

# Reading Public Schools

## School Committee Meeting Packet

February 8, 2024



Open Session 7:00p.m.

Reading Memorial High School Library

Reading, MA

# Reading Public Schools

## School Committee Meeting Packet

February 8, 2024



## Consent Agenda



# Town of Reading Meeting Posting with Agenda

## Board - Committee - Commission - Council:

School Committee

Date: 2024-02-08

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda:

Purpose: Open Session

Meeting Called By: Thomas Wise, 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
7:00 p.m.	B.	Public Comment  Focus on Excellence 1. Parker Kindness Kits  Consent Agenda 1. Minutes (01-25-2024) 2. RMHS Basketball Support Team Donation 3. Habitat for Humanity Field Trip Request 4. Request to Surplus Property  Warrant Reports 1. 12-22-2023 2. 01-05-2024 3. 01-19-2024 4. 01-25-2024 5. 02-01-2024  Reports 1. Student 2. Director of Finance & Operations 3. Superintendent 4. Liaison/Sub-Committee
7:15 p.m.	E.	New Business 1. Killam Building Project Update with Designer Lavallee   Brensinger Architects (LBA) 2. FY25 School Calendar Initial Review & Discussion 3. FY24 Q2 Financial Report w/ Potential Budget Transfer Approvals

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

	F.	Information / Correspondence 1. "RE: Letter for Varsity Asst Coach Salary" – O'Brien, Kristen
9:30 p.m.		Adjourn

Join Zoom Meeting

<https://readingpsma.zoom.us/j/83025812463>

Meeting ID: 830 2581 2463

Find your local number: <https://readingpsma.zoom.us/u/kcidlDi7gs>

# Kindness Kits

Pine Street Inn, Boston



[Pine Street Inn](#)

# About the Pine Street Inn



**Founded in 1969, Pine Street Inn provides a comprehensive range of services to over 2,000 individuals each day. They are the largest homeless services provider in New England, and could not do their work without the support of their community of friends and supporters like us, today.**

**Pine Street's programs include permanent housing, emergency shelter, street outreach and workforce development. Their goal is to end homelessness by making the safety and stability of permanent housing a reality for all.**

# Importance of our “Kindness Kits” Outreach Bags



**Pine Street Inn's Street Outreach teams offer clothing, food, blankets, health care referrals and human contact to homeless individuals who - often struggling with mental illness and addiction - choose not to come into shelter. The team works to build trust with these individuals. Through these relationships, many chronically homeless people have moved from the streets to permanent housing and toward independence. Pine Street's Outreach Van program has run every night since 1986.**



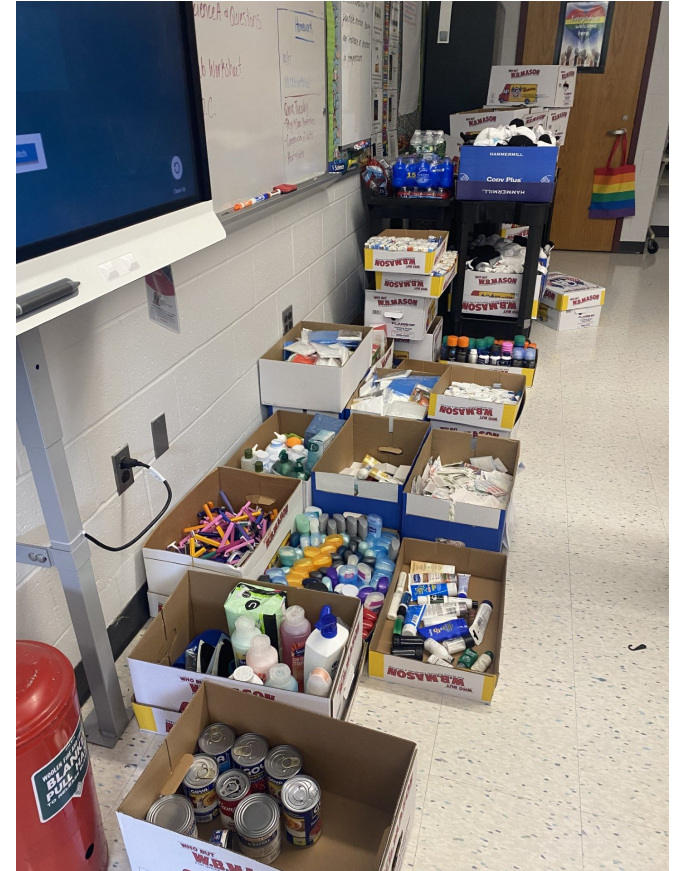
**Pine Street is the only organization offering consistent nightly street outreach in Boston. Their vans travel the city streets from 9:00pm to 5:00am, providing assistance and compassion to upwards of 100 people staying on the street in Boston each night. They go out regardless of the weather. In fact, the need is greatest during blizzards, hurricanes, and heat waves.**





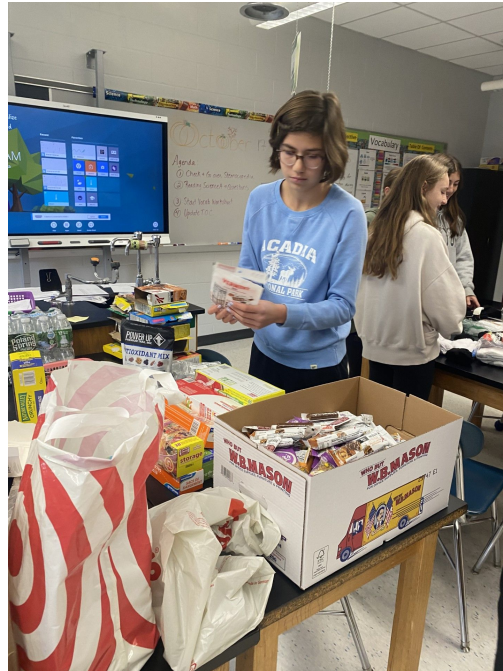
# A message from the Outreach Team at PSI

“Pine Street Inn has an operating budget of close to \$85 million. Collectively these types of donation drives happen all throughout the year to support our guests and tenants on the street, in the shelter, job training and in housing. Because of the generosity of communities like Parker Middle, we are able to supply individuals with basic necessities, while at the same helping to cover the costs that PSI would otherwise incur, thus allowing more resources to be allocated to the different strategies/programs aimed at helping people get out of shelter and into housing.”



Everybody can be great, because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and your verb agree to serve. You don't have to know the second theory of thermodynamics in physics to serve. You only need a heart full of grace, and a soul generated by love.

- Martin Luther King Jr.



# Some Images from our Collection this Year!







# Town of Reading Meeting Minutes

## Board - Committee - Commission - Council:

### School Committee

Date: 2024-01-25

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:**

Tom Wise, Sarah McLaughlin, Shawn Brandt, Erin Gaffen, Charles Robinson and Carla Nazzaro

#### **Members - Not Present:**

#### **Others Present:**

Director of Finance and Operations Dr. Derek Pinto, Student Sachi Selvakumar and Superintendent Dr. Thomas Milaschewski

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

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### Topics of Discussion:

**A. Call to Order** – Mr. Wise called the meeting to order at 7:00 p.m. to review the agenda.

### **B. Public Comment**

#### **Public Comment – None**

#### **Focus on Excellence**

1. Fall 2023 RMHS Band State Champions – Dr. Milaschewski welcomed the RMHS marching band and color guard state champions. This was their third year in a row winning a state championship. Mr. Joseph Mulligan and student representatives of the RMHS marching band and color guard spoke about their success of the season.

#### **Consent Agenda**

1. Minutes (01-18-2024)
2. Killam PTO Donation

#### **Warrant Reports**

1. 01-18-2024

***Mrs. Gaffen motioned to approve the consent agenda***, seconded by Mr. Brandt. The vote passed 6-0.

## Reports

1. Student – Student Sachi Selvakumar provided an update on the following:
  - The climate change club met recently with the facilities director and came up with some action steps. Within the next six months, we are expecting composting to begin at the high school.
  - The Student Advisory Committee met and discussed the addition of water stations in the field house. The committee has advocated for bathrooms on the main floor of the high school to be unlocked and they are now unlocked. The committee will help Mrs. Callanan pick out new tables and furniture for Main Street to give it an upgrade.
  - The new pilot schedule is underway and while students had mixed feelings at the beginning, they are adapting well. Report cards have been published and students are looking forward to February break on the horizon.
2. Director of Finance & Operations – Dr. Pinto thanked Food Service Director Catherine Franzetti for starting up the breakfast cart on Main Street in the mornings. This is designed to increase access to students. Dr. Pinto attended the secretaries meeting last week where he was able to provide an update on the budget. Finally, as the School Committee votes on the FY25 Recommended Budget this evening, Dr. Pinto thanked all involved in the completion of the budget book.
3. Superintendent – Dr. Milaschewski provided a composting update. Birch Meadow hosted the composting group a few weeks ago and shared information about their pilot program. Over the last few weeks, we have seen great progress and believe this initiative will move a little faster than anticipated.
4. Liaison/Sub-Committee
  - a. Mrs. Nazzaro – Mrs. Nazzaro applauded Killam fourth graders who created and read reports last week to a large crowd of community members. The Killam Building Committee is in the process of establishing community meetings which will be shared out to this committee as well the entire Reading community. The Killam Communications Group is working on the website and anticipate being able to roll that out shortly. The Killam Building Committee has created a change order designee for the construction phase. The town manager and/or director of facilities will be able to approve items when necessary under \$50,000.
  - b. Mr. Brandt – No report
  - c. Mrs. Gaffen – No report
  - d. Ms. McLaughlin – No report
  - e. Mr. Robinson – The Recreation Committee met and mainly discussed pickleball. SWEC met with Edge Sports as they were the only company to respond to the RIF. They provided a marketing presentation and the committee will meet with the company again to ask in depth questions.
  - f. Mr. Wise – No Report

