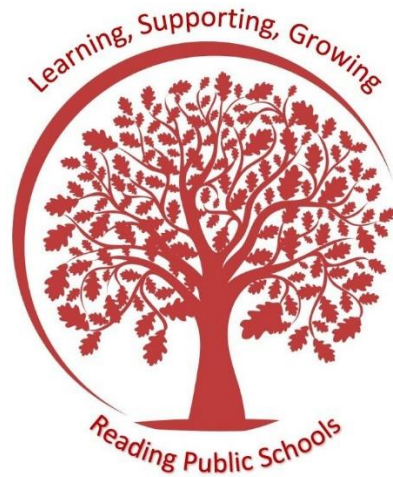


**Reading Public Schools
School Committee Meeting Packet**

March 16, 2023



Open Session 7:00 p.m.

RMHS Schettini Library



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2023-03-16

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda: Revised

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 (03-02-2023) 2. AP Warrant Report S2337A 3. AP Warrant Report S2316 4. Payroll Warrants 2309-2318 5. Food Services Grant 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.	C.	Personnel 1. Q3 Personnel Update
8:00 p.m.	E.	New Business 1. Review and Approve FY23-24 School Calendar 2. R.I.S.E Director Search Process 3. Discussion of School Committee Engagement in District Strategic Plan 4. FY23 Q2 Financial Report and Review / Vote on Budget Transfers (A) 5. Review and Approve Updates to Policy GBA – Equal Opportunity Employment

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



Town of Reading Meeting Posting with Agenda

	<ol style="list-style-type: none"> 6. Review and Approve Updates to Policy DA – Fiscal Management Goals 7. Review and Approve Updates to Policy DB – Annual Budget 8. Review and Approve Updates to Policy DBC – Budget Deadline and Schedules 9. Review and Approve Updates to Policy DBD – Budget Planning 10. Review and Approve Updates to Policy DBG – Budget Adoption Procedures 11. Review and Approve Updates to Policy DBJ – Budget Transfer Authority 12. Review and Approve Updates to Policy DD – Grants, Proposals and Special Reports
9:30 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**

March 16, 2023



Consent Agenda



Town of Reading Meeting Minutes

School Committee

Date: 03-02-2023

Time: 7:00 PM

Building: Reading Memorial High School

Location: Library

Address: 62 Oakland Road, Reading, MA

Members Present: - Shawn Brandt, Sarah McLaughlin, Carla Nazzaro, Charles Robinson, and Tom Wise.

Others Present: Superintendent Dr. Tom Milaschewski

Minutes Respectfully submitted by: Denise P. Santoro on behalf of the chairperson.

- A. Call to Order Mr. Brandt called meeting to order at 7pm and reviewed the agenda for the evening.
- B. Public Comment- No public comment.

Consent Agenda

1. Minutes (01-26-2023)
2. Minutes (02-16-2023)
3. SNL Athletic Donation for Equipment
4. RMHS Girls Basketball Jersey Donation
5. M. Boyle Weight Equipment Donation
6. Ski Club Ragged Mountain Field Trip

Ms. Nazzaro motioned to approve the consent agenda, seconded by Mr. Robinson, roll call vote, passed 5-0.

Reports

1. Student-No Report.
2. Assistant Superintendent of Student Services-No Report
3. Assistant Superintendent of Learning & Teaching-No Report
4. Director of Finance and Operations- No Report
5. Superintendent-
 - Dr. Milaschewski reviewed Killam Building project status.

- Congratulations to RMHS student, Abigail LeBovidge is a National Merit finalist. She is one of 8, 000 finalists nationwide out of over one million students who took the PSATs.

6. Liaison/Sub-Committee

- Ms. McLaughlin- Update on RCTV meeting regarding funding.
- Mr. Robinson- No report
- Mr. Wise- Policy Sub Committee- Reviewed updates on different policies from two meetings. Formal notice was given that these will be reviewed by school committee in the future.
Mr. Wise reviewed the updates of the meeting that Dr. Milaschewski and Susan Bottan gave final presentation of school budget to Finance Committee.
- Ms. Nazzaro- Bylaw Committee and MSBA Board meeting updates.

E. New Business

1. School Resource Officer Annual Update

- School Resource Officers Brian Lewis and Matthew Vatcher delivered presentation, along with Cooper and Rusty RPS Comfort dogs. Lt. Richard Abate was also present.
- A thank you from Dr. Milaschewski and the committee to both officers for their support to and partnership they have with Reading Public Schools.

G. Executive Session

Ms. Nazzaro motioned to approve the enter executive session to conduct strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body (all collective bargaining units) seconded by Mr. Wise, roll call vote, passed 5-0.

Mr. Brandt adjourned public meetings at 7:30 pm to enter into executive session.

Mr. Brandt called the regular session of the school committee back to order at 8:26 pm.

E. New Business

2. SY23-24 Kindergarten Enrollment Update- Dr. Milaschewski Enrollment updates and projections are provided in the packet.
3. Discussion and Potential Vote to Form Subcommittee to Evaluate School Committee Counsel (A)- Mr. Brandt reviewed history and facilitated discussion.

Ms. Nazzaro motioned to form a subcommittee to develop a recommendation for Special Education counsel, seconded by Mr. Wise, roll call vote, passed 5-0

- Ms. McLaughlin and Mr. Wise volunteered to be on the subcommittee. Mr. Brandt appointed Mr. Wise as Chairperson of this subcommittee.

Mr. Robinson motioned adjourn the meeting, seconded by Ms. McLaughlin, roll call vote, passed 5-0

8:42 pm Meeting Adjourned

YouTube Link: <https://www.youtube.com/watch?v=w50BIS2W6pY>

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

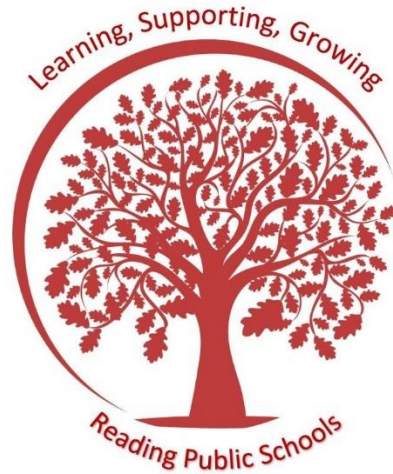
TO: Reading School Committee
FROM: Susan Bottan, Director of Finance and Operations
DATE: March 16, 2023
RE: Vote to Accept Grant Awarded by New England Dairy and Food Council

Please vote to accept the grant award of \$7,500 from the New England Dairy and Food Council for the purchase of blenders at RMHS, Coolidge and Parker Middle Schools, and Killam Elementary School. The Food Services Program will match the grant by purchasing blenders for the remaining four elementary schools to ensure that healthy breakfast and lunch smoothies can be available to and enjoyed by all Reading Public Schools students.

Thank you.

**Reading Public Schools
School Committee Meeting Packet**

March 16, 2023



Personnel

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: Michelle Roach, Human Resources Director
Date: March 14, 2023
Re: Human Resources Quarterly Update

During the School Committee meeting on March 16th, we will review the Human Resources Quarterly Update presentation.



Human resources Update

Michelle Roach

Director of Human Resources

Hiring

Current Leadership Searches

Elementary Assistant Principals (5)

RISE Director

Open Positions

Food Services: 2

Paraeducators: 12

Teachers: 2



Leaves and Terminations

Anticipated June 30th Departures (13)

Teacher Retirements: 10

Staff Resignations: 3

Leave of Absences (58)

Current: 16

Completed: 30

Anticipated: 12



Substitute Fill Rate Comparison

Month	Average Daily Absences SY22	Average Daily Subs SY22	Average Fill Rate (%) SY22	Average Daily Absences SY23	Average Daily Subs SY23	Average Fill Rate (%) SY23
October	36	7	26.1%	50	16	43.3%
November	42	12	37.7%	43	14	43.0%
December	49	16	39.9%	63	22	47.9%
January	57	17	36.3%	48	26	71.7%
February	34	14	53.3%	49	16	45.3%
March	38	15	49.7%	46	18	51.9%

High Volume Substitute Pay

The District is piloting an adjustment to the daily substitute rate for high volume days. These are days we have identified as requiring higher than average substitute needs due to events that significantly impact staffing (i.e. District-wide professional development).

