

School Committee Meeting

May 30, 2019

6:00 P.M.
Open Session

RMHS Schettini Library



Town of Reading Meeting Posting with Agenda

2018-07-16 LAG

Board - Committee - Commission - Council:

School Committee

Date: 2019-05-30

Time: 6:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda:

Purpose: Open Session

Meeting Called By: Linda Engelson on behalf of the 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:

6:00 p.m.	A.	Call to Order
6:00 – 6:20 p.m.		Staff Recognition
6:20 – 6:30 p.m.	B.	Public Comment
6:30 – 6:35 p.m.	C.	Consent Agenda <ul style="list-style-type: none">- Accept a Donation from the Friends of Reading Field Hockey- Accept a Donation from the Coolidge School Science Olympiad Organization- Accept a Donation from the Joshua Eaton PTO- Approve RMHS London 2021 Field Trip- Approval of the Parker Middle School Nature's Classroom Field Trip- Approval of Minutes (May 9, 2019)
6:35 – 6:45 p.m.	D.	Reports <ul style="list-style-type: none">1. Students2. Director of Student Services3. Assistant Superintendent4. Chief Financial Officer5. Superintendent6. Liaison/Sub-Committee
6:45 – 7:00 p.m. 7:00 – 7:10 p.m.	E.	Old Business <ul style="list-style-type: none">1. Quarterly Personnel Update2. Quarterly Financial Report

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

7:10 – 7:25 p.m. 7:25 – 7:40 p.m.	F.	New Business 1. First Reading of Revised Policy BEDG – Minutes 2. First Reading of Revised Policy BEDH – Public Participation
	G.	Information/Correspondence 1. Email from Lauren Bennett – freedom of speech 2. Email from Annika Scanlon - The Kids We Lose Maine Public 3. Email from Christina Eckenroth – Extended day opportunities
	H.	Routine Matters 1. Bills & Payroll Warrants 2. Calendar -
	I.	Future Business
7:45 p.m.	J.	Adjourn

**Times are approximate

John F. Doherty, Ed. D.
Superintendent of Schools

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



Christine M. Kelley
Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

Gail Dowd, CPA
Chief Financial Officer

Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Staff Recognition

At our meeting on Thursday evening we will recognize retiring staff, teachers that have achieved professional teacher status and staff that have 10, 20, 30 and 30+ years of service. Each will be presented with a token of appreciation for their service and dedication to the students of the Reading Public Schools. I have included a list of the honorees for your information.

If you have any questions, please contact me.

Last Name	First Name	School/Department	Milestone Year
PAYACK	LAURA	BARROWS ELEMENTARY SCHOOL	10
KOBRENSKI	JENNIFER	BIRCH MEADOW ELEMENTARY SCHOOL	10
SCHROMM	REBECCA	BIRCH MEADOW ELEMENTARY SCHOOL	10
GUSTAFSON	KATE	KILLAM ELEMENTARY SCHOOL	10
GOLDSTEIN	ERIC	PARKER MIDDLE SCHOOL	10
WARD	LAURIE	PARKER MIDDLE SCHOOL	10
FESTA	EMELINE	READING MEMORIAL HIGH SCHOOL	10
CONNELLY	M CARA	RISE PRE KINDERGARTEN	10
FITZPATRICK	MARIA	RISE PRE KINDERGARTEN	10
NEAL	MARY	SCHOOL FOOD SERVICE	10
SAYMAN	KARLEEN	SCHOOL FOOD SERVICE	10
GASKA	MARIALENA	WOOD END ELEMENTARY SCHOOL	10
HARRINGTON	AYNSLEY	WOOD END ELEMENTARY SCHOOL	10
HILL	LORI	BARROWS ELEMENTARY SCHOOL	20
GILDEA	BRENDA	BIRCH MEADOW ELEMENTARY SCHOOL	20
MURRAY	HEIDI	BIRCH MEADOW ELEMENTARY SCHOOL	20
CARMODY	CATHERINE	JOSHUA EATON ELEMENTARY SCHOOL	20
MCELHINEY	JANET	JOSHUA EATON ELEMENTARY SCHOOL	20
MATTHEWS	ALISON	KILLAM ELEMENTARY SCHOOL	20
COSTA	JANE	PARKER MIDDLE SCHOOL	20
NORTON	ANDREW	PARKER MIDDLE SCHOOL	20
BLANCHARD	DAVID	READING MEMORIAL HIGH SCHOOL	20
MULLIGAN	JOSEPH	READING MEMORIAL HIGH SCHOOL	20
REDARD	ALYSIA	RISE PRE KINDERGARTEN	20
SANTARPIO	PAULA	SCHOOL CENTRAL OFFICE	20
WILLIAMS	JANET	WOOD END ELEMENTARY SCHOOL	20
GUARCIARIELLO	ROBERTA	BARROWS ELEMENTARY SCHOOL	30
KILEY	MARIE	JOSHUA EATON ELEMENTARY SCHOOL	30
MACMILLAN	KATHLEEN	KILLAM ELEMENTARY SCHOOL	35
MOORE	MARTHA	READING MEMORIAL HIGH SCHOOL	35
Kwiatek	Debra	Birch Meadow Elementary School	Retirement
Macari	Karen	J.W. Killam Elementary School	Retirement
Gregorowicz	Jo-Ann	Reading Memorial High School	Retirement
Killian	Kristin	Reading Memorial High School	Retirement
Moore	Martha	Reading Memorial High School	Retirement
Nihan	Marian	Wood End Elementary School	Retirement
Flaherty	Patricia	Barrows Elementary School	PTS
Breen	Katherine	Birch Meadow Elementary School	PTS
Costello	Margaret	Birch Meadow Elementary School	PTS
Falvey	Paula	Birch Meadow Elementary School	PTS
Healy	Melissa	Birch Meadow Elementary School	PTS

McCarron	Bethlynn	Birch Meadow Elementary School	PTS
Murzycki	Tammy	Birch Meadow Elementary School	PTS
Romano	Olivia	Birch Meadow Elementary School	PTS
Sullivan	Heather	Birch Meadow Elementary School	PTS
Lozzi	Jessica	Coolidge Middle School	PTS
Tsoutsis	Pauline	Coolidge Middle School	PTS
McQuillin	Kelley	Joshua Eaton Elementary School	PTS
Binns	Victoria	Killam Elementary School	PTS
Botta	Marisa	Killam Elementary School	PTS
Grottkau	Sharon	Killam Elementary School	PTS
Splaine	Kathleen	Killam Elementary School	PTS
Bettencourt	Amy	Parker Middle School	PTS
Blackmon	Jennifer	Parker Middle School	PTS
Seligman	Ariana	Parker Middle School	PTS
Dailey	Patrick	Reading Memorial High School	PTS
McIntire	Timothy	Reading Memorial High School	PTS
Murphy	Beatriz	Reading Memorial High School	PTS
Johnson	Florence	Reading Public Schools	PTS
Rubano-Jones	Francine	Reading Public Schools	PTS
Cullen (George)	Margaret	Wood End Elementary School	PTS
Foresman	Stacey	Wood End Elementary School	PTS

John F. Doherty, Ed. D.
Superintendent of Schools

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



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Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

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Chief Financial Officer

Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Accept a Donation from the Friends of Reading Field Hockey

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$1,800 from the Friend of Reading Field Hockey organization to be used to support the coaching assistant positions.

If you have any questions, please contact me.

Reading Memorial High School
Athletic Department
Thomas Zaya, Athletic Director

May 7, 2019

Dear Mr. Zaya,

On behalf of the Friends of Reading Field Hockey organization, I would like to donate \$1800 to the RMHS Field Hockey Program. This donation would allow the coaches to hire additional coaching support in the form of an assistant coach.

If you have any questions, please don't hesitate to reach out. Check is enclosed.

Sincerely,



Suzanne Stanton, Treasurer
Friends of Reading Field Hockey
ssanton242@gmail.com
242 Summer Ave,
Reading, MA 01867



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Superintendent of Schools

82 Oakland Road
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TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Accept a Donation from the Coolidge School Science Olympiad Organization

At our meeting on Thursday evening, I will ask the School Committee to accept a donation of three trophy cases, built by a Science Team parent, to be used to house the team trophy's in honor of former coach John McCarthy.

If you have any questions, please contact me.

Memo

Coolidge Middle School

To: Reading School Committee

From: Sarah Marchant

Date: 5/16/19

Re: Trophy Case Donation



Dear Reading School Committee,

I am pleased to support the donation of three trophy cases to Coolidge Middle School by the Coolidge School Science Olympiad Organization. The vision for this project began in 2015 during the "celebration of the life" of John McCarthy, which was held in the Coolidge library. Many people who knew John wanted to donate something to his memory. It was decided that a new trophy case would be appropriate, given his 22 years as a coach on the Science Olympiad Team and all of the successes of the team during his tenure. The current, small trophy case is falling apart and can only house a few trophies (we would like to dispose of this). The new ones, built by a Science Team parent, were built to house all of the trophies.

I am hopeful that you will accept this donation, which will also include a plaque to commemorate John McCarthy's service to the team.

Thank you for your consideration!

