

Dear Visitors:

Welcome to an open meeting of the Abington School Committee. This is the agenda that will be discussed this evening. Please note that Hearing of Visitors is included; and if you have a statement or question, please be kind enough to wait to be recognized by the Chair and give your name and address.

Chris Coyle, Chair

***This meeting may be digitally recorded***

ABINGTON PUBLIC SCHOOLS  
ABINGTON, MA 02351

MEETING OF THE ABINGTON SCHOOL COMMITTEE

TUESDAY, June 20, 2023

**ABINGTON MIDDLE/HIGH SCHOOL – LIBRARY**

**7:00 P.M.**

- I. CALLING OF MEETING TO ORDER AND FLAG SALUTE
- II. HEARING OF VISITORS
- III. READING AND APPROVAL OF RECORDS

May 23, 2023

- IV. REPORT OF THE DIRECTOR OF CURRICULUM, INSTRUCTION & ASSESSMENT

Adjustment to 2023-2024 School Calendar Professional Development Schedule  
(Christopher Basta, Director of Curriculum, Instruction & Assessment)

- V. PRINCIPALS' REPORTS
  - A. Revised Presentation of Proposed Changes to the Abington Middle School Student Handbook (Matthew MacCurtain, Principal and Jessica Sullivan, Assistant Principal)

- B. Presentation of SY 2023-2024 School Improvement Plan for Abington Early Education Program (Annie Robinson, Director)
- C. Presentation of SY 2023-2024 School Improvement Plan for the Beaver Brook Elementary School (Julie Thompson, Principal)

VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS

Consideration of a Change in Destination for High School Travel Abroad for 2023-2024

VII. REPORT OF THE ASSISTANT SUPERINTENDENT OF SCHOOLS

Consideration of an End of the Year Budget Transfer

VIII. NEW BUSINESS AND ESTABLISHING OF NEXT SCHOOL COMMITTEE MEETING DATE

*August 29, 2023, at 7pm*

IX. INFORMATIONAL ITEMS:

- A. Town of Abington- Report on agreed upon procedures over compliance applicable to Massachusetts school districts' end-of-year financial report (Year ending June 30, 2022)
- B. Tentative 2023-2024 School Committee Meeting Dates
- C. READS Collaborative-Amended Collaborative Agreement
- D. Acknowledgement of Hannah Tirrell - Project 351 Service Hero award recipient

- **Personnel Administration**

1. The superintendent has accepted the resignation of Ashely Cuomo as a paraprofessional within the Abington Public Schools effective at the end 2022-2023 school year.
2. The superintendent has accepted the resignation of Eric Dimartino as a custodian within the Abington Public Schools effective at the end of the 2022-2023 school year.
3. The superintendent has accepted the resignation of Julie Goodwin, as a cafeteria worker within the Abington Public Schools effective at the end of the 2022-2023 school year.
4. On the recommendation of Julie Thompson Principal of Beaver Brook Elementary School,

the superintendent has approved the appointment of Tracy King as a paraprofessional effective on June 1, 2023.

5. On the recommendation of James Robbins, Director of Students Services, the superintendent has approved the appointment of Sarah Sylvester as .6 Adjustment Counselor within Abington Public Schools effective in the 2023-2024 school year.
6. On the recommendation of Jonathan Bourn, Principal, Abington High School, the superintendent has approved the appointment of Frank Cormos as a Wellness Teacher within Abington Public Schools effective in the 2023-2024 school year.
7. On the recommendation of Matthew MacCurtain, Principal, Abington Middle School, the superintendent has approved the appointment of Stephen Werra as a Long-Term Substitute Wellness Teacher within Abington Public Schools effective in the 2023-2024 SY.
8. On the recommendation of Matthew MacCurtain, Principal, Abington Middle School, the superintendent has approved the appointment of Samanta Roach as a School Psychologist within Abington Public Schools effective in the 2023-2024 SY.
9. On the recommendation of Matthew MacCurtain, Principal, Abington Middle School, the superintendent has approved the appointment of Katherine Hughes as a Wellness Teacher within Abington Public Schools effective in the 2023-2024 SY.
10. The superintendent has approved the transfer of Susan Mullen from a grade 3 teacher at Wooddale Elementary School to a grade 7/8 Digital Literacy /Computer Science Teacher effective in the 2023-2024 SY.
11. The superintendent has approved the transfer of Carol Jo Killeen for the purpose of continuing her role as a 1:1 paraprofessional from the Abington Early Education Program to the Beaver Brook Elementary school effective in the 2023-2024 SY.
12. The superintendent has approved the transfer of Courtney Macfadgen from a grade 2 teacher at Beaver Brook Elementary School to a 3<sup>rd</sup> grade teacher at Wooddale Elementary School.
13. On the recommendation of Jonathan Bourn Principal, and Peter Serino Athletic Director, Abington High School, the superintendent has appointed the following coaches for the fall of 2023-2024 SY:

Assistant Football Coach: Ed Reilly, Scott Pifer, James Daley  
Head Freshman Coach: Mbela Kabongo  
Assistant Freshman Coach: Tom Shepherd  
JV/Assistant Volleyball Coach: Matt Cutter  
Freshman Volleyball Coach Kyra Hockey

JV/Assistant Boys Soccer: William Caseley  
JV/Assistant Girls Soccer: Samantha Zina

14. On the recommendation of Megan Tomlin, PreK Site Coordinator and Academic Program Director, the superintendent has appointed the following academic summer school staff for the summer 2023:

STEM Teacher: Erin Murphy  
Humanities Teacher: Matt Campell  
Math Teacher: Catherine Ferris  
Interdisciplinary Studies Teacher: Joseph Genest  
High School ELA Teacher: Michael Barry  
Paraprofessional: Caroline Smith  
Paraprofessional: John Kelleher

15. The superintendent has accepted Colleen Greenlaw's resignation as an administrative assistant for purposes of retirement effective June 29, 2023.

16. On the recommendation of James Robbins, Director of Students Services Director, the superintendent has appointed the following extended school year staff for the summer 2023:

**Teachers**

Jennifer Worden  
Olivia Sisoian  
Katrina Park  
Lauren Barrett  
Jen Casey  
Jill Wainwright  
Amy Grimmatt  
Melissa Foley  
Matt Lyons  
Abbie Lyons  
Adrienne Whalen  
Amber McNamara  
Ashley Patterson  
Stephanie Glynn  
Charles Ellege  
Allison Dennehy  
Carolyn Bunszell  
Kaitlynn Willette

**Paraprofessionals**

Taiylor DeMarco  
Jillian Park-Paige  
Carol Jo Killeen

Jessica Deery  
Jeff Buckley  
Michaela Nieves  
Deb Buresh  
Cathy Martin  
Christina Fay  
Kyra Hockey  
Donna Gendreau  
Sue Harrington  
Ashley Cuomo  
Allison Walsh  
Deila Gomes  
Livia Gomes

**Administrative Assistant**

Ann Parks

**Occupational Therapist**

Megan Wright

**ABA Tutor**

Devon Malono

**Nurse**

Leeann Hesselschwerdt

**ESL Teachers**

Amy Fedrick

Melissa Moore

Beth Quinn

Fraser Toomey

• **Dates to Remember**

1. Monday July 3, 2023 – Offices and buildings are closed in observance of the holiday.
2. Wednesday July 5, 2023 – Summer program begins.

X. **ADJOURNMENT**

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Abington, Massachusetts

May 23, 2023 Regular Meeting

**I. CALL OF MEETING  
TO ORDER AND FLAG  
SALUTE**

A regular meeting of the School Committee was held in the Library at 201 Gliniewicz Way.

Present: Mr. Chris Coyle, Chair; Ms. Danielle Grafton, Vice-Chair; Ms. Heidi Hernandez, Secretary; Ms. Julie Groom and Melanie Whitney Member. Also in attendance were Mr. Peter Schafer, Superintendent of Schools; Dr. Felicia Moschella, Assistant Superintendent for Business and Finance; Ms. Elizabeth Lindo, Student Representative and Ms. Danielle Gaylor, Executive Secretary.

**II. REORGANIZATION OF SCHOOL COMMITTEE AND APPOINTMENTS TO SUBCOMMITTEES**

Chris Coyle introduced and welcomed Melanie Whitney as the newest member of the School Committee. On the motion of Danielle Grafton and Julie Groom, the committee went through the reorganization process and voted on the Chair, Vice Chair and Secretary positions. All seats stayed as is: Chris Coyle, Chair; Danielle Grafton, Vice Chair; and Heidi Hernandez, Secretary. Sub Committees will be decided at a later date.

**III. HEARING OF VISITORS**

Nobody stood to be recognized during the hearing of visitors.

**III. READING AND APPROVAL OF MINUTES**

VOTED: on motion of Julie Groom (Chris Coyle) the members of the School Committee unanimously voted to approve the minutes of April 25, 2023

**IV. REPORT OF THE DIRECTOR OF STUDENT SERVICES**

Dr. James Robbins, Director of Student Services, along with Matt MacCurtain and April Palmquist, announced the recipients of the Special Education Advisory Committee (SEPAC) Award for Outstanding Service in Special Education. The award winners were, Jana Onyiriuka, AMS Special Education Teacher and Taiyler DeMarco, AEEP Paraprofessional.

**V. REPORT OF THE DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT**

Kristina Wilson, Foreign Language Department Head provided an update on the goals of the department. Ms. Wilson spoke on how the department is teaching towards proficiency by focusing on the use of language with vocabulary and grammar embedded, using real-life authentic situations and themes, and acquisition of language. She shared that the department members will be attending proficiency academy in June of 2023. The department will also be exploring alternative educational resources in the 2023-2024 school year. In addition, the High School will be adding a Spanish Honor Society in the 2023-2024 school year. Ms. Wilson also shared STAMP test data which included the number of students that qualified for the Seal of Biliteracy which increased from last year.

Nicole Corbett and her team of student researchers provided the results of the Advanced Placement Environmental Studies Student Report on Polyfluorinated Substances (PFAS). Ms. Corbett thanked AEF for funding this

project, and various individuals who offered additional valuable support.

Karin Daisy, Wellness Department Head provided an update on the department. Ms. Daisy shared the department's progress in their areas of growth which included the addition of a full-time wellness teacher. Ms. Daisy also spoke on the strengths of the department which included constantly making adjustments to the practice to meet the needs of students i.e. alternate topics and/or assessments, and updating curriculum materials on an ongoing basis as new health information becomes available. She shared how the department aligns with AHS Vision of the Graduate by teaching students how to be self-aware individuals and socially competent contributors.

Dr. Chris Basta, Director of Curriculum, Instruction, and Assessment announced the Chester J. Millett, Jr., Outstanding Teacher and Support Personnel award winners. The award winners were Tim Leonelli, Certified Staff and Sheila Manzi, Support Staff.

## **VI. PRINCIPALS' REPORTS**

Jonanthan Bourn, Principal and Kate Casey, Assistant Principal of Abington High School presented the proposed changes to the Abington High School Student Handbook which included updates to the dress code and attendance policies and the addition of a senior privilege policy.

