

**South Hadley School Committee Meeting
Monday, February 3, 2020 6:00 PM
South Hadley High School Library**

AGENDA

Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the Chair reasonably expects will be discussed as of the date of this notice.

I. PROCEDURAL/ROUTINE ITEMS

- A. Roll Call/Determination of Quorum/Call to Order
- B. Approval of Minutes – December 9, 2019 & December 16, 2019
- C. Approval of Warrants- December 10, 2019- February 1, 2020

II. REPORTS OF STANDING COMMITTEES

- A. School Committee Liaison Reports
- B. Advisory Committees
- C. Site-Based Committee
- D. Superintendent Search Committee Update

III. PUBLIC COMMENT

IV. DISCUSSION AND ACTION ITEMS

- A. Personnel Report
- B. SHEA Report
- C. Report of the Superintendent
- D. Report of the Chair and School Committee Members
- E. Report of the Student Representative
- F. SHHS Student and Coach Recognition: Scholastic Art Awards to Naomi Grace-Decker and Ellie Robitaille/
Massachusetts Baseball Coaches Association Baseball Hall of Fame to Coach Matt Foley
- G. New guidelines for lead in school drinking water and opportunity for water remediation grants (Kathleen Davis)
- H. Discuss potential to post position of Business Manager
- I. Discuss budgeting for Assistant Superintendent position
- J. Discussion regarding PreK restructuring and possible fee implementation (Hank Skala and Beth Cooke)
- K. Update on the status of SPED audit results and actions (Beth Cooke and Diana Bonneville)
- L. Fluoride Varnish Program-vote (Eileen Garvey)
- M. Discussion regarding school start times
- N. Policy updates: ACAB Sexual Harassment (change name to position)
 - JBB Equal Education Opportunities (First reading of new policy)
 - JFABD Homeless Students: Enrollment Rights and Services (First reading of revised policy)
 - JFABF Educational Opportunities for Children in Foster Care (First reading of revised policy)

V. INFORMATION ONLY

- A. Student Opportunity Act
- B. New Guidelines for Lead in School Drinking Water/ Water Sample Analysis Results
- C. Policy and Procedures for the Administration and Delegation of Prescription and Over the Counter Medications
- D. Municipal Energy Analysis Report: Clean Energy Site Assessment (SHHS 2019)
- E. Bussing Calculations FY20 and Total Head Count/ Mileage
- F. Research on school start time
- G. Paid Invoice Reports
 - a. Paid Invoice Report 1/7/20
 - a. Paid Invoice Report 1/14/20
 - b. Paid Invoice Report 1/21/20

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- a. Addendum to current Employment Agreement between the South Hadley Public Schools and Diana L. Bonneville

VIII. EXECUTIVE SESSION – Under M.G.L. c.30A, section 21(a)(2) in order to conduct strategy sessions in preparation for negotiations with nonunion personnel.

NOTICE: To request accommodations please call 413-538-5072 (hearing impaired fax to 413-532-6284 or through Mass Relay Service TTY: 1-800-439-2370; Voice: 1-800-439-0183) and notify us of your need.

A member of the public may speak to an agenda item when recognized by the Chair. The School Committee welcomes comments on any school-related matter during Public Comment.

School Committee Minutes for December 9, 2019
SHHS @ 6:00 p.m. at SHHS Library

<p>Chairperson Kyle Belanger called the Regular Meeting of the South Hadley School Committee to order at 6:00p.m.</p> <p>Present: Kyle Belanger, Allison Schlachter, Christine Phillips, and Eric Sarrazin Madalyn Foley, Student Representative Dr. Diana Bonneville, Interim Superintendent</p> <p>Absent: Charles Miles arrived late at 6:45</p> <p>Chairman Belanger apologized for the inclement weather and thanked attendees for joining the meeting.</p> <p>Chairman Belanger asked everyone to rise and join “student representative” Maddie Foley for the Pledge of Allegiance.</p> <p>There were no minutes to be approved at this meeting</p> <p>A motion by Mr. Belanger was seconded by Mrs. Phillips, to approve the following Accounts Payable Warrants; motion carries 4-0</p> <p>Date-12/24/19-12/30/19</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Warrant</u></th> <th style="text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A/P#2020-104</td> <td style="text-align: center;">\$365,484.46</td> </tr> <tr> <td style="text-align: center;">A/P#2020-111</td> <td style="text-align: center;">\$224,618.38</td> </tr> <tr> <td style="text-align: center;">A/P#2020-116</td> <td style="text-align: center;">\$147,165.72</td> </tr> <tr> <td style="text-align: center;">A/P#2020-122</td> <td style="text-align: center;">\$148,280.12</td> </tr> <tr> <td style="text-align: center;">A/P#2020-128</td> <td style="text-align: center;">\$120,092.87</td> </tr> <tr> <td style="text-align: center;">A/P#2020-135</td> <td style="text-align: center;">\$220,041.16</td> </tr> </tbody> </table> <p>Mrs. Schlachter asked if Interim Superintendent Bonneville could be added to the Subcommittee for Anti-Bullying. Glen Couture, Ex. Director of MASC, suggested changing the subcommittee to a task force since subcommittees consist only of School Committee members. Mrs. Schlachter made a motion to change the Anti-Bullying Subcommittee to the Anti-bullying Taskforce. The motion was seconded by Mr. Sarrazin, motion passes 4-0. Mrs. Schlachter thanked Mr. Couture for being in attendance to clarify questions and offer suggestions.</p> <p>Dr. Bonneville reported on the resignation of two paraprofessionals, the retirement of Dr. Young, and unfortunately, the resignation of Sue Clark as of December 21. Dr. Bonneville stated that Sue has been an asset and resource to the South Hadley Public Schools. The position has been advertised, and interviews will be conducted at the end of the week. Mr. Belanger publicly announced that he appreciates everything Sue has done and wishes her well in her well-deserved retirement.</p>	<u>Warrant</u>	<u>Amount</u>	A/P#2020-104	\$365,484.46	A/P#2020-111	\$224,618.38	A/P#2020-116	\$147,165.72	A/P#2020-122	\$148,280.12	A/P#2020-128	\$120,092.87	A/P#2020-135	\$220,041.16	<p>Call to Order</p> <p>Attendance</p> <p>Pledge of Allegiance</p> <p>Approval of Minutes</p> <p>Approval of Warrants</p> <p>Reports: Adding Interim Superintendent To Anti-bullying Subcommittee</p> <p>Personnel Report</p>
<u>Warrant</u>	<u>Amount</u>														
A/P#2020-104	\$365,484.46														
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A/P#2020-135	\$220,041.16														

**Minutes of Regular School Committee Meeting
December 9, 2019 @ SHHS Library**

Dr. Bonneville replayed having spent time in each school, meeting with Scott Beaulieu about FY21 calendar & personnel issues and strategizing with District Admin Team. Topics included PD, diversity training, curriculum and future line item analysis of the budget. Dr. Bonneville met with Student Services Director Beth Cooke about transportation and recognized her grant writing efforts. Dr. Bonneville met with the IT department about streamlining business practices and implementing digital signatures. She will be meeting with Town Administrators and Pathfinder to develop collaborative relationships. She is expecting a very busy and productive week but is thankful for all of the support and encouragement she has received.

Superintendent's Report

Sunday there will be a Fun Run at the Ledges at 11:00 a.m. Entry cost is \$15.00 for 14 and under, \$20.00 for adults if you purchase before Saturday. The cost is \$25.00 before the run on Sunday. People can registration online or at the Middle School.

Announcements

Mr. Belanger wanted to publicly state to Dr. Bonneville how pleasant the past six days have been, stressing the collaborative spirit, yet recognizing the workload that is ahead. Mr. Belanger recognized Happy Buddha Day and he would like to add Linda Young from "Know Your Town" to the next agenda to collaborate on specific topics for a future event in March.

Chairman's Announcements

Peer Leaders are going to Ronald McDonald house to play games and donate stuffed animals on Wednesday. National Honor Society is filling bags with boots, snow pants, gloves and hats to donate to needy students at the Holyoke Elementary Schools. Winter Spots started practicing last Wednesday. Cheerleading has made it to the National finals. A pep rally was held right before Thanksgiving, recognizing Girls' soccer State Championship and other groups comprised of students in the school. The ideas committee, (Phillip Wegman, Grant Petroski and Maddie Foley) attended the faculty meeting in order to revise the final exam exemption policy from a 95 to a 93. The Music Department is having One Act Plays, Friday, December 13 at 7:00 p.m. in the auditorium. Cost is \$5.00 for adults and \$3.00 for Faculty and Students.

Student Representative Report

Dr. Bonneville mentioned that Plains Library will be rededicated to Pat Duhart on December 19 @ 3:45.

Announcements

Dr. Bonneville recognize Maura McDermott with a "Certificate of Academic Excellence" given by the Massachusetts Association of Superintendent's to an outstanding member of the SHHS community who exhibits intelligence, integrity and dedication. Maura is currently 2nd in her highly competitive class and is also a Merit Scholarship Semi finalist based on her Junior PSAT scores, a rare and impressive achievement. During her Junior year based on her community engagement and academic record, she was selected by a faculty committee to be honored with the Dartmouth Book Award. A small sampling of her activities includes National Honor Society, Culture Club, Leo Club and Math Team. She tutors students in Mathematics at the High School and is a volunteer at Holyoke House in Holyoke, where she has spent countless hours helping Elementary students in Holyoke, an experience she has found highly rewarding and fulfilling.

Student Recognition

**Minutes of Regular School Committee Meeting
December 9, 2019 @ SHHS Library**

Also, Maura plays Varsity Soccer and is on the Varsity Swim Team, as well works part time in a local restaurant. With all her activities and commitments, it is remarkable that Maura has studied the most rigorous curriculum available to her by taking 11 Advanced Placement courses and expanding on the commitment offered at the high school by taking AP US Government & Politics and AP Physics online. Planning on studying Mathematics in college, having exhausted the Mathematics' curriculum here at the high school she is currently taking Calculus III at Mount Holyoke College. As exhibited by her remarkable high marks and standardized test scores, she is exceptionally well prepared to study at a highly competitive college or university. Picture with Dr. Bonneville & School Committee and parents.

Emma Lipinski is one of the recipients for the National School Development Council of Academic Growth and Student Leadership Award. Emma Lipinski has demonstrated remarkable academic growth over the past 2 years and has sustained this upward momentum as she has begun her senior year. Currently Emma holds a 4.2 GPA while enrolled in Honors and AP classes. In the classroom Emma is a thoughtful contributor and strives to maintain a learning environment that is safe and supportive of the diverse needs of her peers. She is an active member of the High School Chorus, Best Buddies Program, and Drama Club and enjoys horseback riding in her spare time. Emma is planning to persue a degree in Psychology and would like to someday become an Adjustment Counselor or Special Education teacher. Picture with Dr. Bonneville, School Committee and Mom.

Josephine Roman is the second recipient for the National School Development Council of Academic Growth and Student Leadership Award. Josephine Roman is a student of the Culinary Arts Department who has shown tremendous growth both in herself as a student and as a part of the community. She has showcased her leadership in motivating her students to do their best in the Pro Start Culinary Team as well as showing her discipline through her culinary skills here at school and at her employment at Iya Sushi and Noodle restaurant. Josephine shows dedication in her community and as a model student that replicates the standards and vision for all our Vocational Technical students. Picture with Dr. Bonneville, School Committee and Dad.

Eric Castonguay, SHHS Athletic Director, recognized all sports teams for the Fall. Girls Varsity Soccer was recognized as State Champions. Congratulations Coach Marjanski and Lisa Manzi. Photos taken and certificated distributed.

Glen Couture, Executive Director of the MASC, provided guidelines for the Superintendent search. The School Committee could appoint a Superintendent immediately, but community involvement would be missing. The Interim Superintendent has all the authority that a regular Superintendent has. Candidates can apply and go to Executive Session without being known, so they can screen and be evaluated without prejudice.

When planning a search committee, everyone's personal schedule and time constraints must be taken into consideration. Mr. Couture recommended that a few of the School Committee members sit on the search committee because each

**Superintendent
Search**

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person will have their own agenda.

The School Committee must make some decisions about how they want to run the search, rhythm of the search number of people on the search committee and qualifications for the position. Generally, there is an overlap period between Interim to permanent and some Superintendents need months of time before leaving their district. Closing dates are important in the timeline process and must be adhered to. An online survey to further engage the community was suggested. Covered in the Superintendent's search expenses is a liaison to help with the process, although many free resources and template contracts are available. The liaison should be paid until the Superintendent signs the contract. He suggested waiting until the fall to start the process. Mr. Couture was optimistic about drawing an excellent candidate pool.

Tara Cole-Transition Specialist at the SHHS, 13 years of teaching in South Hadley, Chair of one of the NEASC groups, has helped hiring teachers, coaches, Special Education teachers and Principals, sat on a District Wide Diversity Committee, Advisory Committee, Anti-Bullying Committee, is also a coach and mother of two students in the district. She believes we can move forward with a strong leader, a well-rounded person with teaching experience, and someone who can work well with parents and teachers.

Anna Naiman taught in the Art Department for 19 years in many age groups, and served as a building Union Rep. She prioritizes administrator involvement and presence in supporting the Arts.

Tricia Murawski- She feels this is meaningful to teachers to be included in this process and was impressed by Mr. Belanger's statement that this is a collaborative process. She is a 34-year veteran and believes in educating the whole child. She has a commitment to these students and as a mother feels this process is important to parent, teachers, staff and students. Her top three items for hiring this Superintendent are; someone thoughtful in their decision making, someone who listens, and a decent human being that put the whole child first.

The School Committee voted to nominate Tara Cole & Tricia Murawski to serve on the Superintendent Search Committee as teacher representatives. Anna Naiman was not nominated.

Jody Alatalo a resident, alumnus and a teacher in the valley. 16- year teacher, teaching 4th grade and became the literacy coordinator in Easthampton working across the district. She has learned to be collaborative in her position and she would like to have a voice in this process and help make a difference for south Hadley. She is looking for someone that is a collaborator, goals for the district and transparency in this new Superintendent. I believe the right person could make a great team with teachers with real vision.

Jess Plotniak was an Elementary student in 5 school systems as a child, my kids will stay in one district. Involved in PTO and Swords; she looks forward to the opportunity to help in this process. Parents are important on this committee, looking at this with three different children with different needs. The tone and culture will be driven by this new person.

**Interview of
Parents, Staff &
Students**

**Minutes of Regular School Committee Meeting
December 9, 2019 @ SHHS Library**

<p>John Scully moved to South Hadley for the school system and wants to be on the committee for his children. He wants his family to have the same experiences his wife had while growing up in South Hadley. They both work in education; and have vested interest. He works in higher Ed, marketing at Elms college and on the board at Pope Francis High School, and a Dean at AIC. Would like to provide his expertise to this process, since he has been on many search committees.</p>	
<p>Mr. Belanger asks the Search Committee for nominations for parents to sit on the committee. All voted unanimously for Jess Plotniak, John Scully and Jody Alatalo.</p>	
<p>Mr. Belanger thanked everyone for their interest in sitting on this committee and everyone that has been put forward to take on this task. They will be contacted by email tomorrow by Mrs. Schlachter. Mrs. Schlachter is honored to be appointed to the head of the Search Committee and is looking forward to working with new appointees and producing great results.</p>	
<p>Mr. Belanger set a date of December 16, 2019 for the next School Committee meeting at the SHHS Library @ 6:00 p.m.</p>	<p>Next meeting</p>
<p>Difficult conversations have occurred as the budget is examined line by line seeing where we could cut and save money. Discussions have occurred to increase Athletic usage fees, which haven't been raised since 2009. No student would be turned away but with increasing transportation costs, the fee should be elevated. Maximum fee per family was suggested. Topic will be discussed at next School Committee meeting. The administration has also evaluated PreK program. Dr. Bonneville emphasized thinking outside of the box, getting creative to tackle the deficit.</p>	<p>Interim Superintendent & Budget</p>
<p>None</p>	<p>Unfinished Business</p>
<p>None</p>	<p>New Business</p>
<p>Chairman Belanger moved that the School Committee convene in Executive Session under M.G.L.c30A, section 21 (a)(2) in order to conduct strategy sessions in preparation for upcoming negotiations with non-union personnel and would not return to Public Session; Mrs. Schlachter seconded. Roll call: Belanger, Aye; Schlachter, Aye; Phillips, Aye; Sarrazin, Aye; Miles, Aye; motion carried 4-1 at 8:21p.m.</p>	<p>Executive Session</p>

A true copy:

