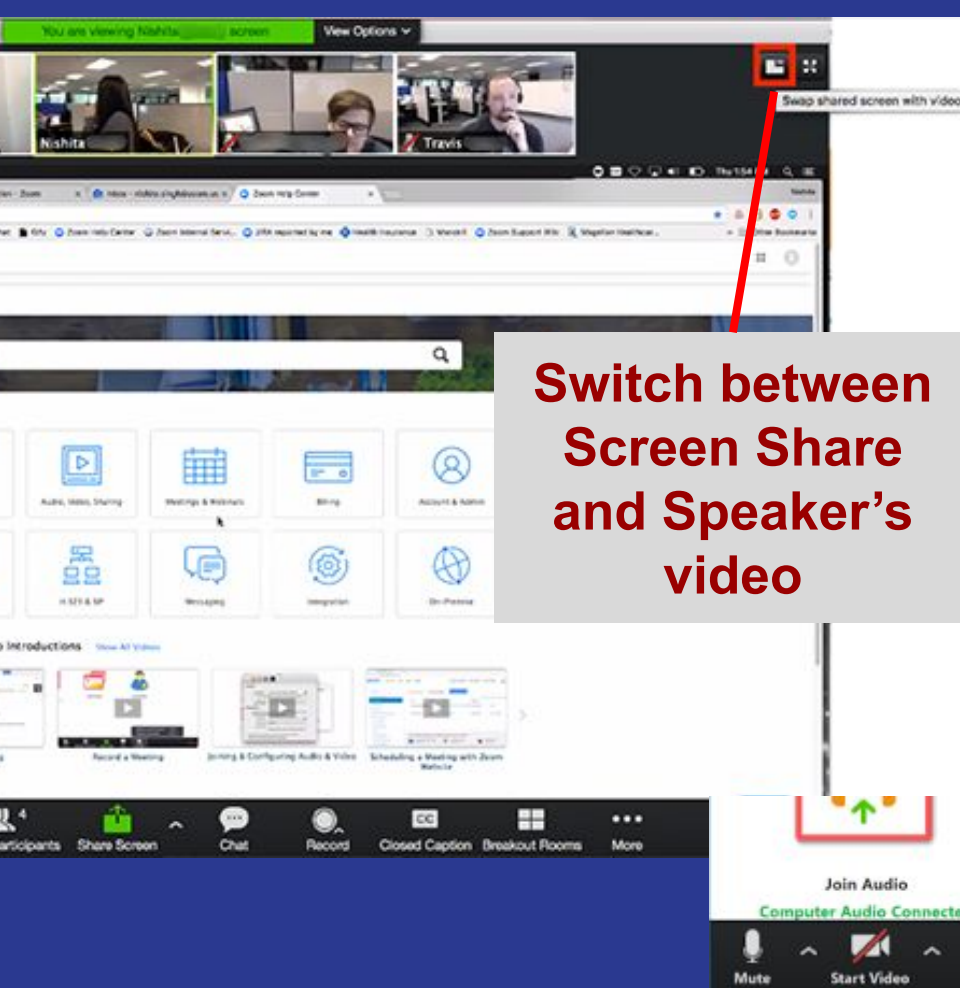
Agenda

- 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

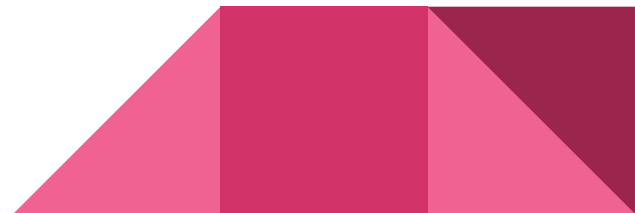
Theme 4: School Counseling

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?

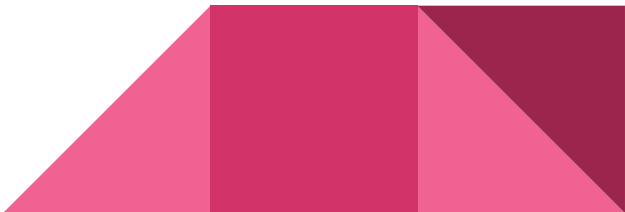
Theme Three: Hangouts

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. Special Education Professional Development Update, A. Elmer and Dr. Orkin

ATTACHMENTS:

Type	File Name	Description
▢ Presentation	APS_School_Committee_Presentation.pdf	APS School Committee Presentation May 2020



**CRAFTING
MINDS**

A Collaboration with Arlington Public Schools
Presented to the APS School Committee, May 2020

History of the Collaboration between APS and Crafting Minds

- Collaboration began in 2017
- Established Goal to Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading
- Nearly Monthly PD workshops for SY 2017-18, 2018-19, 2019-20.
- School-based Consultations in 2018-19.
- Limited Case-based Work.

GOAL: Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading.



BACKGROUND
CONTENT



ASSESSMENT
&
INTERPRETATION



PLAN
INSTRUCTION



PROGRESS
MONITORING

GOAL: Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading.

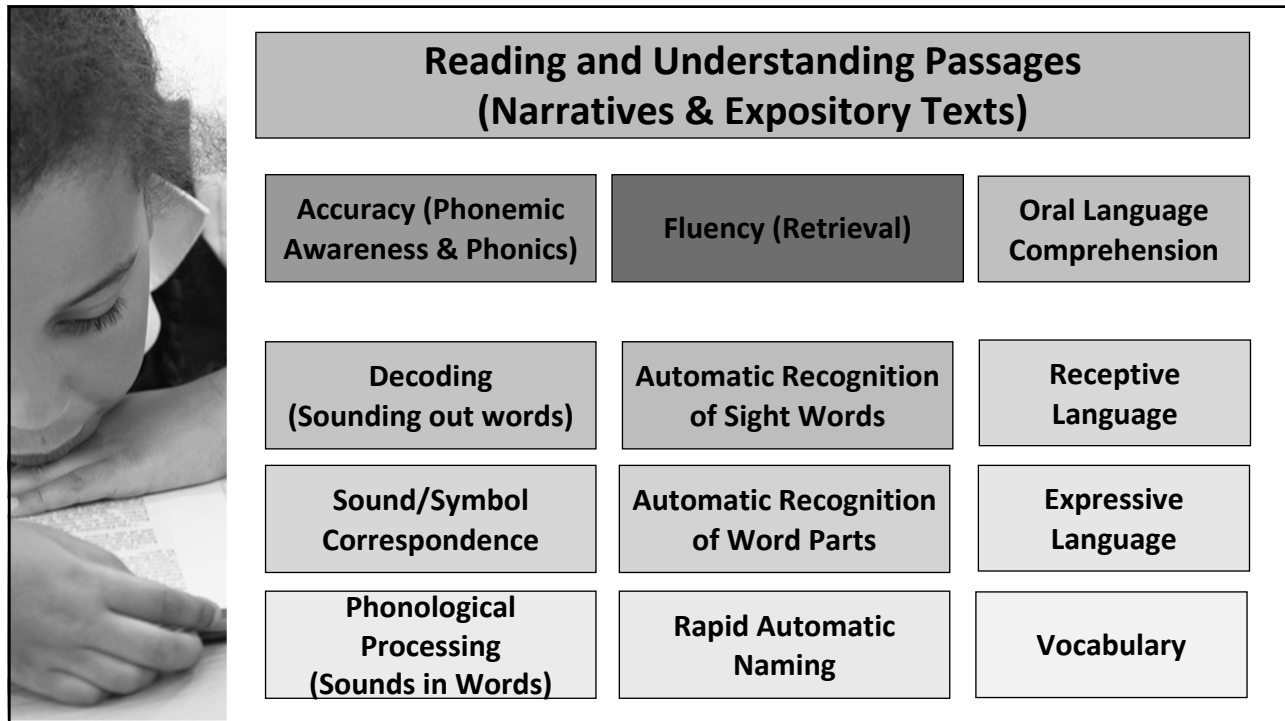


BACKGROUND
CONTENT

- Specific Learning Disabilities (SLD) in Reading, including dyslexia, comprise most common SLD in U.S.
- Limited graduate coursework on the process of learning to reading and delivering specialized instruction
- Wide-variability in practitioners' knowledge

OUR COLLABORATION

- How reading happens in the brain - complexity
- The ways component skills contribute to overall achievement.



GOAL: Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading.




ASSESSMENT &
INTERPRETATION


- Ensure that assessment battery measures the component skills.
 - Support educators' ability to interpret student performance and plan instruction.
 - Some variability in assessment protocol .
- Communicate about decision-making process to families.

OUR COLLABORATION


- Conducted a District-Wide Needs Assessment.
 - Diversified the evaluation battery.
 - Introduced interpretation framework.
- Practiced with case studies and application to APS students.



Diversifying the SPED Evaluation Battery		
Accuracy (Phonemic Awareness & Phonics)	Fluency (Retrieval)	Oral Language Comprehension
Decoding (Sounding out words)	Automatic Recognition of Sight Words	Receptive Language
Sound/Symbol Correspondence	Automatic Recognition of Word Parts	Expressive Language
Phonological Processing (Sounds in Words)	Rapid Automatic Naming	Vocabulary



Diversifying the SPED Evaluation Battery
<p>Purchase and train educators in additional assessments to measure</p> <ul style="list-style-type: none"> • Fluency Skills <ul style="list-style-type: none"> • Rapid Automatized Naming/Rapid Alternating Stimulus (RAN/RAS) • Test of Word Reading Efficiency (TOWRE-2) • Phonological Awareness Skills <ul style="list-style-type: none"> • Phonological Awareness Screening Test (PAST) <p>Add existing measures to the battery</p> <ul style="list-style-type: none"> • Oral Language Measures <ul style="list-style-type: none"> • Clinical Evaluation of Language Fundamentals (CELF) <p>Organizing results using a “Targeted Instruction Framework” or Graphic Organizer</p> <ul style="list-style-type: none"> • Allows for interpretation and communication across stakeholders.



Interpreting Student Performance and Communicating with Families

SPED: Gabi, 3rd grade

Cognitive Processes	Std. Score	Connected Text Reading Fluency & Comprehension	Std. Score
Working Memory (WISC)	Avg/SS: 95	Reading Comp (GORT)	Avg/SS:90
		Reading Fluency (GORT)	Accuracy: B. Avg/SS: 80 Fluency: B. Avg/SS: 85
		Benchmark Fluency (DIBELS – ORF)	B. Benchmark: 50 wcpm

Accuracy (Phonemic Awareness & Phonics)	Std. Score	Retrieval (Naming Speed & Efficiency)	Oral Language Comprehension
Single Word Decoding & Sight Word Abilities		Single Word Retrieval/Efficiency	Passage. Comp.
Pseudo Word Decoding/Sound-Symbol (WRMT, WIAT, WIST)	B.Avg/SS:79	Single Word Efficiency (TOWRE)	Avg/SS:92
Basic Reading/Word Identification (WIAT, WJ, WIST)	B.Avg/SS:80	Nonword Decod. Efficiency (TOWRE)	B.Avg/SS:75
Foundational Phonological Abilities		Foundational Naming Speed	Descriptor & Std. Score
Phonemic Awareness (CTOPP composite, or Elision)	B.Avg/SS:80	Rapid Naming (RAN/CTOPP)	Avg/SS:105

GOAL: Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading.



INSTRUCTION

- Dozens of different specialized reading curricula.
- Not all programs are appropriate for every student.

OUR COLLABORATION

- Ensure that IEP goals, objectives and instructional approach match students' individual needs.
- Invest in resources that support delivery including libraries of decodable texts.
- Provide recommended accommodations and modifications for general education based on student profile.



Planning IEP Goals, Objectives and Instruction

CORE COGNITIVE CONTRIBUTORS TO READING

1

Phonological Ability

2

Working Memory

3

Naming Speed/Retrieval

4

Oral Language

ESSENTIAL COMPONENTS OF READING INSTRUCTION

Phonological (Phonemic) Awareness

Phonics

Fluency

Vocabulary

Comprehension



Planning IEP Goals, Objectives and Instruction

- Held over 20 hours of workshops that focus on developing IEP Goals and Objectives based on Student Performance and Choosing an Instructional Approach (Curricula that Matches Students' Learning Profile)
- Training in Structured Literacy Instruction (Gold-Standard Approach)
- During April and May 2020 Supported Educators in Delivering Live and Asynchronous Remote Specialized Reading Instruction.

GOAL: Appropriately Differentiate Specialized Instruction for Students on IEPs for Reading.



PROGRESS
MONITORING

- Dozens of different approaches for progress monitoring.
- Difficult to know what constitutes “adequate progress.”
- Can lead to instructional decision-making that may not be in the best interest of the child.

OUR COLLABORATION

- Identify progress monitoring tools.
- Plan for progress monitoring meetings (every 6-8 wks)
 - Offer guidelines for measuring progress.



Progress Monitoring

Identified Progress Monitoring Tools and Provide Training on Administration

- Dynamic Indicators of Basic Early Literacy Skills (DIBELS)
- Phonological Awareness Screening Test (PAST)

Use Validated Metrics to Determine “Progress” (Ongoing)

- DIBELS provides “Zones of Growth” metric
- Hasbrouck and Tindal Growth in Oral Reading Fluency.
- Equipped for Reading Success Growth in Phonemic Awareness.
- Curricula-based Growth Recommendations.

NEXT STEPS

- Continue using our Targeted Intervention Framework for Initial Evaluation Process and Instructional Planning.
- Continue School-based Consultations to Apply to APS Students.
- Collect District-wide Data on Students' Needs to Inform Resource Allocation (curricula, training, etc).

THANK YOU & QUESTIONS

Melissa Orkin, Ph.D.
Crafting Minds
Melissa@craftingmindsgroup.com
www.craftingmindsgroup.com



Town of Arlington, Massachusetts

7:30 p.m. FY 21 School Budget Update, K. Bodie

ATTACHMENTS:

Type	File Name	Description
▣ Budget Document	01_-_LRPC_Pandemic_Models_Narrative_1.pdf	01 LRPC Pandemic Models Narrative
▣ Budget Document	02_-_Attachment_B_-_LRPC_Proposed_Changes_10_pct_cut.pdf	02 - Attachment B - LRPC Proposed Changes 10 pct cut
▣ Budget Document	03_-_Attachment_C_-_LRPC_Proposed_Changes_level_funded.pdf	03 - Attachment C - LRPC Proposed Changes level funded

Reducing FY21 Budget increase by 10% (\$460,000)

Description	FY20 SC Budget	SC Proposed Budget	Proposed Changes Reductions	Reductions and Layoffs	Reduced FY21 Budget	FTE Reduction
01 - Administrative Salaries	5,238,478.00	5,613,618.00	(52,500.00)	0.00	5,561,118.00	(0.5)
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	43,435,321.00	(402,500.00)	0.00	43,032,821.00	(6.5)
03 - Non-Professional Salaries	4,841,569.00	5,596,199.00	0.00	0.00	5,596,199.00	0.0
04 - Clerical Salaries	2,168,574.00	2,186,826.00	0.00	0.00	2,186,826.00	0.0
05 - Other Salaries	5,729,689.00	6,327,070.00	0.00	0.00	6,327,070.00	0.0
06 - Stipends	302,112.00	302,112.00	0.00	0.00	302,112.00	0.0
07 - Services and Supplies	1,164,139.00	1,217,964.00	0.00	0.00	1,217,964.00	0.0
08 - Professional Development	337,978.00	337,638.00	0.00	0.00	337,638.00	0.0
09 - Utilities	1,082,155.00	1,440,823.00	0.00	0.00	1,440,823.00	0.0
10 - Contracted Services	1,014,843.00	1,046,362.00	0.00	0.00	1,046,362.00	0.0
11 - Other Expenses	1,639,844.00	1,724,651.00	(5,000.00)	0.00	1,719,651.00	0.0
12 - OOD Tuition & Transportation	7,090,029.00	6,806,947.00	0.00	0.00	6,806,947.00	0.0
Grand Total	71,427,139.00	76,035,531.00	(460,000.00)	0.00	75,575,531.00	(7.0)

A FY21 budget that has a reduction of 10% of the original budget increase (\$460,000) for the Arlington Public School would require the district to make reductions to just the proposed additions to address student enrollment growth and achievement gap. The following reductions will be made with this plan:

- All positions that are listed on the FY21 proposed changes in budget (Attachment B), except those that are considered a need. Please refer to the proposed changes to see list of positions that were going to be added to the Arlington Public Schools budget to address enrollment growth and closing the achievement gap.
- 6.5 FTE for Teachers and other professional staff. Other professional staff would include positions such as coaches, social workers, counselors, psychologists, interventionists, and other direct and indirect student support positions not indicated. These reductions would happen at all grade levels. Reduction of teaching staff will lead to increase class sizes which would mean students would not get the individualized care that they need or have become accustomed to. Reduction of teaching staff could mean a reduced offering of electives at Arlington High School or the removal of programs at the elementary or middle school levels. The reductions of professional support staff could affect the specialized services for students and/or reduce resources allocated to improve student climate and achievement gap at all levels.
- 0.5 FTE for administrative personnel. The last few years the district's growth has seen additional administrative support and management necessary such as the addition of Assistant Principals at the elementary schools. This plan would not allow the district to add 1 of 2 elementary assistant principal (0.5 FTE each) in the FY21.

Level Funded Budget for FY21

Description	FY20 SC Budget	SC Proposed Budget	Proposed Changes Reductions	Reductions and Layoffs	Level Funded FY21 Budget	FTE Reduction
01 - Administrative Salaries	5,238,478.00	5,613,618.00	(105,000.00)	(109,888.58)	5,398,729.42	(2.0)
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	43,435,321.00	(1,275,090.00)	(1,785,187.99)	40,375,043.01	(45.4)
03 - Non-Professional Salaries	4,841,569.00	5,596,199.00	(175,000.00)	(305,198.02)	5,116,000.98	(12.4)
04 - Clerical Salaries	2,168,574.00	2,186,826.00	0.00	(64,865.70)	2,121,960.30	(1.1)
05 - Other Salaries	5,729,689.00	6,327,070.00	(95,000.00)	(92,863.32)	6,139,206.68	(2.0)
06 - Stipends	302,112.00	302,112.00	0.00	(3,050.74)	299,061.26	0.0
07 - Services and Supplies	1,164,139.00	1,217,964.00	(148,000.00)	(117,696.04)	952,267.96	0.0
08 - Professional Development	337,978.00	337,638.00	0.00	(37,140.18)	300,497.82	0.0
09 - Utilities	1,082,155.00	1,440,823.00	0.00	0.00	1,440,823.00	0.0
10 - Contracted Services	1,014,843.00	1,046,362.00	0.00	(115,099.82)	931,262.18	0.0
11 - Other Expenses	1,639,844.00	1,719,651.00	0.00	(174,311.61)	1,545,339.39	0.0
12 - OOD Tuition & Transportation	7,090,029.00	6,806,947.00	0.00	0.00	6,806,947.00	0.0
Grand Total	71,427,139.00	76,030,531.00	(1,798,090.00)	(2,805,302.00)	71,427,139.00	(62.9)

A level funded budget would require the district to make reductions in order to cover for increases that the district is obligated to cover. The reductions would be as follows and have the following impacts to education in Arlington Public Schools.

