

Reading Public Schools

School Committee Meeting Packet

May 25, 2023



Open Session 7:00p.m.

METCO Headquarters

Boston, MA



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

School Committee

Date: 2023-05-25

Time: 7:00 PM

Building:

Location:

Address:

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 (05-08-2023) 2. RMHS Band Parents Organization Donation 3. Friends of Reading Wrestling Donation 4. Coolidge Middle School Natures Classroom Field Trip Request 5. RMHS Varsity Lacrosse Field Trip Request 6. REF Grant Donation: Additional Funding 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 |
| 7:20 p.m. | E. | New Business <ol style="list-style-type: none"> 1. Comments from Milly Arbaje-Thomas, METCO President & CEO 2. Reading METCO Update 3. Friends of Reading METCO Introduction 4. SEPAC Introduction 5. Final Vote on 2023-2024 Budget and Capital Plan (A) |
| 8:15 p.m. | C. | Personnel <ol style="list-style-type: none"> 1. Review Superintendent Review Process / Timeline |
| | F. | Information / Correspondence <ol style="list-style-type: none"> 1. Email from Brian Paulsen |

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

| | | |
|-----------|--|---------|
| | | |
| 9:00 p.m. | | Adjourn |

**Times are approximate

Please note, this meeting will not be broadcast live. The meeting will be recorded by [RCTV](#) for later broadcast/availability on YouTube.

Reading Public Schools

School Committee Meeting Packet

May 25, 2023



Consent Agenda



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

School Committee

Date: 2023-05-08

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

Attendees: **Members - Present:**

Shawn Brandt, Carla Nazzaro, Sarah McLaughlin (Remote), Charles Robinson, and Tom Wise.

Members - Not Present:

Erin Gaffen

Others Present:

Superintendent Dr. Tom Milaschewski, Assistant Superintendent of Student Services Dr. Jennifer Stys, Director of Special Education Allison Wright & Student Jayda Hayes

Minutes Respectfully Submitted By: Olivia Lejeune on behalf of the chairperson.

Topics of Discussion:

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

- B. **Public Comment**- Alicia Gallagher of 36 Augustus Court spoke on behalf of the St. Vincent De Paul Society of St. Agnes church bringing awareness of the work they do providing food to Reading families through their summer program. This is a free program offered to families in Reading who are at risk of hunger during difficult financial times.

Consent Agenda

1. Minutes (04-06-2023)
2. Reading Parents Supporting Theatre donation
3. Friends of Reading High School Baseball donation
4. Surplus Property

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

Reports

1. Student – Jayda Hayes reported students are moving through the fourth quarter of the school year and we are seeing a dynamic time as the seniors prepare for graduation. This is the second week of AP exams and there is some added stress, but there is a lot of momentum moving towards the end of the school year. Seniors are

reflecting on their time in the district and the many people who have impacted their lives.

2. Assistant Superintendent of Student Services – Dr. Stys reported on the following:
 - a. There was a rescheduling of the Lynn Lyons presentation – more information to come.
 - b. SEPAC will be offering a movie showing of the Anxious Nation on May 16th which is a Lynn Lyons movie. All are welcome and more information can be found on the website.
 - c. Unified Basketball is a new Basketball Team in Reading this year. Their final home game is this Thursday at 4pm at RMHS.
 - d. We are celebrating Teacher Appreciation Week, Nurse Appreciation Week and Food Service Appreciation Day. The Central Office thanks each individual for the work they do.

3. Assistant Superintendent of Learning & Teaching – No report

4. Director of Finance and Operations – No Report

5. Superintendent – Dr. Milaschewski reported on the following:
 - a. As noted, it is Teacher Appreciation Week. We have amazing educators across our district impacting the lives of our students and we thank them. As a way to thank our teachers, the Central Office leadership team is stepping in to cover as many classes, recess and lunch duties as possible.
 - b. Reading Education Foundation (REF) is in attendance tonight. Staff tributes can be made to REF that help recognize and celebrate our teachers.
 - c. Information will go out this week about the Distinguished Teacher Award. We have expanded the category to have non-RTA members awarded this year as well such as secretaries, food service, custodians, paraprofessionals etc.
 - d. We have some personnel updates that have been discussed in previous meetings we would like to update you on:
 - i. Jessica Swindell has been appointed as the Joshua Eaton Assistant Principal
 - ii. Parker Middle School has completed their Assistant Principal search naming Dr. Story.
 - iii. The R.I.S.E Director search is ongoing and we thank Dr. King for stepping into the interim role this year. We have two finalists and hope to have more information to share next week.
 - iv. The Director of Finance & Operations search is underway and we have four candidates coming in this week to meet with the screening committee.
 - v. We did not find the right fit in our interview process for the K-8 STEM Coordinator position. We are reposting the position as a K-8

Math and Science curriculum coordinator to see if we attract new candidates.

- e. We are in the process of writing a multi-year district strategic plan and anticipate presenting to the School Committee in June.
- f. Thank you to the School Committee and town leaders who stepped in on April 26th for school visits.

