

## **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, June 6, 2019  
6:30 PM***

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

*6:30 p.m. Open Meeting*

*6:30 p.m. Public Comment*

*6:50 p.m. Arlington Education Foundation Update, A. Pirone, J Schilling*

*7:00 p.m. Arlington Special Education Parents Advisory Committee Update, I. Hwang*

*7:15 p.m. Mathematics and Computer Science Update, M. Coleman*

*7:45 p.m. Special Education Update/Plan for new special education programs at Ottoson Middle School and Arlington High School, A. Elmer*

*8:05 p.m. Discuss District Goals for 2019-2020*

*8:35 First Read of 2019-2020 School Calendar Updates*

*8:50 p.m. Monthly Financial Report, M. Mason*

*9:00 p.m. Superintendent's Report, K. Bodie*

*9:20 p.m. Consent Agenda*

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

*Approval of Warrant: Warrant # 19234, Dated May 23, 2019, Total Warrant Amount \$ 593,747.09.*

*Approval of Minutes: School Committee Regular Minutes, May 23, 2019*

*Approval of Trips: OMS Adventures in Belize Trip April 2020.*

*Approval of Trip: AHS Trip to San Juan moved to October 8-14, 2019*

*9:25 p.m. Subcommittee/Liaison Reports/Announcements*

*Budget: Kirsi Allison-Ampe, Chair*  
*Community Relations: Jennifer Susse, Chair*  
*Curriculum, Instruction, Assessment & Accountability: Jane Morgan, Chair*  
*Facilities: Bill Hayner, Chair*  
*Policies & Procedures: Paul Schlichtman, Chair*  
*Legal Services Review: Bill Hayner; Jeff Thielman*  
*Arlington High School Building Committee: Jeff Thielman, Kirsi Allison-Ampe*  
*Liaisons Reports*  
*Announcements*  
*Future Agenda Items*

*9:30 p.m. 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 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.*

*To discuss Kathleen Bodie, Superintendent's contract.*

*10:00 p.m. Adjournment*

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

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

*Submitted by Len Kardon, Chair*

*Correspondence Received:*

*Warrant Dated May 23, 2019*

*Draft minutes May 23, 2019*

*Trip Approval, Belize, April 2020 Application, J. Buckley*

*AHS Junior Book Awards Invitation to Mr. Kardon*

*Staff Recognition Awards, May 30, 2019 notice*

*2019-2020 School Calendar updated*

*June Enrollment Figures*



## **Town of Arlington, Massachusetts**

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### **Meeting Location**

#### **Summary:**

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



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## **Town of Arlington, Massachusetts**

**6:30 p.m. Open Meeting**



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## **Town of Arlington, Massachusetts**

**6:30 p.m. Public Comment**



## **Town of Arlington, Massachusetts**

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**6:50 p.m. Arlington Education Foundation Update, A. Pirone, J Schilling**

**ATTACHMENTS:**

Type	File Name	Description
▣ Reference Material	Innovation_in_Education_Grants__2018-19.pdf	Innovation in Education
▣ Reference Material	Innovation_Grants_FY16-FY19.pdf	Innovations Grants

# **Arlington Education Foundation**

## **Innovations in Education Grants, 2018-19**

### **SPRING 2019 Innovations in Education Grants**

**Changing Perspectives on our National Stories of Origin:** Bishop School faculty and staff will develop curriculum and resources to support teaching all facets of our national holidays and highlight diversity within America's story of origin.

**Latin Independent Reading for Proficiency:** Latin students at Ottoson Middle School will have a classroom library of accessible novellas written in Latin to reach beyond traditional instructional methods and develop fluent reading and speaking.

**AHS Journalism Club:** The Journalism Club at AHS will expand its print edition capabilities, offering students extended learning opportunities; and members of the club will attend a Harvard-Crimson journalism conference in December 2019 to learn the essential skills of professional journalism.

**Self-Defense Elective in Physical Education and Wellness:** P.E. students at AHS will be able to choose a self-defense elective that will boost student self-esteem through hands-on training in self defense, practical safety skills, and conflict resolution skills.

**Sensory Toolkit:** Stratton School will have an assortment of therapy tools designed to support sensory self-regulation. These tools will be available for any student to borrow during school community events.

**Social Emotional Library:** The AHS media center space will be reimaged to include areas for quiet independent work, collaborative work, and social learning through games and puzzles. This concept will help inform the layout for the media center in a new Arlington High School.

**Wellness Workshops for Educators and Social Workers:** At Gibbs School, a series of wellness workshops for educators and social workers will enhance well-being, social-emotional skills, mindfulness, and help build a positive and supportive school climate.

### **FALL 2018 Innovations in Education Grants**

**Building Culturally Responsive Skills for Engaging All Students:** Teachers, administrators and staff district-wide will receive professional development about the complex issues raised by race and racism and their impact on student engagement and achievement

**AHS Wellness Day 2018 and 2019:** An annual all-day event focused on mental health and self-care for high school students and staff

**Storytelling Residency and Curriculum:** A storytelling residency at Thompson school will explore genres and forms of storytelling to teach public speaking, specific curricular content, and the art of storytelling

**Mobile and Flexible Digital Investigating:** Mobile digital probes will allow high school science students to conduct experiments and capture data outside of the classroom

**Hands-on, Nurturing Experience in Middle School General Music:** Flexible seating will allow Ottoson students to actively engage in music lessons

**Diversify and Innovate Stratton Library:** Culturally diverse books and related exploration stations will expand student learning for all Stratton students

**STEAM for Second Grade:** Dallin students will explore engineering and design concepts with hands-on building sets

**Professional Collaboration Swivl for Student Discussion and Perspective Taking:** Videos of student literature circles at Gibbs School will guide the teaching of discussion techniques that incorporate various perspectives

**One Book, One School:** All Brackett students will learn and connect as a community through the shared experience of reading the same book



**Innovation Grants FY 16 - FY 19**

School	Grants Awarded FY16-19								Total Awarded	Total Applied	% Awarded
	Fall 2015	Spr 2016	Fall 2016	Spr 2017	Fall 2017	Spr 2018	Fall 2018	Spr 2019			
Bishop		1	1	1	1			1	5	5	100%
Brackett	1		1	1	2		1		6	6	100%
Dallin	1	1					1	1	4	6	67%
Hardy			1						1	3	33%
Peirce		1			1				2	3	67%
Stratton							1	1	2	3	67%
Thompson			1				1		2	5	40%
All Elementary	2								2	3	67%
Menotomy PS				1					1	1	100%
Gibbs						2	1	1	4	5	80%
Ottoson	1	2	3		1		1	1	9	12	75%
AHS				5	4	3	2	3	17	21	81%
AHS-Ottoson									0	0	n/a
District-wide					1		1		2	2	100%
Total	5	5	7	8	10	5	9	8	57	75	76%

Grants Applied For FY 16-FY 19									
School	Fall 2015	Spr 2016	Fall 2016	Spr 2017	Fall 2017	Spr 2018	Fall 2018	Spr 2019	Total Applied For FY16-19
Bishop		1	1	1	1			1	5
Brackett	1		1	1	2		1		6
Dallin	1	1	2				1	1	6
Hardy			1					2	3
Peirce		1			1		1		3
Stratton			1				1	1	3
Thompson		1	2				2		5
All Elementary	2						1		3
Menotomy PS				1					1
Gibbs					1	2	1	1	5
Ottoson	1	3	5		1		1	1	12
AHS			1	5	5	4	3	3	21
AHS-Ottoson									0
District-wide					1		1		2
Total	5	7	14	8	12	6	13	10	75

**Notes**

Applications for grants where an elementary school partnered with another school were counted for each school.



## **Town of Arlington, Massachusetts**

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**7:00 p.m. Arlington Special Education Parents Advisory Committee Update, I. Hwang**



## **Town of Arlington, Massachusetts**

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**7:15 p.m. Mathematics and Computer Science Update, M. Coleman**

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	Math___SC_Presentation_-_2019.pdf	Math Presentation

# APS Math and CS

**Matt Coleman and Emily  
Veader**

# Goals/ Action Items For Current Year

- Elementary
  - Continued Coaching Support for Curriculum and Instruction
  - Support Unit Planning which includes Formative Data
  - Restructure Assessment System - work continued over the next few years
  - Restructure student intervention to include push in and pull out services
- OMS/Gibbs
  - Restructure CS
  - Continued Standards Alignment
  - Incorporate data cycles to identify core issues
- AHS
  - Closure of Alg I B and creation of inclusion Alg I A
  - Incorporate data cycles to identify core issues
  - Revisions to CS
  - Revisions to the Math Fair Project - included the 8th grade section

# Elementary Update – Curriculum Implementation

1. Initial Implementation Phase Completed this year
  - Teachers in K-5 were trained in Investigations 3.0
    - 56 teachers attended at least one Summer Math PD directly related to implementing the curriculum
    - Teachers attended 3 unit planning days during their implementation year
    - Coaches have supported teachers in their classrooms and in weekly planning during unit planning year

# Elementary Update – Intervention

## 2. Development of system wide Tier 2 and Tier 3 Math Support

- Student Intervention 4 full-time staff
  - Thompson, Hardy, Stratton, and Peirce
  - Push in and Pull out services
  - Pilot of online support and Running Records
- Four Math Practice Guides
  - Provide roughly 10 hours per week
  - Thompson, Bishop, Brackett, and Dallin

# OMS/Gibbs Update

1. Creation of 7th/8th grade CS elective
  - a. Served roughly  $\frac{1}{3}$  of the population
  - b. Focused on problem solving, algorithmic thinking, and computational thinking
  - c. Utilized mBots, Scratch, and Python
2. Creation of a mandatory 6th grade course
  - a. Focused on problem solving, algorithmic thinking, and computational thinking
  - b. Utilized 3D printing, Vorpals Robots, and Scratch



# AHS Update

1. Restructure Math offerings
  - a. Alg I B closed, inclusion sections created
  - b. Revisions of curriculum in all Geo levels
2. CS Course Revisions
  - a. Rotating semester courses established
  - b. Implementation of new introductory standard level course for Freshmen, primarily
  - c. Modifications and improvements to the Math Fair project, offered to all non-senior honors level students

# Goals/Action Items For Next Year

1. Coaching Support for Tier 1 Curriculum and Instruction through:
  - Coaching cycles
  - Weekly grade level team meeting: look at student work and assessments to inform instruction
2. Tier 2 and Tier 3 Math Intervention
  - Continue to pilot Running Records
  - Collect student data 3 times a year
  - Create data sharing document

# Goals/Action Items For Next Year

- OMS/Gibbs
  - Implement a 7th and an 8th grade course for CS - still elective
  - Continue revisions in curriculum due to the shift
  - Incorporate data cycles to identify core issues
- AHS
  - Close Geo B and create inclusion sections - continue curriculum revisions
  - Offer semester courses in Linear Algebra and Number Theory
  - Continue revision of Alg I course based on data and feedback from this year
  - Incorporate data cycles to identify core issues

Any Questions?



## Town of Arlington, Massachusetts

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**7:45 p.m. Special Education Update/Plan for new special education programs at Ottoson Middle School and Arlington High School, A. Elmer**

### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	School_Committee_06.06.19_(1).pdf	Special Education

# Arlington Public Schools



## **SPECIAL EDUCATION SCHOOL COMMITTEE PRESENTATION**

**JUNE 6, 2019**

# Special Education Leadership



**Alison Elmer**, Director of Special Education

**Andrea Campbell**, Special Education Financial Manager

**Chris Carlson**, Out-of-District Coordinator

**Lynne Bennett**, High School Special Education Coordinator

**Stephanie Greiner**, Middle School Special Education Coordinator

**Kristin Burke**, Elementary Special Education Coordinator

**Christina Ryan**, Elementary Special Education Coordinator

**Joyce Schlenger**, Early Childhood Coordinator

**Team Chairpersons:** Hilary Dawson, Mary DiGuardia, Joyce Dvorak, Rachel Hanlon, Bryan Magliocca, Ellen Mendes, Marion Nolan, Rebecca Precourt, & Peggy Tsatsoulis

# Special Education Service Providers



- Learning Specialists
- Sub-separate or small class Special Education teachers
- Related Service Providers - Augmentative & Alternative Communication (AAC) and Assistive Technology (AT) Specialist, Board Certified Behavior Analysts (BCBAs,) School Social Workers (SWs,) Occupational Therapists (OTs,) Physical Therapists (PTs,) School Psychologists, Speech Language Pathologists (SLPs,) Speech Language Pathologist-Assistant (SLP-A,) & Teacher of the Visually Impaired (TVI)
- Contracted service providers –Board Certified Audiologist, Orientation and Mobility (O&M) Specialist, & Teacher of the Deaf and Hard of Hearing
- Behavior Support Personnel (BSP)
- Teacher Assistants (TAs)



# Special Education Programs



- **Menotomy Preschool** – integrated preschool program serving students ages 3-5 years old
- **Supported Learning Center (SLCs)**
  - **COMPASS (C)** – largely serves students with cognitive and intellectual profiles that require significant modifications in order to access the curriculum and students often have impairments in adaptive functioning (communication, social skills, personal independence, and school or work functioning.)
  - **REACH (A)**– typically serves students with Autism Spectrum Disorder and with similar/related neurological disorders with needs based primarily around lagging skills in executive functioning skills, social cognition and emotional regulations skills, and sensory integration.
  - **SUMMIT (B)** – primarily serves students who may present with complex trauma, mood instability, impulsivity, lagging academic skills, and executive functioning weaknesses . The important functional concern is their inability to access the curriculum based on their social/emotional needs and/or struggles with self-regulation and communication.

# Special Education Population



- District total: 1050
- In-District: 916
- Out-of-District: 91
  - Public Day (Collaborative) = 29
  - Private Day = 47
  - Residential = 11
  - SEIS= 4
- Services only (eligible students parentally-placed in private schools): 43

# Special Education Population by School



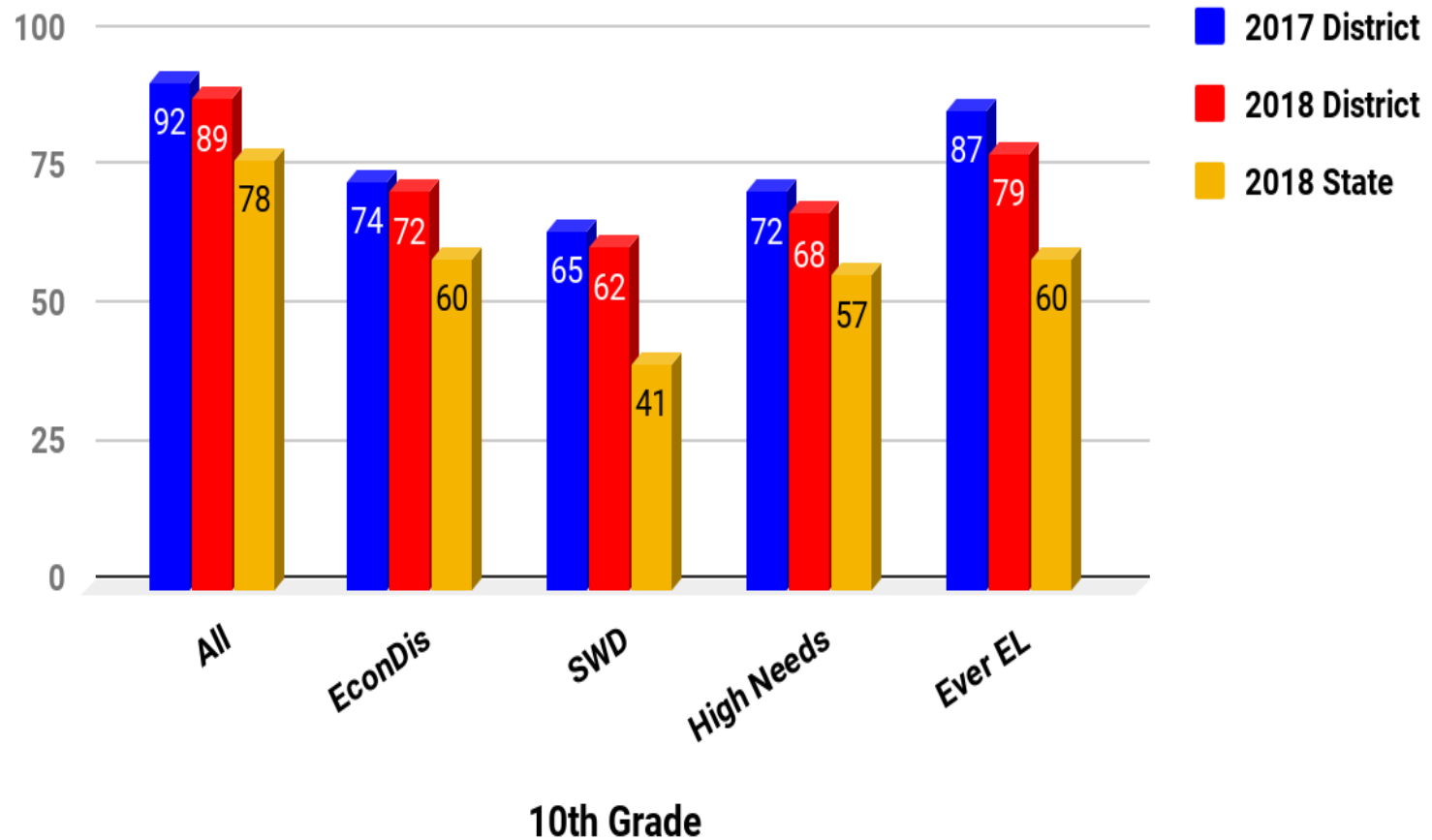
- Menotomy Preschool: **66** \* in the day program and **30** students receiving drop-in special education services.
- Bishop - 48
- Brackett \*\* - 73
- Dallin\*\* - 68
- Hardy - 64
- Peirce - 47
- Stratton\*\* - 94
- Thompson – 72
- Gibbs - 77
- Ottoson - 149
- AHS - 158

# State Performance Data

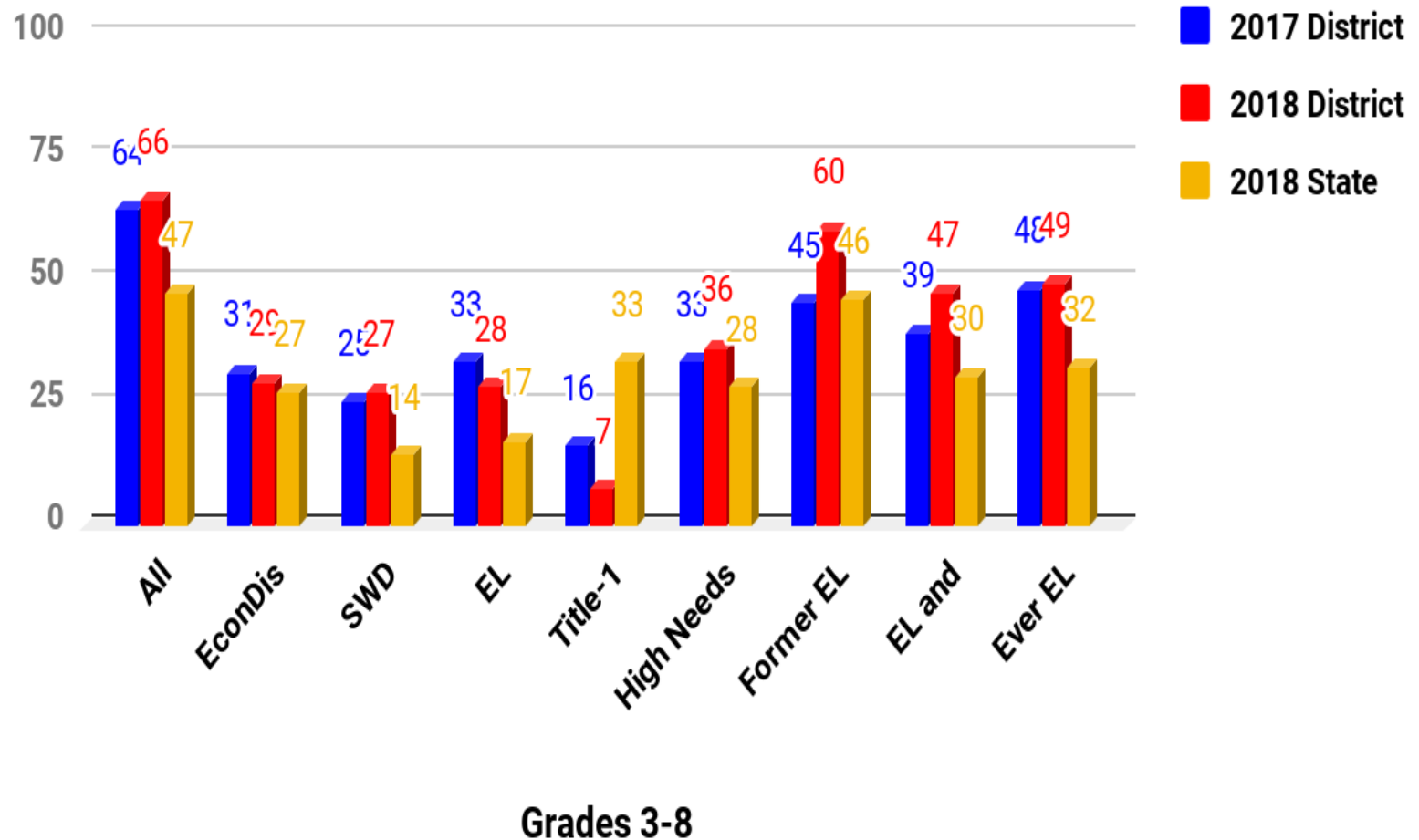


- Individual student progress measured through Individualized Education Program (IEP)
- Initially under NCLB, and now ESSA, students with disabilities (SWD) are including in State/District accountability data

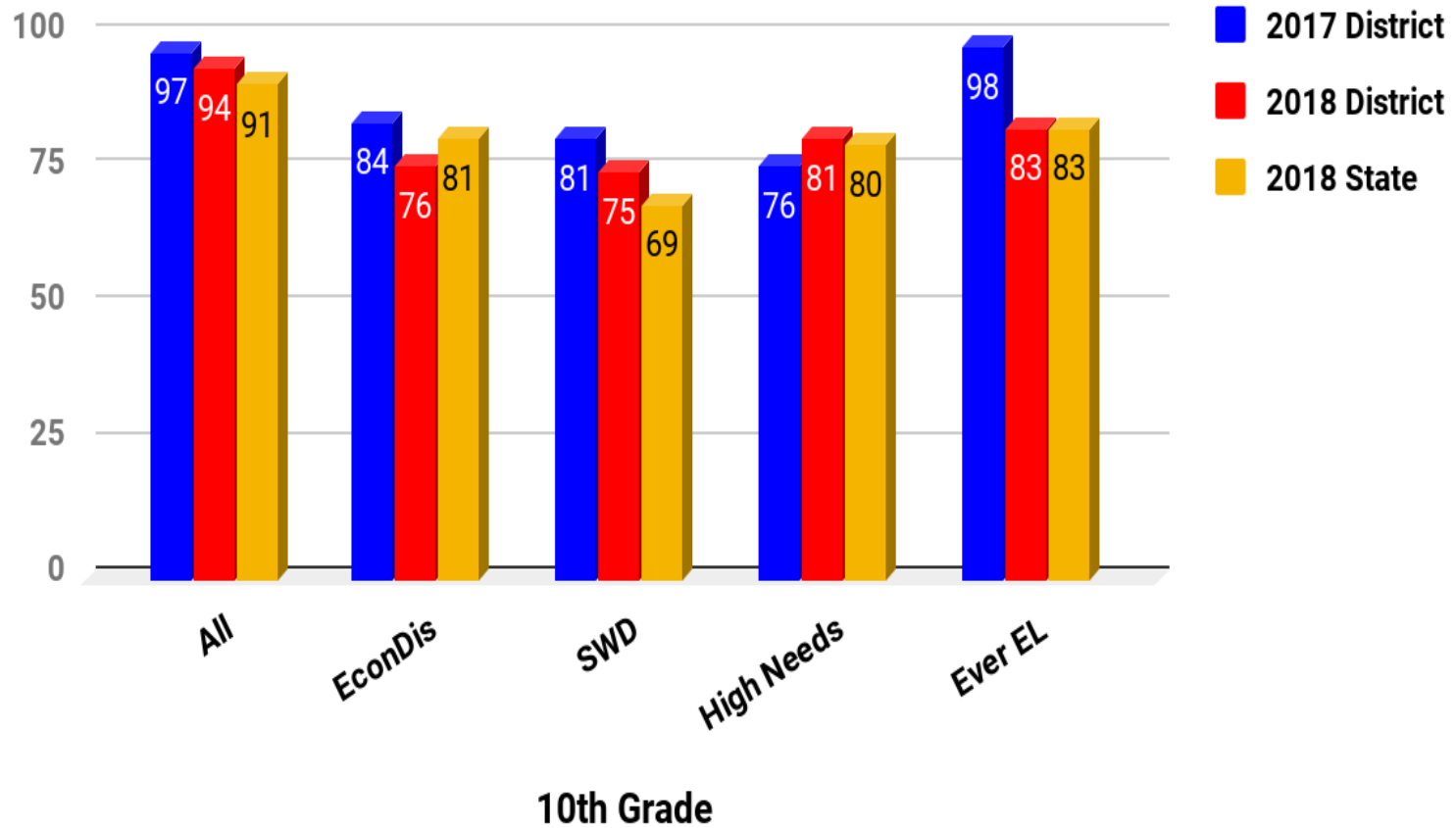
## 10th Grade District and State Math % Advanced/Proficient by Subgroup



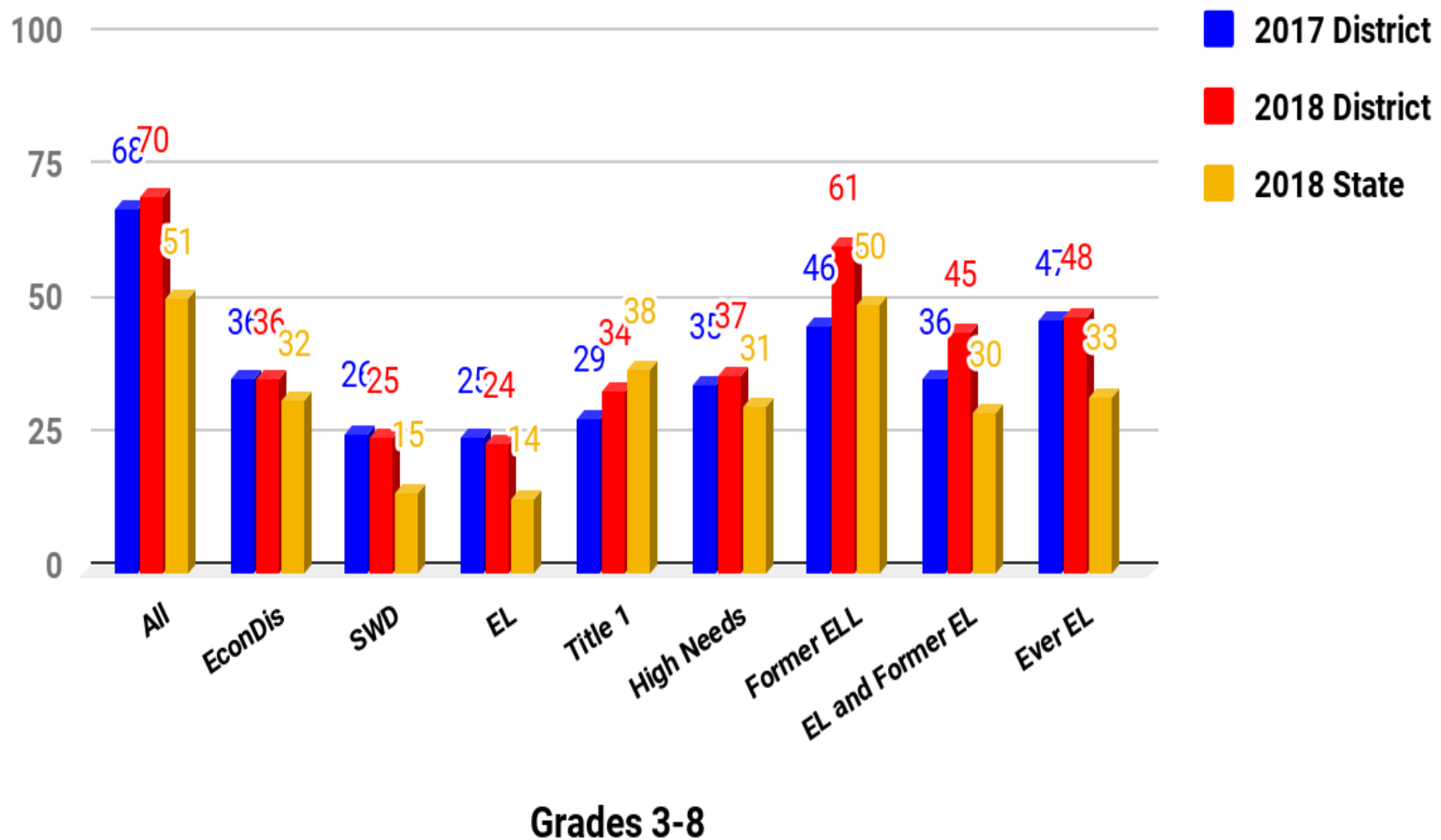
## District and State Math % Meeting/Exceeding by Subgroup (3-8)