## E. New Business

### 1. Lacrosse Honorary Donation Request, Discussion and Approval (A)

Dr. Milaschewski reviewed a proposal provided in the packet to place a rock and plaque under the Lacrosse score board in memory of John Moon. Coach Charlie Hardy shared some more information and the legacy John Moon had in Reading as an assistant Lacrosse

coach for 14 years. Reading Lacrosse donated the money to purchase and install a rock. A scholarship will also be created in his name and a ceremony will be held to unveil the rock.

***Mrs. Gaffen motioned to accept the Lacrosse honorary donation request,*** seconded by Mrs. Nazzaro. The vote passed 6-0.

## **2. Transportation Contract Approval (A)**

Dr. Pinto reviewed the transportation bid process as the current transportation contract comes to an end in June. With guidance from town procurement, a bid for services was put out for a new three-year contract. We received one respondent to the request and the bid summary can be found in the packet. We have had a lengthy successful relationship with the vendor who submitted a bid. The current contract does not have escalators, however, the new one will year over year. We did receive several requests from vendors, but this was our only respondent. We will review the rates for transportation and bring that forward for the committee to review.

***Mrs. Gaffen motioned to accept the new transportation contract,*** seconded by Mr. Brandt. The vote passed 6-0.

## **D. Old Business**

### **1. FY25 Budget – Final Discussion and Vote (A)**

Mr. Wise asked for any final comments or questions on the FY25 budget. Seeing none, the committee moved forward with a vote.

***Mrs. Gaffen motioned to accept the fiscal year 2025 budget,*** seconded by Mrs. Nazzaro. The vote passed 6-0.

**Mrs. Gaffen motioned to adjourn to Executive Session and not return to open session to discuss strategy with respect to collective bargaining on the bargaining position of the public body (Reading Paraeducators Association and Reading Cafeteria Employees) as the chair declares an open meeting will have a detrimental effect on the bargaining position of the Reading School Committee, seconded by Mr. Robinson.**

Roll Call Vote – Mrs. Nazzaro – yes, Mr. Brandt – yes, Mrs. Gaffen – yes, Mr. Wise – yes, Ms. McLaughlin – yes, Mr. Robinson – yes

<https://www.youtube.com/watch?v=38rLLn2p4Rc>

**Meeting Adjourned from regular session at approximately 7:32pm.**

# 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: February 6, 2024  
RE: Vote to Accept RMHS Basketball Support Team Donation

Please vote to accept a donation of \$2,800 from the RMHS Basketball Support Team. This donation is in support of the RMHS girls varsity basketball assistant coach, John Campbell.

Please find attached the donation letter from Kristen O'Brien.

Thank you.



January 30, 2024

Reading School Committee  
82 Oakland Road  
Reading, MA 01867

To Whom It May Concern:

The RMHS Basketball Support Team would like to donate \$2,800 to pay the salary of the RMHS girls varsity basketball assistant coach, John Campbell. Please accept check #848 made payable to the Town of Reading.

Upon approval and acceptance, please make payment to:

John Campbell  
61 Mercury Terrace  
Haverhill, MA 01823

Sincerely,

A handwritten signature in black ink that reads "Kristen O'Brien". The signature is written in a cursive style with a large, looping initial "K".

Kristen O'Brien  
RMHS Basketball Support Team

# Reading Public Schools

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



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

TO: Reading School Committee  
FROM: Olivia Lejeune, Executive Assistant to the Superintendent  
DATE: February 6, 2024  
RE: Vote to Approve RMHS Field Trip Request

Please vote to approve an out of state, overnight field trip request to Winston-Salem, North Carolina for a Habitat for Humanity Summer volunteer trip. The trip will take place from July 13 – July 20 and it is anticipated that students from grades 10, 11 and 12 will participate.

Please find attached the field trip approval form.

Thank you.



## Field Trip Approval Form

Trip Coordinator:	Courtney Pray
School:	RMHS
Grade(s) Attending:	10, 11, 12
Destination:	Winston-Salem, North Carolina
Type of Trip: (Put all that applies) <i>Local, Day trip, Overnight, In State, out of State or International</i>	Overnight, out-of-state
Educational Purpose of Trip:	Habitat for Humanity Summer volunteer trip
Date(s) of Trip:	Jul 13, 2024 - Jul 20, 2024
Time of Departure:	Flights TBD - but morning of 7/13
Time of Return:	Afternoon of 7/20
Cost of Trip:	\$900
Will there be fundraising? If yes, please attach a fundraising plan.	No
No. of students attending:	Usually a max of 22
No. of teachers attending:	2 (myself and Asst Principal Jessica Theriault)
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>	Plane and passenger vans
Name of Company(ies) providing Transportation:	TBD based on most competitive pricing
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):	None
Food will be provided by (if applicable):	Habitat for Humanity of Forsyth County
Will there be students participating in the trips who have food allergies? If so, I have verified	Yes, the volunteer coordinator is exceptionally accommodating of food allergies. We have

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.	accommodated nut allergies, gluten-free, vegetarians, pescatarians, shellfish allergies and more on past trips
If swimming is involved, the school has determined that a lifeguard will be on duty at all times when students are in the water.	Yes, there are lifeguards at the YMCA and Winston-Salem water parks
Please describe the educational alternative for those students who will not be attending the trip.	This trip is completely voluntary for club members
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?	If needed, we will communicate with our liaison at H4H Forsyth to ensure that participants have equal experience on worksites.
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?	We keep track of all students that are bringing medications on the trip. Students are responsible for administering their own medications.
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)?	See above
If you are in a location that does not have cell service, what is the plan for contacting emergency services?	We have cell service and wifi.
Please describe the process that will be used to determine student eligibility for the trip.	Active club members are eligible, and the total number of travelers is based on interest and participation over the course of the past year.

### 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?	n/a
Departure Information (location and carrier):	n/a
Return Trip Information (location and carrier):	n/a
Lodging will be provided by (if applicable): *Please include if the Educational Travel Company is requiring security on each floor of the lodging*	Habitat for Humanity of Forsyth County
Address and Phone No. of Lodging (if applicable):	1023 W 14th Street, Winston-Salem NC 27105
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)?	We all sign waivers (please see attached docs)

**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)

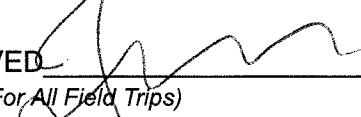
**The Following Section is for Out of Country Field Trips Only**


Are there any current travel warnings or advisories issued by the State Department? Please go to <a href="http://www.cdc.gov">www.cdc.gov</a> or <a href="http://www.travel.state.gov">www.travel.state.gov</a> . If YES, please explain:	n/a
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?	n/a
<p><b>Note:</b>                  Copies of all students' passports shall be maintained by the Trip Coordinator.                  At least one staff member accompanying the students must have a phone number with an international service.                  Name of Staff member and Telephone Number:</p>	

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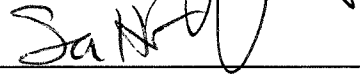
**To be completed by Reading Public School Administration:**

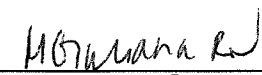
I certify that all requirements of the Reading Public Schools Field Trip Policy have been fulfilled.

