

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, March 29, 2018
6:30 PM***

*Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476*

6:30 pm Open Meeting

6:31 pm Executive Session

To discuss security of Arlington Public Schools, if held in an open meeting may have a detrimental effect.

6:55 pm Honoring School Committee Member for her years of service, Cindy Starks

7:03 pm Appointment of Cindy Starks to the Vision 2020 Standing Committee

7:05 pm Public Participation

7:15 pm Gibbs/OMS Comparison Chart, J. Danizio

7:25 pm Interim Report on Superintendent Goals

7:35 pm School Calendar 2018-2019 with Kindergarten Information

7:40 pm. Monthly Financial Reports, John Danizio

7:50 pm Superintendent's Report K. Bodie

- *Update on School Buildings*
- *Gibbs Library*

8:10 pm 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: March 15, 2018, Warrant #18190 in the amount of \$464,022.01

Approval of Minutes: School Committee Regular Meeting Minutes March 15, 2018

Approval of Trips: Host family exchange trip to France, 2018-2019 SY

Approval of Meeting: School Committee Organizational Meeting, Thursday, April 12, 2018 at 6:15 pm

Policy: None

8:15 pm Subcommittee & Liaison Reports & Announcements

- Budget, Kirsi Allison-Ampe (Chair)*
- Community Relations, Cindy Starks (Chair)*
- District Accountability, Curriculum/Instruction & Assessment, (CIAA) Paul Schlichtman, (Chair)*
- Facilities, Jennifer Susse (Chair)*
- Policies & Procedures, Len Kardon (Chair)*
- School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman*
- Legal Services Review, Bill Hayner, Len Kardon*
- Arlington High School Building Committee Jeff Thielman and Kirsi Allison-Ampe*
- Gibbs Committee, Cindy Starks*
- Liaisons Reports*
- Announcements*
- Future Agenda Items*

Executive Session

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

8:35 pm 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 Jeff Thielman, Chair

Correspondence Received:

Warrant dated March 15, 2018

Regular Draft School Committee minutes, March 15, 2018

School Calendar 2018-2018 with Kindergarten information

Monthly Financial Reports, Feb 2018

Host French Trip for 2018-2019

Invitation to A Crisis of Democracy: Tuesday, March 27, 2018

Community Development Week Celebration, April 3, 2018

School Committee letters

ASC letter to AHSBC confirming vote on Ed Plan to MSBA

OMS Vs Gibbs FTE 18 to 19

Art work descriptions

Hardy Principal Press Release



Town of Arlington, Massachusetts

Meeting Location

Summary:

Arlington High School
School Committee Room
869 Mass Avenue, 6th Floor
Arlington, MA 02476

A

Thompson and Stratton

Karen Donato
Principal, Thompson School

Michael Hanna
Principal, Stratton School

Deborah Campagna
And
Melody Wolfe Thomas
Art Teachers

A

What is TAB?

Teaching for Artistic Behavior or TAB is a philosophy of art education that puts the child at the center. It focuses on students, their interests, ideas, and choices. It views the child as an artist, and the art room as their studio.

Like adult artists, students select content and media for their work. They have full ownership of the process, direction and outcome of their artwork.

The art teacher's role is as facilitator, guiding students as they explore and problem-solve. The art teacher provides time, space, materials and information so that students can develop ideas, experiment and determine the most effective ways to bring their ideas to life. In TAB, the product is secondary to the development of the child, and his or her ideas. (Douglas & Jaquith, 2009)

B

B

Our TAB Art Program

In our TAB art program, we take children's art ideas seriously. Each class starts with a brief 5-10 minute lesson. At times students may work on a skill-builder, which is a challenge to help students learn a specific skill.

For the majority of class time students choose to work in centers on projects of their own design. Among the centers available to students are Drawing, Painting, Collage, Fibers, Construction, Printmaking and Ceramics.

Projects displayed here represent students at all levels. Students chose their own work to display, and reflected on their work in Artist Statements. We encourage you to read their statements to hear their voices.

How Does TAB Support All Students?

The stages of artistic development follow the same sequence for everyone, yet they do not happen at the same age for everyone. TAB naturally differentiates learning, because students learn and explore at their own pace. The curriculum responds to student needs and connects with their motivations.

TAB at every level guides children to think like artists. They become critical thinkers by implementing and working through their own ideas. Most of the artwork made in a TAB studio is not for exhibition. Play and experimentation are essential to creative development and confidence in artistic risk-taking. Process is valued over product to create an environment that supports creativity.



Town of Arlington, Massachusetts

7:03 pm Appointment of Cindy Starks to the Vision 2020 Standing Committee

ATTACHMENTS:

Type	File Name	Description
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Town of Arlington, Massachusetts

7:15 pm Gibbs/OMS Comparison Chart, J. Danizio

ATTACHMENTS:

Type	File Name	Description
Report	OMS_vs_Gibbs_FTE_18_to_19.pdf	OMS vs Gibbs FTE 18 to 19

Position	FY18 OMS FTE	FY19 OMS FTE	FY19 GIBBS FTE	Change	Budgeted
<u>Administration</u>					
Principal	1.0	1.0	1.0	1.0	1.0
Assistant Principal	3.0	2.0	1.0	0.0	0.0
Admin Asst	3.0	2.0	1.0	0.0	0.0
<u>Support and Operations</u>					
Nurse	2.0	2.0	1.0	1.0	0.5
Guidance	4.5	3.0	2.0	0.5	0.5
ELL	1.0	1.0	0.5	0.5	0.5
Metco Social Worker	1.0	0.6	0.4	0.0	0.0
IT Support	1.0	1.0	1.0	1.0	1.0
ITS	1.0	0.6	0.4	0.0	0.0
Reading	2.5	2.5	0.5	0.5	0.5
Reading Tutor	1.0	0.6	0.4	0.0	0.0
Math Support	3.0	3.0	0.0	0.0	0.0
Traffic	2.0	2.0	2.0	2.0	2.0
Custodian	3.0	3.0	2.0	2.0	2.0
<u>Teams/Clusters</u>					
ELA Teachers	10.5	7.5	5.0	2.0	2.0
Math Teachers	10.5	7.5	5.0	2.0	2.0
Science Teachers	10.5	7.5	5.0	2.0	2.0
Social Studies Teachers	10.5	7.5	5.0	2.0	2.0
<u>Specials</u>					
World Language	7.4	6.2	2.2	1.0	1.0
Technology	3.0	2.0	1.0	0.0	0.0
PE	5.0	3.6	1.4	0.0	0.0
Art	2.6	2.0	1.0	0.4	0.4
Music/Chorus	3.0	2.0	1.0	0.0	0.5
Music/Band	0.1	0.1	0.1	0.1	0.0
Music/Orchestra	0.1	0.1	0.1	0.1	0.0
Digital Media Lit	2.2	1.2	1.0	0.0	0.0
FACS	2.6	2.0	1.0	0.4	0.4
Library TA	1.0	1.0	1.0	1.0	1.0
ACE	1.0	1.0	0.0	0.0	0.0
<u>Special Education</u>					
SE Coordinator	1.0	0.6	0.4	0.0	0.0
SE Team Chair	2.0	1.5	1.0	0.5	0.5
SE Teacher Liaisons	9.0	6.0	6.0	3.0	3.0
SE TA	6.0	4.0	7.0	5.0	5.0
SLP	1.0	1.0	0.5	0.5	0.5
OT	1.0	0.8	0.4	0.2	0.2
Psych	2.0	1.5	0.5	0.0	0.0
Social Workers	2.5	2.0	1.0	0.5	0.5
				29.2	29.8



Town of Arlington, Massachusetts

7:25 pm Interim Report on Superintendent Goals



Town of Arlington, Massachusetts

7:35 pm School Calendar 2018-2019 with Kindergarten Information

ATTACHMENTS:

Type	File Name	Description
Document for Approval	2018-2019_School_Calendar__v7_Second_Read_3_1_2018.xlsx	2018-2019 School Calendar V7

August 2018

M	T	W	Th	F
27	28	T	T	31

September (17 days) 2018

M	T	W	Th	F
H	*EE	5	6	7
N	EE	12	*13	14
17	EE	N	20	21
24	EE	26	*27	28

October (22 days) 2018

M	T	W	Th	F
1	EE	3	4	5
H	EE	10	*11	12
15	EE	17	18	19
22	EE	24	*25	26
29	EE	31		

November (18 days) 2018

M	T	W	Th	F
			1	2
5	T	7	8	9
H	EE	14	*15	16
19	EE	EA	H	N
26	EE	28	*29	30

December (15 days) 2018

M	T	W	Th	F
3	EE	5	6	7
10	EE	12	*13	14
17	EE	19	*20	EA
V	H	V	V	V
V				

January (21 days) 2019

M	T	W	Th	F
	H	2	3	4
7	EE	9	*10	11
14	EE	16	17	18
H	EE	23	*24	25
28	EE	30	31	

T = Teachers Only
August 29 and 30, 2018
November 6, 2018

First Day for Students:
Grade 1-12 Tuesday, September 4
Grade K, Open House, Tuesday, September 4
Preschool Tuesday, September 11

N = No School

*EE: Early Release Elementary
September 4, 11:15 am Primary Day No Lunch

EE: Early Release Elementary
Every Tuesday at 1:00 p.m. Lunch served

EA: Early Release Schedules

Elementary Early Release

Middle School Early Release

High School Early Release

EEC: Elementary Conference Schedule

MS: Middle School Conference Schedule

HC: High School Conference Schedule

EA: Early Release All Thanksgiving Break
November 21, 2018 Noon Dismissal No Lunch

EA: Early Release All Winter Break
December 21, 2018 Noon Dismissal No Lunch

Arlington High School Graduation
Saturday, June 1, 2019

Menotomy Preschool: 8:30-2:30

Elementary School: 8:10-2:30

Gibbs 6th Grade: 8:00-2:26

Ottoson Middle School: 8:00-2:26

Arlington High School: 8:00-2:26

February (15 days) 2019

M	T	W	Th	F
				1
4	EE	6	7	8
11	EE	13	*14	15
H	V	V	V	V
25	EE	27	*28	

March (21 days) 2019

M	T	W	Th	F
				1
4	EE	6	7	8
11	EE	13	*14	15
18	EE	20	21	22
25	EE	27	*28	29

April (17 days) 2019

M	T	W	Th	F
1	EE	3	4	5
8	EE	10	*11	12
H	V	V	V	N
22	EE	24	*25	26
29	EE			

May (22 days) 2019

M	T	W	Th	F
		1	2	3
6	EE	8	*9	10
13	EE	15	16	17
20	EE	22	*23	24
H	EE	29	30	31

June (12 days) 2019

M	T	W	Th	F
3	EE	5	*6	7
10	EE	12	13	14
17	**EA	19	*20	21
24	**EA	26	27	28

EA: Early Release All Noon Dismissal
**EA: Early Release All Last Day 11:30 am
*EE: Early Elementary Release Elem Only 11:15 am
EE: Early Release Elementary Every Tuesday 1:00
ERMS: Early Release Middle School 11:15 Dismissal
EE/HC: Early Release Elem 1:00, & High School Noon
H: Federal/State Holiday
N: No School
T: Teachers Only, Professional Development
V: Vacation

Kindergarten: Tuesday, September 4, 2018 Open House
September 5 Half the Kindergarten class, full day
September 6 Half the Kindergarten class, full day
September 7 All Kindergarten class, full day

**June 18, 2019 is 180th day w/no snow days 11:30 am
**June 25, 2019 is 185th day w/5 snow days 11:30 am
(**Last day of school 11:30 AM Dismissal No lunch served)

* School Committee meetings, Thursday, 6:30 pm

Arlington Public Schools 2018-2019 School Calendar Religious Observances

Arlington is enriched by the cultural and religious diversity of its community and teaching staff. The Arlington School Committee publishes this list to inform our community of days in which students and staff may be participating in observances with their families. Parents should inform teachers when observances may conflict with school activities, or if a Holiday is not listed.

Labor Day	National Holiday
Eid al-Adha	Muslim
Muharram	Muslim
Rosh Hashanah	Jewish Holiday
Yom Kippur	Jewish Holiday
First Day of Sukkot	Jewish Holiday
Columbus Day	National Holiday
Shmini Atzeret	Jewish Holiday
Simchat Torah	Jewish Holiday
Diwali/Deepavali	Observance
Halloween	Observance
All Saints' Day	Christian
All Souls' Day	Christian
Veterans Day	National Holiday
Thanksgiving Day	National Holiday
Feast of the Immaculate Conception	Christian
Chanukah/Hanukkah (first day)	Jewish Holiday
Christmas Eve	Observance, Christian
Christmas	National Holiday
Kwanzaa (until Jan 1)	Observance
New Year's Eve	Observance
New Year's Day	National Holiday
Epiphany	Christian
Martin Luther King Day	National Holiday
Lunar New Year	Chinese New Year
Presidents' Day	National Holiday
Ash Wednesday	Christian
Purim	Jewish Holiday
Palm Sunday	Christian
Passover (first day)	Jewish Holiday
Holy Thursday	Christian
Good Friday	Christian
Easter Sunday	Observance, Christian
Palm Sunday	Orthodox
Orthodox Good Friday	Orthodox
Easter Sunday	Orthodox
Patriot's Day	Observance
Memorial Day	National Holiday
Shavuot	Jewish Holiday

Jewish Holiday begins at sundown the day before



Town of Arlington, Massachusetts

7:40 pm. Monthly Financial Reports, John Danizio

ATTACHMENTS:

	Type	File Name	Description
▢	Budget Document	SC_Finance_Packet_February_2018.pdf	SC Finance February 2018



Arlington Public Schools
869 Massachusetts Avenue
Arlington, Massachusetts 02476
Telephone 781-316-3511

John Danizio
Chief Financial Officer

To: Arlington School Committee
From: John Danizio, CFO
Re: Monthly Financial Reporting Packet
Date: March 29, 2018

Attached you will find a copy of the monthly financial reporting packet for the period ending 2/28/2018. Just as there were in the last monthly report packet, there are four 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. There is also a report that combines the spending totals from each funding source category into one report.

General Fund Report

The general fund expenditure report includes spending through 2/28/2018, 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. The bottom line unencumbered balance is currently projected at just under \$8,400. 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. For this month we have made an attempt to project spending in each of the accounts based on previous spending patterns.

Grant and Revolving Account Report

There have been no additional changes since the last report, and the current projections for revenues and expenditures for both grants and revolving accounts are in line with the amended budget plan.

Combined Funding Source Report

The all in combined funding source report includes spending from all three funding categories through 2/31/2018, and is summarized by object code. The bottom line unencumbered balance includes the totals from all three individual reports.

Arlington Public Schools
Combined Report - All Funding Sources Report
Thru February 28, 2018

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
8092 - Custodial/Overtime	-	-	150,000	101,986	-	14,257	33,757
81111 - Administration Sal & Wages	4,156,587	412,624	4,708,825	3,198,460	1,479,046	31,919	(600)
81112 - Teacher Salary & Wages	33,487,288	(292,710)	34,969,789	20,958,288	13,736,982	290,680	(16,161)
81113 - Custodial Salaries	1,315,392	841	1,316,233	864,163	384,719	67,420	(69)
81114 - Food Service Salary Wages	185,781	-	185,781	119,947	-	65,834	0
81115 - Clerical Salaries	1,960,607	(25,173)	1,935,434	1,341,244	579,128		15,063
81116 - Full Time Teacher Aides Sal	2,844,901	16,511	3,024,003	2,044,020	972,094	27,248	(19,360)
81117 - Other Full Time Salaries	2,173,972	23,353	2,197,325	1,483,842	720,328		(6,846)
81118 - Part Time Salary Wages	125,233	6,587	131,820	103,894	46,896		(18,970)
81119 - Sped Summer School(Hardy)	153,929	20,622	174,551	174,551	-		(0)
81120 - Bus Monitors	25,000	-	25,000	13,568	-	11,433	(1)
81201 - Temp Salaries Professional	251,846	(78,100)	311,494	124,871	81	175,023	11,519
81202 - Temporary Salary Wages Other	111,900	-	372,700	283,448	26,007	65,058	(1,813)
81203 - Substitute Teachers Day To Day	21,825	240,422	262,247	161,982	-	99,500	765
81204 - Extended Term Sub Teacher	360,203	18,705	378,908	275,603	91,625	62,900	(51,219)
81205 - Student Activity Support Stip	122,448	-	122,448	68,033	44,218	12,000	(1,804)
81206 - Temporary Clerical Help	30,000	-	30,000	21,988	-	9,000	(988)
81210 - Academic Teacher Leadership	52,994	-	52,994	48,791	31,379		(27,176)
81215 - Administrative Stipend	76,026	-	76,026	42,419	16,078	20,577	(3,048)
81301 - Overtime Peakload Requirement	46,000	-	46,000	10,710	-	35,000	290
81302 - Cust/Snow/Ice Removal	15,000	-	15,000	26,888	-	9,000	(20,888)
81304 - Maintenance Salaries	569,463	-	569,463	355,625	155,879	40,690	17,269
81305 - Maint/Wk Out Of Classification	7,167	-	7,167	2,127	-		5,040
81307 - Permit	-	-	-	-	-		-
81308 - Out Of Classification Salary	600	-	600	6,690	-		(6,090)
81310 - Call Back	9,000	-	9,000	6,889	-		2,111
81313 - Auto Allowance	15,000	-	15,000	9,732	3,225		2,043
81314 - Custodial Clothing Allow	11,200	-	11,200	9,200	-	2,000	-
81316 - Custodial Absence/Vacation	50,500	-	50,500	40,489	-	17,555	(7,544)
81318 - Teacher Room Moving	27,800	-	27,800	21,258	-		6,542
81320 - Skills Stipend	2,538	462	3,000	1,345	673		982
81322 - Other Stipends	12,750	10,000	22,750	15,122	1,858	5,770	(0)
81323 - Custodial Athletic Events	15,528	-	15,528	8,900	-	6,000	628
81413 - Longevity/Teachers	366,316	(1,444)	364,872	292,052	41,451		31,369
81414 - Longevity Admin	8,663	-	8,663	14,816	489		(6,641)
81415 - Longevity Clerical	35,436	-	35,436	25,900	-	7,500	2,036
81416 - Longevity Cust	15,600	-	15,600	14,698	-		902
81730 - Pensions	2,400	-	2,400	801	2,402		(803)
81731 - Mtrb Pension	-	-	128,078	-	-	128,078	-
81760 - Clothing Allowance	11,100	-	11,100	11,917	-		(817)

Arlington Public Schools
Combined Report - All Funding Sources Report
Thru February 28, 2018

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
81765 - Auto Allowance	-	-	-	68	32		(100)
82103 - Power Electricity	600,000	-	600,000	374,025	251,865		(25,890)
82103 - Power/Electricity	-	-	200,000	-	-	200,000	-
82104 - Natural Gas	500,000	-	500,000	185,405	274,595		40,000
82403 - Plumbing Services	5,000	12,000	17,000	36,293	345		(19,638)
82404 - Roof Repairs	10,000	2,500	12,500	306	-		12,194
82405 - Flooring Supplies/Services	5,000	-	5,000	5,964	3,757		(4,721)
82407 - Masonry Supply Services	5,000	-	5,000	-	-		5,000
82408 - Electrical Services	35,000	15,000	50,000	15,653	6,363	28,000	(16)
82409 - Grounds Supplies	5,000	-	5,000	7,558	-		(2,558)
82410 - Painting Services	5,000	-	5,000	2,140	260		2,600
82411 - Window Glass Service Supplies	7,500	(2,500)	5,000	2,205	664		2,131
82412 - Hvac Contracted Services	60,000	-	60,000	31,851	35,767		(7,618)
82414 - Boiler Contracted Services	50,000	-	50,000	33,668	1,417		14,915
82415 - Snow Removal Contracted	-	30,000	30,000	38,742	8,790	22,000	(39,532)
82420 - Elevator Maintenance Repairs	52,000	(22,000)	30,000	35,569	25,833		(31,402)
82703 - Equipment Rental	130,260	(46,900)	83,360	18,507	67,906		(3,053)
82904 - Custodial Supplies Cleaning	385,452	-	385,452	281,905	110,948		(7,400)
82905 - Extermination Services	-	2,000	2,000	-	7,319		(5,319)
82999 - Misc Maintenance Services	10,000	2,400	12,400	894	1,405		10,101
8300 - Contracted Services	-	-	60,000	17,705	10,772	46,888	(15,365)
83101 - Professional Tech Services	785,470	6,500	879,533	454,527	404,828	68,753	(48,575)
83102 - Legal Services	300,000	(100,000)	200,000	74,739	86,166		39,095
83201 - Tuition Other Schools	6,220,120	(300,000)	8,053,196	4,525,619	3,371,628	163,769	(7,820)
83301 - Contracted Transportation	1,099,565	-	1,280,309	621,700	664,544	48	(5,982)
83302 - Field Trips	4,375	1,000	5,375	3,975	3,120		(1,720)
83303 - Otto Busing Reimburse	6,800	-	6,800	4,337	-		2,463
83402 - Telephone/Pagers	39,455	-	39,455	19,319	11,248		8,889
83403 - Advertising	6,700	-	6,700	884	1,250		4,566
83404 - Reproduction/Printing	21,600	-	21,600	1,459	870		19,271
83405 - Postage	800	-	800	62	-		738
8350 - Curriculum Supplies	-	-	17,577	2,055	-	17,577	(2,055)
83802 - Environmental Services	2,500	2,500	5,000	1,125	-		3,875
83803 - Security Services	14,000	-	14,000	12,281	6,345		(4,627)
83804 - Athletic Services	158,692	-	180,692	112,454	52,892	17,320	(1,974)
83807 - Insurance	47,856	-	47,856	46,452	-		1,404
83808 - Safety Equip And Testing	800	-	800	-	-		800
84201 - Office Supplies	83,405	3,000	87,275	46,433	14,556	870	25,416
84303 - Plumbing Supplies	25,000	10,000	35,000	47,064	314		(12,378)
84306 - Carpentry Supplies Doors	15,000	-	15,000	41,830	8,441		(35,270)

Arlington Public Schools
Combined Report - All Funding Sources Report
Thru February 28, 2018

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
84308 - Electrical Supplies	25,000	-	25,000	15,358	2,405		7,237
84312 - Hvac Supplies	30,000	-	30,000	19,634	2,423		7,942
84321 - Equipment Maintenance	5,192	-	5,192	26,006	540		(21,354)
84399 - Misc Maintenance Supplies	-	-	-	4,088	3,129		(7,217)
84802 - Motor Vehicle Repair	37,835	(5,000)	32,835	59,932	13,241		(40,338)
84803 - Gas & Oil	40,000	-	40,000	21,070	5,715		13,215
84902 - Food Supplies	19,500	20,500	40,000	14,243	7,297		18,460
85100 - Educational Supplies	3,200	-	8,475	5,434	1,272	2,183	(414)
85101 - Repro Paper Toner Supplies	115,534	-	115,534	68,601	7,239		39,694
85102 - Testing Materials	25,326	(2,000)	23,326	2,113	340		20,873
85103 - Instructional Materials	340,053	-	629,321	409,089	23,704	134,739	61,789
85104 - Athletic Supplies	50,653	-	50,653	45,152	9,304		(3,803)
85106 - Textbooks Books Periodicals	169,482	-	179,482	109,571	45,389	5,801	18,720
85110 - Instruction Equipment	31,087	-	31,087	5,376	965		24,746
85201 - Medical Surgical Supplies	15,000	-	15,000	16,221	5,920		(7,140)
85802 - Computer Supplies	15,341	3,000	18,341	74,664	927		(57,250)
85803 - Graduation Service Ceremonies	15,000	-	15,000	939	9,703	4,350	8
85804 - Computer Software	265,627	-	265,627	202,308	3,120	27,227	32,972
85806 - Misc Supplies	865	-	865	893	302		(330)
87101 - Business Travel	3,050	-	3,050	2,276	2,947		(2,173)
87105 - Workshops Stipends/Green Slip	5,000	-	11,674	4,975	1,680	2,418	2,601
87106 - Graduate Course Reimbursement	15,000	-	15,000	15,338	20,242	-	(20,580)
87202 - Training Educ Conf & Attendanc	128,256	8,100	181,395	199,993	31,164	3,015	(52,777)
87203 - Title Ii Covenant Sch Training	-	-	1,008	-	-	1,008	-
87205 - Title Ii Germaine Training	-	-	106,436	40,272	375	65,789	-
87207 - Title Ii St Agnes Training	-	-	3,947	1,976	758	1,213	-
87208 - Title Iia-Arl Catholic	-	-	8,098	7,378	215	505	-
87301 - Professional Affiliations	49,344	1,200	65,526	39,629	10,170	13,982	1,745
87601 - Court Judgements Settlement	102,000	-	102,000	300	-		101,700
88501 - Capital Equipment/Furniture	-	6,000	6,000	8,750	334		(3,083)
88502 - Computer Network Telecom	480	-	480	2,845	-		(2,365)
88550 - Computer Equipment Hardware	20,317	-	21,317	6,215	469	11,058	3,575
88560 - Space Rental	25,000	-	25,000	21,000	9,000		(5,000)
Grand Total	60,928,485	-	66,876,084	40,862,667	23,989,086	2,042,955	(18,624)

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Object Description	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
81111 - Administration Sal & Wages	4,156,587	412,624	4,569,211	3,108,581	1,435,824	25,406	(600)
81112 - Teacher Salary & Wages	33,487,288	(292,710)	33,194,578	19,855,572	13,060,392	275,009	3,606
81113 - Custodial Salaries	1,315,392	841	1,316,233	864,163	384,719	67,420	(69)
81114 - Food Service Salary Wages	185,781	-	185,781	119,947	-	65,834	0
81115 - Clerical Salaries	1,960,607	(25,173)	1,935,434	1,341,244	579,128		15,063
81116 - Full Time Teacher Aides Sal	2,844,901	16,511	2,861,412	1,949,000	927,372		(14,960)
81117 - Other Full Time Salaries	2,173,972	23,353	2,197,325	1,483,842	720,328		(6,846)
81118 - Part Time Salary Wages	125,233	6,587	131,820	103,894	46,896		(18,970)
81119 - Sped Summer School(Hardy)	153,929	20,622	174,551	174,551	-		(0)
81120 - Bus Monitors	25,000	-	25,000	13,568	-	11,433	(1)
81201 - Temp Salaries Professional	251,846	(78,100)	173,746	115,451	81	46,695	11,519
81202 - Temporary Salary Wages Other	111,900	-	111,900	85,321	-	17,345	9,234
81203 - Substitute Teachers Day To Day	21,825	240,422	262,247	161,982	-	99,500	765
81204 - Extended Term Sub Teacher	360,203	18,705	378,908	275,603	91,625	62,900	(51,219)
81205 - Student Activity Support Stip	122,448	-	122,448	68,033	44,218	12,000	(1,804)
81206 - Temporary Clerical Help	30,000	-	30,000	21,988	-	9,000	(988)
81210 - Academic Teacher Leadership	52,994	-	52,994	48,791	31,379		(27,176)
81215 - Administrative Stipend	76,026	-	76,026	42,419	16,078	20,577	(3,048)
81301 - Overtime Peakload Requirement	46,000	-	46,000	10,710	-	35,000	290
81302 - Cust/Snow/Ice Removal	15,000	-	15,000	26,888	-	9,000	(20,888)
81304 - Maintenance Salaries	569,463	-	569,463	355,625	155,879	40,690	17,269
81305 - Maint/Wk Out Of Classification	7,167	-	7,167	2,127	-		5,040
81307 - Permit	-	-	-	-	-		-
81308 - Out Of Classification Salary	600	-	600	6,690	-		(6,090)
81310 - Call Back	9,000	-	9,000	6,889	-		2,111
81313 - Auto Allowance	15,000	-	15,000	9,732	3,225		2,043
81314 - Custodial Clothing Allow	11,200	-	11,200	9,200	-	2,000	-
81316 - Custodial Absence/Vacation	50,500	-	50,500	40,489	-	17,555	(7,544)
81318 - Teacher Room Moving	27,800	-	27,800	21,258	-		6,542
81320 - Skills Stipend	2,538	462	3,000	1,345	673		982
81322 - Other Stipends	12,750	10,000	22,750	15,122	1,858	5,770	(0)
81323 - Custodial Athletic Events	15,528	-	15,528	8,900	-	6,000	628
81413 - Longevity/Teachers	366,316	(1,444)	364,872	292,052	41,451		31,369
81414 - Longevity Admin	8,663	-	8,663	14,816	489		(6,641)
81415 - Longevity Clerical	35,436	-	35,436	25,900	-	7,500	2,036
81416 - Longevity Cust	15,600	-	15,600	14,698	-		902
81730 - Pensions	2,400	-	2,400	801	2,402		(803)
81760 - Clothing Allowance	11,100	-	11,100	11,917	-		(817)
81765 - Auto Allowance	-	-	-	68	32		(100)
82103 - Power Electricity	600,000	-	600,000	374,025	251,865		(25,890)
82104 - Natural Gas	500,000	-	500,000	185,405	274,595		40,000
82403 - Plumbing Services	5,000	12,000	17,000	36,293	345		(19,638)
82404 - Roof Repairs	10,000	2,500	12,500	306	-		12,194