Sarah Marchant

*OK
John Marchant*

May 10, 2019

Dear Reading School Committee,

We are writing on behalf of the Coolidge School Science Team. As many of you know, the science team has been successful in the last 27 years winning many state trophies with the help of our current head coach, Karawan Meade, leading the team.

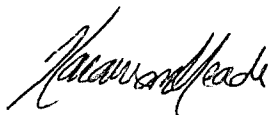
The science team started in 1992. John McCarthy, on invitation by John Doherty (who is a founder of the team), was involved in 1993 after the first state win. Since then, John was the head coach and he became the heart of the team. He cared for the students as if they were his own children; his sense of humor was appreciated by all.

A plan was put in place in 2015 to use funds raised during the John McCarthy's memorial gathering for a trophy case; additional funds were raised in December of 2017. The school has housed over 25 trophies in many places throughout the school.

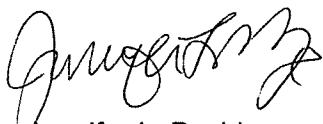
We are pleased to report that the Coolidge School Science organization has three trophy cases to donate to Coolidge. They are handmade by a parent of the science team and are composed of oak wood and plexiglass.

We are eager to give the trophies a new home where they will be displayed for alumni as well as future students to come.

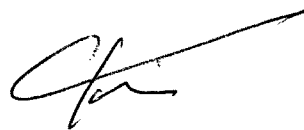
Sincerely,



Karawan Meade
Head Coach



Jennifer LeBovidge
Co-President



Carlene Tsai
Co-President

John F. Doherty, Ed. D.
Superintendent of Schools

82 Oakland Road
Reading, MA 01867
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Reading Public Schools

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TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Accept a Donation from the Joshua Eaton PTO

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$26,000 from the Joshua Eaton PTO to be used to support the purchase of technology to benefit the students of the Joshua Eaton School.

If you have any questions, please contact me.

Joshua Eaton PTO
365 Summer Avenue
Reading, MA 01867

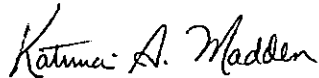
May 21, 2019

Lisa Marie Ippolito
Principal, Joshua Eaton Elementary School
365 Summer Avenue
Reading, MA 01867

Dear Mrs. Ippolito,

Enclosed please find a check in the amount of \$26,000 payable to the Joshua Eaton Elementary School. We donate these funds to the school for the purpose of a technology purchase. Our thanks to you and your staff for another successful year at JE!

Best regards,

A handwritten signature in cursive script that reads "Katrina A. Madden".

Katrina Madden
Co-President

John F. Doherty, Ed. D.
Superintendent of Schools

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



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TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Approval of the RMHS London Field Trip

At our meeting on Thursday evening, I will ask the School Committee to approve the proposed RMHS field trip to London, England in April of 2021. I have met with trip coordinator Gary d'Entremont to discuss this trip.

If you have any questions, please contact me.



John F. Doherty, Ed.D.
Superintendent

READING MEMORIAL HIGH SCHOOL

62 Oakland Road, Reading, Massachusetts 01867
Tel: 781-944-8200 Fax: 781-942-5435
Website: <http://www.reading.k12.ma.us/memorial/>

Kathleen M. Boynton
Principal

Michael P. McSweeney
Jessica Theriault
Thomas J. Zaya
Assistant Principals

To: John F. Doherty, Superintendent of Schools
From: Kathleen M. Boynton, Principal
Date: May 3, 2019
Subject: Letter of Support for London, England

Please accept this letter of support for Mr. Gary D'Entremont(Social Studies Teacher) to travel to London, England on April 17-24, 2021. There will be 26 students and 4 chaperones traveling to London. They will depart out of Logan International Airport and return there as well.

Mr. D'Entremont has been the trip coordinator for many years and runs an educational and enjoyable trip for our students.

Thank you.

Reading Public Schools
Field Trip Plan

This information should
be kept on file for a
minimum of 3 years.

1. Trip Coordinator: Gary d'Entremont School: RMHS Grade(s) Attending: 11/12
2. Destination: London, England
3. Type of Trip: Day: Extended: Overnight: Out of State: International:
4. Purpose of Trip: Cultural and Historical Experience
5. Date(s) of Trip: April 17-24, 2021 Time of Departure: ≈ 8:30 PM Time of Return: ≈ 1:00 PM
6. Cost of Trip: ≈\$3,200 Will there be fundraising? No If yes, please attach plan.
7. No. of Students Attending: 26 No. of Teachers: 4 No. of other adults: 0
8. Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks: YES
9. Transportation Required (Circle): Bus Train Boat Plane Private Car Other
10. Name of Company Providing Transportation: Either BA / VA / Delta International
11. If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense? N/A
12. Departure Information (location and carrier): unknown at this time – out of Logan International Airport
13. Return Trip Information (location and carrier): unknown at this time – land Logan International Airport
14. Food and Lodging (if applicable) will be provided by: unknown at this time
15. Address and Phone No. of Lodging (if applicable): unknown at this time
16. 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)? N/A
17. If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. Yes No N/A
18. Please describe below the educational alternative for those students who will not be attending the trip.
N/A

19. Please describe the process that will be used to determine student eligibility for the trip. Enrollment is based upon first-come-first-serve and that they pay the full amount of the trip either all at once or over time!

20. Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. To access the form, go to <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/> and complete Form 11d, *Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1*.
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

The Following Section is for Out of Country Field Trips Only

A. Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov. Yes ☐ No ☒
If yes, please explain _____

B. Have you purchased medical insurance for each day of an out of country field trip? Yes ☐ No ☒
(attach a copy of the policy)

C. Is medical preclearance required? Yes ☐ No ☒

D. 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? Yes ☒ No ☐
Copies of all students' passports shall be maintained by the Trip Coordinator.

E. At least one staff member accompanying the students must have a phone number with international service.

Name of Staff Member: Gary d'Entremont

Telephone Number: 1-781-249-8713

To be completed by Reading Public School Administration

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

21. APPROVED Kathleen M. Bognet DATE 5/13/19
Principal (For All Field Trips)

22. APPROVED [Signature] DATE 5/10/2019
Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

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



John F. Doherty, Ed.D.
Superintendent

Christine Kelley
Assistant Superintendent

READING MEMORIAL HIGH SCHOOL

62 Oakland Road, Reading, Massachusetts 01867

Tel: 781-944-8200 Fax: 781-942-5435

Website: www.reading.k12.ma.us/memorial

Kathleen Boynton
Principal

Michael P. McSweeney
Jessica Theriault
Thomas J. Zaya
Assistant Principals

From: Gary d'Entremont
To: Mrs. Kathleen Boynton
Dr. John Doherty
Reading School Committee

May 2019

Re: April 2021 - Field Trip to London, England

I am writing this letter to inform the RMHS administration, Superintendent Doherty, and the School Committee of my intention to bring once again a number of Reading Memorial High School students to London, England, over the April Vacation week, 2021.

What students are going?

This field trip to London will only be open to current 9th and 10th graders. I am anticipating around 26 students.

Why visit London, England?

To enhance the students understanding of the role London and its people played in the past and today.

What company will we use for this field trip?

We will be using once again *Explorica*, a proven and very reliable travel company specializing in student tours.

Who will be the chaperones?

For every 5 students there will be a chaperone. It is not known at this time who will be the other chaperones.

When is the field trip?

The field trip will take place April 17th – 24th, 2021 (Saturday to Saturday)

What are the costs of the trip?

Around \$3,200

Where will we be staying in London?

Unknown at this time

If you recall I have done this exact same trip SEVEN times before – every time it has been a huge success!!!

Very Sincerely,

Gary d'Entremont
Department of Social Studies
Reading Memorial High School

The Reading Public Schools does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, age or disability.

If you would like this document translated, please call 781-670-2883

如果你希望这份文件加以翻译· 请致电告知· se você quiser este documento traduzido, por favor ligue· Si quiere que se traduzca este documento, por favor, llame·
Oba oyagala ekiwandiko k Nkú ông muốn tài liệu này được dịch sang Việt ngữ xin hãy gọi ·ino kivvunulwe, tukubire essimu· Ukipenda hati hi itafsiriwe,
tunapenda otupigie simu· 이 서류의 번역본을 원하시면 전화로 연락해 주세요· المرجو الاتصال بنا اذا أردتم ترجمة هذه الوثيقة· si ou swete yo tradwi dokiman sa a, rele souple·

London Trip

(April 13th – 20rd 2019)

Saturday: Day 1

- Leave from Logan International Airport on Delta International Airlines

Sunday: Day 2

- Arrive at Heathrow
- Meet Explorica Tour Director at airport – bus ride to hotel
- Travel to the hotel (*ibis Wembley*) and dropped off luggage
- Took overland train to Marylebone Tube Station, then went right out to see London!
- Visit Piccadilly Circus, Leicester Square, Trafalgar Square, National Gallery, Whitehall, Horse Guards, 10 Downing Street, Big Ben, Parliament, and Covent Garden – a lot of walking
- Some of the group went to Palm Sunday mass at Westminster Cathedral
- Dinner – Fire & Stone right next to Covent Garden (spaghetti and meat sauce)
- Hotel and then crash!