APPROVED  DATE 1/22/24  
 Principal (For All Field Trips)

APPROVED  DATE 1/23/24  
 School Nurse (For All Field Trips)

APPROVED  DATE 1/26/24  
 Assistant Superintendent of Schools for Student Services

APPROVED  DATE 1-26-24  
 Assistant Superintendent of Schools for Teaching & Learning

APPROVED  DATE 1/23/24  
 Director of Health Services

APPROVED  DATE 1/26/24  
 Superintendent of Schools (For All Extended, Overnight, Out of State, & International Field Trips)

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



**WAIVER AND RELEASE OF LIABILITY**

Being the undersigned volunteer, I hereby acknowledge that I desire to perform volunteer construction and other services for Habitat for Humanity of Forsyth County, Inc. ("Habitat"). I am aware that working on a construction project involves certain risks, which may include bodily injury and property damage. This is typical of any construction project on which persons are using equipment, tools, and construction materials. In addition, I acknowledge that those persons working on a Habitat construction project are often not professionally trained in the construction industry and that such training is not a requirement to work on such a project. I further acknowledge that such persons are generally not Habitat employees. Work tasks are assigned commensurate with individual capabilities. Therefore, for good and adequate consideration received, including but not limited to the opportunity to participate in Habitat projects and services, I acknowledge and agree as follows:

- (1) **Release.** Habitat is not and will not be responsible for any accident, injury or damages of whatever nature that may occur to me while performing construction or other services for Habitat, or as part of a Habitat project and/or service week in which I am participating. I hereby for myself, my successors, and assigns, forever waive, release, discharge and hold harmless Habitat and its successors, assigns, and former or current directors, officers, agents, and employees, from any and all liability, lawsuits and/or claims which may arise from or otherwise be connected with a Habitat project and/or service week, including but not limited to any physical injury, or other injury or damage to me or my property. This release shall apply regardless of the person or entity that caused the damage or injury to me, including but not limited to the parties released herein. If a service week, this release shall apply when I arrive at the housing location and shall be in force 24 hours each day until I leave the housing location at the end of the service period. Further, the owners of any land or lands adjacent to or near a Habitat work project who have agreed to allow Habitat and its volunteers to use said lands for the purpose of parking, storing materials, or any other purpose related to the Habitat project and/or service week, are not responsible for, and I will not hold them responsible for, any accident, injury or damages of whatever nature that may occur to me or my property while I am performing construction or other services for Habitat or as a part of a Habitat project and/or service week, and I further waive and release such owners from liability in the same manner as I have released Habitat above in this paragraph.
- (2) **Insurance.** I understand that Habitat has only limited medical liability insurance. I am solely responsible for ensuring that I have adequate insurance coverage for any injuries or damages sustained by me while participating in a Habitat project and/or service week. I understand that at no time am I to be considered an "employee" of Habitat, and I acknowledge and agree that any time I spend on a Habitat project is done on a completely voluntary basis.
- (3) **Photograph and Audio/Visual Release.** Habitat will have the exclusive right to use all photographs, video and audio recordings of me taken in connection with a Habitat project or service, and is entitled to all compensation related thereto including, but not limited to, any royalties, proceeds or other benefits derived from those photographs or recordings.
- (4) **Governing Law.** This release shall be governed and construed in accordance with the laws of the State of North Carolina.

**I HAVE READ THIS RELEASE, I UNDERSTAND AND CONSENT TO ITS TERMS,  
AND I VOLUNTARILY SIGN THIS RELEASE OF MY OWN FREE ACT AND WILL.**

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Volunteer Signature

**PLEASE PRINT ALL INFORMATION CLEARLY:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

If volunteering as part of a group, indicate group name: \_\_\_\_\_



RELEASE OF LIABILITY - MINOR VOLUNTEER

I hereby certify that I am the parent and/or legal guardian of \_\_\_\_\_, whose date of birth is \_\_\_\_\_ ("Child"). I understand and acknowledge that my Child desires to perform volunteer construction and other services for Habitat for Humanity of Forsyth County, Inc. ("Habitat"). I am aware that working on a construction project involves certain risks which could include bodily injury and property damage to my Child. This is typical of any construction project on which persons are using equipment, tools, and construction materials. In addition, I acknowledge that those persons working on a Habitat construction project are often not professionally trained in the construction industry and that such training is not a requirement to work on such a project. I further acknowledge that such persons are generally not Habitat employees. Work tasks are assigned commensurate with individual capabilities. Therefore, for good and adequate consideration, including but not limited to the opportunity for my Child to participate in Habitat projects and services, I acknowledge and agree as follows:

(1) Release. Habitat is not and will not be responsible for any accident, injury or damages of whatever nature that may occur to my Child or me while my Child is performing construction or other services for Habitat or as part of a Habitat project and/or service week. I hereby for myself and my Child, and our successors or assigns, forever release, discharge and hold harmless Habitat, its successors, assigns, directors, officers, agents, and employees, from all liability, lawsuits and/or claims which may arise from or otherwise relate to a Habitat project and/or service week. This release shall apply regardless of the person or entity that caused the damage or injury to my Child or me, including but not limited to the parties released herein. If a service week, this release shall apply when my child and I arrive at the housing location and shall be in force 24 hours each day until we leave the housing location at the end of the service period.

(2) Insurance. I understand that Habitat has only limited medical liability insurance. I am solely responsible for ensuring that my Child and I have adequate insurance coverage for any injuries or damages sustained by my Child or me while my Child is participating in a Habitat project and/or service week. I understand that at no time is my Child to be considered an "employee" of Habitat.

(3) Photograph and Audio-Visual Release. Habitat will have the exclusive right to use all photographs, video and audio recordings of my Child taken in connection with a Habitat project and/or service week, and is entitled to all compensation related thereto including, but not limited to, any royalties, proceeds or other benefits derived from those photographs or recordings.

(4) Governing Law. This release shall be governed and construed in accordance with the laws of the State of North Carolina.

I HAVE READ THIS RELEASE, I UNDERSTAND AND CONSENT TO ITS TERMS, AND I SIGN THIS RELEASE OF MY OWN FREE ACT AND WILL.

\_\_\_\_\_  
Today's Date Signature of Parent or Legal Guardian

PLEASE PRINT ALL INFORMATION:

Name of Parent or Guardian: \_\_\_\_\_

Name of Minor: \_\_\_\_\_ Minor Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Parent's phone number: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_





**Habitat  
for Humanity®**

Collegiate  
Challenge

2024

Contact information	
Chaperones:	<b>Ms. Pray</b> <a href="mailto:courtney.pray@reading.k12.ma.us">courtney.pray@reading.k12.ma.us</a> <b>Ms. Theriault</b> <a href="mailto:jessica.theriault@reading.k12.ma.us">jessica.theriault@reading.k12.ma.us</a>
Affiliate name:	<b>Habitat for Humanity of Forsyth County</b>
Affiliate contact:	Debbie Cesta, office manager: <a href="mailto:Debbie.Cesta@habitatforsyth.org">Debbie.Cesta@habitatforsyth.org</a> 336-306-8419 (Please always try to reach your child or a chaperone first)
Travel/Accommodations	
Flight Info:	<p><b>Departure Info: Arrive at Logan Int'l Airport 5</b></p> <ul style="list-style-type: none"> <li>• Date: <b>Sat, Jul 13, 2024</b></li> <li>• Flight: <b>TBD</b></li> <li>• Depart <b>BOS</b>:</li> <li>• Arrive <b>CLT</b>:</li> </ul> <p><b>Return Info: please plan to pick your child up from the airport Saturday evening (7/22).</b> We/Your child will be in touch the day of our return so you can plan pickup in Terminal B.</p> <ul style="list-style-type: none"> <li>• Date: <b>Saturday, July 20, 2024</b></li> <li>• Flight: <b>TBD</b></li> <li>• Depart</li> <li>• Arrive</li> </ul>
Lodging address:	<b>1023 W. 14<sup>th</sup> St., Winston-Salem, NC 27105</b>
Meals that are provided:	<ul style="list-style-type: none"> <li>• Breakfast foods (cereal, milk, OJ, breakfast bars, bread, pb&amp;j) for all mornings.</li> <li>• Lunch (deli sandwiches and chips) delivered to the lodge Monday – Friday</li> <li>• Dinner (provided by community volunteers!) delivered the lodge Monday – Thursday</li> </ul> <p><b>NOT PROVIDED:</b> Meals while traveling/weekend meals &amp; dinner out on Friday night, 7/21 (see back!)</p>
Lodging description:	The H4H Forsyth Lodge is <u>air conditioned</u> and has <u>Wi-Fi</u> . Upstairs there are 2 bedroom wings with dorm-style XL bunk beds/mattresses, and showers/bathrooms. The downstairs has a living & dining area, a large kitchen and laundry facilities. The lodge has a large porch, and outside there is a fenced campus with a garden/gazebo, basketball net, lawn, games, etc. RMHS will be the only group at the Lodge during the week.
Work site information	
Construction schedule: Mon - Fri	<p>We are ready to go by 7:30am every morning! We meet the construction team outside the Lodge and go to our work sites until 11:30am. We have a 30min lunch break until 12pm, and then go back to the site.</p> <p>We begin clean up around 2:45 and are usually back at the lodge between 3 and 3:15pm. In cases of past inclement weather/heavy rain, we have worked at different Forsyth County Habitat ReStores.</p>
Bring to work site:	<b>Work gloves, sunglasses, sunscreen, hat, and refillable water bottle.</b> Cold water is available on site.
Clothing for work site	<p>Athletic, sport, comfortable, breathable work clothes!</p> <p>Close toed sneakers/athletic shoes (don't need boots) - <b>NO SANDALS/FLIP FLOPS/CROCS</b> on sites!</p>
Miscellaneous information	
Emergency / Urgent Care:	<b>Wake Forest Baptist Medical Center:</b> 1 Medical Center Blvd., Winston-Salem (two miles from Lodge.)
Nearest pharmacy	<b>CVS:</b> 606 Coliseum Drive 336-727-8680 <b>24-hr-Walgreens</b> – 2125 Cloverdale Ave. 336-723-0561
<b>Weather</b>	We will send updates as we get closer, but please check the weather forecast before you pack! It is usually very hot and humid with afternoon thunderstorms. You will get very dirty/muddy on our sites, so we strongly