## 10th Grade District and State ELA % Advanced/Proficient by Subgroup

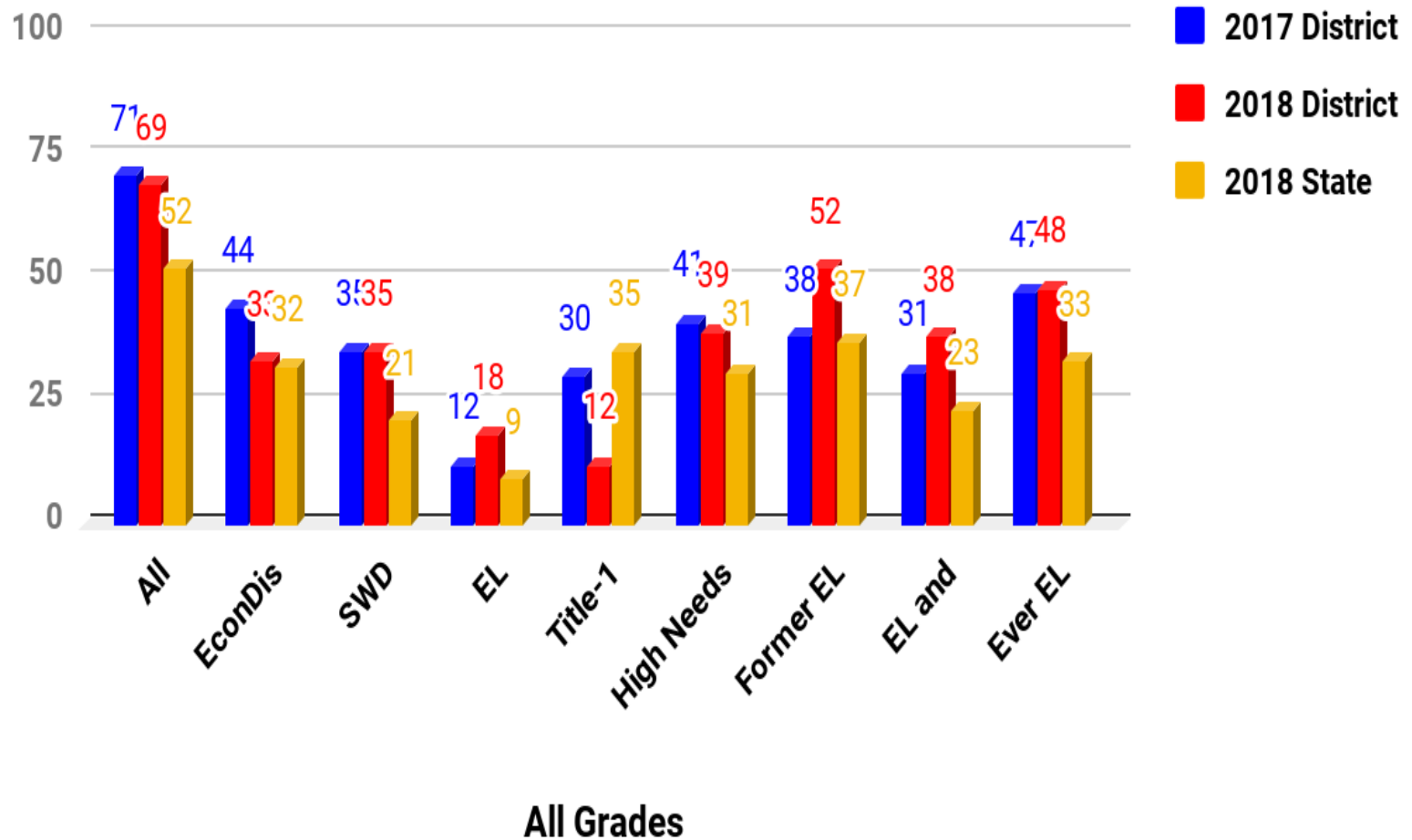


## District and State ELA % Meeting/Exceeding by Subgroup (3-8)

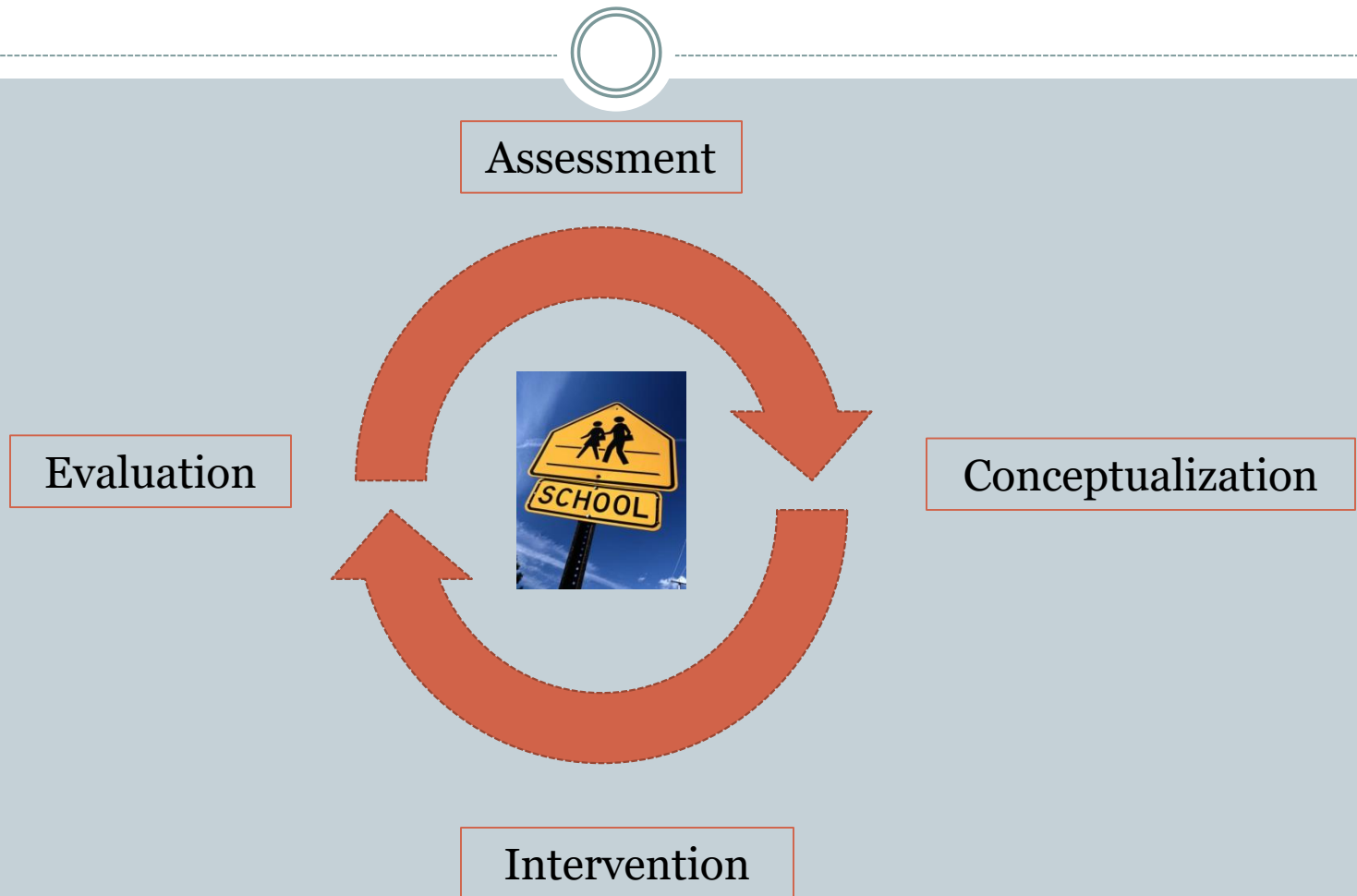




# All Grades District and State Science Technology/Engineering % Advanced/Proficient by Subgroup



# Program Development is an Iterative Cycle of...

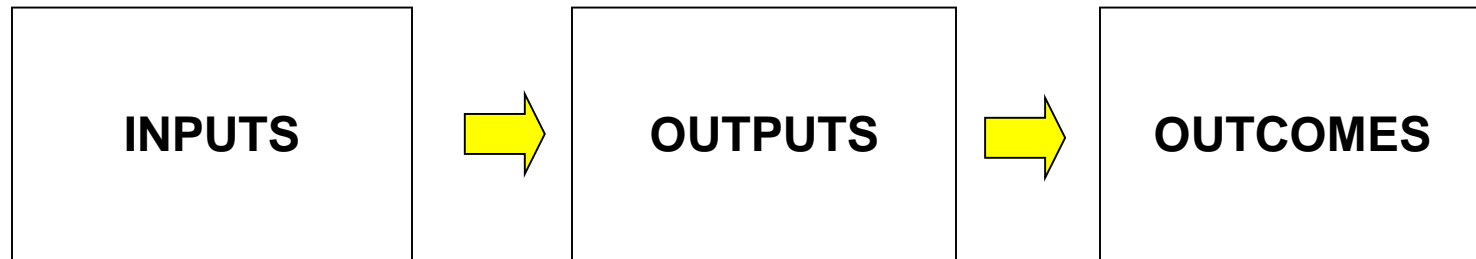


# The logic model is...

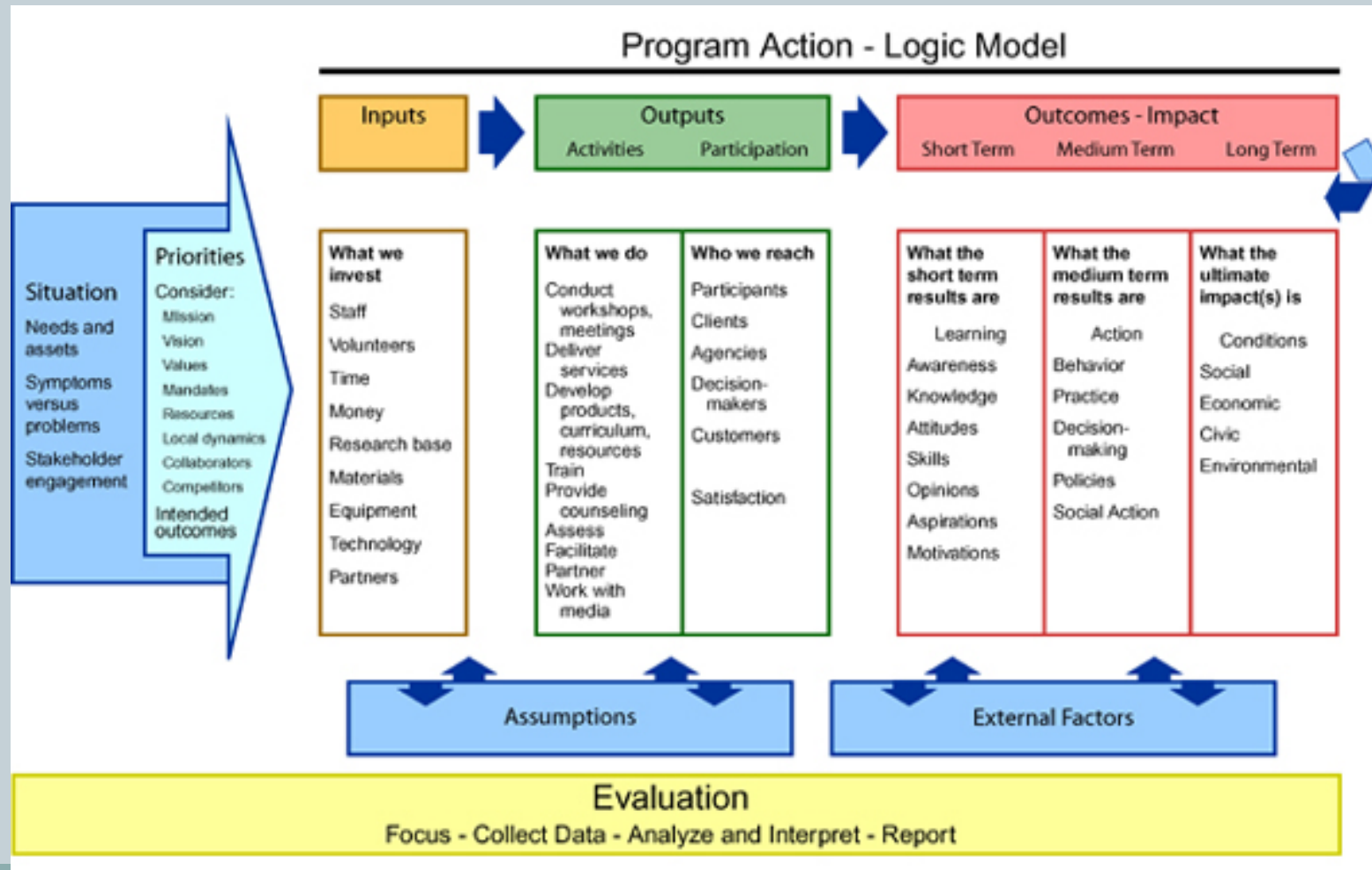


- A depiction of a program showing what the program will do and what it is to accomplish.
- A series of “if-then” relationships that, if implemented as intended, lead to the desired outcomes
  - The underlying idea is to make the best use of all resources available by organizing them in the most logical and advantageous ways—all in accordance with relevant best practices.
- The core of program planning and evaluation

# In Simplest form



# So here's what you're organizing ....



# Program Expansion - Compass



## Who will the program serve?

- Address a range of cognitive profiles, including students diagnosed with intellectual disabilities and cognitive impairments. Typically, a student performs in a way which requires significant academic modification from the general education curriculum (e.g., functional academics), as well as a higher level of academic support, specialized instruction, and related services.
- The program serves AHS students through graduation or the termination of special education services (as determined by IEP Team). In the program, students will develop skills such as travel training, understanding the local community, and connections with adult services
- Students typically have significant modifications in their individualized education program and require changes in the methodology of instruction and a smaller teacher:student ratio.
- The program also offers and serves many students who receive related services including occupational therapy, speech language therapy, and/or counseling on their individualized education program.

# Program Expansion – Compass, AHS



Teaching staff will be working with students on:

- Creating transition plans for post secondary goals.
- Social emotional and communication skill development to increase independence and access their local community, share space and social experiences with others.
- Independent living skill development to pursue post secondary goals, including the ability to navigate the community, manage finances, purchase necessary items such as food and clothing, and maintain a safe and appropriate living environment, with or without assistance such as supported employment and community living assistance.
- Development of personal health & wellness habits in diet, nutrition, physical health, and sexual health.

# Program Expansion – Compass, AHS



- Instruction is directly tied to each student's post secondary goals. This includes activities of daily living (ADLs) development, money management, skills required to interview, as well as obtain and sustain increased independent living skills and employment. In addition to academic coursework, classes may also include cooking, baking, sewing, home care, self care etc.
- Additionally, programming includes deepening each student's self knowledge in adolescent development and health.
- Individually tailored MCAS preparation, including completion of MCAS Alt Portfolios, or completion of Next Generation MCAS, as appropriate



# Program Expansion – Compass, AHS



## **Staffing:**

- Special Education Teachers: 3 teachers will have responsibilities for delivering instruction in the content areas, one of whom is primary program liaison (1.0 FTE)
- Behavior Support Personnel
- Related Service Providers- Speech and Language Pathologist, School Social Worker, BCBA. and Occupational Therapy and Augmented and Assistive Technology consultation.

# Program Expansion – Summit, OMS



- There is a population of students at OMS with a variety of Social/Emotional needs based around **Anxiety, Depression, Self-Regulation, and/or Complex Family History.**
- This population requires S/E support services in a substantially separate, partial or full inclusion based setting, depending on the individual plans for the students.
- Without S/E support, students in the Summit Program would not make adequate progress in a regular education setting, for a variety of reasons related to academic, organizational and emotional/behavioral deficits.

# Program Expansion – Summit, OMS



- The Summit Program's mission is to appropriately support students struggling with anxiety, depression, self-regulation, and/or a complex family history by applying research based interventions and practices in a variety of school settings.
- By addressing specific needs, students will develop strategies to prepare them for successful transition to independence by fostering a connection to the greater academic community.

# Program Expansion – Summit, OMS



Arlington - Ottoson			
Student Goals			
Goal	When the Goal will be Reached		
	Short-Term Outcome (e.g., change in knowledge and/or awareness; occurs soon after program begins)	Intermediate Outcome (e.g., change in behavior; occurs during his/her time in the program)	Long-Term Outcome (e.g., change in condition; occurs after leaving the program)
1. Emotional Stability	Student effectively transitions into program, develops positive connections with staff and peers, and begins to understand their own disabilities	Student is able to reflect on behaviors, making connections to their disability and using applicable skills with programmatic and therapeutic supports	Student is able to proactively utilize strategies learned for the classroom, with peers, and other common school settings.
How it will be measured	<ul style="list-style-type: none"> <li>•Daily level system (classroom observations)                             <ul style="list-style-type: none"> <li>•Grades</li> <li>•Teacher feedback</li> <li>•Behavioral Data</li> <li>•Attendance</li> </ul> </li> <li>•Pre/Post assessments for skills based treatments</li> </ul>		
2. Academic Success	Student is able to identify major academic goal areas while acclimating to their schedule, attending classes and utilizing support staff	Student is attending core classes regularly with greater independence and meeting academic expectations (with supports)	Student is able to attend core classes and specials, meeting classroom expectations with building-based supports
How it will be measured	<ul style="list-style-type: none"> <li>•Attendance</li> <li>•Grades</li> <li>•Teacher feedback</li> <li>•Time on task</li> </ul>		

# Program Expansion – Summit, OMS



Arlington - Ottoson			
Family Goals			
Goal	When the Goal will be Reached		
	Short-Term Outcome (e.g., change in knowledge and/or awareness; occurs soon after program begins)	Intermediate Outcome (e.g., change in behavior; occurs during his/her time in the program)	Long-Term Outcome (e.g., change in condition; occurs after leaving the program)
1. Effective Strategies	Family will gain awareness of programmatic structures/supports and how they pertain to their student's disability (understanding cause/effect of behaviors)	Family will increase understandings of their student's disability and research-based practices that can be adapted for the home setting	Families will practice proactive supports/strategies that align with the school.
How it will be measured	<ul style="list-style-type: none"> <li>•Attendance</li> <li>•Parent survey</li> <li>•Parent/Student survey</li> <li>•Regular communication</li> </ul>		

# Staff Roles and Responsibilities

<i>Program Lead Teacher Full-time</i>	<i>Social Worker</i>	<i>Assistants 2 Full-time</i>
<ul style="list-style-type: none"> <li>✓ Classroom teaching (15 hr/wk.)</li> <li>✓ Prep for teaching (5)</li> <li>✓ Family Support Group (1)</li> <li>✓ Crisis Intervention Emotional First Aid (5)</li> <li>✓ Communication with parents/guardians and staff (5)</li> <li>✓ Special Education liaison (4)</li> <li>✓ Organize program and student data – including level system (5)</li> <li>✓ Program Meetings (3)</li> <li>✓ Gen. Ed. Consults /Observations (6)</li> </ul>	<ul style="list-style-type: none"> <li>✓ DBT course and follow-up (3 hr/wk)</li> <li>✓ Family Support Group (1)</li> <li>✓ Collateral and family contact: Emails, phone calls (5)</li> <li>✓ Milieu interventions w/students and staff (8)</li> <li>✓ Program meetings (3)</li> <li>✓ <b>Scheduled Direct Service with students (15)</b></li> <li>✓ <b>Collateral and family contact: Emails, phone calls (5)</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ In-class academic and behavior support (15 hr/wk)</li> <li>✓ Emotional first-aid (10)</li> <li>✓ Facilitating activities to build positive relationships with students (5)</li> <li>✓ One-on-one tutoring and academic support (7.5)</li> <li>✓ Data tracking (5)</li> <li>✓ Mainstream teacher collaboration (2.5)</li> <li>✓ Program meetings (3)</li> </ul>

# LABBB Program Evaluation



“This evaluation is focused on the specific area of inclusionary practices for students who are determined eligible for special education....to assist in having a guided and focused discussion that will enable effective short and long-range planning.”

- LABBB Collaborative: Arlington Inclusionary Practices (2017)

# TIMELINE



- Record review October 2017
- Onsite observations October & November 2017
- Interviews November & Dec 2017
- Final report issued in May 2018



# Commendations



- District efforts to provide an inclusionary approach to instruction
  - 70.5% in Full-inclusion vs. 63.3% State-wide average
  - 6.1% in Substantially separate vs. 13.9% State-wide average
- High school co-teaching model, common-planning block for collaborating teachers.
- Middle school co-teaching model – special education teacher & TA travel with students to each content area
- Co-teaching class ratios
- Millbrook Program assessment center
- Harbor & Shortstop Programs at the high school for re-entry after extended absences
- Use of technology
- Organizational skill development during academic support periods at middle school
- Google School format for data collection at elementary level

# Areas of Findings



- “Pre-referral”/Multi-tiered Systems of Support
- Teacher Assistants
- Co-teaching/Inclusion services
- IEP Development & Evaluation
- Communication/Internal processes

# Steps Taken SY2018-19



- **Professional development for Teaching Assistants/Behavior Support Personnel and those working with TAs/BSPs**
  - All special education staff began the year with training on “Providing Adult Support in an Inclusive Classroom”
  - Paraprofessionals engaged in an year-long series of professional development during the early release department time on topics from data collection, implementing behavior plans, Responsive Classroom, and fostering independence in the inclusion setting
- **Continue work with on program development**
  - Reach (SLC-A) working with consultant, Dr. Elizabeth Keefe, throughout the year on program development & Dr. Keefe will continue next year
  - Compass (AHS) & Summit (OMS) will engage with Wediko consultant, Doug Delaney, LICSW, over the summer months and through next year on program expansion
- **Communication ladder/Department Organizational Chart**
  - Created for both staff and families. Shared at the start of the school year with staff & through the SEPAC with families

# Steps SY2018-19



- **Memorialize transition procedures**
  - Preschool to Kindergarten special education transition defined in writing
  - Elementary to Gibbs/ Gibbs to Ottoson already established
  - Next year will memorialize Middle to High School procedures
  
- **Role-a-like working groups (related service providers) to refine assessment resources/eligibility criteria/service delivery/goal attainment**
  - Related service providers met throughout the school year during department time to complete a logic model defining roles & services, common assessments tools, and establishing guidelines for eligibility and discharge
  
- **Work with building administrators and curriculum directors to address co-teaching recommendations**
  - Co-teaching teams and teachers attend co-teaching workshops
  - Worked with curriculum directors to expand co-teaching classes at high school & eliminate Curriculum B in some content areas

# Professional Learning Opportunities SY2018-19



- **Paraprofessionals**

- Implementing behavior intervention plans
- Overview of Responsive Classroom principles & Implementing Responsive Classroom strategies
- Providing Adult Support in an Inclusive Setting
- Data Collection, Inclusion Support, Review and “how to” for student specific plans
- Orientation/Review of SLC-A components:ABA & DT, Social Thinking/Supporting Social Skill Development, CPS, Sensory Support, ASD refresher
- Data Collection - Summary and Use
- Inclusive Group Learning and Multi-Aged Instructional Strategies to Support Small Group

# Professional Learning Opportunities SY2018-19



- **Learning Specialists & Special Education Teachers**
  - Teaming for Success: Co-Teaching and inclusive practices to close the achievement gap
  - Co-Teaching Conference
  - Best Practices in Co-Teaching
  - Executive Function Workshop
  - The Neuroscience of Training Executive Functioning and Attention
  - Enhancing Special Education Practices - Learn more/Worry Less
  - Effective Education for Children with Down Syndrome in School
  - Integrating DBT for Students with Social/Emotional/Behavioral Difficulties
  - Massachusetts Standards in Social Emotional Learning and Approaches to Play and Learning.
  - Providing Adult Support in an Inclusive Setting

# Professional Learning Opportunities SY2018-19



- **Learning Specialists & Special Education Teachers**
  - Project Read: Framing Your Thoughts: Sentence Structure
  - Project Read: Framing Your Thoughts: Paragraph Writing
  - Lively Letters
  - Wilson Reading System
  - Just Words (Wilson)
  - Administering and scoring the WIST
  - RAVE-O
  - Using assessment data to identify reading profiles and target intervention & Working with Struggling Readers Service Planning and Evaluation
  - Developing Culturally Responsive Interactive Read-Aloud Mini-Units for the Early Childhood Classroom
  - Targeted Reading Intervention Training
  - Subtyping framework for reading: Application of Framework to Cases

# Professional Learning Opportunities SY2018-19



- **Related Service Providers**

- Departmental review of best practice in assessment, intervention, service delivery
- ABA Programs in Public Schools: Legal Issues and Practical Resources
- 19 Timesaving Strategies to Integrate Your OT Interventions into Classrooms
- Therapeutic Crisis Intervention for Families Training
- Behavioral Health Emergencies in the PreK-8 Classroom
- Building Bridges from the Testing Report to Real-Life Settings: Using Appropriate Academic and Behavior Strategies
- Introduction to the Neurosequential Model of Therapeutics Core Concepts
- Technology Integration for Social and Executive Function
- Providing Adult Support in an Inclusive Setting



# Professional Learning Opportunities SY2018-19



- **Leadership**

- Special Education Leadership Institute
- Unpacking Cultural Proficiency
- Leadership for Inclusive Practices
- Legal Issues in Educating Students with Disabilities
- Optimizing the transition from middle school to high school
- Leading with Equity and Access
- Facilitative Leadership for Equity & Inclusion
- Special Education and Cultural Competency Related to EL Learners

# Professional Learning Opportunities SY2018-19



- **All Staff (District)**
  - Youth Mental Health First Aid
  - Hip-Hop(e): The Art and Science of Creating an Environment Where All Youth Can Thrive
  - Collaborative Problem Solving
  - The Impact of Trauma on Learning: An Overview
  - The Impact of Trauma on Learning: Classroom and Student Supports
  - The Impact of Trauma on Learning: Action Research and Seminar
  - Responsive Classroom

# SY 2019-20



- Five year strategic plan/budget requests/district goals for SY2019-20
  - PD line item requests to address training needs
  - Purchase of executive function curriculum for implementation in middle school academic support classes
  - Request for funding on-site co-teaching coaching/consultant to support implementation of model
  - Identify planning opportunities for co-teaching & program teams over the summer
  - Continue program development through consultation with Wediko (Compass & Summit) & Dr. Elizabeth Keefe (Reach/SLC-A)
  - Continue professional development with Dr. Melissa Orkin in area of reading assessment & intervention to deliver specially-designed instruction for students identified with reading disorders (dyslexia)



## **Town of Arlington, Massachusetts**

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**8:05 p.m. Discuss District Goals for 2019-2020**

**ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	District_Goals_2019-2020_Draft.pdf	Draft District Goals 2019-2020

## DRAFT DISTRICT GOALS 2019-20120

**Goal 1: Student Achievement** *The Arlington Public Schools will ensure that every graduate is prepared to enter and complete a post-secondary degree program, pursue a career, and be an active citizen in an ever-changing world by offering a rigorous, comprehensive, standards-based and data-driven K-12 system of curriculum, instruction, and assessment that integrate social, emotional and wellness support.*

**Goal Objective 1.1** *Students will engage in curricula that are designed in response to the district's vision of student as learner, remain in alignment with state standards, and coherent within each discipline.*

**Goal Objective 1.2** *Students will develop their social and emotional (SEL) skills through age-appropriate SEL instruction which empathizes an awareness of cultural bias and by learning in classrooms where responsible decision making, empathy, and the importance of positive relationships are the norm.*

**Goal 2: Staff Excellence and Professional Development** *The Arlington Public Schools will recruit, hire, retain, and build the capacity of a diverse staff to be excellent teachers and administrators by providing high quality professional development aligned to needs, instructional support, coaching, and an evaluation framework that fosters continuous improvement.*

**Goal Objective 2.1** *Professional learning for educators will reinforce targeted components of the academic curriculum, social emotional competencies and pedagogy, and will emphasize culturally competent and data-informed instructional practices that support student learning and growth.*

**Goal Objective 2.2** *During the 2019-2020 school year, Human Resources Director in collaboration with all District Administrators will seek to increase the overall diversity of district staff from current numbers by recruiting qualified teachers and staff with diverse backgrounds to apply for vacant positions within the district.*

**Goal 3: Resources, Infrastructure and Educational Environment** *The Arlington Public Schools will offer a cost effective education that maximizes taxpayer dollars and utilizes best practices, academic research, and rigorous self-evaluation to provide students and staff the resources, materials and infrastructure required for optimum teaching and learning in a safe and healthy environment.*

**Goal Objective 3.1:** During the 2019-2020 school year, the Assistant Superintendent will work with the English and Math curriculum leaders to identify elementary and middle school formative assessments to add to the District Data Bank for teachers and support staff to access. The data from the identified formative assessments will assist with informing instruction.

**Goal Objective 3.2:** During the 2019-2020 school year, each building principal will establish a school data team to review student data to support academic achievement, behavior, and social emotional learning.

**Goal 4: Operations, Communications and Stakeholder Engagement** The Arlington Public Schools will be run smoothly, efficiently and professionally. The district will operate transparently and engage in effective collaboration and responsive communication with all stakeholders. It will provide timely, accurate data to support financial decision-making, envisioning of the district's future, and long-range planning in partnership with other Town officials. Through these actions it will create broad support for a high quality education system, that is community's most valuable asset.

**Goal Objective 4.1:** Contingent on community approval of a debt exclusion override for the new high school, complete the Detailed Design (MSBA - Module 5) of the high school project. This will be accomplished by working with the Arlington High School Building Committee, Owner's Project Manager, Architects, and Construction Manager at Risk, to develop design and phasing plans for the high school building project with ongoing input from faculty, related groups and the community.

**Goal Objective 4.2:** By the end of the 2019-2020 school year, the Assistant Superintendent and Curriculum Leaders will create an overview of the district's elementary curriculum and post it on the district's website.

**Goal Objective 4.3:** During the 2019-2020 school year, District Administration will develop a process for planning for the continuing maintenance and upkeep of the high school in the years leading up to the high school rebuild.





