Monday: Day 3

- Breakfast at the hotel
- Coached Bus Trip with Martin
- Sightseeing first around London – St. Paul's Cathedral, stopped at Buckingham Palace
- Visited Windsor Castle – visit castle and shopping, lunch (Cornish Pasty)
- Dinner at Minories right behind Tower of London (Fish and Chips)
- Visited the London Eye
- Hotel and then crash!

Tuesday: Day 4

- Breakfast at hotel
- *Tower of London* tour and lunch right at the Tower of London
- Walk to the *Monument*
- Took Tube to Old Spitalfields Market / some went to Broad Street Pump
- Walked across Tower Bridge
- Dinner at dim T (Chicken Pad Thai)
- West End theater performance - Mousetrap
- Hotel and then crash - late

Wednesday: Day 5

- Breakfast at hotel
- From Marylebone Tube station, walked to Baker Street to visit Beatles store and Sherlock Holmes store
- Traveled to Harrods for 1 hour
- Lunch in the area for 45 minutes
- Walked to the Museum of Natural History, Victoria and Albert Museum, and Science Museum
- Walked to the Prince Albert Memorial, through Hyde Park and Kensington Gardens to the Queensway – free time for shopping and more eating
- Traveled via the Tube to Abbey Road
- Dinner at the Hardrock Cafe
- Hotel and then crash

Thursday: Day 6

- Breakfast at hotel
- Visited the British Museum
- Traveled to Borough Market for lunch
- Walked to the Globe Theater Tour
- Walked to St. Paul's via Millennium Foot Bridge
- Dinner at the Albert (bangers and mash)
- West End theater performance - Wicked
- Hotel and then crash

Friday: Day 7

- Breakfast at hotel
- Travel to the Imperial War Museum
- Had lunch along the South Bank
- Harry Potter walking tour with Monica
- Dinner at the Center Page by St. Paul's Cathedral (Chickpea curry and rice)
- After dinner, went back to the hotel to pack for tomorrow

Saturday: Day 8

- On the bus for 6:00 AM with a take-away breakfast from hotel and took bus back to Heathrow

John F. Doherty, Ed. D.
Superintendent of Schools

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TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Approval of the Parker Middle School Nature's Classroom Field Trip

At our meeting on Thursday evening, I will ask the School Committee to approve the proposed Grade 7 Parker Middle School Nature's Classroom Field Trip in October 2019.

If you have any questions, please contact me.



WALTER S. PARKER MIDDLE SCHOOL

45 Temple Street, Reading, Massachusetts 01867

Tel: 781-944-1236 Fax: 781-942-9008

https://www.edline.net/pages/Walter_S_Parker_Middle_School

Memo

To: John Doherty, Superintendent
From: Brendan Norton, Assistant Principal
CC: Richelle Shankland, Principal
Date: May 22, 2019
Re: 7th Grade trip to Nature's Classroom

Pending your support and final school committee approval, we are planning an 7th grade trip to attend Nature's Classroom at Camp Wingate Kirkland, in Yarmouth Port Massachusetts. Nature's Classroom is a residential, overnight education program. Dedicated to motivational learning, Nature's Classroom stimulates children toward learning more about academic subjects by exploring nature and doing exciting activities. Through living and learning together, Nature's Classroom develops community awareness and a respect for the connections we have to our environment.

The proposed trip will be held during regular school days from October 2nd to October 4th. We are anticipating that 145, 7th graders will attend. Students who decide not to attend will remain at school and do curriculum activities similar to the ones planned in Nature's Classroom. We want this trip to be an exciting educational experience for all 7th graders.

We support this trip and see it as an outstanding educational opportunity. We respectfully request permission for our students and faculty chaperones to attend Nature's Classroom from October 2-4, 2019.

Thank you.

**Reading Public Schools
Field Trip Plan**

This information should
be kept on file for a
minimum of 3 years.

1. Trip Coordinator Brendan Norton_School Parker Middle School Grade(s) Attending 7th
2. Destination Nature's Classroom at Camp Wingate-Kirkland, Yarmouth Port
3. Type of Trip: Day ☐ Extended ☐ Overnight ☒ Out of State ☐ International ☐
4. Purpose of Trip To explore environmental, life science and Biology through hands on field experience
5. Date(s) of Trip Oct. 2-4 2019 Time of Departure 8:00 am Time of Return 4:00 pm
6. Cost of Trip \$175 Will there be fundraising? No If yes, please attach plan.
7. No. of Students Attending 140 No. of Teachers 8-10 No. of other adults 3-6
8. Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks Yes
9. Transportation Required (Circle): Bus ☐ Train ☐ Boat ☐ Plane ☐ Private Car ☐ Other ☐
10. Name of Company Providing Transportation North Suburban Transportation
11. If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense? Yes
12. Departure Information (location and carrier) Parker Via North Suburban Transportation
13. Return Trip Information (location and carrier) Yarmouth Port Via North Suburban Transportation
14. Food and Lodging (if applicable) will be provided by Nature's Classroom
15. Address and Phone No. of Lodging (if applicable) 79 White Rock Rd Yarmouth Port, MA 02675 508-362-3798
16. 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)? Yes If yes, attach a copy of the policy.
17. If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. Yes ☐ No ☐ N/A ☐
18. Please describe below the educational alternative for those students who will not be attending the trip.
As an alternative to Nature's Classroom, students that do not attend the trip will attend a field trip to the Boston Museum of Science and the Gloucester Museum of Marine Heritage to experience environmental and life science in the field.

19. Please describe the process that will be used to determine student eligibility for the trip.

Trip information will be sent to parents and students, as well as information meetings for both. Parents will sign students up over the summer and early September.

20. Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all teachers whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. To access the form, go to <http://www.mass.gov/ethics/disclosure-forms/municipal-employee-disclosure-forms/> and complete Form 11d, *Disclosure of Travel Expenses for Non-Elected/Appointed Employee required by 930 CMR 5.08(2)(d)1*.
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

The Following Section is for Out of Country Field Trips Only

A. Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov. Yes _____ No _____

If yes, please explain _____

B. Have you purchased medical insurance for each day of an out of country field trip? Yes _____ No _____
(attach a copy of the policy)

C. Is medical preclearance required? Yes _____ No _____

D. 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? Yes _____ No _____

E. Copies of all students' passports shall be maintained by the Trip Coordinator.

F. At least one staff member accompanying the students must have a phone number with international service.

Name of Staff Member _____

Telephone Number _____

To be completed by Reading Public School Administration

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

21. APPROVED _____

Principal (For All Field Trips)

DATE

3/22/19

22. APPROVED _____

DATE _____

Superintendent of Schools (For All Extended, Overnight, Out of State, and International Field Trips)

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



Cody Outdoor Classroom

Where Learning Comes Naturally

Dear Family,

Greetings from all of us at Cody Outdoor Education. We're thrilled that your child is joining us at one of our two campuses (Freedom, NH or Yarmouth Port, MA). This Family Packet has been developed to help students and families get ready for the Cody Outdoor Education experience. In this packet you will find answers to frequently asked questions and a wealth of other important information.

Your child's physical, mental, and emotional safeties are our number one priority during the time they spend with us. Your child will be supervised at all times by enthusiastic, experienced staff who have undergone background checks and extensive training to prepare them to give your child an inspiring and safe experience. All staff is also certified in CPR and First Aid. To provide a safe experience, we also need some information from you. **Please complete the information on pages on pages 6-9** and return it to your student's teacher by the designated deadline (set by the school teachers).

If you have any questions, please feel free to contact us at anderson@campcody.com or (603) 539 4997. We can't wait to work with your student.

Thank You,

The Staff of Cody Outdoor Education

Overview of the Program

Cody Outdoor Education programs emphasize concepts taught in the classroom and provide an opportunity for students to further explore these through experiential learning. We take an inquiry-based (concepts and processes are explored by the students, rather than told to them by the instructor) approach to help students understand interactions among systems in the natural and manmade world. We are committed to providing a curriculum that addresses a variety of learning needs and builds community among peers and adults.

We work with each school group to help design a program that best fits the needs and outcomes of the group. Although we customize the learning opportunities for each group, each program is rooted in the following components: Science Lessons, Team building, Evening Programs, and Meals and Transitions.

Below is an outline of a typical day at Cody:

7:00 am	Rise and Shine
8:00 am	Breakfast
9:00 am	Transition
9:30 am	Field Group
12:00 pm	Lunch
1:00 pm	Transition
1:30 pm	Science Lesson
3:00 pm	Science Lesson
4:30 pm	Recreation time
5:30 pm	Dinner
6:30 pm	Transition
7:00 pm	Evening program
8:45 pm	Back to cabins, get ready for bed

Students at Cody Outdoor Education are always supervised by adults. During daytime and evening lessons, the Cody Outdoor Education staff teach all lessons and handle all behavior management / group dynamics. At meals, the Cody Outdoor Education staff, chaperones, and school teachers dine with the students. Overnight cabin supervision, as well as transition and rec time supervision, is provided by the school's chaperones and teachers. Cody Outdoor Education provides a registered nurse (RN) on site, and will be available 24/7.

