

Reading Public Schools

School Committee Meeting Packet

May 9, 2024



Open Session 7:30p.m.

Reading Memorial High School Library

Reading, MA



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2024-05-09

Time: 7:30 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda:

Purpose: Open Session

Meeting Called By: Thomas Wise, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

7:30 p.m.	A.	Call to Order
7:30 p.m.	B.	Public Comment Focus on Excellence Consent Agenda 1. Minutes (04-04-2024) 2. Acceptance of FY24 Reduce or Eliminate use of time-out room Grant 3. Acceptance of FY24 METCO Supplemental Special Education Grant 4. Friends of Reading High School Baseball Donation 5. J.W. Killam PTO Donation 6. Friends of Reading Track Donation 7. RMHS Costa Rica Field Trip Request 8. RMHS Switzerland Field Trip Request 9. Parker Nature's Classroom Field Trip Request Accounts Payable Warrant Reports 1. 04-04-2024 2. 04-11-2024 3. 04-18-2024 4. 04-25-2024 5. 05-02-2024 Reports 1. Student 2. Director of Finance & Operations 3. Superintendent 4. Liaison/Sub-Committee
7:45 p.m.	E.	New Business

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



Town of Reading Meeting Posting with Agenda

		<ol style="list-style-type: none"> 1. Reading Education Foundation Grant Update 2. Facility Naming Request on behalf of Phil Vaccaro 3. Annual Student Resource Officer Update 4. School Committee Discussion on Policy FF 5. School Committee Review, Update, and Vote on METCO Funding Advocacy Letter for State Budget (A) 6. School Committee Discussion and Vote on Use of Reading Rocket Logo for Hal Croft Bobble-Head Doll (A) 7. Q3 Financial Update w/ Potential Vote on Cost Center Transfers (A) 8. School Committee Vote for SY24-25 Calendar Update for High School Schedule Change (A) 9. School Choice Discussion
	F.	Information / Correspondence <ol style="list-style-type: none"> 1. "Re: We must ban new gas hookups to reduce our emissions" – Rebecca Liberman 2. "Re: MMA Webinar for School Districts to access IRA Grant Funding for Schools, April 10, 3:15pm." – Karen Herrick 3. "Petition to Rename Turf 2 to Charlie Hardy Field" – Kevin Mulvey
9:45 p.m.		Adjourn

Join Zoom Meeting

<https://readingpsma.zoom.us/j/89082278292>

Meeting ID: 890 8227 8292

Find your local number: <https://readingpsma.zoom.us/u/kevtzj5din>

Reading Public Schools
School Committee Meeting Packet
May 9, 2024



Consent Agenda



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

School Committee

Date: 2024-04-04

Time: 7:00 PM

Building: School - Memorial High

Location:

Address:

Session: Open Session

Purpose: Open Session

Version: Draft

Attendees: **Members - Present:**

Tom Wise, Erin Gaffen, Charles Robinson and Carla Nazzaro

Members - Not Present:

Sarah McLaughlin and Shawn Brandt

Others Present:

Director of Finance & Operations Dr. Derek Pinto, METCO Director Mr. Kurtis Martin, Assistant Superintendent of Learning & Teaching Dr. Sarah Hardy and Superintendent Dr. Thomas Milaschewski

Minutes Respectfully Submitted By: Olivia Lejeune on behalf of the chairperson.

Topics of Discussion:

A. Call to Order – Mr. Wise called the meeting to order at 7:00 p.m. to review the agenda. This meeting is being held at the METCO Headquarters in Boston.

B. Public Comment

Public Comment – None

Focus on Excellence

1. Spotlight on Class of 2024 Boston Resident Students – Mr. Martin highlighted Boston-resident high school seniors who will be graduating this spring. Six out of eight seniors have been in the Reading District since kindergarten or first grade. The Boston-resident students who are graduating include Jamir Celestin, Zidane Lopes-Oliveira, Nahkeem Singleton, Semaje Peete, Juliana Martin, Jeremiah Louis, Revaun Ryland, and D'monye Daughtry. Mr. Martin shared a video where each senior introduced themselves, shared their plans for post-graduation, and recounted their experiences in Reading.

Consent Agenda

1. Minutes (03-14-2024)
2. Parker Canobie Lake Park Field Trip Request
3. RMHS Senior Prom Field Trip Request

Accounts Payable Warrant Reports

1. 03-01-2024
2. 03-15-2024
3. 03-29-2024

Mrs. Gaffen motioned to approve the consent agenda, seconded by Mr. Robinson. The vote passed 4-0.

Reports

1. Student Report:
 - a. This week marked the beginning of senior internships for close to 190 students, as they embarked on placements across various businesses.
 - b. Throughout the week, RMHS celebrated World Language Week, fostering an atmosphere of diversity and inclusivity among students and staff.
2. Director of Finance and Operations – Dr. Pinto met with Mr. Feudo of the YMCA to review current partnerships and explore avenues for enhancing community impact. Dr. Pinto also met with Mr. Bill Stewart, the incoming president of the Reading Rotary, to discuss expanding our connections with local community leaders. Finally, Dr. Pinto participated in an information session hosted by Senator Jason Lewis, focusing on Chapter 70 funding and the Student Opportunity Act, advocating for an increase in funding allocation.
3. Assistant Superintendent for Learning & Teaching – Dr. Hardy attended a World Language Week event where 25 students who had achieved the Biliteracy Coalition Award were recognized. Dr. Hardy acknowledged Teacher Derrick Ryan for his contributions to student success in the area of World Language.
4. Superintendent – Dr. Milaschewski announced that American Sign Language will be offered as a new class next year, which has generated interest among students. On the topic of senior internships, Dr. Milaschewski highlighted that a budget allocation of \$175,000 has been secured over the past two years to compensate students for their internship experiences. Finally, Dr. Milaschewski acknowledged Paraprofessional Appreciation Day and thanked RPS Paras for their commitment to students.
5. Liaison/Sub-Committee
 - a. Mr. Robinson – SWEC met to prepare for their upcoming Select Board presentation.
 - b. Mrs. Nazzaro – The Killam Community meeting on Monday included discussions on traffic and site matters. Another meeting is scheduled for the 11th, which will include an opportunity for tours of the school.
 - c. Mrs. Gaffen – No report
 - d. Mr. Wise – Mr. Wise noted we have filed with MIAA to allow eighth graders to play Lacrosse this year.

E. New Business

1. Friends of Reading METCO (FORMETCO) Discussion

Co-Chairs of FORMETCO, Ms. LaVonda Epps and Ms. Ilka Walkley, began by introducing themselves and offering insights into the group's activities. They then presented questions for the committee to collectively address and discuss. These questions prompted

conversations about achievements, future aspirations for the program, and the individual contributions that shape its trajectory.

Discussions included the impact that METCO counselors make on the lives of students and the dissemination of information to various school organizations to ensure all organizations are connected to the same information.

2. State of the Reading METCO Program

Mr. Martin provided an update on the status of the Reading METCO Program. During this update, the following items were discussed:

- The role of METCO coordinators, including the support they provide and the impact they make on student's time at RPS
- Cultural events throughout the district
- Professional development, attendance to various conferences, and Boston Public Schools site visits
- Projected enrollment for the 2024-2025 school year
- HBCU college tours
- Level funding

3. Reading Children's Cabinet Discussion: Gathering Feedback on Resources to Enable Success

Mr. Wise shared a video explaining the purpose of the Children's Cabinet, followed by initiating a discussion aimed at gathering feedback from community members regarding what they perceive as lacking. Specifically, he prompted the question: "What do you not have that you need for your student and your family to succeed?".

Discussions included implementation of an anonymous referral program so information is not solely reliant on the principal and ways to remove as many barriers as possible to facilitate student success.

4. RMHS High School Scheduling Pilot Update

Ms. Callanan provided an update on the pilot schedule, indicating that feedback has been collected and the schedule change will proceed. Following spring break, families can expect to receive communication detailing the specifics of this adjustment. The revised schedule aims to improve pacing for teachers, reduce stress, and allow for more efficient completion of homework by aligning class start and end times. Although a block schedule was trialed and manageable, it was not the preferred option based on survey results.

5. Math Pathways Update

Dr. Hardy provided the committee with a Math Pathways update, highlighting several projects initiated in November. Additionally, she mentioned the success of the middle school virtual night held in March, which garnered significant attendance and was also recorded for transparency. She also shared a summer opportunity for a high school geometry class and noted the math lab is back up and running.

6. FY25 Kindergarten Enrollment Update

Dr. Milaschewski provided an update on kindergarten enrollment. Registrations have increased from 220 to 227 and efforts are being made to reach closer to the projected number of 262. Currently, four kindergarten classes are anticipated at Killam. However, due to lower enrollment and the need for an additional fifth-grade class, we will adjust to three kindergarten classes and increase the fifth-grade cohort to four classes. We will continue to monitor enrollment as students register over the summer.

7. Approve Last Day of School for SY23-24 (A)

Dr. Milaschewski noted with one snow day, we are recommending the committee approves June 14th as the last day of school.

Mrs. Gaffen motioned to approve June 14th as the last day of school, seconded by Mr. Robinson. The vote passed 4-0.

8. Appointments to JLMC's (A)

Dr. Milaschewski provided background information, stating that negotiations for all bargaining units have recently concluded. Some negotiations necessitate the involvement of the JLMC's to address specific issues or challenges. These negotiation teams typically include representatives from the union, administration, and school committee.

Mr. Wise made the following appointments:

- Mr. Robinson appointed to the Overtime JLMC
- Mrs. Nazzaro appointed to the Elementary Breakfast Program JLMC
- Mrs. Gaffen appointed to the Nursing JLMC
- Mr. Wise appointed to the Sick Leave/Leaves with and without Pay JLMC

D. Old Business

1. Strategic Fee Review & Votes

Dr. Pinto reviewed the athletic, drama, and band fees, which have been in place since 2018. The reassessment of these user fees was prompted by the necessity arising from escalating material and service costs, rendering the provision of activities more expensive.

Mrs. Gaffen motioned to approve the athletic, drama and band fees for FY25, seconded by Mrs. Nazzaro. The vote passed 4-0.

Dr. Pinto provided an overview of the facility rental fees, which have been in place since 2018. Since then, there has been a notable increase in costs associated with custodial personnel, utilities (including lights, HVAC, and water), floor refinishing, equipment maintenance, security, custodial supplies, and other support services necessary for the operation and upkeep of school facilities. The recommendation for an updated fee schedule aims to streamline and simplify the fee structure while taking into account current wage and rental market rates. To maintain consistency, increases were calculated at 2.5% annually for facility use fees across all categories (Reading Non-Profit, Reading For-

Profit/Out-of-Town Non-Profit, and Out-of-Town For-Profit) over the seven-year period since the fees were last reviewed.

Mrs. Gaffen motioned to approve the facility rental fees for FY25, seconded by Mr. Robinson. The vote passed 4-0.

https://www.youtube.com/watch?v=vtFD_s0iAuM

Meeting Adjourned from regular session at approximately 9:19pm.

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
CC: Dr. Thomas Milaschewski, Superintendent of Schools
Dr. Derek Pinto, Director of Finance and Operations
DATE: April 16, 2024
FR: Katelyn Finnegan, Finance and Business Analyst
RE: Acceptance of FY24 Implementing Strategies to Reduce or Eliminate the Use of Time-Out Rooms Federal Competitive Special Education Program Grant Award

The Department of Elementary and Secondary Education has awarded the Reading Public Schools with a FY24 Implementing Strategies to Reduce or Eliminate the Use of Time-Out Rooms Federal Competitive Special Education Program Grant in the amount of \$75,000.

The purpose of this federally funded competitive grant program is to support schools and districts as they implement strategies, interventions, and supports to reduce or eliminate the use of time-out rooms and increase the amount of time that students spend learning alongside their peers. Expected outcomes include: improved student emotional and behavioral regulation (self- and/or co-regulation) and overall school climate, as well as increased collaboration and communication among school staff, parents, and the community.

Thank you for your support with your vote to accept the FY24 Implementing Strategies to Reduce or Eliminate the Use of Time-Out Rooms Federal Competitive Special Education Program Grant Award.

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
CC: Dr. Thomas Milaschewski, Superintendent of Schools
Dr. Derek Pinto, Director of Finance and Operations
DATE: April 8, 2024
FR: Katelyn Finnegan, Finance and Business Analyst
RE: Acceptance of FY24 METCO Supplemental Special Education Grant Award

The Department of Elementary and Secondary Education has awarded the Reading Public Schools with a FY24 METCO Supplemental Special Education Grant in the amount of \$1,940.

The purpose of this competitive grant program is to provide supplemental support to METCO districts serving Boston or Springfield resident students with more intensive special education needs. The funds will be used to provide contracted services such as Assistive Technology consultation and evaluation services. These consultation/evaluation services will explore additional technology or supports to make academics accessible to all students.

Thank you for your support with your vote to accept the FY24 METCO Supplemental Special Education Grant Award.

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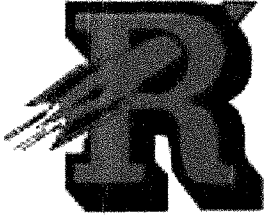
82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Accept Friends of Reading High School Baseball Donation

Please vote to accept a donation of \$5,898.26 from Friends of Reading High School Baseball. This donation is in support of two varsity assistants, Mr. Sannella and Mr. Mahoney respectively \$2,949.13 each.

Please find attached the donation letter from Dan Webb, President of Friends of Reading High School Baseball. Please note there is an error in this memo referencing three assistant coaches and a donation totaling \$8,257.56 however, the donation received was for \$5,898.26.

Thank you.



The Friends of Reading High School Baseball, Inc.

P.O. Box 133

Reading Ma, 01867

April 20, 2024

Dr. Thomas Milaschewski
Superintendent
Reading Public Schools
82 Oakland Road | Reading, MA, 01867

Dear Dr. Milaschewski,

The Friends of Reading High School Baseball would like to donate \$8,257.56 to the reading public schools. We request that this money be used to pay for three assistant coaches in the baseball program.

Two varsity assistants:

Mr. Matthew Samella at a salary of \$2,949.13.

Mr. Patrick Mahoney at a salary of \$2,949.13.

All additional taxes have been added to our donation.