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Object Description	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
82405 - Flooring Supplies/Services	5,000	-	5,000	5,964	3,757		(4,721)
82407 - Masonry Supply Services	5,000	-	5,000	-	-		5,000
82408 - Electrical Services	35,000	15,000	50,000	15,653	6,363	28,000	(16)
82409 - Grounds Supplies	5,000	-	5,000	7,558	-		(2,558)
82410 - Painting Services	5,000	-	5,000	2,140	260		2,600
82411 - Window Glass Service Supplies	7,500	(2,500)	5,000	2,205	664		2,131
82412 - Hvac Contracted Services	60,000	-	60,000	31,851	35,767		(7,618)
82414 - Boiler Contracted Services	50,000	-	50,000	33,668	1,417		14,915
82415 - Snow Removal Contracted	-	30,000	30,000	38,742	8,790	22,000	(39,532)
82420 - Elevator Maintenance Repairs	52,000	(22,000)	30,000	35,569	25,833		(31,402)
82703 - Equipment Rental	130,260	(46,900)	83,360	18,507	67,906		(3,053)
82904 - Custodial Supplies Cleaning	385,452	-	385,452	281,905	110,948		(7,400)
82905 - Extermination Services	-	2,000	2,000	-	7,319		(5,319)
82999 - Misc Maintenance Services	10,000	2,400	12,400	894	1,405		10,101
83101 - Professional Tech Services	785,470	6,500	791,970	444,717	395,828		(48,575)
83102 - Legal Services	300,000	(100,000)	200,000	74,739	86,166		39,095
83201 - Tuition Other Schools	6,220,120	(300,000)	5,920,120	3,414,881	2,513,059		(7,820)
83301 - Contracted Transportation	1,099,565	-	1,099,565	538,360	567,187		(5,982)
83302 - Field Trips	4,375	1,000	5,375	3,975	3,120		(1,720)
83303 - Otto Busing Reimburse	6,800	-	6,800	4,337	-		2,463
83402 - Telephone/Pagers	39,455	-	39,455	19,319	11,248		8,889
83403 - Advertising	6,700	-	6,700	884	1,250		4,566
83404 - Reproduction/Printing	21,600	-	21,600	1,459	870		19,271
83405 - Postage	800	-	800	62	-		738
83802 - Environmental Services	2,500	2,500	5,000	1,125	-		3,875
83803 - Security Services	14,000	-	14,000	12,281	6,345		(4,627)
83804 - Athletic Services	158,692	-	158,692	104,909	52,892		891
83807 - Insurance	47,856	-	47,856	46,452	-		1,404
83808 - Safety Equip And Testing	800	-	800	-	-		800
84201 - Office Supplies	83,405	3,000	86,405	46,433	14,556		25,416
84303 - Plumbing Supplies	25,000	10,000	35,000	47,064	314		(12,378)
84306 - Carpentry Supplies Doors	15,000	-	15,000	41,830	8,441		(35,270)
84308 - Electrical Supplies	25,000	-	25,000	15,358	2,405		7,237
84312 - Hvac Supplies	30,000	-	30,000	19,634	2,423		7,942
84321 - Equipment Maintenance	5,192	-	5,192	25,808	540		(21,156)
84399 - Misc Maintenance Supplies	-	-	-	4,088	3,129		(7,217)
84802 - Motor Vehicle Repair	37,835	(5,000)	32,835	59,932	13,241		(40,338)
84803 - Gas & Oil	40,000	-	40,000	21,070	5,715		13,215
84902 - Food Supplies	19,500	20,500	40,000	14,243	7,297		18,460
85100 - Educational Supplies	3,200	-	3,200	3,591	23		(414)
85101 - Repro Paper Toner Supplies	115,534	-	115,534	68,601	7,239		39,694
85102 - Testing Materials	25,326	(2,000)	23,326	2,113	340		20,873
85103 - Instructional Materials	340,053	-	340,053	289,418	23,704		26,931

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Object Description	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
85104 - Athletic Supplies	50,653	-	50,653	45,152	9,304		(3,803)
85106 - Textbooks Books Periodicals	169,482	-	169,482	105,625	45,136		18,720
85110 - Instruction Equipment	31,087	-	31,087	5,376	965		24,746
85201 - Medical Surgical Supplies	15,000	-	15,000	16,221	5,920		(7,140)
85802 - Computer Supplies	15,341	3,000	18,341	74,664	927		(57,250)
85803 - Graduation Service Ceremonies	15,000	-	15,000	939	9,703	4,350	8
85804 - Computer Software	265,627	-	265,627	202,308	3,120	27,227	32,972
85806 - Misc Supplies	865	-	865	893	302		(330)
87101 - Business Travel	3,050	-	3,050	2,276	2,947		(2,173)
87105 - Workshops Stipends/Green Slip	5,000	-	5,000	2,399	-		2,601
87106 - Graduate Course Reimbursement	15,000	-	15,000	3,100	11,222		678
87202 - Training Educ Conf & Attendanc	128,256	8,100	136,356	145,284	30,249		(39,177)
87301 - Professional Affiliations	49,344	1,200	50,544	39,329	9,470		1,745
87601 - Court Judgements Settlement	102,000	-	102,000	300	-		101,700
88501 - Capital Equipment/Furniture	-	6,000	6,000	3,668	334		1,998
88502 - Computer Network Telecom	480	-	480	2,845	-		(2,365)
88550 - Computer Equipment Hardware	20,317	-	20,317	6,215	469	10,058	3,575
88560 - Space Rental	25,000	-	25,000	21,000	9,000		(5,000)
Grand Total	60,928,485	-	60,928,485	37,784,136	22,207,682	928,269	8,398

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GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Metco Grant	7330 - State Revenue	(440,519)	(140,504)	-	(300,015)	-
	81111 - Administration Sal & Wages	93,407	64,500	28,741	166	-
	81112 - Teacher Salary & Wages	87,400	57,011	30,722	(332)	-
	81116 - Full Time Teacher Aides Sal	56,848	20,303	9,475	27,071	-
	81201 - Temp Salaries Professional	5,200	1,820	-	3,380	-
	81202 - Temporary Salary Wages Other	550	235	-	315	-
	83101 - Professional Tech Services	10,300	1,210	-	9,090	-
	83301 - Contracted Transportation	180,744	83,340	97,357	48	-
	84201 - Office Supplies	870	-	-	870	-
	87202 - Training Educ Conf & Attendanc	3,200	1,609	415	1,176	-
	87301 - Professional Affiliations	1,000	300	700	-	-
	88550 - Computer Equipment Hardware	1,000	-	-	1,000	-
Metco Grant Total Revenue		(440,519)	(140,504)	-	(300,015)	-
Metco Grant Total Expense		440,519	230,328	167,408	42,783	-
Special Ed Early Ed	7310 - Federal Revenue Thru State	(39,815)	(7,963)	-	(31,852)	-
	81112 - Teacher Salary & Wages	28,385	18,923	9,462	(0)	-
	81731 - Mtrb Pension	2,555	-	-	2,555	-
	83101 - Professional Tech Services	3,600	600	3,000	-	-
	85100 - Educational Supplies	5,275	1,843	1,249	2,183	-
Special Ed Early Ed Total Revenue		(39,815)	(7,963)	-	(31,852)	-
Special Ed Early Ed Total Expense		39,815	21,366	13,710	4,738	-
Sped 94-142 Allocation	7310 - Federal Revenue Thru State	(1,424,332)	(488,613)	-	(935,719)	-
	81111 - Administration Sal & Wages	41,207	22,184	12,676	6,347	-
	81112 - Teacher Salary & Wages	1,200,984	738,053	462,620	311	-
	81201 - Temp Salaries Professional	11,631	-	-	11,631	-
	81731 - Mtrb Pension	111,797	-	-	111,797	-
	83101 - Professional Tech Services	58,713	-	-	58,713	-
Sped 94-142 Allocation Total Revenue		(1,424,332)	(488,613)	-	(935,719)	-
Sped 94-142 Allocation Total Expense		1,424,332	760,237	475,296	188,799	-
Title I Distribution	7310 - Federal Revenue Thru State	(433,160)	(139,405)	-	(293,755)	-
	81111 - Administration Sal & Wages	5,000	3,196	1,805	(0)	-
	81112 - Teacher Salary & Wages	152,506	95,913	56,571	21	-
	81116 - Full Time Teacher Aides Sal	105,743	70,317	35,248	178	-
	81201 - Temp Salaries Professional	33,500	3,100	-	30,400	-
	81202 - Temporary Salary Wages Other	250	-	-	250	-
	81731 - Mtrb Pension	13,726	-	-	13,726	-
	83101 - Professional Tech Services	2,100	2,000	-	100	-
	85106 - Textbooks Books Periodicals	10,000	3,946	253	5,801	-
	87105 - Workshops Stipends/Green Slip	3,899	2,576	-	1,323	-
	87205 - Title Ii Germaine Training	106,436	40,272	375	65,789	-
Title I Distribution Total Revenue		(433,160)	(139,405)	-	(293,755)	-
Title I Distribution Total Expense		433,160	221,320	94,252	117,588	-

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GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Title IIA Improving Teacher Quality	7310 - Federal Revenue Thru State	(93,495)	(14,870)	-	(78,625)	-
	81201 - Temp Salaries Professional	52,621	4,500	-	48,121	-
	83101 - Professional Tech Services	12,000	6,000	6,000	-	-
	87202 - Training Educ Conf & Attendanc	1,839	-	-	1,839	-
	87203 - Title Ii Covenant Sch Training	1,008	-	-	1,008	-
	87207 - Title Ii St Agnes Training	3,947	1,976	758	1,213	-
	87208 - Title Iia-Arl Catholic	8,098	7,378	215	505	-
	87301 - Professional Affliations	13,982	-	-	13,982	-
Title IIA Improving Teacher Quality Total Revenue		(93,495)	(14,870)	-	(78,625)	-
Title IIA Improving Teacher Quality Total Expense		93,495	19,854	6,973	66,668	-
Title III ELL	7310 - Federal Revenue Thru State	(42,689)	(4,269)	-	(38,420)	-
	81201 - Temp Salaries Professional	34,796	-	-	34,796	-
	83101 - Professional Tech Services	850	-	-	850	-
	85103 - Instructional Materials	4,268	2,500	-	1,768	-
	87105 - Workshops Stipends/Green Slip	2,775	-	1,680	1,095	-
Title III ELL Total Revenue		(42,689)	(4,269)	-	(38,420)	-
Title III ELL Total Expense		42,689	2,500	1,680	38,509	-
Grand Total Grant Revenues		(2,474,010)	(795,624)	-	(1,678,386)	-
Grand Total Grant Expenses		2,474,010	1,255,605	759,320	459,085	-

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REVOLVING DESCRIPTION	OBJECT DESCRIPTION	BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Athletic Fees	7289 - Miscellaneous Revenue	(260,000)	(198,049)	-	(61,951)	-
	81202 - Temporary Salary Wages Other	260,000	192,559	20,293	47,148	-
	8300 - Contracted Services		-	-		-
Athletic Fees Total Revenue		(260,000)	(198,049)	-	(61,951)	-
Athletic Fees Total Expense		260,000	192,559	20,293	47,148	-
Athletic Ticket Sales	7289 - Miscellaneous Revenue	(40,000)	(40,152)	-	152	-
	81202 - Temporary Salary Wages Other	-	5,333	5,714	-	(11,047)
	8300 - Contracted Services	40,000	-	-	26,898	13,102
	8350 - Curriculum Supplies	-	2,055	-	-	(2,055)
Athletic Ticket Sales Total Revenue		(40,000)	(40,152)	-	152	-
Athletic Ticket Sales Total Expense		40,000	7,388	5,714	26,898	(0)
Bishop Bus	7289 - Miscellaneous Revenue	(20,000)	(19,990)	-	-	(10)
	8300 - Contracted Services	20,000	-	-	19,990	10
Bishop Bus Total Revenue		(20,000)	(19,990)	-	-	(10)
Bishop Bus Total Expense		20,000	-	-	19,990	10
Building Rental	7289 - Miscellaneous Revenue	(350,000)	(213,036)	-	(136,964)	-
	8092 - Custodial/Overtime	150,000	101,986	-	14,257	33,757
	82103 - Power/Electricity	200,000	-	-	200,000	-
	8300 - Contracted Services		17,705	10,772		(28,477)
	84321 - Equipment Maintenance	-	198	-		(198)
	88501 - Capital Equipment/Furniture	-	5,082	-		(5,082)
Building Rental Total Revenue		(350,000)	(213,036)	-	(136,964)	-
Building Rental Total Expense		350,000	124,971	10,772	214,257	0
Circuit Breaker	7310 - Federal Revenue Thru State	(2,043,076)	(1,047,434)	-	(995,642)	-
	83201 - Tuition Other Schools	2,043,076	1,030,738	858,569	153,769	-
Circuit Breaker Total Revenue		(2,043,076)	(1,047,434)	-	(995,642)	-
Circuit Breaker Total Expense		2,043,076	1,030,738	858,569	153,769	-
Foreign Visa	7289 - Miscellaneous Revenue	(325,000)	(98,591)	-	(226,409)	-
	85103 - Instructional Materials	285,000	117,171	-	132,971	34,858
	87106 - Graduate Course Reimbursement	-	12,238	9,020	-	(21,258)
	87202 - Training Educ Conf & Attendanc	40,000	53,100	500	-	(13,600)
Foreign Visa Total Revenue		(325,000)	(98,591)	-	(226,409)	-
Foreign Visa Total Expense		325,000	182,509	9,520	132,971	-
Instrumental Music	7289 - Miscellaneous Revenue	(148,265)	(135,793)	-	(12,472)	-
	81112 - Teacher Salary & Wages	148,265	94,069	54,196	-	-
Instrumental Music Total Revenue		(148,265)	(135,793)	-	(12,472)	-
Instrumental Music Total Expense		148,265	94,069	54,196	-	-
Menotomy Preschool	7289 - Miscellaneous Revenue	(142,000)	(166,167)	-	-	24,167
	81112 - Teacher Salary & Wages	142,000	98,747	63,020	-	(19,767)
	81116 - Full Time Teacher Aides Sal	-	4,400	-	-	(4,400)
Menotomy Preschool Total Revenue		(142,000)	(166,167)	-	-	24,167
Menotomy Preschool Total Expense		142,000	103,147	63,020	-	(24,167)

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REVOLVING DESCRIPTION	OBJECT DESCRIPTION	BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Peirce Field Rental	7289 - Miscellaneous Revenue	(22,000)	(24,865)	-	-	2,865
	8350 - Curriculum Supplies		-	-		-
	83804 - Athletic Services	22,000	7,545	-	17,320	(2,865)
Peirce Field Rental Total Revenue		(22,000)	(24,865)	-	-	2,865
Peirce Field Rental Total Expense		22,000	7,545	-	17,320	(2,865)
Traffic Supervisor Rebilling	7289 - Miscellaneous Revenue	(17,577)	(4,400)		(13,177)	-
	8350 - Curriculum Supplies	17,577	-		17,577	-
Traffic Supervisor Rebilling Total Revenue		(17,577)	(4,400)	-	(13,177)	-
Traffic Supervisor Rebilling Total Expense		17,577	-	-	17,577	-
Tuition In	7289 - Miscellaneous Revenue	(90,000)	(62,106)	-	(27,894)	-
	83201 - Tuition Other Schools	90,000	80,000	-	10,000	-
	8350 - Curriculum Supplies		-	-	-	-
Tuition In Total Revenue		(90,000)	(62,106)	-	(27,894)	-
Tuition In Total Expense		90,000	80,000	-	10,000	-
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		(3,473,589)	(2,010,583)	-	(1,490,028)	27,022
Total Revolving Expense		3,473,589	1,822,926	1,022,084	655,601	(27,022)



Town of Arlington, Massachusetts

8:10 pm Consent Agenda

Summary:

Approval of Warrant: March 15, 2018, Warrant #18190 in the amount of \$464,022.01

Approval of Minutes: School Committee Regular Meeting Minutes March 15, 2018

Approval of Trips: Host family exchange trip to France, 2018-2019 SY

Approval of Meeting: School Committee Organizational Meeting, Thursday, April 12, 2018 at 6:15 pm

ATTACHMENTS:

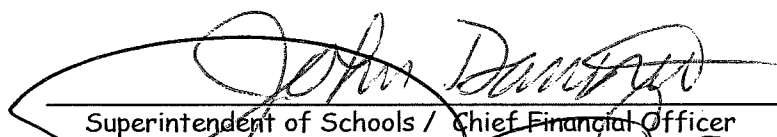

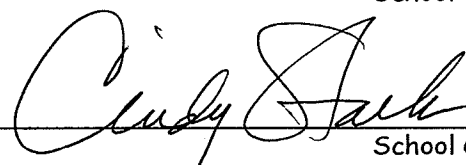
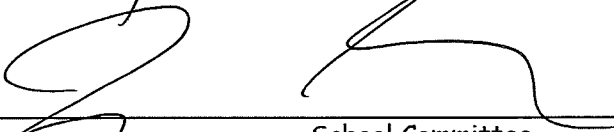
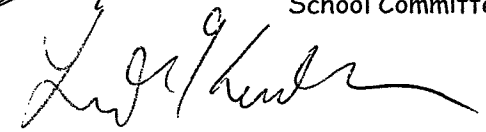
Type	File Name	Description
▣ Warrant	warrant_18190_3_15_18.pdf	Warrant 3 15 2018 18190
▣ Minutes	03_15_2018_School_Committee_meeting_draft_final__minutes.docx	03 15 2018 Draft School Committee Minutes
▣ Trip Approval	FRANCE_HOST_4_2019.pdf	France Trip April 2019 Host

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	18190	Total Warrant Amount	\$464,022.01
Dated	3/15/18		

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

	_____ Superintendent of Schools / Chief Financial Officer
	_____ School Committee
	_____ School Committee
	_____ School Committee
	_____ School Committee

SC

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TOWN OF ARLINGTON
PRELIMINARY

TOWN OF ARLINGTON

P 1
apwarrnt

DATE: 03/15/2018 WARRANT: 18190 AMOUNT: \$ 464,022.01

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

03/15/2018 15:08
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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 2
apwarrrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
27354	A TO Z FOODS 1 03034309 835001	00000	712018	INV FOOD SERV Invoice Net	03/15/2018 FOOD SERVI	6698999 300.00 300.00 CHECK TOTAL	309943		----- 300.00
27354	A TO Z FOODS 1 03034309 835001	00000	712018	INV FOOD SERV Invoice Net	03/15/2018 FOOD SERVI	6699000 337.50 337.50 CHECK TOTAL	309944		----- 337.50
31400	ABACS LLC 1 02456821 83101 2320	00000	7741618	INV SPED/CLINI Invoice Net	03/15/2018 PROF TECH	MMLN4-18 1,038.50 1,038.50	310415		
31400	ABACS LLC 1 02456821 83101 2320	00000	7741818	INV SPED/CLINI Invoice Net	03/15/2018 PROF TECH	RXRE4-18 502.50 502.50	310416		
31400	ABACS LLC 1 02456821 83101 2320	00000	7741918	INV SPED/CLINI Invoice Net	03/15/2018 PROF TECH	AAVS4-18 1,457.25 1,457.25 CHECK TOTAL	310417		----- 2,998.25
28568	ACTFL 1 02516730 85106 2410	00003	11524218	INV C&I WORLD Invoice Net	03/15/2018 TEXTBOOKS	6108136 608.78 608.78 CHECK TOTAL	310229		----- 608.78
32432	AHOLD FINANCIAL SERVIC 1 15125145 84902 3520	00003	11371218	INV BRACKETT Invoice Net	03/15/2018 FOOD	389297 157.42 157.42	309716		
32432	AHOLD FINANCIAL SERVIC 1 15125145 84902 3520	00003	11371218	INV BRACKETT Invoice Net	03/15/2018 FOOD	389293 195.89 195.89	309718		
32432	AHOLD FINANCIAL SERVIC 1 02456800 84902 2430	00003	7759018	INV PK-SPED Invoice Net	03/15/2018 FOOD SUPPL	389298 147.64 147.64	309798		
32432	AHOLD FINANCIAL SERVIC 1 02016518 85103 2415	00003	11367718	INV FAM/CONS S Invoice Net	03/15/2018 INSTRUCT	130170 30.77 30.77	310164		
32432	AHOLD FINANCIAL SERVIC 1 02016518 85103 2415	00003	11367718	INV FAM/CONS S Invoice Net	03/15/2018 INSTRUCT	130172 69.63 69.63	310165		
32432	AHOLD FINANCIAL SERVIC 1 02016518 85103 2415	00003	11367718	INV FAM/CONS S Invoice Net	03/15/2018 INSTRUCT	389288 50.15 50.15	310225		
32432	AHOLD FINANCIAL SERVIC 1 02016518 85103 2415	00003	11367718	INV FAM/CONS S Invoice Net	03/15/2018 INSTRUCT	389296 82.67 82.67	310226		

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 3
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190 03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32432	AHOLD FINANCIAL SERVIC	00003	11369718	INV	03/15/2018	130175	310227		
	1 15122260 84902 3520	HARDY GEN		HARDY FOOD		51.72			
		Invoice Net				51.72			
						CHECK TOTAL	785.89		-----
19606	ALL TRUCK AND EQUIPMEN	00000	7745318	INV	03/15/2018	100470	310368		
	1 02816970 84802 3300	TRANS ED		VEHICLE RE		460.86			
		Invoice Net				460.86			
						CHECK TOTAL	460.86		-----
31790	ALLARD, AVRIL	00000	11101818	INV	03/15/2018	2/5-3/9/18-PIANO	310678		
	1 14856542 83101 3520	HS INSTRUM		PROF TECH		3,640.00			
		Invoice Net				3,640.00			
						CHECK TOTAL	3,640.00		-----
29770	ARISE CONSULTING SERVI	00001	7742118	INV	03/15/2018	CONSULT TB-FEB'18	310357		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		600.00			
		Invoice Net				600.00			
29770	ARISE CONSULTING SERVI	00001	7742318	INV	03/15/2018	CONSULT LC-FEB'18	310358		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		1,150.00			
		Invoice Net				1,150.00			
29770	ARISE CONSULTING SERVI	00001	7742418	INV	03/15/2018	CONSULT ZF-FEB'18	310359		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		455.00			
		Invoice Net				455.00			
29770	ARISE CONSULTING SERVI	00001	7742518	INV	03/15/2018	CONSULT DL-FEB'18	310360		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		1,225.00			
		Invoice Net				1,225.00			
29770	ARISE CONSULTING SERVI	00001	7742618	INV	03/15/2018	CONSULT HRL-FEB'18	310361		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		635.00			
		Invoice Net				635.00			
29770	ARISE CONSULTING SERVI	00001	7742718	INV	03/15/2018	CONSULT AT-FEB'18	310362		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		1,065.00			
		Invoice Net				1,065.00			
29770	ARISE CONSULTING SERVI	00001	7742818	INV	03/15/2018	CONSULT OD-FEB'18	310364		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		120.00			
		Invoice Net				120.00			
29770	ARISE CONSULTING SERVI	00001	7743018	INV	03/15/2018	CONSULT PG-FEB'18	310365		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		270.00			
		Invoice Net				270.00			
29770	ARISE CONSULTING SERVI	00001	7762618	INV	03/15/2018	CONSULT NC-FEB'18	310366		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		220.00			
		Invoice Net				220.00			
29770	ARISE CONSULTING SERVI	00001	7762918	INV	03/15/2018	CONSULT YG-FEB'18	310367		
	1 02456821 83101 2320	SPED/CLINI		PROF TECH		835.00			
		Invoice Net				835.00			
						CHECK TOTAL	6,575.00		-----

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29514	ARLINGTON CHILDREN'S T	00000	183229	INV	03/15/2018	5561	310667		
	1 1336770 81112 6200	ADULT ED		INSTRUCT		1,700.00			
		Invoice Net				1,700.00			
						CHECK TOTAL	1,700.00		-----
74880	ARLINGTON SWIFTY PRINT	00000	182200	INV	03/15/2018	141425	309377		
	1 02606910 84201 1210	SUPER		OFFICE		125.00			
		Invoice Net				125.00			
						CHECK TOTAL	125.00		-----
75173	ARL/BEL TRANSPORTATION	00001	182377	INV	03/15/2018	02/18-AP+AP	309796		
	1 02816980 83301 3300	SPED/REIMB		TRANS		1,230.00			
		Invoice Net				1,230.00			
75173	ARL/BEL TRANSPORTATION	00001	7763818	INV	03/15/2018	02/18-RD	309797		
	1 02816980 83301 3300	SPED/REIMB		TRANS		2,775.00			
		Invoice Net				2,775.00			
						CHECK TOTAL	4,005.00		-----
33018	BABBIN, JEFFREY	00000	183518	INV	03/15/2018	REIMB VACA SUPPLIES	310668		
	1 1336795 85103 3520	VACATION F		INSTRUCT		124.81			
		Invoice Net				124.81			
						CHECK TOTAL	124.81		-----
31079	BARIL, T.J.	00000		INV	03/15/2018	18653	310619		
	1 02026622 83804 3510	ATHL/BASKB		ATHLETIC		94.00			
		Invoice Net				94.00			
						CHECK TOTAL	94.00		-----
70350	BARNES & NOBLE BOOKSEL	00000	11526018	INV	03/15/2018	3620494	309719		
	1 02156506 85106 2410	ELEM EDUC		TEXTBOOKS		13.60			
		Invoice Net				13.60			
						CHECK TOTAL	13.60		-----
24583	BAYSTATE INTERPRETERS,	00001	7744718	INV	03/15/2018	298540	309799		
	1 02456857 83101 2330	SPED CONTR		PROF TECH		145.00			
		Invoice Net				145.00			
						CHECK TOTAL	145.00		-----
15609	WALKER, INC	00000	182371	INV	03/15/2018	064490	310369		
	1 02456848 83201 9300	TUITION DY		TUITION		3,412.32			
		Invoice Net				3,412.32			
15609	WALKER, INC	00000	182371	INV	03/15/2018	064491	310370		
	1 02456848 83201 9300	TUITION DY		TUITION		5,402.84			
		Invoice Net				5,402.84			
15609	WALKER, INC	00000	182371	INV	03/15/2018	064492	310371		
	1 02456848 83201 9300	TUITION DY		TUITION		4,265.40			
		Invoice Net				4,265.40			

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 5
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190 03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	13,080.56		-----
70412	BELMONT AND CRYSTAL SP	00001	706118	INV	03/15/2018	1249889 030118	310332		
	1 02606910 85806 1210	SUPER		MISC SUPPL		51.80			
		Invoice Net				51.80			
						CHECK TOTAL	51.80		-----
32972	BELTRONICS, INC.	00000	11461418	INV	03/15/2018	61814	309720		
	1 02036507 84201 2430	SEC EDUC		OFFICE		99.38			
		Invoice Net				99.38			
						CHECK TOTAL	99.38		-----
18252	BENNETT, CHRIS	00000		INV	03/15/2018	18652	310620		
	1 02026622 83804 3510	ATHL/BASKB		ATHLETIC		94.00			
		Invoice Net				94.00			
						CHECK TOTAL	94.00		-----
24170	THE CHILDREN'S CENTER	00000	7761018	INV	03/15/2018	55243-KC	310418		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		78.80			
		Invoice Net				78.80			
24170	THE CHILDREN'S CENTER	00000	7761118	INV	03/15/2018	55243-SG	310419		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		39.40			
		Invoice Net				39.40			
24170	THE CHILDREN'S CENTER	00000	7761218	INV	03/15/2018	55243-MG	310420		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		236.40			
		Invoice Net				236.40			
24170	THE CHILDREN'S CENTER	00000	7761318	INV	03/15/2018	55243-NR	310421		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		118.20			
		Invoice Net				118.20			
24170	THE CHILDREN'S CENTER	00000	7761418	INV	03/15/2018	55243-AS	310422		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		78.80			
		Invoice Net				78.80			
24170	THE CHILDREN'S CENTER	00000	7761518	INV	03/15/2018	55243-JS	310423		
	1 02456818 83101 2320	SPED/DEAF		PROF TECH		275.80			
		Invoice Net				275.80			
						CHECK TOTAL	827.40		-----
32080	BIELAK, MATT	00000		INV	03/15/2018	18634	310621		
	1 02026626 83804 3510	ATHL/HOCKE		ATHLETIC		94.00			
		Invoice Net				94.00			
						CHECK TOTAL	94.00		-----
32536	BLICK ART MATERIALS	00004	11481018	INV	03/15/2018	9067046	310230		
	1 02546750 85103 2415	VISUAL/ART		INSTRUCT		55.57			
		Invoice Net				55.57			
						CHECK TOTAL	55.57		-----

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 6
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
22234 THE BOOK RACK				00001 11405218 INV	03/15/2018	863		309722	
1 02306740 85106	2410			C&I ENGLIS TEXTBOOKS		1,470.00			
				Invoice Net		1,470.00			
22234 THE BOOK RACK				00001 11526218 INV	03/15/2018	859		310232	
1 02156506 85106	2410			ELEM EDUC TEXTBOOKS		258.00			
				Invoice Net		258.00			
				CHECK TOTAL		1,728.00			-----
70500 BOSTON COLLEGE CAMPUS				00002 7755618 INV	03/15/2018	2/1-2/28/28-DM		310372	
1 07506848 83201 9300				CB OOD DAY TUITION		3,360.53			
				Invoice Net		3,360.53			
				CHECK TOTAL		3,360.53			-----
18495 BOSTON HIGASHI SCHOOL				00000 7746418 INV	03/15/2018	1802412AR		309800	
1 02456851 83201 9300				OOD RESIDE TUITION		8,453.62			
				Invoice Net		8,453.62			
18495 BOSTON HIGASHI SCHOOL				00000 7746718 INV	03/15/2018	1802403		309801	
1 02456851 83201 9300				OOD RESIDE TUITION		16,907.24			
				Invoice Net		16,907.24			
				CHECK TOTAL		25,360.86			-----
28425 BOTOS, DEBORAH				00000 11349818 INV	03/15/2018	APS03-05		310231	
1 02606910 83101 1210				SUPER PROF TECH		1,170.00			
				Invoice Net		1,170.00			
				CHECK TOTAL		1,170.00			-----
25591 BOWERS, VIRGINIA A.				00000 7743218 INV	03/15/2018	2/26/18-3/2/18		310373	
1 02456803 83101 2310				SPED/TUTOR PROF TECH		50.00			
2 02456857 83101 2310				SPED CONTR PROF TECH		525.00			
				Invoice Net		575.00			
25591 BOWERS, VIRGINIA A.				00000 7743218 INV	03/15/2018	3/5/18-3/9/18		310424	
1 02456803 83101 2310				SPED/TUTOR PROF TECH		250.00			
2 02456857 83101 2310				SPED CONTR PROF TECH		425.00			
				Invoice Net		675.00			
				CHECK TOTAL		1,250.00			-----
31797 BRANDYS, ELZBIETA				00000 11289818 INV	03/15/2018	2/5-3/9/18-FLUTE		310679	
1 14856542 83101 3520				HS INSTRUM PROF TECH		2,275.00			
				Invoice Net		2,275.00			
				CHECK TOTAL		2,275.00			-----
20939 BUCHANAN, ELIZABETH J.				00000 182732 INV	03/15/2018	FEBRUARY 2018		309802	
1 0932018 83101 2310				EARLY PART CONSULT		450.00			
				Invoice Net		450.00			
				CHECK TOTAL		450.00			-----
28126 BYERS, JIM				00000	INV 03/15/2018	18639		310622	

