

**Reading Public Schools  
School Committee Meeting Packet**

**January 26, 2023**



Open Session 7:00 p.m.

RMHS Schettini Library



# Town of Reading Meeting Posting with Agenda

2018-07-18 LAG

## Board - Committee - Commission - Council:

### School Committee

Date: 2023-01-26

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda:

Purpose: Open Session

Meeting Called By: Shawn Brandt, Chair

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

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

## Topics of Discussion:

7:00 p.m.	A.	Call to Order
7:05 p.m.	B.	Public Comment  Consent Agenda 1. Minutes (1-19-2023) 2. Request to Surplus Property 3. RHMS Habitat for Humanity Field Trip Request 4. RMHS Costa Rica Field Trip Request 5. RMHS French Student Exchange Trip Request 6. RMHS Library Staff Donation 7. RMHS Hockey Donation 8. RMHS Basketball Donation 9. FY '23 Innovation Pathways Planning Grant Award Reports 1. Student 2. Assistant Superintendent of Student Services 3. Assistant Superintendent of Learning & Teaching 4. Director of Finance and Operations 5. Superintendent 6. Liaison/Sub-Committee
7:30 p.m.	E.	New Business 1. Food Services Update 2. Superintendent Update on Goals Progress 3. Kickoff Superintendent Formative Evaluation
8:00 p.m.	D.	Old Business 1. FY24 Budget – Final Discussion and Vote (A)
	F.	Information / Correspondence 1.

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



## Town of Reading Meeting Posting with Agenda

8:30 p.m.		Adjourn

\*\*Times are approximate

Join Zoom Meeting

<https://readingpsma.zoom.us/j/83657021146>

Meeting ID: 836 5702 1146

One tap mobile

+16469313860,,83657021146# US

+13017158592,,83657021146# US (Washington DC)

**Reading Public Schools  
School Committee Meeting Packet**

**January 26, 2023**



**Consent Agenda**



# Town of Reading Meeting Minutes

**Board – Committee – Commission – Council:**

## **School Committee**

Date: 2023-01-19

Time: 7:00 PM

Building: Reading Memorial High School

Location: Library

Address: 62 Oakland Road, Reading, MA

**Members Present:** - Shawn Brandt (remote), Erin Gaffen, Carla Nazzaro (remote), Sarah McLaughlin, Charles Robinson, Tom Wise

**Others Present:** Superintendent Dr. Tom Milaschewski, Susan Bottan, Dr. Sarah Hardy; Kurtis Martin, Joseph Longbottom, Theodore Henderson-Brown, Korrey Lacey-Buggs

**Minutes Respectfully submitted by:** Susan E Brown on behalf of the chairperson.

**A. Call to Order** - Mr. Brandt opened the session at 7:00 pm and reviewed the agenda for the evening. Due to some members being remote, roll-call attendance was done. Those present are as follows: Charles Robinson, Thomas Wise, Erin Gaffen, Sarah McLaughlin, Carla Nazzaro (remote), and Shawn Brandt (remote).

Ms. Nazzaro motioned to open public hearing on the FY24 Budget, seconded by Mr. Wise, roll call vote, passed 6-0.

**B. Public Comment** – Geoffrey Coram, Ridge Road, thanked the district for the budget process and the inclusion of items that have been discussed in the community for years (i.e.: elementary assistant principals). He asked the administration to share how funding was found for these positions and how it would be sustainable over time.

Response: Ms. Bottan addressed the question by Dr. Coram and highlighted the recurring savings that have been identified by the team to ensure sustainability of the new investments.

Ms. Nazzaro motioned to close the hearing on the FY24 budget, seconded by Mr. Wise, roll call vote passed 6-0.

Ms. Nazzaro motioned to return to the regular SC meeting, seconded by Mr. Robinson, roll call vote passed 6-0.

**Consent Agenda** – Ms. Nazzaro moved to approve consent agenda, seconded by Mr. Robinson, Mr. Wise had corrections to 1/5 minutes, last 4 policies reviewed were not amended on the floor should strike language “As amended” from the minutes. 1/9 – Sarah M. not remote. Roll call vote passed 6-0.

## **Reports:**

1. Ms. Bottan reported that Catherine Franzetti, RPS Food Service Director will present at the next school committee meeting, she will share feedback from students, staff, and family surveys as well as give a staff

update. She will also give an overview of the department's operational efficiency made this school year.

2. Dr. Hardy updated that K registration is open for the next school year. There was a virtual parent information night that was well attended. We introduced families to RPS and shared information about kindergarten. There is a recording of the virtual night available on the website. The new forms are fillable online as well. On 1/31/23 there will be a registration night at RMHS on Main Street, families can bring in their forms at that time, there will be staff on hand to help with copies and answering questions.

We are close to finishing our program of studies at RMHS, that should be available in a week. In addition to that there will be better support for the transition of eight graders to RMHS. There will be information coming soon about future freshman night. Lynna Williams Director of School Counseling will be presenting at the 2/9 meeting to provide additional updates from the RMHS Counseling Department.

Questions and discussion from the committee.

3. Dr. Milaschewski thanked everyone involved in the Martin Luther King Event on Monday, the student participation was appreciated and inspiring. Jeremiah Sanford and Sophia Ortins, they are student leaders who MC'd the event, thank you to the SOCA (Students of color & allies), RMHS jazz ensemble and the mixed choirs.

#### 4. **Liaison/Sub-Committee**

Mr. Robinson presented on the Symonds Way exploratory committee, Weston and Sampson presented regarding environmental impact, the committee discussed what the committee wants to do with the site, it was determined to create a town survey, and they will then determine what to do next.

Mr. Wise updated on the By Law Committee, it was requested that they reconsider Gen Bylaw 12.2, there will potentially be a warrant article in the next town meeting to adjust that bylaw.

- E. **New Business** – METCO Update – Dr. Milaschewski introduced the METCO update, the presentation by Mr. Longbottom and Mr. Martin is available in its entirety in the packet.

Dr. Milaschewski introduced Mr. Brown and Ms. Lacey-Buggs, new members of the District as METCO Coordinators/Adjustment Counselors.

Ms. Lacey-Buggs presented the day to day in her position and Killam Elementary, they help the BRS welcoming them in the morning at their respective schools, they check in with not only BRS students but also to Reading resident students and their daily adjustments in going through the day. How they engage the students, peer interaction, recess, classroom observations, monitoring behaviors of students to be able to step in and provide teachable moments, check in with families etc. and coordinating with other Coordinators in the district when issues arise etc.

Mr. Henderson-Brown, presented about his position at Joshua Eaton, being present in the school, and working as part of the leadership team in the building, being able to make an impact. He has been checking in with BRS and Reading residents as well, running a morning math group. Working closely with Principal Shelburne as well. Building positive peer interactions, helping students dealing with anxiety.

Discussion and questions from the committee, addressed by Mr. Martin, Mr. Henderson-Brown, and Ms. Lacey-Buggs.

In closing Dr. Milaschewski thanked the other METCO Coordinator/Adjustment Coordinators Neidi Mendes (Wood End), Cindy Marte (Birch Meadow), Joanne Martin (Barrows), and also Metco Coordinator Greg Canzater (Parker and Coolidge).

- D. Old Business** – Mr. Brandt asked if there were any committee members that wanted to address anything else surrounding the budget discussion. There was some discussion from Mr. Wise – expressing concern about leveraging reductions in Out-of-District placements for other investments and wanting to ensure that we have the backstop should those needs arise again. Also, there was discussion about the ability to stay on the planned course for Full Day Kindergarten.

Mr. Wise motioned to adjourn, seconded by Ms. Gaffen. Roll call vote passed 6-0.

Mr. Brandt adjourned the meeting at 8:37pm

<https://www.youtube.com/live/VpcNELJ55Cs?feature=share>

# Reading Public Schools

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



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

TO: Reading School Committee  
FROM: Susan Bottan, Director of Finance and Operations  
DATE: January 26, 2023  
RE: Request to Surplus Property

In compliance with the surplus disposition requirements of Massachusetts procurement law MGL Chapter 30B, I ask that the School Committee declare the items outlined below as surplus property:

Killam Elementary School:

25 area rugs – Due to normal wear and tear the rugs have outlived their useful life and have been replaced with a grant from the Killam PTO

Wood End Elementary School:

Printer – Broken, unable to repair

RMHS:

Books, old and tattered:

Famous American Plays of the 1930s, published in 1977, 30 copies.

The Snow Goose, published in 1978, 23 copies.

Dr Faustus, published in 1948, 1969, 79 copies.

Arrowsmith, published in 1945, 19 copies.

Lord Jim, published in 1963, 30 copies.

Once declared as surplus, the school department will take the required steps to offer these items to Town departments, resold, recycled, or disposed of in accordance with the laws and regulations of the Commonwealth of Massachusetts. Please feel free to contact me with questions about this request.

Thank you.



Field Trip Approval Form  
Overnight/Out of State/International



Trip Coordinators: Courtney Pray and Jessica Theriault School: RMHS

Grade(s) Attending: 11, 12 Destination: Habitat for Humanity of Forsyth County, Winston-Salem, N

Type of Trip:  Overnight  Out of State

Educational Purpose of Trip: This is our annual service trip to build homes and learn about Habitat for Humanity International and in the US.

Name of Educational Travel Organization conducting the trip: None

Date(s) of Trip: July 16 - July 22, '23 Time of Departure: Approx. 9AM Time of Return: 1pm

Cost of Trip: \$800-\$900 (depending on airfare - will get quotes) Will there be fundraising? No

No. of Students Attending: TBD (but approx 20) No. of Teachers: 2

Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks: YES

Transportation Required (Circle): Bus / Train / Boat / Plane / Private Van / Other

Name of Company(ies) Providing Transportation: JetBlue or American, Chaperones will drive vans

Departure Information (location and carrier): Logan Int'l airport / JetBlue or American

Return Trip Information (location and carrier): Charlotte-Douglas Int'l airport / JetBlue or American

Food and Lodging (if applicable) will be provided by: Habitat for Humanity of Forsyth County

Will there be students participating in the trips who have food allergies? TBD

If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies. Yes - they accommodate special diets every year.

Address and Phone No. of Lodging (if applicable): 1023 W. 14<sup>th</sup> St., Winston-Salem, NC 27105

Habitat Forsyth Office main number: 336-306-8419

Has the school determined that the facility has adequate insurance consistent with the level of risk involved - All trip participants must sign H4H participation waivers (please see attachments)

If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. All city of W-S pools and The William White YMCA have lifeguards.

Please describe below the educational alternative for those students who will not be attending the trip.

This trip is for active club members who have volunteered during the year at H4H ReStores / projects & the trip is completely optional.

Please describe the plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience.

We will coordinate with H4H Forsyth to address any accommodations our students may need.

**Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?**

Parents will fill out a google form informing us of any/all medical needs their student has so that a plan may be determined, if needed.

**Do any students require the administration of prescription medication during the trip?**

Students will be responsible for taking any prescriptions they may have at the lodge.

**If you are in a location that does not have cell service, what is the plan for contacting emergency services? We have service and wifi.**

Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50.

Before planning the trip staff should complete the DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c. 268A, § 19

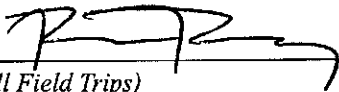
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

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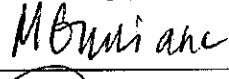
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**To be completed by Reading Public School Administration:**

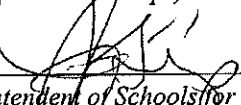
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

APPROVED   
Principal (For All Field Trips)

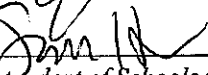
DATE 12/20/22

APPROVED   
School Nurse (For All Field Trips)


DATE 12/20/22

APPROVED   
Assistant Superintendent of Schools for Student Services

DATE 1/13/22

APPROVED   
Assistant Superintendent of Schools for Teaching & Learning

DATE 1-20/22

APPROVED   
Director of Health Services

DATE 12/20/22

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

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



**Habitat**  
for Humanity®

Collegiate  
Challenge

Contact information	
Chaperones:	<b>Ms. Pray</b> <a href="mailto:courtney.pray@reading.k12.ma.us">courtney.pray@reading.k12.ma.us</a> <b>Ms. Theriault</b> <a href="mailto:jessica.theriault@reading.k12.ma.us">jessica.theriault@reading.k12.ma.us</a>
Affiliate name:	Habitat for Humanity of Forsyth County
Affiliate contact:	<b>Debbie Cesta: office:</b> 336-306-8419 cell: 336-407-2327 (use cell ONLY in case of emergency if you can't reach your child or Ms. Pray first) <a href="mailto:Debbie.Cesta@habitatforsyth.org">Debbie.Cesta@habitatforsyth.org</a>
Travel/Accommodations	
AMERICAN AIRLINES Flight Info:	<b>Departure Info: Arrive at Logan Int'l Airport Terminal B by 7:30 AM (YES, IN THE MORNING!)</b> <ul style="list-style-type: none"> <li>• Date: Sat, Jul 16, 2022</li> <li>• Flight: AA0653</li> <li>• Depart: 9:15AM</li> <li>• Arrive: 11:38 AM</li> </ul> <b>Return Info: please plan to pick your child up from the airport Saturday afternoon (7/23).</b> Your child will be in touch the day of our return so you can plan pickup time. <ul style="list-style-type: none"> <li>• Return Travel: Charlotte, NC (CLT) to Boston, MA (BOS)</li> <li>• Date: Saturday, July 23, 2022</li> <li>• Flight: AA1380</li> <li>• Depart: 10:15 AM</li> <li>• Arrive: 12:21 PM</li> </ul>
Lodging address:	1023 W. 14 <sup>th</sup> St., Winston-Salem, NC 27105
Meals that are provided:	<ul style="list-style-type: none"> <li>• Breakfast foods (cereal, milk, OJ, breakfast bars, bread, pb&amp;j) for all mornings.</li> <li>• Lunch (sandwiches) delivered to the work site Mon. – Fri,</li> <li>• Dinner at the lodge Mon. – Thurs.</li> <li>• NOT PROVIDED: Weekend meals/meals while traveling &amp; dinner out on Friday night, 7/21.</li> </ul>
Lodging description:	2 dorm-style rooms each have 10 bunk beds (20 total beds) with mattresses. <b>Please bring a pillow, &amp; either twin sheets or sleeping bag. You will also need a towel(s) for the showers, and shower shoes are recommended.</b> The Lodge has a kitchen. RMHS will be the only school at the Lodge during the week. <u>Showers, kitchen facilities, and laundry</u> are all available in the Lodge.
Work site information	
Construction schedule: 8am-3pm, Mon - Fri	7:45am – meet construction team outside the Lodge on Monday. You will stop working and begin clean up at 2:45.
Bring to work site:	Work gloves, sunglasses, and <b>refillable water bottle</b> . Cold water available on site.
Clothing restrictions for work site	<b>NO OPEN TOE OR OPEN HEEL SHOES! NO SANDALS, FLIP FLOPS, or CROCS. ATHLETIC SHOES ARE FINE</b> - don't need to buy steel toe boots.
Miscellaneous information	
Emergency / Urgent Care:	Wake Forest Baptist Medical Center – two miles from the Lodge. Address is 1 Medical Center Blvd., Winston-Salem.

Nearest pharmacy	CVS – 606 Coliseum Drive 336-727-8680 Walgreens (24 hour store) – 2125 Cloverdale Ave. 336-723-0561
Weather	Check the weather forecast before you pack! Your shoes will get muddy if we have rain. We suggest bringing <b>2 pairs that you don't mind getting dirty.</b>
<b>Packing List</b>	
<b>We will be driving two 15 passenger vans. In order to fit everything into our vans, each student is limited to ONE carry-on or medium sized suitcase and one personal item (backpack, etc.).</b>	
<ul style="list-style-type: none"> <li>• Sunscreen, hat, sunglasses</li> <li>• Closed-toe shoes for worksite (I recommend 2 pairs of sneakers you don't mind getting dirty)</li> <li>• Appropriate clothes for 4 days of working outside in 80+ degree weather - athletic gear is a good choice</li> <li>• Towel(s), shower shoes, toiletries</li> <li>• Prescription medications - <b>pack these in your carry on!!!</b></li> <li>• Light jacket/hoodie</li> <li>• Change of clothes for after working each day - you'll get dirty!</li> <li>• Swimsuit if you want to swim at the YMCA</li> <li>• Pillow (carried on the plane) and blanket and sheets for twin <b>XL bunk bed</b>, OR sleeping bag (but it gets warm in the bunk room - a light blanket will be enough)</li> <li>• Water bottle</li> <li>• Work gloves (all other equipment is provided)</li> <li>• Headphones</li> <li>• Phone charger</li> </ul>	
Please DO NOT bring:	
<ul style="list-style-type: none"> <li>• Laptops or tablets (we are not responsible for lost or stolen items)</li> <li>• Snacks or food - we will make a Target run the first day of the trip (and likely several other times), it's easier and cheaper to buy things in North Carolina than bring them with you.</li> <li>• Your own tools.</li> </ul>	
Spending money:	
<ul style="list-style-type: none"> <li>• Most of our meals are provided, but students will need money to buy any food they want while traveling, and dinner out on Friday. On Sunday, 7/17, breakfast will be provided, we'll ask people to get something at Target for a picnic lunch at a state park &amp; dinner will likely be at a local fast food place. On Friday 7/21, we will go to Speedy's BBQ in Lexington, NC for our celebratory end-of-trip dinner and it's TOTALLY AWESOME. Students should plan about \$20 (cash only) for Friday's dinner. If you need help with covering meal expenses, we are happy to help - just let one me know.</li> <li>• Other expenses: plan to bring enough money to cover anything else you want to purchase, including: <ul style="list-style-type: none"> <li>○ Personal snacks/food/drinks</li> <li>○ Recreation (we will do some excursions around Winston-Salem if students want food/clothes/souvenirs)</li> <li>○ The annual Krispy Kreme Donut Adventure - we go to the original Krispy Kreme donut location and eat a lot of donuts</li> </ul> </li> </ul>	

**Remind:**

Students should sign up for the NC Trip Remind group by texting the code @83h2e6 to the number 81010. We will use this to communicate trip-specific info.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST  
AND DETERMINATION BY APPOINTING AUTHORITY  
AS REQUIRED BY G. L. c. 268A, § 19**

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name:	Courtney Pray & Jessica Therault
Title or Position:	RUMHS Teacher & Asst principal
Municipal Agency:	RUMHS
Agency Address:	62 Oakland Rd
Office Phone:	781-944-8200
Office E-mail:	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
<b>PARTICULAR MATTER</b>	
Particular matter  E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter.  Habitat for humanity annual service trip.
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter.  We fly to North Carolina to build homes for low-income families. We are the chaperones for the HAH club trip and build along side the students and community members.
<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. Our airfare is covered by the overall trip cost of participants. In the past, it has amounted to approximately \$400.02
Employee signature:	Courtney Pray
Date:	12/20/22

**DETERMINATION BY APPOINTING OFFICIAL**

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

**The appointing authority shall keep this Disclosure and Determination as a public record.**



# Reading Public Schools



## Field Trip Approval Form Overnight/Out of State/International

Trip Coordinator:	Audra Williams		
School:	RMHS	Grade(s) Attending:	11 & 12 as of Spring 2024
Destination:	Costa Rica (San Jose, Arenal, Coastal Puntarenas region, and Santos)		
Type of Trip:	<input type="checkbox"/> Overnight <input type="checkbox"/> Out of State <input checked="" type="checkbox"/> International		
Educational Purpose of Trip:	Enrichment opportunity. International volunteer opportunity. Cultural competency.		
Name of Educational Travel Organization conducting the trip	Explorica		
(*Please attach the three quotes for the Travel Organizations considered)			
Date(s) of Trip:	April 13-20, 2024		
Time of Departure:	April 13, 2024 (time tbd)	Time of Return:	April 20, 2024 (time tbd)
Cost of Trip:	\$2,828 + airline-imposed baggage fees	Will there be fundraising?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please attach a fundraising plan.			
No. of Students Attending:	40 maximum	No. of Teachers:	5-6 RMHS teachers (6:1 student-teacher ratio)
No. of Nurses (licensed to practice in this state/country)	N/A	No. of other Adults:	N/A
Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks			X YES <input type="checkbox"/> NO  <i>All will be RMHS</i>



		<i>teachers with previous CORIs.</i>
Transportation Required (Circle): <del>Bus</del> / Train / Boat / <del>Plane</del> / Private Car / Other		
Name of Company(ies) Providing Transportation:		Determined by Explorica (airline & coach bus)
If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Determined by Explorica. From Explorica: "On tour with the group is the Tour Director (they are both the guide and Explorica representative) who are there to facilitate the trip while prioritizing the safety and security of the group."
Departure Information (location and carrier):	Fly from Logan Airport, Boston to San Jose, Costa Rica. Carrier to be determined. Groups will receive their tickets approximately two weeks prior to their departure date. The tickets will be sent to the program leader as either paper tickets, E-tickets, or a combination of the two.	
Return Trip Information (location and carrier):	Fly from San Jose, Costa Rica to Logan Airport, Boston. Carrier to be determined. Groups will receive their tickets approximately two weeks prior to their departure date. The tickets will be sent to the program leader as either paper tickets, E-tickets, or a combination of the two.	
Food and Lodging (if applicable) will be provided by:		Arranged by Explorica
(*Please include if the Educational Travel Company is requiring security on each floor of the lodging):		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO From Explorica: "On tour with the group is the Tour Director (they are both the guide and Explorica representative) who are there to facilitate the trip while prioritizing the safety and security of the group."
Will there be students participating in the trips who have food allergies?		<input type="checkbox"/> YES <input type="checkbox"/> NO From Explorica: "In terms of accessibility/medical needs/food allergies, we do our best to accommodate the needs of our travelers and before departure we will ask you [Audra Williams] to complete a form informing us of any specific needs we need to be made aware of (we also encourage the families to call our customer care line directly and make us aware of any special dietary/medical

	requests). We have been traveling for over 20 years, we take all allergies and dietary needs very seriously.”
If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.	X YES <input type="checkbox"/> NO Please see response to previous question.
Address and Phone No. of Lodging (if applicable):	Not yet available.
Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?	X YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <i>Please see attached insurance policy.</i>
If yes, attach a copy of the policy. (*The venue will want a Certification of Insurance from RPS, which the advisor needs to request through the Town, attn Jayne Wellman.)	
If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A Determined by Explorica, if applicable.
Please describe below the educational alternative for those students who will not be attending the trip.	Trip will occur during April 2024 school vacation; therefore, no educational alternative is needed.
Please describe the accommodations/transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?	From Explorica: “In terms of accessibility/medical needs/food allergies, we do our best to accommodate the needs of our travelers and before departure we will ask you to complete a form informing us of any specific needs we need to be made aware of (we also encourage the families to call our customer care line directly and make us aware of any special dietary/medical requests).”

Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?	To be determined after student recruitment is complete.
Do any students require the administration of prescription medication during the trip?	<p style="text-align: center;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p style="text-align: center;"><i>Possibly. To be determined after student recruitment is complete. All students will be 16-18 years of age.</i></p>
If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?	Self-administration. Student age range is 16-18.
If you are in a location that does not have cell service, what is the plan for contacting emergency services?	From Explorica: "On tour with the group is the Tour Director (they are both the guide and Explorica representative) who are there to facilitate the trip while prioritizing the safety and security of the group."
Please describe the process that will be used to determine student eligibility for the trip.	Google Form student application that asks for reasons for volunteering.

Please attach the following to this document:

- A. A detailed itinerary of the trip
- B. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50.

Before planning the trip staff should complete the DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c. 268A, § 19 **TO BE COMPLETED AFTER STUDENT RECRUITMENT IS COMPLETE AND NUMBER OF CHAPERONES DETERMINED.**

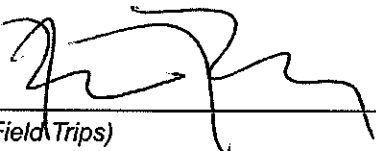
- C. A copy of any contract associated with the field trip.
- D. A list of all adults who will be chaperoning the field trip.: **TO BE DETERMINED UPON SCHOOL COMMITTEE APPROVAL OF THIS TRIP & SUBSEQUENT STUDENT RECRUITMENT.**

Are there any current travel warnings or advisories issued by the State Department? Please go to <a href="http://www.cdc.gov">www.cdc.gov</a> or <a href="http://www.travel.state.gov">www.travel.state.gov</a> .		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please explain:	<i>n/a</i>	
Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>They will by April 2024.</i>
<b>Copies of all students' passports shall be maintained by the Trip Coordinator.</b>		
<b><i>At least one staff member accompanying the students must have a phone number with international service.</i></b>		
Name of Staff Member:	Audra Williams, English Teacher, RMHS	
Telephone Number:	978.204.5178	

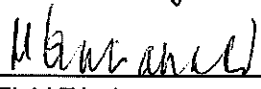
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**To be completed by Reading Public School Administration:**

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

APPROVED   
Principal (For All Field Trips)

DATE 12/9/22

APPROVED   
School Nurse (For All Field Trips)

DATE 12/12/22

APPROVED *[Signature]*  
*Assistant Superintendent of Schools for Student Services*

DATE 12/16/22

APPROVED *[Signature]*  
*Assistant Superintendent of Schools for Teaching & Learning*

DATE 1-20-23

APPROVED *Mary M. Bonviana R*  
*Director of Health Services*

DATE 12/12/22

APPROVED \_\_\_\_\_  
*Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)*

DATE \_\_\_\_\_

=====

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





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Lakeland Tours, LLC DBA WorldStrides and Its Subsidiaries 218 W Water St Suite #400 Charlottesville, VA 229025062	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Westchester Surplus Lines Insurance Company NAIC#: 10172  
 POLICY NUMBER: G72597734001 EFF DATE: 09/30/2022 EXP DATE: 09/30/2023

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Liability		See Excess Program Attached

INSURER AFFORDING COVERAGE: Zurich American Insurance Company NAIC#: 16535  
 POLICY NUMBER: WC 0797564-04 EFF DATE: 09/30/2022 EXP DATE: 09/30/2023

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation DE/NC Per Statute	Each Incident Disease- Policy Limit Disease-Each Employee	\$1,000,000 \$1,000,000 \$1,000,000

## *Excess Program Structure*

Effective Date	Carrier	Policy Number	Limit	Layer
9/30/22 to 9/30/23	HDI Global Specialty SE	18EX3174	\$5,000,000	\$5M xs Primary
9/30/22 to 9/30/23	Westchester Surplus Lines Ins. Co.	G72597734001	\$15,000,000	\$15M xs \$5M
9/30/22 to 9/30/23	Everest National Insurance Company	XC5EX01719-221	\$15,000,000	\$15M xs \$20M
9/30/22 to 9/30/23	Navigators Insurance Company	GA22EXRZ0CGBUIV	\$5,000,000	\$5M xs \$35M
Total Limits			\$40,000,000	

Underlying schedule of insuring agreements included under Excess tower (subject to policy limits, deductibles, terms, conditions, and applicable statutes and regulations):

- General Liability
- Employee Benefits Liability
- Automobile Liability
- Employer's Liability
- Foreign General Liability
- Foreign Contingent Automobile Liability
- Foreign Employer's Liability



## *Named Insured Matrix*

This intends to outline the main named insureds and DBAs currently affiliated with Lakeland Tours, LLC DBA WorldStrides.

- 
- Brightspark Travel, Inc.
  - Casterbridge Tours Limited
  - Envision
  - Excel Group
  - Excel International Sports
  - Excel Sports
  - Explorica, Inc.
  - Explorica Travel, Inc.
  - Global Education Group Holdings, Inc.
  - GlobalLinks, LLC
  - Heritage Education & Festivals, LLC
  - International Discovery Programs
  - International Studies Abroad, LLC
  - Jumpstreet/Worldstrides Canada
  - Lakeland Finance, LLC
  - Lakeland Intermediate
  - Lakeland Tours, LLC
  - Les Tours Jumpstreet Tours
  - Music America
  - National Educational Travel Council, LLC
  - Oxbridge Academic Resources, LLC
  - Travel Turf, Inc.
  - The Education Abroad Network
  - World Class Vacations
  - Worldpass Travel Group
  - WorldStrides International, LLC
  - WorldStrides PTY LTD
  - WorldStrides Canada, Inc.



# Communities of Costa Rica: Explorica Volunteer Trip

[explorica.com/Williams-631](http://explorica.com/Williams-631)

April 13 - April 20, 2024

**Day 1** **Hola San José** (groups flying from the west coast may be required to depart day 0)

Meet your tour director and check into hotel

**Day 2** **San José to Santos**

Travel to Santos

Introduction to Los Santos project

*Optional Canopy zipline tour*

**Day 3** **Santos community engagement**

Bio coffee adventure

Volunteer activities

**Day 4** **Santos--Coastal Puntarenas**

Travel to Coastal Puntarenas by 4x4

**Day 5** **Manuel Antonio excursion**

Manuel Antonio National Park guided visit

**Day 6** **Coastal Puntarenas--Arenal**

Travel to Arenal

Lake Arenal kayaking tour

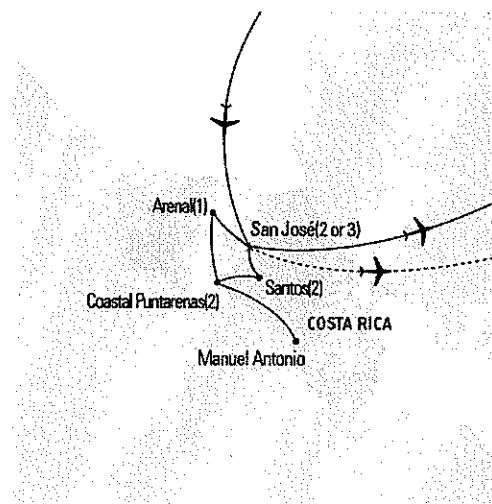
Hot springs visit

**Day 7** **Arenal to San José**

Arenal Volcano National Park visit

Travel to San José

**Day 8** **End tour**



# Reserve Your Spot!



Tour Center ID: Williams-631  
Registration deadline: December 21, 2022

## What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 7 overnight stays (8 with extension) in hotels with private bathrooms
- Breakfast daily
- Lunch daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Two half-day volunteer projects
- Tour Diary™
- Local Guide and Local Bus Driver tips; see note regarding other important tips
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Optional excursions, optional pre-paid Tour Director and multi-day bus driver tipping, among other individual and group customizations will be listed as separate line items in the total trip cost, if included.

## Tour investment

Students (travelers under the age of 23): \$2,828

Adults (age 23 and over): \$3,268

Price reflects savings of \$200 scholarship. Sign up by 12/21/2022 & enter code 2024earlybird in order to take advantage of this limited-time offer!

## Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of November 28, 2022, your monthly payment would be just \$176.67. (Manual plan also available; learn more on [explorica.com/paymentplans](http://explorica.com/paymentplans).)

## Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$16 per day. To learn more, visit [explorica.com/cfar](http://explorica.com/cfar).

Enroll online,  
by phone, or by mail



Visit [explorica.com/Williams-631](http://explorica.com/Williams-631)



Use Williams-631 to register

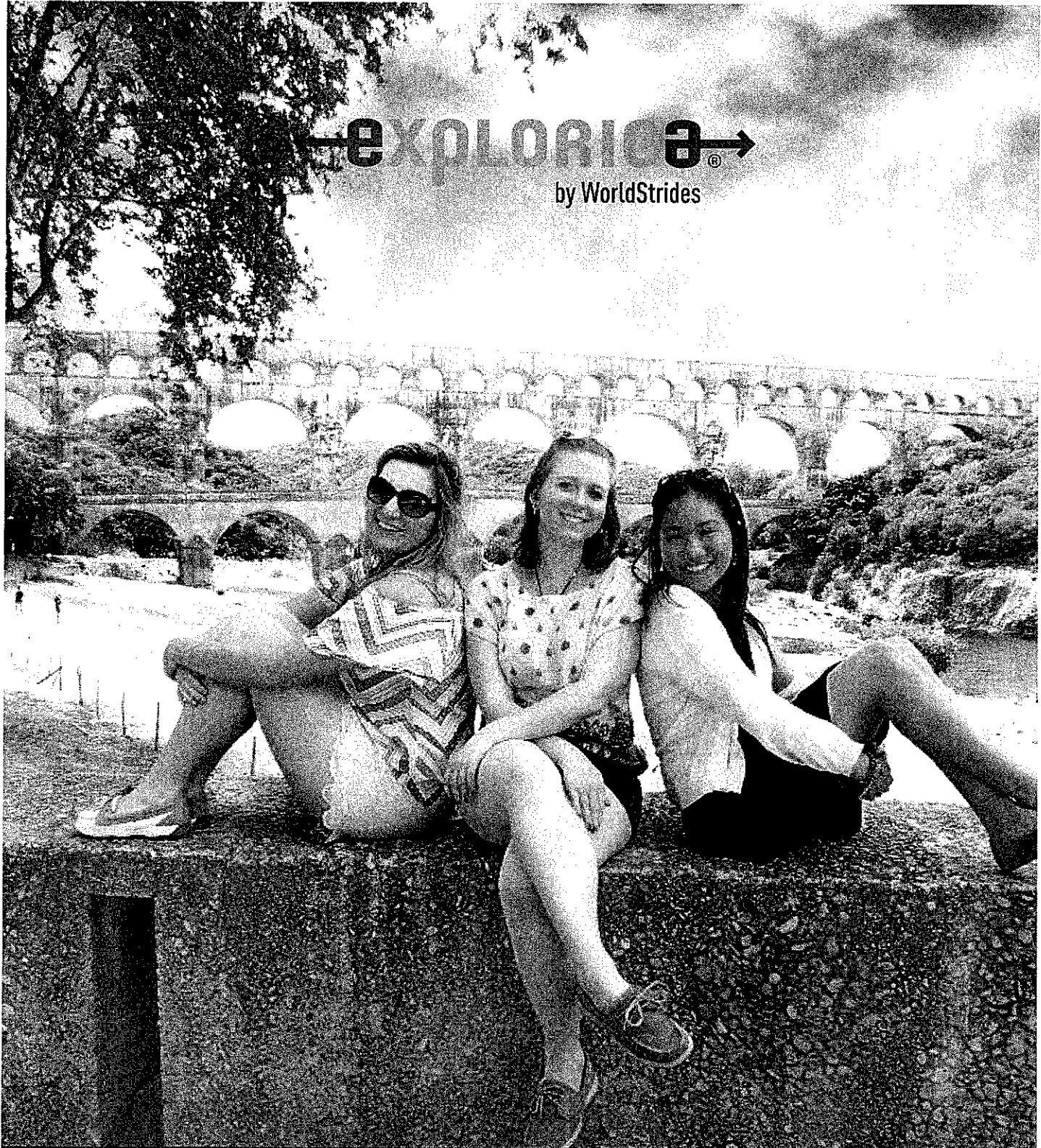
1.888.310.7121



Download and complete  
a paper application on  
[explorica.com/resources](http://explorica.com/resources)

Mail to:  
PO Box 9033  
Charlottesville, VA 22906-9033

**EXPLORE**   
by WorldStrides



**SCHOOL BOARD  
PRESENTATION**

— 2022 —



## SCHOOL BOARD PRESENTATION

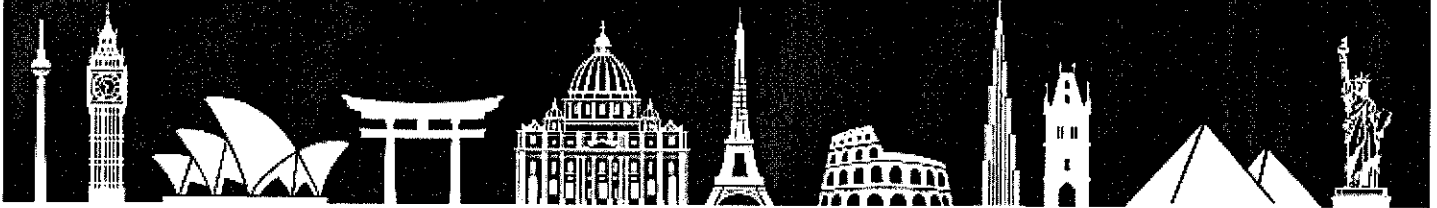
# ***Communities of Costa Rica: Explorica Volunteer Trip***

*April 13, 2024 - April 20, 2024*

## Contents

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Meal & on-tour info.....	5
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Welcome to Explorica and thank you for your interest in student travel!

As a licensed tour operator, Explorica is proud to be able to give your students the opportunity of a lifetime! When your school travels with Explorica, you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their hometown. It's an educational adventure for both you and your students.

Before we begin, here's a little more about us:

**Founded in 2000**, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe.

We believe we can create a better world by enriching every student with a cultural experience through travel. We aim to be the product leader in educational travel, helping teachers and students discover the wonders of the world through safe and reliable tour experiences. And we do this with a passion for delighting customers and connecting travelers to the world.

Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

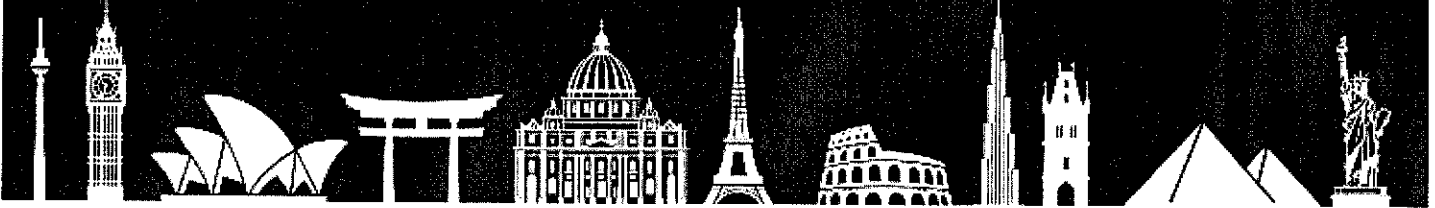
Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time Tour Director dedicated to your group. What's more, as a WorldStrides organization, we have a network of more than 45 offices around the globe. And with our veteran Program Consultants, Customer Care Representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

Join more than one million teachers and students in experiencing the world on Explorica tours!

Happy travels!

Sincerely,

**Matt Wertz**  
President & CEO



## Hotel information

Even though you'll be far from home, your comfort won't be compromised. That's because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable and convenient. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to four sights, comfort, quality and safety. Students are roomed in either triple or quad accommodations based on the hotel availability. Students have the option to upgrade to twin rooming for \$45 per night. Paying adults (23 or older) are roomed in twin/double accommodations and a \$45 per night double/twin rooming supplement is included in the adult total cost (\$70 per night for cruises and ferries). Adults have the option to upgrade to a single room for an additional \$40 per night.

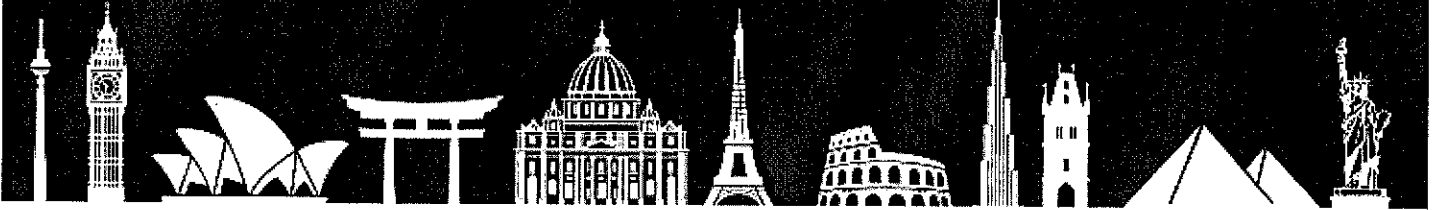
### **HOTEL SAMPLE SPECIFIC TO SAN JOSE, COSTA RICA**

## **Wyndham San Jose Herradura**

*Standard hotel*

### **Hotel description**

*"On the outskirts of San José, just a 10-minute drive from Juan Santamaria International Airport, Wyndham San Jose Herradura offers 3 outdoor pools and a casino. The air-conditioned rooms have satellite TV. All the spacious rooms at the Wyndham Herradura have coffee makers, and many have hot tubs. Some have private balconies overlooking the exotic gardens"*



## Meal information

Explorica provides breakfast and dinner daily on all tours (unless otherwise indicated on your itinerary). Explorica makes sure all travelers have the opportunity to experience local cuisine with their meals, such as a tapas dinner in Spain, crêpes in France or wiener schnitzel in Germany.

## Tour director

Your tour director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations and sightseeing. The tour director can also provide a wealth of information and suggestions for your free time. Local guides are your resource for detailed destination information and help supplement the travel experience.

## Communication on tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that traveled on our Galápagos Islands tour in February 2017:

"Day 2 - Hello everyone! Today was a wonderful first day! After breakfast we went to visit the highlights of Quito, museums, churches, plazas, government palace, and more. Then we had lunch in a traditional restaurant of the old town, after that we went to the equator line; there we had fun practicing some experiments and some of us got a certification as 'egg master.' We went back to the hotel and at night kids had dinner, and finally it was time to prepare everything to Galapagos! Tomorrow we leave early. We're having a great time!"





## Safety and security

All tour directors come highly recommended with at least five years of experience in the industry. In addition to their safety expertise, we provide 24/7 emergency support, and have a global presence with over 45 offices around the world.