	Average Daily Absences	Average Daily Substitutes	Average Fill Rate (%)
Non-High Volume Day (\$100/day)	48	18	50%
High Volume Substitute Day (\$125/day)	65	29	62%

Additional Updates

RMHS Interns

25 Education interns processed and ready to start

Meet with STEM interns next week after matched with placements

ARPA

Coordinated disbursement of approximately \$609k in ARPA funding to staff members who worked from March 2020 through June 2021

Recruitment Outreach

Massachusetts Partnership for Diversity in Education

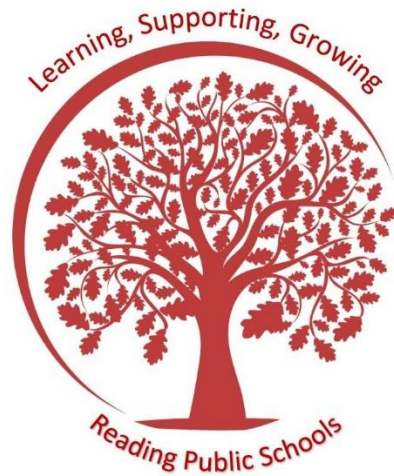
- Building Bridges: Creating Cultures of Belonging: February 16, 2023
- Recruitment Fair: March 18, 2023
- MTEL Reimbursement

Massachusetts Educational Recruiting Consortium Career Fair: April 20, 2023



**Reading Public Schools
School Committee Meeting Packet**

March 16, 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: Sarah Hardy, Assistant Superintendent of Teaching and Learning
DATE: March 16, 2023
RE: FY23-24 School Calendar

To follow is the proposed draft of the district-wide academic calendar for the 2023-24 school year. In preparing this draft, the central office leadership team reviewed the calendar for 2022-23 to determine which dates should be brought forward in the same timeframe and which dates needed reconsideration. The changes were reviewed with building leaders and RTA leadership, and their feedback was incorporated into the draft. Below are the changes in the 2023/24 calendar and the rationale for the changes.

Kindergarten Delayed Start

The district-wide calendar for 23/24 shifts the start day for kindergarten students to the Tuesday after Labor Day. Here is the rationale:

- Allows schools to use the first two days of school to provide an appropriate orientation for families and students
- Provides a soft transition into school, while building a thoughtful start that fosters the sense of belonging for learners new to our schools
- Will allow us to partner our early childhood grades of preschool and K in consistent practices
- Removes discrepancies for kindergarten staff during the first 2 staff-only days during which they had historically been hosting families unlike their grade 1-12 peers.

Name Change of Fall “Open Houses” to “Back to School Nights”

- The 22/23 district calendar lists an “Open House” in the fall for all levels and again in the spring for elementary and middle schools. While labeled with the same name, the two events have different goals and formats.
- We’ve changed the name of this fall event on the calendar to be “Back to School Night” to reflect that it is a different event from the spring “Open House”.

Elementary Conferences Shifted to December

The district-wide calendar for 23/24 shifts elementary conferences from November to December. Here is the rationale:

- Report cards are sent home to families the week of conferences. Elementary grading is a trimester whereas middle and secondary is quarterly, this move to December splits the grading terms more evenly for elementary report cards
- This shift gives teachers more time to get to know their students before completing the report card and conferencing with families
- Holding elementary and high school conferences on different dates decreases any conflicts of schedules families might experience if they have students at both levels
- The schedule in November is significantly interrupted for all levels due to holidays, but especially for elementary with the early release Fridays. Moving conferences to December decreases that impact, and will provide for 1 “full” week of school in November for elementary students

Adjusted Times on District-Wide Early Dismissal Days

Thanksgiving, Dec. 22nd and Last Day of School will now have staggered release time. This is due to bussing, traffic flow, and equitable ½ day time on learning. The new times are:

- Middle School: 10:45am
- RISE & Elementary: 11:00am
- High School: 11:15am

Moving March Teacher In-Service Day to a Monday

This shift away from a Friday is to avoid the loss of professional development time for elementary staff.

Reading Public Schools | 2023-2024 CALENDAR

AUGUST '23

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 21-25 New Staff Induction
- 28-29 Staff In-Service
- 30 First day of School (1-12)
- 30-31 Pre-K & K Orientation

Teacher Days: 4 Student Days: 2

JANUARY '24

S	M	T	W	Th	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 New Year's Day: No School
- 02 School Resumes
- 12 MS & HS Early Dismissal
- 15 M.L. King Day: No School

Teacher Days: 21 Student Days: 21

SEPTEMBER '23

S	M	T	W	Th	F	S
					V	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 No School
- 4 Labor Day: No School
- 6 First day of School PK and K
- 13 K-5 Back to School Night
- 14 HS Back to School Night (Early Dismissal)
- 20 PK Back to School Night (Early Dismissal)
- 21 MS Back to School Night (Early Dismissal)
- 29 MS & HS Early Dismissal

Teacher Days: 19 Student Days: 19

FEBRUARY '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	V	V	V	V	24
25	26	27	28	29		

- 9 MS & HS Early Dismissal
- 19 Presidents' Day: No School
- 19-23 February Vacation: No School

Teacher Days: 16 Student Days: 16

OCTOBER '23

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	H	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 Columbus Day: No School
- 27 MS & HS Early Dismissal

Teacher Days: 21 Student Days: 21

MARCH '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 8 MS & HS Early Dismissal
- 18 Teacher In-Service: No School

Teacher Days: 21 Student Days: 20

NOVEMBER '23

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	V	25
26	27	28	29	30		

- 7 Teacher In-Service: No School
- 10 Veterans Day (Observed): No School
- 17 HS Conferences
- MS Teacher In-Service
- No School for 6-12
- 22 Early Release*
- 23-24 Thanksgiving Recess: No School

Teacher Days: 19 Student Days: 17/18

APRIL '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	V	V	V	V	20
21	22	23	24	25	26	27
28	29	30				

- 15 Patriots Day: No School
- 15-19 April Vacation: No School

Teacher Days: 17 Student Days: 17

DECEMBER '23

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	V	V	V	V	30
31						

- 7 PK-5 Conferences: Early Release
- 8 PK-5 Conferences: No School for PK-5
- 8 MS & HS Early Dismissal
- 22 Early Release* (Staff dismissed at 1PM)
- 25-29 Winter Recess: No School

Teacher Days: 16 Student Days: 15/16

MAY '24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

- 10 MS & HS Early Dismissal
- 15 PK-5 Open House
- 23 MS Open House (Early Dismissal)
- 27 Memorial's Day: No School
- 31 High School Graduation

Teacher Days: 22 Student Days: 22

JUNE '24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	H	20	21	22
23	24	25	26	27	28	29
30						

- 13 Last Day of School* (No Snow Days)
- 19 Juneteenth
- 21 Last Day of School* (5 Snow Days)

Teacher Days Without Snow Days: 9
Student Days Without Snow Days: 9

*Note: On 11/22/23, 12/22/23 and the last day of school, the below release schedule will be observed:

District-Wide Early Release Schedule

School:	Start:	Early Release:
Elementary	8:25 AM	11:00 AM
Middle	7:50 AM	10:45 AM
High School	8:30 AM	11:15 AM

