

**Reading Public Schools
School Committee Meeting Packet**

April 6, 2023



Open Session 7:00 p.m.

RMHS Schettini Library



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2023-04-06

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 <ol style="list-style-type: none"> 1. Minutes (03-16-2023) 2. Jae S. Lim Foundation Grant 3. MyCAP Development and Implementation Grant 4. Credit for Life Fair Grant Reports <ol style="list-style-type: none"> 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.	D.	Old Business <ol style="list-style-type: none"> 1. SY23-24 Kindergarten Enrollment Update 2. RMHS Innovation Pathways Update
7:45 p.m.	G.	Executive Session <ol style="list-style-type: none"> 1. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Superintendent) 2. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (all bargaining units) 3. Review and approve executive session minutes

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

8:45 p.m.	E.	New Business 1. Discuss and Approve Director of Finance Search Process (A) 2. Approve Last Day of School for SY22-23 (A) 3. Discuss and Vote on Granting Veteran Diploma (A) 4. Discuss and Vote to Approve 22-23 Student Activity Accounts (A) 5. Vote to Close Inactive 22-23 Student Activity Accounts (A) 6. Vote to Move Funds from Closed Inactive Accounts (A)
10:15 p.m.	C.	Personnel 1. Discuss and Potential Vote on Superintendent Contract Extension (A)
	F.	Information / Correspondence 1. Re: No progress on restoring opportunities at RPS that were taken away?
10:30 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

April 6, 2023



Consent Agenda



Town of Reading Meeting Minutes

School Committee

Date: 03-16-2023

Time: 7:00 PM

Building: Reading Memorial High School Location: Library

Address: 62 Oakland Road, Reading, MA

Members Present: - Shawn Brandt, Erin Gaffen, Carla Nazzaro, Sarah McLaughlin, and Tom Wise.

Others Present: Superintendent Dr. Tom Milaschewski, Assistant Superintendent of Learning & Teaching Dr. Sarah Hardy, Finance Director Susan Bottan, and Human Resources Director Michelle Roach.

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

A. Call to Order – Mr. Brandt called the meeting to order at 7pm and reviewed the agenda for the evening.

B. Public Comment

Tim Mathieu, 20 Briarwood Avenue- Concern over recent RMHS assembly in response to racial graffiti.

Consent Agenda-

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

Mr. Brandt asked to strike AP/Payroll Warrants which will be included in future agendas. Vote passed 5-0 on the remaining items on the 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-No student report
2. Assistant Superintendent of Student Services – no report
2. Assistant Superintendent of Learning & Teaching- Updates from Dr. Hardy
 - a. "Seeing is Believing" Event to showcase ARC Core in action. A huge thank you to the Killam staff!
 - b. Staff Inservice Day- professional learning at RPS.
 - c. Program Reviews

d. February Vacation Academy

3. Director of Finance and Operations- Update from Ms. Bottan

- a. Grants
- b. Killam School Building Project
- c. Special Education Reserve Fund

4. Superintendent- Updates from Dr. Milaschewski

- a. College Fair- Thank you to Lynna Williams and the entire RMHS Guidance Department as well as our Food Service Department.
- b. Strategic Planning Committee- Looking for two parent volunteers (hopefully one from Boston and one from Reading.)
- c. Thank you to Heather Leonard for her past ten years of working for RPS and best of luck in her new position. She will be finishing the school year at Reading before she leaves for her new position.

5. Liaison/Sub-Committee.

- a. Sarah McLaughlin- No report
- b. Erin Gaffen-
 - SEPAC virtual presentation March 21
 - Thursday March 30th – Overcoming Hurdles to Disability Inclusion
 - May 4th, Lynn Lyons will be speaking about families dealing with mental health issues.
 - May 16th- Screening of the film- “Anxious Nation”
 - June 24th- Juneteenth- Town Common from 1pm – 7pm.

C. Personnel

1. Q3 Human Resources Update-Ms. Roach & Dr. Milaschewski

- Slide Presentation followed.
 - Geoffrey Coram, Ridge Rd. asked a question.

E. New Business

1. Review and Approve FY23-24 School Calendar- Dr. Hardy & Dr. Milaschewski- updates discussed.

Committee members shared requests and feedback as well.

- Geoffrey Coram, Ridge Rd. asked a question.

Ms. Nazzaro motioned to approve the Reading Public School 2022-2023 School calendar, seconded by Mr. Wise, vote passed 5-0. Dr. Milaschewski thanked Jess Bailey and all the union representatives for the input and feedback.

2. R.I.S.E Director Search Process

- Thank you to Dr. King for stepping in and filling the interim RISE Director position for the 2022-2023 school year and moving the program forward.
- Dr. Milaschewski outlined the search process.

3. Discussion of School Committee Engagement in District Strategic Plan

- Dr. Milaschewski shared updates and proposals.

4. FY23 Q2 Financial Report and Review / Vote on Budget Transfers

- Ms. Bottan shared updates.

Ms. Nazzaro motioned to approve the transfer of \$427 from the Special Education Cost center to the General Education Cost center, seconded by Mr. Wise, vote passed 5-0.

- Mr. Wise updated committee.

Ms. Nazzaro motioned to waive the readings of the eight policies listed in the packet, seconded by Ms. Gaffen; vote passed 5-0.

5. Ms. Nazzaro motioned to adopt Policy GBA – Equal Opportunity Employment, seconded by Mr. Wise. Mr. Wise shared a document from Geoffrey Coram, Ridge Rd., regarding editing of the wording. Vote to adopt updates to GBA as amended. Ms. Nazzaro motioned to adopt amended Policy GBA, seconded by Ms. Gaffen. Vote 5-0.
6. Ms. Nazzaro motioned to adopt Policy DA – Fiscal Management Goals, seconded by Ms. Gaffen. Vote passed 5-0.
7. Ms. Nazzaro motioned to adopt Policy DB– Annual Budget, Seconded by Mr. Wise. Vote passed 5-0.
8. Ms. Nazzaro motioned to adopt Policy DBC - Budget Deadline and Schedules, seconded by Mr. Wise. Vote passed 5-0. Discussion followed.
9. Ms. Nazzaro motioned to adopt Policy DBD as amended as it appears on the screen, seconded by Mr. Wise. Vote passed 5-0. Discussion followed.
10. Ms. Nazzaro motioned to adopt Policy DBG – Budget Adoption Procedures as amended, seconded by Mr. Wise. Discussion followed. Vote passed 5-0.
11. Ms. Nazzaro motioned to adopt Policy DBJ – Budget Transfer Authority, seconded by Mr. Wise. Discussion followed. Vote passed 5-0.

12. Ms. Nazzaro motioned to adopt Policy DD as amended – Grants, Proposals and Special Reports, seconded by Mr. Wise. Discussion followed. Vote passed 5-0.

Ms. Nazzaro made the motion to adjourn, and Ms. McLaughlin seconded.

<https://www.youtube.com/watch?v=iE3Fn1hPxr4>

Meeting Adjourned 9:22 pm.

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: April 6, 2023
RE: Vote to Accept Grant Awarded by the Jae S. Lim Foundation

Please vote to accept a grant of \$3,000 from the Jae S. Lim Foundation to award two top performing RMHS Juniors in the subject areas of math and science in the 2023-2024 school year. Each award will be in the amount of \$1,000 and the balance will be allocated to purchase certificates and plaques for the students. Principal Tracey and Director Callanan will develop criteria for the award.

Please find attached the award letter from Mr. Tacho Lim, President and Director of the Foundation.

Thank you.

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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: April 6, 2023
RE: Vote to Accept MyCAP Development and Implementation Grant

Please vote to accept the My Career and Academic Plan (MyCAP) grant in the amount of \$4,500 awarded to Reading Memorial High School. As stated on the DESE website, *"The purpose of this targeted grant opportunity is to provide supplementary support to school districts currently engaged in or interested in beginning implementation of My Career and Academic Plan (MyCAP). MyCAP is a student-driven process designed to ensure all students graduate from high school college and career ready. The MyCAP process requires schools to create a scope and sequence to implement MyCAP."*

The award will be issued in the form of stipends to team members to attend professional development and team meetings outside-of- school hours.

Thank you.

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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: April 6, 2023
RE: Vote to Accept Credit for Life Fair Grant

Please vote to accept the Credit for Life grant in the amount of \$2,500 awarded to Reading Memorial High School. With this award, the RMHS leadership team along with Ms. Judith Langill, the Education Coordinator for the RMHS Branch Office of Reading Cooperative Bank, will host a Credit for Life Fair for all RMHS grade 11 students on April 11, 2023. With the assistance of over 40 community and business volunteers, students will increase their financial literacy and learn how to manage their money, build and stay within a budget, and explore careers. As described on the Credit for Life [website](#):

*For more than a decade, high school students across Massachusetts and beyond have participated in Credit for Life Fairs where students learn the real-life budgeting and money management skills they will use throughout their lifetime. Thanks to the efforts and support of a number of banks and non-profit organizations, Credit for Life is now available through this interactive website so that Massachusetts' young adults can enjoy these important financial lessons without leaving their desks or classrooms. Participants choose their professions, are assigned monthly take-home salaries and then navigate 10 online checkpoints to make "purchases" utilizing imaginary cash, credit or savings. The experience also includes a library of "Money Modules" students can utilize before or after the Fair on topics that include budgeting, credit scores, investing for the future and more. **The goal? To learn to live within their budget.***

The award will be expended on supplies, materials, signage, and materials for distribution to students.

Thank you.