Explorica also offers each traveler the option to purchase the Travel Protection Plan at \$16/day or \$24/day for the Travel Protection Plan Plus.

Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.

We are a member of USTOA: United States Tour Operators Association's \$1 Million Travelers Assistance Program. As an Active Member of USTOA, Explorica, Inc. is required to post \$1 million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, the \$1 million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).

In addition to the USTOA, Explorica is affiliated with the following notable organizations: Student Youth Travel Association (SYTA), National Tour Association (NTA), European Tour Operators Association (ETOA), Better Business Bureau (BBB), International Air Transportation Association (IATA), World Youth Student & Educational (WYSE) Travel Confederation, British Educational Travel Association (BETA).



## Liability policy

To Whom It May Concern,

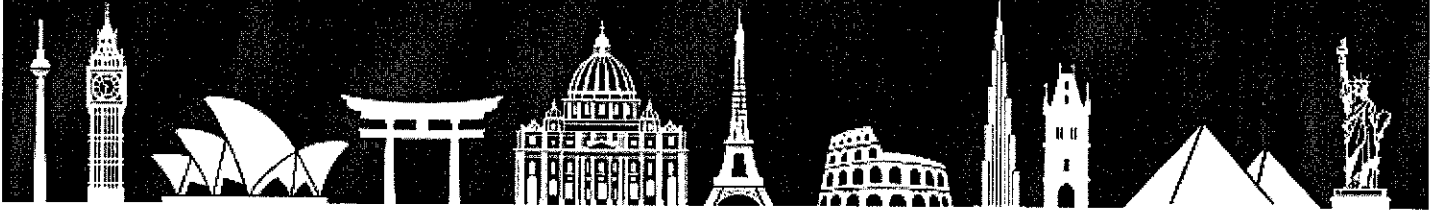
We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number one priority and that we have policies and procedures in place to protect the school, school district, teachers and participants involved with this tour.

Explorica has a \$50 million liability policy that protects third parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour. Explorica has taken all precautions to best protect the students and other tour participants..

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online Tour Diary that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,  
Stephane Cosse  
VP Operations



## Payment options

### **FULL PAYMENT**

Pay in full at time of enrollment.

### **MONTHLY AUTOMATED PLAN**

Pay your \$50 deposit plus any travel protection plan fees with a credit card or checking account upon enrollment, and the balance of your tour fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card or checking account. If two consecutive payments are returned NSF or declined, we will change your account to the 4-Step Manual Plan.

### **4-STEP MANUAL PLAN**

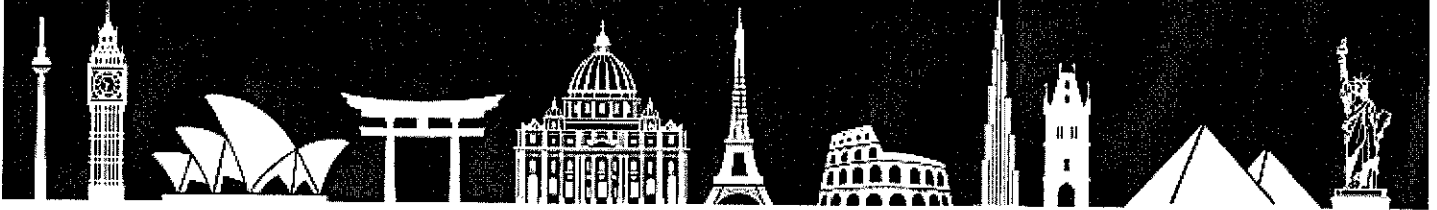
Pay your \$99 deposit upon enrollment, and then pay \$500 toward your balance 30 days later. At 110 days prior to departure 75% of the balance is due. At 65 days prior to departure the remainder of the balance is due. You must make each payment manually.

### **GENERAL PAYMENT INFORMATION**

We accept MasterCard, Visa, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders and personal checks. Please note personal checks are only accepted until 75 days prior to departure and ACH payments until 65 days prior to departure.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminders of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 75 days prior to your departure or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule. Any bounced checks are subject to a \$35 non-refundable fee.



## Insurance policy

### **EXPLORICA'S TRAVEL PROTECTION PLANS**

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

#### **EXPLORICA'S TRAVEL PROTECTION PLAN**

Our standard travel protection plan covers you for the following events:

- › A traveler's injury, sickness, or death of a family member
- › Theft of passport or visas
- › Flight cancellations due to strike or bad weather
- › Loss of luggage and personal effects
- › Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- › Trip cancellation or trip interruption due to terrorist acts, as defined

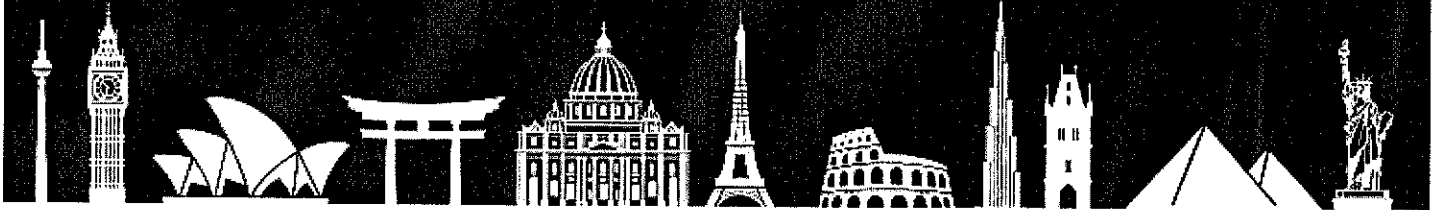
#### **EXPLORICA'S TRAVEL PROTECTION PLAN PLUS**

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit. With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip 48 hours (2) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.



## Insurance policy cont.

### TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

#### TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

#### TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness or death of you or your traveling companion; quarantine; loss of passport, travel documents or money; or natural disaster.

#### MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.



## Insurance policy cont.

### **BAGGAGE & PERSONAL EFFECTS**

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

### **PRE-EXISTING CONDITIONS WAIVER**

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions and limitations is available to you on our website under the Travel Protection Plan or at any time by request.

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by United States Fire Insurance Company, Morristown, NJ.

The cost for Explorica's Travel Protection Plan is \$16 per day of your tour, maximum \$224. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$24 per day of your tour, maximum \$336. This plan must be purchased at the time of enrollment, and cannot be refunded once selected.



## Positive feedback

After every tour Explorica asks our program leaders to create an evaluation to judge our overall pre-tour, during tour, and post-tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Oftentimes we are given such positive feedback that we want to share it with potential Explorica program leaders.

**Linda L., English & German teacher, Bowdoin, ME**

My students had the time of their lives on this trip. Our tour director was so knowledgeable and incredible that Berlin, Prague and Munich just came alive during these 10 days. What an experience!

**Michelle D., Coburg, ON**

Well-organized, educational and safe travel — I couldn't ask for more! I have students knocking on my door the first day back asking, "Where is the trip next year?"

**Joe H., Spanish teacher, Chandler, AZ**

I LOVE teaching, but I LOVE traveling more! What better experience can we bring to the lives of our students than actually living in the countries we study?!

**Kathleen W., French teacher, Higganum, CT**

A wonderful experience for the students, especially hitting Carnevale in Venice. Our tour director enlivened the whole trip with his wit, charm and depth of knowledge.



## Communities of Costa Rica: Explorica Volunteer Trip

April 13, 2024 - April 20, 2024

Volunteer in the rural community of Santos, where you will engage in activities like painting a local school, planting a community garden, or beautifying the natural landscape. Explore the great outdoors further by kayaking around Lake Arenal, then test the waters of nature's Jacuzzi at the nearby hot springs and learn how coffee gets from farm to table on our Bio Coffee Adventure.



# Language Immersion: Costa Rica

April 13, 2024 - April 20, 2024

## Tour specifics

### **TOUR ITINERARY:**

#### **Day 1 Hola San José (must depart North America on a Saturday)**

- › Meet your tour director and check into hotel

#### **Day 2 San José to Santos**

- › Travel to Santos
- › Introduction to Los Santos project
- › Canopy zipline tour

#### **Day 3 Santos community engagement**

- › Bio coffee adventure
- › Volunteer activities

#### **Day 4 Santos--Coastal Puntarenas**

- › Travel to Coastal Punteras by 4x4

#### **Day 5 Manuel Antonio excursion**

- › Manuel Antonio National Park guided visit

#### **Day 6 Coastal Puntarenas--Arenal**

- › Travel to Arenal
- › Lake Arenal kayaking tour
- › Hot springs visit

#### **Day 7 Arenal to San José**

- › Arenal Volcano National Park visit
- › Travel to San José

#### **Day 8 End tour**

### **TOUR INVESTMENT:**

**Travelers under 23 years \$2,828.00\***

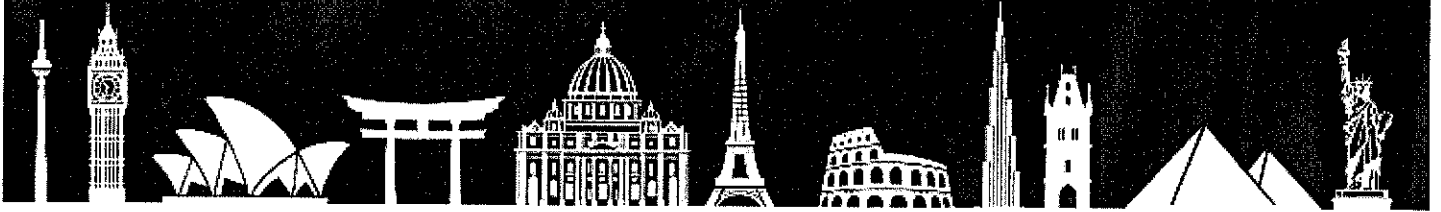
**Travelers 23 and above \$3,268.00\***

*\*Sign up by 1/26/23 and use voucher code*

**Travel2S** to receive this discounted price!

### **INCLUDED:**

Round-trip airfare, on-tour tipping, all transportation, sightseeing tours and site visits, all hotels with private bathroom, breakfast, lunch and dinner daily, full-time multi-lingual tour director, Travel Protection Plan.



## Supporting documents

This school board packet should be submitted with the following supporting documents:

- › Official price quote
- › Student application
- › Student/parent agreement & release form
- › Explorica's terms & conditions



101 Federal Street  
Suite 900  
Boston, MA 02110

591 Camino de la Reina  
Suite 1025  
San Diego, CA 92108

1.888.310.7120 | [explorica.com](http://explorica.com)

# Reading Public Schools



## Field Trip Approval Form Overnight/Out of State/International

Trip Coordinator: Tanya McSorley

School: RMHS Grade(s) Attending: 10-12

Destination: Bouen, France

Type of Trip:  Overnight  Out of State  International

Educational Purpose of Trip:

Exchange program with Jean Paul II High School in Bouen, France. Students will be hosted by French families

Name of Educational Travel Organization conducting the trip (\*Please attach the three quotes for the Travel Organizations considered):

Phometour

Date(s) of Trip: 4/8/24 - 4/18/24  
Time of Departure: TBD Time of Return: TBD

Cost of Trip: \$2,500 - estimated Will there be fundraising? NO  
If yes, please attach a fundraising plan.

No. of Students Attending: 2-25 No. of Teachers: 3-4 No. of Nurses (licensed to practice in this state/country) —

No. of other Adults: 1-?

Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks ✓ YES

Transportation Required (Circle): Bus / Train / Boat / Plane / Private Car / Other

Name of Company(ies) Providing Transportation: Students will be responsible for getting to and from airport

If this is an overnight trip, is the bus driver getting sufficient rest in accordance with federal regulations and common sense? \_\_\_\_\_

Departure Information (location and carrier): \_\_\_\_\_

Return Trip Information (location and carrier): \_\_\_\_\_

Food and Lodging (if applicable) will be provided by (\*Please include if the Educational Travel Company is requiring security on each floor of the lodging): *Host Families*

Will there be students participating in the trips who have food allergies? *Possibly*

Yes: \_\_\_\_ No: \_\_\_\_

If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options. Yes: \_\_\_\_ No: \_\_\_\_

Address and Phone No. of Lodging (if applicable): \_\_\_\_\_

Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)?

Yes  No  N/A

If yes, attach a copy of the policy. (\*The venue will want a Certification of Insurance from RPS, which the advisor needs to request through the Town, attn Jayne Wellman.)

If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.  Yes  No  N/A

Please describe below the educational alternative for those students who will not be attending the trip.

*N/A*

Please describe the accommodations/transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?

*TBD once group is final*

Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?

*TBD once special students have been decided*

Do any students require the administration of prescription medication during the trip?

*TBD*

If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?

*TBD when student group is finalized*

If you are in a location that does not have cell service, what is the plan for contacting emergency services?

N/A

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

Preference is given to students in French 3, 4, 5 however all French students will be considered

Please attach the following to this document:

- a. A detailed itinerary of the trip
- b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c. 268A, § 19
- c. A copy of any contract associated with the field trip.
- d. A list of all adults who will be chaperoning the field trip.

The Following Section is for Out of Country Field Trips Only

Are there any current travel warnings or advisories issued by the State Department?

Please go to [www.cdc.gov](http://www.cdc.gov) or [www.travel.state.gov](http://www.travel.state.gov) .

Yes  No

If yes, please explain: \_\_\_\_\_

Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?

Yes  No

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

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

Name of Staff Member: Tanya McSherry

Telephone Number: (017) 308-4666

=====
To be completed by Reading Public School Administration:
=====

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

APPROVED [Signature]  
Principal (For All Field Trips)

DATE 12/23/22

APPROVED M. Bourque  
School Nurse (For All Field Trips)

DATE 12/23/22

APPROVED [Signature]  
Assistant Superintendent of Schools for Student Services

DATE 1/13/23

APPROVED [Signature]  
Assistant Superintendent of Schools for Teaching & Learning

DATE 1-20-23

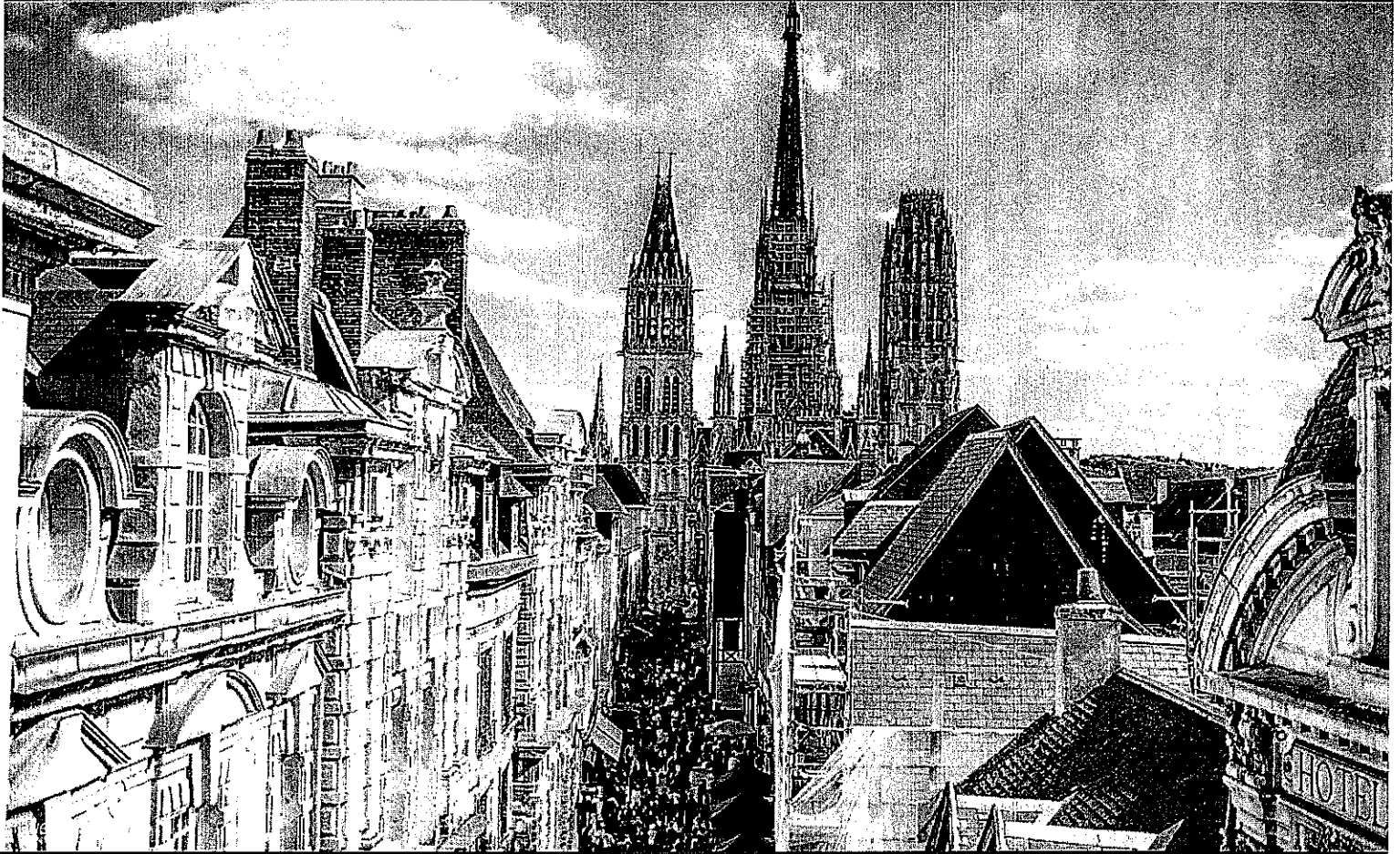
APPROVED [Signature]  
Director of Health Services

DATE 12/23/22

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

=====

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



## Paris and Exchange Program in Rouen

19 Apr 2024 - 28 Apr 2024 | 10 days

If you want to immerse your students in the French culture, there's no better way than to visit France and experience it firsthand among the locals. From the D-Day beaches of Normandy to the charming châteaux of the Loire Valley – historical teaching moments in France are easy to come by.



### WHY SEND YOUR STUDENTS ON A FORUM LANGUAGE EXPERIENCE?

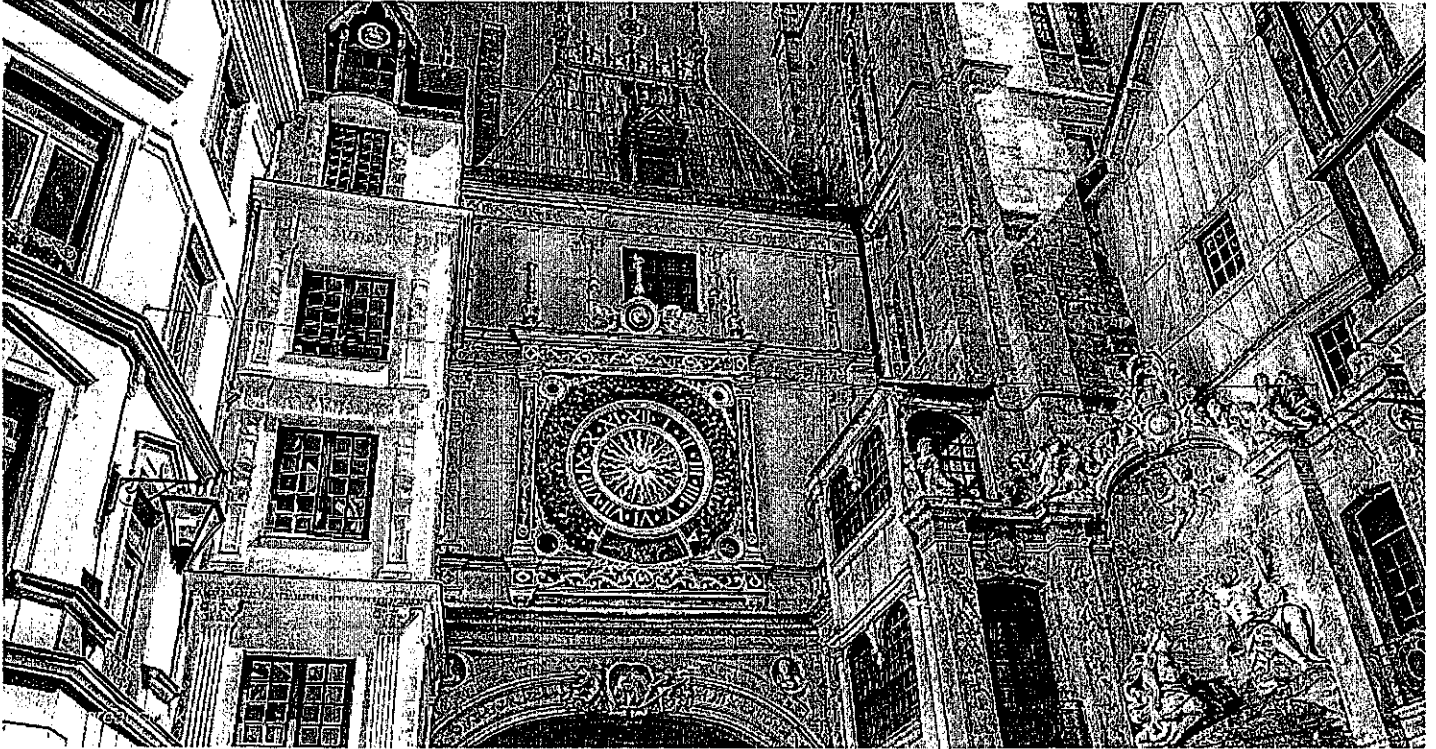
you will benefit from...

*Expertise of more than 30 years in the field,*  
*More value for your investment in education,*

while students benefit from...

*Private tailor-made educational tours,*  
*Opportunities to engage with locals,*  
*Wisdom and a greater interest in learning,*



**Day 1 - USA | FRANCE (FRIDAY)**

- Fly to France.

**Day 2 - PARIS | ROUEN (SATURDAY)**

- Bienvenue en France! Upon arrival, board your private bus and transfer to your partner school to meet your host family and your exchange partners.
- **Start your exchange program.** While living with a host family, you will find out that French is more than a textbook language. You will eat French food, meet French people and have an excellent opportunity to practice your French in real life situations.
- Dinner and night accommodation with your host family.

**Day 3 - SUNDAY WITH EXCHANGE FAMILY (SUNDAY)**

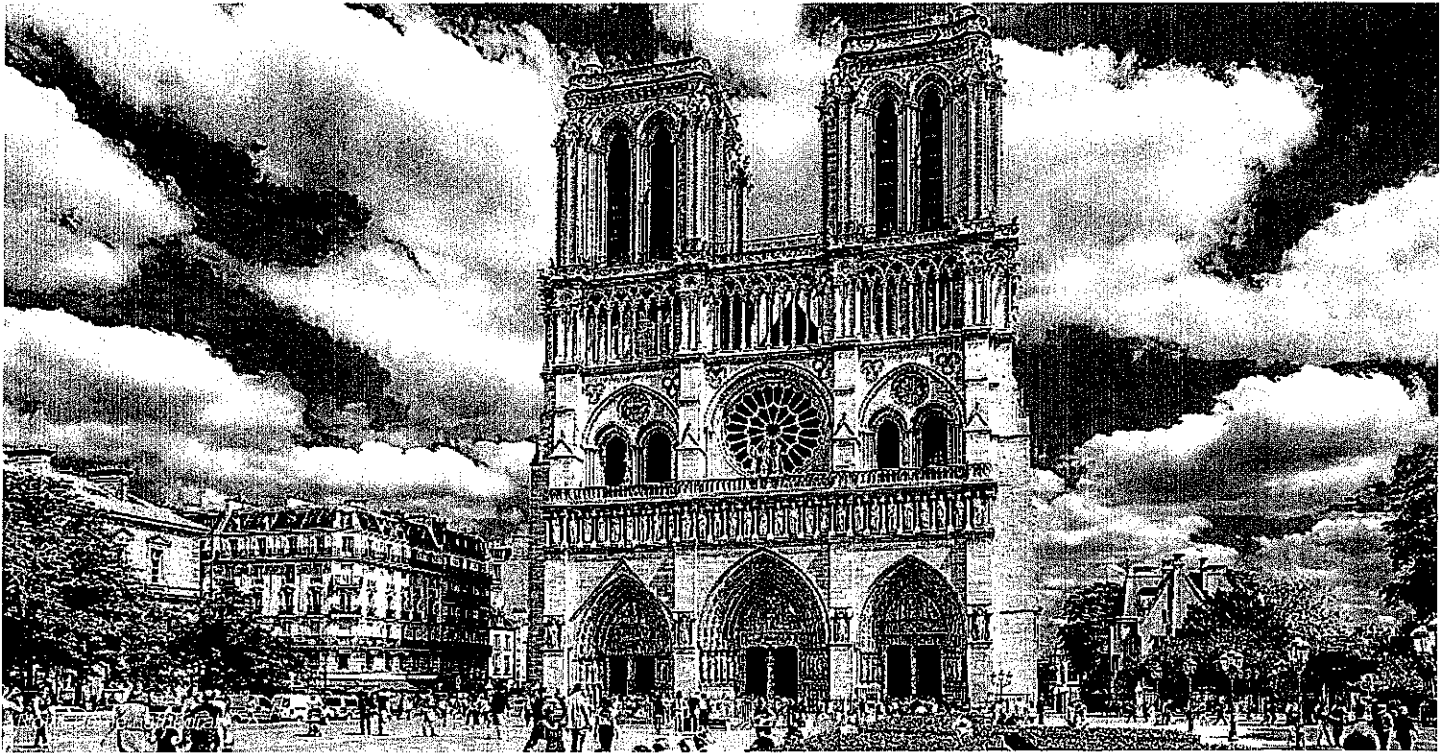
- Spend the Sunday with your host family and get to learn more about the local culture while practicing your French!

**Day 4 - 7: EXCHANGE PROGRAM (MONDAY - THURSDAY)**

- Have breakfast with your host family.
- Attend school with your exchange partner. Activities and workshops may be organized at the school during your visit (to be confirmed with your partner school).
- Dinner and night accommodation with your host family.

**Day 8 - ROUEN | PARIS (FRIDAY)**

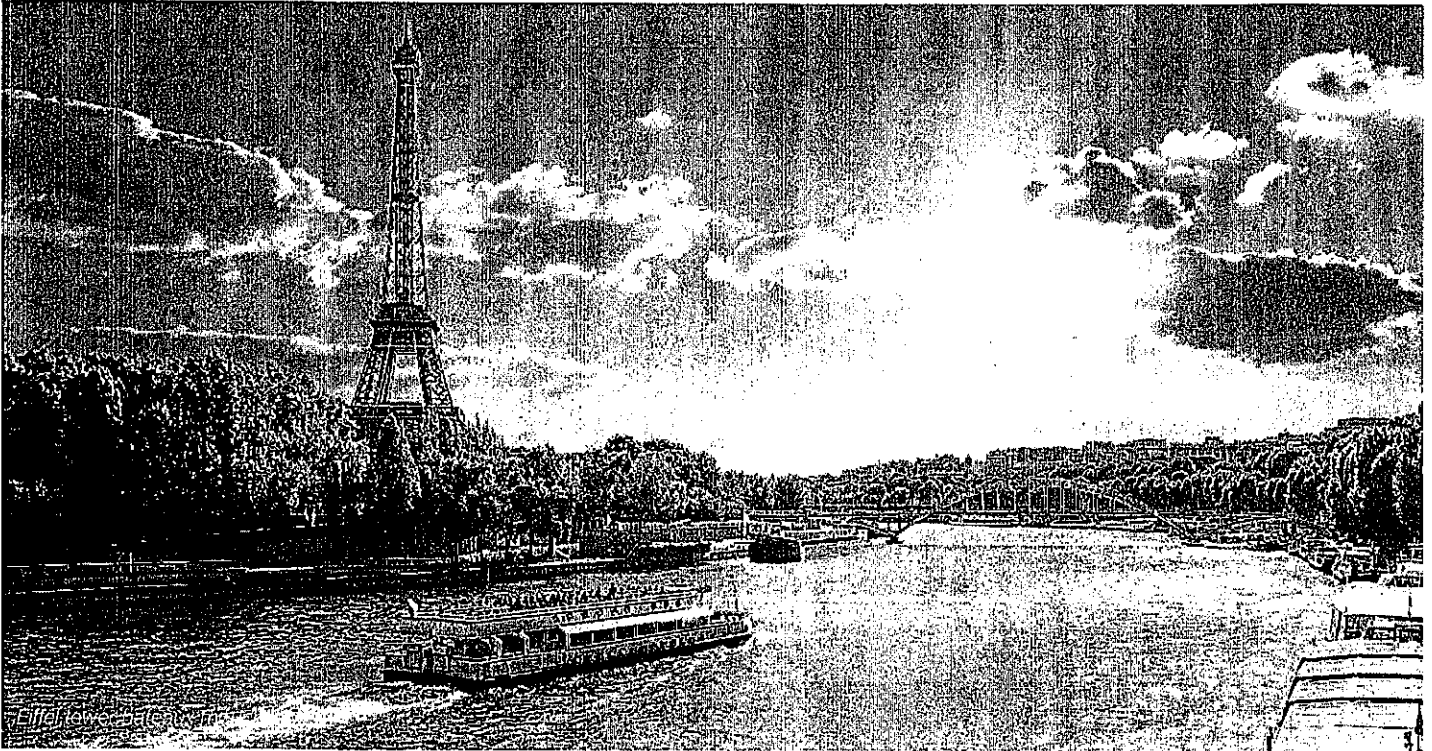
- Have breakfast and say "au revoir" to your host family.
- Board your private bus and head to Paris.



- ❑ Visit **Palais Garnier**, the iconic Parisian opera house and the inspiration for Leroux's "Phantom of the Opera."
- ❑ Spend some free time for shopping at the luxurious **Galleries Lafayette!**
- ❑ Stroll down the most famous avenue of the capital, the **Champs-Élysées**, connecting the Arc de Triomphe with the Place de la Concorde.
- ❑ Climb atop the **Arc de Triomphe**, one of the most famous monuments in France commissioned by Napoleon after his most important military victory. Enjoy the view of the city and visit the **Tomb of the Unknown Soldier**.
- ❑ Enjoy a meal with your group in a local restaurant.
- ❑ Night accommodation at your hotel.

### **Day 9 - PARIS (SATURDAY)**

- ❑ Have breakfast at your hotel.
- ❑ Visit the **Musée du Louvre**, the world's largest art museum with its famous collection of art and antiquities includes the Mona Lisa and 35,000 other works of art on display in 300 rooms!
- ❑ A **local guide** will lead you through the tour of the museum.
- ❑ Stroll through **The Île de la Cité** and **Île Saint Louis**, two historic and beautiful neighborhoods in Paris. Explore its narrow streets and see some of the main tourist attractions, like Notre Dame Cathedral, the Sainte Chapelle and the Conciergerie
- ❑ Visit the **Sainte-Chapelle**, a gothic masterpiece and intimate royal chapel which surrounds you in iridescent light and color formed by its awe-inspiring stained-glass windows.
- ❑ Discover the "underside" of the Eiffel tower as you walk through the **Champ-de-Mars**, one of the largest green spaces in the capital, stretching from the Trocadéro's promenade to the École Militaire (Military School).
- ❑ Head to the Parc du Champ-de-Mars and admire the view from the **third floor** of the **Eiffel Tower!** (subject to availability).
- ❑ For dinner, go aboard of a "floating restaurant" for a dinner cruise on the Seine with an amazing backdrop of Parisian monuments!



Night accommodation at your hotel.

**Day 10 - DEPART (SUNDAY)**

Transfer to the airport to catch your flight back home.

## **EXCHANGE OVERVIEW**

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

## **HOSTING A VISITING STUDENT**

Your primary responsibility as a host family is to create a welcoming and safe environment for your visiting student. We encourage you to get to know your student and spend time with her/him both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. In addition to providing three daily meals for their visiting student, families also provide transportation for the French students between their homes and the school. Prior to hosting, you will receive a profile form with information about your student.

## **SCHOOL EXCHANGE UNDERSTANDING**

Your exchange is organized directly between your school and the partner school. Schools are responsible for the exchange program portion of the itinerary and for selecting and organizing host families. Forum is responsible for flight bookings, optional excursions not organized by the schools, insurance and collecting trip payments. In regard to the exchange partnership, Forum only serves to match the partner schools and advise the schools as they organize their program together. Forum cannot be held responsible for the components organized directly by the schools.

Teachers should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students differs between schools.

INSTITUTION JEAN-PAUL II de Rouen - Seine-Maritime

39 rue de l'Avalasse

76044 - Rouen

76 Seine-Maritime - France

23 57 12 35 52

### Program cost per person\*

18+ participants	\$2523
14 - 17 participants	\$2670
10 - 13 participants	\$2941

### Payment schedule

March 31 2023	\$500
July 31 2023	\$500
September 30 2023	\$500
November 30 2023	\$500
January 31 2024	\$500
March 18 2023	Balance

### Trip Program includes:

- ✓ Round-trip airfare\* from Logan International Airport to Paris - All airports
- ✓ Departure taxes and airline fuel surcharges of \$596 per traveler
- ✓ 2 night(s) multiple occupancy (3/4 students per room with private bath) in quality three-star hotels
- ✓ Accommodation with your host family during the exchange program
- ✓ Meals at hotel and local restaurants - Breakfast: 2 / Lunch: 0 / Dinner: 2 (includes one beverage and a vegetarian option).
- ✓ Meals with your host family (exceptions may apply)
- ✓ Cultural & leisure activities as per itinerary
- ✓ Classes and workshops (to be confirmed by the partner schools)
- ✓ Service of a bilingual Forum Tour Manager while on tour
- ✓ Local guides as listed in the itinerary
- ✓ Ground transportation while in Europe
- ✓ 2 free traveler(s) regardless of the group size - based on twin occupancy at the hotel.

### Trip Program does not include:

- ✗ Hotel Rooming Supplements:
  - Twin Room guarantee \$50/traveler/night
  - Single Room guarantee \$100/traveler/night
- ✗ Meals not indicated in your itinerary
- ✗ Tips are at your discretion – standard guidelines:
  - Forum Tour Manager: 5€/traveler/day
  - Bus Drivers: 1€/traveler/day
  - For all other services (restaurant staff, local guides, etc), we recommend setting aside an additional 2-5€/traveler/day to tip based on the service received.

Date of quote: Nov 11, 2022 | Prices are valid until: Mar 31, 2023 | Your Forum Tour Consultant: Santiago Aristizabal

\* All services listed on the proposal are subject to availability. In the event of not being able to book a desired service or supplier, it will be replaced by a similar item of equal standard and value.

\* Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.

\* Forum is pleased to provide the "Student Protection Plan" from Travel Insured International for all participants. You may add the optional Cancel For Any Reason (CFAR) upgrade, which allows you to recover 75% of your cancellation fees, provided that the additional cost is paid with or before your final payment for the trip and cancellation occurs 48 hours or more prior to departure. The base cost for this upgrade is \$60.75. \*CFAR is not available to residents of NY state\*

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# Reading Memorial High School

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**Superintendent**  
Thomas Milaschewski, Ed. D.

**Principal**  
Kevin Tracey

**Assistant Principals**  
Kathleen Buckley  
Jessica Theriault  
Thomas Zaya

---

TO: Thomas Milaschewski, Superintendent of Schools  
Susan Bottan, Director of Finance and Operations

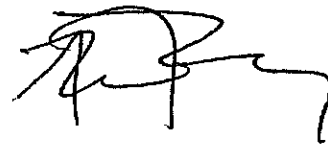
FROM: Kevin Tracey, Principal

DATE: January 19, 2023

SUBJECT: RMHS PTO Donation

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Please accept this donation on the behalf of the RMHS PTO in the amount of \$2000.00 To be used for RMHS afterschool library coverage.





Reading Memorial High School PTO, Inc.  
62 Oakland Road  
Reading, MA 01867

January 12, 2023

Susan Bottan, Director of Finance and Operations  
Reading Public Schools  
62 Oakland Road  
Reading, MA 01867

Dear Ms. Bottan and the Reading School Committee:

The Reading Memorial High School PTO is pleased to offer this donation in the amount of \$2,000 to support the ongoing after school coverage in the RMHS Library.

Sincerely,

A handwritten signature in cursive script that reads 'Linda Kiene'.

Linda Kiene, Treasurer  
on behalf of the RMHS PTO Board and Members

cc: Kevin Tracey, RMHS Principal



Friends of Reading Rockets Hockey, Inc.  
C/O Jon Vedder  
133 Van Norden Road  
Reading, MA 01867

January 17, 2023

Reading Public Schools  
62 Oakland Street  
Reading, Ma 01867

Re: Donation

To whomever it may concern,

Enclosed please find a check for \$2,000 to contribute to the boy's ice hockey team. This donation is made on behalf of the Friends of Reading Rockets Hockey, Inc. This check should be used to pay the two assistant coaches positions. Please note that our Federal Identification number is 45-2502338, and that all of our filings with the Internal Revenue Service and Commonwealth of Massachusetts are current.

Best regards

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

Stephen Lomanno  
Board Member



January 23, 2023

Reading School Committee  
82 Oakland Road  
Reading, MA 01867

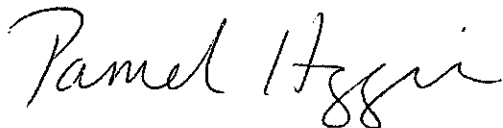
To Whom It May Concern:

The RMHS Basketball Support Team would like to donate \$2500.00 to pay the salary of RMHS girls varsity basketball assistant coach, John Campbell. Please accept check #833 made payable to the Town of Reading.

Upon approval and acceptance, please make payment to:

John Campbell  
61 Mercury Terrace  
Haverhill, MA 01823

Sincerely,

A handwritten signature in cursive script that reads "Pamela Higgins".

Pamela Higgins  
RMHS Basketball Support Team

# Reading Public Schools

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



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

TO: Reading School Committee  
CC: Dr. Thomas Milaschewski, Superintendent of Schools  
DATE: January 26, 2023  
FR: Susan Bottan, Director of Finance and Operations  
RE: Acceptance of FY23 Innovation Pathways Planning Grant Award

The Department of Elementary and Secondary Education has awarded the Reading Public Schools with a FY23 Innovation Pathways Planning Grant in the amount of \$25,000.

Innovation Pathways are a series of courses and internship experiences aligned with high-demand industries, allowing students to graduate from high school with unique college and career skills, knowledge-base and aptitudes. The Pathways Planning Grant will be implemented under the leadership and guidance of Kevin Tracey, RMHS Principal, and Jessica Callanan, RMHS Director of Academic Achievement. They will be supported by the Innovation Pathways Advisory Board, which includes RMHS department leaders and faculty members as well as community and industry partners in the areas of Information (Digital Media and Computer Science) and Advanced Manufacturing (Engineering).

The \$25,000 award will be used to compensate staff for additional work completed outside of their traditional job responsibilities in the development and planning of the Innovation Pathways for the following school year. In addition, these funds can be used for promotional materials and events, advertising, transportation and other such accrued costs in the planning, development, and promotion of the Pathways.

Thank you for your support with your vote to accept the FY23 Innovation Pathways Planning Grant Award.

**Reading Public Schools  
School Committee Meeting Packet**

**January 26, 2023**



**New Business**

# Reading Public Schools

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



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

TO: Reading School Committee  
FROM: Susan Bottan, Director of Finance and Operations  
DATE: January 26, 2023  
RE: School Nutrition Program Presentation

We believe that efficient operational systems are at the foundation of the success of our students and staff. Within this context Catherine Franzetti, our Director of the School Nutrition Program, will present the progress made in the district's school lunch program this school year. Ms. Franzetti's presentation will focus on the following four areas:

1. Successes in staff recruitment, retention, and professional development.
2. Improvements to healthy menu offerings and increased participation through student, family, and staff surveys.
3. Engagement with schools, community, and local businesses.
4. Increased operational improvements and efficiencies.

Thank you.

# **READING PUBLIC SCHOOLS**

## **School Lunch Program: Mid-Year Review** **January 26, 2023**

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





# Presentation Overview

- Philosophy and Focus of the School Lunch Program
- Current Highlights:
  - Breakfast and Lunch Participation
  - Secondary Student, Family, and Staff Feedback
  - Staff Recruitment, Retention, and Professional Development
  - Student, School, and Community Engagement
  - Operational Improvements
- Future Highlights





# Philosophy and Focus of the School Lunch Program

**Healthy students are better learners and school plays an important role in shaping lifelong healthy eating habits by offering nutritious meals:**

- Offer nutritious, fresh, locally sourced whole foods to all students daily.
- Ensure that all students at all grade levels have equitable options and a variety of healthy choices while accommodating their dietary needs.
- Expose students to new food choices by diversifying the menu and offering them opportunities to taste-test new items.
- Create a welcoming environment within all our cafeterias focused on customer service and quality food.
- Focus on the professional development of all staff to create a more skilled team of food service employees.
- Shift all kitchens to more scratch cooking with the goal to increase nutrient density and lower food cost and waste.