6. Liaison/Sub-Committee

- a. Mr. Robinson – Update from Recreation Committee: The main topic of the last meeting was the discussion of a warrant article for Birch Meadow which passed at Town Meeting. SWEC met to discuss open meeting law violations – the scope of the committee is being expanded.
- b. Ms. Gaffen – No reports
- c. Mr. Wise – The special education reserve fund was passed by Town Meeting. The policy subcommittee will be taking that up shortly. Bylaw 4.2 was agreed to be changed by Town Meeting as well so the policy committee will make that change. Other policy related items: at the last meeting, the committee reviewed and approved six policies. School Committee will review at the next meeting. The Legal Counsel Subcommittee created an invitation letter to 14 legal law firms for the student services legal counsel position receiving seven responses back. The team will be interviewing six of the seven firms.
- d. Ms. Nazzaro – The Killam Building Committee met and received six bids. They have one week to review and set up a subcommittee to conduct interviews.
- e. Ms. McLaughlin – No report
- f. Mr. Brandt – The School Committee recommended budget was approved at Town Meeting.

E. New Business

1. Reading Education Foundation (REF) Grant Update

REF board members presented a check for \$42,478 first giving a short overview of REF and how this money is raised.

2. Special Education & Student Services Update

Dr. Stys and Ms. Wright presented an update on Student Services. The information in the presentation is rooted in the strategic plan around sense of belonging. The presentation is included in the School Committee packet. Some highlights from the presentation include:

- a. The district committed to gathering data and used the Panorama Data System to survey grades 3-5 at the elementary level and 6-12 at the middle and high school level.
- b. Student services has identified next steps to positively impact the student experience which include: fostering positive relationships, increasing access to opportunities, providing professional learning, and examining policies and practices.

- c. The Tiered Focused Monitoring (TFM) report has been approved by the state with no findings.
- d. Student services provided a timeline of upcoming special education program reviews. They also provided a history of recommendations from past reviews.
- e. Finally, student services has launched a new logo that is rooted in the belief “All Means All, Every Learner, Every Day”.
- f. Special Education Parents Advisory Council (SEPAC) Board member Ms. Maria Morgan joined the meeting to acknowledge the hard work SEPAC and the student services team puts in everyday and also to stress the importance of family engagement for the students.

G. Executive Session

Ms. Nazzaro moved to enter into Executive session in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Superintendent) and to discuss strategies with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares (and this is for all bargaining units) we will be returning from executive session in approximately 45 minutes. Mr. Brandt so declared it would have a detrimental effect on the bargaining position, seconded by Mr. Wise, vote passed 5-0.

Mr. Brandt called regular session back to order at 9:57 pm

C. Personnel

1. Superintendent Successor Contract Update & Potential Vote

The School Committee has reached an agreement with Dr. Milaschewski on a Superintendent Successor Contract which will take effect on July 1, 2023. Some key components include: a contract term of six (6) years, base salary will increase to \$214,000 starting July 1, 2023 and based on performance there will be an annual increase of no less than 2.5%, a clause is being modified about a travel expense allowing a \$4,000 car allowance and finally, a longevity payment of \$15,000 will be issued if the six year contract is completed.

Ms. Nazzaro moved to ratify and approve an amended successor contract with Dr. Milaschewski, seconded by Mr. Wise, vote passed 5-0.

Dr. Milaschewski thanked the School Committee and expressed his enthusiasm to continue working with the Reading Public Schools District.

D. Old Business

1. Review and Approve Updated SY23-24 Calendar (A)

There were minor updates issued to the 2023-2024 school year calendar. The dates for elementary and high school back to school nights have been swapped in September and

the May open house night was moved to Thursday of the same week. The calendar is posted on the district website.

Ms. Nazzaro moved to approve the updated SY 23-24 calendar, seconded by Mr. Wise, vote passed 5-0.

E. New Business

1. School Choice – Review Available Seats and Potential Vote to Opt Out (A)

Dr. Milaschewski pointed out there were nine (9) students participating in school choice this year leading to an additional \$42,500 in funding for FY24. We see this program as a good strategy to recruit and retain staff members across the district. The packet outlines the number of seats available per grade. We do not anticipate filling every seat.

There is appreciation about the thoughtfulness around not squeezing class sizes and setting expectations. A question was raised about collecting data as to why a student is interested in coming to Reading for school. Families are called when accepted into the program and we can ask this as a follow up question.

The committee would like to have a discussion in the future about a marketing approach and whether it would be beneficial or not.

The committee will not opt out of school choice for SY23-24 therefore a public meeting is not needed to discuss the topic.

2. Review and Vote to Submit Letter of Support in Favor of Earmarks (A)

There were four earmarks submitted on behalf of the district outlined in the packet. Mr. Brandt drafted a note to send on behalf of the committee to representatives on Beacon Hill. School Committee members discussed how priorities were determined. We looked at one time funded items and what is on the radar of the district. Please note, we were notified at the same time as the community about the music keyboards funding, but there was no additional communication to discuss the ranking of items submitted. School Committee members discussed adjusting the letter to prioritize items and ask for reconsideration in the reconciliation budget. There are other grants and funding opportunities for a few of the items listed in the letter, but Keys to Literacy would be the item to advocate for in the next round as we are not sure where funding could come from.