Total Student Days: 180
Total Teacher Days: 185

 School Closed

 District-Wide Early Release

 Teacher In-Service Days: No students

 Early Dismissal for HS/MS

Reading Public Schools | 2023-2024 CALENDAR

BACK TO SCHOOL AND OPEN HOUSE NIGHTS

Fall: Back to School Nights

Preschool - September 20, 2023
 Kindergarten – 5th Grade – September 13, 2023
 Middle School – September 21, 2023
 High School – September 14, 2023

Spring: Open Houses

PK and Elementary – May 15, 2024
 Middle School – May 23, 2024

PARENT/GUARDIAN – TEACHER CONFERENCES

Elementary: December 14 and 15, 2023

High School: November 17, 2023

SCHOOL START AND RELEASE TIMES

School	Start Time	End Time	Early Dismissal	District-Wide Early Release
Elementary	8:25 AM	2:45 PM	12:45 PM	10:45 AM
Middle	7:50 AM	2:30 PM	12:30 PM	11:00 AM
High	8:30 AM	3:04 PM	1:04 PM	11:15 AM

STUDENT ABSETEE LINES:

Barrows	ambabsences@reading.k12.ma.us	781-942-9166
Birch Meadow	bmeabsences@reading.k12.ma.us	781-944-2335
Joshua Eaton	jeeabsences@reading.k12.ma.us	781-942-9161
Killam	JWKAbsences@reading.k12.ma.us	781-944--7831
Wood End	weeabsences@reading.k12.ma.us	781-942-5420
Parker	wspabsences@reading.k12.ma.us	781-944-1236
Coolidge	awcabsences@reading.k12.ma.us	781-942-9158
RMHS	Tracey.jorgenson@reading.k12.ma.us	781-670-2819

When sending an email or leaving a voice message, please leave your child's name, teacher name (if elementary), reason for absence/tardy and expected date/time of return.

SCHOOL CLOSURE DATES

September 1, 2023	January 1, 2024
September 4, 2023	January 15, 2024
October 9, 2023	February 19 – 23
November 7, 2023	March 18, 2024
November 10, 2023	April 15 – 19
November 17, 2023 (6-12 only)	May 27, 2024
November 23 – 24	June 19, 2024
December 8, 2023 (PK-5 only)	
December 25 - 29	

MAJOR RELIGIOUS & CULTURAL HOLIDAYS

Sept 16-17* Rosh Hashanah	Jan 1 New Year's Day
Sept 25* Yom Kippur	Jan 7 Orthodox Christmas
Nov 12 Diwali begins	Feb 10 Lunar New Year
Nov 23 Thanksgiving	Mar 11 Ramadan Begins
Dec 8-15* Hanukkah	Mar 24 Palm Sunday
Dec 25 Christmas	Mar 29 Good Friday
Dec 26-Jan 1 Kwanzaa	Mar 31 Easter and Orthodox
	April 22-30 Passover
	April 9 Eid al-Fitr

*Begins the night before at sundown

ELEMENTARY EARLY DISMISSAL DAYS

Elementary will be dismissed at 12:45 every Friday. Exceptions are listed below:

September 20, 2023	PK Back to School Night	12:45 PM
September 15, 2023	Full Day	2:45 PM
November 22, 2023	District-Wide Early Release	11:00 AM
December 7, 2023	PK – 5 Conferences	12:45 PM
December 22, 2023	District-Wide Early Release	11:00 AM
June 13/21, 2024	Last Day of School	10:45 AM

MIDDLE SCHOOL EARLY DISMISSAL DAYS

September 21, 2023	Back to School Night	12:30 PM
September 29, 2023	Professional Development	12:30 PM
October 27, 2023	Professional Development	12:30 PM
November 22, 2023	District-Wide Early Release	10:45 AM
December 8, 2023	Professional Development	12:30 PM
December 22, 2023	District-Wide Early Release	10:45 AM
January 12, 2024	Professional Development	12:30 PM
February 9, 2024	Professional Development	12:30 PM
March 8, 2024	Professional Development	12:30 PM
May 10, 2024	Professional Development	12:30 PM
May 23, 2024	MS Open House	12:30 PM
June 13/21 2024	Last Day of School	10:45 AM

HIGH SCHOOL EARLY DISMISSAL DAYS

September 14, 2023	Back to School Night	1:00 PM
September 29, 2023	Professional Development	1:00 PM
October 27, 2023	Professional Development	1:00 PM
November 22, 2023	District-Wide Early Release	11:15 AM
December 8, 2023	Professional Development	1:00 PM
December 22, 2023	District-Wide Early Release	11:15 AM
January 12, 2024	Professional Development	1:00 PM
February 9, 2024	Professional Development	1:00 PM
March 8, 2024	Professional Development	1:00 PM
May 10, 2024	Professional Development	1:00 PM
June 13/21 2024	Last Day of School	11:15 AM

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: Thomas Milaschewski, Superintendent
DATE: March 16, 2023
RE: R.I.S.E Director Search Process

During the March 16th School Committee meeting we will introduce the upcoming R.I.S.E. Director search process. As the community knows, Dr. Joanne King served in a 1-year interim role during the 2022-2023 school year. We are deeply appreciative to Dr. King for her strong leadership within the R.I.S.E. Program over the past year and the positive impact she has made on the R.I.S.E. community in a short period of time.

The timelines and phases of the upcoming search process are outlined in a document within the packet.



R.I.S.E. Preschool Director Search 2023

The Screening Committee will be facilitated by Dr. Tom Milaschewski, Superintendent, and Allison Wright, Director of Special Education. To the extent possible, the composition of the committee will represent the many constituencies that comprise the R.I.S.E. Preschool Community. All information and discussions by screening committee members are confidential and cannot be shared during the process or after the process is complete.

Screening Committee Members
<ul style="list-style-type: none"> • District Administrator • District Principal • District Team Chair • 3 R.I.S.E. Staff Members • 2 R.I.S.E. Caregivers • 1 SEPAC Representative

Date*	Time	Event
March 17		Position posted on TalentEd; SchoolSpring; Indeed; LinkedIn; Massachusetts Association of School Superintendents; Massachusetts Partnership for Diversity in Education; METCO; NESDEC; 19 New England-based colleges/universities
Week of March 20		Staff and community survey and outreach for Screening Committee participation
April 5		Posting closes ; No longer accepting applications
April 7	TBD	Organizational meeting with Screening Committee
April 10 – 12	TBD	First round candidate interviews by Screening Committee, finalists recommended
April 12		Finalist candidates selected
April 13-17	TBD	Finalist candidate interviews by Superintendent, Central Office Leadership Team; R.I.S.E. Preschool site visit; Reference checks conducted
Week of April 17		Offer extended to selected final candidate

*Dates are tentative and subject to change based on candidate availability

Reading Public Schools

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

TO: Reading School Committee
FROM: Thomas Milaschewski, Superintendent
DATE: March 16, 2023
RE: Discussion of School Committee Engagement in District Strategic Plan

During the February 9th, 2023 School Committee meeting we introduced a draft outline of the 2023-2025 District Strategic Plan. One point of feedback from the School Committee was for us to consider what School Committee involvement with the plan could look like moving forward. During the March 16th School Committee meeting, we hope to engage in this discussion.

As a high-level overview, we recommend having two School Committee members serve on our Strategic Plan Advisory Board. This advisory board will meet quarterly to assess progress and provide feedback within each of the four strategic objectives of the plan (1. Supportive, Equitable and Safe Learning Environments 2. Coherent Instructional Systems 3. School Operations 4. Family and Community Engagement). This advisory board will include representative leads from each of the four strategic objectives. These two School Committee representatives to the advisory board would be in addition to the one School Committee representative on the Family and Community Engagement planning team. While we are open to other ideas and possibilities of School Committee involvement in the District Strategic Plan, we think this proposal should serve as a solid starting point for our conversation.

Reading Public Schools

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

To: Reading School Committee
From: Susan Bottan, Director of Finance and Operations
Date: March 16, 2023
Re: FY23 Second Quarter Financial Report

In the spring of 2022, the Reading Public Schools was appropriated \$51,783,363 by Annual Town Meeting for the Fiscal Year 2023. The School Department expects to meet all financial obligations within the total amount appropriated.