We appreciate the opportunity to contribute to the Reading High School athletic program. If there are any questions or concerns, please feel free to contact me at any time.

Sincerely,
Dan Webb

A handwritten signature in black ink, appearing to read 'Dan Webb', written in a cursive style.

President Friends of Reading High School Baseball

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Accept J.W. Killam School PTO Donation

Please vote to accept a donation of \$519.80 from the J.W. Killam School PTO. This donation was made to purchase solar eclipse glasses for the staff and students. Please note, the check will be deposited into the gift account.

Please find attached the donation letter from Principal Lindsey Fulton on behalf of the J.W. Killam PTO.

Thank you.

Lindsey Fulton
Principal

333 Charles Street
Reading, MA 01867
Phone: 781-944-7831
Fax: 781-942-9186

Thomas Milaschewski, Ed. D.
Superintendent of Schools

Sarah Hardy, Ed.D.
Assistant Superintendent
for Learning and Teaching



J. Warren Killam School

A T.R.R.F.C.C. Place to Be!

To: Derek Pinto
From: Lindsey Fulton
Re: Reimbursement Check from PTO
Date: April 26, 2024

Enclosed please find a check in the amount of \$519.80 from the JW Killam School PTO. We purchased solar eclipse glasses for staff and students and the PTO wanted to pay for them. We purchased them from Amazon PO# 24002598. Please deposit the check into Office Supplies Org/Obj: 03245221/542302

Thank you,

Lindsey Fulton, Principal
J.W. Killam Elementary School

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Accept Friends of Reading Track Donation

Please vote to accept a donation of \$2,500 from the Friends of Reading Track. This donation is in support of the RMHS Assistant Girls Track Coach for Winter Track.

Please find attached the donation letter from the Friends of Reading Track.

Thank you.

April 12, 2024

Reading Public Schools
62 Oakland Road
Reading MA 01867

Dear Reading School Committee Members,

Abby Allardi, an English teacher at RMHS and the RMHS Assistant Girls Track Coach for Winter Track. She is a Coaching Assistant for the Girls Spring Track Team this season (2024). The Friends of Reading Track request permission to pay Ms. Allardi \$2500.00 for her help with the team.

Thank you for your consideration regarding this matter.

Friends of Reading Track

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Approve Costa Rica Field Trip Request

Please vote to approve an international field trip request to Costa Rica for the RMHS 11th and 12th grade students. This trip will take place from February 16-26, 2025 with the anticipation of 19-25 students participating.

Please find attached the field trip approval form.

Thank you.



Field Trip Approval Form

Trip Coordinator:	Courtney Pray and Derrick Ryan
School	RMHS
Grade(s) Attending:	11 and 12
Destination:	Atenas, Alajuela, Costa Rica
Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i>	International
Educational Purpose of Trip:	Spanish Language and Culture
Date(s) of Trip:	2.16.25-2.26.25
Time of Departure:	tbd
Time of Return:	tbd
Cost of Trip:	\$2,580 + flight
Will there be fundraising? If yes, please attach a fundraising plan.	
No. of students attending:	19-25
No. of teachers attending:	2-3, depending on deposit numbers
No. of other adults attending:	0
No. of Nurses attending:	0
If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip?	
Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip?	Yes, we are all RMHS teachers
Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i>	Plane. We will have a Arcos bus to take us places, including from and to the airport, once in Costa Rica
Name of Company(ies) providing Transportation:	Arcos Journeys Abroad
Name of Educational Travel Organization conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000):	Arcos Journeys Abroad
Food will be provided by (if applicable):	3 meals a day with host families. Other food is included in the cost when we travel to La Fortuna/Arenal.

Will there be students participating in the trips who have food allergies? If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.	The Arcos host families are used to working with American students with restricted diets. We will be in contact with the tour company to ensure that the host families of any students with dietary restrictions/allergies have safe food options.
If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.	There will be two water parts to this trip: Jaco Beach Day and Baldi Thermal Pools. Both have lifeguards.
Please describe the educational alternative for those students who will not be attending the trip.	They will be in their Spanish class.
Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?	We will be in contact with the tour company to ensure ahead of time that they are aware of any RMHS student needing accommodations. TBD
Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?	We will be in contact with the RMHS nurse and the parents of trip participants to coordinate any medical needs that may need to be addressed before / during the trip with Arcos.
Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?	TBD
If you are in a location that does not have cell service, what is the plan for contacting emergency services?	There is cell phone service.
Please describe the process that will be used to determine student eligibility for the trip.	Students must be in Spanish 4 or above and be a junior or a senior during the 24-25 school year.

Checklist for Day trips

Please attach the following to this document:	
	a. A detailed itinerary of the trip
	b. A copy of any contract associated with the field trip
	c. A list of all adults who will be chaperoning the field trip
	d. Fundraising plan (if applicable)

Fill out this section if the Field Trip is an overnight trip.

Is the bus driver getting sufficient rest in accordance with federal regulations and common sense?	
Departure Information (location and carrier):	TBD
Return Trip Information (location and carrier):	TBD
Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging*	Arcos (family home stays)
Address and Phone No. of Lodging (if applicable):	
Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?	

Checklist for Overnight trips

Please attach the following to this document:

	a. A detailed itinerary of the trip
	b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c.268A, § 19</u>
	c. A copy of any contract associated with the field trip.
	d. A list of all adults who will be chaperoning the field trip.
	e. Fundraising plan (if applicable)
	f. Quotes from three travel organizations (applicable for trips costing more than \$10,000)

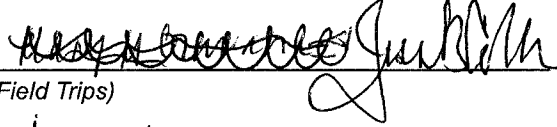
The Following Section is for Out of Country Field Trips Only

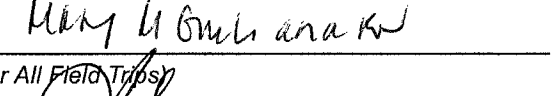
Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov . If YES, please explain:	Petty crime, but the travel.state.gov indicates that there are additional security resources in tourist areas.
Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?	A passport will be needed.
<p>Note: Copies of all students' passports shall be maintained by the Trip Coordinator. At least one staff member accompanying the students must have a phone number with an international service. Name of Staff member and Telephone Number:</p>	Courtney Pray: 508-837-9322 Derrick Ryan: 617-836-7063

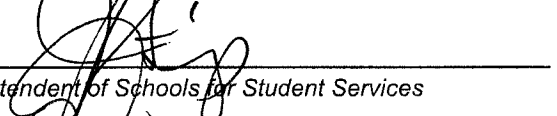
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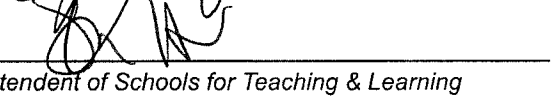
To be completed by Reading Public School Administration:

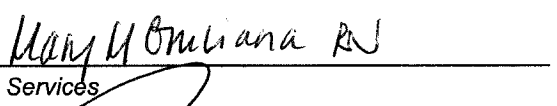
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

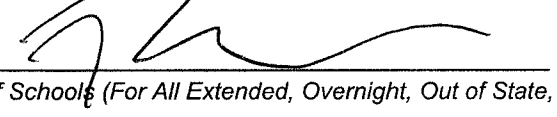
APPROVED  DATE 4/25/24
Principal (For All Field Trips)

APPROVED  DATE 4/24/24
School Nurse (For All Field Trips)

APPROVED  DATE 4/29/24
Assistant Superintendent of Schools for Student Services

APPROVED  DATE 4-29/24
Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 4/27/24
Director of Health Services

APPROVED  DATE 4/27/24
Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

=====

School Committee Approval _____ DATE _____
(For Overnight, Out of State, and International Field Trips)

Reading Public Schools

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Approve Switzerland Field Trip Request

Please vote to approve an international field trip request to Switzerland for the RMHS 10th, 11th and 12th grade students. This trip will take place from April 16-30, 2025 with the anticipation of 20 students participating.

Please find attached the field trip approval form.

Thank you.

Reading Public Schools



Field Trip Approval Form

Trip Coordinator:	Kent Hatton, Annemarie Cory
School:	Reading Memorial High School
Grade(s) Attending:	10, 11, 12
Destination:	Basel, Switzerland Tour to other cities in Switzerland (Lucerne, Zurich, Berne, Interlachen, Lausanne)
Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i>	Overnight, International
Educational Purpose of Trip:	Cultural Exchange
Date(s) of Trip:	Projected: April 16 - April 30, 2025
Time of Departure:	TBD - plan to leave on an overnight flight on 4/16/25, arriving in Switzerland the morning of 4/17/25
Time of Return:	TBD - plan to leave on 4/30/25
Cost of Trip:	Approximately \$2000. This depends largely on the cost of airfare. In previous years, this trip cost has ranged from \$1400-1800.
Will there be fundraising? If yes, please attach a fundraising plan.	No
No. of students attending:	20
No. of teachers attending:	2
No. of other adults attending:	none
No. of Nurses attending:	none
If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip?	n/a
Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip?	Yes - all adults attending are employed by Reading Public Schools
Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i>	Plane, Train, Boat, Bus
Name of Company(ies) providing Transportation:	TBD airline Swiss Railways trains, Swiss public buses and boats
Name of Educational Travel Organization	This trip is an exchange, so our students and

<p>conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000):</p>	<p>teacher chaperones are hosted by Swiss students and their families and Swiss teachers when we travel there. We plan all our own travel in country primarily using the railway system.</p> <p>We use this travel company to purchase our airline tickets: Fellowship Travel Int'l 10220 Timber Ridge Dr. Ashland, VA 23005 (804) 550-0121 (800) 235-9384</p>
<p>Food will be provided by (if applicable):</p>	<p>n/a</p>
<p>Will there be students participating in the trips who have food allergies? If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.</p>	<p>No students have identified allergies.</p>
<p>If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.</p>	<p>n/a</p>
<p>Please describe the educational alternative for those students who will not be attending the trip.</p>	<p>n/a This trip is a voluntary, extracurricular experience.</p>
<p>Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?</p>	<p>n/a We do not have students who require physical accommodations in order to travel.</p>
<p>Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?</p>	<p>Students who have signed up for the trip have not disclosed severe medical needs. There is one student who has told us that they have Celiac disease and another who requires daily medication for ADHD and Anxiety.</p>
<p>Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?</p>	<p>Two students have let us know that they take daily prescription medication We have asked them to complete the medical disclosure form with their parents, and have both their parents and primary care physician sign the form to allow them to self-administer medication.</p>
<p>If you are in a location that does not have cell service, what is the plan for contacting emergency services?</p>	<p>Our trip is conducted almost entirely in urban areas of Switzerland, where cell services is readily available.</p> <p>Teachers purchase international calling coverage as part of our existing cellular plans for the duration of our travel away from the United States.</p> <p>Students are encouraged to purchase international calling coverage as part of existing cellular plans.</p>

	<p>If we are in an area that does not have cell service, teachers can use their iPhones to contact emergency services via a satellite call. https://support.apple.com/en-us/HT213426</p>
<p>Please describe the process that will be used to determine student eligibility for the trip.</p>	<ol style="list-style-type: none"> 1. Students must complete a Google Form with contact information and answer questions about siblings, pets, food allergies/preferences, medical needs, medications taken, and whether students have been involved in any disciplinary incidents at school. 2. Students and their parents must complete the Field Trip Permission slip. 3. Students, their parents, and their primary care physicians must complete the Medical Administration Form for Overnight Field Trips. 4. We send the list of prospective students to both Assistant Principals and to all Guidance Counselors to ask about any concerns.

Checklist for Day trips

Please attach the following to this document:

	a. A detailed itinerary of the trip
	b. A copy of any contract associated with the field trip
	c. A list of all adults who will be chaperoning the field trip
	d. Fundraising plan (if applicable)

Fill out this section if the Field Trip is an overnight trip.

Is the bus driver getting sufficient rest in accordance with federal regulations and common sense?	We will not be traveling with a bus driver. We will be using public transportation.
Departure Information (location and carrier):	TBD - Our proposed departure is estimated to be April 16th 2025 (evening departure from Logan)
Return Trip Information (location and carrier):	TBD - Our proposed return is estimated for April 30 2025 (departure from Basel or Zurich)
Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging*	Students and chaperones will stay with Swiss students and teachers while in Switzerland.
Address and Phone No. of Lodging (if applicable):	
Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?	

Checklist for Overnight trips

Please attach the following to this document:

	a. A detailed itinerary of the trip
	b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c.268A, § 19</u>
	c. A copy of any contract associated with the field trip.
	d. A list of all adults who will be chaperoning the field trip.
	e. Fundraising plan (if applicable)
	f. Quotes from three travel organizations (applicable for trips costing more than \$10,000) **Because we are an exchange program, staff and students are housed by Swiss staff and students for the length of our stay in Switzerland. We do not require hotels or other lodgings and so it is impossible for us to secure quotes from any travel organizations for our stay in Switzerland.

The Following Section is for Out of Country Field Trips Only


<p>Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov. If YES, please explain:</p>	<p>As of March 2024, no travel warnings have been issued by the State Department for Switzerland.</p>
<p>Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?</p>	<p>All students and staff members have or will have passports prior to our travel. All those traveling will have passports that are current and will not expire within six months of our travel dates, as per US regulations for travel.</p>
<p>Note: <i>Copies of all students' passports shall be maintained by the Trip Coordinator.</i> <i>At least one staff member accompanying the students must have a phone number with an international service.</i> Name of Staff member and Telephone Number:</p>	

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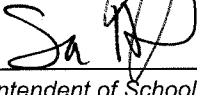
To be completed by Reading Public School Administration:

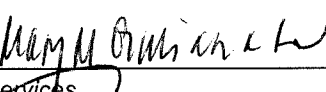
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

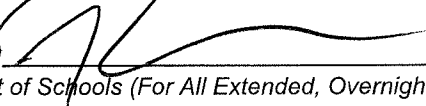
APPROVED  DATE 4/19/24
 Principal (For All Field Trips)

APPROVED  DATE 4/23/24
 School Nurse (For All Field Trips)

APPROVED  DATE 4/25/24
 Assistant Superintendent of Schools for Student Services

APPROVED  DATE 4-25-24
 Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 4/23/24
 Director of Health Services

APPROVED  DATE 4/23/24
 Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

=====

School Committee Approval
 (For Overnight, Out of State, and International Field Trips) DATE _____

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 9, 2024
RE: Vote to Approve Nature's Classroom Field Trip Request

Please vote to approve an overnight field trip request to Nature's Classroom in Yarmouth Port, MA for Parker 7th grade students. This trip will take place from October 23-25, 2024.