Ms. Nazzaro moved to submit a letter to our state delegation asking for further review of our Keys to Literacy request of \$40,000. Seconded by Mr. Robison, vote passed 5-0.

Ms. Nazzaro made a motion to adjourn, seconded by Mr. Wise, vote passed 5-0.

<https://www.youtube.com/watch?v=iy30lti9bPs>

Meeting Adjourned 10:23pm.

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: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 22, 2023
RE: Vote to Accept donation RMHS Band Parents Organization

Please vote to accept a donation of \$1,250 from the RMHS Band Parents Organization to Carly Sheehan for her outstanding work with the 2023 RMHS Winter Guard.

Please find attached the award letter from Mr. Joe Mulligan, Director of Bands of Reading Memorial High School.

Thank you.

Thomas Milaschewski
Superintendent

READING MEMORIAL HIGH SCHOOL
62 Oakland Road, Reading, Massachusetts 01867
Tel: 781-944-8200 Fax: 781-942-5435

Kevin Tracey
Principal
Kadi Buckley
Jessica Callanan
Jessica Theriault
Thomas J. Zaya
Assistant Principals



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

April 5, 2023

To whom it may concern,

Please accept this donation of \$1,250 from the RMHS BPO. This donation is to go to Carly Sheehan for her outstanding work with the 2023 RMHS Winter Guard. She has been a great asset to winter guard and the RMHS community.

Thank you,

Joe Mulligan
Director of Bands
Reading Memorial High School

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

TO: Reading School Committee
FROM: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 22, 2023
RE: Vote to Accept Friends of Reading Wrestling Donation

Please vote to accept a donation of \$2,949.13 from the Friends of Reading Wrestling to pay Coach John Puleo for the 2022-2023 wrestling season.

Please find attached the award letter from Ms. Kerry Blomgust, Treasurer of the Friends of Reading Wrestling.

Thank you.

5/1/2023

To whom it may Concern,

The attached check is payment for Coach John Puleo for the 2022 - 2023 Wrestling season. This payment has been approved & provided by FORW.

Thank You,
Kerry Blomquist
treasurer

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: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 22, 2023
RE: Vote to Approve Nature's Classroom Field Trip Request

Please vote to approve a Nature's Classroom Field Trip request on behalf of Coolidge Middle School. The dates of October 18-20, 2023 have been reserved, pending approval.

Please find attached the field trip approval form.

Thank you.

Date: 5/3/2023

Coolidge Middle School Field Trip Request Cover Letter

Coolidge Middle School is requesting approval signatures for the attached field trip. If you approve, *please sign the attached field trip form, cross your name off below* and send it to the next person listed for their approval.

Sarah Marchant ✓

Cindy Ventura ✓

Jennifer Stys ✓

Sarah Hardy ✓

Mary Giuliana ✓

We ask that the last staff member to receive this packet, please return the packet to Sarah Marchant at CMS via interoffice mail.

Thank you for all you do!



Field Trip Approval Form

| | |
|---|--|
| Trip Coordinator: | Sarah Marchant |
| School: | AW Coolidge Middle |
| Grade(s) Attending: | 7 |
| Destination: | Nature's Classroom, Charlton, MA |
| Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i> | Overnight |
| Educational Purpose of Trip: | Experiential Learning; Community Building |
| Date(s) of Trip: | October 18 - 20, 2023 |
| Time of Departure: | 8:00 AM |
| Time of Return: | 1:00 PM |
| Cost of Trip: | \$374 (\$124 non-refundable deposit due this spring upon approval; remaining balance due in the fall) |
| Will there be fundraising? If yes, please attach a fundraising plan. | No |
| No. of students attending: | 147 |
| No. of teachers attending: | 10 |
| No. of other adults attending: | |
| No. of Nurses attending: | Nurse is on site/ part of program |
| If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip? | |
| Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip? | Yes |
| Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i> | Bus |
| Name of Company(ies) providing Transportation: | North Suburban Transportation |
| Name of Educational Travel Organization conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000): | |
| Food will be provided by (if applicable): | Yes |

| | |
|--|--|
| <p>Will there be students participating in the trips who have food allergies? If so, I have verified that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options.</p> | <p>Yes. They have a chef on staff who works closely with our school nurse and parents to ensure that there are safe food choices for all students. In addition, we have allowed certain students to bring supplemental food if there is a need or strong preference.</p> |
| <p>If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.</p> | <p>N/A</p> |
| <p>Please describe the educational alternative for those students who will not be attending the trip.</p> | <p>While we hope for all students to attend, those who do not will be involved in classes and project-based learning at school.</p> |
| <p>Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience?</p> | <p>We offer this trip to all 7th graders, and work with all families to ensure that we are providing the proper support for student needs so that students have equal access and experience.</p> |
| <p>Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience?</p> | <p>The on site nurse will be available for any medical needs that arise. We do not have any students in this class who require more intensive medical support than a daily nurse can provide.</p> |
| <p>Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)?</p> | <p>The on site nurse will distribute prescription medications at the normal time/ dose/ cycle as prescribed by the student's doctor. We will work with families prior to get doctor's orders and to have official packaging of the medication.</p> |
| <p>If you are in a location that does not have cell service, what is the plan for contacting emergency services?</p> | <p>There is cell service.</p> |
| <p>Please describe the process that will be used to determine student eligibility for the trip.</p> | <p>All students are eligible.</p> |
| | |