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April 6, 2023



Old Business

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: April 6, 2023
Re: FY24 Kindergarten Registration Update

As of April 4, 2023, Reading Public Schools had received 283 kindergarten registrations for the 2023-2024 school year. This represents an increase of seven students above the projected kindergarten enrollment for the 2023-2024 school year, which totaled 276 students.

Kindergarten projections are calculated based on the number of live births in Reading from five years earlier, then multiplied by a three-year average ratio of birth-to-kindergarten enrollment by school. As a result, kindergarten projections are less reliable than other grade-level projections (because they are based on the number of births from five years earlier.)

The School Department began its 2023-2024 kindergarten registration outreach to families within December 2022 for the 2023-2024 school year using the Town's census data, which totaled 284 kindergarten-age children (children born between 9/1/2017 and 8/31/2018). Census data may also be somewhat unreliable by neighborhood school because some families may prefer not to report their children on the census, or they may not be living in Reading or may be living in a different school neighborhood in January 2022 when the census was taken.

On the page to follow, please find projected kindergarten class sizes by school for the 283 registrations received to date. Please note that of the 44 students who registered for enrollment into Wood End Elementary School, 17 students were not reflected in the Town's census data:

Reading Public Schools Kindergarten Enrollment
 Actual Class Sizes 2022-2023
 Projected Class Sizes 2023-2024
 Registered Class Sizes 2023-2024, as of April 4, 2023

Actual Class Size, 2022-2023		Projected Class Size, 2023-2024		Registered Class Size, 2023-2024 as of April 4, 2023		Comments
Barrows	Grade K	Barrows	Grade K	Barrows	Grade K	
FDK	17	FDK	19	FDK	18	
FDK	18	FDK	19	FDK	19	
FDK	18	FDK	20	FDK	19	
<i># Sections</i>	3	<i># Sections</i>	3	<i># Sections</i>	3	
Total	53	Total	58	Total	56	
Birch Meadow	Grade K	Birch Meadow	Grade K	Birch Meadow	Grade K	
FDK	19	FDK	20	FDK	19	
FDK	20	FDK	20	FDK	19	
FDK	19	FDK	21	FDK	18	
<i># Sections</i>	3	<i># Sections</i>	3	<i># Sections</i>	3	
Total	58	Total	61	Total	56	
Joshua Eaton	Grade K	Joshua Eaton	Grade K	Joshua Eaton	Grade K	
FDK	20	FDK	21	FDK	17	
FDK	21	FDK	21	FDK	18	
FDK	21	FDK	21	FDK	18	
<i># Sections</i>	3	<i># Sections</i>	3	<i># Sections</i>	3	
Total	62	Total	63	Total	53	2 Requests for HDK
Killam	Grade K	Killam	Grade K	Killam	Grade K	
HDK	11	HDK	11	FDK	18	
FDK	17	FDK	18	FDK	18	
FDK	17	FDK	18	FDK	19	
FDK	17	FDK	19	FDK	19	
<i># Sections</i>	4	<i># Sections</i>	4	<i># Sections</i>	4	
Total	62	Total	66	Total	74	2 Requests for HDK
Wood End	Grade K	Wood End	Grade K	Wood End	Grade K	
FDK	17	FDK	14	FDK	22	
FDK	17	FDK	14	FDK	22	
<i># Sections</i>	2	<i># Sections</i>	2	<i># Sections</i>	2	
Total	34	Total	28	Total	44	
TOTAL	Grade K	TOTAL	Grade K	TOTAL	Grade K	
Total Sections	15	Total Sections	15	Total Sections	15	
Total Students	269	Total Students	276	Total Students	283	

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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: April 6, 2023
RE: RMHS Innovation Pathways Update

We are thrilled to share that we just received official notification of DESE's decision to approve our recent Innovation Pathway submission. Please see the attached letter with formal notification. During the April 6th School Committee meeting, RMHS Director of Academic Achievement, Jessica Callanan, will speak briefly about the implications of DESE's approval.



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

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

March 23, 2023

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

Dear Superintendent Milaschewski:

I am pleased to inform you that, after careful review, the Innovation Career Pathway program submitted by your district has been granted designation. Congratulations on achieving this distinction. We are confident that your two new **Innovation Career Pathways in Information, and Manufacturing** will offer students a transformative experience, enabling them to develop essential skills, gain awareness of future career opportunities, and make informed choices about post-secondary education in promising fields.

This designation is issued as a five-year performance contract, with annual reporting requirements and a formal review after the first three years. Regular and ongoing professional development will be provided to support your work through the Innovation Career Pathways Community of Practice.

Kindly share this good news with your partners. You may direct any questions to Jennifer Gwatkin, Innovation Career Pathways Lead at jennifer.a.gwatkin@mass.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey C. Riley".

Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

cc: Elizabeth Bennett, Associate Commissioner for College, Career, and Technical Education
Cliff Chuang, Senior Associate Commissioner for Educational Options

**Reading Public Schools
School Committee Meeting Packet**

April 6, 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: Thomas Milaschewski, Superintendent
DATE: April 6, 2023
RE: Discuss and Approve Director of Finance Search Process

As explained in the attached note, RPS Director of Finance and Operations Susan Bottan will be moving on from her position this July. Susan has demonstrated exemplary leadership over the past two years in both the financial and operational sides of our organization. Her leadership made a tremendous impact on the day-to-day experience for our students and in shaping the future of RPS. During the April 6th School Committee meeting, we will discuss Susan's contributions to our organization in more detail and outline the upcoming "Director of Finance and Operations" search process.

April 4, 2023

Dear Reading Community,

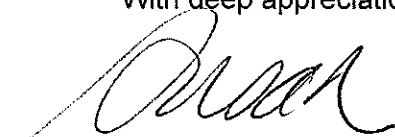
With profound gratitude and deep admiration for the Reading community, I am writing to share that I will be stepping down from my position of Director of Finance and Operations in July to begin work in Wayland Public Schools. Many of you may have learned about the serious organizational and financial instability facing Wayland at this time and may also be aware that I worked in Wayland for seven years prior to joining Reading. I feel uniquely qualified to help Wayland's interim leaders "right the ship" as they work toward developing a more permanent leadership team over the next several months as I come to the end of my career.

This decision was nearly impossible for me to make for several reasons - because of my deep respect and appreciation for our committed and hardworking school-based and central office coworkers, our district's compassionate, positive, and student-centered leadership team, our School Committee's unwavering support and thoughtful guidance, and the productive and helpful relationship we've built with our Town colleagues.

I am extremely proud of our district's and community's work together during these last two years. We prioritized and invested in areas that would produce the best results for students. We established a pathway toward universal free full-day kindergarten, implemented a high-quality K-5 literacy curriculum, significantly increased the amount of counseling support across the district, created new pathways for high school students, layered professional development for our leaders and instruction staff, hired a new food service leader who along with her team are transforming the quality of our school lunch program, and positioned our community to be well on our way to designing a Killam school building that will best meet the community's needs. I am confident that all of these investments, in addition to many others, will positively impact the educational experience for all of our RPS students for years to come

With Dr. Milaschewski and the leadership team, we will ensure a smooth transition. I will be available throughout the summer and into the new school year as needed. I deeply appreciate all of the support, collaboration, and dedication of our entire community and look forward to following the future successes of the district.

With deep appreciation,



Susan Bottan

Reading Public Schools
Screening Committee
Screening Process for Director of Finance and Operations

Please note: All information and discussions by screening committee members are confidential and cannot be shared now or in the future.

I. Approximate Position Start Date: July 10th, 2023

II. Screening Committee Members

- a. The Screening Committee will consist of representatives from the following groups:
- Superintendent - Facilitator
 - School Committee Members (2)
 - Principal Representative
 - Reading Teachers Association Representative
 - Finance Director/Town Accountant
 - Director of School Nutrition or Designee
 - Business/Financial Analyst
 - Network Administrator or Designee
 - Director of Facilities or Designee
 - Finance Committee Member
 - Parent
- b. To the extent possible, the composition of the committee will represent the many constituencies that comprise the Reading Public School Community.
- c. Superintendent will attend all interviews and deliberations as part of the decision-making process.

III. Schedule

All dates, times, and locations are tentative.

Date	Time	Event	Location
April 6	7:00 PM	School Committee Review and Approval of Process	RMHS Schettini Library
April 7		Online Posting for Position on a Variety of Posting Sites	Online
April 27	11:59 PM	Deadline for Applications	
Week of April 28	TBD	Screening Committee Organizational Meeting & Meeting to Design Questions	Virtual
Week of May 1	All Day	1 st Round Candidate Interviews and Recommend Finalists to Superintendent	Superintendent Conference Room
Week of May 8		<ul style="list-style-type: none"> • Finalist Vetting Process • Superintendent & Town Manager Interviews • Superintendent Recommendation to School Committee and School Committee Vote 	RMHS Schettini Library

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

TO: Reading School Committee
FROM: Thomas Milaschewski, Superintendent
DATE: April 6, 2023
RE: Approve Last Day of School for SY22-23

During the April 6th School Committee meeting, we will request that School Committee approves June 16, 2023 as the last day of school for SY22-23. The original SY22-23 calendar listed June 15th, 2023 as the last day of school, but with one snow day, the last day should be pushed back one day until June 16th, 2023.



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: April 4, 2023
TOPIC: Liaison and Subcommittee Discussion

In our meeting on Thursday, April 6th, we will take up a discussion and potential vote about granting a HS diploma to Mr. Richard Carlson, who left RMHS in 1951 in order to enlist in the Air Force, where he served overseas during the Korean War.