VOTED: on motion of Chris Coyle (Heidi Hernandez) the members of the School Committee voted to approve the updated dress code policy language in the student handbook

VOTED: on motion of Julie Groom (Chris Coyle) the members of the School Committee voted to approve the addition of the Senior Privilege policy to the student handbook

VOTED: on motion of Chris Coyle (Melanie Whitney) the members of the School Committee voted to approve the updated attendance policy language in the student handbook

Matthew MacCurtain, Principal and Jessica Sullivan, Assistant Principal of Abington Middle School presented the proposed dress code changes to the Middle School Student Handbook. After discussing, the committee decided to hold off on voting on this policy and asked that the language be revisited with the suggestion that the HS policy be taken into account during the discussion. The updated proposed changes to the AMS dress code policy will be voted on at the June 20<sup>th</sup> meeting.

Matthew MacCurtain, Principal of the Abington Middle School presented the 2023-2024 School Improvement Plan for the Middle School which includes increasing student achievement through enhancements to curriculum, instruction and assessment. The goal includes analyzing local, common and statewide assessments and curricular progress, identifying and implementing a new mathematics program, strengthening the existing extracurricular intervention programming and develop and implement an advisory and invention model. Goal 2 will be to continue to cultivate a safe, welcoming and inclusive school community that builds on existing strengths and increases students social, emotional and executive functioning skill levels.

## **VII. REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Superintendent Peter Schafer announced the winner of the Deirdre Award for Outstanding School-Community Service Award. Melissa Cook was the recipient of this award.

IX. NEW BUSINESS AND ESTABLISHING OF NEXT SCHOOL COMMITTEE MEETING DATES

*Tuesday, June 20, 2023 at 7pm*

X. INFORMATIONAL ITEMS:

- A. Department of Elementary and Secondary Education (DESE) Tiered Focused Monitoring Final Report and Audit (Dr. James Robbins, Director of Student Services)
- B. Secondary Math Program Correspondence (Dr. Chris Basta, Director of Curriculum, Instruction, and Assessment)
- C. Woodsdale Phonics Instructional Correspondence (Dr. Chris Basta, Director of Curriculum, Instruction, and Assessment)
- D. Abington Town Department Collaboration on Mock Car Accident at AHS

• *Personnel Administration*

- 1. The superintendent has accepted the resignation for the purpose of retirement from Cheryl Hatch, Food Services, effective at the end of the 2022-2023 school year.
- 2. The superintendent has accepted the resignation of Samantha Curry as a paraprofessional within the Abington Public Schools effective April 24, 2023.
- 3. The superintendent has accepted the resignation of Jamaal Dixon, as a special education teacher within the Abington Public Schools effective at the end of the 2022-2023 school year.
- 4. On the recommendation of Jennifer Barresi, Principal of Woodsdale Elementary, the superintendent has approved the appointment of Tammy Reid as a long-term substitute grade 4 teacher effective on May 8, 2023.
- 5. On the recommendation of Jonathan Bourn, Principal of Abington High School, the superintendent has approved the appointment of Marissa Morganelli as a Biology and Environmental Science teacher effective in the 2023-2024 school year.

• *Dates to Remember*

- 1. Thurs., May 25 – Last Day of School for Seniors
- 2. Thurs., May 25 – Senior Reception, AHS @ 4:00 p.m.
- 3. Tues., May 30 – Music Banquet @ AHS Courtyard @ 5:30 p.m.
- 4. Wed., May 31 – Senior Athletic Awards @ AMS Cafeteria @ 6:30 p.m.
- 5. Thurs., June 1 – Senior Awards Night – AHS Auditorium @ 7:00 p.m.
- 6. Fri., June 2 – Senior Stroll @ 10am
- 7. Fri., June 2 – Senior Picnic @ Reilly Field @ 11:00 a.m.
- 8. Sat., June 3 – Graduation @ AHS Front Lawn @ 10:00 a.m.
- 9. Thurs., June 8-ESL Parent Night @ AHS/AMS Auditorium



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10. Wed., June 14 – Last Day of School for Students in Grades PreK-11(half day)
11. Tues., June 20 – Regularly Scheduled School Committee Meeting @ 7:00 p.m.

XI. ADJOURNMENT

Before adjourning at 8:53pm, Superintendent Peter Schafer along with the School Committee thanked Elizabeth Lindo for her time, service, and dedication as this year's Abington School Committee Student Representative.



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Heidi Hernandez, Secretary



# ABINGTON PUBLIC SCHOOLS

*"The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community."*

## ADMINISTRATIVE OFFICES

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SUPERINTENDENT

FELICIA MOSCHELLA, Ph.D.  
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DATE: June 7, 2023  
TO: Peter Schafer - *Superintendent*  
FROM: Christopher Basta, EdD - *Director of Curriculum, Instruction, & Assessment*  
SUBJECT: Proposed FY24 School Calendar Revision

Due to DESE's recently published spring of 2024 MCAS testing dates, we will not be able to have an Inservice/Early Release Day on March 26, 2024, as planned on our approved FY24 School Calendar. Students and staff will need to be in school for a full day at the high school on March 26, 2023, to complete the mandated testing. As a resolution, I recommend moving the March Inservice/Early Release Day to March 19, 2024.

*The Abington Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, homelessness, national origin, race, religion, sex, gender identity or sexual orientation. The contents of all publications are available upon request in languages other than English.*

**ABINGTON PUBLIC SCHOOLS**  
**2023-2024**  
**SCHOOL CALENDAR**

**August and September (21)**

M	T	W	TH	F
		16	17	18
21	22	23	24	25
28	29	30	31	1
4	5	6	7	8
11	12	13	14	*15
18	19	20	21	22
**25	26	27	28	29

Aug. 16 - New Teacher Orientation  
 Aug. 28 - Teachers' Meetings  
 Aug. 29 - Professional Development for Staff  
 Aug. 30 - Grades 1-12 Report  
 Aug. 30 & 31 - AEEP/Kindergarten Orientation  
 Sept. 1 - No School  
 Sept. 4 - Labor Day - No School  
 Sept. 5 - AEEP/Kindergarten Begins  
 Sept. 21 - Inservice/Early Release Day

**October (21)**

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct. 3 - Inservice/Early Release Day  
 Oct. 9 - Columbus Day - No School  
 Oct. 12 - AHS Conferences  
 Oct. 13 - Conferences, **AHS** Early Release  
 Oct. 19 - BBES Conferences  
 Oct. 20 - Conference, **BBES** Early Release  
 Oct. 26 - WES Conferences  
 Oct. 27 - Conferences, **WES** Early Release

**November (18)**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov. 1 - Teacher Inservice - No School  
 Nov. 2 - AMS Conferences  
 Nov. 3 - Conferences, **AMS** Early Release  
 Nov. 10 - Veterans' Day Observed - No School  
 Nov. 22 - Early Release Day  
 Nov. 23 & 24 - Thanksgiving - No School

**December (16)**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec. 6 - Inservice/Early Release Day  
 Dec. 25 - Holiday Vacation Begins

**January (21)**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan. 1 - New Year's Day - No School  
 Jan. 11 - Inservice/Early Release Day  
 Jan. 15 - Martin Luther King, Jr. Day - No School

**February (16)**

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

Feb. 19 - Winter Vacation Begins  
 Feb. 16 - Inservice/Early Release Day

**March (21)**

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	***29

Mar. 19 - Inservice/Early Release Day

**April (17)**

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 15 - Spring Vacation Begins

**May (22)**

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 22 - Inservice/Early Release Day  
 May 27 - Memorial Day - No School

**June (12)**

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19		

June 18 - Tentative Last Day of School (PreK-11) - Early Release Day (includes 5 Snow Days)  
 June 19 - Juneteenth - No School

2023-2024 School Year  
**Total 185 Days**

\*Rosh Hashanah begins at sundown on September 15th - School in session  
 \*\*Yom Kippur begins at sundown on September 24th - School in session  
 \*\*\*Good Friday is on March 29th - School in session

<u>School Hours</u>	<u>Early Release Hours</u>	<u>Early Release Days</u>
AEEP - 8:20-10:55, 11:35-2:10 BBES - 9:00-3:05 WES - 8:40-2:45 AMS - 7:50-2:22 AHS - 7:25-1:57	AEEP - 8:20-10:55, No PM Session BBES - 9:00-12:00 WES - 8:40-11:40 AMS - 7:50-11:10 AHS - 7:25-10:46	Sept. 21      Oct. 3      Oct. 13 - AHS Oct. 20 - BBES    Oct. 27 - WES    Nov. 3 - AMS Dec. 6      Jan. 11      Feb. 16 Mar. 19      May 22      Last Day
<u>Teacher Conferences</u>	<u>Open Houses</u>	<u>Progress Reported in ASPEN</u>
AEEP - 1/23 11:30am-2pm, 1/24 5-7pm BBES - 10/19 5-7pm, 10/20 1-3pm WES - 10/26 5-7pm, 10/27 1-3pm AMS - 11/2 5-7pm, 11/3 12:05-2:35pm AHS - 10/12 6:30-8:30pm, 10/13 11:30-2:00pm	BBES - 8/28 3-5pm WES - 8/28 4-6pm AMS 5 & 6 - 8/28 5-7pm AMS 7 & 8 - 9/6 5-7pm AHS - 9/7 6:30-8:30pm	BBES & WES - 12/8, 3/15, TBA AMS - 10/20, 12/8, 2/2, 3/22, 5/10, TBA AHS - 10/6, 11/9, 12/15, 1/26, 3/8, 4/12, 5/17, TBA
		<u>Other Important Dates</u>
		AHS Grade 8 Family Info Night 10/19 - 6:30-7:30pm AHS Graduation - June 1, 2024

**ABINGTON PUBLIC SCHOOLS**  
**2023-2024**  
**SCHOOL CALENDAR**

Aug. 16 - New Teacher Orientation  
Aug. 28 - Teachers' Meetings  
Aug. 29 - Professional Development for Staff  
Aug. 30 - Grades 1-12 Report  
Aug. 30 & 31 AEEP/Kindergarten Orientation  
Sept. 1 - No School  
Sept. 4 - Labor Day - No School  
Sept. 5 - AEEP/Kindergarten Begins  
Sept. 22 - Inservice/Early Release Day  
Oct. 3 - Inservice/Early Release Day  
Oct. 9 - Columbus Day - No School  
Oct. 12 - AHS Conferences  
Oct. 13 - Conferences, AHS Early Release  
Oct. 19 - BBES Conferences  
Oct. 20 - Conferences, BBES Early Release  
Oct. 26 - WES Conferences  
Oct. 27 - Conferences, WES Early Release  
Nov. 1 - Teacher Inservice - No School  
Nov. 2 - AMS Conferences  
Nov. 3 - Conferences, AMS Early Release  
Nov. 10 - Veterans' Day Observed - No School  
Nov. 22 - Early Release Day  
Nov. 23 & 24 - Thanksgiving - No School  
Dec. 6 - Inservice/Early Release Day  
Dec. 25 - Holiday Vacation Begins  
Jan. 1 - New Year's Day - No School  
Jan. 11 - Inservice/Early Release Day  
Jan. 15 - Dr. Martin Luther King, Jr. Day - No School  
Feb. 19 - Winter Vacation Begins  
Feb. 16 - Inservice/Early Release Day  
Mar. 19 - Inservice/Early Release Day  
April 15 - Spring Vacation Begins  
May 22 - Inservice/Early Release Day  
May 27 - Memorial Day - No School  
June 18 - Tentative Last Day of School (Grades AEEP-11) - Early Release Day  
June 19 - Juneteenth - No School

**Total 185 Days**            *Includes 5 Snow Days*

**2023-2024 School Year**

**ABINGTON MIDDLE SCHOOL**  
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To: Peter Schafer, Supt of Schools  
From: Matthew MacCurtain, Principal  
CC: Jessica Sullivan  
Date: 6/12/2023  
Re: AMS Handbook Changes

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Peter,

The AMS School Council is recommending the following change to the dress code. This is the only substantive change to the AMS Student Handbook.