Fill out this section if the Field Trip is an overnight trip.

| | |
|--|--|
| Is the bus driver getting sufficient rest in accordance with federal regulations and common sense? | The bus ride is under two hours, so yes. |
| Departure Information (location and carrier): | 8:00 AM, October 18, 2023 Carrier: North Suburban Transportation Pick-Up Location: Coolidge Middle School |
| Return Trip Information (location and carrier): | 1:00 PM, October 20, 2023 Carrier: North Suburban Transportation Drop-Off Location: Coolidge Middle School |
| Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging* | There is dorm-like housing on the site. |
| Address and Phone No. of Lodging (if applicable): | 19 Harrington Rd. Charlton, MA 01507 (508) 248-2741 |
| Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)? | Yes |

Checklist for Overnight trips

Please attach the following to this document:

| | |
|---|---|
| X | a. A detailed itinerary of the trip (I have included a sample itinerary) |
| X | b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c.268A, § 19</u> |
| X | c. A copy of any contract associated with the field trip. |
| X | d. A list of all adults who will be chaperoning the field trip. |
| | e. Fundraising plan (if applicable) |
| | f. Quotes from three travel organizations (applicable for trips costing more than \$10,000) |

=====

To be completed by Reading Public School Administration:

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

APPROVED Sarah Marchant DATE 5/3/23
Principal (For All Field Trips)

APPROVED Cindy Ventura DATE 5/3/23
School Nurse (For All Field Trips)

APPROVED [Signature] DATE 5/16/23
Assistant Superintendent of Schools for Student Services

APPROVED [Signature] DATE 5-15-23
Assistant Superintendent of Schools for Teaching & Learning

APPROVED Mary M. Ondricka DATE 5/16/23
Director of Health Services

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

=====

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

Sample Itinerary (full day):

- 7:30: Wake students
- 8:00 - 8:45: Breakfast (family style, central dining hall)
- 9:00 - 11:00: Family Group Activity
- 11:00 - 11:30: Break
- 11:30 - 11:45: Lunch
- 12:00 - 2:00: Activity #1
- 2:00 - 2:30: Break
- 2:30 - 4:30: Activity #2
- 4:30 - 5:00: Break
- 5:00 - 6:00: Dinner/ Down Time
- 6:00 - 8:00: Evening Activity
- 8:00 - 9:00: Group Sing/ Snack/ Off to Bed
- 10:00: Lights Out

List of Adults Attending:

- As we are rearranging teams and the trip is a few months off, we do not have a clear list of chaperones yet. Ideally, it will consist of 10 staff members (including both teachers and paraeducators, male and female). If we do not get 10 staff members, we will welcome parent chaperones.
- Currently, it is certain that Sarah Marchant, Coolidge Principal will be the lead chaperone.

Nature's Classroom, Inc.
A Nonprofit Corporation
Dr. John G. Santos, Executive Director

19 Harrington Road
Charlton, MA 01507
(508) 248-2741

CONTRACT

PARTIES INVOLVED:

This is an agreement between Nature's Classroom, Inc. and A.W. Coolidge Middle School - 82 Oakland Rd, Reading, MA 01867 (called "The School").

DATE:

The School will attend the Nature's Classroom program starting Oct 18th ending Oct 20th 2023

SITE:

Nature's Classroom agrees to lease its site in Charlton, (HILLTOP).

SERVICES: Nature's Classroom agrees to provide the following services:

- a) housing for students and staff,
- b) complete food service with meals from lunch on the starting date through lunch on the termination date,
- c) program staff on a 1:12 student ratio for the execution of the educational program,
- d) the reasonable use of recreational facilities only when supervised by school personnel,
- e) the use of all utilities,
- f) a medical person on call

FEES:

EXCLUSIVE USE:

The School agrees to pay a fee per student dependent upon the total number of children attending the program and based on the following price scale 100+ \$325, 81-99 \$357, _____ /student.

Other activities not involving the assigned Nature's Classroom staff may be going on during the same period using separate facilities.

SHARED FACILITIES:

If your group is willing to share facilities and staff with another group, the price is \$325 /student.

DEPOSITE:

A 30% deposit (\$95 / per student) is required by: May 31, 2023.

Of this deposit, 35% (approx. 10% of the trip cost) is non-refundable but transferable, should you need to change the dates.

ADULTS:

The School is allowed two free adult supervisors for every living space occupied. In addition, living spaces housing 20 or more children are allowed 3 free adults. For any additional adults beyond the above ratio the School agrees to pay a fee equal to 70% (percent) of the student cost.