Kyle Belanger, Chairman
South Hadley School Committee

do

Date approved: _____

School Committee Minutes for December 16, 2019
SHHS @ 6:00 p.m. at SHHS Library

<p>Chairperson Kyle Belanger called the Regular Meeting of the South Hadley School Committee to order at 6:00p.m.</p> <p>Present: Kyle Belanger, Allison Schlachter, Christine Phillips, and Charles Miles Madalyn Foley, Student Representative Dr. Diana Bonneville, Interim Superintendent</p> <p>Absent: Eric Sarrazin</p> <p>Chairman Belanger welcomes everyone and recognizes Dan Pease and SHCTV15 for their support and job well done in their taping and streaming of the meetings.</p> <p>Chairman Belanger asked everyone to rise and join “Student Representative” Maddie Foley in the Pledge of Allegiance.</p> <p>Chairman Belanger asked for a motion to approve the minutes from December 2nd meeting. Belanger: Aye, Schlachter: Aye, Christine Phillips: Aye, and Eric Miles; Aye. Motion passes unanimously for December 2, 2019 minutes.</p> <p>Chairman Belanger says there are no warrants tonight since the last meeting was 6 days ago.</p> <p>Chairman Belanger calls for Public Comments- seeing none we will proceed on to the Personnel report</p> <p>Interim Superintendent Bonneville reports it has been a very busy couple of weeks for personnel turnover in the School Department. Jennifer Voyik who is now the Assistant Business Manager will soon be the “Business Manager”, having finished her MASBO. Melissa Henry & Cheryl Blasé oversee purchase orders and accounts payable in the Business office. Deb O’Neil has been hired to replace Sue Clark in the Superintendents office, and Jo Bookman is in mourning after being with Suzanne for 25 years in the same office who now gets ready to retire on December 21st. Now we are hiring for a Data Specialist. If anyone is interested, please apply on School Spring.</p> <p>We had our 2nd administrators district wide team meeting this week and we are having another one next Thursday. Discussed topics included FY21 calendar, available grants and recruitment of young teachers from Educator Career Fairs. Other topics included Asbestos, FY 21 Budget and ways to collaborative resources PreK-12. Dr. Bonneville had her first Superintendents’ round table where vaping and town collaboration were discussed.</p> <p>Chairman Belanger thanked everyone from Channel 15 to the viewers at home and in the audience as well as the School Committee for following us with this rhythm and unforeseen changes that have happened in the last 3 weeks. Mrs. Schlachter thanked Mr. Belanger for all his work in this trying time. She acknowledged that he has been working day & night.</p>	<p>Call to Order</p> <p>Attendance</p> <p>Pledge of Allegiance</p> <p>Approval of Minutes Dec. 2, 2019</p> <p>Approval of Warrants</p> <p>Public Comments</p> <p>Personnel Report From Interim Superintendent Bonneville.</p> <p>Announcements</p>
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**Minutes of Regular School Committee Meeting
December 16, 2019 @SHHS Library2**

<p>Chairman Belanger asked Maddie Foley for her report: The plays were very successful, and we are thinking about repeating them during day for students that could not attend. Advisory on Jan 8th for Bag the Community, which will happen Sat & Monday of Martin Luther King weekend. Jan 10 Open Mike Night in Library from 6-9 p.m. Ms. Wood came to Student Council meeting to talk about a training on Diversity and ableism, which would train Student Council and Positive Climate members. They would train Student Counsel & Positivity Committee to train other students & staff. Student Council will be attending a Bocce tournament at Minnechaug (17 students attending). Winter sports have started and all doing well. Wrestling finished 14th at the Invitational and Jonas Clark broke the Pioneer Valley Record of 6.53 second sprint.</p>	<p>Student Representative Report</p>
<p>Chairman Belanger introduced Bill Deal for Hampshire Collaborative for Director's Report. Mr. Deal gave a briefing about the agreement SHPS has with them.</p> <ul style="list-style-type: none"> • Meeting your needs • Risk Academies (HEC Academy & Mt. Tom Academy) • Professional Development • Innovation- Collaborative • Grants * Title III (Cooperative Purchasing) <ul style="list-style-type: none"> * Speech/OT services * Early Childhood Mental Health * Alternative Youth Programs/ Perkins (Vocational) * STEM (paid internships for students) * Spiffy (Gr. 8,10& 12 risk assessments) * Legislative information of Educational needs 	<p>Hampshire Collaborative Vote</p>
<p>Amendments that School Committees need to vote on:</p> <ul style="list-style-type: none"> *Allowing Gateway & Worthington to join the Collaborative 	
<p>Chairman Belanger called for a motion to sign the September 25 revised & amended Agreement between the Collaborative and South Hadley. Mrs. Schlachter motions and it is seconded by Mr. Miles. Motion passed unanimously 4-0 and Chairman Belanger signed the agreement.</p>	<p>MOTION</p>
<p>Chairman Belanger called the Town Clerk to speak to the School Calendar Adjustment for 2019-2020 to change voting from April14, 2020 to March 3, 2020, coupling voting with the Presidential Primary. National Honor Society students would greet voters as they come into school.</p>	<p>Town Clerk & Calendar Adjustment for Voting</p>
<p>Chairman Belanger asked for a motion to accept 2019-2020 calendar adjustment to be able to couple the elections. Motion by Mrs. Phillips, seconded by Mr. Miles. Unanimously voted 4-0.</p>	<p>MOTION</p>
<p>November Discipline Report-Internal and External suspensions went way down when the State banned vaping and vaping materials, but the ban was lifted the vaping went back up. (Internal-product/not vaping) (External-caught vaping). Chairman Belanger commended David for the climate since he has taken over at the Middle School. David asked Pat Lemieux if Restorative Practice would be good at the Middle School and Pat answered with a resounding "YES".</p>	<p>Discipline Report from David Gallagher</p>

**Minutes of Regular School Committee Meeting
December 16, 2019 @SHHS Library3**

<p>Mrs. Schlachter updated everyone about the happenings in the Superintendent search committee this week: Committee orientation will be held this Wednesday here in the SHHS library@ 6:00 p.m. Liz Wood and John Scully have removed themselves from the search committee citing “conflict of interest”. Mrs. Schlachter will accept statements of interest until December 20, we will be interviewing 1 parent, 2 community members and 1 Unit C Administrators to sit on the Superintendent’s Search Committee. Also, she feels that while we have placed Diana in the acting Superintendents’ job and Liz in the Principal’s job, we are without a Guidance Director and a School Adjustment Counselor.</p>	<p>Superintendent Search Committee Update</p>
<p>Mrs. Schlachter made a motion to change Dr. Bonneville from Acting Superintendent to Interim Superintendent and to shift the focus from Interim Superintendent search to permanent Superintendent search. Seconded by Mrs. Phillips, Mr. Belanger calls for discussion: Mr. Miles expressed reservations that there are other candidates in the district. Mrs. Schlachter felt this would let us focus on finding a final candidate. Vote is taken, motion passes 3-1 Mr. Miles objects.</p>	<p>MOTION</p>
<p>Linda Young from “Know Your Town’ has joined us tonight in the audience: *Budget- March we will know more about the budget and what the state will be giving us. * Student representation there to tell us even though there are budget restraints, the students are still doing great things. *Things are changing over time/budget/Culinary-Diversity/Representatives from Arts *Technology *Handouts to show where money has been going individually (not just SPED) *Younger generation becoming interested in school/budget, but that generation is very busy and into many activities.</p>	<p>Know your Town</p>
<p>Fred Pula Memorial Scholarship- Fred is in his 90’s and would like to turn the scholarship over to the town to control. There are no criteria other than attending an accredited school. Mr. Belanger asked for a motion; motion by Mrs. Phillips and seconded by Mr. Miles motion passed 4-0.</p>	<p>Scholarship</p>
<p>Student Opportunity Act passed to the next meeting when there is more information.</p>	
<p>Unfinished Business</p>	<p>none</p>
<p>New Business</p>	<p>none</p>
<p>Next meeting will be on January 6, 2020 @ SHHS library at 6:00 p.m.</p>	<p>Next Meeting</p>
<p>Chairman Belanger moved that the School Committee convene in Executive Session under M.G.L.c.30A, section 21 (a)(2) in order to conduct strategy sessions in preparation for negotiations with non-union personnel and would not return to Public Session; Roll call vote: Belanger, Aye; Schlachter, Aye; Phillips, Aye; Miles, Aye; motion carried 4-0 at 7:40 p.m.</p>	<p>Executive Session</p>

**Minutes of Regular School Committee Meeting
December 16, 2019 @SHHS Library4**

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A true copy:

Kyle Belanger, Chairman
South Hadley School Committee

Date approval: _____

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**SOUTH HADLEY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**

Town Hall—116 Main Street
South Hadley, MA 01075-2898
(413) 538-5060
(413) 532-6284 FAX
dbonneville@shschools.com

Diana Bonneville, Ph.D.
Interim Superintendent of Schools

REPORT OF PERSONNEL ACTIONS

February 3, 2020

CERTIFIED STAFF:

APPOINTMENT:

NAME	EFFECTIVE	SCHOOL	POSITION
Kelly Tunstall	01/06-06/30/20	Plains	Preschool Teacher

CERTIFIED STAFF:

RETIRE:

NAME	EFFECTIVE	SCHOOL	POSITION
Dawn Smith	06/30/2020	District	Autism Specialist

CERTIFIED STAFF:

RESIGNATION:

NAME	EFFECTIVE	SCHOOL	POSITION
Cheryl Bonica	02/28/2020	District	School Psychologist

CERTIFIED STAFF:

CHANGE OF ASSIGNMENTS:

NAME	EFFECTIVE	SCHOOL	POSITION
Liz Wood	12/04/2019	High	Acting Principal
Cheryl Noble	01/06/2020	MOS & PLN	Music Teacher
Leah McCarthy	01/06/2020	PLN to MOS	Teacher, Gr. 3

CLASSIFIED STAFF:

APPOINTMENTS:

NAME	EFFECTIVE	SCHOOL	POSITION
Danielle Lukakis	01/06/2020	Middle	Cafeteria Helper, 2 hr.
Loranzo Lewis	12/16/2019	Middle	Paraprofessional
Lawrence Santos	01/06/2020	Middle	Paraprofessional
Brianna Husson-Stockhamer	12/16/2019	Middle	Paraprofessional
Nicole Smith	01/06/2020	Mosier	Lunch/Recess Paraprofessional
Cindy Boucher	01/06/2020	Mosier	Paraprofessional
Cecilia Darby	12/19/2019	Mosier	Paraprofessional
Danielle Miele	01/21/2020	Mosier	Paraprofessional
William Lambert	01/06/2020	Plains	Lunch/Recess Paraprofessional

CLASSIFIED STAFF:

RESIGNATIONS:

NAME	EFFECTIVE	SCHOOL	POSITION
Hannah Murphy	01/22/2020	High	Paraprofessional
Anthony Bullough	12/20/2019	Middle	Paraprofessional
Michelle Bakos	01/06/2020	Mosier	Cafeteria Helper

CLASSIFIED STAFF:

CHANGE OF ASSIGNMENTS:

NAME	EFFECTIVE	SCHOOL	POSITION
Jennifer Voyik	11/26/2019	C/O	Assistant Business Manager
Melissa Henry	01/06/2020	C/O	Data Management & Curriculum Support Specialist
Deb O'Neil	12/16/2019	C/O	Executive Assistant to the Superintendent

SUPPLEMENTAL POSITION/S 2019-2020

NAME	SCHOOL	POSITION
Pam Soderbaum	Mosier	Temporary Building Administrator

APPOINTMENT – COACHES 2019-2020

NAME	SCHOOL	POSITION
Karley Bey	High	Girl's Freshman Volleyball


Diana Bonneville, Ph.D.
Interim Superintendent of Schools

South Hadley Public Schools
Accounts Payable Warrant Detail for:
December 10, 2019
2020-142

Accounts Payable Warrant Total: \$52,488.02

I move to approve warrant #2020-142 dated 12/10/19 for a total of: \$52,488.02

School Committee:
School Committee:
School Committee:

South Hadley Public Schools
Accounts Payable Warrant Detail for:
December 10, 2019
2020-142

Accounts Payable Warrant Total: \$52,488.02

I move to approve warrant #2020-142 dated 12/10/19 for a total of: \$52,488.02

School Committee:
School Committee:
School Committee:

12/20/2019 10:28
cgomez

TOWN OF SOUTH HADLEY
WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-142 TO 2020-142 DATES: 12/10/19 TO 12/10/19

ACCOUNT
VENDOR NAME
AMOUNT

004SL65F 340043 FOOD 145.55
A. SIMOS & CO. 334.00
BIMBO FOODS, INC. 386.70
POLAR CORPORATION 4,434.51
THURSTON FOODS, INC. 5,300.76

089 25910 MIDDLE ACTIVITY FUND 1,888.00
HILLSIDE PIZZA 1,888.00

11200779 142034 TSA ADMINISTRATIVE FEES 50.00
TSA CONSULTING GROUP INC. 50.00

11232679 143034 CENTRAL:LABOR ATTY SERVICES 2,750.00
DUPERE LAW OFFICES 2,750.00

11288869 413074 CENTRAL:MNTCE-TELEPHONE 233.22
VERIZON WIRELESS 233.22

12243689 230034 SYS:ESL-CONTRACTED SVC 167.50
MARIA AZAHAR 167.50

12283679 320034 SYS WIDE:NURSING-PHYSICIAN 1,750.00
DENNIS J.ROSEN,MD 1,750.00

13225429 351023 OFFICIALS 91.00
JAMES WOODS 91.00
JOHN BUDYNKIEWICZ 13.00
LOUISE MARGARET HINES 91.00
MICHAEL WESTBROOKS 91.00
THOMAS NASH 377.00

13288679 422029 HS:MNTCE-CONTRACTED SERVICE 73.85
BELMONT LAUNDRY INC. 73.85

12/20/2019 10:28 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-142 TO 2020-142 DATES: 12/10/19 TO 12/10/19

ACCOUNT VENDOR NAME	AMOUNT
13299729 235034 HS-PROF DEV CONTR.SVC	350.00
KAV SYSTEMS	350.00
13299779 230023 HS OTHER CONTR SERVICE	72.46
ALADCO LINEN SERVICES	72.46
13416519 230042 HS:ART-INST.SUPPLIES	266.79
DICK BLICK COMPANY	266.79
13421519 230042 HS:HOME EC-INST.SUPPLIES	161.74
BIG Y FOODS, INC.	161.74
13483599 320042 HS:NURSING-SUPPLIES	78.15
SCHOOL HEALTH	78.15
14288679 422029 MID:MNTCE-CONTRACTED SERVICE	67.27
BELMONT LAUNDRY INC.	171.23
SWAN ASSOCIATES	238.50
14293679 422029 MID:POOL MTN CONTR SVC	5,752.00
B-G MECHANICAL SERVICE, INC.	5,752.00
14481579 230042 MID:LIBRARY-BOOKS/SUPPLIES	370.10
BRODART CO.	370.10
14488639 422042 MID:MNTCE-SUPPLIES	396.12
RICHCO PRODUCTS, INC.	396.12
15288679 422029 MOS:MNTCE-PROF. TECHNICAL	29.79
BELMONT LAUNDRY INC.	29.79
15485539 245048 MOS:INSTR.SOFTWARE	

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CGomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-142 TO 2020-142 DATES: 12/10/19 TO 12/10/19

ACCOUNT VENDOR NAME	AMOUNT
MYSTERY SCIENCE INC	99.00
-----	-----
-----	99.00
15499599 230043 MOS-GENERAL SUPPLIES	160.87
ORIENTAL TRADING CO., INC	160.87
-----	-----
-----	160.87
17288679 422029 PLA:MNTCE-CONTRACTED SERVICES	48.89
BELMONT LAUNDRY INC.	48.89
-----	-----
-----	48.89
17499599 230043 PLA-GENERAL SUPPLIES	162.33
BIG Y FOODS, INC.	162.33
-----	-----
-----	162.33
22292899 910034 VOC:TUITION-PUBLIC SCHOOLS	4,193.00
WESTFIELD PUBLIC SCHOOLS	4,193.00
-----	-----
-----	4,193.00
32292899 910034 SPED:PUBLIC SCHOOL TUITION	1,797.25
WESTFIELD PUBLIC SCHOOLS	1,797.25
-----	-----
-----	1,797.25
32292899 930034 SPED-NON PUBLIC TUITION	9,191.52
CHILDRENS STUDY HOME	5,719.31
SPRINGDALE EDUCATION CENTER, I	14,910.83
-----	-----
-----	14,910.83
32299689 232034 SPED:OOD-THER.CONTR SVC	1,910.00
TATE BEHAVIORAL	1,910.00
-----	-----
-----	1,910.00
32565890 930034 F240:TUITION-PRIVATE	8,666.26
CENTER FOR SCHOOL CRISIS	8,666.26
-----	-----
-----	8,666.26
33430519 230042 SPED:HS-INSTR.SUPPLIES	119.21
BIG Y FOODS, INC.	119.21
-----	-----
-----	119.21
37230679 230034 SPED:PLA-PROF.TECH SERVICES	114.40
CLARKE SCHOOL FOR HEARING AND	114.40

12/20/2019 10:28 TOWN OF SOUTH HADLEY
cgomez WARRANT PUBLICATION LIST

WARRANT RANGE : 2020-142 TO 2020-142 DATES: 12/10/19 TO 12/10/19

ACCOUNT VENDOR NAME	AMOUNT
-----	-----
-----	-----
-----	114.40
-----	-----
TOTAL	52,488.02

** END OF REPORT - Generated by Cheryl Gomez **

South Hadley Public Schools
Accounts Payable Warrant Detail for:
December 17, 2019

2020-147

Accounts Payable Warrant Total: \$106,465.87

I move to approve warrant #2020-147 dated 12/17/19 for a total of: \$106,465.87

School Committee:
School Committee:
School Committee:

South Hadley Public Schools
Accounts Payable Warrant Detail for:
December 17, 2019