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

P 7
apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02026626 83804	3510		ATHL/HOCKE	ATHLETIC	94.00			
				Invoice Net		94.00			
				CHECK TOTAL		94.00			-----
71020	CONCORD AREA SPECIAL E	00000	7748118	INV	03/15/2018	18-0497	310374		
	1 02456848 83201	9400		TUITION DY	TUITION	6,823.05			
				Invoice Net		6,823.05			
71020	CONCORD AREA SPECIAL E	00000	7748418	INV	03/15/2018	18-0425	310375		
	1 02456848 83201	9400		TUITION DY	TUITION	6,823.05			
				Invoice Net		6,823.05			
				CHECK TOTAL		13,646.10			-----
33925	CAO, XIAOHUI		00000	11524418	INV 03/15/2018	REIM MaFLA CONF 2/16	310233		
	1 178	835106 2410		MANDARIN	LANG - CS	250.00			
				Invoice Net		250.00			
				CHECK TOTAL		250.00			-----
26998	CARLSON, CHRIS		00000	181418	INV 03/15/2018	REIMB MILEGE-FEB'18	309803		
	1 02456806 87101	2110		SPED ADM M	BUS TRAVEL	98.10			
				Invoice Net		98.10			
				CHECK TOTAL		98.10			-----
33892	CARNEY, DAWN		00000	11524018	INV 03/15/2018	REIMB ACFTL DUES	310234		
	1 02516730 87301	2357		C&I WORLD	PROF AFFLI	85.00			
				Invoice Net		85.00			
33892	CARNEY, DAWN		00000	11523818	INV 03/15/2018	REIMB HOTEL 3/6/18	310235		
	1 02516730 87202	2357		C&I WORLD	TRAINING	94.55			
				Invoice Net		94.55			
				CHECK TOTAL		179.55			-----
70762	CAROLINA BIOLOGICAL SU	00001	11467318	INV	03/15/2018	50187460 RI	310680		
	1 02426715 85103	2415		C&I SCIENC	INSTRUCT	40.47			
				Invoice Net		40.47			
				CHECK TOTAL		40.47			-----
70771	CARROLL SCHOOL		00002	7755918	INV 03/15/2018	11451	309804		
	1 07506848 83201	9300		CB OOD DAY	TUITION	1,950.00			
				Invoice Net		1,950.00			
				CHECK TOTAL		1,950.00			-----
18163	CENTRELLA, FRANK		00000		INV 03/15/2018	18644	309356		
	1 02026635 83804	3510		ATH/G/BB	ATHLETIC	60.00			
				Invoice Net		60.00			
				CHECK TOTAL		60.00			-----
71834	THE CHILDREN'S HEALTH	00000	11463418	INV	03/15/2018	37156	309378		
	1 02366548 85103	2415		HEALTH/H.S	INSTRUCT	210.21			
				Invoice Net		210.21			

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
71834	THE CHILDREN'S HEALTH	00000	11463418	INV	03/15/2018	37382	309379		
	1 02366548 85103 2415		HEALTH/H.S	INSTRUCT		9.24			
			Invoice Net			9.24			
			CHECK TOTAL			219.45			-----
34159	JAMES M. DONAHER	00001	182735	INV	03/15/2018	1730	310383		
	1 02456857 83101 2330		SPED CONTR	PROF TECH		40.80			
			Invoice Net			40.80			
			CHECK TOTAL			40.80			-----
23761	CITY OF BOSTON	00002	183362	INV	03/15/2018	ARLINGTON 03-2018	309805		
	1 02456848 83201 9100		TUITION DY	TUITION		6,399.36			
			Invoice Net			6,399.36			
			CHECK TOTAL			6,399.36			-----
12853	CONSILVIO, EDWARD	00000		INV	03/15/2018	18648	309357		
	1 02026635 83804 3510		ATH/G/BB	ATHLETIC		82.00			
			Invoice Net			82.00			
			CHECK TOTAL			82.00			-----
71080	COSTA FRUIT & PRODUCE	00001	710818	INV	03/15/2018	3989752	309950		
	1 03034309 835001		FOOD SERV	FOOD SERVI		641.06			
			Invoice Net			641.06			
71080	COSTA FRUIT & PRODUCE	00001	710818	INV	03/15/2018	3989757	309951		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,138.75			
			Invoice Net			1,138.75			
71080	COSTA FRUIT & PRODUCE	00001	710818	INV	03/15/2018	3989772	309952		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,242.89			
			Invoice Net			1,242.89			
71080	COSTA FRUIT & PRODUCE	00001	710818	INV	03/15/2018	3991891	309953		
	1 03034309 835001		FOOD SERV	FOOD SERVI		1,070.68			
			Invoice Net			1,070.68			
71080	COSTA FRUIT & PRODUCE	00001	710818	INV	03/15/2018	3992022	309954		
	1 03034309 835001		FOOD SERV	FOOD SERVI		2,031.11			
			Invoice Net			2,031.11			
			CHECK TOTAL			6,124.49			-----
71088	COTTING SCHOOL	00000	7754218	INV	03/15/2018	14282	310376		
	1 07506848 83201 9300		CB OOD DAY	TUITION		6,383.10			
			Invoice Net			6,383.10			
71088	COTTING SCHOOL	00000	7754618	INV	03/15/2018	14281	310377		
	1 07506848 83201 9300		CB OOD DAY	TUITION		6,383.10			
			Invoice Net			6,383.10			
71088	COTTING SCHOOL	00000	7756218	INV	03/15/2018	14283	310378		
	1 07506848 83201 9300		CB OOD DAY	TUITION		6,383.10			
			Invoice Net			6,383.10			
71088	COTTING SCHOOL	00000	7763018	INV	03/15/2018	14363	310380		

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VENDOR 8304

WARRANT:

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02456848 83201	9300		TUITION DY Invoice Net		6,383.10 6,383.10 CHECK TOTAL			-----
						25,532.40			
34260	D'AMATO, LOUISE MARIE	00000	183349	INV	03/15/2018	SERVICES 2/7-2/28/18	309853		
1	02456857 83101	2310		SPED CONTR Invoice Net		1,140.00 1,140.00 CHECK TOTAL			-----
						1,140.00			
26869	DEUTSCH WILLIAMS BROOK	00001	706018	INV	03/15/2018	99	310681		
1	02606905 83102	1430		LEGAL SCOM Invoice Net		6,235.20 6,235.20 CHECK TOTAL			-----
						6,235.20			
30081	DLUGOLECKI, MELISSA	00001	11458118	INV	03/15/2018	REIM MILEGE-12/4-3/9	310682		
1	02026620 83804	3510		ATHLE/ADMI Invoice Net		279.48 279.48 CHECK TOTAL			-----
						279.48			
34204	ARLINGTON PIE COMPANY	00000	183124	INV	03/15/2018	440553	309946		
1	03034309 835001			FOOD SERV Invoice Net		360.00 360.00 CHECK TOTAL			-----
						360.00			
34204	ARLINGTON PIE COMPANY	00000	183124	INV	03/15/2018	440554	309947		
1	03034309 835001			FOOD SERV Invoice Net		360.00 360.00 CHECK TOTAL			-----
						360.00			
34656	DRANSFIELD, IMOGEN	00000		INV	03/15/2018	CLASS CANCELLATION	310683		
1	1336780 7290	3520		KIDZONE Invoice Net		240.00 240.00 CHECK TOTAL			-----
						240.00			
22653	ERIC ARMIN, INC.	00002	11527718	INV	03/15/2018	INV0860937	309380		
1	0812018 85106	2410		TITLE I Invoice Net		253.18 253.18 CHECK TOTAL			-----
						253.18			
71410	EDCO	00000	11293118	INV	03/15/2018	1181678	309381		
1	02636575 87202	2357		PROF DEV Invoice Net		300.00 300.00 CHECK TOTAL			-----
						300.00			
71410	EDCO	00000	11293118	INV	03/15/2018	1181680	309383		
1	02636575 87202	2357		PROF DEV Invoice Net		100.00 100.00 CHECK TOTAL			-----
						100.00			
71410	EDCO	00000	11293118	INV	03/15/2018	1181667	310236		
1	02636575 87202	2357		PROF DEV Invoice Net		195.00 195.00 CHECK TOTAL			-----
						195.00			
71410	EDCO	00000	7750618	INV	03/15/2018	1181736	310425		

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VENDOR 8304

WARRANT: 18190

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02456848 83201	9400		TUITION DY	TUITION	5,200.65			
				Invoice Net		5,200.65			
71410 EDCO	1 02456848 83201	9400	00000 7760418	INV	03/15/2018	1181718	310426		
				TUITION DY	TUITION	4,623.30			
				Invoice Net		4,623.30			
71410 EDCO	1 02456848 83201	9400	00000 7763118	INV	03/15/2018	1181726	310427		
				TUITION DY	TUITION	4,623.30			
				Invoice Net		4,623.30			
				CHECK TOTAL		15,042.25			-----
28581 EDMENTUM ,INC	1 02016507 85103	2415	00001 11536718	INV	03/15/2018	INV100276	310684		
				SEC EDUC	INSTRUCT	9.90			
				Invoice Net		9.90			
				CHECK TOTAL		9.90			-----
34229 EI US, LLC.	1 02456857 83101	2310	00003 183125	INV	03/15/2018	INV1815	309807		
				SPED CONTR	PROF TECH	25.00			
				Invoice Net		25.00			
34229 EI US, LLC.	1 02456803 83101	2310	00003 183125	INV	03/15/2018	INV1816	309808		
				SPED/TUTOR	PROF TECH	25.00			
				Invoice Net		25.00			
34229 EI US, LLC.	1 02456857 83101	2310	00003 183125	INV	03/15/2018	INV2699	309810		
				SPED CONTR	PROF TECH	137.50			
				Invoice Net		137.50			
34229 EI US, LLC.	1 02456803 83101	2310	00003 183125	INV	03/15/2018	INV2708	310442		
				SPED/TUTOR	PROF TECH	50.00			
				Invoice Net		50.00			
				CHECK TOTAL		237.50			-----
21724 FANTINI BAKING CO., IN	1 03034309 835001		00000 711318	INV	03/15/2018	Y466443	309948		
				FOOD SERV	FOOD SERVI	100.49			
				Invoice Net		100.49			
21724 FANTINI BAKING CO., IN	1 03034309 835001		00000 711318	INV	03/15/2018	Y466444	309949		
				FOOD SERV	FOOD SERVI	147.75			
				Invoice Net		147.75			
				CHECK TOTAL		248.24			-----
12894 FARR ACADEMY	1 07506848 83201	9300	00000 7755118	INV	03/15/2018	IVC0005622	309811		
				CB OOD DAY	TUITION	6,398.10			
				Invoice Net		6,398.10			
12894 FARR ACADEMY	1 02456848 83201	9300	00000 7758018	INV	03/15/2018	IVC0005621	309812		
				TUITION DY	TUITION	6,398.10			
				Invoice Net		6,398.10			
				CHECK TOTAL		12,796.20			-----
34119 FLYNN, JOE	1 02026626 83804	3510	00000	INV	03/15/2018	18456	309923		
				ATHL/HOCKE	ATHLETIC	60.00			
				Invoice Net		60.00			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	60.00		-----
34253	FRIEDSTEIN, HEIDI S.	00000	11495418	INV	03/15/2018	PD -2/12/18	309376		
	1 0812018 87205 2310		TITLE I	YOUTH VIL		375.00			
			Invoice Net			375.00			
						CHECK TOTAL	375.00		-----
32011	FRONTLINE TECHNOLOGIES	00002	715118	INV	03/15/2018	INVUS74263	310686		
	1 02636935 85804 1420		HUMAN RES/	SOFTWARE		912.66			
			Invoice Net			912.66			
						CHECK TOTAL	912.66		-----
25395	FULLER, JEREMY	00000		INV	03/15/2018	18651	310623		
	1 02026622 83804 3510		ATHL/BASKB	ATHLETIC		94.00			
			Invoice Net			94.00			
						CHECK TOTAL	94.00		-----
25381	GATEHOUSE MEDIA NE	00002	11348418	INV	03/15/2018	CN13656120	310687		
	1 02576900 83403 1110		SCHOOL COM	ADS		126.98			
			Invoice Net			126.98			
						CHECK TOTAL	126.98		-----
71736	THE MARGARET GIFFORD S	00000	7753318	INV	03/15/2018	17930	309813		
	1 07506848 83201 9300		CB OOD DAY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7753818	INV	03/15/2018	17932	309814		
	1 07506848 83201 9300		CB OOD DAY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7754018	INV	03/15/2018	17936	309815		
	1 07506848 83201 9300		CB OOD DAY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7755318	INV	03/15/2018	17955	309816		
	1 07506848 83201 9300		CB OOD DAY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7755418	INV	03/15/2018	17959	309817		
	1 07506848 83201 9300		CB OOD DAY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7756518	INV	03/15/2018	17976	309818		
	1 02456848 83201 9300		TUITION DY	TUITION		5,090.40			
			Invoice Net			5,090.40			
71736	THE MARGARET GIFFORD S	00000	7756818	INV	03/15/2018	17982	309819		
	1 02456848 83201 9300		TUITION DY	TUITION		5,090.40			
			Invoice Net			5,090.40			
						CHECK TOTAL	35,632.80		-----
28065	GILLESPIE, WALTER	00000		INV	03/15/2018	18598	309358		
	1 02026635 83804 3510		ATH/G/BB	ATHLETIC		60.00			
			Invoice Net			60.00			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	60.00		-----
73320	GOVCONNECTION, INC.		00001	11407218	INV 03/15/2018	55572981	309384		
	1 02216506 85103 2415		ELEM EDUC	INSTRUCT		590.19			
			Invoice Net			590.19			
						CHECK TOTAL	590.19		-----
28323	GRIFFIN, TOM		00000		INV 03/15/2018	11054	310626		
	1 02026640 83804 3510		ATH/G/I.H.	ATHLETIC		82.00			
			Invoice Net			82.00			
						CHECK TOTAL	82.00		-----
34658	GRIFFIN, MICHAEL		00000		INV 03/15/2018	11055	310624		
	1 02026640 83804 3510		ATH/G/I.H.	ATHLETIC		82.00			
			Invoice Net			82.00			
						CHECK TOTAL	82.00		-----
75061	THE GUILD FOR HUMAN SE		00000	7756718	INV 03/15/2018	3169	309820		
	1 02456848 83201 9300		TUITION DY	TUITION		7,547.75			
			Invoice Net			7,547.75			
						CHECK TOTAL	7,547.75		-----
30778	JOHN GUILFOIL PUBLIC R		00001	11349318	INV 03/15/2018	1402	309385		
	1 02606910 83101 1210		SUPER	PROF TECH		200.00			
			Invoice Net			200.00			
						CHECK TOTAL	200.00		-----
30097	PRESIDENT AND FELLOWS		00003	11284818	INV 03/15/2018	PMAE-ED-2018-15	309386		
	1 15123160 83302 3520		THOMPSON	FIELD TRIP		206.00			
			Invoice Net			206.00			
						CHECK TOTAL	206.00		-----
21828	HENLEY ENTERPRISE		00000	7746318	INV 03/15/2018	180445	310384		
	1 02816970 84802 3300		TRANS ED	VEHICLE RE		40.78			
			Invoice Net			40.78			
						CHECK TOTAL	40.78		-----
33923	HENNE, MIRANDA		00000	11089518	INV 03/15/2018	2/5-3/9/18-CELLO	310688		
	1 14856542 83101 3520		HS INSTRUM	PROF TECH		1,820.00			
			Invoice Net			1,820.00			
						CHECK TOTAL	1,820.00		-----
30066	HICKEY, ROBERT		00000		INV 03/15/2018	18455	309927		
	1 02026626 83804 3510		ATHL/HOCKE	ATHLETIC		60.00			
			Invoice Net			60.00			
						CHECK TOTAL	60.00		-----

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TOWN OF ARLINGTON
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CASH ACCOUNT: 0000

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VENDOR 8304

WARRANT: 18190

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29843	NA LU-HOGAN 1 178 835106	2410	00000 11523918	INV	03/15/2018	REIM QUIZLET SUBSCRIP 34.99 34.99 Invoice Net	310237		
						CHECK TOTAL	34.99		-----
34205	ICE BOX, LLC 1 02026626 83804	3510	00000 11521318	INV	03/15/2018	732 485.00 485.00 Invoice Net	310706		
						CHECK TOTAL	485.00		-----
27084	COMMONWEALTH OF MASSAC 1 03034309 835002		00000 712618	INV	03/15/2018	2892-JSI FOOD SERV FOOD SERV/ 299.00 299.00 Invoice Net	309945		
						CHECK TOTAL	299.00		-----
33014	KRISTEN LALLY JOYCE 1 02456812 87101	2320	00000 182290	INV	03/15/2018	REIMB MILEGE-DEC'17 15.03 15.03 Invoice Net	310386		
33014	KRISTEN LALLY JOYCE 1 02456812 87101	2320	00000 182290	INV	03/15/2018	REIMB MILEGE-JAN'18 26.65 26.65 Invoice Net	310387		
33014	KRISTEN LALLY JOYCE 1 02456812 87101	2320	00000 182290	INV	03/15/2018	REIMB MILEGE-FEB'18 19.84 19.84 Invoice Net	310388		
						CHECK TOTAL	61.52		-----
34252	CHERYL M. KOOR 1 1336770 81112	6200	00000 183523	INV	03/15/2018	AROMATHERAPY 2/7 212.50 212.50 Invoice Net	310670		
						CHECK TOTAL	212.50		-----
30176	KEANE, JOHN 1 02026635 83804	3510	00000	INV	03/15/2018	18498 60.00 60.00 ATH/G/BB ATHLETIC Invoice Net	309360		
						CHECK TOTAL	60.00		-----
33978	EFS EDUCATION, LLC 1 1336770 81112	6200	00000 183355	INV	03/15/2018	1145 2,760.00 2,760.00 ADULT ED INSTRUCT Invoice Net	310685		
						CHECK TOTAL	2,760.00		-----
32832	KIRKLAND, DONALD 1 02026637 83804	3510	00000	INV	03/15/2018	18656 73.00 73.00 ATH/G/CC ATHLETIC Invoice Net	310627		
						CHECK TOTAL	73.00		-----
31794	KOBAYASHI-KIRKER, KAEDE		00000 11089418	INV	03/15/2018	2/5-3/9/'8-VIOLIN	310689		

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03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 14856542 83101	3520	HS INSTRUM	PROF TECH		2,535.00			
			Invoice Net			2,535.00			
						CHECK TOTAL	2,535.00		-----
31961 KOTZUBA, PAUL			00000	INV	03/15/2018	18655	309361		
	1 02026635 83804	3510	ATH/G/BB	ATHLETIC		82.00			
			Invoice Net			82.00			
						CHECK TOTAL	82.00		-----
33281 L'HUILLIER, MICHEL			00000	183519 INV	03/15/2018	REIMB VACA EXP	310671		
	1 1336795 85103	3520	VACATION F	INSTRUCT		1,135.79			
			Invoice Net			1,135.79			
						CHECK TOTAL	1,135.79		-----
72363 LABBB COLLABORATIVE			00000	7762118 INV	03/15/2018	2183588	310389		
	1 02816980 83301	3300	SPED/REIMB	TRANS		918.00			
			Invoice Net			918.00			
72363 LABBB COLLABORATIVE			00000	7762218 INV	03/15/2018	2183590	310391		
	1 02816980 83301	3300	SPED/REIMB	TRANS		867.00			
			Invoice Net			867.00			
72363 LABBB COLLABORATIVE			00000	7762318 INV	03/15/2018	2183582	310392		
	1 02816980 83301	3300	SPED/REIMB	TRANS		918.00			
			Invoice Net			918.00			
						CHECK TOTAL	2,703.00		-----
72376 LANDMARK FOUNDATION, I			00000	7751718 INV	03/15/2018	22739	310428		
	1 07506848 83201	9300	CB OOD DAY	TUITION		5,932.20			
			Invoice Net			5,932.20			
72376 LANDMARK FOUNDATION, I			00000	7752318 INV	03/15/2018	22935	310430		
	1 07506848 83201	9300	CB OOD DAY	TUITION		3,203.41			
			Invoice Net			3,203.41			
72376 LANDMARK FOUNDATION, I			00000	7756318 INV	03/15/2018	23052	310431		
	1 07506848 83201	9300	CB OOD DAY	TUITION		2,135.61			
			Invoice Net			2,135.61			
						CHECK TOTAL	11,271.22		-----
19990 LATHAM CENTERS, INC			00000	7747118 INV	03/15/2018	035774	310432		
	1 02456851 83201	9300	OOD RESIDE	TUITION		17,822.00			
			Invoice Net			17,822.00			
						CHECK TOTAL	17,822.00		-----
72436 THE LEARNING CENTER FO			00000	7753118 INV	03/15/2018	33949	309821		
	1 07506848 83201	9300	CB OOD DAY	TUITION		4,458.75			
			Invoice Net			4,458.75			
						CHECK TOTAL	4,458.75		-----
72441 LEARNING PREP SCHOOL I			00001	7752618 INV	03/15/2018	50884-AD	309822		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	07506848 83201	9300	CB OOD DAY	TUITION		1,760.55			
			Invoice Net			1,760.55			
72441	LEARNING PREP SCHOOL I	00001	7756018	INV	03/15/2018	50844-CM	309823		
1	07506848 83201	9300	CB OOD DAY	TUITION		3,300.00			
			Invoice Net			3,300.00			
72441	LEARNING PREP SCHOOL I	00001	7757518	INV	03/15/2018	50884-NW	309824		
1	02456848 83201	9300	TUITION DY	TUITION		2,341.53			
			Invoice Net			2,341.53			
			CHECK TOTAL			7,402.08			-----
75093	LIGHTHOUSE SCHOOL, INC	00000	7753518	INV	03/15/2018	0218002-PG	309825		
1	07506848 83201	9300	CB OOD DAY	TUITION		4,810.92			
			Invoice Net			4,810.92			
75093	LIGHTHOUSE SCHOOL, INC	00000	7754518	INV	03/15/2018	0218002-JJJ	309827		
1	07506848 83201	9300	CB OOD DAY	TUITION		4,810.92			
			Invoice Net			4,810.92			
			CHECK TOTAL			9,621.84			-----
34657	LYONS, KEVIN	00000		INV	03/15/2018	18647	310628		
1	02026635 83804	3510	ATH/G/BB	ATHLETIC		82.00			
			Invoice Net			82.00			
			CHECK TOTAL			82.00			-----
33731	MAB COMMUNITY SERVICES	00000	7763718	INV	03/15/2018	TUT81461	310433		
1	02456851 83201	9300	OOD RESIDE	TUITION		16,841.16			
			Invoice Net			16,841.16			
			CHECK TOTAL			16,841.16			-----
28859	MAGLIOCCA, BRYAN	00000	181419	INV	03/15/2018	REIMB MILEGE-FEB'18	309828		
1	02456839 87101	2315	TEAM CHAIR	BUS TRAVEL		74.07			
			Invoice Net			74.07			
			CHECK TOTAL			74.07			-----
15547	MANSFIELD PAPER CO., I	00000	711118	INV	03/15/2018	259978	309958		
1	03034309 835000		FOOD SERV	FOOD SERV/		876.18			
			Invoice Net			876.18			
15547	MANSFIELD PAPER CO., I	00000	711118	INV	03/15/2018	259979	309959		
1	03034309 835000		FOOD SERV	FOOD SERV/		336.99			
			Invoice Net			336.99			
			CHECK TOTAL			1,213.17			-----
34194	MARFIONE, BRIAN	00000		INV	03/15/2018	18457	309928		
1	02026626 83804	3510	ATHL/HOCCKE	ATHLETIC		60.00			
			Invoice Net			60.00			
			CHECK TOTAL			60.00			-----
29812	MARKET BASKET	00001	11368018	INV	03/15/2018	2001540004-2/12/18	310245		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02016518 85103	2415	FAM/CONS S	INSTRUCT		20.86			
			Invoice Net			20.86			
			CHECK TOTAL			20.86			-----
29812	MARKET BASKET		00001 11368018	INV	03/15/2018	2001540004-1/18-3/5	310247		
1	02016518 85103	2415	FAM/CONS S	INSTRUCT		471.60			
			Invoice Net			471.60			
			CHECK TOTAL			471.60			-----
72694	MA ASSOC OF SCHOOL SUP	00000 11425018	INV	03/15/2018	2018JAN-4747	309388			
1	02606910 87301	2357	SUPER	PROF AFFLI		180.00			
			Invoice Net			180.00			
72694	MA ASSOC OF SCHOOL SUP	00000 183524	INV	03/15/2018	114260	310690			
1	02666920 87202	2357	BUS OFFICE	TRAINING		200.00			
			Invoice Net			200.00			
			CHECK TOTAL			380.00			-----
32645	JOHN C. TSIOTOS		00000 11412918	INV	03/15/2018	1484	310238		
1	1336700 83408	6200	COMM ED	DELIVERY		495.25			
			Invoice Net			495.25			
			CHECK TOTAL			495.25			-----
12897	THE MAY INSTITUTE INC.		00001 7747218	INV	03/15/2018	669797	310434		
1	02456851 83201	9300	OOD RESIDE	TUITION		16,890.72			
			Invoice Net			16,890.72			
			CHECK TOTAL			16,890.72			-----
72575	MBTA STUDENT PASS PROG	00001 11316018	INV	03/15/2018	267531	310250			
1	1322018 83301	3300	METCO GRNT	TRANS		1,260.00			
			Invoice Net			1,260.00			
			CHECK TOTAL			1,260.00			-----
31135	MCDONNELL, KEVIN		00000	INV	03/15/2018	18458	309930		
1	02026626 83804	3510	ATHL/HOCKE	ATHLETIC		60.00			
			Invoice Net			60.00			
			CHECK TOTAL			60.00			-----
15684	MELMARK NEW ENGLAND		00001 7746518	INV	03/15/2018	0023691-IN	309830		
1	02456845 83201	9300	OOD/AIDE	TUITION		1,451.52			
2	02456851 83201	9300	OOD RESIDE	TUITION		9,803.08			
			Invoice Net			11,254.60			
15684	MELMARK NEW ENGLAND		00001 182789	INV	03/15/2018	0023890-IN	310393		
1	02456821 83101	2320	SPED/CLINI	PROF TECH		200.00			
			Invoice Net			200.00			
15684	MELMARK NEW ENGLAND		00001 182789	INV	03/15/2018	0024082-IN	310394		
1	02456821 83101	2320	SPED/CLINI	PROF TECH		200.00			
			Invoice Net			200.00			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	11,654.60		-----
22195 MENTO, JAMES				INV	03/15/2018	18600	310629		
1 02026635 83804	3510	00000	ATH/G/BB	ATHLETIC		82.00			
						Invoice Net	82.00		
						CHECK TOTAL	82.00		-----
73548 MIDDLESEX PARTNERSHIPS				INV	03/15/2018	3544	309725		
1 02366557 87301	2710	00003	WELLNES/HS	PROF AFFLI		50.00			
						Invoice Net	50.00		
73548 MIDDLESEX PARTNERSHIPS				INV	03/15/2018	3555	310251		
1 02366557 87301	2710	00003	WELLNES/HS	PROF AFFLI		50.00			
						Invoice Net	50.00		
						CHECK TOTAL	100.00		-----
22727 MILESTONES, INC.				INV	03/15/2018	23637	309832		
1 02456848 83201	9300	00000	181416	TUITION DY		3,217.50			
						Invoice Net	3,217.50		
						CHECK TOTAL	3,217.50		-----
28773 MIT LINCOLN LABS				INV	03/15/2018	653	309723		
1 02426715 85103	2415	00001	11467018	C&I SCIENC	INSTRUCT	250.00			
						Invoice Net	250.00		
						CHECK TOTAL	250.00		-----
32722 MOORE MEDICAL LLC				INV	03/15/2018	99811034	309395		
1 02496554 85201	3200	00001	11386918	HEALTH SRV	MED SUPPLY	181.12			
						Invoice Net	181.12		
32722 MOORE MEDICAL LLC				INV	03/15/2018	99808729	309397		
1 02496554 85201	3200	00001	11386818	HEALTH SRV	MED SUPPLY	243.46			
						Invoice Net	243.46		
32722 MOORE MEDICAL LLC				INV	03/15/2018	83491529	309399		
1 02496554 85201	3200	00001	11387218	HEALTH SRV	MED SUPPLY	106.99			
						Invoice Net	106.99		
						CHECK TOTAL	531.57		-----
34474 MSEL				INV	03/15/2018	0312	310691		
1 02426715 85103	2415	00001	11445818	C&I SCIENC	INSTRUCT	95.00			
						Invoice Net	95.00		
						CHECK TOTAL	95.00		-----
27873 MSLA				INV	03/15/2018	2977	310334		
1 02636575 87202	2357	00000	11417918	PROF DEV	TRAINING	235.00			
						Invoice Net	235.00		
						CHECK TOTAL	235.00		-----
34228 MUEHLEISEN, NATHAN				INV	03/15/2018	REIMB PLANE FARE	310692		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
1	02016575 87202	2357		PROF DEV TRAINING		300.40			
				Invoice Net		300.40			
						CHECK TOTAL	300.40		-----
27947	MULCAHEY, SCOTT			00000 INV	03/15/2018	18460	310631		
1	02026626 83804	3510		ATHL/HOCKE ATHLETIC		60.00			
				Invoice Net		60.00			
						CHECK TOTAL	60.00		-----
31795	MURADYAN, LILIT			00000 11289418 INV	03/15/2018	2/5-3/9/18-VIOLIN	310693		
1	14856542 83101	3520		HS INSTRUM PROF TECH		1,235.00			
				Invoice Net		1,235.00			
						CHECK TOTAL	1,235.00		-----
20948	NALLY ASSOCIATES, INC.			00000 11458018 INV	03/15/2018	17-2075	310239		
1	02026620 85104	3510		ATHLE/ADMI ATHL SUPPL		258.48			
				Invoice Net		258.48			
20948	NALLY ASSOCIATES, INC.			00000 11458018 INV	03/15/2018	17-2321	310242		
1	02026620 85104	3510		ATHLE/ADMI ATHL SUPPL		240.49			
				Invoice Net		240.49			
20948	NALLY ASSOCIATES, INC.			00000 11458018 INV	03/15/2018	18-0410	310243		
1	02026620 85104	3510		ATHLE/ADMI ATHL SUPPL		70.78			
				Invoice Net		70.78			
						CHECK TOTAL	569.75		-----
73056	ARLINGTON CENTER AUTO			00000 7745618 INV	03/15/2018	841524	309833		
1	02816970 84802	3300		TRANS ED VEHICLE RE		64.29			
				Invoice Net		64.29			
						CHECK TOTAL	64.29		-----
73050	NASCO			00002 11510618 INV	03/15/2018	893982	309401		
1	02016518 85103	2415		FAM/CONS S INSTRUCT		220.72			
				Invoice Net		220.72			
						CHECK TOTAL	220.72		-----
20455	NASHOBA LEARNING GROUP			00000 7751918 INV	03/15/2018	013849	310435		
1	07506848 83201	9300		CB OOD DAY TUITION		3,677.77			
				Invoice Net		3,677.77			
						CHECK TOTAL	3,677.77		-----
31791	NERKARARYAN, KNARIK			00000 11489118 INV	03/15/2018	2/5-3/9/18-VOICE	310694		
1	14856542 83101	3520		HS INSTRUM PROF TECH		1,495.00			
				Invoice Net		1,495.00			
						CHECK TOTAL	1,495.00		-----
33157	NEW ENGLAND ICE CREAM			00001 713518 INV	03/15/2018	1107986	309960		
1	03034309 835001			FOOD SERV FOOD SERVI		190.64			
				Invoice Net		190.64			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107988	309961		
	1 03034309 835001			FOOD SERV	FOOD SERVI	281.32			
				Invoice Net		281.32			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107989	309962		
	1 03034309 835001			FOOD SERV	FOOD SERVI	90.87			
				Invoice Net		90.87			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107992	309963		
	1 03034309 835001			FOOD SERV	FOOD SERVI	90.87			
				Invoice Net		90.87			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107995	309964		
	1 03034309 835001			FOOD SERV	FOOD SERVI	103.86			
				Invoice Net		103.86			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107996	309965		
	1 03034309 835001			FOOD SERV	FOOD SERVI	77.88			
				Invoice Net		77.88			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107997	309966		
	1 03034309 835001			FOOD SERV	FOOD SERVI	77.88			
				Invoice Net		77.88			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107998	309967		
	1 03034309 835001			FOOD SERV	FOOD SERVI	90.87			
				Invoice Net		90.87			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1107999	309968		
	1 03034309 835001			FOOD SERV	FOOD SERVI	103.86			
				Invoice Net		103.86			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112937	309969		
	1 03034309 835001			FOOD SERV	FOOD SERVI	110.68			
				Invoice Net		110.68			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112940	309970		
	1 03034309 835001			FOOD SERV	FOOD SERVI	153.28			
				Invoice Net		153.28			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112942	309971		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.36			
				Invoice Net		51.36			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112943	309972		
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.92			
				Invoice Net		64.92			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112944	309973		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.37			
				Invoice Net		38.37			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112946	309974		
	1 03034309 835001			FOOD SERV	FOOD SERVI	90.84			
				Invoice Net		90.84			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112947	309975		
	1 03034309 835001			FOOD SERV	FOOD SERVI	38.94			
				Invoice Net		38.94			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112949	309976		
	1 03034309 835001			FOOD SERV	FOOD SERVI	64.92			
				Invoice Net		64.92			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1112951			
	1 03034309 835001			FOOD SERV	FOOD SERVI	103.86		309977	
				Invoice Net		103.86			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1114616		309978	
	1 03034309 835001			FOOD SERV	FOOD SERVI	357.75			
				Invoice Net		357.75			
33157	NEW ENGLAND ICE CREAM	00001	713518	INV	03/15/2018	1114618		309979	
	1 03034309 835001			FOOD SERV	FOOD SERVI	635.90			
				Invoice Net		635.90			
				CHECK TOTAL		2,818.87			-----
24772	NEW ENGLAND ACADEMY,LL	00000	182216	INV	03/15/2018	ARL0218K		309836	
	1 02456848 83201 9300			TUITION DY	TUITION	4,688.70			
				Invoice Net		4,688.70			
24772	NEW ENGLAND ACADEMY,LL	00000	182520	INV	03/15/2018	ARL0218C		309837	
	1 02456848 83201 9300			TUITION DY	TUITION	4,688.70			
				Invoice Net		4,688.70			
24772	NEW ENGLAND ACADEMY,LL	00000	7756918	INV	03/15/2018	ARL0218		309838	
	1 02456848 83201 9300			TUITION DY	TUITION	4,688.70			
				Invoice Net		4,688.70			
				CHECK TOTAL		14,066.10			-----
17599	THE NEW ENGLAND CENTER	00001	7747318	INV	03/15/2018	226242		310381	
	1 02456851 83201 9300			OOD RESIDE	TUITION	11,967.48			
				Invoice Net		11,967.48			
				CHECK TOTAL		11,967.48			-----
32116	NOLAN,MARION	00000	183485	INV	03/15/2018	REIMB MILEGE-FEB'18		310395	
	1 02456818 87101 2320			SPED/DEAF	BUS TRAVEL	9.48			
				Invoice Net		9.48			
				CHECK TOTAL		9.48			-----
16252	NORTH READING TRANSPOR	00000	7751218	INV	03/15/2018	20989		309835	
	1 02816980 83301 3300			SPED/REIMB	TRANS	1,125.00			
				Invoice Net		1,125.00			
				CHECK TOTAL		1,125.00			-----
73227	NORTHSHORE EDUCATION C	00000	182219	INV	03/15/2018	019543		309834	
	1 02456848 83201 9100			TUITION DY	TUITION	1,646.10			
				Invoice Net		1,646.10			
				CHECK TOTAL		1,646.10			-----
17362	O'KEEFE, KELLY	00000	11461618	INV	03/15/2018	REIMB MUSICAL EXP		310335	
	1 205 85103 3520			OTT DRAMA	INSTRUCT	734.54			
				Invoice Net		734.54			
				CHECK TOTAL		734.54			-----