Medications

All medications will be distributed by a qualified staff member. Children are not permitted to keep medications on their person (Epi-pens and inhalers are the **ONLY** exceptions to this). This includes prescription and over-the-counter medications (Tylenol or cough drops). All medications need to be sent **in the original bottle / packaging with the Doctor's name, dosage, and usage instructions on the bottle / packaging**, if applicable. Please place the bottle / package in a clear ziplock bag with your child's name and instructions for administration on it. School teachers will **collect medications prior to departure** so please do not pack medications in your child's bag. We do have basic medicines (Tylenol, cough drops, tums, etc) and first aid supplies for students who may need them throughout the trip.

Food Allergies / Dietary Needs

We cater to a number of dietary needs. Our facility is nut free and also accommodates gluten, wheat, dairy, soy, shellfish, egg and lactose allergies, intolerances and restrictions. Vegetarians and vegans can also be accommodated. We know firsthand the stress/worry parents experience when planning for the dietary needs of their children and are here to help. There is a section in this packet for you to indicate any dietary needs and feel free to contact us so we can create a safe dining experience for your child.

Visitors and Communication

We ask you not to visit Cody Outdoor Education during your child's field trip. This is an opportunity for her or him to develop a sense of independence. Visiting parents can distract students and may make some students homesick. Students are not permitted to have cell phones at the camp. This is to encourage them to enjoy life "unplugged" - live in the moment and appreciate their surroundings. If there are any concerns during your child's stay, we will contact you immediately. If there is an emergency and you need to reach your child, please contact us at (603) 539 4997. When preparing your child to be away from home, we encourage you to be positive! Let them know homesickness is normal, but focus on raising excitement about the memorable experiences they will have at Cody Outdoor Education.

Behavior Expectations

Cody Outdoor Education is committed to providing a safe, positive experience for all students. As part of the Cody Outdoor Education community, students are expected to be familiar with and follow the Cody Outdoor Education behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the Program Coordinator. Parents are then expected to pick up their child. Please discuss these expectations with your child prior to the field trip.

- Students must remain with their group and Cody instructor or teacher/chaperone at all times. Students should never be alone on camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or Cody medical staff.

- Students are asked to take care of the property and report any damages. There are no pranks or graffiti permitted.
- Students should use equipment for its intended purpose and in a safe manner.
- Students should ask before using or borrowing items that belong to the program or another student, teacher or chaperone.
- Students should listen and follow directions from instructors, teachers, and chaperones.
- Students are expected to respect the plants and animals that also live at camp. Students should not litter or act to harm the natural world.
- Physical fighting or altercations are not tolerated and will be dealt with firmly, decisively, and at the discretion of the Program Coordinator and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated and all suspected bullying instances will be dealt with firmly, decisively, and at the discretion of the Program Coordinator and the school teachers and may result in immediate separation or dismissal without refund of tuition.
- All school rules also apply and will be enforced.

Cody Outdoor Classroom Packing List

Please note:

Mark all items with your child's name.

Please send old / play clothes (students will get dirty).

Adult chaperones and teachers should bring the same items as students.

Laundry facilities are not available for general student use.

Arrival day: Students should be ready to participate in activities when they get off the bus. They should be wearing closed toed shoes and have a day pack ready with sunscreen, a water bottle, and an extra layer.

Weather: Please check the weather and pack according to expected precipitation and temperatures. Students will be outside (unless there is thunder and lightning).

Important! Prohibited Items include:

- Cell phones
- Other electronics - iPods, iPads, portable video games or movie devices
- Candy, gum, or food of any kind
- Swiss army knives / leathermans or any other weapons
- Illegal substances, drugs, or alcohol
- Lighters / matches
- Personal sports equipment

Quantities: Adjust the quantity of clothing items based on the length of the field trip.

Clothing <ul style="list-style-type: none"> • Long pants / jeans • Shorts • 1 pair of pajamas • T-shirts • Long sleeved shirt • Sweatshirt or fleece 	Toiletries <ul style="list-style-type: none"> • Toothbrush and toothpaste • Soap, shampoo, conditioner • Deodorant • Comb or brush • Lip balm / chapstick
---	---

<ul style="list-style-type: none"> • Warm jacket • Socks (pack a few extra) • Underwear • Hat and gloves • 2 pairs of sneakers (All footwear must be closed toed) • 1 raincoat or poncho <p>Bedding / Linens / Toiletries</p> <ul style="list-style-type: none"> • Sleeping bag or bed roll (sheets and a blanket) • Pillow • 1 towel • Laundry bag / trash bag for dirty clothes 	<p>Miscellaneous</p> <ul style="list-style-type: none"> • 1 day pack / backpack • 1 reusable water bottle (1 Liter) • Flashlight • Sunscreen <p>Optional Items</p> <ul style="list-style-type: none"> • Flip flops for the shower • Book • Stuffed animal • Bandana • Ball cap • Bug spray • Travel game / deck of cards • Camera (cannot be cell phone) • Twin size fitted sheet for mattress
--	---

Cody Outdoor Classroom is not responsible for items left behind.

MAILING ADDRESS

Please do NOT mail any food, candy or gum.

New Hampshire Location:

Nature's Classroom

ATTN: Your Child's name

9 Cody Rd.

Freedom, NH 03836

Cape Cod Location:

Nature's Classroom

ATTN: Your Child's Name

79 White Rock Rd.

Yarmouth Port, MA 02675

Student's Name: _____ **Birth date:** _____

Teacher's Name: _____ **School name:** _____

Parent/Guardian and Student Contract and Waiver

I have read and completed the Cody Outdoor Education Family Packet in its entirety. My child and I understand what is expected of us before and during Cody Outdoor Education and we agree to abide by the rules and procedures detailed within. I grant permission for my child to participate in all activities and Cody Outdoor Education programs, including but not limited to challenge course, out-of-camp trips by foot (hiking), and out-of-camp emergency transportation by van, bus or other designated vehicle. In the event of a medical emergency, I grant permission for my child to be transported to one of two nearby hospitals: Memorial Hospital in North Conway, NH or Huggins Hospital in Wolfeboro, NH, or to Cape Cod Hospital in Hyannis, MA or other medical facilities as required.

I also understand that during my child's participation at Cody Outdoor Education she/he may be exposed to a variety of risks and hazards, foreseen or unforeseen, which cannot be eliminated without fundamentally altering the unique character of the program. Those hazards include, but are not limited to, hiking/walking/running/playing outside; ticks, snakes, insects, and large-animals; sunburn and heatstroke, dehydration, hypothermia and other mild or serious conditions or injuries; falling and rolling rock; drowning; lightning and unpredictable forces of nature (including weather that may change to extreme conditions without notice), etc. I am aware of these risks, and I assume them on my child's behalf. Cody Outdoor Education is not responsible for lost, stolen or damaged articles. I, the undersigned, have read and understand my responsibility to complete and submit all necessary forms and fees on time (and that my child will not be allowed to attend the program if any forms in the Cody Outdoor Education Family Packet are incomplete).

I HAVE READ THIS AGREEMENT. I FULLY UNDERSTAND IT AND AGREE TO BE LEGALLY BOUND BY IT.

Student name: _____ **Student Signature:** _____ **Date:** _____

Parent/Guardian name: _____ **Parent/Guardian Signature:** _____ **Date:** _____

I have read the Behavior Expectations. I fully understand it and agree to be bound to it.

Student name: _____ **Student Signature:** _____ **Date:** _____

Parent/Guardian name: _____ **Parent/Guardian Signature:** _____ **Date:** _____

Emergency Information

***Please Note:** Cody will not distribute the personal information contained in these forms to a third party.

Guardian (Primary Contact) Name: _____

Street Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email: _____

Secondary Contact: _____

Street Address: _____ **City** _____ **State** _____ **Zip** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email: _____

NOTE: We are authorized to release the child only to the contacts listed above unless a note from the Guardian/Primary Contact states otherwise.

Is there a custody agreement we need to be aware of?

- ☐ Yes (please attach additional information)
☐ No

Insurance Information

Doctor's Name: _____ **Doctor's Phone Number:** _____

Insurance: The following insurance information is required if a doctor visit or entry into a hospital is necessary.

Do you have Health Insurance Coverage?

- ☐ Yes
☐ No

Name of Insurance Company: _____

Address: _____

Name Listed on the Insurance: _____ **Policy Number:** _____

Medications

Will your child be bringing an inhaler to Cody Outdoor Education?

- ☐ Yes If yes, please specify medication and frequency: _____
☐ No

Will your child be bringing an EpiPen / Epinephrine injector to Cody Outdoor Education?

- ☐ Yes. Please specify allergy: _____
☐ No

Has your child ever experience anaphylaxis?

- ☐ Yes. What is your child's usual symptoms?: _____
☐ No

Are there any other concerns (medical, behavioral, emotional) that Cody Outdoor Education should be aware of?

- ☐ Yes. Please specify: _____

☐ No

Will your child be taking prescription and/or over-the-counter medication for a specific diagnosis at Cody Outdoor Education?