2020-147

Accounts Payable Warrant Total: \$106,465.87

I move to approve warrant #2020-147 dated 12/17/19 for a total of: \$106,465.87

School Committee:
School Committee:
School Committee:

12/20/2019 11:00 TOWN OF SOUTH HADLEY
CGomez WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-147 TO 2020-147 DATES: 12/17/19 TO 12/17/19

ACCOUNT VENDOR NAME	AMOUNT
004SL59F 340042 SUPPLIES MANSFIELD PAPER CO., INC.	914.87 914.87
004SL65F 340043 FOOD A. SIMOS & CO. A.L. STAR DAIRY FOODS BIMBO FOODS, INC. SAL'S PIZZA THE APPLE PLACE LLC THURSTON FOODS, INC.	801.51 1,827.13 46.40 1,042.50 180.00 3,101.35 6,998.89
007SL95F 340095 OTHER EXPENSES XEROX CORPORATION	90.32 90.32
089 25910 MIDDLE ACTIVITY FUND DISCOUNT MUGS ENDLESS FUNDS, LLC T-SHIRT STATION YANKEE CANDLE COMPANY, INC.	413.00 3,240.00 880.00 2,567.00 7,100.00
11288869 413074 CENTRAL:MNICE-TELEPHONE VERIZON	896.80 896.80
11499559 140040 CENTRAL-OFFICE SUPPLIES HOLYOKE LOCK CO., INC.	18.00 18.00
12285539 440022 TELEPHONE MTN SVC METROPOLITAN TELEPHONE	3,762.35 3,762.35
12292759 330032 HOMELESS TRANS: INTO DISTRICT VAN POOL TRANSPORTATION	3,415.00 3,415.00
12789759 330032 SCHOOL VANS GULF OIL LIMITED	550.21 550.21

12/20/2019 11:00 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-147 TO 2020-147 DATES: 12/17/19 TO 12/17/19

ACCOUNT
VENDOR NAME ----- AMOUNT

13225759 351032 TRANSPORTATION
MARCOTTE FORD SALES INC. ----- 6.00
6.00

13280779 270034 HS:GUIDANCE-CONTR SVC
JAMES LEVINE & ASSOCIATES, PC ----- 1,140.00
1,140.00

13420519 230042 HS:TECH ED/TA INSTR.SUPPLIES
FASTENAL ----- 1,148.77
1,148.77

13421519 230042 HS:HOME EC-INSTR.SUPPLIES
PERFORMANCE FOOD GROUP INC. ----- 961.68
961.68

13483599 320042 HS:NURSING-SUPPLIES
SCHOOL HEALTH ----- 17.36
17.36

13499499 220026 HS-PRINTING/BINDING
PIP NEW ENGLAND ----- 298.07
298.07

13499609 351042 HS:ATHL-SUPPLIES
WHIP'S SPORTS ----- 796.75
796.75

135T4720 230023 F309:HS-INSTR.CONTR SERV
JAMES LEVINE & ASSOCIATES, PC ----- 460.00
460.00

14288679 422029 MID:MNTCE-CONTRACTED SERVICE
B-G MECHANICAL SERVICE, INC. ----- 187.50
187.50

14488639 422042 MID:MNTCE-SUPPLIES
ROCKY'S HARDWARE ----- 58.56
58.56

14577720 235034 F140:MID-PD CONTR SVC

12/20/2019 11:00 TOWN OF SOUTH HADLEY
cgomez WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-147 TO 2020-147 DATES: 12/17/19 TO 12/17/19

ACCOUNT VENDOR NAME	AMOUNT
KICKBOARD INC.	1,260.00
	1,260.00
1457772B 235034 F140:MID-PD CONSULTANT KICKBOARD INC.	2,240.00
	2,240.00
145T4720 230023 F309:MID-INSTR.CONTR SERV JAMES LEVINE & ASSOCIATES, PC	460.00
	460.00
15288679 422029 MOS:MNTCE-PROF. TECHNICAL B-G MECHANICAL SERVICE, INC.	923.05
	923.05
15499599 230043 MOS-GENERAL SUPPLIES W.B.MASON CO. INC.	189.99
	189.99
155T4720 230023 F309:MOS-INSTR.CONTR SERV JAMES LEVINE & ASSOCIATES, PC	460.00
	460.00
17288679 422029 PLA:MNTCE-CONTRACTED SERVICES BAY STATE ELEVATOR CO, INC	1,447.50
	1,447.50
17403519 230042 PLA:GR.1 INSTR.SUPPLIES FIRST BOOK	1,256.25
	1,256.25
175T4720 230023 F309:PLA-INSTR.CONTR SERV JAMES LEVINE & ASSOCIATES, PC	460.00
	460.00
312CB900 930034 CB:NON PUBLIC TUITIONS VALLEY EDUCATIONAL	24,361.85
	24,361.85
31799959 210095 SPED:CTRL-OTHER EXP ELIZABETH COOKE	103.00
	103.00

12/20/2019 11:00 TOWN OF SOUTH HADLEY
cgomez WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-147 TO 2020-147 DATES: 12/17/19 TO 12/17/19

ACCOUNT VENDOR NAME	AMOUNT
32299689 232034 SPED:OOD-THER.CONTR SVC CH NEUROLOGY FOUNDATION, INC.	1,535.60 1,535.60
32485539 245048 SPED:SYS-INSTR.SOFTWARE LEARNING A-Z	109.95 109.95
32565890 930034 F240:TUITION-PRIVATE COLLABORATIVE FOR EDUCATIONAL MEIMARK NEW ENGLAND WALKER INC.	5,460.00 22,652.40 9,337.02 37,449.42
3256589B 930034 F240: SPED TUITIONS PRIVATE WHITE OAK SCHOOL	4,512.48 4,512.48
37230679 230034 SPED:PLA-PROF.TECH SERVICES CLARKE SCHOOL FOR HEARING AND	114.40 114.40
37299729 235034 SPED:PLA-PD CONTR SVC COLLABORATIVE FOR EDUCATIONAL	761.25 761.25
TOTAL	106,465.87

** END OF REPORT - Generated by Cheryl Gomez **

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 07, 2020

2020-164

Accounts Payable Warrant Total: \$65,473.78

I move to approve warrant #2020-164 dated 1/07/20 for a total of: \$65,473.78

School Committee:
School Committee:
School Committee:

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 07, 2020

2020-164

Accounts Payable Warrant Total: \$65,473.78

I move to approve warrant #2020-164 dated 1/07/20 for a total of: \$65,473.78

School Committee:
School Committee:
School Committee:

01/27/2020 07:22 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
089 25910 MIDDLE ACTIVITY FUND	12,833.00
FIRST CHOICE TOURS	12,833.00
11232679 143034 CENTRAL:LABOR ATTY SERVICES	2,750.00
DUPERE LAW OFFICES	2,750.00
11288869 413074 CENTRAL:MNTCE-TELEPHONE	66.27
VERIZON WIRELESS	66.27
11299999 110095 CENTRAL:OTHER EXPENSES	182.36
CARD SERVICES	182.36
11485539 145048 CENTRAL OFF:SOFTWARE	1,062.00
HARRERS PAYROLL SERVICES	1,062.00
12485819 445043 TECH MTN:SUPPLIES	32.99
ROCKY'S HARDWARE	32.99
12488709 422095 SYS WIDE:MTN-OTHER EXP	195.00
ATC GROUP SERVICES LLC	195.00
13200929 230030 HS:FIELD TRIPS-TRANSP	131.80
FIVE STAR TRANSPORTATION	131.80
13225429 351023 OFFICIALS	84.00
JEFFREY MENDRALA	115.00
BARBARA EGAN-CROMWELL	115.00
DAVID W. MOORE	84.00
JEFF CROSS	168.00
JEFFREY FERREIRA	115.50
JOHN A. PELLI	84.00
KEVIN HURLEY	62.00
ROBERT A. MCGEE JR.	827.50

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WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
13225679 351014 EMT/POLICE KATHERINE SYLVAIN	75.00 75.00
13280779 270034 HS:GUIDANCE-CONTR SVC NEW ENGLAND ARCHIVES CENTER	52.50 52.50
13288679 422029 HS:MNTCE-CONTRACTED SERVICE BELMONT LAUNDRY INC. FIRE CONTROL SYSTEMS, INC.	147.70 442.00 589.70
13288949 413073 HS:MNTCE-WATER/SEWER WATER DEPT.-FD#1	747.44 747.44
13299429 351023 HS:ATHL-OFFICIALS BRIAN GROCHOWALSKI DEREK PELKEY GEORGE SHAHEEN LES BOWLER JR.	62.00 62.00 84.00 84.00 292.00
13299679 230023 EARLY COLLEGE PROG-CONTR SVC HOLYOKE COMMUNITY COLLEGE	2,159.00 2,159.00
13299779 230023 HS OTHER CONTR SERVICE ALADCO LINEN SERVICES	75.60 75.60
13420519 230042 HS:TECH ED/IA INSTR.SUPPLIES FASTENAL	435.76 435.76
13421519 230042 HS:HOME EC-INST.SUPPLIES NAT'L RESTAURANT ASSOC SOLUTION	760.00 760.00
13485539 245048 HS:INSTR.SOFTWARE EDGENUITY INC.	650.00 650.00

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cgomez WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
004SL65F 340043 FOOD	275.36
ALL STAR DAIRY FOODS	690.36
POLAR CORPORATION	1,572.15
THURSTON FOODS, INC.	2,537.87
007SL95F 340095 OTHER EXPENSES	1,224.00
GOODFELLAS TRUCKING INC.	1,224.00
089 25910 MIDDLE ACTIVITY FUND	1,708.00
FIRST CHOICE TOURS	1,708.00
12789759 330032 SCHOOL VANS	234.06
GULF OIL LIMITED	234.06
13225429 351013 GAME SUPPORT	40.00
WHITNEY SQUIRES	40.00
13225429 351023 OFFICIALS	62.00
JASON DIZEK	144.00
PAUL JEROME	124.00
STEVE MARCILL	330.00
13225759 351032 TRANSPORTATION	103.57
MARCOTTE FORD SALES INC.	103.57
13292779 230023 HIGH:LPVEC PROGRAM	25,568.76
LOWER PIONEER VALLEY	25,568.76
13299429 351023 HS:ATHL-OFFICIALS	84.00
BRYAN FLEURY	115.50
DAVID TRAVERS	115.50
FRITZ R. SCHWIDT	62.00
GORDON DUKE	62.00
JAMES W LAFORD	115.50
JILLIAN MCDIARMIEL	115.50
JOSE CABRERA	84.00

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WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT
VENDOR NAME

AMOUNT

MATTHEW DIAS 62.00
NATHAN BURDICK 84.00
ROBERT BETSOLD 84.00
WILLIE POPE 62.00

930.50

13299679 351014 HS:ATHL-EMT/POLICE
HOLYOKE FIRE DEPARTMENT
KILEY BARAN

176.00
150.00

326.00

13299779 230023 HS OTHER CONTR SERVICE
ALADCO LINEN SERVICES

75.60

75.60

13410519 230042 HS:ENGLISH-INST.SUPPLIES
AMAZON.COM

179.70

179.70

13411519 230042 HS:SCIENCE-INST.SUPPLIES
AMAZON.COM

627.43

627.43

13420519 230042 HS:TECH ED/IA INSTR.SUPPLIES
BLICK ART MATERIALS

52.42

52.42

13421519 230042 HS:HOME EC-INST.SUPPLIES
BIG Y FOODS,INC.
PERFORMANCE FOOD GROUP INC.
SYSCO CONNECTICUT, LLC

403.40
611.27
1,373.73

2,388.40

13480599 270042 HS:GUIDANCE-SUPPLIES
AMAZON.COM

162.24

162.24

13481579 230042 HS:LIBRARY-BOOKS/SUPPLIES
INGRAM LIBRARY SERVICES

49.66

49.66

13499599 230043 HS-GENERAL SUPPLIES
AMAZON.COM

226.45

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WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
W.B.MASON CO.INC.	442.04
	668.49
13499609 351042 HS:ATHL-SUPPLIES	700.80
THE PEARL BY GUARDIAN	89.99
WHIP'S SPORTS	790.79
13499609 351043 HS:ATHL-UNIFORMS	808.00
WHIP'S SPORTS	808.00
13784619 352095 HS:CO CURR-OTHER EXPENSES	504.00
AMAZON.COM	400.00
SCHOOL NEWSPAPERS ONLINE	904.00
13799959 220095 HS:PRIN-OTHER EXP	100.00
AMAZON.COM	100.00
13799959 351095 HS:ATH OTHER EXP	200.00
ATHOL HIGH SCHOOL	125.00
CHICOPEE HIGH SCHOOL	275.00
LONGMEADOW PUBLIC SCHOOLS	600.00
14481579 230042 MID:LIBRARY-BOOKS/SUPPLIES	521.25
INFOBASE HOLDINGS INC	521.25
14487629 411042 MID-CUSTODIAN SUPPLIES	1,394.11
RICHCO PRODUCTS, INC.	1,394.11
14499599 230043 MID-GENERAL SUPPLIES	1,878.78
W.B.MASON CO.INC.	1,878.78
15288679 422029 MOS:MNTCE-PROF. TECHNICAL	3,000.00
ACTION PLUMBING & HEATING	3,000.00

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cgomez WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
15487629 411042 MOS-CUSTODIAL SUPPLIES W.B.MASON CO.INC.	1,420.03 1,420.03
15499599 230043 MOS-GENERAL SUPPLIES BIG Y FOODS, INC. ROCKY'S HARDWARE	58.14 15.98 74.12
15709729 235095 MOS:PD OTHER EXP MAHPERD	75.00 75.00
17483599 320042 PLA:NURSING-SUPPLIES AMAZON.COM	648.95 648.95
17709729 235095 PLA:PD OTHER EXP LESLEY UNIVERSITY	1,500.00 1,500.00
33430519 230042 SPED:HS-INSTR.SUPPLIES BIG Y FOODS, INC.	132.89 132.89
33485539 245049 SPED:HS-INSTR.HARDWARE AMAZON.COM	437.32 437.32
34430519 230042 SPED:MTD-INSTR.SUPPLIES AMAZON.COM	192.51 192.51
TOTAL	51,684.45

** END OF REPORT - Generated by Cheryl Gomez **

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 21, 2020

2020-181

Accounts Payable Warrant Total: \$561.86

I move to approve warrant #2020-181 dated 1/21/20 for a total of: \$561.86

School Committee:
School Committee:
School Committee:

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 21, 2020

2020-181

Accounts Payable Warrant Total: \$561.86

I move to approve warrant #2020-181 dated 1/21/20 for a total of: \$561.86

School Committee:
School Committee:
School Committee:

01/27/2020 07:33
cgomez

TOWN OF SOUTH HADLEY
WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-181 TO 2020-181 DATES: 01/21/20 TO 01/21/20

ACCOUNT
VENDOR NAME

AMOUNT

1128869 413074 CENTRAL: MNTCE-TELEPHONE 561.86
WINDSTREAM-PARTTEC 561.86

TOTAL 561.86
** END OF REPORT - Generated by Cheryl Gomez **

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 28, 2020
2020-182

Accounts Payable Warrant Total: \$260,761.01

I move to approve warrant #2020-182 dated 1/28/20 for a total of: \$260,761.01

School Committee:
School Committee:
School Committee:

South Hadley Public Schools
Accounts Payable Warrant Detail for:
January 28, 2020
2020-182

Accounts Payable Warrant Total: \$260,761.01

I move to approve warrant #2020-182 dated 1/28/20 for a total of: \$260,761.01

School Committee:
School Committee:
School Committee:

01/30/2020 14:48 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
002SL81F 340022 MTN OF EQUIPMENT	120.00
GIGHERE'S USED APPLIANCES, INC	120.00
004SL59F 340042 SUPPLIES	773.27
MANSFIELD PAPER CO., INC.	773.27
004SL65F 340043 FOOD	1,730.48
A. SIMOS & CO.	2,635.76
ALL STAR DAIRY FOODS	130.56
BIMBO FOODS, INC.	41.56
SO.HADLEY SCHOOL LUNCH	1,022.38
THURSTON FOODS, INC.	5,560.74
089 25910 MIDDLE ACTIVITY FUND	1,056.50
GG'S CUSTOM METALS, INC	1,056.50
089 25920 HIGH SCHOOL ACTIVITY FUND	234.00
BERKSHIRE EAST LLC	30.00
NATIONAL ART EDUCATION ASSOCIA	264.00
11288869 413074 CENTRAL:MNTCE-TELEPHONE	583.05
VERIZON	1.13
VERIZON SELECT SERVICES, INC.	584.18
12285819 445023 TECH MTN:CONTR.	2,025.00
WF JOHNSON & SON ELECTRICAL CO	2,025.00
12288539 413074 SYS:COMPUTER LINE	2,200.00
SO HADLEY ELECTRIC LIGHT	2,200.00
12289759 330032 REGULAR ED TRANSP.	69,276.24
FIVE STAR TRANSPORTATION	69,276.24
12487959 411042 SYS-UNIFORMS/ALLOWANCE	69,276.24