***CURRENT LANGUAGE:***

**Dress Code**

Abington Middle School takes great pride in the appearance and behavior of its students. Our school dress code is governed by health, safety, and the protection of school property. All students are expected to come to school dressed neatly, cleanly, appropriately and modestly.

Standards of dress for students shall comply with the following:

1. Clothing shall not be provocative, distracting, obscene or hazardous. Any apparel that makes reference to violence, drugs, alcohol, sex or profanity is not considered appropriate school attire.
2. Bare midriffs, see-through garments, halter tops, spaghetti straps, low-cut blouses, tube tops, bathing suits, pajamas, pajama pants or slippers are not to be worn to school.
3. Shorts and skirts must be equal in length or longer than the end of the student's fingers when their arms are held loosely by their side.
4. Students are allowed to wear hats in the school building during school hours.
5. Students are not allowed to wear outerwear within the building during school hours. Coats and jackets are not to be worn during the school day. Sweatshirts, sweaters, fleece tops and blazers are permitted. **ALL JACKETS, AND COATS NEED TO REMAIN IN THE STUDENT'S LOCKER.**

The Abington Public School System is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. The contents of all Abington Public Schools publications are available upon request in languages other than English.

## **RECOMMENDED DRESS CODE LANGUAGE**

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements above. Examples of such clothing may include messages advocating violence, gangs, weapons, alcohol, drugs, illegal behavior or expressing hate speech, vulgarity, and/or slurs or derogatory images of individuals based upon sex, gender, religion, race, ethnicity, disability, sexual orientation, and/ or protected status. This Dress Code shall not be enforced to the extent that it conflicts with religious observance or a documented medical condition.

**ABINGTON EARLY EDUCATION PROGRAM**  
**SCHOOL IMPROVEMENT PLAN**  
**2023-2024**

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## **Abington Early Education Program School Council Members**

Chairperson: Annie Robinson, Abington Early Education Program Director

Staff Representatives: Susan Keady, Kacie Griggs (Year 1)

Parent Representative: Sarah Gagliard, Jessica Murphy, Secretary (Year 1)

School Committee Representative to AEEP: Julie Groom

**The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community.**

***District Guiding Principles:***

We believe in...

- o making decisions in the best interests of students.
- o supporting all students in achieving success.
- o fostering the physical, intellectual, technological, social, emotional, and artistic development of our students.
- o creating a safe, tolerant, supportive, organized, and equitable learning environment.
- o providing challenging educational experiences that build character.
- o developing self-discipline and personal responsibility.
- o promoting creativity, problem solving, effective communication, and critical thinking skills.
- o cultivating the educational partnership among home, school, and community.
- o nurturing a culture of collaboration, collegiality, and mutual respect.
- o encouraging staff initiative and innovation.
- o implementing professional development that is essential for effective instruction and improved student learning.
- o reviewing and updating curriculum, instruction, and assessment in a regular cycle.
- o recognizing that effective and appropriate technology is essential for teaching and learning.
- o inspiring all students to become life-long learners.

## **Summary of Previous Goals:**

### **Goal 1: Continue to identify and implement developmentally appropriate curricular materials and activities to differentiate instruction between the preschool and prekindergarten levels**

- Reviewed Guidelines for Preschool Learning Experiences
- Identified current thematic units and mapped standards
- Professional development inservice with Director of Curriculum, Instruction and Assessment
- Selected Prime standards for AEEP
- Technology Specialist in classrooms weekly to support use of new technology

### **Goal 2: Continue to expand the opportunities afforded by the co-located preschool, middle school, and high school at 201 Gliniewicz Way**

- Reinstated the high school intern program- to support 12 students
- Attended dress rehearsals for AHS holiday concert
- Utilize high school gymnasium to support gross motor development
- High school students volunteer during gym time as schedules allow
- Use of field facilities for end of year celebrations

### **Goal 3: Provide ongoing opportunities to teach and reinforce good citizenship, social skills, resilience, core values**

- Social Work intern 2-3 days/week to support children and families
- Daily explicit instruction with a focus on social skills development

#### **Goal 4: Strengthen parent and community involvement and engagement**

- Monthly newsletters shared with all families
- AEEP Facebook page with photos of daily life at AEEP
- Family end of year celebrations
- Ongoing communication between classroom teachers, related service providers and home
- Ongoing outreach/consultation to private preschools
- Ongoing coordination of services with early intervention providers
- Monthly librarian visits from Abington Public Library

## **AEEP School Improvement Goals 2023-2024**

<b>Goal 1</b>	Investigate and pilot thematic units of study utilizing developmentally appropriate, evidence based curricular materials and activities integrating available technology into daily instructional practice with consistency across classrooms
<b>Goal 2</b>	Maximize the opportunities and resources afforded by the co-located preschool, middle school and high school at 201 Gliniewicz Way and strengthen parent and community engagement
<b>Goal 3</b>	Explore opportunities for early education accreditation
<b>Goal 4</b>	Monitor and improve safety of physical environment and processes - pick up/drop off; parking

**ABINGTON EARLY EDUCATION PROGRAM: SCHOOL IMPROVEMENT GOAL #1**

**GOAL #1:** Investigate and pilot thematic units of study utilizing developmentally appropriate, evidence based curricular materials and activities integrating available technology into daily instructional practice with consistency across classrooms (*District Goals: Teaching and Learning; Technology*)

<b>Activity/Professional Development</b>	<b>Responsible Party</b>	<b>Indicator of Accomplishment</b>	<b>Anticipated Date of Completion</b>
1. Identify two thematic units with AEEP Prime standards related to each unit	AEEP Director Professional Staff	*Curriculum Template initiated	November 2023
2. Develop activities/ identify vocabulary (math, ela, motor, social) with identified standards	AEEP Director Professional Staff	*Curriculum Template complete	February 2024
3. Identify/implement/trial progress monitoring tool	AEEP Director Professional Staff	*Specified tool; *Data collection form start/end of unit for trial	March /April 2024
4. Pilot first units across partnered classrooms	AEEP Professional Staff	*Partnered classrooms implement month long thematic units	March/April 2024
5. Identify available technology resources relative to each unit; low to high tech	AEEP Professional Staff Technology Specialist	*Creation of live list in AEEP Sharepoint	Ongoing

**ABINGTON EARLY EDUCATION PROGRAM: SCHOOL IMPROVEMENT GOAL #2**

**GOAL #2: Maximize the opportunities and resources afforded by the co-located preschool, middle school and high school at 201 Gliniewicz Way and strengthen parent and community engagement (*District Goal: Community Support*)**

<b>Activity/Professional Development</b>	<b>Responsible Party</b>	<b>Indicator of Accomplishment</b>	<b>Anticipated Date of Completion</b>
1. Parent Engagement Survey A. Create	AEEP School Council	*Survey (family contacts, volunteer opportunities)	October 2023
B. Survey Distribution	AEEP Administrative Assistant	*Survey Disseminated to all families (Online; Hard Copy; multiple languages)	November 2023
C. Survey Results- analysis	AEEP School Council	*Database of interested adults *Opportunities identified	December 2023
2. Caregiver Volunteer program	AEEP Director Professional Staff AEEP Administrative Assistant	*Create/Share letter with families regarding: volunteer opportunities Identify volunteer prerequisites *Initiate volunteers	February 2024
3. Expand High School intern program	AEEP Director Professional staff AMS/AHS staff	*Consultation with Karin Daisy, AHS *List of potential projects/activities *Develop “contract” highlighting expectations and responsibilities	Ongoing

**ABINGTON EARLY EDUCATION PROGRAM: SCHOOL IMPROVEMENT GOAL #3**

**GOAL #3: Explore opportunities for early education accreditation (*District Goal: Teaching and Learning*)**

<b>Activity/Professional Development</b>	<b>Responsible Party</b>	<b>Indicator of Accomplishment</b>	<b>Anticipated Date of Completion</b>
1. Explore NAEYC accreditation process (National Association for the Education of Young Children)	AEEP Director AEEP Professional Staff	*Connect with site manager NAEYC *Review of process staff meeting	October 2023
2. Building based self-assessment	AEEP Professional Staff	*Completed/submitted self-assessment	May 2024
3. Determine next steps	AEEP Director Director Curriculum, Instruction and Assessment	*Consultation with NAEYC site manager	Ongoing



**ABINGTON EARLY EDUCATION PROGRAM: SCHOOL IMPROVEMENT GOAL #4**

**GOAL #4: Monitor and improve safety of physical environment and processes - pick up/drop off; parking (District Goal; Facilities)**

<b>Activity/Professional Development</b>	<b>Person Responsible</b>	<b>Indicator of Accomplishment</b>	<b>Anticipated Date of Completion</b>
1. Safety around parking lot *Increased police presence *AEEP staff present at sidewalk for pick up/drop off *Crosswalk- crossing guard volunteer (include in survey) *Communication with Families regarding parking/drop off protocol	AEEP Director School Resource Officers AEEP Staff	*Schedule of SRO presence *Identified staff schedule *Analysis of survey question related to safety *Identify potential volunteer opportunity *Newsletter; Constant Contact	Ongoing
2. Investigate options for pick-up/drop-off *Informal survey neighboring districts *improve/share protocol *Investigate drive thru drop off/pick up *Van pick up/drop off	AEEP Director AEEP Professional Staff AEEP School Council	*Create flow chart: current practice, neighboring district practice, options	June 2024
3. Investigate area for hard top play	AEEP Director AEEP staff Maintenance Manager	*Create list of options for hard top play-location(s), fencing options	June 2024

## PRIME Standards AEEP ENGLISH LANGUAGE ARTS

- READING LITERATURE (RL) (reading informational text similar)
  - RL PK 1 ask/answer questions about story/poem read aloud
  - RL PK 7 make predictions about what happens next after exam/discuss illustration
  - RL PK 10 Listen actively as an individual and as member of a group to lit read aloud
- READING FOUNDATIONAL SKILLS (RF)
  - Print concepts
    - F PK 1 dem understanding of print/written text: books, words, letters, alphabet
  - Phonological Awareness
    - F PK 3 Dem beg understanding of phonics and word analysis skills
      - Link initial sound/corresponding letter, recognize name/common labels and signs
- WRITING (W)
  - W PK 3 use comb of dictating/drawing to tell a story
  - W PK 6 recognize that digital tools are used for communication- use to convey messages in pictures/words
- SPEAKING AND LISTENING
  - SL PK 1 participate in collab conv with partners during daily routines/play (interacting in a group, conv multiple exchanges)
  - SL PK 3 ask and answer ?s to seek help, get info, clarification
  - SL PK6 speak audibly and express thoughts, feelings, ideas

## PRIME Standards AEEP MATHEMATICS

- COUNTING AND COORDINALITY
  - CC PK2 recognize and name written numerals 0-10
  - CC PK4 count many obj/actions up to 10 recognizing one more/less, 1:1, accurately count as many as 7 in scattered configuration
  - CC PK 5 use comparative language more/less, = to compare/ describe groups of obj
- OPERATIONS AND ALGEBRAIC THINKING
  - OA PK 1 concrete obj to model+/- problems up to 5
- MEASUREMENT AND DATA
  - MD PK 3 sort, categorize, classify by >1 attribute
- GEOMETRY
  - G PK 1 identify rel positions of obj in space w/approp language
  - G PK 2 identify 2d shapes w/approp language
  - G PK3 create/represent 3d shapes with various materials/manipulatives

# **Beaver Brook Elementary School:**

*School Improvement Plan*  
2023-2024

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**Beaver Brook Elementary School (BBES)**  
**School Council Members 2022-2023**

Co-Chairs:	Julie Thompson – Principal Melanie Savicke– Assistant Principal
Parent Representatives:	Kristi Ericson Katie Cox Brooke Woodford
Staff Representatives:	Kelly DeSantes, Grade 1 Rebecca Pulkinen, Wellness Adrienne Whalen, Reading Specialist
Community Representative:	NA
School Committee Representative:	Heidi Hernandez, Abington School Committee

## Mission Statement

The mission of the Abington Public Schools is to provide all students with relevant, challenging educational experiences to prepare them to be engaged, responsible citizens and members of the global community.