## **Town of Arlington, Massachusetts**

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### **8:35 First Read of 2019-2020 School Calendar Updates**

#### **ATTACHMENTS:**

	Type	File Name	Description
▢	Reference Material	June_4__2019_Calendar_Update_Observances.pdf	Calendar Update -Observances
▢	Reference Material	June_4__2019_Calendar_Update.pdf	2019-2020 Calendar Updates

**Arlington Public Schools 2019-2020 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.

Eid al-Adha	Muslim	Monday, August 12, 2019
Muharram	Muslim	Tuesday, September 10, 2019
Labor Day	National Holiday	Monday, September 2, 2019
Rosh Hashanah	Jewish Holiday	Monday, September 30, 2019
Yom Kippur	Jewish Holiday	Wednesday, October 9, 2019
Columbus Day	National Holiday	Monday, October 14, 2019
First Day of Sukkot	Jewish Holiday	Monday, October 14, 2019
Shmini Atzeret	Jewish Holiday	Monday, October 21, 2019
Simchat Torah	Jewish Holiday	Tuesday, October 22, 2019
Diwali/Deepavali	Observance	Sunday, October 27, 2019
Halloween	Observance	Thursday, October 31, 2019
All Saints' Day	Christian	Friday, November 1, 2019
All Souls' Day	Christian	Saturday, November 2, 2019
Veterans Day	National Holiday	Monday, November 11, 2019
Thanksgiving Day	National Holiday	Thursday, November 28, 2019
Feast of the Immaculate Conception	Christian	Sunday, December 8, 2019
Chanukah/Hanukkah (first day)	Jewish Holiday	Monday, December 23, 2019
Christmas Eve	Observance, Christian	Tuesday, December 24, 2019
Christmas	National Holiday	Wednesday, December 25, 2019
Kwanzaa (until Jan 1)	Observance	Thursday, December 26, 2019
New Year's Eve	Observance	Tuesday, December 31, 2019
New Year's Day	National Holiday	Wednesday, January 1, 2020
Epiphany	Christian	Monday, January 6, 2020
Martin Luther King Day	National Holiday	Monday, January 20, 2020
Lunar New Year	Chinese New Year	Saturday, January 25, 2020
Presidents' Day	National Holiday	Monday, February 17, 2020
Ash Wednesday	Christian	Wednesday, February 26, 2020
Purim	Jewish Holiday	Tuesday, March 10, 2020
Palm Sunday	Christian	Sunday, April 5, 2020
Holy Thursday	Christian	Thursday, April 9, 2020
Good Friday	Christian	Friday, April 10, 2020
Easter Sunday	Observance, Christian	Sunday, April 12, 2020
Palm Sunday	Orthodox	Sunday, April 12, 2020
Orthodox Good Friday	Orthodox	Friday, April 17, 2020
Easter Sunday	Orthodox	Sunday, April 19, 2020
Passover (first day)	Jewish Holiday	Thursday, April 9, 2020
Patriot's Day	Observance	Monday, April 20, 2020
Ramadan	Muslim	Friday, April 24, 2020
Eid Al-Fitr	Muslim	Sunday, May 24, 2020
Memorial Day	National Holiday	Monday, May 25, 2020
Shavuot	Jewish Holiday	Friday, May 29, 2020





# Arlington Public Schools 2019-2020 School Calendar [www.arlington.k12.ma.us](http://www.arlington.k12.ma.us)

## August 2019

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
26	27	<b>T</b>	<b>T</b>	30

## September (19 days) 2019

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
<b>H</b>	EE	4	5	6
9	EE	11	*12	13
16	EE/MS	18	19	20
23	EE	25	*26	27
<b>N</b>				

## October (21 days) 2019

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
	EE	2	3	4
7	EE	<b>N</b>	*10	11
<b>H</b>	EE	16	17	18
21	EE/MS	23	*24	25
28	EE/OMC	30	31	

## November (17 days) 2019

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				<b>T</b>
4	EE/GSC	6	7	8
<b>H</b>	EE/HS	13	*14/HD	15
18	EE/MS/HS	20	21	22
25	EE	EA*	<b>H</b>	<b>N</b>

## December (15 days) 2019

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
2	EE	4	*5	6
9	EEC	11	*12	13
16	EEC	18	19	20
<b>V</b>	<b>V</b>	<b>H</b>	<b>V</b>	<b>V</b>
<b>V</b>	<b>V</b>			

## January (21 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		<b>H</b>	2	3
6	EE	8	*9	10
13	EE/OMC	15	16	17
<b>H</b>	EE/GSC	22	*23	24
27	EE	29	30	31

EA: Early Release All, 1:00  
 EA\*: Early Release All, Noon, No Lunch  
 EA\*\*: Early Release All Last Day 11:30  
 EE\*: Early Release Elem Tuesday 11:15  
 EE: Early Release Elem Every Tuesday 1:00  
 EEC: Early Release Elem Conference 11:15  
 EE/MS: Early Release Elem/Middle School  
 GSC: Early Release Gibbs Conference 11:15  
 OMC: Early Release Ottoson Conference 11:15  
 MS: Early Release Gibbs & Ottoson 1:00  
 HC: Early Release HS Conference 1:30  
 HD: High School Delayed Opening 9:00  
 H: Federal/State Holiday  
 N: No School  
 T: Teacher Only PD  
 V: Vacation

T = Teachers Only  
 August 28 and 29, 2019  
 November 1, 2019

First Day for Students:  
 Grade 1-12 Tuesday, September 3  
 Grade K Tuesday, September 3, Open House  
 Preschool Tuesday, September 9

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

EE/MS  
 Early Release at 1:00 Lunch served

EEC: Elementary Conference Schedule  
 Tuesday, December 10, 2019 11:15 a.m. No Lunch  
 Thursday, December 12, 2019 Evening 6-8 p.m.  
 Tuesday, December 17, 2019 11:15 a.m. No Lunch

GSC: Gibbs School Conference Schedule  
 Monday, November 4, 2019 Evening 6-8 p.m.  
 Tuesday, November 5, 2019 11:15 a.m. No Lunch  
 Tuesday, January 21, 2020 11:15 a.m. No Lunch  
 Wednesday, January 22, 2020 Evening 6-8 p.m.

OMC: Ottoson Middle School Conference  
 Tuesday, October 29, 2019 11:15 a.m. No Lunch  
 Thursday, Nov 7, 2019 Evening 6-8 p.m.  
 Tuesday, January 14, 2020 11:15 a.m. No Lunch  
 Thursday, January 16, 2020 Evening 6-8 p.m.

HC: High School Conference Schedule  
 Thursday, November 12, 2019 Afternoon TBD  
 Thursday, November 14, 2019 8-9 a.m.  
 Thursday, November 19, 2019 Afternoon TBD  
 Thursday, November 21, 2019 Evening 6-8 p.m.  
 Tuesday, December 3, 2019 Evening 6-8 p.m.

Menotomy Preschool: 8:30-2:30

Elementary School: 8:10-2:30

Gibbs School: 8:00-2:26

Ottoson Middle School: 8:00-2:26

Arlington High School: 8:00-2:26

## February (15 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
3	EE	5	6	7
10	EE	12	*13	14
<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
24	EE/MS	26	*27	28

## March (22 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
2	EE	4	5	6
9	EE	11	*12	13
16	EE/MS	18	19	20
23	EE	25	*26	27
30	EE			

## April (16 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
		1	2	3
6	EE	8	*9	<b>N</b>
13	EE	15	16	17
<b>H</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
27	EE/MS	29	30	

## May (20 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
				1
4	EE	6	*7	8
11	EE	13	14	15
18	EE/MS	20	*21	22
<b>H</b>	EE	27	28	29

## June (14 days) 2020

<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
1	EE	3	4	5
8	EE	10	*11	12
15	EE/MS	17	EA**	19
22	EE	24	EA**	26
29	30			

Kindergarteners Only:  
 September 3. Open House  
 Sept 4, 1/2 of Kindergarten class all day  
 Sept 5, 1/2 of Kindergarten class all day  
 Sept 6, All Kindergarten classes, all day  
 June 15, All Kindergarten classes last day of school w/no snow

Grade 1-12  
 \*\*June 18 is 180th day w/no snow days  
 \*\*June 25 is 185th day w/5 snow days  
 \*\*Last day of school 11:30 Dismissal  
 No lunch served

Arlington High School Graduation  
 Saturday, June 6, 2020, 3:00 pm

\*School Committee Meets Thurs, 6:30 p.m.



## **Town of Arlington, Massachusetts**

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### **8:50 p.m. Monthly Financial Report, M. Mason**

#### **ATTACHMENTS:**

Type	File Name	Description
▣ Reference Material	SC_Finance_Report_Apr_2019_-_2019.06.04.pdf	SC Finance Report
▣ Reference Material	General_Fund_-_Period_10.pdf	General Fund
▣ Reference Material	Revolving___Grant_-_Period_10.pdf	Revolving & Grant



## *Arlington Public Schools*

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

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*Michael Mason, Jr.  
Chief Financial Officer*

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To: Arlington School Committee  
From: Michael Mason  
Re: Monthly Financial Reporting Packet  
Date: June 6, 2019

Attached you will find a copy of the monthly financial reporting packet for the period ending 4/30/2019. There are three different reports for your review. Included are separate monthly budget tracking reports for each of the three different funding source categories: general fund (town appropriation), grants funds (state and federal), and revolving accounts.

### **General Fund Report**

The general fund expenditure report includes spending through 4/30/2019, and is summarized by object code. You may be used to seeing this format as this is consistent with the reporting that has been used in the past. 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 \$290,708. It is important to note that this does not mean that we expect there to be a surplus, but instead represents the total remaining after all known expenses at the time of this report have been encumbered.

### **Grant Accounts Report**

The grant account report includes a year to date tracking of revenue and expenditure totals for each of our FY19 grant accounts. This report includes both federal and state grants. Currently all of these grants we included in our budget plan have been approved, and are active. Our current spending is in line with our budget plan, and we don't expect there to be any issues.

### **Revolving Accounts Report**

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

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

Arlington Public Schools  
General Fund Expenditure Report  
Thru April 30, 2019

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
81111 - Administration Sal & Wages	4,865,881	17,159	4,883,040	3,939,631	910,709	16,000	16,700
81112 - Teacher Salary & Wages	36,612,317	(67,093)	36,545,224	24,396,635	11,551,698	482,530	114,361
81113 - Custodial Salaries	1,492,878	-	1,492,878	1,187,817	248,079	-	56,982
81114 - Food Service Salary Wages	189,615	-	189,615	163,555	-	26,060	-
81115 - Clerical Salaries	1,959,883	1,134	1,961,017	1,646,308	379,661	-	(64,952)
81116 - Full Time Teacher Aides Sal	3,437,780	28,376	3,466,156	2,700,912	660,098	97,654	7,492
81117 - Other Full Time Salaries	2,453,805	95,050	2,548,855	2,042,787	583,548	-	(77,480)
81118 - Part Time Salary Wages	152,384	-	152,384	152,357	34,149	-	(34,122)
81119 - Sped Summer School(Hardy)	175,000	-	175,000	171,637	-	-	3,363
81120 - Bus Monitors	25,000	-	25,000	6,600	-	18,400	-
81201 - Temp Salaries Professional	159,080	70,000	229,080	183,994	3,000	42,086	-
81202 - Temporary Salary Wages Other	113,500	-	113,500	109,034	-	4,466	-
81203 - Substitute Teachers Day To Day	266,825	-	266,825	212,997	3,508	50,321	(1)
81204 - Extended Term Sub Teacher	407,417	44,329	451,746	399,220	56,099	-	(3,573)
81205 - Student Activity Support Stip	122,448	-	122,448	76,652	73,694	-	(27,898)
81206 - Temporary Clerical Help	30,000	-	30,000	18,458	-	-	11,542
81210 - Academic Teacher Leadership	77,994	-	77,994	62,996	35,424	-	(20,426)
81215 - Administrative Stipend	71,603	-	71,603	41,973	20,744	-	8,886
81301 - Overtime Peakload Requirement	46,000	-	46,000	31,041	-	-	14,959
81302 - Cust/Snow/Ice Removal	15,000	-	15,000	52,897	-	-	(37,897)
81304 - Maintenance Salaries	595,642	-	595,642	330,928	71,236	93,478	100,000
81305 - Maint/Wk Out Of Classification	7,167	-	7,167	4,320	-	-	2,847
81307 - Permit	-	-	-	14,909	-	-	(14,909)
81308 - Out Of Classification Salary	600	-	600	12,930	-	-	(12,330)
81310 - Call Back	9,000	-	9,000	13,591	-	-	(4,591)
81313 - Auto Allowance	15,000	-	15,000	1,473	92	-	13,435
81314 - Custodial Clothing Allow	11,200	-	11,200	11,100	-	-	100
81316 - Custodial Absence/Vacation	50,500	-	50,500	51,890	-	-	(1,390)
81318 - Teacher Room Moving	8,800	-	8,800	16,615	-	-	(7,815)
81320 - Skills Stipend	2,500	-	2,500	1,211	288	-	1,001
81322 - Other Stipends	27,750	-	27,750	12,660	1,750	-	13,340
81323 - Custodial Athletic Events	15,528	-	15,528	9,907	-	5,621	-
81413 - Longevity/Teachers	415,605	-	415,605	384,819	5,296	26,000	(510)
81414 - Longevity Admin	14,199	-	14,199	21,341	-	-	(7,142)
81415 - Longevity Clerical	24,650	-	24,650	27,274	-	-	(2,624)
81416 - Longevity Cust	16,500	-	16,500	21,839	-	-	(5,339)
81730 - Pensions	2,400	-	2,400	1,886	-	-	514
81760 - Clothing Allowance	11,100	-	11,100	13,341	-	-	(2,241)
81765 - Auto Allowance	-	-	-	7	133	-	(140)
82103 - Power Electricity	677,654	-	677,654	621,335	283,665	143,370	(370,716)
82104 - Natural Gas	525,000	-	525,000	350,851	142,031	32,118	-
82403 - Plumbing Services	17,000	-	17,000	27,474	2,433	27,121	(40,028)
82404 - Roof Repairs	12,500	-	12,500	7,322	4,736	-	442

Arlington Public Schools  
General Fund Expenditure Report  
Thru April 30, 2019

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
82405 - Flooring Supplies/Services	5,000	-	5,000	13,312	4	4,326	(12,642)
82407 - Masonry Supply Services	5,000	-	5,000	-	-	-	5,000
82408 - Electrical Services	50,000	-	50,000	39,698	9,659	-	643
82409 - Grounds Supplies	5,000	-	5,000	1,096	-	3,180	724
82410 - Painting Services	5,000	-	5,000	7,790	183	-	(2,973)
82411 - Window Glass Service Supplies	5,000	-	5,000	6,525	138	464	(2,127)
82412 - Hvac Contracted Services	60,000	-	60,000	45,651	10,576	1,900	1,873
82414 - Boiler Contracted Services	50,000	-	50,000	41,616	714	-	7,670
82415 - Snow Removal Contracted	30,000	36,000	66,000	119,606	-	-	(53,606)
82420 - Elevator Maintenance Repairs	30,000	-	30,000	25,362	11,290	35,873	(42,525)
82703 - Equipment Rental	83,360	-	83,360	59,904	36,488	-	(13,032)
82904 - Custodial Supplies Cleaning	385,452	-	385,452	366,128	105,550	-	(86,226)
82905 - Extermination Services	2,000	-	2,000	1,150	4,925	-	(4,075)
82999 - Misc Maintenance Services	12,400	-	12,400	48	-	22,665	(10,313)
83101 - Professional Tech Services	844,532	-	844,532	581,542	327,558	-	(64,568)
83102 - Legal Services	200,000	-	200,000	94,237	45,763	-	60,000
83201 - Tuition Other Schools	6,032,929	(71,351)	5,961,578	3,776,117	1,340,072	92,318	753,071
83301 - Contracted Transportation	1,154,000	(69,769)	1,084,231	559,693	356,938	11,447	156,153
83302 - Field Trips	5,625	-	5,625	4,637	1,500	-	(512)
83303 - Otto Busing Reimburse	6,800	-	6,800	5,354	-	-	1,446
83402 - Telephone/Pagers	42,255	-	42,255	19,889	11,011	-	11,355
83403 - Advertising	6,700	-	6,700	2,320	-	-	4,380
83404 - Reproduction/Printing	21,100	-	21,100	4,814	3,418	144	12,724
83405 - Postage	800	-	800	67	-	-	733
83802 - Environmental Services	5,000	-	5,000	1,684	-	1,250	2,066
83803 - Security Services	14,000	-	14,000	23,541	13,344	541	(23,426)
83804 - Athletic Services	158,692	-	158,692	100,055	14,031	8,210	36,396
83807 - Insurance	47,856	-	47,856	46,452	-	-	1,404
83808 - Safety Equip And Testing	800	-	800	-	-	-	800
84201 - Office Supplies	86,105	-	86,105	56,337	13,328	269	16,171
84303 - Plumbing Supplies	35,000	-	35,000	24,549	2,173	-	8,278
84306 - Carpentry Supplies Doors	15,000	-	15,000	19,175	3,611	-	(7,786)
84308 - Electrical Supplies	25,000	-	25,000	15,212	1,507	-	8,281
84312 - Hvac Supplies	30,000	-	30,000	14,287	6,021	-	9,692
84321 - Equipment Maintenance	5,192	-	5,192	28,953	195	2,735	(26,691)
84399 - Misc Maintenance Supplies	-	-	-	1,855	-	-	(1,855)
84802 - Motor Vehicle Repair	32,835	22,165	55,000	53,787	34,871	1,056	(34,714)
84803 - Gas & Oil	40,000	-	40,000	29,413	13,773	-	(3,186)
84902 - Food Supplies	39,550	-	39,550	23,590	11,057	183	4,720
85100 - Educational Supplies	3,200	-	3,200	5,319	-	1,348	(3,467)
85101 - Repro Paper Toner Supplies	115,034	-	115,034	79,694	20,335	1,028	13,977
85102 - Testing Materials	26,576	-	26,576	8,735	16,514	17,818	(16,491)
85103 - Instructional Materials	359,103	-	359,103	331,675	18,430	8,453	545

Arlington Public Schools  
General Fund Expenditure Report  
Thru April 30, 2019

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	PROJECTED ENCUMBRANCES	AVAILABLE BUDGET
85104 - Athletic Supplies	50,653	-	50,653	65,111	6,367	-	(20,825)
85106 - Textbooks Books Periodicals	169,782	-	169,782	133,500	28,566	-	7,716
85107 - Instructional Services	-	-	-	-	250	8,106	(8,356)
85110 - Instruction Equipment	26,806	-	26,806	23,805	1,437	15,790	(14,226)
85201 - Medical Surgical Supplies	15,000	-	15,000	15,695	10,577	-	(11,272)
85802 - Computer Supplies	18,341	-	18,341	18,764	987	-	(1,410)
85803 - Graduation Service Ceremonies	15,000	-	15,000	2,458	8,833	640	3,069
85804 - Computer Software	259,377	-	259,377	254,167	21,200	-	(15,990)
85806 - Misc Supplies	865	-	865	639	830	-	(604)
87101 - Business Travel	6,600	-	6,600	2,816	3,208	717	(141)
87105 - Workshops Stipends/Green Slip	74,000	(70,000)	4,000	5,414	-	-	(1,414)
87106 - Graduate Course Reimbursement	25,000	-	25,000	6,230	5,703	918	12,149
87202 - Training Educ Conf & Attendanc	160,256	-	160,256	127,958	59,605	1,680	(28,987)
87301 - Professional Affiliations	49,944	-	49,944	40,087	4,246	1,600	4,011
87601 - Court Judgements Settlement	102,000	-	102,000	-	-	-	102,000
88501 - Capital Equipment/Furniture	6,000	-	6,000	1,621	-	16,146	(11,767)
88502 - Computer Network Telecom	480	-	480	-	-	-	480
88550 - Computer Equipment Hardware	20,317	-	20,317	4,747	-	16,450	(880)
88560 - Space Rental	36,000	(36,000)	-	-	-	-	-
88920 - General Construction Contract	-	-	-	-	60,572	-	(60,572)
<b>Grand Total</b>	<b>66,253,022</b>	<b>-</b>	<b>66,253,022</b>	<b>46,900,405</b>	<b>17,719,429</b>	<b>1,342,480</b>	<b>290,708</b>

Arlington Public Schools  
Revolving Report  
Thru April 30, 2019

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Athletic Fees	7289 - Miscellaneous Revenue	(260,000)	(282,318)	-	22,318	-
	81202 - Temporary Salary Wages Other	260,000	231,214	-	27,042	1,744
	85104 - Athletic Supplies	-	1,744	-	-	(1,744)
<b>Athletic Fees Total Revenue</b>		<b>(260,000)</b>	<b>(282,318)</b>	<b>-</b>	<b>22,318</b>	<b>-</b>
<b>Athletic Fees Total Expense</b>		<b>260,000</b>	<b>232,958</b>	<b>-</b>	<b>27,042</b>	<b>-</b>
Athletics Ticket Sales	7289 - Miscellaneous Revenue	(40,000)	(40,418)	-	418	-
	81202 - Temporary Salary Wages Other	40,000	6,095	-	31,203	2,702
	8350 - Curriculum Supplies	-	2,702	-	-	(2,702)
<b>Athletic Ticket Sales Total Revenue</b>		<b>(40,000)</b>	<b>(40,418)</b>	<b>-</b>	<b>418</b>	<b>-</b>
<b>Athletic Ticket Sales Total Expense</b>		<b>40,000</b>	<b>8,797</b>	<b>-</b>	<b>31,203</b>	<b>-</b>
Bishop Bus Fees	7289 - Miscellaneous Revenue	(20,000)	(35,280)	-	15,280	-
	8300 - Contracted Services	20,000	2,269	-	17,731	-
<b>Bishop Bus Total Revenue</b>		<b>(20,000)</b>	<b>(35,280)</b>	<b>-</b>	<b>15,280</b>	<b>-</b>
<b>Bishop Bus Total Expense</b>		<b>20,000</b>	<b>2,269</b>	<b>-</b>	<b>17,731</b>	<b>-</b>
Building Rental Fees	7289 - Miscellaneous Revenue	(350,000)	(469,810)	-	119,810	-
	8092 - Custodial/Overtime	150,000	141,851	-	8,149	-
	82103 - Power Electricity	200,000	130,876	12,495	56,629	-
	8300 - Contracted Services	-	151,127	15,393	(166,520)	-
	8350 - Curriculum Supplies	-	5,474	-	(5,474)	-
	8659 - Instructional Equipment	-	1,675	100	(1,775)	-
<b>Building Rental Total Revenue</b>		<b>(350,000)</b>	<b>(469,810)</b>	<b>-</b>	<b>119,810</b>	<b>-</b>
<b>Building Rental Total Expense</b>		<b>350,000</b>	<b>431,003</b>	<b>27,988</b>	<b>(108,991)</b>	<b>-</b>
Circuit Breaker	7310 - Federal Revenue Thru State	(2,317,327)	(2,686,675)	-	369,348	-
	83201 - Tuition Other Schools	2,317,327	1,460,255	518,340	338,732	-
<b>Circuit Breaker Total Revenue</b>		<b>(2,317,327)</b>	<b>(2,686,675)</b>	<b>-</b>	<b>369,348</b>	<b>-</b>
<b>Circuit Breaker Total Expense</b>		<b>2,317,327</b>	<b>1,460,255</b>	<b>518,340</b>	<b>338,732</b>	<b>-</b>
Foreign Exchange	7289 - Miscellaneous Revenue	(325,000)	(153,067)	-	(171,933)	-
	85103 - Instructional Materials	285,000	45,352	-	154,108	85,540
	87202 - Training Educ Conf & Attendanc	40,000	101,054	24,486	-	(85,540)
<b>Foreign Visa Total Revenue</b>		<b>(325,000)</b>	<b>(153,067)</b>	<b>-</b>	<b>(171,933)</b>	<b>-</b>
<b>Foreign Visa Total Expense</b>		<b>325,000</b>	<b>146,406</b>	<b>24,486</b>	<b>154,108</b>	<b>-</b>
Instrumental Music Fees	7289 - Miscellaneous Revenue	(148,265)	-137869	0	(10,396)	-
	81112 - Teacher Salary & Wages	148,265	117939	15395	14,931	-
<b>Instrumental Music Total Revenue</b>		<b>(148,265)</b>	<b>(137,869)</b>	<b>-</b>	<b>(10,396)</b>	<b>-</b>
<b>Instrumental Music Total Expense</b>		<b>148,265</b>	<b>117,939</b>	<b>15,395</b>	<b>14,931</b>	<b>-</b>
Menotomy Preschool	7289 - Miscellaneous Revenue	(142,000)	(262,163)	-	120,163	-
	81112 - Teacher Salary & Wages	142,000	130,019	22,052	(17,856)	7,785
	81116 - Full Time Teacher Aides Sal	-	7,785	-	-	(7,785)
<b>Menotomy Preschool Total Revenue</b>		<b>(142,000)</b>	<b>(262,163)</b>	<b>-</b>	<b>120,163</b>	<b>-</b>
<b>Menotomy Preschool Total Expense</b>		<b>142,000</b>	<b>137,804</b>	<b>22,052</b>	<b>(17,856)</b>	<b>-</b>



Arlington Public Schools  
Revolving Report  
Thru April 30, 2019

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Peirce Field Rental	7289 - Miscellaneous Revenue	(22,000)	(35,170)	-	13,170	-
	81307 - Permit	-	3,813	-	-	(3,813)
	83804 - Athletic Services	22,000	8,596	610	8,981	3,813
<b>Peirce Field Rental Total Revenue</b>		<b>(22,000)</b>	<b>(35,170)</b>	<b>-</b>	<b>13,170</b>	<b>-</b>
<b>Peirce Field Rental Total Expense</b>		<b>22,000</b>	<b>12,409</b>	<b>610</b>	<b>8,981</b>	<b>-</b>
Traffic Supervisory Rebilling	7289 - Miscellaneous Revenue	(17,928)	(10,084)	-	(7,844)	-
	8350 - Curriculum Supplies	17,928	-	-	17,928	-
<b>Traffic Supervisor Rebilling Total Revenue</b>		<b>(17,928)</b>	<b>(10,084)</b>	<b>-</b>	<b>(7,844)</b>	<b>-</b>
<b>Traffic Supervisor Rebilling Total Expense</b>		<b>17,928</b>	<b>-</b>	<b>-</b>	<b>17,928</b>	<b>-</b>
Tuition In Revolving	7289 - Miscellaneous Revenue	(90,000)	(48,543)	-	(41,457)	-
	83201 - Tuition Other Schools	90,000	660	-	89,340	-
<b>Tuition In Total Revenue</b>		<b>(90,000)</b>	<b>(48,543)</b>	<b>-</b>	<b>(41,457)</b>	<b>-</b>
<b>Tuition In Total Expense</b>		<b>90,000</b>	<b>660</b>	<b>-</b>	<b>89,340</b>	<b>-</b>
AEA President Salary Offset	7289 - Miscellaneous Revenue	(15,671)	-	-	(15,671)	-
	81112 - Teacher Salary & Wages	15,671	-	-	15,671	-
<b>AEA President Offset Total Revenue</b>		<b>(15,671)</b>	<b>-</b>	<b>-</b>	<b>(15,671)</b>	<b>-</b>
<b>AEA President Offset Total Expense</b>		<b>15,671</b>	<b>-</b>	<b>-</b>	<b>15,671</b>	<b>-</b>
<b>Total Revolving Revenue</b>		<b>(3,748,191)</b>	<b>(4,161,397)</b>	<b>-</b>	<b>413,206</b>	<b>-</b>
<b>Total Revolving Expense</b>		<b>3,748,191</b>	<b>2,550,500</b>	<b>608,871</b>	<b>588,820</b>	<b>-</b>

Arlington Public Schools  
Grant Report  
Thru April 30, 2019

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Metco Grant	7330 - State Revenue	(489,063)	(245,268)	-	(243,795)	-
	81111 - Administration Sal & Wages	101,352	80,639	-	20,713	-
	81112 - Teacher Salary & Wages	86,414	54,690	5,023	26,701	-
	81116 - Full Time Teacher Aides Sal	47,852	19,992	-	27,860	-
	81201 - Temp Salaries Professional	3,850	2,173	-	1,677	-
	81202 - Temporary Salary Wages Other	3,500	664	-	2,836	-
	83101 - Professional Tech Services	14,751	1,160	2,470	11,121	-
	83301 - Contracted Transportation	221,874	145,095	66,624	10,155	-
	84201 - Office Supplies	1,120	-	548	572	-
	87202 - Training Educ Conf & Attendanc	5,300	1,886	2,199	1,215	-
	87301 - Professional Affliations	1,850	1,250	150	450	-
	88550 - Computer Equipment Hardware	1,200	-	-	1,200	-
<b>Metco Grant Total Revenue</b>		<b>(489,063)</b>	<b>(245,268)</b>	<b>-</b>	<b>(243,795)</b>	<b>-</b>
<b>Metco Grant Total Expense</b>		<b>489,063</b>	<b>307,549</b>	<b>77,014</b>	<b>104,500</b>	<b>-</b>
Special Ed Early Ed	7310 - Federal Revenue Thru State	(41,194)	(24,236)	-	(16,958)	-
	81112 - Teacher Salary & Wages	29,790	19,478	10,312	-	-
	81731 - MTRB Pension	2,681	-	-	2,681	-
	83101 - Professional Tech Services	4,350	3,950	400	-	-
	85100 - Educational Supplies	3,983	3,800	-	183	-
	87202 - Training Educ Conf & Attendanc	390	-	-	390	-
<b>Special Ed Early Ed Total Revenue</b>		<b>(41,194)</b>	<b>(24,236)</b>	<b>-</b>	<b>(16,958)</b>	<b>-</b>
<b>Special Ed Early Ed Total Expense</b>		<b>41,194</b>	<b>27,228</b>	<b>10,712</b>	<b>3,254</b>	<b>-</b>
Sped 94-142 Allocation	7310 - Federal Revenue Thru State	(1,502,474)	(757,633)	-	(744,841)	-
	81111 - Administration Sal & Wages	45,533	27,476	8,081	9,976	-
	81112 - Teacher Salary & Wages	1,237,364	831,175	351,558	54,631	-
	81201 - Temp Salaries Professional	11,266	-	-	11,266	-
	81731 - MTRB Pension	115,461	-	-	115,461	-
	83101 - Professional Tech Services	92,850	8,354	853	83,643	-
<b>Sped 94-142 Allocation Total Revenue</b>		<b>(1,502,474)</b>	<b>(757,633)</b>	<b>-</b>	<b>(744,841)</b>	<b>-</b>
<b>Sped 94-142 Allocation Total Expense</b>		<b>1,502,474</b>	<b>867,005</b>	<b>360,492</b>	<b>274,977</b>	<b>-</b>
Title I Distribution	7310 - Federal Revenue Thru State	(190,140)	(116,565)	-	(73,575)	-
	81111 - Administration Sal & Wages	5,000	5,000	-	-	-
	81112 - Teacher Salary & Wages	31,012	20,277	10,735	-	-
	81116 - Full Time Teacher Aides Sal	110,840	89,727	11,356	9,757	-
	81201 - Temp Salaries Professional	34,447	55	-	34,392	-
	81202 - Temporary Salary Wages Other	250	-	-	250	-
	81731 - MTRB Pension	2,791	-	-	2,791	-
	85106 - Textbooks Books Periodicals	4,000	1,505	-	2,495	-
	87105 - Workshops Stipends/Green Slip	1,800	-	-	1,800	-
<b>Title I Distribution Total Revenue</b>		<b>(190,140)</b>	<b>(116,565)</b>	<b>-</b>	<b>(73,575)</b>	<b>-</b>
<b>Title I Distribution Total Expense</b>		<b>190,140</b>	<b>116,564</b>	<b>22,091</b>	<b>51,485</b>	<b>-</b>

Arlington Public Schools  
Grant Report  
Thru April 30, 2019

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Title IIA Improving Teacher Quality	7310 - Federal Revenue Thru State	(90,700)	(18,397)	-	(72,303)	-
	81201 - Temp Salaries Professional	48,755	450	-	48,305	-
	83101 - Professional Tech Services	15,000	14,756	-	244	-
	87203 - Title II Covenant Sch Training	952	-	-	952	-
	87207 - Title II St Agnes Training	3,825	2,000	-	1,825	-
	87208 - Title IIA-Arl Catholic	8,168	2,327	1,055	4,786	-
	87301 - Professional Affiliations	14,000	-	-	14,000	-
<b>Title IIA Improving Teacher Quality Total Revenue</b>		(90,700)	(18,397)	-	(72,303)	-
<b>Title IIA Improving Teacher Quality Total Expense</b>		90,700	19,533	1,055	70,112	-
TITLE III ELL	7310 - Federal Revenue Thru State	(39,258)	(3,925)	-	(35,333)	-
	81201 - Temp Salaries Professional	34,790	1,087	-	33,703	-
	83101 - Professional Tech Services	800	-	-	800	-
	85103 - Instructional Materials	1,668	299	-	1,369	-
	87105 - Workshops Stipends/Green Slip	2,000	2,000	-	-	-
<b>Title III ELL Total Revenue</b>		(39,258)	(3,925)	-	(35,333)	-
<b>Title III ELL Total Expense</b>		39,258	3,386	-	35,872	-
<b>Grand Total Grant Revenues</b>		(2,352,829)	(1,166,024)	-	(1,186,805)	-
<b>Grand Total Grant Expenses</b>		2,352,829	1,341,265	471,364	540,200	-



## **Town of Arlington, Massachusetts**

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**9:00 p.m. Superintendent's Report, K. Bodie**



## **Town of Arlington, Massachusetts**

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### **9:20 p.m. Consent Agenda**

#### **Summary:**

Approval of Warrant: Warrant # 19234, Dated May 23, 2019, Total Warrant Amount \$ 593,747.09.