# Secondary School Breakfast

## Expanded Breakfast Participation in our Secondary Schools:

### New Options:

- New Egg Sandwich: Whole Grain English Muffin, Jones Chicken Sausage or Bacon, Egg & American Cheese
- Daily Smoothies offered at the High School and soon at Parker and Coolidge
- Daily Yogurt Parfaits available
- New Seasonal Pastry options (pumpkin bread during the fall!)
- New Gluten Free, Lower Sugar Cereals options

### Future Options:

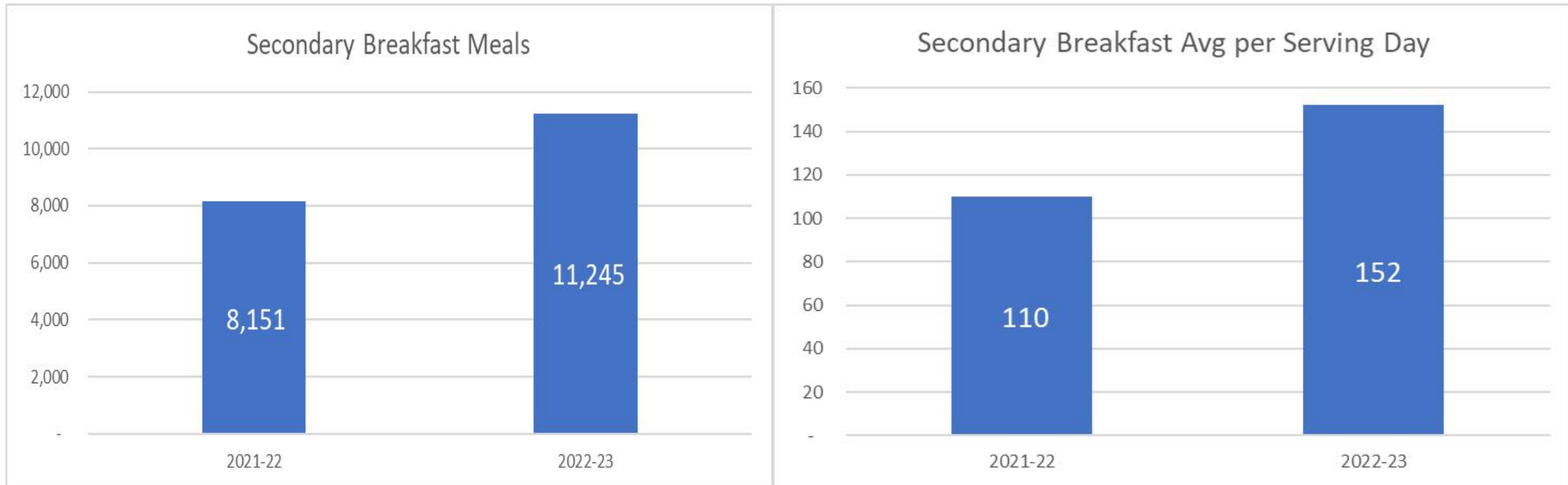
- Hot oatmeal and yogurt bar at High School
- More freshly baked items in house





# Secondary School Breakfast Sales

## September to December: SY 2021 vs SY 2022





# Elementary School Lunch

**Lunch Participation in our Elementary Schools has made notable gains:**

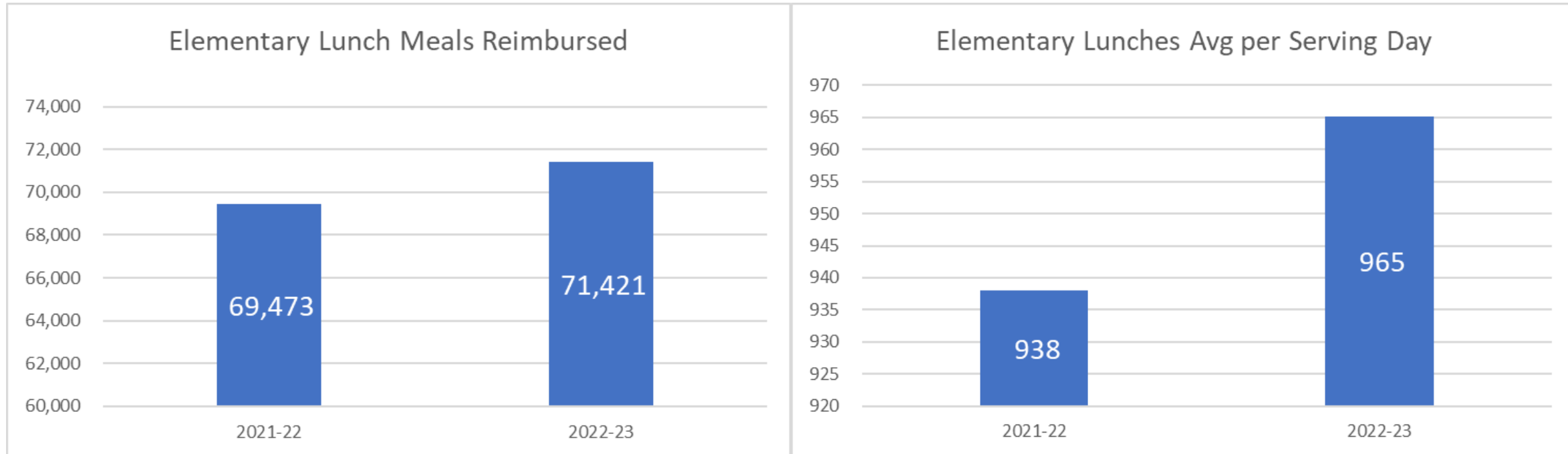
**New Daily Menu Options in Elementary Schools Include:**

- 2 Main Lunch Options Daily vs. 1
- Added gluten-free and vegetarian options
- Added a yogurt and granola daily option:
  - New Upstate Farms yogurt: a cleaner label yogurt with less sugar
  - A local granola of which donates all profits to a charity of our choice
- Replaced frozen bagels with a whole grain Fantini Bagel (local fresh bagel delivered weekly)
- Added fresh vegetables daily (sliced raw cucumbers; carrot and celery sticks) and garden salads on Fridays with pizza
- Added pizza toppings to Friday house-made pizza day
- Offer fresh fruit daily



# Elementary School Lunch Sales

## September to December: SY 2021 vs SY 2022





# Elementary School Lunch



Barbeque Chicken Drumstick with Mac and Cheese and Roasted Broccoli



Salad Choices at Birch Meadow



New Yogurt and Granola Daily Meal Option



Local Red's Best Fish Sticks with Roasted Broccoli and Homemade Slaw



Bananas and Cream at Killam Friday Treat!



# Secondary School Lunch

**Lunch Participation in our Secondary Schools has made notable gains:**

**New Daily Menu Options in Secondary Schools Include:**

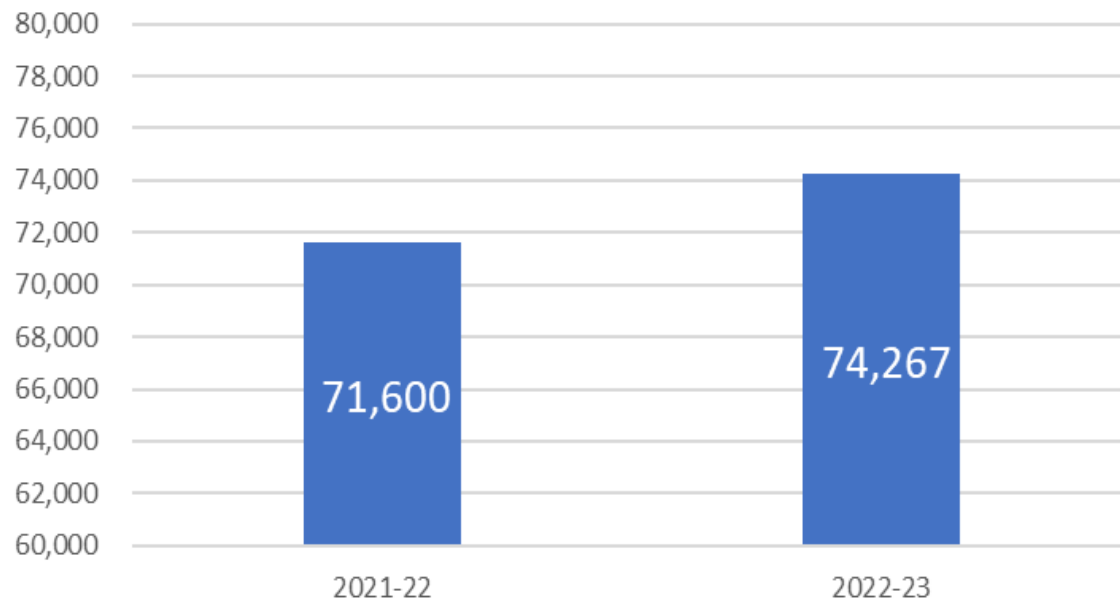
- Added smoothies to the menu and received a grant to purchase blenders
- New fresh local fish from Red's Best
- More grab and go fresh salads and sandwiches
- Expanding gluten-free and vegetarian options
  - Gluten-free wraps and burger buns for students to feel included within daily lunch items
  - Cauliflower crust pizza (assembled in house)
- Diversified menu Items to include more stir fry
- Yogurt parfaits offered daily
  - Cleaner label Jeff's Granola (profits donated to Reading Food Pantry)
- Bento Boxes with varying options
  - Hummus / Veggies / Cheddar Cheese / Daily Veggie
- Local fresh fruits



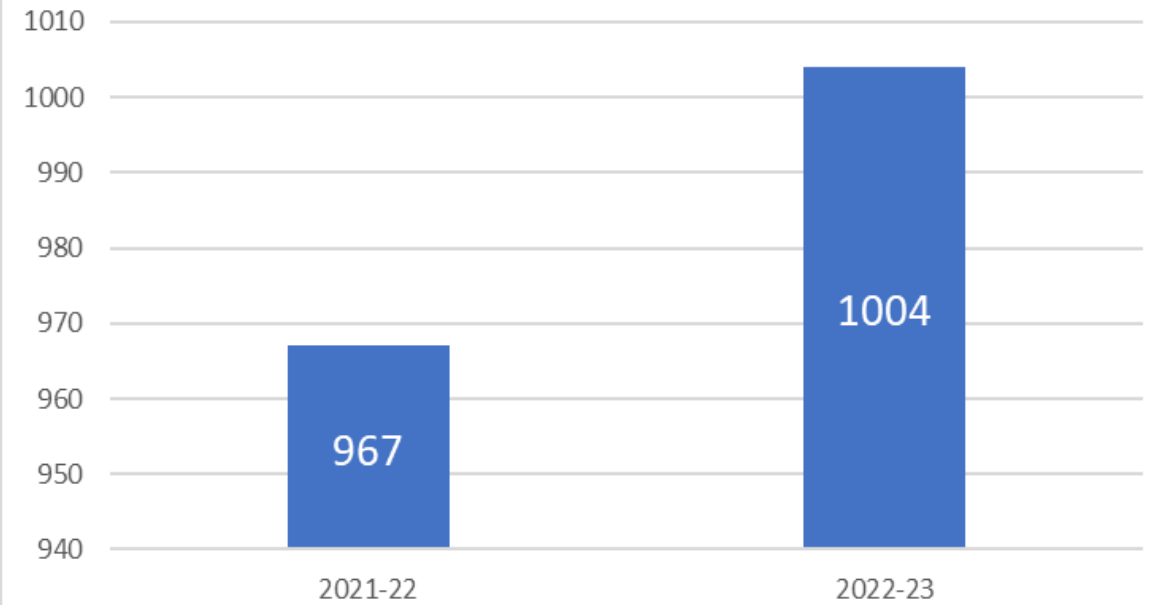
# Secondary School Lunch Sales

## September to December: SY 2021 - SY2022

Secondary Lunch Meals Reimbursed



Secondary Lunches Avg per Serving Day







# Secondary School Lunch



Fresh Fruit Salad at the High School



Garden Salad with Hummus Available at Secondary Schools



Apple Crisp Cooking up at Parker Middle School



High School Salad Bar



# Secondary School Lunch



Veggie Stir Fry - In Action at the High School



Fajitas at Parker Middle



Yogurt Parfait at Secondary Schools  
Grab and Go





# Secondary Student, Family, and Staff Feedback

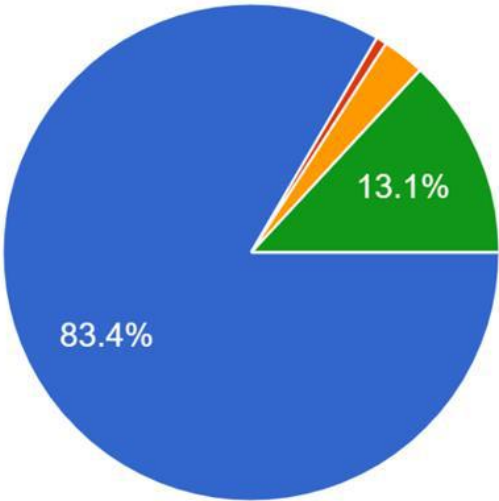
- Conducted Survey of students, families and staff members in October, 2022: Lett-Uce Know What You Think.
- Learned what was important to students, families, and staff and applied what was learned:
  - Salad Bar
  - Gluten-Free and Vegetarian Options
  - More fresh, local options
  - Yogurt parfaits
- Generating a new poll to gather feedback for current status and a “progress report” in February 2023



# Secondary Student, Family, and Staff Feedback

Are you a student or a faculty member or parent?

145 responses



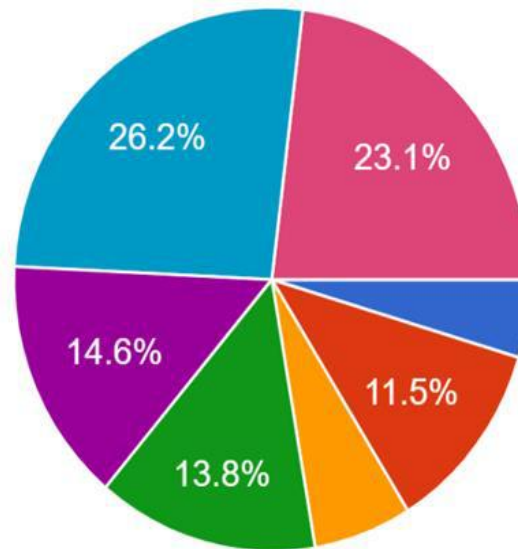
- Student
- Teacher
- Other Faculty Member
- Parent



# Secondary Student, Family, and Staff Feedback

If you are a student, what grade are you in?

130 responses



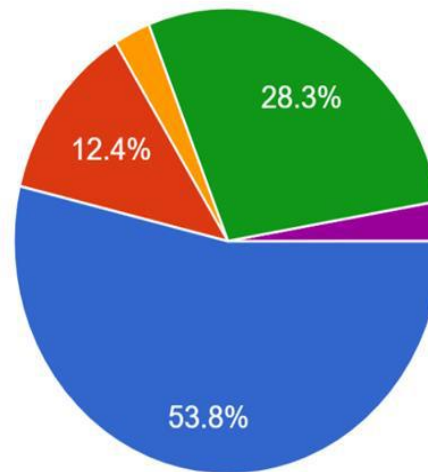
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade



# Secondary Student, Family, and Staff Feedback

Where do you most often get your lunch?

145 responses



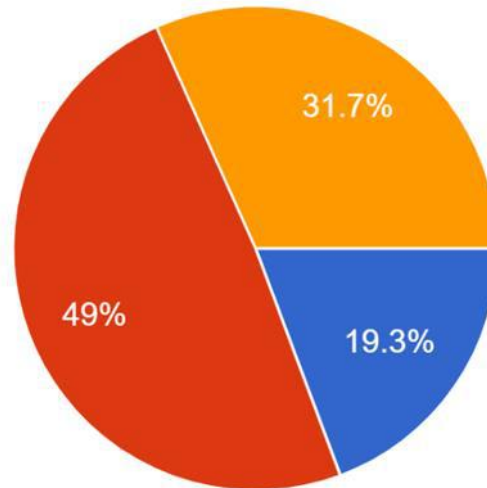
- I get my lunch from the school cafeteria
- I bring my own lunch from home
- I leave campus and buy lunch daily
- Combination of school cafeteria and outside sources
- I don't typically eat lunch



# Secondary Student, Family, and Staff Feedback

If there was a daily self serve salad bar, I would

145 responses



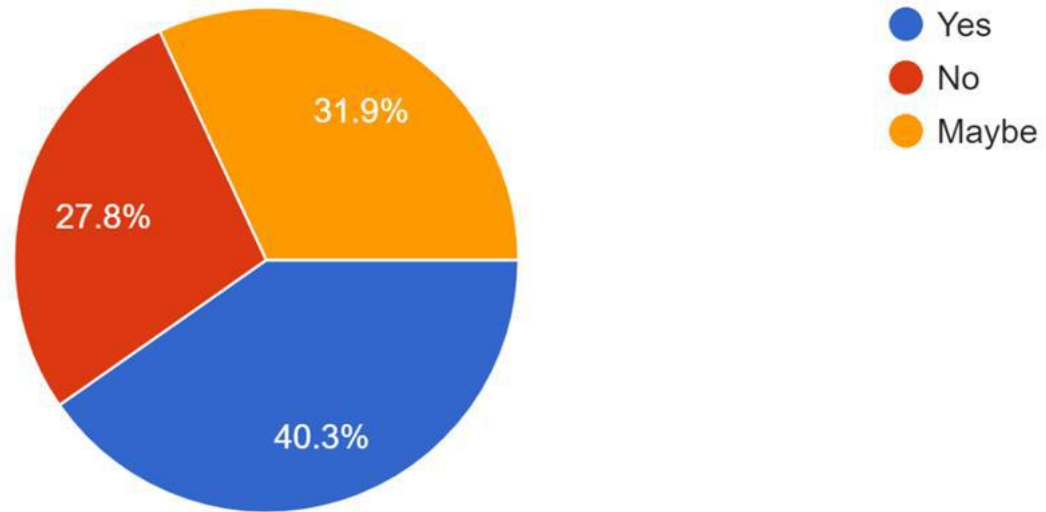
- Eat this daily as my main lunch
- Enjoy it as an additional option to Hot Lunch Options (Main Lunch or Daily Hot Sandwiches)
- Not interested in Salad Bar Options



# Secondary Student, Family, and Staff Feedback

Should more vegetarian options be available?

144 responses

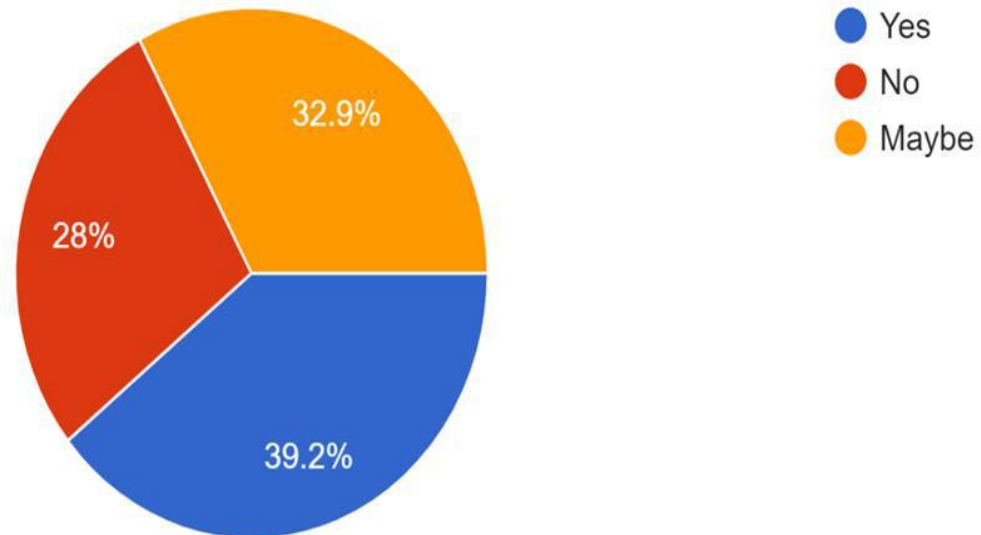




# Secondary Student, Family, and Staff Feedback

Should more gluten-free options be available?

143 responses

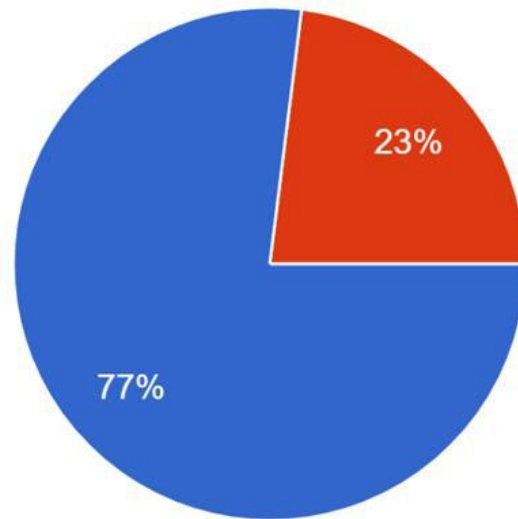




# Secondary Student, Family, and Staff Feedback

Should more local items be sourced?

139 responses



- Yes, this is important to me
- No





# Staffing Recruitment, Retention, and Professional Development

- Recruited 8 new staff members filling all open positions, promoted 1 existing team member to a management position, hired full-time driver, expanded Director role to full-time.
- Utilized Teacher-in-Service Days to train team members on the nutritional components of reimbursable meals, POS Systems, safe food handling, food allergies.
- Partnering with Project Bread to incorporate Chef-led Training Sessions and customer service training on upcoming Teacher-Service-Days.
- Initiated Monthly Manager Meetings to communicate department updates and gain feedback from Team about new menu options and ideas.
- Ensured that all Managers have their ServSafe Manager Certifications and uploaded to the Town of Reading Health Department.
- Registered for District Membership with the School Nutrition Association (SNA) to access to training, resources, and food services network to support continued professional growth.
- Implemented new salary schedule and MOA for cafe staff.



# Student, School, and Community Engagement

- Met with all principals throughout the fall. Initiating mid-year meeting with Principals and Cafe Managers for operational progress status.
- Meet with nurses on a quarterly basis to check in and receive feedback and communicate upcoming department changes, menu options.
- Consult and communicate with families regarding dietary needs of students.
- Collaborate with local farms and vendors to offer local items on the menu and line up potential field trips and volunteer opportunities for students.
- Met with Polystyrene committee member to review and take action to comply with proposed new By-law.
- Participate in vendor program that led to donations to Reading Food Pantry.
- Partnered with Birch Meadow students, staff, school leadership team, PTO, District STEM Coordinator, and Facilities to pilot composting program.
- Filled vending machine with healthy snacks (hummus and crackers) and variety of beverages such as Polar Seltzer and Hint Water for students who participate in athletics and after-school activities.



# Student, School, and Community Engagement



Taste Testing of new vegetarian menu option was VERY well received and it was great to get student feedback for a new meatless crumble option.

Parker Middle School Student, Om Patel, advocated for and invited his friends to a vegetarian meal taste-testing.



More taste testing to come led by Nutrition Coordinator and Director for new products, recipes and menu items.



# Operational Improvements

## Size of Operation:

- Annual Budget: \$1.6M
- Staff members: 39
- Students Served: 3,747

## Improvements:

- Contracted with Edvocate to conduct a Food Services Assessment in April/May 2023 to provide RPS with a report of recommendations for efficiencies and improvements to nutrition and operations.
- Implemented new Point of Sale (POS) system.
- Installed 400 sq foot freezer at Coolidge Middle School to store frozen USDA Commodity Items to be distributed throughout the district.
- Renewed expired building permits with the Town of Reading, bringing all operational information up-to-date.
- Returned the district to compliance with DESE's food service regulations related to direct certification.
- Transitioned to reusable flatware plates in cafeteria to reduce waste and decrease paper costs.
- Worked with STEM Coordinator, Birch Meadow Principal and Town Facilities Manager to create and implement a composting pilot program.



# Future Highlights

- Collaborating with METCO Director to bring a Boston-based Chef to RMHS to cook an authentic Creole Dish for lunch with food services staff and a few students in celebration of Black History Month
- Working with EMBARC students to produce food labels for Daily Grab and Go Options.
- Scale-up composting program at Birch Meadow to incorporate the entire district.
- Install new serving line at Coolidge Middle School to offer a grab-and-go refrigerator and salad bars for both serving lines, similar to Parker and RMHS.
- Better utilize available spaces and systems to reduce time required for students to move through serving lines.
- Standardized school recipes to ensure consistency throughout district
- Collaborate with High School Clubs to offer volunteer opportunities at local farms and with Principals to offer field trips to local farms and fisheries.
- Partner with gardening clubs and PTOs within Elementary Schools to create teaching gardens to offer on menu.
- Restart our in-house vertical growing stations to produce high volume commonly used vegetables such as lettuce.
- Expand smoothies to and explore breakfast options at elementary schools

**Thank you for your support.**





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

## READING SCHOOL COMMITTEE

Shawn Brandt Chair  
Carla Nazzaro Vice-Chair

Erin Gaffen  
Sarah McLaughlin  
Charles Robinson  
Thomas Wise

Thomas Milaschewski, Ed.D.  
Superintendent of Schools

TO: Reading School Committee  
FROM: Shawn Brandt, Reading School Committee Chair  
DATE: January 23, 2023  
TOPIC: Kickoff of Superintendent's Formative Evaluation

Per our discussion from July of 2022, we are due to complete the Superintendent's formative evaluation in the late January / early February timeframe. We will kick that process off in Thursday's meeting.

Dr. Milaschewski will provide a brief recap of progress against each of his four goals, with a particular focus on Goal 2: Innovations. One of the benchmarks for that goal was to provide a progress update at this time, detailing the prioritized innovation themes for 2022-2023 and the rationale for selecting those themes.

I will ask each member of the Committee to provide me (and only me) with your written evaluation of Dr. Milaschewski's performance against these goals **no later than February 3, 2023**. Please limit your evaluation to two pages. I will then collate the Committee's submissions into a consensus document which we will review and vote to adopt at our February 9<sup>th</sup> meeting.

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# **Superintendent Formative Assessment - Goals**

*January 26th, 2023 School Committee Meeting*





# Superintendent Goals - Overview

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- Goal 1 (District Improvement Goal): District Strategic Plan
- Goal 2 (District Improvement Goal): Innovations
- Goal 3 (Student Learning Goal): Coaching, Supporting, and Developing School Leaders
- Goal 4 (Professional Practice Goal): New Superintendent Induction Program



## Goal 1 (District Improvement Goal): District Strategic Plan

---

Design and publish multi-year district strategic plan by June 30, 2023.



# Goal 1: District Strategic Plan

---

## ***Key Actions***

1. Organize key themes identified through several review processes, including but not limited to the Superintendent Entry Plan Report, DESE District Review, and Special Education program reviews to create outline of District Strategic Plan.
2. Collaborate with District Leadership Team and school-based staff to articulate specific strategic objectives, initiatives, and outcomes for the District Strategic Plan.
3. Gather feedback from various RPS stakeholder groups to inform finalization of District Strategic Plan.
4. Publish District Strategic Plan on district website and through district communication channels.



## Goal 1: District Strategic Plan

---

### ***Benchmarks***

1. Present outline of District Strategic Plan to School Committee by February 28th, 2023.
2. Present first draft of District Strategic Plan to School Committee by May 15th, 2023.
3. Gather community feedback (staff, students, families) on District Strategic Plan through listening sessions and surveys by June 1st, 2023.
4. Present District Strategic Plan, reflecting community feedback, to School Committee for approval by June 30th, 2023.



## Goal 2 (District Improvement Goal): Innovations

---

Prioritize, address, and/or create path forward to address structural and systematic issues/themes/dilemmas outlined in Superintendent's Report of Entry Findings, including elementary half-days, secondary math pathways, school schedules, RMHS innovation pathways, middle school literacy curriculum, elementary musical programming, full-day Kindergarten, and community partnerships.



## Goal 2: Innovations

---

### ***Key Actions***

1. Identify 2-3 themes that should be prioritized within the 2022-2023 school year. This prioritization should focus on themes that can be fully resolved, or gain major traction, during the year.
2. Create collaborative teams for each of these priority themes to calibrate on the issue and determine paths forward to reach positive outcomes.
3. Ensure each collaborative team defines problem statement, ideal outcomes, and action steps to move forward.
4. Engage community within the 2-3 prioritized themes to ensure that community voice and perspectives are reflected in progress.
5. Include themes not addressed as priority themes for the 2022-2023 school year within the finalized District Strategic Plan. The District Strategic Plan should map out a path forward to resolving or addressing the theme.



## Goal 2: Innovations

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### ***Benchmarks***

1. At Superintendent's Formative Evaluation, provide a progress update that includes the 2-3 priority themes for 2022-2023 and the rationale for their selection.
2. Between Formative Evaluation and Summative Evaluation, provide update presentations to School Committee on all of the themes, including those not selected as priority themes for 2022-2023, focusing on the ongoing work of the collaborative teams and/or what's ahead.
3. At the Summative Evaluation, provide an update on all themes, with each including a clear problem statement, ideal outcome, and action steps required to move from current state to ideal outcome.
4. By June 30th, 2023, highlight themes that have been addressed during the 2022-2023 school year and outline how all themes have been integrated within District Strategic Plan during a School Committee meeting.



Goal 3:  
Coaching, Developing, and Supporting Principals

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Design and implement a district strategy for coaching, supporting, and developing principal talent.





## Goal 3: Coaching, Developing, and Supporting Principals

---

### *Key Actions*

1. Implement structures that reflect best practices for coaching, supporting, and developing principals that align to Reading context.
2. Onboard school leaders with goals, rationale, and structures for district approach in coaching, supporting, and developing principal talent
3. Build partnerships with educational leadership organizations/groups as necessary to support strategy.
4. Select focus area(s) for principal leadership and align professional development, resources, and support to that focus area.
5. Consistently monitor progress and effectiveness to drive adjustments in strategy or approach



## Goal 3: Coaching, Developing, and Supporting Principals

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### *Benchmarks*

1. Analysis of agendas, protocols, and resources with a focus on the connection to student learning (process)
2. Formative feedback through ongoing principal surveys addressing impact of strategy on student learning (process)
3. Interviews with principals addressing impact of strategy on student learning (process)
4. Analysis of statewide student growth measures, common assessment data, student work samples, and teacher instructional practice (outcome)



## Goal 4 (Professional Practice): New Superintendent Induction Program

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Develop skills in strategy development, data analysis, equity and instructional leadership by actively engaging in the second year of the New Superintendent Induction Program.



## Goal 4: New Superintendent Induction Program

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### *Key Actions*

1. Attend six day-long sessions.
2. Complete all NSIP assignments.
3. Meet with assigned coach at least monthly.



## Goal 4: New Superintendent Induction Program

---

### ***Benchmarks***

1. Calendar documents attendance and contact with coach (process).
2. Verification from NSIP that superintendent actively engaged in second year of the program (process and outcome).



**Reading Public Schools  
School Committee Meeting Packet**

**January 26, 2023**



**Old Business**



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

## READING SCHOOL COMMITTEE

Shawn Brandt Chair  
Carla Nazzaro Vice-Chair

Erin Gaffen  
Sarah McLaughlin  
Charles Robinson  
Thomas Wise

Thomas Milaschewski, Ed.D.  
Superintendent of Schools

TO: Reading School Committee  
FROM: Shawn Brandt, Reading School Committee Chair  
DATE: January 23, 2023  
TOPIC: Final Budget Discussion on January 26<sup>th</sup>

At Thursday's meeting, we will hold any final discussion on the budget prior to taking a vote to advance it to the Finance Committee and Town Meeting as the School Committee's Recommended Budget. The latest version of the Budget Book along with all FAQs collected to date can be found within the packet.

# READING PUBLIC SCHOOLS

## The Superintendent's FY24 Recommended Budget

July 1, 2023 - June 30, 2024



*"Line" by Jonathan Nazzaro, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*

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## Contact Information

Copies of the budget document are available at the Office of the Superintendent and on the Reading Public School's website at [www.reading.k12.ma.us](http://www.reading.k12.ma.us). For additional information or clarification on the Superintendent's FY24 Recommended Budget, please feel free to contact the Central Office Administration for assistance at 781-944-5800. Also, please reach out directly to the Superintendent or Director of Finance and Operations:

Thomas Milaschewski, Ed.D.

Susan Bottan, M.B.A.

Superintendent of Schools

Director of Finance and Operations

781-944-5800

781-670-2880

[Thomas.Milaschewski@reading.k12.ma.us](mailto:Thomas.Milaschewski@reading.k12.ma.us)

[Susan.Bottan@reading.k12.ma.us](mailto:Susan.Bottan@reading.k12.ma.us)

## Photo Credits

With gratitude and appreciation, we recognize the work of the following RMHS students enrolled in Ms. Kathleen Dailey's Advanced Placement Photography class:

- Jonathan Nazzaro
- Hannah Rigney
- Emily Bass
- Jackie Cole
- Mina Willander
- Rose Clark

## **School Committee Members**

Shawn Brandt, Chairperson

Carla Nazzaro, Vice Chairperson

Erin Gaffen, School Committee Member

Sarah McLaughlin, School Committee Member

Charles Robinson, School Committee Member

Thomas Wise, School Committee Member

## **Superintendent of Schools**

Thomas Milaschewski, Ed.D.

Reading Public Schools

82 Oakland Road

Reading, Massachusetts

Website <http://reading.k12.ma.us>

## **District Leadership Team**

### **Central Office Administrators**

Jennifer Stys, Ed.D., Assistant Superintendent for Student Services

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

Michelle Roach, Human Resources Director

Susan Bottan, M.B.A. Director of Finance and Operations

### **Other District Administrators**

Allison Wright, Special Education Director

Joanne King, Ed.D., R.I.S.E. Preschool Director

Heather Leonard, STEM Curriculum Coordinator

Erin Burchill, Humanities Curriculum Coordinator

Karen Hall, Coordinator of English Language Services

Kurtis Martin, METCO Director

Mary Giuliana, Director of Health Services

Catherine Franzetti, Director of School Nutrition

Christopher Nelson, Director of Extended Day, Drivers Education, and Adult and Community Education

Julian Carr, Network Manager

Joseph Huggins, Director of Facilities for Town and School Buildings

Kevin Gerstner, Facilities Manager

## **School Administrators**

### **Reading Memorial High School**

Kevin Tracey, Principal

Kadi Buckley, Assistant Principal

Jessica Theriault, Assistant Principal

Thomas Zaya, Assistant Principal, Athletics & Extra-curricular Activities

Jessica Callanan, Director of Academic Achievement, 9-12

### **A.W. Coolidge Middle School**

Sarah Marchant, Principal

Brienne Karow, Assistant Principal

### **W.S. Parker Middle School**

Rochelle Rubino, Principal

Jason Peledge, Assistant Principal

### **Alice Barrows Elementary School**

Alissa Gallegos, Principal

### **Birch Meadow Elementary School**

Stephen Burnham, Ed.D., Principal

### **Joshua Eaton Elementary School**

Caitlin Shelburne, Principal

### **J.W. Killam Elementary School**

Sarah Leveque, Principal

### **Wood End Elementary School**

Nicole Schwartz, Principal

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# INTRODUCTORY SECTION

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*"Double leaf" by Hannah Rigney, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*

## Superintendent's Message

Dear Reading Community,

As we share our recommended budget for FY24, we wanted to start by thanking our entire community for the continued support for our schools. While this budget reflects a significant financial contribution of each member of our community, we also deeply appreciate all the time, energy, and advocacy that the community puts towards our schools each day. We know our entire Reading community deeply values public education and takes tremendous pride in our schools. I speak on behalf of our district as I share this sincere appreciation and gratitude to our community.

The FY24 Recommended Budget reflects the perspectives of many of the district's critical stakeholders and has been developed through conversations with School Committee members, district and school leaders, educators, families, and students. The investments in the recommended budget align to the three strategic objectives within our District Strategic Plan:

- **Supportive and Safe Learning Environment:** We believe healthy and successful learning communities are a prerequisite to achieving excellence and equity in schools. Healthy and successful learning communities exist when all members of the community, no matter where they live, what they look like, what they believe, what language they speak, who they love, or how they learn feel seen, valued, affirmed and connected. At both the national and local level, our students are demonstrating significant social-emotional needs, as evident through the [U.S. Surgeon General's Advisory on Protecting Youth Mental Health](#) and an analysis of the results of [Reading's Youth Risk Behavior Survey by the Reading Coalition](#).
- **Coherent Instructional Systems:** We believe excellence and equity in schools is best achieved through high-quality instruction. High-quality instruction is our best lever for improving outcomes for students, and in particular, groups of students who have not met with success in our district. All students deserve challenging and engaging learning environments that promote high levels of growth and achievement. The pandemic has heightened both the challenge of addressing inconsistencies in learning for our students and the opportunity for improvements and innovations in teaching, learning, and programming.
- **School Operations:** Efficient operational systems are at the foundation of the success of our students and staff. Investments to improve for our students and staff will only hold across a system with the foundation of strong operational systems.

The investments outlined in the FY24 Recommended Budget align with each of these three strategic objectives and will support our district in living out our goal of providing every one of our students with an excellent educational experience. We look forward to your collaboration and feedback throughout the budget process and as always, appreciate your commitment and support of our schools.

In partnership for children,  
Dr. Thomas Milaschewski, Superintendent



## Finance Committee’s Budget Guidelines

<b>SUMMARY OF FINANCE COMMITTEE FY24 BUDGET GUIDELINES</b>			
	<b>FY23 Appropriated Budget</b>	<b>FY24 FinCom Guidelines</b>	<b>\$ Change FY24 vs. FY23</b>
Operating Funds	46,203,363	47,922,143	1,718,800
Special Education Accommodated Costs	5,580,000	5,803,200	223,200
<b>Total Finance Committee Guidelines</b>	<b>51,783,363</b>	<b>53,725,343</b>	<b>1,942,000</b>
<b>% Percentage increase</b>			<b>3.75%</b>

In October 2022, the Finance Committee voted for a FY24 budget guideline of 3.75%, which represents an increase of \$1,942,000 over the FY23 School Department Appropriated Budget. Since then, Townwide Accommodated Cost savings have been identified. As a result, \$131,260 of additional funds have been allocated to the School Department’s FY24 Operating Funds. These additional funds raised the total incremental increase in FY24 to \$2,073,260, or 4.00%, over FY23. The Adjusted FY24 Budget Summary follows below:

<b>Adjusted FY24 Budget</b>	<b>FY23 Appropriated Budget</b>	<b>FY24 Adjusted Budget</b>	<b>\$ Change FY24 vs. FY23</b>
Operating Funds	46,203,363	48,053,423	1,850,060
Special Education Accommodated Costs	5,580,000	5,803,200	223,200
<b>Total Adjusted FY24 Guidelines</b>	<b>51,783,363</b>	<b>53,856,623</b>	<b>2,073,260</b>
<b>% Percentage increase</b>			<b>4.00%</b>

Through the Town’s Community Priority allocation, \$150,000 has been earmarked for the purpose of reducing the Full-Day Kindergarten tuition fee Offset, bringing the community one step closer to providing Universal Free FDK.

In summary, the FY24 Budget is defined into the following sections:

1. Operating Funds - \$1,850,060 is allocated to meet the increased costs of all contractual obligations, mandated services, and investments aligned to the district’s strategic plan. Of this total increase over the FY23 Budget, \$1,176,905 will be allocated to pay for the baseline increase in personnel costs due to comply with employment contracts and bargaining unit agreements.
2. Special Education Accommodated Costs - \$223,200 is allocated to Accommodated Costs, which includes out-of-district special education placement tuition and transportation costs.
3. Town of Reading’s Community Priorities - \$150,000 is allocated for use toward reducing the Full-Day Kindergarten tuition fee.

## School Committee’s Budget Guidance

Developing a school district budget that effectively aligns resources to strategic objectives to provide safe and supportive learning environments, coherent instructional systems, and efficient school operations involves considerable collaborative discussion on how funds are spent. The Reading School Committee provided the following guiding guidance to support the District’s Leadership Team in developing the FY24 Recommended Budget. The Superintendent’s FY24 Recommended Budget has been developed in line with the following School Committee guidance:

- Consider a plan to incorporate ESSER-funded positions into operating budget

- Continue progress toward Universal Full-Day Kindergarten
- Incorporate recommendations by DESE and Special Education Program Reviews
- Support RMHS Innovation Pathways
- Continue Middle School Curriculum Work
- Increase time on learning at elementary schools
- Maintain class sizes within School Committee guidance
- Examine staffing schedules
- Analyze workforce turnover toward increasing retention
- Make decisions that are sustainable over time

## **Mission, Vision, Statement of Equity, and Portrait of a Graduate**

### **Mission of the Reading Public Schools**

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

### **Vision of the Reading Public Schools**

It is the vision of the Reading Public Schools to instill a joy of learning by inspiring, engaging and supporting our youth to become the innovative leaders of tomorrow. We will accomplish our vision by focusing on a few key strategic initiatives that lead to a meaningful and relevant curriculum, innovative instructional practices, strong analysis and thoughtful dialogue about evidence, a collaborative and team approach to learning and teaching, and a safe and nurturing learning environment. The overall physical and behavioral well-being of our children will be our top priority as students will not learn if they are not physically and psychologically safe. Education will truly be the shared responsibility of both the schools and the community, with families playing active roles in the schools and being full partners in ensuring the success of their children. In the interest of the entire Reading community, the school district and town government shall work cooperatively and collaboratively. As educators and members of our community, we believe that implementing this vision is our ethical responsibility to the children of the Town of Reading.