- ☐ Yes
☐ No

If yes, please complete the information below. Attach additional pages if necessary.

Name of medication:

Dosage:

Time: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Bedtime ☐ As needed ☐ Other: _____

Additional information:

Name of medication:

Dosage:

Time: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Bedtime ☐ As needed ☐ Other: _____

Additional information:

Permission to Dispense Over The Counter Medications

- ☐ I give permission for Cody Outdoor Education to administer ALL over the counter medications listed below.
- ☐ I give permission for Cody Outdoor Education to administer ONLY the over the counter medications I have CHECKED below.
- ☐ I DO NOT give permission for Cody Outdoor Education to administer ANY of the over the counter medications listed below.

☐ Acetaminophen (Tylenol)

☐ Antidiarrheal (Maalox)

☐ Bismuth Subsalicylate (Pepto-Bismol products)

☐ Calamine Lotion

☐ Chamomile tea

☐ Chlorpheniramine Maleate (Robitussin Cough & Allergy Syrup)

☐ Cough Drops (Generic)

☐ Diphenhydramine (Benadryl)

☐ Guaifenesin (Mucinex" products; Robitussin Cough & Cold CF Liquid)

☐ Ibuprofen (Advil)

☐ Loratadine (Claritin products)

☐ Pediculosis Treatment (Nix)

☐ Poison Ivy Treatment (Ivy-Dry)

☐ Pseudoephedrine Hydrochloride (Advil" Cold & Sinus products)

☐ Tolnaftate (Tinactin)

Notification of Food Allergy/Intolerance/Needs/Diseases

Our facility is nut free and also accommodates gluten, wheat, dairy, soy, shellfish, egg, lactose, vegetarian, and vegan allergies, intolerances and restrictions. Please contact us with any concerns (603) 539 4997.

Does your child have any food allergies, intolerances, or dietary needs?

☐ Yes. Please specify allergy or intolerance: _____

☐ No

Does your child have any food related diseases (such as Crohn's, celiac, diabetes)?

☐ Yes. Please specify: _____

☐ No

Restrictions

- ☐ Participant is cleared for unrestricted activity with Cody Outdoor Education. He/she is cleared for full participation.
- ☐ Participant is cleared for participation at Cody Outdoor Education, but the following restrictions apply:

- ☐ Participant is not cleared for participation at Cody.

Authorization for Emergency Treatment

I hereby give permission to Cody Outdoor Education to seek emergency medical treatment. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes. I give permission to Cody Outdoor Education to arrange necessary related transportation for me/my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by Cody Outdoor Education to secure and administer treatment, including hospitalization, for the person named above. Information in this paperwork may be given to the physician. I agree to incur all costs related to any medical emergency for the person named above.

Parent/Guardian name: _____ Parent/Guardian Signature: _____ Date: _____

Acknowledgement

I hereby certify that the above information provided in the Family Packet regarding _____ (student's name) is true and correct to the best of my knowledge.

Parent/Guardian name: _____ Parent/Guardian Signature: _____ Date: _____

Photo Release

I authorize Cody Outdoor Education to have and use photographs, slides, video, writing, artwork and/or testimonials created by my child and submitted to Cody Outdoor Education without seeking remuneration. These shall become the property of Cody Outdoor Education, and may be used by Cody Outdoor Education for marketing and/or advertising purposes. As a condition of my child's participation in the Cody Outdoor Education program, I acknowledge that participation is entirely voluntary, and I agree to assume full responsibility for the risks that participation may entail. I voluntarily agree to release and hold harmless Cody Outdoor Education to the fullest extent permitted by law. It is agreed that any dispute or cause of action arising between the parties, whether out of this agreement or otherwise, can only be brought in a court in the state of New Hampshire and shall be construed in accordance with the laws of New Hampshire. I authorize Cody Outdoor Education to add my email to their mailing list.

I am requesting that my child opt out of having any photographs, slides, video, writing artwork and/or testimonials created by child used. If left unsigned, you have agreed to the photo release statement above.

Parent/Guardian name: _____ Parent/Guardian Signature: _____ Date: _____



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

School Committee

Date: 2019-05-09

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

Attendees: **Members - Present:**

Chuck Robinson (arrived @ 7:02 p.m.), Linda Snow Dockser, Elaine Webb, Jeanne Borawski, Tom Wise (arrived @ 7:02 p.m.) and John Parks

Members - Not Present:

Others Present:

Chief Financial Officer Gail Dowd, Assistant Superintendent Christine Kelley, Interim Director of Student Services Sharon Stewart, RMHS Principal Kate Boynton, RMHS Athletic Director Tom Zaya, Al Sylvia, Daily Times Reporter

Minutes Respectfully Submitted By: Linda Engelson on behalf of the Chair

Topics of Discussion:

I. Call to Order

Chair Webb called the meeting to order at 7:00 p.m.

A. Public Hearing on School Choice

She opened the public hearing on School Choice.

Mr. Robinson and Mr. Wise arrived at 7:02 p.m.

Dr. Doherty shared that the School Committee must vote annually to opt out of school choice. He went on to review district enrollment and recommended that the committee vote to opt out of school choice.

Dr. Snow Dockser moved, seconded by Mr. Robinson, pursuant to the provisions of G.L.c. 76 & 12B that the School Committee of Reading, following a public hearing, hereby withdraws from its obligation to enroll non-resident students in Reading Public Schools during the 2018-2019 school year for the following reason: General District Enrollment. The motion carried 6-0.

B. Public Input

Rebecca Liberman, 50 Pratt St., asked that precalculus at the high school not be eliminated until curriculum maps are created. She would also like to see access to Algebra 1 be reinstated.

Alex Becker, incoming kindergarten parent, expressed concerns over the extended day process and asked if there are plans to expand the program in the future.

Assistant Superintendent Kelley said that she is working with the Extended Day staff to address the concerns and looking at options for expanding the program.

C. Consent Agenda

Mrs. Webb asked if the committee wanted any items removed from the consent agenda. There were none.

- Accept a Donation to the RMHS Science Club
- Accept a Donation from the RMHS BPO & VOICE
- Accept a Donation from Samantha's Harvest
- Accept a Donation from RMHS PSST
- Accept a Donation from The Friends of Reading High School Baseball, Inc.
- Accept a Donation from the RMHS PTO
- Approval of Minutes (April 11, 2019)

Dr. Snow Dockser moved, seconded by Mr. Robinson, to approve the consent agenda. The motion carried 6-0.

D. Reports

Liaisons

Mrs. Borawski reminded the community of the upcoming Reading 375 celebration. She thanked members of the Reading 375 group for attending tonight's meeting. Mrs. Borawski reviewed the 2-week calendar of events (attached) culminating in the Annual Friends and Family Day on June 15th.

Mrs. Borawski asked the committee to spread the word.

Mr. Robinson reported on the recent Recreation Committee meeting and shared that the Committee has a couple of openings and encouraged those interested to apply.

Student

Student Representative Maura Drummey reported on the following high school events: the annual spring band and choral concerts, the spring Drama Club production of "Don't Touch That Dial", spring sports are in full swing, AP testing and MCAS is ongoing, students attended a presentation by a Holocaust survivor and the seniors have 5 school days remaining.

Interim Director of Student Services

Mrs. Stewart reported that we had 42 Special Olympians attend the annual School Day Games in Malden today. Reading was the second largest contingent. She thanked Tara Herlihy for once again spearheading the event. She also thanked all those that contributed behind the scenes. Our Olympians were welcomed back to Town with a police escort and greeted by their classmates when they returned to school.

Mrs. Stewart also shared that Director of Student Services Jennifer Stys has completed her Doctorate program and is officially Dr. Stys. Dr. Stys has begun her transition.

Old Business

NEASC/Late Start Update

RMHS Principal Kate Boynton presented information from the NEASC Executive Summary. The RMHS Self-Study took place between 2016-2018 and the Collaborative Conference visit by NEASC was held in November of 2018. Priority areas were identified by the Self-Study process and NEASC team. She reviewed the commendations and priority areas and recommendations from NEASC. Lastly, she reviewed the next steps in the process including alignment of the School Improvement Plan with the priority areas and recommendations. The next visit will be in December of 2020.

Late Start Update

Mrs. Boynton reviewed the work done since the last update. The Late Start group is working on the logistical part of the transition and the HW and Activities Working Group will hold its final meeting on May 15th.

E. New Business

Last Day of School

Dr. Doherty said that students must attend school for 180 days. This year we used one snow day making the 180th day June 17th and recommended the School Committee vote that date as the last day of school.

Dr. Snow Dockser moved, seconded by Mrs. Borawski, to approve the recommendation that June 17, 2019 be the last day of school. The motion carried 6-0.

Superintendent's Evaluation Process

Dr. Doherty started by saying that this process is an evaluation of district work as well as the Superintendent. He provided an overview of the Superintendent's Evaluation process and timeline. Dr. Doherty shared that the DESE is updating the evaluation tool and the basis of the process is for continuous growth and improvement. He reviewed the District Goal for 2016-19 school years and the focus areas related to the goal. He next reviewed the professional development activities aligned with the District Improvement Plan. The Superintendent

reviewed the action steps as related to the five focus areas. Lastly, the Superintendent provided an end-of-year update on his goals.