### District Guiding Beliefs:

We believe in:

- ❖ making decisions in the best interests of students.
- ❖ supporting all students in achieving success.
- ❖ fostering the physical, intellectual, technological, social, emotional, and artistic development of our students.
- ❖ creating a safe, tolerant, supportive, organized, and equitable learning environment.
- ❖ providing challenging educational experiences that build character.
- ❖ developing self-discipline and personal responsibility.
- ❖ promoting creativity, problem solving, effective communication, and critical thinking skills.
- ❖ cultivating the educational partnership among home, school, and community.
- ❖ nurturing a culture of collaboration, collegiality, and mutual respect.
- ❖ encouraging staff initiative and innovation.
- ❖ implementing professional development that is essential for effective instruction and improved student learning.
- ❖ reviewing and updating curriculum, instruction, and assessment in a regular cycle.
- ❖ recognizing that effective and appropriate technology is essential for teaching and learning.
- ❖ inspiring all students to become life-long learners.

## **District Goals and Objectives:**

### **Teaching and Learning**

#### **1 To improve student performance through curriculum, instruction, and assessment.**

- 1.1 Provide rigorous and relevant curriculum and instruction in an optimal learning environment.
- 1.2 Analyze student performance data from a variety of sources to make informed decisions.
- 1.3 Commit time and resources for meaningful collaboration and high-quality professional development.

### **Technology**

#### **2 To maximize opportunities provided by technology to transform teaching and learning.**

- 2.1 Provide all staff and students access to current hardware and software, achieving a one-to one computing ratio.
- 2.2 Develop technology literacy curriculum for all students.
- 2.3 Continue to provide professional development in instructional technology.
- 2.4 Provide appropriate instructional technology support.
- 2.5 Commit to a regular plan to evaluate, consider, and acquire emerging technology.

### **Finance and District Operations**

#### **3 To obtain and responsibly manage equitable, predictable, and sustainable funding for educational programs, facilities, and operations.**

- 3.1 Collaborate with the community, local, state, and federal officials to obtain sustainable and predictable financial support.
- 3.2 Provide transparency and encourage community participation in the budgetary process.
- 3.3 Plan and secure funding through traditional and alternative sources, in order to provide state-of-the-art facilities, infrastructure, technology, and other capital projects.
- 3.4 Provide relevant professional development in the area of technology to maximize data management and business continuity.

### **Facilities**

#### **4 To provide state-of-the-art facilities.**

- 4.1 Secure the necessary votes to support the renovation, expansion, and /or construction of school facilities.
- 4.2 Present required Massachusetts School Building Authority (MSBA) applications and have them accepted and funded.
- 4.3 Begin work on MSBA and town funded projects as soon as possible.
- 4.4 Continue to avail ourselves of alternative funding sources for maintenance and upgrades to school facilities.

### **Community Support**

#### **5 To generate strong community support for the school district.**

- 5.1 Create and implement a plan to effectively communicate the achievements of the students and staff of the Abington Public Schools.
- 5.2 Increase family and community participation in the educational process and the life of the schools.
- 5.3 Broaden our students' awareness of their responsibility to participate in their community.
- 5.4 Build strong community support for education through the approval of the annual budget and special budget requests at town meeting.



## Summary of 2022-2023 Goals:

- **Goal # 1: Improve reading proficiency of all students**
  - New phonics resources implemented for all students in grades K-2
  - Kindergarten and Grade 1 teachers continue to implement Heggerty Phonemic Awareness program
  - Teachers continue to implement reader's workshop as a literacy structure
  - "Jump start" caseload of reading interventions put in place immediately following September DIBELS assessment.
  - Reading intervention provided to students through the SST (Student Support Team) process
  - WIN model allows for individualized instruction twice per week with grade level teachers
  
- **Goal # 2: Improve supports and outcomes for students with disabilities as well as English Learners**
  - Implemented a foundational EL classroom for grade 1 and 2 EL newcomers to provide comprehensive language services
  - ELE Department held a family meet and greet at Beaver Brook allowing for families to learn about our school, ask questions, and socialize.
  - Orton-Gillingham reading program training/implementation by Special Educators to provide a multi-sensory approach to reading instruction to help students connect language with letters and words
  - Special Education model at BBES adjusted to support all students with disabilities in their least restrictive environment
  - All teachers received professional development focused on strategies to best support EL students.

- **Goal # 3: Increase family engagement in student learning experiences**
  - Beaver Brook Broadcaster sent to families on weekly basis with content and links translated and posted on the APS website
  - Teachers continue to use platforms such as Remind, Talking Points, Classroom Dojo, email, phone calls and meetings to continue collaboration with families
  - Beaver Brook staff planned and held several events through this school year providing opportunities for families to visit our school and interact with each other and/or Beaver Brook staff members.
    - Open House
    - Parent Teacher Conferences
    - Family Math Night
    - Pirate Literacy Night
    - Kindergarten Veteran's Day Event
    - Grade 1 Spring Show
    - Grade 2 Vocabulary Parade and Celebration
    - Volunteer Classroom Readers
  - In collaboration with the PTO, several events and activities were held during the year focused on increasing opportunities for families to participate in student experiences at BBES
    - Kindergarten popsicle party
    - Bowling night
    - Booster Fun Run
    - Providence Bruins
    - Special Someone Dance
    - Boo Bash
    - Holiday shop
    - Thanksgiving and Holiday Drives

# BBES 2023-2024 School Improvement Plan

The Beaver Brook Elementary School (BBES) School Council is a representative building-based group that meets regularly to discuss important issues related to the overall needs of BBES. In addition to monitoring all factors related to the educational needs of children and reviewing the school's annual budget, the School Council is responsible for the development of the BBES School Improvement Plan. The School Improvement Plan is an annual document that outlines the most pressing needs of the school community. All goals/action steps, although specific to the Beaver Brook Elementary School, are consistent with the vision, mission, goals, and objectives of Abington Public School District's Strategic Plan. This year, the BBES School Council has identified the following goals as primary areas of focus for the 2023-2024 school year:

<b>Goal # 1</b>	Improve writing proficiency of all students
<b>Goal # 2</b>	Improve supports and outcomes for students' social emotional needs
<b>Goal # 3</b>	Increase opportunities for all families to engage in school community

## Beaver Brook Elementary School Improvement Goal #1

<b>Goal #1</b>	Improve writing proficiency of all students
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<b>Activity and/or Professional Development</b>	<b>Person(s) Responsible</b>	<b>Indicator of Accomplishment</b>	<b>Expected Completion Date</b>
1. Prioritize writing instruction and opportunities for writing for all students	Principal/Assistant Principal, Director of Curriculum, Instruction, and Assessment, Educators, Support Staff	<ul style="list-style-type: none"> <li>• Dedicate professional development time to MA ELA/Writing Standards</li> <li>• Staff to collaborate on grade level writing expectations and rubric</li> <li>• Implement benchmark writing prompts Fall, Winter, Spring</li> <li>• Writing across content areas is implemented following recommended model (delivery method, minutes per day, etc.)</li> </ul>	Ongoing

## Beaver Brook Elementary School Improvement Goal #2

<b>Goal #2</b>	Improve supports and outcomes for students' social emotional needs.		
Activity and/or Professional Development	Person(s) Responsible	Indicator of Accomplishment	Expected Completion Date
1. Prioritize social emotional needs of all students.	Director of Student Services, Principal/ Assistant Principal, Special Education Team Chair, Educators	<ul style="list-style-type: none"> <li>• Hire full time School Adjustment Counselor</li> <li>• Create opportunities for collaboration between educators and SAC</li> <li>• Create Second Step pacing guide for each grade level</li> <li>• Streamline and update processes of Mental Health Committee</li> </ul>	Ongoing

## Beaver Brook Elementary School Improvement Goal #3

<b>Goal #3</b>	Increase opportunities for all families to engage in the school community		
Activity and/or Professional Development	Person(s) Responsible	Indicator of Accomplishment	Expected Completion Date
1. Increase family engagement opportunities	Principal/Assistant Principal, Educators	<ul style="list-style-type: none"> <li>• Increase interactivity of all educators at Open House</li> <li>• Implement Welcome to Kindergarten event for parents</li> <li>• Host school wide curriculum nights</li> <li>• Host ELE Department Meet and Greet</li> <li>• Collaboration with PTO on in-school and after-school events/activities/fundraisers</li> </ul>	Ongoing

## Appendix

### Acronyms/Definitions

**BBES** – Beaver Brook Elementary School

**Class DoJo, Remind** – phone and computer applications for communication between home and school using text and or photo/video

**CPT** – Common Planning Time

**DESE** – Massachusetts Department of Elementary and Secondary Education

**DIBELS** – Dynamic Indicators of Basic Early Literacy Skills is a set of procedures and measures for assessing the acquisition of literacy skills.

**ELE** – English Learner Education

**EL** – English Learner

**ESL** – English as a Second Language

**PD** – Professional Development

**PTO** – Parent Teacher Organization

**RtI** – Response to Intervention

**SAC** – School Adjustment Counselor

**SEI** – Sheltered English Immersion is an approach to teaching academic content in English to ELs. Generally, but not always, ELs are in the same classrooms as native English-speaking students.