- All positions that are listed on the FY21 proposed changes in budget (Attachment C), except those that are considered a need. Please refer to the proposed changes to see list of positions that were going to be added to the Arlington Public Schools budget to address enrollment growth and closing the achievement gap.
- 45.4 FTE for Teachers and other professional staff. Other professional staff would include positions such as coaches, social workers, counselors, psychologists, interventionists, and other direct and indirect student support positions not indicated. These reductions would happen at all grade levels. Reduction of teaching staff will lead to increase class sizes which would mean students would not get the individualized care that they need or have become accustomed to. Reduction of teaching staff could mean a reduced offering of electives at Arlington High School or the removal of programs at the elementary or middle school levels. The reductions of professional support staff could affect the specialized services for students and/or reduce resources allocated to improve student climate and achievement gap at all levels.
- 12.4 FTE for non-professional staff such as Paraprofessionals/Teaching Aids. This staff would include staff supporting teachers in the classroom due to high classroom sizes or for staff that provide support to students district wide such as personnel in the school libraries.
- 2.0 FTE for administrative personnel. The last few years the district's growth has seen additional administrative support and management necessary. Currently, with the transition to remote learning administrative personnel has been key as the workload have increased. Positions in this category include department heads, principals and assistant principals.
- 3.1 FTE in Clerical and other salaried positions that provide support to educators and provide indirect services to the students of Arlington Public Schools.

- Instructional supply, equipment and other school spending will be decreased by 10% to be able to cover other increases and reduce the amount of personnel reductions required. However, with the additional need of technology (software or hardware) this may require deep reductions in instructional budgets. This will be substantial issue if school is reopened for in-person learning at any capacity in FY21.

Proposed Changes in the FY21 Budget

<----- School Committee Original Proposed Budget Additions -----> <-- Reductions for 10% Reduction in Increase -->

Description	FTE	Unit Cost	Amount		Adjusted	Variance	FTE Reduction
Early Childhood Changes for FY21 Budget							
1 Facility and Utilities Expenses for Parmenter	0.0	-	140,000	Y	135,000	(5,000)	0.0
2 Custodian at Parmenter	1.0	40,000	40,000	Y	40,000	-	0.0
Early Childhood Increase	1.0		180,000		175,000	(5,000)	0.0
Elementary Changes for FY21 Budget							
3 Increase Occupational Therapist to Full Time	0.5	65,000	32,500	Y	32,500	-	0.0
4 Elementary Math Coach	0.5	65,000	32,500	Y	32,500	-	0.0
5 Math Interventionst	0.7	65,000	45,500	Y	45,500	-	0.0
6 Assistant Principals	1.0	105,000	105,000	Y	52,500	(52,500)	-0.5
7 ELL Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
8 Team Chair	0.5	68,180	34,090	Y	34,090	-	0.0
9 Reading Teachers	2.1	65,000	136,500	Y	136,500	-	0.0
Elementary Increase	6.3		451,090		398,590	(52,500)	-0.5
Middle School Changes for FY21 Budget							
10 Add a Half 7th Grade Learning Community	2.0	65,000	130,000	N	-	(130,000)	-2.0
11 Special Education Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
12 Ottoson Spanish Teacher	0.2	65,000	13,000	Y	13,000	-	0.0
13 Ottoson Math Support	0.2	65,000	13,000	Y	13,000	-	0.0
14 Gibbs Math Support	0.2	65,000	13,000	Y	13,000	-	0.0
15 Gibbs Spanish Teacher	0.3	65,000	19,500	Y	19,500	-	0.0
16 Gibbs Physical Education Teacher	0.2	65,000	13,000	Y	13,000	-	0.0
Middle School Increase	4.1		266,500		136,500	(130,000)	-2.0
High School Changes for FY21 Budget							
17 Teachers and support level staff	2.6	65,000	169,000	Y	104,000	(65,000)	-1.0
18 Special Education Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
19 ELL Teacher	0.4	65,000	26,000	Y	26,000	-	0.0
High School Increase	4.0		260,000	-	195,000	(65,000)	-1.0
Other District Wide Changes for FY21 Budget							
20 Reserve Teaching Positions	3.0	65,000	195,000	Y	65,000	(130,000)	-2.0
21 SEL Support	1.0	65,000	65,000	Y	65,000	-	0.0
22 Library Media Specialist (Technology)	1.0	65,000	65,000	Y	65,000	-	0.0
23 Physical Therapy Assistant	1.0	40,000	40,000	N	-	(40,000)	-1.0
24 BCBA	0.5	75,000	37,500	N	-	(37,500)	-0.5
25 Bus Driver to transport Special Education Students	1.0	55,000	55,000	Y	55,000	-	0.0
26 Increase BSP's for Special Education Programs	0.0	-	175,000	Y	175,000	-	0.0
27 Increase Utilities Budget (Electricity and Gas)	0.0	-	317,077	Y	317,077	-	0.0
28 Dedicated Art Supplies Budget	0.0	-	44,000	Y	44,000	-	0.0
29 Dedicated Music - Performing Arts Supplies Budget	0.0	-	44,000	Y	44,000	-	0.0
30 Contractual/Salary Increases	0.0	-	2,631,307	Y	2,631,307	-	0.0
31 Instructional Supplies and Other Fixed Costs	0.0	-	60,000	Y	60,000	-	0.0
32 Increase Library Books and Supplies	0.0	-	-	Y	-	-	0.0
33 Reduction of Out of District Tuition	0.0	-	(283,082)	Y	(283,082)	-	0.0
District Wide Net Increase	7.5		3,445,802		3,238,302	(207,500)	-3.5
Net Increase for FY21 Budget	22.9		4,603,392		4,143,392	(460,000)	-7.0

Proposed Changes in the FY21 Budget

<----- School Committee Original Proposed Budget Additions -----> <- Reductions for level funded budget. ->

Description		FTE	Unit Cost	Amount	Adjusted	Variance	FTE Reduction
Early Childhood Changes for FY21 Budget							
1	Facility and Utilities Expenses for Parmenter	0.0	-	135,000	135,000	-	0.0
2	Custodian at Parmenter	1.0	40,000	40,000	-	(40,000)	-1.0
	Early Childhood Increase	1.0		175,000	135,000	(40,000)	-1.0
Elementary Changes for FY21 Budget							
3	Increase Occupational Therapist to Full Time	0.5	65,000	32,500	-	(32,500)	-0.5
4	Elementary Math Coach	0.5	65,000	32,500	-	(32,500)	-0.5
5	Math Interventionst	0.7	65,000	45,500	-	(45,500)	-0.7
6	Assistant Principals	1.0	105,000	105,000	-	(105,000)	-1.0
7	ELL Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
8	Team Chair	0.5	68,180	34,090	-	(34,090)	-0.5
9	Reading Teachers	2.1	65,000	136,500	-	(136,500)	-2.1
	Elementary Increase	6.3		451,090	-	(451,090)	-6.3
Middle School Changes for FY21 Budget							
10	Add a Half 7th Grade Learning Community	2.0	65,000	130,000	-	(130,000)	-2.0
11	Special Education Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
12	Ottoson Spanish Teacher	0.2	65,000	13,000	-	(13,000)	-0.2
13	Ottoson Math Support	0.2	65,000	13,000	-	(13,000)	-0.2
14	Gibbs Math Support	0.2	65,000	13,000	-	(13,000)	-0.2
15	Gibbs Spanish Teacher	0.3	65,000	19,500	-	(19,500)	-0.3
16	Gibbs Physical Education Teacher	0.2	65,000	13,000	-	(13,000)	-0.2
	Middle School Increase	4.1		266,500	-	(266,500)	-4.1
High School Changes for FY21 Budget							
17	Teachers and support level staff	2.6	65,000	169,000	-	(169,000)	-2.6
18	Special Education Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
19	ELL Teacher	0.4	65,000	26,000	-	(26,000)	-0.4
	High School Increase	4.0		260,000	-	(260,000)	-4.0
Other District Wide Changes for FY21 Budget							
20	Reserve Teaching Positions	3.0	65,000	195,000	-	(195,000)	-3.0
21	SEL Support	1.0	65,000	65,000	-	(65,000)	-1.0
22	Library Media Specialist	1.0	65,000	65,000	-	(65,000)	-1.0
23	Physical Therapy Assistant	1.0	40,000	40,000	-	(40,000)	-1.0
24	BCBA	0.5	75,000	37,500	-	(37,500)	-0.5
25	Bus Driver to transport Special Education Students	1.0	55,000	55,000	-	(55,000)	-1.0
26	Increase BSP's for Special Education Programs	0.0	-	175,000	-	(175,000)	0.0
27	Increase Utilities Budget (Electricity and Gas)	0.0	-	317,077	317,077	-	0.0
28	Dedicated Art Supplies Budget	0.0	-	44,000	-	(44,000)	0.0
29	Dedicated Music - Performing Arts Supplies Budget	0.0	-	44,000	-	(44,000)	0.0
30	Contractual/Salary Increases	0.0	-	2,631,307	-	-	0.0
31	Instructional Supplies and Other Fixed Costs	0.0	-	60,000	-	(60,000)	0.0
32	Increase Library Books and Supplies	0.0	-	-	-	-	0.0
33	Reduction of Out of District Tuition	0.0	-	(283,082)	(283,082)	-	0.0
	District Wide Net Increase	7.5		3,445,802	33,995	(780,500)	-7.5
Net Increase for FY21 Budget		22.9		4,598,392	168,995	(1,798,090)	-22.9



Town of Arlington, Massachusetts

7:55 p.m. Authorization to proceed with a contract with MASC, P. Schlichtman

Summary:

- Superintendents Search Process Subcommittee recommendation

ATTACHMENTS:

Type	File Name	Description
Document for Approval	Arlington_Cost_Proposal_2020_(1).docx	Arlington Cost Proposal 2020
Document for Approval	ARLINGTON_SUPERINTENDENT_SEARCH_PROCESS_-_TIMELINE.docx	Arlington Superintendent Search Process Timeline
Document for Approval	Guide_to_Supt_Contracting_2018_(2).doc	Guide to Superintendent Contracting Masc 2019
Minutes	seach_committee_052020.docx	Superintendent Search Process 5 20 20 meeting
Minutes	Superintendent_Search_Process_050620.pdf	Superintendent Search Process minutes May 6, 2020
Minutes	Superintendent_Search_Process_Subommittee_011520.pdf	Superintendent Search Process minutes 1 15 2020

ARLINGTON SUPERINTENDENT SEARCH - 2020 COST PROPOSAL

The total cost of the superintendent search consultancy includes three elements: the process that includes professional services, consultant expenses, postage and collateral material preparation, and advertising.

A. Search Process and Consulting Services

\$ 10,500 (includes all staff, labor and consulting services) for MASC Member Districts.

B. Expenses

1. Consultant's travel, telephone, and similar incidental expenses are absorbed by MASC and are not charged to the Committee.
2. Printing and postage are charged to the Committee at actual production and postage costs without markup. An accounting of expenses will be provided to the Committee.
3. The School Committee will reimburse MASC for the cost of advertising chosen at the discretion of the Committee. MASC will place the advertising and design the advertisement copy as part of its professional service (above) and bill the Committee directly for its exact costs, without any markup but including any agency discount. (See below.)
4. The School Committee will be responsible for reimbursing at its discretion candidates who are invited to the district for interviews or site visits and for its own travel to site visits of candidates' home districts.

C. Advertising

Since the cost of advertising can vary greatly depending on the publications that the Committee selects for its announcement of the vacancy, paid advertising is billed to the Committee at the actual cost of the ads. Ads in the Springfield Union, or in the Sunday Boston Globe or Education Week could cost approximately \$2,800 to \$4,000 depending on size. The Committee will be provided with copies of the bills and advertisements.

ARLINGTON SUPERINTENDENT SEARCH PROCESS

POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June	Initial Focus Groups Scheduled
June 8	Approved Survey Goes Up – Available to Community
Between June 8-19	Focus Groups with Faculty and Community
June 19-26	Additional Focus Groups
By July 6	Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.
By July 24	Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed Compensation Package Approved Announcement of Vacancy is Posted.
Week of August 10	All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.
Week of August 24	Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals
Week of September 7	Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically. Search Committee is appointed.
September 14, 2020	Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)
October 16, 2020	Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.
Week of October 19	Search Committee Selects Candidates. Question Preparation is Finalized.
Oct. 26-Nov. 9	Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.
Week of November 9	School Committee Receives Candidate Recommendations
November 9-20	Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.
Week of November 30	Decision Made.

SAMPLE SCHOOL COMMITTEE

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
13. Citizen at Large (Parent or Other – may include special interest such as SPED or ELL)

NOTE: The key to membership is to ensure that the educators do not outnumber the parents and community members.

It is possible that a larger committee would be appointed if required to satisfy local preferences.

**SUMMARY, EXPLANATION
AND ANALYSIS
OF
SUPERINTENDENT
CONTRACT PROVISIONS**

**PREPARED FOR THE EXCLUSIVE
USE OF
MEMBER SCHOOL COMMITTEES**

**MASSACHUSETTS ASSOCIATION OF
SCHOOL COMMITTEES**

Revised, February 2019

CONTRACTING ISSUES WITH SUPERINTENDENTS

Below are some of the common elements of the employment contracts between the School Committee and superintendent. MASC has several sample contracts for the review of its members. MASC recommends strongly that School Committees consult closely with their district legal counsel during the planning, negotiation, and execution of the contract document.

CONTRACT PROVISION

COMMENTS AND RECOMMENDATIONS

TERM/LENGTH OF CONTRACT

Massachusetts law limits contract length to six years. Typical contracts run three years but there are many exceptions. A good contract should state the start date and the termination date. If the contract excludes a “roll-over” provision, the School Committee should specify that the contract excludes a roll-over. It has been the position of MASC that any contract that has been in place for six years should be revised and not extended.

ROLL-OVER PROVISION

Roll-Over clauses provide for an automatic extension of the contract. Most roll-overs automatically extend the contract by a fixed period of time, usually one additional year, unless the school committee specifically votes to notify the superintendent that it will not extend the agreement.

For example, in a typical roll-over provision, the School Committee must notify the superintendent of its intent not to extend the contract beyond the termination date. If the board fails to so notify the superintendent, the contract would be extended automatically for a specific period of time.

Notification dates vary. Some provide for an April 15th date, but others occur at any time during the year. Moreover, some contract clauses require as much as two, three or more advance years of notification. For example, one three year contract would normally expire in June, 2007, but if notification of intent not to renew is not provided by April 15, 2004, the termination date is extended to June 2008. Another contract uses a June 30 date but extends the contract life for two years if notice of non-renewal is not provided. At least one district offered a 6-year advance notice for the roll-over provision.

We strongly advise caution when including roll-over provisions in contracts because they weaken the position of the board over the long term. Some boards, wishing to demonstrate to others the level of faith and trust they have in their superintendents, will include such provisions right from the start, or after some period of collaboration with the superintendent.

CONTRACT RE-NEGOTIATIONS

Contracts may specify a procedure for re-opening the contract for any purpose, including to extend the life of the agreement,

or to redraft a whole new one. Contracts often include provisions to re-open negotiations for salary adjustments and for other benefits.

In most cases, the School Committee and/or the superintendent are required to notify each other of their interest in renegotiating provisions of the contract. The timetable for renegotiations and means of communicating this interest should be spelled out clearly in any contract.

TERMINATION DATE OF CONTRACT

Contracts should specify the date on which the contract will terminate. Moreover, the School Committee should include a termination notice requirement from the superintendent. These notices range from 60 days and beyond. It is important that boards be able to receive advance notice from the superintendent in order to organize a new search or replacement process. For this reason, contracts may include incentive clauses to assure that this notice will be provided. For example, some contracts provide a bonus of some kind for superintendents who remain throughout the life of the contract or for a specified number of years. Veteran superintendents are often able to secure better benefits of this kind. Incentives include the ability to “buy-back” unused vacation time or sick leave, a cash payment, or contribution to an annuity. (See below.)

PROCESS FOR RENEWAL OR NON-RENEWAL

The contract may specify how the contract is to be renewed, renegotiated, or not renewed. (See roll-over provisions, above and below.) School Committees should make this process as simple as possible for them to follow and provide for a majority decision. Some superintendents may seek a contract provision calling for a super-majority of some size (2/3 vote, 5 out of nine, etc.) of intent not to rehire, or the contract would be extended automatically for another period of time. Others may seek a public hearing on a decision not to renew.

NOTICE OF NON-RENEWAL

Dates for notifying the superintendent that the School Committee does not wish to renew the contract should be specified clearly. It is common for these dates to be set a year before the end of the contract. Some agreements have an earlier date, and some a later one.

JOB DESCRIPTION

Some contracts include the superintendent’s job description. Others refer to a job description approved by the School Committee without putting the actual document in the contract. Others are more vague. Any contract should, however, give the School Committee the right to change or negotiate modifications to the job description based on its determination of the needs of the school district.

DUTIES UNDER EDUCATION REFORM

Contracts should include provisions to require the superintendent to perform the duties of the position faithfully and to the best of one’s abilities. To comply with the law, the

contract should indicate that the superintendent will act as the executive officer of the School Committee.

School Committees should have an approved job description for the superintendent as part of its district personnel policies.

SUPERINTENDENT POWERS AND DUTIES

Contracts will frequently include language to assure that the superintendent will have the powers and responsibilities set forth in the Massachusetts Education Reform Act including the authority to a) direct and assign teachers and other employees; b) organize the administrative and supervisory staff; c) select, transfer, and place personnel; and d) hiring and firing of personnel.

Contracts may also specify how the School Committee will deal with criticisms, complaints, and suggestions by requiring the board to refer all such matters to the superintendent.

Superintendents may also seek language that the board will not diminish their power or authority and specify that all duties assigned by the School Committee will be appropriate with the professional status of the superintendent.

School Committees should be careful to link these provisions specifically to the law and consider carefully whether they want to relinquish some of their own statutory powers to the superintendent. These powers that are generally those of the School Committee may include meeting schedules, use of subcommittees, authorization of spokespersons, representation to external groups, or performance of duties that the law leaves with School Committees such as hiring of legal counsel, approval of line item budget transfers during the year, setting of policy, or negotiation of collective bargaining agreements.

PHYSICAL EXAMINATION

A holdover provision from the days when every employee had to prove they didn't have tuberculosis. It still appears in some contracts. It requires only that superintendents demonstrate that they don't have TB. However, districts may also wish to ensure that the superintendent is in good health.

COMPENSATION: SALARY

Compensation includes benefits as well as actual salary.

The contract should specify the salary, any pre-agreed adjustments over time, and milestones for which salary and compensation packages will be negotiated. Often the parties will agree to re-open the contract during its life to negotiate salary adjustments and changes in other economic provisions. Occasionally, salary increments will be tied to such items as a) outcome of annual evaluation; b) student achievement; c) district achievement based on various criteria; d) economic indicators such as the Consumer Price Index or the Cost of Labor Index (available on line from the US Department of Labor, Bureau of Labor Statistics); or some other criteria.

School Committees should be mindful that employees, including collective bargaining units, follow superintendent compensation trends carefully. They may call into question salary adjustments that exceed what the unions are getting for their members. Similarly, other local officials and media follow carefully the progress of negotiations and contract evolution with the superintendent. As a result, School Committees often consider valuable additional benefits that are specifically not “salary” to avoid the charge of extravagance or objections on the grounds of equity with other employees.

SPECIAL NOTE: In some cases, vacation leave, military leave, other forms of leave and sick time are accrued monthly or yearly. In other cases, the full complement of leave days is deposited into the superintendent’s leave bank on the anniversary date of the contract for use during the year. But what happens if the superintendent leaves mid-way through the year after a full bank of leave time has been deposited at the start of the year?

It is very important to specify how and when these benefits are accrued. For example, Superintendent Jones receives 30 vacation days, 15 sick days, and 15 special leave days on the first day of each contract year, and is permitted to carry over 30 days from year to year. In February, 2019, Jones decides to “retire” in late August by a) using the full allotment of unused days from 2018-2019, and b) because the unused vacation time extends past the following July 1 anniversary date, Jones also demands a full allotment of leave days for 2019-2020 even though he will retire in August. Thus, with over 75 days due, Jones can go on leave in late April and continue on the payroll until late August without appearing for work. This could have been avoided by limiting the number of days that can be carried over from year to year, and specifying that vacation, sick and other leave time to be used only as fast as it is accrued on a monthly basis.