Mrs. Borawski will once again be compiling the final composite document. Members of the committee were asked to have their final individual summative evaluations to her by June 7th.

The School Committee will discuss and approve the Summative Evaluation Report at the June 27th meeting.

Lauren Bennett asked if there were any plans to use a research-based monitoring tool in addition to the Fountas and Pinnell tool already in use for students in the Bridge Program.

II. Routine Matters

a. Bills and Payroll (A)

Warrant S1942	4.18.19	\$239,103.74
Warrant S1943	4.25.19	\$99,781.04
Warrant S1944	5.07.19	\$450,041.40
Warrant S1945	5.09.19	\$77,447.90
Warrant P1921	4.19.19	\$1,632,079.27
Warrant P1922	5.03.19	\$1,574,658.27

b. Calendar

III. Information/Correspondence

IV. Future Business

V. Adjournment

Adjourn

Mr. Parks moved, seconded by Mrs. Borawski, to adjourn. The motion carried 6-0.

The meeting adjourned at 9:45 p.m.

NOTE: The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.

Link to meeting video:

https://www.youtube.com/watch?v=s3zW_A9CQ5M&feature=youtu.be

John F. Doherty, Ed. D.
Superintendent of Schools

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



Christine M. Kelley
Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

Gail Dowd, CPA
Chief Financial Officer

Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Quarterly Personnel Update

At our meeting on Thursday evening, Human Resources Administrator Jenn Bove will provide a quarterly personnel update.

If you have any questions, please contact me.

John F. Doherty, Ed. D.
Superintendent of Schools

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



Christine M. Kelley
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MEMORANDUM

TO: Reading School Committee
FROM: Jennifer Bove, Human Resources Administrator
CC: John F. Doherty, Superintendent of Schools
DATE: May 30, 2019
RE: Personnel Quarterly Report- 3rd Quarter FY 19

This is a summary of the FY19 3rd quarter personnel report for the 2018-2019 school year. The 3rd quarter personnel report is inclusive of all relevant personnel actions between the dates of March 16, 2019 through, May 24, 2019.

As shown in Table 1 below the Reading Public Schools has hired 2 (1.28 FTE) new professional employees. In this context professional employees include Teachers, Administrators, Paraeducators, Custodial Workers, and Secretaries. This does not include Cafeteria Workers, Daily Substitutes, Long-term Substitutes, Coaches and Extended Day Staff and any other short-term, seasonal, or temporary positions.

Please use this key to help define how FTE's for each position type are calculated:

FTE Calculations
1.0FTE Paraeducator works 70 hours biweekly
1.0FTE Secretary works 75 hours biweekly
1.0FTE Custodian works 80 hours biweekly
1.0FTE Teacher works 70 hours biweekly

Table 1: Newly Hired Professional Employees

Last Name	First Name	DOH	Position	FTE	School/Department
Wenta	Gillian	4/3/2019	Regular Education Paraeducator	0.46	Eaton
Finn	Christopher	3/19/2019	Special Education Learning Center Paraeducator	0.82	Eaton

TOTAL FTE	1.28
------------------	-------------

The table below represents all budgeted positions for which a vacancy occurred and was filled with a newly hired employee during the 3rd quarter:

Table 2: FY19 Quarter 3 Budgeted Positions

Position	FTE	School/Department
Regular Education Paraeducator	0.46	Eaton
Special Education Paraeducator (Learning Center)	0.82	Eaton
TOTAL FTE	1.28	

The table below shows all current FY19 open job requisitions for professional staff:

Table 3: Current FY19 Open Requisitions

Position	FTE	School/Department
Special Education Program Paraeducator	0.86	Killam
<i>Special Education Program Paraeducator</i>	<i>0.83</i>	<i>Eaton</i>

- **Italicized Text** signifies that an offer has been made for the position

For the 2018-2019 school year we had a total of 7 teacher retirements.

John F. Doherty, Ed. D.
Superintendent of Schools

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



Christine M. Kelley
Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

Gail S. Dowd, CPA
Chief Financial Officer

Reading Public Schools

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

MEMORANDUM

TO: Reading School Committee

FROM: Gail Dowd

CC: John Doherty

DATE: May 28, 2019

RE: FY'19 Third Quarter Budget Update

At the Reading School Committee meeting on Thursday, May 30, 2019, we will provide the Committee with an update on the Fiscal 2019 Budget. The table below reflects that we currently have an unencumbered balance of \$277,174 in the School Department Budget which represents approximately 0.6% of the Fiscal 2019 Budget.

FY19 Budget Projection As of May 2, 2019

	<u>FY'19 Adopted Budget 2-May-19</u>	<u>Budget Transfers</u>	<u>FY'19 Revised Budget 2-May-19</u>	<u>Expended as of 2-May-19</u>	<u>Encumbered as of 2-May-19</u>	<u>Remaining Balance 2-May-19</u>	<u>Projected Remaining Expense</u>	<u>Under (Over) Budget</u>
	\$	\$	\$	\$	\$	\$	\$	\$
Administration	1,061,384	-	1,061,384	827,536	16,667	217,181	198,591	18,590
Regular Day	26,647,714	(450,000)	26,197,714	17,687,417	312,202	8,198,096	7,998,257	199,839
Special Education	13,899,069	450,000	14,349,069	10,268,261	1,284,174	2,796,634	2,763,121	33,513
District Wide:								
Health Services	663,714	-	663,714	483,833	10,964	168,917	163,058	5,859
Extra Curricular	65,668	-	65,668	88,493	3,089	(25,915)	(23,986)	(1,929)
Athletics	626,921	-	626,921	635,963	46,728	(55,770)	(62,615)	6,845
Technology	570,585	-	570,585	426,077	1,082	143,426	141,061	2,365
Subtotal - District Wide	1,926,888	-	1,926,888	1,634,366	61,863	230,658	217,518	13,141
School Building Maintenance	1,325,220	-	1,325,220	1,063,293	56,585	205,342	193,250	12,092
TOTAL	<u>\$ 44,860,275</u>	<u>\$ -</u>	<u>\$ 44,860,275</u>	<u>\$ 31,480,872</u>	<u>\$ 1,731,492</u>	<u>\$ 11,647,911</u>	<u>\$ 11,370,737</u>	<u>\$ 277,174</u>

The following two tables summarize the surplus/(deficit) by Expense Category and Cost Center and are followed by detailed explanations.

Expense Category	Surplus/ (Deficit) (\$)	Explanation
Salary savings district wide	558,284	Reflects projected salary savings across all five cost centers resulting from salary differences in turnover, retirements, timing of when positions are filled during the year, savings from unfilled positions and the impact of unpaid leaves of absence.
Special Education (non-salary)	(204,443)	Projected deficit reflects increases in out-of-district tuition due to additional student placements, as well as changes in existing student placements from when the budget was originally developed in September/October of 2017, along with increases in legal expenses and outsourced eligibility evaluation services as we must continue to meet our obligation to continue 'child find' responsibilities while covering leaves of absence of several school psychologists.
Other Expense Accounts	(76,667)	Projected deficit reflects increases in homeless transportation costs due to the number of homeless students we are transporting, additional facilities equipment (replacement of aging radios and cleaning equipment) offset by a decrease in Tax Sheltered Annuity (TSA) matching from budgeted figure along with reduced estimates for athletic field repairs as those funded of the Town Core budget.
Total	277,174	

Cost Center	Surplus (Deficit) (\$)	Variance to Total Budget (%)	Explanation
Administration	18,590	0.04	Projected surplus reflects salary and expense savings. The expense savings are related to lower than anticipated TSA matching for teachers per the collective bargaining agreement.
Regular Day	199,839	0.45	Projected surplus reflects salary savings related to staff turnover, retirements, timing of when positions are filled during the year, the impact of open positions and the impact of unpaid leaves of absence. The salary savings are offset by increased transportation costs associated with an increase in homeless transportation. Additional expense savings have resulted from costs associated with the YRBS survey which are being covered through a collaborative grant in the current year.
Special Education	33,513	0.07	Projected surplus reflects impact of two transfers approved through School Committee along with slight salary savings due to timing of new hires and unpaid leaves of absence. Projected figures reflect the increase in out-of-district tuition due to an increase in the number of students in out of district placements, as well as a change in placements for students in need of more intensive services since the development of the budget in September/October 2017. The projection reflects a minimal increase in the final FY'18 Circuit Breaker and the ability to prepay FY'19 tuition in FY'18. Also reflected are increased legal and consulting services related to working through several students' programs/placements and related areas of dispute, which have resulted in mutually satisfactory agreements allowing us to now quantify related expenses that were previously unknown. Also, as noted above, we have increased expenses related to the required coverage for 3 leaves of absence.
District Wide	13,141	0.03	Projected surplus primarily reflects salary savings across all 4 cost centers along with expense savings associated with technology renewals and field maintenance.
Facilities	12,092	0.03	Projected surplus reflects salary savings due to unpaid leaves of absence.
Total	277,174	0.62	

Summary by Cost Center:

The projected Administration Cost Center surplus of \$18,590 reflects salary savings from new hires and a decrease in the annual School Committee match of teachers deposits into tax-sheltered annuity accounts (\$175 for teachers hired after 1998-99 school year as defined in the collective bargaining agreement) from the budgeted figure. The FY19 budget reflected an anticipated increase in the number of teachers participating in the program, actual figure came in lower.