### **Reading Public Schools' Statement of Equity**

The Reading School Committee, Central Office, Directors, Principals and Leadership of the Teacher's Association celebrate the diversity of the Reading Community and beyond by embracing differences to empower every student, staff member and family of the Reading Public Schools. We embrace all members of the community no matter where we live, what we look like, what we believe, what language we speak, who we love, or how we learn, consistent with the human dignity of all. When we are unwavering in our commitment to equity, we support every student and staff member in maximizing individual potential. This requires us to identify, analyze, and confront gaps in opportunities and outcomes for all students.

### **Reading Memorial High School Portrait of a Graduate**

RPS Graduates are leaders of their own learning journey who demonstrate kindness and empathy towards others and a commitment to wellness. They persevere through challenges, embrace multiple perspectives, and aspire to be their best selves in the service of others to better our community and our world.

**Learn - Grow - Teach** - RPS Graduates are critical thinkers and creative problem solvers. They take ownership of their learning journey and are open to struggle to foster personal growth. They are confident in their beliefs and consider the thoughts and ideas of others. They embrace collaboration to help teach others and remain curious life-long learners.

**Empathize - Consider Perspectives - Practice Communal Care** - RPS Graduates show kindness and empathy towards others and a commitment to personal wellness and communal care. They are able to persevere through challenges and demonstrate resilience. They authentically reflect through hearing and understanding the experiences, perspectives, and needs of people around them. To navigate relationships with generosity and patience, they listen actively and compassionately.

**Engage - Serve - Thrive** - RPS Graduates responsibly shape our world through collaboration with their community. They engage with and communicate multiple perspectives, aspire to be their best selves in the service of others in order to thrive, and bring their skills and knowledge to action for the benefit of each other and our world.

## Budget Development Process and Timeline

Within the context of the Budget Guidelines established by the Finance Committee and School Committee, the District's Mission, Vision, Statement of Equity, and Strategic Objectives, the Leadership Team committed to conduct a productive and an effective FY24 Budget Development Process. The Team collaboratively identified investment priorities that would improve learning opportunities, access, and outcomes for students. The approach taken by the district leaders is outlined below:

- Ensured that the budget development process was collaborative, transparent, and represented all stakeholders' voices.
- Identified priorities that reflect our commitment to inclusion and a sense of belonging for all students and staff.
- Prioritized investments in high-quality instruction and instructional systems.
- Streamlined operational systems for efficiency and effectiveness.
- Leveraged and maximized all sources of funding.
- Made evidence-based decisions that were student-focused, data-driven, and intentional.
- Worked collaboratively with the Town.

Baseline costs were calculated for all personnel and non-personnel accounts to ensure compliance with contractual and legal mandates. Projected enrollment, class sizes, student needs, and known/anticipated spending trends guided the process. The process taken by our team to build the baseline budget involved the following:

- Aligned budgets with employment contracts and negotiated bargaining agreements.
- Calculated costs based on historical spending trends, known service and material rate changes, and anticipated requirements.
- Evaluated staffing schedules, student groupings, and caseloads based on student enrollment, class size and student needs.
- Redeployed existing resources, Grants, and Revolving Accounts to support changes in baseline operating expense and fund investment priorities.

Some ways in which personnel and non-personnel resources were maximized to support new investments to make progress toward addressing strategic objectives include:

**Personnel:**

- Recognized retirement savings.

- Shifted hourly positions to the Special Education 240 Grant, eliminating a duplication of Massachusetts Teachers Retirement System (MTRS) fees for licensed staff.
- Allocated lunch time para wages to the Food Services special revenue fund.
- Utilized METCO, Department of Public Health, and Special Education 240 Grant funding.
- Applied School Choice funding.
- Built FY24 budget upon FY23 actual salaries which reflect Staffing Exchange, savings generated between outgoing/budget salaries and new incoming staff.

**Non-Personnel:**

- Considered a multi-year review of past, present, pending, and projected out of district tuition rates and changes in placements.
- Applied the increase in Circuit Breaker Reimbursement.
- Reduced new employee physical examination requirements.
- Canceling the Special Education Purposeful Opportunities for Successful Transitions (P.O.S.T.) contract.
- Reduced and reallocated existing budgets based on historical spending patterns and anticipated future needs.

In summary, the Leadership Team’s approach to the FY24 budget development process was highly collaborative and accomplished the following:

- Engaged all stakeholders in a collaborative process.
- Ensured all contractual and legal obligations will be met.
- Identified emerging priorities to support growth of all learners at all levels.
- Maximized existing resources through redeployment of existing resources and leveraging all funds.
- Considered enrollment projections, class sizes and teacher to student ratios, and learners’ needs.

The commitments made to the budget and the perspectives gained from stakeholders were foundational to a successful budget development process. The open, transparent, candid process resulted in a plan that built upon the District’s Strategic Objectives to allocate existing and new resources (position roles, staff time and sources of funding) in ways that will enable the district to provide a supportive and safe learning environment, coherent instructional systems, and efficient school-operations. The actions associated with the budget development process and timeline are summarized below:

**July through October 2022:**

- Built a three-year enrollment and financial forecast of all costs based on known and anticipated factors.
- Examined FY22 expenditures, anticipated FY23 needs in comparison to the appropriated budget.
- Projected FY24 enrollment, class size, student groupings, staffing ratios, and identified changes in student needs for the next year.
- Built the FY24 personnel and non-personnel budgets from the bottom up, person by person and item by item.

**November and December 2022:**

- Collaborated with the district, school, and program leadership teams to identify, discuss, and define student-centered budget priorities and examined ways to maximize existing resources across levels and programs.
- Compiled budget data to support leaders’ progress toward building responsive building and program budgets. The budget tools created included the following:

- Personnel reports – consisted of data by person, position, FTE, step, degree, FY23 budget and projected salaries and stipends. Retirements and unfilled budgeted positions were incorporated into the report. Enrollment by grade and school and projected elementary school class sizes were assessed. Schedules for teachers and paraprofessionals were reviewed in the context of student needs, groupings, and effective staff schedules. All funds were evaluated to determine how they could be best used to support the district’s objectives.
- Non-personnel reports – consisted of data by line item, descriptions, and expenditures trends. Rather than allocating a wholesale percentage increase across all services, supplies, and equipment, each line-item budget was reviewed and evaluated. Several factors were considered before adjusting baseline non-personnel expenses, such as the historic spending trends, projected use and prices, availability of end-year funds for pre-purchases, curriculum requirements, and enrollment and staffing changes.
- Reflective questions - used to provide guidance toward identifying investment priorities that aligned with the district’s strategic objectives:
- Rationale for Each Request - for each priority identified, the following questions were answered: What specific outcomes are expected? How will success be measured?, Where could capacity be found to fund and sustain the investment within the existing budget?

**January 2023:**

Meaningful discussions about the recommended investment priorities and their tangible impact on the budget will take place in public sessions throughout January 2023:

- January 5 - Superintendent’s FY24 Recommended Budget presented to the School Committee: Administration, District Wide and Facilities and Capital Budgets
- January 9 - Superintendent’s FY24 Recommended Budget presented to the School Committee: Regular Day and Special Education
- January 19 - FY24 Budget Hearing. Questions and Responses published
- January 26 - School Committee vote on the FY24 Recommended Budget
- January 27 - School Committee’s FY24 Recommended Budget submitted to the Town Manager

**March 2023:**

- March 1, 2023 - School Committee FY24 Budget Presentation to Finance Committee

**April/May 2023:**

- April 24, 27, May 1, 4, 2023 - Annual Town Meeting

**FY23 Budget Review**

The FY23 budget made great strides toward moving our district forward and we are grateful for the community’s ongoing support. As demonstrated above by the approach and process we took to develop the FY23 recommended budget, certain items were prioritized to achieve the greatest and most immediate impact on student outcomes. These investments in FY23 included (not in order of importance/priority):

- Reducing Full-Day Kindergarten Tuition, our first step toward moving closer to free Full-Day Kindergarten.

- Creating a dual role School Adjustment Counselor/METCO Coordinator at each elementary school through the funding of 5.0 FTEs, with half of the cost funded through the operating budget and the other half through the METCO grant.
- Increasing School Adjustment Counselor support by 1.0 FTE at the middle school level and by an additional 1.0 FTE at the high school level.
- Utilizing Endicott/Merrimack Fellows to increase support in bubble classes.
- Creating an Academic Support Center through the investment of a 1.0 FTE Director of Academic Achievement at Reading Memorial High School.
- Increasing 1.0 FTE teachers in the English Language Learner department and translation services.
- Increasing English Language (EL) Coordinator by .20 FTE to coordinate increased levels of EL services driven by new student enrollment.
- Increasing academic support to high school students' return to school from hospital settings by increasing staff by .20 FTE in the Stepping Stones program.
- Engaging in Endicott College Dual Enrollment program at RMHS.
- Participating in North Shore Community College Gateway to College program at RMHS.
- Offering an introductory computer science course through multiple sections to create a foundation for future computer science pathway at RMHS.
- Increasing Social Worker by 1.0 FTE for the REACH program at the middle school level.
- Adding a 1.0 FTE nurse, which allowed for the Director of Nursing to be released from direct services at RMHS and R.I.S.E. preschool to lead the District Wide health services program.
- Increasing the FTE of the district data specialist by .40 FTE.
- Reallocating funds to the district-wide professional development account.

In addition to the items funded in the FY23 budget, our team identified important priorities we were unable to fund in FY23 but deserved continued review and consideration. Those items are outlined below (not in order of importance/priority), as written in the FY 23 budget book, with an update on the progress for each item for FY24.

- **Universal Free Full-Day Kindergarten** to ensure equitable access for all new learners. The FY23 recommended budget lists a reduction in tuition from \$4,450 to \$3,600 to move closer to our goal of tuition free kindergarten for all students. Our district is currently exploring various pathways to move us toward this tuition-free goal and these pathways will be discussed and explored with the community.  
*(\* The FY24 recommended budget reflects a drop-in tuition fee to \$2,650)*

- **Full-time Elementary Assistant Principals** to support day-to-day building needs and ability of school leaders to prioritize improvements in teaching and learning. We believe that the addition of School Counselors combined with the role of METCO Coordinator at every elementary school will support the principal in several critical areas, including meeting the social-emotional needs of students, facilitating student support teams, and serving as a liaison with families. In FY23, we will evaluate how these new roles impact the current need of providing our elementary principals with more support through full-time Elementary Assistant Principals. (*\* The FY24 recommended budget reflects full-time Assistant Principals at all five elementary schools*).
- **Sustain the role of Team Chairs** in the operating budget. Several Team Chair roles (2.6 FTE) will be funded through the ESSER grant until the end of FY23. In the meantime, we continue to evaluate ways to refine and sustain these roles over the long term. In FY23, the role will expand to include planning interventions and overseeing Student Study Teams. (*\* The FY24 recommended budget sustains the Team Chair roles*).
- **Review of the elementary school schedule**, including half-day Friday, access to enrichment opportunities (instrumental, world language), and staff collaborative planning. We have and will continue to engage in conversations with our educators and community about how we can expand both time on learning and types of offerings for our students. This review will take place throughout FY23. (*\*While these conversations continue, there is nothing reflected in the FY24 budget on this item*).
- **RMHS Leadership Structure** to facilitate increased coaching and feedback. We will continue to engage in conversations with our educators and leadership team about how to use and revise our current leadership structure to expand the quality of coaching and feedback for our educators across the building. These conversations will continue in FY23. (*\*Update: The addition of the Director of Academic Achievement has been instrumental in leading our RMHS Instructional Leadership Team (ILT). The RMHS ILT, composed of RMHS Department Heads, has focused on providing teachers with ongoing coaching and feedback within their departments. This has already led to an increase in the amount of feedback provided to all teachers, particularly by their Department Heads*).
- **RMHS Computer Science Pathway/Program** to provide students with access to a series of computer science courses aligned to college and career opportunities. As we build an introductory computer science course in FY23, we will also actively explore how we can build an entire pathway/program to offer in the near future. (*\*Update: In FY24, we are launching two formal pathways at RMHS - Information (Digital Media and Computer Science) and Advanced Manufacturing (Engineering). More information regarding these pathways can be found later in the budget book*).
- **District-wide vertical alignment of math curriculum and pathways** to ensure that students can move fluidly between levels of math courses throughout middle and high school. In FY23, our district will explore how students end up in the highest-level math courses at RMHS and seek ways to remove barriers that limit students to access these higher-level courses. (*\*Update: While these conversations and planning continue, there are no budget items listed in FY24 that reflect this item*).
- **Review of the Social Emotional curriculum** for all schools, district-wide. In FY23, we will continue our efforts to support the social emotional needs of our students by assessing the current curriculum and materials in use. The company that supports our current social-emotional K-5 curriculum, Open Circle, is no longer publishing additional curriculum materials, supports, and resources. Therefore, we plan to engage in a



curriculum exploration process and potentially pilot curriculum in FY23 for a K-5 curriculum. At RMHS, students in grades 9 and 10 are participating in an SEL program, Project Wayfinder, funded by the ESSER grants through the end of FY24. We will assess the impact of this program to determine if it should be sustained long-term.

*(\*Update: The FY24 budget reflects the continuation of Project Wayfinder and funding to pilot an SEL curriculum Preschool-8).*

- **Seal of Biliteracy Certification** to recognize students who have achieved proficiency in two or more languages. During FY23, we will pilot the assessment with a small group of secondary students to learn about the process and systems for providing our students with access to this certification.

*(\*Update: The Seal of Biliteracy Certification was launched in FY23 and is also expanded in the FY24 budget).*

- **Comprehensive Professional Development** opportunities for all instructional staff. In FY23, we will explore models to provide our staff with expanded high-quality, job-embedded professional learning, such as instructional coaches. We will engage in conversation with educators and leaders to identify areas of need and opportunity.

*(\*Update: The FY24 budget reflects two K-8 math instructional coaching positions to provide job-embedded professional development to teachers).*

- **Student Information Systems, Website redevelopment, and Technology service** to support efficient and effective scheduling, track attendance, receive and give information to students, staff, and community, and improve technology service delivery to staff and students. We plan to launch focus groups in FY22 and FY23 to analyze our systems/structures in each of these areas and provide recommendations on how to move forward.

*(\*Update: A new district website was launched in FY23 and we are continuing to explore the possibility of a new student information system to better align with district needs).*

## **FY24 Recommended Budget Investment Priorities**

Through large and small group meetings with and among instructional staff and leadership teams, investment priorities that aligned with Strategic Objectives emerged. The FY24 budget investments are outlined below, organized by the three strategic pillars of our District Strategic Plan:

***Strategic Objective 1: Supportive and Safe Learning Environment***

***Strategic Objective 2: Coherent Instructional Systems***

***Strategic Objective 3: School Operations***

**Strategic Objective 1: Supportive and Safe Learning Environment:** We have identified budget priorities that reflect the need to prioritize supportive and safe learning environments for our students. They are:

- **Middle School Adjustment Counselor/METCO Coordinator:** We have an increased need to support the social-emotional and behavioral health of our students. We will create a shared Middle School Adjustment Counselor/METCO Coordinator position to support the social-emotional and behavioral health of students and to support the goals of the METCO program at Coolidge and Parker Middle Schools. This role will mirror the School Adjustment Counselor/METCO Coordinator roles placed in our five elementary schools in FY23 and the cost will be shared between the operating budget and the METCO grant.



- **RMHS METCO Coordinator:** The FY24 Recommended Budget supports the addition of a full-time METCO Coordinator at RMHS to increase the academic and social-emotional support to all students. We project nearly 1,000 students to be enrolled in RMHS with an anticipated enrollment of 29 Boston resident students in 2023-2024. This role will be funded entirely through the METCO grant.
- **RMHS Wayfinder Curriculum:** Project Wayfinder is a social-emotional learning curriculum that supports students' success in school and in life by teaching the skills needed to build belonging and the mindsets necessary to facilitate personal growth. During the 2021-22 and 2022-23 school years, Project Wayfinder was implemented by RMHS counselors with students in grades 9 and 10 utilizing ESSER grant funds. In the 2022-23 school year, teachers were also able to access the resources offered by this comprehensive curriculum. This budget allocation allows for the continued use of Project Wayfinder in the 2023-24 school year. In addition to the SEL competencies RMHS students acquire from Project Wayfinder lessons, the implementation of the program has also allowed guidance staff to build stronger relationships with students and better meet their individual and group needs.
- **1 to 1 Nurse:** This nurse is required to meet an individual student's medical need for the student to access the school setting.
- **Social-Emotional Curriculum Exploration for Preschool to Grade 8:** Social-emotional learning (SEL) supports academic outcomes and school success for students. One way SEL is implemented in schools is through explicit instruction of social-emotional competencies and skills. SEL instruction can be improved using a research-based SEL curriculum. Consistent vertical implementation of an SEL curriculum builds common vocabulary and understanding for students and staff. Currently, a variety of materials and methods are utilized for SEL instruction in grades preschool to 8. Preschool teachers employ teacher-created SEL lessons. The Open Circle curriculum has been in place at the elementary level for many years. At the middle school level, teacher-created SEL lessons are delivered during the advisory block. With the increased and changing social-emotional and behavioral health needs of students, an exploration of a consistent SEL curriculum is needed. Funding in FY24 will facilitate this work. Funding will support staff stipends, acquisition of curriculum tools to examine, travel to visit other sites, and potential professional development.
- **Secondary Counselors (2 from ESSER grant):** Secondary counselor roles were developed to address the increased need to support the social-emotional and behavioral health of our students. These roles were funded through the ESSER grant but a portion of the salaries will now be incorporated into the FY24 operating budget.

**Strategic Objective 2: Coherent Instructional Systems:** Additionally, we have identified budget priorities that reflect the need to prioritize coherent instructional systems, directly connected to improving student academic outcomes. They are:

- **Elementary Assistant Principals (5):** Investing in building leadership is at the core of improving academic outcomes. A 2012 study of the impact of principals noted that “highly effective principals raise the achievement of a typical student in their schools by between two and seven months of learning in a single school year; ineffective principals lower achievement by the same amount.”<sup>[1]</sup> Given this impact, a recent research analysis by the Wallace Foundation noted “it is difficult to envision an investment in K-12 education with a higher ceiling on its potential return than improving school leadership.”<sup>[2]</sup> While our district continues to invest in professional development and individualized coaching for principals, our administrative structure at the elementary level poses a barrier to leveraging the impact of principals on student outcomes. With the

significant changes in the field of education, especially within the last 5 years, the roles of building leaders have become exponentially more challenging. Within Reading, our adoption of high-quality curriculum materials, our increased enrollment of diverse populations, and our increases in student social-emotional and academic needs have all added significant responsibilities and expectations to those leading our buildings. These shifts also highlight the need for principals to act as instructional leaders in their schools. To do so, it is necessary to provide the staffing required to ensure the responsibilities and management of our buildings are done efficiently and effectively to create structures for success in our schools. To support all our students, families, educators, and principals, elementary assistant principals will share building-level responsibilities including (but not limited to) teacher evaluations, programmatic support, family and community engagement, and responding to day-to-day needs, allowing our principals to enhance their own capacity as leaders of learning communities. Overall, these new roles will provide our elementary schools with the administrative leadership structure necessary to harness the impact of principal leadership on students. This new structure will also create an internal pipeline of leadership talent to fill principal vacancies as they arise in this district.

- **K-8 Math Coaches (2):** Research shows the significant power of an instructional coach, especially when done in an intentional, structured system with clearly defined goals/roles; *“instructional coaching had a greater impact on instruction than almost all other school-based interventions...In fact, they determined the quality of teachers’ instruction improves by as much or even more than the difference in effectiveness between a new teacher and one with five to 10 years of experience. Similarly, student performance improved with instructional coaching regardless of whether a teacher was a novice or veteran.”* [3] K-8 math coaches will bring a shift in our professional learning structures, bringing previously externally provided training into our district, working within our structures and alongside our educators. K-8 Math Coaches will support increased implementation of adopted high-quality curriculum materials, improved instructional practices leading to deepened opportunities for rigor in math learning, vertical and horizontal alignment, educator professional learning thoughtfully and intentionally embedded into daily teaching and learning cycles. They will support targeted training/professional learning opportunities, collaboration with teacher groups, and 1:1 coaching and collaboration. Additionally, they will play a role in onboarding new staff, to ensure implementation of our curriculum materials continues even beyond our initial adoption years.
- **Elementary Special Education Teacher:** A Learning Center Special Education Teacher position will be added at the Joshua Eaton School. The position is required to ensure compliance with IEP services.
- **Middle School Special Education Teacher (from ESSER grant):** A program special education teacher position will be added at Coolidge Middle School. The position is required to ensure compliance with IEP services. This role was funded through the ESSER grant and a portion of the position will now be incorporated into the operating budget. The balance of the position will be absorbed within the FY25 budget.

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[1] <https://www.educationnext.org/school-leaders-matter>

[2] <http://www.wallacefoundation.org/principalsynthesis>

[3] [The Effect of Teacher Coaching on Instruction and Achievement: A Meta-Analysis of the Causal Evidence](#)

- **Multilingual Learner Teachers (1.5):** During the first 5 months of the 2022-23 school year, 31 multilingual learners (MLLs) enrolled in the Reading Public Schools, most entering with beginning-level English proficiency. In previous years, approximately 30% of MLL students in RPS were beginners. As of December 2022, 63% of our 60 MLL students are beginners. According to DESE standards, MLL students must receive English instruction from a Teacher of English as a Second Language (ESL). Recommended weekly instructional hours are based on students' proficiency levels. Beginner MLL students receive 7 to 14 hours of instruction weekly, while intermediate-level MLL students receive 4 hours. Supporting the language development of MLL students is essential to their academic and social progress in school. To provide the needed services an additional 1.5 FTEs of ESL teacher positions are included in the FY24 Recommended Budget.
- **Special Education Team Chairs (from ESSER grant):** To ensure consistency with practice and compliance, the additional team chair positions allow each school to have at least one full-time special education administrator. This allows the team chairs to have a direct role in instructional support within special education classrooms. Additionally, they are responsible for implementing the reading protocol, as needed, during the evaluation process to ensure all students have access to appropriate instruction and data collection methods. The reading protocol is a researched based tool that Reading has adopted to ensure all components of reading development are assessed. If an area of need is identified the protocol provides guidance to select the appropriate instructional practices. This is a critical component to ensuring all students are able to read and write effectively. These roles were funded through the ESSER grant but a portion of salaries will now be incorporated into the operating budget.
- **Team Chair Hours:** There will be an increase in a team chair position from 0.6 to 1.0 FTE. This will allow there to be a team chair for R.I.S.E. at the high school and continue the equitable share and OOD case management that the position currently supports.
- **Team Chair Stipends:** Issue stipends to Team Chairs and the Special Education Literacy Coach appointed to provide individualized Program Coordination to substantially separate Special Education Programs as recommended in the FY23 Special Education Program Review. The Program Coordinators are working closely with consultants to update Program Descriptions, create Points for the Teams to Consider (Exit and Entrance Criteria), and create professional development plans to foster vertical alignment within the programs. While completing this work the Program Coordinators will be observing, meeting with staff as well as soliciting feedback from the parents/guardians of students enrolled in the program.
- **Full-Day Kindergarten Tuition Fee Reduction:** Reading Public Schools remains one of about two dozen districts that does not provide free, full-day Kindergarten for students. We are committed to moving toward universal, free, full-day kindergarten for students. In FY24, we plan to drop the kindergarten annual tuition fee from \$3,600 to \$2,650.
- **Board Certified Behavior Analyst (BCBA):** In alignment with the program review recommendations, this additional BCBA will provide support for students enrolled in the S.O.A.R./E.M.B.A.R.C. programs. This position will serve students in Preschool to grade 12. The primary role of the BCBA will be to provide consultative support to teams and families regarding evaluations, behavioral interventions, and data collection.
- **Secondary Transition Specialist:** As indicated in the program review, this position will provide direct evaluation and transition planning support for students ages 14-22. This position will support teams and students to identify the skills needed to further their post schooling endeavors. As part of the IEP process for

all students there must be a transition plan beginning at age 14. The transition specialist will help develop an evaluation protocol and education support to make sure all students who receive special education services are prepared for their post-secondary transition. Additionally, for students who need more specific job, leisure and life skills this position will help support community-based learning activities.

- **RMHS Seal of Biliteracy Certification:** Beginning in June 2023, RMHS graduating students can be awarded the Seal of Biliteracy for demonstrating proficiency in two or more languages. In the spring of 2023, students in grades 8 and 11 will participate in language proficiency assessments that would allow them to meet the criteria for the Seal of Biliteracy. Twelve-grade students and other multilingual students were also given the opportunity to participate in the assessments if they wished. In addition to supporting the Seal of Biliteracy awards, language proficiency assessments are a valuable tool for the world language department in understanding the language development and growth of students and allow families and students to better understand second language growth and development. Additional funding will allow the high school world language department to expand the number of students participating in language proficiency assessments by shifting administration from specific grade levels to specific courses. This is a stronger practice since most world language classes include students from multiple grade levels. This spring, the world language department will review the sequence of courses to determine how to best leverage language proficiency assessments.
- **Mentoring for Year 2 New Teachers:** Effective mentoring and induction programs are essential to training and retaining high-quality staff. RPS's current mentoring program provides new staff with an individual mentor during their first year. The role of this mentor is to provide job-embedded support to develop the knowledge-base and skills of new staff. Additional funding would be used for mentor stipends, allowing new staff to continue to receive the support of a mentor in year 2. Not only will this improve the development of new staff, but it enables RPS to meet the mentoring requirements DESE has outlined for districts.
- **Curriculum Review Science:** MA DESE Science, Technology, Engineering Frameworks were updated and adopted in 2016; *"The vision of the Massachusetts STE standards is to engage students in the core ideas through the integration of science and engineering practices, while making connections to what they know and the world they live in."*<sup>[4]</sup> The shift to the frameworks is built upon the guiding principles of relevance, rigor, and coherence. The STE Curriculum Review process is intended to analyze our curriculum alignment with the standards and in our RPS vertical articulation. The review process will deeply examine our STE curriculum (with a focus on grade 6-12.) Funds will support teacher stipends, acquisition of curriculum resources to review, travel to visit other sites, and professional development.
- **Curriculum Review Middle School Literacy:** A Middle School Literacy Leadership Team (MS LLT) was developed in the 2022-23 school year to explore current curricular resources, tools, and practices in middle school literacy. The goals of the team are focused on improving student achievement and growth in all components of literacy instruction. Based on the work and recommendations of the MS LLT, we anticipate continuing work in the 2023-24 school year to fully address MA DESE's guidance around high-quality curriculum materials and a new understanding of research in the field of literacy instruction. Funding could include stipends, acquisition of curriculum tools to examine, travel to visit other sites, and potential professional development.

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[4] [DESE Frameworks, 2016](#)

- Curriculum Review World Language:** MA DESE World Languages Frameworks [MA DESE World Languages Frameworks](#) were updated and adopted in 2021. These frameworks contain a shift in the methodology of world language instruction to focus on functional communication and comprehension skills. Under the new frameworks, world language instruction and assessment are driven by “Can Do” statements highlighting how students are able to use and grow proficiency in the second language. To ensure RPS world language curriculum is aligned with the shifts of the new standards, a curriculum review team will be formed. Funding could include stipends, acquisition of curriculum tools to examine, travel to visit other sites, and potential professional development.

## Major Focus Areas with No Impact to FY24 Recommended Budget

### Killam Elementary School Building Project:

On March 2, 2022, the Massachusetts School Building Authority (MSBA) Board of Directors voted to invite the Statement of Interest for the J. Warren Killam Elementary School into the MSBA’s Eligibility Period. The 270-day Eligibility Period formalizes and streamlines the beginning of the MSBA’s grant approval process and benefits the Town by providing a definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the Eligibility Period will allow the Town to be eligible for an MSBA invitation to Feasibility Study.

Town Meeting’s vote to appropriate \$2.2M in November 2022 was among the final requirements for advancing beyond the Eligibility Period. The affirmative vote by Town Meeting indicated to the MSBA that the town is likely to support a project that emerges from the design phase and will provide the funding required to proceed through Modules 2-5, including hiring an Owner’s Project Manager (OPM), a designer, and paying for several analyses and studies related to the site that may be required. On March 2, 2023, the MSBA Board of Directors will reconvene to evaluate Phase 1 deliverables and vote on whether to move the Killam Building Project into Phase 2.

The timeline below depicts the three phases of the MSBA process:

#### Prospective MSBA Timeline, beginning June 1, 2022:

##### Phase 1 Preparation:

Module 1 Eligibility Period/Preparation: .....270 days

##### Phase 2 Scope Definition:

Module 2 Project Team (OPM, Designer) .....150 days

Module 3 Feasibility Study .....300 days

Module 4 Schematic Design .....75 days

Module 5 Project Scope, Schedule & Funding .....90 days

##### Phase 3 Scope Monitoring:

Modules 6-8 Detailed Design, Construction Documentation & Bidding .....1 year

Construction .....1.5 years

**\*Total ~ 3.5 years**

\*The timeline above represents maximum allowed durations. Many steps will likely overlap, resulting in a shorter, 3.5-year timeframe.

The Killam Elementary School completed construction in 1969 and has not undergone any significant renovations since opening. While the facility has been well-maintained, it is now 53 years old and has several deficiencies. The building is not fully ADA-compliant, including bathrooms and entry points to some classrooms and common areas. The water fountains have been unusable for years due to lead levels, requiring the district to provide drinking water through expensive and wasteful water bottles. Many of the windows and doors are original to the school, so they are not energy efficient and create challenges with maintaining comfort levels. There is a fire alarm system, but no fire suppression system. Sightlines to the main doors are poor, presenting a security concern. Due to the age of the foundation, there have been some issues with water infiltration.

Programmatically, the building's configuration also presents many challenges. Some classrooms and common spaces are only accessible through other classrooms. The library / media center is an open space located at the "crossroads" of the building, which makes it difficult to maintain a quiet environment or use the space for special education or other services that may call for a degree of privacy. The needs of students and our understanding of how to provide appropriate interventions have changed over the many decades since Killam was built, and the building does not adequately support the space requirements for these needs. Tier 2 supports (such as small reading groups) are taking place in open settings, including hallways. Spaces originally intended for storage have been converted to offices and even learning spaces in some cases. The accessibility challenges of many of the building's spaces significantly limit the staff's ability to creatively use the building's footprint.

It could be possible to address some of these deficiencies through smaller renovation projects, but given the scope of the needs, it is likely that any significant renovations would reach a threshold of 20% of the building's assessed value. This would trigger several compliance requirements that are currently grandfathered in (including ADA compliance). As a result, while renovations are a possible outcome of the MSBA process, a new building may be the more likely outcome.

The feasibility study will also consider solutions for other programmatic and space-related deficiencies in the district, including, but not limited to: relieving capacity constraints at other elementary schools; eliminating the need for modular classroom units; creating a single site to house the R.I.S.E. preschool program; allowing for possible future expansion of R.I.S.E. as new mandates expand the eligibility for access to R.I.S.E. services.

While the precise figures are to be determined, the MSBA program may provide reimbursement to the town for nearly half of the cost of any project. RPS and town staff have been working diligently over the last several months to meet the numerous requirements to graduate from the Eligibility Period into Modules 2-5, which will allow us to form a project team, conduct a feasibility study, develop a schematic design, and pursue town and MSBA approval to enter into an agreement around project scoping and funding.

### **Innovation Pathways at Reading Memorial High School:**

Reading Memorial High School (RMHS) is in the process of applying for Innovation Pathway Designations in the areas of Information (Digital Media - Music Production and Computer Science) and Advanced Manufacturing (Engineering). With the assistance of the Reading Chamber of Commerce and MassHire Metro North Workforce Board, RMHS established partnerships with local industries to support the proposed pathways. Current industry partners include, Weston & Sampson, TEALS – Microsoft, and Associated Builders and Contractors. RMHS is working to expand partnerships as the year progresses specifically with Mitre Corporation and All That Music Academy in Stoneham.



RMHS is also consulting with institutions of higher education to include The College of St. Rose, Middlesex Community College, and UMass Lowell. Earning Innovation Pathway Designations from DESE is an honor unto itself, but which also opens the door to planning and implementation grants of up to \$100,000. RMHS applied for the initial \$25,000 Innovation Pathways planning grant and will be notified within the next couple of months if a recipient. Earning the planning grant and designations makes RMHS eligible to apply for a \$75,000 implementation grant in the summer of 2023.

During the planning process, course pathways are being developed by RMHS content specialist faculty in conjunction with industry partners that are serving as advisors throughout this journey. Any student can select a Pathway course while in high school, but to complete a Pathway, students enter in grade 9 or 10.

The courses in the Computer Science (Information) Innovation Pathway include, but are not limited to:

- Introduction to Computer Science
- Introduction to Java
- Dual Enrollment (DE) Computer Networks
- Dual Enrollment (DE) Computer Ethics
- Advanced Placement (AP) Computer Science A

The courses in the Digital Media (Information) Innovation Pathway include, but are not limited to:

- Digital Piano
- Technical Songwriting & History of Rock
- Recording Digital Media
- Digital Music Production & Advanced Digital Marketing
- Advanced Music Production

The courses in the Engineering (Advanced Manufacturing) Innovation Pathway include, but are not limited to:

- Introduction to Physics
- Introduction to Engineering Design
- Principles of Engineering (POE)
- Environmental Engineering
- Advanced Placement (AP) Physics 1

All Pathways conclude with either a capstone project that is overseen by a content specialist faculty member, or an internship with one of the industry partners or other corporations with which RMHS establishes partnerships to support student growth and engagement. Those working on this initiative at RMHS are extremely enthusiastic about the opportunities that Innovation Pathways will cultivate for students. RMHS is also proud to partner with local industries and universities to inspire Reading residents to attend school and start their careers in the rich industries embedded throughout Massachusetts.

An Innovation Pathway presentation was presented to the School Committee on November 18, 2022, and can be viewed at the following [link](#). More information will be communicated to the community with a specific emphasis on current and incoming RMHS students and families. It is the collective hope that the new course and programmatic offerings will engage students in deeper and meaningful learning experiences, while at the same time highlighting the skill sets of our students and faculty.

## Dual Enrollment Expansion at Reading Memorial High School

Reading Memorial High School has offered Dual Enrollment (DE) courses for students in the past through various higher education institutions. These courses typically take place on college campuses. In the 2023-24 school year RMHS is planning to expand DE offerings and hold a larger number of classes on campus at RMHS and within the regular school day. RMHS is working with Middlesex Community College, a leader in DE programming for high school students in the Greater Boston area, to expand opportunities for Reading students at a reasonable cost.

RMHS teachers are in the process of applying to be adjunct professors at Middlesex Community College and proposing 100-level courses for next school year. In addition, RMHS department leaders are preparing course syllabi for approval by the respective departments at Middlesex Community College. DE courses will be offered to seniors that meet the prerequisites to include a 2.0 Grade Point Average or better, PSAT or SATs, and teacher recommendation. During the course selection process in the spring, current juniors and their families will receive in depth information regarding the expanded DE offerings for next school year. The new offerings do not negate students taking courses on college campuses as has happened in the past, it is meant as a new opportunity for students to earn college credits while enrolled in high school within the regular school day.

## The Superintendent’s FY24 Recommended Budget Priorities

The Superintendent’s FY24 Recommended Budget Priorities summarized in the sections above represent a total investment of \$2,094,895. Of this total, \$1,723,895 consists of new funding, \$260,000 is supported through the deployment of existing funds, and \$111,000 is funded through grants. The FY24 priorities reflect an increase of 14.90 FTEs over FY23, with 1.5 FTEs of this increase funded through grants. Each priority and their relative relationship to the three overarching categories, 1.) provide a safe and supportive learning environment, 2.) build coherent instructional systems, and 3.) increase operational efficiencies and effectiveness to support students is described below by level (Preschool and Elementary, Secondary, and District Wide):

### Preschool and Elementary Level Priorities:

Preschool and Elementary Level Priorities	Strategic Objective	Description	\$ Supported by Existing Operating Funds	\$ Supported by New Operating Funds	\$ Supported by Grant Funds	Total \$ Investment	Total FTE Investment
Elementary Assistant Principals	2	Provide operational and instructional support to Barrows, Birch Meadow, Joshua Eaton and Killam Elementary School Principals to prioritize improvement in student outcomes. Redeployed four assistant Principals stipends.		500,000	0	500,000	5.00
Full Day Kindergarten (FDK) Tuition Fee Reduction	2	Reduce FDK tuition by 50% from \$3,600 to \$2,650. This action increases access for students and moves us closer to free full day kindergarten.	250,000	250,000	0	500,000	0.00
Joshua Eaton Special Education Teacher	2	Carry forward the 1.0 FTE Special Education Teacher hired in FY23 for Learning Center at Joshua Eaton due to enrollment shift and larger class sizes/student caseloads.	0	84,233	0	84,233	1.00
Team Chair Hours	2	Increase R.I.S.E. Team Chair position from .60 FTE to 1.0 FTE.	0	37,823	0	37,823	0.40
<b>Subtotal Preschool and Elementary</b>			<b>250,000</b>	<b>872,056</b>	<b>0</b>	<b>1,122,056</b>	<b>6.40</b>



As noted in the table above, the FY24 Elementary (Preschool to Grade 5) Budget Priorities are supported through a total investment of \$1,122,056 and 6.40 FTEs. This investment will be supported through \$872,056 of new funding and \$250,000 of existing operating funds will be redeployed to support these priorities.

Research shows that investing in building leadership is at the core of improving academic outcomes for all students. To create structures for student success in our schools, four assistant principals have been recommended for all five largest elementary schools. These new roles will provide our elementary schools with the administrative leadership structure necessary to harness the impact of principal leadership on students. Shifting our priorities for principals away from operational responsibilities and more toward instructional leadership will enhance our principals' capacity as leaders of learning communities, ultimately raising the academic achievement of students in our schools. Existing Assistant Principal stipends will be reallocated toward supporting this new investment.

Continuing the pathway toward Universal Full-Day Kindergarten, the FY24 Recommended Budget reflects the incorporation of teachers' salaries within the operating budget, resulting in the decrease of FDK tuition fees from \$3,600 to \$2,650 in FY24. The Town's contribution toward increasing access to all students through Community Priority funding and the district's reallocation of existing funds from across several accounts will bring our community one step closer to providing free FDK for all students. Some ways in which personnel and non-personnel resources were maximized to support new investments, including operationalizing the FDK program to reduce tuition fees, are outlined on page 11 and include the following personnel and non-personnel changes to the baseline budget. These changes released funds for focus on other investment priorities, not only at the elementary level but also at the secondary and districtwide:

- Recognized retirement savings.
- Shifted positions charged to the Special Education 240 Grant eliminating MTRS expenses.
- Allocated lunch time para wages to the Food Services special revenue fund.
- Applied School Choice funding.
- Considered a multi-year review of past, present, pending, and projected out of district tuition cost rates and changes in placements.
- Applied the increase in Circuit Breaker Reimbursement.
- Reduced new employee physical examination requirements.
- Explored the Special Education P.O.S.T contract.

Increasing the R.I.S.E. Team Chair's hours will allow the district to continue the equitable share and out of district case management required to meet legal mandates and a Learning Center teacher hired in FY23 will be reflected in the FY24 Recommended Budget at Joshua Eaton. This position ensures compliance with the delivery of services defined on students' Individual Educational Plans.

Priorities funded in the FY23 budget that will be carried over into the FY24 budget to ensure supportive and safe environments includes one Adjustment counselor/METCO Coordinator assigned to each elementary school, positions which are shared equally between the operating fund and METCO grant, and three Elementary School Teaching Fellow positions to continue to support reasonable class sizes.

## Secondary Level Priorities:

Secondary Level Priorities	Strategic Objective	Description	\$ Supported by Existing Operating Funds	\$ Supported by New Operating Funds	\$ Supported by Grant Funds	Total \$ Investment	Total FTEs Investment
Middle School Adjustment Counselor/METCO Coordinator	1	Add METCO/Adjustment Counselor position to be shared between Coolidge and Parker Middle Schools. <b>This position is funded equally by operating budget and METCO grant, .50 FTE and .50 FTE</b>	0	37,000	18,500	55,500	1.00
RMHS METCO Coordinator	1	Move METCO Coordinator role from Parker to RMHS. <b>This position is funded entirely by METCO grant, 1.0 FTE</b>	0	0	56,000	56,000	1.00
RMHS Wayfinder Curriculum	1	Sustain Wayfinder Curriculum in the RMHS operating budget, previously funded by ESSER grant.	0	13,000	0	13,000	0
Secondary Transition Specialist	2	Provide direct evaluation and transition planning support for students ages 14-22, as recommended in the Special Education program review.	0	79,596	0	79,596	1.00
RMHS Seal of Biliteracy Certification	2	Expand the recognition of RMHS students who have achieved proficiency in two or more languages.	2,000	0	0	2,000	0
<b>Subtotal Secondary</b>			<b>2,000</b>	<b>129,596</b>	<b>74,500</b>	<b>206,096</b>	<b>3.00</b>

At the Secondary Level (grades 6 to 12), the total investment amount is \$206,096, of which \$129,596 will be supported through new funding, \$2,000 to be redeployed from existing resources, and \$74,500 funded through the METCO Grant. A total investment of 3.0 FTEs is associated with these priorities, of which 1.5 FTEs will be funded through the operating budget and 1.5 FTEs through the METCO grant.