**SEL** – Social and Emotional Learning (SEL) is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions

**SST** – Student Support Team- educator team who review student academic, social, emotional, or behavior challenges then assist with intervention options

**SY** – School Year

**WIN** – What I Need (WIN) is a universal intervention period for all students in each grade level. Students are mixed between 3 or 4 classrooms based on their academic needs/strengths in reading and math to receive targeted instruction 2x per week for 30-minutes



# Germany, Switzerland, Italy: Munich to Milan Adventure

**Grand Classroom is a full-service educational travel provider offering teacher-led student trips to national parks, historic U.S. cities, and international destinations.**

**Inclusions:**

- Round trip airfare and all on-trip transportation
- 24/7 Specialty Local Grand Classroom Guides
- All meals including lunches
- All lodging and accommodations
- 3-4 student occupancy in rooms
- All activity fees on final itinerary
- 24/7 Emergency support
- Third Party vendor gratuities
  - Additional Grand Classroom guide tips optional
- Expert tour planning
- Promotional materials
- Medical, dental, and liability insurance
- Customized private tour - opportunity to develop itinerary to meet the travel goals of the school
- Personalized web page for registration, payments, and paperwork management
- Full accounting services with custom payment schedule options for all families
- On-Call Grand Classroom Travel Consultant and Experiential Education Specialist for all meetings and teacher support

**Proposal created by Gregg Wachtelhausen - 5/18/23**

**School: Abington High School**

**Destination: Munich to Milan Adventure**

**Travel Dates: February Vacation 2024**

**Pricing: \$4,052**

**Based on 25 students**

**Chaperone Ratio: 7:1**

**7 Day All-Inclusive Adventure**

**\$99 deposit holds a seat and individualized payment plans are available**

**Tour Director: Karin Daisy**

**Optional Travel Refund Program (TRP) Protections:  
TRP+ = 19%      TRP = 9%**

**See Grand Classroom Terms and Conditions for details**

**Departure Day**

- Depart from Boston on overnight flight to Munich Germany

**Day 1**

- Meet Grand Classroom guide at baggage claim
- Proceed to hotel to settle with a trip briefing with your guide
- Explore the sites of historic Munich with your guide based on arrival time
- Overnight at hotel

**Day 2**

- Guided tour of Dachau Concentration Camp - one of the first camps opened by the Nazis
- Explore Munich Olympic Park
- Visit BMW World to see exhibits on European transportation history
- Enjoy an authentic German meal in central Munich
- Overnight in hotel

**Day 3**

- Visit and explore the amazing Neuschwanstein Castle
- Travel to Lucerne with a stop in Liechtenstein's Capital Vaduz for sightseeing
- Evening arrival in Lucerne, Switzerland
- Overnight in hotel

**Day 4**

- Spend the morning touring central Lucerne and sample Swiss chocolates and cheeses
- Visit picturesque Lauterbrunnen
- Take the mountain railway to Jungfraoch to the top of Europe in the Swiss Alps
- Enjoy an authentic Swiss dinner in Lucerne
- Overnight at hotel

**Day 5**

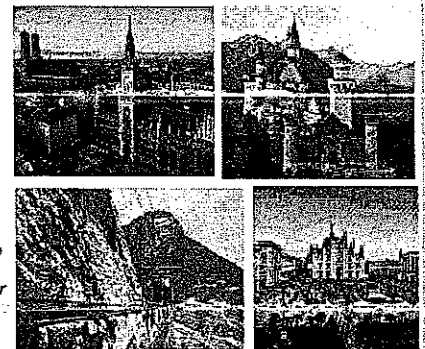
- Travel to Milan, Italy
- Stop at the world famous San Siro for a stadium tour - home of Inter & AC Milan
- Evening sightseeing as arrival time allows
- Overnight in hotel

**Day 6**

- Spend the day exploring Milan with your guides
- See Castello Sforzesco, Il Duomo, Teatro alla Scala, the Fashion District, and Santa Maria delle Grazie
- Visit the Da Vinci Science Museum
- Authentic and local dinner in Milan
- Overnight in hotel

**Day 7**

- Morning in Milan as time allows
- Travel to airport and say goodbye to your Grand Classroom guide
- Travel back to Boston



Please check applicable field trip:

- Day Trip
- Extended Day Trip
- Overnight Trip
- International

ABINGTON PUBLIC SCHOOLS

Field Trip Plan Sheet  
Grades PreK-12

(Should be submitted at least four (4) weeks in advance)

Teacher(s) Karin Dawy / Presby Mahana Grade/Course and Section 11-12

Destination Germany - Switzerland - Italy

Date \_\_\_\_\_ Time Leaving February Vacation Date Returning 2024

Contact Person/Staff-in-Charge Karin Dawy Telephone ATH

No. Students in class 20-30 No. Students going 20-30  
(Published list to faculty one week in advance and revised list on day of field trip)

Estimated costs per student \$4100 Ratio of students/chaperones 7:1

Provisions for students not attending N/A

Please check the boxes upon completion:

- Current CORI on file for all chaperones
- Emergency Contacts
- Field Trip Consent Form & Release from Liability (Adult Student)
- Permission Slip and Medical Release
- Field Trip Consent Form & Release from Liability & Indemnity Agreement (Parent/Guardian)

Fundraising: Yes  No \_\_\_\_\_ If yes, explain Candle sales / Hilliards choc / Raffle

Potential hazards/safeguards travel

Educational Objective(s) To teach students beyond the classroom, broaden culture, enrich knowledge & encourage independence  
Methodology/Integration with Curriculum \_\_\_\_\_

Preparation meetings, applications, parent meetings, fundraisers

Follow-up present to next year's travelers

Components and Procedures of the Field Trip to be considered, but not limited to, (check if applicable):  
Provide Documentation, if appropriate:

- Accommodations
- Travel Plan/Itinerary
- Driving Record Request Form
- Transportation
- Overnight and/or International Field Trip Medical Information Form
- Liability Insurance
- Cancellation/Trip Insurance

Approved [Signature] Date 5/19/23  
Principal

One copy to the Building Principal  
 One copy to the Office of the Superintendent  
 One copy to the School Nurse  
 One copy to the Director of Food Services  
 One copy to the Abington School Committee (if applicable)

Approved: [Signature] Date: 6/9/23  
 Superintendent of Schools (If applicable)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Committee (If applicable)





**Powers &  
Sullivan, LLC**  
CPAs AND ADVISORS

**TOWN OF ABINGTON, MASSACHUSETTS**

**REPORT ON APPLYING AGREED-UPON  
PROCEDURES OVER COMPLIANCE APPLICABLE  
TO MASSACHUSETTS SCHOOL DISTRICTS'  
END-OF-YEAR FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2022**

**TOWN OF ABINGTON, MASSACHUSETTS**  
**REPORT ON APPLYING AGREED-UPON PROCEDURES**  
**OVER COMPLIANCE APPLICABLE TO**  
**MASSACHUSETTS SCHOOL DISTRICTS'**  
**END-OF-YEAR FINANCIAL REPORT**  
**YEAR ENDED JUNE 30, 2022**

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**INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES OVER COMPLIANCE APPLICABLE TO MASSACHUSETTS SCHOOL DISTRICTS' END-OF-YEAR FINANCIAL REPORT**

To the Honorable Board of Selectmen  
and the School Committee  
Town of Abington, Massachusetts

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts to the End-of-Year Financial Report prepared by the Town of Abington, Massachusetts (Town) for the year ended June 30, 2022. We performed these procedures solely to assist the Town and the DESE in evaluating the Town's assertion that it has complied with the DESE requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. The School District's management is responsible for preparing the End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report.

Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

No instances of noncompliance with the agreed-upon procedures were noted.

We were not engaged to and did not perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Town and the DESE and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

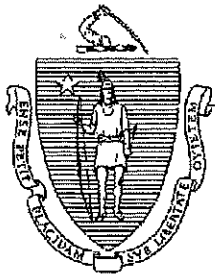
*Powers & Sullivan, LLC*

May 3, 2023



**Dates for School Committee Meetings for the 2023-2024 SY**  
**Tuesday Evenings @ 7:00 p.m.**

- *August 29, 2023*
- September 26, 2023
- October 24, 2023
- November 28, 2023
- January 9, 2024
- January 30, 2024
- February 27, 2024
- March 26, 2024
- April 23, 2024
- May 28, 2024
- June 18, 2024



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

April 28, 2023

Dr. Theresa Craig, Executive Director  
READS Collaborative  
105 East Grove Avenue  
Middleborough, MA 02346

Re: READS Collaborative – Amended Collaborative Agreement

Dear Dr. Craig:

The READS Collaborative Board of Directors submitted a request to amend their Collaborative Agreement (Agreement) in accordance with M.G.L. c. 40, 4E and corresponding regulations 603 CMR 50.00.

The proposed amendment was reviewed in its entirety by the Massachusetts Department of Elementary and Secondary Education (Department) and it was found to be consistent with Department guidelines, the education collaborative statute, and regulations.

On behalf of the Massachusetts Board of Elementary and Secondary Education, I am pleased to inform you that I have approved the Agreement, as amended. Effective July 1, 2023, this Agreement will replace the March 2014 Agreement. The amendment primarily updates language in the Governance and Financial sections, including but not limited to member rights and responsibilities, updates the assessment of non-member surcharges, and clarifies of the uses of surplus funds.

The membership of the READS Collaborative will continue to consist of the following member school committees: Abington Public Schools, Acushnet Public Schools, Berkley Public Schools, Bridgewater-Raynham Regional School District, Bristol-Plymouth Regional Technical School District, Carver Public Schools, Dighton-Rehoboth Regional School District, East Bridgewater Public Schools, Freetown-Lakeville Regional School District, Marion Public Schools, Mattapoisett Public Schools, Middleborough Public Schools, Norton Public Schools, Rochester Public Schools, Somerset Public Schools, Somerset-Berkley Regional School District, Taunton Public Schools, and West Bridgewater Public Schools.

Please distribute this Agreement to the READS Board of Directors and ask that they share the document with their appointing school committees. As a reminder, M.G.L. c. 40, § 4E, and 603 CMR 50.00 require that members of collaborative boards of directors provide information and updates on the activities of the collaborative to the member's appointing school committee or charter school board at an open meeting, at least on a quarterly basis.

Should you have any questions, please email the education collaborative team, at [educationcollaborativeteam@mass.gov](mailto:educationcollaborativeteam@mass.gov).

Sincerely,

Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education



## READS Collaborative

105 East Grove St., Middleboro, MA 02346

### REGIONAL EDUCATIONAL ASSESSMENT AND DIAGNOSTIC SERVICES (READS) COLLABORATIVE AGREEMENT

Pursuant to *M.G.L. c. 40, § 4E*.

#### PREAMBLE / AUTHORIZATION

This document constitutes the Collaborative Agreement (herein, "Agreement") of the Regional Educational Assessment and Diagnostic Services (READS) Collaborative (herein, "the Collaborative"), established pursuant to the provisions of Chapter 40, Section 4E of the General Laws of the Commonwealth of Massachusetts and acts or amendments thereof as they may from time to time be enacted by the legislature, and 603 CMR 50.00. This Agreement shall be effective upon approval by the Massachusetts Board of Elementary and Secondary Education (hereinafter "BESE").

This Agreement replaces the original Agreement dated December 15, 1987, as most recently amended on March 20, 2014, entered into by and between the school committees listed in Section I (herein, the "Member Districts") and will be effective upon the approval of the Member Districts and the BESE as indicated on the signatory page.