Approval of Minutes: School Committee Regular Minutes, May 23, 2019

Approval of Trips: OMS Adventures in Belize Trip April 2020.

Approval of Trip: AHS Trip to San Juan moved to October 8-14, 2019

#### **ATTACHMENTS:**

	Type	File Name	Description
▣	Reference Material	Warrant_19234.pdf	Warrant #19234
▣	Reference Material	May_23_2019_Minutes.pdf	May 23, 2019 Minutes
▣	Reference Material	Belize_Trip.pdf	Belize Trip
▣	Reference Material	Puerto_Rico_Trip.pdf	San Juan, Puerto Rico Trip

# 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.

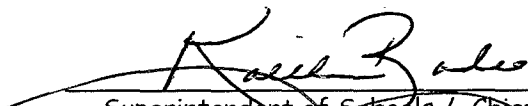
Warrant Number  
Dated

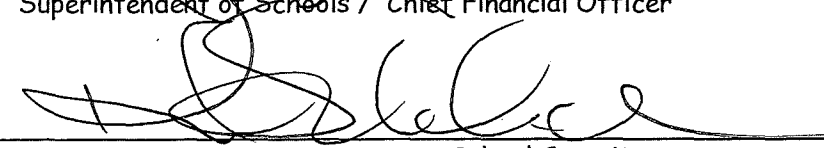
19234  
5/23/19

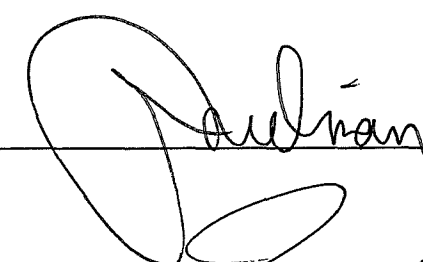
Total Warrant Amount

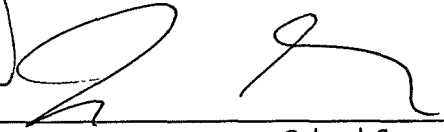
\$593,747.09

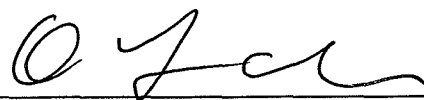
STATEMENT MADE UNDER THE PENALTIES OF PERJURY

  
Superintendent of Schools / Chief Financial Officer

  
School Committee

  
School Committee

  
School Committee

  
School Committee

Arlington Public Schools  
RE: General Labor and School Law Matters

Page No. 2  
05/03/2019  
Account No.: 2009.00  
Invoice No.: 14

Total Current Invoice

1,626.09

Previous Balance - pd 4-25-19

\$4,841.88

Balance Due

\$6,467.97

**PREVIOUS BALANCE DETAILS**

Stmt Date	Stmt #	Billed	Due
04/03/2019	13	4,841.88	<u>4,841.88</u>
			4,841.88

Valerio Dominello & Hillman, LLC  
One University Avenue  
Westwood, MA 02090

PO#	190352	VENDOR #	34776
ACCT #	02606905-83102-1430		
AMOUNT	1626.09 - (M)		
INV #	14	DATE	05-03-19
WARRANT #	19234	DATE	05-23-19



Valerio  
Dominello &  
Hillman, LLC

One University Avenue  
Suite 300B  
Westwood, MA 02090

617.862.2005

Arlington Public Schools  
869 Mass. Ave  
PO Box 167  
Arlington, MA 02476  
Attn: Dr. Kathleen Bodie, Superintendent



Invoice Date: May 3, 2019  
Account No.: 2009.00  
Invoice No.: 14

**BREAKDOWN OF LEGAL SERVICES RENDERED**

Previous Balance	Fees	Expenses	Advances	Payments	Balance
2009-00 General Labor and School Law Matters					
4,841.88	~ 1,597.50	~ 28.59	0.00	0.00	<u>\$6,467.97</u>

*Kathleen Bodie 5/9/19*

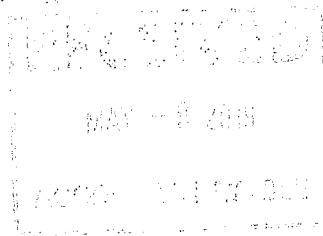




Valerio  
Dominello &  
Hillman, LLC

One University Avenue  
Suite 300B  
Westwood, MA 02090  
617.862.2005

Arlington Public Schools  
869 Mass. Ave  
PO Box 167  
Arlington, MA 02476  
Attn: Dr. Kathleen Bodie, Superintendent



Page: 1  
May 3, 2019  
Account No.: 2009.00  
Invoice No.: 14

RE: General Labor and School Law Matters

			Hours	
04/01/2019	EBV	METCO: Communication from and to Mr. Spiegel regarding bus monitor and teaching assistant. Follow-up communications from Mr. Spiegel; review job description.	0.25	56.25
04/03/2019	EBV	Paras: Communication from Michael Mason; review spreadsheets and cost outs from Mr. Mason.	0.20	45.00
04/04/2019	EBV	Paras: Review communication from Jennifer Susse and draft wage table.	0.10	22.50
	EBV	Employment Contract: Telephone conference with Dr. Kirsi Allison-Ampe	0.05	11.25
04/05/2019	EBV	Paras: Preparation for and meeting with Committee's negotiating team; represent Committee in negotiations with the Para unit.	6.20	1,395.00
04/06/2019	EBV	SEIU: Review flier from Neal O'Brien, SEIU representative, which includes statements regarding Arlington administrators. Communication to Dr. Bodie regarding same.	0.20	45.00
04/30/2019	EBV	Paras: Communications from and to Mr. Spiegel.	0.10	22.50
		For Current Services Rendered	7.10	1,597.50

	Recapitulation			
<u>Timekeeper</u>		<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>
Elizabeth B. Valerio		7.10	\$225.00	\$1,597.50

Mileage	28.59
Total Expenses	28.59

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TOWN OF ARLINGTON  
PRELIMINARY

TOWN OF ARLINGTON

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DATE: 05/23/2019 WARRANT: 19234 AMOUNT: \$ 593,747.09

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

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COMPTROLLER

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TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

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apwarnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19234

05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32432	AHOLD FINANCIAL SERVIC	00003	11485719	INV	05/23/2019	07211	350918		
	1 15123260 84902 3520	AFT SCH	FOOD SUPPL			36.74			
		Invoice Net				36.74			
32432	AHOLD FINANCIAL SERVIC	00003	11486019	INV	05/23/2019	07215	351318		
	1 15126145 84902 3520	GIBBS	FOOD SUPPL			144.33			
		Invoice Net				144.33			
32432	AHOLD FINANCIAL SERVIC	00003	11546919	INV	05/23/2019	590684	351319		
	1 02426715 85103 2415	C&I SCIENC	INSTRUCT			21.59			
		Invoice Net				21.59			
		CHECK TOTAL				1,789.84			
32078	ALL ONE HEALTH RESOURC	00001	191099	INV	05/23/2019	AOH663611-IN	350549		
	1 02816970 84802 3300	TRANS ED	VEHICLE RE			64.90			
		Invoice Net				64.90			
		CHECK TOTAL				64.90			
1176	ALL TRUCK AND EQUIPMEN	00002	190116	INV	05/23/2019	107590	350757		
	1 02816970 84802 3300	TRANS ED	VEHICLE RE			1,836.40			
		Invoice Net				1,836.40			
		CHECK TOTAL				1,836.40			
36077	ALLENKINGSLEY INC	00000	195645	INV	05/23/2019	1237	350898		
	1 1336770 81112 6200	ADULT ED	INSTRUCT			420.00			
		Invoice Net				420.00			
		CHECK TOTAL				420.00			
34814	AMAZON	00002	191622	INV	05/23/2019	444454566778	350899		
	1 1336765 84201 6200	GEN ADMIN	OFFICE			32.99			
		Invoice Net				32.99			
34814	AMAZON	00002	191622	INV	05/23/2019	467446683495	350900		
	1 1336765 84201 6200	GEN ADMIN	OFFICE			60.54			
		Invoice Net				60.54			
34814	AMAZON	00002	191622	INV	05/23/2019	443877435865	350901		
	1 1336765 84201 6200	GEN ADMIN	OFFICE			59.98			
		Invoice Net				59.98			
34814	AMAZON	00002	191622	INV	05/23/2019	467568689895	350912		
	1 1336765 84201 6200	GEN ADMIN	OFFICE			174.25			
		Invoice Net				174.25			
		CHECK TOTAL				327.76			
70174	ANDERSON, BRUCE L.	00000		INV	05/23/2019	19817	351495		
	1 02026628 83804 3510	ATHL/LACRO	ATHLETIC			146.00			
		Invoice Net				146.00			
		CHECK TOTAL				146.00			
29770	ARISE CONSULTING SERVI	00001	190866	INV	05/23/2019	CONSULT-NC-APR'19	350758		
	1 02456821 83101 2320	SPED/CLINI	PROF TECH			220.00			
		Invoice Net				220.00			

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 19234 05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29770	ARISE CONSULTING SERVI	00001	193633	INV	05/23/2019	CONSULT LC-APR'19	350775		
	1 02456821 83101 2320			SPED/CLINI		610.00			
				PROF TECH		610.00			
				Invoice Net					
				CHECK TOTAL		13,095.00			
1376	ARLINGTON COAL & LUMBE	00000	194445	INV	05/23/2019	399241	350919		
	1 205 85103 3520			OTT DRAMA		123.35			
				INSTRUCT		123.35			
				Invoice Net					
1376	ARLINGTON COAL & LUMBE	00000	11594519	INV	05/23/2019	404670	351320		
	1 02016507 85103 2415			SEC EDUC		505.42			
				INSTRUCT		505.42			
				Invoice Net					
				CHECK TOTAL		628.77			
74880	ARLINGTON SWIFTY PRINT	00000	195114	INV	05/23/2019	145126	350205		
	1 02666920 83404 1410			BUS OFFICE		3,338.26			
				PRINTING		3,338.26			
				Invoice Net					
74880	ARLINGTON SWIFTY PRINT	00000	11658119	INV	05/23/2019	145146	350206		
	1 6223778 5871			AHS STUDY		1,508.71			
				AHS STUDY		1,508.71			
				Invoice Net					
74880	ARLINGTON SWIFTY PRINT	00000	194448	INV	05/23/2019	144959	350632		
	1 205 85103 3520			OTT DRAMA		265.80			
				INSTRUCT		265.80			
				Invoice Net					
74880	ARLINGTON SWIFTY PRINT	00000	194448	INV	05/23/2019	145293	350633		
	1 205 85103 3520			OTT DRAMA		882.98			
				INSTRUCT		882.98			
				Invoice Net					
74880	ARLINGTON SWIFTY PRINT	00000	195649	INV	05/23/2019	145387	350904		
	1 1336770 83404 6200			ADULT ED		35.95			
				PRINTING		35.95			
				Invoice Net					
74880	ARLINGTON SWIFTY PRINT	00000	195415	INV	05/23/2019	145295	351079		
	1 09312019 85103 2410			EARLY CHIL		334.84			
				INSTRUCT		334.84			
				Invoice Net					
				CHECK TOTAL		6,366.54			
1446	ARLMONT GLASS CO	00000	195474	INV	05/23/2019	1379	351077		
	1 02756960 82411 4220			FAC MAINT		464.14			
				WINDOW		464.14			
				Invoice Net					
				CHECK TOTAL		464.14			
36497	ARMSTRONG, KIRA EMILY	00000	194797	INV	05/23/2019	ASSESSMENT & REPORT	350776		
	1 02456836 83101 2800			PSYCHOLOGI		2,654.29			
				PROF TECH		2,654.29			
				Invoice Net					
				CHECK TOTAL		2,654.29			
23400	ASSABET VALLEY COLLABO	00000	194877	INV	05/23/2019	191914	350552		
	1 02456575 87202 2357			SPED/P.D.		575.00			
				TRAINING		575.00			
				Invoice Net					
				CHECK TOTAL		575.00			

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PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 19234 05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
21788 BIRKHOLZ, WILLIAM	1 02026633 83804	3510	00000	ATH/VOLLEY	INV 05/23/2019	19731	351498		
				ATHLETIC		144.00			
				Invoice Net		144.00			
21788 BIRKHOLZ, WILLIAM	1 02026633 83804	3510	00000	ATH/VOLLEY	INV 05/23/2019	19683	351499		
				ATHLETIC		144.00			
				Invoice Net		144.00			
				CHECK TOTAL		288.00			
32901 BLOCH, MARION C.	1 02456836 83101	2800	00000	PSYCHOLOGI	INV 05/23/2019	2019-05	350777		
				PROF TECH		650.00			
				Invoice Net		650.00			
				CHECK TOTAL		650.00			
36903 BOLTON, PATRICIA	1 02026642 83804	3510	00000	ATH/G/LCRS	INV 05/23/2019	19799	351500		
				ATHLETIC		146.00			
				Invoice Net		146.00			
				CHECK TOTAL		146.00			
22234 THE BOOK RACK	1 02246506 85103	2415	00001	ELEM EDUC	INV 05/23/2019	959	350208		
				INSTRUCT		385.00			
				Invoice Net		385.00			
				CHECK TOTAL		385.00			
70500 BOSTON COLLEGE CAMPUS	1 07506848 83201	9300	00002	CB OOD DAY	INV 05/23/2019	4/1/19-4/30/19 -DM	350778		
				TUITION		3,897.33			
				Invoice Net		3,897.33			
				CHECK TOTAL		3,897.33			
18495 BOSTON HIGASHI SCHOOL	1 02456851 83201	9300	00000	OOD RESIDE	INV 05/23/2019	1904403	350553		
				TUITION		18,537.00			
				Invoice Net		18,537.00			
18495 BOSTON HIGASHI SCHOOL	1 02456845 83201	9300	00000	OOD/AIDE	INV 05/23/2019	1922412AR	350554		
				TUITION		5,280.00			
				Invoice Net		5,280.00			
18495 BOSTON HIGASHI SCHOOL	1 02456851 83201	9300	00000	OOD RESIDE	INV 05/23/2019	1904412AR	350555		
				TUITION		9,268.50			
				Invoice Net		9,268.50			
				CHECK TOTAL		33,085.50			
25591 BOWERS, VIRGINIA A.	1 02456803 83101	2310	00000	SPED/TUTOR	INV 05/23/2019	4/29/19-5/3/19	350779		
				PROF TECH		1,000.00			
				Invoice Net		1,000.00			
25591 BOWERS, VIRGINIA A.	1 02456857 83101	2310	00000	SPED CONTR	INV 05/23/2019	5/6/19-5/9/19	351090		
				PROF TECH		1,000.00			
				Invoice Net		1,000.00			
				CHECK TOTAL		2,025.00			

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PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

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VENDOR 8304

WARRANT: 19234

05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	400.00		
24914	BUCKEYE INTERNATIONAL, 1 02756965 82904 4110	00001	190275	INV CUSTODIAL	05/23/2019	90124658 572.84 Invoice Net 572.84	351106		
24914	BUCKEYE INTERNATIONAL, 1 02756965 82904 4110	00001	190275	INV CUSTODIAL	05/23/2019	90124670 3,026.40 Invoice Net 3,026.40	351108		
24914	BUCKEYE INTERNATIONAL, 1 02756965 82904 4110	00001	190275	INV CUSTODIAL	05/23/2019	90124753 504.76 Invoice Net 504.76	351109		
24914	BUCKEYE INTERNATIONAL, 1 02756965 82904 4110	00001	190275	INV CUSTODIAL	05/23/2019	90124754 127.00 Invoice Net 127.00	351111		
24914	BUCKEYE INTERNATIONAL, 1 02756965 82904 4110	00001	190275	INV CUSTODIAL	05/23/2019	90118116 1,113.32 Invoice Net 1,113.32	351113		
						CHECK TOTAL	5,344.32		
14483	BUCKINGHAM, BROWNE & N 1 02026626 83804 3510	00000	195608	INV ATHL/HOCKE	05/23/2019	201819 7,320.00 Invoice Net 7,320.00	350634		
						CHECK TOTAL	7,320.00		
70693	CAM OFFICE SERVICES, I 1 02126506 85101 2430	00000	195242	INV ELEM EDUC	05/23/2019	14949 261.42 Invoice Net 261.42	350211		
70693	CAM OFFICE SERVICES, I 1 02126506 85101 2430	00000	195242	INV ELEM EDUC	05/23/2019	14966 522.84 Invoice Net 522.84	350212		
70693	CAM OFFICE SERVICES, I 1 02126506 85101 2430	00000	195241	INV ELEM EDUC	05/23/2019	14968 201.48 Invoice Net 201.48	350213		
70693	CAM OFFICE SERVICES, I 1 02056507 85101 2430	00000	194434	INV GIBBS TEMP	05/23/2019	14568 271.84 Invoice Net 271.84	350214		
70693	CAM OFFICE SERVICES, I 1 02696925 84201 1410	00000	615019	INV PAYROLL	05/23/2019	15345 269.04 Invoice Net 269.04	350215		
70693	CAM OFFICE SERVICES, I 1 02036507 85101 2430	00000	195355	INV SEC EDUC	05/23/2019	15117 815.52 Invoice Net 815.52	350218		
70693	CAM OFFICE SERVICES, I 1 02036507 85101 2430	00000	195355	INV SEC EDUC	05/23/2019	15131 1,543.20 Invoice Net 1,543.20	350219		
70693	CAM OFFICE SERVICES, I 1 02016507 85101 2430	00000	195484	INV SEC EDUC	05/23/2019	15277 1,339.96 Invoice Net 1,339.96	350220		

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CASH ACCOUNT: 0000 104013 VENDOR 8304 WARRANT: 19234 05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02026645 83804	3510	ATH/G/SOFT	ATHLETIC		79.00			
			Invoice Net			79.00			
						CHECK TOTAL	79.00		
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3482		350788		
			SPED CONTR	PROF TECH	57.60				
			Invoice Net		57.60				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3497		350789		
			SPED CONTR	PROF TECH	344.76				
			Invoice Net		344.76				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3500		350790		
			SPED CONTR	PROF TECH	450.12				
			Invoice Net		450.12				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3514		350792		
			SPED CONTR	PROF TECH	49.56				
			Invoice Net		49.56				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3462		351091		
			SPED CONTR	PROF TECH	1,270.56				
			Invoice Net		1,270.56				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	2038		351092		
			SPED CONTR	PROF TECH	199.20				
			Invoice Net		199.20				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3455		351093		
			SPED CONTR	PROF TECH	596.64				
			Invoice Net		596.64				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3467		351094		
			SPED CONTR	PROF TECH	38.88				
			Invoice Net		38.88				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3476		351095		
			SPED CONTR	PROF TECH	147.36				
			Invoice Net		147.36				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3479		351096		
			SPED CONTR	PROF TECH	750.12				
			Invoice Net		750.12				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3511		351097		
			SPED CONTR	PROF TECH	669.48				
			Invoice Net		669.48				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3525		351098		
			SPED CONTR	PROF TECH	1,316.40				
			Invoice Net		1,316.40				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3527		351100		
			SPED CONTR	PROF TECH	188.40				
			Invoice Net		188.40				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	3536		351101		
			SPED CONTR	PROF TECH	1,632.24				
			Invoice Net		1,632.24				
34159 JAMES M. DONAHER	1 02456857 83101	2330	00001 190135 INV	05/23/2019	4358		351102		

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TOWN OF ARLINGTON  
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19234

05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
71088	COTTING SCHOOL								
	1 07506848 83201	9300	190684	INV	05/23/2019	16253	350561		
			CB OOD DAY	TUITION		7,402.65			
			Invoice Net			7,402.65			
71088	COTTING SCHOOL								
	1 02456848 83201	9300	191236	INV	05/23/2019	16251	350562		
			TUITION DY	TUITION		7,402.65			
			Invoice Net			7,402.65			
						CHECK TOTAL	29,610.60		
35389	CRAFTING MINDS								
	1 14119108 83101	2357	195103	INV	05/23/2019	501	351033		
			CRAFTING	PROF TECH		3,937.50			
			Invoice Net			3,937.50			
						CHECK TOTAL	3,937.50		
21066	CUES								
	1 02756960 84802	4220	195595	INV	05/23/2019	61592	351122		
			FAC MAINT	VEHICLE RE		1,056.29			
			Invoice Net			1,056.29			
						CHECK TOTAL	1,056.29		
36905	CUNNINGHAM, DEBORAH								
	1 1336775 7290	6200	00000	INV	05/23/2019	REFUND DUP PAYMENT	351538		
			SUMMER FUN	COMM ED		351.00			
			Invoice Net			351.00			
						CHECK TOTAL	351.00		
71176	D'AGOSTINO'S DELI								
	1 18406575 87202	2357	11606219	INV	05/23/2019	18197	350223		
			LANG/PROF	TRAINING		407.53			
			Invoice Net			407.53			
						CHECK TOTAL	407.53		
27389	DAVIDSON, DAVID								
	1 02026633 83804	3510	00000	INV	05/23/2019	19679	350355		
			ATH/VOLLEY	ATHLETIC		144.00			
			Invoice Net			144.00			
						CHECK TOTAL	144.00		
71246	DEMCO, INC.								
	1 02016563 84201	2430	192602	INV	05/23/2019	6611047	351324		
			LIBRARY/ME	OFFICE		440.37			
			Invoice Net			440.37			
						CHECK TOTAL	440.37		
18399	DEVEREAUX								
	1 02456851 83201	9300	190807	INV	05/23/2019	340166	350794		
			OOD RESIDE	TUITION		4,894.80			
			Invoice Net			4,894.80			
18399	DEVEREAUX								
	1 02456851 83201	9300	193786	INV	05/23/2019	349825	350797		
			OOD RESIDE	TUITION		2,447.40			
			Invoice Net			2,447.40			
						CHECK TOTAL	7,342.20		
22189	DION, KEN								
			00000	INV	05/23/2019	19633	351264		



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TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19234

05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	752.24		
33600	EAST BAY EDUCATIONAL C	00000	194514	INV	05/23/2019	12340	351427		
	1 02426715 85103 2415			C&I SCIENC INSTRUCT		75.74			
				Invoice Net		75.74			
						CHECK TOTAL	75.74		
15252	EASTER SEALS OF MASSAC	00000	193428	INV	05/23/2019	100262	350802		
	1 02456812 83101 2320			SPED/PT PROF TECH		930.00			
				Invoice Net		930.00			
						CHECK TOTAL	930.00		
13769	EASTERN BUS COMPANY	00000	195106	INV	05/23/2019	178117	350922		
	1 149 8350			CO-CURRICU OTTOSON CO		1,215.00			
				Invoice Net		1,215.00			
						CHECK TOTAL	1,215.00		
71410	EDCO	00000	11601919	INV	05/23/2019	1191943	350216		
	1 02636575 87202 2357			PROF DEV TRAINING		195.00			
				Invoice Net		195.00			
71410	EDCO	00000	11601919	INV	05/23/2019	1191952	350217		
	1 02636575 87202 2357			PROF DEV TRAINING		195.00			
				Invoice Net		195.00			
71410	EDCO	00000	11601919	INV	05/23/2019	1191872	351474		
	1 02636575 87202 2357			PROF DEV TRAINING		800.00			
				Invoice Net		800.00			
						CHECK TOTAL	1,190.00		
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV30599	350803		
	1 02456857 83101 2310			SPED CONTR PROF TECH		20.25			
				Invoice Net		20.25			
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV30600	350804		
	1 02456803 83101 2310			SPED/TUTOR PROF TECH		20.25			
				Invoice Net		20.25			
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV30601	350805		
	1 02456803 83101 2310			SPED/TUTOR PROF TECH		20.25			
				Invoice Net		20.25			
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV29465	351112		
	1 02456857 83101 2310			SPED CONTR PROF TECH		137.50			
				Invoice Net		137.50			
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV29466	351115		
	1 02456857 83101 2310			SPED CONTR PROF TECH		350.00			
				Invoice Net		350.00			
34229	EI US, LLC.	00003	190567	INV	05/23/2019	INV30274	351118		
	1 02456857 83101 2310			SPED CONTR PROF TECH		350.00			
				Invoice Net		350.00			
						CHECK TOTAL	898.25		

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TOWN OF ARLINGTON  
PRELIMINARY DETAIL INVOICE LIST

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apwarrnt

CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 19234

05/23/2019

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29783	FERNANDES, JENNA 1 205 85103	3520	00000 195629	INV 05/23/2019 OTT DRAMA INSTRUCT Invoice Net		REIMB M. POPPINS EXP 1,683.30 1,683.30 CHECK TOTAL 1,683.30	350225		
26708	FITZGERALD, MARY 1 02026642 83804	3510	00000	INV 05/23/2019 ATH/G/LCRS ATHLETIC Invoice Net		19739 146.00 146.00 CHECK TOTAL 146.00	351532		
14286	FLYNN, RYAN 1 02026628 83804	3510	00000	INV 05/23/2019 ATHL/LACRO ATHLETIC Invoice Net		19780 146.00 146.00	350356		
14286	FLYNN, RYAN 1 02026628 83804	3510	00000	INV 05/23/2019 ATHL/LACRO ATHLETIC Invoice Net		19847 62.00 62.00 CHECK TOTAL 208.00	351503		
30300	FOLLETT SCHOOL SOLUTIO 1 18406507 85106	2410	00001 11648819	INV 05/23/2019 AHS/LANG TEXTBOOKS Invoice Net		444075F 1,267.82 1,267.82 CHECK TOTAL 1,267.82	350926		
14782	GALBREATH FLAVA 1 02026642 83804	3510	00000	INV 05/23/2019 ATH/G/LCRS ATHLETIC Invoice Net		19800 84.00 84.00 CHECK TOTAL 84.00	351269		
29258	GOLDMAN, STEPHEN 1 02026645 83804	3510	00000	INV 05/23/2019 ATH/G/SOFT ATHLETIC Invoice Net		19765 84.00 84.00 CHECK TOTAL 84.00	351271		
28323	GRIFFIN, TOM 1 02026621 83804	3510	00000	INV 05/23/2019 ATHL/BASEB ATHLETIC Invoice Net		19808 93.00 93.00 CHECK TOTAL 93.00	351506		
75061	THE GUILD FOR HUMAN SE 1 07506848 83201	9300	00000 190711	INV 05/23/2019 CB OOD DAY TUITION Invoice Net		55841 6,910.50 6,910.50 CHECK TOTAL 6,910.50	350806		
33168	GULIZIA, ANTHONY 1 02026621 83804	3510	00000	INV 05/23/2019 ATHL/BASEB ATHLETIC Invoice Net		19705 93.00 93.00 CHECK TOTAL 93.00	351507		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 02016563 85106	2410		LIBRARY/ME TEXTBOOKS		441.18			
				Invoice Net		441.18			
33906	INGRAM INDUSTRIES INC.	00001	191914	INV	05/23/2019	39995464	350932		
	1 02016563 85106	2410		LIBRARY/ME TEXTBOOKS		60.48			
				Invoice Net		60.48			
33906	INGRAM INDUSTRIES INC.	00001	191914	INV	05/23/2019	40151537	351327		
	1 02016563 85106	2410		LIBRARY/ME TEXTBOOKS		262.81			
				Invoice Net		262.81			
				CHECK TOTAL		764.47			
15579	INSECT LORE	00001	195368	INV	05/23/2019	INV424083	350808		
	1 02456800 85103	2415		PK-SPED INSTRUCT		138.52			
				Invoice Net		138.52			
				CHECK TOTAL		138.52			
28371	INSOGNA, ANTHONY	00000		INV	05/23/2019	19697	351533		
	1 02026621 83804	3510		ATHL/BASEB ATHLETIC		62.00			
				Invoice Net		62.00			
				CHECK TOTAL		62.00			
36279	INSPIRE ARTS & MUSIC I	00000	195541	INV	05/23/2019	#20452289	350228		
	1 149 8350			CO-CURRICU OTTOSON CO		5,400.00			
				Invoice Net		5,400.00			
				CHECK TOTAL		5,400.00			
32618	INTELLIGENT BUILDING A	00000	195671	INV	05/23/2019	4774	351125		
	1 6243112 5871			OTTOSON CAPITAL		1,440.16			
				Invoice Net		1,440.16			
				CHECK TOTAL		1,440.16			
72233	JUDGE BAKER CHILDREN'S	00000	190694	INV	05/23/2019	APR942	350809		
	1 07506848 83201 9300			CB OOD DAY TUITION		8,610.33			
				Invoice Net		8,610.33			
72233	JUDGE BAKER CHILDREN'S	00000	190695	INV	05/23/2019	APR943	350810		
	1 07506848 83201 9300			CB OOD DAY TUITION		8,610.33			
				Invoice Net		8,610.33			
72233	JUDGE BAKER CHILDREN'S	00000	191441	INV	05/23/2019	APR944	350811		
	1 02456848 83201 9300			TUITION DY TUITION		8,610.33			
				Invoice Net		8,610.33			
				CHECK TOTAL		25,830.99			
19317	JUSTICE RESOURCE INSTI	00000	190663	INV	05/23/2019	12451019ARL-MD	351120		
	1 07506848 83201 9300			CB OOD DAY TUITION		1,761.37			
				Invoice Net		1,761.37			
19317	JUSTICE RESOURCE INSTI	00000	190664	INV	05/23/2019	12351019ARL-MK	351121		
	1 02456851 83201 9300			OOD RESIDE TUITION		8,322.00			
				Invoice Net		8,322.00			

