

**AGENDA**  
**Maynard School Committee**  
**Thursday, May 11, 2023, 7:00 pm**  
**Hybrid Meeting (in-person and remote access)**  
**Fowler School Library and via Zoom**

(The School Committee may vote on all items listed on this agenda)

**Pursuant to Chapter 2 of the Acts of 2023 signed into law by Governor Healey on March 29, 2023, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20 until March 31, 2025. the School Committee has modified meeting procedures to ensure the safety of all participants. All members of the public are invited to join the meeting virtually or in person, either by computer (internet) or phone as noted below, or at the Fowler School Library. If joining virtually, video and audio will be turned off for public participants unless otherwise stipulated by the Chair.**

**Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: maynard**

**Choose to use Computer Audio, or join by phone at the number below:**

**Phone Option: 1-646-558-8656**

**Meeting ID: 915 7287 5882**

**Password: 448260**

**View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>**

**Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/MPS-SC22-23>**

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

**Allotted times within the agenda are intended to account for presentations and discussions**

- I. Meeting Called to Order via Roll Call
- II. Public Comments (15 min)
- III. Urgent Business
- IV. Student Representative Report (10 min; IO/D)
- V. Superintendent's Report (15 min)
  - A. General Update
  - B. Collaborative Update
  - C. Donation to Student Meal Accounts (VR)
- VI. State of the Buildings Presentation (20 min; P/D)
- VII. GM Building Committee Representatives Updates (10 min; D/PV)
- VIII. FY24 School Budget and Annual Town Meeting Article (10 min; D/VR)
- IX. MOU Between the Town and School Department (15 min; D/PV)
- X. School Committee Meeting Dates July 2023 – June 2024 (10 min; D/VR)
- XI. Chair's Report (10 min; IO/D)
  - A. Outreach Updates
- XII. Subcommittee Reports & Members' Comments (10 min; IO)
  - A. Elizabeth Albota
  - B. Maro Hogan
  - C. Mary Brannelly
  - D. Hilary Griffiths
- XIII. Consent Agenda (5 min; VR)
  - A. Approval of Minutes
  - B. Acceptance of Warrant(s)

\*IO [Info Only], P [Presentation], D [Discussion], PV [Possible Vote], VR [Vote Required]

**REVISED**

**2:30 pm, May 09, 2023**

Chairperson: Natasha Rivera  
Posted by: Colleen Andrade  
Date: 5/9/23  
Revised: 5/9/23

## Maynard School Committee Meeting Public Comments Guidelines

The Public Comments agenda item is a devoted time for the School Committee to hear from the public. As such, its structure primarily supports a unidirectional recording of public comments, rather than a bidirectional conversation. Here are the general rules for any form of Public Comment period:

1. Any person wishing to speak and make a comment during a meeting may do so:
  - a. If virtually- Sign up to speak publicly in advance and up until the Public Comment agenda item at <https://bit.ly/mps-public-comment>. Please have your zoom name match so we may be able to unmute you to speak.
  - b. If in person- Sign up in advance and up until the Public Comment agenda item. Once recognized by the Chair, state your first name, last name, and town.
  - c. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
  - d. No person may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing a person to comment a second time, especially if it is related to a topic that has not yet been brought up.
2. Email comments in advance of meeting and up until the Public Comments agenda item to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us).
  - a. **You must state in the subject line “Public Comment”** and include your first and last name and town to ensure your comment can be read.
  - b. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
  - c. To ensure all comments are able to be read in their entirety, it is suggested that you keep them to approximately 350 words. However, submitted comments longer than 350 words will be included in the public record in their entirety.
3. **Note**- Anyone can submit comment(s) for the public record after the Public Comments agenda has passed by providing an email copy to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us) up until the end of the meeting, specifically stating their desire to have these additional comments included.



# **Superintendent's School Committee Report**

**May 11, 2023**  
**(Submitted 5/4/23)**

# District News

- Budget - Vote on the FY24 Budget Proposal - The school department proposed FY24 budget is **\$22,745,577**
- Green Meadow Building Project  
Most recently, we had about 30 people at the Green Meadow Elementary School last Wednesday night, where the audience members learned about the process, the status, and the upcoming vote on the building project. After the presentation, people were invited to take a tour to see the Green Meadow and gain some insight into the building issues that a new building would rectify.

Special Town Meeting: Tuesday, October 10, 2023

Election: Tuesday, November 7, 2023 (regularly scheduled statewide).

# District News

## Taste In Motion

**Join your friends and neighbors for this year's Taste In Motion on Sunday, May 21st from 2 - 5pm. Come enjoy delicious samples from your favorite local restaurants, listen to fabulous entertainment by Jae Mannion, and enter to win raffle prizes!**

Pick up your event wristband at the Maynard Education Foundation (MEF) tent at the Mill & Main Parking (across from 155 Main Street), before you start your around-the-town sampling experience. With a map in hand, explore our local eateries, sampling their foods, checking out their menus, and meeting the dedicated owners & staff. Vote on your favorites to show your support.

This event is made possible by our sponsors, the restaurants, and folks like you who donate to MEF. All proceeds benefit MEF's grant program that funds new learning opportunities in the Maynard Public Schools.

When: Sunday, May 21st, 2 - 5 pm.

Where: Mill and Main parking lot (across from 155 Main Street, Maynard)

Tickets: Buy online at [maynardeducation.org](https://www.maynardeducation.org) \$25 for individuals/\$10 for kids (2-12) or at the event for \$25 for adults / \$15 for kids Under age 2 free

# School News

- Maynard High School

- On Friday, April 28, seniors Hannah McLaughlin and Ella Rowe represented Maynard High School at the annual MIAA Celebration of Girls and Women in Sports held at Faneuil Hall. They had the opportunity to hear from distinguished athletes and to learn more about the incredible transformation of women's athletics over the past 50 years. Congratulations to Hannah and Ella on their athletic accomplishments in high school!!
- **Graduation ceremony:** MHS - Friday, June 9, 6:30 PM at Alumni Field

- Fowler School:

- **Graduation ceremony:** FS - Tuesday, June 20 9 AM at Alumni Field
- The Fowler School Fine Arts night was a huge success and I we grateful for the wide range of staff who volunteered your time and efforts. Amazing all around!

- Green Meadow

- **Bingo For Books**

On May 4 a long-standing Green Meadow tradition, Bingo for Books was celebrated! It was a wonderful night and the books were a huge hit! There were many families who attended both the Multilingual Family night and this event which was exciting to see. We had 19 GM staff members volunteer to help at the event. Our MTSS team really outdid themselves organizing it

# Collaborative updates



Third report from the collaboratives we belong to, CASE and AVC.

AVC - rate revisions for 2023-2024 - see detailed information please review the information included in the school committee folder. Most of the programs are increasing at the rate of 4%.