END OF CONTRACT SALARY ESCALATION

Variations on what has come to be known as the “Lexington Plan” provide for salary escalators in the final three years of a superintendent’s service. This has the effect of raising the average high three year salary for pension calculation purposes. In some cases, superintendents agree to forego or sacrifice accumulated or general vacation, sick time, or other benefits for the purpose of loading up on pure salary. In most cases, there is little additional cost to the district, but significant pension benefit to the individual. NOTE: The state Teacher Retirement Board frowns on this process and has moved to restrict this kind of benefit.

OTHER FORMS OF COMPENSATION AND BENEFITS

(Also, see section on Evaluation)

There are many elements to the economic package superintendents will seek. They include the obvious ones

(vacation, sick pay, life insurance, etc.), but they also include items that are not obvious to the School Committee or the general public. Superintendents often seek economic benefits related to compensation that may be exempt from income taxes. These items, if you agree to include them, should be specified in the contract and are listed below.

Tax Sheltered Annuities. School department employees are eligible for tax sheltered annuities. They may make contributions from their own earnings or the employer may match them in whole or in part.

Using special provisions in the law, the School Committee may make additional contributions for the superintendent. These may require special arrangements that can be worked out with annuity brokers or with retirement counselors.

Annuities are not taxed as income until they are withdrawn. As a result, an annuity can represent an additional “virtual salary” that is not considered as a wage for accounting or reporting purposes.

The annuity provisions for superintendents can range from:

1. Allowing the individual to contribute to an annuity on one’s own.
2. Matching the individual’s contribution up to a specified point.
3. Contributing to the tax-sheltered annuity on behalf of the individual, his/her own contribution notwithstanding.
4. Contributing to an annuity that is not tax exempt.

Bonus for Remaining During the Life of the Contract: Some contracts provide a predetermined additional amount to be paid to the superintendent upon completion of a fixed amount of time – usually at the end of the contract life. Other contracts may allow for the “buy-back” of sick or vacation leave if the superintendent remains on the job for a fixed period of time. Other contracts allow for buy-back at the discretion of the superintendent regardless of length of service.

Tuition Reimbursement: Reimbursement for professional development or course work completed at an institution of predetermined status. If this is to be included, it should be specified in the contract.

Longevity. This provision is often found in contracts for superintendents whose tenure in the district dates back to their years as a teacher or principal. Because the individual would be entitled to a longevity payment as a teacher, it is argued that this longevity is consistent with rewards given to other employees for long term service. In other circumstances, a longevity payment may be based on the length of one’s career elsewhere. Longevity payments are not always linked to “salary” by those who report on superintendent wages.

Sick Leave: The contract should be clear as to the number of sick days provided per year and specify if they can be accumulated with or without limit, or bought back at a specified point in full or in part.

As with longevity, some superintendents who have risen from within a school district seek to protect and retain the sick days they had accumulated as teachers or administrators by specifying it in their contracts. For career employees, this can be measured in the hundreds of days. Note carefully that you may end up “buying-back” these sick days.

Sick Leave Buy-Back: Some sick leave buy-back provisions are linked to the provisions of teacher contracts. Note carefully that superintendents frequently play an important role in collective bargaining with unions. Linking their own buy-back to the language they negotiate with unions can be problematic.

Vacation: The contract should be clear as to the number of vacation days provided and should specify if they can be carried over from year to year. Specify clearly how many vacation days can be accumulated and whether they must be used for professional development, conferences, or other out-of-district meetings.

Vacation Buy-Back: Provisions that allow the Superintendent to exchange a specified number of unused vacation days for a pre-determined amount. As with sick leave, the buy-back provisions should be clearly delineated.

Bereavement Leave: Should be specified as to whose deaths would trigger bereavement leave. For example, some collective bargaining agreements include immediate family, other family members, in-laws, “dear friends,” “professional associates,” etc.

Personal Leave: These are usually days taken at the discretion of the employee that do not count against other forms of leave. Historically, some personal leave days have their roots in the desire to be absent for religious holidays.

Military Leave. School districts are often military veterans on reserve status, subject to activation or limited annual active duty status. Some contracts provide for paid leave as additional time off, or authorize leave within the scope of the superintendent’s normal vacation leave. Language usually assures the superintendent of the right to return to the position upon release from military duty. Recently, several districts across the nation lost superintendents to long term activation for military duty. The contract should specify what happens if military duty extends beyond the normal life of the contract or disrupts the evaluation or roll-over provisions.

Religious Days: Days off granted for religious holidays. MASC recommends that, if this benefit is included, they should be included as personal leave without specificity.

Days Before Holidays: Most often sought “days before holidays” occur when major holidays fall on Saturdays or prior to or immediately following major holidays when other workers are also off such as Independence Day, Thanksgiving, Christmas, New Year’s Day.

Insurance: This may include group health insurance for the employee and family members, Workers’ Compensation, Accidental Death and Disability, Disability Income Replacement, Life Insurance (see below) and automobile insurance.

MASC recommends that group health insurance should be provided under the same terms and conditions as that for other district employees.

Some forms of Life Insurance carry cash values that can be obtained in exchange for surrendering the policy. This includes Whole Life, Universal Life, and some other forms of coverage. Skillfully negotiating superintendents may seek these benefits because they incorporate a death benefit for survivors with a cash exchange value if it is the superintendent survives to the maturity date. As with an annuity, this benefit can be as valuable as cash and will not appear as salary.

REIMBURSEMENT FOR STATE PENSION CONTRIBUTION.

Your superintendent may contribute as little as 5% or as much as 11% to the MA Teacher Retirement System, depending upon the original entry date to the pension system. Some contracts include a provision to reimburse the superintendent for all or part of the amount contributed by the employee. In some instances, administrators may seek reimbursement for the cost of “buying back” previously earned pension time or other eligible pension time that state law may allow.

REIMBURSEMENT FOR CONTRIBU- TION TO THE MEDICARE PROGRAM

While Massachusetts public employees are not part of the Social Security System and do not pay the Social Security payroll tax, most public employees in the Bay State do contribute to the Medicare Program in the amount of 1.65% of their earnings. Your district pays a matching amount for Medicare. Recently, some contracts have included reimbursement to the superintendent for this amount.

REIMBURSEMENT FOR TRAVEL, EXPENSES, AND DUES

The contract should specify how the superintendent will be reimbursed for expenses related to his/her work. (See below.)

Some superintendents travel extensively and participate as attendees or speakers at conferences. Some School Committees may use this section to limit out-of-state and national conference travel to what is appropriate for the district. Superintendents will usually seek reimbursement for dues for the MA Association of School Superintendents and the American Association of School Administrators as well as other national and state associations.

Reimbursement to local, state, and national conferences, professional development venues, academic institutions, and other related events may be included. MASC recommends that these expenses be specified as some conferences can involve extended travel, accommodations, and other costs.

Travel reimbursement by automobiles is usually set at a per-mile rate (the IRS sets a standard reimbursement rate) or by providing a pre-determined auto allowance, or by leasing a vehicle in full or in part.

Automobile insurance reimbursement may also be sought.

Cell reimbursement is a frequently cited contractual benefit as districts seek to maintain quick access to their administrators.

DUTIES AND RESPONSIBILITIES

Most contracts include the language of the law that defines the responsibilities of the superintendent of schools. In other instances, the contract may also include the job description of the superintendent. Job descriptions should always be qualified so as to allow the School Committee to make changes as the needs and policies of the district require.

GOALS AND OBJECTIVES

Contracts often include provisions for a process for setting goals and objectives to ensure that both parties have an opportunity to develop clear language about what is expected and how they would define success.

OUTSIDE PROFESSIONAL ACTIVITIES

Superintendents will appreciate a contract that allows them to attend professional meetings, engage in consulting work, accept speaking engagements, and other work. Districts should be very careful to include language that these duties should not interfere with the superintendent's work responsibilities. Some contracts specify the number of outside consulting days in which a superintendent may engage. School Committees may need to be very clear that they consider their school district superintendency the primary responsibility of the chief executive. In setting parameters on outside professional activities, the contract should specify clearly such items as professional days, consulting, conference reimbursement, and other time away from the district, and they should have a means of monitoring these benefits defined with appropriate language in their agreements.

CERTIFICATION

Some candidates, including those from out of state, may not have MA certification but they are probably eligible to receive it or to work with the Department of Education to obtain it under a transitional arrangement. State law and regulation do provide a transition period during which the superintendent-designate can obtain certification. While Massachusetts law and regulation are flexible in allowing districts to recruit and hire a superintendent from among a range of professional backgrounds and training experiences, your contract should specify how and when the superintendent will acquire state certification from the Department of Education.

EVALUATION

Massachusetts state law and Department of Elementary and Secondary Education are highly detailed with regard to evaluating the superintendent. In contracting, you may wish to leave the evaluation process to the discretion of the School Committee or include these provisions in the contract so that the superintendent will know the standards to which he/she will be held and the process for applying them. Superintendents are likely to want the parties to agree to a *mutually agreeable evaluation tool*. This has proven problematic in cases where the superintendent refuses to agree to the tool, standards, or process where local discretion is permitted. MASC also strongly recommends that the School Committee not bind itself unreasonably regarding the confidentiality of the evaluation process. Under the Open Meeting Law, discussions of professional competence must be in public. In addition, if a School Committee agrees to make the entire evaluation process, or critical parts of it, confidential, the public may fail to understand a decision not to renew the contract of an under-performing superintendent.

Similarly, the School Committee may expect broad discretion in carrying out the evaluation process. A frequent topic at national conferences for school boards is the contentiousness over which evaluations can take place, especially if the superintendent's contract limits the areas of evaluation or restricts the discretion of the board to raise issues as part of the process.

Some contract provisions challenge the School Committee to specify carefully, extensively, and with ample documentation the basis for unfavorable evaluations. Others have strict timeframes that require completion of the board's assessment by a certain date. If the School Committee does not complete the process by a certain time, they find their ability to terminate the contract compromised.

MENTORING, COACHING, AND EXECUTIVE COACHING

Many superintendents seek the help of assistance of experienced and knowledgeable people to guide, counsel, or mentor them. Several organizations, including the Massachusetts Association of School Superintendents, offer such professional assistance/mentoring for a fee. School Committees often urge their new superintendents to participate

in a mentoring program, and others support their veteran superintendents who make use of executive coaching.

DISMISSAL OR SUSPENSION

This is a very important provision for the contract. State law provides grounds for suspending or dismissing the superintendent during the term of a contract. (MGL, Ch. 71, Sec. 42 and 42d.) Your contract may also provide for additional grounds or processes.

In particular, you may wish to include a provision that would invalidate the contract if it were proved that the superintendent falsified any information on his/her application for employment or provided credentials that are fraudulent.

School Committees should be very cautious in agreeing to additional steps leading to dismissal or suspension that exceeds the requirements set by law. For example, the terms “cause,” “good cause,” and “just cause,” when used to define circumstances for dismissal, suspension, or otherwise sanctioned have very distinct definitions under the law and can require different degrees of documentation, proof, or process.

Conversely, School Committees may wish to set lower standards than the law requires by mutual agreement. Superintendents will be as reluctant to agree to lower standards as School Committees should be in concurring on higher standards for dismissal.

SEVERANCE OR BUY-OUT OF THE CONTRACT

The contract might contain a provision that allows the School Committee to terminate the contract at its discretion or in certain circumstances. This is usually linked to specified financial terms. Most often, the School Committee would agree to pay the superintendent for a range of time (including the life of the contract) even though the individual would no longer serve as the chief executive officer. The contract may require the School Committee to honor the entire length of the contract or a lesser period.

Some negotiators would seek language that would also include payment for unused sick leave, vacation time, or personal time as a condition or contract buy-out.

It is also not unusual for a School Committee and superintendent who fail to develop a mutually agreeable relationship to renegotiate the contract during its life to expedite a departure sooner than originally planned.

SEVERANCE FOR DISABILITY

Some contracts provide a specially identified period of payment for a disability occurring during the life of the contract. For example, a superintendent who is disabled and unable to work as a result of an illness unrelated to job performance may appreciate protection for an extended period

of time. Other extended disabilities related to the job, such as injury while traveling on district business, may benefit from Workers' Compensation insurance or from a disability insurance program.

STATE RETIREMENT PROGRAM

All superintendents desire a provision in the contract specifying that they are members of the Teacher's Retirement System established under Massachusetts law (Chapter 32, Sec. 2). The state's retirement program is generous to long term employees, but there are limits to the amount of out-of-state service that can be credited to the MA retirement system. The public pension system awards retirement benefits based on a formula that considers the number of years employed under the system, the age of the employee at the time of retirement, and the average salary for the highest three consecutive earning years. The system rewards lengthy service in the Massachusetts.

Some superintendents may use the fact that they are limited to the amount of out-of-state time they can "transfer" to the Massachusetts system as the rationale for a higher contribution to the Tax Sheltered Annuity plan or for other economic benefits, including an end-of-contract bonus, cash-value insurance, or other provisions.

Other provisions may seek to have the district pay the required contribution for the superintendent to "buy-in" time transferred from other states or for other eligible employment, or to "pay back" the retirement system for money withdrawn for some other purpose in earlier years.

Also: See Reimbursement, above, relative to reimbursement for State Retirement Contributions and Medicare payroll tax contributions.

INDEMNIFICATION

An indemnification section to the contract protects the superintendent from suit, claims, demands, and even legal costs for actions taken in the performance of duty. Superintendents and School Committees are often sued or named as defendants by those with claims against the district, the implications can fall years after the employees or board members have left their positions. A well crafted indemnification clause will protect the superintendent, School Committee, and the district. It will also exclude behavior of the superintendent that falls within the legal definition of malice, gross negligence, or other actions under MA General Laws, Chapter 257, Section 9. The provision will also require that the superintendent cooperate with the district in defending itself in the future against any claim, suit, or litigation.

PERFORMANCE PROVISION

This section specifies that the superintendent will fulfill all aspects of the contract. Any exceptions to the contract provisions should require mutual agreement between the School Committee and superintendent. This provision

protects the board, but clearly requires written documentation of changes.

ENTIRE AGREEMENT PROVISION

This provision specifies that the contract includes all terms and conditions and that there are no other inducements, promises, terms, conditions or obligation other than what is in writing in the document. It also requires that all contract changes be made in writing.

INVALIDITY PROVISION

This section protects both parties in case any section should be invalidated or found to be invalid. It specifies that the remaining provision of the contract will remain in force.

When the provisions of a contract are finalized, it should be formally approved by the School Committee. The board should designate an authorized person to sign the contract for the board, or each member should sign the contract. The superintendent should also sign the contract. Every member should receive a copy.

Final Guidance on Contracting:

- Get good legal guidance as you negotiate the contract. There are many provisions of contracts and contract law about which your counsel is an expert.
- Be comfortable with your understanding of all the contract provisions, including rollovers and compensation. If there is ANYTHING you do not understand or if there is something that you feel is unnecessarily vague or ambiguous, insist that it be clarified.
- Pay particular attention to any provisions that limit the role of the School Committee, reference state and federal laws and regulations, and otherwise bind the School Committee.
- Watch out for the impact of carried over leave time and the deposit of a full year's benefits on the anniversary of the contract without specified obligations that the days must be earned to be used. (See salaries and compensation, above.)
- Make clear that in negotiations is no agreement until all provisions are agreed to as a whole.
- Note that the superintendent's contract is a public document and must be shared with the public upon request. This is not negotiable, nor is this disputable.

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Wednesday, May 20, 2020
10:00 a.m.

Meeting conducted by remote participation.
The meeting was recorded.

Draft Minutes

The meeting was called to order at 10:05 a.m.

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

Paul Schlichtman, chair

Kirsi Allison Ampe, member

Jennifer Susse, member

Also present:

Leonard Kardon, Chair, Arlington School Committee

William Hayner, Member, Arlington School Committee

Glenn Koocher, Executive Director, Massachusetts Association of School Committees

Kathleen Kelly, Field Director, Massachusetts Association of School Committees

Jenifer Handy, Communications Director, Massachusetts Association of School Committees

Public Comment:

No public comment was submitted.

Approval of minutes May 6, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of May 6, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Approval of minutes January 15, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of January 15, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Financial terms of a potential consulting agreement with the Massachusetts Association of School Committees

Mr. Koocher described the financial bid from the Massachusetts Association of School Committees (MASC). He said MASC proposed a cost to the district of \$10,500 plus expenses. He said the travel expenses for MASC will be minimal, as we will begin using Zoom, and Ms. Kelly and Mr. Koocher live in Cambridge. The district would also be responsible for advertising expenses and postage. MASC can handle printing in-house, but the district would be responsible for any printing expenses for brochures or materials that are not printed in house or by MASC.

Dr. Susse asked about travel expenses for candidates. Mr. Koocher responded that candidates pay their own expenses to the first round interviews, and candidates from a distance can exercise an option to interview remotely.

Dr. Allison-Ampe asked about travel expenses for finalists, and Mr. Koocher said the district might want to reimburse candidates from out-of-state.

Overview of the search process and next steps, including remote focus groups and surveys

Mr. Koocher discussed the first steps in the process. He said the two things we should start now are the development of a district profile, and to conduct surveys and focus groups.

The focus groups will center around what stakeholders want to see in a new superintendent. Interviews would also be conducted 1:1 with people who need to be met with directly.

Mr. Koocher said MASC uses an online survey, which can be customized for Arlington.

Mr. Koocher said priorities unique to Arlington would be incorporated into the promotional materials. Findings would also be compiled in a report to the school committee.

Dr. Susse said that Arlington has a high level of civic engagement, and the focus groups are important. Mr. Koocher said MASC would conduct the number of focus groups Arlington requests, and will work to bring in stakeholders identified by the school committee.

Dr. Allison-Ampe said the promotional materials should be prepared after the focus groups. Mr. Schlichtman said there are components that can be prepared now, primarily demographic data and the overall structure of the materials.

Mr. Hayner asked about including a salary range in the promotional materials. He asked what kind of applicant pool we would expect. Mr. Koocher said Arlington is perceived as a favorable town. The school committee has a good relationship with the superintendent, who is retiring. He said we should expect an applicant pool of about 30 qualified candidates, and we would probably find about a dozen who are worth serious consideration.

Mr. Koocher said the salary range needs to be higher if we are looking to entice a sitting superintendent from another district. Aspiring superintendents are less fussy. If there is a strong internal candidate, that would be a limiting factor for potential applicants. Mr. Koocher stressed that Arlington is a desirable district, and said Bedford just hired its new superintendent at \$210,000. He said that other elements of a compensation package would be a consideration for candidates. We could indicate a willingness to be competitive by stating on the promotional materials that a competitive compensation package is negotiable.

Mr. Schlichtman noted that we should start as soon as possible with staff interviews and focus groups, as they will not be as readily available after the conclusion of the school year. Dr. Allison-Ampe asked about how MASC would gather data from staff. Mr. Koocher said it is critical that staff members are free to comment without their supervisor in the meeting. Teachers should be separate from principals, central office staff should be separate from senior leaders.

Mr. Koocher said the focus groups should be on the district's Zoom account, as the district needs to keep legal possession of the proceedings. Mr. Koocher said school committee members are also welcome to participate in developing the district profile.

Mr. Koocher described the considerations for establishing a search committee to conduct the first round screening of candidates. He said he will provide a model search committee (appended to the minutes). He said 11-13 people is ideal; some districts have a larger committee. He said Bedford had a 19 member committee, but noted that larger committees have more difficulty in scheduling meetings that all can attend.

Mr. Koocher stressed the importance of having school committee members on the search committee, to ensure the process proceeds in a manner acceptable to the committee. He said the police chief is often a very good person to have on the committee.

Mr. Schlichtman said he would recommend approval of a contract at the May 28 school committee meeting.