Please find on the pages to follow a financial overview of the School Department's FY 2023 Second Quarter Report, spanning the period from July 1, 2022, through December 31, 2022. The Quarter 2 Financial Report will be presented to School Committee on March 16, 2023. Subsequent quarterly reports are scheduled for completion as follows:

- Quarter 3 –Financial status through March 31, 2023, will be presented in May 2023
- Quarter 4 – End Year Financial Report through June 30, 2023, will be presented in September 2023

This Quarterly Report is organized into four sections:

1. Financial Summary of the Operating Fund by Cost Center through Quarter 2 with Projected End Year Balances
2. Description of the Cost Centers and Drivers Impacting Projected Fund Balances
3. Recommendation for Quarter 2 Budget Transfers between Cost Centers
4. Financial Summary of Special Revenue Funds: Grants and Revolving Accounts
5. Brief Overview of the Medicaid Reimbursement Program and Funds Generated for the Town of Reading: FY18 through FY22

Please contact me if you have any questions or would like more information related to the FY23 Second Quarter Financial Report.

Thank you.

FY23 SECOND QUARTER FINANCIAL REPORT

1. Financial Summary of the Operating Fund by Cost Center through Quarter 2 with Projected End Year Balances

READING PUBLIC SCHOOLS
FY23 SECOND QUARTER FINANCIAL REPORT

Cost Center	FY23		FY23 Revised Budget	FY23 Q2 Expenditures	FY23 Q2 Encumb./Req.	FY23 Q2 Available	FY23 Q2 % USED	FY23 Remaining Requirement	FY23 Projected End Year Balance
	Original Budget	*Budget Transfers							
Administration	1,303,760 2.5%	0	1,303,760	634,675.46	52,907.40	616,177	52.70	610,377	5,800
General Education	29,704,746 57.4%	427	29,705,173	11,134,132.00	414,995.02	18,156,046	38.90	18,156,046	-
Special Education	16,931,568 32.7%	-41,163	16,890,405	5,784,775.90	3,309,869.80	7,795,760	53.70	7,470,760	325,000
District Wide:									
Health Services	801,949	40,736	842,685	306,266.31	590.84	535,828	38.30	535,828	-
Extra Curricular	69,548	0	69,548	40,660.07	4,605.00	24,283	65.10	24,283	-
Athletics	691,105	0	691,105	436,493.33	125,759.18	128,852	81.40	128,852	-
Technology	<u>659,842</u>	<u>0</u>	<u>659,842</u>	<u>329,570.54</u>	<u>24,066.90</u>	<u>306,205</u>	<u>53.60</u>	<u>306,205</u>	-
Sub-total District Wide	2,222,444 4.3%	40,736	2,263,180	1,112,990	155,022	995,168	238	995,168	0
School Facilities	1,620,845 3.1%	0	1,620,845	755,340.34	215,065.42	650,439	59.90	631,439	19,000
GRAND TOTAL	51,783,363	(0)	51,783,363	19,421,914	4,147,860	28,213,589	45.5%	27,863,789	349,800

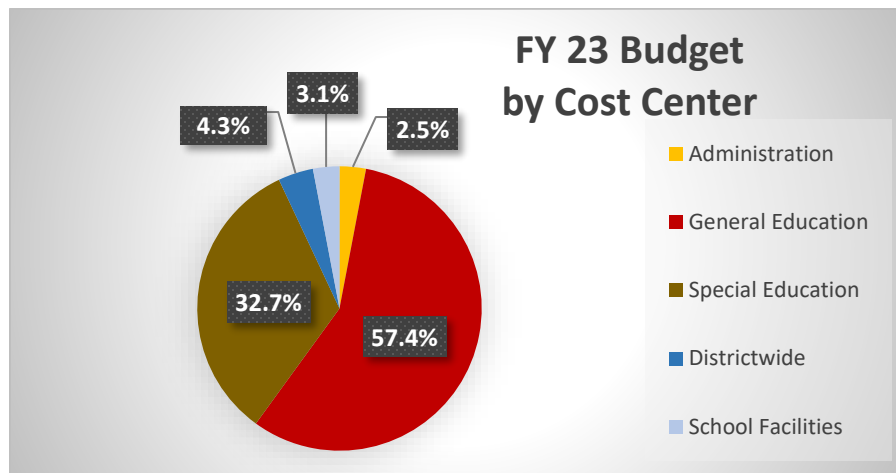
*Budget Transfers: \$427 Budget Transfer was a "housekeeping" transfer conducted during Q2. seeing School Committee approval on March 16, 2023.

At the end of Quarter 2, 45.5% of the appropriated funds had been expended and \$349,800 was projected for the end-year balance. Although this balance appears to be holding steady based on known information through February 28, 2023, it will likely fluctuate during the remainder of the fiscal year due to factors that influence and drive expenditures. Factors that may impact the projected balance include, but are not limited to, staff leaves, new student enrollment, changes in student needs, delays in hiring, and substitute teaching and paraprofessional coverage. This quarterly report reflects an end-of-year balance based on information available at the time of its publication.

The format of this financial overview begins with defining the accounts that comprise each cost center followed by the second quarter financial status by cost center and follows with naming the drivers that drive the projected end year balances. This report also provides an overview of other funding sources that support the Reading Public Schools: Grants, Revolving Funds and Student Activity Accounts. Lastly, given the interest in Medicaid Reimbursement by the Finance Committee at the March 1 budget meeting with the School Department, a summary of the school-based Medicaid program and the funds generated from FY18 through FY22 concludes this report.

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

The Reading Public Schools' general fund consists of five cost centers, which are approved by the Reading School Committee annually through the budget development process. The type of expense accounts associated with each cost center are named below. Funds can be transferred between cost center with the consent and approval of the School Committee:



Administration – Budget makes up 2.5% of total appropriation.

Administration – represents 2.5% of the appropriated budget and is comprised of central office administrators and assistants, legal and audits, accounts payable, payroll, human resources, data information management, telecommunication services, professional development.

At the end of Quarter 2, 52.7% of the appropriated Administration Cost Center budget had been expended and encumbered. A positive balance of \$5,800 is projected at year-end. This balance was driven by projected savings generated from shifting the requirement of physical examinations for all new employees to job-related requirements. As noted in Q1 report, some of these sustainable savings were redeployed to publish the first annual Community Report, one component of our efforts to engage the community and inform our residents of the work happening in our schools. In addition, funding was allocated to digitize inactive Human Resources files to consolidate paper files, reduce storage space, and repurpose the space to expand the RMHS Robotics studio. This work will be completed in the summer of 2023.

Regular Day – Budget makes up 57.4% of total appropriation.

Regular Day – represents 57.4% of the appropriate budget and is comprised of school principals and secretaries, general education teachers, tutors, paraprofessionals, guidance counselors, English Language and instructional specialists, leadership and mentor stipends, substitutes, transportation, professional development, instruction and curriculum materials, instructional technology, library materials, assessment software.

At the end of Quarter 2, 38.9 of the appropriated Regular Day Cost Center budget had been expended and encumbered. A break-even end year balance is forecasted. Salary savings that have been generated this year have been or are planned to be allocated in the following ways:

- conduct ELA and math vacation academies for students in grades 2-8
- provide mentoring to school principals through a partnership with Salem State and participate in effective student scheduling training through the District Management Council
- renew technology devices to maintain five-year life cycle
- purchase RMHS classroom tablets for a digital hall pass system

- expand sections of American Reading Company literacy materials for elementary general education and special education students

Through sustainable savings from salary differentials between incoming and outgoing staff, we allocated funds this year to accomplish the following:

- expended the role of the grade 9-12 Academic Coordinator to a Director position to focus on the new Academic Center at RMHS as well as develop Innovation Pathways for students supported by State grant funding and local business partnerships
- expanded RMHS Department Head roles to include Special Education
- hired 1.5 FTE Mult-language learner teachers to support a surge in enrollment of beginner multi-language learners
- added stipends for MCAS and World Language department coordination

Lastly, the district continued the increase of substitute teacher wages on days when there is an unusually high number of substitutes needed.