Building upon the successful elementary school model of providing a supportive and safe environment to all students has been adopted at the middle school level through the addition of an Adjustment Counselor/METCO Coordinator. One Adjustment Counselor/METCO Coordinator is recommended to be shared between Coolidge and Parker Middle Schools to increase the academic and social-emotional support to all Boston and Reading resident students. This position will be funded through the operating budget and the METCO grant. In addition, a METCO Coordinator is recommended for assignment to Reading Memorial High School. The METCO Coordinator position at RMHS is expected to increase the academic and social-emotional support to all Boston and Reading resident students and will be supported entirely through METCO grant funding.

Sustaining Project Wayfinder, a social-emotional learning curriculum implemented by RMHS guidance staff, will allow the district to support students' success in school and in life by teaching the skills needed to build belonging and the mindsets necessary to facilitate personal growth. ESSER grant funds were used to deliver this program during the 2021-22 and 2022-23 school years. The cost of this program is recommended to be adopted by the district in the FY24 Recommended Budget.

The Special Education program review conducted in FY23 highlighted the need for a Secondary Transition Specialist to provide evaluation, transition planning, and post-school skills development support for students ages 14 to 22. This position is reflected among the priorities at the secondary level for FY24 investment.

The expansion of the Seal of Biliteracy Certification, which was funded initially in FY23, will be funded through the reallocation of existing resources, and will allow the high school world language department to increase the number of students who are given the opportunity to achieve the Seal of Biliteracy for demonstrating proficiency in two or more languages by participating in proficiency assessments.

## District Wide Level Priorities:

District Wide Level Priorities	Strategic Objective	Description	\$ Supported by Existing Operating Funds	\$ Supported by New Operating Funds	\$ Supported by Grant Funds	Total \$ Investment	Total FTEs Investment
ESSER-Funded Positions	1	Begin a two year process of funding a portion of 1.0 FTE MS Special Education Teacher, 2.0 FTE Guidance/Counseling, 2.6 FTE Special Education Team Chairs as ESSER funds in FY23 and in FY24. ESSER Tutors will not be consolidated into the Operating Budget.	0	204,186	0	204,186	0
1 to 1 Nurse	1	Meet individual student need	0	69,035	0	69,035	1.00
Social Emotional Learning (SEL) Curriculum Exploration	1	Provide time and opportunity to assess SEL programs for implementation in FY25 for Preschool through grade 8	0	5,000	0	5,000	0
Instructional Math Coaches	2	K-8 Math Coaches will support increased implementation of high quality curriculum materials, improved instructional practices, vertical and horizontal alignment, and professional learning embedded into daily teaching and learning cycles.	0	180,000	0	180,000	2.00
Multi-Language Learner Teachers	2	Carry forward 1.5 FTE hired in FY23 to support surge in multi-language learner enrollment districtwide to align with DESE recommendations for time on learning.	0	119,022	0	119,022	1.50
Board Certified Behavior Analyst (BCBA)	2	Hire Preschool through grade 12 additional 1.0 BCBA to provide support for students enrolled in the S.O.A.R./E.M.B.A.R.C. Programs in alignment with the Special Education Program Review recommendations.	0	85,000	0	85,000	1.00
Team Chair Stipends	2	Issue stipends to Team Chairs appointed to provide individualized Program Coordination to substantially separate Special Education Programs. <b>These stipends will be funded through the Special Education 240 grant.</b>	0	0	32,500	32,500	0
Mentoring for Year 2 Teachers	2	Complete plan and develop coordinated mentoring program for instructional staff, including paraprofessionals. Comply with DESE requirements.	0	30,000	0	30,000	0
Curriculum Content Cycle	2	Formulate plan that incorporates curriculum content review cycle and instructional leadership structure to improve student academic outcomes in three content areas: Middle School Literacy, Grades 7-12 World Languages, and Grades 6-12 Science.	0	30,000	0	30,000	0
Annual Community Report	3	Publish annual Community Report to share work of school district, engage residents, and incorporate student voice.	8,000	0	0	8,000	0
Substitute Nurse wages	3	Improve ability of the district to recruit and assign substitute nurses by increasing daily wage from \$175 to \$225 to become comparative with nearby communities. <b>This expense will be funded by the Department of Public Health Grant.</b>	0	0	4,000	4,000	0
<b>Subtotal District Wide</b>			<b>8,000</b>	<b>722,243</b>	<b>36,500</b>	<b>766,743</b>	<b>5.50</b>
<b>COMBINED TOTAL</b>			<b>260,000</b>	<b>1,723,895</b>	<b>111,000</b>	<b>2,094,895</b>	<b>14.90</b>

The total investment required to support Districtwide priorities identified by instructional leaders and stakeholders and align with all three strategic objectives totals \$766,743 of which \$722,243 is supported through new funding,

\$8,000 through existing funds and \$36,500 supported by grants or existing resources. An addition of 5.5 FTEs is associated with these priorities.

As ESSER II funding comes to an end in FY23 followed by ESSER III in FY24, a portion of positions previously supported through this grant will be incorporated into the operating budget over the next two years to ensure compliance with IEPs and support the behavioral health of our students: Middle School Special Education Teacher, Special Education Team Chairs, and Secondary Counselors.

An increase in health support will be available through the addition of a 1 to 1 1.0 FTE Nurse to meet an individual student's medical need for the student to access the school setting.

With the increased and changed social-emotional and behavioral health needs of students, an exploration of a consistent SEL curriculum is needed. Funding in FY24 will facilitate this work by supporting staff stipends, acquisition of curriculum tools to examine, travel to visit other sites, and potential professional development.

K-8 math coaches will bring a shift in our professional learning structures, bringing previously externally provided training into our district, working within our structures and alongside our educators. K-8 Math Coaches will support increased implementation of adopted high-quality curriculum materials, improved instructional practices leading to deepened opportunities for rigor in math learning, vertical and horizontal alignment, educator professional learning thoughtfully and intentionally embedded into daily teaching and learning cycles. They will support targeted training/professional learning opportunities, collaboration with teacher groups, and 1:1 coaching and collaboration.

Improving academic outcomes will be articulated through the increase in instructional support for English Language Learners in the form of 1.5 FTE teachers. As of December 2022, 63% of our 60 MLL students are beginners. According to DESE standards, multi-language learners must receive English instruction by a Teacher of English as a Second Language (ESL). These teaching positions are essential to carry-forward into the FY24 Recommended Budget to provide needed services to students and comply with state regulations.

In alignment with the Special Education program review recommendations, an additional Board Certified Behavior Analyst (BCBA) is needed to provide support for students enrolled in the S.O.A.R./E.M.B.A.R.C. programs, Preschool through grade 12. The primary role of the BCBA will be to provide consultative support to teams and families regarding evaluations, behavioral interventions, and data collection.

Also recommended in the FY23 Special Education Program Review is a district-wide budget priority to expand the role of the Team Chair to provide individualized Program Coordination to substantially separate Special Education Programs. The expansion of the role will be compensated through a stipend, which will be funded through the Special Education 240 grant.

The district's current mentoring program provides new staff with an individual mentor during their first year. Additional funding would allow new staff to continue to receive the support of a mentor in year 2. Not only will this improve the development of new staff, but it enables RPS to meet the mentoring requirements DESE has outlined for districts.

The FY24 Operating Budget support for the Science/Technology/Engineering, World Language and Middle School Literacy Curriculum Review process is intended to analyze our curriculum alignment with the standards and in our vertical articulation. The review process will deeply examine our curriculum (with a focus on secondary.) Funds will support teacher stipends, acquisition of curriculum resources to review, travel to visit other sites, and professional development.

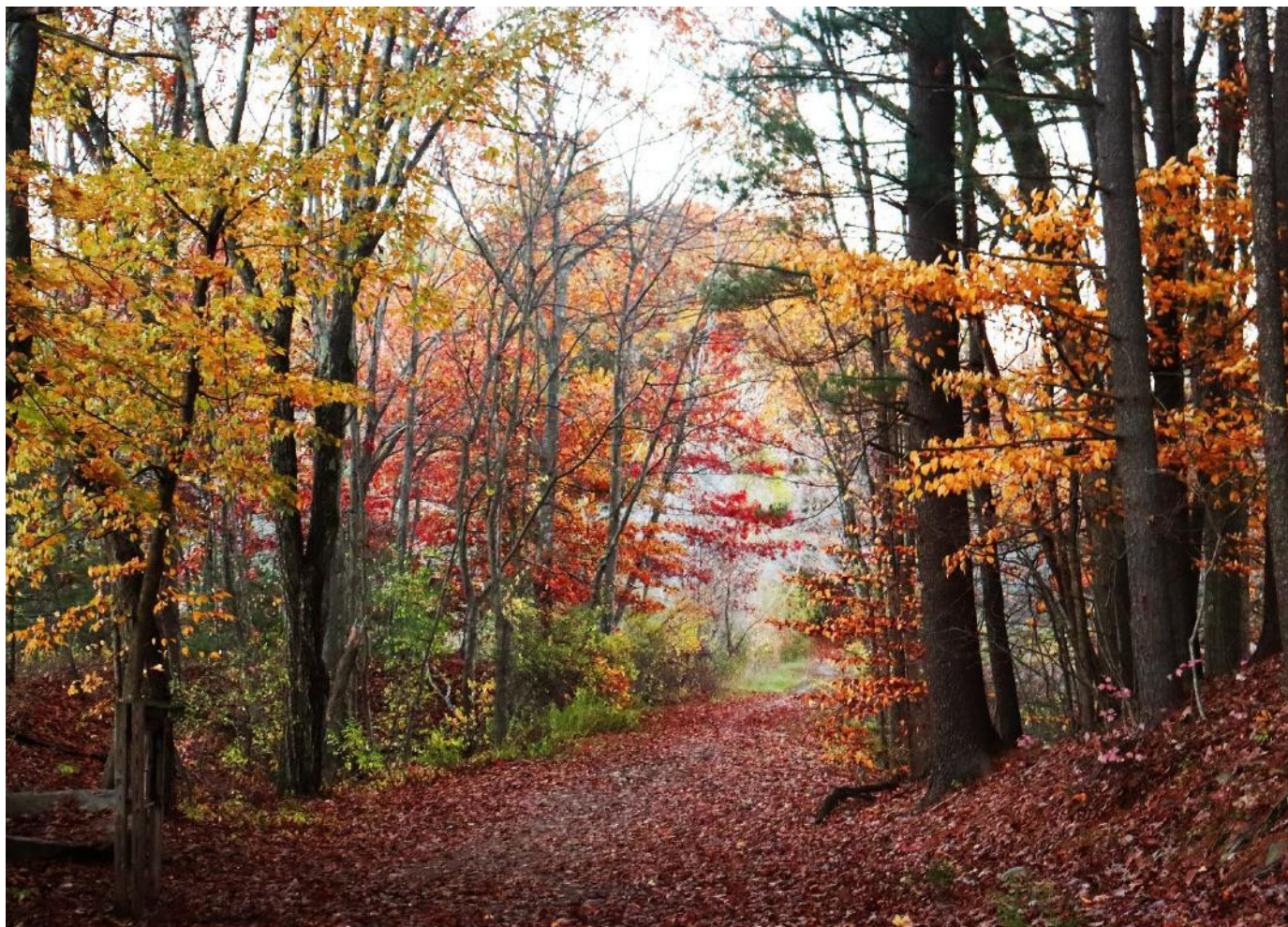
Sharing the work of the school district, engaging residents, and incorporating students' voices is the goal of the annual Community Report publication. This report will be written, produced, and published with the support of our student body.

Reflected in the District Wide FY24 Recommended Budget Priorities is a recommendation to increase the substitute nurse's daily wage from \$175 to \$225. This increase will improve the district's ability to recruit and assign substitute nurses by becoming comparable with other nearby districts' daily wages.



# FINANCIAL SECTION

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*"Foliage" by Emily Bass, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*

## FINANCIAL SECTION

In October 2022, the Finance Committee voted for a FY24 budget guideline of 3.75%, which represents an increase of \$1,942,000 over the FY23 School Department Appropriated Budget. Since then, Townwide Accommodated Cost savings have been identified. As a result, \$131,260 of additional funds have been allocated to the School Department’s FY24 Operating Funds. These additional funds raised the total incremental increase in FY24 to \$2,073,260, or 4.00%, over FY23. Combined with the \$150,000 in funding associated with the Townwide Community Priority for FDK, the Superintendent's FY24 Recommended Budget totals \$2,223,260. The Finance Committee Budget Guidelines, revised Accommodated Costs, and Community Priority for FDK are summarized in the table below:

<b>Adjusted FY24 Budget</b>	<b>FY23 Appropriated Budget</b>	<b>FY24 Adjusted Budget</b>	<b>\$ Change FY24 vs. FY23</b>
Operating Funds	46,203,363	48,053,423	1,850,060
Special Education Accommodated Costs	5,580,000	5,803,200	223,200
<b>Total Adjusted FY24 Guidelines</b>	<b>51,783,363</b>	<b>53,856,623</b>	<b>2,073,260</b>
<b>% Percentage increase</b>			<b>4.00%</b>
*Community Priority		150,000	150,000
<b>Total Adjusted FY24 Guidelines and Community Priority</b>	<b>51,783,363</b>	<b>54,006,623</b>	<b>2,223,260</b>
			<b>4.29%</b>
<i>**Community Priority - to be applied toward Universal Full Day Kindergarten</i>			

The leadership team used financial, staffing and student outcome data to identify trends, analyze resource allocations, and make strategic decisions. In the section to follow, the district’s finances are summarized and detailed by Cost Center. The following information can be found within each subsection:

1. Summary of FY23 Appropriated Budget, FY24 Recommended Budget, and the dollar/percentage change between the two.
2. Primary Function Description summarizing core services.
3. FY23 Appropriated and FY24 Recommended Budgets by org and object codes, in comparison with actual expenditures (excluding end of year encumbrances) for FY20, FY21 and FY22.
4. Description of Personnel and Non-personnel Budget Drivers that have impacted and shaped the FY24 Recommended Budget.

### Superintendent’s FY24 Recommended Budget by Cost Center

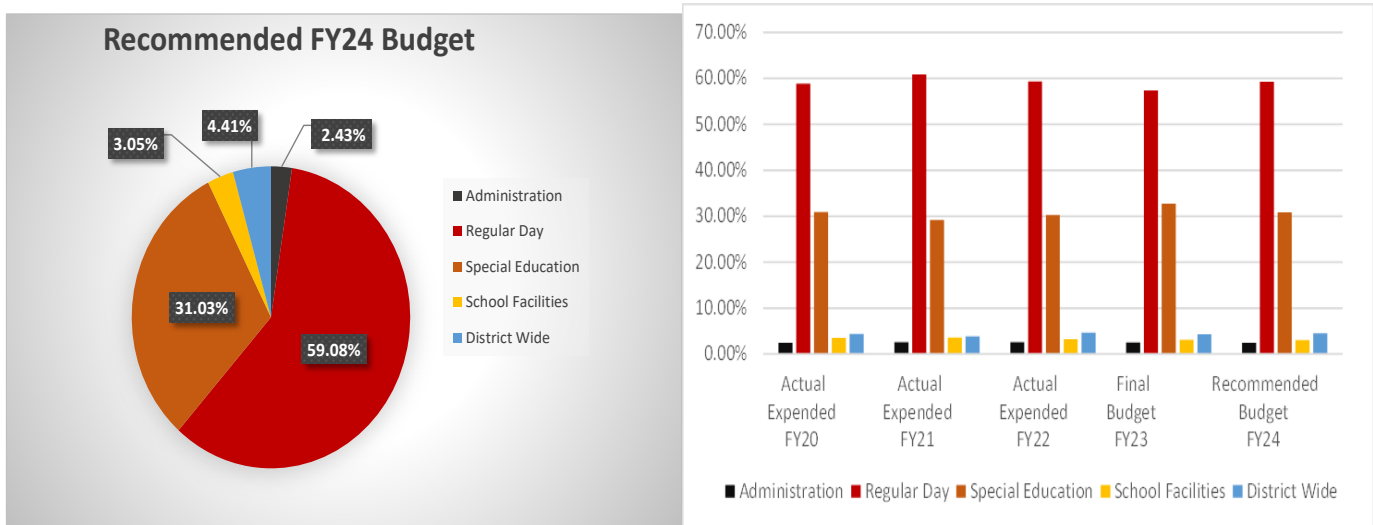
In comparison with actual expenditures (excluding end of year encumbrances) for FY20, FY21 and FY22, the table below provides the actual expenditures for FY20, FY21, FY22, the Appropriated FY23 Budget and the Superintendent’s FY24 Recommended Budget for each of the five Cost Centers: Administration, Regular Day, Special Education, School Facilities and Districtwide Programs, which includes Health Services, Athletics, Extracurricular Activities, and Technology. Please note that the actual expended amounts below reflect the combined total of expenditures and encumbrances reported at the close of each fiscal year. The table below also provides the percentage change between the Recommended FY24 Recommended Budget and the FY23 Appropriated Budget by Cost Center:

**Summary of FY24 Recommended Budget by Cost Center Compared with Prior Fiscal Years:**

Cost Center	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
Administration	\$ 1,116,630	\$ 1,229,548	\$ 1,268,745	\$ 1,303,760	\$ 1,311,157	0.57%
Regular Day	\$ 27,237,804	\$ 28,965,873	\$ 29,351,284	\$ 29,705,173	\$ 31,954,246	7.57%
Special Education	\$ 14,321,863	\$ 13,895,188	\$ 14,963,132	\$ 16,931,141	\$ 16,716,166	-1.27%
School Facilities	\$ 1,608,219	\$ 1,693,091	\$ 1,601,689	\$ 1,620,845	\$ 1,644,782	1.48%
District Wide	\$ 2,021,650	\$ 1,827,722	\$ 2,308,084	\$ 2,222,444	\$ 2,380,272	7.10%
<b>Total</b>	<b>\$ 46,306,166</b>	<b>\$ 47,611,422</b>	<b>\$ 49,492,935</b>	<b>\$ 51,783,363</b>	<b>\$ 54,006,623</b>	<b>4.29%</b>

The five Cost Centers named above were established by a vote of the School Committee. In accordance with that vote, during the current fiscal year, the administration is authorized to transfer funds within any Cost Center, however, the transfer of funds between Cost Centers must be obtained upon a majority vote of the School Committee through a recommendation at the time of the quarterly financial report presentations. The relative size of each Cost Center using actual expenditures for FY20 through FY22, the Appropriated FY23 budget and the FY24 Recommended Budget is illustrated in the tables on the page to follow:

**Cost Center Percentage to Total Budgets and Expenditures:**



Illustrated in the pie chart above, the percentage of each Cost Center to the total Superintendent’s FY24 Recommended Budget. For example, the chart reflects 59.08% of the FY24 Recommended Budget is allocated to Regular Day expenditures. The bar graph reflects the percentage of each Cost Center’s actual expenditures at the end of each fiscal year. FY20 through FY22, along with the FY23 Appropriated and FY24 Recommended budgets.

Financial and narrative overviews for each Cost Center are found in the section to follow including a description of changes within each Cost Center’s recommended personnel and non-personnel funding to meet all contractual and mandated obligations and to address investment priorities in the daily delivery of academic, social, emotional, health and extracurricular services to our students.



In the table below, personnel and non-personnel actual expenditures are reflected for FY20 through FY22, the FY23 Appropriated Budget and the FY24 Recommended Budget. Personnel budgets consist of professional salaries, clerical salaries, and other salaries and non-personnel budgets consist of contracted services, supplies and materials and other expenses categories. These categories are defined by the Department of Elementary and Secondary Education (DESE) with their chart of account, which are requirements for reporting expenditure data from school committee appropriations. More about DESE’s chart of accounts and criteria for financial reporting can be found [here](#):

**FY24 Recommended Budget by Categories of Spending Compared with Prior Fiscal Years:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
Professional Salaries	\$ 32,380,249	\$ 32,748,702	\$ 34,671,832	\$ 35,997,172	\$ 39,878,042	10.78%
Clerical Salaries	\$ 917,050	\$ 960,784	\$ 978,417	\$ 1,032,667	\$ 1,050,750	1.75%
Other Salaries	\$ 4,273,723	\$ 4,264,215	\$ 4,572,511	\$ 5,375,085	\$ 4,559,472	-15.17%
Contract Services	\$ 2,261,470	\$ 2,184,659	\$ 2,831,163	\$ 2,831,354	\$ 2,794,720	-1.29%
Supplies & Materials	\$ 1,374,922	\$ 1,953,258	\$ 1,574,938	\$ 963,940	\$ 991,711	2.88%
Other Expenses	\$ 5,098,751	\$ 5,499,804	\$ 4,864,073	\$ 5,583,145	\$ 4,731,928	-15.25%
<b>Total</b>	<b>\$ 46,306,166</b>	<b>\$ 47,611,422</b>	<b>\$ 49,492,935</b>	<b>\$ 51,783,363</b>	<b>\$ 54,006,623</b>	<b>4.29%</b>

The table above reflects expenditures and budgets by category of spending established by DESE. The personnel related budget category consists of professional salaries, clerical salaries, and other salaries such as sick leave buy-back. The non-personnel budget category consists of contracted services, supplies and materials, and other expenses, such as equipment. In addition to contractual obligations and mandated services, spending trends and projected student needs were factored into the allocation of funds when developing the FY24 Recommended Budget. Reviewing per pupil instructional supplies by school is one of several data points the district uses to review allocation of funds.

Principals and School Secretaries were instrumental in identifying students’ projected needs:

**Instructional Services, Materials, and Equipment Per Pupil Budget Allocation:**

Per Pupil Ratio of Instructional Supplies by School						
	October 1, 2022 Enrollment	FY 23 Appropriated Instructional	FY23 Per Pupil	FY24 Projected Enrollment	FY24 Recommended Instructional	FY24 Per Pupil
Barrows	356	\$ 63,862	\$ 179	354	\$ 63,962	\$ 181
Birch Meadow	358	\$ 53,665	\$ 150	365	\$ 54,050	\$ 148
Eaton	389	\$ 62,741	\$ 161	396	\$ 63,365	\$ 160
Killam	406	\$ 61,195	\$ 151	406	\$ 61,240	\$ 151
Wood End	246	\$ 50,537	\$ 205	234	\$ 50,887	\$ 217
Coolidge	429	\$ 52,760	\$ 123	408	\$ 53,260	\$ 131
Parker	464	\$ 59,655	\$ 129	457	\$ 60,155	\$ 132
RMHS	1,096	\$ 174,645	\$ 159	1,084	\$ 198,895	\$ 183
<b>Total</b>	<b>3,744</b>	<b>\$ 579,060</b>	<b>\$ 155</b>	<b>3,704</b>	<b>\$ 605,814</b>	<b>\$ 127</b>

Instructional services, materials, and equipment budgets for each school are outlined above with FY23 Actual and FY24 Projected Enrollment. Shifts in actual versus projected enrollment, unanticipated student needs, needs of substantially separate programs, economies of scale, stages of equipment renewal, specific school year needs, and

the level of prior year pre-purchases of instructional materials and equipment supported by district-wide end year savings can impact the funding amounts and ratios across schools and between fiscal years.

### Administration Cost Center Summary

**FY23 Appropriated Budget:** \$1,303,760

**FY24 Superintendent’s Recommended Budget:** \$1,311,157

**\$ Change:** \$7,397.00

**% Change:** .57%

**Primary Function:** The Administration Cost Center includes the salaries and expenses for Central Office and some District-wide administration which includes the following primary functions: School Committee, Superintendent, Assistant Superintendent, Business and Finance, Human Resources, and District-wide Data and Information Management. The Administration Cost Center currently accounts for 2.43% of the total district budget. FTEs for this Cost Center are found in Appendix A.

#### Budget Detail by Administration Cost Center:

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY 23
<b>Administration</b>	<b>\$ 1,116,630</b>	<b>\$ 1,229,548</b>	<b>\$ 1,268,745</b>	<b>\$ 1,303,760</b>	<b>\$ 1,311,157</b>	<b>0.57%</b>
<b>Professional Salaries</b>	<b>\$ 627,466</b>	<b>\$ 675,526</b>	<b>\$ 684,427</b>	<b>\$ 676,407</b>	<b>\$ 707,915</b>	<b>4.66%</b>
Administrator	\$ 507,971	\$ 518,082	\$ 521,702	\$ 509,850	\$ 526,748	3.31%
Director	\$ 78,693	\$ 68,077	\$ 116,769	\$ 123,600	\$ 137,350	11.12%
Employee Benefits	\$ -	\$ 48,027	\$ 2,462	\$ -	\$ -	-
Manager	\$ 40,802	\$ 41,340	\$ 43,494	\$ 42,957	\$ 43,817	2.00%
<b>Clerical Salaries</b>	<b>\$ 278,807</b>	<b>\$ 333,726</b>	<b>\$ 330,145</b>	<b>\$ 361,443</b>	<b>\$ 357,167</b>	<b>-1.18%</b>
Administrative Assistant	\$ 290,401	\$ 330,471	\$ 352,390	\$ 386,443	\$ 401,873	3.99%
Employee Benefits	\$ 3,407	\$ 3,255	\$ 2,755	\$ -	\$ -	-
Revolving Fund Support	\$ (15,000)	\$ -	\$ (25,000)	\$ (25,000)	\$ (44,706)	78.82%
<b>Contract Services</b>	<b>\$ 90,100</b>	<b>\$ 97,244</b>	<b>\$ 96,827</b>	<b>\$ 99,000</b>	<b>\$ 91,715</b>	<b>-7.36%</b>
Consulting Services	\$ 11,500	\$ 20,500	\$ 28,000	\$ 12,000	\$ 8,000	-33.33%
Labor Counsel	\$ 32,647	\$ 32,264	\$ 18,594	\$ 33,500	\$ 36,515	9.00%
Telecommunications	\$ 45,953	\$ 44,480	\$ 50,233	\$ 53,500	\$ 47,200	-11.78%
<b>Supplies &amp; Materials</b>	<b>\$ 3,477</b>	<b>\$ 3,178</b>	<b>\$ 2,922</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>	<b>0.00%</b>
Office	\$ 3,477	\$ 3,156	\$ 2,678	\$ 4,700	\$ 4,700	0.00%
Professional Development	\$ -	\$ 22	\$ 244	\$ -	\$ -	-
<b>Other Expenses</b>	<b>\$ 116,780</b>	<b>\$ 119,874</b>	<b>\$ 154,425</b>	<b>\$ 162,210</b>	<b>\$ 149,660</b>	<b>-7.74%</b>
Advertising	\$ 505	\$ 1,465	\$ 3,617	\$ 5,550	\$ 4,550	-18.02%
Awards	\$ 836	\$ -	\$ 3,973	\$ 600	\$ 600	0.00%
Dues & Memberships	\$ 16,374	\$ 15,056	\$ 16,293	\$ 20,500	\$ 20,500	0.00%
Employee Benefits	\$ 26,250	\$ 27,125	\$ 28,175	\$ 30,000	\$ 35,000	16.67%
Equipment	\$ 5,872	\$ 5,891	\$ 21,184	\$ 9,000	\$ 9,450	5.00%
Furnishings	\$ -	\$ -	\$ 12,716	\$ -	\$ -	-
Hiring and Recruiting	\$ 33,128	\$ 36,755	\$ 30,024	\$ 42,000	\$ 17,000	-59.52%
Postage	\$ 4,336	\$ 2,927	\$ 2,765	\$ 3,560	\$ 3,560	0.00%
Professional Development	\$ 8,902	\$ 8,842	\$ 13,614	\$ 25,800	\$ 25,800	0.00%
Publications	\$ -	\$ -	\$ -	\$ -	\$ 8,000	100.00%
Software Licensing & Support	\$ 20,578	\$ 21,812	\$ 21,636	\$ 23,500	\$ 23,500	0.00%
Travel	\$ -	\$ -	\$ 427	\$ 1,700	\$ 1,700	0.00%
<b>Total</b>	<b>\$ 1,116,630</b>	<b>\$ 1,229,548</b>	<b>\$ 1,268,745</b>	<b>\$ 1,303,760</b>	<b>\$ 1,311,157</b>	<b>0.57%</b>

### Administration Budget Drivers:

The changes between the FY24 Recommended and FY23 Appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel** -Salary differences in the FY24 Recommended Budget reflects staffing exchange, step, degree changes, and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee. The FY24 Administrative Personnel budget also reflects the new Offset for School Choice Funding totaling \$45,000, which is generated on School Choice Students enrolled in the 2022-2023 school year. The funds “earned” in FY23 will be allocated to support Districtwide Regular Day and Special Education and Student Services. For the purposes of budgeting FY24, the offset for School Choice Funds is resting within the Administration budget. Lastly, an increase in Employee Benefits, specifically the participation in TSAs (Tax Sheltered Annuities) has been increased to better align with trending costs. Decreases in the personnel budget are reflected in the Employee Physicals line item, as the district shifts its requirement to job-related employees. In addition, the Advertising line item has been decreased to reflect actual spending trends and anticipated needs. Hiring and Recruiting Expenses have decreased in FY24 following the boost in investments made in FY22 and FY23 and due to a reduction of \$20,000 generated by refining the requirement for new employee physical examinations.

**Non-personnel** – Due to a 9% increase in legal fees, the Labor Counsel line item has increased. Also, the district will allocate funding to publish an annual Community Report to share the work of the Reading Public Schools with our residents. Students will be involved in the development, design, and production of this new annual report. Offsetting this increase are reductions in Consulting Services, specifically auditing fees, for Student Activity Account Audits will be conducted through an internal process in alignment with DESE guidelines. Telecommunication services have also been reduced due to shifts in service. better aligns the budget with trending usage and costs. The redeployment of existing resources to expand our efforts in recruiting a diverse workforce is also reflected above. Reading Public Schools is committed to recruiting a diverse and high performing workforce.

### Regular Day Cost Center Summary

**FY23 Appropriated Budget:** \$29,705,173

**FY24 Superintendent’s Recommended Budget:** \$31,954,246

**\$ Change:** \$2,249,073

**% Change:**7.57%

**Primary Function:** The Regular Day Cost Center encompasses all personnel and non-personnel expenses related to delivering core, general education instructional programs to our students. Personnel costs for school principals, instructional and support staff, as well as non-personnel costs related to curriculum materials; professional development; instructional materials, supplies, and equipment; instructional technology; library materials and technology; and other instructional services are captured in this Cost Center budget. The Regular Day Cost Center budget accounts for 59.08% of the total Superintendent’s FY23 Recommended Budget. FTEs for this Cost Center are found in Appendix A. FY24 Recommended Budget detail for Regular Education follows below:

**Budget Detail by Regular Day Cost Center:**

<b>Budget Category</b>	<b>Actual Expended FY20</b>	<b>Actual Expended FY21</b>	<b>Actual Expended FY22</b>	<b>Final Budget FY23</b>	<b>Recommended Budget FY24</b>	<b>% Change FY24 v. FY23</b>
<b>Regular Day</b>	<b>\$ 27,237,804</b>	<b>\$ 28,965,873</b>	<b>\$ 29,351,284</b>	<b>\$ 29,705,173</b>	<b>\$ 31,954,246</b>	<b>7.57%</b>
<b>Professional Salaries</b>	<b>\$ 23,711,443</b>	<b>\$ 24,034,487</b>	<b>\$ 25,095,447</b>	<b>\$ 26,344,061</b>	<b>\$ 28,517,342</b>	<b>8.25%</b>
Assistant Principal	\$ 488,479	\$ 477,476	\$ 499,142	\$ 508,014	\$ 1,151,978	126.76%
Department Head Stipends/Salaries	\$ 346,219	\$ 335,857	\$ 397,158	\$ 408,160	\$ 442,178	8.33%
Employee Benefits	\$ 10,500	\$ 56,933	\$ 29,583	\$ 41,800	\$ 39,850	-4.67%
Guidance	\$ 388,492	\$ 403,727	\$ 430,408	\$ 507,708	\$ 556,736	9.66%
Instructional Specialist	\$ 238,428	\$ 240,344	\$ 172,882	\$ 286,796	\$ 471,778	64.50%
Library	\$ 638,574	\$ 628,255	\$ 654,748	\$ 683,219	\$ 706,776	3.45%
Principal	\$ 995,729	\$ 1,028,927	\$ 1,042,233	\$ 1,081,635	\$ 1,076,259	-0.50%
Psychologist	\$ 921,954	\$ 974,404	\$ 900,044	\$ 1,249,052	\$ 1,486,448	24.21%
Reading	\$ 611,771	\$ 626,099	\$ 650,615	\$ 654,936	\$ 675,878	3.20%
Revolving Fund Support	\$ (800,000)	\$ (1,050,000)	\$ (893,956)	\$ (1,100,000)	\$ (600,000)	-45.45%
State Grant Support	\$ (70,000)	\$ (70,000)	\$ -	\$ -	\$ -	-
Stipends	\$ 232,719	\$ 203,187	\$ 208,095	\$ 255,600	\$ 278,400	8.92%
Substitutes	\$ 92,323	\$ 110,953	\$ 83,730	\$ -	\$ -	-
Teacher	\$ 19,310,787	\$ 19,753,323	\$ 20,592,159	\$ 21,431,779	\$ 21,873,850	2.06%
Technology Integration	\$ 305,467	\$ 315,002	\$ 328,605	\$ 335,362	\$ 357,211	6.52%
<b>Clerical Salaries</b>	<b>\$ 470,796</b>	<b>\$ 456,161</b>	<b>\$ 480,959</b>	<b>\$ 489,970</b>	<b>\$ 504,652</b>	<b>3.00%</b>
Employee Benefits	\$ 14,348	\$ -	\$ -	\$ 4,500	\$ 4,500	0.00%
Secretary	\$ 456,448	\$ 456,161	\$ 480,959	\$ 485,470	\$ 500,152	3.02%
<b>Other Salaries</b>	<b>\$ 860,284</b>	<b>\$ 816,652</b>	<b>\$ 1,022,116</b>	<b>\$ 1,260,888</b>	<b>\$ 1,285,665</b>	<b>1.97%</b>
Employee Benefits	\$ -	\$ 35	\$ -	\$ -	\$ -	-
Paraprofessional	\$ 718,403	\$ 768,312	\$ 768,282	\$ 863,688	\$ 888,465	2.87%
Substitutes	\$ 141,881	\$ 48,304	\$ 253,835	\$ 397,200	\$ 397,200	0.00%
<b>Contract Services</b>	<b>\$ 116,993</b>	<b>\$ 138,979</b>	<b>\$ 328,287</b>	<b>\$ 273,000</b>	<b>\$ 268,000</b>	<b>-1.83%</b>
Instructional Services	\$ 681	\$ 3,200	\$ 147,908	\$ 65,000	\$ 60,000	-7.69%
Transportation	\$ 116,312	\$ 135,779	\$ 174,542	\$ 208,000	\$ 208,000	0.00%
Tutoring Services	\$ -	\$ -	\$ 5,837	\$ -	\$ -	-
<b>Supplies &amp; Materials</b>	<b>\$ 871,509</b>	<b>\$ 1,476,285</b>	<b>\$ 1,257,953</b>	<b>\$ 736,008</b>	<b>\$ 761,721</b>	<b>3.49%</b>
Art	\$ 36,568	\$ 22,132	\$ 30,597	\$ 24,724	\$ 24,724	0.00%
Business	\$ -	\$ -	\$ 75	\$ 1,500	\$ 1,500	0.00%
Curriculum, Elementary	\$ 120,827	\$ 620,156	\$ 638,193	\$ 63,000	\$ 63,000	0.00%
Curriculum, High School	\$ 98,269	\$ 168,483	\$ 66	\$ 77,100	\$ 77,100	0.00%
Curriculum, Middle School	\$ 60,837	\$ 8,254	\$ 8,629	\$ 45,400	\$ 45,400	0.00%
Drama	\$ -	\$ -	\$ 291	\$ -	\$ -	-
English Language Arts	\$ 29,111	\$ 63,218	\$ 26,458	\$ 28,500	\$ 28,500	0.00%
Equipment	\$ 351	\$ 1,476	\$ -	\$ -	\$ -	-
Foreign Language	\$ 1,986	\$ 12,172	\$ 10,753	\$ 12,953	\$ 12,953	0.00%
Furnishings	\$ 27,574	\$ 77,268	\$ 123,423	\$ 8,750	\$ 8,750	0.00%
Guidance	\$ 900	\$ 327	\$ 421	\$ 1,000	\$ 15,000	1400.00%
Kindergarten	\$ 1,935	\$ 696	\$ 956	\$ 300	\$ 300	0.00%
Library	\$ 10,009	\$ 15,369	\$ 11,651	\$ 10,702	\$ 13,150	22.87%
Library Technology	\$ -	\$ 298	\$ -	\$ 1,000	\$ 1,000	0.00%
Math	\$ 63,852	\$ 16,636	\$ 16,396	\$ 18,350	\$ 18,350	0.00%
Office	\$ 13,735	\$ 11,361	\$ 16,167	\$ 14,245	\$ 14,245	0.00%
Other	\$ 49,393	\$ 95,248	\$ 41,144	\$ 38,764	\$ 38,337	-1.10%

**Regular Day Cost Center, continued:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
Paper	\$ 29,956	\$ 20,032	\$ 33,344	\$ 35,500	\$ 35,500	0.00%
Performing Arts	\$ 8,807	\$ 31,677	\$ 11,463	\$ 12,250	\$ 12,250	0.00%
Peripherals	\$ -	\$ 898	\$ -	\$ -	\$ -	-
Physical Education	\$ 8,242	\$ 60,337	\$ 21,608	\$ 9,050	\$ 9,050	0.00%
Printer	\$ 12,607	\$ 9,664	\$ 14,071	\$ 19,850	\$ 19,850	0.00%
Professional Development	\$ 1,085	\$ 60	\$ 744	\$ 5,600	\$ 5,350	-4.46%
Psychology	\$ -	\$ -	\$ -	\$ 460	\$ 460	0.00%
Reading	\$ 23,660	\$ 39,286	\$ 16,316	\$ 16,100	\$ 16,100	0.00%
Science	\$ 70,187	\$ 34,010	\$ 21,501	\$ 68,397	\$ 68,397	0.00%
Social Studies	\$ 3,345	\$ 3,554	\$ 9,549	\$ 8,900	\$ 8,900	0.00%
Software	\$ 70,909	\$ 67,133	\$ 154,478	\$ 149,108	\$ 159,050	6.67%
Teacher Resources	\$ 3,327	\$ 9,000	\$ 2,508	\$ 7,700	\$ 7,700	0.00%
Teacher Supplies	\$ 24,490	\$ 37,674	\$ 40,373	\$ 17,375	\$ 17,375	0.00%
Technology	\$ 88,332	\$ 48,241	\$ 4,211	\$ 27,780	\$ 27,780	0.00%
Testing	\$ 505	\$ 360	\$ 338	\$ 1,850	\$ 1,850	0.00%
Workbooks & Consumables	\$ 10,711	\$ 1,261	\$ 2,231	\$ 9,800	\$ 9,800	0.00%
<b>Other Expenses</b>	<b>\$ 1,206,780</b>	<b>\$ 2,043,310</b>	<b>\$ 1,166,522</b>	<b>\$ 601,246</b>	<b>\$ 616,866</b>	<b>2.60%</b>
COVID19 Expenses	\$ 499,103	\$ 275	\$ -	\$ -	\$ -	-
Dues & Memberships	\$ 10,589	\$ 17,414	\$ 20,141	\$ 12,659	\$ 12,450	-1.65%
Equipment	\$ 69,070	\$ 61,791	\$ 72,117	\$ 82,900	\$ 91,520	10.40%
Field Trip Travel	\$ -	\$ -	\$ 76	\$ 500	\$ 500	0.00%
Graduation	\$ 9,428	\$ 17,717	\$ 8,522	\$ 8,000	\$ 10,000	25.00%
Instructional Services	\$ 1,389	\$ 21,221	\$ 3,898	\$ 4,500	\$ 9,500	111.11%
Other	\$ 524	\$ 422	\$ 711	\$ 1,000	\$ 1,000	0.00%
Professional Development	\$ 200,217	\$ 145,541	\$ 159,091	\$ 234,504	\$ 234,713	0.09%
Software Licensing & Support	\$ 72,802	\$ 110,572	\$ 117,907	\$ 90,000	\$ 90,000	0.00%
Technology	\$ 342,312	\$ 1,668,357	\$ 734,050	\$ 136,183	\$ 136,183	0.00%
Travel	\$ 1,347	\$ -	\$ -	\$ 1,000	\$ 1,000	0.00%
Tuition - Out of District	\$ -	\$ -	\$ 40,460	\$ 30,000	\$ 30,000	0.00%
Virtual School Tuition	\$ -	\$ -	\$ 9,550	\$ -	\$ -	-
<b>Total</b>	<b>\$ 27,237,804</b>	<b>\$ 28,965,873</b>	<b>\$ 29,351,284</b>	<b>\$ 29,705,173</b>	<b>\$ 31,954,246</b>	<b>7.57%</b>

**Regular Day Budget Drivers:**

The changes between the FY24 Recommended and FY23 Appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel** - Salary differences in the FY24 Recommended Budget reflects staffing exchange, step, degree changes, and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee. Also considered in the Personnel budget are increases related to retirements. Increases reflected within Budget Priorities described in the prior sections make up the personnel cost increases in the Regular Day Cost Center:

**Personnel Budget Priorities:**

- 5.0 FTE Elementary School Assistant Principals
- Full-Day Kindergarten Reduction of Fee and Adoption into Operating Fund (fee reduced from \$3,600 to \$2,650)
- 2.0 FTE K-8 Math Coaches
- 1.5 FTE Multi-Language Learner Teachers
- FTE Middle School Adjustment Counselor/METCO Coordinator (cost shared between operating budget and METCO Grant)
- RMHS METCO Coordinator (1.0 FTE funded entirely by METCO Grant)
- Portion of ESSER Funded Positions (1.0 FTE Coolidge Special Education Teacher, 2.0 FTE Counseling/Guidance Staff, 3.0 FTE Team Chairs)
- Mentoring Stipends for Second Year Teachers' Program
- Curriculum Content Cycle Stipends

**Non-personnel** – The Regular Day budget reflects a slight shifting of resources to maximizing existing funds in support of our budget investments, including the support of Project Wayfinder, the expansion of the Biliteracy Certification, and the assessment of Social Emotional Learning programs for implementation in FY25. In addition to supporting new needs, some existing services and materials/equipment are projected to increase, including translation services, a new 3-year photocopier contract, curriculum software licenses, library books, and graduation expenses.