Mr. Koocher said the next step would be to meet with the search process committee to plan the focus groups. Mr. Koocher said the search process committee should receive suggestions from the full committee for constituencies that should be included in the focus groups. Additional focus groups can be added as the process goes forward, ensuring that everyone who wants to participate can be involved in the process. He said we should meet as soon as possible after the next school committee meeting to move forward. Mr. Schlichtman said he would look to schedule a subcommittee meeting as soon as possible after the meeting.

Adjourn

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to adjourn at 10:57 a.m.. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

ARLINGTON SUPERINTENDENT SEARCH PROCESS POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June Initial Focus Groups Scheduled

June 8 Approved Survey Goes Up – Available to Community

Between June 8-19 Focus Groups with Faculty and Community

June 19-26 Additional Focus Groups

By July 6 Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.

By July 24 Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed
Compensation Package Approved
Announcement of Vacancy is Posted.

Week of August 10 All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.

Week of August 24 Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals

Week of September 7 Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically.
Search Committee is appointed.

September 14, 2020 Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)

October 16, 2020 Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.

Week of October 19 Search Committee Selects Candidates. Question Preparation is Finalized.

Oct. 26-Nov. 9 Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.

Week of November 9 School Committee Receives Candidate Recommendations

November 9-20 Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.

Week of November 30 Decision Made.

MODEL SEARCH COMMITTEE (First round screening)

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
13. Citizen at Large (Parent or Other – may include special interest such as SPED or ELL)

NOTE: It is important to ensure that the educators are well represented but do not outnumber the parents and community members. It is possible that a larger committee would be appointed if required to satisfy local preferences.

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.

Approved May 22, 2020

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 \$50,000, and the rules for supply and service contracts under \$50,000 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

Arlington School Committee
Superintendent Search Process Subcommittee
Wednesday, January 15, 2020
5:15 p.m.

*Arlington High School School Committee Room 869 Massachusetts Avenue, 6th Floor
Arlington, MA*

Approved May 22, 2020

The meeting was called to order at 5:20 p.m.

Present: Paul Schlichtman, subcommittee chair
Jennifer Susse, subcommittee member
Kirsi Allison-Ampe, subcommittee member
Bill Hayner, school committee member

Public Comment:

None

On a **motion** by Dr. Susse, **seconded** by Mr. Schlichtman, it was **voted** to approve the minutes of October 28, 2019. (2-0-1) Dr. Allison-Ampe abstained.

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of October 28, 2019. (3-0)

The subcommittee examined the proposed Request for Proposals for a search consultant. The subcommittee examined the document, paragraph by paragraph, and made edits based on a consensus of the subcommittee members.

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Request for Proposals, as amended. (3-0)

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to adjourn at 7:07 p.m. (3-0)

Scope of Services

The Arlington School Committee is seeking a collaborative executive search firm (Consultant) to work with the School Committee and the community in recruiting a new Superintendent of Schools. The contract will begin when approved by the School Committee.

Posting of the Superintendent position and the collection of applications shall begin no later than September 18, 2020, with a closing date no later than October 16, 2020, unless mutually agreed by the School Committee and the Consultant. The final School Committee vote to hire the Superintendent shall take place no later than December 17, 2020, unless mutually agreed by the School Committee and the Consultant. This contract will continue until all negotiations with the successful superintendent candidate are completed and the employment contract is signed.

Scope of Work - Overview

1. Best practices:

The Consultant shall work collaboratively to support actions taken by the Arlington School Committee and/or a Superintendent Search Committee formed by the School Committee, and its representatives, in hiring our next public school superintendent.

2. Developing the Candidate Selection Criteria:

a. The Consultant shall assist the School Committee and/or the Superintendent Search Committee in defining the leadership needs of the district and in establishing selection criteria for a new superintendent by soliciting input from the School Committee, parents, staff, administration, Town officials, and the community through focus groups, interviews, and an online survey.

b. If requested by the School Committee and/or the Superintendent Search Committee, the Consultant shall review the current job description for the position of Superintendent of Schools, and recommend revisions subject to School Committee approval.

c. The Consultant shall organize, publicize, and facilitate at least five (5) and up to ten (10) focus groups to gather input on the type of leadership to be sought from the next Superintendent from all stakeholders in the community, including, but not limited to, school department employees (including educators), elected and appointed town government officials, parents, students, community partners, and other interested residents of Arlington.

d. The Consultant shall conduct at least five (5) and up to ten (10) individual or small group interviews with individuals specifically identified by the School Committee and/or the Superintendent Search Committee.

e. The Consultant shall conduct an online survey approved by the School Committee and/or the Superintendent Search Committee to collect broad community input for those not able to attend or not invited to a specific focus group.

3. Search Process Management:

a. The Consultant shall work collaboratively with the School Committee and/or Superintendent Search Committee to ensure that Arlington obtains the best candidate to meet our community and district expectations and priorities, both for today and in the future.

b. Timeline:

i. The Consultant shall work with the School Committee and/or Superintendent Search Committee to develop the Superintendent search schedule and timeline. (The timeline will be developed in the context of the Committee's parameters, in which the Superintendent position and the collection of applications shall begin no later than September 18, 2020, with a closing date no later than October 16, 2020, unless mutually agreed by the School Committee and the Consultant. The final School Committee vote to hire the Superintendent shall take place no later than December 17, 2020, unless mutually agreed by the School Committee and the Consultant.)

ii. The Consultant shall recommend and coordinate advertising, including its publication, frequency, and duration. Advertising costs are not to be included in the proposal price.

iii. The Consultant shall develop the application package, including submission requirements and timelines.

iv. The Consultant shall ensure the process is designed to attract a national pool of highly-qualified and diverse candidates.

4. Communication

a. The Consultant shall work collaboratively with the School Committee and the Superintendent Search Committee throughout the process, and keep the School Committee and the Superintendent Search Committee informed about what is occurring at each stage of the search process.

b. The Consultant shall meet with the School Committee and/or Superintendent Search Committee throughout the search and provide regular progress reports.

c. The Consultant shall coordinate or provide the school district with an up-to-date and maintained web page and, if requested by the School Committee and/or the Superintendent Search Committee, communicate through social

media any necessary community information and updates about the search process.

d. The Consultant shall finalize for publication a written summary of the synthesis of communicated skills and experiences generated from focus group and community input. If requested by the School Committee and/or the Superintendent Search Committee, such summary will be communicated to potential candidates.

e. The Consultant shall advise the School Committee and the Superintendent Search Committee regarding best practices pertaining to the use of social media during the selection process.

5. Recruitment Process

a. The Consultant shall ensure that the search process is transparent, thorough, and will engage as many stakeholders as feasibly possible in order to best represent and engage our diverse professional, parent, educator, and resident community.

b. The Consultant shall present findings to the School Committee of selection criteria recommendations from the data gathered.

c. The Consultant shall assist the School Committee and/or Superintendent Search Committee in developing descriptive documents (i.e. brochures and electronic materials) for prospective applicants, including requirements, submissions, and timelines.

d. The Consultant shall conduct direct and indirect search recruitment activities via networking and advertising publications in order to generate a national pool of high-quality, diverse applicants. A racially and demographically diverse candidate pool is essential.

e. The Consultant shall determine methods of direct recruiting, including professional networks.

6. Candidate Screening:

a. The Consultant shall prescreen and verify submitted application materials for completeness and to ensure that all candidates meet all requirements. The Consultant shall recommend a minimum number of candidates required for a viable search. The School Committee reserves the right to designate a School Committee member to review any and all applications.

b. After reviewing submitted applications, the Consultant shall determine with the School Committee and/or Superintendent Search Committee the number of initial screening candidates (those invited for interviews with the Superintendent Search Committee) and the number of finalists (those invited for interviews with the School Committee).

c. The Consultant shall verify credentials and conduct extensive reference checks of finalists prior to announcing the names of candidates to the community.

7. Selection Process

a. The Consultant shall assist the School Committee and the Superintendent Search Committee through screenings and interviews.

b. The Consultant shall assist the School Committee with the assembly of the Superintendent Search Committee and community members involved in the selection process. To fulfill this requirement, the Consultant shall:

i. assist in recruiting a diverse body of community members to participate in the selection process to the extent determined by the School Committee and/or the Superintendent Search Committee. The consultant shall prepare a report of aggregate demographic characteristics and other data pertaining to the pool of applicants who wish to serve on the Superintendent Search Committee.

ii. conduct an orientation and interview training of all persons (pertinent laws, regulations, and policies) participating in the selection process.

c. The Consultant shall be responsible for all scheduling related to the work of the Superintendent Search Committee, and will ensure that their work is completed in a timely manner.

d. The Consultant shall provide support for the Superintendent Search Committee. This will include reviewing candidate paperwork, assisting with the development of interview questions and a scoring rubric, conducting interviews, and identifying finalists who will be advanced to the full School Committee.

8. Final Candidate Selection Process:

a. The Consultant shall assist the School Committee and/or the Superintendent Search Committee in the final selection process, along with any additional support the Superintendent Search Committee may need.

b. The consultant shall arrange to begin finalist interviews no later than November 30, 2020, unless a different date is mutually agreed by the Consultant and the School Committee.

c. The consultant shall schedule candidate site visits and Arlington community introductions for the finalists.

d. The consultant shall manage interviews of finalists with the full School Committee. This will include reviewing candidates' paperwork, assisting with the development of interview questions and a scoring rubric, and conducting interviews.

e. The consultant shall manage reference checking and site visits to place of employment of finalists.

9. Candidate Negotiations and Employment Offer:

- a.** The consultant shall assist the School Committee in managing the preferred candidate offer, negotiation, and development of employment contract.
- b.** The consultant shall provide recommendations to the School Committee for an appropriate compensation and benefit package, based on market study.
- c.** The School Committee will develop and negotiate the contract of employment.

10. Candidate Retention:

After the selected superintendent has the opportunity to become acclimated to his or her new position, and if requested by the School Committee and/or the Superintendent Search Committee, the consultant shall provide eight hours of team building workshop(s) with the superintendent, administrative team, and School Committee. The goal of this workshop shall be to define roles and build the foundation for an effective approach to school governance in the Arlington Public Schools.

11. Consultant Conditions:

- a.** Travel expenses are not included as a separate allowable expense. Travel is considered overhead to the consultant.
- b.** Advertising expenses will be funded by the district after the School Committee approves the marketing plan.
- c.** The search will be deemed complete upon a signed contract with a new Superintendent.

If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, the Consultant must be willing to provide any assistance and aforementioned services with conducting a reopened search for Superintendent or Interim Superintendent.

Minimum Evaluation Criteria

- a.** The Proposer must be available to execute this contract in time for a final vote to hire no later than March 26, 2020.

b. The Proposer is available to make a presentation and be interviewed at a scheduled meeting no earlier than February 24, 2020 and no later than March 12, 2020.

V. Comparative Evaluation Criteria

1. Proposer's Experience

Highly Advantageous: 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.

Advantageous: 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.

Not Advantageous: 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.

Unacceptable: 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:

Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all the objectives stated in the Scope of Service and Proposal Submission Requirements.

Advantageous: The proposal contains a clear plan that addresses most of the project objectives stated in the Scope of Service and Proposal Submission Requirements.

Not Advantageous: The proposal does not contain a clear plan.

Unacceptable: The proposal fails to meet the objectives stated in the Scope of Service and Proposal Submission Requirements.

3. Proposer's Recruitment Materials

Highly Advantageous: 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.

Advantageous: 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.

Not Advantageous: 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.

Unacceptable: The Proposer does not include samples of advertisements, brochures or other forms of candidate outreach.

4. Evaluation of Interview Presentation

The Superintendent Search Process Subcommittee and/or the School Committee may schedule interviews with any Proposer. Interviews will be ranked as follows:

Highly Advantageous: 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.

Advantageous: 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 .

Not Advantageous: 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 .

Unacceptable: 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:

Highly Advantageous: 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.

Advantageous: The Proposer's presentation was clear, well organized and demonstrated effective and sensitive communication skills.

Not Advantageous: The Proposer's presentation was disorganized or did not demonstrate

effective communication skills.

Unacceptable: The Proposer's presentation demonstrated a clear lack of communication skills.



Town of Arlington, Massachusetts

8:05 p.m. EDCO Update, K. Bodie



Town of Arlington, Massachusetts

8:15 p.m. Monthly Financial Report, M. Mason

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Budget Document	SC_Finance_Report_April_2020_-_Per_10_Memo.pdf	SC Finance April 2020 Memo
<input type="checkbox"/> Budget Document	SC_Finance_Report_April_2020_-_Per_10_Reports.pdf	SC Finance April 2020 Report



Arlington Public Schools

*869 Massachusetts Avenue
Arlington, Massachusetts 02476
Telephone: 781-316-3511*

*Michael Mason, Jr.
Chief Financial Officer*

To: Arlington School Committee
From: Michael Mason
Re: Monthly Financial Reporting Packet
Date: May 28, 2020

Attached you will find a copy of the monthly financial reporting packet for the period ending 4/30/2020. There are three different reports for your review. Included are separate monthly budget tracking reports for each of the three different funding source categories: general fund (town appropriation), grants funds (state and federal), and revolving accounts.

General Fund Report

The general fund expenditure report includes spending through 4/30/2020, and is summarized by object code. This report is a year to date budget report, created directly from MUNIS. Combined with columns for our projections for the remainder of the year, we arrived at the 'available budget' total that you'll find in this report. In the projected expenditures we are including:

- Expense Transfers from revolving funds
- Estimated expenditures at the time of the report that administration intends to procure. Examples that are known are listed below but are not limited to;
 - Prepayment of Special Education Tuition
 - Ottoson Middle School PA System Project
 - Student and Teacher Device Purchase
 - COVID-19 PPE Supplies
 - Contactless thermometers and other thermal detection devices
 - Instructional Materials
- Estimated department/school spending most of their budgets in preparation of FY21

The bottom line unencumbered balance is currently projected at \$833,524. It is important to note that this does not mean that we expect there to be a surplus, but instead represents the total remaining after all known expenses at the time of this report have been encumbered.

Grant Accounts Report

The grant account report includes a year to date tracking of revenue and expenditure totals for each of our FY20 grant accounts. This report includes both federal and state grants. Currently all of these grants we included in our budget plan have been approved, and are active. Our current spending is in line with our budget plan, and we don't expect there to be any issues.

DESE increased the following federal grants due to the current extenuating circumstances: Title I 305, Title II 140, IDEA 240, and IDEA 262.

Revolving Accounts Report

The revolving account report includes year to date tracking of revenue and expenditure totals for each revolving account. The current projections are in line with the approved budget plan, and we don't expect there to be any budget issues.

Administration does intend to transfer expenses from the revolving funds on to the general fund. The revolving accounts report does not include pending expense transfers that will be transferred on to the general fund.

Please feel free to contact the business office with any questions you may have.

ARLINGTON PUBLIC SCHOOLS
GENERAL FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

OBJECT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED EXPENDITURES	AVAILABLE BUDGET
81111 - Administration Sal & Wages	5,279,289	4,238,578	1,332,505		(291,794)
81112 - TEACHER SALARY & WAGES	39,178,087	26,581,198	12,478,224	273,551	(154,885)
81113 - CUSTODIAL SALARIES	1,544,987	1,367,824	257,663		(80,500)
81114 - FOOD SERVICE SALARY WAGES	139,500	166,027	-		(26,527)
81115 - CLERICAL SALARIES	2,153,956	1,747,257	394,662		12,037
81116 - FULL TIME TEACHER AIDES SAL	3,981,261	2,942,034	846,340	10,107	182,779
81117 - OTHER FULL TIME SALARIES	3,021,759	2,286,793	687,869		47,097
81118 - PART TIME SALARY WAGES	197,822	147,559	33,524		16,739
81119 - SPED SUMMER SCHOOL(HARDY)	195,046	195,046	-		(0)
81120 - BUS MONITORS	24,985	6,700	-		18,285
81201 - TEMP SALARIES PROFESSIONAL	238,939	80,491	940		157,508
81202 - TEMPORARY SALARY WAGES OTHER	148,431	127,157	-	236,292	(215,017)
81203 - SUBSTITUTE TEACHERS DAY TO DAY	321,661	330,393	4,317		(13,049)
81204 - EXTENDED TERM SUB TEACHER	523,337	445,376	57,357		20,604
81205 - STUDENT ACTIVITY SUPPORT STIP	157,701	77,587	77,887		2,227
81206 - TEMPORARY CLERICAL HELP	29,982	19,230	-		10,752
81210 - ACADEMIC TEACHER LEADERSHIP	138,947	70,592	36,219		32,136
81215 - ADMINISTRATIVE STIPEND	86,849	48,473	36,378		1,998
81301 - OVERTIME PEAKLOAD REQUIREMENT	45,971	39,700	-		6,271
81302 - CUST/SNOW/ICE REMOVAL	34,991	27,576	-		7,415
81304 - MAINTENANCE SALARIES	549,871	375,829	74,466		99,576
81305 - MAINT/WK OUT OF CLASSIFICATION	7,163	417	-		6,746
81307 - PERMIT	19,565	14,804	-		4,761
81308 - OUT OF CLASSIFICATION SALARY	19,100	11,908	-		7,192
81310 - CALL BACK	16,994	15,503	-		1,491
81313 - AUTO ALLOWANCE	14,991	388	-		14,603
81314 - CUSTODIAL CLOTHING ALLOW	14,193	14,175	-		18
81316 - CUSTODIAL ABSENCE/VACATION	75,469	55,263	-		20,206
81318 - TEACHER ROOM MOVING	25,195	3,102	-		22,093
81320 - SKILLS STIPEND	3,499	2,692	673		134

ARLINGTON PUBLIC SCHOOLS
GENERAL FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

OBJECT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED EXPENDITURES	AVAILABLE BUDGET
81322 - OTHER STIPENDS	45,740	23,193	3,754		18,793
81323 - CUSTODIAL ATHLETIC EVENTS	16,518	10,516	-		6,002
81413 - LONGEVITY/TEACHERS	392,837	389,641	-		3,196
81414 - LONGEVITY ADMIN	22,059	21,455	-		604
81415 - LONGEVITY CLERICAL	28,876	28,874	-		2
81416 - LONGEVITY CUST	22,965	13,965	-		9,000
81730 - PENSIONS	4,199	2,745	1,372		82
81760 - CLOTHING ALLOWANCE	14,193	13,627	523		43
82103 - POWER ELECTRICITY	997,070	651,317	71,197	145,908.28	128,648
82104 - NATURAL GAS	575,085	334,793	85,207	26,391.23	128,694
82403 - PLUMBING SERVICES	133,668	77,324	2,199	54,144	-
82404 - ROOF REPAIRS	20,288	2,074	11,996	6,218	-
82405 - FLOORING SUPPLIES/SERVICES	40,640	13,709	7,865	19,066	-
82407 - MASONRY SUPPLY SERVICES	20,891	4,500	7,300	9,091	-
82408 - ELECTRICAL SERVICES	55,895	20,397	11,034	24,464	-
82409 - GROUNDS SUPPLIES	28,916	15,710	1,700	11,506	-
82410 - PAINTING SERVICES	30,158	3,511	189	26,458	-
82411 - WINDOW GLASS SERVICE SUPPLIES	7,533	2,530	1,452	3,551	-
82412 - HVAC CONTRACTED SERVICES	60,097	35,150	5,220	19,727	-
82414 - BOILER CONTRACTED SERVICES	56,561	35,495	182	20,884	-
82415 - SNOW REMOVAL CONTRACTED	64,647	31,041	-	33,606	-
82420 - ELEVATOR MAINTENANCE REPAIRS	89,323	84,865	19,338		(14,880)
82703 - EQUIPMENT RENTAL	99,396	-	68,023	31,373	-
82904 - CUSTODIAL SUPPLIES CLEANING	504,347	317,721	144,019	42,608	-
82905 - EXTERMINATION SERVICES	7,037	1,120	180	5,737	-
82999 - MISC MAINTENANCE SERVICES	10,932	-	-	30,000	(19,068)
83101 - PROFESSIONAL TECH SERVICES	1,096,715	555,955	369,188	58,131	113,441
83102 - LEGAL SERVICES	176,779	100,512	39,488		36,779
83201 - TUITION OTHER SCHOOLS	4,266,371	2,004,277	1,384,583	400,807	476,705
83301 - CONTRACTED TRANSPORTATION	1,127,183	540,777	297,753		288,653