**Habitat**  
for Humanity®

Collegiate  
Challenge

## Reading Memorial High School

July 13 - 20, 2024

Debbie's Cell is 336-407-2327

**EVERYONE NEEDS TO BRING A WATER BOTTLE TO THE WORK SITES. WE HAVE COLD WATER THERE.**

**Entrance Gate Code: 7770# Lodge Front Door Code: 7770#**

**WIFI has no password and comes up as "Jimmie Johnson"**

<b>Saturday, 7/13</b>	<b>Arrival – Please text Debbie when you arrive 336-407-2327</b>
<b>Monday, 7/15</b>	<b>7:45am – Meet construction team in the warehouse! They look forward to meeting you and will give you the location for the day. 11:30 – Lunch provided at the Lodge 12:30 – Back to work site 3pm – work finished Dinner at the lodge provided by _____</b>
<b>Tuesday, 7/16</b>	<b>7:30am – Meet construction team in the warehouse – they'll give you the address. 11:30am - Lunch provided at the Lodge. 12:30 – Back to work site Please take a group picture today at the build site or on front steps to the Lodge and text it to Debbie. I will make thank you cards for you – for all the dinner providers! 3pm – work finished Dinner at the Lodge provided by _____</b>
<b>Wednesday, 7/17</b>	<b>7:30am – Meet construction team in the warehouse – they'll give you the address. 11:30am - Lunch provided at the Lodge 12:30 – Back to work site 3pm – work finished Dinner at the Lodge provided by _____</b>
<b>Thursday, 7/18</b>	<b>7:30am – Meet construction team in the warehouse – they'll give you the address. 11:30am - Lunch provided at the Lodge 12:30 – Back to work site 3pm – work finished Dinner at the Lodge paid for by _____</b>
<b>Friday, 7/19</b>	<b>7:30am – Meet construction team in the warehouse – they'll give you the address. 11:30am - Lunch provided at the Lodge 12:30 – Back to work site 3pm – work finished Dinner on your own. Please follow the "Before you Leave" instructions posted in the kitchen.</b>
<b>Saturday, 7/20</b>	<b>Departure – please leave the lodge in the same condition (or better) as you found it!</b>

**PLEASE MAKE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED WHEN YOU LEAVE THE LODGE EACH DAY.**

There are two dumpsters across the parking lot from the Lodge. The dumpster on the left is for trash and the one on the right is for cardboard. Please flatten all boxes.

# 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 Zaya, Assistant Principal Athletics/Student Activities (RMHS)  
Derek Pinto, Director of Finance and Operations  
DATE: February 8, 2024  
RE: Request to Surplus Property

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

Reading Memorial High School			
Item	Number	Age	Reason
Portable Scoreboard	1	Approx. 20yrs old	Does not work

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

Thank you.

# Reading Public Schools

## School Committee Meeting Packet

February 8, 2024



New Business

# Reading Public Schools

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



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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: February 6, 2024  
RE: Killam Building Project Update with Designer Lavallee | Brensinger Architects (LBA)

During the 2/8 School Committee meeting, Lavallee | Brensinger Architects (LBA) and Colliers will provide a brief update on where we have been the last several months and a look ahead as we continue forward in the “design” stage of the planning for a new Killam School building.

Thank you.

# 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: Dr. Sarah Hardy, Assistant Superintendent for Learning & Teaching  
DATE: February 6, 2024  
RE: FY25 School Calendar Initial Review & Discussion

In anticipation of a School Committee vote on the final 2024-2025 school calendar on February 29, we will present a first draft of the calendar during the February 8th School Committee meeting. In preparing this draft, the central office leadership team reviewed the calendar for 2023-24 to determine which dates should be brought forward in the same timeframe and which dates needed reconsideration. Below are some items that are shifted in the 2024-25 school year calendar.

- In consultation with the leadership team and by incorporating feedback from preschool families, the schedule for RISE Back to School nights was adjusted. In the 2024-25 school year RISE Back to School nights will be based on the school/location of the preschool program instead of being on the same evening. Therefore, preschool classrooms at Wood End and Killam will hold their Back-to-School nights on the same evening as the elementary schools. Preschool classrooms at RMHS will hold their Back-to-School night on the next night, which happens to be the RMHS night. In years past, RISE has always held their Back-to-School night on a separate night from elementary, because so many families who have preschoolers also have students in K-5. However, preschool families have expressed that their priority for Back-to-School night is attending their child's school and being able to spend time in their child's preschool classroom. This format will allow the PK families at Wood End and Killam to participate as members of those school communities in this event.
- Based on feedback from building leaders and teachers, elementary conferences will shift back to November in the 2024-25 school year.
- The calendar indicates the November conferences will be held for Grades PK-12. Our middle school leaders are currently working with their staff to determine an appropriate model for middle school conferences.
- School will be closed on Monday, December 23 and Tuesday, December 24, leading into the winter break. Opening school on those two days would likely have resulted in increased absences as many families in our school community travel for the holidays and/or have family commitments.

# Reading Public Schools | 2024-2025 CALENDAR

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**19-23** New Staff Induction  
**26-27** Teacher In-Service: No School  
**28** First day of School (1-12)  
**28-29** Pre-K & K Orientation  
**30** No School

**Teacher Days: 4      Student Days: 2**

JANUARY '25						
S	M	T	W	Th	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

**1** New Year's Day: No School  
**2** School Resumes  
**10** MS & HS Early Dismissal  
**20** M.L.K. Day: No School

**Teacher Days: 21      Student Days: 21**

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**2** Labor Day: No School  
**3** First day of School PK and K  
**11** PK-5 Back to School Night\*\*  
**12** PK & HS Back to School Night (Early Dismissal)\*\*  
**19** MS Back to School Night (Early Dismissal)  
**27** MS & HS Early Dismissal

**Teacher Days: 20      Student Days: 20**

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	

**7** MS & HS Early Dismissal  
**17** Presidents' Day: No School  
**18-21** February Vacation: No School

**Teacher Days: 15      Student Days: 15**

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**14** Columbus Day: No School  
**25** MS & HS Early Dismissal

**Teacher Days: 22      Student Days: 22**

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**10** Teacher In-Service: No School

**Teacher Days: 21      Student Days: 20**

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	H	H	30

**5** Teacher In-Service: No School  
**11** Veterans Day: No School  
**14** PK-5 Conferences: Early Release  
**15** Conferences PK-12: No School  
**27** Early Release\*  
**28-29** Thanksgiving Recess: No School

**Teacher Days: 18      Student Days: 16**

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	V	V	V	V	26
27	28	29	30			

**4** MS & HS Early Dismissal  
**21** Patriots' Day: No School  
**22-25** April Vacation: No School

**Teacher Days: 17      Student Days: 17**

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				

**23-31** Winter Recess: No School

**Teacher Days: 15      Student Days: 15**

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

**9** MS & HS Early Dismissal  
**15** PK-5 Open House  
**22** MS Open House (Early Dismissal)  
**26** Memorial Day: No School  
**30** High School Graduation

**Teacher Days: 21      Student Days: 21**

\*Note: On 11/27/24 and the last day of school, the below release schedule will be observed:

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

**Total Student Days: 180**  
**Total Teacher Days: 185**

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					

**16** Last Day of School (Early Release)\*  
 (No Snow Days)  
**19** Juneteenth  
**24** Last Day of School (Early Release) \*  
 (5 Snow Days)

**Teacher Days Without Snow Days: 11**  
**Student Days Without Snow Days: 11**

# Reading Public Schools | 2024-2025 CALENDAR

## BACK TO SCHOOL AND OPEN HOUSE NIGHTS

### Fall: Back to School Nights

Preschool – 5<sup>th</sup> Grade – September 11, 2024  
 Middle School – September 19, 2024  
 Preschool & High School – September 12, 2024

### Spring: Open Houses

PK and Elementary – May 15, 2025  
 Middle School – May 22, 2025

\*\*Wood End and Killam Pre-K locations will have Back to School the same night as Elementary. The High School Pre-K location will be the same night as High School Back to School Night.