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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		2,185.37 Invoice Net			
						CHECK TOTAL	11,533.82		-----
19990 LATHAM CENTERS, INC		00000	190669	INV	05/23/2019	038205	350570		
	1 02456851 83201	9300	OOD RESIDE	TUITION		19,539.90 Invoice Net			
						CHECK TOTAL	19,539.90		-----
23564 LEARNING A-Z		00001	195087	INV	05/23/2019	2095119	350235		
	1 02126506 85103	2415	ELEM EDUC	INSTRUCT		219.90 Invoice Net			
						CHECK TOTAL	219.90		-----
72436 THE LEARNING CENTER FO		00000	190700	INV	05/23/2019	37860	350813		
	1 07506848 83201	9300	CB OOD DAY	TUITION		5,171.06 Invoice Net			
						CHECK TOTAL	5,171.06		-----
17168 LEARNING RESOURCES NET		00000	195637	INV	05/23/2019	8508	350908		
	1 1336765 87301	6200	GEN ADMIN	DUES MEMBE		395.00 Invoice Net			
						CHECK TOTAL	395.00		-----
36124 LENOIR, DAVID A		00000	195646	INV	05/23/2019	HOME DOWNSIZING 5/1	350909		
	1 1336770 81112	6200	ADULT ED	INSTRUCT		50.00 Invoice Net			
						CHECK TOTAL	50.00		-----
36696 LEWITUS, AMANDA		00000	195532	INV	05/23/2019	REIMB MILEGE-JAN'19	350571		
	1 02456812 87101	2320	SPED/PT	BUS TRAVEL		37.12 Invoice Net			
36696 LEWITUS, AMANDA		00000	195532	INV	05/23/2019	REIMB MILEGE-FEB'19	350572		
	1 02456812 87101	2320	SPED/PT	BUS TRAVEL		26.68 Invoice Net			
36696 LEWITUS, AMANDA		00000	195532	INV	05/23/2019	REIMB MILEGE-MAR'19	350573		
	1 02456812 87101	2320	SPED/PT	BUS TRAVEL		35.38 Invoice Net			
36696 LEWITUS, AMANDA		00000	195532	INV	05/23/2019	REIMB MILEGE-APR'19	350574		
	1 02456812 87101	2320	SPED/PT	BUS TRAVEL		141.69 Invoice Net			
						CHECK TOTAL	141.69		-----
36027 LIANG, LI-MEI		00000	11636119	INV	05/23/2019	4/22-5/17/19-VIOLIN	351444		
	1 14856542 83101	3520	HS INSTRUM	PROF TECH		1,532.00 Invoice Net			
						CHECK TOTAL	1,532.00		-----

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	770.00		-----
74971	MASSCUE INC		00000	195776 INV	05/23/2019	15507	351328		
	1 02246575 87202 2357		PROF DEV	TRAINING		165.00			
			Invoice Net			165.00			
						CHECK TOTAL	165.00		-----
12897	THE MAY INSTITUTE INC.		00001	190655 INV	05/23/2019	682475	350579		
	1 02456851 83201 9300		OOD RESIDE	TUITION		19,827.30			
			Invoice Net			19,827.30			
						CHECK TOTAL	19,827.30		-----
72763	WILLIAM MCCARTHY		00000	INV	05/23/2019	19696	351512		
	1 02026621 83804 3510		ATHL/BASEB	ATHLETIC		62.00			
			Invoice Net			62.00			
						CHECK TOTAL	62.00		-----
11753	MCGRAW-HILL SCHOOL ED		00004	195178 INV	05/23/2019	108008591001	350637		
	1 02426715 85106 2410		C&I SCIENC	TEXTBOOKS		18,400.00			
			Invoice Net			18,400.00			
						CHECK TOTAL	18,400.00		-----
32722	MCKESSON MEDICAL-SURGI		00001	11453719 INV	05/23/2019	53346282	350232		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		3.33			
			Invoice Net			3.33			
32722	MCKESSON MEDICAL-SURGI		00001	11453719 INV	05/23/2019	53549106	350233		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		49.24			
			Invoice Net			49.24			
32722	MCKESSON MEDICAL-SURGI		00001	11454019 INV	05/23/2019	53398069	350234		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		25.94			
			Invoice Net			25.94			
32722	MCKESSON MEDICAL-SURGI		00001	11453519 INV	05/23/2019	53191414	350923		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		360.86			
			Invoice Net			360.86			
32722	MCKESSON MEDICAL-SURGI		00001	11453519 INV	05/23/2019	53639015	350924		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		5.02			
			Invoice Net			5.02			
32722	MCKESSON MEDICAL-SURGI		00001	11453919 INV	05/23/2019	51882660	351356		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		152.46			
			Invoice Net			152.46			
32722	MCKESSON MEDICAL-SURGI		00001	11453719 INV	05/23/2019	53321956	351357		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		2.22			
			Invoice Net			2.22			
32722	MCKESSON MEDICAL-SURGI		00001	11453719 INV	05/23/2019	53328126	351358		
	1 02496554 85201 3200		HEALTH SRV	MED SUPPLY		30.00			
			Invoice Net			30.00			
32722	MCKESSON MEDICAL-SURGI		00001	11453719 INV	05/23/2019	53848404	351359		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
32421 MP BUILDING SERVICES	00000 190358 INV 05/23/2019					2952	351133		
1 02756965 82904 4110	CUSTODIAL CUSTODIAL					4,416.00			
	Invoice Net					4,416.00			
32421 MP BUILDING SERVICES	00000 190358 INV 05/23/2019					2971	351134		
1 02756965 82904 4110	CUSTODIAL CUSTODIAL					4,360.00			
	Invoice Net					4,360.00			
32421 MP BUILDING SERVICES	00000 190358 INV 05/23/2019					2967	351135		
1 02756965 82904 4110	CUSTODIAL CUSTODIAL					22,835.00			
	Invoice Net					22,835.00			
	CHECK TOTAL					31,611.00			-----
31795 MURADYAN, LILIT	00000 11637119 INV 05/23/2019					4/12-5/17/19-VIOLIN	351446		
1 14856542 83101 3520	HS INSTRUM PROF TECH					992.00			
	Invoice Net					992.00			
	CHECK TOTAL					992.00			-----
36655 MURPHY, ELIZABETH	00000 INV 05/23/2019					19738	351513		
1 02026642 83804 3510	ATH/G/LCRS ATHLETIC					146.00			
	Invoice Net					146.00			
	CHECK TOTAL					146.00			-----
73037 MUSEUM OF SCIENCE	00004 195112 INV 05/23/2019					SC-1728435	350237		
1 149 8350	CO-CURRICU OTTOSON CO					1,548.00			
	Invoice Net					1,548.00			
	CHECK TOTAL					1,548.00			-----
36670 MW&W INC	00000 195542 INV 05/23/2019					FIELD TRIP 5/3/19	350230		
1 149 8350	CO-CURRICU OTTOSON CO					1,714.95			
	Invoice Net					1,714.95			
	CHECK TOTAL					1,714.95			-----
20455 NASHOBA LEARNING GROUP	00000 190671 INV 05/23/2019					016349	350818		
1 07506848 83201 9300	CB OOD DAY TUITION					4,265.05			
	Invoice Net					4,265.05			
	CHECK TOTAL					4,265.05			-----
33157 NEW ENGLAND ICE CREAM	00001 191639 INV 05/23/2019					5581912707	350285		
1 03034309 835001	FOOD SERV FOOD SERVI					63.93			
	Invoice Net					63.93			
33157 NEW ENGLAND ICE CREAM	00001 191639 INV 05/23/2019					5581912708	350287		
1 03034309 835001	FOOD SERV FOOD SERVI					89.56			
	Invoice Net					89.56			
33157 NEW ENGLAND ICE CREAM	00001 191639 INV 05/23/2019					5581912709	350288		
1 03034309 835001	FOOD SERV FOOD SERVI					25.63			
	Invoice Net					25.63			
33157 NEW ENGLAND ICE CREAM	00001 191639 INV 05/23/2019					5581912710	350289		
1 03034309 835001	FOOD SERV FOOD SERVI					76.89			
	Invoice Net					76.89			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913406	350871		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.12			
				Invoice Net		51.12			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913407	350872		
	1 03034309 835001			FOOD SERV	FOOD SERVI	63.93			
				Invoice Net		63.93			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913408	350873		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.26			
				Invoice Net		51.26			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913409	350874		
	1 03034309 835001			FOOD SERV	FOOD SERVI	115.04			
				Invoice Net		115.04			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913410	350875		
	1 03034309 835001			FOOD SERV	FOOD SERVI	113.58			
				Invoice Net		113.58			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913411	350876		
	1 03034309 835001			FOOD SERV	FOOD SERVI	154.03			
				Invoice Net		154.03			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913412	350877		
	1 03034309 835001			FOOD SERV	FOOD SERVI	82.20			
				Invoice Net		82.20			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913413	350878		
	1 03034309 835001			FOOD SERV	FOOD SERVI	114.89			
				Invoice Net		114.89			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913414	350879		
	1 03034309 835001			FOOD SERV	FOOD SERVI	51.26			
				Invoice Net		51.26			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913608	351240		
	1 03034309 835001			FOOD SERV	FOOD SERVI	127.85			
				Invoice Net		127.85			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913609	351241		
	1 03034309 835001			FOOD SERV	FOOD SERVI	76.59			
				Invoice Net		76.59			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913610	351242		
	1 03034309 835001			FOOD SERV	FOOD SERVI	115.04			
				Invoice Net		115.04			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913611	351245		
	1 03034309 835001			FOOD SERV	FOOD SERVI	92.00			
				Invoice Net		92.00			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913612	351246		
	1 03034309 835001			FOOD SERV	FOOD SERVI	131.15			
				Invoice Net		131.15			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913613	351247		
	1 03034309 835001			FOOD SERV	FOOD SERVI	164.59			
				Invoice Net		164.59			
33157	NEW ENGLAND ICE CREAM	00001	191639	INV	05/23/2019	5581913614	351249		
	1 03034309 835001			FOOD SERV	FOOD SERVI	69.41			
				Invoice Net		69.41			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 03034309 865000			FOOD SERV	FOOD SERV/	38.00			
				Invoice Net		38.00			
26908	NORTHEAST CUTLERY			00000 191907 INV	05/23/2019	1014025	350881		
	1 03034309 865000			FOOD SERV	FOOD SERV/	20.00			
				Invoice Net		20.00			
				CHECK TOTAL		58.00			
28540	NRT BUS INC			00000 192607 INV	05/23/2019	24825	350583		
	1 02816980 83301	3300		SPED/REIMB	TRANS	956.25			
				Invoice Net		956.25			
				CHECK TOTAL		956.25			
31296	PAGLIUCA, JOSEPH			00000 191830 INV	05/23/2019	6870	351218		
	1 02456800 83302	2440		PK-SPED	FIELD TRIP	700.00			
				Invoice Net		700.00			
				CHECK TOTAL		700.00			
36028	PAXSON, MARK			00000 11636519 INV	05/23/2019	4/22-5/17/19-VIOLIN	351454		
	1 14856542 83101	3520		HS INSTRUM	PROF TECH	828.00			
				Invoice Net		828.00			
				CHECK TOTAL		828.00			
73408	PERKINS SCHOOL FOR THE			00000 190705 INV	05/23/2019	071742	350585		
	1 02456851 83201	9300		OOD RESIDE	TUITION	25,887.43			
				Invoice Net		25,887.43			
73408	PERKINS SCHOOL FOR THE			00000 190707 INV	05/23/2019	071847	350587		
	1 02456848 83201	9300		TUITION DY	TUITION	11,554.90			
				Invoice Net		11,554.90			
73408	PERKINS SCHOOL FOR THE			00000 190708 INV	05/23/2019	071852	350593		
	1 02456848 83201	9300		TUITION DY	TUITION	9,456.59			
				Invoice Net		9,456.59			
73408	PERKINS SCHOOL FOR THE			00000 190708 INV	05/23/2019	APR- 2019-AV	350595		
	1 02456848 83201	9300		TUITION DY	TUITION	647.92			
				Invoice Net		647.92			
				CHECK TOTAL		47,546.84			
20148	DOCTOR FRANKLIN PERKIN			00000 190670 INV	05/23/2019	IVC071048	350821		
	1 02456851 83201	9300		OOD RESIDE	TUITION	5,514.90			
				Invoice Net		5,514.90			
				CHECK TOTAL		5,514.90			
13902	PITSCO, INC.			00002 195100 INV	05/23/2019	737448-1	350238		
	1 02426715 85103	2415		C&I SCIENC	INSTRUCT	152.08			
				Invoice Net		152.08			
				CHECK TOTAL		152.08			
73471	PLAY TIME, INC.			00000 194517 INV	05/23/2019	4950	350240		



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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
5801 R W SHATTUCK & CO INC	1 02016507 85103	2415	00000 11594419	INV	05/23/2019	210000/1	350942		
			SEC EDUC	INSTRUCT		22.57			
			Invoice Net			22.57			
			CHECK TOTAL			128.53			-----
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	207106	351148		
			FAC MAINT	CARPENTRY		91.96			
			Invoice Net			91.96			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208365	351151		
			FAC MAINT	CARPENTRY		167.73			
			Invoice Net			167.73			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208541	351175		
			FAC MAINT	CARPENTRY		9.87			
			Invoice Net			9.87			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208557	351177		
			FAC MAINT	CARPENTRY		22.57			
			Invoice Net			22.57			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208574	351178		
			FAC MAINT	CARPENTRY		5.99			
			Invoice Net			5.99			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208619	351180		
			FAC MAINT	CARPENTRY		2.99			
			Invoice Net			2.99			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208647	351181		
			FAC MAINT	CARPENTRY		18.90			
			Invoice Net			18.90			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208648	351183		
			FAC MAINT	CARPENTRY		11.98			
			Invoice Net			11.98			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208662	351184		
			FAC MAINT	CARPENTRY		173.85			
			Invoice Net			173.85			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208704	351186		
			FAC MAINT	CARPENTRY		6.12			
			Invoice Net			6.12			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208814	351191		
			FAC MAINT	CARPENTRY		15.98			
			Invoice Net			15.98			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208854	351192		
			FAC MAINT	CARPENTRY		5.02			
			Invoice Net			5.02			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208903	351194		
			FAC MAINT	CARPENTRY		3.28			
			Invoice Net			3.28			
5801 R W SHATTUCK & CO INC	1 02756960 84306	4220	00001 194107	INV	05/23/2019	208904	351195		
			FAC MAINT	CARPENTRY		77.43			
			Invoice Net			77.43			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
36893 ROKICKI, ALINA		00000		INV	05/23/2019	REFUND CANCELL CLASS	351361		
1 1336770 7290 6200	ADULT ED	COMM ED				59.00			
	Invoice Net					59.00			
						CHECK TOTAL	59.00		-----
33041 THE ROLA CORPORATION		00000	195250	INV	05/23/2019	LANG CLASSES 5/13+20	350886		
1 1336780 81112 3520	KIDZONE	INSTRUCTIO				2,640.00			
	Invoice Net					2,640.00			
						CHECK TOTAL	2,640.00		-----
23093 A. RUSSO & SONS, INC.		00000	11486419	INV	05/23/2019	590060	350642		
1 15122260 84902 3520	HARDY GEN	HARDY FOOD				305.75			
	Invoice Net					305.75			
23093 A. RUSSO & SONS, INC.		00000	11486319	INV	05/23/2019	587328	350944		
1 15123260 85103 3520	AFT SCH	GENERAL				165.00			
	Invoice Net					165.00			
23093 A. RUSSO & SONS, INC.		00000	11486319	INV	05/23/2019	591177	350945		
1 15123260 85103 3520	AFT SCH	GENERAL				170.00			
	Invoice Net					170.00			
23093 A. RUSSO & SONS, INC.		00000	191634	INV	05/23/2019	586030	351255		
1 03034309 835001	FOOD SERV	FOOD SERVI				237.90			
	Invoice Net					237.90			
23093 A. RUSSO & SONS, INC.		00000	11486419	INV	05/23/2019	592599	351362		
1 15122260 84902 3520	HARDY GEN	HARDY FOOD				240.70			
	Invoice Net					240.70			
						CHECK TOTAL	1,119.35		-----
36187 RYAN, CHRISTINA		00000	193196	INV	05/23/2019	REIMB MILEGE-FEB'19	350824		
1 02456806 87101 2110	SPED ADM M	BUS TRAVEL				29.81			
	Invoice Net					29.81			
36187 RYAN, CHRISTINA		00000	193196	INV	05/23/2019	REIMB MILEGE-MAR'19	350827		
1 02456806 87101 2110	SPED ADM M	BUS TRAVEL				19.08			
	Invoice Net					19.08			
36187 RYAN, CHRISTINA		00000	193196	INV	05/23/2019	REIMB MILEGE-APR'19	350828		
1 02456806 87101 2110	SPED ADM M	BUS TRAVEL				12.47			
	Invoice Net					12.47			
						CHECK TOTAL	61.36		-----
73736 SABBAG, DANIEL		00000		INV	05/23/2019	19635	351535		
1 02026645 83804 3510	ATH/G/SOFT	ATHLETIC				79.00			
	Invoice Net					79.00			
						CHECK TOTAL	79.00		-----
24874 SAL'S PIZZA		00000	191635	INV	05/23/2019	0075265	350308		
1 03034309 835001	FOOD SERV	FOOD SERV				142.80			
	Invoice Net					142.80			
24874 SAL'S PIZZA		00000	191635	INV	05/23/2019	0075266	350309		

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29370	SCHOOL SPECIALTY, INC.	00006	65038919	INV	05/23/2019	308103288435	350249		
	1 02426715 85103	2415	C&I SCIENC	INSTRUCT		905.51			
			Invoice Net			905.51			
29370	SCHOOL SPECIALTY, INC.	00006	65038619	INV	05/23/2019	2081222603973	350643		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		88.65			
			Invoice Net			88.65			
29370	SCHOOL SPECIALTY, INC.	00006	65039319	INV	05/23/2019	308103284353	350644		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		506.11			
			Invoice Net			506.11			
29370	SCHOOL SPECIALTY, INC.	00006	65039419	INV	05/23/2019	208122704920	350645		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		127.38			
			Invoice Net			127.38			
29370	SCHOOL SPECIALTY, INC.	00006	65039519	INV	05/23/2019	208122704929	350646		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		46.37			
			Invoice Net			46.37			
29370	SCHOOL SPECIALTY, INC.	00006	65039919	INV	05/23/2019	208122727347	350647		
	1 02246506 85103	2415	ELEM EDUC	INSTRUCT		486.42			
			Invoice Net			486.42			
29370	SCHOOL SPECIALTY, INC.	00006	65040119	INV	05/23/2019	208122727287	350648		
	1 02186506 85103	2415	ELEM EDUC	INSTRUCT		128.61			
			Invoice Net			128.61			
29370	SCHOOL SPECIALTY, INC.	00006	65040219	INV	05/23/2019	208122727277	350649		
	1 02186506 84201	2430	ELEM EDUC	OFFICE		201.54			
			Invoice Net			201.54			
29370	SCHOOL SPECIALTY, INC.	00006	65040319	INV	05/23/2019	208122726401	350650		
	1 02186506 85103	2415	ELEM EDUC	INSTRUCT		122.47			
			Invoice Net			122.47			
29370	SCHOOL SPECIALTY, INC.	00006	65040519	INV	05/23/2019	208122727295	350651		
	1 02186506 85103	2415	ELEM EDUC	INSTRUCT		7.80			
			Invoice Net			7.80			
29370	SCHOOL SPECIALTY, INC.	00006	65040819	INV	05/23/2019	208122807695	350829		
	1 02456809 85103	2415	SPED TEXTS	INSTRUCT		297.95			
			Invoice Net			297.95			
29370	SCHOOL SPECIALTY, INC.	00006	65041619	INV	05/23/2019	208122855937	350947		
	1 18406536 85103	2415	AHS/ART	INSTRUCT		453.37			
			Invoice Net			453.37			
29370	SCHOOL SPECIALTY, INC.	00006	65041819	INV	05/23/2019	208122855934	350949		
	1 15122245 84201	3520	HARDY OFFI	HARDY OFFI		86.51			
			Invoice Net			86.51			
29370	SCHOOL SPECIALTY, INC.	00006	65042019	INV	05/23/2019	208122855938	351126		
	1 02456812 85103	2415	SPED/PT	INSTRUCT		194.86			
			Invoice Net			194.86			
29370	SCHOOL SPECIALTY, INC.	00006	65043319	INV	05/23/2019	208122854602	351127		
	1 02456809 85103	2415	SPED TEXTS	INSTRUCT		149.67			
			Invoice Net			149.67			
29370	SCHOOL SPECIALTY, INC.	00006	65044819	INV	05/23/2019	208122869102	351129		
	1 02456812 85103	2415	SPED/PT	INSTRUCT		180.14			
			Invoice Net			180.14			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	1,216.00		-----
32040 EMILY VINCENT THIES		00000	11504818	INV	05/23/2019	REIMB MINDFULNESS	350251		
1 02636575 87106	2357		PROF DEV	Grad Cours		99.00			
			Invoice Net			99.00			
						CHECK TOTAL	99.00		-----
20728 TRICON SPORTS		00001	195609	INV	05/23/2019	21666	351476		
1 144 8300			MISC ATHLE	CONT/SERV		383.94			
			Invoice Net			383.94			
20728 TRICON SPORTS		00001	195610	INV	05/23/2019	21710	351477		
1 144 8300			MISC ATHLE	CONT/SERV		139.99			
			Invoice Net			139.99			
						CHECK TOTAL	523.93		-----
32720 USUI, ASUKA		00000	11636419	INV	05/23/2019	4/22-5/17/19-VIOLIN	351465		
1 14856542 83101	3520		HS INSTRUM	PROF TECH		716.00			
			Invoice Net			716.00			
						CHECK TOTAL	716.00		-----
34776 VALERIO DOMINELLO & HI		00000	190352	INV	05/23/2019	14	350252		
1 02606905 83102	1430		LEGAL SCOM	LEGAL SERV		1,626.09			
			Invoice Net			1,626.09			
						CHECK TOTAL	1,626.09		-----
27119 VALLEY COLLABORATIVE		00000	191224	INV	05/23/2019	1909024	350600		
1 02456845 83201	9300		OOD/AIDE	TUITION		928.20			
2 02456848 83201	9400		TUITION DY	TUITION		3,996.70			
			Invoice Net			4,924.90			
27119 VALLEY COLLABORATIVE		00000	191225	INV	05/23/2019	1909028	350601		
1 02456848 83201	9400		TUITION DY	TUITION		3,677.10			
			Invoice Net			3,677.10			
						CHECK TOTAL	8,602.00		-----
29245 VINT, WILLIAM		00000	11636019	INV	05/23/2019	4/22-5/17/19WOODWIND	351466		
1 14856542 83101	3520		HS INSTRUM	PROF TECH		2,456.00			
			Invoice Net			2,456.00			
						CHECK TOTAL	2,456.00		-----
11037 VOCELL BUS COMPANY		00000	191822	INV	05/23/2019	899.50	350652		
1 02026620 83804	3510		ATHLE/ADMI	ATHLETIC		899.50			
			Invoice Net			899.50			
						CHECK TOTAL	899.50		-----
13181 W. B. MASON CO INC		00001	195631	INV	05/23/2019	131.34	351365		
1 02546750 85103	2415		VISUAL/ART	INSTRUCT		131.34			
			Invoice Net			131.34			

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
	1 205	85103	3520	OTT DRAMA	INSTRUCT	32.53			
				Invoice Net		32.53			
6458 WANAMAKER HARDWARE	1 205	85103	3520	00000 194740 INV	05/23/2019	153971	350256		
				OTT DRAMA	INSTRUCT	11.58			
				Invoice Net		11.58			
6458 WANAMAKER HARDWARE	1 205	85103	3520	00000 194740 INV	05/23/2019	154048	350258		
				OTT DRAMA	INSTRUCT	111.30			
				Invoice Net		111.30			
6458 WANAMAKER HARDWARE	1 205	85103	3520	00000 194740 INV	05/23/2019	154069	350260		
				OTT DRAMA	INSTRUCT	19.56			
				Invoice Net		19.56			
6458 WANAMAKER HARDWARE	1 205	85103	3520	00000 194740 INV	05/23/2019	154144	350261		
				OTT DRAMA	INSTRUCT	28.46			
				Invoice Net		28.46			
6458 WANAMAKER HARDWARE	1 02816970 84802	3300		00000 190524 INV	05/23/2019	154226	350602		
				TRANS ED	VEHICLE RE	8.75			
				Invoice Net		8.75			
				CHECK TOTAL		217.53			
6458 WANAMAKER HARDWARE	1 15125145 85103	3520		00000 11479219 INV	05/23/2019	154112	350653		
				BRACKETT	SUPPLIES	114.98			
				Invoice Net		114.98			
				CHECK TOTAL		114.98			
27025 WEATHERS, LARRY	1 02426715 87202	2357		00000 11652719 INV	05/23/2019	REIMB NSTA CONF EXP	351428		
				C&I SCIENC	TRAINING	1,309.99			
				Invoice Net		1,309.99			
				CHECK TOTAL		1,309.99			
20866 WILLOW HILL SCHOOL	1 07506848 83201	9300		00000 190672 INV	05/23/2019	19-8 LG	350603		
				CB OOD DAY	TUITION	2,543.54			
				Invoice Net		2,543.54			
				CHECK TOTAL		2,543.54			
28762 WILSON, ROBERT	1 02026633 83804	3510		00000 INV	05/23/2019	19821	350962		
				ATH/VOLLEY	ATHLETIC	144.00			
				Invoice Net		144.00			
				CHECK TOTAL		144.00			
74560 WILSON LANGUAGE TRAINI	1 02126506 85103	2415		00001 195240 INV	05/23/2019	1754880	350271		
				ELEM EDUC	INSTRUCT	129.60			
				Invoice Net		129.60			
74560 WILSON LANGUAGE TRAINI	1 18406575 87202	2357		00001 11650319 INV	05/23/2019	CVI00000001857	350272		
				LANG/PROF	TRAINING	449.00			
				Invoice Net		449.00			
74560 WILSON LANGUAGE TRAINI	1 02246506 85103	2415		00001 195539 INV	05/23/2019	1755678	351364		
				ELEM EDUC	INSTRUCT	180.68			
				Invoice Net		180.68			