ARLINGTON PUBLIC SCHOOLS
GENERAL FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

OBJECT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED EXPENDITURES	AVAILABLE BUDGET
83302 - FIELD TRIPS	18,547	2,965	2,720		12,862
83303 - OTTO BUSING REIMBURSE	5,520	1,470	-		4,050
83402 - TELEPHONE/PAGERS	33,428	15,815	8,206		9,407
83403 - ADVERTISING	2,457	687	925		845
83404 - REPRODUCTION/PRINTING	12,291	2,310	941	9,040	-
83405 - POSTAGE	712	15	85	612	-
83802 - ENVIRONMENTAL SERVICES	8,095	13,008	-		(4,913)
83803 - SECURITY SERVICES	41,231	38,267	4,282		(1,318)
83804 - ATHLETIC SERVICES	198,705	99,202	5,580	7,545	86,379
83807 - INSURANCE	49,884	41,942	-		7,942
83808 - SAFETY EQUIP AND TESTING	690	-	-	25,000	(24,310)
84201 - OFFICE SUPPLIES	75,650	60,504	17,732		(2,586)
84303 - PLUMBING SUPPLIES	49,257	15,565	1,134	32,559	-
84306 - CARPENTRY SUPPLIES DOORS	51,414	18,834	7,793	24,787	-
84308 - ELECTRICAL SUPPLIES	18,107	8,481	1,618	8,008	-
84312 - HVAC SUPPLIES	25,051	22,778	3,142		(870)
84321 - EQUIPMENT MAINTENANCE	47,545	26,595	2,867	1,581	16,501
84399 - MISC MAINTENANCE SUPPLIES	13,160	12,435	3,776		(3,051)
84802 - MOTOR VEHICLE REPAIR	95,925	50,651	28,416		16,858
84803 - GAS & OIL	44,632	32,491	9,138		3,003
84902 - FOOD SUPPLIES	65,604	10,757	7,759		47,088
85100 - EDUCATIONAL SUPPLIES	5,041	5,004	-		37
85101 - REPRO PAPER TONER SUPPLIES	99,380	74,881	14,514	9,985	-
85102 - TESTING MATERIALS	25,315	951	2,076	22,288	-
85103 - INSTRUCTIONAL MATERIALS	625,855	395,088	61,342	379,546	(210,121)
85104 - ATHLETIC SUPPLIES	74,185	28,877	18,431	31,867	(4,990)
85105 - INSTRUCTIONAL SOFTWARE	6,500	1,386	-		5,114
85106 - TEXTBOOKS BOOKS PERIODICALS	285,635	203,082	11,490	71,063	-
85110 - INSTRUCTION EQUIPMENT	26,586	20,347	1,220	20,000	(14,981)
85201 - MEDICAL SURGICAL SUPPLIES	90,849	12,545	11,842	25,000	41,462

ARLINGTON PUBLIC SCHOOLS
GENERAL FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

OBJECT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED EXPENDITURES	AVAILABLE BUDGET
85802 - COMPUTER SUPPLIES	120,025	59,633	8,904	5,000	46,488
85803 - GRADUATION SERVICE CEREMONIES	15,147	-	9,800		5,347
85804 - COMPUTER SOFTWARE	285,629	185,012	855	20,000	79,762
85806 - MISC SUPPLIES	1,695	910	2,713		(1,928)
87101 - BUSINESS TRAVEL	7,248	2,774	2,146		2,328
87105 - WORKSHOPS STIPENDS/GREEN SLIP	8,823	1,178	-		7,645
87106 - Graduate Course Reimbursement	23,129	9,074	26,638		(12,583)
87202 - TRAINING EDUC CONF & ATTENDANC	274,303	183,147	40,348	47,288	3,520
87301 - PROFESSIONAL AFFILIATIONS	77,087	40,657	9,139		27,291
87601 - COURT JUDGEMENTS SETTLEMENT	25,000	25,000	-		-
88501 - CAPITAL EQUIPMENT/FURNITURE	16,000	446	-	78,860	(63,306)
88502 - COMPUTER NETWORK TELECOM	2,662	2,131	-		531
88550 - COMPUTER EQUIPMENT HARDWARE	266,680	250	-	600,000	(333,570)
88560 - SPACE RENTAL	-	-	-		-
Grand Total	71,427,139	48,503,606	19,180,361	2,909,648	833,524

ARLINGTON PUBLIC SCHOOLS
GRANTS FINANCIAL REPORT
THRU APRIL 30, 2020

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Consolidated Health Services Affiliated Grant	7330 - STATE REVENUE	(5,000)	(5,000)	-	-	-
	81117 - OTHER FULL TIME SALARIES	4,000	3,000	-	1,000	-
	87202 - TRAINING EDUC CONF & ATTENDANC	1,000	795	-	205	-
CHSA Total Revenue		(5,000)	(5,000)	-	-	-
CHSA Total Expense		5,000	3,795	-	1,205	-
Metco Grant	7330 - STATE REVENUE	(534,449)	(223,966)	-	(310,483)	-
	81111 - Administration Sal & Wages	104,192	68,616	-	35,576	-
	81112 - TEACHER SALARY & WAGES	83,835	55,150	2,411	26,274	-
	81116 - FULL TIME TEACHER AIDES SAL	79,600	27,891	10,461	41,248	-
	81201 - TEMP SALARIES PROFESSIONAL	11,345	1,096	-	10,249	-
	81202 - TEMPORARY SALARY WAGES OTHER	5,400	2,050	-	3,350	-
	83101 - PROFESSIONAL TECH SERVICES	20,582	6,650	-	13,932	-
	83301 - CONTRACTED TRANSPORTATION	217,510	134,597	68,720	14,193	-
	84201 - OFFICE SUPPLIES	1,120	99	125	896	-
	87202 - TRAINING EDUC CONF & ATTENDANC	5,300	2,470	2,100	730	-
	87301 - PROFESSIONAL AFFILIATIONS	1,850	903	-	948	-
	88550 - COMPUTER EQUIPMENT HARDWARE	3,715	985	330	2,400	-
Metco Grant Total Revenue		(534,449)	(223,966)	-	(310,483)	-
Metco Grant Total Expense		534,449	300,507	84,147	149,796	-
Safe & Supportive Schools	7330 - STATE REVENUE	(7,500)	(3,490)	-	(4,010)	-
	81201 - TEMP SALARIES PROFESSIONAL	3,000	-	-	3,000	-
	87105 - WORKSHOPS STIPENDS/GREEN SLIP	4,500	3,490	-	1,010	-
Safe Schools Total Revenue		(7,500)	(3,490)	-	(4,010)	-
Safe Schools Total Expense		7,500	3,490	-	4,010	-
Special Ed Early Ed	7310 - FEDERAL REVENUE THRU STATE	(42,465)	(21,834)	-	(20,631)	-
	81112 - TEACHER SALARY & WAGES	30,832	20,160	10,673	(0)	-
	81201 - TEMP SALARIES PROFESSIONAL	900	-	-	900	-
	81731 - MTRB PENSION	2,775	2,220	-	555	-
	83101 - PROFESSIONAL TECH SERVICES	4,350	3,250	1,100	-	-
	85100 - EDUCATIONAL SUPPLIES	3,608	3,148	-	460	-
Special Ed Early Ed Total Revenue		(42,465)	(21,834)	-	(20,631)	-
Special Ed Early Ed Total Expense		42,465	28,778	11,773	1,915	-
Sped 94-142 Allocation	7310 - FEDERAL REVENUE THRU STATE	(1,530,154)	(832,059)	-	(698,095)	-
	81111 - Administration Sal & Wages	46,844	30,629	16,215	(0)	-
	81112 - TEACHER SALARY & WAGES	1,307,353	931,559	352,719	23,075	-
	81201 - TEMP SALARIES PROFESSIONAL	8,745	-	-	8,745	-
	81731 - MTRB PENSION	121,878	97,502	-	24,376	-
	83101 - PROFESSIONAL TECH SERVICES	39,289	-	-	39,289	-
	85000 - SUPPLIES	6,045	-	-	6,045	-
Sped 94-142 Allocation Total Revenue		(1,530,154)	(832,059)	-	(698,095)	-
Sped 94-142 Allocation Total Expense		1,530,154	1,059,690	368,934	101,530	-
Title I Distribution	7310 - FEDERAL REVENUE THRU STATE	(187,517)	(84,265)	-	(103,252)	-
	81111 - Administration Sal & Wages	5,000	5,000	-	-	-
	81112 - TEACHER SALARY & WAGES	31,012	20,347	10,735	(70)	-
	81116 - FULL TIME TEACHER AIDES SAL	104,652	79,442	23,619	1,590	-
	81201 - TEMP SALARIES PROFESSIONAL	39,500	-	-	39,500	-
	81202 - TEMPORARY SALARY WAGES OTHER	250	-	-	250	-

ARLINGTON PUBLIC SCHOOLS
GRANTS FINANCIAL REPORT
THRU APRIL 30, 2020

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
	81731 - MTRB PENSION	2,791	2,233	-	558	-
	85106 - TEXTBOOKS BOOKS PERIODICALS	4,047	2,709	-	1,338	-
	87105 - WORKSHOPS STIPENDS/GREEN SLIP	265	-	-	265	-
Title I Distribution Total Revenue		(187,517)	(84,265)	-	(103,252)	-
Title I Distribution Total Expense		187,517	109,732	34,354	43,431	-
Title II A Improving Teacher Quality	7310 - FEDERAL REVENUE THRU STATE	(80,309)	(10,139)	-	(70,170)	-
	81201 - TEMP SALARIES PROFESSIONAL	44,500	2,475	150	41,875	-
	83101 - PROFESSIONAL TECH SERVICES	9,997	7,304	-	2,693	-
	85000 - SUPPLIES	655	-	-	655	-
	87105 - WORKSHOPS STIPENDS/GREEN SLIP	1,000	-	-	1,000	-
	87203 - TITLE II Covenant Sch Training	759	-	-	759	-
	87207 - Title II St Agnes Training	2,597	-	-	2,597	-
	87208 - TITLE IIA-ARL CATHOLIC	6,201	1,650	755	3,796	-
	87301 - PROFESSIONAL AFFILIATIONS	14,600	-	-	14,600	-
Title IIA Improving Teacher Quality Total Revenue		(80,309)	(10,139)	-	(70,170)	-
Title IIA Improving Teacher Quality Total Expense		80,309	11,429	905	67,975	-
Title III ELL	7310 - FEDERAL REVENUE THRU STATE	(40,241)	(4,024)	-	(36,217)	-
	81201 - TEMP SALARIES PROFESSIONAL	35,282	500	-	34,782	-
	83101 - PROFESSIONAL TECH SERVICES	800	-	-	800	-
	85103 - INSTRUCTIONAL MATERIALS	1,668	-	-	1,668	-
	87105 - WORKSHOPS STIPENDS/GREEN SLIP	2,491	2,280	-	211	-
Title III ELL Total Revenue		(40,241)	(4,024)	-	(36,217)	-
Title III ELL Total Expense		40,241	2,780	-	37,461	-
Grand Total Grant Revenues		(2,427,635)	(1,184,777)	-	(1,242,858)	-
Grand Total Grant Expenses		2,427,635	1,520,200	500,113	407,323	-

ARLINGTON PUBLIC SCHOOLS
REVOLVING FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Athletic Fees	7289 - Miscellaneous Revenue	(260,000)	(235,454)	-	(24,546)	-
	81202 - Temporary Salary Wages Other	260,000	229,815	-	30,185	-
	85104 - Athletic Supplies	-	18,981	12,886	(31,867)	-
Athletic Fees Total Revenue		(260,000)	(235,454)	-	(24,546)	-
Athletic Fees Total Expense		260,000	248,797	12,886	(1,683)	-
Athletics Ticket Sales	7289 - Miscellaneous Revenue	(40,000)	(37,931)	-	(2,069)	-
	81202 - Temporary Salary Wages Other	40,000	6476.15	-	33,524	-
	8300 - Contracted Services	-	-	-	-	-
	8350 - Curriculum Supplies	-	1380.61	-	(1,381)	-
Athletic Ticket Sales Total Revenue		(40,000)	(37,931)	-	(2,069)	-
Athletic Ticket Sales Total Expense		40,000	7,857	-	32,143	-
Bishop Bus Fees	7289 - Miscellaneous Revenue	(20,000)	(31,450)	-	11,450	-
	8300 - Contracted Services	20,000	788	-	19,213	-
Bishop Bus Total Revenue		(20,000)	(31,450)	-	11,450	-
Bishop Bus Total Expense		20,000	788	-	19,213	-
Building Rental Fees	7289 - Miscellaneous Revenue	(350,000)	(173,478)	-	(176,522)	-
	8092 - Custodial/Overtime	150,000	106,192	-	43,808	-
	82103 - Power Electricity	200,000	-	-	200,000	-
	8300 - Contracted Services	-	52,626	4,717	(57,343)	-
	8350 - Curriculum Supplies	-	-	-	-	-
	8659 - Instructional Equipment	-	-	-	-	-
Building Rental Total Revenue		(350,000)	(173,478)	-	(176,522)	-
Building Rental Total Expense		350,000	158,818	4,717	186,465	-
Circuit Breaker	7310 - Federal Revenue Thru State	(2,317,327)	(2,472,005)	-	154,678	-
	83201 - Tuition Other Schools	2,317,327	1,470,832	875,197	(28,702)	-
Circuit Breaker Total Revenue		(2,317,327)	(2,472,005)	-	154,678	-
Circuit Breaker Total Expense		2,317,327	1,470,832	875,197	(28,702)	-
Foreign Exchange	7289 - Miscellaneous Revenue	(325,000)	(143,379)	-	(181,621)	-
	85103 - Instructional Materials	285,000	24,265	53,142	207,593	-
	87202 - Training Educ Conf & Attendanc	40,000	46,788	500	(7,288)	-
Foreign Visa Total Revenue		(325,000)	(143,379)	-	(181,621)	-
Foreign Visa Total Expense		325,000	71,053	53,642	200,305	-
Instrumental Music Fees	7289 - Miscellaneous Revenue	(148,265)	(93,105)	-	(55,161)	-
	81112 - Teacher Salary & Wages	148,265	133,373	-	14,892	-
	8300 - Contracted Services	-	-	-	-	-
Instrumental Music Total Revenue		(148,265)	(93,105)	-	(55,161)	-
Instrumental Music Total Expense		148,265	133,373	-	14,892	-
Menotomy Preschool	7289 - Miscellaneous Revenue	(142,000)	(262,288)	-	120,288	-
	81112 - Teacher Salary & Wages	142,000	116,572	23,606	1,822	-

ARLINGTON PUBLIC SCHOOLS
REVOLVING FUND EXPENDITURE REPORT
THRU APRIL 30, 2020

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
	81116 - Full Time Teacher Aides Sal	-	10,107	-	(10,107)	-
Menotomy Preschool Total Revenue		(142,000)	(262,288)	-	120,288	-
Menotomy Preschool Total Expense		142,000	126,679	23,606	(8,284)	-
Peirce Field Rental	7289 - Miscellaneous Revenue	(22,000)	(19,975)	-	(2,025)	-
	8350 - Curriculum Supplies	-	759	-	(759)	-
	83804 - Athletic Services	22,000	7,545	-	14,455	-
Peirce Field Rental Total Revenue		(22,000)	(19,975)	-	(2,025)	-
Peirce Field Rental Total Expense		22,000	8,304	-	13,696	-
Traffic Supervisory Rebilling	7289 - Miscellaneous Revenue	(17,928)	-	-	(17,928)	-
	8350 - Curriculum Supplies	17,928	-	-	17,928	-
Traffic Supervisor Rebilling Total Revenue		(17,928)	-	-	(17,928)	-
Traffic Supervisor Rebilling Total Expense		17,928	-	-	17,928	-
Tuition In Revolving	7289 - Miscellaneous Revenue	(90,000)	(18,030)	-	(71,970)	-
	83201 - Tuition Other Schools	90,000	-	-	90,000	-
Tuition In Total Revenue		(90,000)	(18,030)	-	(71,970)	-
Tuition In Total Expense		90,000	-	-	90,000	-
AEA President Salary Offset	7289 - Miscellaneous Revenue	(15,671)	-	-	(15,671)	-
	81112 - Teacher Salary & Wages	15,671	-	-	15,671	-
AEA President Offset Total Revenue		(15,671)	-	-	(15,671)	-
AEA President Offset Total Expense		15,671	-	-	15,671	-
Total Revolving Revenue		(3,748,191)	(3,487,094)	-	(261,097)	-
Total Revolving Expense		3,748,191	2,226,499	970,048	551,644	-



Town of Arlington, Massachusetts

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

Summary:

AHS Building Committee update

AHS Graduation update



Town of Arlington, Massachusetts

8:45 p.m Consent Agenda

Summary:

Approval of Warrant: Warrant Number 20283 Total Warrant Amount \$394,676.75 DATED 5/19/2020

Approval of Minutes: None

Approval of School Committee Organizational Meeting, June 11, 2020 at 6:15 p.m.

ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	Please_Sign_Warrant_20283.pdf	Warrant 20283 5 19 2020

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	20283	Total Warrant Amount	\$394,676.75
DATED	5/19/2020		

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

DocuSigned by:

Michael Morgan

EAAF35097B02481...

Superintendent of Schools / Chief Financial Officer

DocuSigned by:

Jane Morgan

C6FCD9F56143429...

School Committee

DocuSigned by:

Jennifer Susse

9FAC749CB355496...

DocuSigned by:

Paul Schlichtman

7798F1DD718442C...

School Committee

DocuSigned by:

Jeff Thielman

0E423E2362E54F5...

DocuSigned by:

Kirsi Allison-Ampe

5376B955B90542A...

School Committee

DocuSigned by:

William Hayner

A39C22C204E3484...