01/30/2020 14:48 TOWN OF SOUTH HADLEY
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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
BOLDUC'S APPAREL	93.51
LAURENCE LEROUX	93.51
13225429 351023 OFFICIALS	62.00
13225759 351032 TRANSPORTATION	62.00
MARCOTTE FORD SALES INC.	11.60
13280779 270034 HS:GUIDANCE-CONTR SVC	450.00
JAMES LEVINE & ASSOCIATES, PC	3,103.60
NAVIANCE, INC.	3,553.60
13288679 422029 HS:MNTCE-CONTRACTED SERVICE	75.00
AMERICAN PEST SOLUTIONS, INC.	200.00
MIKE BULLOUGH	275.00
13288819 423022 HS:INSTR.EQUIP.MNTC	150.00
GERRY'S MUSIC SHOP	150.00
13288859 413071 HS:MNTCE-ELECTRICITY	8,823.92
SO HADLEY ELECTRIC LIGHT	8,823.92
13292779 230023 HIGH:LPVEC PROGRAM	6,297.84
FIVE STAR TRANSPORTATION	6,297.84
13299429 351023 HS:ATHL-OFFICIALS	84.00
ARTHUR BURKE	62.00
BRIAN GROCHOWALSKI	90.50
BRIAN TIERNEY	825.92
CHRISTOPHER DENETTE	124.00
CODY ARTUS	84.00
COLIN BRIGGS	84.00
DAN BRITT	62.00
DENNIS J. DENT	825.92
DOUGLAS DAPONDE	84.00
EMMA RAM	84.00

WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
JAMES CLEVELAND	84.00
JAMES MCGRATH	115.50
JAMES W LAFORD	62.00
JILLIAN MCGRATH	115.50
JOHN O'RILEY	84.00
MARK WICKLES	84.00
MATTHEW DIAS	62.00
MATTHEW KLESZCZYNSKI	62.00
NATHAN BURDICK	84.00
QUINN DOHERTY	62.00
ROBERT BETSOLD	84.00
ROBERT RIGBY	115.50
SAMUEL CONROY	62.00
SEAN TINGLEY	825.92
TIMOTHY CLEVELAND	84.00
TIMOTHY J. MURPHY	62.00
WILLIE POPE	62.00
	4,436.76
13299779 230023 HS OTHER CONTR SERVICE	151.20
ALADCO LINEN SERVICES	1,340.00
PEERS FOUNDATION	1,491.20
132SP180 230023 HS:SPR-INSTR CONTR SVC	1,360.00
PEERS FOUNDATION	1,360.00
13420519 230042 HS:TECH ED/IA INSTR.SUPPLIES	3,081.80
B & H PHOTO	1,092.77
FLEURY LUMBER CO, INC.	4,174.57
13421519 230042 HS:HOME EC-INST.SUPPLIES	173.26
BIG Y FOODS,INC.	94.39
PERFORMANCE FOOD GROUP INC.	267.65
13447180 244099 HS:GENERAL GIFT	1,386.71
GOPHER SPORT	1,386.71
13485539 245048 HS:INSTR.SOFTWARE	750.00
LAMPO GROUP INC.	750.00

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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT
VENDOR NAME

AMOUNT

13499609 351042 HS:ATHL-SUPPLIES 2,376.00
WHIP'S SPORTS 2,376.00

13709729 235095 HS:PD OTHER EXP 300.00
MA SCHOOL ADMIN ASSOC. 275.00
MASS INTERSCHOLASTIC 575.00

14288679 422029 MID:MNTCE-CONTRACTED SERVICE 75.00
AMERICAN PEST SOLUTIONS, INC. 244.00
HOLYOKE LOCK CO., INC. 937.25
NEW ENGLAND FIRE & SECURITY IN 150.00
WATER DEPT.-FD#2 1,406.25

14288849 412070 MID:MNTCE-OIL/GAS 4,135.26
COLUMBIA GAS OF MA 6,329.77
CONSTELLATION NEWENERGY INC. 10,465.03

14288859 413071 MID:MNTCE-ELECTRICITY 8,058.41
SO HADLEY ELECTRIC LIGHT 8,058.41

14299569 220020 MID-POSTAGE 1,000.00
UNITED STATES POSTAL SERVICE 1,000.00

14488639 422042 MID:MNTCE-SUPPLIES 82.61
ROCKY'S HARDWARE 82.61

14499519 230042 MID-INSTR.SUPPLIES 60.83
DINN BROS., INC. 112.00
GERRY'S MUSIC SHOP 43.00
INFOSHRED 215.83

14709729 235095 MID:PD OTHER EXP 200.00
COMMONWEALTH POLICE LEGACY, IN 200.00

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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
15288679 422029 MOS:MNTCE-PROF. TECHNICAL	75.00
AMERICAN PEST SOLUTIONS, INC.	345.00
B-G MECHANICAL SERVICE, INC.	450.00
MIKE BULLOUGH	870.00
15288849 412070 MOS:MNTCE-OIL/GAS	1,802.20
COLUMBIA GAS OF MA	2,505.59
CONSTELLATION NEWENERGY INC.	4,307.79
15288859 413071 MOS:MNTCE-ELECTRICITY	3,975.77
SO HADLEY ELECTRIC LIGHT	3,975.77
15488639 422042 MOS:MNTCE-SUPPLIES	32.30
ROCKY'S HARDWARE	32.30
15499519 230042 MOS-INSTR. SUPPLIES	442.25
SCHOOL DATEBOOKS	442.25
15499599 230043 MOS-GENERAL SUPPLIES	35.83
BIG Y FOODS, INC.	18.00
ORIENTAL TRADING CO., INC	10,548.99
W.B.MASON CO. INC.	10,602.82
17288679 422029 PLA:MNTCE-CONTRACTED SERVICES	75.00
AMERICAN PEST SOLUTIONS, INC.	75.00
17288859 413071 PLA:MNTCE-ELECTRIC	5,127.08
SO HADLEY ELECTRIC LIGHT	5,127.08
172FT610 230030 PTO:PLA-FT BUSES	552.66
FIVE STAR TRANSPORTATION	552.66
17499599 230043 PLA-GENERAL SUPPLIES	552.66

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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
W.B.MASON CO. INC.	6,103.88
	6,103.88
312CB900 920034 CB:OUT OF STATE TUITION BEN BRONZ FOUNDATION INC INTENSIVE EDUCATION ACADEMY IN	5,408.00 5,099.50 10,507.50
312CB900 930034 CB:NON PUBLIC TUITIONS DEVEREUX ADVANCED BEHAVIORAL H MAY INSTITUTE VALLEY EDUCATIONAL	7,843.64 16,419.90 18,629.65 42,893.19
31799959 210095 SPED:CTRL-OTHER EXP COUNCIL FOR EXCEPTIONAL CHILDR	230.00 230.00
32292899 930034 SPED-NON PUBLIC TUITTON CHILDRENS STUDY HOME WHITE OAK SCHOOL	2,828.16 1,483.85 4,312.01
32565890 930034 F240:TUITTON-PRIVATE CLARKE SCHOOL FOR HEARING AND COLLABORATIVE FOR EDUCATIONAL MAY INSTITUTE NEARI SCHOOL	3,861.28 5,460.00 8,209.95 8,361.36 25,892.59
3256589B 930034 F240: SPED TUITIONS PRIVATE WHITE OAK SCHOOL	2,497.75 2,497.75
33230679 230034 SPED:HS-PROF.TECH SERVICE SUNSHINE VILLAGE, INC.	540.00 540.00
33299689 232034 SPED:HS-THERAPEUTIC CONTR.SVC BRENDA WOODS-EWING JONATHAN BRODY, LICSW	600.00 625.00 1,225.00

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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT	VENDOR NAME	AMOUNT
34299689	232034 SPED:MID-THERAPEUTIC CONTR.SVC	1,200.00
	BRENDA WOODS-EWING	1,200.00

TOTAL 260,761.01
** END OF REPORT - Generated by Cheryl Gomez **

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 WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
089 25910 MIDDLE ACTIVITY FUND FIRST CHOICE TOURS	12,833.00 <u>12,833.00</u>
11232679 143034 CENTRAL:LABOR ATTY SERVICES DUPERE LAW OFFICES	2,750.00 <u>2,750.00</u>
11288869 413074 CENTRAL:MNTCE-TELEPHONE VERIZON WIRELESS	66.27 <u>66.27</u>
11299999 110095 CENTRAL:OTHER EXPENSES CARD SERVICES	182.36 <u>182.36</u>
11485539 145048 CENTRAL OFF:SOFTWARE HARPERS PAYROLL SERVICES	1,062.00 <u>1,062.00</u>
12485819 445043 TECH MTN:SUPPLIES ROCKY'S HARDWARE	32.99 <u>32.99</u>
12488709 422095 SYS WIDE:MTN-OTHER EXP ATC GROUP SERVICES LLC	195.00 <u>195.00</u>
13200929 230030 HS:FIELD TRIPS-TRANSP FIVE STAR TRANSPORTATION	131.80 <u>131.80</u>
13225429 351023 OFFICIALS JEFFREY MENDRALA BARBARA EGAN-CROMWELL DAVID W. MOORE JEFF CROSS JEFFREY FERREIRA JOHN A. PELLI KEVIN HURLEY ROBERT A. MCGEE JR.	84.00 115.00 115.00 84.00 168.00 115.50 84.00 62.00 <u>827.50</u>



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WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
13225679 351014 EMT/POLICE KATHERINE SYLVAIN	75.00 75.00
13280779 270034 HS:GUIDANCE-CONTR SVC NEW ENGLAND ARCHIVES CENTER	52.50 52.50
13288679 422029 HS:MNTCE-CONTRACTED SERVICE BELMONT LAUNDRY INC. FIRE CONTROL SYSTEMS, INC.	147.70 442.00 589.70
13288949 413073 HS:MNTCE-WATER/SEWER WATER DEPT.-FD#1	747.44 747.44
13299429 351023 HS:ATHL-OFFICIALS BRIAN GROCHOWALSKI DEREK PELKEY GEORGE SHAHEEN LES BOWLER JR.	62.00 62.00 84.00 84.00 292.00
13299679 230023 EARLY COLLEGE PROG-CONTR SVC HOLYOKE COMMUNITY COLLEGE	2,159.00 2,159.00
13299779 230023 HS OTHER CONTR SERVICE ALADCO LINEN SERVICES	75.60 75.60
13420519 230042 HS:TECH ED/IA INSTR.SUPPLIES FASTENAL	435.76 435.76
13421519 230042 HS:HOME EC-INST.SUPPLIES NAT'L RESTAURANT ASSOC Solutio	760.00 760.00
13485539 245048 HS: INSTR.SOFTWARE EDGENUITY INC.	650.00 650.00

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WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
13499609 351043 HS:ATHL-UNIFORMS MARATHON SPORTS, INC	650.00 3,000.00
13709729 235095 HS:PD OTHER EXP NORTHEASTERN UNIVERSITY	3,000.00 318.00
13784619 352095 HS:CO CURR-OTHER EXPENSES JOURNALISM EDUC. ASSOCIATION	31.50 31.50
14288679 422029 MID:MNTCE-CONTRACTED SERVICE BELMONT LAUNDRY INC. FIRE CONTROL SYSTEMS, INC.	134.54 166.50 301.04
14288949 413073 MID:MNTCE-WATER/SEWER WATER DEPT.-FD#2	752.40 752.40
14293639 422042 MID:POOL-MNTCE SUPPLIES IVEY INDUSTRIES, INC.	99.70 99.70
15288679 422029 MOS:MNTCE-PROF. TECHNICAL A & D SEWER & DRAIN BELMONT LAUNDRY INC. FIRE CONTROL SYSTEMS, INC.	265.00 59.58 192.25 516.83
15288949 413073 MOS:MNTCE-WATER/SEWER WATER DEPT.-FD#2	729.60 729.60
152FT610 230030 MOS:PTO-F.T.-BUSES FIVE STAR TRANSPORTATION	885.53 885.53
17288679 422029 PLA:MNTCE-CONTRACTED SERVICES BELMONT LAUNDRY INC.	97.78



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WARRANT RANGE: 2020-164 TO 2020-164 DATES: 01/07/20 TO 01/07/20

ACCOUNT VENDOR NAME	AMOUNT
FIRE CONTROL SYSTEMS, INC.	358.00
	<u>455.78</u>
17288949 413073 PLAINS:MNTCE-WATER/SEWER WATER DEPT.-FD#1	414.00
	<u>414.00</u>
312CB900 920034 CB:OUT OF STATE TUITION BEN BRONZ FOUNDATION INC	5,408.00
	<u>5,408.00</u>
31799959 210095 SPED:CTRL-OTHER EXP COLLABORATIVE FOR EDUCATIONAL	5,236.00
	<u>5,236.00</u>
32565890 930034 F240:TUITION-PRIVATE MELMARK NEW ENGLAND	23,407.48
	<u>23,407.48</u>

TOTAL 65,473.78
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 WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT	VENDOR NAME	AMOUNT
004SL65F 340043	FOOD	
	ALL STAR DAIRY FOODS	275.36
	POLAR CORPORATION	690.36
	THURSTON FOODS, INC.	1,572.15
		<u>2,537.87</u>
007SL95F 340095	OTHER EXPENSES	
	GOODFELLAS TRUCKING INC.	1,224.00
		<u>1,224.00</u>
089 25910	MIDDLE ACTIVITY FUND	
	FIRST CHOICE TOURS	1,708.00
		<u>1,708.00</u>
12789759 330032	SCHOOL VANS	
	GULF OIL LIMITED	234.06
		<u>234.06</u>
13225429 351013	GAME SUPPORT	
	WHITNEY SQUIRES	40.00
		<u>40.00</u>
13225429 351023	OFFICIALS	
	JASON DIZEK	62.00
	PAUL JEROME	144.00
	STEVE MARCIL	124.00
		<u>330.00</u>
13225759 351032	TRANSPORTATION	
	MARCOTTE FORD SALES INC.	103.57
		<u>103.57</u>
13292779 230023	HIGH:LPVEC PROGRAM	
	LOWER PIONEER VALLEY	25,568.76
		<u>25,568.76</u>
13299429 351023	HS:ATHL-OFFICIALS	
	BRYAN FLEURY	84.00
	DAVID TRAVERS	115.50
	FRITZ R. SCHMIDT	115.50
	GORDON DUKE	62.00
	JAMES W LAFORD	62.00
	JILLIAN MCDIARMIEL	115.50
	JOSE CABRERA	84.00

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 WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
MATTHEW DIAS	62.00
NATHAN BURDICK	84.00
ROBERT BETSOLD	84.00
WILLIE POPE	62.00
	<u>930.50</u>
13299679 351014 HS:ATHL-EMT/POLICE	176.00
HOLYOKE FIRE DEPARTMENT	150.00
KILEY BARAN	326.00
13299779 230023 HS OTHER CONTR SERVICE	75.60
ALADCO LINEN SERVICES	75.60
13410519 230042 HS:ENGLISH-INST.SUPPLIES	179.70
AMAZON.COM	179.70
13411519 230042 HS:SCIENCE-INST.SUPPLIES	627.43
AMAZON.COM	627.43
13420519 230042 HS:TECH ED/IA INSTR.SUPPLIES	52.42
BLICK ART MATERIALS	52.42
13421519 230042 HS:HOME EC-INST.SUPPLIES	403.40
BIG Y FOODS, INC.	611.27
PERFORMANCE FOOD GROUP INC.	1,373.73
SYSCO CONNECTICUT, LLC	2,388.40
13480599 270042 HS:GUIDANCE-SUPPLIES	162.24
AMAZON.COM	162.24
13481579 230042 HS:LIBRARY-BOOKS/SUPPLIES	49.66
INGRAM LIBRARY SERVICES	49.66
13499599 230043 HS-GENERAL SUPPLIES	226.45
AMAZON.COM	

WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
W.B.MASON CO.INC.	442.04
13499609 351042 HS:ATHL-SUPPLIES	668.49
THE PEARL BY GUARDIAN	700.80
WHIP'S SPORTS	89.99
	790.79
13499609 351043 HS:ATHL-UNIFORMS	808.00
WHIP'S SPORTS	808.00
	808.00
13784619 352095 HS:CO CURR-OTHER EXPENSES	504.00
AMAZON.COM	400.00
SCHOOL NEWSPAPERS ONLINE	904.00
	904.00
13799959 220095 HS:PRIN-OTHER EXP	100.00
AMAZON.COM	100.00
	100.00
13799959 351095 HS:ATH OTHER EXP	200.00
ATHOL HIGH SCHOOL	125.00
CHICOPEE HIGH SCHOOL	275.00
LONGMEADOW PUBLIC SCHOOLS	600.00
	600.00
14481579 230042 MID:LIBRARY-BOOKS/SUPPLIES	521.25
INFOBASE HOLDINGS INC	521.25
	521.25
14487629 411042 MID-CUSTODIAN SUPPLIES	1,394.11
RICHCO PRODUCTS, INC.	1,394.11
	1,394.11
14499599 230043 MID-GENERAL SUPPLIES	1,878.78
W.B.MASON CO.INC.	1,878.78
	1,878.78
15288679 422029 MOS:MNTCE-PROF.TECHNICAL	3,000.00
ACTION PLUMBING & HEATING	3,000.00
	3,000.00

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 WARRANT RANGE: 2020-170 TO 2020-170 DATES: 01/14/20 TO 01/14/20