Special Education – Budget makes up 32.7% of total appropriation.

Special Education- represents 32.7% of the budget and is comprised of special education administration and secretaries, special education teachers and paraprofessionals, therapeutic specialists (occupational therapists, physical therapists, speech/language pathologists) extended school year staff and expenses, special education legal services, home and hospital tutoring, consultation and evaluation services, adaptive equipment and technology, testing and assessment services and materials, special education instruction materials, special education transportation, out of district tuition.

At the end of Quarter 2, 53.7% of the appropriated Special Education Cost Center budget had been expended and encumbered. A positive end-year balance of \$325,000 is projected. The projected end year balance reflects an anticipated balance of unused district tuitions budgeted to pay for potentially new placements. In addition, a pre-payment of \$980,000 is factored into remaining requirement for out of district tuition fees for the following year. Massachusetts General Laws allow out of district pre-payments of up to three months of any approved private placements and up to 100% of collaborative placements in which students are attending. Prepayment of special education private day and collaborative out of district placements is a practice used over the years in Reading and in other school districts.

Sustainable savings this year have been generated by replacing the category of positions charged to the SPED 240 grant. By replacing licensed with hourly staff charged to the grant allowed the district to eliminate MTRS expenses and thus increase the availability of operating funds by nearly \$80,000. This shift in no way effects staff members retirement benefits or employment status.

Delays in hiring licensed and hourly positions and unfilled substitute coverage for special education paraprofessionals also created savings that have been reallocated to address a need at Joshua Eaton for a 1.0 FTE SPED Learning Center Teacher to reduce large student groupings and at RISE for nursing services and an increase of the Director’s position to 1.0 FTE. SPED transportation costs have exceeded the budget this year driven by a one-year cost related to 504 accommodations and homelessness.

District Wide – Budget makes up 4.3% of total appropriation.

District wide – represents 4.3% of the appropriated budget and is comprised of the following categories:

- Health Services – makes up 36% of the District Wide Cost Center and is comprised of a director of nursing, nurses, nurse substitutes, school physician consultant services, medical supplies, testing equipment.
- Extracurricular – makes up 3% of the District Wide Cost Center and is comprised of an assistant principal (.25 FTE), advisor stipends, transportation, membership, supplies, equipment.
- Athletics - makes up 31% of the District Wide Cost Center and is comprised of an assistant principal (.50 FTE), secretary, coaches, officials, transportation, venue rental membership, supplies, equipment, uniforms.
- Technology – makes up 31% of the District Wide Cost Center and is comprised of a network administrator, computer technicians, Internet services, software and licensing, clocks, bells and telephones, network infrastructure repair, maintenance, supplies, equipment.

At the end of Quarter 2, 56.0% of the appropriated District Wide Cost Center budget had been expended and encumbered. A total end of year breakeven balance is projected.

Each subgroup comprising the District Wide Cost Center and their projected end year balances, is outlined below:

- Health Service – a nurse was hired in FY23 to meet an unanticipated need to meet required services through a 504 accommodation. Funds were approved and transferred in Quarter 2.
- Extracurricular – a projected balance of \$0 is projected at the end of the fiscal year.
- Athletics – essentially a break-even projected balance. Within the Athletics Cost Center, a projected shortfall is anticipated in transportation. Through expenditure savings and support through the Athletic Revolving Account, this shortfall is expected to be covered.
- Technology – a projected balance of \$0 is projected at the end of the fiscal year.

School Facilities – Budget makes up 3.1% of total appropriation.

School Facilities – represents 3.1% of the total appropriated budget and is comprised of a custodial manager, custodians, courier, contracted cleaning services (RMHS, Coolidge,) radios, equipment, supplies, uniforms.

At the end of Quarter 2, 59.9% of the appropriated budget had been expended and encumbered. A balance of \$19,000 is anticipated driven by salary savings generated through the salary differential between outgoing and incoming staff and delays in filling open positions. The projected end year balance is net of the earmarked spending that will take place in the spring on minor renovations of spaces at the elementary schools to reconfigure direct service spaces and to purchase custodial equipment.

3. Recommendations for Quarter 2 Budget Transfers between Cost Centers

Please find below a summary of the recommended budget transfer that will allocate available funds to the accounts where an expenditure has been incurred. The \$427 in savings from the RMHS Special Education Instructional Technology budget was transferred to the Regular Day account to complete the purchase for the digital hallway pass system:

Recommendations for Budget Transfers:

Transfer from: (\$427) from RMHS Special Education Instructional Technology.

Transfer to \$427 to RMHS Regular Education Instructional Technology.

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

In addition to the General Fund, Special Revenue Funds consisting of grants and revolving funds support the delivery of services to students attending Reading Public Schools. Please find below the Quarter 2 financial summary and a description of each grant awarded followed by a financial summary of revolving funds for FY23:

Grants

All FY 23 grants awarded to the Reading Public Schools have been approved by School Committee. Some grants are expended across fiscal years. Please find below Quarter 2 Financial Overview and End Year Status for all grants with beginning balances in FY23:

FY 23 Quarter 2 Grant Balance																
Grant	FY20				FY21				FY22				FY23			
	Beginning FY23 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY23 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY23 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Amount of FY23 Award	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance
STATE METCO Dept. of Public Health					\$ -	\$ -	\$ -	\$ -	\$ 238,005	\$ 238,005	\$ -	\$ -	\$ 815,699	\$ 107,937	\$ 707,762	\$ -
TOTAL STATE					\$ -			\$ -	\$ 238,005			\$ -	\$ 855,699			\$ -
FEDERAL			killam eaton				parker				parker and eaton				parker, killam and eaton	
Title I	\$ 21,764	\$ 14,521	\$ -	\$ -	\$ 75,320	\$ 4,250	\$ -	\$ -	\$ 95,672	\$ 11,374	\$ 84,298	\$ -	\$ 91,584	\$ 2,778	\$ 75,069	\$ 13,738
Title II	\$ 1,661	\$ 1,661	\$ -	\$ -	\$ 29,535	\$ 29,535	\$ -	\$ -	\$ 43,765	\$ 36,048	\$ 7,717	\$ -	\$ 45,040	\$ 3,816	\$ 41,224	\$ -
Title IV	\$ 601	\$ 601	\$ -	\$ -	\$ 1,121	\$ 1,121	\$ -	\$ -	\$ 10,000	\$ 8,499	\$ 1,501	\$ -	\$ 10,000	\$ 770	\$ 9,230	\$ -
IDEA 240	\$ 40,603	\$ -	\$ -	\$ -	\$ 1,895	\$ 1,895	\$ -	\$ -	\$ 98,223	\$ 48,110	\$ 50,113	\$ -	\$ 1,112,484	\$ 264,088	\$ 460,829	\$ 387,567
IDEA 262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328	\$ 328	\$ -	\$ -	\$ 20,718	\$ 6,400	\$ 14,318	\$ -
IDEA 274																
ARP 252									\$ 161,187	\$ 144,788	\$ 16,399	\$ -				
ARP 264									\$ 19,824	\$ 9,673	\$ 10,151	\$ -				
ESSER II									\$ 233,305	\$ 71,610	\$ 161,695	\$ -				
ESSER III									\$ 560,098	\$ 94,929	\$ 189,000	\$ 276,169				
ACCEL LITERACY																
ACCEL MATH									\$ 119,748	\$ 119,748	\$ -	\$ -				
TOTAL FEDERAL	\$ 64,628			\$ -	\$ 107,871			\$ -	\$ 1,342,150			\$ 276,169	\$ 1,279,826			\$ 401,305

Beginning in FY22, the school department has been diligent about expending oldest grant funds first in compliance with their acceptable use. This year, the district has improved its approach to effective monitoring and making timely decisions that have allowed the district to better leveraging grant funds. The school district has requested from the State, and the request was approved, to carry forward any remaining Title 1 funds awarded in FY22 for one year, if necessary, to support students from low-income families across the three qualifying Title 1 schools (Parker, Killam, and Joshua Eaton).