Defined within the prior section and summarized below are the following non personnel budget priorities in Regular Day:

**Non-personnel Budget Priorities:**

- Project Wayfinder Curriculum
- Seal of Biliteracy Certification
- Social Emotional Learning (SEL) Curriculum

**Special Education Cost Center Summary**

**FY23 Appropriated Budget:** \$16,931,141

**FY24 Superintendent's Recommended Budget:** \$16,716,166

**\$ Change:**( \$214,975)

**% Change:** (1.27%)

**Primary Function:** The Special Education Cost Center encompasses all personnel and non-personnel expenses necessary to deliver special education and related services to students in our school community. As mandated by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Americans with Disabilities Act, we strive to provide programs and services to allow our students with disabilities to be educated in the least restrictive environment that enables them to make effective progress. FTEs for this Cost Center are found in Appendix A. In FY24, the Special Education Cost Centers makes up 31.03% of the Superintendent's FY24 Recommended Budget.

**Budget Detail by Special Education Cost Center:**

<b>Budget Category</b>	<b>Actual Expended FY20</b>	<b>Actual Expended FY21</b>	<b>Actual Expended FY22</b>	<b>Final Budget FY23</b>	<b>Recommended Budget FY24</b>	<b>% Change FY24 v. FY23</b>
<b>Special Education</b>	<b>\$ 14,321,863</b>	<b>\$ 13,895,188</b>	<b>\$ 14,963,132</b>	<b>\$ 16,931,141</b>	<b>\$ 16,716,166</b>	<b>-1.27%</b>
<b>Professional Salaries</b>	<b>\$ 7,100,261</b>	<b>\$ 7,189,533</b>	<b>\$ 7,827,486</b>	<b>\$ 7,931,713</b>	<b>\$ 9,491,998</b>	<b>19.67%</b>
Administrator	\$ 61,954	\$ 77,849	\$ 111,251	\$ 112,004	\$ 121,850	8.79%
Director	\$ 251,791	\$ 269,181	\$ 258,545	\$ 274,072	\$ 280,948	2.51%
Employee Benefits	\$ 1,950	\$ 1,950	\$ 16,558	\$ 1,100	\$ 1,100	0.00%
Extended Year Services	\$ 122,864	\$ 126,403	\$ 140,294	\$ 136,000	\$ 140,896	3.60%
Manager	\$ 26,099	\$ 34,269	\$ 36,284	\$ 26,184	\$ 37,858	44.58%
Nurse	\$ 1,934	\$ -	\$ 203	\$ 4,000	\$ 4,000	0.00%
Occupational Therapist	\$ 287,203	\$ 315,833	\$ 326,100	\$ 324,278	\$ 343,626	5.97%
Physical Therapist	\$ 133,624	\$ 150,357	\$ 154,450	\$ 158,150	\$ 162,222	2.57%
Psychologist	\$ 461,160	\$ 489,893	\$ 524,501	\$ 621,814	\$ 620,532	-0.21%
Physical Therapist	\$ (0)	\$ -	\$ -	\$ -	\$ -	-
Revolving Fund Support	\$ (280,000)	\$ (370,000)	\$ (376,985)	\$ (400,000)	\$ (400,000)	0.00%
Special Education Teacher	\$ 4,486,205	\$ 4,599,141	\$ 4,828,588	\$ 4,934,713	\$ 6,122,301	24.07%
Speech Therapist	\$ 800,981	\$ 811,309	\$ 876,353	\$ 905,578	\$ 886,798	-2.07%
Substitutes	\$ 61,067	\$ 23,812	\$ 92,955	\$ -	\$ -	-
Team Chair	\$ 683,428	\$ 659,536	\$ 838,389	\$ 833,820	\$ 1,169,867	40.30%
<b>Clerical Salaries</b>	<b>\$ 100,400</b>	<b>\$ 102,856</b>	<b>\$ 96,626</b>	<b>\$ 110,382</b>	<b>\$ 113,936</b>	<b>3.22%</b>
Employee Benefits	\$ -	\$ 3,415	\$ -	\$ -	\$ -	-
Secretary	\$ 100,400	\$ 99,441	\$ 96,626	\$ 110,382	\$ 113,936	3.22%
<b>Other Salaries</b>	<b>\$ 2,117,487</b>	<b>\$ 2,056,991</b>	<b>\$ 2,201,996</b>	<b>\$ 2,661,184</b>	<b>\$ 1,783,996</b>	<b>-32.96%</b>
Employee Benefits	\$ 339	\$ 987	\$ 1,267	\$ -	\$ -	-
Extended Year Services	\$ 49,807	\$ 18,884	\$ 43,096	\$ 42,753	\$ 43,822	2.50%
Paraprofessional	\$ 2,064,737	\$ 2,033,760	\$ 2,152,504	\$ 2,618,431	\$ 1,740,174	-33.54%
Substitutes	\$ 2,604	\$ 3,361	\$ 5,128	\$ -	\$ -	-
<b>Contract Services</b>	<b>\$ 1,361,274</b>	<b>\$ 1,384,094</b>	<b>\$ 1,473,081</b>	<b>\$ 1,539,891</b>	<b>\$ 1,491,825</b>	<b>-3.12%</b>
Districtwide Leadership	\$ 55,359	\$ 61,863	\$ 85,581	\$ 68,250	\$ 68,250	0.00%
Field Trip Travel	\$ -	\$ 1,777	\$ -	\$ 1,500	\$ 1,500	0.00%
Instructional Services	\$ -	\$ 29,440	\$ -	\$ -	\$ -	-
Legal Services	\$ 83,695	\$ 110,479	\$ 54,431	\$ 130,000	\$ 115,000	-11.54%
Other Instructional Services	\$ 6,220	\$ 8,622	\$ 16,305	\$ 8,000	\$ 10,000	25.00%
Psychological Services	\$ 1,500	\$ -	\$ 3,691	\$ 8,500	\$ 8,500	0.00%
Pupil Transportation	\$ 1,000,390	\$ 941,304	\$ 1,057,417	\$ 1,031,141	\$ 1,062,075	3.00%
Testing & Assessment	\$ 16,696	\$ -	\$ 5,192	\$ 6,500	\$ 6,500	0.00%
Therapeutic Services	\$ 197,414	\$ 230,609	\$ 250,465	\$ 286,000	\$ 220,000	-23.08%
<b>Supplies &amp; Materials</b>	<b>\$ 67,467</b>	<b>\$ 141,516</b>	<b>\$ 83,139</b>	<b>\$ 52,482</b>	<b>\$ 53,209</b>	<b>1.38%</b>
Equipment	\$ 299	\$ -	\$ -	\$ -	\$ -	-
Furnishings	\$ 100	\$ -	\$ -	\$ 234	\$ -	-100.00%
General Supplies	\$ 2,957	\$ 1,270	\$ 429	\$ 1,000	\$ 1,000	0.00%
Instructional Equipment	\$ -	\$ -	\$ 229	\$ 200	\$ 550	175.00%
Office	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.00%
Other	\$ 378	\$ 187	\$ 1,060	\$ 1,073	\$ 1,500	39.74%
Postage	\$ 1,844	\$ 211	\$ 116	\$ 1,816	\$ 2,350	29.38%
Software	\$ 307	\$ 2,043	\$ 348	\$ -	\$ -	-
Special Education	\$ 21,468	\$ 51,307	\$ 57,456	\$ 18,395	\$ 18,245	-0.82%
Testing	\$ 40,113	\$ 86,499	\$ 23,501	\$ 28,764	\$ 28,564	-0.70%



**Special Education Cost Center, continued:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>Other Expenses</b>	<b>\$ 3,574,975</b>	<b>\$ 3,020,198</b>	<b>\$ 3,280,805</b>	<b>\$ 4,635,489</b>	<b>\$ 3,781,202</b>	<b>-19.83%</b>
Advertising	\$ 256	\$ -	\$ -	\$ -	\$ -	-
COVID19 Expenses	\$ -	\$ 270	\$ -	\$ -	\$ -	-
Dues & Memberships	\$ 2,145	\$ 845	\$ 3,630	\$ 2,500	\$ 2,500	0.00%
Equipment	\$ 1,174	\$ 1,163	\$ 50,951	\$ 4,200	\$ 4,410	5.00%
Instructional Equipment	\$ 2,493	\$ 3,339	\$ 3,569	\$ -	\$ -	-
Instructional Technology	\$ 23,922	\$ 120,239	\$ 2,531	\$ 5,000	\$ 5,000	0.00%
Other Fixed Charges	\$ 24,500	\$ 21,000	\$ 29,970	\$ 23,000	\$ 23,000	0.00%
Postage	\$ 318	\$ 569	\$ 118	\$ 500	\$ 500	0.00%
Professional Development	\$ 9,677	\$ 17,346	\$ 12,312	\$ 11,300	\$ 11,000	-2.65%
Pupil Transportation	\$ 1,347	\$ 1,793	\$ 11,680	\$ 16,630	\$ 16,630	0.00%
Software Licensing & Support	\$ 36,796	\$ 31,498	\$ 36,349	\$ 39,000	\$ 39,000	0.00%
Therapeutic & Adaptive Equipment	\$ 15,604	\$ 3,567	\$ 1,151	\$ 12,000	\$ 12,000	0.00%
Travel	\$ 1,224	\$ -	\$ 709	\$ 2,500	\$ 2,500	0.00%
Tuition - Out of District	\$ 3,455,518	\$ 2,818,568	\$ 3,127,835	\$ 4,518,859	\$ 3,664,662	-18.90%
<b>Total</b>	<b>\$ 14,321,863</b>	<b>\$ 13,895,188</b>	<b>\$ 14,963,132</b>	<b>\$ 16,931,141</b>	<b>\$ 16,716,166</b>	<b>-1.27%</b>

**Special Education Budget Drivers:**

The changes between the FY24 Recommended and FY23 Appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel** - Salary differences in the FY24 Recommended Budgets reflects staffing exchange, step, degree changes, and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee. Also considered in the Personnel budget are increases related to retirements.

Other changes within the Special Education Personnel Budget includes the shift of grant funded positions. By removing ten Special Education Licensed Teachers funded through the Special Education 240 Grant and replacing those positions with paraprofessionals, the district saved nearly \$80,000 in annual Massachusetts Teacher Retirement (MTRS) expenses for use toward supporting other needs. The 24% increase in the teacher budget line and the (34%) reduction in the Paraprofessional budget line reflects this shift. Another notable change in the Special Education Personnel Budget is the first of a two-year adoption of positions previously funded through the ESSER grant. Those positions include a Middle School Special Education teacher and Special Education Team Chairs. Budget Priorities described the prior sections also accounts for the increases in the Special Education Personnel budget:

**Personnel Budget Priorities:**

- FTE Special Education Learning Center Teacher for Joshua Eaton Elementary School
- FTE Secondary Transition Specialist
- FTE Board Certified Behavior Analyst (BCBA) for E.M.B.A.R.C/S.O.A.R. Programs for Districtwide Services
- 0.4 FTE Team Chair increase for R.I.S.E.



- Team Chair/ Special Education Literacy Coach Stipends to Provide Program Coordination, which are funded through the 240 Grant

Lastly, also reflected in the Special Education Personnel budget are shifts in funding to align with spending trends and needs. For example, additional funds have been allocated to the Special Education Coordinators for the Extended School Year program, which operates out of two locations for five weeks during the summer and requires considerable planning and supervision.

**Non-Personnel** - The Special Education Non-personnel budget reflects some shifting of funds to align funding with anticipated spending, such as the increase to support out-of-district transportation costs which are expected to increase by \$30,934 or 3%. Of special note are the reductions in Contracted Services, which reflects the expected termination of an out of district contract with the P.O.S.T. program upon the graduation of the one student enrolled, and the redeployment of Special Education tuition out of district services. The reduction of this service is offset by an anticipated increase in other contracted direct services to students.

The district's leadership team carefully examined the past practices for budgeting for Special Education placements. The practice has been to ensure that within each fiscal year's appropriation funding for tuition is sufficient to cover all current and anticipated costs and be responsive to address the unpredictable nature of this need for service. The district has prudently and thoughtfully budgeted for each student enrolled in out of district placements at the tuition rate expected. In the FY24 Recommended Budget, the tuition rates were budgeted at a 5% increase for Collaborative and Residential placements and while Private Day placements increased by 14%, which totaled an overall tuition fee rate increase of \$458,941 over FY23. Tuition for out of district private day tuition fees are set by the Commonwealth's Operational Services Division, formerly the Rate Setting Commission. Funds are also earmarked for students who are being considered for or who may need an out of district placement, which totals \$533,890 in FY24. Additionally, funds equivalent to two unassigned out of district placement tuitions totaling \$220,000 have been budgeted to be responsive to unanticipated needs of enrolled or new students. Lastly, an ongoing annual prepayment of tuition totaling \$982,000 is factored into the budget. With these careful budgeting practices for tuition, the district is reasonably protected from unanticipated out of district expenditures. At the end of each year, the unspent tuition funds are reallocated for a one-time support of other needs with the district, such as the purchase of classroom computers, added to the Special Education Tuition prepayment, and turned back to Free Cash.

Conservative budgeting and thoughtful spending combined within a projected decrease in out of district enrollment of students has allowed the district to meet the current and unanticipated needs for out of district services and redeploy funds to support Tier 1 and 2 services districtwide. The projected decrease in placements, some of which were unanticipated, is due to several reasons including graduating from and aging out of placements, changing placements, terminated contracted placements, returning to the district, or moving out of the Reading community. The Tier 1 and Tier 2 services where funds have been redeployed in the FY24 Recommended Budget include K-8 Math Coaches, Secondary Transition Coordinator, K-12 BCBA, increase in hours and stipends for Team Chairs, Middle School Adjustment Counselor, Learning Center Teaching at Joshua Eaton, and the first of the two-year process to absorb the salaries of a Special Education Teacher, Counselors, and Team Chairs previously funded through ESSER. Investing in instruction and student support versus one-time spending at the end of each year, will lead to higher outcomes in students' academic achievement, fewer students requiring specialized services, and more students shifting off IEPs.

## ***Special Education Program and Learning Center Descriptions***

Much of the special education in-district budget funds the salaries of the special education teaching and support staff, as well as related services, which includes our in-district special education programs and learning centers as determined by Individual Education Plans (IEPs). Each school offers a variety of special education and related services to meet the individual needs of students. Additionally, to provide a continuum of special education and related services, Reading Public Schools offers several specialized programs which are described below:

***R.I.S.E. Preschool Program: Reading, Integrated School Experience:*** The R.I.S.E. program serves children ages three and four, including those turning five during the school year, who have mild, moderate as well as intensive special education needs. Educators support students early learning by providing education and/or specialized services to support individual learning needs. Reading Public Schools provide early learning experiences in the least restrictive environment, which usually includes placement with typical peers. Children with and without disabilities are provided early learning opportunities to support language, literacy, social/emotional, and physical development, while exploring rich content to develop children's natural curiosity in mathematics and science. Rich content and hands-on learning experiences are aligned with the Massachusetts Curriculum Frameworks and Early Learning Standards. R.I.S.E. is currently located at Killam, Wood End, and RMHS.

***S.A.I.L.-Strategies to Support Academics, Independence, and Life Skills:*** The S.A.I.L. program provides identified students with specialized and skills-based instruction through a modified curriculum primarily in English Language Arts and math, as identified by individual student IEPs. Students are provided with inclusive opportunities as indicated in their IEP. Students in the S.A.I.L. program benefit from direct and repeated instruction with academic, life, social, and communication skill development. S.A.I.L. is located at Wood End, Coolidge, and RMHS.

***S.O.A.R.: Social Skills Organizational Skills Academics in Real World Situations:*** The S.O.A.R. program supports identified students with needs relative to social skill acquisition and application, as well as the use of social language. Students in the S.O.A.R. program benefit from support to independently engage in group work/play and reciprocal conversations, convey thoughts and opinions, and understand nonverbal communication. The program provides a continuum of support to develop students' language needs which could include the use of alternative and augmentative communication. Academically and behaviorally students may present with grade-level skills or may require modifications of the academic curriculum and/or setting. S.O.A.R. is located at Birch Meadow, Coolidge, and RMHS.

***E.M.B.A.R.C.: Education Meaningful Inclusion, Becoming Independent, Advocacy, Relaxation, and Leisure Activities Community Integration:*** The E.M.B.A.R.C. program is the middle and high school continuum of the S.A.I.L. and S.O.A.R. programs which serve students primarily within substantially separate settings in the areas of functional academic, life, social, job and communication skill development. The students in the E.M.B.A.R.C. program requires highly individualized, consistent, and intensive special education and related service with strong focus on transitional skills, activities of daily living, safety skills, and community access to generalize skills taught in the classroom. E.M.B.A.R.C. is located at Coolidge and RMHS.

***R.E.A.C.H.: Resiliency, Executive Functioning, Academics, Coping Strategies, Habits of Mind:*** The R.E.A.C.H. program is a comprehensive educational program for students with significant emotional, behavioral challenges and for some students, co-existing learning disabilities. There is a focus of building relationships based on empathy, trust, and mutual respect. R.E.A.C.H. is designed to meet both the shared and unique

needs of the students targeting age-appropriate academic, behavioral, and social development through a foundational approach grounded in a positive behavioral support philosophy. Students require intensive, direct, specialized instruction throughout the school day. The students are provided varied opportunities to demonstrate their talents to build upon strengths and foster a sense of competence, and embedded robust clinical, behavioral, and therapeutic supports. For the 23-24 school year schools the program is located at Barrows, Grade 8 at Coolidge, Grades 6 and 7 at Parker, and RMHS.

**L.E.A.D.: Language, Executive Functioning, Academics, Determination:** L.E.A.D. is a comprehensive educational program for students with dyslexia and/or significant language-based learning disabilities. The students require a multi-sensory approach to support their reading, writing, listening, speaking and organizational skills. Students require intensive, direct, specialized instruction throughout the school day grounded in language-based methodologies. The students are provided varied opportunities to demonstrate their talents and background knowledge to build upon strengths and foster a sense of competence while developing their understanding of the general education curriculum concepts and enhancing their reading, writing and executive functioning skills. L.E.A.D. is located at Joshua Eaton, Parker, and RMHS.

**Learning Center:** The support provided within the learning center directly addresses the goals and objectives outlined in the student’s IEP to acquire skills to access the general education curriculum. The students are taught direct skills to ensure that they can participate in daily school life and activities while having access to general education given special education support. The Learning Center is available at all schools.

### District Wide Programs Summaries:

**Total FY23 Appropriated Budget:** \$2,222,444  
**Total FY24 Superintendent’s Recommended Budget:** \$2,380,272  
**Total \$ Change:** \$157,828  
**Total % Change:** 7.1%

**Primary Function:** The District Wide Cost Center consists of the budgets for four functional areas that serve the district: Athletics, Extra-curricular Activities, Health Services, and Technology. FTEs for this Cost Center are found in Appendix A. The District Wide Programs make up 4.41% of the Superintendent’s FY24 Recommended Budget.

#### Budget Summary of District Wide Programs:

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
Athletics	\$ 614,322	\$ 518,856	\$ 702,808	\$ 691,105	\$ 720,528	4.26%
Extra Curricular	\$ 98,608	\$ 97,145	\$ 121,935	\$ 69,548	\$ 78,087	12.28%
Health Services	\$ 705,242	\$ 615,734	\$ 787,064	\$ 801,949	\$ 913,224	13.88%
Technology	\$ 603,478	\$ 595,987	\$ 696,277	\$ 659,842	\$ 668,433	1.30%
<b>Total</b>	<b>\$ 2,021,650</b>	<b>\$ 1,827,722</b>	<b>\$ 2,308,084</b>	<b>\$ 2,222,444</b>	<b>\$ 2,380,272</b>	<b>7.10%</b>

An overview of each District Wide Cost Center budget follows in the sections below:

**Athletics**

**FY23 Appropriated Budget:** \$691,105

**FY24 Superintendent’s Recommended Budget:** \$720,528

**\$ Change:** \$29,423

**% Change:** 4.26%

**Primary Function:** The Athletics program budget funds the salaries and expenses necessary to operate the High School athletics program.

**Budget Detail by Athletics Cost Center:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>Athletics</b>	<b>\$ 614,322</b>	<b>\$ 518,856</b>	<b>\$ 702,808</b>	<b>\$ 691,105</b>	<b>\$ 720,528</b>	<b>4.26%</b>
<b>Professional Salaries</b>	<b>\$ 62,539</b>	<b>\$ 60,644</b>	<b>\$ 63,301</b>	<b>\$ 65,242</b>	<b>\$ 66,873</b>	<b>2.50%</b>
Director	\$ 62,539	\$ 60,644	\$ 63,301	\$ 65,242	\$ 66,873	2.50%
<b>Clerical Salaries</b>	<b>\$ 53,458</b>	<b>\$ 54,186</b>	<b>\$ 54,702</b>	<b>\$ 54,148</b>	<b>\$ 57,936</b>	<b>7.00%</b>
Secretary	\$ 53,458	\$ 54,186	\$ 54,702	\$ 54,148	\$ 57,936	7.00%
<b>Other Salaries</b>	<b>\$ 100,287</b>	<b>\$ 96,988</b>	<b>\$ 109,956</b>	<b>\$ 83,460</b>	<b>\$ 95,689</b>	<b>14.65%</b>
Coach	\$ 342,284	\$ 348,079	\$ 466,850	\$ 469,460	\$ 481,689	2.60%
Event Detail	\$ 4,903	\$ 909	\$ 3,458	\$ 6,000	\$ 6,000	0.00%
Revolving Fund Support	\$ (246,900)	\$ (252,000)	\$ (360,353)	\$ (392,000)	\$ (392,000)	0.00%
<b>Contract Services</b>	<b>\$ 255,953</b>	<b>\$ 166,618</b>	<b>\$ 377,034</b>	<b>\$ 397,955</b>	<b>\$ 409,730</b>	<b>2.96%</b>
Athletic Services	\$ 255,953	\$ 166,618	\$ 377,034	\$ 397,955	\$ 409,730	2.96%
<b>Supplies &amp; Materials</b>	<b>\$ 100,602</b>	<b>\$ 74,093</b>	<b>\$ 33,344</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>	<b>0.00%</b>
Athletic Services	\$ 4,833	\$ 7,307	\$ 10,924	\$ 9,000	\$ 9,000	0.00%
Office	\$ 1,035	\$ 982	\$ 672	\$ 1,500	\$ 1,500	0.00%
Team	\$ 23,344	\$ 8,234	\$ 7,756	\$ 15,000	\$ 15,000	0.00%
Uniforms	\$ 71,390	\$ 57,569	\$ 13,991	\$ 8,000	\$ 8,000	0.00%
<b>Other Expenses</b>	<b>\$ 41,482</b>	<b>\$ 66,328</b>	<b>\$ 64,471</b>	<b>\$ 56,800</b>	<b>\$ 56,800</b>	<b>0.00%</b>
Athletic Services	\$ 3,645	\$ 515	\$ 5,465	\$ 7,300	\$ 7,300	0.00%
Awards	\$ 328	\$ 1,279	\$ 2,627	\$ 2,500	\$ 2,500	0.00%
Dues & Memberships	\$ 13,515	\$ 6,135	\$ 14,870	\$ 14,500	\$ 14,500	0.00%
Equipment	\$ 13,142	\$ 40,279	\$ 23,942	\$ 16,000	\$ 16,000	0.00%
Software Licensing & Support	\$ 10,851	\$ 18,120	\$ 16,671	\$ 16,500	\$ 16,500	0.00%
Travel	\$ -	\$ -	\$ 896	\$ -	\$ -	-
<b>Total</b>	<b>\$ 614,322</b>	<b>\$ 518,856</b>	<b>\$ 702,808</b>	<b>\$ 691,105</b>	<b>\$ 720,528</b>	<b>4.26%</b>

**Athletics Budget Drivers:**

The changes between the FY24 recommended and FY23 appropriated budgets for the Athletics Cost Center are summarized below by personnel and non-personnel categories:

**Personnel-** A cost of living salary increase established by School Committee and bargaining unit agreements.

**Non-Personnel -** The Athletics program offers 18 different sports for students enrolled at RMHS. More than 770 student athletes have participated on teams so far this year. On average, in recent years, total

participation was steady at about 1,200 students, excluding the Covid-19 pandemic impact on participation in FY20.

***Student Participation in Athletics:***

SCHOOL YEAR	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
BASEBALL	54	51	50	51	47	48	*	51	51	*
BASKETBALL (B)	47	44	35	38	36	41	45	45	42	39
BASKETBALL (G)	42	38	37	34	30	29	30	29	31	34
CHEERLEADING	26	21	22	22	24	24	30	29	26	30
CROSS COUNTRY	69	71	58	52	53	58	71	58	55	49
FIELD HOCKEY	49	31	41	55	58	59	54	53	64	45
FOOTBALL	100	89	109	103	102	89	84	74	79	99
GOLF	19	14	15	13	14	15	11	15	12	16
GYMNASTICS	29	17	17	20	22	20	25	19	17	16
ICE HOCKEY (B)	51	54	49	53	54	57	52	49	63	53
ICE HOCKEY (G)	23	18	17	22	21	20	17	14	21	18
INDOOR TRACK (B)	74	72	71	79	88	91	94	66	68	90
INDOOR TRACK (G)	51	36	46	69	76	84	73	53	69	52
LACROSSE (B)	66	71	66	65	61	50	*	63	67	*
LACROSSE (G)	77	60	61	77	70	67	*	53	45	*
OUTDOOR TRACK (B)	108	101	92	99	111	103	*	97	118	*
OUTDOOR TRACK (G)	53	73	69	58	78	76	*	64	62	*
SOCCER (B)	69	64	67	70	67	66	64	72	69	63
SOCCER (G)	65	66	62	59	59	62	55	53	64	53
SOFTBALL	41	42	39	37	42	39	*	35	30	*
SWIMMING (B)	27	34	24	14	21	20	17	17	18	21
SWIMMING (G)	30	28	27	29	31	29	22	17	14	17
TENNIS (B)	20	18	15	18	17	15	*	9	14	*
TENNIS (G)	17	16	14	17	13	16	*	18	30	*
VOLLEYBALL	43	42	44	44	37	42	40	49	43	45
WRESTLING	34	34	37	31	23	21	23	14	21	35
SPRING CHEER	N/A	N/A	N/A	N/A	N/A	N/A	N/A	19	N/A	N/A
<b>TOTAL</b>	<b>1284</b>	<b>1205</b>	<b>1184</b>	<b>1229</b>	<b>1255</b>	<b>1241</b>	<b>807</b>	<b>1135</b>	<b>1193</b>	<b>775</b>

***Extra-curricular Activities***

**FY23 Appropriated Budget:** \$69,548  
**FY24 Superintendent’s Recommended Budget:** \$78,087  
**\$ Change:** \$8,538  
**% Change:** 12.28%

**Primary Function:** The Extra-curricular Activities Program budget funds the salaries, stipends, and a small portion of the expenses necessary to offer extra-curricular activities at the high school. FTEs for this Cost Center are found in Appendix A.

***Budget Detail by Extra-curricular Cost Center:***

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>Extra Curricular</b>	\$ 98,608	\$ 97,145	\$ 121,935	\$ 69,548	\$ 78,087	12.28%
<b>Professional Salaries</b>	\$ 79,329	\$ 45,969	\$ 93,318	\$ 49,148	\$ 48,687	-0.94%
Coordinator	\$ 31,270	\$ 30,322	\$ 31,651	\$ 31,871	\$ 32,509	2.00%
Revolving Fund Support	\$ (15,000)	\$ (30,000)	\$ -	\$ (64,000)	\$ (64,000)	0.00%
Stipends	\$ 63,060	\$ 45,647	\$ 61,667	\$ 81,277	\$ 80,178	-1.35%
<b>Contract Services</b>	\$ 10,589	\$ 1,815	\$ 16,251	\$ 9,550	\$ 18,500	93.72%
Other Student Activities	\$ 10,589	\$ 1,815	\$ 16,251	\$ 9,550	\$ 18,500	93.72%
<b>Supplies &amp; Materials</b>	\$ -	\$ 1,665	\$ 1,477	\$ 1,850	\$ 1,900	2.70%
Other Student Activities	\$ -	\$ -	\$ -	\$ 400	\$ 400	0.00%
Performing Arts	\$ -	\$ 1,665	\$ 1,477	\$ 1,450	\$ 1,500	3.45%
<b>Other Expenses</b>	\$ 8,689	\$ 47,695	\$ 10,889	\$ 9,000	\$ 9,000	0.00%
Dues & Memberships	\$ 860	\$ 675	\$ 830	\$ 1,000	\$ 1,000	0.00%
Equipment	\$ 4,952	\$ 36,467	\$ 397	\$ 3,000	\$ 3,000	0.00%
Other Student Activities	\$ 1,590	\$ -	\$ 3,125	\$ 2,000	\$ 2,000	0.00%
Royalties	\$ 1,288	\$ 10,553	\$ 6,536	\$ 3,000	\$ 3,000	0.00%
<b>Total</b>	\$ 98,608	\$ 97,145	\$ 121,935	\$ 69,548	\$ 78,087	12.28%

**Extra-curricular Budget Drivers:**

The changes between the FY24 recommend and FY23 appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel-** Salary differences in the FY24 Recommended Budget reflects staffing exchange and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee.

**Non-Personnel** - The Contract Services for Other Student Activities, which is the account used for transportation expenses, has increased due to the rising student participation, number of outings planned for students, and other opportunities for involvement offered at Reading Memorial High School. Student participation in afterschool activities is rising in drama, band, and guard, post-Covid.

**Student Participation in Extracurriculars:**

SCHOOL YEAR	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
<b>**FALL DRAMA CAST/HEAD TECH</b>	89	100	78	79	60	38	36	37
<b>FALL DRAMA CREW</b>	47	41	48	49	32	20	16	24
<b>WINTER DRAMA CAST/HEAD TECH</b>	58	83	47	49	29	23	22	*
<b>WINTER DRAMA CREW</b>	55	45	59	53	34	8	26	*
<b>SPRING DRAMA CAST/HEAD TECH</b>	81	46	55	42	N/A	24	36	*
<b>SPRING DRAMA CREW</b>	46	48	34	48	N/A	9	24	*
<b>MARCHING BAND</b>	35	42	38	56	53	56	40	31
<b>JAZZ BAND</b>	18	17	19	18	19	19	21	*
<b>STAGE BAND</b>	14	11	17	24	21	21	13	*
<b>FALL GUARD</b>	15	19	12	7	13	10	10	7
<b>WINTER GUARD</b>	12	17	13	13	14	N/A	11	*
<b>TOTAL</b>	<b>470</b>	<b>469</b>	<b>420</b>	<b>438</b>	<b>275</b>	<b>228</b>	<b>255</b>	<b>99</b>



**Health Services**

**FY23 Appropriated Budget:** \$801,949

**FY24 Superintendent’s Recommended Budget:** \$913,224

**\$ Change:** \$111,275

**% Change:** 13.88%

**Primary Function:** The Health Services program budget pays for the salaries and expenses for servicing the daily medical needs of the district’s student population of over 3,800 students, preschool through grade 12. School nurses provide mandated health screenings, illness assessments, first aid, daily medication and treatments, and support of students with chronic health issues including allergies, asthma, diabetes, and gastrointestinal, autoimmune, and neurological disorders. We communicate with families and providers to develop and maintain accommodation plans and individualized student health care plans to support medical needs at school. School nurses are also part of the District Support team, which also includes school counselors, social workers, and school psychologists. The team meets monthly to discuss best practices and receive training and updates to support student mental health. FTEs for this Cost Center are found in Appendix A.

**Budget Detail by Health Services Cost Center:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>Health Services</b>	<b>\$ 705,242</b>	<b>\$ 615,734</b>	<b>\$ 787,064</b>	<b>\$ 801,949</b>	<b>\$ 913,224</b>	<b>13.88%</b>
<b>Professional Salaries</b>	<b>\$ 625,493</b>	<b>\$ 567,411</b>	<b>\$ 726,239</b>	<b>\$ 746,925</b>	<b>\$ 857,865</b>	<b>14.85%</b>
Director	\$ 83,700	\$ 86,327	\$ 86,433	\$ 91,080	\$ 92,854	1.95%
Nurse	\$ 541,793	\$ 481,083	\$ 639,806	\$ 655,845	\$ 765,011	16.65%
<b>Clerical Salaries</b>	<b>\$ 13,589</b>	<b>\$ 13,855</b>	<b>\$ 15,986</b>	<b>\$ 16,724</b>	<b>\$ 17,059</b>	<b>2.00%</b>
Secretary	\$ 13,589	\$ 13,855	\$ 15,986	\$ 16,724	\$ 17,059	2.00%
<b>Other Salaries</b>	<b>\$ 7,902</b>	<b>\$ 2,492</b>	<b>\$ 3,103</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>
Substitutes	\$ 7,902	\$ 2,492	\$ 3,103	\$ 15,000	\$ 15,000	0.00%
<b>Contract Services</b>	<b>\$ 8,759</b>	<b>\$ 8,000</b>	<b>\$ 8,720</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>0.00%</b>
Professional Development	\$ 759	\$ -	\$ 720	\$ 1,000	\$ 1,000	0.00%
School Physician	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
<b>Supplies &amp; Materials</b>	<b>\$ 43,912</b>	<b>\$ 20,150</b>	<b>\$ 13,056</b>	<b>\$ 9,500</b>	<b>\$ 9,500</b>	<b>0.00%</b>
COVID19 Expenses	\$ 29,189	\$ 4,777	\$ 280	\$ -	\$ -	-
Medical	\$ 14,335	\$ 14,315	\$ 12,232	\$ 9,000	\$ 9,000	0.00%
Office	\$ 388	\$ 1,058	\$ 544	\$ 500	\$ 500	0.00%
<b>Other Expenses</b>	<b>\$ 5,586</b>	<b>\$ 3,826</b>	<b>\$ 19,960</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>0.00%</b>
Equipment	\$ -	\$ 598	\$ -	\$ -	\$ -	-
Medical	\$ 5,579	\$ 3,228	\$ 19,960	\$ 4,800	\$ 4,800	0.00%
Postage	\$ 7	\$ -	\$ -	\$ -	\$ -	-
<b>Total</b>	<b>\$ 705,242</b>	<b>\$ 615,734</b>	<b>\$ 787,064</b>	<b>\$ 801,949</b>	<b>\$ 913,224</b>	<b>13.88%</b>

**Health Services Budget Drivers:**

The changes between the FY24 Recommend and FY23 Appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel**-Salary differences in the FY24 Recommended Budget reflect staffing exchange, step, degree changes, and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee. An increase in the per diem rate of substitute nurses will be supported through the Department of Health Grant. The addition of a new 1.0 FTE 1 to 1 Nurse is recommended within the new priorities category to provide health services support to meet a student’s medical needs.

**Personnel Budget Priorities**

- 1.0 FTE 1 to 1 Nurse
- Increase per diem substitute nurse wages

**Non-Personnel** - No changes have taken place.

**Technology**

**FY23 Appropriated Budget:** \$659,842

**FY24 Superintendent’s Recommended Budget:** \$668,433

**\$ Change:** \$8,591

**% Change:** 1.3%

**Primary Function:** The Districtwide Networking and Technology Maintenance budget funds the salaries and expenses required to operate and maintain our technology infrastructure including our wide area network, wireless networks, servers, computer hardware and peripheral devices, clocks and bells systems and telecommunications equipment. FTEs for this Cost Center are found in Appendix A.

**Budget Detail by Technology Cost Center:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>Technology</b>	<b>\$ 603,478</b>	<b>\$ 595,987</b>	<b>\$ 696,277</b>	<b>\$ 659,842</b>	<b>\$ 668,433</b>	<b>1.30%</b>
<b>Professional Salaries</b>	<b>\$ 82,726</b>	<b>\$ 83,857</b>	<b>\$ 85,802</b>	<b>\$ 87,215</b>	<b>\$ 88,962</b>	<b>2.00%</b>
Manager	\$ 82,726	\$ 83,857	\$ 85,802	\$ 87,215	\$ 88,962	2.00%
<b>Other Salaries</b>	<b>\$ 315,912</b>	<b>\$ 321,590</b>	<b>\$ 328,109</b>	<b>\$ 341,777</b>	<b>\$ 348,621</b>	<b>2.00%</b>
Employee Benefits	\$ -	\$ 1,626	\$ 1,726	\$ -	\$ -	-
Technician	\$ 315,912	\$ 319,965	\$ 326,383	\$ 341,777	\$ 348,621	2.00%
<b>Contract Services</b>	<b>\$ 80,203</b>	<b>\$ 99,994</b>	<b>\$ 152,005</b>	<b>\$ 116,750</b>	<b>\$ 116,750</b>	<b>0.00%</b>
Consulting Services	\$ 13,273	\$ 27,084	\$ 62,349	\$ 25,000	\$ 25,000	0.00%
Networking & Telecomm	\$ 6,680	\$ 6,936	\$ 6,936	\$ 15,000	\$ 15,000	0.00%
Software Licensing & Support	\$ 60,250	\$ 65,975	\$ 82,720	\$ 76,750	\$ 76,750	0.00%
<b>Supplies &amp; Materials</b>	<b>\$ 5,220</b>	<b>\$ 59,706</b>	<b>\$ 24,901</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>0.00%</b>
Information Management	\$ 5,220	\$ 59,706	\$ 24,901	\$ 8,000	\$ 8,000	0.00%
<b>Other Expenses</b>	<b>\$ 119,417</b>	<b>\$ 30,839</b>	<b>\$ 105,460</b>	<b>\$ 106,100</b>	<b>\$ 106,100</b>	<b>0.00%</b>
Information Management	\$ -	\$ -	\$ 23,592	\$ -	\$ -	-
Networking & Telecomm	\$ -	\$ 12,198	\$ 22,088	\$ 12,400	\$ 12,400	0.00%
Other	\$ -	\$ -	\$ 2,074	\$ -	\$ -	-
Postage	\$ 33	\$ -	\$ -	\$ 200	\$ 200	0.00%
Software	\$ 119,311	\$ 18,463	\$ 28,246	\$ 92,000	\$ 92,000	0.00%
Software Licensing & Support	\$ 73	\$ 177	\$ 29,461	\$ 1,500	\$ 1,500	0.00%
<b>Total</b>	<b>\$ 603,478</b>	<b>\$ 595,987</b>	<b>\$ 696,277</b>	<b>\$ 659,842</b>	<b>\$ 668,433</b>	<b>1.30%</b>



**Technology Budget Drivers:**

The changes between the FY24 Recommend and FY23 Appropriated budgets are summarized below by personnel and non-personnel budget categories:

**Personnel**- Salary differences in the FY24 Recommended Budget reflects staffing exchange and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee.

**Non-Personnel** - In FY24, no major changes are anticipated in Technology. However, work will be conducted during the year to evaluate the district's operational and educational technology needs, including an assessment of all technology related services and equipment including a device renewal plan. An anticipated outcome of this work will be an Educational and Operational Technology Plan. The plan will provide recommendations for a sustainable computer renewal plan and staffing structure to best support the district's growth in and reliance on technology to deliver instruction to students and operate an efficient and effective school district.

Since 2015, the Technology Team has built a robust network infrastructure and the services provided to the district have expanded to include telephony and phone services, clock and bell systems, intercom and paging systems, management of the copier fleet and contracts, iPad devices, security system hardware, over 4,500 computers (one to one for students and staff), cloud-based services, single sign-on services, data replication services, hybrid school, public/town meetings, new website, electronic payment options, and employee onboarding systems, and many others. The Technology team has leveraged automation, districtwide standards and practices, and developed a highly unified and functional team committed to hard work with no changes to staffing level or function since 2015.