CASE - Activities from April

- Roundtables for special education directors

- Lunch and Learn Workshop

- Coffee Cart at the Colebrook School

Assabet Valley Collaborative

For the Year Ended June 30, 2024

OSA/SOAR	FY23 Daily Rate*	FY23 # days	FY23 Tuition	FY24 Daily Rate*	FY24 Tuition	\$ Change	% Change
OSA Member	\$350.46	180	\$63,082.36	\$364.48	\$65,606.40	\$2,524.04	4.00%
OSA NM	\$399.52	180	\$71,914.33	\$415.50	\$74,790.00	\$2,875.67	4.00%
SOAR Member	\$350.46	45	\$15,367.95	\$364.48	\$16,401.60	\$1,033.65	6.73%
SOAR NM	\$399.52	45	\$17,519.40	\$415.50	\$18,697.50	\$1,178.10	6.72%
OSA Summer-member			\$6,294.75		\$6,546.54	\$251.79	4.00%
OSA Summer-NM			\$7,238.96		\$7,528.52	\$289.56	4.00%
REACH	FY23 Daily Rate*	FY23 # days	FY23 Tuition	FY24 Daily Rate*	FY24 Tuition	\$ Change	% Change
Member	\$489.17	204	\$99,791.00	\$508.74	\$103,782.96	\$3,991.96	4.00%
NonMember	\$557.68	204	\$113,767.00	\$579.99	\$118,317.96	\$4,550.96	4.00%

Evolution	FY23 Daily Rate*	FY23 # days	FY23 Tuition	FY24 Daily Rate*	FY24 Tuition	\$ Change	% Change
Tier 2 Member	\$330.00	180	\$59,400.00	\$343.20	\$61,776.00	\$2,376.00	4.00%
Tier 2 NM	\$379.50	180	\$68,310.00	\$394.68	\$71,042.40	\$2,732.40	4.00%
Tier 2 Member-Summer			\$6,378.00	\$0.00	\$6,633.12	\$255.12	4.00%
Tier 2 NM-Summer			\$7,271.00	\$0.00	\$7,561.84	\$290.84	4.00%
Tier 3 Member	\$489.17	204	\$99,791.02	\$508.74	\$103,782.96	\$3,991.94	4.00%
Tier 3 NM	\$557.68	204	\$113,767.57	\$579.99	\$118,317.96	\$4,550.39	4.00%

FSP	FY23	FY24 Case load	FY24 Tuition	\$ Change	% Change
Phase (10 cases) Member	\$36,750	10	\$38,220	\$1,470	4.00%
Phase (10 cases) NM	\$42,000	10	\$43,680	\$1,680	4.00%

Complexity of cases

Facilities Rentals	FY23 Rate	Room	FY23 Rate	FY24 Rate	\$ Change	% Change
Room Rental Member	\$375	1	\$375	\$394	N/A	5%
Room Rental NM	\$425	1	\$425	\$446	N/A	5%

Consultation and Therapy Rates	FY22 Hourly Rate	FY23 Hourly Rate	FY24 Proposed Rate	Change
Professional Member	\$95.35	\$100.12	\$104.00	4%
Licensed Professional NM	\$108.70	\$114.14	\$119.00	
Assistants Member	\$63.55	\$66.73	\$69.00	
Assistants NM	\$72.45	\$76.07	\$79.00	
Tutoring Member	\$56.65	\$59.48	\$62.00	
Tutoring NM	\$65.15	\$68.40	\$71.00	
Psychiatric Consult Member	Discontinue	Discontinue		
Psychiatric Consult Member	Discontinue	Discontinue		

Transportation	FY23* District Rates	FY24 Proposed District Rates	% Change
Mini van/daily rate to AVC programs only (REACH, OSA,	\$ 132.50	\$ 138.00	4%
Mini van/daily rate to any other program	\$ 164.30	\$ 171.00	
		\$ -	
Wheelchair van to AVC programs only (REACH, OSA,	\$ 132.50	\$ 138.00	4%
Wheelchair van to any other program	\$ 270.30	\$ 281.00	
		\$ -	
Monitor: daily rate	\$ 100.70	\$ 105.00	
		\$ -	
Supplemental additional hourly charges (nursing, field	\$ 42.40	\$ 44.00	need confirmation from VP.
<b>IN-DISTRICT Contracts</b>			
Nashoba in-district	\$ 222.60	\$ 232.00	
Maynard in-district:			
Fowler/Conn program daily rate	\$ 222.60	\$ 232.00	
MHS/Green Meadow 2 tier run	\$ 222.60	\$ 232.00	
Monitor (round trip); cost shared if shared between	\$ 100.70	\$ 105.00	

Professional Development Member Rates* -	1 presenter	2 presenters	3 presenters
Half Day (<3.5 hours)	\$740	\$1,479	\$2,219
Full Day (4 - 6.5 hours)	\$1,367	\$2,734	\$4,100
Professional Development NONMEMBER	1 presenter	2 presenters	3 presenters
Half Day (<3.5 hours)	\$844	\$1,687	\$2,531
Full Day (4 - 6.5 hours)	\$1,559	\$3,117	\$4,676





Dear Members of CASE Community,

We are ending March and going into April. The new month is starting out with showers. The weather is in keeping with this time of year. It is spring. Spring brings with it a fresh start and endless possibilities. I hope you are all taking advantage of the temperatures and the ability to be outside as a group. With that, I share with you this newsletter capturing highlights, activities, and notices from the collaborative this past month. Here's wishing you all a favorable and successful April!

Sincerely,  
Sanchita

## PROGRAM UPDATES

### MCAS UPDATE



*“ELA MCAS - Grade 10 has to be taken on certain dates. It has gone well at Colebrook School. Proctors were prepared. Students took the test. Coverage went well. Space worked out. MCAS will be back at Colebrook in May for Math and for Biology in June. MCAS Alts were brought to the central office today and are getting picked up today.*

*For District Classes - Grades 3-8 have windows of testing. Melissa and Carla are coordinating the tests in district classes.”*

*- Kim Munroe, **Principal, Colebrook School***

# TIP PROGRAM NEWS

Faculty in the TIP Program are participating in a book study, *Lost and Found* by Ross Green. Carla Chioda is leading this project.