OTHER FEES:

In addition, The School agrees to pay the following fees as described below:

DAMAGE:

The School agrees to reimburse the site for damages caused by **vandalism** or improper use of facilities.

(OVER)

RESTRICTIONS:

The School agrees to the following restrictions on use:

- a) at least one (1) adult supervisor will remain on site at all times,
- b) there will be no swimming, boating or high ropes course usage,
- c) none of the adult supervisors will store or consume alcoholic beverages on camp grounds,
- d) adult supervisors will smoke only in designated areas,
- e) no fires will be allowed except in designated areas and under proper adult supervision.

SUPERVISION:

The School agrees to be responsible for supervision during those times when Nature's Classroom staff are not directing activities and during daily and final clean-up times.

MEDICAL SERVICES -- PLEASE CHECK ONE OF THE FOLLOWING:

You will note that your contract guarantees you "a medical person on call." It is Nature's Classroom's belief that the medical coverage in this contract is providing students with excellent care. Parents give permission to our staff to administer medical care, over-the-counter medications and medications prescribed by their family physicians. Medications sent by parents will be made available to their children at the correct times and recorded in our log books. Nature's Classroom also works under standing orders from our cooperating physicians. There are emergency medical centers and services near the facilities. If your group requires additional services, we may be able to provide them at an additional fee.

_____ The medical services provided with our contract are sufficient; we do not request additional services.

We need to request additional medical services (you must return the enclosed pink request form).
(#1200/nurse)

We (The School) estimate that 72 boys and 74 girls will attend Nature's Classroom from grade(s) 7.

Authorized Signee for Nature's Classroom: *Lesleigh Drake*
Print Name: Lesleigh Drake Date: 4/5/2023

Authorized Signee for The School: *Sarah Marchant*
Print Name: Sarah Marchant Date: 5/3/23

ADDENDUM (To be filled out by Nature's Classroom)

Deposit number, amount and date received.
F/ES 2021-2022 01/03/2022

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

| | |
|---|--|
| MUNICIPAL EMPLOYEE INFORMATION | |
| Name: | Sarah Marchant |
| Title or Position: | Principal, Coolidge Middle School |
| Municipal Agency: | Town of Reading |
| Agency Address: | 89 Birch Meadow Drive Reading, MA 01867 |
| Office Phone: | 781-942-9158 |
| Office E-mail: | Sarah.marchant@reading.k12.ma.us |
| | My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed. |
| PARTICULAR MATTER | |
| Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding. | I will be chaperoning the 7 th grade field trip to Nature's Classroom on October 18-20, 2023. As part of this trip, I get free room and board. |
| Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other. | I will be supervising the students and supporting with any need that arise. |
| FINANCIAL INTEREST IN THE PARTICULAR MATTER | |
| Write an X by all that apply. | <input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter. |
| Financial interest in the matter | The Nature's Classroom experience costs \$374 for students, but the program does not charge for adult chaperones. I therefore do not benefit in any way beyond enjoying the experience with the students. |

| | |
|---------------------|-----------------------|
| Employee signature: | <i>Sarah Mauchant</i> |
| Date: | 5/3/23 |

DETERMINATION BY APPOINTING OFFICIAL

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

Attach additional pages if necessary.

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

Reading Public Schools

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: Olivia Lejeune, Executive Assistant to the Superintendent
DATE: May 23, 2023
RE: Vote to Approve RMHS Varsity Lacrosse Field Trip Form

Please vote to approve the RMHS Varsity Lacrosse Field Trip request. The request is for an out of state scrimmage on May 30, 2023.

Please find attached the field trip approval form.

Thank you.

Reading Public Schools



Field Trip Approval Form

| | |
|---|-------------------------|
| Trip Coordinator: | Rachel Monroe (Coach) |
| School: | RMHS |
| Grade(s) Attending: | 9-12 Varsity Lax |
| Destination: | Bedford, NH High School |
| Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i> | |
| Educational Purpose of Trip: | Scrimmage Game |
| Date(s) of Trip: | 5/30/23 |
| Time of Departure: | 3:10 PM |
| Time of Return: | 9 PM |
| Cost of Trip: | ∅ |
| Will there be fundraising? If yes, please attach a fundraising plan. | No |
| No. of students attending: | ≈ 30 |
| No. of teachers attending: | 4 Coaches |
| No. of other adults attending: | ∅ |
| No. of Nurses attending: | ∅ |
| If a nurse is attending, is the nurse licensed to practice in the state/country of the field trip? | |
| Have all adults had the necessary CORI and/or SAFIS Criminal Background Checks? If not, describe the plan to ensure this is completed prior to the field trip? | Yes |
| Transportation Required (put all that applies) <i>Bus, Train, Boat, Plane, Private Car, Other</i> | Bus |
| Name of Company(ies) providing Transportation: | North Suburban |
| Name of Educational Travel Organization conducting the trip (*Please attach the 3 quotes for the Travel Organizations considered if the cost of the trip exceeds \$10,000): | ∅ |
| Food will be provided by (if applicable): | ∅ |
| Will there be students participating in the trips who have food allergies? If so, I have verified | |