Please find attached the field trip approval form.

Thank you.



Field Trip Approval Form

Trip Coordinator:	Jill Story
School:	Walter S. Parker Middle School
Grade(s) Attending:	7
Destination:	Nature's Classroom, Camp Wingate Kirkland - Yarmouth Port, MA
Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i>	Overnight trip
Educational Purpose of Trip:	Experiential learning; community building
Date(s) of Trip:	October 23 - October 25, 2024
Time of Departure:	8:00 AM
Time of Return:	1:00 PM
Cost of Trip:	\$400 (\$50 deposit due in Spring 2024; remaining balance due in the Fall)
Will there be fundraising? If yes, please attach a fundraising plan.	No
No. of students attending:	150
No. of teachers attending:	15
No. of other adults attending:	
No. of Nurses attending:	Nurse is on site , ? nurse needed on bus
If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip?	
Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip?	Yes
Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i>	Bus
Name of Company(ies) providing Transportation:	
Name of Educational Travel Organization conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000):	
Food will be provided by (if applicable):	Yes

Will there be students participating in the trips who have food allergies? If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.	Yes. Nature's Classroom has a chef on staff who works closely with Parker's school nurse and parents to ensure that there are safe food choices for all students. In addition, we will allow students to bring supplemental food if there is a need or preference.
If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.	N/A
Please describe the educational alternative for those students who will not be attending the trip.	Students who do not attend will participate in an alternative curriculum and project-based learning at school.
Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?	We offer this trip to all 7th graders and work with all families to ensure that we are providing the proper support for student needs so that students have equal access and experience.
Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?	The on site nurse will be available for any medical needs that arise. We do not have any students in this class who require more intensive medical support than a daily nurse can provide.
Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?	The on site nurse will distribute prescription medications at the normal time/dose/cycle as prescribed by the student's doctor. We will work with families prior to get doctors' orders and prescription medications.
If you are in a location that does not have cell service, what is the plan for contacting emergency services?	There is cell service.
Please describe the process that will be used to determine student eligibility for the trip.	All students are eligible.
	Full Review of Health needs required in fall 2024

Checklist for Day trips

Please attach the following to this document:

✓	a. A detailed itinerary of the trip
	b. A copy of any contract associated with the field trip
N/A	c. A list of all adults who will be chaperoning the field trip
N/A	d. Fundraising plan (if applicable)

Fill out this section if the Field Trip is an overnight trip.

Is the bus driver getting sufficient rest in accordance with federal regulations and common sense?	Yes
Departure Information (location and carrier):	We will leave from Parker MS at 8:00 AM on 10/23.
Return Trip Information (location and carrier):	We will return to Parker MS at 1:00 PM on 10/25.
Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging*	
Address and Phone No. of Lodging (if applicable):	
Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?	

Checklist for Overnight trips

Please attach the following to this document:

X	a. A detailed itinerary of the trip
	b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L.</u>

	<u>c.268A, § 19</u>
X	c. A copy of any contract associated with the field trip.
	d. A list of all adults who will be chaperoning the field trip.
	e. Fundraising plan (if applicable)
	f. Quotes from three travel organizations (applicable for trips costing more than \$10,000)


The Following Section is for Out of Country Field Trips Only

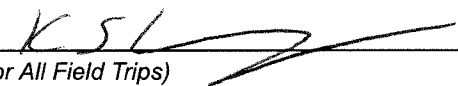
Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov . If YES, please explain:	<i>N/A</i>
Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?	
<p>Note: <i>Copies of all students' passports shall be maintained by the Trip Coordinator. At least one staff member accompanying the students must have a phone number with an international service.</i></p> <p>Name of Staff member and Telephone Number:</p>	

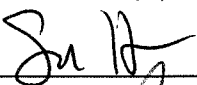
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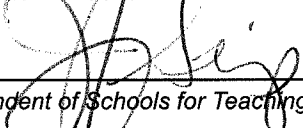
To be completed by Reading Public School Administration:


I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

APPROVED  DATE 4/10/24
Principal (For All Field Trips)

APPROVED  DATE 4/10/24
School Nurse (For All Field Trips)

APPROVED  DATE 4-25-24
Assistant Superintendent of Schools for Student Services

APPROVED  DATE 4/25/24
Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 4/23/24
Director of Health Services

APPROVED  DATE 4/23/24
Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

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School Committee Approval
(For Overnight, Out of State, and International Field Trips) DATE _____

Reading Public Schools

School Committee Meeting Packet

May 9, 2024



New Business

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Olivia Lejeune, Executive Assistant to the Superintendent
Date: May 9, 2024
Re: School Committee Vote to Receive Reading Education Foundation Grant Donations

The Reading Education Foundation has awarded the following grants to Reading Public Schools:

Reading Education Foundation Final Grant Awards for 2024					
Teacher's Name	School	Program	Recipients	Amount Funded	Grant Title
Jeanelle Adams	Barrows	SEL	K-5 Barrows	\$750.00	Sensory Hallway – Pathway to Success
Carolyn Caffrey	Coolidge	7 th Grade Social Studies	7 th Grade Social Studies	\$942.91	Flexible Seating for a Classroom
Emma Costigan	Wood End	School Psychologist	K-5 Wood End	\$1,050.00	Social Emotional and Executive Functioning Professional Development
Matthew Darling	Coolidge	STEM, Digital Literacy	6 & 8 Coolidge	\$3,799.52	LEGO Engineering
Maureen Deligianidis	RISE	Communication	RISE	\$2,212.20	The Augmentative Alternative Communication Project: Supporting Diverse Communication
Kelly DiCato	Barrows	SEL	REACH Program	\$6,105.00	Accept, Identify, Move (AIM) curriculum
Jessica Dougherty	Parker	Science	Grade 6 Science	\$2,000.00	3D Printers for 6 th Grade Scientists
Talia Hallett	Killam	All Areas	K-5 Killam	\$2,896.00	Attention and Focus
Jessica Hester	Wood End	Library, Science, Social Studies, and Computer Science	K-5 Wood End	\$775.00	Lights, Cameras, Green Screen
Meredith Kimball	Barrows	Science	Grade 2 Barrows	\$675.00	Generation Genius for Grade 2
Lisa Norcross	Wood End	Library PreK – 5	K-2 Wood End	\$5,307.19	KIBO Robots: Coding for All Ages
Andrew Norton	Parker	Instrumental Music	6-8 Music	\$1,701.90	Parker Band Program iPad
Alysia Redard	Wood End	OT/PT	PK-5 Wood End	\$1,226.00	Sensory Inclusive Environment
Cheryl Webster	Coolidge	Instrumental Music	6-8 Music	\$2,540.95	Xylophone for Coolidge Band
Lisa Winstrom	Coolidge	Music	6-8 Music	\$2,045.68	Digital Music for All
Derek Pinto	Districtwide	Food Services	RPS Schools	\$8,000.00	Compost Initiative
			TOTAL Grant Award	\$42,027.35	

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Olivia Lejeune, Executive Assistant to the Superintendent
Date: May 9, 2024
Re: Facility Naming Request on behalf of Phil Vaccaro

Earlier this spring, Mr. Pete Moscariello, a teacher and former coach at RMHS, submitted a formal proposal in accordance with the School Committee's Naming of Facilities Policy. The proposal aims to name an RMHS venue in honor of former teacher and coach, Mr. Phil Vaccaro. Over the past month, Mr. Wise and Dr. Milaschewski have received overwhelming support in written communication from community members sharing their support to make the initial case for the naming proposal.

At the upcoming May 9th School Committee Meeting, Mr. Moscariello and supporters will present their proposal, providing an opportunity for the committee to ask questions and discuss the request. Following this, on May 23rd, the School Committee will hold a vote to establish the Advisory Committee and appoint a School Committee member to it.

The Advisory Committee will comprise various stakeholders per the School Committee policy, including a Select Board member, a Historical Society member, a student, two members of the public living in Reading, and the RMHS principal. The committee is expected to hold a minimum of three meetings in which the following will take place:

1. An organizational meeting to elect a Chair and outline the process.
2. An official Public Hearing to gather feedback from the community.
3. A final deliberation and vote on a recommendation to be presented to the full School Committee.

Once the Advisory Committee presents its recommendation during a regular School Committee meeting, the School Committee will either accept or adopt the recommendation.

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Officer Brian Lewis, School Resource Officer
Officer Matt Vatcher, School Resource Officer
Date: May 9, 2024
Re: Annual Student Resource Officer Update

Dear School Committee,

During Thursday's School Committee meeting, we will be presenting an overview of our work in the schools this year, which includes some of the updates below. We look forward to the conversation.

- The SROs continue to maintain excellent partnerships between the Reading Schools and Reading Police.
 - Officer Vatcher and Officer Lewis received State recertification as SROs.
 - Reading Police Comfort Dogs Rusty and Cooper were certified as Therapy Dogs from the Alliance of Therapy Dogs and continue to work alongside the SROs.
 - Assisted running ALICE drills at RMHS and Middle Schools. SROs also lead professional development classes on ALICE to elementary school staff.
 - Worked with the schools to implement School Threat Assessment Guidelines (CSTAG) for administrators and counselors and have assisted in conducting assessments as necessary.
 - Continued to work closely with the Reading Coalition for Prevention and Support to provide resources to students and families in need.
 - The SROs continue to be a part of the District Crisis Team and RMHS Core Crisis Team and work as a group to address safety issues and concerns as needed.
 - The SROs are working with Dr. Stys and the District Crisis Team to overhaul the District Emergency Protocols. The new protocols will be rolled out to district admin for the 2024-2025 school year.
 - Worked with the Reading Police Civil Rights Officer and the Director of the Office of Equity and Social Justice to address any hate-based incidents.
 - SROs attended training from the FBI Boston on best practices when responding to bomb threats and "swatting" calls at schools.
 - Facilitated a lunch meeting with District Attorney Marian Ryan and 8th-grade students for National No One Eats Alone Day.
 - The SROs worked with the Reading Coalition for Prevention and Support to assist with Youth Mental Health First Aid training to junior health classes.
 - We will be working with the Reading Coalition for Prevention and Support to teach choose to refuse (opioid prevention) in RMHS health classes this spring.
 - Officer Vatcher presented internet and social safety and responsibility to 5th-grade students at Joshua Eaton and Barrows and will continue with this training at the other elementary schools for the remainder of the year.
-

- Officer Vatcher and the Reading Coalition assisted Coolidge Health Classes with their presentations on substance use and abuse.
- SROs joined other members of the Reading Police to serve elementary school lunches.
- Officer Vatcher presented at Wood End and Barrows for their Community Helpers Unit
- Reading Police provided rides to schools to winners of various PTO raffles.
- Officer Vatcher participated in evening reading events at both Barrows and Birch Meadow.
- The SROs are helping to organize the first Reading Police Youth Academy this summer for middle school-aged students. The Youth Academy runs July 29th-August 1st.

Respectfully,

School Resource Officer Brian Lewis School Resource Officer Matt Vatcher



Administrative Offices
82 Oakland Road
Reading, MA 01867
781 944-5800

READING SCHOOL COMMITTEE

Thomas Wise Chair
Shawn Brandt Vice-Chair

Erin Gaffen
Sarah McLaughlin
Carla Nazzaro
Charles Robinson

Thomas Milaschewski, Ed.D.
Superintendent of Schools

TO: Reading School Committee
FROM: Thomas Wise, Reading School Committee Chair
DATE: May 8, 2024
TOPIC: Discussion on Policy FF

During our meeting on February 29th, students for SOCA4EJI came to request an update on our work concerning Policy FF – Naming Facilities and Places within or on School Property. At that time, committee member Shawn Brandt suggested we have a full Committee discussion on the Policy to provide some guidance or suggestions to the Policy Subcommittee on the topic. Therefore, we have set this meeting agenda item per that request.

As further background, and as you can see in the attached minutes of the Policy Subcommittee, the Policy Subcommittee met with the Student Advisory Council and the SOCA4EJI last Spring. The minutes include a great deal of detail about the discussion that occurred and a link to the Zoom meeting if anybody would desire to watch the discussion for themselves.

Additionally, I believe it is necessary to point out that this discussion is not focused on any specific naming request, but on the form and substance of the Policy with a focus on improving it. As you know, the School Committee has not received a request to rename any specific facility. However, we have received requests to name athletic facilities.

In addition to our existing Policy FF, the Committee can view the [MASC model Policy FF](#) for comparison in the discussion. You will note that the policy is entirely focused on New Facilities only and was last updated by MASC in August 2016. Conversely, our Policy was updated in 2010 and has a more comprehensive focus.

Finally, to manage the overall meeting time, I will plan to time box this discussion to 20 minutes.

Thank you.



Town of Reading Meeting Minutes

2016-09-22 LAG

Board - Committee - Commission - Council:

School Committee

Policy Subcommittee

Date: 2023-05-09

Time: 10:00 AM

Building: School - Memorial High

Location: Conference Room

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Final

Attendees: **Members - Present:**

Tom Wise and Chuck Robinson

Members - Not Present:

Erin Gaffen

Others Present:

Director of Finance & Operations Susan Bottan, Principal Kevin Tracy, Student Advisory Council Member Jayda Hayes, Student Advisory Council Member Olivia Ritondo, Student Advisory Council Samantha Maher, Student Advisory Council & SOCA4EJI Member Timia Jones, SOCA4EJI Advisor Sherilla Lestrade, SOCA4EJI Member Sophia Ortins, SOCA4EJI Member Jeremiah Sanford, SOCA4EJI Member Happiness Deji, SOCA4EJI Member Roman Olivardia, SOCA4EJI Member Dorian Anglade, SOCA4EJI Co-President Dasia Grant, SOCA4EJI Member Daija Forero

Minutes Respectfully Submitted By: Tom Wise, Chair

Topics of Discussion:

The meeting was held in person with Zoom availability for participants. A recording of the meeting can be found [here](#) with a passcode of **q4slv1=w**.

Chair Wise called the meeting to order at approximately 10:00 a.m. Mr. Wise walked through the agenda.