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32803 MAKING THE JUMP LLC		00000	183517	INV	03/15/2018	2018-1411	310672		
1 1336795 81112 3520				VACATION F	INSTRUCTIO	1,595.00			
				Invoice Net		1,595.00			
				CHECK TOTAL		1,595.00			-----
15550 PEPSI-COLA COMPANY		00001	711918	INV	03/15/2018	98023653	309980		
1 03034309 835001				FOOD SERV	FOOD SERVI	580.65			
				Invoice Net		580.65			
				CHECK TOTAL		580.65			-----
13902 PITSCO, INC.		00002	11466718	INV	03/15/2018	116294-1	310695		
1 02426715 85103 2415				C&I SCIENC	INSTRUCT	158.43			
				Invoice Net		158.43			
13902 PITSCO, INC.		00002	11466818	INV	03/15/2018	700629-1	310696		
1 02426715 85103 2415				C&I SCIENC	INSTRUCT	136.40			
				Invoice Net		136.40			
				CHECK TOTAL		294.83			-----
29782 PLAY-WELL-TEKNOLOGIES		00001	183165	INV	03/15/2018	DB14333	310673		
1 1336770 81112 6200				ADULT ED	INSTRUCT	2,240.00			
				Invoice Net		2,240.00			
29782 PLAY-WELL-TEKNOLOGIES		00001	182991	INV	03/15/2018	DB14234	310674		
1 1336770 81112 6200				ADULT ED	INSTRUCT	4,340.00			
				Invoice Net		4,340.00			
				CHECK TOTAL		6,580.00			-----
32721 RICCIO,MEGAN		00000	11102117	INV	03/15/2018	2/5-3/9/18-FR HORN	310697		
1 14856542 83101 3520				HS INSTRUM	PROF TECH	260.00			
				Invoice Net		260.00			
				CHECK TOTAL		260.00			-----
11938 RICOH USA, INC		00005	706718	INV	03/15/2018	100254288	310698		
1 02666920 82703 7400				BUS OFFICE	RENT EQUIP	16,976.62			
				Invoice Net		16,976.62			
				CHECK TOTAL		16,976.62			-----
34232 BRIAN PETTEY		00000	11466918	INV	03/15/2018	23506	309402		
1 02426715 85103 2415				C&I SCIENC	INSTRUCT	186.94			
				Invoice Net		186.94			
				CHECK TOTAL		186.94			-----
33041 THE ROLA CORPORATION		00000	182984	INV	03/15/2018	CLASS 3/5+3/12/18	310252		
1 1336770 81112 6200				ADULT ED	INSTRUCT	3,750.00			
				Invoice Net		3,750.00			
				CHECK TOTAL		3,750.00			-----
23142 RUANE, MARK		00000		INV	03/15/2018	18599	309363		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02026635 83804 3510			ATH/G/BB	ATHLETIC	82.00			
				Invoice Net		82.00			
				CHECK TOTAL		82.00			-----
23093 A. RUSSO & SONS, INC.	00000 11370318 INV 03/15/2018					443127	309403		
1 15123260 84902 3520	AFT SCH FOOD SUPPL					199.35			
	Invoice Net					199.35			
23093 A. RUSSO & SONS, INC.	00000 11370218 INV 03/15/2018					444744	310253		
1 15122260 84902 3520	HARDY GEN HARDY FOOD					165.00			
	Invoice Net					165.00			
				CHECK TOTAL		364.35			-----
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52453	309981		
1 03034309 835001	FOOD SERV FOOD SERVI					107.10			
	Invoice Net					107.10			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52454	309982		
1 03034309 835001	FOOD SERV FOOD SERVI					178.50			
	Invoice Net					178.50			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52455	309983		
1 03034309 835001	FOOD SERV FOOD SERVI					178.50			
	Invoice Net					178.50			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52456	309984		
1 03034309 835001	FOOD SERV FOOD SERVI					107.10			
	Invoice Net					107.10			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52457	309985		
1 03034309 835001	FOOD SERV FOOD SERVI					71.40			
	Invoice Net					71.40			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52458	309986		
1 03034309 835001	FOOD SERV FOOD SERVI					142.80			
	Invoice Net					142.80			
24874 SAL'S PIZZA	00000 711218 INV 03/15/2018					52459	309987		
1 03034309 835001	FOOD SERV FOOD SERVI					178.50			
	Invoice Net					178.50			
				CHECK TOTAL		963.90			-----
11729 SCARPITTO MICHAEL	00000 INV 03/15/2018					18497	309364		
1 02026635 83804 3510	ATH/G/BB ATHLETIC					60.00			
	Invoice Net					60.00			
				CHECK TOTAL		60.00			-----
32540 SCHOOL BUS PARTS CO.	00001 7745818 INV 03/15/2018					15161	309839		
1 02816970 84802 3300	TRANS ED VEHICLE RE					48.06			
	Invoice Net					48.06			
				CHECK TOTAL		48.06			-----
73185 SCHOOL SPECIALTY, INC.	00006 65031818 INV 03/15/2018					208119945021	309726		
1 02156506 85103 2415	ELEM EDUC INSTRUCT					26.58			
	Invoice Net					26.58			

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
73185	SCHOOL SPECIALTY, INC.	00006	65031918	INV	03/15/2018	208119965401	309729		
	1 02156506 85103 2415	ELEM EDUC	INSTRUCT			267.80			
		Invoice Net				267.80			
73185	SCHOOL SPECIALTY, INC.	00006	11313218	INV	03/15/2018	308102943198	310336		
	1 205 85103 3520	OTT DRAMA	INSTRUCT			183.69			
		Invoice Net				183.69			
73185	SCHOOL SPECIALTY, INC.	00006	65032518	INV	03/15/2018	208120055210	310700		
	1 02606910 88501 1210	SUPER	CAP EQUIP			333.86			
		Invoice Net				333.86			
		CHECK TOTAL				811.93			-----
73818	SCHOOLS FOR CHILDREN,	00000	7751618	INV	03/15/2018	140394	309840		
	1 07506848 83201 9300	CB OOD DAY	TUITION			5,179.72			
		Invoice Net				5,179.72			
		CHECK TOTAL				5,179.72			-----
31308	SCIENCE TELLERS	00001	11484318	INV	03/15/2018	7880	310699		
	1 15122160 83302 3520	HARDY	FIELD TRIP			350.00			
		Invoice Net				350.00			
		CHECK TOTAL				350.00			-----
73852	SEEM COLLABORATIVE	00000	182373	INV	03/15/2018	70225	310437		
	1 02456848 83201 9400	TUITION DY	TUITION			4,392.60			
		Invoice Net				4,392.60			
73852	SEEM COLLABORATIVE	00000	7748318	INV	03/15/2018	70220	310438		
	1 02456848 83201 9400	TUITION DY	TUITION			4,557.60			
		Invoice Net				4,557.60			
73852	SEEM COLLABORATIVE	00000	7748518	INV	03/15/2018	70221	310439		
	1 02456848 83201 9400	TUITION DY	TUITION			4,392.60			
		Invoice Net				4,392.60			
73852	SEEM COLLABORATIVE	00000	7749418	INV	03/15/2018	70222	310440		
	1 02456845 83201 9300	OOD/AIDE	TUITION			3,174.45			
	2 02456848 83201 9400	TUITION DY	TUITION			4,805.25			
		Invoice Net				7,979.70			
73852	SEEM COLLABORATIVE	00000	7749618	INV	03/15/2018	70223	310441		
	1 02456848 83201 9400	TUITION DY	TUITION			4,392.60			
		Invoice Net				4,392.60			
		CHECK TOTAL				25,715.10			-----
28807	SEVEN HILLS PEDIATRIC	00001	7751418	INV	03/15/2018	09-135391	309841		
	1 07506848 83201 9300	CB OOD DAY	TUITION			3,991.89			
		Invoice Net				3,991.89			
28807	SEVEN HILLS PEDIATRIC	00001	7751518	INV	03/15/2018	09-135392	309842		
	1 07506848 83201 9300	CB OOD DAY	TUITION			3,991.89			
		Invoice Net				3,991.89			
28807	SEVEN HILLS PEDIATRIC	00001	7755018	INV	03/15/2018	09-135407	309844		
	1 07506848 83201 9300	CB OOD DAY	TUITION			3,991.89			
		Invoice Net				3,991.89			

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TOWN OF ARLINGTON
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CASH ACCOUNT: 0000

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VENDOR 8304

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	11,975.67		-----
14717 SILVA WAYNE				00000 INV	03/15/2018	18638	310632		
1	02026626 83804	3510		ATHL/HOCKE ATHLETIC		94.00			
				Invoice Net		94.00			
						CHECK TOTAL	94.00		-----
73929 CAROLYN E. SIMMONS				00000 11536918 INV	03/15/2018	REIMB FOOD EXP 2/28	310701		
1	02016566 84902	2210		MMGT PRINC HS FOOD		206.06			
				Invoice Net		206.06			
						CHECK TOTAL	206.06		-----
33893 SIMON, MICHAEL ALAN				00000 11289318 INV	03/15/2018	2/5-3/9/18-BASS	310702		
1	14856542 83101	3520		HS INSTRUM PROF TECH		754.00			
				Invoice Net		754.00			
						CHECK TOTAL	754.00		-----
31792 TEAGER, DANIEL H.				00000 11289518 INV	03/15/2018	2/5-3/9/18-TRUMPET	310703		
1	14856542 83101	3520		HS INSTRUM PROF TECH		1,235.00			
				Invoice Net		1,235.00			
						CHECK TOTAL	1,235.00		-----
22736 THURSTON FOODS, INC.				00000 710918 INV	03/15/2018	849564	309988		
1	03034309 835001			FOOD SERV FOOD SERVI		401.85			
				Invoice Net		401.85			
22736 THURSTON FOODS, INC.				00000 710918 INV	03/15/2018	849567	309989		
1	03034309 835001			FOOD SERV FOOD SERVI		487.59			
				Invoice Net		487.59			
22736 THURSTON FOODS, INC.				00000 710918 INV	03/15/2018	850774	309990		
1	03034309 835001			FOOD SERV FOOD SERVI		476.15			
				Invoice Net		476.15			
22736 THURSTON FOODS, INC.				00000 710918 INV	03/15/2018	850771	309991		
1	03034309 835001			FOOD SERV FOOD SERVI		1,605.50			
				Invoice Net		1,605.50			
22736 THURSTON FOODS, INC.				00000 11367818 INV	03/15/2018	842230	310256		
1	02016518 85103	2415		FAM/CONS S INSTRUCT		178.84			
				Invoice Net		178.84			
22736 THURSTON FOODS, INC.				00000 11367818 INV	03/15/2018	845068	310257		
1	02016518 85103	2415		FAM/CONS S INSTRUCT		36.72			
				Invoice Net		36.72			
22736 THURSTON FOODS, INC.				00000 11367818 INV	03/15/2018	850773	310258		
1	02016518 85103	2415		FAM/CONS S INSTRUCT		59.37			
				Invoice Net		59.37			
						CHECK TOTAL	3,246.02		-----
22736 THURSTON FOODS, INC.				00000 11401018 INV	03/15/2018	836356	310259		
1	02036507 85103	2415		SEC EDUC INSTRUCT		9.75			
				Invoice Net		9.75			

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WARRANT: 18190 03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	9.75		-----
28130	TOMASZEWSKI, CHARLES	00000		INV	03/15/2018	18632		309365	
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	65.00			
				Invoice Net		65.00			
28130	TOMASZEWSKI, CHARLES	00000		INV	03/15/2018	18633		309366	
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	65.00			
				Invoice Net		65.00			
						CHECK TOTAL	130.00		-----
31027	TROUP, JAMES	00000		INV	03/15/2018	18637		310666	
	1 02026626 83804 3510			ATHL/HOCKE	ATHLETIC	94.00			
				Invoice Net		94.00			
						CHECK TOTAL	94.00		-----
29813	TURF PREP, LLC	00003	11393718	INV	03/15/2018	1759		309404	
	1 02026620 83804 3510			ATHLE/ADMI	ATHLETIC	1,950.00			
				Invoice Net		1,950.00			
						CHECK TOTAL	1,950.00		-----
32720	USUI, ASUKA	00000	11289618	INV	03/15/2018	2/5-3/9/18-VIOLIN		310704	
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	910.00			
				Invoice Net		910.00			
						CHECK TOTAL	910.00		-----
34251	VALVERDE, SARA	00000	183522	INV	03/15/2018	ORGANIZING 2/27/18		310676	
	1 1336770 81112 6200			ADULT ED	INSTRUCT	37.50			
				Invoice Net		37.50			
						CHECK TOTAL	37.50		-----
32763	VAN POOL TRANSPORTATIO	00000	7744918	INV	03/15/2018	51803001		310443	
	1 02816980 83301 3300			SPED/REIMB	TRANS	2,700.00			
				Invoice Net		2,700.00			
						CHECK TOTAL	2,700.00		-----
22691	VARONE, LINDA R.	00000	183516	INV	03/15/2018	HYGGE + FENG SHUI		310677	
	1 1336770 81112 6200			ADULT ED	INSTRUCT	50.00			
				Invoice Net		50.00			
						CHECK TOTAL	50.00		-----
34075	SUSAN C. RUDERMAN	00000	183520	INV	03/15/2018	FUNDRAISING 2/13/18		310675	
	1 1336770 81112 6200			ADULT ED	INSTRUCT	62.50			
				Invoice Net		62.50			
						CHECK TOTAL	62.50		-----
29245	VINT, WILLIAM	00000	11289718	INV	03/15/2018	2/5-3/9/18-WOODWIND		310705	
	1 14856542 83101 3520			HS INSTRUM	PROF TECH	2,665.00			
				Invoice Net		2,665.00			

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CASH ACCOUNT: 0000 104013 VENDOR 8304

WARRANT: 18190 03/15/2018

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	2,665.00		-----
11037	VOCELL BUS COMPANY					GIRLS-2/28/18	310254		
	1 02026986 83301 3510	00000	11394718	INV	03/15/2018	796.00			
			ATH/G/TRAN	TRANS		796.00			
			Invoice Net						
						CHECK TOTAL	796.00		-----
13234	W. B. MASON CO., INC.					I52773918	309405		
	1 02666920 85101 1410	00001	705518	INV	03/15/2018	635.80			
			BUS OFFICE	REPRO SUPP		635.80			
			Invoice Net						
13234	W. B. MASON CO., INC.					I52250091	309730		
	1 02156506 84201 2430	00001	11526118	INV	03/15/2018	14.80			
			ELEM EDUC	OFFICE		14.80			
			Invoice Net						
13234	W. B. MASON CO., INC.					I52454499	309733		
	1 02156506 84201 2430	00001	11526118	INV	03/15/2018	282.39			
			ELEM EDUC	OFFICE		282.39			
			Invoice Net						
13234	W. B. MASON CO., INC.					I52131395	309735		
	1 02156506 84201 2430	00001	11525818	INV	03/15/2018	11.82			
			ELEM EDUC	OFFICE		11.82			
			Invoice Net						
13234	W. B. MASON CO., INC.					I52180559	309736		
	1 02156506 84201 2430	00001	11525818	INV	03/15/2018	209.09			
			ELEM EDUC	OFFICE		209.09			
			Invoice Net						
						CHECK TOTAL	1,153.90		-----
74496	WEDIKO CHILDRENS SERVI					18-ARL07	310130		
	1 02456815 83101 2350	00000	181635	INV	03/15/2018	1,250.00			
			SPED/CONS	PROF TECH		1,250.00			
			Invoice Net						
						CHECK TOTAL	1,250.00		-----
74519	WEST MUSIC COMPANY					SI1577441	310707		
	1 02216506 85103 2415	00001	11407318	INV	03/15/2018	77.90			
			ELEM EDUC	INSTRUCT		77.90			
			Invoice Net						
						CHECK TOTAL	77.90		-----
23327	WHEELLOCK COLLEGE					BEAUTY & BEAST -2/23	310260		
	1 15123160 83302 3520	00000	11284918	INV	03/15/2018	766.00			
			THOMPSON	FIELD TRIP		766.00			
			Invoice Net						
						CHECK TOTAL	766.00		-----
28523	NRICH, INC					1765	310669		
	1 1336770 81112 6200	00000	183351	INV	03/15/2018	1,224.00			
			ADULT ED	INSTRUCT		1,224.00			
			Invoice Net						
						CHECK TOTAL	1,224.00		-----
20866	WILLOW HILL SCHOOL					LG-18-6	309846		
	1 07506848 83201 9300	00000	7753218	INV	03/15/2018	2,193.30			
			CB OOD DAY	TUITION		2,193.30			
			Invoice Net						

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TOWN OF ARLINGTON
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 18190

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
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CHECK TOTAL						2,193.30	-----		
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286 INVOICES	WARRANT TOTAL				464,022.01	464,022.01	=====		
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TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

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WARRANT: 18190 03/15/2018

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02016507	SECONDARY EDUCATIO 0200-3-01	-6507-01-10-5-02-85103 -2415	INSTRUCTIONAL MATERIAL 9.90 -679.12
0200	02016518	FAMILY/CONSUMER SC 0200-3-01	-6518-01-10-5-01-85103 -2415	INSTRUCTIONAL MATERIAL 1,221.33 -5,702.37
0200	02016566	MMGT SUPER PRINCIP 0200-3-01	-6566-01-10-5-07-84902 -2210	HS FOOD SUPPLIES PRINC 206.06 1,553.94
0200	02016575	PROFESSIONAL DEVEL 0200-3-01	-6575-01-10-5-00-87202 -2357	TRAINING EDUC CONF & A 300.40 -7,166.65
0200	02026620	ATHLETICS/ADMIN 0200-3-02	-6620-01-24-9-00-83804 -3510	ATHLETIC SERVICES 2,229.48 .00
0200	02026620	ATHLETICS/ADMIN 0200-3-02	-6620-01-24-9-00-85104 -3510	ATHLETIC SUPPLIES 569.75 .00
0200	02026622	ATHLETICS/BOYS BAS 0200-3-02	-6622-01-24-5-00-83804 -3510	ATHLETIC SERVICES 282.00 .00
0200	02026626	ATHLETICS/ICE HOCK 0200-3-02	-6626-01-24-5-00-83804 -3510	ATHLETIC SERVICES 1,291.00 .00
0200	02026635	ATHLETICS/GIRLS BA 0200-3-02	-6635-01-24-5-00-83804 -3510	ATHLETIC SERVICES 650.00 .00
0200	02026637	ATHLETICS/GIRLS CR 0200-3-02	-6637-01-24-5-00-83804 -3510	ATHLETIC SERVICES 73.00 .00
0200	02026640	ATHLETICS/GIRLS IC 0200-3-02	-6640-01-24-5-00-83804 -3510	ATHLETIC SERVICES 164.00 .00
0200	02026986	ATHLETICS/TRANS/GI 0200-3-02	-6986-01-24-5-00-83301 -3510	CONTRACTED TRANSPORTAT 796.00 -8,979.01
0200	02036507	SECONDARY EDUCATIO 0200-3-03	-6507-03-01-4-01-85103 -2415	OFFICE SUPPLIES 99.38 -33.68
0200	02036507	SECONDARY EDUCATIO 0200-3-03	-6507-03-01-4-01-85103 -2415	INSTRUCTIONAL MATERIAL 9.75 -8,802.86
0200	02156506	ELEMENTARY EDUCATI 0200-3-15	-6506-15-01-3-00-84201 -2430	OFFICE SUPPLIES 518.10 -3,143.24
0200	02156506	ELEMENTARY EDUCATI 0200-3-15	-6506-15-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL 294.38 -1,996.22
0200	02156506	ELEMENTARY EDUCATI 0200-3-15	-6506-15-01-3-00-85106 -2410	HARDY/TEXTBOOKS 271.60 1,640.83
0200	02216506	ELEMENTARY EDUCATI 0200-3-21	-6506-21-01-3-00-85103 -2415	INSTRUCTIONAL MATERIAL 668.09 -3,586.01
0200	02306740	C&I ENGLISH 0200-3-30	-6740-30-01-5-01-85106 -2410	TEXTBOOKS BOOKS PERIOD 1,470.00 13,234.00
0200	02366548	HEALTH/WEELLNESS H. 0200-3-36	-6548-01-33-5-00-85103 -2415	INSTRUCTIONAL MATERIAL 219.45 .00
0200	02366557	HEALTH/WEELLNESS/HS 0200-3-36	-6557-01-67-5-00-87301 -2710	PROFESSIONAL AFFLIATIO 100.00 -4,891.52
0200	02426715	C&I SCIENCE 0200-3-42	-6715-01-10-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 867.24 14,143.07
0200	02456800	PK-SPED 0200-3-45	-6800-45-02-1-05-84902 -2430	FOOD SUPPLIES 147.64 .00
0200	02456803	SPED TUTOR/C.S. 0200-3-45	-6803-36-02-9-00-83101 -2310	PROFESSIONAL TECH SERV 375.00 .00
0200	02456806	SPED ADM MGMT SERV 0200-3-45	-6806-01-02-9-00-87101 -2110	BUSINESS TRAVEL 98.10 -2,400.00
0200	02456812	SPED/PT SERVICES C 0200-3-45	-6812-36-23-9-00-87101 -2320	SPED/PT SERV TRAVEL 61.52 .00
0200	02456815	SPED/CONSULT/COACH 0200-3-45	-6815-36-23-9-00-83101 -2350	PROFESSIONAL TECH SERV 1,250.00 .00
0200	02456818	SPED/TEACHER/DEAF 0200-3-45	-6818-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV 827.40 .00
0200	02456818	SPED/TEACHER/DEAF 0200-3-45	-6818-36-02-9-00-87101 -2320	BUSINESS TRAVEL 9.48 .00
0200	02456821	SPED/CLINICAL SUPE 0200-3-45	-6821-36-02-9-00-83101 -2320	PROFESSIONAL TECH SERV 9,973.25 .00
0200	02456839	TEAM CHAIR TEMP SA 0200-3-45	-6839-36-02-9-00-87101 -2315	BUSINESS TRAVEL 74.07 .00
0200	02456845	OUT-OF-DISTRICT/ON 0200-3-45	-6845-36-02-9-00-83201 -9300	OOD/ONE-ON-ONE AIDE 4,625.97 .00
0200	02456848	OUT OF DISTRICT TU 0200-3-45	-6848-45-02-9-05-83201 -9100	NON-MEMBER COLLAB TUIT 8,045.46 -37,898.58
0200	02456848	OUT OF DISTRICT TU 0200-3-45	-6848-45-02-9-05-83201 -9300	OUT OF DISTRICT/DAY TU 63,215.44 17,969.25
0200	02456848	OUT OF DISTRICT TU 0200-3-45	-6848-45-02-9-05-83201 -9400	SPED LABB TUITION 50,634.00 -105,289.19
0200	02456851	OUT OF DISTRICT RE 0200-3-45	-6851-36-23-9-00-83201 -9300	TUITION OTHER SCHOOLS 98,685.30 .00
0200	02456857	SPED CONTRACTED SE 0200-3-45	-6857-45-02-9-05-83101 -2310	PROFESSIONAL TECH SERV 2,252.50 -15,420.00
0200	02456857	SPED CONTRACTED SE 0200-3-45	-6857-45-02-9-05-83101 -2330	PROFESSIONAL TECH SERV 185.80 -28,500.00
0200	02496554	HEALTH SERVICES/NU 0200-3-49	-6554-01-10-9-00-85201 -3200	MEDICAL SURGICAL SUPPL 531.57 -7,140.37
0200	02516730	C&I WORLD LANGUAGE 0200-3-51	-6730-01-10-9-00-85106 -2410	TEXTBOOKS BOOKS PERIOD 608.78 455.11
0200	02516730	C&I WORLD LANGUAGE 0200-3-51	-6730-01-10-9-00-87202 -2357	TRAINING EDUC CONF & A 94.55 2,161.71
0200	02516730	C&I WORLD LANGUAGE 0200-3-51	-6730-01-10-9-00-87301 -2357	PROFESSIONAL AFFLIATIO 85.00 -646.25
0200	02546750	VISUAL/PERF ARTS S 0200-3-54	-6750-01-31-9-00-85103 -2415	INSTRUCTIONAL MATERIAL 55.57 .00
0200	02576900	SCHOOL COMMITTEE 0200-3-57	-6900-01-27-9-00-83403 -1110	ADVERTISING 126.98 -500.00
0200	02606905	LEGAL SERVICE SCHO 0200-3-60	-6905-42-29-9-07-83102 -1430	SCH COMM/LEGAL SERVICE 6,235.20 25,000.00
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-83101 -1210	PROFESSIONAL TECH SERV 1,370.00 57,766.50
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-84201 -1210	OFFICE SUPPLIES 125.00 909.79
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-85806 -1210	MISC SUPPLIES 51.80 169.74
0200	02606910	SUPERINTENDENT 0200-3-60	-6910-01-29-9-00-87301 -2357	PROFESSIONAL AFFLIATIO 180.00 -3,380.00

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TOWN OF ARLINGTON
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WARRANT: 18190 03/15/2018