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FUND ORG		ACCOUNT				AMOUNT	AVLB BUDGET	
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-83404	-2430	REPRODUCTION/PRINTING	65.99	-29,885.82
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-84902	-2440	FOOD SUPPLIES	99.65	-29,885.82
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-85101	-2430	REPRO PAPER TONER SUPP	1,339.96	-29,885.82
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-85103	-2415	INSTRUCTIONAL MATERIAL	633.95	-29,885.82
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-85107	-2440	HS DISTANCE LEARNING	1,000.00	-29,885.82
0200	02016507	SECONDARY EDUCATIO	0200-3-01	-6507-01-10-5-02-85803	-3520	GRADUATION SERVICE CER	1,105.56	-29,885.82
0200	02016518	FAMILY/CONSUMER SC	0200-3-01	-6518-01-10-5-01-85110	-2420	FACS INSTRUCTIONAL EQU	624.00	11,024.11
0200	02016563	LIBRARY/MEDIA	0200-3-01	-6563-01-10-5-01-84201	-2430	OFFICE SUPPLIES	677.46	-5,854.21
0200	02016563	LIBRARY/MEDIA	0200-3-01	-6563-01-10-5-01-85106	-2410	TEXTBOOKS BOOKS PERIOD	783.17	-5,854.21
0200	02026620	ATHLETICS/ADMIN	0200-3-02	-6620-01-24-9-00-83804	-3510	ATHLETIC SERVICES	959.50	-21,738.20
0200	02026621	ATHLETICS/BOYS BAS	0200-3-02	-6621-01-24-5-00-83804	-3510	ATHLETIC SERVICES	894.00	4,741.05
0200	02026624	ATHLETICS/BOYS FOO	0200-3-02	-6624-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	272.85	1,281,977.46
0200	02026626	ATHLETICS/ICE HOCK	0200-3-02	-6626-01-24-5-00-83804	-3510	ATHLETIC SERVICES	8,210.00	14,909.03
0200	02026628	ATHLETICS/BOYS LAC	0200-3-02	-6628-01-24-5-00-83804	-3510	ATHLETIC SERVICES	646.00	2,565.25
0200	02026633	ATHLETICS/BOYS VOL	0200-3-02	-6633-01-24-5-00-83804	-3510	ATHLETIC SERVICES	1,008.00	306.42
0200	02026633	ATHLETICS/BOYS VOL	0200-3-02	-6633-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	801.58	306.42
0200	02026642	ATHLETICS/GIRLS LA	0200-3-02	-6642-01-24-5-00-83804	-3510	ATHLETIC SERVICES	584.00	1,281,977.46
0200	02026645	ATHLETICS/GIRLS SO	0200-3-02	-6645-01-24-5-00-83804	-3510	ATHLETIC SERVICES	866.00	1,281,977.46
0200	02026648	ATHLETICS/GIRLS VO	0200-3-02	-6648-01-24-5-00-85104	-3510	ATHLETIC SUPPLIES	2,337.51	1,281,977.46
0200	02036507	SECONDARY EDUCATIO	0200-3-03	-6507-03-01-4-01-85101	-2430	REPRO PAPER TONER SUPP	2,358.72	8,082.58
0200	02036575	PROFESSIONAL DEVEL	0200-3-03	-6575-03-07-4-00-87202	-2357	TRAINING EDUC CONF & A	500.00	426.00
0200	02056507	GIBBS - TEMP SALAR	0200-3-3520	-6507-05-01-4-01-84201	-2430	OFFICE SUPPLIES	543.85	-22,547.79
0200	02056507	GIBBS - TEMP SALAR	0200-3-3520	-6507-05-01-4-01-85101	-2430	REPRO PAPER TONER SUPP	271.84	-22,547.79
0200	02056507	GIBBS - TEMP SALAR	0200-3-3520	-6507-05-01-4-01-85103	-2415	INSTRUCTIONAL MATERIAL	1,298.80	-22,547.79
0200	02066575	PROFESSIONAL DEVEL	0200-3-06	-6575-06-07-3-00-87202	-2357	TRAINING EDUC CONF & A	400.00	1,281,977.46
0200	02126506	ELEMENTARY EDUCATI	0200-3-12	-6506-12-01-3-00-85101	-2430	REPRO PAPER TONER SUPP	985.74	1,281,977.46
0200	02126506	ELEMENTARY EDUCATI	0200-3-12	-6506-12-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	349.50	1,281,977.46
0200	02186506	ELEMENTARY EDUCATI	0200-3-18	-6506-18-01-3-00-84201	-2430	OFFICE SUPPLIES	201.54	-6,404.02
0200	02186506	ELEMENTARY EDUCATI	0200-3-18	-6506-18-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	258.88	-6,404.02
0200	02186575	PROFESSIONAL DEVEL	0200-3-18	-6575-18-07-3-00-87202	-2357	TRAINING EDUC CONF & A	250.00	-4,491.00
0200	02246506	ELEMENTARY EDUCATI	0200-3-24	-6506-24-01-3-00-84201	-2430	OFFICE SUPPLIES	86.51	15,136.28
0200	02246506	ELEMENTARY EDUCATI	0200-3-24	-6506-24-01-3-00-85101	-2430	REPRO PAPER TONER SUPP	1,028.36	15,136.28
0200	02246506	ELEMENTARY EDUCATI	0200-3-24	-6506-24-01-3-00-85103	-2415	INSTRUCTIONAL MATERIAL	1,820.61	15,136.28
0200	02246575	PROFESSIONAL DEVEL	0200-3-24	-6575-24-07-3-00-87202	-2357	TRAINING EDUC CONF & A	165.00	-142.00
0200	02366710	C&I HEALTH WELLNES	0200-3-36	-6710-36-10-9-00-83101	-2800	PROFESSIONAL TECH SERV	1,380.00	-1,151.85
0200	02426715	C&I SCIENCE	0200-3-42	-6715-01-10-9-00-85103	-2415	INSTRUCTIONAL MATERIAL	1,717.89	20,676.81
0200	02426715	C&I SCIENCE	0200-3-42	-6715-01-10-9-00-85106	-2410	TEXTBOOKS BOOKS PERIOD	18,400.00	20,676.81
0200	02426715	C&I SCIENCE	0200-3-42	-6715-01-10-9-00-87202	-2357	TRAINING EDUC CONF & A	1,309.99	20,676.81
0200	02456575	SPED/PROF DEV	0200-3-45	-6575-36-02-3-00-87202	-2357	TRAINING EDUC CONF & A	2,005.00	7,567.18
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-83302	-2440	PK-SPED FIELD TRIPS	700.00	2,897.78
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-84201	-2430	OFFICE SUPPLIES	23.34	2,897.78
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-84902	-2430	FOOD SUPPLIES	134.07	2,897.78
0200	02456800	PK-SPED	0200-3-45	-6800-45-02-1-05-85103	-2415	INSTRUCTIONAL MATERIAL	138.52	2,897.78
0200	02456803	SPED TUTOR/C.S.	0200-3-45	-6803-36-02-9-00-83101	-2310	PROFESSIONAL TECH SERV	90.50	1,281,977.46
0200	02456806	SPED ADM MGMT SERV	0200-3-45	-6806-01-02-9-00-84201	-2430	OFFICE SUPPLIES	207.99	33,190.25
0200	02456806	SPED ADM MGMT SERV	0200-3-45	-6806-01-02-9-00-85101	-2430	REPRO PAPER TONER SUPP	56.62	33,190.25
0200	02456806	SPED ADM MGMT SERV	0200-3-45	-6806-01-02-9-00-87101	-2110	BUSINESS TRAVEL	61.36	33,190.25
0200	02456809	SPED/H.S. TEXTS	0200-3-45	-6809-01-02-5-00-85103	-2415	INSTRUCTIONAL MATERIAL	447.62	3,672.19
0200	02456812	SPED/PT SERVICES C	0200-3-45	-6812-36-23-9-00-83101	-2320	PROFESSIONAL TECH SERV	930.00	-5,591.70

05/23/2019 16:42  
cfields

TOWN OF ARLINGTON  
PRELIMINARY WARRANT SUMMARY

P 43  
apwarrnt

WARRANT: 19234 05/23/2019

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0300 03034309 FOOD SERVICE REVOL	0300-3-3400-0800-30-34-9-NM-865000-	FOOD SERV/REPAIR/SERVI	58.00 -10,068.29
		FUND TOTAL	6,350.54
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
0750 07506848 CB OOD DAY NON PUB	0750-3-45 -6848-45-2 -9-NM-83201 -9300	CD OOD DAY NON PUBLIC	91,437.82 -623,613.41
		FUND TOTAL	91,437.82
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
0930 09312019 EARLY CHILLDHOOD S	0930-3-2300-2019-45-23-1-NM-85103 -2410	INSTRUCTIONAL MATERIAL	334.84 6,430.44
0930 0932019 EARLY PARTNERSHIP/	0930-3-2300-2019-45-23-3-NM-83101 -2310	PROFESSIONAL TECH SERV	400.00 .00
		FUND TOTAL	734.84
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
1330 1336765 COMM ED GENERAL AD	1330-3-2731-6765-01-40-7-NM-84201 -6200	OFFICE SUPPLIES	327.76 .00
1330 1336765 COMM ED GENERAL AD	1330-3-2731-6765-01-40-7-NM-87301 -6200	DUES & MEMBERSHIP	395.00 .00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-7290 -6200	TUITION	59.00 .00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES	1,045.00 .00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-83404 -6200	REPRODUCTION/PRINTING	35.95 .00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES	1,065.00 .00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85107 -6200	PROF TECHNICAL SERVICE	1,040.00 .00
1330 1336775 COMM ED SUMMER FUN	1330-3-2731-6775-01-40-7-NM-7290 -6200	TUITION	351.00 .00
1330 1336775 COMM ED SUMMER FUN	1330-3-2731-6775-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES	85.97 .00
1330 1336780 COMMUNITY ED KIDZO	1330-3-2731-6780-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES	4,775.00 .00
1330 1336790 COM ED HIGH SCH/CO	1330-3-2731-6790-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES	1,872.00 .00
		FUND TOTAL	11,051.68
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
1410 14119108 CRAFTING MINDS	1410-3-29 -6506-29-49-3-NM-83101 -2357	CONTRACTED SERVICES	3,937.50 .00
		FUND TOTAL	3,937.50
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
1430 143 ATHLETIC FEES HIGH	1430-3-2734-OR -33-51-5-NM-7289 -3520	MISCELLANEOUS REVENUE	50.00 .00
		FUND TOTAL	50.00
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45		
1440 144 ATHLETIC MISCDS	1440-3-2734-OR -33-52-5-NM-8300 -3520	CONTRACTED SERVICES	681.16 -35,985.74

WARRANT: 19234 05/23/2019

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
2010 201	GILBERT & SULLIVAN 2010-3-0056-OR -69-31-0-NM-84000 -	MISC	6,820.95	-20,516.27
		FUND TOTAL	6,820.95	
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45			
2050 205	OTTOSON DRAMA REVO 2050-3-2731-OR -03-31-0-NM-85103 -3520	INSTRUCTIONAL MATERIAL	6,344.14	24,884.03
		FUND TOTAL	6,344.14	
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45			
6220 6223778	AHS FEASIBILTY STU 6220-3-0471-3778-01-80-0-88-5871 -	AHS FEASIBILITY STUDY-	1,508.71	2,175,840.77
		FUND TOTAL	1,508.71	
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45			
6240 6243112	OTTOSON HVAC 6240-3-0300-3112-03-28-0-88-5871 -	OTTOSON HVAC	1,440.16	21,704.20
		FUND TOTAL	1,440.16	
CASH ACCOUNT 0000 104013	BALANCE -20,285,689.45			
WARRANT SUMMARY TOTAL			593,747.09	
GRAND TOTAL			593,747.09	

\*\* END OF REPORT - Generated by Cindy Fields \*\*



Clerk	Entry Date	Batch	Warrant	Count	Invoice Amount	Due Date
swalenski	05/13/2019	8557	19234	60	56,899.42	05/23/2019
swalenski	05/14/2019	8564	19234	33	3,784.53	05/23/2019
swalenski	05/14/2019	8567	19234	8	1,031.00	05/23/2019
swalenski	05/15/2019	8575	19234	41	215,501.21	05/23/2019
swalenski	05/15/2019	8579	19234	23	32,143.30	05/23/2019
swalenski	05/16/2019	8585	19234	53	131,187.88	05/23/2019
swalenski	05/16/2019	8589	19234	13	1,043.73	05/23/2019
swalenski	05/16/2019	8590	19234	21	10,641.68	05/23/2019
swalenski	05/17/2019	8597	19234	33	18,075.73	05/23/2019
EMessina	05/20/2019	8613	19234	44	58,357.92	05/23/2019
swalenski	05/20/2019	8614	19234	36	29,586.37	05/23/2019
swalenski	05/20/2019	8619	19234	13	1,522.28	05/23/2019
swalenski	05/20/2019	8620	19234	8	550.00	05/23/2019
swalenski	05/21/2019	8629	19234	28	7,735.34	05/23/2019
swalenski	05/22/2019	8634	19234	26	23,269.70	05/23/2019
swalenski	05/22/2019	8641	19234	25	2,417.00	05/23/2019
593,747.09						

May 23, 2019

Present: Len, Paul, Jeff, Jennifer, Kirsi, Bill

Jane entered at 7:15 PM

Juli Keyes for AEA

Kathy, Rod, Rob, Alison

- 6:38 PM - Open Meeting
  - Late start due to parking issues
- Public Comment 6:39 PM
  - No discussion or decisions based on public comment at this meeting.
  - Deborah Savage
    - Parent of 3 children. Head of Arlington Parent Special Ed. Alliance. Comment on District Goals. Networking and advocacy. Spoken to parents. Statistical data from parents. See long-standing problems with SPED practices in the district. See system-wide problems. Concerns backed up by LABBB report. Deb's group is working on a report they are going to submit to the School Committee.
    - Report will address issues that need addressing.
    - Proposed Goals - Little bits are relevant to Special Ed. But as a discrete topic, only appears as one piece of one objective of one goal.
    - Issues - program availability, program suitability, outcomes.
    - Propose new goals - want to come to subcommittee meeting to discuss further and have report in hand. At a minimum, District should do a best practices review.
    - Propose a goal on data relative to student performance. They do not believe there is a system to measure outcomes.
    - They think we need a strategic plan on special ed.
    - This group is organized, informed and want to collaborate.
- Curriculum Presentation, Literacy. 6:46 PM
  - Deb Perry, Director of ELA & Literacy. Shannon O'Brien, Maria Amato, Ally Magalhaes, Literacy Coaches. Heather Mahoney, Grade 6 Gibbs, Nicole Eidson, HS English Teacher, Elizabeth Harple, HS English Teacher.
  - Thank SC for this year's budget, approving another coach. Have 4 Elementary Literacy Coaches.
  - Ally - focuses on 1st and 2nd grades. Have been able to work with first year teachers this year. Able to model lessons, observe teacher, debrief. Works with entire grade levels in schools. Able for teachers to see lessons and then apply right away. Ally can coach lesson right away. Principals are very supportive.
  - Maria Amato - works with 3rd and 4th grade. She has the opportunity for teachers to implement new units in readers workshop. Teachers have someone to plan with, model lessons. Also half day PD. Worked with three schools

implementing nonfiction unit. 80% of teachers will do that unit next year. Maria has been able to work with teachers looking at data. Maria worked with new fourth grade teachers.

- Shannon O'Brien. Work primarily with 4th and 5th grades. Give feedback that is not evaluative. Supported 5th grade - piloted several new units. Work with those teachers and look at student data. Correlated with common core standards.
- Heather Mahoney - 6th grade. Book clubs came from conversation among 6th grade ELA teachers. They enter 6th grade as great readers, but as middle school continues, there is more competition for reading. Took book clubs to bridge gap in 6th grade. AEF Grant. This is the culminating unit for 6th grade. Looking at diverse books. Championing authors of color. The teachers piloted this last year. Looking forward to incorporating more explicit instruction.
- Nicole Eidson and Elizabeth Harple. Teach AHS juniors. Last 4-5 years, they have had 6 sections of AP ELA for juniors. A couple units in AP class are discrete and appropriate for all juniors. Working on taking these units and employing them for all juniors.
  - Nicole - this course asks for rhetorical analysis. Talk about rhetoric. Look at how they see the word used in the media recently. Look at how the term is used in a negative way. The teachers talk about how rhetoric does not have to be used in a negative way. Can be civil and effective. Goal is to make students conscientious consumers and take ownership of own writing, speaking. Look at fiction, non-fiction, documentary film. SAT Essay question is asking students to do a rhetorical analysis. Students are asked to take a position. They have to know what is happening in the world. They need to learn that their language has power.
- Elizabeth Harple. Teaches American Literature. Thinking of incorporating units into class. It is about asking students to do something different. Thinking about speaker's or author's choices. Unit on justice in America. Wanted to make Scarlet Letter relevant to students. Empowered students to use evidence, make claims and arguments. Culminated in response paper.
- Deb - themes - power of language. Trying to help students find their own voices. Perspective - try to see world from different places.
- Questions
  - Bill - thanking teachers.
  - Jennifer - Who is being served with these courses and reading groups? Are all students included?
    - 6th grade - chose different books at different levels of difficulty.
    - Reading groups - get closer to personalizing instruction.
  - Len. Pitch to coaches. Great if they could do more marketing that community is aware of the work the coaches are doing.
    - Shannon - have gone to PTO at one school.
    -

- Curriculum Presentation - Denny Conklin 7:10 PM. Presentation is in Novus.
  - Highlight - 8th grade civics. New Social Science Frameworks.
    - Value placed on diverse identities and different perspectives. Want students to be able to see themselves in the curriculum.
    - Reading comprehension. Better with more background knowledge.
    - SEL Skills.
    - Practice standards
    - Parallel set of literacy standards linked to each grade level.
    - District initiatives:
      - Elementary (see presentation)
        - 5th grade - constitution and bill of rights.
      - 6th grade. Ancient Civ. Thematic Approach
      - 7th grade - from world geography to global studies.
      - 8th grade - civics
      - 9-11. No changes until we figure out MCAS. If there is going to be a test, want to give kids the best
      - 6-12 - research skills. Experimenting with authentic audience.
      - Surveyed students on research.
      - Looking at essential skills for research.
    - Teachers present:
      - Lucy Conroy
        - Why civics and why 8th grade? Big gap for students.
      - Nikki Hctor
        - Sample lessons and sample learning experiences.
        - Try to teach kids how to be active citizens in the community.
        - Respectfully communicate and have civil discourse.
      - Eric Bakke
        - Eric has done Generation Citizen at Ottoson. Age is perfect to get kids knowledgeable about what is going on in town. Get them into public spaces in town. Be a part of the community.
        - Full cluster - very helpful at Ottoson this year. Appreciative of School Community.
        - Include everybody in the units. Want all students to feel included.
        - Maura Healy came to Eric's class.
      - Todd Sundstrom
        - Nice to have some leeway into the curriculum. Appreciated the opportunities to create the curriculum. Great PD.
        - Looking at Essential Questions. Works in progress.
    - Questions
      - Bill - are you going to share SC decisions that were not so great?

- Kirsi? What is the relationship between state standards and what you decide to teach?
  - State has given flexible options. Lots of leeway. Districts can do middle school sequence differently.
  - Standards suggest content, but gives discretion to teachers.
- Kirsi - hope they can utilize Town Meeting.
  - One unit is titled "All politics is local." Want to build on that. Will go into how town politics work. Action-based project.
- Jennifer - what is being pushed out of 8th grade curriculum? Discussions of geopolitical changes with maps.
- Jennifer - Africa is a big continent - where is the focus?
  - 1st grade teachers have been working on PDs - want to teach Africa in a more culturally proficient way. Students will look at overall continent, climate, and then focus on one country.
- Jeff - what is going to happen to medieval history?
- Jane - Ancient Civ. is extraordinary. Want more rigor at elementary level.
- Paul - like that 8th grade civics is able to build from local to state to federal. Have kids' interest in what is going on in community shown more sophistication?
  - Eric - Generation citizen. Highly local problems. This year looked at minimum wage, homelessness, poverty. Gun control. Maura Healy spoke to class. Students are totally aware of the issues.
- Kirsi - plug in for Mr. Hayner doing mock town meetings with 3rd grades - four elementary schools. Doing something at grade 3 sets seed for everything going on.
- Hardy 5th graders went to Ted Kennedy Institute. Longer School day one, but more recess time.
- Paul - with changes in 7th grade, will they no longer be required to learn capitals of countries.
  - Denny - want students to know generally where countries are, but they do not need rote memorization.
- Paul - motion to accept curriculum report. Second by Jeff. Unanimously approved.
- Kathy - appreciation for curriculum teams.
- District Goals. 7:56 PM Presentation in Novus.
  - Document is dynamic. Not a static document.
  - Vision of student as global citizen.
  - Look at transferable skills.
  - Discussion of goals will continue at CIAA meeting.

- Different curriculum focus for next year.
- SEL goal .
- Staff excellence and professional development. Every initiative is paired with professional development.
  - Build on the work we have done already. Every year, incrementally move forward.
  - Goals become link for school improvement plans and personal goals.
  - Seek to increase overall diversity of staff.
- Systems/Nuts & Bolts of school system. Continuation of use of data to inform change and instructional practice.
  - Data bank
  - Data teams in every school building. Use data to inform practice.
  - District administrators PD for a consistent way to look at data. Datawise course. Coaches and other support personnel will take the course next year.
- Operations/Communications/Stakeholder engagement
  - If override passes, next year will be very intense on next level of design. Lots of time on thinking about final design components.
  - Includes other initiatives for district. Begun review of essential standards and transferable skills. Want elementary curriculum available for all parents.
- Two more meetings to approve district goals.
- Questions:
  - Bill - ask to report back on whether there could be more concise, specific behavioral approaches.
    - Kathy - set up a schedule on when different groups can come in.
    - Rod - look at the bottom. Last page of goals. We added a disclaimer that some goals may change based on teacher input and student data.
  - Kirsi - question about 3.1 and 3.2. As part of work, Kirsi is interested in seeing examples of how data is being used. Looking for examples of how teachers and administrators use the data. How does it affect students and classrooms?
  - Len - is there a third party tool?
    - Rod - part of package that comes with Google. Data studio. Teachers can use spreadsheets. Teachers can access through a link.
  - Jennifer - data bank - at end of next year, where do we hope to be?
    - Rod - sky is limit. We can add common assessments. Asking curriculum leaders to look at what types of assessments can be added. Make some determination of

what it means. How do we evaluate the data.

Multi-year project. Will not be done in one year.

- Jennifer - urge us to use School Committee as resources. Can give comments on how things are worded.
- Paul - feels very diverse and very ambitious. How are we going to track all of this? How will we watch all moving parts and communicate back to the School Committee?
  - Kathy - it is ambitious. What are the kinds of things we can do that will have the most effect.
  - E.g., social emotional learning.
  - Portrait of students - where does that happen? Everybody has to take a part of it. Every department has to own it. Everyone held accountable.
- Juli Keyes - please send the goals to the teachers.
- Paul - worry that document is too big and too disparate. Feels unmanageable.
  - Rod - look at 1.1. Overarching goal. How that is translated for each department. Rod was explicit and worked with curriculum leaders to choose only one or two for each content area. Mindful of not having too much on plate.
  - Kathy - focus on curricula that is aligned with state standards but is dynamic. Students will learn best in environments where they feel safe and are appreciated and supported.
- Juli Keyes - looking at action plan combined with goals. Appreciate it being broken down like this,
- Jane - relationship learner. Need to see the sum of the whole before she sees the sum of the parts.
  - Kathy - want all third grade students to be at reading benchmark at the end of third grade. Think about what we need to get there.
- Len - goal related to new Dibbles - some of detail is too much. More of the goal without the details.
  - Rod - all are written in SMART goal format.
- Bill - want specificity.
  - Rod - SMART Goal format.
- Paul - teachers would be happy with goals.
- Jennifer - Who is the audience for these goals? People should be able to look at it and understand what the district is trying to accomplish?
- Kirsi - what is going to be different next year? Desired outcome.
- Len - LABBB Report - appropriate to have goal on implementation plan based on LABBB report.

- Kathy - some of the goals are from the LABBB report.
  - Alison - will talk about what the Sp. Ed. Department has been doing to address LABBB report and CPR.
    - Co-teaching goal. Best practices. Engaging in PD. Coaching. Takes root.
    - Science and Math co-teaching at AHS. We all work with special ed. students, all teachers.
- Jane - when we talked about budget - no section for special ed. All infused. Are goals infused with special education and general education.
  - Kathy - 1.1 - all woven together. We don't want Special Education and General Education to be distinct. They have to work together.
  -
- EDCO Agreement for Approval 8:50 PM.
  - Summary of changes in Novus. EDCO Board has already vetted.
  - Paul - removing Winchester.
  - Jeff - move approval of EDCO Agreement. Seconded by Paul
  - Kirsi - question - why did Winchester leave?
    - Kathy - Winchester is part of SEEM Collaborative. EDCO has roundtables for all different disciplines.
    - Assistant Superintendent group is one of most dynamic group.
  - Jennifer - change in Article IV - where is that change?
    - Kathy - advisory cannot vote.
  - Unanimous vote to approve EDCO Agreement.
- Monthly Financial Report. 8:58 PM - Mike Mason not present. Will present next time. Send questions to Mike in advance.
- Chapter 70 Funding 8:58 PM
  - Bill - How much of Chapter 70 Increase is coming to the schools?
  - Len - document in Novus. In Arlington, we do not tie school budget to Chapter 70 funding. It does not make sense to do it in one year when there is more funding, because then what happens when there is less funding?
  - FY 20 - \$5million overall increase if override passes. We did approve override commitments regardless of Chapter 70.
  - Paul - driving factor is increase in enrollment. Growth in enrollment will increase Chapter 70. We will have this impact on foundation budget. Growth contingency in fiscal stability plan.
  - Bill - because of formula with town, money comes from that rather than Chapter 70.



- Len - if there was not a large Chapter 70 increase, we do not know what would have happened. We did get an adjustment in growth formula and increase.
  - Bill - money from the town is committed regardless of Chapter 70.
  - Paul - revenues from Chapter 70 are put into the pot/Town stability fund. That is the way we have done it and how we extend the override.
  - Jennifer - if the state were to commit more money to education, I would want the flexibility to go back to the Town.
  - Kirsi - can't see a situation where the state funds education significantly more without decreasing funding in other areas.
  -
- Appointment to Calendar Study Committee 9:08 PM
  - Jennifer is interested in serving.
  - Jeff Nominates Jennifer. Paul Seconds. Unanimous approval for Jennifer to be appointed to the committee.
- Superintendent's Report 9:09 PM
  - Thank Human Rights Commission to sponsor solidarity event. Very well attended. Commend Bishop DIG committee - had workshop facilitated by Bishop parent, Stacy Davidson - dialogue for preventing hate incidents.
  - Update on AHS Building Project.
    - Tours tonight. One more tour on Sunday, June 2 from 1-3.
    - Good resource is the website. Great building website. Lots of information. Transparent about processes. AHSbuilding.org.
    - Forum the other night. Not particularly well attended.
    - Vote on June 11. People need to inform themselves.
      - Jeff - encourage people to go to web site. Public can e-mail building committee.
      - ACMI has done many segments on building.
      - Fly-through video.
  - Middlesex League - youth risk survey. Similar questions throughout league. Some controversy at Gibbs that survey was given without opt-out. That was a mistake. That will be corrected next year. We will get first preliminary report sometime in the summer.
  - Kindergarten & Enrollment numbers.
    - Kindergarten - 509. A little bit of a slowdown, but we have not hit the summer yet. Looking at buffer zones. We are looking at different plans for classroom space. We will need to have more discussions about space at our schools.
      - Bill - ask to communicate with individual schools. Please let parents know as soon as possible if we are adding a classroom.
        - Kathy - Brackett - we will have 5 first grades. 4 first grades at Stratton. Still looking at buffer zones for Stratton.

- Bill - RFP for population survey.
    - We need to take another look.
  - Jane - we need to look at the map. We need to give more flexibility to the Superintendent. Hardy should buffer with at least two schools. Need to expand the buffer zones.
  - Kirsi - looking at physical map itself. Spy Pond makes it difficult.
  - Athletics - softball and boys tennis qualified for playoffs.
  - Culmination of schooling in Arlington for 12th graders. Graduation at 3:00 on June 1.
  - Ottoson Veterans Day ceremony - 1:00 on May 24.
  - Art Exhibit at Town Hall. Exhibit is terrific.
- 
- Consent Agenda 9:25 PM
  - Warrant withheld.
  - Motion to approve (other than warrant) by : Bill
  - Second by: Jennifer
  - Unanimous
  - Motion on warrant - Jennifer
  - Bill second.
  - 6-0-1 Paul abstained.
  -
- Subcommittee/Liaison Reports 9:28 PM
  - Budget
  - Community Relations. After school. Another meeting on June 3. Inviting reps from after school programs.
  - Curriculum - need to schedule a meeting
  - Facilities - nothing'
  - Policies - no
  - Legal - no
  - Building - already talked about
  - Liaisons
  - Announcements -
    - Bill - Rotary dinner on June 4.
    - Len - will send doodle for potluck
    - Len - possibility of retreat. Might be useful. Over summer possibly.
      - Paul - very valuable to have retreat.
    - Len - possible summer meeting. Good to have one in August. Will send a doodle.
- Executive Session 9:31 PM. Will return
  - Motion by - Bill
  - Second by Paul

- Roll call vote - unanimous.
- 

- Return to Open Session

Motion to approve Unit C Contract.

Bill - Motion to Accept Uit C . Second by Jen. Unanimous

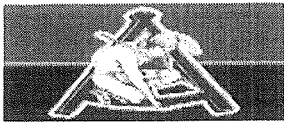
Motion to Approve Unit A.

Jen moves. Bill second.

Unanimous.

- Adjournment

- Motion to adjourn - Jennifer
- Second - Paul .
- Unanimous



Jennifer Buckley <jbuckley@arlington.k12.ma.us>

## International Travel Application

3 messages

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

Wed, May 22, 2019 at 4:27 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 (jbuckley@arlington.k12.ma.us) was recorded when you submitted this form.

**Your Name \***

Jennifer Buckley

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

There is not a specific department leading the trip; chaperones come from many departments (math, science, english, language in the past). Lead teacher works at OMS.

## Trip Basics

Please provide some basic information about this trip.

**Destination (City(s)/Country): \***

Belize - Belize City, Ambergris Caye, Cayo Region

**Departure Date \***

April 17 2020

**Return Date \***

April 23 2020

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

Plane - leaving from Boston Logan International Airport -- \*dates are estimates. Trip could leave as early as April 15 and return as late as April 25

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

Bus (mainly), boat/ferry (for day trips/tours)

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

Cultural, educational

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

Students learn all about Belizean and Maya history and culture through activities like tours of Maya ruins and trips to local markets. Our tour guide teaches them about history and culture but also geography, science, politics, and more as we drive from place to place. Specialized day trips teach them about more specific topics, like marine life when we snorkel in a marine reserve. Most importantly, the students stretch their boundaries and leave their comfort zones, and I've found that through what they learn on the trip they gain tolerance and understanding in addition to growing as individuals (taking an international trip without parents is a huge deal for a middle schooler!). So many of them face fears (of flying, of certain animals, etc) or homesickness and come out on top, which is incredibly rewarding for them and us as teachers.

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

In the past, no, but I can't say for sure until we receive the flight itinerary

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

Based on the dates we have currently, only one day or part of a day might need to be missed (Friday, April 17). If this is the case, students will need to notify teachers that they will be absent on the 17th so that they can obtain work beforehand and ideally turn it in on Thursday the 16th.

**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) \***

OMS 7th and 8th graders

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

\$3,065 (\$297/month if payments start in May)

**What is included in the cost of the trip? \***

Round-trip airfare and on-tour transportation, accommodations (hotel rooms with private bathrooms), meals (3x a day), full-time tour director, daily excursions, activities, and/or tours and entrances to attractions (snorkeling, ziplining, boat tours, museums etc.)

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

Souvenirs, tips for guides (tour guide, bus driver, day tour leaders), food at airports

## 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? \***

Jennifer Buckley - jrbuckley@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)**

Tom Zierk (retired employee) - tzierk@arlington.k12.ma.us  
Meagan Hyman (OMS spanish teacher) - mhyman@arlington.k12.ma.us  
Jen Mernick (OMS science teacher) - jmernick@arlington.k12.ma.us  
Chaperones subject to change based on personal wellness/availability.  
The three listed were chaperones last year. Other interested faculty

include Bryan Christie, OMS guidance counselor, and Rochelle Rubino, OMS assistant principal.

## Travel Company

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

EF Tours

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

Maggie Connolly, 1-617-619-1390, maggie.connolly@ef.com  
Maggie is WONDERFUL. She has directed me to several of her colleagues when she has been out of the office, all of whom are timely, polite, and knowledgeable. I have been thoroughly impressed and pleased with everyone I've worked with at EF.

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

Visit [www.eftours.com/coverage](http://www.eftours.com/coverage) for the full breakdown of our individual traveler insurance coverage.

Group Leaders and schools are automatically insured under our \$50 million General Liability Policy, regardless of whether or not the tour is considered a school event. This policy safeguards Group Leaders and schools in case of claims from on-tour incidents such as personal injury and provides a legal defense and covers all associated legal fees.

Travelers can choose to enroll in the Global Travel Protection Plan, which we offer because many insurance companies do not provide adequate coverage for people traveling abroad. Designed specifically with EF travelers in mind, this affordable plan provides protection for travelers should something unexpected happen before, en route to or during the tour.

The deadline to add coverage is 75 days before departure. However, coverage begins as soon as a traveler adds it to their account and pays for it. Travelers can enroll on their personal website or by calling our Traveler Support team at 800-665-5364.

The Global Travel Protection Plan costs \$165 and includes:

Tour cancellation and interruption coverage

A refund of the Program Price if your child needs to cancel from or miss part of the tour due to reasons of serious injury or illness requiring hospitalization, financial hardship due to unexpected job loss, jury duty, military call to active duty or severe damage to home.

Illness and accident coverage

Coverage of hospital bills, doctors' fees and medical transportation for illnesses or injury while on tour, as well as travel and accommodation expenses for a family member to be with your child while hospitalized in the event of a life-threatening illness.