ACCOUNT VENDOR NAME	AMOUNT
15487629 411042 MOS-CUSTODIAL SUPPLIES W.B.MASON CO.INC.	1,420.03 <u>1,420.03</u>
15499599 230043 MOS-GENERAL SUPPLIES BIG Y FOODS, INC. ROCKY'S HARDWARE	58.14 15.98 <u>74.12</u>
15709729 235095 MOS:PD OTHER EXP MAHPERD	75.00 <u>75.00</u>
17483599 320042 PLA:NURSING-SUPPLIES AMAZON.COM	648.95 <u>648.95</u>
17709729 235095 PLA:PD OTHER EXP LESLEY UNIVERSITY	1,500.00 <u>1,500.00</u>
33430519 230042 SPED:HS-INSTR.SUPPLIES BIG Y FOODS, INC.	132.89 <u>132.89</u>
33485539 245049 SPED:HS-INSTR.HARDWARE AMAZON.COM	437.32 <u>437.32</u>
34430519 230042 SPED:MID-INSTR.SUPPLIES AMAZON.COM	192.51 <u>192.51</u>
TOTAL	51,684.45

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WARRANT RANGE: 2020-181 TO 2020-181 DATES: 01/21/20 TO 01/21/20

ACCOUNT VENDOR NAME	AMOUNT
11288869 413074 CENTRAL:MNTCE-TELEPHONE WINDSTREAM-PAETEC	561.86
	<u>561.86</u>
TOTAL	561.86

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 WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
002SL81F 340022 MTN OF EQUIPMENT GIGUERE'S USED APPLIANCES, INC	120.00 <u>120.00</u>
004SL59F 340042 SUPPLIES MANSFIELD PAPER CO., INC.	773.27 <u>773.27</u>
004SL65F 340043 FOOD A. SIMOS & CO. ALL STAR DAIRY FOODS BIMBO FOODS, INC. SO. HADLEY SCHOOL LUNCH THURSTON FOODS, INC.	1,730.48 2,635.76 130.56 41.56 1,022.38 <u>5,560.74</u>
089 25910 MIDDLE ACTIVITY FUND GG'S CUSTOM METALS, INC	1,056.50 <u>1,056.50</u>
089 25920 HIGH SCHOOL ACTIVITY FUND BERKSHIRE EAST LLC NATIONAL ART EDUCATION ASSOCIA	234.00 30.00 <u>264.00</u>
11288869 413074 CENTRAL:MNTCE-TELEPHONE VERIZON VERIZON SELECT SERVICES, INC.	583.05 1.13 <u>584.18</u>
12285819 445023 TECH MTN:CONTR. WF JOHNSON & SON ELECTRICAL CO	2,025.00 <u>2,025.00</u>
12288539 413074 SYS:COMPUTER LINE SO HADLEY ELECTRIC LIGHT	2,200.00 <u>2,200.00</u>
12289759 330032 REGULAR ED TRANSP. FIVE STAR TRANSPORTATION	69,276.24 <u>69,276.24</u>
12487959 411042 SYS-UNIFORMS/ALLOWANCE	

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 WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
BOLDUC'S APPAREL	93.51
	<u>93.51</u>
13225429 351023 OFFICIALS LAURENCE LEROUX	62.00
	<u>62.00</u>
13225759 351032 TRANSPORTATION MARCOTTE FORD SALES INC.	11.60
	<u>11.60</u>
13280779 270034 HS:GUIDANCE-CONTR SVC JAMES LEVINE & ASSOCIATES, PC NAVIANCE, INC.	450.00
	3,103.60
	<u>3,553.60</u>
13288679 422029 HS:MNTCE-CONTRACTED SERVICE AMERICAN PEST SOLUTIONS, INC. MIKE BULLOUGH	75.00
	200.00
	<u>275.00</u>
13288819 423022 HS:INSTR.EQUIP.MNTC GERRY'S MUSIC SHOP	150.00
	<u>150.00</u>
13288859 413071 HS:MNTCE-ELECTRICITY SO HADLEY ELECTRIC LIGHT	8,823.92
	<u>8,823.92</u>
13292779 230023 HIGH:LPVEC PROGRAM FIVE STAR TRANSPORTATION	6,297.84
	<u>6,297.84</u>
13299429 351023 HS:ATHL-OFFICIALS ARTHUR BURKE BRIAN GROCHOWALSKI BRIAN TIERNEY CHRISTOPHER DENETTE CODY ARTUS COLIN BRIGGS DAN BRITT DENNIS J. DENT DOUGLAS DAPONDE EMMA RAM	84.00
	62.00
	90.50
	825.92
	124.00
	84.00
	84.00
	62.00
	825.92
	84.00

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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT	VENDOR NAME	AMOUNT
	JAMES CLEVELAND	84.00
	JAMES MCGRATH	115.50
	JAMES W LAFORD	62.00
	JILLIAN MCGRATH	115.50
	JOHN O'RILEY	84.00
	MARK WICKLES	84.00
	MATTHEW DIAS	62.00
	MATTHEW KLESZCZYNSKI	62.00
	NATHAN BURDICK	84.00
	QUINN DOHERTY	62.00
	ROBERT BETSOLD	84.00
	ROBERT RIGBY	115.50
	SAMUEL CONROY	62.00
	SEAN TINGLEY	825.92
	TIMOTHY CLEVELAND	84.00
	TIMOTHY J. MURPHY	62.00
	WILLIE POPE	62.00
		<u>4,436.76</u>
13299779	230023 HS OTHER CONTR SERVICE	
	ALADCO LINEN SERVICES	151.20
	PEERS FOUNDATION	1,340.00
		<u>1,491.20</u>
1329P180	230023 HS:SPR-INSTR CONTR SVC	
	PEERS FOUNDATION	1,360.00
		<u>1,360.00</u>
13420519	230042 HS:TECH ED/IA INSTR.SUPPLIES	
	B & H PHOTO	3,081.80
	FLEURY LUMBER CO, INC.	1,092.77
		<u>4,174.57</u>
13421519	230042 HS:HOME EC-INSTR.SUPPLIES	
	BIG Y FOODS,INC.	173.26
	PERFORMANCE FOOD GROUP INC.	94.39
		<u>267.65</u>
13447180	244099 HS:GENERAL GIFT	
	GOPHER SPORT	1,386.71
		<u>1,386.71</u>
13485539	245048 HS:INSTR.SOFTWARE	
	LAMPO GROUP INC.	750.00
		<u>750.00</u>

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 WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
13499609 351042 HS:ATHL-SUPPLIES WHIP'S SPORTS	2,376.00 <u>2,376.00</u>
13709729 235095 HS:PD OTHER EXP MA SCHOOL ADMIN ASSOC. MASS INTERSCHOLASTIC	300.00 275.00 <u>575.00</u>
14288679 422029 MID:MNTCE-CONTRACTED SERVICE AMERICAN PEST SOLUTIONS, INC. HOLYOKE LOCK CO.,INC. NEW ENGLAND FIRE & SECURITY IN WATER DEPT.-FD#2	75.00 244.00 937.25 150.00 <u>1,406.25</u>
14288849 412070 MID:MNTCE-OIL/GAS COLUMBIA GAS OF MA CONSTELLATION NEWENERGY INC.	4,135.26 6,329.77 <u>10,465.03</u>
14288859 413071 MID:MNTCE-ELECTRICITY SO HADLEY ELECTRIC LIGHT	8,058.41 <u>8,058.41</u>
14299569 220020 MID-POSTAGE UNITED STATES POSTAL SERVICE	1,000.00 <u>1,000.00</u>
14488639 422042 MID:MNTCE-SUPPLIES ROCKY'S HARDWARE	82.61 <u>82.61</u>
14499519 230042 MID-INSTR.SUPPLIES DINN BROS., INC. GERRY'S MUSIC SHOP INFOSHRED	60.83 112.00 43.00 <u>215.83</u>
14709729 235095 MID:PD OTHER EXP COMMONWEALTH POLICE LEGACY, IN	200.00 <u>200.00</u>

01/30/2020 15:00 | TOWN OF SOUTH HADLEY
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WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
15288679 422029 MOS:MNTCE-PROF. TECHNICAL AMERICAN PEST SOLUTIONS, INC. B-G MECHANICAL SERVICE, INC. MIKE BULLOUGH	75.00 345.00 450.00 <u>870.00</u>
15288849 412070 MOS:MNTCE-OIL/GAS COLUMBIA GAS OF MA CONSTELLATION NEWENERGY INC.	1,802.20 2,505.59 <u>4,307.79</u>
15288859 413071 MOS:MNTCE-ELECTRICITY SO HADLEY ELECTRIC LIGHT	3,975.77 <u>3,975.77</u>
15488639 422042 MOS:MNTCE-SUPPLIES ROCKY'S HARDWARE	32.30 <u>32.30</u>
15499519 230042 MOS-INSR.SUPPLIES SCHOOL DATEBOOKS	442.25 <u>442.25</u>
15499599 230043 MOS-GENERAL SUPPLIES BIG Y FOODS, INC. ORIENTAL TRADING CO., INC W.B.MASON CO. INC.	35.83 18.00 10,548.99 <u>10,602.82</u>
17288679 422029 PLA:MNTCE-CONTRACTED SERVICES AMERICAN PEST SOLUTIONS, INC.	75.00 <u>75.00</u>
17288859 413071 PLA:MNTCE-ELECTRIC SO HADLEY ELECTRIC LIGHT	5,127.08 <u>5,127.08</u>
172FT610 230030 PTO:PLA-FT BUSES FIVE STAR TRANSPORTATION	552.66 <u>552.66</u>
17499599 230043 PLA-GENERAL SUPPLIES	



01/30/2020 15:00 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST
WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

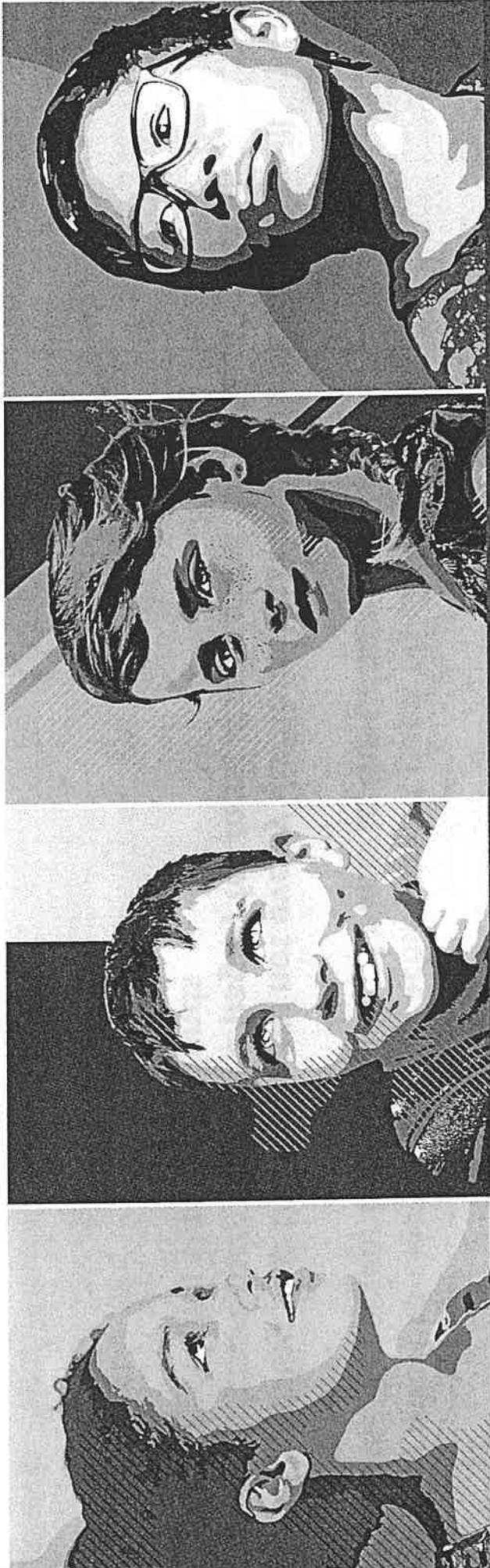
ACCOUNT VENDOR NAME	AMOUNT
W.B.MASON CO.INC.	6,103.88
	<u>6,103.88</u>
312CB900 920034 CB:OUT OF STATE TUITION	5,408.00
BEN BRONZ FOUNDATION INC	5,099.50
INTENSIVE EDUCATION ACADEMY IN	
	<u>10,507.50</u>
312CB900 930034 CB:NON PUBLIC TUITIONS	7,843.64
DEVEREUX ADVANCED BEHAVIORAL H	16,419.90
MAY INSTITUTE	18,629.65
VALLEY EDUCATIONAL	
	<u>42,893.19</u>
31799959 210095 SPED:CTRL-OTHER EXP	230.00
COUNCIL FOR EXCEPTIONAL CHILDR	
	<u>230.00</u>
32292899 930034 SPED-NON PUBLIC TUITION	2,828.16
CHILDRENS STUDY HOME	1,483.85
WHITE OAK SCHOOL	
	<u>4,312.01</u>
32565890 930034 F240:TUITION-PRIVATE	3,861.28
CLARKE SCHOOL FOR HEARING AND	5,460.00
COLLABORATIVE FOR EDUCATIONAL	8,209.95
MAY INSTITUTE	8,361.36
NEARI SCHOOL	
	<u>25,892.59</u>
3256589B 930034 F240: SPED TUITIONS PRIVATE	2,497.75
WHITE OAK SCHOOL	
	<u>2,497.75</u>
33230679 230034 SPED:HS-PROF.TECH SERVICE	540.00
SUNSHINE VILLAGE, INC.	
	<u>540.00</u>
33299689 232034 SPED:HS-THERAPEUTIC CONTR.SVC	600.00
BRENDA WOODS-EWING	625.00
JONATHAN BRODY, LICSW	
	<u>1,225.00</u>

01/30/2020 15:00 | TOWN OF SOUTH HADLEY
cgomez | WARRANT PUBLICATION LIST

WARRANT RANGE: 2020-182 TO 2020-182 DATES: 01/28/20 TO 01/28/20

ACCOUNT VENDOR NAME	AMOUNT
34299689 232034 SPED:MID-THERAPEUTIC CONTR.SVC	
BRENDA WOODS-EWING	1,200.00
	<u>1,200.00</u>
TOTAL	260,761.01

** END OF REPORT - Generated by Cheryl Gomez **



When students go deep in their learning, they turn every challenge into an opportunity to shine.

Student Opportunity Act

January 23, 2020

Student Opportunity Act (SOA) headlines

The SOA is providing a significant infusion of new funds, with every district receiving at least some increase in Chapter 70

As a result of this progressive school funding formula, 35+ districts are receiving 85% of the new Chapter 70 money

In an effort to close persistent achievement gaps, all districts are required to submit three-year evidence-based plans to the Commissioner.

Recognizing that the funds are not evenly distributed across all districts, DESE will have a “short form” plan (~2 pages) for most districts and “long form” plan for those receiving significant funds

Four statutory requirements for district evidence-based plans

Goal of plans is to reduce "persistent disparities in achievement among student subgroups"

3

Resource allocation plan
What resources can be allocated to these programs?

1 **Evidence based practices**

What new programs will best reduce disparities for student subgroups?

- ✓ Expanded learning time (day or year: e.g., acceleration academies)
- ✓ Common planning time for teachers
- ✓ Social-emotional and physical health services
- ✓ Hiring school personnel to improve student performance
- ✓ Increased or improved PD (e.g., principal training / pipelines)
- ✓ Curriculum materials/equipment aligned to state standards
- ✓ Expanding early education and pre-kindergarten programming
- ✓ Diversifying the educator and administrator workforce
- ✓ Additional pathways to strengthen college and career readiness (e.g., early college)

***Or any other program determined to be evidence-based by the Commissioner*

4

Outcome metrics

What will we track to ensure improvement in student subgroup performance?

2

Parent/community engagement
How to meaningfully engage stakeholders?



DESE's approach to the district SOA plans

X NOT a bureaucratic exercise
to meet compliance
requirements

**X NOT a comprehensive
strategic plan** with 20+
different priorities and
initiatives

Instead, SOA plans will ask districts to:

- ✓ **Do a few things:** Make a few bold, public commitments to programs that put kids first
- ✓ **Do the right things:** Adopt proven, evidence-based programs

Guiding principles for district SOA plans

Make it easy to make good choices: DESE will provide a menu of evidence-based initiatives districts can select from

Incentivize adoption of 2-3 “Commissioner Priority” strategies across districts, ideally through competitive grants

1. Full-day, **high-quality Pre-K** for all four-year-olds & **evidence-based early literacy**
2. Increase percentage of high school students enrolled in **early college**
3. Recruitment and retention strategies to **diversify the educator and administrator workforce**

Districts can also submit programs outside of the menu in their plans, but they will require Commissioner review

DESE is using a bifurcated approach for the SOA plans based on new Chapter 70 funds received in FY'21

Example: 10 actual districts....