B.1. Consent Agenda

Mr. Wise explained the origin of the May 11, 2022 minutes.

Mr. Robinson moved to approve the minutes of May 11, 2022. Mr. Wise seconded. The motion carried 2-0.

Mr. Wise walked through the minutes from the April 13, 2023 meeting.

Mr. Wise moved to approve the minutes from April 13, 2023. Mr. Robinson seconded. The motion carried 2-0.

D.1. Old Business – Review, Discuss, Revise, and Approve MASC and Legal changes to Policy DIE – Audits

The Committee reviewed the edits to Policy DIE. There was a discussion about who hires the auditors. It was confirmed in the Town of Reading Bylaws that the audit committee has the responsibility to hire the auditors. Mrs. Bottan raised a concern about the hard requirement of nine months considering it is out of the control of the schools and the audit committee if the auditor can't complete it in that timeline. The Committee agreed to add " , subject to auditor timelines, " to the first sentence of the policy.

Mr. Wise moved that we recommend the amended Policy DIE – Audits to the full School Committee for adoption. Mr. Robinson seconded. The motion carried 2-0.

Mr. Wise moved to take E.1. out of order. Mr. Robinson seconded. The motion carried 2-0.

D.2. Old Business – Review, Discuss, Approve Revocation of Policy DJG – Vendor Relations per MASC and Legal Recommendation

Mr. Wise provided the background on this revocation as MASC does not have it in the model manual and legal counsel agreed it is not necessary. Mrs. Bottan noted that there is no problem at this time with vendors showing up and soliciting in the office. Mr. Robinson asked for confirmation that the revocation of this policy doesn't impact our alignment with procurement requirements. Mr. Wise and Mrs. Bottan confirmed.

Mr. Wise moved that we recommend the revocation of Policy DJG – Vendor Relations to the full School Committee. Mr. Robison seconded. The motion carried 2-0.

E.1. New Business – Discuss Policy FF – Naming New Facilities with the Student Advisory Council and Students of Color and Allies for Equity, Justice, and Inclusion

The discussion started with introductions of parties around the room and on Zoom. The Students of Color & Allies for Equity, Justice, and Inclusion shared a presentation about requesting a change to Policy FF. The summary of their concerns and proposal includes:

1. An excerpt from Policy FF states, "*A name associated with educational significance or inspiration should be chosen.*" SOCA4EJ asserted this clause only allows for new buildings or rooms to be named only for people that have contributed to education in Reading. They also asserted this doesn't allow for change, equity, and growth. They also asserted there weren't protocols for renaming a facility or any other school property in the circumstance that there ever becomes a need to.
2. Another excerpt from Policy FF states, "*The committee also feels it is appropriate to name a school [...] whose names will lend dignity and stature to the school; outstanding educators associated with the school, or significant or pertinent events.*" They asserted this excludes black and brown people because there have not been administrators, community members, or other employees of color in Reading that have had a chance to meet this standard.
3. They asserted the policy was difficult to understand, lengthy, and repetitive. They compared the Reading Policy FF to that of Wilmington, which was much shorter.
4. Proposal: They proposed that the policy be changed to be specific, but to the point, comprehensive, and open so that not only people that have contributed to education in Reading but Reading in its entirety get a chance to be nominated for such an honor. For example, people that have had relations to Reading's rich history, its culture, or are making significant strides today.

Following the presentation, Mr. Wise thanked the members of SOCA4EJI for their presentation and asked if they wanted questions and discussion. SOCA4EJI agreed to engage in discussion. Mr. Wise shared MASC's model policy for comparison like the Wilmington one SOCA4EJI raised a comparison. Mr. Wise outlined the history of Reading's policy changes in 2006 and again in 2010, but the minutes don't include much of WHY the policy was changed as it was. Mr. Wise also noted that Policy FF, as written, reads as both a Policy and Procedure document, which is different from most policies. Specifically, Section C of the current Policy is mostly Procedure.

Discussion continued in Sections A and B of the policy. Roman mentioned that many of the current schools do not meet the criteria outlined in these sections. Another SOCA4EJI member pointed out that stating "extraordinarily effective and dedicated service ... youth in the Reading Public Schools" is very limiting and excludes people of color based on Reading's history. Jayda raised that most of the schools have not followed the policy naming criteria, but the facilities (the RMHS library, the Performing Arts Center, the Football field, the Track, the Field House, etc.) within the schools have. Mr. Robinson provided historical context that the policy was focused on facilities instead of schools due to the requests the School Committee was receiving at the time.

Jayda raised a point about the uniqueness of our school names being a good thing, specifically with the focus on Reading. Roman countered that uniqueness is still possible if we make the policy more inclusive.

Mr. Wise pointed out that C.1. in the policy does allow for the reconsideration of naming schools or facilities, but that it should probably move up in the policy to clarify that renaming is possible. This helped to clarify a concern that SOCA4EJI has concerning the possibility of renaming.

Discussion ensued about the choice of naming the track after Hal Croft. This discussion was around the need to be named after an educator. The Committee clarified the process of naming the track after Hal Croft. Mr. Robinson and Mr. Tracy also pointed out that Mr. Croft was also a teacher at RMHS, not just a coach, therefore he met the educator limitation currently in the policy.

Roman raised a point that he thought the policy is limiting naming to white males. Jayda raised that as a demographic concern and a problem of our history. Mr. Wise pushed back saying that some of the phenomenal female educators of the past could be considered and used as an example of a past principal at Joshua Eaton. Jayda referred to the length of time of school names is what she was referring to. Ms. Lestrade made a point that we don't currently have many people of color employed in the district and thus, this naming is very exclusive. Roman said they are trying to expand the possibilities of who a building or facility can be named after, then choose the best person. Another SOCA4EJI member reiterated the desire to expand the naming options outside of educators only.

D.3. Old Business – Review, Discuss, Revise, and Approve MASC and Legal changes to Policy DJE – Procurement Requirements (FKA Bidding Requirements)

Mr. Wise outlined the background of the changes. There was discussion around \$50,000. Mrs. Bottan noted that M.G.L. recently updated this amount to \$100,000. Mr. Wise reviewed the most recent M.G.L. laws around \$100,000 instead of \$50,000.

Mrs. Bottan raised the point that the third through fifth paragraphs still read as a Bidding Policy and we currently work closely with the State where the bids have already been conducted and we are required to solicit quotes instead of conducting a bid. Mrs. Bottan also mentioned that we actively invite bidders to the process. She also pointed out that some bids must be opened in private, not in public, as the policy currently reads. Mrs. Bottan pointed out that RFPs are focused on quality, not just cost, thus the difference between public vs. private openings.

The Committee agreed the policy needed more work prior to approval.

Mr. Wise moved to table Policy DJE – Procurement Requirements (FKA Bidding Requirements) until the next meeting. Mr. Robinson seconded. The motion carried 2-0.

D.4. Old Business – Review, Discuss, Revise, and Approve MASC and Legal changes to Policy DK – Payment Procedures

Mrs. Bottan raised a concern with the fourth paragraph and the limitation to monthly. The Committee word-smithed the beginning of that paragraph to be “At each regular School Committee meeting for which a previous warrant cycle has passed...” instead of the “monthly” statement it used to have. The end of the same paragraph was discussed with regards to “correct”, the ability of the School Committee to know if the warrants were correct vs. their reliance on the Directory of Finance and Superintendent. The language was adjusted to “approve the warrants for payment. Prior to the approval, the warrants will be reviewed for accuracy, legitimacy, and alignment with budgeted spending plans by the Director of Finance and Operations.”

Mrs. Bottan raised a point concerning the fifth paragraph in that the town pays before the School Committee approves. The last sentence of the paragraph was removed. The first sentence was moved to the beginning of the fourth paragraph and the word “then” was removed from it.

Mr. Wise moved that we recommend the amended Policy DK – Payment Procedures to the full School Committee for adoption. Mr. Robinson seconded. The motion carried 2-0.

Motion to adjourn by Mr. Wise, seconded by Mr. Robinson at 11:25 a.m. The motion carried 2-0.



Administrative Offices
82 Oakland Road
Reading, MA 01867
781 944-5800

READING SCHOOL COMMITTEE

Thomas Wise Chair
Shawn Brandt Vice-Chair

Erin Gaffen
Sarah McLaughlin
Carla Nazzaro
Charles Robinson

Thomas Milaschewski, Ed.D.
Superintendent of Schools

TO: State Senator Jason Lewis State Rep. Brad Jones State Rep. Rich Haggarty
State House, Room 511B State House, Room 124 State House, Room 26
Boston, MA 02133 Boston, MA 02133 Boston, MA 02113

FROM: Reading School Committee

DATE: May 9, 2024

TOPIC: METCO Program Funding in FY25 State Budget

We are writing to request that you provide an increase in the State Funding for the METCO Program. Last year, it was level-funded, without any sort of increase. Therefore, we were forced to absorb increases from FY23 to FY24. In the early views of the budget for next year, it appears as though the plan is the same. Unfortunately, this means we are being asked to absorb a funding cut again due to the very real impact we have noticed with key portions of our budget which are funded by the METCO Grants we receive. We have the following cost drivers that impact our greater budget:

- (1) Transportation: Busing costs have gone up post-COVID. Our newly negotiated contract includes cost increases of approximately 12.4%. The total impact to our METCO Grant will be \$39,960 for the normal buses and an additional \$3600 for our late buses which we employ to allow our Boston residents to participate in after-school events such as sports and performing arts.
- (2) Staffing: We are continuing to look at our staffing to provide support and services to all our students. With the METCO Grant, we have been able to partially fund Student Adjustment Counselors and METCO Coordinator for each of our Elementary schools, a shared role between our two Middle schools, and a METCO Coordinator at our High School. This staffing has been instrumental in addressing the social and emotional needs of all our students, not just our Boston-based students. With this staffing and the newly negotiated Union contracts we have recently finalized, we are estimating a 5.23% increase, which represents \$19,101 in costs.

In total, we are looking at \$62,661 in increased costs from FY24 to FY25. If the funding stays level in FY25, that represents a real CUT of approximately 7.68% to our METCO budget that will impact services across our district. Therefore, we urge you to reconsider the level-funding stance and advocate to increase the METCO funding.

Thank you for your consideration.

Thomas Wise
Chair

Erin Gaffen
Vice Chair

Shawn Brandt
Member

Sarah McLaughlin
Member

Carla Nazzaro
Member

Charles Robinson
Member

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Olivia Lejeune, Executive Assistant to the Superintendent
Date: May 9, 2024
Re: School Committee Discussion and Vote on Use of Reading Rocket Logo for Hal Croft Bobble-Head Doll

Through the process and development of *CROFT*, a film chronicling the life of Reading teacher and track coach Hal Croft, the film's producer has approached the district seeking guidance on the use of the Reading Rocket Logo. As part of the production team's Indiegogo campaign to raise funds for the recreation shoot, they have designed a CROFT Bobble-Head featuring a coaching photo of Hal Croft, which also includes the Reading Rocket Logo. The production company is seeking permission to use the Reading Rocket Logo and enter into an agreement with the district with the potential of helping to raise money for the school. The decision will depend on how the School Committee views the continued representation on the logo on the Bobble-Head. The committee will discuss during the May 9th meeting.

Reading Public Schools

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82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Derek Pinto, Director of Finance & Operations
Date: May 9, 2024
Re: **FY24 Third Quarter Financial Report (FY24 Q3)**

In the spring of 2023, the Reading Public Schools was appropriated **\$54,006,623** by Annual Town Meeting for the Fiscal Year 2024. The School Department expects to meet all financial obligations within the total amount appropriated.

On the following pages, a financial overview of the School Department's FY24 Third Quarter Financial Report (FY24 Q3, or Q3) will be presented, spanning the period from July 1, 2023, to March 31, 2024. The FY24 Q3 Report will be presented to the School Committee on May 9, 2024. Subsequent quarterly reports are scheduled for completion as follows:

- Quarter 4: financial status through June 30, 2024, present in September 2024

This FY24 Q3 Financial Report is organized into four sections:

1. Financial Summary of the Operating Fund by Cost Center through Q3
2. Description of the Cost Centers and Drivers
3. Recommendation for Q3 Budget Transfers between Cost Centers
4. Financial Summary of Special Revenue Funds: Grants and Revolving Accounts

Please contact me if you have any questions or would like more information related to the FY24 Q3 Report.