## School Facilities Cost Center Summary

**FY23 Appropriated Budget:** \$1,620,845

**FY24 Superintendent's Recommended Budget:** \$1,644,782

**\$ Change:** \$23,937

**% Change:** 1.48%

**Primary Function:** The Town of Reading's Facilities Department supports the Reading Public Schools. The School Building Facilities budget funds the salaries and expenses necessary to clean and maintain our eight school buildings, preschool program, and central office spaces, which makes up 85% of the square feet of all municipal buildings, or a total of 935,000 square feet. The percentage of work orders created and filled for all services, including but not limited to preventative maintenance and building repairs, for our school buildings totaled more than 2,300 in FY22. The Facilities Department also provides the necessary services to facilitate building use for internal and external users. FTEs for this Cost Center are found in Appendix A. The School Building Facilities budget accounts for 3.05% of the Superintendent's FY23 Recommended Budget.

The Facilities' Department's Mission Statement is:

*The Facilities Department supports the Town's Educational and Municipal Government functions through the quality driven delivery of Facilities Services in a timely and cost-effective manner along with exceptional customer service. Facilities staff members strive to maintain an efficient, safe, clean, attractive, and inviting environment for all public buildings associated with the Town of Reading.*

**Budget Detail by Facilities Cost Center:**

Budget Category	Actual Expended FY20	Actual Expended FY21	Actual Expended FY22	Final Budget FY23	Recommended Budget FY24	% Change FY24 v. FY23
<b>School Facilities</b>	\$ 1,608,219	\$ 1,693,091	\$ 1,601,689	\$ 1,620,845	\$ 1,644,782	1.48%
Professional Salaries	\$ 90,991	\$ 91,274	\$ 95,812	\$ 96,461	\$ 98,400	2.01%
Manager	\$ 90,991	\$ 91,274	\$ 95,812	\$ 96,461	\$ 98,400	2.01%
Other Salaries	\$ 871,850	\$ 969,502	\$ 907,232	\$ 1,012,776	\$ 1,030,501	1.75%
Custodian	\$ 844,469	\$ 857,459	\$ 836,683	\$ 928,662	\$ 942,374	1.48%
Employee Benefits	\$ 9,178	\$ 521	\$ 2,298	\$ 3,600	\$ 3,600	0.00%
Overtime	\$ 28,359	\$ 55,343	\$ 75,258	\$ 71,214	\$ 72,994	2.50%
Revolving Fund Support	\$ (80,000)	\$ -	\$ (80,000)	\$ (80,000)	\$ (80,000)	0.00%
Substitutes	\$ 69,844	\$ 56,179	\$ 72,992	\$ 89,300	\$ 91,533	2.50%
Contract Services	\$ 337,600	\$ 287,915	\$ 378,958	\$ 386,208	\$ 389,200	0.77%
Cleaning Services	\$ 337,600	\$ 287,915	\$ 378,958	\$ 386,208	\$ 389,200	0.77%
Supplies & Materials	\$ 282,735	\$ 176,665	\$ 158,145	\$ 117,900	\$ 119,181	1.09%
COVID19 Expenses	\$ 181,074	\$ 15,232	\$ -	\$ -	\$ -	-
Equipment	\$ 202	\$ 17,888	\$ 17,575	\$ 5,000	\$ 5,000	0.00%
Supplies	\$ 101,458	\$ 143,545	\$ 140,569	\$ 112,900	\$ 114,181	1.13%
Other Expenses	\$ 25,043	\$ 167,735	\$ 61,543	\$ 7,500	\$ 7,500	0.00%
COVID19 Expenses	\$ 16,000	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ 8,043	\$ 164,780	\$ 60,672	\$ 6,300	\$ 6,300	0.00%
Professional Development	\$ -	\$ 1,955	\$ -	\$ -	\$ -	-
Uniforms	\$ 1,000	\$ 1,000	\$ 871	\$ 1,200	\$ 1,200	0.00%
<b>Total</b>	<b>\$ 1,608,219</b>	<b>\$ 1,693,091</b>	<b>\$ 1,601,689</b>	<b>\$ 1,620,845</b>	<b>\$ 1,644,782</b>	<b>1.48%</b>

**Facilities Budget Drivers:**

The changes between the FY24 Recommend and FY23 Appropriated budgets are summarized below by personnel and non-personnel categories:

**Personnel-** Salary differences in the FY24 Recommended Budget reflects staffing exchange, step, and the cost-of-living salary increase in compliance with employment contracts and bargaining unit agreements approved by the School Committee.

**Non-Personnel** - Slight increases in cleaning supplies, paper products, floor cleaning solutions, hand soap, and plastic liners are reflected in the FY24 budget.

**Closing**

The Superintendent’s FY24 Recommended Budget represents a thorough and thoughtful articulation of resource allocations achieved through an inclusive and highly collaborative process. The FY24 Recommended Budget allocates new funding and redeploys existing fundings to address many of the district’s priorities to achieve the district’s following three objectives:

**Strategic Objective 1: Supportive and Safe Learning Environment**

We believe healthy and successful learning communities are a prerequisite to achieving excellence and equity in schools. Healthy and successful learning communities exist when all members of the community, no matter where they live, what they look like, what they believe, what language they speak, who they love, or how they learn feel seen, valued, affirmed and connected.

**Strategic Objective 2: Coherent Instructional Systems**

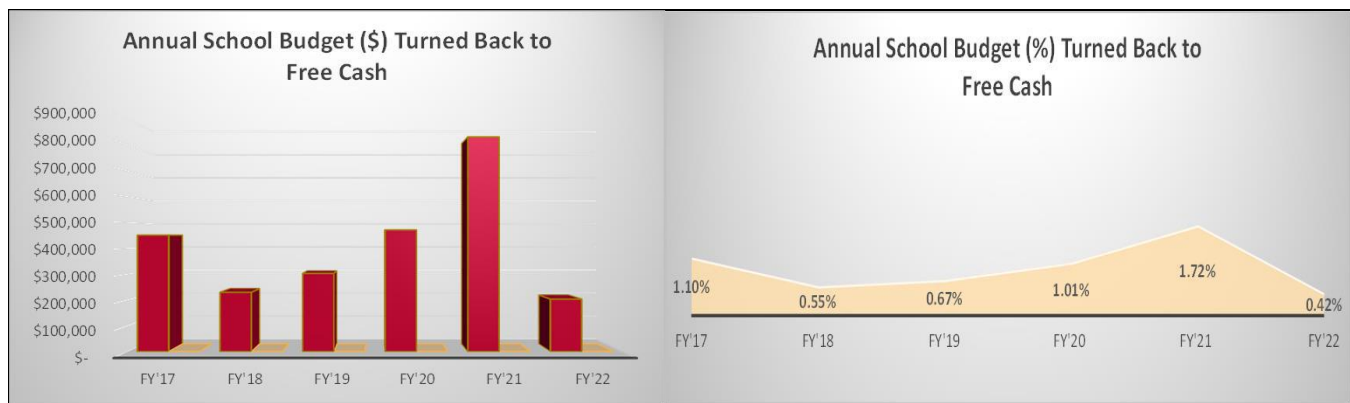
We believe excellence and equity in schools is best achieved through high-quality instruction. High-quality instruction is our best lever for improving outcomes for students, and in particular, groups of students who have not met with success in our district. All students deserve challenging and engaging learning environments that promote high levels of growth and achievement.

**Strategic Objective 3: School Operations**

Efficient operational systems are at the foundation of the success of our students and staff.

The FY24 recommended budget maximizes resources through the practice of refining positions, reallocating resources (time and funds) and leveraging other sources of funding wherever possible to create an effective and efficient budget that meets all contractual obligations and legal mandates.

Best practices in school district budgeting extends beyond setting instructional priorities and preparing a resource plan to pay for priorities and day-to-day baseline services. Essential to the budget process is the effective implementation of the budget. Responsive oversight of the current year’s finances allows the leadership team to assess plans, identify new opportunities to support students early in the school year, and take responsive action toward supporting students’ academic outcomes. As additional savings are identified, new decisions will be made to support students during the current school year. The continued monitoring of expenditures to maximize the use of residual savings that may take place during the fiscal year will also reduce the amount of the school department’s “turn back” of unutilized funds to Free Cash. The graphs below reflect the amount and percentage of end year unspent funds returned to Free Cash.



Cost and performance analysis will continue throughout the year to maximize all sources of funding in pursuit of achieving our strategic objectives. For example, master scheduling training programs are being provided to our schools’ principals to maximize staff allocation and manage class sizes, as well as prepare thoughtful student groupings to ensure effective class sizes. Building the capacity of our district leadership about the instructional structures and practices that have the greatest impact on building a sense of belonging and academic excellence. Lately, continued efforts to examine and maximize the use of all funds, including grants and Special Revenue Funds

will support the leadership team’s efforts to effectively and timely respond to emerging trends and support the development of a multi-year strategic plan. The development, implementation and ongoing assessment of a multi-year resource plan aligned with strategic objectives is foundational to ensure all resources are thoughtfully used and sustainable over time.

## OTHER FUNDING SOURCES

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*"Directional Forces" by Jackie Cole, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*

## Offset Summary

Several fee-based Special Revenue Funds and Grants have been allocated to offset direct and indirect costs of the operating budget. In the charts below, the reader will find a summary of current year and FY24 Recommended Budget Offsets by Special Revenue Fund compared with FY23's Appropriated Budget and the allocation of FY24 Recommended Offsets by Cost Center:

Special Revenue Account Offset	FY23 Appropriated Offset	FY24 Recommended Offset	\$ Change FY24 v. FY23	% Change FY24 v. FY23
Athletics	392,900	392,900	-	0.00%
Drama Activities RMHS	34,000	34,000	-	0.00%
Drama Activities Coolidge	15,000	15,000	-	0.00%
Drama Activities Parker	15,000	15,000	-	0.00%
Extended Day Program	50,000	50,000	-	0.00%
Full Day Kindergarten	1,100,000	600,000	(500,000)	-45.45%
R.I.S.E. Preschool Program	350,000	350,000	-	0.00%
Use of School Property	105,000	105,000	-	0.00%
Special Education Tuition	50,000	50,000	-	0.00%
School Choice	-	45,000	45,000	-
<b>Total</b>	<b>2,111,900</b>	<b>1,656,900</b>	<b>(455,000)</b>	<b>-21.54%</b>

FY24 Recommended Offsets by Cost Center						
Special Revenue Account Offset	Administration	Regular Day	Special Education	District Wide Programs	School Facilities	Town
Athletics				392,900		
Drama Activities RMHS				34,000		
Drama Activities Coolidge				15,000		
Drama Activities Parker				15,000		
Extended Day Program	25,000					25,000
Full Day Kindergarten		600,000				
R.I.S.E. Preschool Program			350,000			
Use of School Property					80,000	25,000
Special Education Tuition			50,000			
School Choice	45,000					
<b>Total</b>	<b>70,000</b>	<b>600,000</b>	<b>400,000</b>	<b>456,900</b>	<b>80,000</b>	<b>50,000</b>

Apart from Full-Day Kindergarten and School Choice tuition, all other offsets will remain at the same level in FY24 as budgeted in FY23. Through the support of the Town's Community Priority allocation and the redeployment of funding from several existing operating fund accounts, the reliance on the FDK tuition fees has been reduced in FY24. We will continue to work toward providing free, universal FDK by reducing the tuition in stages through FY26. In FY23, the district opened to School Choice students to allow students who live in other school districts to enter a lottery to attend Reading Public Schools. In FY23, ten students participated in the program generating \$45,000 of state tuition funding, which is currently budgeted to Administration to be used for allocation to Regular Day and Special Education instructional services.

## Special Revenue Funds

The district maintains thirty-one separate special revenue funds that were created and are required to be maintained in accordance with Massachusetts General Laws and Department of Revenue Division of Local Service’s guidance for Costing Municipal Services. Special Revenue Funds are established to dedicate a specific source of revenue from fees or charges to pay expenses associated with providing the services for which the payment was made. Special Revenue Funds also consist of donation accounts. The sources of revenue for these funds vary by the nature of the fund and includes sales of meals, participation fees, user fees, ticket sales, donations, and tuition. The type of expenditure for the funds also varies by the nature of the fund and include salaries, supplies and materials, technology, contracted services, software licenses and other expenses. The FY22 and FY23 beginning year balances are provided in the table below with the calculated FY22 Gain/Loss:

### Special Revenue Funds

Special Revenue Funds			
Fee-Based Programs	FY22 Beginning Year Balance	FY23 Beginning Year Balance	FY22 Gain/(Loss)
Athletics	\$ 187,133	\$ 171,525	\$ (15,608)
Community Education -Drivers Education and Adult Education	\$ 85,214	\$ 94,027	\$ 8,813
Community Education - Summer Programs	\$ 37,834	\$ 39,974	\$ 2,140
Drama Activities Coolidge	\$ 31,107	\$ 38,355	\$ 7,248
Drama Activities Parker	\$ 40,378	\$ 51,229	\$ 10,851
Drama Activities RMHS	\$ 60,706	\$ 74,113	\$ 13,407
Extended Day Program	\$ 156,766	\$ 541,177	\$ 384,411
After School Activities Parker	\$ 59,989	\$ 68,330	\$ 8,341
Extracurricular Parker	\$ 3,860	\$ 3,860	\$ -
Extracurricular Coolidge	\$ 4,738	\$ 4,738	\$ -
Extracurricular Band Activities	\$ 35,735	\$ 30,704	\$ (5,031)
Guidance Testing	\$ 6,675	\$ 10,397	\$ 3,722
Full Day Kindergarten Tuition	\$ 621,284	\$ 621,319	\$ 35
RISE Preschool Program	\$ 255,457	\$ 235,065	\$ (20,392)
Special Education Tuition	\$ 66,899	\$ 66,899	\$ -
School Lunch Program	\$ 769,302	\$ 1,427,218	\$ 657,916
School Transportation	\$ -	\$ (100)	\$ (100)
Use of School Property	\$ 111,206	\$ 92,247	\$ (18,959)
Lost Books	\$ 27,206	\$ 27,902	\$ 696
<b>TOTAL Fee-based Revolving Funds</b>	<b>\$ 2,561,489</b>	<b>\$ 3,598,979</b>	<b>\$ 1,037,490</b>

<b>Special Revenue Funds</b>			
<b>Gifts/Donations</b>	<b>FY22 Beginning Year Balance</b>	<b>FY23 Beginning Year Balance</b>	<b>FY22 Gain/(Loss)</b>
District Donation Fund	\$ 14,031	\$ 14,031	\$ -
Barrows Donations Fund	\$ 8,621	\$ 8,621	\$ -
Birch Meadow Donation Fund	\$ 6,836	\$ 6,836	\$ -
Joshua Eaton Donation Fund	\$ 2,506	\$ 2,506	\$ -
JW Killam Donation Fund	\$ 20,206	\$ 20,206	\$ -
Wood End Donation Fund	\$ 5,336	\$ 5,336	\$ -
Coolidge Donation Fund	\$ 11,107	\$ 11,107	\$ -
Parker Donation Fund	\$ 9,092	\$ 9,092	\$ -
High School Donation Fund	\$ 13,754	\$ 13,754	\$ -
SEPAC Donation Fund	\$ 551	\$ 551	\$ -
Special Education Donation Fund	\$ 319	\$ 319	\$ -
<b>TOTAL Gift/Donation Revolving Funds</b>	<b>\$ 92,359</b>	<b>\$ 92,359</b>	<b>\$ -</b>

A description of each category of the district's special revenue funds is outlined below:

- Athletics - Fees are paid by families for students' participation in athletics.
- Community Education, Drivers Education, Summer Programs– Fees are paid by families for students to participate in drivers' education and summer programs. Fees paid by individuals for participation in Community Education events and courses.
- Drama and Band – Fees are paid by families for students' participation in after school drama and bands programs.
- Extended Day – Fees are paid by families for students to participate in extended day programs before and after-school.
- Extracurricular Activities – Fees are paid by families for students to participate in afterschool band and fine and performing arts activities.
- Guidance – Fees are paid by families for students to take PSAT, SAT and AP tests.
- Full-Day Kindergarten – Fees are paid by families for enrollment in the Full-Day Kindergarten program.
- R.I.S.E. Preschool - Fees are paid by families for enrollment in the R.I.S.E. preschool program.
- Special Education Tuition – Fees paid by another public school district for students to attend special education programs in Reading.
- School Lunch – Revenues are generated through state and federal reimbursements and lunch-time a la carte sales.
- Transportation – Fees are paid by families for students to ride existing bus routes, based on seats available.
- Use of School Property – Some community organizations which use school facilities pay a fee for space and/or custodial coverage.
- Lost Books – Fees are collected and used to replace lost or damaged books.
- Gifts/Donations – Restricted donations for specific purposes and unrestricted donations for general use are made to the School Committee for approval and acceptance in accordance with School Committee Policy



## Federal and State Grants

In addition to the Operating and Special Revenue Funds, our district is supported in FY23 by state, federal, and private grants. Grant expenditures are tracked monthly and reviewed periodically with grant coordinators. A list of the grants, descriptions, and award amounts are provided below compared with prior year awards. Grants are approved by the School Committee as funding is awarded. The FY23 Quarter 1 balances for each grant awarded between FY20 and FY23 are provided in the table below:

FY 23 Quarter 1 Grant Balance														
	Grants Awarded in FY20			Grants Awarded in FY21			Grants Awarded in FY22				Grants Awarded in FY23			
Grant	Beginning FY23 Year Balance	FY23 Q1 Expended & Encumb.	FY23 Projected End Year Balance	Beginning FY23 Year Balance	FY23 Q1 Expended & Encumb.	FY23 Projected End Year Balance	Beginning FY23 Year Balance	FY23 Q1 Expended & Encumb.	FY23 Remaining Requirement	FY23 Projected End Year Balance	Amount of FY23 Award	FY23 Q1 Expended & Encumb.	FY23 Remaining Requirement	FY23 Projected End Year Balance
STATE														
METCO				\$ -	\$ -	\$ -	\$ 238,005	\$ 92,336	\$ 145,669	\$ 0	\$ 815,699	\$ 4,753	\$ 810,946	\$ -
Dept. of Public Health											\$ 40,000	\$ -	\$ 40,000	\$ -
<b>TOTAL STATE</b>				\$ -		\$ -	\$ 238,005			\$ 0	\$ 855,699			\$ -
FEDERAL	Killam. Eaton			Parker		Unspent Turned back	Parker, Eaton			FY23 Projected End Year Balance	Parker, Killam, Eaton			FY23 Projected End Year Balance
Title I	\$ 21,764	\$ 14,521	\$ -	\$ 75,320	\$ 4,250	\$ 71,070	\$ 95,672	\$ -	\$ 95,672	\$ 0	\$ 91,584	\$ -	\$ 91,584	\$ -
Title II	\$ 1,661	\$ 1,661	\$ -	\$ 29,535	\$ 17,344	\$ 12,191	\$ 43,765	\$ 42,400	\$ 1,365	\$ -	\$ 45,040	\$ -	\$ 45,040	\$ -
Title IV	\$ 601	\$ 601	\$ -	\$ 1,121	\$ 1,121	\$ -	\$ 10,000	\$ 1,618	\$ 8,382	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
IDEA 240	\$ 40,603	\$ -	\$ -	\$ 1,895	\$ 1,895	\$ -	\$ 98,223	\$ 19,471	\$ 78,752	\$ -	\$ 1,112,484	\$ 70,656	\$ 1,041,828	\$ -
IDEA 262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328	\$ 328	\$ -	\$ -	\$ 20,718	\$ 1,625	\$ 19,093	\$ -
ARP 252							\$ 161,187	\$ 21,440	\$ 139,748	\$ -				
ARP 264							\$ 19,824	\$ 6,173	\$ 13,651	\$ -				
ESSER II							\$ 233,305	\$ 28,453	\$ 204,853	\$ -				
ESSER III							\$ 560,098	\$ 29,481	\$ 278,162	\$ 252,455				
ACCEL MATH							\$ 119,748	\$ 119,748	\$ -	\$ -				
<b>TOTAL FEDERAL</b>	\$ 64,628		\$ -	\$ 107,871		\$ 83,261	\$ 1,342,150			\$ 252,455	\$ 1,279,826			\$ -

**Descriptions and acceptable uses of each State and Federal grant follows below:**

### State Grants:

- METCO –the Metropolitan Council for Educational Opportunity is a state funded, voluntary educational desegregation program designed to eliminate racial imbalance through the busing of children from Boston, MA and Springfield, MA to suburban public schools in thirty-eight communities. These funds pay for program coordination, transportation, instructional services, and community engagement related to Boston resident students attending Reading Public Schools through participation in the METCO program.
- Department of Public Health – provides for mandated screenings, professional development, and substitute coverage for nurses.
- *Note – although not a grant, DESE reimburses school districts for a portion of out of district tuition placement and transportation costs. In FY 24, DESE will defray \$1,581,286 tuition and transportation costs, charging those expenses directly to the Circuit Breaker reimbursement fund.*

### Federal Grants:

- Title I - assists schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. These funds are allocated to paraprofessional and extended school year instructional services.

- Title II A - provides supplemental resources to school districts to support systems of support for excellent teaching and learning. The priorities of Title IIA are to: increase student achievement consistent with the challenging State academic standards; improve the quality and effectiveness of teachers, principals, and other school leaders; Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders. These funds are allocated to provide professional development for teachers.
- Title IV - ensures that all students have access to a high-quality educational experience. The priorities of Title IV are to: support well-rounded educational opportunities; support safe and healthy students; and support effective use of technology. These funds pay for technology integration activities and materials for teachers and classrooms.
- IDEA 240- provides appropriate special education services for eligible students and to maintain state/local effort in special education. These funds pay for special education paras, BCBA, and professional development.
- IDEA 262 - ensures that eligible 3, 4, and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. These funds pay for early childhood instruction and professional development.
- ARP 252 – addresses challenges related to the pandemic, including school re-entry, disruption in the education of children with disabilities, mental health services; sustainability; focuses on issues of equity in special education and early intervention services. Funds are allocated to provide professional development, instructional materials, and testing/assessment materials.
- ARP 264 - addresses early childhood special education and family engagement, such as improving systems to assist with the transition from early intervention to pre-kindergarten to kindergarten to increase educational outcomes for students. Funds from this grant are allocated to fund student assessment, induction, and transition programs.’
- ESSER II – addresses learning loss and provides mental health services and support. These funds are allocated to pay for special education teachers, adjustment counselors and tutors and social-emotional curriculum.
- ESSER III - helps schools safely reopen and respond to the academic, social, emotional, and mental health needs of all students, particularly those disproportionately impacted by the COVID-19 pandemic. These funds are allocated to pay for team leaders, special education teachers, adjustment counselors and tutors.
- Accelerated Math - professional development for K-2 math implementation, print resources for those grade levels, 1-year digital access for K-2, additional PD for year 2 supports, and additional teacher manual copies to ensure all staff (special education included) have access to the curriculum resources.

## Five-Year Capital Plan

A Capital Project is a project that helps maintain or improve a Town asset. It is a new construction, expansion, renovation, or replacement project for an existing facility or facilities. Typically, the project will have a total cost of at least \$10,000 and a life span of five or more years. Provided below is a five-year capital project plan for the school district:

FIVE YEAR CAPITAL PLAN							
TOWN CORE Capital Plan							
Request	School	Description	FY 24	FY 25	FY 26	FY 27	FY 28
Arc Flash Hazard Study	District Wide	Safety Assessment of Electrical Equipment	163,000	-	-	-	-
Doors/Windows	Districtwide	Replacement/Repair of Doors/Windows	-	25,000	40,000	40,000	-
Carpet/Flooring	Districtwide	Replacement of Carpeting/Repair of Floor	-	66,000	60,000	-	-
Alarm Panels	Coolidge	Replacement Alarm Panel	-	-	70,000	-	-
Playground Surfaces	RISE Preschool	Replacement of RISE Playground	-	-	140,000	-	-
Floor/Track	RMHS Field House	Replace Field House Floor and Bleachers				1,700,000	
<b>Total CORE</b>			<b>163,000</b>	<b>91,000</b>	<b>310,000</b>	<b>1,740,000</b>	<b>-</b>
SCHOOL DEPT Capital Budget							
Request	School	Description	FY 24	FY 25	FY 26	FY 27	FY 28
Phones	Districtwide	Annual Repairs, Replacements As Needed	10,000	10,000	10,000	10,000	10,000
Network	Districtwide	Annual upgrades to Network As Needed	100,000	100,000	125,000	125,000	125,000
Vehicles	Drivers Ed and Food Services	Vehicle Replacements	-	-	33,500	52,000	-
Security	Districtwide	Card Readers & Vehicle Barriers	65,000	-	-	-	475,000
<b>Total SCHOOL</b>			<b>175,000</b>	<b>110,000</b>	<b>168,500</b>	<b>187,000</b>	<b>610,000</b>
<b>GRAND TOTAL</b>			<b>338,000</b>	<b>201,000</b>	<b>478,500</b>	<b>1,927,000</b>	<b>610,000</b>

# APPENDICES

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*"Delicate Pigeons" by Mina Willander, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*

## APPENDIX A: Student Enrollment and Staff FTEs

### Student Enrollment

On October 1 of each year, Reading Public Schools are required to record, verify, and report the total number of students enrolled by grade to the Massachusetts Department of Elementary and Secondary Education (DESE). DESE and the Commonwealth of Massachusetts use October 1 enrollment to calculate Foundation Enrollment and Chapter 70 Funding. October 1 enrollment is also used by the district's administration to project class sizes and to identify trends in enrollment for subsequent years, which forms the baseline upon which the district's personnel and non-personnel operating budget is developed. The historical enrollment by school follows below with next year's projected enrollment:

#### *Historical and FY24 Projected Enrollment by School:*

School	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024 Projected
Alice Barrows Elementary	369	359	385	385	377	374	385	354	351	356	354
Birch Meadow Elementary	384	387	387	383	370	377	384	345	337	358	365
Joshua Eaton Elementary	455	471	462	428	388	386	404	395	375	390	396
J. Warren Killam Elementary	463	440	460	427	420	412	415	395	407	405	406
Wood End	338	335	316	319	290	305	304	249	248	246	234
A.W. Coolidge Middle	449	476	471	466	476	443	424	399	406	429	408
Walter S. Parker Middle	564	593	549	572	563	547	500	495	485	464	457
Reading Memorial High	1,307	1,251	1,270	1,270	1,235	1,251	1,230	1,222	1,135	1,099	1,084
R.I.S.E Preschool	103	95	94	91	94	115	105	97	102	104	104
<b>Total</b>	<b>4,432</b>	<b>4,407</b>	<b>4,394</b>	<b>4,341</b>	<b>4,213</b>	<b>4,210</b>	<b>4,151</b>	<b>3,951</b>	<b>3,846</b>	<b>3,851</b>	<b>3,808</b>
<b>% Change</b>	<b>-1.10%</b>	<b>-0.60%</b>	<b>-0.30%</b>	<b>-1.20%</b>	<b>-2.90%</b>	<b>-0.07%</b>	<b>-0.01%</b>	<b>-4.82%</b>	<b>-2.66%</b>	<b>0.13%</b>	<b>-1.12%</b>

Total enrollment in the Reading Public Schools on October 1, 2022, was 3,851 students, which is .13% higher FY22. Using the Cohort Survival Methodology and based on elementary neighborhood school assignments, projected enrollment for FY24 is 3,808 students, which represents a projected decrease of (43) students or (1/12%) districtwide.

#### *FY24 Enrollment Projections by School and Grade:*

Reflected in the table below are FY23 actual enrollment and FY24 projected, or forecasted, enrollment by grade. The change in the number of students by cohort and grade-level is illustrated. Cohorts have been color-coded for easier reference:

FY23 Actual and FY24 Projected Enrollment by Grade:

	FY23 Actual	FY24 Forecast	FY24 v. FY23	FY24 v. FY23
Grade			# Change Cohort	# Change Grade
RISE Preschool	104	104		
K	269	276		7
1	296	283	14	-13
2	251	297	1	46
3	335	253	2	-82
4	311	337	2	26
5	293	309	-2	16
<b>ELEM total</b>	<b>1755</b>	<b>1755</b>	<b>17</b>	<b>0</b>
% Change		0.34%		
6	269	294	1	25
7	302	266	-3	-36
8	322	305	3	-17
<b>MS total</b>	<b>893</b>	<b>865</b>	<b>1</b>	<b>-28</b>
% Change		-11.18%		
9	254	286	-36	32
10	256	256	2	
11	293	252	-4	-41
12	296	290	-3	-6
<b>RMHS Total</b>	<b>1099</b>	<b>1084</b>	<b>-41</b>	<b>-15</b>
% Change	-43	-15		
<b>Total</b>	<b>3851</b>	<b>3808</b>	<b>-23</b>	<b>-43</b>
# Change FY24 v. FY23	105	-43	-1.12%	

In the table below, historical enrollment is illustrated from 2009-2010 through to enrollment projected for the 2023-2024 school year. The reader can follow the migration of the number of students each year as students move through the grade levels. Enrollment declines between the middle to high school transition, which is a trend worth exploring:

**Historical Enrollment Migration by Grade:**

	PK	K	1	2	3	4	5	6	7	8	9	10	11	12
2013-14	103	287	319	351	370	327	355	347	362	304	353	323	308	323
2014-15	95	322	298	314	362	366	330	356	346	367	270	357	319	305
2015-16	94	319	337	305	308	375	366	326	357	337	328	273	346	323
2016-17	91	267	343	342	307	313	370	356	324	358	306	336	276	352
2017-18	94	293	273	341	334	299	305	360	353	326	325	306	331	273
2018-19	115	325	296	277	338	324	294	291	355	344	293	329	307	322
2019-20	105	318	330	297	282	331	334	292	291	341	301	294	331	304
2020-21	97	238	312	316	290	270	312	319	288	287	299	301	292	330
2021-22	102	291	246	320	309	289	263	298	308	285	251	293	295	296
2022-23	104	269	296	251	335	311	293	269	302	322	254	256	293	296
2023-24 Projected	104	276	283	297	253	337	309	294	266	305	286	256	252	290

A three-year Cohort Survival Ratio (CSR) is the methodology used to develop enrollment projections for the Reading Public Schools and is based on progression rates from grade to grade considering the number of live births, migration in and out of the district, student retention and housing turnover over the three prior school years.

The CSR uses progression rates and considers housing growth, migration, retention, withdrawals, transfers, and births over the three previous school years and produces reliable next year projections for enrollments in Grades 1-12. However, the CSR is less reliable in predicting out-year enrollment as well as kindergarten enrollment. The CSR

aligns students enrolled in Barrows and Joshua Eaton are assigned to Parker Middle School and students enrolled in Birch, and Wood End are assigned to Coolidge Middle Schools. Students enrolled in Killam elementary schools are typically allocated to both middle schools using a ratio of 66% Parker and 33% Coolidge for projection purposes. These ratios were adjusted slightly for FY24 upon a closer look at fifth grade students enrolled at Killam, their sibling group and the neighborhood districts where they reside.

**Elementary Enrollment Projections:**

Kindergarten enrollment forecasts are less reliable and are affected by several factors including postponed kindergarten enrollment, attendance at private full-day kindergarten programs, adoption, and housing turnover. There are several sources of data used as the basis for predicting kindergarten enrollment including census data from the Town Clerk, birth data from five years before kindergarten enrollment, and self-reported data from parents and local preschools. For FY24 projections, Reading has used a three-year average of the birth-to-kindergarten ratio. This method relies on census data from these sources, adjusted for postponements and retentions. Kindergarten enrollment projections are further refined during the year based on self-reported data from parents and local preschools. The district’s Special Education Department collects information from local preschools and parents of age-eligible children for kindergarten enrollment. Final kindergarten projections are made once kindergarten registration begins in the spring. The Town’s census data identified 284 students who fall within the age requirements for entry into kindergarten compared to the kindergarten projection of 276 students. Not all students who reside in Reading and who are of age will be enrolled in Reading Public Schools. Some families may choose private or parochial programs, homeschool, or postpone entry. Other families with kindergarten age children may move to Reading. Last year kindergarten enrollment equaled the number of kindergarten-aged students reported in the Census data. Given our experience, kindergarten projections may be slightly low.

Enrollment projections have been used to develop the next year’s budgets for staffing, learning spaces and non-personnel supplies and services. Staffing levels at all grade levels are predicated upon the number and demographics of students expected to be enrolled at the start of the school year. Using the progression rates calculated above and making anticipated changes, elementary school class sizes have been projected for FY24 and are outlined below in comparison with FY23 actual enrollment and class sizes. At Wood End, three third grade sections in FY23 have been consolidated into two sections in FY24, guided by the class size thresholds. It is important to note that three Teaching Fellows remain in the budget to support elementary school class sizes:



Reading Public Schools October 1, 2022 Enrollment  
Elementary Class Size Actuals 2022-2023  
Projected 2023-2024

Actual Class Size, 2022-2023								Projected Class Size, 2023-2024							
<b>Barrows</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>Barrows</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
FDK	17	19	18	20	21	24		FDK	19	19	19	18	20	20	
FDK	18	19	18	20	21	22		FDK	19	19	20	18	21	21	
FDK	18	20	19	21	20	21		FDK	20	20	20	19	21	21	
<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>18</b>	<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>18</b>
<b>Total</b>	<b>53</b>	<b>58</b>	<b>55</b>	<b>61</b>	<b>62</b>	<b>67</b>	<b>356</b>	<b>Total</b>	<b>58</b>	<b>58</b>	<b>59</b>	<b>55</b>	<b>62</b>	<b>62</b>	<b>354</b>
<b>Birch Meadow</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>Birch Meadow</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
FDK	19	18	17	19	18	19		FDK	20	21	18	17	19	19	
FDK	20	18	17	19	20	20		FDK	20	21	18	17	19	20	
FDK	19	19	18	20	20	18		FDK	21	22	18	18	19	18	
			20										20		
<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>19</b>	<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>19</b>
<b>Total</b>	<b>58</b>	<b>55</b>	<b>52</b>	<b>78</b>	<b>58</b>	<b>57</b>	<b>358</b>	<b>Total</b>	<b>61</b>	<b>64</b>	<b>54</b>	<b>52</b>	<b>77</b>	<b>57</b>	<b>365</b>
<b>Joshua Eaton</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>Joshua Eaton</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
HDK								HDK							
FDK	20	21	20	23	24	21		FDK	21	21	21	20	25	24	
FDK	21	21	20	23	24	21		FDK	21	21	21	20	24	25	
FDK	21	20	20	24	24	22		FDK	21	20	21	20	23	23	
<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>18</b>	<b># Sections</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>18</b>
<b>Total</b>	<b>62</b>	<b>62</b>	<b>60</b>	<b>70</b>	<b>72</b>	<b>64</b>	<b>390</b>	<b>Total</b>	<b>63</b>	<b>62</b>	<b>63</b>	<b>60</b>	<b>76</b>	<b>72</b>	<b>396</b>
<b>Killam</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>Killam</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
HDK	11	19	18	19	24	21		HDK	11	20	19	18	18	23	
FDK	17	19	18	19	24	22		FDK	18	21	19	19	19	24	
FDK	17	19	18	19	23	21		FDK	18	21	19	19	19	24	
FDK	17	20		20				FDK	19		19		19		
<b># Sections</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>21</b>	<b># Sections</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>21</b>
<b>Total</b>	<b>62</b>	<b>77</b>	<b>54</b>	<b>77</b>	<b>71</b>	<b>64</b>	<b>405</b>	<b>Total</b>	<b>66</b>	<b>62</b>	<b>76</b>	<b>56</b>	<b>75</b>	<b>71</b>	<b>406</b>
<b>Wood End</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>Wood End</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
FDK	17	22	14	17	24	20		FDK	14	18	22	15	23	23	
FDK	17	22	16	16	24	21		FDK	14	19	23	15	24	24	
FDK				16				FDK							
<b># Sections</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b># Sections</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>12</b>
<b>Total</b>	<b>34</b>	<b>44</b>	<b>30</b>	<b>49</b>	<b>48</b>	<b>41</b>	<b>246</b>	<b>Total</b>	<b>28</b>	<b>37</b>	<b>45</b>	<b>30</b>	<b>47</b>	<b>47</b>	<b>234</b>
<b>TOTAL</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>	<b>TOTAL</b>	<b>Grade K</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Total</b>
<b>Total Sections</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>17</b>	<b>14</b>	<b>14</b>	<b>89</b>	<b>Total Sections</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>14</b>	<b>16</b>	<b>14</b>	<b>88</b>
<b>Total Student</b>	<b>269</b>	<b>296</b>	<b>251</b>	<b>335</b>	<b>311</b>	<b>293</b>	<b>1755</b>	<b>Total Students</b>	<b>276</b>	<b>283</b>	<b>297</b>	<b>253</b>	<b>337</b>	<b>309</b>	<b>1755</b>

The Reading Public Schools provides special education services to eligible students aged three to twenty-two years deemed eligible through the special education team evaluation process. Eligibility is based on a determination that the student has a qualified disability that will limit the student’s ability to achieve effective progress in the general education program without specialized instruction. Instructional or other accommodations are outlined in the student’s Individual Education Program (IEP). The table below shows historical data regarding the number of students with IEPs based on October 1 enrollment data:



**Student Enrollment – Students with Individual Education Plans:**

School Year	Total Enrollment	# of Students on IEP	% of Students on IEPs	# of Students Out of District
2013-14	4,432	767	17.31%	50
2014-15	4,407	809	18.36%	61
2015-16	4,394	791	18.00%	64
2016-17	4,377	727	16.61%	53
2017-18	4,275	724	16.94%	69
2018-19	4,270	752	17.61%	62
2019-20	4,202	727	17.30%	51
2020-21	4,000	711	17.78%	49
2021-22	3,846	682	17.73%	54
2022-23	3,851	661	17.16%	52

The Commonwealth mandates that special services required for students are defined on individual education plans. Eligibility for special education services is based on a determination that the student has a qualified disability that requires specialized instruction to achieve effective progress in the general education programs. Instructional or other accommodations are defined in the students’ Individual Education Plan. The number of students on IEPs can vary significantly from year to year. The table above illustrates the ebb and flow of the number of students who received special education service in and out of the district, from preschool to 22 years of age during the last ten years. From the academic year 2014 to 2023, total enrollment declined by (13%), the number of students on IEPs declined by (14%) and the number of out of district placements declined by (4%). The number of students on IEPs in the current academic year declined by (21) students, or (3%) over the last school year, and the number of students receiving services in out of district placements decreased by (2) students in the last year. Illustrated in the table above, the reader will note an increase in Out of District placements between FY21 and FY22, which was driven by a significant increase in social emotional and behavioral needs that intensified during Covid closure. However, during the prior year, between FY19 and FY20, the district experienced a decrease of (9) students enrolled in placements. A similar decrease in out of district enrollment will take place between FY23 and FY24. We expected a decrease of (9) students to withdraw from placements for several reasons which includes leaving the Reading Public School district, graduating from and aging out of placements, changing placements, or returning to the district. The district has budgeted for seven additional students pending evaluation of progress and student needs.

**October 1, 2022, Student Enrollment – Multi-language Learners:**

<b>Multi-Language Learner Enrollment</b>										
Grade	RISE	Barrows	Birch Meadow	Joshua Eaton	Killam	Wood End	Coolidge	Parker	RMHS	Total
Preschool	2									2
K			2	1	4	1				8
1		1		3	3	1				8
2				1	1					2
3			2	2	5					9
4		1		1	1					3
5		2		1	2	1				6
6							1	2		3
7								2		2
8								2		2
9									3	3
10									4	4
11									2	2
12										
<b>Total</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>16</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>9</b>	<b>54</b>

**October 1, 2022, Student Enrollment – Boston Resident Students**

<b>Boston Resident Enrollment</b>										
Grade	RISE	Barrows	Birch Meadow	Joshua Eaton	Killam	Wood End	Coolidge	Parker	HS	Total
PK										
K					1					1
1						1				1
2			2	1	1	1				5
3		1	3	1	2	3				10
4		1	2	6	1	1				11
5		2	4		1	2				9
6							2	7		9
7							4	5		9
8							4	11		15
9									14	14
10									7	7
11									8	8
12									2	2
<b>Total</b>		<b>4</b>	<b>11</b>	<b>8</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>23</b>	<b>31</b>	<b>101</b>

## Staff FTEs

Provided in the section that follows are the annual district and school staffing reports, referred to as EPIMS. These staffing data are required to be collected, verified, and reported to the Department of Elementary and Secondary Education annually in October, which corresponds to the October 1 enrollment report. The EPIMS report is a comprehensive staff report by FTE of all positions in the Reading Public Schools except for service, operations, and maintenance staff.