The projected Regular Day Cost Center surplus of \$199,839 is due primarily to salary savings spread across all eight schools associated with staff turnover, retirements, timing differences of when positions were filled during the year, unfilled positions, as well as the impact of unpaid leaves of absence. The impacts of unpaid leaves of absence are recognized as they occur as they are fluid and not always known with certainty. The surplus also reflects expense savings associated with the YRBS survey which will be supported through a collaboration with Lahey Health as well as lower than anticipated translation expenses. These savings are offset by an increase in homeless transportation (mandated, and by its very nature, difficult to forecast).

The Special Education Cost Center is currently projected to have a slight surplus of \$33,513. The surplus reflects several factors as detailed below including the School Committee approved transfers totaling \$450,000 (as noted during the last School Committee Meeting we requested slightly more than needed to cover any potential expenses not known with certainty):

- An increase in out-of-district tuition due to additional students being placed out-of-district, as well as changes in placements for students in need of more intensive services since the budget projections/preparation in September/October 2017.
- In addition, the projected deficit reflects costs associated with consultative services for psychological evaluations due to 3 school psychologists positions being vacant for a portion of the year due to leaves of absence, resulting in the required evaluation services to be contracted at more expensive rates.
- As discussed during previous School Committee Meetings, teaching staff additions were required due to changes in student needs and/or programs/placements across the district. We added a 1.0 FTE Therapeutic Support Program (TSP) teacher at Coolidge, a 0.7 FTE teacher to support additional students in need of the services associated with the Crossroads program at Wood End and an increase of 0.3 FTE learning center teacher at Killam.
- As discussed during previous School Committee Meetings, paraprofessional positions were added at several schools (RISE, Killam, Barrows, Birch Meadow, Joshua Eaton and Coolidge) due to increased student needs identified through the individualized education program and placement process. This number has continued to fluctuate throughout the year due to changing needs.
- A portion of the teaching and paraprofessional staffing adds were funded utilizing other expense line items within the Special Education Cost Center. We continue to monitor the staffing needs across the district and are meeting regularly with the District Leadership team to assess and discuss each need as it arises.
- The Special Education Cost Center reflects the district's ability to prepay approximately \$300,000 in out-of-district tuition with FY'18 funds as well as an increase in the final FY'18 circuit breaker reimbursement of \$83,498 due to an increase in the reimbursement rate.
- We continue to monitor for additional potential cost increases over the September/October 2017 projections/budgeted amounts including legal, consultation and program costs that we anticipate could occur later in the year as decisions are made regarding individual students. As there are several students' whose IEPs are still in flux or around which there is not agreement, we will update the Committee again in June as to any further associated costs impacted by ongoing student-centered decisions. We continue to track all expenses closely, are meeting on a regular basis and monitor the potential financial impact of decisions.
- Upon filing our claim in relation to additional funding (FY 2019) under the State's Circuit Breaker Grant (via Extra-Ordinary Relief) we were notified that we did not qualify for additional funds.

The District Wide Programs Cost Center (comprised of Health Services, Extra Curricular, Athletics and Technology) is currently projected to have a surplus of \$13,141 which is the result of salary savings, savings from maintenance renewals and savings from field maintenance that has been funded out of the Town Core.

The School Building Maintenance (Facilities) Cost Center is currently projected to have a surplus of \$12,092 which is the result of salary savings due to unpaid leaves of absence being filled through overtime and temporary coverage.

Please feel free to contact me if you have specific questions you would like addressed or if you need additional information.

John F. Doherty, Ed. D.
Superintendent of Schools

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



Christine M. Kelley
Assistant Superintendent

Sharon Stewart
Interim Director of Student Services

Gail Dowd, CPA
Chief Financial Officer

Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: First Reading of Revised Policy BEDG - Minutes

At our meeting on Thursday night, I will ask the School Committee to hold the first reading of revised Policy BEDG - Minutes. The revisions align with the MASC recommended policy. I have included the current policy, a redlined version and the revised version without the redline for your information.

If you have any questions, please contact me.

MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent and forwarded to the Town Clerk who will make them available to interested citizens upon request.

Adopted by the Reading School Committee on March 26, 2007

LEGAL REFS.: M.G.L. 39:23B; 66:10

CROSS REF.: KDB, Public's Right To Know

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Minutes will include:

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34. Notation of formal adjournment.

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Adopted by the Reading School Committee on -March 26, 2007

LEGAL REFS.: M.G.L. ~~39:23B; 66:10~~
30A:22; 66:10; 940 CMR 29.00

Town of Reading Home Rule Charter, Section 8.8.2

CROSS REF.: KDB, Public's Right To Know: BEC, Executive Session

NOTE: Specific comments and/or discussion should only be included in the minutes as a result

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of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.

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Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: First Reading of Revised Policy BEDH – Public Participation

At our meeting on Thursday night, I will ask the School Committee to hold the first reading of revised Policy BEDH – Public Participation. I have included the current policy, a redlined version and the revised version without the redline for your information.

If you have any questions, please contact me.

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to insure the ability of the Committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public participation segment shall be 15 minutes and any extension of time shall be determined by the Chair.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Topics for discussion must be limited to those items not listed on the School Committee meeting agenda for that evening.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Comments longer than three (3) minutes may be presented in writing to the Committee before or after the meeting for the Committee members review and consideration at an appropriate time.

Adopted by the Reading School Committee on March 26, 2007

PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. School Committee meetings, including executive sessions are conducted in accordance with the Massachusetts Open Meeting Law.

The School Committee desires and encourages citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear from the public on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore, the Committee has set aside a period of time at each School Committee meeting to hear from the public

Public Comment is intended to offer citizens an opportunity to express their opinion on issues of School Committee business. Should the Chair believe that an issue or question falls outside the purview of the School Committee, he/she may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern Public Comment and participation at School Committee meetings:

1. The School Committee will have a 15-minute Public Comment section at each School Committee meeting, which shall generally follow the opening of the meeting. Any extension of time shall be determined by the Chair.
2. A sign-up sheet will be available as people enter the meeting, and people will speak in the order they sign up, unless more than one person wishes to speak on a single topic, in which case the Chair may call them together.
3. Any person wishing to speak must identify him or herself by name and address, and specific interest for wishing to speak. The Chair will favor, in no particular order, those speakers who are Reading residents, or, in appropriate circumstances, Town of Reading employees, parents, or guardians of Reading Public School students, or Reading Public School students.
4. Speakers will be allowed up to three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
5. Comments longer than three minutes may be presented in writing to the Committee before or after the meeting for Committee members to review and consider at an appropriate time.
6. Topics for discussion during the fifteen minute public comment segment of the agenda must be limited to those items not listed on the School Committee agenda for that meeting.
7. Public Comment shall be limited to items that are within the School Committee's authority. Any comments involving staff members or student(s) must concern the educational goals, policies, or budget of the Reading Public Schools, or the performance of the Superintendent.

8. All speakers are encouraged to present their remarks in a respectful manner.

~~6.~~

~~7. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.~~

~~8.~~ 9. All remarks will be addressed to the Chair of the School Committee. Responses to concerns will be made only by the Superintendent or Chair of the meeting, or other members at the Chair's discretion. While the Committee and/or administration will not typically respond to citizen comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if he/she deems it expeditious.

~~9. The Committee will not hear complaints about school personnel or any member of the school community. Please refer to Policy KE and KEB for further detail.~~

In addition to the Public Comment section at each meeting, the public is invited to remain for the whole meeting and may be invited to speak on any docketed issue, at the discretion of the Chair. Should the Chair invite comments on docketed items, he/she will request that individuals in attendance who wish to speak signify as such by raising their hand.

Adopted by the Reading School Committee on March 26, 2007
Revised by the Reading School Committee on January 7, 2016

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Adopted by the Reading School Committee on March 26, 2007
Revised by the Reading School Committee on January 7, 2016

John F. Doherty, Ed. D.
Superintendent of Schools

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Reading Public Schools

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

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.
Superintendent of Schools

DATE: May 28, 2019

TOPIC: Email Correspondence and Other Information

Please find attached for your information, copies of email correspondence and information received by School Committee members and Central Office Administrators from community members as well as other pertinent information. I have included our responses, if applicable, as well.

If you have any questions, please contact me.

Engelson, Linda

From: Webb, Elaine
Sent: Monday, May 13, 2019 3:24 PM
To: laurenbenett3@verizon.net
Cc: Doherty, John; Engelson, Linda
Subject: Re: freedom of speech

Ms. Bennett,

Thank you for your input. I have already been in touch with the advisory resources to the School Committee on this matter.