Seven districts get the short form

Districts receiving less than \$1.5M
in new Chapter 70 funds in FY'21

- Beverly
- Hopkinton
- Gardner
- Canton
- Woburn
- Central Berkshire
- Lee

Three districts get the long form

Districts receiving more than \$1.5M
in new Chapter 70 funds in FY'21

- Lawrence
- Chelsea
- Chicopee

Key dates this year for SOA plans



- Late January:**
- Jan. 22: Governor Baker releases House 2 budget numbers
 - Plan templates & guidance document released to districts
- February - March:**
- Districts work with local stakeholders to develop plans
 - DESE supports with technical assistance
 - Local school committees should vote on plans before they are submitted to DESE
- April 1:**
- Plans due to DESE for review
- May - June:**
- Inform districts if plans require amendments



More information coming late next week

Late January: Templates and guidance documents released

First week in February: Informational webinars (will host separate sessions for short vs. long form districts)

Anytime: Email SOAplans@doe.mass.edu with questions

**SOUTH HADLEY SCHOOL DEPARTMENT
BI-WEEKLY PAYROLL**

Central Office	\$34,994.66
High School	\$187,577.72
Food Service	\$19,788.73
Middle School	\$187,682.77
Mosier School	\$127,083.77
Plains Schools	\$124,712.34
Subs	\$16,149.79

GRAND TOTAL: \$697,989.78

Christine Phillips (designee) _____

Eric Sarrazin (alternate) _____

Charles Miles (alternate) _____

Pay Warrant: 1/23/2020

New policy!

N.

File: JBB

EQUAL EDUCATION OPPORTUNITIES

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use districtwide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity, as reasonably practical, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote educational equity as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC

ADOPTED: September 12, 2019

new policy - transp. +
immediate enrollment
very different

File: JFABF

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);
 Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering
 Connections Act)

SOURCE: MASC October 2019

Old policy

File: JFABF

Education Opportunities for Children in Foster Care

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), the Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact, and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among

districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc.

Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: *Every Student Succeeds Act* (ESSA);
 Fostering Connections to Success and Increasing Adoptions Act of 2008
 (*Fostering Connections Act*)

ADOPTED: October 1, 2018

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth¹ (collectively, “homeless students”) as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term “school of origin” shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students’ school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts

¹ “A homeless child or youth not in the physical custody of a parent or guardian.” 42 USC §11434a.

will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand,² the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education³. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

² Translation of communications of this type is required by Title I, among other laws. *See, e.g.* 20 USC § 6312.

³ Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: <http://www.doe.mass.edu/mv/haa/03-7.html>

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including pre-school programs, Title I, special education, vocational and technical education programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Migratory children living in conditions described in the previous examples.

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living, or other schools. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the district.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist.

Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

LEGAL REFS.: Title I, Part C
No Child Left Behind Act, 2002

Adoption date: January 10, 2006
Re-adoption date: May 27, 2014



Bonneville, Diana <dbonneville@shschools.com>

New Guidance for Lead in School Drinking Water

2 messages

Director-DWP, Program (DEP) <program.director-dwp@state.ma.us>

Tue, May 21, 2019 at 4:51 PM



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Kathleen A. Theoharides
Secretary

Karyn E. Polito
Lieutenant
Governor

Marlin Suuberg
Commissioner

May 21, 2019

VERY IMPORTANT NOTICE

Dear School or Child Care Facility Official,

The Massachusetts Department of Environmental Protection (MassDEP) is writing to you as part of our ongoing work together on lead in drinking water at schools and early education and child care facilities. This letter highlights new guidance from the U.S. Environmental Protection Agency (EPA) and identifies areas for action, as well as resources to help you.

In 2016, Governor Charlie Baker and Treasurer Deborah Goldberg launched the Commonwealth of Massachusetts' Assistance Program for Lead in School Drinking Water ("the Assistance Program"). The Assistance Program was designed to assist publicly owned public schools as well as early education and child care Licensed Large Group and School Age (LGSA) programs in assessing the levels of lead and copper in their facilities' drinking water. MassDEP and its Assistance Program partners, the Department of Public Health (MDPH), the Department of Elementary and Secondary Education (DESE) and the Department of Early Education and Childcare (EEC), proactively reached out across the Commonwealth to solicit schools and early education and care programs to sign up for assistance under the Assistance Program. The response was significant. Through this first-in-the-nation Assistance Program, a total of 67,913 samples were taken at 991 public schools and early education and care programs. The results found that 65% of the participating facilities had lead detected above the action level of 15 parts per billion. The Assistance Program encouraged and assisted schools to take appropriate actions to address these conditions.

To continue the Assistance Program, on October 25, 2018, Governor Baker notified EPA of the Commonwealth's intent to participate in the federal Water Infrastructure Improvements for the Nation (WIIN) Act grant program for Testing for Lead in Schools and early education and care programs. This grant program will provide funding to allow MassDEP to help participants with additional testing and to expand into testing of privately-owned early education and care programs, specifically focusing on facilities in lower income areas with buildings constructed pre-1988 (and thus more likely to have lead plumbing).

In its budget proposal for fiscal year 2020, the Baker-Polito Administration has proposed more than \$20 million in new funding and proposed legislative language to authorize the use of \$10 million in previously appropriated funding for public school de-leading projects. Funding can support the purchase of filtered bottle filling stations. MassDEP looks forward to these proposals advancing through the Legislature so that these new resources can be made available. We will keep you apprised and share information about any additional assistance as soon as it becomes available.

MassDEP and its partners are committed to continued support of schools and early education and care programs in order to ensure safe drinking water for all of the students and children they serve. To this end, below you will find updated guidance about lead in school drinking water, and opportunities for further assistance.

EPA released a revised "3Ts^[1] for Reducing Lead in Drinking Water in Schools and Child Care Facilities" manual (Revised 3Ts Manual) on Monday, October 1, 2018. EPA's Revised 3Ts Manual provides tools for schools, child care facilities, states, and water systems to implement voluntary lead in drinking water testing programs. MassDEP has reviewed the Revised 3Ts Manual and is prepared to work with your schools and early education and care programs to implement the new federal recommendations. In this letter, you will find resources to help your school or early education and care program meet the new recommendations.

[1] "3Ts" now stands for training, testing and taking action.

What are some of the important information and changes in the Revised 3Ts Manual?

In the Revised 3Ts Manual, EPA states that "there is no known safe level of lead for children". EPA has also removed its longstanding Lead Contamination Control Act (LCCA) trigger level for lead in school drinking water and does not set a new trigger level. Instead EPA recommends that schools and early education and care programs prioritize their remediation efforts based on lead sample levels and to use the steps in the Revised 3Ts Manual to start with the highest lead levels to pinpoint potential lead sources and to reduce their lead levels to the lowest possible concentrations. Please note that no change has been made to recommendations about copper levels in drinking water.

What changes have been made to the Massachusetts LCCA program to address the Revised 3Ts Manual?

MassDEP and MDPH support the EPA 3Ts goal of reducing lead in school and early education and care program drinking water to the lowest possible concentration. MassDEP recommends a goal that water from taps/fixtures used for drinking, food preparation and medical uses contains no measurable level of lead, and that testing of school and early education and care programs' drinking water should be conducted by a Massachusetts certified laboratory capable of measuring concentrations of 1 ppb (ug/L) or lower.

In light of EPA's Revised 3Ts Manual, MassDEP's LCCA program recommends that schools and early education and care programs continue to evaluate and remediate taps/fixtures with lead levels below 15 ppb until the lowest possible concentration of lead is achieved.

Recognizing that continuing remediation actions below 15 ppb may require a phased approach, MassDEP, consistent with the Revised 3Ts Manual, recommends that schools and early education and care programs prioritize their remediation efforts based on the lead sample results and the vulnerability of the impacted populations. Under this approach, remediation of taps/fixtures with the highest lead sample results that serve the youngest populations should take priority.

- Remediation actions may include placing signage, providing bottled water, replacing water fixtures, replacing piping, installing filtration systems, and other actions identified in the Revised 3Ts Manual. Flushing taps/fixtures may be used as a short-term solution as long as

follow-up testing demonstrates its efficacy. Permanent control measures should achieve lead levels consistently below 1 ppb.

- If lead sample results are above the laboratory's detection limit of 1 ppb, schools and early education and care programs should implement or continue remediation actions to reduce lead levels to the lowest possible concentration by prioritizing remediation actions based on the level of sample results and the vulnerability of the impacted populations.
- Taps/fixtures should not be put back into service until lead sample results are consistently below 15 ppb, and remediation actions to achieve the lowest possible concentration should continue, taking into account the priority of the tap/fixture.
- Please note that taps/fixtures used for purposes other than drinking, food preparation, and medical uses, such as bathroom and classroom faucets, should have a sign posted nearby advising against their use for drinking, food preparation, and medical uses, and young children should be appropriately supervised to ensure that these taps/fixtures are not used for these purposes. For examples of appropriate signage, please see <https://www.mass.gov/media/1925581/> (English) and <https://www.mass.gov/media/1925586/> (Spanish).

What should Massachusetts schools and early education and care programs do to address the new guidance in the Revised 3Ts Manual?

For Schools and Early Education and Care Programs Where Testing Has Recently Been Conducted

If your facility has already tested taps used for drinking, cooking, and medical uses, you should do the following as soon as possible:

1. Review the revised 3Ts information at www.epa.gov/safewater/3Ts
2. Update your school or early education and care programs LCCA lead in school drinking water plan (LCCA plan) to include any new 3Ts information. See attached MassDEP example of an updated 3Ts Follow-up Actions Chart.
3. Review your lead testing results. These may include samples collected under the MassDEP Assistance Program for Lead in School Drinking Water, samples collected by the public water system that serves your school as part of their Massachusetts Lead and Copper Rule monitoring requirements, or samples collected during voluntary efforts run by your school. If you reported any results through MassDEP's electronic web portal (eDEP), you may retrieve your results from the Massachusetts Energy & Environmental Affairs Data Portal at <https://ecaonline.eea.state.ma.us/portal#!/search/leadandcopper>.
4. Identify all fixtures used for drinking, food preparation, and medical uses with lead sample results of 1 ppb and above.
5. Implement your school or early education and care program revised LCCA plan.
6. Notify your consumers and MassDEP of the actions you have taken, or will be taking, to address the new guidance. You may notify MassDEP by updating your results and actions in the LCCA Program Management Tool at the link below.

For Schools and Early Education and Care Programs that Have Not Previously Done Testing but are Planning to Do Testing

If your school or early education and care program has not previously tested your water or you are not familiar with 3Ts or LCCA you should do the following:

1. Review the EPA 3Ts Toolkit at <https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit>.
2. Review MassDEP information on how to conduct, sample, analyze and report on school fixtures at <https://www.mass.gov/lead-in-drinking-water>. The guidance provided above for schools and child care facilities that have conducted testing also applies to schools undertaking testing going forward. You may also contact the MassDEP Drinking Water Program at program.director-dwp@mass.gov.
3. Develop and implement a LCCA plan based on the information you have reviewed.
4. Schools and early education and care programs should notify consumers and MassDEP of the actions they have taken, or will be taking, to address the new guidance. You may notify MassDEP by updating your results and actions in the LCCA Program Management Tool at the link below.

Resources for Schools and Early Education and Care Programs

For public schools, early education and care programs and Head Start programs MassDEP has partnered with UMass Amherst to establish a call-in number at which you can obtain technical assistance regarding EPA's Revised 3Ts Manual, including the type of remediation actions that may be taken in response to detectable lead results and the order in which remediation actions should be taken. A technical assistance provider can be reached at lccadep@umass.edu or 413-545-0840.

All schools, **including privately owned schools and early education and care programs**, may obtain technical assistance from MassDEP's Drinking Water Program at program.director-dwp@mass.gov or 617-292-5770.

Other available resources

- **For updated Massachusetts information and technical assistance tools for the Revised 3Ts Manual** see <https://www.mass.gov/guides/follow-up-steps-for-schools-and-eccf-with-lead-detections-over-1-ppb-or-copper-results-over>. This webpage includes recommended actions for schools with detected lead sampling results, draft notices that can be adapted to inform your community of any testing results, and the steps being taken to address the issue.
- **For information on setting up a lead and copper drinking water testing program in your school**, see the framework: http://leadandcoppercontrolact.donahue-institute.org/LCCA_Framework_4.26.18/story_html5.html.
- **For the MDPH factsheet on lead** see <https://www.mass.gov/doc/lead-in-drinking-water-faq-for-school-and-childcare-facilities-english-0>.
- **For more information on childhood lead poisoning** see <https://www.mass.gov/orgs/childhood-lead-poisoning-prevention-program>.
- **For technical assistance** in reducing the lead levels at your school you may also contact your local water department, Board of Health, or Plumbing Inspector.
- **To manage and track** the efforts you have taken; please use the LCCA Program Management Tool: <https://script.google.com/macros/s/AKfycbxP99K-Cd5B3ioE7nswi0pcOEndcGrXwV6zJcS5iHxzGO55B1k/exec>.
- **WIIN Act grant program:** <https://www.epa.gov/dwcapacity/wiin-grant-lead-testing-school-and-child-care-program-drinking-water>.

If you have any questions about any of this information you may contact the MassDEP Drinking Water Program at 617-292-5770 or program.director-dwp@mass.gov.

Sincerely,



Yvette DePeiza

Program Director

MassDEP/BWR/Drinking Water Program

Attachments

ecc:

MA Dept. of Elementary and Secondary Education

MA Dept. of Early Education and Care

MassDEP Drinking Water Program

An Example: How Schools and Childcare Facilities can update their LCCA program plan to incorporate the revised EPA's 3Ts guidance and move towards the lowest possible measurable concentration (1 ppb)

Lead Level Result at the Tap or Fixture	<p align="center">Lead in school drinking water program</p> <p align="center">3Ts Follow-up Actions Chart</p> <p align="center">Make all test results accessible to the community.</p>
<p align="center">< 1 ppb or Not-Measurable (Non-Detected)</p>	<ul style="list-style-type: none"> • Lead was not detected. These tap/fixtures can be used as normal; • Record result, continue LCCA program following MA LCCA Program information and fill out the Lead and Copper Checklist every 3 years or as the school or childcare facility LCCA program is updated. <i>See MassDEP Resources below for LCCA Program Information and Checklist.</i>
<p align="center">1 ppb</p>  <p align="center">Lowest concentration</p>  <p align="center">15 ppb</p>	<p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions, including highest levels and population vulnerability.</p> <p>Short Term steps:</p> <ul style="list-style-type: none"> ○ Taps/fixtures with lead levels between 1 and 15 ppb may be used for drinking, cooking and medical uses while short term steps are taken to reduce overall exposure. ○ Flushing is an acceptable short-term option if the flushing program demonstrates, through sampling, that it removes lead to the lowest possible concentration. <i>See Resources below for short term flushing guidance and information</i> ○ Post signs on taps/fixtures that are not to be used for drinking, cooking and medical uses. <i>See Resources below for information on signs.</i> ○ Bottled water can be provided as a short-term measure. Please be aware that this can be an expensive alternative. MassDEP recommends providing bottled water that meets the Food and Drug Administration (FDA) standards <u>and</u> has an acceptable lead concentration of no more than 1 ppb. <i>See Resources below for Information on Bottled Water</i> <p>(If the facility is not ready to implement short-term measures, the fixture(s) should be shut off until remediation actions can be taken).</p> <p>Long term- Permanent steps:</p> <ul style="list-style-type: none"> ○ Replace taps/fixtures, plumbing material, install Point of Use filter devices, etc. <i>See MassDEP Resources below for Information on Filters</i> <p>Remediation priority should be given to taps/fixtures with the highest lead levels and those serving vulnerable populations.</p> <ul style="list-style-type: none"> ○ Permanent control measures should achieve lead levels consistently below 1 ppb. <p>Other important steps:</p> <ul style="list-style-type: none"> ○ Use only cold water for food and beverage preparation. ○ Test all taps/fixtures once every 3 years. ○ Implement your school's long- or short-term plan for any taps/fixtures with measurable concentrations of lead (1 ppb or more). ○ Remember to flush pipes after vacations and holidays. Get fresh water from the water distribution main line. ○ Check electrical ground wires and eliminate any that may accelerate corrosion. ○ Identify and replace all Lead Service Lines. Contact local PWS to check status of lead service line. ○ Replace lead pipes within the school or reconfigure plumbing to bypass sources of lead contamination. ○ Use lead-free materials to repair or replace the school's plumbing system. ○ Clean aerators in accordance with regular maintenance recommendations. ○ Make all test results and lead education materials accessible to the community, such as on a website or annual report, and available upon request; and ○ Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.
	<p>Taps and fixtures with lead levels over 15 ppb should be taken out of service until testing indicates that the problem has been addressed</p> <ul style="list-style-type: none"> ○ See corrective action steps information above <p>Resources: EPA: https://www.epa.gov/ground-water-and-drinking-water/3ts-reducing-lead-drinking-water-toolkit MassDEP: https://www.mass.gov/assistance-program-for-lead-in-school-drinking-water 5-21-19</p>

MassDEP LCCA Program Water Sample Analysis Results

Location: South Hadley
 Name of School: South Hadley: Mosier
 Facility Type: Public School
 Org Code: 02780020
 Sample Date: 6/16/2018
 Sampler Name: Emily Kumpel
 Laboratory: MWRA CENTRAL LABORATORY

Analytical Method: EPA 200.9
 Method Detection Limit (MDL): See Results Table
 Units of: mg/L
 Measurement: mg/L
 Lead Action Level: 0.015 mg/L
 Copper Action Level: 1.3 mg/L

Location Type Code	Location Type
DW	Drinking Water Bubblers Water Cooler (chiller unit)
WC	Classroom Faucet
CF	Kitchen Faucet, Cold
KC	Kitchen Kettle
KK	Kitchen Ice Maker
KI	Home Economics Room, Cold
EC	Bathroom Faucet
BF	Nurse's Office Sink
NS	Service Connector
SC	Other Location
OT	

NOTE:
 'First Draw' means a 250 ml volume sample collected after an 8-18 hour stagnation period and prior to any other use of the fixture.
 'Flush' means a 250 ml volume sample collected from the flowing tap 30 seconds after the First Draw sample is collected.
 'MDL' is the minimum detection level that is reportable by the laboratory.
 'ND (Non Detects)' means a concentration less than the MDL.
 'Not Sampled' implies flush sample not collected because of common feed plumbing with adjacent fixture.
 Results highlighted in red are concentrations above the Action Level.