School Committee



05/13/2020 13:50
RAddorisio

TOWN OF ARLINGTON
PRELIMINARY

TOWN OF ARLINGTON

P 1
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DATE: 05/19/2020 WARRANT: 20283 AMOUNT: \$ 394,676.75

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

05/13/2020 13:50
Raddorizio| TOWN OF ARLINGTON
| PRELIMINARY DETAIL INVOICE LIST| P 2
| apwarnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20283

05/19/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
27747	A PLUS TRANSPORTATION,	00000	202866	INV	05/19/2020	3.2020	379279		
	1 02816990 83301 3300			TRANS HOM	TRANS	575.00			
				Invoice Net		575.00			
				CHECK TOTAL		575.00			
28030	ADMINISTRATIVE SOFTWARE	00000	200884	INV	05/19/2020	INV00049284	379696		
	1 1336765 84201 6200			GEN ADMIN	OFFICE	1,074.00			
				Invoice Net		1,074.00			
				CHECK TOTAL		1,074.00			
37664	ADVANTAGE POWER & CONT	00000	205307	INV	05/19/2020	1973	379555		
	1 02756960 82408 4220			FAC MAINT	ELECTRICAL	2,590.00			
	2 02756960 82408 4220			FAC MAINT	ELECTRICAL	147.55			
				Invoice Net		2,737.55			
				CHECK TOTAL		2,737.55			
1195	AMERICAN ALARM & COMMU	00000	200629	INV	05/19/2020	1001713	379556		
	1 02756960 83803 4225			FAC MAINT	SECURITY	935.91			
				Invoice Net		935.91			
				CHECK TOTAL		935.91			
37920	AMPLYUS	00000	204489	INV	05/19/2020	202001-7417	379810		
	1 14120107 85103 2415			AEF PCR BI	EQUIP	2,547.00			
				Invoice Net		2,547.00			
				CHECK TOTAL		2,547.00			
29770	ARISE CONSULTING SERVI	00001	200552	INV	05/19/2020	CONSULT LC-APR'20	379578		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,497.50			
				Invoice Net		1,497.50			
29770	ARISE CONSULTING SERVI	00001	200554	INV	05/19/2020	CONSULT OD-APR'20	379579		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	240.00			
				Invoice Net		240.00			
29770	ARISE CONSULTING SERVI	00001	200555	INV	05/19/2020	CONSULT ZF-APR'20	379580		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	220.00			
				Invoice Net		220.00			
29770	ARISE CONSULTING SERVI	00001	200557	INV	05/19/2020	CONSULT PG-APR'20	379581		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	590.00			
				Invoice Net		590.00			
29770	ARISE CONSULTING SERVI	00001	200558	INV	05/19/2020	CONSULT JK-APR'20	379582		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,015.00			
				Invoice Net		1,015.00			
29770	ARISE CONSULTING SERVI	00001	200559	INV	05/19/2020	CONSULT HRL-APR'20	379584		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,182.50			
				Invoice Net		1,182.50			
29770	ARISE CONSULTING SERVI	00001	200560	INV	05/19/2020	CONSULT TR-APR'20	379585		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	580.00			
				Invoice Net		580.00			



05/13/2020 13:50
Raddorizio

|TOWN OF ARLINGTON
|PRELIMINARY DETAIL INVOICE LIST

|P 3
|apwarnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20283

05/19/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29770	ARISE CONSULTING SERVI	00001	200874	INV	05/19/2020	CONSULT HC-APR'20	379586		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	55.00			
				Invoice Net		55.00			
29770	ARISE CONSULTING SERVI	00001	200875	INV	05/19/2020	CONSULT LC -APR'20	379587		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	700.00			
				Invoice Net		700.00			
29770	ARISE CONSULTING SERVI	00001	200877	INV	05/19/2020	CONSULT DL-APR'20	379588		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	960.00			
				Invoice Net		960.00			
29770	ARISE CONSULTING SERVI	00001	200878	INV	05/19/2020	CONSULT AM-APR'20	379589		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,707.50			
				Invoice Net		1,707.50			
29770	ARISE CONSULTING SERVI	00001	200879	INV	05/19/2020	CONSULT AT-APR'20	379590		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	1,415.00			
				Invoice Net		1,415.00			
				CHECK TOTAL		10,162.50			
37987	ATKINS, LYNDIA F	00000	205608	INV	05/19/2020	MEATBALL MANIA 2/26	379697		
	1 1336770 81112 6200			ADULT ED	INSTRUCT	50.00			
	2 1336770 85103 6200			ADULT ED	INSTRUCT	200.00			
				Invoice Net		250.00			
				CHECK TOTAL		250.00			
24394	AUDIOLOGY AND HEARING	00000	200547	INV	05/19/2020	28309	379591		
	1 02456842 85110 2420			ADAPTIVE T	EQ INSTRUC	75.00			
				Invoice Net		75.00			
				CHECK TOTAL		75.00			
70350	BARNES & NOBLE BOOKSEL	00000	204675	INV	05/19/2020	3980829	379813		
	1 02156506 85103 2415			ELEM EDUC	INSTRUCT	147.32			
				Invoice Net		147.32			
				CHECK TOTAL		147.32			
37624	BETHEL, ROBERT H	00000	11637220	INV	05/19/2020	4/6-5/8/20-VIOLIN	379721		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	365.00			
				Invoice Net		365.00			
				CHECK TOTAL		365.00			
22234	THE BOOK RACK	00001	204166	INV	05/19/2020	1044	379888		
	1 14119109 85103 2415			IDENTITY	INSTRUCT	144.00			
				Invoice Net		144.00			
				CHECK TOTAL		144.00			
70500	BOSTON COLLEGE CAMPUS	00002	201212	INV	05/19/2020	4/1/20-4/30/20-DM	379592		
	1 07506848 83201 9300			CB OOD DAY	TUITION	4,705.60			
				Invoice Net		4,705.60			
				CHECK TOTAL		4,705.60			

05/13/2020 13:50
Raddorizio|TOWN OF ARLINGTON
|PRELIMINARY DETAIL INVOICE LIST|P 4
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20283

05/19/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
18495	BOSTON HIGASHI SCHOOL	00000	200540	INV	05/19/2020	2025412AR	379593		
	1 02456845 83201 9300			OOD/AIDE	TUITION	4,342.25			
				Invoice Net		4,342.25			
18495	BOSTON HIGASHI SCHOOL	00000	200540	INV	05/19/2020	2026412AR	379594		
	1 02456845 83201 9300			OOD/AIDE	TUITION	2,288.00			
				Invoice Net		2,288.00			
18495	BOSTON HIGASHI SCHOOL	00000	200541	INV	05/19/2020	2003403	379595		
	1 02456851 83201 9300			OOD RESIDE	TUITION	19,658.65			
				Invoice Net		19,658.65			
				CHECK TOTAL		26,288.90			
23730	BROCCOLI HALL INC.	00000	201205	INV	05/19/2020	10673	379596		
	1 07506848 83201 9300			CB OOD DAY	TUITION	2,761.22			
				Invoice Net		2,761.22			
				CHECK TOTAL		2,761.22			
34065	BURKE, KRISTIN	00000	200569	INV	05/19/2020	REIMB MILEGE-MAR'20	379597		
	1 02456806 87101 2110			SPED ADM M	BUS TRAVEL	8.51			
				Invoice Net		8.51			
				CHECK TOTAL		8.51			
71020	CONCORD AREA SPECIAL E	00000	200575	INV	05/19/2020	20-0828	379600		
	1 02456848 83201 9400			TUITION DY	TUITION	7,277.92			
				Invoice Net		7,277.92			
71020	CONCORD AREA SPECIAL E	00000	204780	INV	05/19/2020	20-0831	379601		
	1 02456848 83201 9400			TUITION DY	TUITION	5,856.00			
				Invoice Net		5,856.00			
				CHECK TOTAL		13,133.92			
73222	CENTER FOR RESPONSIVE	00000	204102	INV	05/19/2020	INV15707	379306		
	1 02056575 87202 2357			GIBBS PD	TRAINING	229.00			
				Invoice Net		229.00			
				CHECK TOTAL		229.00			
34159	JAMES M. DONAHER	00001	201235	INV	05/19/2020	4459	379280		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	1,265.64			
				Invoice Net		1,265.64			
34159	JAMES M. DONAHER	00001	201235	INV	05/19/2020	4460	379282		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	401.16			
				Invoice Net		401.16			
34159	JAMES M. DONAHER	00001	201235	INV	05/19/2020	4462	379283		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	1,331.64			
				Invoice Net		1,331.64			
34159	JAMES M. DONAHER	00001	201235	INV	05/19/2020	4474	379598		
	1 02456857 83101 2330			SPED CONTR	PROF TECH	1,735.44			
				Invoice Net		1,735.44			
34159	JAMES M. DONAHER	00001	201235	INV	05/19/2020	4475	379599		



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CASH ACCOUNT: 0000		104013	VENDOR 8304		WARRANT: 20283		05/19/2020		
VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456857 83101	2330		SPED CONTR	PROF TECH	227.52			
				Invoice Net		227.52			
				CHECK TOTAL		4,961.40			
37891	CONSTELLATION NEWENERG	00192	205647	INV	05/19/2020	17178526601 4.9.20	379689		
	1 02756960 82103	4130		FAC MAINT	POWER ELEC	46.65			
				Invoice Net		46.65			
				CHECK TOTAL		46.65			
71080	COSTA FRUIT & PRODUCE	00001	201829	INV	05/19/2020	4414859	379857		
	1 03034309 835001			FOOD SERV	FOOD SERVI	90.00			
				Invoice Net		90.00			
				CHECK TOTAL		90.00			
34895	DATAPRINT	00001	11667620	INV	05/19/2020	147741	379812		
	1 02606910 84201	1210		SUPER	OFFICE	2,744.25			
				Invoice Net		2,744.25			
				CHECK TOTAL		2,744.25			
30634	DIRECT ENERGY BUSINESS	00002	200462	INV	05/19/2020	HS01789973	379557		
	1 02756960 82104	4120		FAC MAINT	NAT GAS	1,136.44			
	2 02756960 82104	4120		FAC MAINT	NAT GAS	9,916.96			
				Invoice Net		11,053.40			
				CHECK TOTAL		11,053.40			
75080	DRAMATISTS PLAY SERVIC	00000	204879	INV	05/19/2020	SO 00000631910	379887		
	1 02546755 85103	2415		VISUAL/PER	INSTRUCT	577.93			
				Invoice Net		577.93			
				CHECK TOTAL		577.93			
23441	DREEBEN, JILL BENJAMIN	00000	205540	INV	05/19/2020	4/6-5/8/20-FLUTE	379722		
	1 14856542 83101	3520		HS INSTRUM	PROF TECH	1,950.00			
				Invoice Net		1,950.00			
				CHECK TOTAL		1,950.00			
70412	CRYSTAL ROCK	00001	204395	INV	05/19/2020	20112555 030620	379814		
	1 02156506 84201	2430		ELEM EDUC	OFFICE	31.12			
				Invoice Net		31.12			
				CHECK TOTAL		31.12			
70412	CRYSTAL ROCK	00001	201948	INV	05/19/2020	1041665 040120	379886		
	1 149	8350		CO-CURRICU	OTTOSON CO	23.34			
				Invoice Net		23.34			
				CHECK TOTAL		23.34			
33600	EAST BAY EDUCATIONAL C	00000	202047	INV	05/19/2020	12917	379815		
	1 02426715 85103	2415		C&I SCIENC	INSTRUCT	4,935.22			
				Invoice Net		4,935.22			



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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 20283 05/19/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
CHECK TOTAL						4,935.22			
71410	EDCO COLLABORATIVE	00000	200578	INV	05/19/2020	1201698	379602		
	1 02456848 83201 9400			TUITION DY	TUITION	5,657.60			
				Invoice Net		5,657.60			
71410	EDCO COLLABORATIVE	00000	200579	INV	05/19/2020	1201695	379603		
	1 02456848 83201 9400			TUITION DY	TUITION	5,657.60			
				Invoice Net		5,657.60			
CHECK TOTAL						11,315.20			
36462	EDUCATIUS GROUP AB	00000	205041	INV	05/19/2020	556721-0819	379308		
	1 18406507 85103 2415			AHS/LANG	INSTRUCT	8,142.00			
				Invoice Net		8,142.00			
CHECK TOTAL						8,142.00			
70016	ERC WIPING PRODUCTS, I	00000	205598	INV	05/19/2020	759808	379687		
	1 02496997 82904 4110			COVID-19	CUSTODIAL	1,075.09			
				Invoice Net		1,075.09			
70016	ERC WIPING PRODUCTS, I	00000	205598	INV	05/19/2020	760081	379688		
	1 02496997 82904 4110			COVID-19	CUSTODIAL	1,129.95			
	2 02496997 82904 4110			COVID-19	CUSTODIAL	30.00			
				Invoice Net		1,159.95			
CHECK TOTAL						2,235.04			
1847	EVERSOUCE	00192	205151	INV	05/19/2020	26765981001 3.30.20	379558		
	1 02756960 82103 4130			FAC MAINT	POWER ELEC	9.38			
				Invoice Net		9.38			
1847	EVERSOUCE	00192	205151	INV	05/19/2020	25604171006 4.9.20	379559		
	1 02756960 82103 4130			FAC MAINT	POWER ELEC	6,273.84			
				Invoice Net		6,273.84			
1847	EVERSOUCE	00192	205151	INV	05/19/2020	27761990020 4.9.20	379560		
	1 02756960 82103 4130			FAC MAINT	POWER ELEC	28.10			
				Invoice Net		28.10			
CHECK TOTAL						6,311.32			
37863	FOX, CHRISTOPHER J	00000	205618	INV	05/19/2020	53261	379816		
	1 02546755 85103 2415			VISUAL/PER	INSTRUCT	1,200.00			
				Invoice Net		1,200.00			
CHECK TOTAL						1,200.00			
37876	GELZLEICHTER, SHAWN	00000	204326	INV	05/19/2020	1022	379817		
	1 201 84000			GILBERT &	MISC	250.00			
				Invoice Net		250.00			
CHECK TOTAL						250.00			
71736	THE MARGARET GIFFORD S	00000	201217	INV	05/19/2020	020385	379604		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,702.40			
				Invoice Net		5,702.40			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
71736	THE MARGARET GIFFORD S	00000	201218	INV	05/19/2020	020435	379605		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,702.40			
				Invoice Net		5,702.40			
71736	THE MARGARET GIFFORD S	00000	201219	INV	05/19/2020	020441	379606		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,702.40			
				Invoice Net		5,702.40			
				CHECK TOTAL		17,107.20			
29978	GLASER, SAMANTHA	00000	196496	INV	05/19/2020	REIMB MEALS EXP	379818		
	1 14119109 87202 2357			IDENTITY	TRAINING	200.69			
				Invoice Net		200.69			
				CHECK TOTAL		200.69			
71798	GOPHER	00001	205296	INV	05/19/2020	9717542	379353		
	1 02366548 83101 2440			HEALTH/H.S	PROF TECH	1,393.00			
				Invoice Net		1,393.00			
				CHECK TOTAL		1,393.00			
37605	GORDON FOOD SERVICE IN	00002	202691	INV	05/19/2020	201886888	379224		
	1 03034309 835001			FOOD SERV	FOOD SERVI	227.81			
				Invoice Net		227.81			
37605	GORDON FOOD SERVICE IN	00002	202691	INV	05/19/2020	201998049	379225		
	1 03034309 835001			FOOD SERV	FOOD SERVI	377.03			
				Invoice Net		377.03			
37605	GORDON FOOD SERVICE IN	00002	202691	INV	05/19/2020	202252290	379672		
	1 03034309 835001			FOOD SERV	FOOD SERVI	779.48			
				Invoice Net		779.48			
37605	GORDON FOOD SERVICE IN	00002	202691	INV	05/19/2020	202390655	379858		
	1 03034309 835001			FOOD SERV	FOOD SERVI	149.59			
				Invoice Net		149.59			
				CHECK TOTAL		1,533.91			
75061	THE GUILD FOR HUMAN SE	00000	201230	INV	05/19/2020	7535	379607		
	1 07506848 83201 9300			CB OOD DAY	TUITION	7,931.76			
				Invoice Net		7,931.76			
75061	THE GUILD FOR HUMAN SE	00000	201231	INV	05/19/2020	7531	379614		
	1 07506848 83201 9300			CB OOD DAY	TUITION	10,187.76			
				Invoice Net		10,187.76			
				CHECK TOTAL		18,119.52			
33923	HENNE, MIRANDA	00000	205541	INV	05/19/2020	4/6-5/8/20-CELLO	379724		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	1,815.00			
				Invoice Net		1,815.00			
				CHECK TOTAL		1,815.00			
37865	HOLLAND, MELLISA	00000	204159	INV	05/19/2020	PT TESTING 3/10-3/12	379616		
	1 02456812 83101 2320			SPED/PT	PROF TECH	157.50			
				Invoice Net		157.50			

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VENDOR 8304

WARRANT: 20283

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	157.50		
32312	JACKSON, STEVEN W.	00000	205614	INV	05/19/2020	P1463	379819		
	1 02546755 83101 2420			VISUAL/PER	PROF TECH	125.00			
				Invoice Net		125.00			
						CHECK TOTAL	125.00		
33014	KRISTEN LALLY JOYCE	00000	204840	INV	05/19/2020	REIMB MILEGE-MAR'20	379620		
	1 02456812 83101 2320			SPED/PT	BUS TRAVEL	10.12			
				Invoice Net		10.12			
						CHECK TOTAL	10.12		
31851	JTM PROVISIONS CO., INC	00001	202538	INV	05/19/2020	510295A	379848		
	1 03034309 835000			FOOD SERV	FOOD SERV/	56.86			
				Invoice Net		56.86			
						CHECK TOTAL	56.86		
38112	JUDGE, COLLEEN M	00000	205423	INV	05/19/2020	MARCH 2020	379284		
	1 02456818 83101 2320			SPED/DEAF	PROF TECH	375.00			
				Invoice Net		375.00			
38112	JUDGE, COLLEEN M	00000	205423	INV	05/19/2020	APRIL 2020	379622		
	1 02456818 83101 2320			SPED/DEAF	PROF TECH	1,125.00			
				Invoice Net		1,125.00			
						CHECK TOTAL	1,500.00		
19317	JUSTICE RESOURCE INSTI	00000	204691	INV	05/19/2020	62750420ARL	379285		
	1 02456803 83101 2310			SPED/TUTOR	PROF TECH	180.00			
				Invoice Net		180.00			
19317	JUSTICE RESOURCE INSTI	00000	204691	INV	05/19/2020	62750520ARL	379286		
	1 02456803 83101 2310			SPED/TUTOR	PROF TECH	480.00			
				Invoice Net		480.00			
						CHECK TOTAL	660.00		
31794	KOBAYASHI-KIRKER, KAEDE	00000	11637620	INV	05/19/2020	4/6-5/8/20-VIOLIN	379725		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	3,225.00			
				Invoice Net		3,225.00			
						CHECK TOTAL	3,225.00		
31085	KONE INC	00001	205477	INV	05/19/2020	959525209	379562		
	1 02756960 82420 4220			FAC MAINT	ELEVATOR	1,068.99			
				Invoice Net		1,068.99			
31085	KONE INC	00001	205477	INV	05/19/2020	1157949886	379563		
	1 02756960 82420 4220			FAC MAINT	ELEVATOR	172.89			
				Invoice Net		172.89			
31085	KONE INC	00001	200204	INV	05/19/2020	1157975324	379564		
	1 02756960 82420 4220			FAC MAINT	ELEVATOR	511.26			
	2 02756960 82420 4220			FAC MAINT	ELEVATOR	469.13			
				Invoice Net		980.39			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	2,222.27		
72363	LABBB COLLABORATIVE	00000	201756	INV	05/19/2020	0320HS10276	379630		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	495.00			
				Invoice Net		495.00			
72363	LABBB COLLABORATIVE	00000	201757	INV	05/19/2020	0320HS10376	379631		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	220.00			
				Invoice Net		220.00			
72363	LABBB COLLABORATIVE	00000	201760	INV	05/19/2020	0320HS10358	379632		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	915.00			
				Invoice Net		915.00			
72363	LABBB COLLABORATIVE	00000	201763	INV	05/19/2020	0320HS10482	379633		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	582.50			
				Invoice Net		582.50			
72363	LABBB COLLABORATIVE	00000	203786	INV	05/19/2020	0320HS10252	379634		
	1 02456821 83101 2320			SPED/CLINI	PROF TECH	47.50			
				Invoice Net		47.50			
72363	LABBB COLLABORATIVE	00000	201380	INV	05/19/2020	0320L07202r	379662		
	1 02456848 83201 9400			TUITION DY	TUITION	2,752.30			
				Invoice Net		2,752.30			
72363	LABBB COLLABORATIVE	00000	201380	INV	05/19/2020	0320AD10072	379703		
	1 02456848 83201 9400			TUITION DY	TUITION	4,950.00			
				Invoice Net		4,950.00			
						CHECK TOTAL	9,962.30		
72433	LEAGUE SCHOOL OF GREAT	00000	201224	INV	05/19/2020	007005	379635		
	1 07506848 83201 9300			CB OOD DAY	TUITION	8,128.55			
				Invoice Net		8,128.55			
						CHECK TOTAL	8,128.55		
72441	LEARNING PREP SCHOOL I	00001	201225	INV	05/19/2020	55890-NW	379636		
	1 07506848 83201 9300			CB OOD DAY	TUITION	3,294.04			
				Invoice Net		3,294.04			
72441	LEARNING PREP SCHOOL I	00001	203762	INV	05/19/2020	55890-NC	379637		
	1 02456848 83201 9300			TUITION DY	TUITION	1,238.36			
				Invoice Net		1,238.36			
						CHECK TOTAL	4,532.40		
37853	LEBEL, ANIOUE	00000	204157	INV	05/19/2020	PSYCH EVAL 4/27/20	379287		
	1 02456836 83101 2800			PSYCHOLOGI	PROF TECH	800.00			
				Invoice Net		800.00			
						CHECK TOTAL	800.00		
36027	LIANG, LI-MEI	00000	11489620	INV	05/19/2020	4/6-5/8/20-VIOLIN	379727		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	2,585.00			
				Invoice Net		2,585.00			
						CHECK TOTAL	2,585.00		