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

SPENDING DEADLINES	FY20	FY21	FY22	FY23
STATE				
METCO			12/31/2022	12/31/2023
Dept. of Public Health			6/30/2022	6/30/2023
FEDERAL				
Title I	9/30/2022	9/30/2022	9/30/2023	9/30/2024
Title II	9/30/2022	9/30/2022	9/30/2023	9/30/2024
Title IV	9/30/2022	9/30/2022	9/30/2023	9/30/2024
IDEA 240	9/30/2021	9/30/2022	9/30/2023	9/30/2024
IDEA 262		9/30/2022	9/30/2023	9/30/2024
ARP 252			9/30/2023	
ARP 264			9/30/2023	
ESSER II			9/30/2023	
ESSER III			9/30/2024	
ACCEL MATH			6/30/2023	

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 23, DESE will defray \$1,499,728 in tuition and transportation costs, charging those expenses directly to the Circuit Breaker reimbursement fund. The end year balance is expected to be zero.*

Federal Grants:

- Title I - aids schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. These funds are allocated to paraprofessional and extended school year instructional services.
- Title II A - provides supplemental resources to school districts to support systems of support for excellent teaching and leading. 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 supports. 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, and 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.

Revolving Accounts

Revolving Accounts are comprised of fee-based programs, extracurricular activities, and donations. Apart from donations, a total of \$2.1M of Fee-based Revolving Funds offset the FY 23 operating budget with user and event fees generated by the special revenue funds noted in the table on the page to follow:

FY23 Seoncd Quarter Financial Report and End Year Status: Revolving Accounts

Fee-Based Programs	Fund code	FY23 Beginning Year Balance	FY23 Q2 Actual Revenue	FY23 Q2 Year to Date Expend./Enc.	FY23 Q2 Balance	FY23 Projected Offsets
After School Activities Parker	4370	\$ 68,330	\$ 19,450	\$ 12,177	\$ 75,603	
Athletics	4320	\$ 171,525	\$ 211,834	\$ 25,339	\$ 358,020	\$ 392,900
Community Education - Summer Programs	4400	\$ 39,974	\$ -	\$ 24,083	\$ 15,891	
Community Education -Drivers Education and Adult Education	4390	\$ 94,027	\$ 29,827	\$ 18,480	\$ 105,374	\$ 75,000
Drama Activities Coolidge	4380	\$ 38,355	\$ 6,660	\$ 13,866	\$ 31,149	\$ 15,000
Drama Activities Parker	4360	\$ 51,229	\$ -	\$ 1,357	\$ 49,872	\$ 15,000
Drama Activities RMHS	4350	\$ 74,113	\$ 9,582	\$ 32,123	\$ 51,572	\$ 34,000
Extended Day Program	4378	\$ 541,177	\$ 520,520	\$ 407,616	\$ 654,081	
Extracurricular Band Activities	4354	\$ 30,704	\$ 1,000	\$ 14,804	\$ 16,900	
Extracurricular Coolidge	4326	\$ 4,738	\$ -	\$ -	\$ 4,738	
Extracurricular Parker	4327	\$ 3,860	\$ -	\$ -	\$ 3,860	
Full Day Kindergarten Tuition	4440	\$ 621,319	\$ 381,545	\$ -	\$ 1,002,864	\$ 1,110,000
Guidance Testing	4325	\$ 10,397	\$ 69,669	\$ 3,490	\$ 76,576	
Lost Books	4450	\$ 27,902	\$ 592	\$ -	\$ 28,494	
RISE Preschool Program	4410	\$ 235,065	\$ 175,882	\$ 17,418	\$ 393,529	\$ 350,000
School Lunch Program	4310	\$ 1,427,218	\$ 486,589	\$ 974,988	\$ 938,819	
School Transportation	4330	\$ (100)	\$ 36,980	\$ 8	\$ 36,872	
Special Education Tuition	4430	\$ 66,899	\$ 21,053	\$ 7,993	\$ 79,959	\$ 50,000
Use of School Property	4420	\$ 92,247	\$ 92,447	\$ 40,562	\$ 144,132	\$ 105,000
TOTAL Fee-based Revolving Funds		\$ 3,598,979	\$ 2,063,630	\$ 1,594,304	\$ 4,068,305	\$ 2,146,900

- 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 schools.
- 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.
- RISE Preschool - Fees are paid by families for enrollment in the RISE preschool program.
- Special Education Tuition – Fees paid by other another public school district for students to attend special education programs in Reading.
- School 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 replaced lost or damaged books.

Gifts/Donations	Fund code	FY23 Beginning Year Balance	FY23 Q2 Actual Revenue	FY23 Q2 Year to Date Expend./Enc.	FY23 Q2 Balance	FY23 Projected Offsets
District Donation Fund	4790	\$ 14,031	\$ -	\$ 2,063	\$ 11,968	
Barrows Donations Fund	4791	\$ 8,621	\$ 128	\$ 5,948	\$ 2,801	
Birch Meadow Donation Fund	4792	\$ 6,836	\$ 167	\$ -	\$ 7,003	
Joshua Eaton Donation Fund	4793	\$ 2,506	\$ 284	\$ -	\$ 2,790	
JW Killam Donation Fund	4794	\$ 20,206	\$ 176	\$ -	\$ 20,382	
Wood End Donation Fund	4795	\$ 5,336	\$ 99	\$ -	\$ 5,435	
Coolidge Donation Fund	4796	\$ 11,107	\$ 12,149	\$ -	\$ 23,256	
Parker Donation Fund	4797	\$ 9,092	\$ 1,033	\$ 230	\$ 9,895	
High School Donation Fund	4798	\$ 13,754	\$ 1,220	\$ 1,424	\$ 13,550	
SEPAAC Donation Fund	4760	\$ 551	\$ -	\$ -	\$ 551	
Special Education Donation Fund	4799	\$ 319	\$ -	\$ -	\$ 319	
TOTAL Gift/Donation Revolving Funds		\$ 92,359	\$ 15,256	\$ 9,665	\$ 97,950	\$ -

*Note - Actual Revenue column's calculations reflect donations received from "Friends of" all of the athletic groups and Reading Education Foundation

- 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

Student Activity Accounts

A Student Activity Account (SAA) may be used for monies raised by student organizations and expended to benefit those students. MGL c.71 Section 47 governs monies deposited into a student activity account. Q2 financial activity:

Student Activity Accounts	Fund code	FY23 Beginning Year Balance	FY23 Q2 Actual Revenue	FY23 Q2 Year to Date Expend./Enc.	FY23 Q2 Balance	FY23 Projected Offsets
Barrows Student Activities	8950	\$ 4,014	\$ 2,303	\$ -	\$ 6,317	
Birch Meadow Student Activities	8950	\$ 7,774	\$ 847	\$ 420	\$ 8,201	
Joshua Eaton Student Activities	8950	\$ 9,416	\$ 2,629	\$ -	\$ 12,045	
JW Killam Student Activities	8950	\$ 10,105	\$ 2,699	\$ 1,265	\$ 11,539	
Wood End Student Activities	8950	\$ 12,529	\$ 1,805	\$ -	\$ 14,334	
Coolidge Student Activities	8950	\$ 42,388	\$ 42,534	\$ 46,188	\$ 38,734	
Parker Student Activities	8950	\$ 20,760	\$ 67,244	\$ 21,909	\$ 66,095	
High School Student Activities	8950	\$ 180,069	\$ 43,673	\$ 30,489	\$ 193,253	
RISE Student Activities	8950	\$ 5,423	\$ 2,009	\$ -	\$ 7,432	
TOTAL Student Activity Accounts		\$ 292,478	\$ 165,743	\$ 100,271	\$ 357,950	\$ -