2
 0
 0
 0

Number of samples with concentration greater than the Action Level:

Sample Location ID	Location Type	Location Description	Method Detection Limit	Lead First Draw (P)	Lead Flush (F)	Copper First Draw (P)	Copper Flush (F)
001	KC,	Mosier School, KITCHEN FOOD PREP SINK WITH DISPOSAL	0.001	0.00523	0.00243	0.3	0.124
002	KK,	Mosier School, KITCHEN KETTLE COLD	0.001	0.00381	0.00121	0.303	0.0927
003	KC,	Mosier School, KITCHEN PREP SINK - ISLAND	0.001	0.00758	0.00447	0.291	0.15
004	WC,	Mosier School, WC - BOTTLE FILL CAFETERIA	0.001	ND	Not Sampled	0.125	Not Sampled
005	WC,	Mosier School, WC - BUBBLER CAFETERIA	0.001	ND	ND	0.121	0.0716
006	WC,	Mosier School, WC RM 115	0.001	ND	ND	0.279	0.126
007	DW,	Mosier School, RM 116 BUBBLER	0.001	0.00513	Not Sampled	0.361	Not Sampled
008	CF,	Mosier School, RM 116 FAUCET	0.001	0.00577	0.00204	0.276	0.118

009	DW,	Mosier School, RM 114 BUBBLER	0.001	0.00352	Not Sampled	0.24	Not Sampled
010	CF,	Mosier School, RM 114 FAUCET	0.001	0.00734	0.00135	0.221	0.114
011	DW,	Mosier School, RM 113 BUBBLER	0.001	0.00462	Not Sampled	0.235	Not Sampled
12	CF,	Mosier School, RM 113 FAUCET	0.001	0.00532	0.00117	0.153	0.105
13	DW,	Mosier School, RM 117 BUBBLER	0.001	0.00483	Not Sampled	0.313	Not Sampled
14	CF,	Mosier School, RM 117 FAUCET	0.001	0.0045	ND	0.265	0.109
15	DW,	Mosier School, RM 118 BUBBLER	0.001	0.0038	Not Sampled	0.171	Not Sampled
016	CF,	Mosier School, RM 118 FAUCET	0.001	0.00289	0.0025	0.138	0.129
017	DW,	Mosier School, RM 112 BUBBLER	0.001	0.00495	Not Sampled	0.357	Not Sampled
018	CF,	Mosier School, RM 112 FAUCET	0.001	0.0184	0.00178	0.406	0.122
018	CF,	Mosier School, RM 112 FAUCET	0.000005 (lead)	0.0168	Not Measured	Not Applicable	Not Applicable
019	DW,	Mosier School, RM 119 BUBBLER	0.001	0.00535	Not Sampled	0.226	Not Sampled
020	CF,	Mosier School, RM 119 FAUCET	0.001	0.0102	0.00807	0.16	0.134
022	DW,	Mosier School, RM 120 BUBBLER	0.001	0.00877	Not Sampled	0.225	Not Sampled
023	CF,	Mosier School, RM 120 FAUCET	0.001	0.00467	0.00701	0.233	0.137
024	DW,	Mosier School, RM 121 BUBBLER	0.001	0.00431	Not Sampled	0.347	Not Sampled
025	CF,	Mosier School, RM 121 FAUCET	0.001	0.0114	0.00248	0.321	0.147
026	DW,	Mosier School, RM 122 BUBBLER	0.001	0.00628	Not Sampled	0.278	Not Sampled
027	CF,	Mosier School, RM 122 FAUCET	0.001	0.00856	0.00144	0.226	0.121
028	DW,	Mosier School, RM 123 BUBBLER	0.001	0.00124	Not Sampled	0.181	Not Sampled
029	CF,	Mosier School, RM 123 FAUCET	0.001	0.00175	ND	0.344	0.0997
030	WC,	Mosier School, WC REAR HALLWAY	0.001	ND	0.00434	0.393	0.292
031	WC,	Mosier School, WC FRONT HALLWAY	0.001	ND	ND	0.196	0.185
032	DW,	Mosier School, RM 105 BUBBLER	0.001	0.00383	Not Sampled	0.303	Not Sampled
033	CF,	Mosier School, RM 105 FAUCET	0.001	0.00559	0.00136	0.231	0.103
034	DW,	Mosier School, RM 104 BUBBLER	0.001	0.00844	Not Sampled	0.323	Not Sampled
035	CF,	Mosier School, RM 104 FAUCET	0.001	0.00839	0.00109	0.184	0.0977

Rm 112

036	DW,	Mosier School, RM 107 BUBBLER	0.001	0.0108	Not Sampled	0.251	Not Sampled
037	CF,	Mosier School, RM 107 FAUCET	0.001	0.0126	ND	0.245	0.0875
038	DW,	Mosier School, RM 103 BUBBLER	0.001	0.00753	Not Sampled	0.364	Not Sampled
039	CF,	Mosier School, RM 103 FAUCET	0.001	0.0206	0.00188	0.512	0.136
039	CF,	Mosier School, RM 103 FAUCET	0.00005 (Lead)	0.0212	Not Measured	Not Applicable	Not Applicable
040	DW,	Mosier School, RM 108 BUBBLER	0.001	0.00332	Not Sampled	0.346	Not Sampled
041	CF,	Mosier School, RM 108 FAUCET	0.001	0.00301	ND	0.236	0.102
042	DW,	Mosier School, RM 102 BUBBLER	0.001	0.00321	Not Sampled	0.298	Not Sampled
042	DW,	Mosier School, RM 102 BUBBLER	0.00005 (Lead)	0.00361	Not Measured	Not Applicable	Not Applicable
043	CF,	Mosier School, RM 102 FAUCET	0.001	0.00386	ND	0.374	0.144
044	DW,	Mosier School, RM 109 BUBBLER	0.001	0.0123	Not Sampled	0.296	Not Sampled
045	CF,	Mosier School, RM 109 FAUCET	0.001	0.00665	0.00107	0.262	0.0967
046	DW,	Mosier School, RM 110 BUBBLER	0.001	0.00884	Not Sampled	0.24	Not Sampled
047	CF,	Mosier School, RM 110 FAUCET	0.001	0.00391	ND	0.258	0.1
048	WC,	Mosier School, RM 101 WATER COOLER	0.001	ND	ND	0.226	0.0795
049	CF,	Mosier School, RM 101 FAUCET	0.001	0.00144	ND	0.368	0.0957
050	NS,	Mosier School, NURSES OFFICE SINK RM 126	0.001	0.00183	ND	0.25	0.148
051	WC,	Mosier School, WC IN GYM HALLWAY	0.001	ND	ND	0.281	0.246
052	CF,	Mosier School, RM 125 FAUCET	0.001	0.00241	ND	0.434	0.194
053	WC,	Mosier School, WATER COOLER IN MODULAR	0.001	ND	ND	0.287	0.311
054	OT,	Mosier School, MAIN OFFICE SINK BETWEEN RESTROOMS	0.001	0.00427	ND	0.344	0.133
055	CF,	Mosier School, Rm 115 sink faucet next to bubbler	0.001	0.0021	Not Sampled	0.304	Not Sampled
056	CF,	Mosier School, Rm 111 faucet	0.001	0.00206	0.00299	0.358	0.186

Rm 103

MassDEP LCCA Program Water Sample Analysis Results

Location: South Hadley
 Name of School: South Hadley: Michael E. Smith Middle School
 Facility Type: Public School
 Org Code: 02780305
 Sample Date: 6/16/2018
 Sampler Name: John Tobiason
 Laboratory: MWRA CENTRAL LABORATORY
 Analytical Method: EPA 200.9
 Method Detection Limit (MDL): See Results Table
 Units of Measurement: mg/L
 Lead Action Level: 0.015 mg/L
 Copper Action Level: 1.3 mg/L

Location Type Code	Location Type
DW	Drinking Water Bubblers
	Water Cooler (chiller unit)
WC	Classroom Faucet
CF	Classroom Faucet
KC	Kitchen Faucet, Cold
KK	Kitchen Kettle
KI	Kitchen Ice Maker
EC	Home Economics Room, Cold
BF	Bathroom Faucet
NS	Nurse's Office Sink
SC	Service Connector
OT	Other Location

NOTE:
 'First Draw' means a 250 mL volume sample collected after an 8-18 hour stagnation period and prior to any other use of the fixture.
 'Flush' means a 250 mL volume sample collected from the flowing tap 30 seconds after the First Draw sample is collected.
 'MDL' is the minimum detection level that is reportable by the laboratory.
 'ND (Non Detects)' means a concentration less than the MDL.
 'Not Sampled' implies flush sample not collected because of common feed plumbing with adjacent fixture.
 Results highlighted in red are concentrations above the Action Level.

0.0154 ↓

Number of samples with concentration greater than the Action Level:

Sample Location ID	Location Type	Location Description	Method Detection Limit	Lead First Draw (P)	Lead Flush (F)	Copper First Draw (P)	Copper Flush (F)
001	WC	Michael E. Smith Middle School, WC IN WELLNESS ROOM BOTTLE FILL	0.001	ND	Not Sampled	0.205	Not Sampled
002	WC	Michael E. Smith Middle School, WC IN WELLNESS ROOM BUBBLER	0.001	ND	ND	0.174	0.107
003	DW	Michael E. Smith Middle School, BUBBLER IN HALLWAY TO BOYS LOCKER RM	0.001	0.0018	0.00245	0.236	0.195
004	KC	Michael E. Smith Middle School, KITCHEN PREP SINK REAR WALL	0.001	0.00348	0.00178	0.177	0.243
005	KK	Michael E. Smith Middle School, KITCHEN KETTLE COLD	0.001	Not Sampled	0.00171	Not Sampled	0.238
008	NS	Michael E. Smith Middle School, NURSES OFFICE SINK	0.001	ND	ND	0.146	0.164
009	BF	Michael E. Smith Middle School, NURSES OFFICE BATHROOM - RIGHT	0.001	0.00396	ND	0.262	0.166
010	OT	Michael E. Smith Middle School, PANTRY SINK	0.001	0.0055	0.00108	0.31	0.244
011	DW	Michael E. Smith Middle School, BUBBLER ACROSS FROM POOL	0.001	ND	ND	0.232	0.177
012	WC	Michael E. Smith Middle School, WC 6TH GRADE HALL ACROSS FROM RM 106	0.001	0.00168	0.00194	0.108	0.138
013	EC	Michael E. Smith Middle School, RM 113 SINK # 1 (RIGHT TO LEFT)	0.001	ND	0.00166	0.331	0.36
020	OT	Michael E. Smith Middle School, TEACHERS BREAK RM 103 SINK	0.001	0.00267	ND	0.205	0.131
021	WC	Michael E. Smith Middle School, WC END OF HALLWAY NEAR RM 129	0.001	ND	ND	0.22	0.214
022	WC	Michael E. Smith Middle School, WC 2ND FLOOR HALLWAY BETWEEN BATHROOMS + RM 205	0.001	ND	ND	0.252	0.214
023	WC	Michael E. Smith Middle School, WC 2ND FLOOR END OF HALLWAY NEAR RM 231	0.001	ND	ND	0.266	0.259
024	OT	Michael E. Smith Middle School, PREP ROOM SINK BETWEEN RM 232 + 234	0.001	0.0159	0.0015	0.165	0.162
024	OT	Michael E. Smith Middle School, PREP ROOM SINK BETWEEN RM 232 + 234	0.00005 (Lead)	0.0151	Not Measured	Not Applicable	Not Applicable

MassDEP LCCA Program Water Sample Analysis Results

Location: South Hadley
 Name of School: South Hadley: South Hadley High
 Facility Type: Public School
 Org Code: 02780505
 Sample Date: 6/18/2018
 Sampler Name: John Tobiason
 Laboratory: MWRA CENTRAL LABORATORY

Analytical Method: EPA 200.8
 Method Detection Limit (MDL): See Results Table
 Units of Measurement: mg/L
 Lead Action Level: 0.015 mg/L

Copper Action Level: 1.3 mg/L

Location Type Code	Location Type
DW	Drinking Water Bubblers
WC	Water Cooler (chiller unit)
CF	Classroom Faucet
KC	Kitchen Faucet, Cold
KK	Kitchen Kettle
KI	Kitchen Ice Maker
EC	Home Economics Room, Cold
BF	Bathroom Faucet
NS	Nurse's Office Sink
SC	Service Connector
OT	Other Location

NOTE:

'First Draw' means a 250 mL volume sample collected after an 8-18 hour stagnation period and prior to any other use of the fixture.

'Flush' means a 250 mL volume sample collected from the flowing tap 30 seconds after the First Draw sample is collected.

'MDL' is the minimum detection level that is reportable by the laboratory.

'ND (Non Detects)' means a concentration less than the MDL.

'Not Sampled' implies flush sample not collected because of common feed plumbing with adjacent fixture.