## PARENT/GUARDIAN – TEACHER CONFERENCES

**Preschool – 5<sup>th</sup> Grade:** November 14, 2024  
**Preschool – 12<sup>th</sup> Grade:** November 15, 2024

## SCHOOL START AND RELEASE TIMES

School	Start Time	End Time	Early Dismissal	District-Wide Early Release
Elementary	8:25 AM	2:45 PM	12:45 PM	11:00 AM
Middle	7:50 AM	2:30 PM	12:30 PM	10:45 AM
High	8:30 AM	3:02 PM	1:02 PM	11:15 AM

## STUDENT ABSENTEE LINES:

Barrows	<a href="mailto:ambabsences@reading.k12.ma.us">ambabsences@reading.k12.ma.us</a>	781-942-9166
Birch Meadow	<a href="mailto:bmeabsences@reading.k12.ma.us">bmeabsences@reading.k12.ma.us</a>	781-944-2335
Joshua Eaton	<a href="mailto:jeeabsences@reading.k12.ma.us">jeeabsences@reading.k12.ma.us</a>	781-942-9161
Killam	<a href="mailto:JWKAbsences@reading.k12.ma.us">JWKAbsences@reading.k12.ma.us</a>	781-944--7831
Wood End	<a href="mailto:weeabsences@reading.k12.ma.us">weeabsences@reading.k12.ma.us</a>	781-942-5420
Parker	<a href="mailto:wspabsences@reading.k12.ma.us">wspabsences@reading.k12.ma.us</a>	781-944-1236
Coolidge	<a href="mailto:awcabsences@reading.k12.ma.us">awcabsences@reading.k12.ma.us</a>	781-942-9158
RMHS	<a href="mailto:RMHSAttendance@reading.k12.ma.us">RMHSAttendance@reading.k12.ma.us</a>	781-670-2819
RISE	<a href="mailto:riseabsences@reading.k12.ma.us">riseabsences@reading.k12.ma.us</a>	781-942-9179

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

## SCHOOL CLOSURE DATES

August 30, 2024	January 1, 2025
September 2, 2024	January 20, 2025
October 14, 2024	February 17 – 21, 2025
November 5, 2024	March 10, 2025
November 11, 2024	April 21 – 25, 2025
November 15, 2024	May 26, 2025
November 28 – 29, 2024	June 19, 2025
December 23 – 31, 2024	

## ADDITIONAL MAJOR RELIGIOUS & CULTURAL HOLIDAYS

<a href="#">Oct 3-4* Rosh Hashanah**</a>	Jan 7 Orthodox Christmas
<a href="#">Oct 12* Yom Kippur**</a>	Jan 29 Lunar New Year
Nov 1 Diwali Begins	Mar 1 Ramadan Begins
Dec 26-Jan 2* Hanukkah	April 13 Palm Sunday
Dec 26-Jan 1 Kwanzaa	<a href="#">April 18 Good Friday**</a>
	March 31 Eid al-Fitr
	<a href="#">April 12-20* Passover**</a>
	April 20 Easter & Orthodox Easter

\*Begins the night before at sundown

\*\*Please follow religious observance accommodations linked above

## Preschool and ELEMENTARY EARLY DISMISSAL DAYS

Elementary will be dismissed at 12:45 every Friday. Exceptions are listed below and Preschool early dismissals are noted:

November 27, 2024	District-Wide Early Release	11:00 AM
June 16/24, 2025	Last Day of School	11:00 AM

## MIDDLE SCHOOL EARLY DISMISSAL DAYS

September 19, 2024	Back to School Night	12:30 PM
September 27, 2024	Professional Development	12:30 PM
October 25, 2024	Professional Development	12:30 PM
November 27, 2024	District-Wide Early Release	10:45 AM
January 10, 2025	Professional Development	12:30 PM
February 7, 2025	Professional Development	12:30 PM
April 4, 2025	Professional Development	12:30 PM
May 9, 2025	Professional Development	12:30 PM
May 22, 2025	MS Open House	12:30 PM
June 16/24, 2025	Last Day of School	10:45 AM

## HIGH SCHOOL EARLY DISMISSAL DAYS

September 12, 2024	Back to School Night	1:04 PM
September 27, 2024	Professional Development	1:04 PM
October 25, 2024	Professional Development	1:04 PM
November 27, 2024	District-Wide Early Release	11:15 AM
January 10, 2025	Professional Development	1:04 PM
February 7, 2025	Professional Development	1:04 PM
April 4, 2025	Professional Development	1:04 PM
May 9, 2025	Professional Development	1:04 PM
June 16/24, 2025	Last Day of School	11:15 AM

## EXTENDED SCHOOL YEAR

July 7 – August 7, 2025



# 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: Derek Pinto, Director of Finance & Operations  
Date: February 8, 2024  
Re: **FY24 Second Quarter Financial Report (FY24 Q2)**

In the spring of 2023, the Reading Public Schools was appropriated **\$54,006,623** by Annual Town Meeting for the Fiscal Year 2024. The School Department expects to meet all financial obligations within the total amount appropriated.

On the following pages, a financial overview of the School Department's FY24 Second Quarter Financial Report (FY24 Q2, or Q2) will be presented, spanning the period from July 1, 2023, to December 31, 2023. The FY24 Q2 Report will be presented to the School Committee on February 8, 2024. Subsequent quarterly reports are scheduled for completion as follows:

- Quarter 3: financial status through March 31, 2024, present in May 2024
- Quarter 4: financial status through June 30, 2024, present in September 2024

This FY24 Q2 Financial Report is organized into four sections:

1. Financial Summary of the Operating Fund by Cost Center through Q2
2. Description of the Cost Centers and Drivers
3. Recommendation for Q2 Budget Transfers between Cost Centers
4. Financial Summary of Special Revenue Funds: Grants and Revolving Accounts
5. Summary of the Medicaid Reimbursement Program and Funds Generated for the Town of Reading (FY19-FY23)

Please contact me if you have any questions or would like more information related to the FY24 Q2 Report.

**FY24 Q2 FINANCIAL REPORT**

**1. Financial Summary of the Operating Fund by Cost Center through Q2 with Projected End Year Balances**

**Reading Public Schools  
FY24 Q2 Financial Report**

Cost Center	FY24 Original Budget	Transfers	FY24 Revised Budget	FY24 Q2 Expenditures	FY24 Q2 Encumb./Req.	FY24 Q2 Available	FY24 Q2 % USED	FY24 Remaining Requirement	FY24 Projected End Year Balance
Administration	1,311,157 2.43%	-	1,311,157	683,803	33,765	593,588	54.73%	640,909	17,680
Regular Day	31,954,246 59.17%	-	31,954,246	11,669,317	266,760	20,018,169	37.35%	20,411,371	206,798
Special Education	16,716,166 30.95%	-	16,716,166	6,294,428	2,112,272	8,309,466	50.29%	8,496,615	213,682
District Wide:									
Health Services	913,224	-	913,224	345,777	1,001	566,446	37.97%	555,176	11,270
Extra Curricular	78,087	-	78,087	57,845	12,919	7,322	90.62%	71,322	0
Athletics	720,528	-	720,528	418,284	185,521	116,723	83.80%	508,723	0
Technology	668,433	-	668,433	325,038	22,866	320,530	52.05%	306,368	14,162
Sub-total District Wide	2,380,272 4.41%	-	2,380,272	1,146,945	222,307	1,011,020	57.53%	1,441,589	25,431
School Facilities	1,644,782 3.05%	-	1,644,782	705,303	211,979	727,500	55.77%	705,843	101,657
<b>GRAND TOTAL</b>	<b>54,006,623</b>		<b>54,006,623</b>	<b>20,499,797</b>	<b>2,847,083</b>	<b>30,659,744</b>	<b>43.23%</b>	<b>31,696,327</b>	<b>565,247</b>

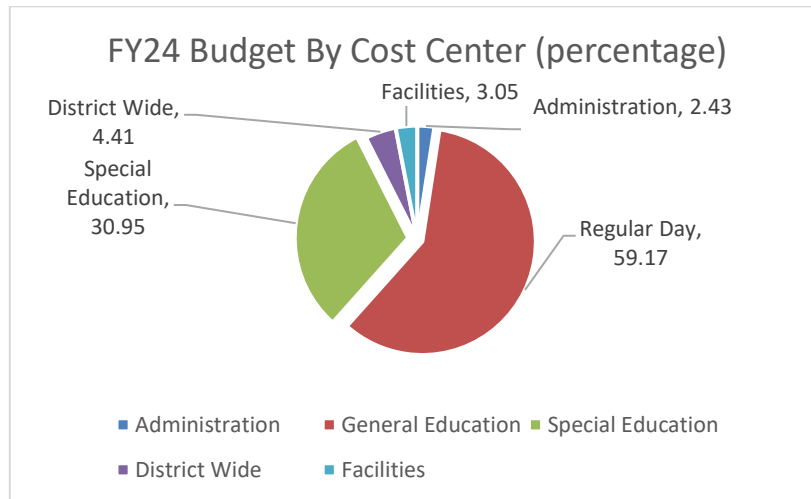
At the end of Q2, 43.23% (\$23.35M) of the appropriated funds had been expended. This represents an approximation of the dollars spent last year at this same time (45.51%, \$23.57M). A balance of \$565,247 is projected for year-end. This balance will fluctuate during the remainder of the fiscal year due to the factors that influence and drive expenditures. Factors that may impact the projected balance include, but are not limited to: staff medical and maternity leaves, new student enrollment, changes in student needs, new enrollment, staff turnover, delays in hiring, and unfilled of substitute teaching and paraprofessional coverage. Also, these funds will be used for the remaining months of the school year to support new curriculum purchases, tutoring/academic support for students, a refresh of existing technology (several hundred laptops are due for replacement), and an augmentation of the Special Education Reserve Fund.