Baggage and property coverage

Coverage for baggage, airline tickets, travel documents and valuable property in cases of theft or delay.

Flight delay coverage

Coverage for expenses due to flight delays (lodging, food and other reasonable expenses) as well as limited coverage for every full land day missed of your program due to flight delays or cancellations. You can view a more detailed summary of the most current policy here. The Global Travel Protection Plan is non-refundable. The insured portion of the Global Travel Protection plan is underwritten by United States Fire Insurance and cancellation fee waivers provided by EF Educational Tours. For information on filing a claim, visit the Coverage Claims article.

Trip insurance is optional.

Information taken from <https://www.eftours.com/help-center/safety/travel-protection>

Information on how to file a claim can be found at <https://www.eftours.com/help-center/safety/coverage-claims>

**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) \***

Tour cancellation and interruption coverage (covered by the \$165 Global Travel Protection Plan (insurance) fee)-

A refund of the Program Price if your child needs to cancel from or miss part of the tour due to reasons of serious injury or illness requiring hospitalization, financial hardship due to unexpected job loss, jury duty, military call to active duty or severe damage to home.

My understanding is that if students have not purchased trip insurance, they do not get refunded for the portion of the trip they have paid.

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

Online with EF - students are given a website URL (that includes the trip number) to use to sign up. The site includes the trip name and number, my name, our itinerary, and sign up instructions.

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

Monthly - \$297 per month as of May 22, 2019 (changes the later students sign up)

"Option 1: Pay in full at enrollment (free)

Pay the entire balance at the time you enroll.

Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.

Option 2: Automatic Payment Plan (free)

After you enroll with the \$95 deposit, payments are automatically deducted from your bank account.

Choose your payment frequency:

Monthly payments based on a preferred date

Bi-weekly payments on a preferred weekday

Payments are scheduled until 30 days prior to departure

Payment methods accepted: ATM/debit card or checking account only.

Option 3: Manual Payment Plan (\$50 plan fee)

Receive invoices and make your payments in less frequent installments.

Payment schedule:

\$95 deposit due upon enrollment

\$165 Global Protection Plan fee due upon enrollment (if required by your Group Leader or requested by traveler)



\$500 due 30 days after enrollment  
\$500 due 90 days after enrollment  
Remaining balance due 110 days prior to departure  
Payment methods accepted: Visa or MasterCard, ATM/debit card and personal checks.  
For specific plan details, see our full Booking Conditions."  
Information taken from <https://www.eftours.com/help-center/policies/payment-plans>

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

As of right now, I do not know of a formal scholarship-type process to help students who may have difficulty paying. I would happily work with EF, the student(s), and parent(s) about fundraising options for individual students who may have difficulty paying.  
From EF consultant: "We do not offer scholarships through EF, but are happy to point you in directions for fundraising, scholarships or grants. I [know] a group leader who was able to secure a 10-year travel grant and he would be happy to share his experience if you have any questions."

**If the company provides fundraising opportunities, please explain.**

"We make it easy for travelers to raise funds for their trip by providing an online donation page that they can share with others. Those who decide to donate can make secure online contributions that are applied directly to a traveler's tour balance. Travelers can find this page by logging into their account and choosing the "Your donation page" tab.  
There are many other ways to fundraise for your tour. Groups can find inspirations and tips on group fundraising on our blog at [eftours.com/fundraising](http://eftours.com/fundraising).  
Information taken from <https://www.eftours.com/help-center/policies/fundraising>

**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:

## **Pre-Trip Prep**

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

To promote the trip, I will hold a number of informal informational meetings during ASPIRE block at OMS (pending permission). I will hang flyers and posters at OMS and Gibbs advertising the trip and meeting dates. Assuming it gets approved, an initial meeting with any interested students and parents will take place about a week after school committee approval of the trip.  
After initial/informational meetings, nearly all communication is via email to parents/guardians and students until the trip gets closer (in early- to mid-March we usually start holding meetings with the group, but even still

everything we discuss gets communicated through email after the meeting).

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

Nearly all communication to parents/guardians is via email until the trip gets closer (in early- to mid-March we hold a parent meeting with the group, but even still everything we discuss at the meeting gets communicated through email after the meeting).

## 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:

J. Buckley | Belize 2020 Itinerary | EF Educational Tours - Jennifer Buckley.pdf

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

There is not an emergency expense budget included in the student price for the trip. Many emergency expenses (tour cancellation and interruption, illness and accident, baggage and property, flight delay) are covered in trip insurance, which will be detailed to parents at meetings/in communications. Parents are encouraged to send students with debit cards (in addition to spending money) as emergency money. Chaperones also carry debit and credit cards in case problems arise.

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

Email, text, phone call, facetime - any method that is appropriate for the situation. I will purchase and international phone plan to ensure that I can contact parents while abroad.

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

Email, text, phone call, facetime - any method that is appropriate for the situation. I will purchase and international phone plan to ensure that I can contact administration while abroad.

**Jennifer Buckley** <jbuckley@arlington.k12.ma.us>  
To: Mary Villano <mvillano@arlington.k12.ma.us>

Wed, May 22, 2019 at 4:28 PM

Hi again,

Sorry for two emails. I finished the form myself and sent it, but then our consultant at EF added a few details, so I edited my response. This is the most recent.

Thanks, and sorry again!

Jenny

[Quoted text hidden]

--

Jennifer Buckley  
Sky Math  
Ottoson Middle School  
781-316-3744 ext. 1331  
www.2018skymath.weebly.com

If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do seu filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译, 请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة طفلك/طفلتك،

**Mary Villano** <mvillano@arlington.k12.ma.us>  
To: Jennifer Buckley <jbuckley@arlington.k12.ma.us>

Wed, May 22, 2019 at 10:17 PM

Hi Jennifer,

This looks great. It looks like you covered everything. You should print it and send the printed information to Karen Fitzgerald with signature page.

I am going to share the signature page separately with my signature on it

Mary

[Quoted text hidden]

--

Mary Villano,  
Foreign Exchange Program Coordinator  
International Travel Coordinator

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

781-316-3632

Rm. 511

[Quoted text hidden]

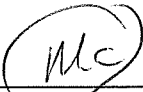
REQUIRED DOCUMENTS: Please make a copy of, personalize the copy (if necessary) & print a copy of each for the International Travel Coordinator.

- 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).

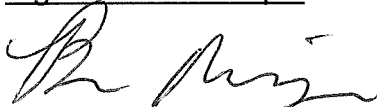
Signature of Department Head

	North	5.29.19
Name	Department	Date

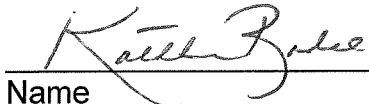
Signature of International Travel Coordinator

	
Name	Date

Signature of Principal

	OMS	5-23-19
Name	School	Date

Signature of Superintendent

	5/31/19
Name	Date

## Medical Information Sheet

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

Physical Issues or Restrictions:

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Is student currently on any medications: Yes \_\_\_\_ No \_\_\_\_

If yes, please list:

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Allergies:

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Other Important/Needed Information:

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Date of last tetanus shot: \_\_\_\_/\_\_\_\_/\_\_\_\_

# **Permission for Treatment**

In case of injury during an activity with Arlington Public Schools, I hereby consent to have STUDENT NAME: \_\_\_\_\_ examined and, if required, to be treated by a physician or hospital. I understand that in the case of injury, Arlington High School will make every effort to contact me prior to taking the student to a physician or hospital. In the event that I cannot be notified, the Arlington Public Schools and its representatives have my permission to take appropriate steps to ensure the safety and well-being of my child. I, the Parent or Guardian of the above named children, give The Arlington Public Schools and authorized personnel, permission to sign for treatment in case of accident or injury. I understand that I am responsible for informing the school of any changes in my student's health condition.

I have notified the trip organizers of any and all medical or mental health conditions which may affect the safety of the student or impact the trip. I will notify them of any changes.

Parent or Guardian signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_

Dates of trip: \_\_\_\_\_

## PERMISSION TO PARTICIPATE AND RELEASE FROM LIABILITY

Your child's teacher has volunteered to organize a school-sponsored trip requiring travel to another state or out of the country. Participation in this trip is voluntary, but you must give permission before your child can go. If you do not give permission, your child will not be allowed to participate.

Your child will be under supervision by teachers and/or chaperones, It is possible that your child may face more risks by participating in this trip than if your child did not. We cannot enumerate every risk, but we believe that you are generally familiar with this activity and your child, and you are in the best position to decide whether your child should participate. The School Department and Principal have approved this trip, but we cannot and do not guarantee that there will be no injuries or damages as a result of this trip.

This is a legal document and you are free to obtain a lawyer's advice before signing it. You may not, however, change the language of this form, and any additions or deletions you make to this permission and release have no effect.

By signing this form, you agree that your child may participate in the trip. By signing this form, you also agree to release the Town of Arlington, Town officials, Town employees/teachers and all parental program and activity volunteers or chaperones from any and all damages, death and/or injuries of any kind you and your child might suffer as a result of participating in this trip, except for those that result from gross negligence or wanton and willful misconduct. This agreement to release does not apply to any independent contractor.

PLEASE BE ADVISED There will be no AHS medical staff on trips out of the country or abroad. In case of emergencies, students will be taken to local hospitals.

Signed:

Parent/Guardian of: \_\_\_\_\_  
student name

Parent/Guardian Signature \_\_\_\_\_ DATE \_\_\_\_\_

# Adventure in Belize - April 2020

Jennifer Buckley, OMS Math Teacher | [jbuckley@arlington.k12.ma.us](mailto:jbuckley@arlington.k12.ma.us)

## **Trip Selection Criteria**

Participation in out-of-school trips is a privilege. The school must be conscious of the safety of all students as well as the way in which the trip represents the school in our community. The trip organizers may make a determination of criteria for students who they feel can safely participate in the trip, who can appropriately represent the school, and who can support the mission and goals of their particular trip. Trips are an optional enrichment activity offered by school staff. While we work to have scholarships available, families are responsible for the full cost of the trip.

As trips vary in levels of educational mission, risk, distance, length, and commitment, the criteria for selection vary among trips. At the time of selection, we will not consider for participation any student who:

- Has been suspended from school in the past month.
- Would be under suspension from extracurricular activities
- Is carrying a D or lower in any class
- Is in danger of receiving an FA due to attendance
- Has recent medical or mental health conditions which may affect the safety of the student or create a substantial disruption to the trip (This would apply to students receiving an M grade.).

In addition, students who fail to meet the trip selection criteria in the month before a trip may also be excluded from trip participation.

Exclusion from a trip will result in the following consequences:

- Class grades will not be affected by exclusion from a trip.
- In trips related to courses, students will be provided with alternative assignments to make up for any trip work.
- Funds or deposits may not be returned, as deposits and shared costs may not be recouped by the trip group.

## **Trip Cancellation Policy**

Please see the attached page (inserted by teacher) concerning the cancellation policy of EF Educational Tours, our travel company.



## General Terms and Conditions

These Booking Conditions are valid for all EF tours departing after October 1, 2019, and are subject to change with or without notice. The most current Booking Conditions at the time of your departure will apply, which are available at [eftours.com/bc](http://eftours.com/bc). All tours are operated outside of the U.S. by EF Education First International, Ltd., Switzerland. EF Institute for Cultural Exchange Inc. is a marketing service provider for that company and is referred herein together with EF Education First International, Ltd. as "EF."

### WHAT'S INCLUDED IN THE PROGRAM PRICE?

- \$95 non-refundable deposit
- Round-trip airfare
- Accommodations in hotels with private bathrooms
- A Tour Director available 24 hours a day from when you arrive until you depart
- Breakfast and dinner daily in Europe. (For non-European destinations different meal plans may apply.)
- Sightseeing tours and excursions led by licensed local guides as specified
- Airport transfers and transportation between destination cities
- Transportation to all included activities
- Entrance fees and theater tickets as specified
- EF walking tours and Tour Director-led sightseeing as specified
- Cruises, trains, or ferries as specified
- Adult supplement (if applicable)
- Weekend supplement (\$35 fee for any flight departing Friday, Saturday, or Sunday in either direction, if applicable)
- Support from EF representatives abroad
- 24-hour worldwide emergency service
- EF backpack and luggage tag for each tour

The above apply to all tours unless otherwise noted on the tour itinerary. If we ever fail to provide you with any of the above, we will refund you its value upon your return from the tour.

### What does the non-refundable deposit include?

All travelers must pay the non-refundable, non-transferable \$95 deposit upon enrollment in order for the enrollment to be complete. After travel is completed on the first tour, repeat travelers will receive a \$100 repeat traveler discount off of future tours.\* (EF Explore America repeat travelers will receive a \$50 repeat traveler discount off of future EF tours.) The \$95 non-refundable deposit includes:

- EF's standard cancellation policy and Peace of Mind program as described on p. 18
- Processing services by EF staff
- Eligibility for discounts on other EF programs

\*Repeat travelers are paying travelers who traveled beginning in 2003. Travelers who cancel their tour prior to traveling are not eligible for a repeat traveler discount. The repeat traveler discount is non-refundable and non-transferable.

### WHAT'S NOT INCLUDED IN THE PRICE?

- Rooming supplement (if applicable)
- Optional excursions (except where indicated)
- Global Travel Protection plan (except where indicated)
- Beverages and lunches (except where indicated)
- Transportation to free-time activities
- Customary gratuities (for your Tour Director, bus drivers, and local guides)
- Portage
- Any applicable baggage-handling fees imposed by the airlines (see [eftours.com/baggage](http://eftours.com/baggage) for complete details)
- Expenses caused by airline rescheduling, cancellations, or delays caused by the airlines, bad weather, or events beyond EF's control (see next page for details)
- Passport, visa, and reciprocity fees

### GROUP TRAVEL

#### How does group travel work?

We believe that all students should have the opportunity to travel, which means we do everything we can to keep our program prices the lowest in the industry without

sacrificing quality. One of the ways we do that is by combining groups to fill a tour bus so that all travelers help cover the costs of the bus, the Tour Director, local guides, etc. Consolidating groups also allows travelers to meet students from other schools, although groups may not be of the same age level.

Therefore, in order for everyone to travel for the lowest price possible, group travel requires some flexibility. Each group submits its preferred tour choices and travel dates, and then we book all of the groups with the same requested tours on one specific departure date. Because EF is the largest student travel provider, it's rare that groups do not travel on their first-choice tour. However, on occasion, we may need to book your group on a second-choice tour. If we fail to offer a comparable tour, travelers may opt to receive a full refund. EF strives to keep departure dates within two days of the requested date for tours departing October through April and within four days of the requested date for tours departing May through September. Your final tour itinerary and travel dates will be confirmed approximately two months prior to departure.

### Anything else I need to know about my itinerary?

Based on your travel dates, there may be times when it becomes necessary to modify your itinerary. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country, or using an alternate airport. On certain days, especially holidays, some tour inclusions may be unavailable. In such cases, we will substitute different inclusions or provide a refund after the tour. Tours are designed for students, as reflected in the pacing, accommodations, and other aspects of the tour.

### PRIVATE GROUPS

#### What if my group wants to travel on our own without being consolidated?

If you want the privacy of your own tour bus and Tour Director, you can choose to travel as a private group. This option is available for an additional fee, which varies based on the final number of paying travelers. If your group fills a standard-size tour bus, the private group option is free. The itinerary may not be modified while on tour (i.e. you do not have the tour bus at your disposal); however you are able to make certain tour modifications prior to the tour departure. Although your base itinerary will include only your group, you may be consolidated with others during optional excursions. Also, due to flight and hotel availability, we require the same departure date flexibility as described above. Please let EF know prior to your first enrollment if you would like to be a private group.

#### What if my group is traveling on a customized tour?

If your group is traveling on a customized tour, you will automatically be traveling as a private group. The tour price for your customized tour can fluctuate based on the group size and will be finalized based on the number of paying travelers at the time of departure.

### ENROLLMENT

All Enrollment Forms must be received at EF by at least 110 days prior to departure. Travelers should provide complete first, middle, and last names, and dates of birth as they appear (or will appear) on their passports.

#### What is the cost of a name correction?

Any corrections to match passport names made after 110 days prior to departure require that we change the flight reservation, resulting in a minimum fee of \$200 per airline up to the cost of a new published fare ticket. This may also result in a different flight itinerary from the entire group. Travelers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

#### How do travelers enroll?

Enrollment Forms and payment can be submitted to EF in any of the following ways:

- Online: [eftours.com/enroll](http://eftours.com/enroll)
- Phone: 800-665-5364
- Mail:  
EF Educational Tours  
EF Center Boston  
Two Education Circle  
Cambridge, MA 02141
- Fax: 800-318-3732

For your convenience, travelers are automatically enrolled in paperless billing. Travelers who prefer to receive invoices by mail may request this by logging into account at [eftours.com](http://eftours.com) or by calling 800-665-5364.

#### **Can a traveler enroll on a waitlist if the tour is full?**

Upon the discretion of the Group Leader, a waitlist may be offered for full tours. The \$95 non-refundable deposit is required for waitlist enrollments. If space becomes available on the tour and the applicant chooses to enroll, EF's payment plan and cancellation policies apply immediately. If space is not available by 14 days prior to departure or if the applicant cancels from the waitlist, the \$95 deposit will be refunded.

#### **Can children under 11 go on tour?**

We do not allow children under the age of 6 to travel with us. Travelers ages 6-10 must have an adult chaperone other than the Group Leader and will have to room with that chaperone. Travelers may choose to stay in a family room (a room with two twin beds and a cot) or in a twin (a room with two beds). Applicable fees will apply.

#### **Can adults go on tour?**

EF's published program prices are based on student rates for transportation, admissions, accommodations, etc. We welcome adults (those age 20 and older, including those who will turn 20 while on tour) but have to charge a per-person flat fee supplement of \$100 plus \$50 per night of the tour to cover the difference between student and adult rates. Adults will pay an additional \$40 per night for the sea portion of their tour on overnight ferries and cruises, where applicable. Please see next page for information on adult rooming. Groups comprised of a majority of adults must select the private group option. All adult travelers will be required to complete a background check through a third party company prior to traveling. EF reserves the right to cancel any traveler if, in EF's sole discretion, it determines the results pose a risk to the group's safety or wellbeing.

### **LATE ENROLLMENTS**

#### **Can a traveler enroll after 110 days prior to departure?**

Yes. If a traveler enrolls 109 days or fewer prior to departure, they are considered a late enrollment. Full payment is needed at the time of enrollment, including a non-refundable \$145 late enrollment fee. Payment methods accepted: ATM/debit/credit card (must display the Visa or MasterCard logo). The traveler will be placed on a waiting list while we check bus, flight, and hotel availability. We may also offer the option of arranging your own flight and buying the land-only portion of the tour.

If we are unable to place the traveler on a tour or offer an alternate flight to meet up with the tour, the traveler may cancel their enrollment request and will receive a full refund.

### **PASSPORTS AND VISAS**

#### **Who is responsible for getting travelers' passports, visas, and other travel documents?**

Each traveler must obtain a passport and any applicable visas or other travel documents prior to departure. For certain tours, we will need passport information by 110 days prior to departure. If a traveler is unable to obtain these travel documents, our standard cancellation policy will apply (see first column on p. 18). Please be sure that passports are valid for at least six months after the tour ends. Visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov) for further information. Non-U.S. citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Remember to check the itinerary carefully for all countries that will be visited (including countries visited in transit).

### **GLOBAL TRAVEL PROTECTION**

#### **Can I protect my investment?**

Travelers can help protect their investment from the unexpected with the offered Global Travel Protection plan. Designed specifically with EF travelers in mind, this plan provides coverage for travelers, including pre-departure trip cancellation protection as well as medical expense coverage during their tour (among several post-departure coverages). Additionally, if you are traveling on

a Service Learning Tour operated by Me to We Trips, you are required to have traveler's insurance. If purchased, the Global Travel Protection plan includes travel insurance coverages that will satisfy this requirement. Additional information, prepared by Specialty Insurance Solutions (SIS), is available at: <http://sis-inc.biz/efeducationaltours>. The Global Travel Protection plan becomes non-refundable after any of the following occur: when you depart on your tour, when you file a claim, or 10 days after receipt.

### **FLIGHT INFORMATION**

#### **Which airlines are used by EF?**

EF reserves seats with major airlines, including Aer Lingus, Air Canada, Air France, Air New Zealand, Alitalia, American, British Airways, Copa Airlines, Delta, Iberia, Icelandair, KLM, Lan Airlines, Lufthansa, Qantas, South African Airways, Swiss, United, Virgin Atlantic Airways, and other U.S. and international carriers. Our contracts do not allow upgrades, stopovers, or the accrual of frequent flier miles.

#### **What will my flights be like?**

We always do our best to provide the most direct route to your destination city. However, due to available flight routings, we cannot guarantee non-stop or direct flights. Sometimes, groups may travel on an overnight red-eye flight, departing the evening before the tour is scheduled to begin. In rare cases, groups may have a domestic and/or international overnight, layover, and/or bus transfer. Based on seat availability and the size of the plane, we may not be able to accommodate all members of a group on the same flight, in which case the Group Leader will determine on which flight itinerary each traveler will travel. In such instances that a traveler is not satisfied with their flight assignment, standard cancellation fees apply. We are not able to pre-assign seating. Seat assignments will be provided upon check-in. Depending on your group's size, travelers may or may not sit together. Some countries may require aircraft insecticide treatment for inbound foreign flights. A list of such countries is available at [eftours.com/insecticide](http://eftours.com/insecticide).

#### **Do I have to travel on all legs of my flight itinerary?**

You must travel on all legs of your itinerary. If you do not travel on a portion of your flights, the remaining portions will be cancelled. You will be responsible for purchasing a new ticket as well as for any service fees charged by the airlines.

#### **What happens if my flight is delayed?**

EF is not responsible for airline schedule changes or mechanical, weather, or capacity-related flight delays; however, visit [eftours.com/protection](http://eftours.com/protection) for benefits offered in the Global Travel Protection plan.

#### **Are any airports interchangeable?**

Flights to and from the following destinations may originate/end at any of the airports in that vicinity. On occasion, the tour may return to a different airport than the one you departed from.

- Chicago: O'Hare or Midway
- Houston: George Bush Intercontinental or Hobby
- Miami: Fort Lauderdale or Miami
- New York: LaGuardia, JFK, or Newark
- Washington, D.C./Baltimore: BWI, Dulles, or Ronald Reagan National
- Ireland: Cork or Shannon
- Italy: Milan or Venice
- Scotland: Edinburgh or Glasgow

#### **Are there flight restrictions for travelers under 18?**

Anyone younger than 18 years old traveling apart from the group without an adult companion must contact each airline on the minor's itinerary and may need to register as an unaccompanied minor per the airlines' policies. Any resulting fees will be assessed by the airlines and are the responsibility of the traveler. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour.

### **SPECIAL TRAVEL REQUESTS**

EF is happy to provide stay-ahead/stay-behind options, alternate departure airports, and land-only tours for individual travelers or the whole group. If you have requested special travel arrangements, EF cannot guarantee that you will fly with your group in either direction.

**What if the whole group wants to do a stay-ahead or stay-behind?**

Where possible, EF will provide altered flight and/or land arrangements for a group of at least six paying travelers plus the Group Leader. Each traveler will have to pay any additional air and/or land costs. The Group Leader should submit one request for the whole group, which needs to be received prior to the first enrollment.

**What if only one traveler has a special travel request?**

Individual special travel requests should be submitted online at [eftours.com](http://eftours.com) by 110 days prior to departure. Please keep in mind that you should not make any actual arrangements—such as booking a flight or hotel—until final tour itinerary and departure date have been finalized (around 60 days prior to departure). A \$150 service fee plus any additional air and/or land costs will be charged.

**What are the types of individual special travel requests?**

- Individual stay-ahead/stay-behind option: Where possible, EF will provide altered flight arrangements, according to a traveler's request. Travelers are responsible for making their own arrangements to and from the hotel or airport as well as all land arrangements pertaining to their individual itinerary.
- Alternate departure airports: Program prices are based on group departures. If an individual chooses to fly out of a different airport than the group, the program price of the alternate airport will apply. Travelers must depart from and return to the same domestic airport.
- Land-only tours: On certain tours, travelers have the option to make their own flight arrangements and join the tour at the first hotel on the itinerary. Travelers are responsible for making their own arrangements to and from the hotel or airport. In this case, the program price will be reduced depending on the length and destination of the tour. EF is not responsible for any travel-related delays or inconveniences for land-only travelers. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour.

**OPTIONAL EXCURSIONS****What are optional excursions?**

EF offers these activities in addition to what is already included on the itinerary. Some Group Leaders choose to add optional excursions to all traveler accounts.

**When should I purchase optional excursions?**

To secure a discounted price, most optional excursions need to be purchased by 50 days prior to departure (70 days for Versailles). Some optional excursions may be purchased on tour, though at an increased price.

**Are optional excursions refundable?**

If EF cancels an optional excursion (due to low enrollment, for example), travelers will receive a full refund for the optional excursion after returning home from tour. To receive a refund for an optional excursion that you simply no longer wish to be enrolled in, you must let us know by 50 days prior to departure or no refund will be given.

**ROOMING**

EF handles final rooming assignments for all travelers. Please ensure that all rooming requests are submitted by 110 days prior to departure.

**How are students roomed?**

Students will room in triples or quads with others of the same sex from the entire tour group. This means that students from different schools may room together. EF uses hotels with rooms that contain two double beds (beds for two people). Two students are expected to share each bed.

**Can students request a twin room?**

Students may request twin accommodations (a hotel room with two single beds) by submitting the name of their roommate. The following additional fees will apply:

- \$50 per hotel night per student
  - \$90 per ferry or cruise night per student
- (Please note: Twin accommodations are not available on overnight trains.)

**How are adults roomed?**

Adults are placed in twin accommodations (a hotel room with two single beds) with another adult of the same sex from the entire tour group, unless the name of a roommate has been provided. This will mean that adults from different schools/organizations may room together.

**Can adults request a room with a double bed?**

Adults can request double-bed accommodations (a room with one bed for two people) by providing EF with the name of their roommate by 110 days prior to departure.

**Can adults request a single room?**

Adults can request a single room for an additional \$40 per hotel, cruise, or ferry night. This fee is in addition to the standard adult supplement fees covered on the previous page. Single rooms are not available on overnight trains.

**What are the sleeping arrangements on trains?**

Overnight trains provide couchette sleeping berths or sessels (recliners). The couchettes contain up to six fold-out beds that come down from the wall; on rare occasions, these compartments may not be exclusive to EF travelers and may be mixed gender. Single rooms and private bathrooms are not available on overnight trains.

**MISCELLANEOUS****When does the tour officially start and end?**

Each tour begins with the take-off from the departure airport and ends when the flight lands at the return airport. For those making their own flight arrangements, the tour begins upon arrival at the first EF hotel and ends upon departure from the last EF hotel, according to the itinerary. The official length of an EF tour does not include stay-ahead, stay-behind, or any optional periods or activities when travelers are not escorted by a Tour Director.

**What happens if EF has to cancel or modify a tour?**

EF retains the right to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond EF's reasonable control, including but not limited to, acts of God, war (whether declared or undeclared), terrorist activities or threats of terrorists activities, instability in a destination country, incidents of violence, public health issues or quarantine or threats of public health issues, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions, or any other reason that makes it impossible or commercially unreasonable in the sole opinion of EF to conduct the tour as originally contracted. If EF cancels the tour for any such reason, travelers will receive an EF future travel voucher for all monies paid, less the \$95 non-refundable deposit and any additional non-refundable fees. Cancellation by EF for causes described in this section shall not be a violation of its obligations to any traveler.

**What if a refund is due?**

Refunds for overpayments will be issued upon written request and after the most recent payment has been in the traveler's account for 21 days. Refunds will be issued in the name that appears on the traveler's account. All refund checks are mailed 4-6 weeks after the request has been processed. There will be a non-refundable \$35 stop-payment fee for lost refund checks.

**What about lost belongings?**

EF is not responsible for loss of passports, airline tickets, or other documents, or for loss of or damage to luggage or any other passenger belongings. In the case of lost travel documents, the traveler is solely responsible for meeting the airline's requirements (both logistical and financial) for ticket replacement.

**What about travelers with food allergies?**

EF recognizes that some travelers may have severe food allergies. We will do our best to ensure that our suppliers are informed of the situation, but we cannot guarantee that all requests will be accommodated. Travelers are responsible for making their own arrangements for all in-flight meals.

**What items are prohibited from tour?**

For the safety and wellbeing of all travelers, no firearms or any other weapons are permitted on tour except as required by law.

### What if my tour dates do not fall in the range covered by these Booking Conditions?

Visit [eftours.com/bc](http://eftours.com/bc) for the most recent version of the latest travel year's Booking Conditions. The most current Booking Conditions will apply.

### PERSONAL DATA

EF will process your personal data in compliance with applicable data protection legislation for the purposes of completing your enrollment, customer service, the purchase of an offered travel protection plan, and providing you with the products and services related to your tour. This may entail sharing your personal data with corporate affiliates, claims handlers, insurance providers, and other business partners both within and outside the U.S., including to and within the EEA/Switzerland. We have put appropriate safeguards in place for such transfers of your personal data, including the standard data protection clauses adopted by the European Commission. EF may also use your personal data, combined with data from third parties, to market products and services based on your interests, including by email and SMS/text. You may contact EF at any time to unsubscribe from any direct marketing purposes.

We will only keep your personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation or for the establishment, exercise or defense of legal claims. We will keep your personal data for marketing purposes until you withdraw your consent.

If you have questions about the processing or use of your personal data, would like to have a copy of the information EF holds about you, or have inaccurate personal data corrected or erased, please contact customer service at 800-665-5364.

### PROTECTION FOR TRAVELERS' PAYMENTS

Traveler's tour money is protected in the unlikely event of EF bankruptcy, insolvency, or cessation of business under our participation in the United States Tour Operators Association (USTOA) \$1 Million Travelers Assistance Program. For program details and a list of its affiliates, contact USTOA by mail at 275 Madison Avenue, Suite 2014, NY, NY 10016, by email at [Information@ustoa.com](mailto:Information@ustoa.com), or online at [USTOA.com](http://USTOA.com).

### TERMS AND PROVISIONS

The terms and provisions of these Booking Conditions supersede any other warranties, representations, terms, or conditions, unless they are expressly stated within a Booking Conditions Addendum or in a letter signed by an EF officer. While EF makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices).