#### SECTION I: MEMBERSHIP

The membership of READS Collaborative, as of the effective date of this Agreement, includes the school committees from the following districts (hereinafter "Member Districts"), as indicated by the signatures of the chairs of the school committees:

1. School Committee for the Abington Public Schools
2. School Committee for the Acushnet Public Schools
3. School Committee for the Berkley Public Schools
4. School Committee for the Bridgewater-Raynham Regional School District
5. School Committee for the Bristol-Plymouth Regional Technical School District
6. School Committee for the Carver Public Schools
7. School Committee for the Dighton-Rehoboth Regional School District
8. School Committee for the East Bridgewater Public Schools
9. School Committee for the Freetown-Lakeville Regional School District
10. School Committee for the Marion Public Schools
11. School Committee for the Mattapoisett Public Schools
12. School Committee for the Middleborough Public Schools
13. School Committee for the Norton Public Schools
14. School Committee for the Rochester Public Schools
15. School Committee for the Somerset Public Schools
16. School Committee for the Somerset-Berkley Regional School District
17. School Committee for the Taunton Public Schools
18. School Committee for the West Bridgewater Public Schools

## **SECTION II: MISSION, OBJECTIVES, FOCUS, AND PURPOSES**

***READS Collaborative is focused on the mission to provide high quality, cost-effective educational programs and services for all students to prepare them for higher education or a career.***

The purpose of READS Collaborative is to complement the educational programs of local school districts and to respond to additional needs of Member Districts as determined by the Board of Directors (herein, "the Board"). Such programs and/or services maximize cost efficiency and program effectiveness through a Collaborative effort. Notwithstanding any other provision of these articles, the Collaborative is organized exclusively for education purposes, as specified in Section 501(c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by an entity exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code. No substantial part of the activities of the Collaborative shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office. The focus of READS Collaborative is to provide quality services that improve the lives and futures of children with disabilities as a collaboration with Member Districts.

The overall objectives of READS Collaborative are:

1. to complement the educational programs and services of districts in the least restrictive environment in a cost-effective manner;
2. to improve the growth of students in academics, social-emotional skills, communication and well-being;
3. to provide a range of diagnostic and educational assessments for students from districts in the southeast region;
4. to offer quality professional development opportunities to general and special education teachers, related service providers, and administrators; and
5. to expand program and services in a manner consistent with the needs of the students and/or the Member Districts.

READS Collaborative does not discriminate on the basis of race, sex, color, religion, sexual orientation, gender identity, age, disability, national or ethnic origin, status as a veteran, limited English speaking ability or any other protected class in the administration of its educational policies, administrative policies, scholarship or loan programs, athletic and other school administered programs or in employment. The Board's policy of nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

## **SECTION III: PROGRAMS AND SERVICES TO BE OFFERED**

The Collaborative will offer the following programs and services, which shall complement the educational programs and services of districts in a cost-effective manner:

1. Approved Public Day school placements
2. Specialized Substantially Separate Programs
3. Wraparound Services
4. Other programs and services for students as requested by Member Districts
5. Therapeutic consultation, assessment, intervention and support
6. Diagnostic and educational testing, evaluation and recommendation
7. Professional development
8. Grant applications and activities

9. Other cost-effective services as determined by the Board of Directors as permitted by M.G.L. c. 40, § 4E; 603 CMR 50.00.

#### **SECTION IV: GOVERNANCE**

1. The Collaborative shall be managed and operated by a Board of Directors (hereinafter “the Board”) whose members are appointed annually by the Member Districts.
2. The Board shall be comprised of the Superintendent of each of the Member Districts (hereinafter known as Board Members)The superintendent of each Member District shall be appointed to represent their Member District(s) to serve on the Board, and be entitled to a single vote for each district they represent. The Commissioner of the Department of Elementary and Secondary Education (herein Commissioner), shall appoint an individual to serve as liaison from the Department of Elementary and Secondary Education (herein Department) to the READS Collaborative Board of Directors.
3. The Board shall have all the powers and duties conferred and imposed upon educational Collaborative Boards by law, BESE policy and regulation, and this Agreement.
4. The Board shall annually elect or appoint an Executive Committee which shall consist of a President (who serves as the Board Chair), a Vice-President and a Secretary/Clerk. In successive years, the Vice-President shall move up to the position of President and the Secretary/Clerk shall move up to the position of Vice-President. A new Secretary/Clerk shall be nominated and appointed by a majority vote of the Board in June, but no later than September, of each year. The Board will vote to recognize the new Executive Committee at the first Board meeting in September. The new Executive Committee shall commence responsibilities after the vote.
5. The Board shall establish an advisory committee known as the Special Education Administrators (SEA), composed of each Member District’s Special Education Administrator. The purpose of the SEA shall be to advise the Board regarding programmatic issues related to the special education of students enrolled in the Collaborative and to review the program budgets.
6. The Board shall meet at least 6 times per year to conduct its business, one meeting of which shall be a joint meeting with the SEA. The superintendent appointed by each Member District shall count as a Board member for each district they represent. A majority of the Superintendents serving on the Board shall constitute a quorum at any meeting. A majority vote of the quorum shall be necessary to pass any resolution, policy or procedure brought before the Board, except in those cases where a two-thirds vote or a unanimous vote of the entire Board is necessary under the stipulations provided for within this Agreement.
7. The Board shall conduct all meetings in accordance with Chapter 30A, §§ 18 - 25 of the Massachusetts General Laws (Open Meeting Law).
8. The Board shall select and employ an executive officer (hereinafter known as the Executive Director), who shall serve under the general direction of the Board and who shall be responsible for the daily operation and supervision of the Collaborative. The Board shall delegate authority to the Executive Director to the extent permitted by applicable law and regulation.
9. The Board shall develop policies and shall operate in accordance with those policies.



### **SECTION V: CONDITIONS OF MEMBERSHIP**

1. Each Member District shall commit to purchase one clinic slot per quarter as an annual requirement of membership in the Collaborative. READS Collaborative does not assess a membership fee.
2. Each Board Member shall be responsible for providing timely information and updates to its appointing Member District(s) on Collaborative activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2) and for providing other information as required or requested.
3. Each Board Member shall be an active and engaged voting member of the Board and shall attend scheduled meetings and fulfill all duties as may be required by the Board, 603 CMR 50.00 and the Collaborative Agreement.
  - a. The attendance of a Board Member who is absent from 50% or more of scheduled Board meetings over a two-year period will be documented and brought to the attention of said Board Member by the President of the Board.
  - b. The Executive Committee will decide by majority vote to draft a letter to the Board Member notifying them that the lack of participation of their district will be brought to the attention of the READS Board of Directors at their next scheduled meeting.
  - c. If the Board Member continues to be absent from READS Board of Directors' meetings, the Executive Director will meet with the Executive Committee of the Board of Directors. Attendance of the Board Member at meetings over the previous two-year period and since the letter of notice was sent by the President will be reviewed. The impact on the ability to achieve a quorum to complete Collaborative business will be reviewed and a recommendation will be provided to the Board.
  - d. The Board will decide by majority vote to send a letter to the Chairperson of the Member District's School Committee notifying them of the lack of attendance of the Member District's appointee at Collaborative Board meetings and the resulting impact on votes and the work of the Collaborative.
4. All appointed Board Members are required to complete the state-mandated training in the timeframe set forth in M.G.L. c. 40, § 4E and 603 CMR 50.05(3) and 50.12(3).

### **SECTION VI: POWERS AND DUTIES OF THE BOARD**

The Board shall manage the Collaborative and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of the educational collaborative. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate policy for the Collaborative, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, § 4E and 603 CMR 50.00.
2. The READS Collaborative shall be a public entity.
3. The Board shall be vested with the authority to enter into agreements with Member Districts, non-Member Districts or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
4. The Board shall be responsible for:
  - a. ensuring adherence to this Collaborative Agreement (herein "Agreement") and progress toward achieving the purposes and objectives set forth in the Agreement;

- b. determining the cost-effectiveness of programs and services offered by the Collaborative;
  - c. ensuring that any borrowing, loans, or mortgages are cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Section VII.C; and
  - d. approving all expenditures, including contracts, borrowing, and the purchase and sale of real estate.
5. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.
  6. The Board is a public employer and shall ensure that all employees possess the necessary and required credentials and approvals, including those required by M.G.L. c. 71, § 38G and 603 CMR 7.00, M.G.L. c. 74 and 603 CMR 4.00, and all acts and regulations amendatory thereof. The Board may apply for a waiver to exempt the Collaborative Board for any one school year from the requirement to employ certified or approved personnel in accordance with M.G.L. c. 40, § 4E.
  7. The Board shall hire an Executive Director to oversee and manage the operation of the Collaborative, a Business Manager or an employee with responsibilities similar to those of a town accountant to oversee Collaborative finances, at least one School Nurse to support Collaborative programs, and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. Ch. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a Board Member or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. Ch. 40, § 4E.
  8. The Board shall appoint an appropriate individual to serve as the Treasurer. The Treasurer of the Board may make appropriate investments of the money of the Collaborative consistent with Section 55B of chapter 44.
  9. The Treasurer shall give bond annually for the services they perform as the Collaborative Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department, as shall be fixed by the Board.
  10. The Board may, in its discretion, pay compensation to the Treasurer for their services.
  11. The Treasurer of the Collaborative shall not be eligible to serve as a Board Member or otherwise as an employee of the Collaborative.
  12. The Board shall ensure that no employee of the Collaborative is employed at any related for-profit or non-profit organization.
  13. All deeds, leases, transfers, notes, bonds, and other obligations endorsed by the Collaborative, as approved by majority vote of the Board, shall be signed by the President and the Treasurer.
  14. The Board Members, Executive Director and employees of the Collaborative shall not be personally liable for any debt, liability, or obligation of the Collaborative.
  15. All persons, corporations, or other entities extending credit to, contracting with, or having any claim against the Collaborative may look only to the funds and property of the Collaborative for the payment of any debt, damages, judgment or decree, or for any money that may otherwise become due or payable to them from the Collaborative.
  16. The Board shall ensure that the Collaborative completes and files an annual report and an annual independent audit, as well as such other student, program, financial and staffing

information, reports or documents as the Department deems necessary. The Board shall ensure that annual reports and annual independent audits are filed with appropriate governmental agencies and posted on the Collaborative's website, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

## **SECTION VII: FINANCE**

### **A. Financial Terms**

1. Each Member District shall commit to purchase one clinic slot per quarter as a requirement of membership in the Collaborative as noted in Section V.1.
2. The annual share of each Member District for tuition is based on Member District participation in an individual tuition-based program. The tuition shall be assessed per each student projected to be in a tuition-based program for the fiscal year. The tuition for each individual program is determined based on projected expenses for the program and an allocation for administrative costs, then divided by the number of students projected for enrollment in that program.
3. The Board shall have the authority to borrow money in anticipation of income up to ninety (90) days to meet ongoing payroll obligations.
4. A school committee of any city, town, or regional district may authorize the prepayment of tuition for any educational program or service of the Collaborative to the Treasurer of the Collaborative.
5. The Collaborative shall pay all its accrued debts within thirty (30) days of the notification/receipt of said bills on a no less than monthly basis.
6. The programs and/or services offered by this Agreement may be made available to children from districts who are not parties to this Agreement only if the particular program or service to which entrance/utilization is sought can entertain the addition of another child without burdening or interfering in any way with the program or service's operation and/or delivery.
7. The Board shall vote annually to establish the rate of the Non-Member surcharge on all program tuitions, clinic services and related services provided to Non-Member Districts in order to offset administrative costs and to contain costs for Member Districts. This surcharge shall not exceed 25%.
8. The Board may, by majority vote, apply for and accept gifts, grants, enter into contracts or receive contributions from governmental and private sources, whether in cash or in kind.
9. The Collaborative is subject to M.G.L. c. 30B for the procurement of goods and services.

### **B. Collaborative Fund**

1. The Board herein agrees to establish and manage a Collaborative General fund, known as the READS Fund (hereinafter known as the Fund).
2. The Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Collaborative Board and will be deposited in the General fund, in accordance with all applicable law and regulations.