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

5. Brief Overview of the Medicaid Reimbursement Program and Funds Generated for the Town of Reading: FY18 through FY22

Through its contract with UMass Chan Medical School, Reading Public Schools participates in a joint Federal and State program to apply for partial reimbursement for mandated health services provided to students during the

school day. There are two categories of reimbursement streams: direct services and administrative services. Each quarter, licensed staff participate in a Random Moment Time Study, which is a prescribed methodology used to compile and calculate direct service claim activities to determine reimbursement rates for Medicaid–allowable incurred costs related to services delivered to MassHealth enrolled students. Medicaid-allowable services include mental/behavioral health services, therapy services, and medical services. Administrative service reimbursement is calculated based on the activities necessary to administer the Medicaid state plan by each school district, including Medicaid outreach, application assistance, student service planning and coordination, and managing transportation. The reimbursable portion of the district’s costs are calculated quarterly by UMass and the reimbursement is paid to the Town of Reading.

Please find below the amount of reimbursement the school department generated for the Town of Reading from FY18 through FY22. In FY22, additional effort was made by the school district to capture unclaimed funding from prior years and improve our process for compiling data for claiming, which is why FY22’s reimbursement rate is 318% higher than the prior year:

**READING PUBLIC SCHOOLS
END OF YEAR REPORT SUMMARY**

<u>REVENUE</u>	<u>FY18</u>	<u>FY19</u>	<u>FY 20</u>	<u>FY 21</u>	<u>FY 22</u>	<u>Description</u>
Total Local Sources	\$202,874	\$160,542	\$113,053	\$86,834	\$363,143	Medicaid
<i>\$ Change prior year</i>		<i>-\$42,332</i>	<i>-\$47,489</i>	<i>-\$26,219</i>	<i>\$276,309</i>	
<i>% Change prior year</i>		<i>-21%</i>	<i>-30%</i>	<i>-23%</i>	<i>318%</i>	

In most communities, like in Reading, school districts compile and submit the data to the State and the Town receives and deposits the reimbursement into the Town’s General Fund for future appropriation.

Please contact me if you have any questions or requests for additional information related to the FY23 Quarter 2 Financial Report.

Thank you.



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: March 12, 2023
TOPIC: Policies for Review on March 16, 2023

Included on the agenda for March 16th are 8 policy updates which have been advanced out of the Policy Subcommittee, each by a 3-0 vote on February 15th or February 16th. Per our policy on Policy Adoption, we publicly noticed that these would receive a reading and provided the proposed updates to the Committee last week, so they are eligible for a single meeting review and adoption. In the packet are the current and marked up versions of each policy.

The policies for consideration are as follows:

- GBA – Equal Opportunity Employment
- DA – Fiscal Management Goals
- DB – Annual Budget
- DBC – Budget Deadline and Schedules
- DBD – Budget Planning
- DBG – Budget Adoption Procedures
- DBJ – Budget Transfer Authority
- DD – Grants, Proposals, and Special Reports

Subcommittee Chair Wise provided the following additional context: “Updates to GBA are driven by the Acts of 2022. Updates to the D policies are driven by MASC reviews in 2021 and 2022. All updates have been reviewed by legal and their edits have been incorporated.”

EQUAL EMPLOYMENT OPPORTUNITY

The Reading School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

Adopted by Reading School Committee on August 24, 2006.

Revised and Adopted by the Reading School Committee on April 8, 2013.

LEGAL REF.: 603 CMR 26:08

CROSS REF: AC, Nondiscrimination

EQUAL EMPLOYMENT OPPORTUNITY

The Reading School Committee subscribes to the fullest extent to the principle of the dignity of all people and ~~of~~ their labors and will take action to ensure that any individual within the ~~d~~District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their ~~*race, creed,~~ color, ~~age,~~ sex, [sexual orientation](#), gender identity, [religion](#), [disability](#), [age](#), [genetic information](#), [active military/veteran status](#), [marital status](#), [familial status](#), [pregnancy or pregnancy-related condition](#), [homelessness](#), [ancestry](#), [ethnic background](#), national origin, or ~~sexual orientation~~ [any other category protected by state or federal law](#). Every available opportunity will be taken ~~in order to~~to assure that each applicant for a position is selected ~~on the basis of~~[based on](#) qualifications, merit, and ability.

~~Adopted by Reading School Committee on August 24, 2006.~~

~~Revised and Adopted by the Reading School Committee on April 8, 2013.~~

LEGAL REF.: [MGL 151B:4](#)
 [603 CMR 26:00](#)
 [Acts of 2022, Chapter 117 \(*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length, and protective hairstyles.\)](#)

CROSS REF.: [AC, Nondiscrimination](#)

~~LEGAL REF.:~~ ~~603 CMR 26:08~~

[Adopted by Reading School Committee on August 24, 2006.](#)

[Revised and Adopted by the Reading School Committee on April 8, 2013.](#)

[Reviewed, Revised, and Adopted by the Reading School Committee on](#)

~~CROSS REF:~~ ~~AC, Nondiscrimination~~

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques and technology for budget development and management as well as for financial processes, procedures and analysis
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Adopted by the Reading School Committee on September 28, 2006.

FISCAL MANAGEMENT GOALS

As a trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management.

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets.
3. To advocate for levels of funding that will provide high quality education for the students.
4. To ~~support the~~ use of the best techniques for budget development and management.
5. To ensure that timely and appropriate information is provided to the School Committee, the professional municipal and school staff with fiscal management responsibilities, elected citytown officials, and the citizens of the citytown.~~provide timely and appropriate information to the community.~~

Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Adjusted, and Adopted by the Reading School Committee on _____.

ANNUAL BUDGET

The annual budget is the financial expression of the educational mission and program of the school department.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational mission, goals, and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

Adopted by the Reading School Committee on September 28, 2006.

LEGAL REFS: M.G.L. [15:1G](#); [71:38N](#); [71:59](#)

ANNUAL BUDGET

The annual budget is the financial expression of the goals of the School Committee in meeting the educational needs of all students.

The annual budget then requires an orderly and cooperative effort by the Committee, the staff, and the community to achieve the goals of the district.

~~Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee policy.~~ The operating budget for the school district will be prepared and managed in line with state legislation and regulations, the Reading Home Rule Charter, and local School Committee policy ~~state policy~~ and will be developed and refined ~~in accordance with~~ following these same requirements.

Budget Process:

~~In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public. As such, in compliance with Section 7.3 of the Reading Home Rule Charter, the Committee will hold a Public Hearing on the annual budget and the annual budget will be submitted to the Town Manager at least five months prior to the start of the fiscal year.~~

~~The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.~~

The Superintendent will serve as the budget officer but may delegate portions of this responsibility to members of ~~the~~their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as the budget officer will be budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be ~~made from time to time by~~ made by the Committee, ~~on the recommendation of~~ in collaboration with the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public. The School Committee will comply with the Reading Home Rule Charter concerning the budget process, publication, notification, and hearings. As such, in compliance with Section 7.3 of the Reading Home Rule Charter, the Committee will hold a Public Hearing on the annual budget and the annual budget will be submitted to the Town Manager at least five months prior to before the start of the fiscal year. Further,

~~At least fourteen (14) days before the meeting at which the School Committee is to vote on its budget request, the School Committee shall cause to be published in a local newspaper, a general summary of such budget request.~~

~~The specific charter language is as follows:~~

~~*“The budget requested by the School Committee shall be submitted to the Town Manager at least five (5) months before the start of the fiscal year to enable him to prepare the total Town budget pursuant to Section 7.2.*~~

~~*At least fourteen (14) days before the meeting at which the School Committee is to vote on its budget request, the School Committee shall cause to be published in a local news medium a general summary of such budget request. The summary shall indicate specifically any major variations from the current year’s budget and the reasons for such variations and a notice stating the times and places where complete copies of the budget shall be available for examination by the public, as well as the date, time and place, not less than seven (7) days (see Section 8.5) following such publication, when a public hearing shall be held by the School Committee on the budget request.”*~~

~~Adopted by the Reading School Committee on September 28, 2006.
Reviewed, Revised, and Adopted by the Reading School Committee on _____.~~

LEGAL REFS: M.G.L. [71:34](#); [71:37](#); [71:38N](#)
[Reading Home Rule Charter, Section 7.3](#)

~~Adopted by the Reading School Committee on September 28, 2006.
Reviewed, Revised, and Adopted by the Reading School Committee on _____.~~

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

In accordance with Massachusetts General Law, the School Committee will hold a public hearing on a proposed budget before it takes a final vote on a proposed budget.