Subsequent quarterly reports will reflect updated data and project an end-of-year status based on information available and historical trends.

The format of this financial overview begins with defining the accounts that comprise each cost center followed by the second quarter financial status by cost center, summarizing the drivers that have resulted in the balances as of December 31, 2023. This report concludes with an overview of other funding sources that support the Reading Public Schools: Grants, Revolving Funds and Student Activity Accounts. Lastly, information will be provided on Medicaid Reimbursements, and a summary of funds generated (from FY19-FY23), will conclude the report.

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

The Reading Public Schools’ general fund consists of five cost centers, which are approved by the Reading School Committee annually through the budget development process. The type of expense accounts associated with each cost center are named below. Funds can be transferred between cost center with the consent and approval of the School Committee. The chart below (FY24 Budget by Cost Center) depicts the percentage allocation per cost center, and the narrative that follows provides the dollar amounts and further detail.



**Administration Cost Center: 2.43% of total appropriation**

Administration – represents 2.43% (\$1.31M) of the appropriated budget and is comprised of central office administrators and assistants, legal and audits, accounts payable, payroll, human resources, data information management, telecommunication services, professional development.

At the end of Q2, 54.73% (\$718K) of the appropriated Administration Cost Center budget had been expended and encumbered, representing an increase in the dollars spent from FY23, same time in FY23 (52.70%, \$688K). A positive balance of \$17,680 is projected at year-end. This anticipated balance is driven by an increased offset in both Extended Day and a decrease in offset in School Choice compared to the budgeted amount.

**Regular Day Cost Center: 59.17% of total appropriation**

Regular Day represents 59.17% (\$31.95M) of the appropriate budget and is comprised of school principals and secretaries, Regular Day teachers, tutors, paraprofessionals, guidance counselors, English Language and instructional specialists, leadership and mentor stipends, substitutes, transportation, professional development, instruction and curriculum materials, instructional technology, library materials, assessment software.

At the end of Quarter 2, 37.35% (\$11.94M) of the appropriated Regular Day Cost Center budget had been expended and encumbered, representing a slight increase in the expenditures over last year (38.90%, \$11.55M). A positive balance of \$206,798 is projected at year-end. The driver for the balance is attributable to salary savings. This anticipated balance is expected to be reduced substantially with the purchase of new curriculum materials (literacy), the provision of tutoring and related academic support services for students, and the renewal of technology devices to maintain a five-year life cycle.

**Special Education Cost Center: 30.95% of total appropriation**

Special Education- represents 30.95% (\$16.71M) of the budget and is comprised of special education administration and secretaries, special education teachers and paraprofessionals, therapeutic specialists (occupational therapists, physical therapists, speech/language pathologists), extended school year staff and expenses, special education legal services, home and hospital tutoring, consultation and evaluation services, adaptive equipment and technology, testing and assessment services and materials, special education instruction materials, special education transportation, out of district tuition.

At the end of Quarter 2, 50.29% (\$8.41M) of the appropriated Special Education Cost Center budget had been expended and encumbered, in contrast with 53.70%. (\$9.09M) in FY23. A positive balance of \$213,682 is projected at year-end, and is driven by salary savings, and reflects unused district tuition budgeted to pay for potential student placements. Barring new placements, the anticipated balance will be reduced by augmenting the Special Education Reserve Fund.

In addition, a prepayment of out-of-district tuition totaling \$980,000 is factored into the projected year-end balance. Massachusetts General Laws allow out of district pre-payments of up to three months of any approved private placements, and up to 100% of collaborative placements in which students are attending. This prepayment of special education private day and collaborative out of district placements is a past practice for Reading Public Schools and will be repeated in FY24 to defray FY25 expenses – details will be forthcoming.

#### **District Wide Cost Center: 4.41% of total appropriation**

District Wide services represents 4.41% (\$2.38M) of the appropriated budget and is comprised of the following categories:

- **Health Services:** makes up 38% (\$913K) of the District Wide Cost Center and is comprised of a director of nursing, nurses, nurse substitutes, school physician consultant services, medical supplies, testing equipment.
- **Extracurricular:** makes up 3% (\$78K) of the District Wide Cost Center and is comprised of a Student Activities Coordinator, advisor stipends, transportation, membership, supplies, equipment.
- **Athletics:** makes up 30% (\$721K) of the District Wide Cost Center and is comprised of an Assistant Principal/Athletic Director, secretary, coaches, officials, transportation, venue rental membership, supplies, equipment, uniforms.
- **Technology:** makes up 28% (\$668K) of the District Wide Cost Center and is comprised of a network administrator, computer technicians, Internet services, software and licensing, clocks, bells and telephones, network infrastructure repair, maintenance, supplies, equipment.

At the end of Quarter 2, 57.53% (\$1.37M) of the appropriated District Wide Cost Center budget had been expended and encumbered, in contrast with 56.03% (\$1.27M) in FY23. Positive balances of \$11,270 in Health Services, and \$14,162 in Technology are currently anticipated, while break-even balances are anticipated in Extra-Curricular and Athletics. The balance in Health Services is driven by nurse substitutes being covered by a Health Grant, and Technology savings as a result of salary savings through the turnover in computer technicians.

#### **School Facilities Cost Center: Budget makes up 3.05% of total appropriation**

School Facilities represents 3.05% (\$1.64M) of the total appropriated budget and is comprised of a custodial manager, custodians, courier, contracted cleaning services (RMHS, Coolidge,) radios, equipment, supplies, uniforms.

At the end of Quarter 2, 55.77% (\$917K) of the appropriated budget had been expended and encumbered, compared with 59.90% (\$970K) in FY23. A positive balance of \$101,657 is projected at year-end, which is driven by projected savings for both custodian substitutes and salary savings, along with an employee being charged to the revolving account (Use of School Property) for facilities rentals. The full use of employee overtime has been planned for. This projected balance will likely be reduced by various unplanned but necessary facilities maintenance and repairs.

### **3. Recommendations for Quarter 1 Budget Transfers between Cost Centers**

At the end of Q2, there are no recommended budget transfers needed to reallocate funds to cover expenditures.

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

In addition to the General Fund, Special Revenue Funds consisting of grants and revolving funds support the delivery of services to students attending Reading Public Schools. Please find below the FY24 Q2 financial summary and a description of each grant awarded. This is followed by a FY24 Q2 financial summary of revolving funds.

## Grants

All FY24 grants awarded to the Reading Public Schools have been approved by the School Committee. Some grants are expended across fiscal years. Please find below Q2 Financial Overview and End Year Status for all grants with beginning balances in FY24:

FY 24 Quarter 2 Grant Balance												
Grant	FY22				FY23				FY24			
	Beginning FY24 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY24 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance	Beginning FY24 Year Balance	Q2 Expended & Encumb.	Remaining Requirement	Projected End Year Balance
<b>STATE</b>												
METCO					\$ 131,570	\$ 131,570	\$ -	\$ -	\$ 815,699	\$ 405,556	\$ 410,143	\$ -
Dept. of Public Health					\$ -	\$ -	\$ -	\$ -	\$ 111,733	\$ 2,756	\$ 108,977	\$ -
New England Dairy					\$ 7,500	\$ 7,500	\$ -	\$ -				
EARMARK- RMHS Keyboard									\$ 25,000	\$ 25,000	\$ -	\$ -
Investigating History									\$ 29,525	\$ 24,557	\$ 4,968	\$ -
Northeast Food									\$ 18,096	\$ -	\$ 18,096	\$ -
Innovation Career Pathways Planning									\$ 25,000	\$ 9,200	\$ 15,800	\$ -
Innovation Career Pathways Support									\$ 75,000	\$ 19,785	\$ 55,215	\$ -
Safe & Supportive Schools									\$ 10,000	\$ -	\$ 10,000	\$ -
Chronic Absences									\$ 10,000	\$ -	\$ 10,000	\$ -
MyCAP									\$ 16,500	\$ -	\$ 16,500	\$ -
<b>TOTAL STATE</b>	\$ -			\$ -	\$ 139,070	\$ 139,070	\$ -	\$ -	\$ 1,136,553	\$ 486,854	\$ 649,699	\$ -
<b>FEDERAL</b>												
Title I	\$ 38,471	\$ 38,471	\$ -	\$ -	\$ 81,714	\$ 79,807	\$ 1,907	\$ -	\$ 86,870	\$ 22,242	\$ 64,628	\$ -
Title II	\$ -	\$ -	\$ -	\$ -	\$ 19,635	\$ 10,506	\$ 9,129	\$ -	\$ 44,205	\$ 820	\$ 43,385	\$ -
Title IV	\$ -	\$ -	\$ -	\$ -	\$ 6,436	\$ 2,559	\$ 3,877	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
IDEA 240	\$ 21,691	\$ 21,691	\$ -	\$ -	\$ 313,235	\$ 279,790	\$ 33,445	\$ -	\$ 1,188,131	\$ 155,458	\$ 733,040	\$ 299,633
IDEA 262	\$ -	\$ -	\$ -	\$ -	\$ 4,079	\$ 3,707	\$ 372	\$ -	\$ 21,465	\$ 7,768	\$ 13,697	\$ -
IDEA IEP									\$ 32,060	\$ 8,055	\$ 24,005	\$ -
ARP 252	\$ 24,450	\$ 24,450	\$ -	\$ -								
ESSER II	\$ 8,432	\$ 8,432	\$ -	\$ -								
ESSER III	\$ 310,549	\$ 143,323	\$ 167,226	\$ -								
<b>TOTAL FEDERAL</b>	\$ 403,599	\$ 236,367	\$ 167,226	\$ -	\$ 425,099	\$ 376,369	\$ 48,730	\$ -	\$ 1,382,731	\$ 194,343	\$ 888,755	\$ 299,633