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02606910	SUPERINTENDENT 0200-3-60 -6910-01-29-9-00-88501 -1210	CAPITAL EQUIPMENT/FURN 333.86	-1,202.57
0200	02636575	PROF DEV/ASSISTANT 0200-3-63 -6575-34-09-9-00-87202 -2357	TRAINING EDUC CONF & A 830.00	.00
0200	02636935	HUMAN RESOURCES/PR 0200-3-63 -6935-34-09-9-00-85804 -1420	COMPUTER SOFTWARE 912.66	.00
0200	02666920	BUSINESS OFFICE 0200-3-66 -6920-01-24-9-07-82703 -7400	EQUIPMENT RENTAL 16,976.62	-3,053.07
0200	02666920	BUSINESS OFFICE 0200-3-66 -6920-01-24-9-07-85101 -1410	REPRO PAPER TONER SUPP 635.80	-600.00
0200	02666920	BUSINESS OFFICE 0200-3-66 -6920-01-24-9-07-87202 -2357	TRAINING EDUC CONF & A 200.00	6,250.00
0200	02816970	TRANSPORTATION REG 0200-3-81 -6970-49-10-9-00-84802 -3300	MOTOR VEHICLE REPAIR 613.99	-19,359.92
0200	02816980	SPED/MILEAGE REIMB 0200-3-81 -6980-36-02-9-00-83301 -3300	CONTRACTED TRANSPORTAT 10,533.00	.00
FUND TOTAL			293,272.22	
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835000-	FOOD SERV/SW SUPPLIES 1,213.17	-1,329,369.51
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835001-	FOOD SERV/SW FOOD 15,064.74	-1,329,369.51
0300	03034309	FOOD SERVICE REVOL 0300-3-3400-0800-30-34-9-NM-835002-	FOOD SERV/FOOD EXPENSE 299.00	-1,329,369.51
FUND TOTAL			16,576.91	
0750	07506848	CB OOD DAY NON PUB 0750-3-45 -6848-45-2 -9-NM-83201 -9300	CD OOD DAY NON PUBLIC 109,748.75	-1,889,307.79
FUND TOTAL			109,748.75	
0810	0812018	TITLE I DISTRIBUTI 0810-3-1000-2018-45-36-3-NM-85106 -2410	TEXTBOOKS BOOKS PERIOD 253.18	5,800.60
0810	0812018	TITLE I DISTRIBUTI 0810-3-1000-2018-45-36-3-NM-87205 -2310	YOUTH VILLAGES GERMAIN 375.00	65,789.16
FUND TOTAL			628.18	
0930	0932018	EARLY PARTNERSHIP/ 0930-3-2300-2018-45-23-3-NM-83101 -2310	CONSULTANTS 450.00	.00
FUND TOTAL			450.00	
1320	1322018	METCO GRANT 1320-3-2300-2018-45-13-9-NM-83301 -3300	TRANSPORTATION 1,260.00	47.50
FUND TOTAL			1,260.00	
1330	1336700	COMM ED/LEADERSHIP 1330-3-01 -6700-01-24-9-00-83408 -6200	DELIVERY-CATALOG DELIV 495.25	-2,000.00
1330	1336770	COMM ED ADULT EDUC 1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES 16,376.50	315,691.78
1330	1336780	COMMUNITY ED KIDZO 1330-3-2731-6780-01-40-7-NM-7290 -3520	TUITION 240.00	.00
1330	1336795	COM ED VACATION FU 1330-3-2731-6795-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES 1,595.00	8,108.21
1330	1336795	COM ED VACATION FU 1330-3-2731-6795-01-40-7-NM-85103 -3520	INSTRUCTIONAL SUPPLIES 1,260.60	8,108.21
FUND TOTAL			19,967.35	
1485	14856542	HS INSTRUMENTAL MU 1485-3-2735-6542-33-56-5-NM-83101 -3520	HS INSTRUMENTAL MUSIC 18,824.00	-189,041.67
FUND TOTAL			18,824.00	
1512	15122160	HARDY 1512-3-2300-0000-15-1 -3-NM-83302 -3520	FIELD TRIPS HARDY 350.00	-5,794.03
1512	15122260	HARDY GENERAL SUPP 1512-3-2300-0025-15-5 -3-NM-84902 -3520	HARDY FOOD 216.72	-19,823.49
1512	15123160	THOMPSON AFTER SCH 1512-3-2300-0251-24-0 -3-NM-83302 -3520	THOMPSON FIELD TRIPS 972.00	-1,837.00

03/15/2018 15:08
swalenski

TOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARY

P 30
apwarnt

WARRANT: 18190 03/15/2018

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
1512 15123260 THOMPSON AFTER SCH	1512-3-2300-OR -15-6 -3-NM-84902 -3520	THOMPSON FOOD SUPPLIES	199.35	-22,621.21
1512 15125145 BRACKETT IMMERSION	1512-3-09 -OR -09-9 -3-NM-84902 -3520	FOOD BRACKETT IMMERSI	353.31	13,916.46
FUND TOTAL		2,091.38		
1780 178	MANDARIN 1780-3-01 -OSR -01-16-5-NM-835106-2410	MANDARIN GRT/TEXTBOOKS	284.99	-1,529.91
FUND TOTAL		284.99		
2050 205	OTTOSON DRAMA REVO 2050-3-2731-OR -03-31-0-NM-85103 -3520	INSTRUCTIONAL MATERIAL	918.23	-4,465.48
FUND TOTAL		918.23		
WARRANT SUMMARY TOTAL			464,022.01	
GRAND TOTAL			464,022.01	

** END OF REPORT - Generated by Steve Walenski **

**Arlington School Committee
School Committee Regular Meeting
Thursday, March 15, 2018
6:30 PM**

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

Present: Jeff Thielman, Chair, Kirsi Allison-Ampe, Vice Chair, Bill Hayner, Secretary, Paul Schlichtman, Cindy Starks, Len Kardon, and Jennifer Susse

Kathleen Bodie, Ed.D. Superintendent of the Schools, Roderick MacNeal, Assistant Superintendent of the Schools, John Danizio, Chief Financial Officer, Rob Spiegel, Human Resource Director, Karen Fitzgerald, Administrative Assistant, Liz Higgins, AEA Representative

Open Meeting

Dallin Artwork was read by Mr. Thielman.

Public Participation

None

Monthly Financial Reports

Mr. John Danizio spoke on the change in the general funds accounts, the grants have no changes, but the all in combined reports is a change from the last reporting and continues to look at spending patterns. A few line items were discussed by the committee members and John.

Vote change of APS Legal Representation for Labor and Employment

Mr. Hayner moved to vote change of Arlington Public Schools Legal Representation for Labor and Employment to Valerio Dominello & Hillman, LLC, seconded by Mr. Schlichtman.

Voted: 7-0

Mr. Hayner motioned to direct Mr. Thielman, Chair to sign the letter of Legal Representation of Valerio Dominello & Hillman, LLC, seconded by Dr. Allison-Ampe.

Voted: 7-0

Mr. Hayner motioned to authorize Mr. Thielman, Chair to sign the letter to maintain the same fees of \$295, and \$95 for Valerio Dominello & Hillman, LLC, seconded by Dr. Allison-Ampe.

Voted: 7-0

AHS Draft Educational Plan for MSBA, Second Read

Dr. Janger, AHS Principal said he appreciated the School Committee's comments on the Education Plan and will continue to review the plan. Dr. Janger gave an overview of the Educational Plan and the space plans in and outdoor space. The library, science, art and lab spaces would need to accommodate larger groups of students. The jogging track versus a running track, fitness space and gymnasium configurations were also discussed. The number of auditorium seats, stage size and black box space for the performing arts were also cited. Mr.

Kardon wanted to know if the plan was changed or edited did The School Committee members need to revote on the Educational Plan, but Mr. Thielman said if the MSBA requires the committee to vote changes, he will let them know. Mr. Thielman also pointed out that the pool and field house which many community members want would be a separate project and not be included in the AHS Build. The committee members wanted to make sure the administration and the AHS Building Committee anticipate preschool and special education growth into the space plans. After the discussion the following motion was made:

Mr. Hayner motioned to approve the AHS Draft Educational Plan for MSBA and its framework, seconded by Ms. Susse.

Voted: 7-0

Discipline Report

Dr. Janger provided the Discipline Report and spoke on the trends here in Arlington, total of suspensions over the years, and the racial disparities. It was noted we are working with Massachusetts General Hospital to collaborate problem solving training for administrators, and having the increase in deans at the high school next year means they can do the work and our discipline referrals will drop. It was recommended that the Discipline Report be a regular report to School Committee members in September or in October.

Superintendent's FY 19 Budget Priorities, K. Bodie

Dr. Bodie spoke on the budget priorities.

The summary priority lists of asks \$242,000

- 1.0 FTE Preschool classroom teacher
- 1.0 FTE Preschool classroom TA
- 2.0 Reserve Teacher positions for K-12
- 1 Large class size TA at the Elementary level
- .5 Math Coach at the Elementary level
- And increase Summer Professional Development Budget.

The summary of additional priority lists of \$308,000

- 2.0 FTE Assistant Principals
- .5 Nurse
- .5 Counselor OMS increase
- 1.0 Math Interventionist at the elementary
- Increase Curriculum Supplies and Materials

This above would be the broad view of the additional items which would total \$500,000. The committee members discussed the additional nurse position and would like to hear back from Ms. DeFrancisco on her experience on having an assistant principle this year at Hardy.

Question on FY 19 Superintendent's Budget

Ms. Susse inquired on Math Coaches FTE's compared with Literacy Coaches FTE's. She suggested we have Teaching Assistants in all Grade 1-2 classrooms with 25 students and above.

If not now, this is a goal we should work toward she stated. Dr. Allison Ampe suggested to Dr. Bodie that families should have an option to move to a different school for a smaller class.

FY 19 Superintendents' Budget for School Committee Approval

Ms. Starks moved to approve the FY 19 Superintendent's Budget of \$71,785,331 seconded by Dr. Susse.

Voted: 6-1 Mr. Hayner voting No

Goal 3.4 OMS reconfiguration plan

Dr. Eileen Woods provided a reconfiguration plan for the Ottoson Middle School for 2018-2019 school year. Dr. Woods stated in her report the team has met 14 afternoons from October 18-present. The goal of the committee is to look at the facility, floor plan, documents, advisory, culture, climate, schedule, programs and how more space and fewer students will impact all aspects of the school. One asset we have is our timeline – we have this year to plan, next year we can get started with students who have been in Ottoson for 6th Grade so we can continue to plan next year (2018-2019) to learn and plan for how to welcome/transition the first 7th Graders who will come from Gibbs. Our leadership team functions as a whole group on certain discussion topics and also works in small committee groups (Three Committees: Scheduling Review/Recommendations, Floor Plan/Room Assignments/Move, Climate/Aesthetics-Lobby, Hallway focus, furniture) Faculty is decided for the 2018-2019 academic year and the new principal, Brian Meringer will be in the loop of all the planning.

Charge School Committee to sign letter to President Trump

Mr. Schlichtman is asking the Arlington School Committee members to endorse and support the Dover School Committee Chair and Project Parkland where we want to ban assault weapons, all modifications to convert weapons to semi or fully automatic status and introduce a background check for gun ownership on sending a letter to President Trump.

Mr. Schlichtman moved to authorize the Dover School Committee, and Project Parkland, to add the Arlington School Committee to the list of senders for their letter to President Trump, and to notify Adrian Hill, Chair of the Dover School Committee of this vote, seconded by Mr. Hayner.

Voted: 7-0 unanimous

Mr. Schlichtman and Dr. Bodie were charged with writing a letter to send to our representatives in the General Court of the Commonwealth of Massachusetts, the Congress of the United States, the Governor of Massachusetts, and the President of the United States to take action to regulate firearms.

Mr. Schlichtman moved that the School Committee approve the letter as seconded by Ms. Susse with the following amendment to include Lift the Dickey Amendment that prevents federal dollars from being used to study gun statistics.

Voted: 6-0-1 Ms. Susse abstained.

The following is the final letter approved by the committee.

On April 17, 1775, the British army marched through what is now Arlington, on a mission to seize the muskets and gunpowder stored by the local militia in Concord. On their way back through our town, the British army encountered the bloodiest fighting of the first day of the American Revolution.

The Arlington School Committee views the Second Amendment to the United States Constitution as deriving from our new nation's desire to prevent a federal army from repeating the action of the British troops in 1775, making specific reference to "a well-regulated Militia, being necessary to the security of a Free State."

The Arlington School Committee acknowledges that the Second Amendment does not provide an unlimited right for civilians to own military-style weapons or high capacity magazines.

The Arlington School Committee is concerned that, beginning with the Sandy Hook shooting, and ending with the Parkland shooting, the New York Times reports there were at least 239 school shootings nationwide, in which 438 people were shot, including 138 fatalities. A significant number of these deaths were caused by gunmen using assault rifles with high capacity magazines.

In the interests of maintaining safe and secure schools, the Arlington School Committee urges our state and federal lawmakers to take sufficient action to regulate firearms, in order to limit the ability of individuals to bring overwhelming firepower to our schools. Such actions should include, but should not be limited to:

- *Prohibiting civilian ownership of military-style weaponry, including assault weapons.*
- *Prohibiting civilian ownership of large capacity ammunition magazines and silencers.*
- *Requiring successful background checks for any and all firearm transfers.*
- *Maintaining strict regulations for the concealed carry of weapons, and defeating federal legislation that would permit reciprocity across state lines for concealed carry permits.*
- *Increasing the minimum age to purchase firearms to 21.*
- *Enacting Extreme Risk Protection Order laws, establishing gun violence restraining orders to allow courts to remove guns from the home of people determined to be a threat to themselves or others.*
- *Lift the Dickey Amendment that prevents federal dollars from being used to study gun statistics.*

On March 15, 2018, the Arlington School Committee voted to send this letter to our representatives in the General Court of the Commonwealth of Massachusetts, the Congress of the United States, the Governor of Massachusetts, and the President of the United States.

Sincerely,

*Mr. Jeff Thielman, Chair
Arlington School Committee*

*Kathleen Bodie, Ed.D.
Superintendent of Schools*

*Cc: Kirsy Allison-Ampe, Vice Chair of the Arlington School Committee
William Hayner, Secretary of the Arlington School Committee
Paul Schlichtman, Member of the Arlington School Committee
Cindy Starks, Member of the Arlington school Committee
Jennifer Susse, Member of the Arlington School Committee
Len Kardon, Member of the Arlington School Committee*

Superintendent's Report
Update on School Buildings

Mr. Janger said the AHS walkout on Thursday, March 15th was held one day later than scheduled due to the snow storm where 300-400 students took civic actions on firearms. Dr. Bodie was very proud of our students who organized a well done walk out. Dr. Bodie appreciated the work of the DPW and custodians on the snow removal from the storm. This brought up the topic of alternative learning project for snow days, the start and end date of school and the schedule for MCAS.

Hardy School

The Hardy will begin construction on time this month.

Gibbs School

The Gibbs is on schedule and starting to look great.

AHS Building Committee

The AHS is moving along.

Dr. Woods wanted Dr. Bodie to share that she was notified that 7th & 8th grade students from the Ottoson will attend the National Quiz Tournament in Chicago this spring.

Consent Agenda

Mr. Hayner moved to approve the Consent Agenda Approval of Warrant: March 1, 2018, Warrant #18175 in the amount of \$862,390.50, Approval of Minutes: February 8, 2018 and March 1, 2018 School Committee, Regular Meeting Minutes and March 1, 2018 FY 19 Public Hearing on Budget, Approval of Trips: None, seconded by Ms. Susse
Voted: 7-0

Policy: None

Subcommittee & Liaison Reports & Announcements

Budget, Kirsí Allison-Ampe (Chair) Budget to meet with Finance Committee to present the FY19 Budget on Wednesday, March 21 at 7:30 pm.

Community Relations, Cindy Starks (Chair) Nothing to report

District Accountability, Curriculum/Instruction & Assessment, (CIAA) Paul Schlichtman, (Chair) Nothing to report

Facilities, Jennifer Susse (Chair) Nothing to report

Policies & Procedures, Len Kardon (Chair) Nothing to report

School Enrollment Task Force, Bill Hayner, Cindy Starks, Jeff Thielman Nothing to report

Legal Services Review, Bill Hayner, Len Kardon Nothing to report

Arlington High School Building Committee Jeff Thielman and Kirsí Allison-Ampe Nothing to report

Gibbs Committee, Cindy Starks Nothing to report

Liaisons Reports

Mr. Hayner and Mr. Thielman attended the last School Committee Chat and the main discussion was on increasing after school care and program for children. Mr. Hayner said EDCO held a discussion on School Committee having a FACEBOOK page. PTBC meeting cancelled due to snow.

Dr. Ampe asked if the afterschool programs come under the School Committee prevue. She was concerned if this is something school or school committee should do? Mr. Kardon said we don't have policy on how schools are used and don't have a policy if the schools should run two programs. He said this is definitely a policy discussion and his recommendation is to hold a special subcommittee meeting with program directors and parents, administration too and take all of data and work to look into this issue.

Announcements

AHS will present Wonderful Town on March 23, 24, 25.

Future Agenda Items

Ms. Susse would like to see new plans on the History program at middle school, Mr. Kardon would like to see or hear about a plan on funding the Gibbs Library and have it as a presentation at our next meeting.

Executive Session

None

Correspondence Received:

AHS Draft Educational Plan for MSBA

AHS Draft Space Study

Monthly Financial Report

Warrant dated 3/1/2018

Draft School Committee minutes 3/1/2018 and 3/1/2018 Public Hearing Minutes

League of Women Voters March 2018 Bulletin

Change of Representation Valerio Dominello & Hillman, LLC

Discipline Report

March 1, 2018 Enrollment

Patriots' Day Parade notice

Letters from School Committees to President Trump on ban weapons

Letters to our representatives of Massachusetts, Governor, US, and US President

List of summary priority lists March 2018

OMS Reconfiguration chart

Adjournment

Mr. Hayner moved to exit and adjourn at 9:10 pm, seconded by Mr. Schlichtman.

Voted: 7-0

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

Hello,

In order to get our trip approved by my district's School Committee, I will need to send an application to be discussed at one of their meetings. The application will cover a lot of information which will be of interest to parents and administration. If you could provide the following information (in text, not images) it would really help me get our trip approved!

Thank you SO much for your help!

Questions:

1) Departure Date (flight times (morning, afternoon, or evening), if possible):

April 10th, 2019 (evening)

2) Return Date (flight times (morning, afternoon, or evening), if possible):

April 21st, 2019

3) Where will students leave from? Will they meet at the airport, train station, etc?

Boston - Meeting point at the airport

4) What modes of transportation will our group be using once at our destination?

Private bus (Public transportation not organized by Forum)

5) What is the cost per student (ballpark is fine)?

\$ 1930 based on 25 Pax

6) What is included in the cost?

- ✓ Round-trip airfare* from Boston to Paris
- ✓ Associated transportation costs while in Europe as per itinerary (Private bus for transfers Airport-School / Private bus for full-day excursion to Chartres/Valley de la Loire & Versailles)
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary (Château de Fontainebleau with audioguides, Guided visit of Cathedrale de Chartres, Guided visit of Château de Chambord, Guided visit of Château de Versailles, Guided visit of Fromagerie Meaux Saint-Faron)
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on Days 2, 6 & 12.
- ✓ \$50 check (sent before departure) to purchase a prepaid cell phone with phone card for the duration of your Exchange
- ✓ Travel Protection Plan for all participants
- ✓ Two chaperones regardless of the group size-

7) What is NOT included in the cost? Please list every expense which they will incur which is not included.

✓ Public transportation

✓ Tips

8) Please describe the insurance policy, in detail. (Not just liability, but emergency, medical and cancellation policies as well)

Please refer to the document ***Quick Chart Student Protection Plan***.

9) Please describe the refund time frame and policy, in detail.

The student must fill out a cancellation form. The family receives a refund check about 3 weeks after we receive this form (available on the participant's online account).

10) Please describe the cancellation policy (individual students, by school or by company)

Please find below our cancellation policy:

Tours with flights, train or ferry

CANCELLATION	CHARGES
9 months or more prior to travel	No charge*
Between 9 and 4 months	\$300 per person
Between 122 and 90 days	\$600 per person
Between 89 and 45 days	50% of tour cost
Within 44 days before departure	100% of tour cost

*Additional administration fees of up to \$150 may apply

11) How does the student register for this trip?

The student registers online through Forum Registrations Website:

<https://enrollment.forumlanguageexperience.com> (Arlington French Exchange Page as yet to be created)

12) Describe any payment plan options available to the students and their parents/guardians.

Payment plans available:

- Payment Schedule as per proposal (3 or 4 payments)
- Monthly Payment
- Pay in full

13) Are there any scholarships available to these students through your company?

We do not offer scholarship since we already try to offer a tour cost as low as possible for everybody.

14) Can your company help them with fundraising efforts? If so, how?

We do not organize any fundraising activities, however we are flexible with fundraising checks school can send us and we applied to the student's accounts we are tell to.

15) Please provide a packet of information (additional to these questions) which can be presented to the School Committee with extra details or information. (Attached in email, preferably)

1/ School Board Approval Package: information about company's liability in this exchange. Since we organize both part of the exchange, our liability applies both while the French students are at Arlington HS and when the American students are at Lycée Saint-Apais.

2/ Student Protection Plan Quick Chart

3/ Forum terms & Conditions

16) Will I be provided with presentations and information to give to prospective students/parents?

Yes, everything will be available on your Group Leader Account once created (PowerPoint, Posters, Trip Page Online)

17) Please provide a detailed daily itinerary. (Attached in email, preferably)

See attached.

18) How will we communicate with parents/guardians during the trip?

\$50 check is sent to the Group Leader for phone expenses. Will have wifi access. In case of an emergency, Forum offer a 24h emergency line: **1 877 565 7375**

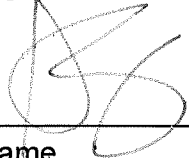
19) How will I communicate with my administration during the trip?

REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.

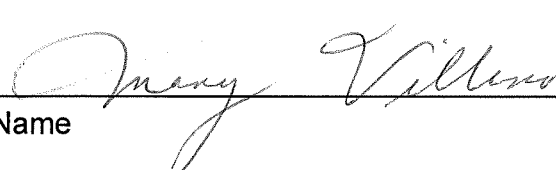
- AHS - International Travel Application (printed by Travel Coordinator)
- International Trip Application - Signature Form
- Legal Documents - Medical Info, Permission to Treat & Release from liability
- Trip Selection Criteria & Behavior Contract

Before submitting the completed application (with all necessary paperwork) to the School Committee, please get approval from your department head then schedule a meeting with the International Coordinator (Mary Villano).


Signature of Department Head

	World Languages	3/26/2018
Name	Department	Date

Signature of International Travel Coordinator

	3/26/18
Name	Date

Signature of Principal

	3/26/18
Name	School Date

Signature of Superintendent

	3/26/18
Name	Date



Veronique Lahey <vlahey@arlington.k12.ma.us>

International Travel Application

3 messages

Google Forms <forms-receipts-noreply@google.com>
To: vlahey@arlington.k12.ma.us

Thu, Mar 22, 2018 at 5:05 PM

Thanks for filling out International Travel Application

Here's what we got from you:

EDIT RESPONSE

International Travel Application

Please fill out this form, which will go to the School Committee for approval, to the best of your ability. Remember to send the questionnaire to your travel representative before filling out this form, so that you can simply cut and paste their answers into this document.

Your email address (vlahey@arlington.k12.ma.us) was recorded when you submitted this form.

Your Name *

Veronique Lahey

In what department and at which school does the lead teacher work? *

AHS World language dept

Trip Basics

Please provide some basic information about this trip.

Destination (City(s)/Country): *

Melun, France

Departure Date *

April	10	2019
-------	----	------

How will you be traveling to your destination? (bus, plane, train, etc) *

Plane

How will you be traveling around your destination once you have arrived? (bus, plane, train, etc) *

bus

Return Date *

April	21	2019
-------	----	------

What is the purpose of this trip? (cultural, student exchange, homestay, etc) *

Cultural, homestay, student exchange

Briefly describe the educational purpose/value of this trip. *

Students will live in total immersion in France, with a family. They will also go to the French high school and discover how a French person of their own age lives in France

Will any school be missed by those attending? (Yes or No) *

yes

If school will be missed, what steps will be taken to minimize the impact?

Students will be made aware of the responsibility they have to keep up with the classes they miss. Their teachers will be informed before the students miss class.
--

Who can attend this trip? Is it geared toward particular students? Grade levels? etc. (Requirements for participation should be clearly stated on the Trip Policy & Behavior Contract to be signed by parents. Edits to this document can be made on your own copy) *

Students studying French, and registered in a French class during the academic year of the exchange. Students are Juniors or Seniors.

How much does the trip cost (an estimate is fine) per student? *

\$1930

What is included in the cost of the trip? *

Travel to and from France, visit to Fontainebleau Castle, day trip to Chartres, and visit of Chambord Castle, Day trip to Versailles and visit to a famous and local cheese factory (Brie de Meaux), room and board.

What is NOT included in the cost of the trip? What expenses will students incur during the trip? *

Metro tickets to and from Paris (on 2 days), tips for guides and bus drivers. Approximately 40 Euros. Also not included is pocket money for shopping and eating out (if students choose not to eat food prepared by families, or are tempted by extras...)

Chaperones

Arlington Public Schools requires a minimum of 2 chaperones for all international travel. One male and one female is required.

What is the name and email address of your chaperone? *

Maria Arevalo - marevalo@arlington.k12.ma.us

Please provide the names and emails of all chaperones. (Ensure, if not district employees, that they have been CORI'd well before the trip)

1 more chaperone from AHS to be determined

Travel Company

What is the name of the agency with whom you have worked to plan this trip? *

Prometour

What is the name, phone number and/or email address of the individual agent(s) with whom you have worked? *

Anais Boschet - anais@forumbyprometour.com

Describe the trip insurance plan. (Trip insurance usually includes coverage for emergency travel home, trip cancellation, etc. This is NOT just liability.) *

Please refer to the document Quick Chart Student Protection Plan.
Full document - <https://drive.google.com/open?id=0B2-oEPRGPUEcNzNDb3fbDJ0eURKTWN2SjRQWnlxMy1TVWE0>

In the event of cancellation, describe the refund date(s) and policy. (Include a print out of this information attached the Trip Policy & Behavior Contract that is signed by students and parents/guardians) *

Trips with flights, train or ferry
CANCELLATION CHARGES*
9 months or more prior to travel No charge**
Between 9 and 4 months \$300 per person
Between 122 and 90 days \$600 per person
Between 89 and 45 days 50% of trip cost
Within 44 days before departure 100% of trip cost
**Additional administration fees of up to \$150 may apply.
Full document: <https://drive.google.com/open?id=0B2-oEPRGPUEcNzNDb3fbDJ0eURKTWN2SjRQWnlxMy1TVWE0>

How do students register for this trip? (online with travel company, through lead teacher, through the school, etc) *

The student registers online through Forum Registrations Website:
<https://enrollment.forumlanguageexperience.com> (Arlington French Exchange Page as yet to be created)

If there is a payment plan, or options, please describe. *

Payment schedule:
April 15th, 2018 \$ 500
July 15th, 2018 \$ 500
November 15th, 2018 \$ 500
January 15th, 2019 Balance
or monthly payment
or pay in full

What is the process for students who may have difficulty paying for this trip? *

Prometour has a payment schedule over a 10 month period

If the company provides fundraising opportunities, please explain.

-

Please upload a "School Board Packet," if provided by the travel agency. (Be sure the document includes the lead teacher name, the phrase "School Board Packet" and destination city in its title)

Files submitted:

SCHOOL BOARD PACKET - Veronique Lahey - Melun France - April 2019 - Veronique Lahey.pdf

Pre-Trip Prep

Describe how you will disseminate information about this trip to students. *

Google Classroom with information, and all pertinent document, teacher presentation, meetings

Describe how you will communicate with parents before the trip. (Parent meetings, informational website, etc) *

Google Classroom, emails, meetings

During the Trip

Please attach your trip itinerary. (Be sure the document includes the lead teacher name, the phrase "Itinerary" and destination city in its title) *

Files submitted:

ITINERARY - Melin, FRANCE - APRIL 2019 Veronique Lahey - Veronique Lahey.pdf

Describe how you will factor emergency expenses into the trip budget. *

* Medical coverage is required for students
* parents and students are also offered a Non-Insurance Worldwide Emergency Assistance Services
The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Emergency cash advance
- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Prescription drug / eyeglass replacement
- Bail bond

* Parents will be asked to sign a commitment to repay any emergency expenses that chaperones have incurred on their child's behalf during the trip.

Describe how you will communicate with parents/guardians during the trip. *

Google Classroom, Email, and if necessary phone, text.

Describe how you will communicate with administration during the trip. *

Email, and if necessary phone, text.

Veronique Lahey <vlahey@arlington.k12.ma.us>
To: Mary Villano <mvillano@arlington.k12.ma.us>

Thu, Mar 22, 2018 at 5:34 PM

Hi Mary,

I have filled the questionnaire (International trip Application) and sent it.

I just need Dawn's and your signature. I'll get Dawn's tomorrow.

I'm attaching to this message: the Travel Questionnaire filled by Prometour, the itinerary, the School Board Packet, and all information needed from the travel agent.

The French are waiting for us to approve the trip so that they can start making plans and know how many students they accept on the exchange. It would be a life saver if we could get the trip approved by the School Committee next Thursday.

Let me know if you need anything else and I will do my best to provide it asap.

Thank you very much for your help - Vero

 TRAVEL QUESTIONNAIRE ARLINGTON FRENCH EXCHAN...

 ITINERARY - Melin, FRANCE - APRIL 2019 Veroniqu...

 SCHOOL BOARD PACKET - Veronique Lahey - Melun F...

[Quoted text hidden]

Mary Villano <mvillano@arlington.k12.ma.us>
To: Veronique Lahey <vlahey@arlington.k12.ma.us>

Fri, Mar 23, 2018 at 9:52 AM

Hi Vero,

This looks great. I will sign it on Monday and have Matt sign and get it to 6th floor. I will email Karen Fitzgerald to put it on the agenda for next weeks meeting.

I'll be in sometime Monday morning

Mary

[Quoted text hidden]

--

Mary Villano,
Foreign Exchange Program Coordinator
MCAS Coordinator
International Travel Coordinator

Arlington High School
mvillano@arlington.k12.ma.us
Foreign Exchange Program Website

781-316-3632
Rm. 511

TERMS AND CONDITIONS

The following Terms and Conditions were updated October 16, 2017.

RESERVATION, PRICE AND PAYMENT

Reservation

When you register for a trip with Forum Language Experience ("Forum"), you accept our Terms and Conditions. Your payments and participation in the trip is your continuing acceptance of Forum's Terms and Conditions. Your reservation will be confirmed once you have submitted the online registration form and paid your trip deposit.

Price Guarantee

All prices are quoted in your local currency unless stated otherwise. Prices are calculated using exchange rates and tariffs in place on the date of your quote. Once Forum has confirmed your reservation, the land-portion price is guaranteed. Forum reserves the right to adjust the trip price and apply surcharges up to 60 days prior to departure in the event of:

- Increases in transportation costs due to fuel surcharge and/or any domestic/international departure or arrival taxes, security charges or any other types of charges imposed by airlines, airports, governments, etc.
- Exchange rate modification
- Trip modification / change in group size

Adult Supplement

The majority of our trips are designed for students; however, adults are welcome to join. A flat rate supplement of \$10 per day will be charged per adult (travelers over the age of 18).