The tour operator for your trip is EF Education First International, Ltd., Haldenstrasse 4, CH-6006, Lucerne, Switzerland, organization number CHE-109.874.655, VAT number CHE-116.325.678 MWST. EF Institute for Cultural Exchange, Inc. is an affiliate of EF Education First International, Ltd. and acts only as a marketing services provider for that company. EF Institute for Cultural Exchange Inc. is not an agent of EF Education First International, Ltd. and does not provide any goods or services for your trip. The services provided are tax-exempt with credit in accordance with Swiss Federal Law with regard to VAT Article #23.

## Payment Plan Terms and Conditions

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply.

### AUTOMATIC PAYMENT PLAN

- Travelers must select a payment method of either direct debit from a checking account or an ATM/debit card (card must display the Visa or MasterCard logo).
- EF must have the checking account or card holder signature on the Enrollment Form, electronic signature, or verbal authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three months of automated payments are required. Travelers who are not eligible for the Automatic Payment Plan must pay in full upon enrollment or enroll in the Manual Payment Plan.

- Travelers must provide a valid email address and pay the tour's \$95 non-refundable deposit before the plan is activated.
- Travelers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travelers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- Due to weekends and holidays, EF reserves the right to debit the travelers' account up to three days after the scheduled date.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20. All other items or payments totaling \$20 or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined. In these cases, the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travelers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travelers will automatically be withdrawn from the plan.
- Travelers are not charged late fees while enrolled in the Automatic Payment Plan. If the traveler opts to withdraw from the plan or is withdrawn by EF, the traveler will be enrolled in the Manual Payment Plan, and the \$50 plan fee will be assessed.
- All of the above terms and conditions of the Automatic Payment Plan also apply to travelers on EF Tours for Girl Scouts tours.

### MANUAL PAYMENT PLAN

- If travelers do not pay in full upon enrollment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan and a non-refundable \$50 plan fee will be applied.
- Based on date of enrollment, travelers will be invoiced up to three payments. The first payment of \$500 is due 30 days after enrollment. The second payment of \$500 is due 90 days after enrollment. The remaining balance is due 110 days prior to departure.
- Based on date of enrollment, travelers on an EF Tours for Girl Scouts tour will be invoiced up to four payments. The deposit of \$95 is due at the time of enrollment. The first payment of \$300 is due 60 days after enrollment. The second payment of \$500 is due 14 months prior to departure. The third payment of \$500 is due 9 months prior to departure. The remaining balance is due 110 days prior to departure.
- A late fee of \$95 will be assessed for any missed payment. All late fees are non-refundable.
- Travelers can pay with ATM/debit card, credit card (card must display the Visa or MasterCard logo), or personal checks.
- Payments made by personal check must be submitted with the traveler's name and account number.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined.
- Travelers are responsible for making on-time payments even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.
- EF reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment).
- Payment for the Global Travel Protection plan is due at time of purchase, and the plan will not be purchased until payment is received.

## Paperless Billing Terms and Conditions

For travelers enrolled in Paperless Billing, the following Terms and Conditions apply:

- Travelers will receive electronic invoices in connection with all information related to their EF account, including tour invoices, and other notices that are available in electronic format. Travelers understand this means that, once enrolled, they will not receive paper copies. Invoice reminders will be sent to the billing e-mail address that travelers provide on their enrollment form. Travelers may view and print invoices by logging into their account at [eftours.com](http://eftours.com).

- EF is not responsible for any delay or failure to deliver any invoice, and travelers understand that nothing in these Terms and Conditions relieves obligation to pay any invoice.
- Travelers may elect not to receive electronic invoices and change to billing by US mail at any time by logging into account at [eftours.com](http://eftours.com) or by calling 800-665-5364.
- To the extent permitted by law, paperless billing is provided "as is" with faults and without warranties of any kind, either expressed or implied. Travelers assume all responsibility and risk for use of paperless billing. EF does not warrant that the information, processes, or services will be uninterrupted, or bug or error free.

## Cancellation Policy

The cancellation policies outlined below take into consideration the costs EF incurs long before groups ever depart. Notice of cancellation from an EF tour will only be accepted from the traveler, his or her legal guardian, or the Group Leader. The date of cancellation will be determined by the date on which EF receives notice. Cancellation refunds can only be made to the person whose name appears on the account. In order to qualify for refunds in accordance with EF's standard cancellation policy, all payments must be received on time.

### EF's standard cancellation policy\*

- *150 days or more prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$300 cancellation fee.
- *149 to 110 days prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$500 cancellation fee.
- *109 to 45 days prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and 50% of the program price.
- *44 days or less prior to departure:* No refund will be issued.

\*Travelers who purchase a Global Travel Protection plan have the opportunity to cancel the trip until 60 days prior to departure due to reasons not covered by the insurance underwritten by United States Fire Insurance Company and have the option to rebook to another EF Educational Tour within 30 days of such cancellation. Traveler is responsible for finding a new tour, and final placement is based on availability. Such tour needs to take place within 180 days from cancellation, and any difference in price will be covered by the traveler (non-refundable fees from the original tour will not be put toward the rebooked tour). This benefit is not an insurance provided by United States Fire Insurance Company.

### Cancellation with replacement\*\*

- 150 days or more prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, and Global Travel Protection.
  - 149 to 110 days prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$100 substitution fee.
  - 109 days or less prior to departure: Replacements can no longer be accepted and EF's standard cancellation policy will apply.
- \*\*Cancellation with replacement refers to a traveler who cancels but finds a person to replace him or her for the same program. The replacement's Enrollment Form must be submitted at the same time as the notification of cancellation.

### Group Leader cancellation

A Group Leader must accompany travelers on every tour. If a Group Leader cancels for any reason, he or she will be asked to assign a new Group Leader. Any travelers who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found, the affected travelers will need to cancel to be eligible for EF's standard cancellation policy. Those travelers interested in being placed with a new tour group should contact EF at 800-665-5364. If we cannot find a new tour for these travelers, EF's standard cancellation policy will apply.

## EF's Peace of Mind Program

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. Your Group Leader may choose from the following options:

### 45 days or more prior to departure

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferrable travel voucher

### 44 days or less prior to departure

If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

### EF's Peace of Mind program Terms and Conditions

Benefits of the Peace of Mind program are only available to the entire group and not to individual travelers. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program. Revised tours must fall within the date range that these booking conditions are valid. If the revised tour has a higher price than the original tour, travelers will be required to pay the difference as a condition of traveling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a future travel voucher, standard cancellation fees will apply. Travelers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests. Travel vouchers will be issued in the amount of all monies paid by a traveler for the original tour less the \$95 non-refundable deposit and any other non-refundable fees. Travel vouchers are valid for the current and following travel year. Travel vouchers are transferrable at the face value of the voucher to members of the traveler's immediate family or to students and faculty of the traveler's school. The future travel voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash.

Tour Cancellation +  
Interruption Coverage  
is covered by the \$165  
Global Travel Protection  
Plan (bottom left to top  
right of p. 15)

## Release and Agreement

I (or parent or legal guardian if enrollee is under 18 or a minor under any other applicable law) have read, understand and agree to the following in exchange for enrollment on an EF Educational Tour:

- I acknowledge and understand that my tour is operated outside of the U.S. by EF Education First International, Ltd., Switzerland, and that EF Institute for Cultural Exchange, Inc. acts only as a marketing service provider for that company. If I am participating in a Service Learning Tour, I acknowledge and understand that a portion of my tour may be operated by Me to We Trips, Ltd., a Canadian entity, in collaboration with Free The Children.
- EF Institute for Cultural Exchange, Inc., EF Education First International, Ltd., and their affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, agents, and authorized representatives (collectively referred to herein as "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels; arrangements for, ownership of, or control over houses, apartments, or other lodging facilities; tour directors; airline, vessel, bus, or other transportation companies; local ground operators; visa processing services; providers or organizers of optional excursions; or food service or entertainment providers; etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees of or employed by EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity or of any third party.
- Without limitation, EF and/or Me to We Trips, Ltd. in collaboration with Free The Children and its affiliated companies, partners, any companies acting on its behalf, each of their directors, officers, employees, volunteers, sponsors, independent contractors, agents, and authorized representatives (together referred to as "MTW") are not responsible for any injury, loss or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God; force majeure; acts of government; acts of war or civil unrest; insurrection or revolt; strikes or other labor activities; criminal, terrorist, or threatened terrorist activities of any kind; overbooking or downgrading of accommodations; structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein); mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely; dangers associated with or bites from animals, insects, or pests; sanitation problems; food poisoning; epidemics or the threat thereof; disease; lack of access to or quality of medical care; difficulty in evacuation in case of a medical or other emergency; or any negligent or willful act or failure to act of any third party or for any other cause beyond the direct control of EF or MTW.
- I agree to release EF and my school, my school district, my school board, MTW, my Group Leader, and Tour Director (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims of any nature related in any manner to my participation in an EF-sponsored tour or a Service Learning Tour, including, but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death, or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, or property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour or a Service Learning Tour.
- I understand that travel in other nations is not similar to travel within the United States. Travel outside of the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation conditions), civil unrest, vandalism, crime, political instability, and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in the participant's home country. I understand that a Service Learning Tour is a physically demanding excursion in a developing country, and I knowingly assume the risks of such an excursion. I further understand that different parts of the world present unique health, disease, and safety concerns, and I agree to review any specific risks related to my destination by visiting the Centers for Disease Control and Prevention's Traveler's Health website at [www.cdc.gov/travel](http://www.cdc.gov/travel) and the State Department's International Travel website at [www.state.gov/travel](http://www.state.gov/travel). I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience, and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the program and to release the Released Parties from any and all liabilities to the maximum extent permitted by law.
- I further agree to release the Released Parties from any and all decisions to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or MTW or which become necessary or advisable so as to increase the quality of the tour.
- I agree that this Release applies to and binds myself and my minor child enrolling on tour (if applicable) along with my personal representatives, executors, heirs, and family.
- In addition, EF and MTW shall have no responsibility for me whatsoever when I am absent from an EF- or MTW-supervised activity or for non-supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods or any other optional period or activity when not escorted by a Tour Director.
- My tour begins with the takeoff from the EF departure airport and ends upon completion of the flight back to the origination (or other arrival) airport.
- The air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is subject to and limited by the airlines' contract of carriage, its tariff, the Montreal Convention or Warsaw Convention and their amendments or both.
- EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion. In such event, standard cancellation policies as outlined in the Booking Conditions apply.
- I agree to abide by EF's and MTW's regulations and the directions of my Group Leader, my Tour Director, and EF's or MTW's personnel during my tour. Failure to do so may result in my Group Leader or EF terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my program price, and that my Group Leader or EF may then send me home at my own expense.
- I agree to abide by all local laws when abroad. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the program price, and my Group Leader or EF may send me home at my own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.
- If I become ill or incapacitated, EF, MTW, and their employees, or my Group Leader, may take any action they deem necessary for my safety and wellbeing, including notifying parents/guardians and/or securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the traveler's parents/guardians with regard to health issues or any matter whatsoever that relates to the traveler's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF or MTW will attempt to cause appropriate treatment to be administered, and the traveler authorizes EF or MTW to do so. EF or MTW, however, make no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.
- I have made the choice to travel with the teacher/Group Leader organizing my group. I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as the Global Travel Protection plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask him or her to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be treated as a standard cancellation. If no replacement Group Leader can be found, I will need to cancel and EF's standard cancellation policy will apply. I may also request that EF place me with a new tour group. If EF cannot find a new tour group for me, EF's standard cancellation policy will apply.
- If I will be age 20 or older at any time during my tour, I acknowledge that EF will conduct a criminal background check ("CBC") as a pre-condition to travel. If such a traveler refuses to consent to the CBC, it will be deemed a cancellation and EF's standard cancellation policy will apply.
- This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements, marketing materials, or agreements not herein, including, but not limited to, any oral statements made to me by any agents or employees of EF or by my school or Group Leader. This agreement may be amended or modified only in a writing, signed by EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.
- This agreement and performance hereunder shall be governed in all respects by the substantive laws of the Commonwealth of Massachusetts. In the event of any claim, dispute, or proceeding arising out of my relationship with EF or MTW, or any claim which arises between the Parties, whether or not related to this agreement, the literature for the trip or the trip itself, it shall be resolved solely in courts of the Commonwealth of Massachusetts and/or the United States District Court for the District of Massachusetts.
- For travelers in Utah only: This tour is not sponsored by any public school, public school district, or other public entity and is operated and organized by a privately owned company.
- EF and MTW may use any film or digital likeness taken of me and any of my comments while on an EF tour as well as any project work (including, but not limited to, online learning programs offered by EF) for future publicity without compensation to me and also use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at [efours.com/legal-notice](http://efours.com/legal-notice) and I consent to EF's processing of my personal data.
- I have read and agreed to the Terms of Use and Privacy Policy outlined at [efours.com/legal-notice](http://efours.com/legal-notice), and I consent to EF's processing of my personal data as set forth on page 17.

### LIMITED POWER OF ATTORNEY

**For parents/guardians of travelers under the age of 18 or a minor under any applicable law**  
The tour itinerary may include certain activities (such as whitewater rafting in Costa Rica) that may require the Group Leader to sign a release on behalf of the travelers (who are minors and cannot sign for themselves) in order to allow participation. This Limited Power of Attorney allows the Group Leader to execute these documents on your behalf should the need arise. Your execution of this Limited Power of Attorney is voluntary, and if you choose not to grant this Limited Power of Attorney, your child may still participate in the tour but may not be able to participate in some tour activities. With regard to said activities:

- I understand and agree that my child, with my permission, has voluntarily chosen to participate in the activities, and we assume all dangers and risks associated with the activities.
- I do hereby delegate to the Group Leader a "Limited Power of Attorney" and full authority to sign any documents, including, but not limited to, liability releases, permission slips, waivers, and/or any other type of participation agreement required by the operators of any activity for participation. By signing the EF Educational Tours Enrollment Form, I understand and agree to the above.

# EF's Rules of the Road

## WHEN YOU ENROLL ON YOUR TOUR

You agree to EF's Rules of the Road, which can also be found on your personalized website. If you do not conform to these regulations or any specific rules set by your Group Leader, you risk dismissal from the tour, returning home at your expense with no refund for the missed tour portion. Decisions regarding tour dismissal are up to EF and/or your Group Leader.

If you are traveling on a Service Learning Tour operated by Me to We Ltd., you must also adhere to Me to We's Rules of the Road. Please visit [eftours.com/mtwrules](http://eftours.com/mtwrules) for more details.



## All travelers must adhere to the following regulations while on tour:

1. All scheduled activities are obligatory. If you are sick or have a physical ailment that might prevent you from participating in an activity, you must tell the Group Leader, who should notify the Tour Director.
2. If you want to visit friends or relatives in a destination country, your Group Leader must be told before the tour begins. Please complete the Tour Leave Form, found under Forms and Resources on the Help Center ([eftours.com/help-center](http://eftours.com/help-center)), to receive permission for the visits. You must then give the form to your Tour Director upon arrival.
3. You are expected to respect the nightly curfew that your Group Leader may set for your own safety and security. Room checks will be conducted at the Group Leader's discretion. Visitors or group members of the opposite sex are not permitted in your room.
4. Smoking is not allowed on buses, during meals, in hotel rooms, or in any other shared, enclosed space.
5. Hitchhiking and the driving or renting of any motor vehicle is strictly forbidden for all travelers.
6. You are required to pay for any phone calls or incidental personal expenses incurred at hotels. These will be payable the evening before departure at each hotel.
7. Travelers under the age of 18 may not consume alcohol on tour. Travelers over the age of 18 (or older, if local laws require) may consume beer or wine in moderation. The consumption of hard liquor is strictly forbidden. Group Leaders and/or parents may prohibit all alcohol consumption at their discretion. Excessive drinking by any traveler will not be tolerated and will result in dismissal from tour at the traveler's own expense.
8. Illegal activities will not be tolerated and are punishable by immediate dismissal from the tour. If you are involved in any illegal activities, all costs to return home are at your own expense. If the local authorities are involved, you will be subject to the laws of the country you are visiting.
9. Payment for damage done to hotel rooms or to buses is your responsibility. If you notice any damage upon arrival at a hotel, you should notify the Tour Director immediately.

## 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 (eamorris@arlington.k12.ma.us) was recorded when you submitted this form.

**Your Name \***

Elizabeth Morris

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

Special Ed, Athletics, Arlington High School

### Trip Basics

Please provide some basic information about this trip.

**Destination (City(s)/Country): \***

San Juan, Puerto Rico

**Departure Date \***

October 9 2019

**Return Date \***

October 14 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) \***

site supplied vans, walking

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

service learning, cultural exchange, sports mentoring

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

students will empower each other to develop leadership skills and support Puerto Rico to sustainability

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

no, summer vacation

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

N/A

**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)**

\*

All high school students interested in leadership development, travel, volunteering/community service. Student athletes are encouraged to attend and participate in leadership programs/team building and connections with local teams. Students will be in good standing and approved by the dean.

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

2,150.00 per student

**What is included in the cost of the trip? \***

flights, accommodations, two meals a day, service work costs, ground transportation, HC staff support, fees, tips and taxes. walking tour and national park admission included.

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

one meal a day( average cost \$15-\$20/day),personal shopping optional chaperoned excursions; such as bio luminescent bay snorkeling, kayaking, zip lines(Optional Excursions range from \$120-\$150/person or higher depending on the excursion ,zip lining and the closest kayaking experience fall in the middle of that range)

## 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? \***

Elizabeth Morris Eamorris@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)**

Alex Leon alexanderleon521@gmail.com (AHS CORI completed, athletics staff employee, native spanish speaker)

## Travel Company

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

Hammer&Chisel

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

**whom you have worked? \***

Dorian Botsis, dbotsis@hammerchisel.org

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

Each participant will be offered various package options to purchase their own personal trip insurance through Travelex insurance services(coverage option form included). General liability insurance is included in the trip (see in attached contract document). Travelex personal insurance greatly facilitates their own ability to claim back on any trip issues like delays or cancellations, and allows each participant to select their own insurance coverage based on their own needs. Travelex is an optional personal insurance offered for each participant.

**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) \***

Contained within cancellation policy document. See attached cancellation policy

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

Online through Hammer and Chisel website

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

Contained within contract document(see attached document)

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

Hammer and Chisel can provide letters for donations that will be tax deductible. Students may also direct people to donate to Hammer and Chisel on their behalf. 100% of the donated amount will be contributed to their costs.  
In the future, we would like to work with the Student Athletic Council to create and participate in fundraising opportunities

**If the company provides fundraising opportunities, please explain.**

Students may utilize our website and provided material to fundraise on their behalf.

**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:

## Pre-Trip Prep

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

Promoted by teachers in school, interest/information meetings, AHS coaches, Athletic Director, team meetings.

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

Parent meetings, website

## 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:

20 2019 - Elizabeth Ann Morris

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

Service provider carries emergency funding for trip program elements and teachers may carry emergency cash at their discretion.

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

Email, phone, social media

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

Email, phone

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Create your own Google Form

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*Karen Fitzgerald  
Administrative Assistant to the  
Arlington School Committee/  
Superintendent of the Schools  
869 Massachusetts Avenue, 6th Floor  
Arlington, MA 02476  
781-316-3540  
kfitzgerald@arlington.k12.ma.us*

If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do seu filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译, 请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة ، - طفلك /طفلاتك



## **Town of Arlington, Massachusetts**

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### **9:25 p.m. Subcommittee/Liaison Reports/Announcements**

#### **Summary:**

*Budget: Kirsii Allison-Ampe, Chair*

*Community Relations: Jennifer Susse, Chair*

*Curriculum, Instruction, Assessment & Accountability: Jane Morgan, Chair*

*Facilities: Bill Hayner, Chair*

*Policies & Procedures: Paul Schlichtman, Chair*

*Legal Services Review: Bill Hayner, Jeff Thielman*

*Arlington High School Building Committee: Jeff Thielman, Kirsii Allison-Ampe*

*Liaisons Reports*

*Announcements*

*Future Agenda Items*



## **Town of Arlington, Massachusetts**

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### **9:30 p.m. Executive Session**

#### **Summary:**

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

*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.*

*To discuss Kathleen Bodie, Superintendent's contract.*



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**Town of Arlington, Massachusetts**

**10:00 p.m. Adjournment**





## **Town of Arlington, Massachusetts**

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**Submitted by Len Kardon, Chair**



## Town of Arlington, Massachusetts

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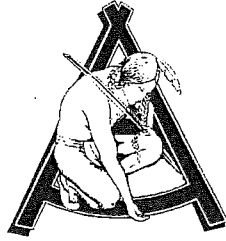
### Correspondence Received:

#### Summary:

Warrant Dated May 23, 2019  
Draft minutes May 23, 2019  
Trip Approval, Belize, April 2020 Application, J. Buckley  
AHS Junior Book Awards Invitation to Mr. Kardon  
Staff Recognition Awards, May 30, 2019 notice  
2019-2020 School Calendar updated  
June Enrollment Figures

### ATTACHMENTS:

	Type	File Name	Description
▣	Reference Material	AHS_Junior_Book_Awards.pdf	AHS Junior Book Awards
▣	Reference Material	Program_Staff_Recognition_Honorees_05-30-2019_FINAL.pdf	Staff Recognition Program
▣	Reference Material	Class_Size_June_1_2018-2019.pdf	June Enrollment Figures



*You are cordially invited to attend the*  
*ARLINGTON HIGH SCHOOL JUNIOR BOOK AWARDS*  
*to recognize students on their academic achievements*

*on*

*Tuesday, the 11th of June*

*Reception*

*2:00pm - 3:00pm*

*Arlington High School*

*869 Massachusetts Avenue*

*Arlington, Massachusetts*

*Arlington High School Media Center*

*RSVP or questions*

*[jbroughton@arlington.k12.ma.us](mailto:jbroughton@arlington.k12.ma.us)*

# ***Staff Recognition Honorees 2018-2019***

## **35 Years**

<i>Ellen Mendes</i>	<i>Special Education Team Chair</i>
<i>Barbara Flaherty</i>	<i>Traffic Supervisor</i>

## **30 Years**

<i>Donald Miller</i>	<i>Elementary Teacher Dallin</i>
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## **25 Years**

<i>Elizabeth Higgins</i>	<i>Elementary Teacher Bishop</i>
<i>Dennis McCabe</i>	<i>Custodian Stratton</i>
<i>Carlene Newell</i>	<i>Tobacco Coordinator</i>
<i>Caroline Thom</i>	<i>Elementary Teacher Bishop</i>

## **20 Years**

<i>Maria Amato</i>	<i>Literacy Coach/Elementary</i>
<i>Susan Briggs</i>	<i>Special Education Teacher AHS</i>
<i>Susan Ferguson</i>	<i>Elementary Teacher Bishop</i>
<i>Marie Fischer</i>	<i>Administrative Assistant Stratton</i>
<i>Laura Forse</i>	<i>Elementary Teacher Stratton</i>
<i>Julie Guanci</i>	<i>Cook Food Services OMS</i>
<i>Anne Hess-Mahan</i>	<i>Elementary Teacher Bishop</i>
<i>Barbara Kelley</i>	<i>Traffic Supervisor</i>
<i>Cynthia Korman</i>	<i>Food Services OMS</i>
<i>Paula Nicholas</i>	<i>French Teacher OMS</i>
<i>Kimberly Pratt</i>	<i>Elementary Teacher Stratton</i>
<i>Melissa Small-Ebersman</i>	<i>FACS Teacher OMS</i>
<i>Quyen Trac</i>	<i>Bus Driver District</i>
<i>Joseph Vautour</i>	<i>Science Teacher AHS</i>

## **Retirees 2018-2019**

<i>Claire Blumenfeld</i>	<i>Lead Reading Teacher Hardy</i>
<i>Linda Buckley</i>	<i>Lead College Counselor AHS</i>
<i>Anna DeForte</i>	<i>Food Services Thompson</i>
<i>Kim Eudenbach</i>	<i>English Teacher AHS</i>
<i>Theodore Fiust</i>	<i>Science Teacher AHS</i>
<i>Shari Ghitelman</i>	<i>Physical Education Teacher OMS</i>
<i>Ellen Mendes</i>	<i>Special Education Team Chair</i>
<i>Mark Miano</i>	<i>Building Superintendent</i>
<i>Maureen Montgomery</i>	<i>Special Education Teacher Peirce</i>
<i>MaryAnn O'Brien</i>	<i>Food Services Peirce</i>
<i>Emmy Osterling</i>	<i>Spanish Teacher AHS</i>
<i>Jean Perrotta</i>	<i>Special Education Teaching</i>
	<i>Assistant Menotomy Preschool</i>
	<i>TA, Tutor, Reading Title 1</i>
	<i>Mathematics Teacher AHS</i>
	<i>Traffic Supervisor</i>
<i>Kathleen Pisano</i>	<i>Library Paraprofessional, Peirce</i>
<i>John Tan</i>	<i>Director of Science District</i>
<i>Helen Taylor</i>	
<i>Jane Torregrossa</i>	
<i>Larry Weathers</i>	

## **Attained Professional Status 2018-2019**

<i>Annalise Abdelnour</i>	<i>Special Education Teacher AHS</i>
<i>Lynne Aftuck</i>	<i>Elementary Teacher Bishop</i>
<i>John Amirault</i>	<i>Social Studies Teacher AHS</i>
<i>Maria Arevalo Virgil</i>	<i>Spanish Teacher AHS</i>
<i>Sarah Barker</i>	<i>School Nurse OMS</i>
<i>Claire Bassham</i>	<i>Elementary Teacher Thompson</i>
<i>Amanda Bistran</i>	<i>School Counselor OMS</i>
<i>Jennifer Breneisen</i>	<i>Social Worker Stratton</i>
<i>Wendy Brown</i>	<i>Reading Teacher Gibbs</i>
<i>Amber Bus</i>	<i>Elementary Teacher Stratton</i>
<i>Eileen Catizone</i>	<i>Reading Teacher Stratton</i>
<i>Graham Dimmock</i>	<i>Science Teacher AHS</i>

*Serena Ehrlich-Walsh  
Courtnei Fassel  
Polly Ford  
Jennie French  
Theodora Givens-Lamothe  
Victoria Hill*

*Clayton Jones  
Samantha Kastle  
Madalyn Kitchen  
Shannon Knuth  
Linda Lamm  
Matthew Larrabee  
Timothy Marten  
Kayla McKenna  
Alexa Mitrano  
Lisa Moore  
Taline Sarian  
Daniel Sheldon  
Melody Thomas  
Racquel Yutkins*

*Special Education Teacher Gibbs  
Elementary Teacher Thompson  
Art Teacher OMS  
Elementary Teacher Hardy  
Elementary Teacher Thompson  
Physical Education Teacher  
Brackett/Bishop/Stratton  
Math Teacher AHS  
Art Teacher Peirce/Bishop  
Music Teacher AHS  
Science Teacher AHS  
Special Education Teacher OMS  
DML Teacher OMS  
English Teacher AHS  
Art Teacher OMS  
Elementary Teacher Hardy  
FACS Teacher AHS  
Menotomy Preschool Teacher  
Computer Science Teacher AHS  
Art Teacher Stratton  
Elementary Teacher Brackett*

*Arlington Public Schools*

*“Excellence – We Promote It”*

*Distinguished Service Award Ceremony*



*May 30, 2019*

*Ottoson Middle School Cafeteria*

*2:45 p.m.*

*Thanks to Food Services, custodial and OMS staff for their help*

*Special thanks to Stop and Shop for donating boutonnieres*

**ARLINGTON PUBLIC SCHOOLS 2018-2019 Class Sizes\***

HIGH SCHOOL		MIDDLE SCHOOL		METCO	
Freshmen	365	Grade 6	460	High School	27
Sophomores	344	Grade 7	441	Middle School	20
Juniors	327	Grade 8	417	Elementary	28
Seniors	343				
<b>Total</b>	<b>1,379</b>	<b>Total</b>	<b>1,318</b>	<b>Total</b>	<b>75</b>

	SCHOOLS	Bishop	Brackett	Dallin	Hardy	Peirce	Stratton	Thompson	Total
5	Class #1	24	21	20	20	25	20	20	
	Class #2	24	20	21	21	23	21	18	
	Class #3	24	20	23	22		17	17	
	Class #4		18	23				18	
	<b>subtotal</b>	<b>72</b>	<b>79</b>	<b>87</b>	<b>63</b>	<b>48</b>	<b>58</b>	<b>73</b>	<b>480</b>
4	Class #1	24	21	19	24	22	20	21	
	Class #2	25	25	19	23	22	19	22	
	Class #3	23	22	20	24		21	23	
	Class #4		24	18				20	
	<b>subtotal</b>	<b>72</b>	<b>92</b>	<b>76</b>	<b>71</b>	<b>44</b>	<b>60</b>	<b>86</b>	<b>501</b>
3	Class #1	25	22	23	19	24	22	22	
	Class #2	24	21	24	19	22	21	25	
	Class #3	24	23	24	18		24	23	
	Class #4			19	19			21	
	<b>subtotal</b>	<b>73</b>	<b>66</b>	<b>71</b>	<b>75</b>	<b>46</b>	<b>67</b>	<b>91</b>	<b>489</b>
2	Class #1	23	21	22	21	21	22	24	
	Class #2	25	23	22	21	20	23	23	
	Class #3	24	23	23	22		21	24	
	Class #4		23	21	21			24	
	<b>subtotal</b>	<b>72</b>	<b>90</b>	<b>88</b>	<b>85</b>	<b>41</b>	<b>66</b>	<b>95</b>	<b>537</b>
1	Class #1	24	20	21	20	22	26	17	
	Class #2	23	22	21	18	22	24	19	
	Class #3	24	21	21	21	19	21	18	
	Class #4		19	10	20			19	
	<b>subtotal</b>	<b>71</b>	<b>82</b>	<b>73</b>	<b>79</b>	<b>63</b>	<b>71</b>	<b>73</b>	<b>512</b>
K	Class #1	24	26	25	20	21	20	23	
	Class #2	23	25	24	20	20	19	25	
	Class #3	22	25	24	21	20	18	22	
	Class #4	21	25	11	20		21	24	
	<b>subtotal</b>	<b>90</b>	<b>101</b>	<b>84</b>	<b>81</b>	<b>61</b>	<b>78</b>	<b>94</b>	<b>589</b>
SLC	Schoolwide		15	10			28		53
<b>TOTALS</b>		<b>450</b>	<b>525</b>	<b>489</b>	<b>454</b>	<b>303</b>	<b>428</b>	<b>512</b>	<b>3161</b>
<b>District Totals</b>									<b>5,858</b>

\*accurate as of June 3, 2019

METCO students included in School counts. SLC students not included in grade level counts