<p><b>Lost and Found Book Study</b>          Ross Greene</p>	<p><b>Chapter 1 Who and Why</b>          Maria</p>	<p><b>Obstacles to Helping Students with Concerning Behaviors</b>          -Dorena Pavia</p>	<p><b>Paradigm Shift</b>          -Dorena Pavia</p>	<p><b>Assessment of Logging Skills and Unsolved Problems (ALSUP)</b>          Lisa Chioda</p>
<p><b>1</b></p> <p><b>The Plans</b>          Lisa Chioda, Sara Pinsky, and Lisa</p>	<p><b>2</b></p> <p><b>The Plans cont.</b>          Lisa Chioda, Sara Pinsky, and Lisa</p>	<p><b>3</b></p> <p><b>Solving Problems Together</b>          Maria and Carla</p>	<p><b>4</b></p> <p><b>Debugging</b>          -Dorena Pavia</p>	<p><b>5</b></p> <p><b>The Hardest Part-Jenny Lawler, Robin Scott</b></p>
<p><b>6</b></p> <p><b>The Hardest Part Slide 2-Jenny Lawler, Robin Scott</b></p>	<p><b>7</b></p> <p><b>The Hardest Part Slide 3-Jenny Lawler, Robin Scott</b></p>	<p><b>8</b></p> <p><b>Fringe Benefits</b></p>		
<p><b>11</b></p>	<p><b>12</b></p>	<p><b>13</b></p>		

The group is exploring practical Ross Green's guidance for implementing his empirically-supported Collaborative & Proactive Solutions (CPS) problem solving model with students exhibiting behavioral challenges.

## COLEBROOK SCHOOL NEWS

FILL OUT IN GOOGLE FORMS

I've invited you to fill out a form: Pastry is lemon blueberry bread!

### Colebrook Coffee Cart

**Coffee Cart is served between 9-10a.**



**Staff Name \***

**Classroom or Room # \***

**Hot Beverage Selection (\$.50) \***

- Coffee full strength
- Coffee half-caf
- Hot Chocolate
- Black Tea
- Green Tea
- English Tea
- Constant Comment Tea
- Earl Grey Tea
- Mint Tea
- No beverage

**Pastry (\$1.00) \***

- Yes
- No

**Total Due (Beverage \$.50 and pastry \$1.00) \***

**Review and Submit**

Never submit passwords through Google Forms.

*COFFEE CART - "Two to three students across programs at Colebrook School are involved in making coffee and pastry each week. There is also a culinary and vocational aspect to this activity where coffee and a pastry made and delivered to staff in the building. Staff complete a Google Form with their orders earlier in the week.*

*Between 9-10 am on Fridays, students review money transactions, go over some scenarios, and head out to deliver coffee. Sometimes they go independently and sometimes with the Transition Specialist, Kate Sullivan. They deliver and then clean up."*

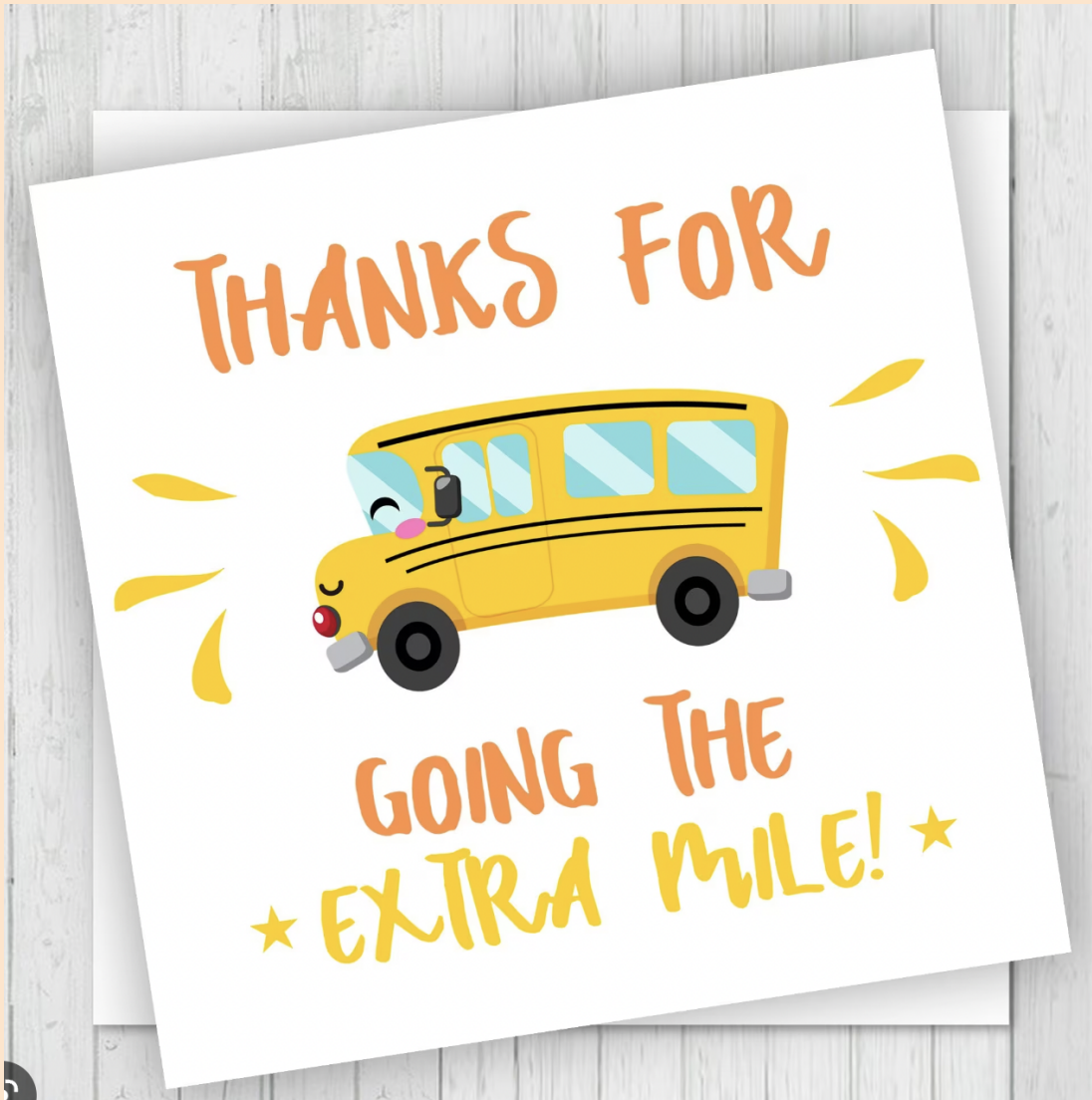
*- Kim Munroe, **Principal, Colebrook School***



*COLLEGE VISIT - "Students from the Colebrook TIP and Empower programs attended a college visit to Mass Art on Monday. They were impressed with the level and breadth of art displayed and enjoyed walking through the studio spaces. One student who had little idea of what he wanted to do after high school declared, "I'm not going to lie. I think I want to become a graphic artist"! Another thanked the staff repeatedly for a wonderful day.*

*Sincerely, Jessica Grill (Counselor)*

## TRANSPORTATION UPDATES



*"A parent organization in Thoreau School in Concord reached out and was apologetic that they did not include CASE drivers in their appreciation. A parent representative of this organization came by the CASE transportation office yesterday with gift cards for drivers and said that from now they will include us in their appreciation."*

**- By Marty Finnegan, Transportation Manager**

## CETT TEAM UPDATES

### PD OPPORTUNITY

[AAC Workshop - April 12, 2023](#)

### *Let's Get Talking: Adventures in AAC*



### *Lunch & Learn Workshop*

Hosted by CASE CETT Team

**Wednesday, April 12, 2023, 12:00pm–3:00pm**

Littleton Middle School, 55 Russell St, Littleton

The workshop will provide information about supporting language comprehension and use for students with complex communication needs, with a focus on students who use lite and/or high-tech AAC. Participants will gain insight into implementation strategies and will walk away with tools for use across school settings.