| | |
|---|----------------------------|
| that the food vendor(s) will be able to accommodate all of our students with food allergies or have otherwise made arrangements to ensure that students with food allergies have safe food options. | |
| If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water. | <i>No</i> |
| Please describe the educational alternative for those students who will not be attending the trip. | |
| Please describe the accommodations/ transportation plan to assure student(s) with disabilities or individuals needing accommodations attending the trip to have equal access to the experience? | |
| Please describe the medical needs of the students attending the trip and the plan to assure students with medical needs have equal access to the experience? | |
| Do any students require the administration of prescription medication during the trip? If so, what is the plan for the administration of prescription medication (see 105 CMR 210.00)? | |
| If you are in a location that does not have cell service, what is the plan for contacting emergency services? | |
| Please describe the process that will be used to determine student eligibility for the trip. | <i>Girls Lacrosse Team</i> |
| | |

Checklist for Day trips

Please attach the following to this document:

| | |
|--|--|
| | a. A detailed itinerary of the trip |
| | b. A copy of any contract associated with the field trip |
| | c. A list of all adults who will be chaperoning the field trip |
| | d. Fundraising plan (if applicable) |

Fill out this section if the Field Trip is an overnight trip.

| | |
|--|--|
| Is the bus driver getting sufficient rest in accordance with federal regulations and common sense? | |
| Departure Information (location and carrier): | |
| Return Trip Information (location and carrier): | |
| Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging* | |
| Address and Phone No. of Lodging (if applicable): | |
| Has the school determined that the facility has adequate insurance consistent with the level of risk involved (e.g. sedentary trip as opposed to outdoor, physically active trip)? | |

Checklist for Overnight trips

Please attach the following to this document:

| | |
|--|---|
| | a. A detailed itinerary of the trip |
| | b. Signed state ethics financial disclosure forms from all staff whose field trip cost will be covered. This is for any field trip where the cost per person is over \$50. Before planning the trip staff should complete the <u>DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST AND DETERMINATION BY APPOINTING AUTHORITY AS REQUIRED BY G. L. c.268A, § 19</u> |
| | c. A copy of any contract associated with the field trip. |
| | d. A list of all adults who will be chaperoning the field trip. |
| | e. Fundraising plan (if applicable) |
| | f. Quotes from three travel organizations (applicable for trips costing more than \$10,000) |


The Following Section is for Out of Country Field Trips Only

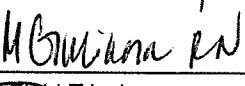
| | |
|--|--|
| <p>Are there any current travel warnings or advisories issued by the State Department? Please go to www.cdc.gov or www.travel.state.gov. If YES, please explain:</p> | |
| <p>Does each student and staff member have the appropriate documentation necessary for travel to the country/countries being visited and for return to the United States?</p> | |
| <p>Note: <i>Copies of all students' passports shall be maintained by the Trip Coordinator.</i> <i>At least one staff member accompanying the students must have a phone number with an international service.</i> Name of Staff member and Telephone Number:</p> | |

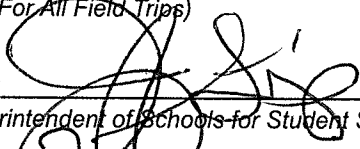
=====

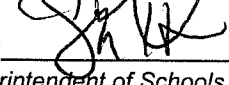
To be completed by Reading Public School Administration:

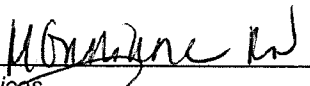
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

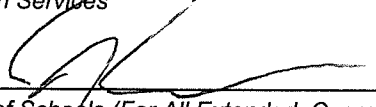
APPROVED  DATE 5-23-23
Principal (For All Field Trips)

APPROVED  DATE 5/23/23
School Nurse (For All Field Trips)

APPROVED  DATE 5/23/23
Assistant Superintendent of Schools for Student Services

APPROVED  DATE 5-23-23
Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 5/23/23
Director of Health Services

APPROVED  DATE 5/23/23
Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

=====

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

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: May 25, 2023
Re: School Committee Vote to Receive Reading Education Foundation Grant Donations:
Additional Grant Funding

The Reading Education Foundation has awarded an additional sum of \$583.56 for the Wood End Speech grant entitled *Augmentative Alternative Communications Project*. Since the REF grant application was submitted in December, the materials cost of Talk to Me Technologies has increased.

Thank you.

Reading Public Schools

School Committee Meeting Packet

May 25, 2023



New Business



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

READING SCHOOL COMMITTEE

Shawn Brandt Chair
Carla Nazzaro Vice-Chair

Erin Gaffen
Sarah McLaughlin
Charles Robinson
Thomas Wise

Thomas Milaschewski, Ed.D.
Superintendent of Schools

TO: Reading School Committee
FROM: Shawn Brandt, Reading School Committee Chair
DATE: May 22, 2023
TOPIC: May 25th Agenda Topics

In addition to the agenda items which have distinct memos in this packet, we will hear from a number of individuals and groups on Thursday, including:

- Milly Arbaje-Thomas, the President and CEO of METCO, who will provide comments on the METCO program as a whole.
- Kurtis Martin, Reading's METCO Director, on the latest developments and progress within our own district.
- Friends of Reading METCO – introducing their organization and an overview of the important work they do on behalf of our district.
- SEPAC – Members of the SEPAC board will join us to re-introduce SEPAC to our Boston-resident families.