Following this memo in the packet is the letter I received from the Veterans' Services department in Wilmington on behalf of Mr. Carlson and his family, including the documentation of Mr. Carlson's service and honorable discharge as required by MGL Chapter 71, Section 4.

During our meeting, I will share the feedback I received from our counsel regarding this matter. The meeting will provide an opportunity to ask any additional questions, and should the committee be ready to proceed, we will take a vote to direct the district to grant a diploma to Mr. Carlson.



Town of Wilmington
121 Glen Road
Wilmington, MA 01887

Dept. of Veterans' Services
Louis Cimaglia IV Director

Phone (978) 694-2040
Fax (978) 658-3334

March 9, 2023

Mr Shawn Brandt, Chairperson
Reading School Committee
82 Oakland Rd.
Reading, MA 01867

Dear Chairman Brandt,

I am sending this letter on behalf of Mr. Richard M. Carlson. Mr. Carlson is a Korean War Veteran and a recipient of many Air Force Medals including the Korean Service Medal. Mr. Carlson left Reading High School in 1951 to enlist in the United States Air Force and serve his country overseas in Okinawa. Because of his service, Mr. Carlson never received his high school diploma.

In November 2006, Governor Romney signed into law Chapter 130 of the Acts of 2005, "An Act Providing Benefits to Service Members, Veterans and their Families." One of the provisions allows certain Massachusetts war veterans who withdrew from high school permanently to serve as a member of the armed forces in World War II, the Korean Conflict, or Vietnam and who did not receive high school diplomas to be awarded high school diplomas.

Section 4 of Chapter 71 of the Massachusetts General Laws was amended by adding the following two paragraphs:

Notwithstanding any general or special law to the contrary, school committees may award diplomas to any World War II veteran, Korean War veteran or Vietnam War veteran who is a resident of the commonwealth, who attended the high school maintained by the school committee, who withdrew from secondary school before graduation in order to serve in the armed forces of the United States, who did not receive a high school diploma as a consequence of that service, and who was honorably discharged from the armed services. The Department of Education and the Department of Veterans' Services shall jointly promulgate guidelines for the identification of eligible veterans by school districts and for the awarding of the diplomas by school committees.

"Somewhere...every second of every day...there is a soldier protecting our way of life...God bless them.

Family members of deceased veterans, who otherwise are eligible to apply for the diplomas, may apply for a diploma for the veteran posthumously under the same guidelines set forth by the Department of Education and Department of Veterans' Services.

Under Section 4 of Chapter 71 of the Massachusetts General Laws, you are authorized to award Mr. Carlson his high school diploma. I am enclosing Mr. Carlson's proof of military service records that also shows he was honorably discharged. I am requesting his high school diploma with permission from and on behalf of Mr. Carlson's Family, who have expressed how "wonderful" it would be for Dad to receive his Reading High School Diploma. I appreciate your assistance with this matter. If you have any questions, please do not hesitate to contact me. Thank you in advance for your consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Cimaglia IV', with a stylized flourish extending upwards and to the right.

Louis Cimaglia IV, Director

Cc. Dr. Thomas Milaschewski, Superintendent

Carlson, **Richard Melvin** **11 247 079** **297151**
(Surname) (Christian name) (Army serial number)

Residence **329 South St.** **Reading** **Mass.**
(Street and house number) (Town or city) (State)

Enlisted ~~1/22/52~~ ~~Concord~~ **1/15/52** **Boston, Mass**
(Date and place)

Component force: **Air Force** Active duty began (Date) **1/15/52**

1 Born in **Reading, Mass.** Date of birth or age. **10/22/32**

2 Organizations: **805th Supply Sq.**

Grades: **A1c.**

Engagements: **DEC; KSM; NDSM; UNSM**

Wounds or other injuries received in action.

Served overseas from **1-6-4** to

Service terminated—**Honorably—Not Discernible—Dishonorable** (Date) **1/14/56**

at **Barksdale AFB La.** by reason of **HO. RAD.**

Name and address of kin and relationship **Mr. & Mrs. Carl R. Carlson (P)**

AGO MASS 61. 100M-9-56-015829 (Remarks on reverse side)

same address



HONORABLE

1. LAST NAME - FIRST NAME - MIDDLE NAME CARLSON RICHARD MELVIN		2. SERVICE NUMBER AF 11 247 079	3. GRADE - RATE - RANK AND DATE OF APPOINTMENT A/LC(P)10Oct55	4. COMPONENT AND BRANCH OR CLASS Regt
5. QUALIFICATIONS 55151		6. EFFECTIVE DATE OF SEPARATION 14 JAN 58		7. TYPE OF SEPARATION Release from Active Duty
8. REASON AND AUTHORITY FOR SEPARATION Para 17 AFR 39-10		9. PLACE OF SEPARATION Barksdale Air Force Base Louisiana		
10. DATE OF BIRTH 22 Oct '32		11. PLACE OF BIRTH (City and State) Reading Mass	12. DESCRIPTION Male Caucasian	
13. REGISTERED X		14. SELECTIVE SERVICE LOCAL BOARD NUMBER (City, County, State) LP # 20 Malden (Middlesex) Mass	15. INDUCTED Not Applicable	
16. ENLISTED IN OR TRANSFERRED TO A RESERVE COMPONENT X		17. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
18. DATE AND PLACE OF ENTRY INTO ACTIVE SERVICE 15 JAN 52 Boston Mass		19. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
20. STATEMENT OF SERVICE FOR PAY PURPOSES		21. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
22. DELEGATIONS, MERGERS, REDUCTIONS, COMMENDATIONS, CITATIONS AND CAMPAIGN MEDALS AWARDED OR AUTHORIZED		23. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
24. MOST SIGNIFICANT DUTY ASSIGNMENT 808th Supply Squadron		25. DUTY STATION Hope		
26. SERVICE RECORDS OR COLLEGE, COLLEGE FELLOWSHIP COURSES, AND/OR POST-GRADUATE DEGREE(S) RECEIVED		27. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
28. GOVERNMENT INSURANCE INFORMATION (See instructions on reverse)		29. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
30. TOTAL PAYMENT UPON SEPARATION Not Applicable		31. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
32. SIGNATURE OF OFFICER AUTHORIZED TO SIGN John T Walker		33. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
34. DATES OF LAST CIVILIAN EMPLOYMENT 1950 to 1951		35. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
36. UNITED STATES CITIZEN X		37. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		
38. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER SEPARATION (M, R, P, D, City, County and State) See 20		39. GRADE - RATE OR RANK AT TIME OF ENTRY INTO ACTIVE SERVICE Private		

ALL ENTRIES APPLY TO STREET ADDRESS OF SERVICE (random address not authorized)

DD FORM 214 1 JUL 56

EDITION OF 1 JAN 58 IS OBSOLETE

INDIVIDUAL'S COPY (TO BE DELIVERED TO THE INDIVIDUAL BEING SEPARATED)

VRC

John T Walker
JOHN T WALKER
1STLT USAF

Richard M. Carlson



TO: Reading School Committee
FR: Susan Bottan, Director of Finance and Operations
DA: April 6, 2023
RE: Student Activity Accounts (SAA): FY21 Audit Findings, Vote to Approve 2022-2023 Active and Inactive Accounts, and Disposition of Inactive Funds

The purpose of this report is to provide School Committee with the findings resulting in from the Melanson audit of the FY21 Student Activity Accounts, which is a process that started in the spring of 2022 and ended in the fall of 2022. In addition, this report provides an overview of Student Activity Accounts and a recommendation to School Committee to vote the following:

- Vote to approve active 2022-2023 Student Activity Accounts
- Vote to close specified inactive 2022-2023 Student Activity Accounts
- Vote to move funds from inactive 2022-2023 Student Activity Accounts to cover any active SAA shortfall and deposit balance of funds into Student Assistance Account

The sections that make up this report are described below:

SECTION 1 – Insert of the Melanson Student Activity Account Audit Findings for the period of July 1, 2020, to June 30, 2021.

Within the management letter, following each finding, the auditor outlined the action the district has completed or had initiated at the time the management letter was produced. Since then, an internal annual auditing process has been defined and an internal monthly reporting system has been created, which will tie into the Quarterly financial Reports submitted to School Committee.

SECTION 2 -Brief Overview of Student Activity Accounts

- Definition of a Student Activity Account, Fund Thresholds by School, and School Committee Policies associated with Student Activity Accounts

SECTION 3 – Description of all Student Activity Accounts by School and a Recommendation to Vote Active and Inactive Student Activity Accounts and the Disposition of Funds

Please contact me if you have any questions about the information that follows.

Thank you.



**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
AGREED-UPON PROCEDURES TO MASSACHUSETTS
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION'S (DESE)
AGREED-UPON PROCEDURES AND AUDIT GUIDELINES: STUDENT ACTIVITY FUNDS**

Independent Accountant's Report on Applying Agreed-Upon Procedures

To the School Committee
Town of Reading, Massachusetts

We have performed the procedures enumerated below, which were agreed to by the management of the Reading Public School District (the District), solely to assist the District in evaluating the District's assertion that it has complied with the requirements set forth in the Massachusetts Department of Elementary and Secondary Education's (DESE) *Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds*. The District's management is responsible for its compliance with those requirements.

The District has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) *Agreed-Upon Procedures and Audit Guidelines: Student Activity Funds* for the year ended June 30, 2021. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. Instances of noncompliance in applying these agreed-upon procedures are included in the accompanying Schedule of Findings.