3. The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to the Collaborative, without further appropriation.
4. All payments must be approved in accordance with the READS procedure for warrant signing which includes a requirement that all warrants be signed by two of the three Board Members of the Executive Committee.
5. The Treasurer may make appropriate investments of funds of the Collaborative not immediately necessary for operations, consistent with M.G.L. c. 44, § 55B.

**C. Borrowing, Loans, and Mortgages:**

1. The Board may authorize the borrowing of funds or enter into short- or long-term Agreements or mortgages, and acquire or improve fixed assets including real property to support Collaborative operations, subject to the following procedures:
  - a. All borrowing, loans, and mortgages shall be discussed at a public meeting of the Board;
  - b. The Board shall investigate options related to borrowing, loans, and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
  - c. The Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans, and mortgages are cost-effective and are the most favorable available at the time of the application; and
  - d. The Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans or mortgages are necessary to carry out the purposes for which the Collaborative is established.
2. In the event that such borrowing, loan or mortgage is for the acquisition or improvement of real property:
  - a. The Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which the final vote is taken;
  - b. The Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
  - c. The Board shall approve such action by a majority vote.

**D. Cumulative Surplus Funds in Excess of the Regulatory Limit**

Unexpended general funds (as defined in 603 CMR 50.00) at the end of the fiscal year, plus any previous year's surplus funds (as determined through the audited financial statements) will be considered cumulative surplus.

1. The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, or any amounts prepaid for tuition or services in accordance with M.G.L. c. 40, § 4E.
2. On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.
3. The Board will retain no more than 25 percent in cumulative surplus, in accordance with 603 CMR 50.03(5) (b)10.
4. The Board shall determine whether such final dollar amount of surplus funds is within the established 25 percent limit.

5. If the surplus funds exceed the 25 percent limit, the Board shall determine the amount of funds that will be allocated to the Capital Fund, OPEB Trust, Clinic credit or Tuition credit and amend the budget to reflect those allocations consistent with 603 CMAR 50.07(9) as noted below.

*Cumulative surplus funds in excess of the agreement limit or 25 percent of the audited year's general fund expenditures, must be returned or credited to member districts consistent 603 CMR 50.07(9) and with the process outlined in the collaborative agreement and in the following ways:*

1. *Credited to member districts for tuition, services, etc. These credits must be used by the end of the fiscal year in which the vote is taken.*
  2. *Deposited to an irrevocable trust and/or reserve fund. These deposits must be allocated by board vote to an approved capital reserve fund and/or to an irrevocable trust for retiree benefits. Once allocated, such funds are no longer available to the collaborative for any other purpose. Deposits must be made within 30 days after the vote of the collaborative board.*
  3. *Returned to the school districts/towns. The collaborative board must follow the process as outlined in the collaborative agreement for returning surplus funds to member districts. The return of funds must be made within 30 days after the vote of the collaborative board.*
6. Upon withdrawal of a Member District, the Board shall ensure that the withdrawing Member District shares in any payments from funds designated by the Board for return as Tuition credit as defined in Section VII.D.5.b. to its Member Districts for the current fiscal year of withdrawal only. Other than funds designated by the Board for return to the Member Districts, individual Member Districts choosing to withdraw will not be entitled to receive a share of any other assets of the Collaborative.

#### **E. Annual Budget Preparation**

On an annual basis the Board shall propose a budget for the upcoming fiscal year. The proposed budget shall contain all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve, to be paid from general fund revenues of the Collaborative. All funds received for the operation of the Collaborative shall be considered general fund revenues with the exception of grants, contracts, or gifts. The annual budget is prepared as early as possible in the previous fiscal year to allow Member Districts to build their own budget, knowledgeable of the Collaborative tuitions. The process is as follows:

1. By April 30 of each year, the Board shall adopt a budget for the upcoming fiscal year. The Board shall identify the programs or services to be offered by the Collaborative in the upcoming fiscal year and the corresponding costs.
2. The proposed budget shall contain all planned financial activity for the upcoming fiscal year.
3. The proposed budget shall be classified into such line items as the Board shall determine, but shall at a minimum delineate amounts for operating expenditures,

and capital expenditures, including debt service payments and deposits to capital reserve.

4. As applicable, capital expenses shall be included in the budget and paid through tuition or fees for programs which they benefit. Capital expenses are defined as the acquisition or improvement of fixed assets, including real property, with a unit cost of \$5,000 and a useful life of one year or more, debt payments and deposits into capital reserve in accordance with 603 CMR 50.02.
5. The proposed budget process used to determine tuition prices for Member District and Non-Member District students, as well as the methodology to determine fees for services and clinic slots is based on the cost of providing Collaborative programs as described below.
  - a. The Executive Director annually determines the projected expenses necessary for each Collaborative program during the next fiscal year, based on an estimate of projected student enrollment in programs and projected Agreements for services.
  - b. The Executive Director identifies the next fiscal year's projected revenue from each funding source. These include a summary of projected receipts from tuitions and fees, grant funds and funds other than general fund revenues (i.e. donations, interest and investment income) based on the current fiscal year.
  - c. The Executive Director determines the total increase or decrease in required revenue needed to balance the overall budget by comparing anticipated revenue with expenses.
  - d. Program Directors present the preliminary budget to their individual SEA sub-committees which review and endorse the budget.
  - e. The Executive Director presents the preliminary budget to the full SEA for endorsement.
  - f. The Executive Director presents the preliminary budget to a joint meeting of the President of the Board, the Personnel Subcommittee of the Board and Finance Sub-Committee of the Board.
6. The Executive Director shall present the proposed budget to the full Board for discussion and shall propose tuition rates and fees needed to balance the budget.
7. The Board shall adopt the final budget by affirmative majority vote at a subsequent meeting no earlier than ten (10) working days after the Board meeting at which the Collaborative budget was first proposed, but no later than June 30 of the preceding fiscal year.

**F. Transmitting the Budget and Payment Terms:**

1. The Treasurer shall certify and transmit the budget, the fees for service, the committed clinic slot cost for membership and the tuition rates for the upcoming fiscal year to each Member District not later than June 30 of the preceding fiscal year.
2. The Collaborative shall invoice Member and Non-Member Districts on a quarterly basis, ninety (90) days in advance for all clinic slot payments and tuition payments. All fees-for-service are billed monthly. Payment shall be received by the Collaborative within 30 days of billing.

**G. Procedure for Amending the Budget:**

1. All budget amendments must be in writing and must be submitted to the Executive Director five working days before the Board meeting at which they will be discussed.
2. Any amendment that does not result in an increase in the tuition rates or fees for services shall be discussed by the Board and shall only be approved upon an affirmative majority vote.
3. Any amendment to the budget that results in an increase in the tuition rates, clinic slots, or fees for services shall adhere to the following procedures:
  - a. All Board Members shall, within ten (10) working days of the public meeting at which the amendment was first proposed, report to their Member Districts the content of the proposed amendment to the budget.
  - b. All amendments shall be voted on by the Board at a second public meeting of the Board following the completion of step 3.a. by all Member Districts. Adoption shall require a majority vote.
  - c. The Treasurer shall certify and transmit the amended tuition rates, clinic slots and fees for services to each Member District not later than ten (10) working days following the affirmative vote of the Board.
4. The Board has the authority to reduce tuition rates, clinic slots and fees for services to Member Districts and non-Member Districts, when doing so is determined to be in the best interest of the Collaborative.

**SECTION VIII: PROCEDURE FOR AMENDING THE COLLABORATIVE AGREEMENT**

Any and all subsequent amendments and/or revisions to this Agreement voted by the Board shall be subject to approval in accordance with the following procedures:

1. Any Board Member or the Executive Director may propose an amendment to the Collaborative Agreement. An amendment must be prepared in order to admit a new Member District, or to document the withdrawal of a Member District.
2. The proposed amendment shall be included in the posting of a public meeting of the Board.
3. A majority vote of the quorum of the Board is required to approve a proposed amendment except that any amendment that includes the admission of a new district shall require a majority vote of the entire Board as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.
4. The Executive Director shall submit the proposed amendment to the Department for initial review.
5. Following the Department review, the Executive Director shall make such changes as the Department requires.
6. The proposed amendment to the Agreement shall be read a second time at the next regular meeting subsequent to the Department review, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment except as detailed in Section 3 above. If the Board makes additional changes to the proposed amendment to the agreement, the document must be resubmitted to the Department for an additional review. Following the Department review and approval by the Board, the

amended Agreement shall be submitted to the Member Districts and any new Member District(s), for a majority vote to approve the amended Agreement.

7. Once a majority of all Member Districts and all new Member District(s) have approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement in accordance with 603 CMR 50.03(4) to the Commissioner for approval by the BESE.
8. No amendment to the Collaborative Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE, except that any amendment that includes the admission of a new district shall require a two-thirds vote as indicated in Section IX; the withdrawal of a district membership shall require a two-thirds vote as indicated in Section X.2; and the termination of the Collaborative Agreement shall require a unanimous vote as indicated in Section XI.

### **SECTION IX: PROCEDURE AND TIMELINE FOR ADMITTING NEW MEMBER DISTRICTS**

A school district, through its School Committee, or Charter School Board may become a Member District of the Collaborative consistent with the following terms:

1. Any School Committee or Charter School Board may apply for membership to the Collaborative by giving written notice of such request to join to the attention of the President of the Board. A copy of the vote of the School Committee or Charter School Board vote to seek membership shall accompany the request to apply.
2. Such written request shall be brought before the Board for discussion and action.
3. The request will be reviewed and a decision will be rendered within approximately sixty (60) days of the receipt of the written request to become a Member District.
4. A new Member District may be accepted by a majority vote of the entire Board, subject to majority vote of two-thirds of the Member School Committees, acceptance of the amended Agreement by the new Member District and approval by the BESE. The Collaborative Agreement shall require an amendment consistent with Section VIII of this Agreement.
5. A School Committee or Charter School Board may be admitted to the Collaborative as of July 1<sup>st</sup> of any fiscal year provided that all required approvals, including that of the BESE and Member Districts, are obtained by the preceding April 30<sup>th</sup> of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to the Collaborative.
6. Pending approval of the amendment by the BESE, the Board may by majority vote extend the rights, privileges and membership responsibilities, with the exception of voting, to the districts that have been approved for membership by the Board and Member Districts as of July 1<sup>st</sup> of the fiscal year that membership would begin. These privileges include the right to receive member tuition rates and access to all services provided to Member Districts. The school committee or charter school Board may designate a non-voting representative to the Board until BESE approval of the amendment and may contribute to discussions before the Board and receive all correspondence from the Collaborative. The rights and privileges extended to the pending district will be contingent upon fulfilling 1) the responsibility to commit to purchase at least one clinic slot per quarter as an annual requirement of membership and 2) the responsibility to attend Board meetings and participate in governance of the Collaborative (with the exception of voting on matters before the Board).