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CASH ACCOUNT: 0000

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VENDOR 8304

WARRANT: 20283

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
75093	LIGHTHOUSE SCHOOL INC	00000	201232	INV	05/19/2020	0420003REV-PG	379639		
	1 07506848 83201 9300			CB OOD DAY	TUITION	10,187.10			
				Invoice Net		10,187.10			
75093	LIGHTHOUSE SCHOOL INC	00000	201234	INV	05/19/2020	0420003REV-TG	379642		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,093.55			
				Invoice Net		5,093.55			
				CHECK TOTAL		15,280.65			
37895	LOOS, SAMANTHA LOUISE	00000	205607	INV	05/19/2020	KNIFE SKILL 4/29-5/4	379698		
	1 1336770 81112 6200			ADULT ED	INSTRUCT	100.00			
	2 1336770 85103 6200			ADULT ED	INSTRUCT	20.00			
				Invoice Net		120.00			
				CHECK TOTAL		120.00			
28859	MAGLIOCCA, BRYAN	00000	200551	INV	05/19/2020	REIMB MILEGE-MAR'20	379645		
	1 02456839 87101 2315			TEAM CHAIR	BUS TRAVEL	57.65			
				Invoice Net		57.65			
				CHECK TOTAL		57.65			
35350	MANSFIELD, JACLYN	00000	203961	INV	05/19/2020	PSYCH EVAL 3/2/20	379288		
	1 02456836 83101 2800			PSYCHOLOGI	PROF TECH	2,000.00			
				Invoice Net		2,000.00			
				CHECK TOTAL		2,000.00			
72738	MASSACHUSETTS ASSOC OF	00008	205611	INV	05/19/2020	#00503	379820		
	1 0792020 87208 2357			IMPRV ED	Training	35.00			
				Invoice Net		35.00			
				CHECK TOTAL		35.00			
72746	THE MASTER TEACHER, IN	00000	205313	INV	05/19/2020	116775617	379352		
	1 02016566 84201 2210			MMGT PRINC	OFFICE	207.00			
				Invoice Net		207.00			
				CHECK TOTAL		207.00			
12897	THE MAY INSTITUTE INC.	00001	200532	INV	05/19/2020	693865	379643		
	1 02456851 83201 9300			OOD RESIDE	TUITION	20,348.70			
				Invoice Net		20,348.70			
12897	THE MAY INSTITUTE INC.	00001	200532	INV	05/19/2020	691829	379644		
	1 02456851 83201 9300			OOD RESIDE	TUITION	19,670.41			
				Invoice Net		19,670.41			
				CHECK TOTAL		40,019.11			
22727	MILESTONES, INC.	00000	201204	INV	05/19/2020	26099	379646		
	1 07506848 83201 9300			CB OOD DAY	TUITION	7,659.18			
				Invoice Net		7,659.18			
				CHECK TOTAL		7,659.18			

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CASH ACCOUNT: 0000

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VENDOR 8304

WARRANT: 20283

05/19/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
37283	MINIUTTI, PAUL					INVOICE (9 OF 10)	379811		
	1 02636915 83101 1220	00000	200889	INV	05/19/2020	1,000.00			
			CURRICULUM	PROF TECH		1,000.00			
			Invoice Net						
						CHECK TOTAL	1,000.00		
23192	MRA CORP					202074-REVISED	379821		
	1 0792020 81201 2357	00000	204545	INV	05/19/2020	150.00			
			IMPRV ED	TEMP PROF		150.00			
			Invoice Net						
						CHECK TOTAL	150.00		
31795	MURADYAN, LILIT					4/6-5/8/20-VIOLIN	379728		
	1 14856542 83101 3520	00000	11637720	INV	05/19/2020	1,575.00			
			HS INSTRUM	PROF TECH		1,575.00			
			Invoice Net						
						CHECK TOTAL	1,575.00		
35673	NAPOLITANO, ALYSSA					REIM ADV DEV READING	379822		
	1 02636575 87106 2357	00000	11682120	INV	05/19/2020	858.00			
			PROF DEV	Grad Cours		858.00			
			Invoice Net						
35673	NAPOLITANO, ALYSSA					REIM SPEECH&LANG DEV	379823		
	1 02636575 87106 2357	00000	11682120	INV	05/19/2020	858.00			
			PROF DEV	Grad Cours		858.00			
			Invoice Net						
						CHECK TOTAL	1,716.00		
20455	NASHOBA LEARNING GROUP					018626	379647		
	1 07506848 83201 9300	00000	201200	INV	05/19/2020	4,120.00			
			CB OOD DAY	TUITION		4,120.00			
			Invoice Net						
						CHECK TOTAL	4,120.00		
31791	NERKARARYAN, KNARIK					4/6-5/8/20-VOICE	379729		
	1 14856542 83101 3520	00000	11489520	INV	05/19/2020	1,695.00			
			HS INSTRUM	PROF TECH		1,695.00			
			Invoice Net						
						CHECK TOTAL	1,695.00		
24518	NEVILLE, PAULA J.					184	379824		
	1 02606910 83101 1210	00000	200023	INV	05/19/2020	2,500.00			
			SUPER	PROF TECH		2,500.00			
			Invoice Net						
						CHECK TOTAL	2,500.00		
33157	NEW ENGLAND ICE CREAM					4172011201	379226		
	1 03034309 835001	00001	202587	INV	05/19/2020	565.41			
			FOOD SERV	FOOD SERVI		565.41			
			Invoice Net						
33157	NEW ENGLAND ICE CREAM					4172011901	379227		
	1 03034309 835001	00001	202587	INV	05/19/2020	288.16			
			FOOD SERV	FOOD SERVI		288.16			
			Invoice Net						
33157	NEW ENGLAND ICE CREAM					4172012601	379675		
	1 03034309 835001	00001	202587	INV	05/19/2020	415.68			
			FOOD SERV	FOOD SERVI		415.68			
			Invoice Net						

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VENDOR 8304

WARRANT: 20283

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582005107	379676		
	1 03034309 835001			FOOD SERV	FOOD SERVI	124.54			
				Invoice Net		124.54			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582007208	379677		
	1 03034309 835001			FOOD SERV	FOOD SERVI	106.64			
				Invoice Net		106.64			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582007209	379678		
	1 03034309 835001			FOOD SERV	FOOD SERVI	106.64			
				Invoice Net		106.64			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582007210	379679		
	1 03034309 835001			FOOD SERV	FOOD SERVI	125.80			
				Invoice Net		125.80			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582007212	379681		
	1 03034309 835001			FOOD SERV	FOOD SERVI	419.52			
				Invoice Net		419.52			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	5582007213	379683		
	1 03034309 835001			FOOD SERV	FOOD SERVI	146.71			
				Invoice Net		146.71			
33157	NEW ENGLAND ICE CREAM	00001	202587	INV	05/19/2020	1586850	379859		
	1 03034309 835001			FOOD SERV	FOOD SERVI	270.00			
				Invoice Net		270.00			
				CHECK TOTAL		2,569.10			
24772	NEW ENGLAND ACADEMY,LL	00000	201206	INV	05/19/2020	ARL0420C	379648		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,580.76			
				Invoice Net		5,580.76			
24772	NEW ENGLAND ACADEMY,LL	00000	201207	INV	05/19/2020	ARL0420K	379649		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,580.76			
				Invoice Net		5,580.76			
24772	NEW ENGLAND ACADEMY,LL	00000	201208	INV	05/19/2020	ARL0420	379650		
	1 07506848 83201 9300			CB OOD DAY	TUITION	5,580.76			
				Invoice Net		5,580.76			
24772	NEW ENGLAND ACADEMY,LL	00000	201547	INV	05/19/2020	ARL0420M	379651		
	1 02456848 83201 9300			TUITION DY	TUITION	5,580.76			
				Invoice Net		5,580.76			
				CHECK TOTAL		22,323.04			
32461	NEW ENGLAND TRANSIT SA	00000	200564	INV	05/19/2020	01S111532	379652		
	1 02816970 84802 3300			TRANS ED	VEHICLE RE	494.02			
				Invoice Net		494.02			
				CHECK TOTAL		494.02			
73227	NORTHSHORE EDUCATION C	00001	204218	INV	05/19/2020	033101	379654		
	1 02456848 83201 9100			TUITION DY	TUITION	1,840.00			
				Invoice Net		1,840.00			
				CHECK TOTAL		1,840.00			

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WARRANT: 20283

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
28540	NRT BUS INC								
	1 02816980 83301 3300	00000	201209	INV	05/19/2020	27133		379653	
				SPED/REIMB	TRANS	675.00			
				Invoice Net		675.00			
				CHECK TOTAL		675.00			
5161	OVERHEAD DOOR OF DANVE								
	1 02756960 84306 4220	00000	205467	INV	05/19/2020	60960		379565	
				FAC MAINT	CARPENTRY	1,199.50			
				Invoice Net		1,199.50			
				CHECK TOTAL		1,199.50			
36028	PAXSON, MARK								
	1 14856542 83101 3520	00000	11489420	INV	05/19/2020	4/6-5/8/20-VIOLIN		379730	
				HS INSTRUM	PROF TECH	1,000.00			
				Invoice Net		1,000.00			
				CHECK TOTAL		1,000.00			
26067	NCS PEARSON, INC								
	1 02456836 85102 2800	00001	204215	INV	05/19/2020	8761802		379655	
				PSYCHOLOGI	TESTING	1,380.75			
				Invoice Net		1,380.75			
				CHECK TOTAL		1,380.75			
73402	J. W. PEPPER & SON, IN								
	1 02546755 85103 2415	00000	205045	INV	05/19/2020	323516396		379309	
				VISUAL/PER	INSTRUCT	42.25			
				Invoice Net		42.25			
73402	J. W. PEPPER & SON, IN								
	1 02546755 85103 2415	00000	205045	INV	05/19/2020	323466627		379310	
				VISUAL/PER	INSTRUCT	830.74			
				Invoice Net		830.74			
				CHECK TOTAL		872.99			
37301	PERFORMANCE ENVIRONMEN								
	1 02756965 82904 4110	00000	200179	INV	05/19/2020	54680		379566	
				CUSTODIAL	CUSTODIAL	8,905.00			
				Invoice Net		8,905.00			
37301	PERFORMANCE ENVIRONMEN								
	1 02756965 82904 4110	00000	200179	INV	05/19/2020	54681		379567	
				CUSTODIAL	CUSTODIAL	14,825.00			
				Invoice Net		14,825.00			
				CHECK TOTAL		23,730.00			
28157	PLUMBERS' SUPPLY COMPA								
	1 02756960 84303 4220	00001	204965	INV	05/19/2020	15282042		379568	
				FAC MAINT	PLUMBING	12.97			
				Invoice Net		12.97			
28157	PLUMBERS' SUPPLY COMPA								
	1 02756960 84303 4220	00001	204965	INV	05/19/2020	15282054		379569	
				FAC MAINT	PLUMBING	53.50			
				Invoice Net		53.50			
				CHECK TOTAL		66.47			
73559	PSYCHIATRIC EDUC SVC								
	1 02456857 83101 2310	00001	200603	INV	05/19/2020	12/17/19-SVCS		379695	
				SPED CONTR	PROF TECH	156.25			
				Invoice Net		156.25			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	156.25		
32480	QUENCH USA, INC.	00002	200676	INV	05/19/2020	INV02436656	379311		
	1 152 8300			BLDG USER	CONT/SERV	1,204.98			
				Invoice Net		1,204.98			
32480	QUENCH USA, INC.	00002	200675	INV	05/19/2020	INV02433590	379312		
	1 152 8300			BLDG USER	CONT/SERV	38.00			
	2 177 8300			APSCP	CONT/SERV	19.00			
				Invoice Net		57.00			
						CHECK TOTAL	1,261.98		
5801	R W SHATTUCK & CO INC	00000	204400	INV	05/19/2020	221049/1	379313		
	1 201 84000			GILBERT &	MISC	73.18			
				Invoice Net		73.18			
5801	R W SHATTUCK & CO INC	00000	201858	INV	05/19/2020	221332/1	379314		
	1 02426715 85103 2415			C&I SCIENC	INSTRUCT	35.96			
				Invoice Net		35.96			
5801	R W SHATTUCK & CO INC	00000	201539	INV	05/19/2020	222904/1	379825		
	1 02016507 85103 2415			SEC EDUC	INSTRUCT	967.31			
				Invoice Net		967.31			
5801	R W SHATTUCK & CO INC	00000	201539	INV	05/19/2020	222911/1	379826		
	1 02016507 85103 2415			SEC EDUC	INSTRUCT	355.16			
				Invoice Net		355.16			
						CHECK TOTAL	1,431.61		
32721	RICCIO, MEGAN	00000	11637420	INV	05/19/2020	4/6-5/8/20-FR HORN	379732		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	515.00			
				Invoice Net		515.00			
						CHECK TOTAL	515.00		
11938	RICOH USA, INC	00005	203646	INV	05/19/2020	103642869	379827		
	1 02666920 82703 7400			BUS OFFICE	RENT EQUIP	791.07			
	2 5753007 585015			COPIER	COPIER LEA	476.21			
				Invoice Net		1,267.28			
11938	RICOH USA, INC	00005	203646	INV	05/19/2020	103642881	379828		
	1 02666920 82703 7400			BUS OFFICE	RENT EQUIP	9,570.95			
				Invoice Net		9,570.95			
						CHECK TOTAL	10,838.23		
37870	RUGGIERO, SAMANTHA	00000	204160	INV	05/19/2020	PSYCH EVALS 3/9-3/12	379289		
	1 02456836 83101 2800			PSYCHOLOGI	PROF TECH	1,175.00			
				Invoice Net		1,175.00			
						CHECK TOTAL	1,175.00		
23093	A. RUSSO & SONS, INC.	00000	201822	INV	05/19/2020	688574	379674		
	1 03034309 835001			FOOD SERV	FOOD SERVI	107.70			
				Invoice Net		107.70			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	107.70		
37623	SCHOOL FOOD SERVICES O	00000	202639	INV	05/19/2020	14116	379685		
	1 03034309 865000			FOOD SERV	FOOD SERV/	240.00			
				Invoice Net		240.00			
						CHECK TOTAL	240.00		
29370	SCHOOL SPECIALTY, INC.	00006	65038220	INV	05/19/2020	208124958286	379305		
	1 02156506 85103 2415			ELEM EDUC	INSTRUCT	84.88			
				Invoice Net		84.88			
29370	SCHOOL SPECIALTY, INC.	00006	65039920	INV	05/19/2020	308103511866	379369		
	1 02426715 85103 2415			C&I SCIENC	INSTRUCT	132.51			
				Invoice Net		132.51			
29370	SCHOOL SPECIALTY, INC.	00006	65039220	INV	05/19/2020	208124681411	379371		
	1 02096506 85103 2415			ELEM EDUC	INSTRUCT	23.75			
				Invoice Net		23.75			
29370	SCHOOL SPECIALTY, INC.	00006	65039320	INV	05/19/2020	208124675762	379372		
	1 02096506 85103 2415			ELEM EDUC	INSTRUCT	46.32			
				Invoice Net		46.32			
29370	SCHOOL SPECIALTY, INC.	00006	65039520	INV	05/19/2020	208124673405	379373		
	1 02096506 84201 2430			ELEM EDUC	OFFICE	155.66			
				Invoice Net		155.66			
29370	SCHOOL SPECIALTY, INC.	00006	65039820	INV	05/19/2020	208124675751	379374		
	1 02096506 85103 2415			ELEM EDUC	INSTRUCT	56.33			
				Invoice Net		56.33			
						CHECK TOTAL	499.45		
73852	SEEM COLLABORATIVE	00000	200604	INV	05/19/2020	78387	379656		
	1 02456848 83201 9400			TUITION DY	TUITION	5,456.00			
				Invoice Net		5,456.00			
73852	SEEM COLLABORATIVE	00000	200605	INV	05/19/2020	78388	379657		
	1 02456848 83201 9400			TUITION DY	TUITION	5,456.00			
				Invoice Net		5,456.00			
73852	SEEM COLLABORATIVE	00000	201549	INV	05/19/2020	78386	379658		
	1 02456848 83201 9400			TUITION DY	TUITION	5,456.00			
				Invoice Net		5,456.00			
						CHECK TOTAL	16,368.00		
22015	SIMONEAU, KERRIANNE	00000	202231	INV	05/19/2020	REIMB MILEGE-MAR'20	379659		
	1 02456809 87101 2310			SPED TEXTS	MILEAGE	7.76			
				Invoice Net		7.76			
						CHECK TOTAL	7.76		
24832	MOVIE LICENSING USA	00001	205424	INV	05/19/2020	341419	379315		
	1 02016507 85103 2415			SEC EDUC	INSTRUCT	150.00			
				Invoice Net		150.00			
24832	MOVIE LICENSING USA	00001	205424	INV	05/19/2020	341687	379829		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02016507 85103 2415	SEC EDUC		INSTRUCT		350.00			
		Invoice Net				350.00			
						CHECK TOTAL	500.00		
18488	TEACHERS COLLEGE, COLUM	00001	203822	INV	05/19/2020	TCRWP-170916	379830		
	1 02306740 87202 2357	C&I ENGLIS		ENG PROF D		650.00			
		Invoice Net				650.00			
						CHECK TOTAL	650.00		
31792	TEAGER, DANIEL H.	00000	11489320	INV	05/19/2020	4/6-5/8/20-TRUMPET	379733		
	1 14856542 83101 3520	HS INSTRUM		PROF TECH		1,811.00			
		Invoice Net				1,811.00			
						CHECK TOTAL	1,811.00		
28746	CREDLE-THOMAS, MARGARET	00000	204754	INV	05/19/2020	REIM AIRLINE RECEIPT	379317		
	1 1322020 87202 2357	METCO GRNT		TRAVEL		654.79			
		Invoice Net				654.79			
28746	CREDLE-THOMAS, MARGARET	00000	204755	INV	05/19/2020	REIME STOLES	379318		
	1 1322020 84201 2430	METCO GRNT		OFFICE		179.94			
		Invoice Net				179.94			
						CHECK TOTAL	834.73		
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	338401	379228		
	1 03034309 835001	FOOD SERV		FOOD SERVI		1,535.35			
		Invoice Net				1,535.35			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	339376	379229		
	1 03034309 835001	FOOD SERV		FOOD SERVI		911.65			
		Invoice Net				911.65			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	339798	379230		
	1 03034309 835001	FOOD SERV		FOOD SERVI		1,179.24			
		Invoice Net				1,179.24			
22736	THURSTON FOODS, INC.	00000	11480220	INV	05/19/2020	328712	379316		
	1 15125145 84902 3520	BRACKETT		FOOD		329.31			
		Invoice Net				329.31			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	340431	379686		
	1 03034309 835001	FOOD SERV		FOOD SERVI		263.23			
		Invoice Net				263.23			
22736	THURSTON FOODS, INC.	00000	200116	INV	05/19/2020	308760	379831		
	1 02036518 85103 2415	FAM/CONS S		INSTRUCT		183.02			
		Invoice Net				183.02			
22736	THURSTON FOODS, INC.	00000	200116	INV	05/19/2020	315902	379832		
	1 02036518 85103 2415	FAM/CONS S		INSTRUCT		45.95			
		Invoice Net				45.95			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	332678	379860		
	1 03034309 835001	FOOD SERV		FOOD SERVI		1,870.09			
		Invoice Net				1,870.09			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	340886	379861		