We were engaged by the District to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

800.282.2440 | melansoncpas.com



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

Melanson

Andover, Massachusetts
October 25, 2022

SCHEDULE OF FINDINGS

1. Amend and Formally Adopt School Committee Policies and Procedures for Student Activity Funds

Applicable DESE Guideline Step: I.A

The School Committee should adopt policies and procedures for the creation, operation, control and public reporting of student activity accounts. These policies should be reviewed periodically and amended when necessary. The accounts by statute are the responsibility of the school principal and thus it is the direct responsibility of the principal to ensure that the statute, School Committee policies, and administrative procedures are fully adhered to in all aspects of operating student activity accounts.

Finding

The School Committee has not adopted certain policies and procedures for student activity funds in accordance with DESE guidelines. Policies and procedures should include specific language to address the following:

- Disposition of balances in graduated class accounts, inactive accounts, and remediation of deficit accounts. As a result, the Reading Memorial High School has old class accounts for students who have already graduated that need to be closed. Additionally, the Reading Memorial High School, the Parker Middle School, and the Coolidge Middle School all maintain inactive accounts that should be assessed for relevance. Further, each of the schools also carry accounts with deficit balances that need to be addressed.
- School principal (or designee) have given bond to the Town Treasurer for faithful performance.
- Performance of an annual audit process.
- Require periodic submission of financial reports to the School Committee, Business Office, Treasurer, and fund advisors.
- Commission or revenue sharing receipt procedures and distribution of undesignated receipts.
- Approval annually of new and existing student activity fund accounts.
- Ongoing process of training is in place to ensure that all individuals maintain the necessary skills to perform these duties in an adequate manner.

Recommendation

The School Committee should adopt student activity fund policies and procedures noted above, in accordance with DESE's guidelines. We understand that management is

currently in the process of establishing student activity fund policies and procedures in accordance with DESE's guidelines.

Actions Taken:

- Management is currently in the process of establishing student activity fund policies and procedures in accordance with DESE's guidelines.
- All accounts are being reviewed and inactive accounts will be assessed/closed.
- Accounts in deficit will be addressed.
- When a new club is formed, an email is sent to the advisor with the deposit and check requisition forms and instructions on how to deposit and request funds.

2. Require School Committee Approval for Individual Student Activity Accounts and Accounts Established Throughout the Year

Applicable DESE Guideline Step: I.B

Although not required, it is a good practice for the School Committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

Finding

Individual student activity accounts are not approved by the School Committee, on an annual basis. Additionally, new student activity accounts established throughout the year are not approved by the School Committee.

Recommendation

The School Committee should approve all funds, annually, and new funds during the year.

Actions Taken:

- Existing Student Activity Funds will be scheduled for School Committee approval each year at the second School Committee in September.
- New Student Activities will be presented to School Committee for approval as new activities are established by students.

3. Comply with Maximum Balances in the Checking Account

Applicable DESE Guideline Step: II.A

Maximum checking account fund levels are established and annually voted on by the School Committee.

Finding

The Reading Memorial High School reconciled checking account balance exceeded the

approved maximum balance of \$40,000 at times throughout the year. Additionally, the Parker Middle School reconciled checking account balance exceeded the approved maximum balance of \$20,000 at times throughout the year.

Recommendation

Reconciled checking account balances should not exceed those approved by the School Committee. Active monitoring of checking account fund levels should be monitored and adhere to maximum balances approved by the School Committee.

Actions Taken:

- Active monitoring of the checking account fund levels will be monitored as part of the monthly reconciliation process.

4. Ensure Appropriate Bond Coverage for Checking Account Designees

Applicable DESE Guideline Step: II.A

The principal, or their designee, who are authorized to operate and control the student activity checking account shall give bond for faithful performance to the municipality or district in such amount as the Town Treasurer shall determine to secure the principal's faithful performance of their duties in connection with such account. Annually, the School Committee should authorize any such designees and ensure bond coverage.

Finding

Bonding coverage was not maintained for checking account designees during the year.

Recommendation

Appropriate bond coverage should be maintained for checking account designees. Additionally, the School Committee should authorize and ensure designees obtain appropriate bond coverage on an annual basis.

Actions Taken:

- Bonding applications are in the process of being completed now.

5. Perform Annual Audits of Student Activity Funds

Applicable DESE Guideline Step: II.A

There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by DESE. In addition, DESE recommends the audit be performed by an outside independent audit firm once every three years for those schools with activities greater than \$25,000. In the intervening years, the audit may be conducted by a responsible individual independent of the student activities, with approval of the School Committee.

Finding

Annual audits of student activity funds were not performed in the preceding years.

Recommendation

Annual audits of student activity funds should be performed, by an outside independent audit firm or as is permissible, internally, by the Town Accountant or the Director of Finance and Operations (if not involved in the administration or transactional processing of the student activities). Annual reports, in accordance with DESE's guidelines, should be developed to provide evidence of the student activity audit.

Actions Taken:

6. Improve Student Activity Fund Bank Reconciliation Procedures

Applicable DESE Guideline Step: III.A

Bank reconciliations must be done at least quarterly (preferable monthly). A copy of the bank reconciliation should be sent to the Director of Finance and Operations, School Committee, student officers, and Town Treasurer. Sign-offs must be present for both the preparer and reviewer of bank reconciliations.

Finding

Bank reconciliations were not performed throughout the year.

Recommendation

Bank reconciliations for checking accounts should be performed on a quarterly basis, at a minimum, and be signed by both the preparer and reviewer.

Actions Taken:

- The Treasurer's cash accounts, as well as the checking accounts, are now reconciled up to October 31, 2022. These accounts will be reconciled on a monthly basis going forward, with a packet prepared for the Finance Director and then sent to the Town Treasurer for sign-offs.

7. Establish and Implement Procedures for Student Activity Account Reports and Timelines

Applicable DESE Guideline Step: III.A

The School Committee and Director of Finance and Operations should establish periodic reporting timelines. Financial reports should be created and submitted in accordance with those guidelines to the School Committee, School Business Office, Town Accountant, Town Treasurer, and the individual student activity class/club advisors.

Finding

Periodic student activity account reports and timelines were not established and

documented.

Recommendation

The School Committee and Director of Finance and Operations should establish procedures for periodic student activity account reports and timelines. Further, financial reports should be created and submitted in accordance with the established guidelines to all appropriate stakeholders.

Actions Taken:

8. Improve Controls over Receipts

Applicable DESE Guideline Step: IV.A

The receipts process is susceptible to theft and abuse, since cash collections for student activities are normally decentralized, and individuals collecting cash are often young students inexperienced with cash handling. DESE recommends strict procedures for control of all receipts.

Finding

The following issues were noted with respect to receipts:

- Copies of deposit slips were not provided for multiple transactions selected for testing.
- Documentation lacked evidence that funds were turned over from advisors to the principal's office within 24 hours of collection for both the Reading Memorial High School and the Parker Middle School.
- Documentation lacked evidence of formal deposit/turnover forms signed by the advisor and receiving party.
- Documentation lacked evidence that funds were turned over to the Town Treasurer within one week of collection.
- Written evidence of receipt of deposit was not present from the Town Treasurer.

Recommendation

Copies of deposit slips and formal turnover forms should be maintained and signed by all appropriate parties. Further, all student activity receipts should be turned over within one day, or the next business day after collection. Receipts turned over should be deposited within one week and written evidence of receipt of deposit should be present from the Town Treasurer.

Actions Taken:

- Advisors will be reminded of these policies and procedures that are required. Proper documentation of turn overs will be maintained.

9. Improve Controls over Disbursements

Applicable DESE Guideline Step: V.A

MGL 71, Section 47 gives the responsibility for the establishment of student activity accounts to the School Committee and the enforcement of School Committee policies to the school principals; such is the case with purchasing and disbursements. It is important that disbursement policies are sound, controlled, and designed to benefit only the students. In order to accomplish this goal, DESE recommends that certain minimum policies and procedures are properly in place and effectively operating.

Finding

The following issues were noted with respect to disbursements:

- Standard disbursement forms were not utilized for transactions for the Reading Memorial High School.
- Principal approval of disbursements was not noted for selected transactions for the Reading Memorial High School.

Recommendation

Standard disbursement forms should be used by advisors when requesting funds for disbursements. Additionally, these forms should be signed by advisors, bookkeepers, and approved by the principal, prior to the disbursement of funds.

Actions Taken:

- Standard disbursement forms will be used by advisors for all requests of funds, with all appropriate signatures prior to disbursement of funds.

SECTION 2 -Brief Overview of Student Activity Accounts

DEFINITION OF AND GUIDELINES FOR STUDENT ACTIVITY ACCOUNTS

Student Activity Accounts are defined as funds raised by students and expended to benefit those students. The Student Activity Checking Accounts are used only for expenditures and are controlled by the school principals. The Massachusetts General Law [Chapter71/Section47](#) governs Student Activity Accounts.

The Department of Elementary and Secondary Education requires that an internal audit be performed each year, and once every three years by an outside independent audit firm, for those with activities greater than \$25,000. DESE's audit guidelines for school districts can be found here: [Audit Guidelines for Student Activity Accounts](#). Since it has been several years since Reading Public Schools' Student Activity Accounts have been audited, Melanson was hired in the spring of 2022 to perform an audit of all three school accounts, even though one account's threshold is over \$25,000. The audit was completed in October, 2022 and the findings are provided in the last section of this report.