Single/Twin Room Guarantee Supplement

This supplement does not cover night trains, cruise ships or ferries:

SUPPLEMENT	
Double/Twin Occupancy	\$40 per night
Single Occupancy	\$80 per night

Payment

We accept all major credit cards, personal checks and money orders. Your payment is not deemed made until Forum receives it. A deposit is payable at the time of booking in order to guarantee the reservation. The balance of payment must be made prior to departure.

A reservation made after the final payment deadline is payable in full at the time of booking. Failure to pay in full before the balance deadline will result in a management fee of \$150 to cover the additional communication and administration costs and is subject to the Cancellation Fee Schedule below. Please note that a non-sufficient fund fee of a minimum of \$50 will be charged to the participant if any payment is denied by the participant's bank.

	INITIAL DEPOSIT	FULL PAYMENT DEADLINE
Land-Based Programs (by Bus/Train)	\$300	45 days prior to departure
All Programs including flights	\$500	90 days prior to departure

Refunds

No refund will be made for any unused travel services or any portion thereof, nor is the price or value of unused travel services exchangeable for alternative services.

Payment Protection Coverage

Forum is registered with the State of California Seller of Travel Program, registration number 2061627, and its contact information is at the end of these Terms and Conditions.

CANCELLATION AND MODIFICATION

Cancellation Made by Participant

Notice of cancellation must be made in writing to Forum. The cancellation date will reflect the date the written notification is received. For each cancelled participant, the rate charged to the remaining participants of the trip will be adjusted according to the trip's price list. In the event of cancellation, all train tickets, plane tickets and other vouchers must be returned to our ticketing department before a refund can be processed.

Trips with flights, train or ferry

CANCELLATION	CHARGES*
9 months or more prior to travel	No charge**
Between 9 and 4 months	\$300 per person
Between 122 and 90 days	\$600 per person
Between 89 and 45 days	50% of trip cost
Within 44 days before departure	100% of trip cost

**For groups with less than 10 travelers, the minimum cancellation charge will be based on the cost of the airline ticket issued.*

***Additional administration fees of up to \$150 may apply.*

Trips without flights, train or ferry

CANCELLATION	CHARGES
3 months or more prior to travel	No charge*
Between 89 and 60 days	\$150 per person
Between 59 and 30 days	50% of trip cost
Within 29 days before departure	100% of trip cost

**Additional administration fees of up to \$50 may apply*

Cancellation Made by Forum

We reserve the right to cancel a trip. In such case our liability will be limited to the purchase price of the travel services only, and we shall not be liable for any claims, demands, losses or damages of any nature or kind whatsoever you may have by reason of our cancellation of the travel services. Cancellation for country instability will be based on a "Travel Warning" issued by the US Department of State for the destination country(s) of your trip. Forum will not cancel a trip for any other cautions or alerts issued by any government or agency. Forum cannot be responsible if the Group Leader, chaperone or participants choose to cancel or not participate in a trip. Forum will apply cancellation charges as listed above. Forum offers cancellation insurance for participants who may wish to purchase additional insurance beyond that offered by Forum. You may also wish to purchase your own travel insurance policy from a private insurer.

Cancellation by Group Leader/School District

A trip cancelled by a Group Leader or School District cancels the trip for all participants. A trip cancelled by a Group Leader or School District will result in cancellation charges as listed above. If a Group Leader, School District or participant is interested in purchasing additional insurance to protect the interests of all participants, they should contact Forum or purchase their own travel insurance policy from a private insurer.

Modification Made by Participant

If there is a trip modification, you agree to pay any additional charges as a result of that modification, and you agree that there will be no refund or rebate as a result of a modification.

Modification Made by Forum

We reserve the right to modify a trip by substituting similar services or making other changes as necessary based on availability of accommodations or vendors. Furthermore, suppliers have the right to substitute other suppliers in their place with or without notice. In all cases, you will receive a comparable or superior service. During local festivities, national holidays, strikes, demonstrations, or other events beyond our control, access to certain facilities such as museums, restaurants, sightseeing tours, or shopping may be limited or not available. Weather conditions may cause delays, modification or cancellation of services. Forum does not accept responsibility in such cases. Alternatives will be offered whenever possible.

Participant Substitution

Any participant seeking to cancel a trip must submit a written cancellation form. If a participant submits a written cancellation three months or more prior to departure, and simultaneously submits registration for a new participant and all fees due under the payment schedule, to take the place of the cancelling participant, Forum will issue a refund to the cancelling participant according to the Reimbursement Schedule below. Forum will not charge any transfer or cancellation fees for substitutions three months or more prior to departure. If a participant seeks to cancel travel within three months and prior to four days before departure, and to substitute a new participant, the cancelling participant must submit a written cancellation along with a new participant registration and full payment. Forum will issue a reimbursement to the cancelling participant, less \$300, according to the Reimbursement Schedule below. Forum reserves the right to refuse a participant substitution.

Reimbursement Process & Timing

Forum will reimburse you for the amounts due, less any offsets, in thirty days from the latest of one of the following dates:

- The scheduled date of departure.
- The day the participant requests a refund in writing on the cancellation form provided by Forum.
- The day of cancellation by Forum.

Participant agrees that no interest will be paid on refunds.

*Refunds will only be made by check, regardless of the payment method used.

RESPONSIBILITIES

Travel Interruption

After commencement of a trip, if you should withdraw or abandon the trip or if you should be prevented from traveling by any of Forum's vendors (e.g. insufficient identification), you relinquish all claims for funds and agree that Forum is entitled to retain the funds. In case of illness or physical limitations, you must obtain a medical certificate or declaration from a health care provider and file an insurance claim. Forum will not reimburse you for any payments but will provide you with the information to submit your claim to the insurer. Forum makes no representation or guarantees concerning reimbursements of funds paid under any insurance claim.

Health and Capabilities

The pace of a trip varies, but in general, they require participants to be in good physical and mental health. Please inform your Tour Consultant of any physical disabilities or limitations. We recommend that participants seek medical advice before departure.

Passengers requiring food complying with special diets should make a request at the time of registration. Forum will do its best to meet these requests, however some of Forum's vendors may not be able to accommodate all requests.

Passport, Visas & Administration

The participant is responsible for obtaining all visas, passports, entry documents, health requirements and any documents required by laws, regulations, orders and/or requirements of the countries to be visited. **We suggest that this process be completed well in advance of departure.** Non-US or non-Canadian citizens must consult appropriate consulates to determine if any visas are needed. Failure to do so may result in refusal of travel. All passengers traveling internationally are required to have a passport. Most countries require that the passport be valid for at least six (6) months beyond the conclusion of your trip. In addition to appropriate travel documents for your destinations, **minors (travelers under 18 years old) traveling to any foreign destination when not accompanied by both parents, must have an affidavit stating:**

The child is traveling to a foreign destination with the permission of the parents/legal guardian. The child is traveling in someone else's care.

The affidavit must be signed by both parents (or the sole, documented custodial parent) and must be notarized for some destinations (e.g. Mexico, Costa Rica) If a minor is living with only one parent, the affidavit must be signed by that parent and be accompanied by a copy of their legal custody agreement.

It is the sole responsibility of the participant to provide proper documentation. Names on airline tickets must be identical to the passenger's passport. **No refunds will be made for improper documentation resulting in denied boarding or entry.**

Conduct and Behavior

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misconduct, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take in regards to contacting the parents.

If the Forum Tour Manager witnesses any issues with student behavior, they will inform the Group Leader immediately.

Most groups have a minimum complimentary ratio of one chaperone to ten students. Normally, chaperones are teachers from the school; thus, they also know the students and will assist the Group Leader with issues related to conduct and behavior.

If a Group Leader decides that a student is no longer able to participate in the trip due to behavior issues, cancellation fees will be applied following Forum Language Experience Terms and Conditions without exceptions. Should the Group Leader decide to send a student home for behavioral issues during the trip, all expenses related to the early trip termination will be paid for by the parent(s)/legal guardian of the child.

Liability

Forum takes pride in selecting quality travel partners (i.e. airlines, hotels, ground transport companies, etc.). Your Forum program begins when you leave from your program's established departure city and ends upon completion of the program's services. Forum's travel partners are independent parties over which Forum has no direct control. Forum, its affiliates, directors, officers, employees, teacher/group leader, and school cannot be held responsible for events beyond their control, including but not limited to: war, civil unrest, politically motivated acts of violence, acts of God, terrorist activities, strikes, or government restrictions. Forum is not responsible for personal injury, death, property damage, baggage and personal effect loss or theft, in the absence of Forum's gross negligence. This includes any injury, death or damage arising from either an act or omission related to the use of any vehicle, host family, school, airline, hotel, tour operator, transportation company, sightseeing contractor or other firm, company, agency or individual. As part of your agreement to travel with Forum, you have agreed to arbitrate any disputes related to injury, death or damage. Forum is not responsible for the behavior of participants on a trip - this is the sole responsibility of the group leader, participants and chaperones.

Travel Insurance Coverage

All groups traveling by plane are covered by Forum's complete cancellation, travel protection and emergency medical insurance package. All land-based international trips include Forum's emergency medical insurance package. These programs are **not** optional and can only be revoked for a group with a signed insurance waiver.

Airlines and Airports

Participant(s) are subject to the terms and conditions of the airline, which constitute the sole contract between airline and passenger. Flight delays and schedule changes are the sole responsibility of the airline. Any domestic and international departure or arrival taxes, security charges, fuel surcharges, baggage fees or any other charges imposed by airlines, airports, governments etc. are subject to change without notice due to legislation beyond our control. Forum reserves the right to pass on said changes to each passenger. Additional tickets may be requested up to a maximum of 45 days prior to departure and may incur additional fees. Alternate return-date requests are limited to 10% of the total group size. It is not possible to alter your return/departure point or flight route. The deadline to submit a request for an alternate return is 90 days prior to departure. A \$150 Forum Service Fee will be applied for processing your request, and will be upheld if you choose not to take the option we offer. You will be informed of the final cost including any applicable airline supplements before changes are made. Any additional changes will incur fees as previously mentioned.



TERMS AND CONDITIONS

Governing Law

California law, without regard to its conflict of laws principles, shall govern and enforce this Agreement, regardless of where the services are performed or parties reside.

Claims and Statute of Limitations

Either Party may initiate dispute resolution proceedings by emailing or mailing a written notice to the other party within six months of the occurrence or six months of when the Party first had knowledge of the dispute issues. Both parties agree to waive all disputes where written notification was not provided within six months of when that claim arose.

Negotiation.

As a condition precedent to arbitration or any other dispute resolution, the Parties agree to enter into negotiation to resolve any dispute. After a party receives a notice of a claim, both Parties agree to submit a written statement of their position and then negotiate in good faith to reach a mutually agreeable settlement within sixty days or another reasonable amount of time as agreed by the Parties.

Insurance

If any claim is covered by insurance, as a condition precedent to filing arbitration, that Party agrees to file its insurance claim directly with the insurer prior to filing arbitration.

Arbitration

If negotiations are unsuccessful in resolving a dispute, the dispute, except those within the exclusive jurisdiction of the Small Claims Court, shall be submitted to binding Arbitration with Judicate West applying the American Arbitration Association Rules, unless the parties mutually agree otherwise in writing. Any claim whether in the Small Claims Court or arbitration must be filed within 150 days from the date when notice was first sent to the opposing party. The Parties intend this paragraph to be a self-executing arbitration clause. The arbitration shall take place within 120 days after filing for arbitration, unless the parties stipulate otherwise. The Parties agree that all claims, whether in court or arbitration shall be filed in San Diego County.

Mediation

A condition precedent to any arbitration decision is that within 60 days after the initial filing arbitration, a person from each Party with sufficient authority to resolve the case, and their legal representative, agrees to meet in-person to mediate the dispute. The place of the meeting shall be within San Diego County, and if the parties cannot agree on a location, it shall take place at the office of Forum. Each party agrees to pay one-half the costs of the Mediation. No less than 10 days prior to the mediation, each party agrees to submit a brief written statement of its position to the opposing Party. If either party fails to appear in person, that party must pay all the mediation costs as a condition precedent to further dispute resolution.

Settlement Offer

Either Party may offer a written settlement proposal to the opposing party at any time that is valid for 15 days. The Prevailing Party is the Party who makes a Settlement Offer, and obtains an arbitration award or a later Settlement Offer from the opposing Party that is equal to or exceeds its earlier Settlement Offer. A Party who files a claim in Court, instead of according to the terms of this dispute resolution section, shall not be a Prevailing Party, even if it wins substantially all its claims in arbitration and exceeds its Settlement offer.

Attorney's Fees and Costs

Attorney's fees and costs shall be awarded to the Prevailing Party in an arbitration. Costs shall be awarded to the Prevailing Party from the inception of the dispute. Attorney's fees and costs shall be awarded beginning with the date the Prevailing Party made its Settlement Offer.

Lawsuit

If either party files suit, other than a Small Claims lawsuit or to enforce arbitration, the Court shall award attorney fees against the party filing the suit, regardless of the outcome of that suit, in an amount of the actual attorney fees paid by the Plaintiff plus the unpaid billings of the current and prior month. The parties agree that the court is not authorized to award an amount less than the fees actually incurred.

Venue

Any lawsuit, mediation or arbitration shall take place in the City of San Diego. Parties waive any objection to personal jurisdiction and venue.

Statutory Notices California Corporations Code § 17550.13

California law requires certain Sellers of Travel to have a trust account or bond. This business has a trust account. Forum is a seller of travel and a participant in the California Travel Consumer Restitution Fund (<https://www.tcrinfo.org/>). A passenger, or the person making payment for the passenger, who was located in California at the time of the sale of air or sea transportation or travel services, has a right to make a claim on that fund. The losses covered include travel services that you paid for, but did not receive. You must file your claim on the forms provided by the California Travel Consumer Restitution Fund. If you file a claim with the California Travel Consumer Restitution Fund, you forfeit your right to file a claim against Forum. The time limit for making a claim is one year from the date of completion of the travel for which you claim a refund. Your claim must exceed \$50 and cannot exceed \$15,000. There is a filing fee to file your claim with California Travel Consumer Restitution Fund.

Travel Protection Other Than California

Forum operations only in California and does not participate in any other State's seller of travel program or restitution fund. If a participant is outside the State of California, there is no protection for you through the California Travel Consumer Restitution Fund.

Contact

Prometour USA Inc., a California corporation dba Forum Language Experience
2700 Adams Avenue Suite 205 San Diego, CA 92116-1352
+1 619 432-0249
Info@forumlanguageexperience.com

info@forumbyprometour.com . forumbyprometour.com . 1 888 282 0991

STUDENT PROTECTION PLAN

WHEN PURCHASING ON BEHALF OF ALL TRAVELERS

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Travel Delay – 6 hours	\$750 (\$150/day)
Missed Connection – 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay – 24 hours	\$300
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Cancel for Any Reason***	Optional
Non-Insurance Worldwide Emergency Assistance Services	Included

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of \$10,000

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with, or before your final payment. This benefit is not available to residents of New York State.

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being Intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium.

Travel Insured Internatio
P: 800-243-3
www.travelinsured.

Details of Coverage

Restrictions apply - see Plan Documents for complete coverage details.

Travel Protection

Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

** Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;*

Travel Delay

Reimburses up to \$150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

Missed Connection

Reimburses up to \$500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

Baggage Protection

Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.

Baggage Delay (Outward Journey Only):

Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

Emergency Accident and Sickness Medical Expense:

Up to \$25,000 to cover treatment costs when accident or illness strikes during the trip.

Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

Emergency Medical Evacuation/Repatriation:

Up to \$100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.

All transportation must be authorized and arranged by the Assistance Company.

Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to your Scheduled Departure Date. This benefit is not available to residents of New York State.

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2015. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

FORUM

LANGUAGE EXPERIENCE

FORUM LANGUAGE EXPERIENCE

BOARD APPROVAL PACKET

Our openness for your protection

Melan, France

Véronique Lahey

April 2019



At Forum Language Experience, we believe in being open and transparent as a matter of business integrity.

By using the term "Forum," we refer to Forum Language Experience and all other companies of the Prométour Group.

As a Forum customer, you can count on the service and support of our four offices (San Diego, Malaga, Paris and Montreal), licensed and registered according to state / country laws, in providing you with the maximum consumer protection.

Registration of our outbound and receptive operations in United States

When you organize a trip through Forum from or within North America, your money is protected by the strict travel industry regulations of the State of California, including the requirement of scrutinized in-trust accounts and consumer protection surveillance.

- An extract of the regulations can be found in **Appendix 1**. A complete copy of the law and regulations can be found on the following website: <https://oag.ca.gov/travel/statute>
- You will find a copy of our valid Operating License in **Appendix 2**.

Registration of our outbound and receptive operations in Europe

When you organize a trip through Forum from or within North America, your money is protected

- **In Spain**, we are licensed under the following number: AN-29647- 2
- **In France**, we are licensed under the following number: IM 075 100096
- **In Canada**, we are licensed under the following number: Quebec 702379

General & Professional Liability Insurance

The general & professional liability insurance covering our operations and personnel is held by Steadfast Insurance Company. You may find a detailed copy of our insurance certificate in **Appendix 3**.

Please do not hesitate to contact us if you require more specific information. If we are unable to respond to your questions, our insurance brokers and/or our legal partners will be more than willing to provide an answer.

A handwritten signature in black ink, appearing to read "S. Myszkowski", written over a light gray, textured background.






Stanislas Myszkowski

President

Tel: 1-888-282-0991 / Fax: 1-619-432-0261



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-  Safety Protocol
-  Child Protection Policy
-  Appendix 1 - Laws and Regulations in the California Travel Industry Act
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- 3.3 Forum Tour Manager is sick, injured or absent

4. GROUP ISSUES – PARTICIPANTS & CHAPERONES

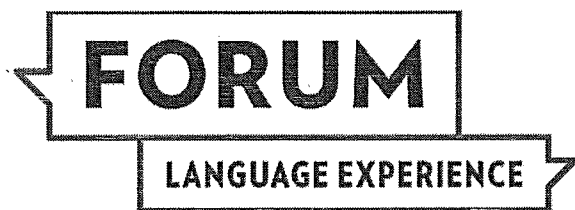
- 4.1 Passports, visas and travel documents
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8.2 Isolation by phone after a terrorist attack in the country where our group is travelling

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INTRODUCTION

This document has been compiled with the purpose of defining the Safety Protocol which is currently in practice within Forum. The Safety Protocol is undertaken to pro-actively enable all Forum personnel involved in the provision of a Forum tour to act with due care and diligence towards all aspects of safety.

INVOLVEMENT IN THE TOURISM AND TRAVEL INDUSTRY

- Annual participation at French Language conferences on French & Quebecois culture, held in the UK.
- Annual participation at Spanish Language conferences on Spanish & Latin culture, held in Spain.
- Annual participation at Teachers Language conferences held in the US.
- Annual participation at Teachers Language conferences held in Canada.



1. TRANSPORT

1.1 Missed / Cancelled / Delayed Flights or Connections

For the majority of destinations, we use reputable airline companies with multiple daily flights.

Before departure, the Group Leader will be informed of the procedure to follow in the event that a flight is missed, cancelled or delayed.

Usually the airline will put the group on to the next available flight, either directly at the desk at the airport or through intervention from our flight department.

The Group Leader should call our 24 hour Emergency Line to inform our staff of the situation, the revised boarding time, or to request assistance if revised seats have not been allocated; in this case the Flight Department will liaise with the airline, arrange new seats, and communicate back to the Group Leader.

The Forum operations team will be informed of any changes and will contact suppliers at the destination and attend to any modifications on the itinerary.

In the case that a Forum Tour Manager does not accompany the group for a transfer flight (e.g., a flight from London to Berlin), they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Forum team will inform the arrival destination Forum Tour Manager of the changes.

In the exceptional circumstance of a group traveling without any services of a Forum Tour Manager, the responsibility lies with the Group Leader. The Forum team will be available to assist when possible. If an activity is delayed or missed as a result of the plane issue, the Forum team will contact the appropriate suppliers to inform them.

A group will very rarely travel without a Forum Tour Manager; this is at the discretion of the Group Leader and not advised by our team.

1.2 Missed / Cancelled / Delayed Trains or Connections

In the event of missed, cancelled or delayed trains, the Forum Tour Manager will book seats on the next available train directly at the train station and pay for any additional costs before informing the appropriate suppliers of any changes to the schedule.

If there are no seats available and an overnight stay is required at the place of departure, the Forum Tour Manager will contact the Forum Operations Department and arrange accommodation.

In the case that a Forum Tour Manager does not accompany the group on a transfer by train (e.g., an overnight train from Madrid to Paris), they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Forum team will inform the arrival destination Forum Tour Manager of the changes.

In the exceptional circumstance of a group traveling without any services of a Forum Tour Manager, the responsibility lies with the Group Leader. The Forum team will be available to assist when possible. If an activity is delayed or missed as a result of the train issue, the Forum team will contact the appropriate suppliers to inform them.



For any changes regarding hotel bookings, the Group Leader should call the Emergency Line and the Forum Operations Department will arrange any amendments.

A group will very rarely travel without a Forum Tour Manager; this is at the discretion of the Group Leader and not advised by our team.

1.3 Missed / Cancelled / Delayed Coach or Bus

Prior to bus travel, the Forum Tour Manager will call to reconfirm the reservation the night before. The Manager will have the driver's name, cell phone number and an emergency telephone number for the bus company to communicate any changes or delays.

In the unlikely event of a bus not arriving, alternative arrangements will be made, either using another bus company approved by the Forum Operations Department or taking taxis, depending upon the group size and circumstances.

All changes will be confirmed with the appropriate Forum Operations Department, who will also be available for any assistance needed in finding and booking alternative transportation arrangements.

1.4 Lost or Late Luggage

For lost or late luggage, an official declaration must be made with the airline that will provide a reference number. The Forum Tour Manager will communicate with the airport staff to ensure they are aware of the group's schedule. The owner of the luggage must also provide their home address in case the bag(s) are not returned before departure.

Lost or late luggage during transit is covered under the travel protection plan package that Forum purchased on behalf of all participants on the trip.

If bags or items are left in a hotel or on a bus, the Forum Tour Manager must be informed and he/she will contact the supplier and arrange for the items to be returned. Please note this could incur a charge for the client.

1.5 European & North American Coach Companies

The Forum Operations Department will hire coaches from well-established, reliable companies. Forum will endeavor to select coach operators who belong to recognized industry bodies such as the American Bus Association (ABA).

All coach companies used will sign a contract in which they confirm that they comply with all national, local, trade and other laws. The contract will also stipulate a driver's hours, insurance coverage and vehicle age, which should not exceed a maximum of five years.

1.6 Seat Belts

All seats are equipped with seat belts on coaches in the UK, France, Spain, and Italy. Under European Union law, drivers and passengers must wear a seat belt in any seat fitted with one.

1.7 Driving Hours Regulations

All Forum itineraries and touring schedules are designed to comply with North American and EU driver's hours and regulations.



1.8 Breakdown

In the event of a mechanical breakdown, the priority will be to move the group to a safe place. All coach companies are insured for breakdowns and a repair service unit will be called to attend to the scene. Should the breakdown prove to be serious, then an alternative vehicle will be provided. The Forum Operations Department will maintain contact with the coach company and assist if necessary.

1.9 Sub-Contracting

Coach companies are contracted by Forum on the understanding that they do not subcontract to other companies unless this has been previously arranged.

1.10 Public Transport

The appropriate authority in each country regulates public transport, and in cities such as Paris, Madrid, Rome, Montréal, New York, etc. the metro is the standard mode of transportation for our groups. All travel on public transportation is overseen by a Forum Tour Manager and group chaperones.

1.11 Ferries

The ferry operators that we work with comply with independently set safety standards.

1.12 Airlines

Forum works with major international airlines such as American Airlines, Air France, British Airways, Continental Airlines, Delta Airlines, Iberia, KLM, Lufthansa, etc. all of whom comply with independent safety standards.

1.13 Rail Transportation

Rail transportation companies comply with the independently set safety standards of the countries through which the train travels.

2. SUPPLIERS – HOTELS, RESTAURANTS & ACTIVITIES

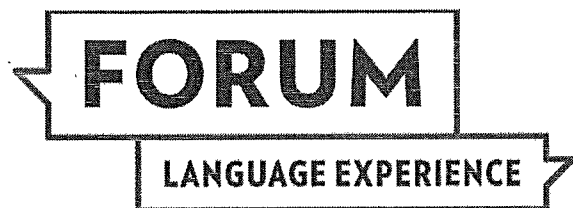
2.1 Accommodation Contract & Certification

Forum takes great pride in selecting hotel accommodation for groups. All bookings are made directly from our offices for destinations offered to the American, Canadian and European markets. Hotels contracted are of a minimum 2* (Europe) category & 3* (North America) category with private bathrooms. All hotels are pre-vetted for standard requirements such as local and national fire safety, hygiene standards, and appropriate insurance coverage.

Our hotel selection is reviewed on a yearly basis by Forum personnel and through the feedback we receive from our groups. Random on-site inspections are also conducted by Forum.

2.2 Accommodation Requested Directly by a Client

No accommodation will be provided if the hotel does not meet the same criteria and standards as detailed in 2.1.



2.3 Hotel Overbooked or a Problem with the Reservation

If Forum is aware of a problem before the group arrives at their hotel, our team will make alternative arrangements in a hotel of equal or higher quality. All efforts will be made to have the whole group lodged in the same hotel based on room availability and the Forum Operations Department will liaise with the Forum Tour Manager to advise any changes to the schedule.

If the problem arises when the group is checking in, the Forum Tour Manager will manage the situation with assistance from the Forum Operations Department. If the problem cannot be resolved immediately, the Forum Tour Manager will occupy the group as scheduled while the Forum Operations Department makes alternative arrangements and resolves the situation. Once the situation has been resolved the Forum team will inform parents of any changes in the accommodation. The Forum Tour Manager will inform any suppliers affected by the changes, for example amending the pick-up point with a coach company.

2.4 Reservations for Hotels, Restaurants & Activities

When the Forum Tour Manager receives the file for a group, they will check all reservations and sign to confirm all is in order. If a reservation has been cancelled, amended, or misplaced by suppliers, the Forum Tour Manager will obtain a new reservation directly or make alternative arrangements advising the Group Leader.

The Forum Tour Manager will contact each restaurant the day before to confirm the number of people in the group.

Normally a group will dine at several different restaurants while on tour, allowing participants to try a variety of local cuisine. In the unlikely case that a group takes their dinners at the hotel and the menu does not offer a range of choice, the Forum Tour Manager will make alternative arrangements, with the assistance of the Forum Operations Department.

2.5 Alternative Plans for Outdoor Activities Due to Weather

If an activity is affected by weather, the Forum Operations Department will provide the Forum Tour Manager with a list of alternative activities in the area, and he/she will propose an alternative activity to the Group Leader. Forum will pay for any additional entrance fees to a museum or tourist attraction. If the Group Leader would like the group to do an activity such as bowling, then participants may be expected to contribute to the additional costs.

2.6 Outdoor and Adventure Activities

Where outdoor and adventure activities are featured in a tour itinerary, Forum will hold on file the following:

- Details of instructor qualifications
- Details of company license and insurance

2.7 Last Recommendations

Prior to departure, each group is provided with a list of final recommendations for the tour. This document includes details for flight schedule, hotels, contact numbers for emergency services in destination country, travel insurance details, and packing and travel guidelines.



2.8 Tour Evaluations

All Group Leaders are provided with an evaluation form to complete upon their return and to be returned to Forum. All evaluation forms are reviewed by senior management and kept on file for future reference. Any services which are poorly rated will be brought to the attention of the appropriate department and action will be taken to either find a solution or an alternative supplier.

2.10 Emergency Information

Forum provides Group Leaders with a 24-hour emergency contact number which can be used from departure until return. The number is connected to an operator who will determine the nature of the call and where the group is calling from, and then contact the relevant staff on duty.

3. FORUM TOUR MANAGERS & SPECIALIZED LOCAL GUIDES

3.1 Selection of Forum Tour Managers

Forum Tour Managers are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. Candidates are assessed in the following categories:

- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Training and management during an emergency situation
- Previous employment references
- Language skills

Forum Tour Managers are with the group from arrival to departure and available 24 hours a day.

3.2 Selection of Specialized Local Guides

Specialized local guides are contracted for official sightseeing activities or guided tours and are regulated by and adhere to applicable laws, which govern the industry.

3.3 The Forum Tour Manager is Sick, Injured or Absent

If Forum is aware of an absent or ill Tour Manager before the group arrives at their destination, a replacement Manager will be contacted and all the details of the tour will be communicated and confirmed.

If a Tour Manager is not at the airport waiting to greet the group, the Group Leader should call the Emergency Line and arrangements will be made for an employee of Forum or a person contracted by Forum to accompany the group until a Forum Tour Manager can be assigned.

A Forum team member will contact the Group Leader regularly to ensure they are satisfied with the proceedings and changes.

If the Group Leader has any critical issues or major incompatibilities with their Forum Tour Manager, they should contact the Emergency Line and discuss the issue with Forum. If needed, Forum will assess the possibility to change a Tour Manager in agreement with the Group Leader, as the Tour Manager is paramount to the success and safety of a tour.



A replacement will be assigned and a Forum employee or contracted personnel will accompany the group in the case of a delay in assigning a replacement Tour Manager.

4. GROUP ISSUES – PARTICIPANTS & CHAPERONES

4.1 Passports, Visas and Travel Documents

Before a group departs, there are many checks and meetings held by the Tour Consultant and Group Leader to discuss details of the tour including the necessity for all participants to have valid passports and any necessary visas.

In the unlikely event of travel documents being incorrect or missing, an adult chaperone from the group should accompany the student through the formalities with the assistance of the Forum Tour Manager. The Group Leader will advise the parents.

4.2 Cancellation of a Participant, Chaperone or Group Leader

In the event of a cancellation, the Group Leader must inform the Tour Consultant or a Forum team member, so the Forum Tour Manager and in turn the suppliers can be informed and updated.

4.3 Group Leader Claims Something is Missing from the Itinerary

Two to three weeks before departure, a final itinerary will be sent to and approved by the Group Leader. The approved itinerary will then be sent to the Forum Tour Manager with all of the reservations and tour details.

The Forum Tour Manager and the Forum Operations Department will do everything to accommodate a request from the Group Leader on their itinerary. Any changes to the itinerary during the tour will be passed on to the Tour Consultant, who will contact the client if there need to be any financial adjustments.