#### **Who Should Attend:**

Educational staff, including speech-language pathologists, teachers, therapists, BCBA's/ABA tutors, counselors, and paraprofessionals, who teach and support students with complex communication needs.

#### **What To Bring**

A bag lunch. iPad with any AAC app, if available.

#### **Cost:**

\$50 for CASE Member Districts

\$75 for non-CASE Districts

\$0 for CASE Employees

**Registration Link:** [Workshop Registration](#)

[cettteam@casecollaborative.org](mailto:cettteam@casecollaborative.org)



## DEPARTMENT UPDATES

### PIZZA FACTORY



### SPRING CLEANING

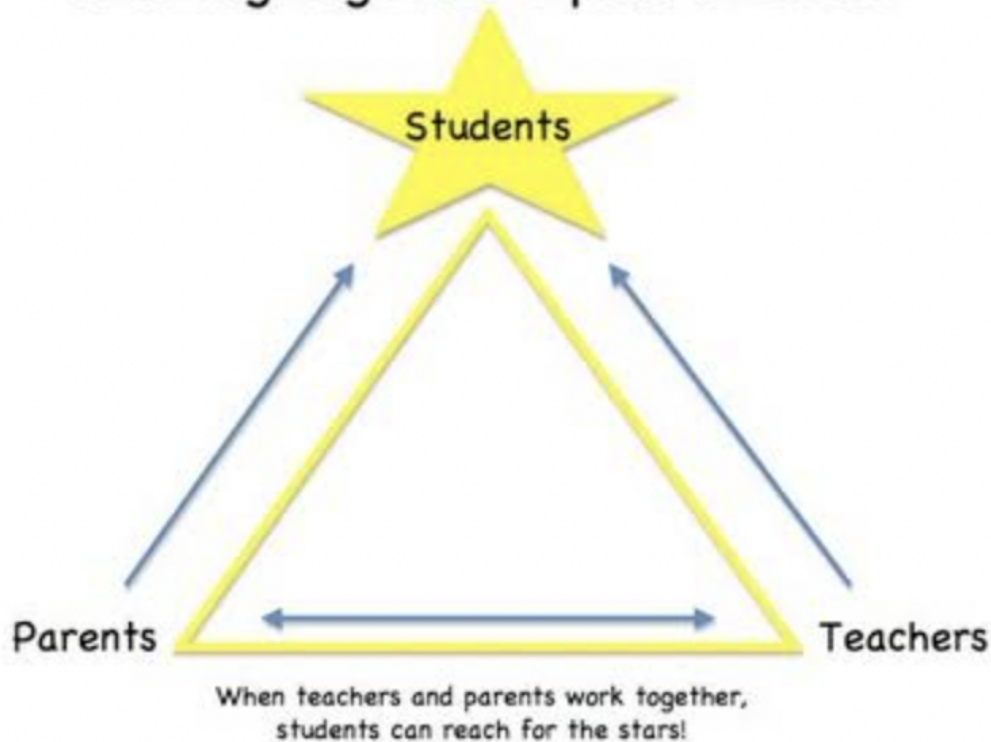
*"As the weather warms up it becomes time for spring cleaning. Here are some great tips on how to go about getting it clean and organized.*

<https://blog.williams-sonoma.com/how-to-clean-your-kitchen/>

- By Kathryn Dietel, Culinary Specialist

## PARENT AND COMMUNITY UPDATE

Working together equals success!



*Debbie Lilley, parent of a student in CASE's EMPOWER HIGH SCHOOL PROGRAM, is our Parent Liaison. Debbie organized a meeting at Colebrook School with interested parents/families on March 17, 2023. The purpose was to plan their activities for the spring.*

## ROUNDTABLES



CASE Special Education Directors Roundtable took place on  
March 3rd, 2023 and March 31st, 2023.

CASE Out of District Coordinators Roundtable took place on  
March 9th, 2023.

# APRIL 2023

## CALENDAR OBSERVANCES

### April 2023

- |                   |            |  |
|-------------------|------------|--|
| <b>April</b>      | Full Month | <b>ARAB AMERICAN HERITAGE MONTH</b><br>Celebrates the Arab American heritage and culture and pays tribute to the contributions of Arab Americans and Arabic-speaking Americans.  |
| <b>April</b>      | Full Month | <b>GENOCIDE AWARENESS MONTH</b><br>A month that marks important anniversaries for past and contemporary genocides. Throughout the month, individuals, communities and organizations join together to remember and honor victims and survivors of mass atrocities.        |
| <b>April</b>      | Full Month | <b>NATIONAL POETRY MONTH</b><br>Introduced in 1996 by the Academy of American Poets as a way to increase awareness and appreciation of poetry in the United States.  |
| <b>April</b>      |            | <b>DAY OF SILENCE</b><br>Students take a day-long vow of silence to protest the actual silencing of lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) students and their straight allies due to bias and harassment.                                     |
| <b>April 2</b>    |            | <b>PALM SUNDAY • Western Christian</b><br>Observed the Sunday before Easter to commemorate the entry of Jesus Christ into Jerusalem.   |
| <b>April 6</b>    |            | <b>THERAVADA NEW YEAR • Buddhist</b><br>In Theravada countries the New Year is celebrated on the first full moon day in April.   |
| <b>April 6-13</b> |            | <b>PASSOVER/PESACH • Jewish</b><br>The eight-day "Feast of Unleavened Bread" celebrates Israel's deliverance from Egyptian bondage.  |
| <b>April 7</b>    |            | <b>GOOD FRIDAY • Western Christian</b><br>Commemorates the Crucifixion of Jesus Christ on the Friday before Easter. Known as <i>Holy Friday</i> in Eastern Orthodox Christianity.  |
| <b>April 9</b>    |            | <b>EASTER • Western Christian</b><br>Known as <i>Pascha</i> in Eastern Christianity, it celebrates the resurrection of Jesus.  |
| <b>April 9</b>    |            | <b>PALM SUNDAY • Eastern Orthodox Christian</b><br>Observed the Sunday before Pascha to commemorate the entry of Jesus Christ into Jerusalem.  |
| <b>April 13</b>   |            | <b>HOLY THURSDAY • Eastern Orthodox Christian</b><br>Also known as <i>Maundy Thursday</i> , it is celebrated on the Thursday before Pascha commemorating the Last Supper, at which Jesus Christ and the Apostles were together for the last time before the Crucifixion. |
| <b>April 14</b>   |            | <b>HOLY FRIDAY • Eastern Orthodox Christian</b><br>Commemorates the Crucifixion of Jesus Christ on the Friday before Pascha. Known as <i>Good Friday</i> in Western Christianity.  |