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 Botton, Director of Finance and Operations
DATE: May 25, 2023
RE: FY24 Final Budget Approval

On May 25, 2023, School Committee will be asked to approve the Final FY24 Operating and Capital Budgets for Reading Public Schools, as appropriated by Annual Town Meeting in April, 2023:

| FY24 APPROPRIATED BUDGET | | |
|--------------------------|--------------------------|-----------------------|
| Cost Center | FY24 Appropriated Budget | % Change FY24 v. FY23 |
| Administration | \$ 1,311,157 | 0.57% |
| Regular Day | \$ 31,954,246 | 7.57% |
| Special Education | \$ 16,716,166 | -1.27% |
| School Facilities | \$ 1,644,782 | 1.48% |
| District Wide | \$ 2,380,272 | 7.10% |
| Total | \$ 54,006,623 | 4.29% |

| FY 24 SCHOOL DEPARTMENT CAPITAL BUDGET | | | |
|--|--------------|---|----------------|
| CORE Capital Budget | | | |
| Capital Request | School | Description | FY 24 |
| Arc Flash Hazard Study | All Schools | Safety assessment of electrical equipment | 163,000 |
| Total CORE | | | 163,000 |
| SCHOOL DEPT Capital Budget | | | |
| Capital Request | School | Description | FY 24 |
| Phones | Districtwide | Annual repairs, replacements as needed | 10,000 |
| Network | Districtwide | Annual upgrades to Network as needed | 100,000 |
| Security | Districtwide | Card Readers & Vehicle Barriers | 65,000 |
| Total SCHOOL | | | 175,000 |
| GRAND TOTAL | | | 338,000 |

Reading Public Schools

School Committee Meeting Packet

May 25, 2023



Personnel



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: May 22, 2023
TOPIC: Superintendent Evaluation Process and Timeline

At our meeting on May 25th, we will kick off the Year End Summative Review process for Dr. Milaschewski. This process will be completed at our June 22nd meeting. Listed below are Dr. Milaschewski's goals as approved by the committee, as well as a reminder of the Focus Indicators against which we have agreed to evaluate. Finally, you'll find the timeline for submitting and reviewing individual evaluations, as well as a link to the relevant forms / documents via DESE.

Goals

Goal 1 (District Improvement Goal): District Strategic Plan: Design and publish multi-year district strategic plan by June 30, 2023.

Key Actions

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

Benchmarks

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

Goal 2 (District Improvement Goal): Innovations: Prioritize, address, and/or create path forward to address structural and systematic issues/themes/dilemmas outlined in Superintendent’s Report of Entry Findings, including elementary half-days, secondary math pathways, school schedules, RMHS innovation pathways, middle school literacy curriculum, elementary musical programming, full-day Kindergarten, and community partnerships.

Key Actions

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

Benchmarks

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

Goal 3 (Student Learning Goal): Coaching, Developing, and Supporting Principals. Implement a district strategy for coaching, supporting, and developing principal talent

Key Actions

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

Benchmarks

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

Goal 4 (Professional Practice Goal): New Superintendent Induction Program. Develop skills in strategy development, data analysis, equity and instructional leadership by actively engaging in the second year of the New Superintendent Induction Program.

Key Actions

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

Benchmarks

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

Focus Indicators

Below are the nine focus indicators we agreed to evaluate during this performance year. These are the only indicators upon which you should base your evaluation, though you are welcome to make comments about additional indicators:

I-B Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

I-C Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

II-A Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.

II-B Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

II-C Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.

II-E Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

III-C Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.

IV-A Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.

IV-E Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

Timeline

No later than June 11 – submit draft individual evaluation to Superintendent and Ms. Lejeune

June 12-16 – individual committee members meet with Superintendent to discuss evaluations and submit any revisions to Dr. Milaschewski, Ms. Lejeune and the Chair

June 17-19 – Chair creates consensus evaluation for distribution via June 22nd meeting packet

June 22 – Review and approve final consensus evaluation at School Committee meeting

Relevant Links

[Massachusetts Model System for Educator Evaluation – includes the rating form on pages 31-37](#)

[Superintendent rubric – describes the focus indicators in detail and outlines the standards for alignment](#)

Superintendent Evaluation

May 25th, 2023 School Committee Meeting



Superintendent Goals Review

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



Goal 1 (District Improvement Goal): District Strategic Plan

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



Goal 1: District Strategic Plan

Key Actions

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



Goal 1: District Strategic Plan

Benchmarks

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



Goal 2 (District Improvement Goal): Innovations

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



Goal 2: Innovations

Key Actions

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



Goal 2: Innovations

Benchmarks

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



Goal 3 (Professional Practice): Coaching, Developing, and Supporting Principals

Implement a district strategy for coaching, supporting, and developing principal talent