5. EMERGENCY MEDICAL PROCEDURES

5.1 Illness or Injury

The safety of our travelers is our top priority that is why all our travel programs include a protection plan with Travel Insured International.

If a member of the group becomes ill or is injured, the Forum Tour Manager will take the child to a health clinic or hospital. The next step is to contact the insurance company as soon as possible, the contact details will be in the Forum Tour Manager's group file.

If a student participant becomes ill or is injured, an adult chaperone or the Group Leader must stay with the student. It is the responsibility of the Group Leader to advise a parent or guardian of the situation.

If an adult chaperone becomes ill or is injured, after the insurance company has been notified, they can determine the action they would like to proceed with.

If the Group Leader becomes ill or is injured and cannot resume their responsibilities, they must select an adult chaperone to undertake the Group Leader responsibilities.

In all cases, the Forum Tour Manager will contact the Forum Operations Department.



5.2 General Health

If a student participant is not feeling well or is in need of basic medical assistance such as pain killers, the Group Leader is responsible for ensuring the well-being of the participant unless they need to see a doctor – refer to procedure above.

6. GENERAL PROCEDURES

6.1 Conduct and behavior

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misbehavior, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take as far as contacting parents and dealing with any situations that arise.

If the Forum Tour Manager witnesses any problems with behavior from the students, they will inform the Group Leader immediately.

All groups generally have a minimum complimentary chaperone ratio of one teacher to ten students. Normally chaperones are teachers from the school; thus, they know the students well and will assist the Group Leader with issues relating to conduct and behavior.

6.2 Valuables Lost or Stolen

In the event of a theft or loss of items or valuables, the Forum Tour Manager should be informed immediately. She/he will contact the police or appropriate local authorities, and a report will be logged at the nearest police station.

6.3 Parent Sending Money to Student

If a parent needs to transfer money to their child, the best way is through Western Union. Through the Emergency Line, information will be passed to the Forum Tour Manager and arrangements will be made for the child to collect the funds.

6.4 Documents Lost or Stolen

The Tour Consultant will recommend that before departure, the Group Leader take photocopies of all participant passports and transportation tickets. In the event of lost passports or visas, the participant(s) will be accompanied to the appropriate Consulate, and the Forum team will assist them until the situation is resolved.

7. SAFETY PROTOCOL PROCEDURES

7.1 Ensuring safety

Our internal risk and operations teams are staffed by executives with decades of experience in contingency planning. Additionally, our partnership with Travel Insured International allows travelers access to expert medical care while on tour. Lastly, our team works closely with the U.S. State Department, International SOS, and our offices abroad to evaluate global conditions and advise clients when substantive issues arise.



7.2 24-hour emergency support

The safety and security of our traveling students and teachers is our top priority. All groups that travel with us have access to our 24/7 emergency support line. This number is printed on the Forum travel documents that are given to all travelers.

7.3 Reaching a child in case of an emergency

The easiest and fastest way to reach a traveler is to call their Forum Tour Manager when on tour (the tour manager's phone number is included in the last itinerary and last recommendations package) or to call their host family in case of an immersion or exchange program. They can facilitate communication with the child or the child's Group Leader in case of an emergency.

7.4 Harassment

If there is a complaint between students, it will be the Group Leader's responsibility to communicate with the involved parties and decide on the action to proceed with, for example contacting the police. The Forum Tour Manager and Forum Operations Department will be on hand to support the actions decided by the Group Leader.

If a stranger is involved in an altercation or any form of harassment with a member of the group, it should be brought to the attention of the Forum Tour Manager who can assist the participant(s) in filing a complaint against the offender with the police. The Forum team will be on hand to support the necessary actions.

If a Forum Tour Manager is involved in an altercation or any form of harassment with a member of the group, it should be brought immediately to the attention of the Forum Management Team who can assist the participant(s) in filing a complaint with the police. Forum has a No Tolerance Policy regarding such events. This No Tolerance Policy is directly in line with our Forum Child Protection Policy.

8. TERRORIST AND HEALTH THREATS

Forum's top priority is to ensure the safety of our groups while traveling. If a terrorist attack or health threat occurs at a destination while a group is on tour, a Forum representative will contact the families of the travelers to inform them of the situation and confirm the well-being of their child / partner.

8.1 Terrorist attack in the country where our group is traveling

If a terrorist attack occurs in a country where one of our groups is traveling, Forum will follow the instructions and recommendations of The Ministry of Interior / Department of Homeland Security of the visited country. Forum Management regularly monitors the travel alerts issued by the Ministries of Interior in destination countries and the US Department of State.

Forum will also follow instructions of local government (Police and Health Department) that are based where the attack has occurred and the Secretary of State of the United States, to find out if recommended or not to repatriate the group back to the United States.

A Forum Manager from our nearest office of the attacked site will be mobilized to provide support and assistance to the group.



In the case in which it is not mandatory by order of Local and/or International Forces to repatriate the group back to their country, Forum will provide the group with the possibility to change their itinerary or, if they wish, they will have the option to return to their country.

Each event has a very particular protocol that local law enforcement usually follow: to assess the situation, to alert, to mobilize, to safeguard, to house and resupply, to evacuate, and to report.

The Forum Tour Managers are continuously informed of the processes to be followed in case of a terrorist attack:

RUN and find a safe place:

- First consider a route. Is it safe? Will it put the group in the line of fire?
- To act quickly and quietly
- Leave belongings behind
- Running is a far better option than to surrender or negotiate

HIDE in a safe place if running is not an option:

- When looking for a hiding place, avoid dead-ends and bottlenecks
- The best hiding place will be substantially protected from gunfire
- If you've locked yourself in a room, barricade yourself in and move away from the door
- Stay quiet and don't shout for help
- Turn phones onto silent and switch off vibrate

8.2 Isolation by phone after a terrorist attack in the country where our group is traveling

If phone service is not available after a terrorist attack, a Forum Manager will contact the Local Forces (Police and Health Department) to confirm the safety of the group.

A Forum Manager from our nearest office of the attacked site will be mobilized to provide support and assistance to the group.

8.3 Health emergency in a country

If there is a health emergency in a country where one of our groups is traveling, we will follow the instructions and recommendations of the Ministry of Interior of the country and the local and/or international health authorities. Forum monitors regularly the travel alerts issued by the Ministries of Interior in our destination countries, the World Health Organization, and the Center for Disease Control and Prevention regarding health concerns, including global or local disease outbreaks (Zika, Ebola, Chikungunya, etc.)

Forum will follow instructions of the local and international health authorities and the Secretary of State of the United States regarding whether it is recommended or not to repatriate the group back to the United States.

A Forum Manager from the nearest office will be mobilized to provide support and assistance to the group.

In the case in which it is not mandatory to repatriate the group to their country, Forum will provide the group with the possibility to change their itinerary or, if they wish, they will have the option to return to their country.

Each event has a very particular protocol that the Local Forces usually follow: to assess the situation, to alert, to mobilize, to safeguard, to house and resupply, to evacuate, and to report.



CHILD PROTECTION POLICY

CONTENTS

1. INTRODUCTION
2. YOUNG PEOPLE'S RIGHTS
3. GENERAL CONDUCT AND BEHAVIOR
4. GOOD PRACTICES FOR FORUM STAFF
5. RECRUITMENT PROCESS AT FORUM

"At Forum we believe that all children and young people traveling with us have a right to feel safe and protected at all times. We will support their rights, wishes and feelings and encourage an atmosphere of mutual respect."

1. INTRODUCTION

This policy sets out the guidelines and procedures to be followed in regards to child protection issues by all Forum Staff in the management of its Educational Tours, Homestay and School Exchange programs. This will ensure that every child involved in a Forum program is safe, comfortable, and able to participate in a relaxed, protective environment.

The following points support this policy:

- Everyone under the age of 18 will be considered a child.
- The child's welfare is the paramount concern.
- All children have the right to protection from abuse.
- All children should feel safe and secure while using Forum services and/or when in the care of its staff.
- All suspicions and allegations of abuse will be taken seriously, reacted to appropriately, and actioned without delay.
- Staff working with children have an understanding of the issues surrounding child protection and are aware of good practice in relation to working with young people.

*** Throughout this document reference will be made to "Staff" this also applies to Tour Consultants, Tour Managers, Specialized Guides and other contracted workers who provide services on behalf of Forum.

2. YOUNG PEOPLE'S RIGHTS

Children have the right to:

- Be safe
- Be happy, have fun, and enjoy their activities
- Participate on an equal basis in activities which are appropriate to their ability and stage of development
- Be treated with dignity, sensitivity, and respect



- Make comments and suggestions
- Make a complaint and have it dealt with through an effective complaints procedure
- Be afforded confidentiality where appropriate
- Have a voice in the running of their activity
- Be listened to
- Be believed
- Be acknowledged as an individual

Forum Staff have a duty to ensure these rights are upheld.

3. GENERAL CONDUCT AND BEHAVIOR

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misbehavior, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take, as far as contacting parents and dealing with any situations that arise.

All groups generally have a minimum ratio of one chaperone to ten students. Normally chaperones are teachers from the school, so they will know the students and will assist the Group Leader with issues relating to conduct and behavior.

4. GOOD PRACTICES FOR FORUM STAFF

This section outlines the guidelines that Staff should follow when working with children. In addition to tackling abuse, it is good practice to ensure that children feel safe and comfortable while engaging in activities. To this end, this policy also includes direction regarding issues such as bullying, name-calling and horse-play either between children or between adults and children. The more secure and safe children feel during a Forum program, the more likely they, and adults, are to realize that any form of child abuse is unacceptable.

This approach is based on the following supporting principles:

- Staff should be properly recruited and managed, and appropriate training should be made available
- The development of all programs should encourage and foster the empowerment of the child
- All activities which involve children should recognize the needs of the child and be child-centered
- Staff should ensure an environment in which children can enjoy their participation
- All adults have a responsibility to be aware of the child protection policy
- Staff should be mindful of the fact that children with disabilities may be more vulnerable.
- Positive adult-child interactions are characterized by: An open and encouraging atmosphere which recognizes young peoples' voluntary engagement in activities and shows an awareness of the child's autonomy. This is set in an atmosphere which promotes the protection and rights of children.

Those working with children should:

- Always be accessible to others when working with children
- Avoid situations where they and a child are completely unobserved
- Ensure that male and female staff jointly supervise mixed activities, where possible



Those working with children should never:

- Engage in activities which could be considered physical or sexually provocative
- Allow or engage in any form of inappropriate touching
- Allow inappropriate language to remain unchallenged, including remarks between children
- Make sexually suggestive comments to a child or in the presence of a child
- Allow allegations by a child to go unreported, unrecorded, or not acted upon
- Do things of a personal nature that a child can do for themselves

Child Protection Training

- Each new member of Staff will receive child protection training, without which, they will not be permitted to work unsupervised with children.
- Forum Tour Managers and Specialized Guides must receive training prior to taking up each new appointment or annually whichever is appropriate to their work schedule.
- Staff should undertake training on a three year cycle.
- Child protection training will be tailored to the department in which Staff is in contact with children.
- Managers are responsible for ensuring that copies of training material used within departments are available and that good practice are disseminated to others.

Staff Responsibilities

Where possible, Staff should avoid:

- Spending time with a child or small group of children away from others

Staff should not:

- Take children on a journey alone
- Use any form of physical force on a child
- Exercise undue influence over a child in order to obtain personal benefit or reward
- Engage in rough physical games
- Make sexually suggestive comments about, or to, a child in the context of physical activity
- Take physical measurements or engage in testing without the presence of another adult

Policy Review

This policy will be subject to an annual review, following a reported incident and/or changes in legislation whichever comes first.

5. RECRUITMENT PROCESS AT FORUM

Selection of Tour Managers

Forum Tour Managers are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. This assessment is divided into the following categories:



- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Management of emergency situation
- Previous employment references
- Language skills

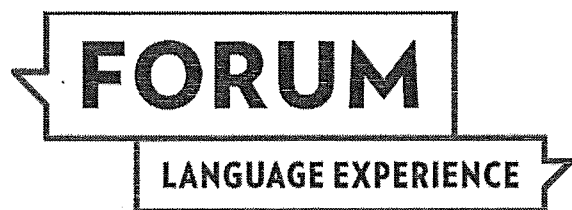
Forum Tour Managers are with the group from arrival to departure and available 24 hours a day.

Selection of Tour Consultants

Forum Tour Consultants are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates have extensive work expertise in the travel industry and/or have vast personal or professional travel experience. Some Staff may also have a teaching background. Selection criteria are divided into the following categories:

- Number of years as a professional working in the travel industry
- Destination & geographical knowledge
- Previous employment references
- Language skills (English, Spanish & French required)

Forum Tour Consultants oversee all the details of your group. They address the group needs, concerns, requirements, and all questions from the first point of contact until the group returns home from their trip.



APPENDIX 1

STATE OF CALIFORNIA SELLER OF TRAVEL LAWS / REGULATIONS

§ 17550.1. Seller of travel

(a) "Seller of travel" means a person who sells, provides, furnishes, contracts for, arranges, or advertises that he or she can or may arrange, or has arranged, wholesale or retail, either of the following:

- (1) Air or sea transportation either separately or in conjunction with other travel services.
- (2) Land or water vessel transportation, other than sea carriage, either separately or in conjunction with other travel services if the total charge to the passenger exceeds three hundred dollars (\$300).

(b) Seller of travel does not include any of the following:

- (1) An air carrier.
- (2) An ocean carrier.
- (3) A hotel, motel, or similar lodging establishment where in the course of selling, providing, furnishing, contracting for, or arranging transient lodging accommodations and related services for its registered guests, it also arranges for transportation and does not directly or indirectly receive any money or other valuable consideration for arranging or providing that transportation.
- (4) A person or organization certified under Part 5 (commencing with Section 12140) of Division 2 of the Insurance Code, except such a person or organization shall comply with the registration and fee provisions of Sections 17550.20 and 17550.21 for each location at which air or sea transportation is sold either separately or in conjunction with other travel services.
- (5) A motor or rail carrier or water vessel operator holding the required permit, license, or other authority to operate from a state, federal, or other governmental entity.

(c) Notwithstanding any other provision of law, a reference in this article or Article 2.7 (commencing with Section 17550.35) to air or sea transportation or to an air or sea carrier, includes land or water vessel transportation, as described in subdivision (a), and a motor carrier or water vessel operator.

§ 17550.2. Advertise

"Advertise" means to make any representation in the solicitation of air or sea transportation, and includes communication with other members of the same partnership, corporation, joint venture, association, organization, group, or other entity.

§ 17550.3. Passenger

"Passenger" is a person on whose behalf money or other consideration has been given or is to be given to another, including another member of the same partnership, corporation, joint venture, association, organization, group, or other entity, for air or sea transportation, other travel services, or both, for that person.

§ 17550.4. Air carrier

An air carrier is a transporter by air of persons that operates under a certificate of convenience and necessity issued by the United States Department of Transportation or under the certification of a foreign government that is recognized by the United States Department of Transportation.

§ 17550.5. Ticket or voucher

"Ticket or voucher" means a writing that is itself good and sufficient to obtain the entire air or ocean transportation, or travel services, which the passenger has purchased.



§ 17550.6. Officially appointed agent

"Officially appointed agent" means an agent expressly appointed as such, without reservation, for a specified time period, in a written instrument executed by the principal or an authorized representative of the principal. The written instrument shall identify the current name, address, and telephone numbers of the principal and agent.

§ 17550.7. Participant in the travel consumer restitution fund

"Participant in the Travel Consumer Restitution Fund" is a registered seller of travel with its principal place of business in California, who does business with persons located in California, or is a registered seller of travel that does business in California, from one or more locations in California, and that meets the requirements of paragraph (16) of subdivision (e) of Section 17511.1.

§ 17550.8. Provider

"Provider" means the person or entity who actually provides any transportation or travel services.

§ 17550.9. Travel services

"Travel services" includes, but is not limited to, lodging, surface transportation, transfers, tours, meals, guides, baggage transfer, sightseeing, recreational activities, vehicle rental, or other travel-related services, however denominated, including, but not limited to, travel certificates, registration fees, and processing fees. "Travel services" does not include travel services rendered by providers of lodging such as a hotel, motel, or similar lodging establishment where the provider of lodging supplies only that service.

§ 17550.10. Travel certificate

"Travel certificate" means a writing that represents the holder is entitled to air or sea transportation or travel services, to a discount or reduced price for that transportation or those travel services, or to purchase that transportation or those travel services from a specified source, whether or not the holder is required to pay additional money or fulfill any requirements in order to utilize the certificate.

§ 17550.11. Adequate bond

(a) "Adequate bond" means a bond executed by an admitted surety insurer in an amount at all times no less than at least equal to the amount required to be held in a trust account pursuant to Section 17550.15 by any seller of travel in conjunction with such transportation, for the benefit of every passenger who sustains a monetary loss as a result of any violation of this article by a seller of travel or any failure by a seller of travel or by any official, agent, or employee of the seller of travel acting in the course or scope of his or her employment or agency. A seller of travel filing the bond shall maintain the bond in force in the proper amount as a condition of continuing to engage in business. The admitted surety insurer issuing the bond shall provide 30 days' written notice prior to cancellation or termination of the bond to the seller of travel filing the bond and the office of the Attorney General, Consumer Law Section. Cancellation of the bond shall not limit or exonerate the surety insurer from claims against the bond arising during the period it was in force.

(b) No passenger may recover upon the bond a sum greater than that which the passenger paid to the seller of travel, provided that this limitation shall not restrict a passenger from recovering sums greater than those paid to the seller of travel from sources other than the bond.

§ 17550.12. Repealed by Stats.1998, c. 924 (S.B.2175), § 5

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§ 17550.13. Receipt of payment for air or sea transportation or other travel services; information which must be furnished to payor

(a)(1) A seller of travel shall not receive any money or other valuable consideration in payment for air or sea transportation or other travel services offered by the seller of travel unless at the time of or prior to the receipt of payment, the seller of travel first furnishes to the person making that payment written materials conspicuously setting forth the following information:

(A) The name and business address and telephone number of the seller of travel.

(B) The total amount to be paid by or on behalf of the passenger, amount paid to date, the date of any future payment, the purpose of the payment made, and an itemized statement of the balance due, if any.

(C) The name of the provider of the air or sea transportation, and the date, time, and place of each departure, or the circumstances under which the date, time, and place of departure will be determined.

(D) All terms and conditions relating to the air or sea transportation or travel services being purchased by the passenger, including cancellation conditions. An air carrier's or an ocean carrier's standard contract of carriage is not required to be disclosed prior to the seller of travel receiving any money or other valuable consideration.

(E) A clear and conspicuous statement that upon cancellation of the transportation or travel services, where the passenger is not at fault and has not canceled in violation of any terms and conditions previously clearly and conspicuously disclosed to and agreed to by the passenger, all sums paid to the seller of travel for services not provided will be promptly paid to the passenger, unless the passenger otherwise advises the seller of travel in writing, after cancellation.

(F) If the seller of travel is required by this article to have a trust account or bond, a clear and conspicuous disclosure stating: "California law requires certain sellers of travel to have a trust account or bond. This business has [a trust account] or [a bond issued by (company)] in the amount of (\$X)]."

(G) If the seller of travel is a participant in the Travel Consumer Restitution Fund and the passenger, or the person making payment for the passenger, was located in California at the time of the sale of air or sea transportation or travel services, a clear and conspicuous notice of the right of the passenger, or the right of the person making payment for the passenger, to make a claim on that fund. The notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount which may be claimed.

(H) If the seller of travel is a participant in a Consumer Protection Deposit Plan that meets the criteria set forth in subdivision (b) of Section 17550.16, a clear and conspicuous notice of the passenger's right to make a claim on the plan. That notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount that may be claimed.

(I) If the seller of travel is a participant in a Consumer Protection Escrow Plan that meets the criteria set forth in subdivision (c) of Section 17550.16, a clear and conspicuous notice of the passenger's right to make a claim on the plan. That notice shall include a description of the losses covered, the method for making a claim, the time limit within which the claim shall be made, and the amount that may be claimed.

(J) If the seller of travel is not a participant, a clear and conspicuous disclosure that the seller of travel is not a participant in the Travel Consumer Restitution Fund. That disclosure shall be made both orally and in writing.



(K) If the seller of travel is a participant in the Travel Consumer Restitution Fund and the passenger or any person who made a payment on behalf of the passenger for travel services is located in California, a clear and conspicuous disclosure made both orally and in writing that the transaction is covered by the Travel Consumer Restitution Fund.

(2) There is no violation of this subdivision if both of the following occur:

(A) Compliance was rendered impossible as a direct result of an unforeseen condition beyond the control of the seller of travel.

(B) The seller of travel obtains from each passenger, written acknowledgment that the passenger has not received disclosure of the terms and conditions required by this section.

(b) If a seller of travel offers, sells, provides, or distributes a travel certificate as defined in Section 17550.10 and any passenger payment is nonrefundable, in whole or in part, the seller of travel shall obtain the written acknowledgment of that limitation from the end user prior to, or at the time of, receipt of any money or other valuable consideration.

(c) Notwithstanding any other provision of this section, if money or other valuable consideration is received from a customer to whom the seller of travel has sold air or sea transportation within the preceding 12 months and the disclosures required by this section are substantially the same as the disclosures given in connection with the prior travel, the disclosures required by this section shall be made within five days of receipt of that money or other valuable consideration.

(d) Notwithstanding any other provision of this section, if money or other valuable consideration is received in payment for air transportation and the seller of travel is an officially appointed agent in good standing of the Airlines Reporting Corporation and forwards the amount paid, without offsetting or reducing the amount forwarded by any amounts due or claimed in connection with any other transaction, to the airline providing the transportation or to the Airlines Reporting Corporation, the disclosures required by this section with respect to that air transportation may be made orally.

§ 17550.14. Transportation or travel service not provided; return of moneys paid or written statement of disbursements; terms and conditions of refund upon cancellation; material misrepresentations

(a) The seller of travel has an obligation either to provide the air or sea transportation or travel services purchased by the passenger or to make a refund as provided by this section. The seller of travel shall return to the passenger all moneys paid for air or sea transportation or travel services not actually provided to the passenger, within either of the following periods, whichever is earlier:

(1) Thirty days from one of the following dates:

(A) The scheduled date of departure.

(B) The day the passenger requests a refund.

(C) The day of cancellation by the seller of travel.

(2) Three days from the day the seller of travel is first unable to provide the air or sea transportation or travel services.

As used in this section, "unable to provide" includes, but is not limited to, any day on which the passenger's funds are not in the trust account required by Section 17550.15 and subdivision (g) of Section 17550.21 or the funds necessary to provide the passenger's transportation or travel services have been disbursed other than as allowed by Section 17550.15 or subdivision (a) of Section 17550.16.

(b) If the seller of travel has disbursed the passenger's funds pursuant to paragraph (1), (2), (3), or (4) of subdivision (c) of Section 17550.15 and the disbursement is in full payment for the services or transportation purchased by the passenger, the seller of travel may, instead of providing a refund, provide to the passenger a written statement accompanied by bank records establishing that the passenger's funds were disbursed as required by those provisions and, if disbursed to a seller of travel, proof of current registration of that seller of travel. A seller of travel who is exempt from the requirements of Section 17550.15 pursuant to subdivision (a) of Section 17550.16 and who is in compliance with subdivision (a) of Section 17550.16 may comply with this section by maintaining and providing to the passenger documentary proof of disbursement in compliance with subdivision (a) of Section 17550.16, and proof of current registration of the seller of travel to whom the funds were disbursed, which registration shall note that the registered seller of travel either has a trust account in compliance with Section 17550.15, or is exempt from the requirements of Section 17550.15 pursuant to subdivision (b) or (c) of Section 17550.16. This subdivision does not apply to refunds subject to subdivision (c) or (d).

(c) If terms and conditions relating to a refund upon cancellation by the passenger have been disclosed and agreed to by the passenger and the passenger elects to cancel for any reason other than a seller of travel being unable to provide the air or sea transportation or travel services purchased, the making of a refund in accordance with those terms and conditions shall be deemed to constitute compliance with this section.

(d) Any material misrepresentation by the seller of travel shall be deemed to be a violation of this article and cancellation by the seller of travel, necessitating a refund as required by subdivision (a).

§ 17550.15. Sellers of travel; deposit of money into trust account; withdrawals; responsibilities; bond

(a) This section applies to a seller of travel as defined in Section 17550.1.

(b) The seller of travel shall deposit directly into a trust account in a federally insured bank, savings and loan association, or credit union 100 percent of all sums received from any person or entity, including, but not limited to, those payments made in cash, by credit card, or any other method of payment, for air or sea transportation for any person, or for any travel services offered by the seller of travel, and any refunds made by carriers or providers of travel services. This subdivision does not require that a seller of travel establish a separate trust account for each transaction.

(c) The seller of travel shall not in any manner encumber the corpus of the trust account and shall not withdraw money there from except as follows:

(1) In partial or full payment to the carrier for transportation, or to the provider of travel services, for the services or transportation purchased by the passenger.

(2) In partial or full payment to the carrier or provider of travel services if payment is made by wire transfer directly to an account of the Airlines Reporting Corporation, or by check or draft paid to the Airlines Reporting Corporation for the transportation or services contracted for by the passenger.

(3) Upon delivery of all tickets or vouchers necessary for the passenger to obtain from the carrier or provider of travel services the transportation or services purchased by the passenger, at which time the seller of travel may withdraw the portion of the sum paid by the passenger that is due the seller of travel as compensation for sale of the transportation or travel services to that passenger. Tickets or vouchers shall be deemed delivered if personally delivered, turned over to an independent third-party delivery service for regular delivery to the passenger at the address designated by the passenger on the next business day, or deposited in the United States mail with first-class postage prepaid.



(4) Upon full payment to the provider of transportation or travel services, directly to the trust account identified in the registration of another seller of travel to whom the funds are paid, or to another registered seller of travel whose registration states that the other registered seller of travel is exempt pursuant to subdivision (b) or (c) of Section 17550.16 from the requirements of this section, of the total amount that is required by the carrier or provider of transportation or travel services or other registered seller of travel in order to provide the transportation or services purchased by the passenger, at which time the seller of travel may withdraw from the trust account that portion of the sum paid by the passenger which is commission due the seller of travel for sale of the transportation or travel services to that passenger.

(5) To make refunds to the passenger.

(d) Subdivision (c) shall not prevent payment of the interest earned on the trust account to the seller of travel.

(e) The seller of travel shall serve as trustee of the trust accounts required by this article. If an individual person is the seller of travel, the individual person shall be the trustee; if the seller of travel is a corporation, partnership, limited liability company, or other legal entity, a managing partner or partners, or the chief executive officer of the corporation, or executive officer or manager of a limited liability company shall be the trustee. The trustee may designate in writing that an officer or employee may manage the trust account if that officer or employee is under the trustee's supervision and control, and the original of that writing is on file with the Attorney General's office.

(f) (1) Except as otherwise provided in this section, all trust accounts required by this article shall be maintained at a branch of a federally insured bank, savings and loan association, or credit union.

(2) The seller of travel shall file with the Attorney General an irrevocable agreement in writing allowing the Attorney General, a district attorney, or their representatives, upon written request, to examine and obtain copies of all business records, including, but not limited to, those related to the trust account wherever those records may be, and including, but not limited to, those records relating to any travel business account, or any account used for any travel business transaction, or account to which trust funds have been deposited. The statement shall indicate that the authorization remains in effect as long as the seller of travel, financial institution, or other custodian of records retains records.

(3) A seller of travel shall maintain all business records described in paragraph (2) for a minimum period of three years.

(4) The Attorney General may maintain an action for recovery of examination costs and expenses in any court of competent jurisdiction, and may recover his or her reasonable costs and attorney's fees as an item of costs, as provided for in paragraph (10) of subdivision (a) and paragraph (5) of subdivision (c) of Section 1033.5 of the Code of Civil Procedure. Costs and expenses for an examination under this section shall be paid for by the seller of travel if the Attorney General bills the seller of travel for those costs and expenses, provided that the examination shows that the seller of travel has failed to comply with any requirements of this chapter.

(g) Every seller of travel has a fiduciary responsibility with respect to all sums received for transportation or travel services.

(h) The following are deemed to be held in trust for passengers:

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(1) All sums received by the seller of travel for transportation or travel services whether or not required to be deposited in an actual trust account and regardless of whether any of these sums were required to be deposited or actually were deposited in a trust account.

(2) All property with which any of the sums described in paragraph (1) has been commingled if any of these sums cannot be identified because of the commingling.

(i) Upon any judicially ordered distribution of any money or property required to be held in trust and after all expenses of distribution approved by the court have been paid, every passenger has a claim on the trust for payments made for transportation and other travel services not provided. Unless a passenger can identify his or her funds in the trust within the time established by the court, each passenger shall receive a proportional share based on the amount paid.

(j) The seller of travel is not required to comply with the direct deposit requirement set forth in subdivision (b) if all of the following apply:

(1) The payment is made by credit card.

(2) The seller of travel does not deposit, negotiate, or factor the credit card charge or otherwise seek or obtain payment of the credit card charge or the crediting of the amount of the credit card charge to any account over which the seller of travel has any control.

(3) (A) If the charge includes transportation, the carrier that is to provide the transportation processes the credit card charge.

(B) If the charge is only for services, the provider of services processes the credit card charge.

(k) In lieu of the trust account required by this article, an adequate bond as set forth in Section 17550.11 may be maintained by the seller of travel. Prior to the advertisement of transportation or services, or both, by the seller of travel, the seller of travel shall file a copy of that bond with the Attorney General.

APPENDIX 2

STATE OF CALIFORNIA SELLER OF TRAVEL



State of California
DEPARTMENT OF JUSTICE

SELLER OF TRAVEL PROGRAM

300 South Spring Street, Suite 1702
Los Angeles, CA 90013
Telephone: (213) 897-8065
Facsimile: (213) 897-8346
E-mail: sellers.travel@doj.ca.gov
website: <http://oag.ca.gov/travel>

Shamula Hall Sukhwani
Prometour, Inc.
1281 University Ave
Suite H
San Diego, CA 92103-7306

March 20, 2017

SELLER OF TRAVEL ACKNOWLEDGEMENT OF REGISTRATION

This letter acknowledges your registration as a Seller of Travel with the California Seller of Travel Program, Office of the Attorney General. Your registration number is:

2061627-40

Your registration is valid until **March 31, 2018**, and must be renewed before that time. A certificate of Registration as a Seller of Travel is enclosed which describes your registration type, shows your Registration Number, and your expiration date. For more information regarding model disclosure language, go to the Seller of Travel website:

<http://oag.ca.gov/sites/all/files/agweb/pdfs/travel/disclosure.pdf>. Disclosures about Travel Consumer Restitution Corporation participation and the rights of consumers are required on all of your advertising and sales solicitation materials. Please refer to this website regarding the required use of your Registration Number and other required disclosures.