FY24 Q3 FINANCIAL REPORT

1. Financial Summary of the Operating Fund by Cost Center through Q3 with Projected End Year Balances

Reading Public Schools FY24 Q3 Financial Report

Cost Center	FY24 Original Budget	Transfers	FY24 Revised Budget	FY24 Q3 Expenditures	FY24 Q3 Encumb./Req.	FY24 Q3 Available	FY24 Q3 % USED	FY24 Remaining Requirement	FY24 Offset	FY24 Projected End Year Balance	FY24 Rec. Budget Transfer
Administration	1,311,157 2.43%	-	1,311,157	1,016,388	26,380	268,390	79.53%	318,104	-65,000	15,286	
Regular Day	31,954,246 59.17%	-	31,954,246	20,250,275	245,713	11,457,958	64.14%	11,396,080	-600,000	661,878	-82,000
Special Education	16,716,166 30.95%	-	16,716,166	11,324,230	385,448	5,006,788	70.05%	5,272,793	-350,831	84,825	
District Wide:											
Health Services	913,224	-	913,224	584,020	1,262	327,942	64.09%	314,981		12,961	
Extra Curricular	78,087	-	78,087	102,668	3,340	-27,921	135.76%	36,079	-64,000	0	
Athletics	720,528	-	720,528	808,507	84,484	-172,463	123.94%	301,252	-392,000	-81,715	82,000
Technology	668,433	-	668,433	451,787	20,802	195,844	70.70%	478,188		-282,344	
Sub-total District Wide	2,380,272 4.41%	-	2,380,272	1,946,982	109,888	323,403	86.41%	1,130,501	-456,000	-351,098	
School Facilities	1,644,782 3.05%	-	1,644,782	1,151,521	102,871	390,389	76.26%	405,275	-80,000	65,114	
GRAND TOTAL	54,006,623		54,006,623	35,689,395	870,300	17,446,928	67.69%	18,522,754	-1,551,831	476,005	0

Note: added \$300K placeholder technology to Remaining Requirement for refresh

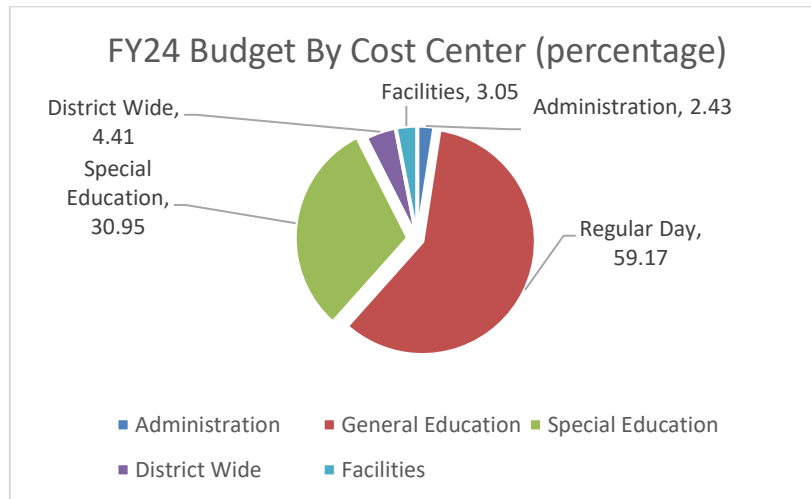
At the end of Q3, 67.69% (\$36.56M) of the appropriated funds had been expended. This represents an approximate percentage of the budget spent last year by Q3 (68%). A balance of \$476,005 is projected for the year-end. This balance will fluctuate during the remainder of the fiscal year due to the factors that influence and drive expenditures. During the final quarter, factors that will affect the projected balance include new curriculum purchases, changes in student services, substitute coverage, custodial overtime, the need for a technology refresh, supplies, materials, and equipment. Please note that in the table above, the Q3 balances for Extra-Curricular and Athletics are negative in part, because user fees in the form of budget offsets are not processed until Q4. Projected offsets are defined by the account name in the Revolving Funds table on p.9.

Subsequent updates and a final quarterly report will reflect updated data and project an end-of-year status based on information available and historical trends.

The format of this financial overview begins with defining the accounts that comprise each cost center followed by the Q3 financial status by cost center, summarizing the drivers that have resulted in the balances as of March 31, 2024. This report concludes with an overview of other funding sources that support the Reading Public Schools: Grants, Revolving Funds and Student Activity Accounts.

2. Description of the Cost Centers and Drivers Impacting Projected Fund Balances

The Reading Public Schools' general fund consists of five cost centers, which are approved by the Reading School Committee annually through the budget development process. The type of expense accounts associated with each cost center are named below. Funds can be transferred between cost center with the consent and approval of the School Committee. The pie chart below depicts the percentage allocation per cost center, and the narrative that follows provides the dollar amounts and further detail.



Administration Cost Center: 2.43% of total appropriation

Administration – represents 2.43% (\$1.31M) of the appropriated budget and is comprised of central office administrators and assistants, legal and audits, accounts payable, payroll, human resources, data information management, telecommunication services, professional development.

At the end of Q3, 79.53% (\$1.04M) of the appropriated Administration Cost Center budget had been expended and encumbered, representing approximately the same percentage of the budget at Q3 in FY23 (79.2%). A positive balance of \$15,286 is projected at year-end.

Regular Day Cost Center: 59.17% of total appropriation

Regular Day represents 59.17% (\$31.95M) of the appropriate budget and is comprised of school principals and secretaries, Regular Day teachers, tutors, paraprofessionals, guidance counselors, English Language and instructional specialists, leadership and mentor stipends, substitutes, transportation, professional development, instruction and curriculum materials, instructional technology, library materials, assessment software.

At the end of Q3, 64.14% (\$20.50M) of the appropriated Regular Day Cost Center budget had been expended and encumbered, representing approximately the same percentage in FY23, Q3 (66.5%). A positive balance of \$661,878 is projected at year-end. The driver for the balance is attributable to salary savings. This anticipated balance is expected to be reduced substantially with the purchase of new curriculum materials (literacy), the provision of tutoring and related academic support services for students, and the renewal of technology devices to maintain a five-year life cycle.

A recommendation is made in this financial report to the School Committee to approve a budget transfer from Regular Day to support the District Wide (Athletics) Cost Center.

Special Education Cost Center: 30.95% of total appropriation

Special Education represents 30.95% (\$16.72M) of the budget and is comprised of special education administration and secretaries, special education teachers and paraprofessionals, therapeutic specialists (occupational therapists, physical therapists, speech/language pathologists), extended school year staff and expenses, special education legal services, home and hospital tutoring, consultation and evaluation services, adaptive equipment and technology, testing and assessment services and materials, special education instruction materials, special education transportation, out of district tuition.

At the end of Q3, 70.05% (\$11.71M) of the appropriated Special Education Cost Center budget had been expended

and encumbered, in contrast with 66.2% in FY23 Q3. A positive balance of \$84,825 is projected at year-end, driven by salary savings. Barring new placements, the anticipated balance will be reduced by augmenting the Special Education Reserve Fund.

In addition, a prepayment of out-of-district tuition totaling \$980,000 is factored into the projected year-end balance. Massachusetts General Laws allow out of district pre-payments of up to three months of any approved private placements, and up to 100% of collaborative placements in which students are attending. This prepayment of special education private day and collaborative out of district placements is a past practice for Reading Public Schools and will be repeated in FY24 to defray FY25 expenses – details will be forthcoming.

District Wide Cost Center: 4.41% of total appropriation

District Wide services represents 4.41% (\$2.38M) of the appropriated budget and is comprised of the following categories:

- **Health Services:** makes up 38% (\$913K) of the District Wide Cost Center and is comprised of a director of nursing, nurses, nurse substitutes, school physician consultant services, medical supplies, testing equipment.
- **Extracurricular:** makes up 3% (\$78K) of the District Wide Cost Center and is comprised of a Student Activities Coordinator, advisor stipends, transportation, membership, supplies, equipment.
- **Athletics:** makes up 30% (\$721K) of the District Wide Cost Center and is comprised of an Assistant Principal/Athletic Director, secretary, coaches, officials, transportation, venue rental membership, supplies, equipment, uniforms.
- **Technology:** makes up 28% (\$668K) of the District Wide Cost Center and is comprised of a network administrator, computer technicians, Internet services, software and licensing, clocks, bells and telephones, network infrastructure repair, maintenance, supplies, equipment.

At the end of Q3, 86.41% (\$2.06M) of the appropriated District Wide Cost Center budget had been expended and encumbered, in contrast with 86.3% in FY23 Q3. Positive balances of \$12,961 in Health Services, and \$17,656 in Technology are currently anticipated. The balance in Health Services is driven by nurse substitutes being covered by a Health Grant, and Technology savings a result of salary savings through the turnover in computer technicians. A break-even balance is anticipated in Extra-Curricular, while a negative balance of \$81,715 is expected in Athletics. This is a result of multiple needs in noted in Part 3 of this financial report, the “Recommendations for Q3 Budget Transfer” section. This shortfall will be covered by expenditure savings.

School Facilities Cost Center

School Facilities represents 3.05% (1.64M) of the total appropriated budget and is comprised of a custodial manager, custodians, courier, contracted cleaning services (RMHS, Coolidge,) radios, equipment, supplies, uniforms.

At the end of Q3, 76.26% (\$1.25M) of the appropriated budget had been expended and encumbered, compared with 79.6% in FY23 Q3. A positive balance of \$65,114 is projected at year-end, which is driven by projected savings for both custodian substitutes and salary savings, along with an 20% of an employee salary being charged to the revolving account (Use of School Property) for facilities rentals. The full use of employee overtime has been planned for. This projected balance will likely be reduced by various unplanned but necessary facilities maintenance and repairs.

3. Recommendations for Q3 Budget Transfers between Cost Centers

Please find below a summary of the recommended budget transfer that will allocate available funds in the Regular Day Cost Center into the District Wide (Athletics) Cost Center in which we expect to incur the expenses.

Recommendation for Budget Transfer:

Transfer from: (\$82,000) savings from Regular Day Cost Center

Transfer to: \$82,000 to District wide Athletics to cover increased costs that include Burbank Ice (\$47.5K), transportation (\$21K), officials (\$13.5K)

4. Financial Summary of Special Revenue Funds: Grants and Revolving Accounts

In addition to the General Fund, Special Revenue Funds consisting of grants and revolving funds support the delivery of services to students attending Reading Public Schools. Please find below the FY24 Q3 financial summary and a description of each grant awarded. This is followed by a FY24 Q3 financial summary of revolving funds.

Grants

All FY24 grants awarded to the Reading Public Schools have been approved by the School Committee. Some grants are expended across fiscal years. Please find below Q3 Financial Overview and End Year Status for all grants with beginning balances in FY24:

FY 24 Quarter 3 Grant Balance												
Grant	FY22				FY23				FY24			
	Beginning FY24 Year Balance	Q3 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY24 Year Balance	Q3 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY24 Year Balance	Q3 Expended & Encumb.	Remaining Requirement	Projected End Year Balance
STATE												
METCO					\$ 131,570	\$ 131,570	\$ -	\$ -	\$ 815,699	\$ 685,435	\$ 130,264	\$ -
Dept. of Public Health					\$ -	\$ -	\$ -	\$ -	\$ 111,733	\$ 37,686	\$ 74,047	\$ -
New England Dairy					\$ 7,500	\$ 7,500	\$ -	\$ -				
EARMARK- RIMHS Keyboard									\$ 25,000	\$ 25,000	\$ -	\$ -
Investigating History									\$ 29,525	\$ 25,070	\$ 4,455	\$ -
Northeast Food									\$ 18,096	\$ 12,523	\$ 5,573	\$ -
Innovation Career Pathways Planning									\$ 25,000	\$ 12,725	\$ 12,275	\$ -
Innovation Career Pathways Support									\$ 75,000	\$ 42,279	\$ 32,721	\$ -
Safe & Supportive Schools									\$ 10,000	\$ 7,750	\$ 2,250	\$ -
Chronic Absences									\$ 10,000	\$ -	\$ 10,000	\$ -
MyCAP									\$ 22,476	\$ 12,992	\$ 9,484	\$ -
High School Senior Internship in Education Project									\$ 45,000	\$ -	\$ 45,000	\$ -
HQJM Network Support									\$ 15,000	\$ 2,255	\$ 12,745	\$ -
Financial Education Innovation Fund									\$ 3,200	\$ 1,051	\$ 2,149	\$ -
METCO Supplemental Education									\$ 1,940	\$ -	\$ 1,940	\$ -
TOTAL STATE	\$ -			\$ -	\$ 139,070	\$ 139,070	\$ -	\$ -	\$ 1,207,669	\$ 864,766	\$ 342,903	\$ -
FEDERAL												
Title I	\$ 38,471	\$ 38,471	\$ -	\$ -	\$ 81,714	\$ 80,330	\$ 1,384	\$ -	\$ 86,922	\$ 64,138	\$ 9,746	\$ 13,038
Title II	\$ -	\$ -	\$ -	\$ -	\$ 19,635	\$ 19,635	\$ -	\$ -	\$ 44,859	\$ 2,696	\$ 20,009	\$ 22,154
Title IV	\$ -	\$ -	\$ -	\$ -	\$ 6,436	\$ 5,982	\$ 454	\$ -	\$ 10,000	\$ 308	\$ 4,256	\$ 5,436
IDEA 240	\$ 21,691	\$ 21,691	\$ -	\$ -	\$ 313,235	\$ 311,832	\$ 1,403	\$ -	\$ 1,193,506	\$ 710,909	\$ 77,348	\$ 405,249
IDEA 262	\$ -	\$ -	\$ -	\$ -	\$ 4,079	\$ 4,079	\$ -	\$ -	\$ 21,594	\$ 15,386	\$ 6,208	\$ -
IDEA IEP									\$ 32,060	\$ 8,055	\$ 24,005	\$ -
ARP 252	\$ 24,450	\$ 24,450	\$ -	\$ -								
ESSER II	\$ 8,432	\$ 8,432	\$ -	\$ -								
ESSER III	\$ 310,549	\$ 216,400	\$ 94,149	\$ -								
TOTAL FEDERAL	\$ 403,593	\$ 309,444	\$ 94,149	\$ -	\$ 425,099	\$ 421,858	\$ 3,241	\$ -	\$ 1,388,941	\$ 801,492	\$ 141,572	\$ 445,877

Since Q2, several additional State grants have been added to include the following: High School Senior Internship in Education Project, High Quality Instructional Materials Network Support, Financial Education and Innovation Fund, and the METCO Supplemental Education grants. Descriptions and acceptable uses of each State and Federal grant follow below the spending deadlines table.

The school department has been diligent about expending oldest grant funds first in compliance with their acceptable use prior to the grant deadline. These focused efforts have allowed the district to become more efficient and effective with monitoring, making decisions about, and better leveraging funds.