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VENDOR 8304

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 03034309 835001			FOOD SERV	FOOD SERVI	490.61			
				Invoice Net		490.61			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	340887	379863		
	1 03034309 835001			FOOD SERV	FOOD SERVI	806.92			
				Invoice Net		806.92			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	341517	379865		
	1 03034309 835001			FOOD SERV	FOOD SERVI	376.05			
				Invoice Net		376.05			
22736	THURSTON FOODS, INC.	00000	202586	INV	05/19/2020	341518	379867		
	1 03034309 835001			FOOD SERV	FOOD SERVI	792.25			
				Invoice Net		792.25			
				CHECK TOTAL		8,783.67			
202096	TORREGROSSA, JANE C	00000	205547	INV	05/19/2020	REIMB SUPPLIES-PAS	379833		
	1 15127260 85103 3520			PEIRCE	SUPPLIES	3,000.00			
				Invoice Net		3,000.00			
				CHECK TOTAL		3,000.00			
32720	USUI, ASUKA	00000	11637820	INV	05/19/2020	4/6-5/8/20-VIOLIN	379734		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	730.00			
				Invoice Net		730.00			
				CHECK TOTAL		730.00			
38092	VAN LAEKEN, KEVIN	00000	205430	INV	05/19/2020	593	379660		
	1 02456575 87202 2357			SPED/P.D.	TRAINING	198.00			
				Invoice Net		198.00			
				CHECK TOTAL		198.00			
27482	VARITRONICS LLC	00000	205458	INV	05/19/2020	PSI-119521	379834		
	1 02156506 84201 2430			ELEM EDUC	OFFICE	901.37			
				Invoice Net		901.37			
				CHECK TOTAL		901.37			
29245	VINT, WILLIAM	00000	11637520	INV	05/19/2020	3/9-4/3/20-WOODWIND	379735		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	2,796.00			
				Invoice Net		2,796.00			
29245	VINT, WILLIAM	00000	11637520	INV	05/19/2020	4/6-5/8/20-WOODWIND	379736		
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	3,495.00			
				Invoice Net		3,495.00			
				CHECK TOTAL		6,291.00			
13181	W. B. MASON CO INC	00001	205339	INV	05/19/2020	209768539	379321		
	1 02066506 85101 2430			ELEM EDUC	REPRO SUPP	1,199.60			
				Invoice Net		1,199.60			
13181	W. B. MASON CO INC	00001	205383	INV	05/19/2020	209873002	379322		
	1 02156506 85101 2430			ELEM EDUC	REPRO SUPP	1,199.60			
				Invoice Net		1,199.60			



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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
CHECK TOTAL						2,399.20			
6438	WALLEY GLASS CO INC	00000	204805	INV	05/19/2020	134839	379570		
	1 02756960 82411 4220			FAC MAINT WINDOW		250.00			
				Invoice Net		250.00			
CHECK TOTAL						250.00			
36102	WANAMAKER HARDWARE INC	00000	201859	INV	05/19/2020	158617	379319		
	1 02426715 85103 2415			C&I SCIENC INSTRUCT		13.49			
				Invoice Net		13.49			
36102	WANAMAKER HARDWARE INC	00000	201859	INV	05/19/2020	158630	379320		
	1 02426715 85103 2415			C&I SCIENC INSTRUCT		25.74			
				Invoice Net		25.74			
CHECK TOTAL						39.23			
20866	WILLOW HILL SCHOOL	00000	201202	INV	05/19/2020	CMT-20-8	379661		
	1 07506848 83201 9300			CB OOD DAY TUITION		4,250.00			
				Invoice Net		4,250.00			
CHECK TOTAL						4,250.00			
34077	MELISSA FRANZ WINSTANI	00000	205606	INV	05/19/2020	MEMOIR WRIT1/15-3/11	379699		
	1 1336770 81112 6200			ADULT ED INSTRUCT		400.00			
				Invoice Net		400.00			
CHECK TOTAL						400.00			
33803	WOODWIND & BRASSWIND, I	00001	205456	INV	05/19/2020	ARINV53276920	379365		
	1 02036539 85103 2415			MUSIC INSTRUCT		10.49			
				Invoice Net		10.49			
CHECK TOTAL						10.49			
18792	WORCESTER NATURAL HIST	00000	11678020	INV	05/19/2020	10523723	379323		
	1 15127160 83302 3520			PEIRCE FIELD TRIP		360.00			
				Invoice Net		360.00			
18792	WORCESTER NATURAL HIST	00000	11678320	INV	05/19/2020	10523724	379324		
	1 15125145 83302 3520			BRACKETT FIELD TRIP		240.00			
				Invoice Net		240.00			
CHECK TOTAL						600.00			
=====									
192 INVOICES						394,676.75	394,676.75		
WARRANT TOTAL							-26,156,676.04		
CASH ACCOUNT BALANCE									
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| TOWN OF ARLINGTON
| PRELIMINARY WARRANT SUMMARY

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WARRANT: 20283 05/19/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02016507	SECONDARY EDUCATIO	0200-3-01 -6507-01-10-5-02-85103 -2415	INSTRUCTIONAL MATERIAL 1,822.47 .00
0200	02016566	MMGT SUPER PRINCIP	0200-3-01 -6566-01-10-5-07-84201 -2210	OFFICE SUPPLIES 207.00 .00
0200	02036518	FAMILY/CONSUMER SC	0200-3-03 -6518-03-01-4-00-85103 -2415	INSTRUCTIONAL MATERIAL 228.97 .00
0200	02036539	MUSIC	0200-3-03 -6539-03-01-4-00-85103 -2415	INSTRUCTIONAL MATERIAL 10.49 .00
0200	02056575	GIBBS PROF DEV	0200-3-0184-6575-05-01-4-00-87202 -2357	TRAINING EDUC CONF & A 229.00 -340.00
0200	02066506	ELEMENTARY EDUCATI	0200-3-06 -6506-06-01-3-00-85101 -2430	REPRO PAPER TONER SUPP 1,199.60 90.76
0200	02096506	ELEMENTARY EDUCATI	0200-3-09 -6506-09-01-3-00-84201 -2430	OFFICE SUPPLIES 155.66 -102,891.50
0200	02096506	ELEMENTARY EDUCATI	0200-3-09 -6506-09-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL 126.40 -102,891.50
0200	02156506	ELEMENTARY EDUCATI	0200-3-15 -6506-15-01-3-00-84201 -2430	OFFICE SUPPLIES 932.49 19,834.57
0200	02156506	ELEMENTARY EDUCATI	0200-3-15 -6506-15-01-3-00-85101 -2430	REPRO PAPER TONER SUPP 1,199.60 19,834.57
0200	02156506	ELEMENTARY EDUCATI	0200-3-15 -6506-15-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL 232.20 19,834.57
0200	02306740	C&I ENGLISH	0200-3-30 -6740-30-01-5-01-87202 -2357	ENGLISH PROF DEV 650.00 -2,256.72
0200	02366548	HEALTH/WEELLNESS H.	0200-3-36 -6548-01-33-5-00-83101 -2440	PROFESSIONAL TECH SERV 1,393.00 -491.56
0200	02426715	C&I SCIENCE	0200-3-42 -6715-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 5,142.92 10,132.69
0200	02456575	SPED/PROF DEV	0200-3-45 -6575-36-02-3-00-87202 -2357	TRAINING EDUC CONF & A 198.00 -198.00
0200	02456803	SPED TUTOR/C.S.	0200-3-45 -6803-36-02-9-00-83101 -2310	PROFESSIONAL TECH SERV 660.00 13,690.00
0200	02456806	SPED ADM MGMT SERV	0200-3-45 -6806-01-02-9-00-87101 -2110	BUSINESS TRAVEL 8.51 -33,500.92
0200	02456809	SPED/H.S. TEXTS	0200-3-45 -6809-01-02-5-00-87101 -2310	SPED SPECIALIST MILEAG 7.76 2,777.60
0200	02456812	SPED/PT SERVICES C	0200-3-45 -6812-36-23-9-00-83101 -2320	PROFESSIONAL TECH SERV 157.50 -8,333.11
0200	02456812	SPED/PT SERVICES C	0200-3-45 -6812-36-23-9-00-87101 -2320	SPED/PT SERV TRAVEL 10.12 -8,333.11
0200	02456818	SPED/TEACHER/DEAF	0200-3-45 -6818-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV 1,500.00 -61,039.74
0200	02456821	SPED/CLINICAL SUPE	0200-3-45 -6821-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV 12,422.50 27,500.00
0200	02456836	PSYCHOLOGISTS	0200-3-45 -6836-01-02-9-00-83101 -2800	PROFESSIONAL TECH SERV 3,975.00 90,514.07
0200	02456836	PSYCHOLOGISTS	0200-3-45 -6836-01-02-9-00-85102 -2800	TESTING MATERIALS 1,380.75 90,514.07
0200	02456839	TEAM CHAIR TEMP SA	0200-3-45 -6839-36-02-9-00-87101 -2315	BUSINESS TRAVEL 57.65 47,509.43
0200	02456842	ADAPTIVE TECHNOLOGY	0200-3-45 -6842-45-02-9-06-85110 -2420	INSTRUCTION EQUIPMENT 75.00 -2,884.68
0200	02456845	OUT-OF-DISTRICT/ON	0200-3-45 -6845-36-02-9-00-83201 -9300	OOD/ONE-ON-ONE AIDE 6,630.25 .00
0200	02456848	OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9100	NON-MEMBER COLLAB TUIT 1,840.00 527,806.69
0200	02456848	OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9300	OUT OF DISTRICT/DAY TU 6,819.12 527,806.69
0200	02456848	OUT OF DISTRICT TU	0200-3-45 -6848-45-02-9-05-83201 -9400	SPED LABB TUITION 48,519.42 527,806.69
0200	02456851	OUT OF DISTRICT RE	0200-3-45 -6851-36-23-9-00-83201 -9300	TUITION OTHER SCHOOLS 59,677.76 788,312.36
0200	02456857	SPED CONTRACTED SE	0200-3-45 -6857-45-02-9-05-83101 -2310	PROFESSIONAL TECH SERV 156.25 19,932.00
0200	02456857	SPED CONTRACTED SE	0200-3-45 -6857-45-02-9-05-83101 -2330	PROFESSIONAL TECH SERV 4,961.40 19,932.00
0200	02496997	COVID-19	0200-3-49 -6997-49-08-9-00-82904 -4110	CUSTODIAL SUPPLIES CLE 2,235.04 22,206.23
0200	02546755	VISUAL/PERF ARTS S	0200-3-54 -6755-01-31-9-00-83101 -2420	PROFESSIONAL TECH SERV 125.00 -376.79
0200	02546755	VISUAL/PERF ARTS S	0200-3-54 -6755-01-31-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 2,650.92 -376.79
0200	02606910	SUPERINTENDENT	0200-3-60 -6910-01-29-9-00-83101 -1210	PROFESSIONAL TECH SERV 2,500.00 59,122.16
0200	02606910	SUPERINTENDENT	0200-3-60 -6910-01-29-9-00-84201 -1210	OFFICE SUPPLIES 2,744.25 59,122.16
0200	02636575	PROF DEV/ASSISTANT	0200-3-63 -6575-34-09-9-00-87106 -2357	Graduate Course Reimbu 1,716.00 47,179.93
0200	02636915	ASSISTANT SUPER OF	0200-3-63 -6915-34-09-9-00-83101 -1220	PROFESSIONAL TECH SERV 1,000.00 -24,421.51
0200	02666920	BUSINESS OFFICE	0200-3-66 -6920-01-24-9-07-82703 -7400	EQUIPMENT RENTAL 10,362.02 -18,740.06
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82103 -4130	POWER ELECTRICITY 6,357.97 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82104 -4120	NATURAL GAS 11,053.40 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82408 -4220	ELECTRICAL SERVICES 2,737.55 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82411 -4220	WINDOW GLASS SERVICE S 250.00 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-82420 -4220	ELEVATOR MAINTENANCE R 2,222.27 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-83803 -4225	DISTRICT WIDE SECURITY 935.91 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-84303 -4220	PLUMBING SUPPLIES 66.47 425,393.18
0200	02756960	FACILITIES MAINTEN	0200-3-75 -6960-49-28-9-08-84306 -4220	CARPENTRY SUPPLIES DOO 1,199.50 425,393.18



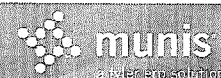
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| TOWN OF ARLINGTON
| PRELIMINARY WARRANT SUMMARY

| P 20
| apwarrnt

WARRANT: 20283 05/19/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02756965	CUSTODIAL SERVICE 0200-3-75 -6965-49-28-9-08-82904 -4110	CUSTODIAL SUPPLIES CLE 23,730.00	-53,376.13
0200	02816970	TRANSPORTATION REG 0200-3-81 -6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR 494.02	.00
0200	02816980	SPED/MILEAGE REIMB 0200-3-81 -6980-36-02-9-00-83301 -3300	CONTRACTED TRANSPORTAT 675.00	.00
0200	02816990	TRANSPORTATION HOM 0200-3-81 -6990-49-07-9-09-83301 -3300	CONTRACTED TRANSPORTAT 575.00	.00
			FUND TOTAL	236,217.11
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES 56.86	451,292.86
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD 12,526.10	451,292.86
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-865000-	FOOD SERV/REPAIR/SERVI 240.00	451,292.86
			FUND TOTAL	12,822.96
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
0750	07506848	CB OOD DAY NON PUB 0750-3-45 -6848-45-2 -9-NM-83201 -9300	CD OOD DAY NON PUBLIC 102,168.24	2,066,474.61
			FUND TOTAL	102,168.24
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
0790	0792020	IMPROVING EDUCATIO 0790-3-2300-2020-45-9 -9-0 -81201 -2357	TEMP SALARIES PROFESSI 150.00	41,675.00
0790	0792020	IMPROVING EDUCATIO 0790-3-2300-2020-45-9 -9-0 -87208 -2357	TITLE IIA-ARL CATHOLIC 35.00	3,761.01
			FUND TOTAL	185.00
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
1320	1322020	METCO GRANT 1320-3-2300-2020-45-13-9-NM-84201 -2430	OFFICE SUPPLIES 179.94	201.03
1320	1322020	METCO GRANT 1320-3-2300-2020-45-13-9-NM-87202 -2357	TRAVEL/CONFERENCE 654.79	1,675.22
			FUND TOTAL	834.73
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
1330	1336765	COMM ED GENERAL AD 1330-3-2731-6765-01-40-7-NM-84201 -6200	OFFICE SUPPLIES 1,074.00	.00
1330	1336770	COMM ED ADULT EDUC 1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 550.00	.00
1330	1336770	COMM ED ADULT EDUC 1330-3-2731-6770-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES 220.00	.00
			FUND TOTAL	1,844.00
CASH ACCOUNT	0000 104013	BALANCE -26,156,676.04		
1410	14119109	IDENTITY & ACTIVIS 1410-3-0184-6575-50-49-4-NM-85103 -2415	INSTRUCTIONAL MATERIAL 144.00	.00
1410	14119109	IDENTITY & ACTIVIS 1410-3-0184-6575-50-49-4-NM-87202 -2357	TRAINING 200.69	1,990.37
1410	14120107	AEF PCR BIOTECH EQ 1410-3-42 -6524-01-49-5-NM-85103 -2415	BIOTECH EQUIPMENT 2,547.00	453.00



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| TOWN OF ARLINGTON
| PRELIMINARY WARRANT SUMMARY

| P 21
| apwarrnt

WARRANT: 20283 05/19/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 2,891.69	
1485 14856542 HS INSTRUMENTAL MU 1485-3-2735-6542-33-56-5-NM-83101 -3520		HS INSTRUMENTAL MUSIC	23,557.00	-15,121.00
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 23,557.00	
1490 149 OTTOSON CO-CURRICU 1490-3-2735-OR -03-57-4-NM-8350 -		OTTOSON CO-CURR FEES	23.34	109,242.29
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 23.34	
1512 15125145 BRACKETT IMMERSION 1512-3-09 -OR -09-9 -3-NM-83302 -3520		FIELD TRIPS BRACKETT I	240.00	.00
1512 15125145 BRACKETT IMMERSION 1512-3-09 -OR -09-9 -3-NM-84902 -3520		FOOD BRACKETT IMMERSI	329.31	.00
1512 15127160 PEIRCE EXTENDED DA 1512-3-18 -0291-18-9 -0-NM-83302 -3520		FIELD TRIPS PEIRCE	360.00	.00
1512 15127260 PEIRCE EXTENDED DA 1512-3-18 -0297-18-9 -0-82-85103 -3520		GENERAL SUPPLIES PEIRC	3,000.00	.00
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 3,929.31	
1520 152 BLDG USER FEES/ART 1520-3-2737-OR -33-59-9-NM-8300 -		CONTRACTED SERVICES	1,242.98	116,142.97
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 1,242.98	
1770 177 ARL PUBLIC SCH CHI 1770-3-2796-OSR -21-00-3-NM-8300 -		CONTRACTED SERVICES	19.00	-228.00
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 19.00	
1840 18406507 AHS/FOREIGN LONG 1840-3-51 -6507-01-24-5-00-85103 -2415		INSTRUCTIONAL MATERIAL	8,142.00	.00
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 8,142.00	
2010 201 GILBERT & SULLIVAN 2010-3-0056-OR -69-31-0-NM-84000 -		MISC	323.18	11,737.00
CASH ACCOUNT 0000 104013		BALANCE -26,156,676.04	FUND TOTAL 323.18	



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| TOWN OF ARLINGTON
| PRELIMINARY WARRANT SUMMARY

| P 22
| apwarrent

WARRANT: 20283 05/19/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
5750 5753007 COPIER LEASE	5750-3-0300-3013-00-00-0-88-585015-	476.21	.00
	PHOTOCOPIER LEASE PROG		
	FUND TOTAL	476.21	
CASH ACCOUNT 0000 104013	BALANCE -26,156,676.04		
=====			
WARRANT SUMMARY TOTAL		394,676.75	
=====			
GRAND TOTAL		394,676.75	
=====			

** END OF REPORT - Generated by RAddorisio **



Town of Arlington, Massachusetts

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

Summary:

- *Budget: Kirsi Allison-Ampe, Chair*
- *Community Relations: Jennifer Susse, Chair*
- *Poet Laureate Screening Committee Appointment*
- *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*
- *Superintendents Search Process Committee, Paul Schlichtman*
- *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

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.



Town of Arlington, Massachusetts

9:15 p.m. Adjournment



Town of Arlington, Massachusetts

Submitted by Len Kardon, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Warrant 20283 dated, May 19 2020

School Committee minutes, none

SC Finance April 2020 Memo and Report

Email Mr. Hayner Perkins School of the Blind Alternative Learning

OMS Memorial Day 2020 YouTube

MASC Cost Proposal

MASC Superintendent Search Timeline

MASC Summary, Explanation and Analysis of Superintendent Contract Provisions

Superintendents Search Process approved minutes Jan 15, 2020 and May 6, 2020

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**

Douglas W. Heim
Town Counsel

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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.

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]