<b>April 14</b>	<b>VAISAKHI (also spelled Baisakhi) • Sikh</b> The festival which celebrates the founding of the Sikh community as the Khalsa (community of the initiated). On this day, Sikhs gather and celebrate Vaisakhi at their local Gurdwaras (Sikh house of worship) by remembering this day as the birth of the Khalsa.
<b>April 16</b>	<b>PASCHA • Eastern Orthodox Christian</b> Known as <i>Easter</i> in Western Christianity, it celebrates the resurrection of Jesus Christ.
<b>April 17</b>	<b>LAILAT AL-QADR • Islamic</b> Commemorates the night that the <i>Qur'an</i> was first revealed to the Prophet Muhammad. It is known as the "Night of Power." Often set on the 27th day of Ramadan, Sunnis may observe it on the 21st, 23rd, 25th or 29th and Shī'ite (Shiite) observe it on the 19th, 21st or 23rd day of Ramadan.
<b>April 18</b>	<b>YOM HASHOAH • Jewish</b> "Holocaust Remembrance Day" memorializes the heroic martyrdom of six million Jews who perished in the Nazi Holocaust.
<b>April 21</b>	<b>EID AL-FITR • Islamic</b> The "Feast of the Breaking of the Fast" marks the end of Ramadan, the holy month of fasting from dawn until dusk.
<b>April 21-May 2</b>	<b>FESTIVAL OF RIDVÁN • Bahá'í</b> Annual festival commemorating the 12 days when Bahá'u'lláh, the prophet-founder of the Bahá'í Faith, resided in a garden called Ridván (Paradise) and publicly proclaimed his mission as God's messenger for this age. The first ( <b>April 21</b> ), ninth ( <b>April 29</b> ), and twelfth ( <b>May 2</b> ) days are celebrated as holy days when Baha'is suspend work.
<b>April 24</b>	<b>ARMENIAN MARTYRS' DAY</b> Memorializes the genocide of approximately 1.5 million Armenians between 1915 and 1923 in Turkey.

---

# **Maynard Public Schools Facilities Update**

State of the Buildings and Grounds  
2022- 2023

Robert Savoie, Facilities Director

---

---

# Maynard High School

Accomplishments during 2022 - 2023

- **Mr. Savoie continues to clean (HVAC Units) the rooftop condenser and evaporator coils, adjusted pulleys and belts as needed, checked for glycol leaks, repaired and cleaned drains, and checked the economizers.**
  - **Mr. Savoie installed Variable Frequency Drives on HVAC equipment (provides power as required, saving energy)**
  - **Training custodians to do preventive maintenance is ongoing.**
  - **Air filters continue to be changed twice a year (MERV 13).**
  - **Out outdoor custodian continues to maintain the grounds.**
  - **All roof leaks at the High School have been repaired.**
  - **The parking lot lighting has been addressed.**
  - **Repaired first floor tiles as needed**
-

---

# Maynard High School

Issues currently being addressed

- **Glycol leaks have been identified and parts have been ordered for repairs**
- **We have some electrical problems in the classrooms that are being investigated**





---

# Maynard High School

## Upcoming projects

- **Training in Building Management Systems (BMS) for Facility Director and Lead Custodians** which the the computerized system that controls temperature and air flow in the building.
- **Bleachers in process with CPC**
- **Ceiling repairs will start since roof leaks have been repaired.**



---

# Maynard High School

Upcoming projects 1 - 3 years

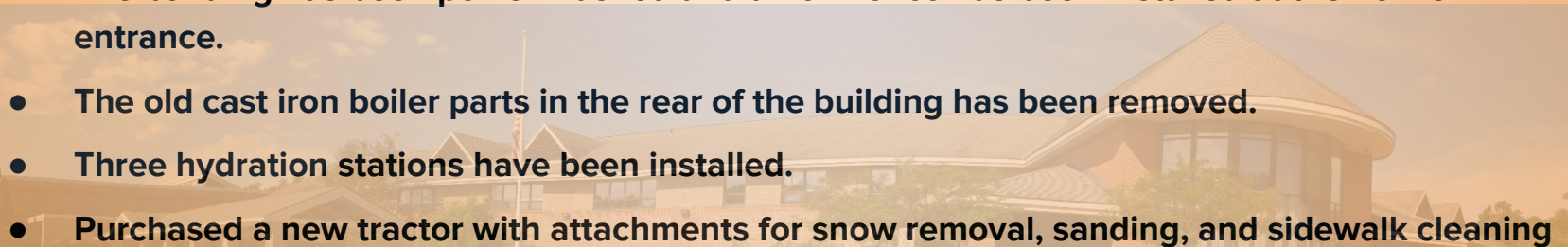
- **Bleacher repairs and improvements**
- **Lighting control issues**
- **HVAC maintenance agreements to reduce repairs and improve both efficiency and performance are being investigated**



---

# Fowler School

Accomplishments during 2022 - 2023

- **Our custodial staff and outside vendors have repaired many of the floors throughout the school.**
  - **Mr. Savoie installed Variable Frequency Drives on HVAC equipment (provides power as required, saving energy)**
  - **Major Fowler bathroom repairs were completed this year**
  - **The building has been power washed and a new fence has been installed at the Fowler entrance.**
  - **The old cast iron boiler parts in the rear of the building has been removed.**
  - **Three hydration stations have been installed.**
  - **Purchased a new tractor with attachments for snow removal, sanding, and sidewalk cleaning**
- 

---

# Fowler School

Issues currently being addressed

- **Two more hydration stations are being installed**
- **Mr. Savoie continues to work on the HVAC maintenance cleaning evaporator and condenser coils and drains and training our custodial staff to reduce outside vendor maintenance expenses.**
- **Roof leaks continue to be investigated and targeted for repair**
- **The trim on the outside fascia is in poor condition and I am trying to get this repaired as well.**



---

# Fowler School

Upcoming projects

- **Training in Building Management Systems (BMS) for Facility Director and Lead Custodians** which the the computerized system that controls temperature and air flow in the building
- **Roof leaks**
- **floor repairs (tiles)**
- **outside building trim repairs**
- **HVAC repairs**
- **Hydration stations**
- **Power washing and repairing fascia**



---

# Fowler School

Upcoming projects 1 - 3 years

- **Replacement of some HVAC systems, roof repairs, floor replacements, fascia trim repairs**
- **Continue to maintain boilers**
- **Classroom floor repairs**
- **Library and office carpet removal and floor replacement**



---

# Green Meadow Elementary School

Accomplishments during 2022 - 2023

- **We continue to work to keep everything in working order. Hopefully, with this school to soon be replaced we are doing what is needed as needed.**
- **We continue to do preventative maintenance as needed.**
- **Three hydration stations have been installed**
- **Repaired roof leaks**
- **Ballards were installed at the gas mains**
- **Painted the teachers room and cafeteria**