Illustrated in the table below are the spending deadlines for each State and Federal grant:

SPENDING DEADLINES	FY22	FY23	FY24
STATE			
METCO		12/31/2023	12/31/2024
Dept. of Public Health			6/30/2024
New England Dairy		11/30/2023	
EARMARK- RMHS Keyboard			6/30/2024
Investigating History			6/30/2024
Northeast Food			6/30/2024
Innovation Career Pathways Planning			6/30/2024
Innovation Career Pathways Support			6/30/2024
Safe & Supportive Schools			6/30/2024
Chronic Absences			9/30/2024
MyCAP			6/30/2024
High School Senior Internship in Education Project			6/30/2024
HQIM Network Support			6/30/2024
Financial Education Innovation Fund			12/31/2024
METCO Supplemental Education			6/30/2024
FEDERAL			
Title I	9/30/2023	9/30/2024	9/30/2025
Title II		9/30/2024	9/30/2025
Title IV		9/30/2024	9/30/2025
IDEA 240	9/30/2023	9/30/2024	9/30/2025
IDEA 262		9/30/2024	9/30/2025
IDEA IEP			9/30/2024
ARP 252	9/30/2023		
ESSER II	9/30/2023		
ESSER III	9/30/2024		

State Grants:

- **METCO:** the Metropolitan Council for Educational Opportunity is a state funded, voluntary educational desegregation program designed to eliminate racial imbalance through the busing of children from Boston, MA and Springfield, MA to suburban public schools in thirty-eight communities. These funds pay for program coordination, transportation, instructional services, and community engagement related to Boston resident students attending Reading Public Schools through participation in the METCO program.
- **Department of Public Health:** provides for mandated screenings, professional development, and substitute coverage for nurses.
- **New England Dairy:** funds can be used to support equipment and marketing needs related to expanding school meal programs including breakfast, summer meals, and serving new dairy menu items like smoothies and hot chocolate milk.
- **Earmark RMHS Keyboard:** Not less than \$25,000 shall be expended for a classroom set of Nord stage 3 88 stage keyboards for the Reading Memorial high school performing arts program.
- **Investigating History:** This competitive grant is designed to fund the costs associated with professional development, as well as cover additional costs of implementation such as teacher planning time outside of contract hours or the purchase of printed copies of the Investigating History materials, to facilitate a successful adoption of the Investigating History materials across a school or district.
- **Northeast Food for Schools:** This opportunity has proposed to increase the capacity to procure local unprocessed/minimally processed foods, and foods from local producers (including farmers, food hubs, and fishermen).
- **Innovation Career Pathways Planning & Support:** designed to give students coursework and experience in a specific high-demand industry, such as information technology, engineering, healthcare, life sciences and advanced manufacturing. Also, to create strong partnerships with employers to expose students to career options and help them develop knowledge and skills related to their chosen field of study before they graduate high school.
- **Safe & Supportive Schools:** intended to help school districts to create a safe, positive, healthy, equitable and inclusive whole-school learning environment. Also, to integrate services that promote students'

behavioral health, including social and emotional learning, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth education, inclusion of students with disabilities, positive behavioral approaches that reduce suspensions and expulsions, and like initiatives.

- **Chronic Absences:** to support schools and districts with a goal of reducing chronic absenteeism. The source of this funding was Federal ESSER III State Set-Aside (CFDA 84.425U). Funds must be expended by 9/30/24 and must be used in accordance with the attestation districts signed when they opted into this initiative.
- **MyCAP:** to provide supplementary support to school districts currently engaged in or interested in beginning implementation of My Career and Academic Plan. MyCAP is a student-driven process designed to ensure all students graduate from high school college and career ready. The MyCAP process requires schools to create a scope and sequence to implement MyCAP. And the grant provides planning team members the supplementary support necessary to attend professional development and team meetings outside-of- school hours.
- **High School Senior Internship in Education Project:** provides work-based learning experiences in the field of education to highly motivated high school seniors in good academic standing, while supporting their school and community-based partners.
- **High Quality Instructional Materials Network Support:** used to provide funding and support to evaluate and select high-quality comprehensive core curricular materials.
- **Financial Education Innovation Fund:** Establishing an interactive fair to engage hundreds of students in real-world financial decision making. The fair is a fun simulation of saving, spending, and budgeting based on career choices and lifestyle decisions.
- **METCO Supplemental Education:** to provide supplemental support to METCO districts serving Boston or Springfield resident students with more intensive special education needs, which will typically include specialized transportation and/or one-on-one support in the student's IEP.
- **Note - Circuit Breaker:** although not a grant, DESE reimburses school districts for a portion of out of district tuition placement and transportation costs. In FY24, DESE will defray **\$1,601,098** in tuition and transportation costs, charging those expenses directly to the Circuit Breaker reimbursement fund. The end of year balance is expected to be zero.

Federal Grants:

- **Title I:** aids schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. These funds are allocated to paraprofessional and extended school year instructional services.
- **Title II A:** provides supplemental resources to school districts to support systems of support for excellent teaching and leadership. The priorities of Title IIA are to increase student achievement consistent with the challenging State academic standards; improve the quality and effectiveness of teachers, principals, and other school leaders; Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders. These funds are allocated to provide professional development for teachers.
- **Title IV:** ensures that all students have access to a high-quality educational experience. The priorities of Title IV are to support well-rounded educational opportunities; support safe and healthy students; and support effective use of technology. These funds pay for technology integration activities and materials for teachers and classrooms.
- **IDEA 240:** provides appropriate special education services for eligible students and to maintain state/local effort in special education. These funds pay for special education paras, BCBA, and professional development.

- **IDEA 262:** ensures that eligible 3, 4 and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. These funds pay for early childhood instruction and professional development.
- **IDEA IEP (Part B):** to support schools and districts to implement the IEP improvement project, with an emphasis on transitioning to the utilization of the newly revised forms and process.
- **ARP 252:** addresses challenges related to the pandemic, including school re-entry, disruption in the education of children with disabilities, mental health services; sustainability; focuses on issues of equity in special education and early intervention services. Funds are allocated to provide professional development, instructional materials, and testing/assessment materials.

Revolving Accounts:

Revolving Accounts are comprised of fee-based programs, extracurricular activities, and donations. Apart from donations, a total of \$1.65M (less \$100K to town) of fee-based Revolving Funds offset the FY24 operating budget with user and event fees generated by the Special Revenue funds noted in the tables to follow. Changes in Q3 include increases in the offset taken by town for both Extended Day and Use of School Property. This offset is taken to reduce the facilities expenses associated with these operations. These increased by \$25,000 each over what was initially budgeted, restoring them to previous historical levels of \$50,000 each (captured in the amounts you see below).

FY24 Third Quarter Financial Report and End Year Status: Revolving Accounts						
Fee-Based Programs	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q3 Balance	FY24 Offsets
Athletics	4320	\$ 117,775	\$ 297,675	\$ 39,019	\$ 376,431	\$ 392,000
Community Education -Drivers Education and Adult Education	4390	\$ 125,025	\$ 69,227	\$ 73,662	\$ 120,590	
Community Education - Summer Programs	4400	\$ 51,027	\$ 45,858	\$ 47,264	\$ 49,621	
Drama Activities Coolidge	4380	\$ 30,294	\$ 30,697	\$ 24,497	\$ 36,494	\$ 15,000
Drama Activities Parker	4360	\$ 50,654	\$ 31,713	\$ 22,616	\$ 59,751	\$ 15,000
Drama Activities RMHS	4350	\$ 74,320	\$ 48,316	\$ 46,246	\$ 76,390	\$ 34,000
Extended Day Program	4378	\$ 499,365	\$ 1,174,694	\$ 1,551,067	\$ 122,992	\$ 75,000
After School Activities Parker	4370	\$ 72,170	\$ 20,781	\$ 18,370	\$ 74,581	
Extracurricular Parker	4327	\$ 640	\$ -	\$ -	\$ 640	
Extracurricular Coolidge	4326	\$ 2,698	\$ -	\$ -	\$ 2,698	
Extracurricular Band Activities	4354	\$ 11,570	\$ 10,750	\$ 14,223	\$ 8,097	
Guidance Testing	4325	\$ 11,480	\$ 79,867	\$ 17,242	\$ 74,105	
Full Day Kindergarten Tuition	4440	\$ 621,319	\$ 537,191	\$ -	\$ 1,158,510	\$ 600,000
RISE Preschool Program	4410	\$ 214,735	\$ 364,010	\$ 5,312	\$ 573,433	\$ 350,000
Special Education Tuition	4430	\$ 95,136	\$ 7,508	\$ 65,592	\$ 37,052	\$ -
School Choice	4315	\$ 40,831	\$ 73,503	\$ -	\$ 114,334	\$ 40,831
School Lunch Program	4310	\$ 771,637	\$ 1,629,443	\$ 1,759,353	\$ 641,727	
School Transportation	4330	\$ -	\$ 49,640	\$ -	\$ 49,640	
Use of School Property	4420	\$ 81,469	\$ 154,389	\$ 105,909	\$ 129,949	\$ 130,000
Lost Books	4450	\$ 31,595	\$ 2,123	\$ 1,698	\$ 32,020	
TOTAL Fee-based Revolving Funds		\$ 2,903,740	\$ 4,627,385	\$ 3,792,070	\$ 3,739,055	\$ 1,651,831

- **Athletics:** Fees are paid by families for students’ participation in athletics.
- **Community Education** (Drivers Education, Summer Programs): Fees are paid by families for students to participate in drivers’ education and summer programs. Fees paid by individuals for participation in Community Education events and courses.
- **Drama:** Fees are paid by families for students’ participation in after school drama and band programs.

- **Extended Day:** Fees are paid by families for students to participate in extended day programs before and after school.
- **Extracurricular and Band:** Fees are paid by families for students to participate in afterschool band and fine and performing arts activities.
- **Guidance:** Fees are paid by families for students to take PSAT, SAT and AP tests.
- **Full Day Kindergarten:** Fees are paid by families for enrollment in the Full Day Kindergarten program.
- **RISE Preschool:** Fees are paid by families for enrollment in the RISE preschool program.
- **Special Education Tuition:** Fees paid by other another public school district for students to attend special education programs in Reading.
- **School Choice:** allows families to enroll their children in schools in communities other than the city or town in which they reside. Tuition is paid by the sending district to the receiving district.
- **School Lunch:** Revenues are generated through state and federal reimbursements and lunchtime a la carte sales.
- **Transportation:** Fees are paid by families for students to ride existing bus routes, based on seats available.
- **Use of School Property:** Some community organizations which use school facilities pay a fee for space and/or custodial coverage.
- **Lost Books:** Fees are collected and used to replace lost or damaged books.

Gifts/Donations:

Restricted donations for specific purposes and unrestricted donations for general use are made to the School Committee for approval and acceptance in accordance with the School Committee Policy. The Libby Scholarship Fund awards students who have displayed perseverance in the face of adversity and are leaders of their own learning journey. Twenty-two scholarships of \$4000/each are to be awarded yearly to 2038.

Changes from Q2 to Q3 include overall growth from \$1.326M to \$1.340M, primarily comprised of growth in district donations (+\$8,029) and increases in the Coolidge (+\$2,434) and High School Donation (+\$2500) Funds.

Gifts/Donations	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q3 Balance
District Donation Fund	4790	\$ 14,355	\$ 30,600	\$ 33,004	\$ 11,951
Barrows Donations Fund	4791	\$ 4,842	\$ 501	\$ 4,303	\$ 1,041
Birch Meadow Donation Fund	4792	\$ 7,579	\$ 946	\$ -	\$ 8,525
Joshua Eaton Donation Fund	4793	\$ 2,730	\$ 1,003	\$ -	\$ 3,733
Joshua Eaton Donation Fund	4751	\$ 9,630	\$ -	\$ -	\$ 9,630
JW Killam Donation Fund	4794	\$ 20,804	\$ 666	\$ -	\$ 21,470
Wood End Donation Fund	4795	\$ 5,590	\$ 11,217	\$ 160	\$ 16,647
Coolidge Donation Fund	4796	\$ 9,444	\$ 13,851	\$ 10,700	\$ 12,595
Parker Donation Fund	4797	\$ 11,522	\$ 11,345	\$ 15,509	\$ 7,358
High School Donation Fund	4798	\$ 19,725	\$ 14,425	\$ 10,009	\$ 24,141
SEPAC Donation Fund	4760	\$ 300	\$ -	\$ -	\$ 300
Special Education Donation Fund	4799	\$ 319	\$ -	\$ -	\$ 319
Libby Scholarship Donation Fund	4752	\$ 1,222,829	\$ -	\$ -	\$ 1,222,829
TOTAL Gift/Donation Revolving Funds		\$ 1,329,670	\$ 84,554	\$ 73,685	\$ 1,340,539

Student Activity Accounts:

A Student Activity Account (SAA) may be used for monies raised by student organizations and expended to benefit those students. MGL c.71 Section 47 governs monies deposited into a student activity account.

Changes from Q2 to Q3 include a slight decline in the balance from \$251,034 to \$244,760. Spending from the

High School Activities account (-\$28,635) and increases from Coolidge (+\$14,544) and Parker (+\$5,016) accounted for most of the difference.

Student Activity Accounts	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q3 Balance
Barrows Student Activities	8950	\$ 5,970	\$ 2,624	\$ 2,700	\$ 5,894
Birch Meadow Student Activities	8950	\$ 10,334	\$ 2,636	\$ -	\$ 12,970
Joshua Eaton Student Activities	8950	\$ 6,783	\$ 2,861	\$ 1,059	\$ 8,585
JW Killam Student Activities	8950	\$ 11,829	\$ 3,379	\$ -	\$ 15,208
Wood End Student Activities	8950	\$ 14,824	\$ 2,290	\$ 1,105	\$ 16,009
Coolidge Student Activities	8950	\$ 55,634	\$ 61,555	\$ 63,836	\$ 53,353
Parker Student Activities	8950	\$ 7,861	\$ 75,017	\$ 64,262	\$ 18,616
High School Student Activities	8950	\$ 125,513	\$ 71,891	\$ 86,775	\$ 110,629
RISE Student Activities	8950	\$ 2,655	\$ 841	\$ -	\$ 3,496
TOTAL Student Activity Accounts		\$ 241,403	\$ 223,094	\$ 219,737	\$ 244,760

The Town Treasurer’s Office designates an account into which all SAA funds generated through student activity clubs are deposited and a SAA checking account has been established for each secondary school with which funds are expended for the sole purpose of supporting student activity clubs. Interest is generated on these funds.

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Olivia Lejeune, Executive Assistant to the Superintendent
Date: May 9, 2024
Re: School Committee Vote for SY24-25 Calendar Update for High School Schedule Change

During the last School Committee meeting, RMHS Principal Jessica Callanan shared an overview of the high school pilot schedule and next steps to implement this schedule change. As a result of this schedule implementation, the school day dismissal will shift from 3:02 PM to 3:05 PM. On early dismissal days, the release time will shift from 1:04 PM to 1:05 PM. It is recommended that the School Committee votes to amend the 2024-2025 School Year Calendar to reflect the adoption of the new high school schedule and shifts in dismissal times.

To learn more about the new high school schedule, please read the memo shared with parents/caregivers which is included in the packet.

Good Afternoon RMHS Community,

I hope everyone had an enjoyable spring break. It is so nice to see that spring is finally upon us! As we return to school and enter the last 2-months of the school year I am happy to announce that after much discourse, planning and a pilot, RMHS will transition to a new internal schedule beginning in 2024-25. I wish to extend my sincere appreciation to the scheduling committee, comprised of over 20 staff, that convened over the past 5-years for their leadership, dedication, and thoughtfulness in this process. In this note, I will provide context on the scheduling process, outline the shifts in the 2024-2025 internal schedule, and share what to expect in the months to come. I have added an executive summary following this introduction that highlights the most significant changes to the internal schedule for next year. The remainder of the documents provides a history of the scheduling committee, rationale and other important information as it relates to the schedule for next academic year.