Adopted by the Reading School Committee on September 28, 2006

LEGAL REFS: M.G.L. 71:38N
 Town Charter

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

~~The calendar year for budget preparation will be determined by calculating backward from the final adoption date.~~

The Committee will abide by the following schedule:

At least five (5) months before the start of the fiscal year, July 1st:

Submission of the budget request to the Town Manager

Two weeks or more before the meeting at which the School Committee is to vote on its budget request:

Publication of ~~the~~ a budget summary ~~for the meeting by the local newspaper~~ media

At least a week following such publication:

A public hearing shall be held by the School Committee on the budget request

~~Whatever dates are assigned, the final date for the submission of the budget to the Select Board will be arranged cooperatively with the School Committee and Finance Committee. The Select Board has the authority to impose a date as early as December 31.~~

~~In reaching its decision on the budget amount that it will submit to the Town Manager Select Board, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.~~

~~Adopted by the Reading School Committee on September 28, 2006.~~

~~Reviewed, Revised, and Adopted by the Reading School Committee on _____.~~

LEGAL REFS: M.G.L. [71:38N](#)
[Reading Home Rule Charter, Section 7.3](#)

Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Revised, and Adopted by the Reading School Committee on _____.

BUDGET PLANNING

The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques and technology for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Adopted by the Reading School Committee on September 28, 2006.

BUDGET PLANNING

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The ~~first~~ priority in the development of an annual budget will be the educational welfare of the children in our schools. The Committee also ~~holds in balance~~ ~~the valid interest of the taxpayers~~ financial interests of the community.

The budget document shall reflect all sources of revenue. It shall clearly explain how those funds will be used.

In the budget planning process for the school district, the Superintendent will:

1. Engage in thorough ~~advance~~ planning, with staff and community involvement, ~~in order to~~ develop strategic budgets and guide ~~expenditures~~ resource allocations in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high-quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such a calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

In an annual collaborative planning process between the School Committee and the Superintendent, the School Committee will identify annual budget ~~priorities~~ guidance which aligns with District and Superintendent goals. ~~that~~ The Superintendent will include ~~when~~ this feedback when crafting a recommended budget.

The School Committee and Superintendent will provide information and ~~special~~ opportunities for the Reading Finance Committee to ask questions and provide guidance on the budget.

LEGAL REF: M.G.L 71:59C

Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Revised, and Adopted by the Reading School Committee on _____.

NOTE: Include in this category statements on the general plan for budget development and on staff/student/public participation in the process (but not the official hearings). If advisory committees take part, this might be included in the policy, with details on their functioning presented as an accompanying regulation.

BUDGET ADOPTION PROCEDURES

Authority for adoption of the final school budget lies with the Town Meeting.

The fiscal year shall begin on the first day of July and shall end on the thirtieth day of June, unless another provision is made by general law.

The General Laws of the Commonwealth of Massachusetts also establish the following procedures pertaining to the School Committee budget:

Public Hearing by School Committee - As per Chapter 71 Section 38N of the General Laws. "The School Committee of each city, town or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said Committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the Superintendent of Schools or at a place so designated by said Committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the School Committee. For the purposes of this section a quorum shall consist of a majority of the members of said School Committee."

LEGAL REFS: M.G.L. [71:34](#)

Adopted by the Reading School Committee on September 28, 2006.

BUDGET ADOPTION PROCEDURES

~~The district budget is adopted by the School Committee at the cost-center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day to day work. Cost centers will be agreed upon by the Committee and administration.~~

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

Authority for the adoption of the final school budget bottom line lies with the citizens who compromise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

LEGAL REFS: M.G.L. [71:34](#); [71:37](#)
[Reading Home Rule Charter](#), Article 7

CROSS REF.: DBJ, Budget Transfer Authority

Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Revised, and Adopted by the Reading School Committee on _____.

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

Adopted by the Reading School Committee on September 28, 2006.

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record-keeping for the school system.

Once the annual budget is approved, all requests for transfers between cost centers ~~as approved during the annual budget deliberation m~~ must be submitted to the School Committee for approval as part of the Director of Finance and ~~Operations's~~ Operations' quarterly report at the business meetings of the School Committee. If a transfer is required more urgently, the School Committee will consider the request as needed.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

LEGAL REF.: M.G.L. [71:37](#)
DOR 94-660

CROSS REFS.: DBG, Budget Adoption Procedures
DI, Fiscal Accounting and Reporting

Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Revised, and Adopted by the Reading School Committee on _____.

NOTE: Certain provisions in a policy in this category may be established by the town or city charter. If so, appropriate citations should be added as legal references.

FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure all possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

LEGAL REFS: M.G.L. [44:53A](#)
 P.L. 874 Impact Aid
 Board of Education 603, CMR 32:00;34:00

Adopted by the Reading School Committee on September 28, 2006.

GRANTS, PROPOSALS, AND SPECIAL REPORTS

The School Committee School may accept grants or gifts for educational purposes-, operations, and facilities purposes from federal, state, county, and municipal governments or agencies thereof, charitable foundations, and private corporations and disburse the same for such purposes.

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure.

The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals.

The Superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee ~~apprised~~apprised of and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

LEGAL REFS: M.G.L. [44:53A](#); [71:37A](#)
 2 CFR 200 Federal Uniform Administrative Requirements

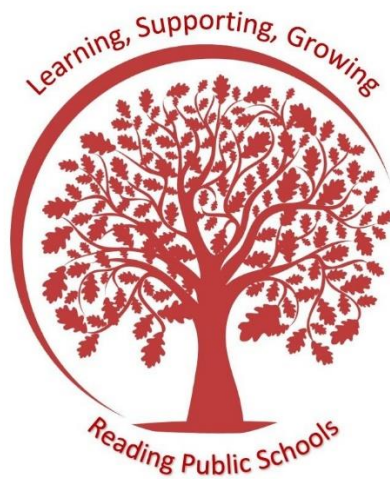
Adopted by the Reading School Committee on September 28, 2006.

Reviewed, Revised, and Adopted by the Reading School Committee on _____.

~~**NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.**~~

**Reading Public Schools
School Committee Meeting Packet**

March 16, 2023



Calendar

Reading School Committee – Remaining SY22-23 Meetings

Note: All Regular SC Meetings will be held at the RMHS Library at 7 PM unless otherwise noted

February

February 9th – Regular SC Meeting

March

March 1st – Posted for Finance Committee review of School Committee's Recommended Budget

March 2nd – Regular SC Meeting

March 16th – Regular SC Meeting

April

April 6th – Regular SC Meeting

April 24th – Town Meeting Night 1

April 27th – Town Meeting Night 2

May

May 1st – Town Meeting Night 3

May 4th – Town Meeting Night 4

May 8th – Regular SC Meeting (Monday night)

May 25th – Regular SC Meeting

June

June 2nd – RMHS Graduation

June 8th – Regular SC Meeting

June 22nd – Regular SC Meeting