---

# Green Meadow Elementary School

Issues currently being addressed

- **Working on repairing minor building damage due to fallen tree**
- **We continue to improve the grounds as needed**
- **We continue to make the necessary repairs to the playgrounds and make them ADA compliant. ( wood chips and wheelchair accessibility)**





---

# Green Meadow Elementary School

Upcoming projects

- **Heating system repairs**
- **Installation of preschool playground equipment**
- **Investigating next steps for 5 inoperable univents due to winter freeze**

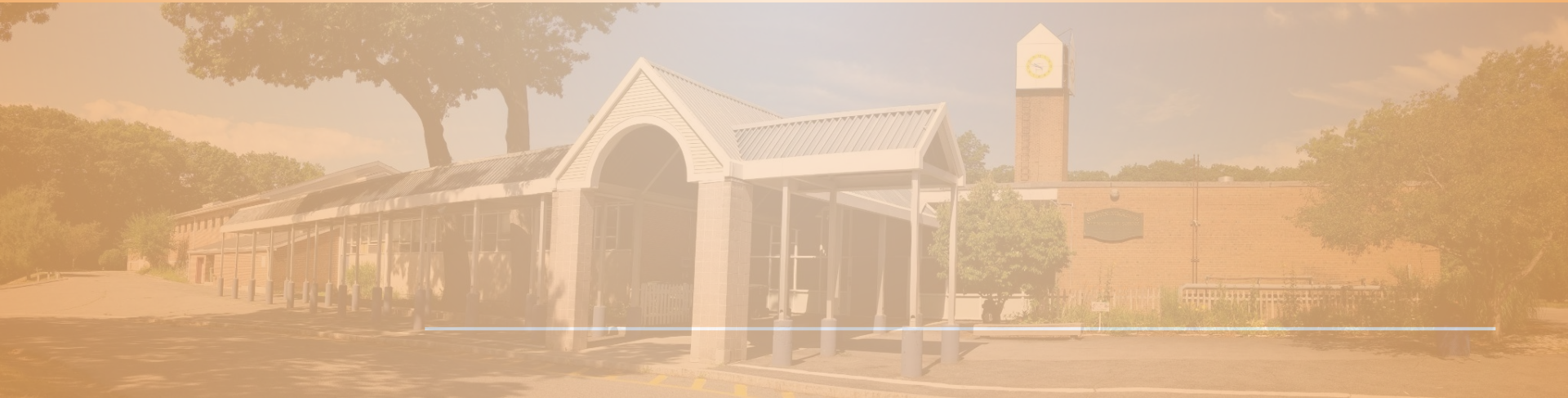


---

# Green Meadow Elementary School

Upcoming projects 1 - 3 years

- **While we are working with MSBA on a permanent solution, we will continue to maintain boilers and all systems.**



## How much did we spend?

	GM	FS	MHS	District
Grounds Maintenance	\$940.00	\$2,100.00	\$17,604.05	
Custodial Supplies and New Equipment	\$20,698.16	\$20,146.62	\$33,387.59	
Building Maintenance	\$48,269.60	\$67,534.35	\$62,759.13	
Electricity	\$57,001.49	\$41,062.26	\$203,434.63	
Natural Gas	\$57,799.74	\$93,478.22	\$57,626.79	
Vehicle Maintenance & Fuel				\$1,800.31
Capital Expense - Heating & Ventelation	\$1,072.78	\$14,567.13	\$25,778.21	
Capital Expense - Roof	\$4,800.00	\$2,450.00	\$32,500.00	
Capital Expense - Door	\$9,971.73	\$9,600.48	0.00	



**Thank you for your support of our schools.**



**MEMORANDUM OF AGREEMENT  
BY AND BETWEEN  
MAYNARD SCHOOL DEPARTMENT  
AND  
TOWN OF MAYNARD**

This Memorandum of Agreement (hereinafter "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Maynard School Department with a principal place of business at 3-R Tiger Drive, Maynard, MA 01754, acting by and through its School Committee (the "Department") and the Town of Maynard, a Massachusetts municipal corporation with a principal place of business at 195 Main Street, Maynard, MA 01754, acting by and through its Select Board (the "Town") (each party referred to as a "Party" and collectively referred to as the "Parties").

**AUTHORITY**

This Agreement is entered into pursuant to M.G.L. c. 40 § 4A and M.G.L. 71 § 37M, adopted by the Town pursuant to a Town Meeting vote on May 20, 2019, which provides for the consolidation of certain administrative functions of the Town and the Department, including maintenance functions. All obligations of the Parties are subject to availability of funds. This Agreement is subject to a vote of the Select Board with approval by the Town Administrator and a vote of the School Committee with approval by the Superintendent.

**PURPOSE**

This Agreement serves to allow the Town and the Department to engage in joint maintenance services for School property and sets forth the responsibilities of the Parties.

**TERM**

This Agreement shall commence upon execution, and be effective until June 30, 2026, unless sooner terminated.

**TERMINATION**

1. This Agreement may be terminated by either Party, without cause, upon Ninety (90) business days' written notice to the other Party.
2. If either Party fails to fulfill any material obligation or condition of this Agreement, the other Party has the right to terminate by providing sixty (60) days' notice of their intent to do so in accordance with the notice provisions set forth herein. Upon receipt of such notice, the other Party shall have the right to prevent termination by curing said failure within thirty (30) days and diligently and continuously pursuing such cure to completion within any additional time which may be necessary to affect such cure. Termination shall not release any Party from its obligation to pay all bills or sums due prior to termination, in accordance with this Agreement.

3. Upon termination of this Agreement, the Parties shall cease all activities associated with this Agreement and shall promptly remove their respective property.

### **RESPONSIBILITIES OF THE PARTIES**

The areas of responsibility for the Department and Town are depicted on the map attached as Exhibit A hereto and incorporated herein, and as further described below.

The Department will, through its custodial staff, led by the Director of Building Operations, maintain the exterior and interior of all Department buildings. The Department buildings are limited to: Green Meadow Elementary School, Fowler Middle School, Maynard High School, the tennis courts, bleachers, basketball courts, track, overhead lighting and the sheds on the athletic fields as indicated on Exhibit A. The Department will also maintain any courtyards, exterior spaces, non-athletic fields, egresses to the Department buildings, as well as all landscaping, tree trimming, walkways – not abutting public ways, and grounds, said maintenance to include snow removal, snow blowing and shoveling of walkways not abutting public ways. The Department will rake or otherwise collect leaves into piles for collection by the DPW upon request.

The removal of large trees on all Department property, including athletic fields shall be the responsibility of the Department. The Department may engage an outside contractor or request the DPW to perform the service, provided that services performed by the DPW for large tree removal shall be compensated as set forth in Article III herein.