**SECTION X: PROCEDURE AND TIMELINE FOR WITHDRAWAL OF CURRENT MEMBER DISTRICT(S)**

1. Any Member District, by appropriate vote, must give six (6) months written notice to the Board of READS Collaborative of its intent to withdraw from the Collaborative.
2. The Board must approve the withdrawal by a two-thirds vote. The Member Districts must approve the withdrawal by a majority vote consistent with the process for amending the Collaborative Agreement in Section VIII.
3. No Member District can withdraw membership except at the end of the fiscal year provided the six (6) months notice is given and provided that the BESE has approved the withdrawal by April 30th of the fiscal year in which the withdrawal is to occur.
4. No Member District who withdraws from the Collaborative shall be entitled to any asset of the Collaborative except that a withdrawing Member District shall be entitled to the tuition credit referenced in Section VII.D.5.b. The tuition credit for the withdrawing district may be applied to subsequent year tuition or paid to the withdrawing district in accordance with Section VII.D.5.b.
5. Any Member District or Member Charter School Board that withdraws will still be responsible for outstanding payments due to the Collaborative.
6. A Member District or Member Charter School Board that has withdrawn from the Collaborative will continue to be liable to the Collaborative for its share of liability in the collaborative of any debts, claims, demands, or judgments against the Collaborative, incurred during said school committee's or charter school Board's membership based on percentage of fiscal participation during that membership.
7. The withdrawal of any Member District(s) shall require an amendment to the Collaborative Agreement consistent with Section VIII.

**SECTION XI: PROCEDURE FOR TERMINATION OF THE COLLABORATIVE AGREEMENT**

1. The process to terminate the Collaborative must be initiated by following the process for amending the Collaborative Agreement as outlined in Section VIII except that in order for the Collaborative to be terminated, the Board must vote unanimously to begin the process to terminate the Agreement.
2. Each Member District must provide written evidence of approval by majority vote of the Member School Committee or Charter School Board to terminate this Agreement by sending an intent to terminate and a copy of the vote or approved minutes to the attention of the Executive Committee at least 9 months in advance of the end of the fiscal year.
3. The Board shall review the intent to terminate notices at the first meeting after a majority of School Committee votes have been received by the Executive Committee.
4. The Board shall take action to terminate the Agreement at the next subsequent Board meeting by a majority vote of the entire Board.
5. Written notice of intent to terminate will be provided to Non-Member Districts accessing the programs and services of the Collaborative, at least six (6) months before the end of such fiscal year.
6. Following the affirmative vote of all Member Districts to terminate the Collaborative Agreement, the Board shall submit the documentation required by 603 CMR 50.11 to the Department.

7. Upon termination of this Agreement, the Board shall:
  - a. Determine the fair market value of all assets of the collaborative, including, but not limited to, real estate, capital property, equipment, and supplies owned by the collaborative;
  - b. Determine the process for the appropriate disposition of federal/state funds, equipment and supplies;
  - c. Identify the Member District responsible for maintaining all fiscal records;
  - d. Identify the Member District(s) responsible for maintaining employee and program records;
  - e. Ensure the confidential return of records related to individual students to the sending Member or Non-Member Districts;
  - f. Determine the means of meeting all liabilities (debts and obligations) of the collaborative, including obligations for post-employment benefits. All liabilities must be met before any monies are distributed to Member Districts;
  - g. Provide for a final fiscal audit and ensure the appropriate disposition of all assets and liabilities of the collaborative, including any unencumbered funds held by the collaborative, and any capital property and real estate owned by the collaborative. Unless the Board determines otherwise, all assets shall be sold and the monies shall be used to fund any liabilities. Net assets will be distributed to the Member Districts.
8. The Board will utilize a two-fold process to distribute net assets:
  - a. **Part I** of the process recognizes contributions of perpetual/existing Member Districts who have contributed to the development and expansion of the Collaborative over the past four decades. Perpetual/existing Member Districts are those included in the allocation figures below:

After all liabilities have been met and a final audit has been completed the net assets as determined by an audit performed as of June 30, 2013 are to be apportioned to the perpetual/existing Member Districts according to the following formula: Abington – 8%, Berkley – 1%, Bridgewater-Raynham Regional – 18%, Carver – 3%, Dighton-Rehoboth Regional – 6%, East Bridgewater – 3%, Freetown-Lakeville Regional – 8%, Marion – 1%, Mattapoisett – 4%, Middleborough – 11%, Rochester – 4%, Taunton – 22%, West Bridgewater – 11%.
  - b. **Part II** recognizes contributions of all districts who may become Member Districts after July 1, 2013.

After all liabilities have been met and a final audit has been completed the FY 13 net asset figure will be deducted and apportioned according to the formula in Part I. The remaining net assets will then be apportioned to all Member Districts at the time of termination of the Agreement based on fiscal contribution. The fiscal contribution is purely a calculation of percentage of fiscal participation in the Collaborative over the period of membership from July 1, 2013 to the date of dissolution.

Should the Department revoke and/or suspend the approval of the educational Collaborative Agreement, the Board will follow all instructions from the Department, and Section XI shall be implemented to the extent these procedures are consistent with the order of the Department terminating the Collaborative Agreement.

## **SECTION XII: INDEMNIFICATION**

Neither the Executive Director nor any other employee of the Collaborative, nor any appointed representative to the Board, shall be liable to the Collaborative or to any Member District thereof for any act or omission of the Executive Director or any other employee of the Collaborative or any appointed representative to the Board, or be held personally liable in connection with the affairs of the Collaborative, except only for liability arising out of his own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative, or its Member Districts.

Neither the Executive Director nor any other employee of the Collaborative nor any appointed representative to the Board or Member District shall be personally liable for any debt, claim, demand, judgment, decree, liability or obligation of any kind of, against or with respect to the Collaborative, or arising out of any action taken or omitted for, or on behalf of the Collaborative and the Collaborative shall be solely liable therefore and resort shall be had exclusively to the Collaborative property for the payment or performance thereof and each appointed representative to the Board, Member School Committee and the Executive Director or any other employee of the Collaborative shall be entitled to full indemnity and full reimbursement out of Collaborative property, including, without limitation, fees and disbursements of counsel, if, contrary to the provision hereof, such appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee shall be held personally liable. Any person dealing with the Collaborative shall be informed of the substance of this provision except that any such person need not be informed of the indemnification contained herein and, where the Board deems it appropriate, documents or instruments executed by or by authority of the Board shall contain reference hereto.

The Executive Director or any other employee of the Collaborative and his/her legal representatives and each appointed representative to the Board and his/her legal representatives, and each Member School Committee and its legal representatives shall be indemnified by the Collaborative against all liabilities and expenses, exclusive of amounts paid in settlement and counsel fees, incurred in reasonable settlement of any action, suit or proceeding to which such appointed representative to the Board, Member School Committee or Executive Director or any other employee of the Collaborative or his/its legal representatives may be made a party or otherwise involved by reason of his/its capacity as an appointed representative to the Board, Executive Director or any other employee of the Collaborative or Member School Committee, except only liabilities and expenses arising out of his/its own willful misfeasance, bad faith, gross negligence or reckless disregard of duty to the Collaborative as finally adjudged in such action or, in the event of settlement or termination of such action without final adjudication, as determined by independent counsel for the Collaborative. Said right of indemnification shall be in addition to any other rights to which such appointed representatives to the Board or Executive Director or any other employee of the Collaborative or Member School Committee may be entitled as a matter of law or which may be lawfully granted to him/her.

**SECTION XIII: EFFECTIVE DATE**

This Agreement shall become effective on July 1, 2023 and shall continue indefinitely, providing that all requisite approvals, including that of the Board of Elementary and Secondary Education have been obtained no later than April 30, 2023. This Agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Date approved by READS Collaborative Board of Directors: 1/19/2023

Dates approved by Member School Committees and signatures:

Abington Public Schools 2/28/23  
Date of School Committee Vote  
Christopher P. Coyle  
Name of CHAIRPERSON of Abington School Committee (Please Print)  
[Signature] 3/3/23  
Signature of CHAIRPERSON of Abington School Committee Date

Acushnet Public Schools 2/7/23  
Date of School Committee Vote  
Jennifer Downing  
Name of CHAIRPERSON of Acushnet School Committee (Please Print)  
[Signature] 2/7/23  
Signature of CHAIRPERSON of Acushnet School Committee Date

Berkley Public Schools 2/13/2023  
Date of School Committee Vote  
Tara A. Weber  
Name of CHAIRPERSON of Berkley School Committee (Please Print)  
[Signature] 2/13/2023  
Signature of CHAIRPERSON of Berkley School Committee Date

Dighton-Rehoboth Regional School District 2-28-23  
Date of School Committee Vote  
Christopher Andrade  
Name of CHAIRPERSON of Dighton-Rehoboth Regional School Committee (Please Print)  
[Signature] 2-28-23  
Signature of CHAIRPERSON of Dighton-Rehoboth Regional School Committee Date

Date approved by READS Collaborative Board of Directors: 1/19/2023

Dates approved by Member School Committees and signatures:

East Bridgewater School District February 14, 2023  
Date of School Committee Vote

Ellen Pennington

Name of CHAIRPERSON of East Bridgewater School Committee (Please Print)

Ellen Pennington 2/14/23  
Date

Signature of CHAIRPERSON of East Bridgewater School Committee

Freetown-Lakeville Regional School District 2-15-2023  
Date of School Committee Vote

Steve Owen

Name of CHAIRPERSON of Freetown-Lakeville Regional School Committee (Please Print)

SMC 2-15-2023  
Date

Signature of CHAIRPERSON of Freetown-Lakeville Regional School Committee

Marion School District 3/8/23  
Date of School Committee Vote

[Signature]

Name of CHAIRPERSON of Marion School Committee (Please Print)

Neil Nye 3/8/23  
Date

Signature of CHAIRPERSON of Marion School Committee

Mattapoisett School District 2-27-2023  
Date of School Committee Vote

Carly E. Lavin

Name of CHAIRPERSON of Mattapoisett School Committee (Please Print)

Carly E. Lavin 2-27-23  
Date

Signature of CHAIRPERSON of Mattapoisett School Committee

Middleboro School District 2/15/23  
Date of School Committee Vote

Richard J. Young

Name of CHAIRPERSON of Middleboro School Committee (Please Print)

[Signature] 2/16/23  
Date

Signature of CHAIRPERSON of Middleboro School Committee

RECEIVED

**SECTION XIII: EFFECTIVE DATE**

This Agreement shall become effective on July 1, 2023 and shall continue indefinitely, providing that all requisite approvals, including that of the Board of Elementary and Secondary Education have been obtained no later than April 30, 2023. This Agreement has been approved by duly authorized votes at public meetings held by the individual school committees whose chairpersons have signed below.

Date approved by READS Collaborative Board of Directors: 1/19/2023

Dates approved by Member School Committees and signatures:

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Rochester School District 2/16/23  
Date of School Committee Vote

Pharon L. Hartley  
Name of CHAIRPERSON of Rochester School Committee (Please Print)

Pharon L. Hartley 2/16/23  
Signature of CHAIRPERSON of Rochester School Committee Date

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Somerset School District 2-16-23  
Date of School Committee Vote

Robert Gaw  
Name of CHAIRPERSON of Somerset School Committee (Please Print)

Robert Gaw 2/16/23  
Signature of CHAIRPERSON of Somerset School Committee Date

Vice

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Taunton School District 2/15/2023  
Date of School Committee Vote

Carlson, C. Ribeiro  
Name of CHAIRPERSON of Taunton School Committee (Please Print)

Carlson, C. Ribeiro 2/15/2023  
Signature of CHAIRPERSON of Taunton School Committee Date

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West Bridgewater School District 3/6/2023  
Date of School Committee Vote

DONNA J. HOLME  
Name of CHAIRPERSON of West Bridgewater School Committee (Please Print)

Donna J. Holme 3/6/2023  
Signature of CHAIRPERSON of West Bridgewater School Committee Date

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