Since Q1, several additional State grants have been added to include the following: Safe & Supportive Schools, Chronic Absences and MyCAP. Additionally, the Federal IDEA IEP grant has been added. Descriptions and acceptable uses of each State and Federal grant follows below the spending deadlines table.

In FY24, we expect to fully expend all FY24 Title 1 funds awarded. This will support students from low-income families across two qualifying schools (Parker and Killam in FY24). Title 1 funds are earmarked specifically and solely for the purpose of supporting qualifying students in specific schools.

The school department has been diligent about expending oldest grant funds first in compliance with their acceptable use prior to the grant deadline. These focused efforts have allowed the district to become more efficient and effective with monitoring, making decisions about, and better leveraging funds.

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

SPENDING DEADLINES	FY22	FY23	FY24
<b>STATE</b>			
METCO		12/31/2023	12/31/2024
Dept. of Public Health			6/30/2024
New England Dairy		11/30/2023	
EARMARK- RMHS Keyboard			6/30/2024
Investigating History			6/30/2024
Northeast Food			6/30/2024
Innovation Career Pathways Planning			6/30/2024
Innovation Career Pathways Support			6/30/2024
Safe & Supportive Schools			6/30/2024
Chronic Absences			9/30/2024
MyCAP			6/30/2024
<b>FEDERAL</b>			
Title I	9/30/2023	9/30/2024	9/30/2025
Title II		9/30/2024	9/30/2025
Title IV		9/30/2024	9/30/2025
IDEA 240	9/30/2023	9/30/2024	9/30/2025
IDEA 262		9/30/2024	9/30/2025
IDEA IEP			9/30/2024
ARP 252	9/30/2023		
ESSER II	9/30/2023		
ESSER III	9/30/2024		

#### State Grants:

- **METCO:** the Metropolitan Council for Educational Opportunity is a state funded, voluntary educational desegregation program designed to eliminate racial imbalance through the busing of children from Boston, MA and Springfield, MA to suburban public schools in thirty-eight communities. These funds pay for program coordination, transportation, instructional services, and community engagement related to Boston resident students attending Reading Public Schools through participation in the METCO program.
- **Department of Public Health:** provides for mandated screenings, professional development, and substitute coverage for nurses.
- **New England Dairy:** funds can be used to support equipment and marketing needs related to expanding school meal programs including breakfast, summer meals, and serving new dairy menu items like smoothies and hot chocolate milk.
- **Earmark RMHS Keyboard:** Not less than \$25,000 shall be expended for a classroom set of Nord stage 3 88 stage keyboards for the Reading Memorial high school performing arts program.
- **Investigating History:** This competitive grant is designed to fund the costs associated with professional development, as well as cover additional costs of implementation such as teacher planning time outside of contract hours or the purchase of printed copies of the Investigating History materials, to facilitate a successful adoption of the Investigating History materials across a school or district.
- **Northeast Food for Schools:** This opportunity has proposed to increase the capacity to procure local unprocessed/minimally processed foods, and foods from local producers (including farmers, food hubs, and fishermen).
- **Innovation Career Pathways Planning & Support:** designed to give students coursework and experience in a specific high-demand industry, such as information technology, engineering, healthcare, life sciences and advanced manufacturing. Also, to create strong partnerships with employers to expose students to career options and help them develop knowledge and skills related to their chosen field of study before they graduate high school.
- **Safe & Supportive Schools:** intended to help school districts to create a safe, positive, healthy, equitable and inclusive whole-school learning environment. Also, to integrate services that promote students' behavioral health, including social and emotional learning, bullying prevention, trauma sensitivity, dropout prevention, truancy reduction, children's mental health, foster care and homeless youth

education, inclusion of students with disabilities, positive behavioral approaches that reduce suspensions and expulsions, and like initiatives.

- **Chronic Absences:** to support schools and districts with a goal of reducing chronic absenteeism. The source of this funding was Federal ESSER III State Set-Aside (CFDA 84.425U). Funds must be expended by 9/30/24 and must be used in accordance with the attestation districts signed when they opted into this initiative.
- **MyCAP:** to provide supplementary support to school districts currently engaged in or interested in beginning implementation of My Career and Academic Plan. 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. And the grant provides planning team members the supplementary support necessary to attend professional development and team meetings outside-of- school hours.
- **Note - Circuit Breaker:** although not a grant, DESE reimburses school districts for a portion of out of district tuition placement and transportation costs. In FY24, DESE will defray \$1,601,098 in tuition and transportation costs, charging those expenses directly to the Circuit Breaker reimbursement fund. The end of year balance is expected to be zero.

#### **Federal Grants:**

- **Title I:** aids schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. These funds are allocated to paraprofessional and extended school year instructional services.
- **Title II A:** provides supplemental resources to school districts to support systems of support for excellent teaching and leadership. The priorities of Title IIA are to: increase student achievement consistent with the challenging State academic standards; improve the quality and effectiveness of teachers, principals, and other school leaders; Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and provide low-income and minority students greater access to effective teachers, principals, and other school leaders. These funds are allocated to provide professional development for teachers.
- **Title IV:** ensures that all students have access to a high-quality educational experience. The priorities of Title IV are to: support well-rounded educational opportunities; support safe and healthy students; and support effective use of technology. These funds pay for technology integration activities and materials for teachers and classrooms.
- **IDEA 240:** provides appropriate special education services for eligible students and to maintain state/local effort in special education. These funds pay for special education paras, BCBA, and professional development.
- **IDEA 262:** ensures that eligible 3, 4 and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. These funds pay for early childhood instruction and professional development.
- **IDEA IEP (Part B):** to support schools and districts to implement the IEP improvement project, with an emphasis on transitioning to the utilization of the newly revised forms and process.
- **ARP 252:** addresses challenges related to the pandemic, including school re-entry, disruption in the education of children with disabilities, mental health services; sustainability; focuses on issues of equity in special education and early intervention services. Funds are allocated to provide professional development, instructional materials, and testing/assessment materials.

**Revolving Accounts:**

Revolving Accounts are comprised of fee-based programs, extracurricular activities, and donations. Apart from donations, a total of \$1.65M of Fee-based Revolving Funds offset the FY24 operating budget with user and event fees generated by the special revenue funds noted in the table on the page to follow:

FY24 Second Quarter Financial Report and End Year Status: Revolving Accounts						
Fee-Based Programs	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q2 Balance	FY24 Offsets
Athletics	4320	\$ 117,775	\$ 189,906	\$ 30,219	\$ 277,462	\$ 392,900
Community Education -Drivers Education and Adult Education	4390	\$ 125,025	\$ 30,351	\$ 20,963	\$ 134,413	
Community Education - Summer Programs	4400	\$ 51,027	\$ 10,543	\$ 47,264	\$ 14,306	
Drama Activities Coolidge	4380	\$ 30,294	\$ 7,394	\$ 13,523	\$ 24,165	\$ 15,000
Drama Activities Parker	4360	\$ 50,654	\$ -	\$ 1,613	\$ 49,041	\$ 15,000
Drama Activities RMHS	4350	\$ 74,320	\$ 34,201	\$ 43,537	\$ 64,985	\$ 34,000
Extended Day Program	4378	\$ 499,365	\$ 663,430	\$ 1,128,973	\$ 33,822	\$ 50,000
After School Activities Parker	4370	\$ 72,170	\$ 14,411	\$ 11,080	\$ 75,501	
Extracurricular Parker	4327	\$ 640	\$ -	\$ -	\$ 640	
Extracurricular Coolidge	4326	\$ 2,698	\$ -	\$ -	\$ 2,698	
Extracurricular Band Activities	4354	\$ 11,570	\$ 3,950	\$ 1,867	\$ 13,653	
Guidance Testing	4325	\$ 11,480	\$ 72,204	\$ 13,554	\$ 70,130	
Full Day Kindergarten Tuition	4440	\$ 621,319	\$ 341,004	\$ -	\$ 962,323	\$ 600,000
RISE Preschool Program	4410	\$ 214,735	\$ 199,045	\$ 4,078	\$ 409,702	\$ 350,000
Special Education Tuition	4430	\$ 95,136	\$ 7,508	\$ 40,111	\$ 62,532	\$ 50,000
School Choice	4315	\$ 40,831	\$ 35,841	\$ -	\$ 76,672	\$ 40,831
School Lunch Program	4310	\$ 771,637	\$ 606,224	\$ 1,283,961	\$ 93,900	
School Transportation	4330	\$ -	\$ 46,545	\$ -	\$ 46,545	
Use of School Property	4420	\$ 81,469	\$ 72,289	\$ 57,604	\$ 96,155	\$ 105,000
Lost Books	4450	\$ 31,595	\$ 423	\$ 1,698	\$ 30,320	
<b>TOTAL Fee-based Revolving Funds</b>		<b>\$ 2,903,740</b>	<b>\$ 2,335,270</b>	<b>\$ 2,700,045</b>	<b>\$ 2,538,964</b>	<b>\$ 1,652,731</b>