STUDENT ACTIVITY CHECKING ACCOUNT THRESHOLDS BY SCHOOL

As a safeguard against fraud and theft, the balance in each checking account is limited to the following balances as voted by School Committee:

- Coolidge Middle School \$20,000
- Parker Middle School \$20,000
- Reading Memorial High School \$40,000

SCHOOL COMMITTEE POLICIES RELATED TO STUDENT ACTIVITY ACCOUNTS

Link to School Committee Policy Manual:

- Co-Curricular and Extracurricular Activities, JJ
- Student Organizations, JJA
- Student Fundraising Activities, JJE
- Student Activity Accounts, JJF
- Student Travel, JJH
- Public Gifts to the School, KCD
- Public Solicitations in the Schools, KHA

SECTION 3 – Description of all Student Activity Accounts by School and a Recommendation to Vote Active and Inactive Student Activity Accounts and the Disposition of Funds

Summarized on the page to follow is a table listing Student Activity Accounts by school. For School Committee's approval, each active account is noted. Accounts that are noted as "Inactive" are recommended for closure. School principals have reviewed and identified accounts as active and inactive.

Also, for School Committee's approval, is a recommendation to reallocate the balances from inactive accounts to cover negative balances in active accounts and to deposit any remaining funds into the Student Assistance accounts to support all students' participation in activities. For example, with authorization by the principal, financial assistance may be offered to students who do not qualify for Free & Reduced lunch but who may need financial support to participate in an activity. Additionally, the Student Assistance account may be used to reduce the cost of a field trip to make the activity more affordable for all students.

One note about voting inactive accounts: Please note that outreach was conducted to the student officers for the classes of 2021 and 2022 to arrange for disbursement of remaining funds. This outreach was unsuccessful. School Committee Policy JJF states, *"Should the class officers not request to have their funds removed from the Student Activity Checking Account within one-hundred and eighty days of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee."* It is recommended the 2021 and 2022 class accounts be closed and the remaining funds be transferred to the Student Assistance account.

Finally, whenever possible, it is recommended that any funds remaining in a SAA raised by students in a particular grade level roll forward each year to follow the students. For example, funds that may remain in the Grade 8 Field Trip account be rolled forward with the rising 9th graders and deposited into their class SAA or use to support class events.

Each September, School Committee will be provided a list of active SAA for approval along with their beginning year balances.

2022-2023 Active Student Activity Accounts (SAA)		
by Secondary School		
Coolidge Middle School	Parker Middle School	Reading Memorial High School
A Christmas Carol Field Trip - <i>New and Active</i>	A Christmas Carol Field Trip - <i>Active</i>	19 Class Funds - <i>Inactive</i>
Administration Account - <i>Inactive</i>	Book Fair - <i>Inactive</i>	20 Class Funds - <i>Inactive</i>
Charity Account - <i>Inactive</i>	End of Year Activities - <i>Active</i>	21 Class Funds - <i>Inactive</i>
Discovery - <i>Inactive</i>	Field Trips General - <i>Active</i>	22 Class Funds - <i>Inactive</i>
End of Year Activities - <i>New and Active</i>	Gr. 8 Field Trip - <i>Active</i>	23 Class Funds - <i>Active</i>
Explorer - <i>Inactive</i>	Jr. Districts - <i>Active</i>	24 Class Funds - <i>Active</i>
Field Trips General - <i>New and Active</i>	Jr. Great Books - <i>Inactive</i>	25 Class Funds - <i>Active</i>
Gemini - <i>Inactive</i>	Museum of Science Field Trip - <i>Inactive</i>	26 Class Funds - <i>Active</i>
Infinity - <i>Inactive</i>	Nature's Classroom - <i>Active</i>	Art Club - <i>Active</i>
Kite Day - <i>New and Active</i>	Plum Island FT - <i>Active</i>	Best Buddies – <i>New, Active and combine Samantha's Harvest and Peer Pals</i>
Library – <i>Inactive</i>	Romeo & Juliet FT - <i>Active</i>	Cans for Cats & Canines - <i>Inactive</i>
Music – <i>Active and Rename to Jr Districts</i>	Science Olympiad - <i>Active</i>	Community Service Club - <i>Active</i>
Peer Leaders - <i>Inactive</i>	Smart Music Subscriptions - <i>Inactive</i>	D Block Industries - <i>Inactive</i>
Pegasus - <i>Inactive</i>	Spanish Field Trip - <i>Active</i>	Dance Club - <i>Active</i>
Polaris - <i>Inactive</i>	Student Assistance - <i>New and Active</i>	Dance Marathon - <i>Inactive</i>
Prindle Pond – <i>Active and Rename to Nature's Classroom</i>	Student Council - <i>Active</i>	DECA - <i>Active</i>
Project Adventure - <i>Active</i>	Yearbook - <i>Active</i>	Drama Club - <i>Active</i>
Scholarship - <i>Inactive</i>		EMBARC - <i>Active</i>
Science Olympiad - <i>New and Active</i>		Environmental Club - <i>Active</i>
Student Assistance - <i>Active</i>		Field Trip-Biogen - <i>Active</i>
Student Council - <i>Active</i>		Field Trip-Habitat for Humanity - <i>Active</i>
Voyager - <i>Inactive</i>		Field Trip-Salem Schooner - <i>Active</i>
Yearbook - <i>Active</i>		Field Trip-Smallpox - <i>Active</i>
		Field Trip-Spain Exchange - <i>Active</i>
		Field Trip-Walden Pond - <i>Active</i>
		Field Trip-Non Specified - <i>Inactive</i>
		Foreign Language Books <i>Inactive</i>
		Gay Straight Alliance - <i>Active and Rename to Gender and Sexuality Alliance</i>
		Girl Rising Club - <i>Active</i>
		International Club - <i>Inactive</i>
		Latin Club - <i>Active</i>
		Model UN - <i>Active</i>
		National Honor Society - <i>Active</i>
		New Currency - <i>Active</i>
		Orbit-School Paper - <i>Active</i>
		Peer Pals – <i>Active and Combine with Samantha's Harvest and Rename to Best Buddies</i>
		RMHS Choral Program - <i>Active</i>
		RMHS Letters for Soldiers - <i>Active</i>
		RMHS Ski Club - <i>Active</i>
		RMHS Visual Arts Dept - <i>Inactive</i>
		Samantha's Harvest – <i>Active and Combine with Peer Pals and Rename to Best Buddies</i>
		Science Team - <i>Active</i>
		Senior Slide Show - <i>Inactive</i>
		Spanish Club - <i>Active</i>
		Student Council - <i>Active</i>
		Student Tuition/Donations – <i>Active and Rename Student Assistance</i>
		Students of Color for Equity, Justice, and Inclusion - <i>Active</i>
		Swiss Exchange Program - <i>Active</i>
		Vernal Pool Association - <i>Inactive</i>
		World of Difference - <i>Active</i>
		Yearbook - <i>Active</i>
		Young Engineers Club - <i>Active</i>

Summary of SAA by School: Descriptions, Status, and Account Balances as of August 31, 2022

Please find in the following section a brief description of each school's Student Activity Accounts, a notation if the SAA is Active or Inactive and recommended for closing. Following the section is a summary of each account's balance as of August 31, 2022, the start of the 2022-2023 school year.

COOLIDGE MIDDLE SCHOOL Student Activity Accounts – Descriptions and Balances as of August 31, 2022

A Christmas Carol Field Trip – New and Active

Grade 7 students attend "The Christmas Carol" production at the North Shore Music Theatre as it ties in with the reading of the book in ELA classes.

Administration Account – Inactive

This account is funded with interest generated on account balances.

Charity – Inactive

This account is used for donating to non-profit organizations.

Discovery - Inactive

This account belongs to Team Discovery. Funds in this account have been used for field trips to places such as the Museum of Science, Economic Summit, and Patriot Place.

End of Year Activities – New and Active

This account is used for end of year activities for grade 8, which has included a picnic, Kimball Farm Ft, dance, and other activities.

Explorer - Inactive

This account belongs to Team Explorer. Funds in this account have been used for 6th grade field trips to places such as the Museum of Fine Arts, Museum of Science, Kite Day, Reading Public Library. They also fund raise by reading books for Heifer International.

Field Trips – New and Active

This account has traditionally been used for random field trips that are not necessarily repeated, such as Gr 8 Civics, Gr 6 Huntington Theatre, MFA, etc.

Gemini - Inactive

This account belongs to Team Gemini. Funds in this account have been used for 7th and 8th grade field trips to places such as the North Shore Music Theatre to see A Christmas Carol or Romeo and Juliet. Funds are also used for special 8th grade activities at the end of the year.

Infinity - Inactive

This account belongs to Team Infinity. Funds in this account have been used for 7th and 8th grade students to purchase items like scientific calculators or go on math related field trips.

Kite Day – New and Active

Funds are collected from students for transportation to Nahant Beach for our 6th grade Kite Day field trip.

Library – *Inactive*

in this account are used for grade 6 trips to the Reading Public Library and transportation. Money raised through our Scholastic Book Fair is also deposited here and used to purchase books for our library.

Music – *Active and Rename to “Jr Districts”*

This account belongs to our Band and Music Teachers. Funds in this account are primarily used for grades 6, 7 and 8 field trips to the MMEA-ND-JD Junior District Competitions and transportation.

Peer Leaders – *Inactive*

The group provides social opportunities for students and fun events to bring the school community together.

Pegasus - *Inactive*

This account belongs to Team Pegasus. Funds in this account have been used for field trips to places such as the North Shore Music Theatre, Spanish field trips, 8th grade end of year activities and transportation.

Polaris - *Inactive*

This account belongs to Team Polaris. Funds in this account have been used for field trips to places such as the North Shore Music Theatre, Spanish field trips, 8th grade end of year activities and transportation.