Elaine Webb
Chairperson Reading School Committee

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From: laurenbenett3@verizon.net <laurenbenett3@verizon.net>
Sent: Friday, May 10, 2019 11:14 AM
To: Wise, Thomas; Borawski, Jeanne; Dockser, Linda; Robinson, Charles; Webb, Elaine; Parks, John
Subject: freedom of speech

Elaine and SC members,

I just wanted to point out that parents and members of the community can freely talk about their own child in a SC meeting, you may want to update your practices.

<https://www.metrowestdailynews.com/news/20181128/judge-natick-school-committee-public-speak-policy-is-unconstitutional>

Engelson, Linda

From: Webb, Elaine
Sent: Wednesday, May 22, 2019 5:24 PM
To: annika.scanlon@gmail.com
Cc: Doherty, John; Engelson, Linda
Subject: Re: The Kids We Lose | Maine Public

Ms. Scanlon,

Thank you for your feedback and interest in our schools. I will forward this message to Superintendent Doherty.

Elaine Webb, Chairperson
Reading School Committee

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From: Nik A <annika.scanlon@gmail.com>
Sent: Wednesday, May 22, 2019 10:59:05 AM
To: DG School Committee
Subject: The Kids We Lose | Maine Public

Dear School Committee,

As a concerned parent who has witnessed parents, teachers and administrators in the district struggle with childrens' challenging behaviors, I am urging you to watch the following video and asking you to consider the collaborative problem solving (CPS) model as a humane, growth-mindset technique the community could employ across district.

I know that a number of staff in-district are currently trained in this method (Dr.Greene's CPS, or Plan B) so in-house resources are available to teach and provide on-going support to shift how we view and teach challenging children. Some of this method has been introduced at Wood End school. An in-house staff member taught CPS in two sessions at Parent's University, and it was well attended. I would like to see this strategy move forward in Reading.

Thank you for watching and considering seriously this information.

The Kids We Lose
<https://www.mainepublic.org/post/kids-we-lose>

Sincerely,
Annika Scanlon

Engelson, Linda

From: Christina Eckenroth <graffc@gmail.com>
Sent: Tuesday, May 07, 2019 7:53 PM
To: Webb, Elaine
Cc: DG School Committee; alvaradosselectboard@gmail.com
Subject: Re: Extended day opportunities

Dear Chairperson Webb,

Thank you for your response to my correspondence regarding the limited availability of the Extended Day program and the significant impact it is causing for working families. Thank you for sharing my concerns with the appropriate parties.

Unfortunately I am unable to attend the public meeting on Thursday to avail myself of the public comment opportunity.

As you may be aware all other community aftercare programs with transportation options are completely full. Despite applying immediately my family is waitlisted for next year; I expect many others are in a similar situation with great concern for the coming school year.

My sentiments regarding this issue remain and I request the Committee's consideration of avenues to support expanding Extended Day opportunities for more families, as well as streamlining and increasing the transparency of the application process.

Sincerely,
Christina Eckenroth
249 Woburn St
Reading, MA 01867

Sent from my iPhone

On Apr 23, 2019, at 6:04 PM, Webb, Elaine <Elaine.Webb@reading.k12.ma.us> wrote:

Mrs. Eckenroth,

Thank you for your feedback on the extended day program. I am forwarding your input and concerns to Superintendent Doherty and Assistant Superintendent Kelley.

Sincerely,
Elaine L. Webb
Reading School Committee, Chairperson

From: Christina Eckenroth <graffc@gmail.com>
Sent: Tuesday, April 23, 2019 8:03 AM
To: DG School Committee

Cc: alvaradoselectboard@gmail.com

Subject: Extended day opportunities

Dear Committee Members,

I hope that the current demands for extended day options in Reading have come to your attention. Demand is significantly outpacing supply. The registration process is difficult and lacks transparency.

Parents are forced to hand in paperwork with the promise of “first come, first serve,” existing families are not guaranteed spots causing anxiety each year and disruption for children, and the results have not been shared timely for two years limiting parents who will need to find alternatives.

The message this conveys is that working families are not welcome in Reading. Stoneham for example hires teachers to accommodate their registration and parents are never left fighting for spots.

Our family is waitlisted for Tuesday—Thursday despite being in the program for five days for both before and after care for two years. Our jobs have not changed. Now after two years we are left stranded and struggling to find care in other programs. This is especially concerning for Wednesday when early release is mid-day.

My son will also be impacted. He will have to change from the program he loves and not have access to Apple enrichment programs he has enjoyed because he will not be in afternoon care for three days.

I am asking you to examine the Extended Day program, and use your influence to expand opportunities to ensure that more families can be accommodated without disruption to their children, and that the enrollment process is streamlined, and transparent.

Sincerely,
Christina Eckenroth
249 Woburn St.

Sent from my iPhone

School Committee Calendar Topics

*Please note that this may change depending on availability of presenters and topic material in consultation with the Chair
An Asterik* indicates office half hour for this session at 6:30 p.m. All meetings will be in the RMHS Schettini Library unless noted.*

Date	Topic	Group	Facilitator
August 8th	1 st Reading of Policy JICH 1 st Reading of Policy EBC	School Committee	John Doherty
August 30th	New Teacher Introductions 2 nd Reading of Policy JICH 2 nd Reading of Policy EBC Summer Update FY18 and 19 Capital Plan Update	New Teachers School Committee School Committee Administration Town Facilities	John Doherty John Doherty John Doherty John Doherty Gail Dowd/Joe Huggins
September 20	Special Education Update (Bridge Program Review) PRIDE Survey Presentation	Administration Administration	Carolyn Wilson John Doherty
September 27	RCASA Annual Meeting	RCASA	TBD
October 10	Financial Forum	Finance Committee	Eric Burkhart
October 18	1 st Reading of Food Service Policy MCAS Presentation Kindergarten Discussion	School Nutrition Department Administration Administration	Gail Dowd Kristin Morello Christine Kelley John Doherty
November 1	Design Services Adoption Procedure 2 nd Reading of Food Service Policy School Calendar RMHS Guidance Presentation and Update District and Superintendent's Goals	Procurement School Nutrition Department Administration RMHS Administration	Gail Dowd Kristin Morello John Doherty Kathleen Boynton John Doherty
December 6	Late Start Committee Report	Learning and Teaching	Christine Kelley
December 20	Quarterly Personnel Report Quarterly Financial Report Late Start Committee Report FY20 Prebudget Presentation	Human Resources Finance Learning and Teaching Finance	Jen Bove Gail Dowd Christine Kelley Gail Dowd/John Doherty
January 3, 7, 17, 24	FY20 Budget Discussion FY20 Capital Plan Director of Student Services Search Timeline	Administration	Gail Dowd/John Doherty Gail Dowd/Joe Huggins Doherty
February 7	Samantha's Harvest Donation Curriculum Update 1 st Reading of Policies CBI and BEDG Town Meeting Article Approval on Technology Kindergarten Update Collaborative Agreement	Community Administration Administration Finance Administration Administration	School Committee Chris Kelley John Doherty Gail Dowd Doherty Doherty
February 13	Joint Meeting to Fill School Committee Vacancy	Select Board/School Committee	
February 27 (Town Hall)	Finance Committee	FY20 Budget Presentation	Gail Dowd/John Doherty
March 28*	Quarterly Personnel Report Quarterly Financial Report Announcement of Director of Student Services Capital Update	Human Resources Finance Administration Finance	Jen Bove Gail Dowd John Doherty Dowd/Doherty/Huggins
April 11*	Office Hours (5:30 p.m.) Executive Session (6:00 p.m.) Elementary Schools Presentation Middle Schools Presentation REF Grants	Elementary Principals Middle School Principals REF/Teachers	Joanne King Sarah Marchant REF
April 22, 25, 29, May 2	Town Meeting	FY20 Budget Presentation Capital	John Doherty/Gail Dowd

May 9*	NEASC/Late Start Update Superintendent's Evaluation Process Last Day of School School Choice/Enrollment Update	High School Administration School Committee Administration Administration	Kathleen Boynton Elaine Webb John Doherty John Doherty
May 30 6:00 p.m.	Teacher Recognition Quarterly Personnel Report Quarterly Financial Report 1 st Readings of Policy BEDG, BEDH	Human Resources Human Resources Finance Department Administration	Jen Bove Jen Bove Gail Dowd John Doherty
June 2 (RMHS Field House)	Graduation		
June 20* (6:00 p.m.)	FY 19 and 20 Budget Declare Surplus Equipment 2 nd Readings of Policy BEDG, BEDH	Administration Finance Administration	Gail Dowd Gail Dowd John Doherty
June 27 (6:00 p.m.)	Capital Update Superintendent Evaluation Executive Session	Administration School Committee School Committee	Dowd/Doherty/Huggins Chair or Designee Chair
July 11	Reorganization 1 st Reading Policy JC 1 st Reading of Policies CBI School Committee Protocol MASC Training	School Committee Administration Administration School Committee School Committee	John Doherty John Doherty John Doherty Elaine Webb MASC
August 29	New Teacher Introductions 2 nd Reading Policy JC 2 nd Reading of Policies CBI	Administration Administration Administration	John Doherty/Building Principals John Doherty John Doherty