- **Athletics:** Fees are paid by families for students’ participation in athletics.
- **Community Education** (Drivers Education, Summer Programs): Fees are paid by families for students to participate in drivers’ education and summer programs. Fees paid by individuals for participation in Community Education events and courses.
- **Drama:** Fees are paid by families for students’ participation in after school drama and band programs.
- **Extended Day:** Fees are paid by families for students to participate in extended day programs before and after school.
- **Extracurricular and Band:** Fees are paid by families for students to participate in afterschool band and fine and performing arts activities.
- **Guidance:** Fees are paid by families for students to take PSAT, SAT and AP tests.
- **Full Day Kindergarten:** Fees are paid by families for enrollment in the Full Day Kindergarten program.
- **RISE Preschool:** Fees are paid by families for enrollment in the RISE preschool program.
- **Special Education Tuition:** Fees paid by other another public school district for students to attend special education programs in Reading.
- **School Choice:** allows families to enroll their children in schools in communities other than the city or town in which they reside. Tuition is paid by the sending district to the receiving district.
- **School Lunch:** Revenues are generated through state and federal reimbursements and lunchtime a la carte sales.
- **Transportation:** Fees are paid by families for students to ride existing bus routes, based on seats available.
- **Use of School Property:** Some community organizations which use school facilities pay a fee for space and/or custodial coverage.



- **Lost Books:** Fees are collected and used to replace lost or damaged books.

**Gifts/Donations:**

Restricted donations for specific purposes and unrestricted donations for general use are made to the School Committee for approval and acceptance in accordance with School Committee Policy:

Gifts/Donations	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q2 Balance
District Donation Fund	4790	\$ 14,355	\$ 600	\$ 11,033	\$ 3,922
Barrows Donations Fund	4791	\$ 4,842	\$ 362	\$ 4,303	\$ 902
Birch Meadow Donation Fund	4792	\$ 7,579	\$ 473	\$ -	\$ 8,052
Joshua Eaton Donation Fund	4793	\$ 2,730	\$ 689	\$ -	\$ 3,418
Joshua Eaton Donation Fund	4751	\$ 9,630	\$ -	\$ -	\$ 9,630
JW Killam Donation Fund	4794	\$ 20,804	\$ 439		\$ 21,243
Wood End Donation Fund	4795	\$ 5,590	\$ 10,814	\$ 160	\$ 16,243
Coolidge Donation Fund	4796	\$ 9,444	\$ 10,417	\$ 9,700	\$ 10,161
Parker Donation Fund	4797	\$ 11,522	\$ 10,678	\$ 14,263	\$ 7,937
High School Donation Fund	4798	\$ 19,725	\$ 10,166	\$ 8,249	\$ 21,641
SEPAC Donation Fund	4760	\$ 300	\$ -	\$ -	\$ 300
Special Education Donation Fund	4799	\$ 319	\$ -	\$ -	\$ 319
Libby Scholarship Donation Fund	4752	\$ 1,222,829	\$ -	\$ -	\$ 1,222,829
<b>TOTAL Gift/Donation Revolving Funds</b>		<b>\$ 1,329,670</b>	<b>\$ 44,638</b>	<b>\$ 47,709</b>	<b>\$ 1,326,598</b>

**Student Activity Accounts:**

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

Student Activity Accounts	Fund code	FY24 Beginning Year Balance	FY24 Actual Revenue	FY24 Actual Expend./Enc.	FY24 Q2 Balance
Barrows Student Activities	8950	\$ 5,970	\$ 2,543	\$ 2,700	\$ 5,813
Birch Meadow Student Activities	8950	\$ 10,334	\$ 240	\$ -	\$ 10,574
Joshua Eaton Student Activities	8950	\$ 6,783	\$ 2,744	\$ 1,082	\$ 8,446
JW Killam Student Activities	8950	\$ 11,829	\$ 3,169	\$ -	\$ 14,998
Wood End Student Activities	8950	\$ 14,824	\$ 1,989	\$ -	\$ 16,813
Coolidge Student Activities	8950	\$ 55,634	\$ 38,302	\$ 55,126	\$ 38,809
Parker Student Activities	8950	\$ 7,861	\$ 64,963	\$ 59,224	\$ 13,600
High School Student Activities	8950	\$ 125,513	\$ 36,303	\$ 22,553	\$ 139,264
RISE Student Activities	8950	\$ 2,655	\$ 62	\$ -	\$ 2,717
<b>TOTAL Student Activity Accounts</b>		<b>\$ 241,403</b>	<b>\$ 150,316</b>	<b>\$ 140,684</b>	<b>\$ 251,034</b>

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

**5. Medicaid Reimbursement Program and Funds Generated for the Town of Reading:**

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

There are two categories of reimbursement streams: direct services and administrative services. Each quarter,

licensed staff participate in a Random Moment Time Study, which is a prescribed methodology used to compile and calculate direct service claim activities to determine reimbursement rates for Medicaid – allowable incurred costs related to services delivered to MassHealth enrolled students.

Medicaid-allowable services include mental/behavioral health services, therapy services, and medical services. Administrative service reimbursement is calculated based on the activities necessary to administer the Medicaid state plan by each school district, including Medicaid outreach, application assistance, student service planning and coordination, and managing transportation. The reimbursable portion of the district’s costs are calculated quarterly by UMass and the reimbursement is paid to the Town of Reading.

Please find below the amount of reimbursement the school department generated for the Town of Reading from FY19 through FY23:

<b>Medicaid End-of-Year Report Summary</b>					
<b>REVENUE</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>
Total Local Sources	\$ 160,542	\$ 113,053	\$ 86,834	\$ 363,143	\$ 201,377
\$ Change Prior Year	\$ (42,332)	\$ (47,489)	\$ (26,219)	\$ 276,309	\$ (161,766)
% Change Prior Year	21%	30%	23%	318%	45%

In FY22, additional effort was made by the school district to capture unclaimed funding from prior years and improve our process for compiling data for claiming, which is why FY22’s reimbursement rate is 318% higher than the prior year: In most communities, like in Reading, school districts compile and submit the data to the State and the Town receives and deposits the reimbursement into the Town’s General Fund for future appropriation.

Please contact me with questions or requests for additional information related to the FY24 Q2 Financial Report.

# Reading Public Schools

## School Committee Meeting Packet

February 8, 2024



Information/Correspondence

**From:** [Wise, Thomas](#)  
**To:** [Kristen O'Brien](#)  
**Cc:** [Milaschewski, Thomas](#); [Lejeune, Olivia](#)  
**Subject:** Re: Letter for Varsity Asst Coach Salary  
**Date:** Monday, January 29, 2024 8:14:53 PM

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Good evening, Kristen.

Thank you for your note and thank you to the Basketball Support Team for the donation.

As for your question, yes, you can bring it to Central Office and give it to Olivia Lejeune. She can take it from there for our vote and work with the Director of Finance & Operations to process the check.

Thank you again.

**Thomas Wise**

Reading School Committee

**Email:** [thomas.wise@reading.k12.ma.us](mailto:thomas.wise@reading.k12.ma.us)

**SC Distribution List:** [schoolcommittee@reading.k12.ma.us](mailto:schoolcommittee@reading.k12.ma.us)

**Mobile:** (617) 869-6825

**Reading Public Schools Website:** <https://reading.k12.ma.us>

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**From:** Kristen O'Brien <kristen.o@yahoo.com>  
**Sent:** Monday, January 29, 2024 5:11 PM  
**To:** DG School Committee <SchoolCommittee@reading.k12.ma.us>  
**Subject:** Letter for Varsity Asst Coach Salary

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.

Hello,

I am planning to drop off this letter tomorrow at the high school for the School Committee to review and approve.

Should I bring the letter, along with the check, to the main office?

Thank you,  
Kristen