Prindle Pond – *Active and Rename to Nature’s Classroom*

This Nature’s Classroom trip is for our 7th graders who wish to attend during the April school vacation week. Nature’s Classroom is a residential environmental program. Students are assigned to Field Groups to explore the natural environment and engage in outdoor activities. This program also helps build stronger interpersonal relationships and self-confidence through team building exercises.

Project Adventure - *Active*

Project Adventure is a leading organization in experiential education. Our 8th grade takes a field trip at the end of the year to Project Adventure in Beverly, MA. By creating adventures, it provides opportunities for participants to problem solve, communicate, and collaborate, connect with others, grow as individuals, engage in team activities and think creatively.

Scholarship – *Inactive*

An account to help students in need pay for participation in activities.

Science Olympiad – *New and Active*

Coolidge students participate in the Science Olympiad competition.

Student Assistance - *Active*

An account to help students in need pay for participation in activities. Funds in this account are generated through donations, interest earned from SAA, and residual balances from closed accounts.

Student Council - Active

Student Council is an organization by students to serve as a voice for the entire student body. Members develop leadership skills by organizing schoolwide activities such as door decorating contests and service projects. School dances are held as well as spirit day to raise funds for Student Council. Funds are then used to purchase items for the school or to donate to various charities.

Voyager - Inactive

This account belongs to Team Voyager. Funds in this account have been used for 6th grade field trips to places such as the Museum of Fine Arts, Museum of Science, MIT, Kite Day and Reading Public Library.

Yearbook - Active

In the Yearbook Club, students design, promote, and sell the 8th grade yearbook to students. Assisted by an Advisor, students use an online computer program (Pictavo) to create pages, using photographs taken by photography company, staff, and other students. Students learn how to create templates, implement design options, and edit other work.

COOLIDGE Student Activity Account Balances, as of August 31, 2022

Name	Balance
A Christmas Carol Field Trip – <i>New and Active</i>	
Administration Account - <i>Inactive</i>	3,203.85
Charity Account - <i>Inactive</i>	\$7.13
Discovery - <i>Inactive</i>	\$1,497.13
End of Year Activities – <i>New and Active</i>	
Explorer - <i>Inactive</i>	(\$286.86)
Field Trips General – <i>New and Active</i>	
Gemini - <i>Inactive</i>	\$170.33
Infinity - <i>Inactive</i>	\$1,688.38
Kite Day – <i>New and Active</i>	
Library - <i>Inactive</i>	\$1,880.76
Music – <i>Active and Rename to Jr Districts</i>	\$14.36
Peer Leaders - <i>Inactive</i>	\$31.82
Pegasus - <i>Inactive</i>	(\$215.25)
Polaris - <i>Inactive</i>	\$2177.39
Prindle Pond – <i>Active and Rename to Nature’s Classroom</i>	\$12,474.84
Project Adventure - <i>Active</i>	\$595.50
Scholarship - <i>Inactive</i>	\$1,044.81
Science Olympiad – <i>New and Active</i>	
Student Assistance Account - <i>Active</i>	\$11,650.20
Student Council - <i>Active</i>	\$11,082.86
Voyager- <i>Inactive</i>	\$2,214.41
Yearbook Account - <i>Active</i>	\$2,257.76

PARKER MIDDLE SCHOOL Student Activity Accounts -Descriptions and Balances as of August 31, 2022

A Christmas Carol Field Trip - *Active*

Grade 7 students attend "The Christmas Carol" production at the North Shore Music Theatre as it ties in with the reading of the book in ELA classes.

Book Fair - *Inactive*

A school fundraising event at which books are purchased by students.

End of Year Activities - *Active*

This account is used for end of year activities for grade 8, which has included a picnic, Kimball Farm Ft, dance, and other activities.

Field Trips General - *Active*

This account has traditionally been used for random field trips that are not necessarily repeated, such as Gr 8 Civics, Gr 6 Huntington Theatre, MFA, etc.

Gr 8 Field Trip -- *Active*

Grade 8 students have a fall field trip into Boston for a team building day - harbor cruise, scavenger hunt. They also collect supplies for the Pine Street Inn and put together kindness kits to deliver them.

Jr. Districts -- *Active*

Funds collected for bus and entry fees for Junior District auditions, rehearsals, and concerts.

Jr. Great Books - *Inactive*

All Parker students were given the opportunity to purchase a Junior Great Book for ELA classes, inactive.

Museum of Science Field Trip - *Inactive*

Gr 7 students who do not attend the Nature's Classroom FT go to the Museum of Science.

Nature's Classroom -- *Active*

Gr 7 Students attend a 3-day experience at Nature's Classroom which is a residential, overnight education program, dedicated to outdoor experiential learning.

Plum Island -- *Active*

Gr 6 students go to Spence Pierce Little Farm for an architectural dig experience and then to Plum Island for a bird watch and nature experience.

Romeo-Juliet - *Active*

Gr 8 students go to a production of "Romeo & Juliet" which ties in with their reading of the play.

Science Olympiad -- *Active*

Parker students participate in the Science Olympiad competition. They meet weekly after school to prepare.

Smart Music Subscriptions - *Inactive*

All band students need a subscription to Smart Music for practicing and submitting assignments. Parents now pay for this online instead of sending money to school.

Spanish Field Trip -- Active

Gr 8 students taking Spanish as a World Language choice, have lunch at a Spanish restaurant and practice speaking the language. They also go to a dance school to learn traditional Spanish dances.

Student Assistance – New and Active

An account to help students in need pay for participation in activities. Funds in this account are generated through donations, interest earned from SAA, and residual balances from closed accounts.

Student Council -- Active

Student Council involves student leaders and school administration organizing activities and service projects as well as fundraisers for different causes. Funds are used to purchase items for the school, donate to causes and to benefit student activities.

Yearbook -- Active

Yearbook is created by students and teacher advisor, using pictures taken by a photography company, staff, and other students. Students learn how to create templates, implement design options, and edit other work. Funds in this account is earned from the sale of yearbooks to students and parents.

PARKER Student Activity Account Balances, as of August 31, 2022

Name	Balance
A Christmas Carol Field Trip - <i>Active</i>	\$94.00
Book Fair - <i>Inactive</i>	(\$52.25)
End of Year Activities - <i>Active</i>	(\$65.61)
Field Trips General - <i>Active</i>	(\$999.25)
Gr. 8 Field Trip - <i>Active</i>	\$6,589.65
Jr. Districts - <i>Active</i>	(\$1,226.50)
Jr. Great Books - <i>Inactive</i>	\$492.94
Museum of Science Field Trip - <i>Inactive</i>	\$862.00
Nature's Classroom - <i>Active</i>	(\$1,389.73)
Plum Island FT - <i>Active</i>	\$159.00
Romeo & Juliet - <i>Active</i>	\$52.00
Science Olympiad - <i>Active</i>	\$4,601.36
Smart Music Subscriptions - <i>Inactive</i>	(\$6.46)
Spanish Field Trip - <i>Active</i>	(\$162.99)
Student Assistance – <i>New and Active</i>	
Student Council - <i>Active</i>	\$20,940.15
Yearbook - <i>Active</i>	\$3,894.39

RMHS Student Activity Accounts - Descriptions and Balances as of August 31,2022

19/20/21/22/23/24/25/26 Class Funds – Inactive 19,20,21,22

Class officers, with support from advisors, raise money on behalf of the class to fund class events such as proms and the senior BBQ, other events that support school and class spirit, and to defray costs for students with financial hardships.

Art Club - Active

Students participate creating art projects after school.

Best Buddies – New and Active

Combine efforts of Samantha’s Harvest and Peer Pals, two organizations with similar purposes and missions, under a new activity called “Best Buddies.” Best Buddies empowers the special abilities of people with IDD by helping them form meaningful friendships with their peers to ensure that all students at RMHS feel connected to our community.

Cans for Cats & Canines - Inactive

Cans for Cats and Canines Club meets one or two times per month to coordinate when and how students will collect redeemable cans and bottles. They go to classrooms and coordinate around town to collect and redeem the cans and bottles and donate the money to the MSPCA at Nevins Farms or at the Northeast Animal Shelter (MSPCA).

Community Service Club - Active

The community service club’s mission is to give back to the school and surrounding local communities by raising money or collecting items in need and working in partnership with outside philanthropic organizations.

D-Block Industries - Inactive

This was an offshoot club of DECA for a particular year of graduation.

Dance Club - Active

The club is targeted for students passionate about all genres of dance.

Dance Marathon - Inactive

This was a one-time fundraising event from 2018.

DECA - Active

DECA (Distributive Education Clubs of America) is an association of marketing students that encourages the development of business and leadership skills through academic conferences and competitions.

Drama Club - Active

Drama performs three plays each school year. Students can participate in cast or as a member of the crew. Crew can consist of lighting, stage manager, hair, makeup, costumes etc.

EMBARC - Active

EMBARC is the name of one of our sub-separate special education program at RMHS. The funding raised by students through popcorn sales helps support vocational and occupational training for the students.

Environmental Club - Active

The Environmental Club is involved with environmental issues within the Reading community. They are directed by student interests and do hikes, manage the traffic islands at the entrance to the school, get involved with community issues and activities like composting, community gardens, and water and food security. Their big event is taking part in the statewide Envirothon Competition and participating in the workshops leading up to it in the spring.

Field Trip- Biogen - Active

The students in our Epidemiology and Disease course attend an annual field trip to Biogen.

Field Trip Habitat for Humanity - Active

Nonprofit organization that helps people in your community and around the world build or improve a place they can call home. A group of chaperones brings students usually to southern states for a week in the summer to help build a home for a family in need.

Field Trip-Salem Schooner - Active

Field Trip to Salem, MA on "The Fame" schooner business which is part of the Entrepreneurship program.