EXECUTIVE SUMMARY

RMHS will adopt a new internal schedule beginning in the 2024-25 academic year. The current schedule is a 7-day rotation during which periods start and end at different times depending on the day of the week (See below):

Monday-Wednesday-Friday								
Block	Time	1	2	3	4	5	6	7
1	8:30 – 9:28	B	A	A	A	A	A	A
2	9:31 – 10:28	C	C	B	B	B	B	B
3	10:31 – 11:28	D	D	D	C	C	C	C
4	11:31 – 1:01	E	E	E	E	D	D	D
Lunch Schedule								
		First Lunch 11:31 – 12:01 Science World Language		Class 11:31 – 11:59				
		Class 12:04 – 1:01		Second Lunch 12:01 – 12:31 Math/Business Study			Class 11:31 – 12:28	
				Class 12:35 – 1:01			Third Lunch 12:31 – 1:01 ELA Fine & Performing Arts History PE/Wellness	
5	1:04 – 2:01	F	F	F	F	F	E	E
6	2:04 – 3:02	G	G	G	G	G	G	F

Tuesday-Thursday								
Block	Start	1	2	3	4	5	6	7
1	8:30 – 9:18	B	A	A	A	A	A	A
2	9:21 – 10:08	C	C	B	B	B	B	B
Flex	10:11 – 10:58	Flex	Flex	Flex	Flex	Flex	Flex	Flex
3	11:01 – 11:48	D	D	D	C	C	C	C
4	11:51 – 1:23	E	E	E	E	D	D	D
Lunch Schedule								
		First Lunch 11:51 – 12:22 Science World Language		Class 11:51 – 12:22				
		Class 12:24 – 1:23		Second Lunch 12:22 – 12:53 Math/Business Study			Class 11:51 – 12:51	
				Class 12:57 – 1:23			Third Lunch 12:53 – 1:23 ELA Fine & Performing Arts History PE/Wellness	
5	1:26 – 2:12	F	F	F	F	F	E	E
6	2:16 – 3:02	G	G	G	G	G	G	F

The new schedule is simplified from a 7-day rotation to a 5-day rotation with all periods starting and ending at the same time (See below):

	2 Flex per 5 days, 6-58 min Blocks				
	1	2	3	4	5
8:30-9:28 (58 min)	B	A	A	A	A
9:31-10:29 (58 min)	C	FLEX	B	B	B
10:32-11:30 (58 min)	D	D	C	C	C
11:33-12:31 (58 min)	E & Lunch	E & Lunch	E & Lunch	D & Lunch	D & Lunch
12:33-1:03 (30 min)					
12:03-12:33 (30 min)					
12:34-1:04 (30 min)					
11:33-12:03 (30 min)					
12:05-1:03 (58 min)	F	F	F	FLEX	E
2:07-3:05 (58 min)	G	G	G	G	F
drop	A	BC	D	EF	G

Note: Based on survey feedback - changed lunch (D and E only) and flex on Day 4 to meet needs of PT staff schedules.

For additional information and context please read below.

CONTEXT ON SCHEDULING PROCESS

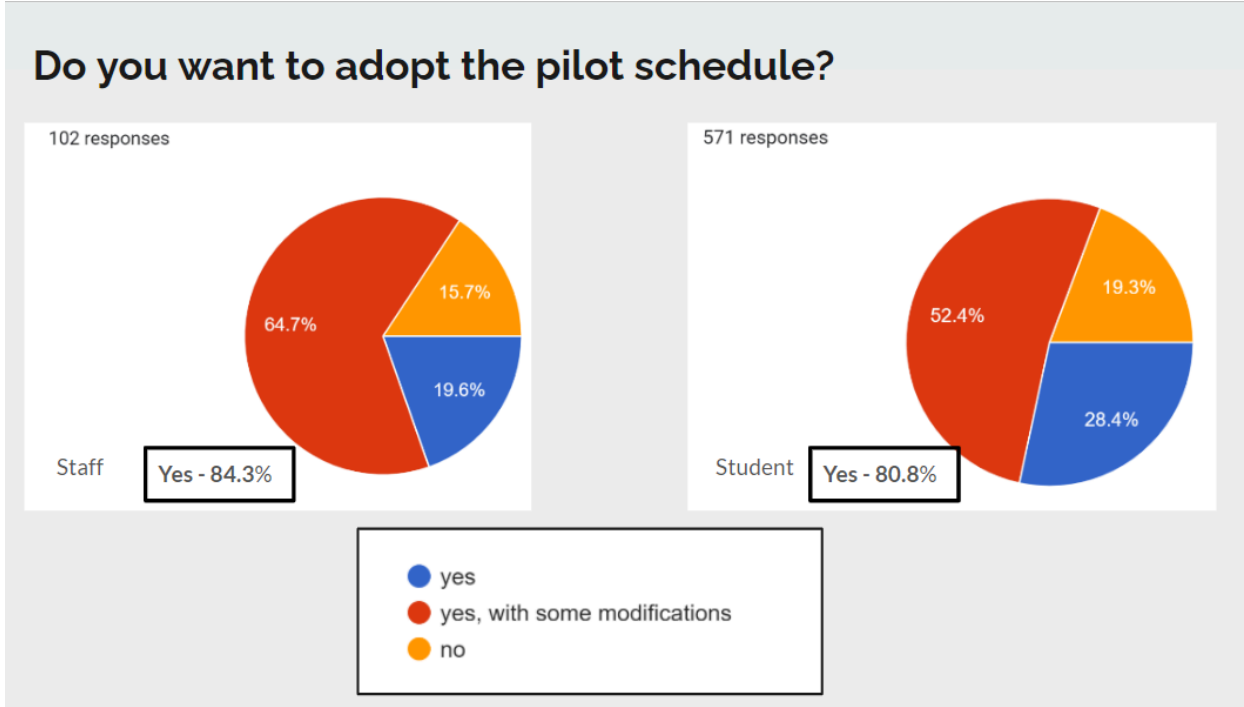
Several years ago a committee was formed to review the internal school schedule with the intention of improving the following 4 priority areas for the RMHS community:

1. Increasing time on learning for students
2. Increasing opportunities for student engagement
3. Improving equity for students and academic departments
4. Creating additional common planning time for faculty

Three years ago the scheduling committee benefitted from assistance from a consulting agency that helped to collect data from other schools, provide options for optimal internal schedules, and research questions raised by the scheduling committee. The scheduling committee then continued to meet for the past two years and ultimately settled on a potential schedule, which was then put into action during the pilot this January through February. The pilot, as well as the surveys conducted with staff, students and parents / caregivers following the pilot, was incredibly informative for the committee and ultimately led to a decision regarding the internal schedule change that meets the outlined priorities above and also supports new initiatives such as Innovation Career Pathways, increased Dual Enrollment offerings, expanded work-based learning opportunities, and continued focus on improving student social and emotional well-being through stress management and reduction.

In total, over 100 staff, nearly 600 students, and 68 parents / caregivers responded to the post pilot survey. There were clear sentiments of support for some areas of the new schedule and areas that needed more discussion and consideration. After the survey was completed the

scheduling committee and then the full faculty met to discuss the results. The committee took the feedback and made some adjustments to the 5-day schedule like shifting the flex block to the afternoon on Day 4 to better accommodate part time staff, and ensuring the lunch meets only D and E blocks so students have a consistent group of classmates to eat with each lunch period. When asked the question, “do you want to adopt the pilot schedule?” students and staff alike responded in the affirmative. The majority of parents / caregivers also responded positively when asked a similar question.



Parent & Caregiver Responses:

My student(s):
68 responses



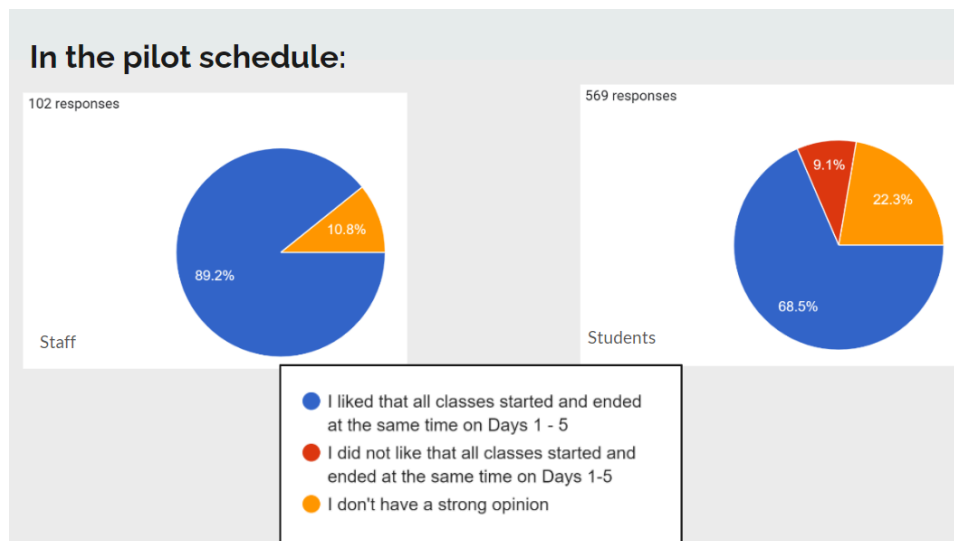
Parents / Caregivers responded.....62% reported their students were positive or liked the pilot schedule.

Priority #1 - Increased Time on Learning

Schedule Shift 1 - Time on Learning: A primary goal of an internal schedule change is increased time on learning for students. The Department of Elementary and Secondary Education (DESE) requires schools to have at least 990-hours of time on learning each year within the 180-day school year. The internal schedule change of moving to a 5-day rotating schedule increases time on learning to 1010-hours school year. This is accomplished by eliminating a transition period on days with flex, because there is one less class on these days, and moving the end time of the school day from 3:02 to 3:05 pm. The added 3-minutes at the end of each day alone increases the time on learning by 9-hours over the course of the school year, and also allows for each class to be 58-minutes in length. This change is contingent upon School Committee approval, which RMHS will seek before the end of the 2023-24 school year.

Priorities #2 & #4: Increasing Opportunities for Student Engagement & Creating Additional Common Planning Time for Faculty

Schedule Shift 2 - Moving from 7-day to 5-day rotating schedule: In the pilot a 5-day internal schedule was followed, and paired with a few days with long blocks. The 5-day schedule was selected by the scheduling committee because it achieved a better balance, meaning all classes started and ended at the same time each day. This allows for teachers to have better pacing in the curriculum. It was also a goal of the scheduling committee to maintain flex block, which is a time that school counselors meet with students on their caseload each year for 8-10 sessions, students meet with clubs, attend extra help, and make up assignments. It is also a time that allows for teachers to collaborate with one another if they are not directly meeting with students. In the chart below you can see that an overwhelming number of respondents in the post pilot expressed that they liked that classes started and ended at the same time in the 5-day rotation schedule.



In the new schedule, on days when flex takes place, two classes drop instead of one. One of the outcomes of the pilot survey data was that students expressed that days that drop two classes, and maintained flex, reduced their overall stress during the school day and the amount of homework that was due from day to day. It is always a goal to reduce stress to improve social and emotional well-being for our students whenever possible.

The block schedule days were unpopular among students and staff alike. Students consistently reported that block days randomly woven into the schedule seemed disruptive and presented a challenge to remain focused continuously for 88-minutes. Staff reported the block scheduling was manageable, but not ideal, and believed it presented unnecessary challenges for students. As a result of this data and feedback, RMHS will not adopt the block scheduling as part of the new internal schedule next school year.

All students who receive services on an IEP will maintain all special education services. Any adjustments to individual service delivery grids for efficiency within the new schedule will be made at the team level. The updated schedule allows for additional time within learning blocks. Typically, this results in students receiving a few extra minutes of service to align with the period length. However, this adjustment does not affect the instructional intent or intensity. The relevant staff members are assessing the amount of learning time in the new schedule and ensuring accurate reflection of each student's needs. Prior to the end of the year you will be hearing from the high school staff if your students' IEP may be impacted by the schedule change. In the meantime, if you have any questions or concerns please reach out to your student's Team Chairperson or the Special Education Department Chair.

Priority #3: Improving Equity for Students and Academic Departments

Schedule Shift 3 - Increase schedule flexibility for students: The last significant change to the internal schedule is reducing the length of extended Advanced Placement (AP) science classes from a period and a half to one period. This ensures that all AP classes will meet for the same amount of time each year. This decision was not made lightly, but ultimately the change to all classes at RMHS meeting only one period a day allows for more student choice and flexibility in the courses they can take over their 4-years in high school. Students that typically take AP science courses will now have an additional period in the school day to take an elective from any department whether it be to explore an interest, make their transcript more competitive, or both. RMHS has so many wonderful courses for students to explore and it is our collective hope that students will have more opportunity to pursue their passions, and that the overall schedule change reduces overall stress for students, while also increasing meaningful time on learning.

Next Steps

Below is a model of the 5-day schedule rotation for next school year. Before school opens in the fall of 2024, the schedule below and the yearly calendar will be published on the school website and sent to all parents / caregivers, students and staff. Hopefully the depiction below helps make further sense of the changes described in previous paragraphs.

	2 Flex per 5 days, 6-58 min Blocks				
	1	2	3	4	5
8:30-9:28 (58 min)	B	A	A	A	A
9:31-10:29 (58 min)	C	FLEX	B	B	B
10:32-11:30 (58 min)	D	D	C	C	C
11:33-12:31 (58 min)	E & Lunch	E & Lunch	E & Lunch	D & Lunch	D & Lunch
12:33-1:03 (30 min)					
11:33-12:34 (29 min)					
12:03-12:33 (30 min)					
12:34-1:03 (30 min)					
1:06-2:04 (58 min)	F	F	F	FLEX	E
2:07-3:05 (58 min)	G	G	G	G	F
drop	A	BC	D	EF	G

Note: Based on survey feedback - changed lunch (D and E only) and flex on Day 4 to meet needs of PT staff schedules.