Goal 3: Coaching, Developing, and Supporting Principals

Key Actions

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



Goal 3: Coaching, Developing, and Supporting Principals

Benchmarks

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



Goal 4: New Superintendent Induction Program

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



Goal 4: New Superintendent Induction Program

Key Actions

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



Goal 4: New Superintendent Induction Program

Benchmarks

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



Superintendent's Performance Rating Focus Indicators

1. I-B Instruction
2. I-C Assessment
3. II-A Environment
4. II-B Human Resources Management and Development
5. II-C Scheduling and Management Information Systems
6. II-E Fiscal Systems
7. III-C Communication
8. IV-A Commitment to High Standards
9. IV-E Shared Visions



Superintendent's Performance Rating Focus Indicators

I-B Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

I-C Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.



Superintendent's Performance Rating Focus Indicators

II-A Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, emotional, and social needs.

II-B Human Resources Management and Development: Implements a cohesive approach to recruiting, hiring, induction, development, and career growth that promotes high-quality and effective practice.

II-C Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.

II-E Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.



Superintendent's Performance Rating Focus Indicators

III-C Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.



Superintendent's Performance Rating Focus Indicators

IV-A Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.



Superintendent's Performance Rating Focus Indicators

IV-E Shared Vision: Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.



Reading Public Schools

School Committee Meeting Packet

May 25, 2023



Information/Correspondence

From: Milaschewski, Thomas
To: bp94960@yahoo.com; DG School Committee
Subject: RE: Youth Risk Behavioral Survey Thursday,
Date: May 18, 2023 3:48:07 PM

Hi Brian,

I hope you are well! Below is a response that Rochelle Rubino (Parker Principal) just shared with her families. This is the same response that Sarah Marchant (Coolidge Principal) shared with her families. We are all in full agreement that the survey should be shared electronically and we are also taking some time to look in to the other questions and feedback that we've heard from families. We will be in touch with any additional adjustments that we plan to make prior to administering the survey. In the meantime, let me know if you have any questions or want to discuss in more detail.

Best,
Tom

Dear Parker Families,

Over the past few weeks, we have shared out information regarding the YRBS survey. We appreciate those who have reached out with questions and feedback on both the survey administration process and the content of the survey. While we planned to administer the survey this coming week, we are going to hold off until we have the chance to review all questions and feedback and make any appropriate adjustments. We will follow up with new survey administration dates and any updates to our process/survey soon.

Sincerely,

Rochelle Rubino, Parker Principal

Sarah Marchant, Coolidge Principal

Tom Milaschewski, Superintendent

Jen Stys, Assistant Superintendent for Student Services

Sarah Hardy, Assistant Superintendent for Learning and Teaching

Erica McNamara, Reading Coalition Director

Krystal Mellonakos-Garay, Reading Coalition Outreach Coordinator

From: Milaschewski, Thomas
Sent: Wednesday, May 17, 2023 3:48 PM

To: Brian Paulsen <bp94960@yahoo.com>; DG School Committee
<SchoolCommittee@reading.k12.ma.us>
Subject: RE: Youth Risk Behavioral Survey

Hi Brian,

Thanks for reaching out on this. I will respond tomorrow with more context, but I wanted to let you know that we are going to make a shift and share the survey electronically. Our team (principals, RCPS Director, etc) agree with your feedback.

I'll be in touch shortly with more information.

Best,
Tom

From: Brian Paulsen <bp94960@yahoo.com>
Sent: Wednesday, May 17, 2023 1:36 PM
To: Milaschewski, Thomas <Thomas.Milaschewski@reading.k12.ma.us>; DG School Committee
<SchoolCommittee@reading.k12.ma.us>
Subject: Youth Risk Behavioral Survey

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.

Good Afternoon Dr Milaschewski and School Committee members,

I went down to view the survey be given to 6-12th graders the week of 5/22. Although it wasn't as bad as the Boston Middle School Survey I found it still inappropriate to give to middle school students especially 6th graders. When I contacted Coolidge about getting a copy of the survey I was told that the survey was not being sent to parents and to reach out to the Reading Coalition Prevention and Support director.

The RCPS director told me that the survey wasn't being sent to all parents to "ensure parents view the correct survey". When I asked "How in 2023 can you not trust school principals to attach the correct survey to an email?" I was told very bluntly that "this was the way the survey is being handled."

An email was sent out to all parents on 5/8 saying we could schedule a time during view the survey at the school because they only have one hard copy. This is unacceptable. What about the parents that work full-time and can't make it into the school? All parents should have a chance to view any and all material with this content before it's given to our children. In doing so it's gives us a chance to either opt out or at least discuss the questions with our kids first.

This is very sneaky and makes RPS look untrustworthy. Please consider sending all middle and high school parents a copy of this survey before next week (5/22).

Thanks,
Brian Paulsen
John Carver Rd

Reading Public Schools

School Committee Meeting Packet

May 25, 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

June

June 2nd – RMHS Graduation

June 8th – Regular SC Meeting

June 22nd – Regular SC Meeting