Field Trip- Smallpox - Active

The students in our Epidemiology and Disease course attend an annual field trip into Boston.

Field Trip Spain Exchange - Active

Weeklong student trip to Spain where students would stay with families and experience the culture, in exchange the students would then come stay and experience the United States.

Field Trip Walden Pond - Active

English Dept. takes trip to Walden Pond. Walden Pond is the centerpiece of Thoreau's Walden Woods and is the focus of Thoreau's most famous piece: *Walden*. It is owned and managed by the Massachusetts Department of Conservation and Recreation and sees 600,000 visitors every year. An exceptionally deep and remarkably clear kettle lake, Walden still inspires the conservation ethic that Thoreau first articulated in his writings.

Field Trip Non-Specified - Inactive

Foreign Language Books - Inactive

Purpose of club is unknown.

Gay Straight Alliance- Active and Rename to Gender and Sexuality Alliance

The Gender & Sexuality Alliance exists to create a safe and supportive school culture for all students, especially those who identify as LGBTQ+ and their allies. Meetings are every Thursday after school in the library and hold school and community events that support LGBTQ+ students and families throughout the year.

Girl Rising Club- Active

Meets bi-weekly and provides a supportive space for students to learn and discuss problems facing women around the world and to fundraise to help women without equal access to education. Members

discuss feminist issues, host guest speakers, and plan community service events, such as a holiday drive for domestic abuse shelters.

International Club - Inactive

Tends to focus on movies, books, food, and cultures from around the world. In the past, International Club has sponsored afterschool movie viewing, hosted snacks from around the world, gone to local restaurants to try different cuisines, and had a book group that highlights novels and memoirs from around the world.

Latin Club - Active

Runs activities and attends events to celebrate Latin and Classical languages. In the past Latin club has built a chariot to compete at a statewide event, attended Certamen (a quiz bowl type competition), visited the Museum of Fine Arts to see a Pompeii exhibit, etc. Latin Club is an inclusive club, open to anyone who takes Latin, wants to take Latin, or just loves Latin, Greek, and the mythologies of the Roman and Greek worlds.

Model UN - Active

Students compete with other schools. The competition will involve trying to solve a world issue. Each school will be assigned to function as a country. The team will then try to solve the problem representing the country that they have been assigned.

National Honor Society - Active

This club is the Reading Memorial High School chapter of the National Honors Society (NHS). NHS is a nationally recognized organization dedicated to the ideas of Leadership, Scholarship, Service, and Character. All students involved in NHS exemplify these pillars. Students involved in National Honors Society organize and perform leadership and service projects that benefit the community.

New Currency - Active

The RMHS literary arts magazine. Members publish original student artwork, poetry, and short fiction on our online site. Members hope to publish a printed copy of their magazine with funds raised.

Orbit- School Paper - Active

Students learn the fundamentals of news writing and work together to decide what stories to cover. They also publicize the newspaper around school to try to maximize readership.

Peer Pals- Active and Combine with Samantha's Harvest and rename to Best Buddies

Peer Pals is a club focused on our school priority of including inclusive practices to ensure that all students at RMHS feel connected to our community. The group provides social opportunities for students and fun events to bring the community together.

RMHS Choral Program - Active

RMHS offers several chorus groups including Select Chorus where there are tryouts and voluntary groups such as RMHS Singers. We also have a new A Cappella group. The various programs provide two free concerts to the community including singing at various town events. Mixed Choir is a full-year curricular choral group that meets every other day. It is a foundational ensemble of mixed voices (soprano, alto, tenor, and bass) that performs a wide variety of choral music, including classical, world music, American folk songs, spirituals, musical theater, popular music, and works by contemporary composers. Emphasis is placed on improving students' music literacy, sight-singing ability, vocal

production, and ensemble skills. Mixed Choir performs at major concerts and school events, including Winter Songfest, Arts Fest, and Spring into Song.

Select Choir is a full-year curricular choral group that meets every other day. As the name implies, Select Choir is an auditioned ensemble of accomplished choral musicians that performs advanced SATB music. Members also perform musical theater and popular music as part of two small ensembles that are led by student directors: Fermata Nowhere and the Crescendos. As a member, you will be expected to demonstrate a strong work ethic and independence. Select Choir performs frequently during the school year, including major concerts, school events, caroling, fundraisers, and festivals. Auditions are held in February for the following school year.

RMHS Singers is an extracurricular choral group that meets after school on Wednesday evenings. It is open to all students, regardless of singing ability or prior experience. It is an ensemble of mixed voices (soprano, alto, tenor, and bass) that performs music in a wide variety of styles, from Renaissance to American folk to Broadway. You may choose to participate for first semester, second semester, or both. RMHS Singers performs at Winter Songfest and Spring into Song.

Harmonium is the RMHS contemporary a cappella group. It is an extracurricular group that meets after school on Thursday afternoons. It is an auditioned ensemble of eleven voices (soprano, alto, tenor, bass, and vocal percussion) that performs a cappella arrangements of popular music from all eras. Due to the nature of the group, members must have strong music reading skills, a confident, engaging stage presence, and excellent intonation (pitch accuracy). Harmonium performs at major concerts and community events throughout the year. To be eligible, you must be a member of Mixed Choir, Select Choir, or RMHS Singers. Auditions are held in June for the following school year.

RMHS Letters for Soldiers - Active

The RMHS Letters for Soldiers club annually writes and sends holiday letters and well-wishes to our actively serving veterans and those at the local VA in Bedford.

RMHS Ski Club - Active

The RMHS Ski Club is a non-competitive opportunity for students who are interested in skiing or boarding. The student-led club schedules multiple ski trips a year to mountains, such as Pat's Peak in Henniker, NH.

RMHS Visual Arts Department - Inactive

Samantha's Harvest - Active and Combine with Peer Pals and rename to Best Buddies

Samantha's Harvest works to raise awareness by providing funding for programs and organizations that directly enhance the lives of individuals with Down syndrome. Samantha's Harvest activities support the Best Buddies High School chapter fosters one-to-one friendships between high school students with and without IDD. In this time of heightened social and emotional development that can be difficult even for teenagers without IDD, the Best Buddies High Schools program helps break through social barriers at an important time in a young person's life. Best Buddies is the world's largest organization dedicated to ending the social, physical, and economic isolation of the 200 million people with intellectual and developmental disabilities (IDD). The Best Buddies program empowers the special abilities of people with IDD by helping them form meaningful friendships with their peers.

Science Team - Active

The RMHS Science Team competes in the Science Olympiad competitions. They practice after school on Tuesdays and Thursdays. They will be competing in two invitationals, plus the State Competition.

Senior Slide Show - Inactive

Seniors gather in the auditorium and a slide show of their high school career is presented along with the class superlatives. Part of Senior week every year and is held the final week before graduation.

Spanish Club - Active

Students learn about the Spanish Culture.

Student Council - Active

Student Council is an organization conducted by students to serve as a voice for the entire student body. Members develop leadership skills by organizing schoolwide activities and service projects. Activities include - Veterans Day program, pep rally, donation drives for several charities, service projects, and fundraisers to support these programs.

Student Tuitions/Donations – Active and Rename to Student Assistance

An account to help students in need pay for participation in activities. Funds in this account are generated through donations, interest earned from SAA, and residual balances from closed accounts.

Students of Color for Equity, Justice, and Inclusion - Active

The Students of Color for Equity, Justice, and Inclusion (SOCA4EJI) is a group of students passionate about issues around equity and anti-racism. The group meets every Tuesday during Flex block, and all are welcome.

Swiss Exchange Program - Active

Swiss Students will visit the US in September 2022 and RMHS students would go to Switzerland in April 2023. Students stay with families and experience the culture.

Vernal Pool Association - Inactive

In line with our Environmental Club's mission, the Vernal Pool association works alongside local conservation efforts in Reading to ensure our students learn the importance of environmental responsibility and activism.

World of Difference - Active

The Peer Training Program is a year-round program that trains middle and high school youth to actively promote inter-group dialogue, understanding and respect. As A World of Difference® Institute Peer Trainers, young people assume leadership roles in efforts to create respectful and inclusive schools and communities. An underlying principle of the A World of Difference Institute is that learning about social justice issues is a life-long process. By engaging in this process, Peer Trainers learn how to effectively respond when they hear racial slurs, name-calling, and put-downs in the hallways, lunchrooms, and classrooms of their schools. They also develop the skills to lead interactive discussions and workshops for their peers and younger students. The A World of Difference Institute Peer Training Program provides Peer Trainers with the training and resources to design and lead interactive programs that promote an environment that is respectful and civil.

Yearbook- Active

In Yearbook Club, students design, promote, and sell the RMHS Yearbook. Assisted by the advisor, students use an online computer program (Pictavo) to create pages, using photos taken by a photography company, students, and staff. Students learn how to create templates, implement design options, and edit others work. The main goals are to capture the spirit of RMHS and celebrate our students. It requires a great deal of time and diligence but seeing the finished project makes it all worthwhile.

Young Engineers Club - Active

The Young Engineers Club is a club that gives students the opportunity to design and build small engineering projects. The projects are different each year and based on student interest and availability.