Based on the information you have provided this office, you have been registered as a Seller of Travel which is required to use a trust account. You must deposit all passengers' funds directly into the trust account(s) you have identified in your application, and make withdrawals only in compliance with Section 17550.15 of the Seller of Travel law.

Please use your registration number on all correspondence with this office.

SELLER OF TRAVEL PROGRAM
Office of the Attorney General

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State of California
DEPARTMENT OF JUSTICE

SELLER OF TRAVEL PROGRAM

300 South Spring Street, Suite 1702
Los Angeles, CA 90013
Telephone: (213) 897-8065
Facsimile: (213) 897-8846
E-mail: sellers.travel@doj.ca.gov
website: <http://doj.ca.gov/travel>

State of California Seller of Travel Certificate of Registration

Prometour, Inc.

Registration #: 2061627-40

Expires: March 31, 2018

This business is required to deposit
100% of all customer funds into a
business client trust account.

Registration as a seller of travel does not
constitute approval by the State of California.

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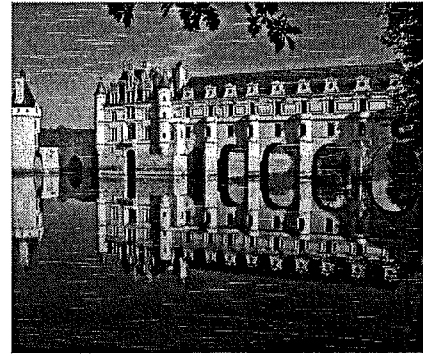
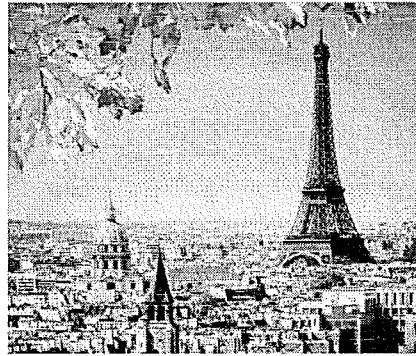
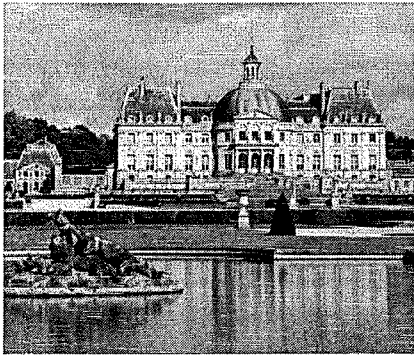
APPENDIX 3

CERTIFICATE OF INSURANCE

Client#: 33886		PROMETOUR		DATE (MM/DD/YYYY) 4/28/2017	
ACORD CERTIFICATE OF LIABILITY INSURANCE					
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER March & McLennan Agency LLC March & McLennan Ins Agency LLC PO Box 86635; CA LIO #H18131 San Diego, CA 92188		CONTACT Vicki Wallace PHONE: 658-687-7184 FAX: 658-687-7184 E-MAIL: vickiw@barneyandbarney.com ADDRESS:			
INSURED Prometour USA Inc. 1281 University Street Suite H San Diego, CA 92108		INSURER(S) PROVIDING COVERAGE INSURER A: Steadfast Insurance Company NAIC # 28587 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>					
A	COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC OTHER:	EOL030521801	03/28/2017	03/28/2018	LIMITS EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (per occurrence) \$50,000 MED EXP (any one person) \$1,000 PERSONAL & ADVERTISING \$ GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMPOUND AGG \$ \$
A	AUTOMOBILE LIABILITY ANY AUTO: ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> UNOWNED AUTOS <input checked="" type="checkbox"/> UNINSURED LIA EXCESS LIA <input type="checkbox"/> OCCUR CLAIMS MADE <input type="checkbox"/> MED <input type="checkbox"/> RETENTION:	EOL030321801	03/28/2017	03/28/2018	COVERED SINGLE LIA PER ACCIDENT \$1,000,000 BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE (per accident) \$ \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE <input type="checkbox"/> COM- PACT <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
UNEMPLOYMENT COMPENSATION AND EMPLOYER'S LIABILITY ANY OCCURRENCE (PARTIAL EXCLUSIVE OPERATIONS) EXCLUDED (Mandatory in NH) EPL: 03/28/2017 EPL: 03/28/2018					
A	Professional Liab	EOL030321801	03/28/2017	03/28/2018	
DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
CERTIFICATE HOLDER			CANCELLATION		
Proof of Insurance			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Vicki Wallace		
© 1988-2014 ACORD CORPORATION. All rights reserved. ACORD 25 (2014/01) 1 of 1 The ACORD name and logo are registered marks of ACORD 331181876/ME1181873 WALV1					

SCHOOL EXCHANGE IN MELUN, FRANCE

Veronique Lahey

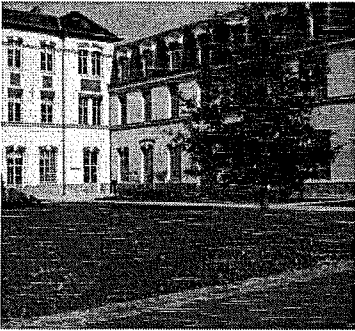


APRIL 10 – 21, 2019*

12 DAYS / 10 NIGHTS

**Travel dates to be confirmed upon flight booking*

info@forumlanguageexperience.com | 1-888-282-0991

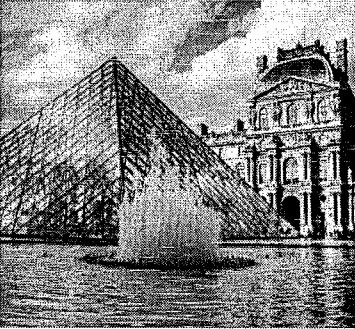


DAY 1: USA | FRANCE (Wednesday)

- Fly overnight to **Paris**.

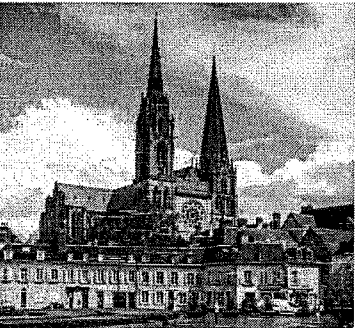
DAY 2: MELUN (Thursday)

- *Bienvenue en France!* Your French **Forum Tour Manager** will greet you at the airport.
- Transfer by private motor coach to le **Lycée Saint-Aspais** de Melun in Seine et Marne county (*Département*).
- Upon arrival at the "lycée", have a short orientation and meet your pen pals.
- Spend the evening with your host family and get to know them over dinner.



DAY 3: DAY TRIP TO FONTAINEBLEAU (Friday)

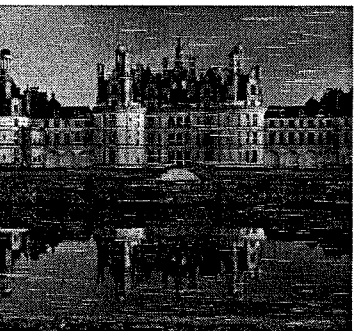
- This morning after breakfast, go with your teachers to Fontainebleau. Here you will have an unparalleled view of French history, art, and architecture.
- Visit **Château de Fontainebleau**, one of the biggest royal palaces in France (visit with audioguides).
- Later, visit market of Fontainebleau and enjoy some free time for lunch.
- In the afternoon, return to Melun for dinner and night accommodation with your host family.



DAYS 4 - 5: WEEKEND IN FAMILY (Saturday & Sunday)

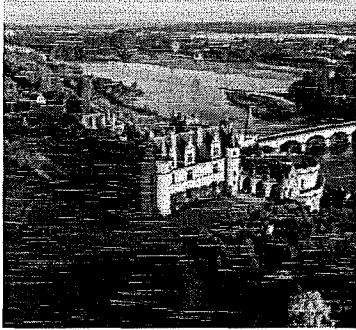
DAY 6: DAY TRIP TO CHARTRES | CHAMBORD (Monday)

- This morning after breakfast, meet your **Forum Tour Manager**, board your private motorcoach and drive to the Loire Valley, referred to as the "Cradle of the French and the Garden of France" due to its abundance of vineyards and fruit orchards along the Loire River.
- Stop at **Chartres**. Walk around the city and enjoy a guided visit of the **Cathedral**, a UNESCO World Heritage Site.
- Have some free time for lunch.
- Later, continue to Chambord and visit the magnificent **Château de Chambord**, known as "the greatest château in Loire Valley" with its 426 rooms and 282 fireplaces!
- In the afternoon, return to Melun for dinner and night accommodation with your host family.

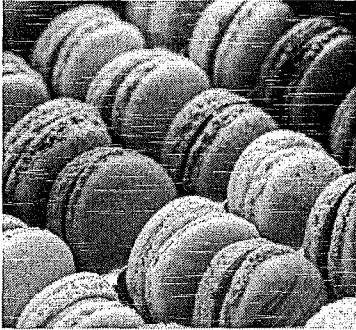


DAYS 7 - 8: DAY TRIPS TO PARIS (Tuesday - Wednesday)

- On Tuesday and Wednesday, go on a day trip to Paris leaded by your teachers.

**DAY 9: DAY TRIP TO VERSAILLES (Thursday)**

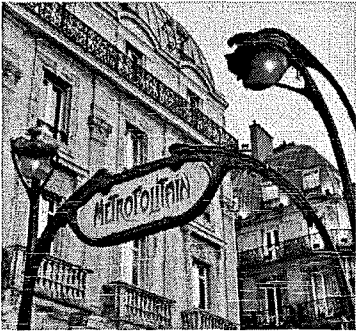
- This morning after breakfast, meet your **Forum Tour Manager**, board your private motorcoach and drive to Versailles Palace, the extravagant residence built for the Sun King.
- Enter the **Château** and walk in the footsteps of Louis XVI and Marie-Antoinette.
- Enjoy a picnic lunch before wandering around the elegantly landscaped **gardens**.
- Later, you will stop in a **Fromagerie (cheese local factory)**. Enjoy a tasting and see how the famous French cheese is made!
- In the afternoon, return to Melun for dinner and night accommodation with your host family.

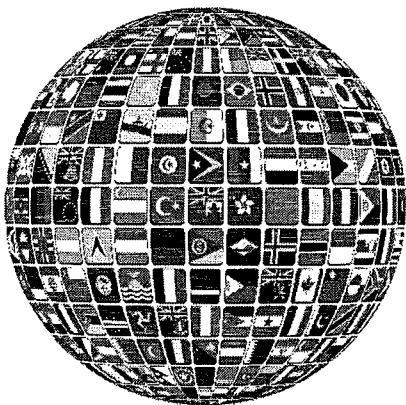
**DAY 10: EXCHANGE PROGRAM (Friday)**

- Attend school with your exchange partners and enjoy the afternoons with your host families.

DAY 11: SATURDAY IN FAMILY**DAY 12: DEPART (Sunday)**

- Meet your Forum tour manager and transfer to the airport for your flight back to the USA.



**YOUR EXCHANGE PARTNER:****Lycée Saint-Aspais**

36 Rue Saint-Barthélémy, 77000 Melun, France

An exchange program is a once-in-a-life time opportunity for students to truly explore, understand, and dive deep into another culture and language. As students fully immerse into the life of their host family and school, they'll experience a type of personal growth and empowerment that can only happen in this unique setting. Students not only travel but host their exchange partners resulting in a lifelong bond between both students and families.

The conditions and details of the exchange will be agreed upon between the two participating schools. Schools should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, families host more than one student, or the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students from each school differs.

HOSTING A VISITING STUDENT

The primary responsibility of a host family is to create a welcoming and safe environment for their visiting student. We encourage families to get to know their student and spend time together both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. Families will receive a profile form with information about their student prior to hosting.

This is your tailor-made travel experience – you will not be combined with another group!

PRICE PER PERSON

25+ participants	\$ 1,930
20 to 24 participants	\$ 2,000
15 to 19 participants	\$ 2,100

PAYMENT SCHEDULE

April 15 th , 2018	\$ 500
July 15 th , 2018	\$ 500
November 15 th , 2018	\$ 500
January 15 th , 2019	Balance

PRICE INCLUDES:

- ✓ Round-trip airfare* from Boston to Paris
- ✓ Departure taxes and airline fuel surcharges of \$531 per traveler
- ✓ Associated transportation costs while in Europe as per itinerary
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on tour
- ✓ \$50 check (sent before departure) to purchase a prepaid cell phone with phone card for the duration of your exchange
- ✓ **Two free travelers regardless of the group size**
- ✓ EXCHANGE PROGRAM:
- ✓ French host family stay with your exchange partner's family
- ✓ Meals with the host family (exceptions might apply)
- ✓ Classes and workshops during the exchange program (confirmed between the partner schools prior to departure)

PRICE DOES NOT INCLUDE:

- ✓ Meals not indicated in your itinerary
- ✓ Tips are at your discretion – these are standard guidelines:
 - Forum Tour Manager: 4 Euros per day, per traveler
 - Bus Drivers: 1 Euro per day, per traveler
- ✓ Rooming and Adult Supplements:
 - Twin Room Guarantee Supplement \$40 pp/night or Single Room Guarantee Supplement \$80 pp/night
 - Adult Activity Supplement \$10 pp/day

NOTES

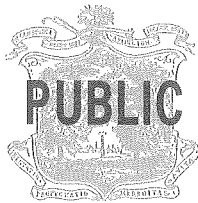
- *Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.
- **Forum Language Experience** has purchased the **Student Protection Plan** from Travel Insured International on behalf of all participants. **Cancel For Any Reason** is an available **option** that must be purchased at the time of trip deposit. ***CFAR is not available to residents of NY***
- Forum has quoted this package at an exchange rate of 1 Euro = 1.25 USD. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

Date of quote: February 15, 2018 | Prices are valid until: First payment deadline | Your Forum Tour Consultant: **Anaïs Boschet**

Forum Language Experience, Forum by Prométour and Forum are all used interchangeably.
 Forum Language Experience is a member company of Prométour Inc.
 California Seller of Travel License number: 2061627-40

info@forumlanguageexperience.com | 1-888-282-0991

ARLINGTON PUBLIC SCHOOLS



Arlington, Massachusetts 02476-0002

P.O. Box 167 • 869 Massachusetts Avenue • (781) 316-3540

Office Of The School Committee

To: Mr. Jeff Thielman, Chair
AHS Building Committee

From: Office of the School Committee

Date: March 23, 2018

Subject: School Committee approved AHS Educational Plan

This letter is to officially inform you that during the Regular School Committee meeting on Thursday, March 15, 2018, the members of the committee heard from Dr. Janger on the overview on the Arlington High School Educational Plan and unanimously voted to approve the plan to Massachusetts School Board Authority (MSBA).

The actual language of the motion is as follows:

Mr. Hayner motioned to approve the Arlington High School Draft Educational Plan for Massachusetts School Board Authority (MSBA) and its framework, seconded by Ms. Susse. Voted: 7-0

Jeff Thielman, Kirsi Allison-Ampe, William Hayner, Paul Schlichtman, Cindy Starks, Jennifer Susse, and Leonard Kardon all voting in the affirmative.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Karen Fitzgerald".

**Karen Fitzgerald
Administrative Assistant
Arlington School Committee**

WARRANT FOR ANNUAL TOWN MEETING

ELECTION

Saturday, April 7, 2018



**ANNUAL TOWN MEETING
Monday, April 23, 2018**

TOWN OF ARLINGTON
TOWN WARRANT
THE COMMONWEALTH OF MASSACHUSETTS
Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

SATURDAY
THE SEVENTH DAY OF APRIL 2018

at eight o'clock in the forenoon, to act on the following articles, namely:

ARTICLE 1 TO ELECT BY BALLOT:

- A) **Two Selectmen for three years**
- B) **One Assessor for three years**
- C) **Two School Committee Members for three years**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

PRECINCT 1 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 2 -	Four for three years;
PRECINCT 3 -	Four for three years; One for two year (to fill a vacancy)
PRECINCT 4 -	Four for three years;
PRECINCT 5 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 6 -	Four for three years;
PRECINCT 7 -	Four for three years;
PRECINCT 8 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 9 -	Four for three years;
PRECINCT 10 -	Four for three years;
PRECINCT 11 -	Four for three years;
PRECINCT 12 -	Four for three years;
PRECINCT 13 -	Four for three years;
PRECINCT 14 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 15 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 16 -	Four for three years;
PRECINCT 17 -	Four for three years;
PRECINCT 18 -	Four for three years; One for one year (to fill a vacancy)
PRECINCT 19 -	Four for three years; One for two years (to fill a vacancy)
PRECINCT 20 -	Four for three years;
PRECINCT 21 -	Four for three years.

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

- Precinct 1 Thompson School, 187 Everett Street
- Precinct 2 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 3 Thompson School, 187 Everett Street
- Precinct 4 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 5 Thompson School, 187 Everett Street
- Precinct 6 Hardy School, 52 Lake Street (entrance on Brooks Avenue)
- Precinct 7 Chestnut Manor, 54 Medford Street (entrance on Chestnut Terrace)
- Precinct 8 Town Hall, 730 Massachusetts Avenue (beside Robbins Library)
- Precinct 9 Chestnut Manor, 54 Medford Street (entrance on Chestnut Terrace)
- Precinct 10 Town Hall, 730 Massachusetts Avenue (beside Robbins Library)
- Precinct 11 Bishop School, 25 Columbia Road (entrance on Stowcroft Road)
- Precinct 12 Brackett School, 66 Eastern Avenue (Left at Water Tower at top of Park Avenue)
- Precinct 13 Stratton School, 180 Mountain Avenue
- Precinct 14 Brackett School, 66 Eastern Avenue (Left at Water Tower at top of Park Avenue)
- Precinct 15 Stratton School, 180 Mountain Avenue
- Precinct 16 Dallin School, 185 Florence Avenue (off Park Avenue)
- Precinct 17 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)
- Precinct 18 Dallin School, 185 Florence Avenue (off Park Avenue)
- Precinct 19 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)
- Precinct 20 Park Avenue Congregational Church, 50 Paul Revere Road (corner of Park Ave. & Wollaston Ave.)
- Precinct 21 Peirce School, 85 Park Ave. Extension (entrance on Newland Road)

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 23rd day of April, 2018, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

ARTICLE 2

STATE OF THE TOWN ADDRESS

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

ARTICLE 3

REPORTS OF COMMITTEES

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, School Committee and other committees, commissions, and boards heretofore appointed, or dissolve any inactive committees; and take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 4

APPOINTMENT OF MEASURER OF WOOD AND BARK

To choose and appoint all the usual Town Officers not hereinbefore mentioned, in such a manner as the Town may determine; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 5 **ELECTION OF ASSISTANT TOWN MODERATOR**
To elect a Town Meeting Member as Assistant Moderator for a term of one year, as provided in Title I, Article 1, Section 11.A, of the Bylaws; or take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 6 **BYLAW AMENDMENT/CAPITAL PLANNING COMMITTEE**
To see if the Town will vote to amend TITLE II, Article 3 by changing the number of registered voters on the Capital Planning Committee from four registered voters of the Town appointed by the Moderator to between four and six registered voters of the Town appointed by the Moderator; to specify the length of their terms as well as the manner of such appointments and reappointments; or take any action related thereto.

(Inserted at the request of the Moderator and the Capital Planning Committee)

ARTICLE 7 **BYLAW AMENDMENT/TOWN MEETING WARRANT DELIVERY**
To see if the Town will vote to amend TITLE I, Article 2 by changing the manner of delivery of the Warrant to every dwelling house in Town and to the Town Meeting Representatives; or take any action related thereto.

(Inserted at the request of the Moderator and the Town Meeting Procedures Committee)

ARTICLE 8 **BYLAW AMENDMENT/ADDITION OF CERTAIN DELINQUENT MUNICIPAL FEES/FINES TO BE A LIEN ON REAL ESTATE TAX ACCOUNT**

To see if the Town will vote to amend Title I, Article 21 ("Municipal Charges Liens") of the Town Bylaws; to include in the placement of a lien or liens onto any real estate tax accounts, any fees, fines, or penalties levied by a Town and/or School department upon a resident property owner and/or non-resident property owner of the Town, where such fee, fine, or penalty is delinquent. Said amended Bylaw is in accordance with Section 58 of Chapter 40 "Municipal Charges Lien" of the Massachusetts General Law; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 9 **BYLAW AMENDMENT/FINANCIAL INFORMATION**
To see if the Town will vote to amend the Town Bylaws relative to financial information in real estate tax bills, including but not limited to eliminating the provisions of Title I, Article 17 ("Financial Information"); or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 10 **BYLAW AMENDMENT/ANIMAL CONTROL REGULATIONS**
To see if the Town will vote to amend the Town Bylaws to comport with recent changes in state law adopted through Chapter 248 of the Acts of 2016 ("An Act Preventing Animal Suffering and Death"), including but not limited to changes concerning the manner in which dogs may be confined, tethered, and treated; the manner of enforcement and penalties for violation of the Town's Animal Control Bylaws; and the time frame and terms of license applications; or take any action related thereto.

(Inserted at the request of the Town Clerk and the Town Manager)

ARTICLE 11 **BYLAW AMENDMENT/VACANT STORE FRONT REGISTRY**
To see if the Town will vote to amend Title V, Article 17 of the Town Bylaws ("Registration and Maintenance of Vacant Commercial and Industrial Buildings") to extend the period of time a property may not be used or occupied before being considered "vacant," adjust the timing and

manner of collecting annual registration fees, and adjust the timing, criteria, and manner of applying for and receiving waivers; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 12 **BYLAW AMENDMENT/BETTERMENT BYLAW REVISION**

To see if the Town will vote to Amend Title III Article 3 of the Town Bylaws: Repairs to Private Ways to revise the criteria, process, and other material terms for the approval and administration of temporary repairs to private ways, including revising the definition of abutters and the number or percentage of abutters required for a betterment petition, providing for limited Town repairs at the Town's sole discretion for the sole purpose of ensuring safe passage of emergency vehicles without incurring liability for same; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 13 **BYLAW AMENDMENT/ARLINGTON COMMISSION
ON ARTS AND CULTURE**

To see if the Town will vote to amend Title II, Article 8 of the Town Bylaws to change the name of the Arlington Commission on Arts and Culture, alter its membership and composition, and expand and/or alter its duties and responsibilities to include, but not limited to the following: public art, cultural district management, and seeking and distributing arts-related grants; or take any action related thereto.

(Inserted at the request of the Arlington Commission on Arts and Culture)

ARTICLE 14 **BYLAW AMENDMENT/TREE PRESERVATION AND
PROTECTION**

To see if the Town will vote to amend the Town Bylaws, Title V Regulations Upon the Use of Private Property, Article 16: Tree Protection and Preservation, Section 4, Procedures and Requirements for the Preservation of Trees, to increase the fees for tree removal or to authorize the Board of Selectmen to set the fees for tree removal, in the interests of reflecting the true cost of tree removal; or take any action related thereto.

(Inserted at the request of the Tree Committee)

ARTICLE 15 **BYLAW AMENDMENT/NOISE ABATEMENT**

To see if the Town will vote to amend Title V, Article 12 of the Town Bylaws to regulate the permissible hours and volume of noise generated by parties and events on residential private property, by reducing the permissible hours of operation and/or decibel levels of loudspeakers and sound amplifying devices used for entertainment, requiring neighbor notifications for parties on residential private property in which noise amplification will be used, and providing for exemptions for certain well known Town-wide events and/or celebrations periods such as "Porch Fest"; or take any action related thereto.

(Inserted at the request of Meredith DiMola and ten registered voters)

ARTICLE 16 **BYLAW AMENDMENT/TIME OF TOWN MEETING
SESSIONS**

To see if the Town will vote to amend Title I, Section 1, to change the time of Town Meeting from 8:00 p.m. to 7:00 p.m.; or take any action related thereto.

(Inserted at the request of Bill Hayner and ten registered voters)

To see if the Town will vote to amend Title VI, Article 6 of the Town Bylaws ("Historically or Architecturally Significant Buildings") to amend the definition of "Significant Building" to include any building more than 50 years of age at the time of inquiry, or any building built on or before January 1, 1968; or take any action related thereto.

ARTICLE 18

HOME RULE LEGISLATION/APPOINTMENT OF TOWN COMPTROLLER

(Inserted at the request of the Town Treasurer)

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would allow the creation of a consolidated department of municipal finance; or take any action related thereto.

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act, and further to amend the Town Bylaws to change the name of the Board of Selectmen to the Select Board in all relevant provisions and variants of presentation in the Act and the Bylaws; or take any action related thereto.

To see if the Town will vote to further revise Article 41 of the Annual Town Meeting of 1992, which established the Vision 2020 Standing Committee, to amend the name of the committee to "Envision Arlington," provide a new statement of purpose, and revise the length of terms for Standing Committee Members; or take any action related thereto.

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

To see if the Town will vote to endorse the application for Federal Fiscal Year 2019 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

6

ARTICLE 24**REVOLVING FUNDS**

To see if the Town will vote to hear or receive a report concerning the receipts and expenditures of approved revolving funds, amend the Town Bylaws to adopt new revolving funds, and/or to appropriate sums of money to such revolving funds and determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 25**ACCEPTANCE OF LEGISLATION/INCREASE OF SURVIVORS BENEFITS**

To see if the Town will vote to accept the provisions of Section 65 of Chapter 139 of the Acts of 2012 to increase the benefit paid to survivors under Massachusetts General Law Chapter 32, Section 101 from \$9,000 to \$12,000 annually; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 26**POSITIONS RECLASSIFICATION**

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Human Resources)

ARTICLE 27**COLLECTIVE BARGAINING**

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, establish a reserve for funding future collective bargaining, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union;
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Police Patrol Officers' Association (formerly Arlington Patrolmen's Association);
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

ARTICLE 28**APPROPRIATION/PARKING OPERATING COSTS**

To see if the Town will appropriate or transfer a sum of money to fund appropriate operating costs of new parking equipment and measures from the Special Revolving Parking Fund established under Article 7 of the October 2016 Special Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 29**APPROPRIATION/TOWN BUDGETS**

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal

property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Human Resources, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Facilities, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 30

CAPITAL BUDGET

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager and the Capital Planning Committee)

ARTICLE 31

RESCIND OR REAPPROPRIATE BORROWING AUTHORIZATIONS FROM PRIOR YEARS

To see if the Town will vote to rescind the authority to borrow or reappropriate funds, from prior years' authorizations, the amounts remaining with regard to any numbered prior Annual and/or Special Town Meeting Warrant Articles; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 32

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 33

APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF WATER MAINS AND WATER FACILITIES

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 34

**APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL & OUT OF DISTRICT
VOCATIONAL PLACEMENTS**

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, tuition, and all of Arlington's other obligations under the Minuteman Regional School District Agreement for the Minuteman Regional Vocational Technical High School, as well as paying the tuition for all other out of district vocational education placements, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 35

APPROPRIATION/COMMITTEES AND COMMISSIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Arlington Committee on Tourism and Economic Development, Vision 2020, Transportation Advisory Committee, Arlington Commission on Arts and Culture, Poet Laureate Screening Committee and any other Town Committee or Commission; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 36

**APPROPRIATION/TOWN CELEBRATIONS
AND EVENTS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

Patriots' Day Celebration and the Memorial Day Observation
Display of American Flags on Massachusetts Avenue
Placing of American Flags on the Graves of Veterans
Town Day Celebration
Veterans' Day Parade

(Inserted at the request of the Town Manager)

ARTICLE 37

APPROPRIATION/MISCELLANEOUS

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable

medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 38

APPROPRIATION/WATER BODIES FUND

To see if the Town will vote to appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment, and oversight of all the Town's water bodies, said sum to be raised by the general tax and expended under the direction of the Town Manager, who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Arlington Conservation Commission, the Vision 2020 Standing Committee, and the Spy Pond and Reservoir Committees of the V2020 Environment Task Group)

ARTICLE 39

APPROPRIATION/ COMMUNITY PRESERVATION FUND

To see if the Town will vote to make appropriations from the Community Preservation Fund for eligible community preservation projects; for community preservation reserve accounts for historic preservation, open space and recreation, and affordable housing; for Community Preservation Committee administrative expenses or other eligible expenses; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

ARTICLE 40

APPROPRIATION/HARRY BARBER COMMUNITY SERVICE PROGRAM

To see if the Town will vote to appropriate the sum of \$7,500.00 for the Harry Barber Community Service Program for the Council on Aging, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Council on Aging)

ARTICLE 41

APPROPRIATION/PENSION ADJUSTMENT FOR FORMER TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEES

To see if the Town will vote to appropriate a sum of money to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote upon their retirement; this adjustment to be paid to those who qualify and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 42

APPROPRIATION/OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND

To see if the Town will vote to accept into the Other Post Employment Benefits (OPEB) Trust Fund, established by Chapter 161 of the Acts of 2005, an appropriation of funds and/or the transfer of additional monies that the Town may deem advisable from other sources, including any monies previously deposited into any of the Town's stabilization funds for this purpose, in order to

administer and fund its OPEB obligation as described in the said Chapter 161 of the Acts of 2005; determine how the monies shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 43

APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 44

TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery "Sale of Lots and Graves" and/or "Perpetual Care Funds"; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 45

USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2018; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 46

APPROPRIATION/LONG TERM STABILIZATION FUND

To see if the Town will make an appropriation to the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 47

APPROPRIATION/FISCAL STABILITY STABILIZATION FUND

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

.... (SIGNED)

....A true copy.

Attest:

(SIGNED)

JOSEPH A. CURRO, JR.

KEVIN F. GREELEY

DIANE M. MAHON

DANIEL J. DUNN

CLARISSA ROWE

SELECTMEN

OF THE

TOWN

OF

ARLINGTON

RICHARD BOYLE
CONSTABLE

HOW TO VOTE BY ABSENTEE BALLOT

Reasons for voting absentee

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town

Physical disability

Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

Applying for an absentee ballot

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered

Your registration address

Precinct, if you know it

The precise address to which you wish the ballot sent

Your own signature

Requesting to vote by mail

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

Requesting to vote in person

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

Applying to vote if you are absent from the state, in the armed services or a prisoner

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

What if I am permanently physically disabled?

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

NOTE: Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.



JOSEPH A. CURRO, JR., CHAIR
KEVIN F. GREELEY, VICE CHAIR
DIANE M. MAHON
DANIEL J. DUNN
CLARISSA ROWE