I will also present at the upcoming PTO meeting on the topic of the internal schedule change, Innovation Career Pathways and Dual Enrollment expansion. This meeting will take place on May 8, 2024 at 7 pm in the RMHS library. A zoom link for this meeting will also be shared in the newsletter as the date approaches for those that cannot attend in person. I will also host a virtual coffee hour on zoom on May 10, 2024 from 8:30 - 9:30 am to address any outstanding questions about the internal schedule change (Zoom link for May 10 Coffee Hour: <https://readingpsma.zoom.us/j/85212226269>, Meeting ID: 852 1222 6269)

I extend my appreciation to all those that assisted in the work to bring us to the final decision on the internal schedule change. Participating in the pilot was a bit anxiety inducing at times for students and staff alike, but was an important step that helped best inform the final decision. Thank you to the School Committee and Superintendent as well for their support throughout this process. As always, I am always available to parents/caregivers, students and staff if anyone has questions or concerns. Have a wonderful day!

Sincerely,

Jessica B. Callanan
Principal
Reading Memorial High School

Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow



82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149

To: Reading School Committee
From: Olivia Lejeune, Executive Assistant to the Superintendent
Date: May 9, 2024
Re: School Choice Open Seating for the 2024-2025 School Year

Prior to June 1 of each year, School Committee is required by the Department of Elementary and Secondary Education (DESE) to evaluate the district's participation in the School Choice Program for the following school year and, if there is no interest, vote to opt out of the program.

School Choice is a state-wide program designed to fill available seats in school districts and allow caregivers' choice and access to desirable school districts. School Choice also supports the recruitment and retention of a high performing instructional staff by enabling children of staff members to apply for a seat in the lottery. With each School Choice student who enrolls in kindergarten to grade 12, the district receives \$5,000. The district will also receive funds for special education increments from the sending district of a School Choice student. School Choice funds are deposited into a revolving fund under the School Committee's purview, which requires no further appropriation for use. School Choice funds can be allocated to address a wide range of district needs.

Over the past two years, 25 students have enrolled in Reading through the School Choice Program with nine students enrolled in the 2022-2023 school year and 16 additional students enrolled in the 2023-2024 school year. Over the past two years, the district has received a total revenue of \$199,831 (this includes special education increments).

The District Leadership Team identified available seating for the 2024-2025 school year by school, grade, and classroom using a two-tiered approach beginning with a review of known enrollment for 2024-2025, anticipated in Town move-ins, and an evaluation of class sizes by grade level across all elementary schools. We then limited the number of open seating available for access through School Choice to no more than 5 students per grade. We will review which school students are assigned to based on current enrollment.

Using this approach, the district identified a total of 65 available seats across all grade levels, which would generate a maximum of \$325,000 in new School Choice tuition if all seats are filled, which is not expected. Please find on the next page a summary of the number of identified seats by grade.

Reading Public Schools Potential School Choice Available Seats 2024-2025 School Year	
Grade	Available Seats
K	5
1	5
2	5
3	5
4	5
5	5
Grades K-5 Total	30
6	5
7	5
8	5
Grades 6-8 Total	15
9	5
10	5
11	5
12	5
Grades 9-12 Total	20
Grand Total	65

Reading Public Schools

School Committee Meeting Packet

May 9, 2024



Information/Correspondence

From: [Milaschewski, Thomas](#)
To: [Rebecca Liberman](#); [DG School Committee](#)
Subject: RE: We must ban new gas hookups to reduce our emissions
Date: Wednesday, April 10, 2024 2:02:10 PM

Hi Rebecca,

I hope you are well! Thanks for reaching out to connect with us on this topic. Please see the note below that was drafted by our OPM (Colliers). We look forward to staying connected as the project moves forward.

Best,
Tom

We are currently working to gather information from all members of the community to help make this project a success. To that end we are considering many items, the first item we are addressing is meeting the educational program, and the needs of the staff and students, because without this nothing else really matters.

There are a number of items which are in that second tier of concerns right below the educational program, and one of these items is sustainability. Items that go hand in hand with sustainability is long term durability and functioning of the building. We are currently working with the design team, the SBC and many others including the facilities team, Reading Municipal Light Department (RMLD) and the Climate Advisory Group. We are taking in information from all sources to provide options back to the SBC to make selections. We are still a ways away from the point where we would be presenting these options, but we will certainly be looking into

- *Building envelope, insulation, air infiltration, etc..*
- *Clean energy is an important part of that discussion, we are working closely with RMLD to maximize opportunities*
- *We are considering many alternatives for HVAC*
 - *This will focus not just on Heating/Cooling but the ventilation as well, we all have a better understand the importance of ventilation after the pandemic.*
 - *We will be review many options and evaluations for what will be more effective for this project.*
- *Solar options, will be reviewed, with the understanding that we do have a bit of a tight sight.*

Finally, cost is always a consideration when developing any project. When it comes to talking energy, sustainability, and durability, we don't just look at construct cost, we also look at life cycle cost, including maintenance, energy, replacement etc.. So that we are looking at the full picture. We have already started to review potential opportunities for federal grants and utility company rebates and these will all be taken into account when we get to that point to present to the SBC.

From: Rebecca Liberman <rfliberman@gmail.com>

Sent: Monday, April 8, 2024 8:18 PM

To: DG School Committee <SchoolCommittee@reading.k12.ma.us>

Subject: Fwd: We must ban new gas hookups to reduce our emissions

CAUTION: This email originated from **outside of Reading Public Schools**. Do not click links or open attachments unless you recognize the sender email address and know the content is safe.

Forwarding the email below because our schools should also be thinking of cleaner, more efficient heating and cooling, especially with Killam getting renovated. Solar panels should also be considered.

Thank you.

Sent from my iPad

Begin forwarded message:

From: Rebecca Liberman <rfliberman@gmail.com>

Date: April 8, 2024 at 9:00:06 AM EDT

To: praffi@ci.reading.ma.us, selectboard@ci.reading.ma.us,
townmanager@ci.reading.ma.us

Subject: We must ban new gas hookups to reduce our emissions

Hi,

I am a member of Reading's Climate Advisory Group for NetZero, and I wondered what steps Reading was taking toward banning new gas hookups and investing in clean energy infrastructure instead of more gas pipelines in town. Other towns, like Brookline, have banned new gas hookups, and Maine has a very successful program that incentivizes purchases of clean heating systems and appliances, such as instant rebates, which has substantially increased their popularity. We should be doing things like this too.

Please let me know what actions Reading is taking to reduce fossil fuel consumption in town buildings, especially with all the new construction in town.

Thank you.

Rebecca Liberman
50 Pratt St.

From: [Herrick, Karen](#)
To: [DG School Committee](#); [Angstrom, Sharon](#); [Pinto, Derek](#); [Matt Kraunelis](#)
Cc: [Patrick Tompkins](#); [Nancy J. Twomey](#); [Edward Ross](#); joseph.carnahan@gmail.com; [Bacci, Carlo](#)
Subject: MMA Webinar for School Districts to access IRA Grant Funding for Schools, April 10, 3:15pm.
Date: Sunday, April 7, 2024 4:21:35 PM

Not for deliberation.

MA Municipal Association:

"School districts that do not file federal taxes are eligible for some fully refundable credits this fiscal year under the Inflation Reduction Act, particularly for green infrastructure (e.g., installing heat pumps or buying electric vehicles). Schools may also be eligible to access other grants and credits through the Bipartisan Infrastructure Law (also known as the Infrastructure Investment and Jobs Act)."

U.S. Sen. Ed Markey is hosting a webinar for school districts interested in these federal funds on April 10 from 3:15 to 4:15 p.m.

<https://www.mma.org/sen-markey-to-host-webinar-on-clean-energy-opportunities-for-schools-on-april-10/>

Karen Gately Herrick
Vice-Chair, Reading Select Board
Direct: 781-640-7070
karen.herrick@ci.reading.ma.us

Please remember when writing or responding that the Massachusetts Secretary of State has determined that general email is a public record.

From: [Milaschewski, Thomas](mailto:Milaschewski,Thomas)
To: kfmulveylaw@comcast.net; [DG School Committee](#)
Subject: RE: Revised Petition to Rename Turf 2 as Charlie Hardy Field
Date: Tuesday, April 23, 2024 12:51:55 PM
Attachments: [Policy FF.pdf](#)

Hi Kevin,

I hope you are well! Thank you for reaching out to share the naming request for Turf 2. For all naming requests, we follow the process outlined in School Committee Policy FF (attached to this email). Since you have already provided us with a written explanation outlining the reasons why the areas should be dedicated to Charlie Hardy, the next step in the process is to find a time to meet with our School Committee Chair, Tom Wise, and I. Are there any upcoming days/times that could work for you to connect over Zoom for about 20 minutes? During this meeting, we would discuss this request in more detail and outline the next steps in the process.

Looking forward to connecting!

Thanks in advance,
Tom

From: kfmulveylaw@comcast.net <kfmulveylaw@comcast.net>
Sent: Tuesday, April 23, 2024 8:12 AM
To: Milaschewski, Thomas <Thomas.Milaschewski@reading.k12.ma.us>; DG School Committee <SchoolCommittee@reading.k12.ma.us>
Subject: Revised Petition to Rename Turf 2 as Charlie Hardy Field

CAUTION: This email originated from **outside of Reading Public Schools**. Do not click links or open attachments unless you recognize the sender email address and know the content is safe.

Good morning, Superintendent Milaschewski and members of the Reading School Committee.

Attached for your consideration is a revised Petition (replace petition from 4/19/24 email) to rename Turf 2 as Charlie Hardy Field.

Thank you for your attention to this matter.

Kevin F. Mulvey
67 Whittier Road
781-942-2082

April 19, 2024

Dr. Thomas Milaschewski, Superintendent of the Reading Public Schools
Reading School Committee Members
82 Oakland Street
Reading, MA 01867

Dear Dr. Thomas Milaschewski and School Committee Members,

We are writing to advocate for the naming of RMHS Turf 2 field in honor of our esteemed Coach Charlie Hardy. Having been an integral part of the Reading community for over 40 years, Coach Hardy exemplifies the very spirit of dedication, leadership, and selflessness that we seek to commemorate.

Throughout his 22-year tenure as the Boys Varsity lacrosse coach, he has not only demonstrated an exceptional commitment to the development of athletes but has also been a pillar of support and inspiration to countless students within our community. He has consistently gone above and beyond, devoting his time, energy, and expertise to the betterment of Reading youth and high school lacrosse.

Coach Hardy has been the driving force behind our youth and high school lacrosse programs, having founded both from the ground up. He has always been a strong advocate for inclusivity, working tirelessly to ensure that every child had an opportunity to participate in sports and believed there was a place for lacrosse in the Reading community. His vision, perseverance, and unwavering commitment have transformed the program into one of the most respected and successful in the state of Massachusetts. During his 22 years, he compiled a 403-103 record, won 14 Middlesex Freedom League titles and 2 Division 2 State Championships. Ten of the players on the 2023 team that won the states are playing college lacrosse at the varsity or club level. Under Coach Hardy's guidance, the Boys Varsity team has not only achieved numerous victories on the field but has also instilled invaluable life lessons in its players.

One of Coach Hardy's most remarkable qualities is his ability to inspire and motivate others. He possesses a rare talent for identifying and nurturing the potential of each player, regardless of their skill level or background. Through his mentorship and guidance, Coach Hardy has helped over five hundred students develop not only as lacrosse players but also instilled the importance of sportsmanship, teamwork, and camaraderie both on and off the field. His impact extends far beyond the realm of athletics, shaping the character and values of generations of players who have had the honor of being part of his teams.

It is therefore with great enthusiasm and gratitude that we recommend the naming of RMHS Turf 2 in honor of Coach Charlie Hardy. His legacy of excellence, sportsmanship, service, and compassion embodies the very essence of what it means to be a true community leader. Naming the field after him would not only be a fitting tribute to his extraordinary contributions but also serve as a source of inspiration and pride for generations to come.

Thank you for considering this recommendation.

Sincerely,

Connie and Dennis DeBenedetto

Brian and Elizabeth Tobin

Barbara and Kevin Mulvey

Kevin and Peg Gallagher

Dan and Judy Bourque

Joanne and Pat Iapicca

Doug and Jean Clements

Cheryl Sorti and Dave Lautman

Adam and Robin Pollack

Carl McFadden

Coach Rob Parkin

Reading Public Schools

School Committee Meeting Packet

May 9, 2024



Appendix



Administrative Offices
82 Oakland Road
Reading, MA 01867
781 944-5800

READING SCHOOL COMMITTEE

Thomas Wise Chair
Erin Gaffen Vice-Chair

Shawn Brandt
Sarah McLaughlin
Carla Nazzaro
Charles Robinson

Thomas Milaschewski, Ed.D.
Superintendent of Schools

TO: Reading School Committee
FROM: Thomas Wise, Reading School Committee Chair
DATE: May 6, 2024
TOPIC: Future Agenda Items

I wanted to quickly share updates to the future agenda items after our last meeting in case there was anything else you wanted or expected to see before the end of the fiscal year. The tentative agendas are:

Thursday, May 23, 2024

Student Advisory Committee (pre-regular meeting)
Charlie Hardy Facility Naming Ask
End-of-Year Teaching & Learning Curriculum Update
Benchmark Update vs. District Strategic Plan
Mid-Cycle Formative Review Evidence Presentation

Thursday, June 6, 2024

Staff Member of Year Awards (pre-regular meeting)
Athletics Facility Naming Advisory Committee Formation
LEAD Program Review
Student Services End of Year Update including Quick Program Review Status
SEPAC End-of-Year Update
End-of-Year Personnel Update

Thursday, June 20, 2024

Pre Q4 Financial Update w/ Votes on Budget Transfer(s)
Special Education Reserve Fund Report w/ Vote on Reserve Fund Allocation
Parker School Improvement Plan Update
K-8 Literacy Update (ARC Phase III & Middle School) Update
Math Pathways Final Update
Mid-Cycle Formative Review
Annual Reorganization

As previously mentioned, we may have more than one discussion on Policy FF and if so, we can slot those follow-up discussions into meetings after the 9th of May. Please let me know if there is anything we missed or that you would like to discuss so we can find the appropriate meeting to slot those requests in.

Thank you.