Snow removal, snow blowing and shoveling of interior walkways, not abutting public rights-of-way, pathways around schools for emergency fire escape routes, main entrances front and back, and loading docks, shall be the responsibility of the Department. Ice maintenance of high priority areas that are unable to be treated by snowplows shall be the responsibility of the Department. Time sensitive requests shall first be directed to Department personnel prior to requesting assistance from the Town, through its DPW.

The Department shall serve as permit issuer and authorize the use of areas within its Ownership. The Department, through the Superintendent or his/her designee, shall seek the assistance of the Town, through its DPW, for appropriate use of areas within the Department's responsibility.

The Town, through its DPW, shall maintain all parking lots adjacent to or designated for Department buildings, Tiger Drive, and sidewalks – abutting public ways. Such maintenance shall include snow removal and salting/dirt deposit, repair of cracks, potholes, etc., maintenance of lines, and maintenance signage (other than Department signs). Capital projects, including paving projects, shall be included in the annual capital requests of the Department as may be necessary.

The Town shall also be responsible for the maintenance of all athletic fields, including the field

adjacent to the current Green Meadow Playground, as shown in Appendix A. Such maintenance shall include irrigation, mowing, leaf collection and removal, repair of any surfaces or structures, and/or snow removal, provided however, the Department shall remove fallen branches and trim small trees on the athletic fields. Athletic field line painting/application may be performed by the DPW, subject to payment as set forth herein. The Town shall apply best management practices to achieve industry standard agronomics techniques when applicable, and subject to budget appropriation.

Copies of reports of inspections conducted by the Building Commissioner of vertical structures and facilities subject to official building codes shall be forwarded to the Superintendent or his/her designee.

### **COMPENSATION**

The Department shall employ a Director of Building Operations who shall devote his/her whole time to Department work, with the exception of special town projects which shall not equate to more than 15 percent of Director's time, annually, at the approval of the Superintendent. Any such hours spent on special projects will be reimbursed at the Director of Building Operation's hourly pay rate by the Town through transfers; the hourly pay rate for the Director, an exempt employee, shall be his/her annual salary divided by 2,080 hours (based on an average 40 hour workweek).

The Department agrees to reimburse the Town through school transfers to the DPW for all overtime performed by Town staff for athletic field line painting and large tree removal at the applicable overtime rate. At the request of, and if deemed necessary by, the Department, DPW will line the athletic fields under the Department's jurisdiction. Any lining of the aforementioned fields will be expensed to the Department at the overtime rate for one (1) DPW staff member. Any line painting that would be required for external organizations, such as youth soccer, etc., and is approved by the Department would be the responsibility of the external organization hosting the event, provided however, that the Department shall be responsible for any expenses incurred as a result of services by DPW, so long as the Department approves the expense in advance in writing, for which the Department may charge back to the external organization at its discretion. The Department may provide line painting supplies to the external organizations, upon request, and at their expense.

### **NOTICE**

All notices or communications permitted or required by this Agreement must be in writing to be delivered or mailed by certified mail, return receipt requested:

To the Town

Town Administrator 195 Main  
Street  
Maynard, MA 01754

To the Department,

Superintendent  
3-R Tiger Drive  
Maynard, MA 01754

## MISCELLANEOUS

1. This Agreement may not be modified or amended except in writing duly authorized and executed by both Parties.
2. No waiver of default or failure to perform any obligation under this Agreement shall be deemed a waiver of any other provision in this Agreement, and no waiver shall be valid unless in writing and executed by the waiving party.
3. Each Party shall immediately, within not more than twenty-four (24) hours, notify the other Party of any emergency or condition which may affect its participation in or the carrying out of its responsibilities under this Agreement.
4. Employees or agents of either Party shall not be deemed to be agents or employees of any other Party for any purpose including, but not limited to, Workers' Compensation or unemployment insurance purposes.
5. If any provision of this Agreement is declared or found illegal, unenforceable or void, then the Parties shall be relieved of all obligations under the provision. The remainder of the contract shall be enforced to the fullest extent permitted by law.
6. The headings are used for reference only and shall not be a factor in the interpretation of this Agreement.
7. This Agreement shall supersede all other verbal and written Agreements and negotiations by the parties relating to performance of the obligations under this Agreement and contains the full and complete Agreement of the parties on this subject.
8. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
9. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute the same instrument. Scanned or electronic signatures shall be sufficient to bind the Parties.

**Signatures on following page**



IN WITNESS WHEREOF, the Parties have caused their proper representatives on the day and year first above written to execute this Agreement:

TOWN OF MAYNARD  
By its Town Administrator

---

As authorized by Select Board vote dated:

---

MAYNARD SCHOOL DEPARTMENT  
By its Superintendent

---

As authorized by School Committee vote dated:

---


**EXHIBIT A**  
**(Map of Areas of Responsibility)**

**Spring/Summer/Fall Map**

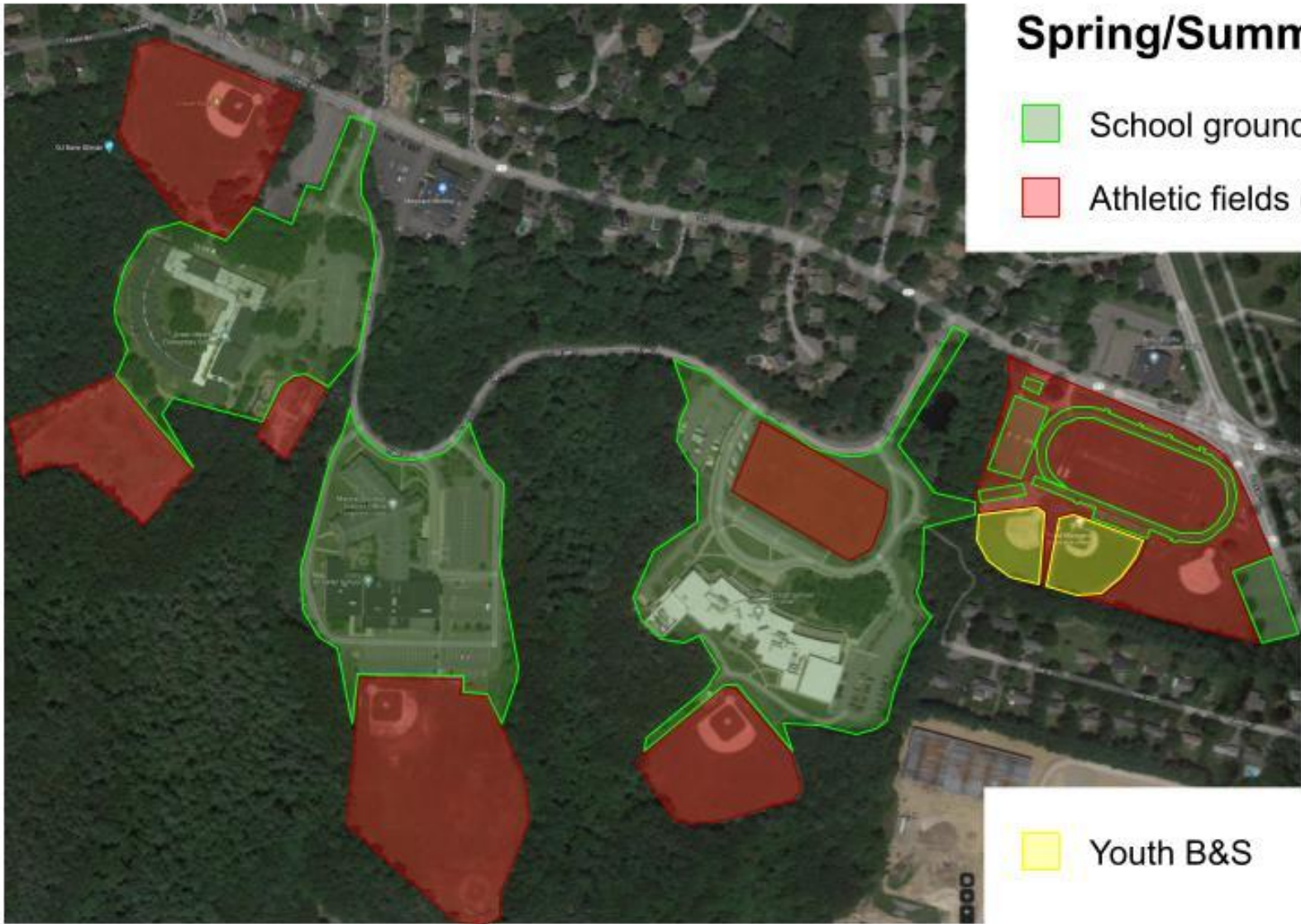
**Winter Map**

# Spring/Summer/Fall Map



 School grounds (School)

 Athletic fields (Town)

 Youth B&S



# Winter Map

-  School grounds (School)
-  School parking/roads (Town)



## School Committee Meeting Date recommendations for 2023-2024

The proposed meeting dates are circled in RED on the following page.

Background information:

We have confirmed that all religious ethnic holidays do not coincide with recommended meeting dates.

\*Sep15-17 Rosh Hashanah  
\*Sep 24-25 Yom Kippur  
Dec 7-15 Hanukkah  
Mar 28-31 Easter Observances  
\*Apr 22-30 Passover

\* begins the night before

Some alternative dates suggested in the calendar are:

- Wednesday December 6<sup>th</sup>, instead of Thursday December 7<sup>th</sup> the first night of Hanukkah.
- January 11<sup>th</sup>, instead of January 4<sup>th</sup> - due to previous week being vacation week, it may be difficult to create, compile and upload meeting documents by January 4<sup>th</sup>.
- Wednesday March 27<sup>th</sup>, instead of Thursday March 28<sup>th</sup> which is Holy Thursday

April 4<sup>th</sup> is the tentative date for the budget hearing

# Proposed School Committee Meeting Dates

July '23						
Su	M	Tu	W	Th	F	Sa
						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					

(2 S days - 4 T day)

August '23						
Su	M	Tu	W	Th	F	Sa
		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 days)

September '23						
Su	M	Tu	W	Th	F	Sa
					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

(20 S days - 21 T Day)

October '23						
Su	M	Tu	W	Th	F	Sa
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				

(18 days)

November '23						
Su	M	Tu	W	Th	F	Sa
			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		

(16 days)

December '23						
Su	M	Tu	W	Th	F	Sa
					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						

## 2023-2024

Religious Holidays to be aware of

\*Sep 15-17 Rosh Hashanah

\*Sep 24-25 Yom Kippur

\*Dec 7-15 Hanukkah

Mar 28-31 Easter Observances

\*Apr 22-30 Passover

\* begins the night before

### STARTING/END DATES

**Aug 28 Teachers Return (PD)**

Aug 29 Teachers Professional Development Day

**Aug 30 First day of school for Grades K-12**

**Sep 5 First day for Preschool**

Jun 7 Last day for Preschool

Jun 10 Last day for Kindergarten \*

Jun 13 Tentative Last day of school Grades 1-12 \*

\* last day for K-12 subject to change due to snow days

Jun 21 185th day of school

Jun 28 Potential Contingency Days

**NO SCHOOL - HOLIDAYS, VACATIONS,**

**FULL DAY STAFF PROFESSIONAL DEVELOPMENT**

Sep 1 Labor Day Weekend

Sep 4 Labor Day

Oct 6 - No School - Teacher Professional Day

Oct 9 Indigenous Peoples' Day

Nov 10 Veterans' Day Observed

Nov 22 - 24 Thanksgiving Break

Dec 25 - 29 December Break

Jan 1 New Year's Day

Jan 15 Martin Luther King, Jr. Day

Feb 19 - 23 February Break

Mar 5 - No School - Presidential Primary Election

Apr 15 - 19 Spring Break

May 27 Memorial Day

Jun 19 Juneteenth

*Please see back for observances*

### EARLY RELEASE Days

Sep 22 Early Release - All Schools

Oct 27 Early Release - All Schools (**GM & FS Conferences**)

Dec 8 Early Release - All Schools

Jan 26 Early Release - All Schools

Mar 15 Early Release - All Schools (**GM Conferences**)

May 10 Early Release - All Schools

May 17 Early Release - **MHS ONLY (Senior Project Day)**

May 24 Early Release - All Schools

Senior's last day - May 30

Graduation - June 7

(21 days)

January '24						
Su	M	Tu	W	Th	F	Sa
	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			

(16 days)

February '24						
Su	M	Tu	W	Th	F	Sa
				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		

(20 days)

March '24						
Su	M	Tu	W	Th	F	Sa
					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						

(17 days)

April '24						
Su	M	Tu	W	Th	F	Sa
	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				

(22 days)

May '24						
Su	M	Tu	W	Th	F	Sa
			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	

(9 days)

June '24						
Su	M	Tu	W	Th	F	Sa
						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						

Thursday, July 20, 2023

Thursday, August 17, 2023

Thursday, September 7, 2023

Thursday, September 21, 2023

Thursday, October 5, 2023

Thursday, October 19, 2023

Thursday, November 2, 2023

Thursday, November 16, 2023

Wednesday, December 6, 2023

Thursday, December 21, 2023

Thursday, January 11, 2024

Thursday, January 25, 2024

Thursday, February 8, 2024

Thursday, February 29, 2024

Thursday, March 14, 2024

Wednesday, March 27, 2024

Thursday, April 4, 2024 Tentative Budget Hearing

Thursday, April 25, 2024

Thursday, May 9, 2024

Thursday, May 23, 2024

Thursday, June 6, 2024

Thursday, June 20, 2024