RMHS Student Activity Account Balances, as of August 31, 2022:

Name	Balance
19 Class Funds - <i>Inactive</i>	-\$2,140.00
20 Class Funds - <i>Inactive</i>	-\$80.00
21 Class Funds - <i>Inactive</i>	\$13,116.24
22 Class Funds - <i>Inactive</i>	\$15,066.67
23 Class Funds - <i>Active</i>	\$37,606.49
24 Class Funds- <i>Active</i>	\$12,078.71
25 Class Funds- <i>Active</i>	\$15,531.99
26 Class Funds- <i>Active</i>	\$0.00
Art Club - <i>Active</i>	\$0.21
Best Buddies -- <i>Active, New and combine with Samantha's Harvest and Peer Pals</i>	
Cans for Cats & Canines- <i>Inactive</i>	\$1.40
Community Service Club - <i>Active</i>	\$487.76
D Block Industries - <i>Inactive</i>	\$25.82
Dance Club - <i>Active</i>	\$215.26
Dance Marathon - <i>Inactive</i>	\$159.27
DECA- <i>Active</i>	\$191.00
Drama Club- <i>Active</i>	\$18,724.32
EMBARC- <i>Active</i>	\$0.00
Environmental Club- <i>Active</i>	\$200.02
Field Trip-Biogen- <i>Active</i>	\$679.00
Field Trip-Habitat for Humanity- <i>Active</i>	\$467.32
Field Trip-Salem Schooner- <i>Active</i>	\$57.19
Field Trip-Smallpox- <i>Active</i>	\$939.00
Field Trip-Spain Exchange- <i>Active</i>	\$0.03
Field Trip-Walden Pond- <i>Active</i>	\$932.50
Field Trip-Non-Specified - <i>Inactive</i>	\$142.00

Foreign Language Books - <i>Inactive</i>	\$19.77
Gay Straight Alliance – <i>Active and Rename to Gender and Sexuality Alliance</i>	\$235.05
Girl Rising Club- <i>Active</i>	\$87.87
International Club - <i>Inactive</i>	\$213.40
Latin Club- <i>Active</i>	-\$33.50
Model UN- <i>Active</i>	\$65.29
National Honor Society- <i>Active</i>	\$1,389.91
New Currency - <i>Active</i>	\$2,575.04
Orbit-School Paper- <i>Active</i>	\$107.81
Peer Pals – <i>Active and Combine with Samantha’s Harvest and Rename to Best Buddies</i>	\$14.05
RMHS Choral Program- <i>Active</i>	\$600.00
RMHS Letters for Soldiers- <i>Active</i>	\$2,500.00
RMHS Ski Club- <i>Active</i>	\$164.00
RMHS Visual Arts Dept - <i>Inactive</i>	\$475.00
Samantha’s Harvest – <i>Active and Combine with Peer Pals and Rename to Best Buddies</i>	\$1,498.34
Science Team - <i>Active</i>	\$774.49
Senior Slide Show - <i>Inactive</i>	\$459.91
Spanish Club - <i>Active</i>	\$3,277.26
Student Council - <i>Active</i>	\$711.31
Student Tuition/Donations – <i>Active and Rename to Student Assistance</i>	\$15,592.33
Students of Color for Equity, Justice, and Inclusion - <i>Active</i>	\$390.00
Swiss Exchange Program- <i>Active</i>	\$4,014.88
Vernal Pool Association - <i>Inactive</i>	\$685.26
World of Difference- <i>Active</i>	\$1,191.84
Yearbook- <i>Active</i>	\$20,380.90
Young Engineers Club- <i>Active</i>	\$1,403.47

**Reading Public Schools
School Committee Meeting Packet**

April 6, 2023



Information / Correspondence

RE: No progress on restoring opportunities at RPS that were taken away?

From: Milaschewski, Thomas
Sent: Tuesday, April 4, 2023 12:30 PM
To: Rebecca Liberman
Cc: DG School Committee; Hardy, Sarah
Subject: RE: No progress on restoring opportunities at RPS that were taken away?

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Rebecca,

Thanks for your follow up note. We will keep you informed as we move this work forward this spring and beyond. Our communication will include concrete action steps of what we are doing to provide more accessible pathways for all students to higher level math. As we continue to move this work forward we want to make sure that we are also organized to execute and sustain any changes we make. I look forward to staying connected with you on this. As always, I appreciate your ideas and feedback.

Best,
Tom

From: Rebecca Liberman <rfliberman@gmail.com>
Sent: Thursday, March 30, 2023 8:07 AM
To: Milaschewski, Thomas <Thomas.Milaschewski@reading.k12.ma.us>
Cc: DG School Committee <SchoolCommittee@reading.k12.ma.us>; Hardy, Sarah <Sarah.Hardy@reading.k12.ma.us>
Subject: Re: No progress on restoring opportunities at RPS that were taken away?

Thank you for this update, but it sounds like yet another cohort of students will be denied a straight path to access higher level math while this problem is studied more. I believe we need more immediate action. Many of us have experience seeing pathways and courses offered to our older children that were taken away for our younger ones, and I have district and school test scores from before and after the Common Core math pathway changes, and it is pretty clear that those not in Math 7/8 pathway are not doing well. Please take concrete action to getting Reading back to being a top rated school system that provides an excellent education and advanced math opportunities to all students, not just those who test into the top math track in 6th grade. Thank you.
Rebecca

On Wed, Mar 29, 2023, 2:50 PM Milaschewski, Thomas <Thomas.Milaschewski@reading.k12.ma.us> wrote:

Hi Rebecca,

I hope you are well! Thanks for reaching out with your concerns, feedback, and questions. This year, we have continued the deep study of RPS math and have taken some critical steps forward. We believe these steps are important in laying the groundwork to ensure that all RPS students can access and enjoy advanced math courses. Steps we have taken already include:

- begun the process of innovation pathways, integrating rich STEM learning for interested students,
- continued to enhance dual enrollment options at RMHS,

- implemented consistent, standards-aligned, rigorous core curriculum materials in math grades K-12 and provided professional learning for all teachers of math,
- adoption of common assessment data collection in Math (and ELA) at the middle schools through the use of i-Ready to monitor and track student progress,
- and begun deep data analysis of current experiences of students in RPS schools including middle school pathways, HS course enrollment, and post-graduate experiences. This work has been done collaboratively between a large group of our middle school and high school leaders and we are set to engage our middle and high school staff more deeply this spring.

Additionally, we are ready to expand our efforts this spring and summer to the larger Reading community. We are in the process of organizing an RPS community group to engage in examination of RPS math experiences in order to make recommendations for next steps. Thus far, we have fine-tuned our statement of purpose to include broadening the advanced course options for students, providing a pathway to advanced math that does not require summer work or doubling up, and ensuring all students have access to available options. We are collaborating with DESE's Math Content lead, reviewing current research about these issues from professional organizations, such as the National Council of Teachers of Mathematics (NCTM), collaborating with members of our professional networks of math educators, and examining our data. While there is still work to be done, we are continuing the thoughtful and intentional efforts to build rich, rigorous math learning experiences while focusing on opening access to advanced math courses.

Later this spring, our entire Reading community (including families) can expect to receive a more detailed update around the progress of this work and an invitation to join a working group to bring some of these ideas into action, including several items that you mention in your email. We believe that this collaborative approach, which can take some time, is important to effectively address some of the current structural issues within our 6-12 math pathways. I believe that you will be encouraged by plans to make needed changes as we communicate more information this spring. As we move forward, I will keep you informed on our progress on math pathways and also any potential shifts in ELA offerings at RMHS.

Best,

Tom

From: Rebecca Liberman <rfliberman@gmail.com>

Sent: Friday, March 24, 2023 10:47 AM

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

Cc: Tom Milaschewski <tom.milaschewski@gmail.com>; Hardy, Sarah <Sarah.Hardy@reading.k12.ma.us>

Subject: No progress on restoring opportunities at RPS that were taken away?

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

Hi,

I am disappointed at the apparent lack of progress in restoring opportunities that have been taken away from RPS middle and high school students over the last 12 years.

I urge you to bring back the following opportunities that used to exist:

1. **Restore the middle track straight path to middle school algebra and high school calculus** that does not require doubling up or outside private programs, perhaps by adding a slower paced Math 7/8 course, followed by a slower-paced Algebra 1 course, followed by a geometry course that covers any remaining Algebra 1 topics not covered in earlier courses.
2. **Restore free Virtual High School or equivalent online high school courses**, which allowed students to take classes not offered at RMHS or that didn't fit into their schedules.
3. **Restore the option for the fastest-paced math students to take Algebra I in 7th grade** together with the 8th graders and then Virtual High School Algebra II in 8th grade. These students could then take regular pathway courses ending in AP Calculus in 11th grade, often followed by AP Statistics, which used to be a great option for very fast-paced students.
4. **Rename the Intro to Calculus class to be more accurate** (pre-Calculus/trigonometry), and **consider offering a non-AP calculus course option**.
5. **Restore the all Honors-level English 12th grade course**, which was a good option for students who still want rigorous English and writing instruction but not AP level.
6. **Ensure that there are adequate standards for English electives, and consider restoring at least 2 separate levels for these: Honors and SCP.** While it is fine to offer students elective options, these classes currently combine 3 levels of students (the former CP, SCP and Honors), and we must ensure that all students are adequately challenged to learn critical thinking and writing skills and that those who struggle receive adequate support.

I sincerely hope that you will restore these opportunities, especially in math. But until this happens, the current RMHS Program of Studies to more accurately reflect what is in these courses and pathways, and you should remove the math pathway that includes an approved outside math program unless every student, including METCO students, those who require transportation, and those who have financial need would be able to access this pathway.

Please let me know what you are doing to bring back these opportunities and once again provide a rigorous education to all RPS students that would allow more students to have access to higher level courses, especially in math and English.

Thank you.

Rebecca Liberman

50 Pratt St.

Reading Public Schools

School Committee Meeting Packet

April 6, 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

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