The EPIMS reports for FY22 and FY23 follow on the pages below. The first table reflects District Administration. The subsequent tables provide total instructional staff FTEs by category of position:

### EPIMS Instructional Staffing FTEs:



EPIMS Full Time Equivalent (FTE) by Job Classification for OCT 2022 (FY2023)

District: 02460000 - Reading  
School: 00000000 - District Total

	Administrators	Current FTE	Previous Period's FTE	# Change	% Change
1200	Superintendent of Schools/Charter School Leader/ Collaborative Director	1.00	1.00	0.00	0.00
1201	Assistant/Associate/ Vice Superintendents	2.00	2.00	0.00	0.00
1202	School Business Official	1.00	1.00	0.00	0.00
1205	Other District Wide Administrators	1.00	1.00	0.00	0.00
1208	Human Resources Director	1.00	1.00	0.00	0.00
1210	Supervisor/Director of Guidance	0.40	0.40	0.00	0.00
1211	Supervisor/Director of Pupil Personnel	0.00	0.00	0.00	0.00
1212	Special Education Administrator	1.00	1.00	0.00	0.00
1213	Supervisor/Director/Coordinator: Arts	0.40	0.40	0.00	0.00
1214	Supervisor/Director/Coordinator of Assessment	0.00	0.00	0.00	0.00
1215	Supervisor/Director/Coordinator of Curriculum	2.00	1.00	1.00	100.00
1216	Supervisor/Director/Coordinator: English Language Learner	0.70	0.30	0.40	133.30
1217	Supervisor/Director/Coordinator: English	0.40	0.40	0.00	0.00
1218	Supervisor/Director/Coordinator: Foreign Language	0.40	0.40	0.00	0.00
1219	Supervisor/Director/Coordinator: History/Social Studies	0.40	0.40	0.00	0.00
1220	Supervisor/Director/Coordinator: Library/Media	0.00	0.00	0.00	0.00
1221	Supervisor/Director/Coordinator: Mathematics	0.40	0.40	0.00	0.00
1222	Supervisor/Director/Coordinator: Reading	0.00	0.00	0.00	0.00
1223	Supervisor/Director/Coordinator: Science	0.80	0.80	0.00	0.00
1224	Supervisor/Director/Coordinator: Technology	0.00	0.00	0.00	0.00
1225	Supervisor/Director/Coordinator of Professional Development	0.00	0.00	0.00	0.00
1226	School Nurse Leader	0.20	0.20	0.00	0.00
1305	Principal/Headmaster/Headmistress/Head of School	9.00	8.80	0.20	2.30
1310	Deputy/Associate/Vice-/Assistance Principal	5.95	4.90	1.05	21.40
1312	School Special Education Administrator	10.10	10.70	-0.60	-5.60
1320	Other School Administrator/Coordinator	0.00	0.00	0.00	0.00
	<b>Total Administrators</b>	<b>38.15</b>	<b>36.10</b>	<b>2.05</b>	<b>5.70</b>
1209	Supervisor/Director of CVTE	0.00	0.00	0.00	0.00

**EPIMS Instructional Staffing FTEs, continued:**

Instructional Staff	Current FTE	Previous Period's FTE	# Change	% Change
2305 Teacher	237.06	232.42	4.64	2.00
2306 Co-Teachers	23.09	22.50	0.59	2.60
2307 Virtual Teacher	0.00	0.00	0.00	0.00
2308 Virtual Co Teacher	0.00	0.00	0.00	0.00
2310 Teacher -- support content instruction	59.69	61.91	-2.22	-3.60
2325 Long Term Substitute Teacher	5.00	8.00	-3.00	-37.50
2305, 2306, 2307, 2308, 2310, 2325 by Program Area: General Ed.	258.68	258.72	-0.04	0.00
2305, 2306, 2307, 2308, 2310, 2325 by Program Area: Special Ed.	63.16	64.01	-0.85	-1.30
2305, 2306, 2307, 2308, 2310, 2325 by Program Area: ELL	3.00	2.10	0.90	42.90
2305, 2306, 2307, 2308, 2310, 2325 by Program Area: CVTE	0.00	0.00	0.00	0.00
2330 Instructional Coach	0.00	0.00	0.00	0.00
<b>Total Instructional Staff</b>	<b>324.84</b>	<b>324.83</b>	<b>0.02</b>	<b>0.00</b>

Instructional Support Staff	Current FTE	Previous Period's FTE	# Change	% Change
3323 Tutor	12.22	12.36	-0.14	-1.10
3324 Educational Interpreters	0.00	0.00	0.00	0.00
3325 Diagnostic and Evaluation Staff	0.70	0.00	0.70	100.00
3326 Recreation and Therapeutic Recreation Specialists	0.00	0.00	0.00	0.00
3327 Rehabilitation Counselor	0.00	0.00	0.00	0.00
3328 Work Study Coordinator	0.00	0.00	0.00	0.00
3329 Guidance Counselor	6.60	6.60	0.00	0.00
3330 Librarians and Media Center Directors	7.80	7.75	0.05	0.60
3331 School Resource Officer	0.00	0.00	0.00	0.00
3332 Family Engagement Coordinator	0.00	0.00	0.00	0.00
3340 Junior ROTC Instructor	0.00	0.00	0.00	0.00
<b>Total Instructional Support Staff</b>	<b>27.32</b>	<b>26.71</b>	<b>0.61</b>	<b>2.30</b>

Instructional Support and Special Education Shared Staff	Current FTE	Previous Period's FTE	# Change	% Change
3350 School Adjustment Counselor -- Non-Special Education	8.90	3.90	5.00	128.20
3351 School Adjustment Counselor -- Special Education	-	-	-	-
3360 School Psychologist -- Non-Special Education	11.60	10.00	1.60	16.00
3361 School Psychologist -- Special Education	1.00	1.00	-	-
3370 School Social Worker -- Non-Special Education	-	-	-	-
3371 School Social Worker -- Special Education	5.00	3.00	2.00	66.70
<b>Total Instructional Support and Non-Special Education Staff</b>	<b>20.50</b>	<b>13.90</b>	<b>6.60</b>	<b>47.50</b>
<b>Total Instructional Support and Special Education Staff</b>	<b>6.00</b>	<b>4.00</b>	<b>2.00</b>	<b>50.00</b>
<b>Total Instructional Support and Special and Non-Special Education Shared Staff</b>	<b>26.50</b>	<b>17.90</b>	<b>8.60</b>	<b>48.00</b>

Paraprofessional	Current FTE	Previous Period's FTE	# Change	% Change
401 Title I	1.11	0.85	0.26	30.60
402 English Language Learner (ELL)	0.00	0.00	0.00	0.00
403 Career and Vocational Technical Education (CVTE)	0.00	0.00	0.00	0.00
404 Special Education	85.19	84.99	0.20	0.20
405 Other	21.00	21.81	-0.81	-3.70
<b>Number of instructional paraprofessionals who work in targeted assistance or</b>	<b>26.97</b>	<b>19.44</b>	<b>7.53</b>	<b>38.70</b>
406 Non-Instructional	4.56	4.99	-0.43	-8.60
<b>Total Paraprofessional Staff</b>	<b>111.86</b>	<b>112.64</b>	<b>-0.78</b>	<b>-0.70</b>

Special Education Related Staff	Current FTE	Previous Period's FTE	# Change	% Change
3411 Audiologist	-	-	-	-
3421 Occupational Therapist	3.50	3.50	-	-
3431 Physical Therapist	1.60	1.60	-	-
3441 Orientation and Mobility Instructor (Peripatologist)	-	-	-	-
3451 Speech Pathologist	10.40	10.40	-	-
3461 Other Related Special Education Staff	2.86	3.86	(1.00)	(25.90)
<b>Total Special Education Related Staff</b>	<b>18.36</b>	<b>19.36</b>	<b>(1.00)</b>	<b>(5.20)</b>

**EPIMS Instructional Staffing FTEs, continued:**

Medical / Health Services	Current FTE	Previous Period's FTE	# Change	% Change
5010 Physician	0.00	0.00	0.00	0.00
5015 Psychiatrist	0.00	0.00	0.00	0.00
5020 School Nurse – Non-Special Education	9.80	9.80	0.00	0.00
5021 School Nurse – Special Education	0.00	0.00	0.00	0.00
<b>Totals Medical / Health Services</b>	<b>9.80</b>	<b>9.80</b>	<b>0.00</b>	<b>0.00</b>

Office / Clerical / Administrative Support	Current FTE	Previous Period's FTE	# Change	% Change
6100 Administrative Aides	7.00	6.00	1.00	16.70
6110 Administrative Clerks and Secretaries	10.50	10.50	0.00	0.00
6120 Special Education Administrative Aides	0.00	0.00	0.00	0.00
6130 Special Education Administrative Clerks and Secretaries	1.00	1.00	0.00	0.00
6140 Information Services & Technical Support	10.40	10.40	0.00	0.00
6150 Other Administrative Support Personnel	1.00	0.00	1.00	100.00
<b>Totals Office / Clerical / Administrative Support</b>	<b>29.90</b>	<b>27.90</b>	<b>2.00</b>	<b>7.20</b>

District FTES associated with categories of staff not reflected in the RIMS Report are outlined in the table below:

Central Administration, District Wide, and Facilities FTEs	FY20 FTE	FY21 FTE	FY22 FTE	Budget FY23 FTE	Recommended FY24 FTE
<b>Central Office</b>	<b>11.90</b>	<b>11.90</b>	<b>13.40</b>	<b>14.00</b>	<b>14.00</b>
Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Superintendents	2.00	2.00	2.00	2.00	2.00
Special Education Director	0.50	0.50	1.00	1.00	1.00
Director Finance and Operations	1.00	1.00	1.00	1.00	1.00
Human Resources Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistants	3.00	3.00	3.00	3.00	3.00
Human Resources/Payroll Specialists	1.00	1.00	2.00	2.00	2.00
Business Analyst	1.00	1.00	1.00	1.00	1.00
Accounts Payable/Receivable Specialist	1.00	1.00	1.00	1.00	1.00
Data Specialist	0.40	0.40	0.40	1.00	1.00
<b>Athletics</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
Assistant Principals	0.50	0.50	0.50	0.50	0.50
Secretary	1.00	1.00	1.00	1.00	1.00
<b>Extracurricular</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
Assistant Principals	0.50	0.50	0.50	0.50	0.50
<b>District Technology</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>
Computer Technician	5.50	5.50	5.50	5.50	5.50
District Administrator	0.70	0.70	0.70	0.70	0.70
<b>School Facilities</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>	<b>19.50</b>
Custodian	18.50	18.50	18.50	18.50	18.50
District Administrator	1.00	1.00	1.00	1.00	1.00
<b>Grand Total</b>	<b>39.60</b>	<b>39.60</b>	<b>41.10</b>	<b>41.70</b>	<b>41.70</b>

## **APPENDIX B: District Organizational Structure**

### **Town of Reading**

The Town of Reading is in Middlesex County, Massachusetts, United States, some 10 miles (16 km) north of central Boston. Reading was incorporated on June 10, 1644, taking its name from the town of Reading in England. Reading encompasses 9.9 square miles and is located North of Boston with easy access to major routes including 125/I-95, 193 and routes 28 and 129. In addition, commuter rail and bus service are available in Reading. The Town of Reading has a Representative Town Meeting form of government. Town Meeting is composed of 24 members from each of Reading's eight precincts for a total of 192 members. Reading also has a five member Select Board and a Town Manager.

There are eight schools in the Reading Public Schools: Reading Memorial High School (grades 9-12), A.W. Coolidge Middle School (grades 6-8), W.S. Parker Middle School (grades 6-8), and five elementary schools (grades K-5): Alice Barrows, Birch Meadow, Joshua Eaton, J.W. Killam, and Wood End. Reading also has the R.I.S.E. Preschool program, an integrated preschool, with classrooms located at Reading Memorial High School as well as in two elementary schools, which typically changes from year to year depending upon availability of space.

### **District Leadership**

#### **School Committee**

The role of the School Committee is to recruit, hire, evaluate, and make employment decisions on the Superintendent; review and approve budgets for public education in the district; and establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Massachusetts Board of Education.

The Reading School Committee consists of six members elected by the voters of Reading for three-year terms. Each year, two members' terms of office expire and become open for re-election. The current membership and terms of the Reading School Committee are as follows:

Shawn Brandt, Chairperson, Term Expires 2024

Carla Nazzaro, Vice Chairperson, Term Expires 2023

Erin Gaffen, School Committee Member, Term Expires 2023

Sarah McLaughlin, School Committee Member, Term Expires 2024

Charles Robinson, School Committee Member, Term Expires 2025

Thomas Wise, School Committee Member, Term Expires 2025

Under Massachusetts General Laws, Chapter 70, the School Committee has the power to select and to terminate the Superintendent, review and approve the budget, and establish the educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the Board of Education.

## **District Administration**

The district is led by the Superintendent of Schools, the Central Office Leadership Team, District Leadership Team, and Administrative Council. The Central Office Leadership Team includes the Superintendent of Schools, Assistant Superintendent for Learning and Teaching, Assistant Superintendent for Special Education and Student Services, and Directors of Human Resources Director and Finance and Operations. The District Leadership Team includes the Central Office Leadership Team, the eight building principals, the R.I.S.E. Preschool Director, and the Assistant Director for Special Education and Department Directors (Facilities, Food Services, Network Administrator, METCO, and Health Services). The Administrative Council includes the District Leadership Team as well as all Assistant Principals, Special Education Team Chairs and Program Directors.

Primary Function roles of the Administration Cost Center are described below:

### ***Superintendent***

The Superintendent of Schools serves as the chief educational leader for the school district. This position works with the School Committee as well as with building administrators and Central Office administrators to develop the district's improvement plan, strategic goals, and objectives, to recommend a budget necessary to fund the districts and schools' strategic initiatives, and to ensure that funding is used to ensure the success of all students. The Superintendent supervises and evaluates all Central Office Administrators and Building Principals. In addition, the Superintendent co-supervises the Director of Facilities with the Town Manager.

### ***Assistant Superintendents***

The role of the Assistant Superintendent for Learning and Teaching and Assistant Superintendent of Student Services is to provide leadership to district administrators, teacher leaders, teachers, and support staff in curriculum, instruction, and assessment. The Assistant Superintendent for Learning and Teaching also supervises the Director of Adult and Community Education, the Director of METCO, K-8 Curriculum Coordinators, and the Elementary Technology Integration Specialist. The position is also responsible for coordinating the district's professional development and curriculum planning activities. The Assistant Superintendent of Special Education and Student Services supervises the Directors of Special Education, R.I.S.E. Preschool program, Health Services, and the district's Team Chairs.

### ***Human Resources Director***

The Director of Human Resources oversees the functional area responsible for the recruitment and hiring of staff; monitoring compliance with personnel laws, regulations, policies, and procedures; ensuring compliance with collective bargaining terms and conditions; managing all Federal, State, and contractual leaves and personnel accommodations and complying with federal and state reporting requirements. A key function of this department has been the oversight and monitoring of all leaves of absence as defined by Federal law and collective bargaining agreements.

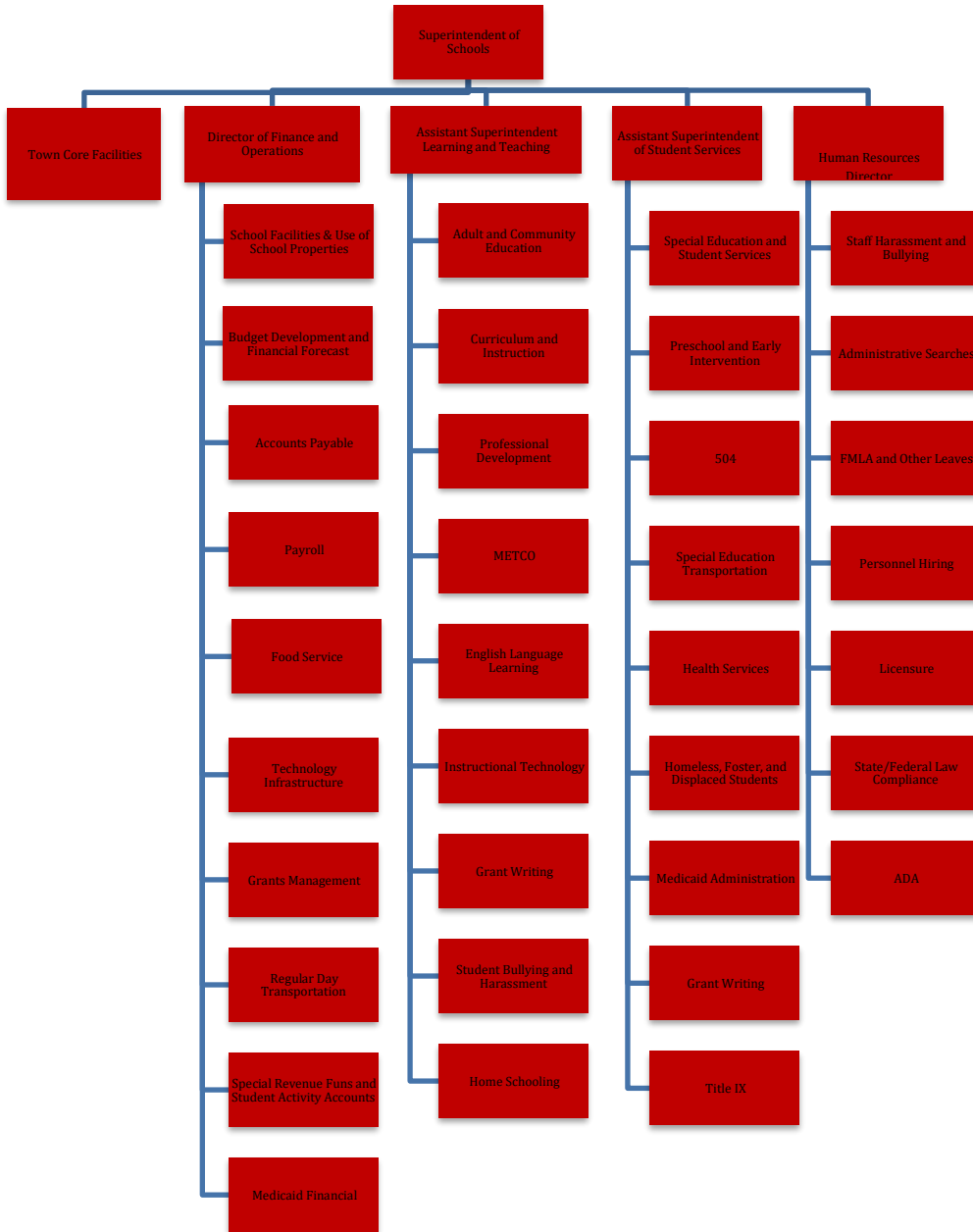
### ***Finance and Operations Director***

The Director of Finance and Operations leads the school finance and operations, including budget, financial reporting, payroll, accounts payable, accounts receivable, transportation, grants management, Medicaid reimbursement, and purchasing/procurement, collaborates closely with school facilities and oversees network technology, school

nutrition, and use of school property. The Director of Finance and Operations supervises and evaluates the School Nutrition Director and Network Manager.

### Organizational Chart for Reading Public Schools

An organizational chart of the Reading Public Schools is provided below:





## **District Partnerships**

Reading Public Schools are part of a larger community that believes in collaboration for the purpose of benefiting the children of Reading Public Schools. We are fortunate to have many important partners who enrich the lives of our students through their contributions of resources – both financial and volunteer time.

### ***Town of Reading***

The municipal government of the Town of Reading is the district's most important partner. We share in the tax revenues that represent the voters' commitment to a quality of life that values education, public service, and community engagement. We also share many resources and collaborate to efficiently manage the operations of the community.

### ***Community Connections Group***

Members of the town, school department and local recreation agencies meet once a month to determine the needs of Reading's specialized populations and work together to create systems of support. Thus far, the group has been able to increase translations for events, add specialized classes and are creating a list of supports and resources within the community.

### ***Reading Education Foundation***

The Reading Education Foundation is a volunteer organization of Reading residents working in partnership with the Superintendent of Schools and Reading Public Schools. Its mission is to support innovation and excellence within the Reading Public Schools by raising and providing private money to fund initiatives that are beyond the reach of public funds.

### ***Parent-Teacher Organizations***

Each of our schools is fortunate to have a PTO composed of parent volunteers who support teachers in each building. This support includes parent education, teacher appreciation events, mobilization of classroom and school level volunteers, and funding for technology, enrichment, and other special programs.

### ***Parent Booster Organizations***

Reading Public Schools are supported by a sizable number of parent booster organizations of parent volunteers who raise, contribute, and dispense funds for the benefit of specific extra-curricular activities including athletic teams, academic teams, and fine and performing arts.

### ***Understanding Disabilities, Inc.***

Understanding Disabilities, Inc. (UD) partners with Reading Public Schools to increase positive attitudes toward people with disabilities. Thirty years of success teaching disability awareness in the Reading Public Schools has supported the development of an innovative curriculum that supports inclusion and promotes respectful interactions, which helps children process and understand the communities in which they live and develop healthy relationships.

## **APPENDIX C: 2022-2023 School Improvement Plans**

Setting the stage for the FY24 budget development process was the work conducted by the School Principals and their school communities to develop the 2022-2023 School Improvement Plans. Overarching themes of providing equitable and rigorous learning environments are summarized in each School improvement Plan (SIP). Links for each school's SIP follows below:

### **Elementary Schools**

[Alice M. Barrows Elementary School](#)

[Birch Meadow Elementary School](#)

[Joshua Eaton Elementary School](#)

[J.W. Killam Elementary School](#)

[Wood End Elementary School](#)

### **Middle Schools**

[Coolidge Middle School](#)

[Walter S. Parker Middle School](#)

### **High School**

[Reading Memorial High School](#)



*"Books" by Rose Clark, RMHS Student enrolled in Ms. Kathleen M. Dailey's AP Photography Class*



## READING PUBLIC SCHOOLS

### The Superintendent's FY24 Recommended Budget

#### Questions & Responses

January 19, 2023

#### **FY24 Budget Review:**

1. **How are we preparing to market School Choice more and/or better for this upcoming late Spring/early Summer opt-in period?**

In the late spring, each School Committee in Massachusetts votes on whether to participate in the inter-district school choice program. If the Reading School Committee votes to participate for the 2023-2024 school year, available seats for School Choice by school building will be reflected in an announcement to staff, on social media, and posted on the RPS website in May and August.

2. **Reduced new employee physical examination requirements: What is the approximate financial impact if this ByLaw change does not get approved?**

The budget reflects a \$20,000 decrease in the Hiring/Recruiting account due to a shift of physical requirements for new employees to job-related positions only.

3. **Non-personnel reports – consisted of data by line item, descriptions, and expenditures trends. Historical spending trends and projected service and supply needs were considered: Did we account for an inflation estimate here?**

Each non-personnel line item was adjusted based on past spending trends and anticipated demand and costs, rather than applying a wholesale percentage increase across the board.

#### **FY24 Budget Investment Priorities:**

1. ***Mentoring for Year 2 New Teachers. Additional funding would allow new staff to continue to receive the support of a mentor in year two: Is this stipend funding?***

Yes, this investment is related to stipends.

2. **Eliminating Massachusetts Teachers Retirement System (MTRS) expenses. Why are we reducing MTRS contributions?**

In FY23, the District shifted licensed teaching positions from the Special Education 240 grant and replaced the positions with hourly paraprofessional positions. By doing so, a double charge of the MTRS expense was eliminated and increased the amount of funding available to spend on services by \$80,000. Effectively, by making this shift, the district removed a double MTRS allocation expense. No staff members' retirement allocation/expense has been or will be impacted at all in the process.

3. **As indicated in the program review, this position will provide direct evaluation and transition planning support for students ages 14-22. Please describe the role of the Special Education Transition Specialist.**

As indicated in the program reviews, this position will provide direct evaluation and transition planning support for students ages 14-22. This position will support teams and students to identify the skills needed to further their post schooling endeavors. As part of the IEP process for all students there must be a transition plan beginning at age 14. The transition specialist will help develop an evaluation protocol and education support to make sure all students who receive special education services are prepared for their post-secondary transition. Additionally, for students who need more specific job, leisure, and life skills this position will help support community-based learning activities.

#### **FY24 Budgets by Cost Center:**

##### **Administration**

1. **Which Revolving Fund is supporting Clerical Salaries here? Is that Extended Day? If so, why is it increasing so much?**

The Extended Day Offset of \$25,000 supports the Central Office administrative services (accounts payable, accounts receivable, human resources/payroll). School choice funding for students enrolled in RPS in the 2022-2023 school year will be received in FY24. These funds, totaling \$45,000, will be allocated to district wide services. For now, this offset resides in this Administrative Offset Account. There are 10 students enrolled in RPS via School Choice: 2 Kindergarten students and 8 grade 1-12 students. The State reimburses each district \$2,500 for each kindergarten student enrolled and \$5,000 for each student enrolled in grades 1 to 12.

2. **Why is there such a large forecasted decrease in the Hiring and Recruiting budget?**

The budget reflects a \$20,000 decrease in the Hiring/Recruiting account due to a shift of physical requirements for all new employees to only job-related positions.

3. **The Labor Counsel line item has increased. Are we allocating enough considering we are going into a collective bargaining year?**

The Legal Services account is increasing due to a 9% increase in legal fee rates.

4. **Where and how is this seen considering the massive cut in Hiring and Recruiting?**

The budget reflects a \$20,000 decrease in the Hiring/Recruiting account due to a shift of physical requirements for all new employees to only job-related positions.

**Regular Day**

1. **Why is there an increase in the Department Head stipend since that is a contracted stipend and we have a limited number of Department Heads?**

The Department Head stipend increased as a result of adding a new Special Education Department Head stipend at RMHS. Also, this account reflects an increase of the R.I.S.E. director's position to a 1.0 FTE.

2. **Is the Instructional Specialist line where we are accounting for the new Coaches?**

Yes, the budget for new Math Coaches for FY24 are reflected in the Instructional Specialist line.

3. **Why is the Psychologist cost going up so much?**

The Adjustment Counselor/METCO coordinator is assigned to this account. In addition, the FY24 Recommended Budget reflects the first of a two year process to adopt counseling positions, which also contributes to the increase in this account.

4. **Is the Revolving Fund Support here the FDK Revolving Fund?**

The FY24 Recommended Budget will absorb \$500,000 of the FDK Offset of \$1,100,000. This reduction in the Offset has been made possible through the Town's Community Priority allocation of \$150,000, a reduction to the Town Wide District Wide Utilities budget, and a reduction to the unassigned out of district residential tuition placement tuition.

The remaining \$600,000 of the FDK Offset will be absorbed into the Operating budget over two subsequent fiscal years. The balance in the FDK Revolving Fund will be used as "bridge funding" until the FDK Offset is entirely absorbed into the operating budget.

5. **What is driving the library increase?**

The current RMHS library budget is approximately \$2,500. The RMHS librarian requests an additional \$6,000 for next year. This increase would bring per pupil spending at RMHS in the library to \$5.28, which gets RMHS closer to the country's median average of \$8.28 per high school student spending in the library. The operating budget and the fund balance in the Lost Book Revolving Fund will support this request.

6. **What additional software are we getting with the increased forecast here? Or is this an automatic escalation in a contract we have signed?**

The FY24 Budget reflects an additional \$10,000 for the RMHS 9th grade Biology test renewal license.

**7. Are the Teaching Fellows included in the budget?**

Yes, the FY24 Budget reflects three Teaching Fellows from Endicott and Merrimack Colleges.

**Special Education and Student Services**

**1. Why are we seeing such an increase in Special Education Teachers?**

In FY23, the District shifted licensed teaching positions out of the Special Education 240 grant and replaced them with hourly paraprofessional positions. By doing so, a double charge of MTRS expenses was eliminated which increased the amount of funding available to spend on services by \$80,000. Effectively, by making this shift, the district removed a double expense. No staff members' retirement allocation/expense has been or will be impacted at all in the process. The shifting of these positions is reflected in the FY24 Special Education budget as an increase in the Special Education Teacher account and a decrease in the Special Education Paraprofessional account.

In addition, the FY24 Special Education Teacher budget includes a new 1.0 FTE Learning Center Special Education Teacher at Joshua Easton Elementary School and partial funding to absorb a 1.0 FTE Special Education Teacher at Coolidge Middle School previously funded through the ESSER grant.

**2. Where is the RISE Director captured?**

The 1.0 FTE R.I.S.E. Director position is charged in the budget line called "Department Heads."

**3. Is the Team Chair increase related to the ESSER funding roll-off?**

The increase in the Team Chair budget is related to the partial absorption of the Team Chair positions into the operating budget previously paid for through the ESSER grant. This line item also reflects the increase of .40 FTE in the R.I. S.E. Team Chair position.

**4. This is a large drop in paraprofessionals.**

In FY23, the District shifted licensed teaching positions out of the Special Education 240 grant and replaced them with hourly paraprofessional positions. By doing so, a double charge of MTRS expenses was eliminated which increased the amount of funding available to spend on services by \$80,000. As a result, the FY24 Special Education budget shows an increase in the Special Education Teacher account and a decrease in the Special Education Paraprofessional account.

**5. The Therapeutic Services drop is large as well. What is driving that?**

The Wakefield Public Schools POST contract had been charged to the Therapeutic Services account. The cancellation of the contract in FY24 resulted in the decrease of that budget line item.

## 6. What is driving the OOD tuition decrease?

The Special Education non-personnel budget reflects some shifting of funds to better align with anticipated spending, such as the increase to support out-of-district transportation costs which are expected to increase by \$30,934 or 3%. The out of district tuition accounts reflects a decrease which was driven by three students projected to leave their placements, one student removed from a pending placement in FY23, and a reduction of an unassigned residential tuition.

### Athletics

- 1. We are not seeing a Revolving Fund Support increase. What would the increase need to be to support additional busing for sports that require Freshman, JV, and Varsity teams to all travel together and stick around for all three teams?**

RMHS Athletic Director, Tom Zaya, shared that having the teams travel together and watch each other's games is beneficial for team building and skill building for the athletes. Challenges with adding additional buses are the additional cost for multiple buses and the need to hire adult supervision. However, Mr. Zaya is working with the teams and transportation company to explore times when additional buses could be scheduled to reduce the number of times athletes need to wait at away venues.

- 2. Why is there a 7% secretary increase?**

The FY23 budget line is understated because it does not reflect a contracted stipend. The correction was made in FY24.

### Extracurricular

- 1. Non-Personnel Other Student Activities - what is driving the increase in this line?**

This line refers to transportation and reflects an increase to meet rising student participation and an increase in the number of student outings, post Covid

### Health Services

- 1. Personnel Budget Priorities - 1.0 FTE 1 to 1 Nurse - why isn't a one-to-one nurse reflected in the Special Education Budget?**

The need for a one-to-one nurse is driven by a student's 504 Accommodation Plan, not by an Individualized Educational Plan (IEP).

### Technology

- 1. There is a need for Wi-Fi improvement at the High School at least. The lag experienced by both Parents and Teachers during the November Parent/Teacher conferences was noticeable. Anecdotally, students experience the same when they are trying to do work on their computers during the day as well.**



The Tech Team has access to analyze a reported issue up to 90 days following the event, so If there is a specific date and time in November when this specific lag was experienced, please email the information to Susan Bottan, Director of Finance and Operations at [susan.bottan@reading.k12.ma.us](mailto:susan.bottan@reading.k12.ma.us) or the Network Manager, Julian Carr at [Julian.Carr@reading.k12.ma.us](mailto:Julian.Carr@reading.k12.ma.us). The issue will be investigated and addressed. Please note that for parent/teacher conferences, most teachers are directly connected to the network (not Wi-Fi). Therefore, they would not be impacted by Wi-Fi performance. All network performance issues are referred to the Technology Department through the Help Desk Hat [Help.Desk@reading.k12.ma.us](mailto:Help.Desk@reading.k12.ma.us) so that the issue can be analyzed and resolved.

Students may experience during the day when personal devices are used. At the end of FY22 to help mitigate any potential network saturation caused by personal device use, we limited the amount of bandwidth these networks can use and typically manifests as a slow connection on any device that is **not** district owned. The limited networks are TELnet and GUEST. Students using district-issued devices, including one-to-one issued computers, are directly connected to the network not Wi-Fi, and should not be experiencing any lag. However, if students do experience a performance issue, by reporting the issue to the HELP desk the Tech Team can address the issue.

Each year the District is allocated \$100,000 of capital appropriations specifically for network upgrades to improve services. In FY22, we purchased equipment to double our current Internet capacity to 4 X 1 Gig and standardize on 2 X 10G in all schools as soon as the order for our network equipment can be fulfilled (supply chain issues) and in FY23 we are updating the Wi-Fi access points last installed in 2017/18. We expect services to improve when both projects have been completed. In FY24, the district will develop an Instructional and Administrative Technology plan which we expect will result in several recommendations for ways to increase our capacity to improve services to the district.

### **Facilities**

#### **1. When is the Cleaning Services contract coming up for renewal/renegotiation?**

The cleaning contract for RMHS and Coolidge renewed for three years beginning in FY23. The next contract period will begin on July 1,2025.

#### **2. When will the RMHS Field House Floor be replaced?**

The replacement of the RMHS Field House floor has recently been added to the Town's Capital Plan for FY27. The project is estimated to cost \$1.7 Million (of which 10% is earmarked for design services). The funding would pay for the replacement of the bleachers and the resurfacing of the court and track (with a synthetic material). The Five Year Capital noted on page 60 of the Superintendent's FY24 Recommended Budget Book will be updated to reflect this addition.

### **Offsets:**

**How many School Choice students are enrolled? Also, why aren't we forecasting any sort of increase?**

Through the School Choice Lottery, 11 students were assigned to enroll in RPS. One student withdrew leaving a total of ten students: 2 kindergarteners and 8 students in grades 1 through 12. The State will reimburse RPS this fiscal year \$5,000 for each student enrolled in grades 1 through 12 and \$2,500 for each student enrolled in Kindergarten. The total reimbursement for FY23 is \$45,000. The funding generated this year is earmarked for next year, which is why no increase has been projected for FY24. The funding being used in FY24 is the actual amount of funding that the district will receive in this fiscal year.

### **Revolving Accounts:**

**Extracurricular Activities Fees are paid by families for students to participate in afterschool band and fine and performing arts activities: How is this different from the Drama and Band line above? Are these duplicative?**

The drama and band revolving funds have been established for the sole purpose of drama and band fees and activities. The extracurricular activities at Parker and Coolidge include a broad range of afterschool activities, beyond drama and band.

**Special Education Tuition are fees paid by another public school district for students to attend special education programs in Reading. How many of these students do we have? Which programs are they enrolled in?**

There is one student from Malden Public Schools enrolled in the L.E.A.D. special education program.

**Transportation - How do we have a negative balance in this account?**

The (\$100) shortfall reflected in the Transportation account for beginning FY23 was created by a timing variance at fiscal year-end, between deposits and expense transfers. The shortfall has since been eliminated.

**How does Reading account for Circuit Breaker reimbursement? Is it part of the accommodated cost budget?**

DESE calculates the amount of Circuit Breaker Reimbursement at the beginning of each school year and allocates the funds in quarterly payments directly to the School Department during the fiscal year. The funds are wired to the Town Treasurer, who deposits the funds into the School Department's Circuit Breaker revolving account. These funds are not part of the Town's accommodated cost budget.

**Reading Public Schools  
School Committee Meeting Packet**

**January 26, 2023**



**Calendar**

Month	Date	Topic	Presenter(s)
July Social Media Coordinators - Shawn Brandt & Sarah McLaughlin			
July	7/7/2022		
	7/14/2022	Finalize Committee & Liaison Assignments Appointment of Superintendent to Collaborative Boards - SEEM Collaborative - Northshore Education Consortium Educational Leadership Partnership w/ Salem State Superintendent Review Timeline Discussion (A)	School Committee School Committee Superintendent Superintendent & School Committee
	7/21/2022		
	7/28/2022		
August Social Media Coordinators - Tom Wise & Chuck Robinson			
August	8/4/2022	Strategic Offsite	Administration & School Committee
	8/11/2022	MSBA Deliverables - Educational Profile and Enrollment Forecast Capital Plan Update DESE District Review Discussion on Policy CHCA - Handbook Terminology / Consistency	Administration Administration Superintendent Superintendent & School Committee
	8/18/2022	No Meeting Planned	
	8/25/2022	No Meeting Planned	
	8/29/2022	Beginning of School / Summer Update Review and Approve RMHS Handbook (A) Public Hearing: Killam Discussion Draft Town Meeting Warrant Article for Killam Review & Discussion	Administration RMHS Administration School Committee & Permanent Building Committee School Committee & Permanent Building Committee
September Social Media Coordinators - Erin Gaffen & Carla Nazzaro			
September	9/1/2022	No Meeting Planned	
	9/5/2022	Labor Day	
	9/8/2022	Public Hearing: Killam Discussion	School Committee & Killam School Building Committee
	9/14/2022	Elementary Open House	
	9/15/2022	Extended Day Staff Compensation Update Killam Feasibility Study Warrant Article Discussion and Vote (A) Killam Warrant Article Intro Discussion and Vote (A) 2022-2023 District Strategic Plan Discussion and Vote (A) District Handbook Review and Vote (A)	Administration School Committee School Committee Administration Administration
	9/21/2022	School Committee posted to attend Financial Forum	Finance Committee
	9/22/2022	Middle School Open House	
	9/27/2022	Last Day to Close November Town Meeting Warrant	
	9/28/2022	High School Open House	
	9/29/2022	No Meeting Planned	
October Social Media Coordinators - Sarah McLaughlin & Shawn Brandt			
October	10/6/2022	Recognition of National Merit recipients Introduction of RMHS Student Advisory Committee Entry Updates Review and Approve RMHS Handbook Assign Voting Delegate(s) for MASS / MASC Joint Conference 2022 MCAS Results Overview and Discussion District Improvement Plan Review October Enrollment Update Town / School Agreement related to End of Year Report, vote on revisions FY22 EOY Financial Summary and budget transfers	Administration Administration Principals Gallegos, Rubino, Schwartz; RISE Director Dr. King Administration School Committee Administration Administration Administration Administration Administration
	10/10/2022	Columbus Day	
	10/13/2022	No Meeting Planned	
	10/20/2022	Personnel Update Review and Approve District Improvement Plan Updates (A) Introduce and Discuss Draft Superintendent Goals Student Advisory Committee Approach Discussion and Liaison Assignment Special Education Program Reviews Assign Liaison to Symonds Way Exploratory Committee	Administration Administration Administration School Committee Administration School Committee
	10/26/2022	School Committee Posted to Attend Financial Forum	Finance Committee
	10/27/2022	No Meeting Planned	
November Social Media Coordinators - Tom Wise & Chuck Robinson			
November	11/3/2022	(Placeholder) School Committee Meeting	Administration & School Committee
	11/7/2022	No Meeting Planned	
	11/10/2022	Veteran's Day	
	11/14/2022	Town Meeting	
	11/17/2022	Town Meeting	
	11/21/2022	Town Meeting	
	11/24/2022	Thanksgiving	
11/28/2022	Town Meeting		
December Social Media Coordinators - Erin Gaffen & Carla Nazzaro			

	12/1/2022	(Placeholder) School Committee Meeting	Administration & School Committee
	12/8/2022		
December	12/15/2022	(Placeholder) School Committee Meeting	Administration & School Committee
	12/22/2022		
	12/26/2022	Winter Recess	
	12/29/2022	Winter Recess	
	January Social Media Coordinators - Sarah McLaughlin & Shawn Brandt		
	1/5/2023	(Placeholder) FY24 Budget Night 1	Administration & School Committee
	1/9/2023	(Placeholder) FY24 Budget Night 2	Administration & School Committee
	1/12/2023		
January	1/16/2023	Martin Luther King Jr. Day	
	1/19/2023	(Placeholder) Public Hearing: FY24 Budget	Administration & School Committee
	1/23/2023		
	1/26/2023	(Placeholder) FY24 Budget Final Vote	Administration & School Committee
	1/30/2023		
	February Social Media Coordinators - Tom Wise & Chuck Robinson		
	2/2/2023		
	2/6/2023		
	2/9/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	2/13/2023		
February	2/16/2023		
	2/20/2023	President's Day / February Recess	
	2/23/2023	February Recess	
	2/27/2023		
	March Social Media Coordinators - Sarah McLaughlin & Shawn Brandt		
	3/1/2023	(Placeholder) School Committee Budget Presentation to Finance Committee	Superintendent, Director of Finance, & School Committee
	3/2/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	3/6/2023		
	3/9/2023		
March	3/13/2023		
	3/16/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	3/20/2023		
	3/23/2023		
	3/27/2023		
Month	Date	Topic	Presenter(s)
	3/30/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	April Social Media Coordinators - Tom Wise & Chuck Robinson		
	4/3/2023		
	4/6/2023		
	4/10/2023		
April	4/13/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	4/17/2023	Patriot's Day / April Recess	
	4/20/2023	April Recess	
	4/24/2023	Town Meeting	
	4/27/2023	Town Meeting	
	May Social Media Coordinators - TBD		
	5/1/2023	Town Meeting	
	5/4/2023	Town Meeting	
	5/8/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	5/11/2023	Elementary Open House	
May	5/15/2023		
	5/18/2023	Middle School Open House	
	5/22/2023		
	5/25/2023	(Placeholder) School Committee Meeting	Administration & School Committee
	5/29/2023	Memorial Day	
	June Social Media Coordinators - TBD		
	6/1/2023		
	6/2/2023	RMHS Graduation	
	6/5/2023		

6/8/2023	(Placeholder) School Committee Meeting	Administration & School Committee
6/12/2023		
6/15/2023		

June

6/19/2023		Juneteenth
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6/22/2023	(Placeholder) School Committee Meeting	Administration & School Committee
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6/26/2023

6/29/2023

July Social Media Coordinators - TBD		
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