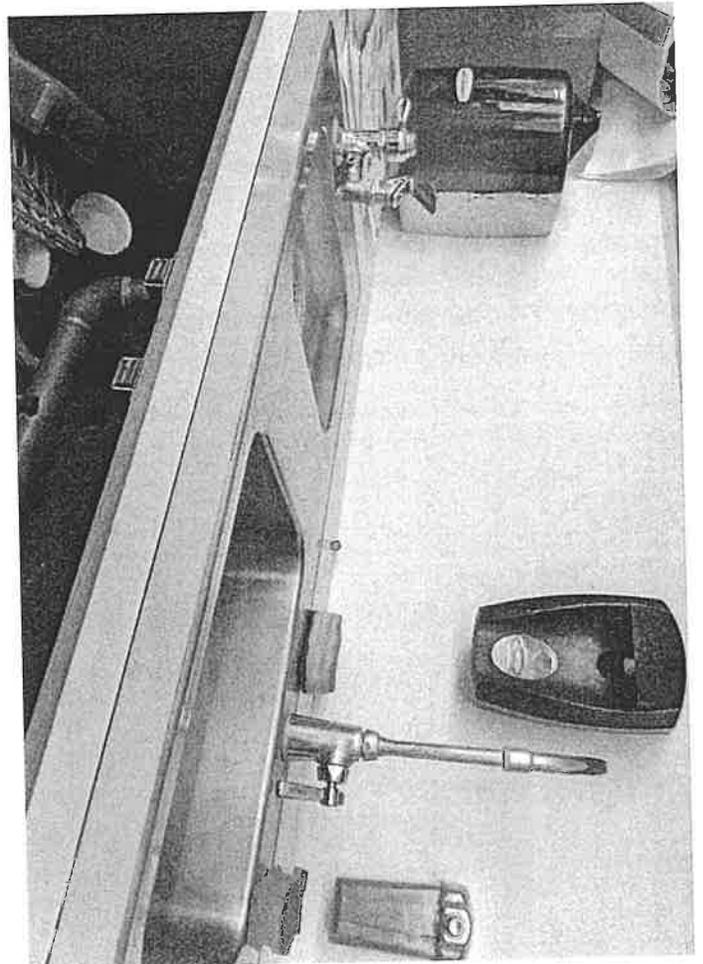
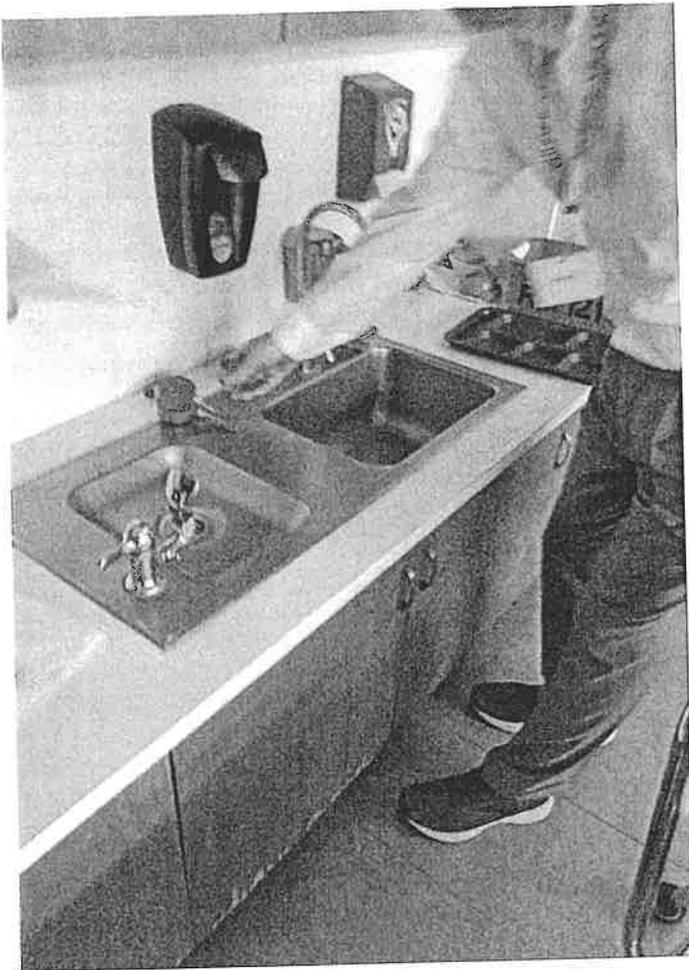
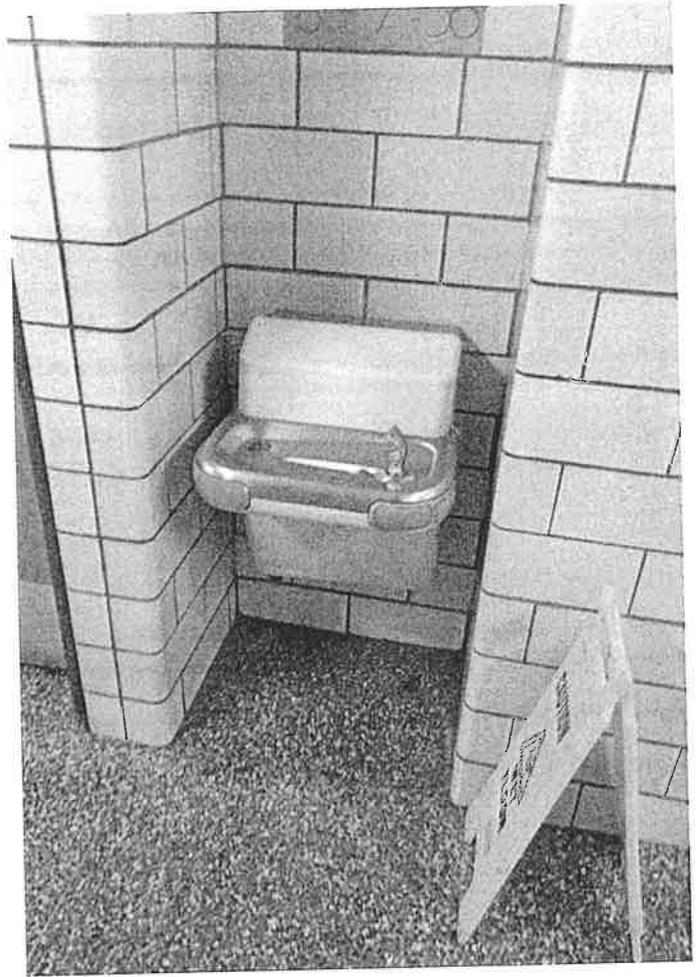
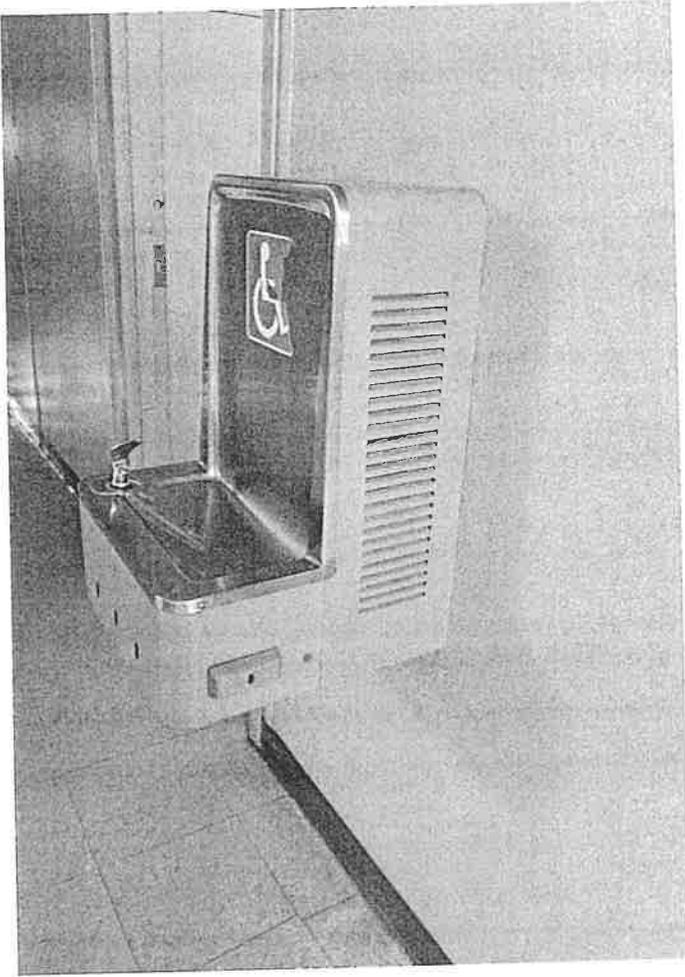
Results highlighted in red are concentrations above the Action Level. Grey--highest, Yellow--Lowest

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Number of samples with concentration greater than the Action Level:

Sample Location ID	Location Type	Location Description	Method Detection Limit	1	2	2	3
				Lead First Draw (P)	Lead Flush (F)	Copper First Draw (P)	Copper Flush (F)
001	WC	South Hadley High School, WC SHOP HALLWAY OUTSIDE SHOP RM 103	0.001	0.00115	0.00122	0.0384	0.0383
002	WC	South Hadley High School, WC SHOP HALLWAY OUTSIDE CUSTODIAN RM	0.001	0.027	0.0287	3.78	2.82
002	WC	South Hadley High School, WC SHOP HALLWAY OUTSIDE CUSTODIAN RM	0.00005 (Lead), 0.0002 (Copper)	0.0273	0.0286	3.76	2.71
003	WC	South Hadley High School, WC HALLWAY 400 BOTTLE FILL FILTER	0.001	ND	Not Sampled	1.18	Not Sampled
003	WC	South Hadley High School, WC HALLWAY 400 BOTTLE FILL FILTER	0.00005 (Lead), 0.0002 (Copper)	ND	Not Measured	1.22	Not Measured
004	WC	South Hadley High School, WC HALLWAY 400 BUBBLER	0.001	ND	ND	0.994	0.537
005	WC	South Hadley High School, WC HALLWAY 400 OUTSIDE RM 407	0.001	0.00507	0.019	0.165	0.211
005	WC	South Hadley High School, WC HALLWAY 400 OUTSIDE RM 407	0.00005 (Lead)	Not Measured	0.0182	Not Applicable	Not Applicable
006	WC	South Hadley High School, WC HALLWAY 400 OUTSIDE RM 507	0.001	ND	ND	1.09	2.66
006	WC	South Hadley High School, WC HALLWAY 400 OUTSIDE RM 507	0.0002 (Copper)	Not Applicable	Not Applicable	Not Measured	2.52
007	WC	South Hadley High School, WC HALLWAY 600 OUTSIDE GIRLS BATHROOM	0.001	ND	ND	0.0608	0.0528
008	WC	South Hadley High School, WC ENTRY HALLWAY - RIGHT BETWEEN BATHROOMS	0.001	ND	Not Sampled	0.0318	Not Sampled
009	WC	South Hadley High School, WC ENTRY HALLWAY - LEFT BETWEEN BATHROOMS	0.001	ND	ND	0.0625	0.0318
010	CF	South Hadley High School, RM 200 FAUCET	0.001	ND	ND	0.0762	0.0471
011	NS	South Hadley High School, NURSES OFFICE SINK FAUCET	0.001	0.00132	ND	0.124	0.06
012	OT	South Hadley High School, FACULTY ROOM SINK FAUCET	0.001	ND	ND	0.0844	0.0269

013	KC,	South Hadley High School, CULINARY RM 613 3 BAY - RIGHT	0.001	ND	Not Sampled	0.0862	Not Sampled
014	KC,	South Hadley High School, CULINARY RM 613 PREP SINK 2 BAY	0.001	ND	ND	0.0656	0.0448
015	KI,	South Hadley High School, TIGERS DEN ICE MACHINE	0.001	ND	Not Sampled	0.0164	Not Sampled
016	OT,	South Hadley High School, TIGERS DEN SINK FAUCET	0.001	ND	ND	0.0616	0.0628
017	WC,	South Hadley High School, WC HALLWAY 300 ACROSS FROM CAFETERIA 1 BOTTLE FILL	0.001	ND	Not Sampled	0.754	Not Sampled
018	WC,	South Hadley High School, WC HALLWAY 300 ACROSS FROM CAFETERIA 1 BUBBLER	0.001	ND	ND	0.617	0.558
019	WC,	South Hadley High School, WC OUTSIDE GIRLS LOCKER ROOM	0.001	ND	ND	0.133	0.0949
020	WC,	South Hadley High School, WC OUTSIDE BOYS LOCKER ROOM	0.001	ND	ND	0.119	0.093
021	OT,	South Hadley High School, ICE MACHINE BOYS LOCKER ROOM - USED FOR DRINKS	0.001	ND	Not Sampled	0.0126	Not Sampled
022	WC,	South Hadley High School, WC INSIDE CAFE #1	0.001	0.00208	0.00228	2.44	4.2
022	WC,	South Hadley High School, WC INSIDE CAFE #1	0.0002 (Copper)	Not Applicable	Not Applicable	2.38	4.24
023	KC,	South Hadley High School, KITCHEN PREP SINK NEAR STOVE	0.001	0.00511	ND	0.0611	0.0507
024	KC,	South Hadley High School, KITCHEN PREP SINK NEAR REFRIGERATORS	0.001		ND	0.0948	0.043
025	KK,	South Hadley High School, KITCHEN KETTLE	0.001	0.00499	ND	0.0839	0.0429
026	WC,	South Hadley High School, WC INSIDE CAFE #2	0.001	ND	ND	0.147	0.121





Policy and Procedures for the Administration and Delegation of Prescription and Over the Counter Medications in the South Hadley Public Schools

The South Hadley School Committee approves the following policies governing the administration for prescription medicines in the schools under its jurisdiction. The South Hadley Public School policy is based on the essential components of 105 CMR 210.000

I. Management of the Medication Administration Program

- A. The school nurse shall be the supervisor of the medication administration program in the school.
- B. The school nurse and the school physician shall develop and propose to the School Committee policies and protocols relating to the administration of medications.
- C. Medication Orders/Parental Consent:
 - 1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber, which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medication shall be received only by the school nurse. Any such verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan shall be developed before the student enters or reenters school.
 - a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:
 - 1. the student's name;
 - 2. the name and signature of the licensed prescriber and business and emergency phone numbers;
 - 3. the name of the medication;
 - 4. the route and dosage of medication;
 - 5. the frequency and time of medication administration;
 - 6. the date of the order and discontinuation date;
 - 7. a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential;
 - 8. specific directions for administration.
 - b. Every effort shall be made to obtain from the licensed prescriber the following additional information, if appropriate:
 - 1. any special side effects, contraindications and adverse reactions to be observed;
 - 2. any other medications being taken by the student;
 - 3. the date of the next scheduled visit, if known.

c. Special Medication Situations

1. For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order; if the nurse has a question, she may request a licensed prescriber's order.
2. For "over-the-counter" medications, i.e., nonprescription medications, the school nurse shall follow the Board of Registration in Nursing's protocols regarding administration of over-the-counter medications in schools.
3. Investigational new drugs may be administered in the schools with (a) a written order by a licensed prescriber, (b) written consent of the parent or guardian, and (c) a pharmacy-labeled container for dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in the school setting.

2. The school nurse shall ensure that there is a written authorization by the parent or guardian, which contains:

- a. the parent or guardian's printed name, signature and an emergency phone number;
- b. a list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented;
- c. approval to have the school nurse or school personnel designated by the school nurse administer the medication; and
- d. persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

D. Medication Administration Plan:

1. The school nurse, in collaboration with the parent or guardian whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. In Massachusetts, students 18 years of age or older are considered adults and parental/guardian involvement is not required. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan, which includes:

- a. the name of the student;
- b. an order from a licensed prescriber, including business and emergency telephone numbers;
- c. the signed authorization of the parent or guardian, including home and business telephone numbers;
- d. any known allergies to food or medications;
- e. the diagnosis, unless a violation of confidentiality or the parent, guardian or student requests that it not be documented;
- f. the name of the medication;
- g. the dosage of the medication, frequency of administration and route of administration;
- h. any specific directions for administration;
- i. any possible side effects, adverse reactions or contraindications;
- j. the quantity of medication to be received by the school from the parent or guardian;
- k. the required storage conditions;
- l. the duration of the prescription;
- m. the designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the nurse, and plans for back-up if the designated persons are unavailable;
- n. plans, if any, for teaching self-administration of the medication;
- o. with parental permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
- p. a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented;
- q. when appropriate, the location where the administration of the medication will take place;
- r. a plan for monitoring the effects of the medication; and

- s. provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students at special school events. When this is not possible, the school nurse may delegate medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the child.
3. The school nurse shall develop a procedure to ensure the positive identification of the student who receives the medication.
 4. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
 5. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse and the reason for refusal explained.
 6. For the purposes of medication administration, the Licensed Practical Nurse functions under the general supervision of the school nurse who has delegating authority. (Medication administration is within the scope of practice for the Licensed Practical Nurse under M.G.L. Chapter 112.)
 7. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the *Physician's Desk Reference* (PDR) or *U.S.P.D.I. (Dispensing Information), Facts and Comparisons*.
- E. Delegation/Supervision (This section applies to school districts or private schools which have been registered by the Massachusetts Department of Public Health to permit school nurses to delegate responsibility for administration of medication to trained nursing-supervised unlicensed school personnel.)

The South Hadley School Committee authorizes that responsibility for the administration of medication may be delegated to the following categories of unlicensed school personnel according to criteria delineated in CMR 210.004 (B)(2):

- administrative staff
- teaching
- licensed health personnel
- health aides
- secretaries

For the purpose of administering emergency medication to an individual child, including parenteral administration (i.e., by injection) of epinephrine pursuant to 210.004 (B) (4), the school nurse may identify individual school personnel or additional categories. Said school personnel shall be listed on the medication administration plan and receive training in the administration of emergency medication to a specific child.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in school systems registered with the Department of Public Health.
2. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration.
3. A school nurse shall be on duty in the school system while medications are being administered by designated unlicensed school personnel, and available by telephone should consultation be required.
4. The administration of parenteral medications may not be delegated, with the exception of epinephrine where the child has a known allergy or preexisting medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
5. Prescription medications to be administered pursuant to p.r.n. ("as needed") orders may be administered by authorized school personnel after an assessment by or consultation with the school nurse for each dose.
6. For each school, an updated list of unlicensed school personnel who have been trained in the administration of medications shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer medications.
7. Supervision of Unlicensed Personnel

Authorized unlicensed personnel administering medications shall be under the supervision of the school nurse. The School Committee or Board of Trustees, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision at a minimum shall include the following:

a. After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals, in those categories of school personnel approved by the School Committee or Board of Trustees, in consultation with the Board of Health when appropriate, who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.

b. The number of unlicensed school personnel to whom responsibility for

medication administration may be delegated is determined by:

1. the number of unlicensed school personnel the school nurse can adequately supervise on a weekly basis as determined by the school nurse; and
 2. the number of unlicensed school personnel necessary, in the nurse's judgment, to ensure that the medications are properly administered to each student.
- c. The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
1. The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.
 2. The school nurse shall provide a training review and informational update, at least annually, for those school staff authorized to administer medications.
- d. The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to the administration of medication.
- e. The first time that a unlicensed school personnel administers medication, the delegating nurse shall provide supervision at the work site.
- f. The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following: (1) health condition and ability of the student; (2) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated; (3) the type of medication; and (4) the proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.
- g. Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.

h. For the individual child, the school nurse shall:

1. determine whether or not it is medically safe and appropriate to delegate medication administration;
2. administer the first dose of the medication, if (a) there is reason to believe there is a risk to the child as indicated by the health assessment, or (b) if the student has not previously received this medication in any setting;
3. review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;
4. provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation and/or student assessment; and
5. review all documentation pertaining to medication administration every two weeks or more often as necessary.

II. Self-Administration of Medications

"Self-administration" means that the student is able to consume or apply medication in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met:

- A. student, school nurse and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered;
- B. the school nurse, as appropriate, develops a medication administration plan, which contains only those elements necessary to ensure safe self-administration of medication;
- C. the student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- D. the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered;
- E. there is written authorization from the student's parent or guardian that the student may self-Medicare, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority
- F. if requested by the school nurse, the licensed prescriber provides a written order for self-administration;

- G. the student follows a procedure for documentation of self-administration of medication;
- H. the school nurse establishes a policy for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;
- I. the student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication; and
- J. with parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.

III. Handling, Storage and Disposal of Medications

- A. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-medicating students (if required by the self-administration agreement) to the school nurse or other responsible person designated by the school nurse.
 - 1. The medication must be in a pharmacy or manufacturer labeled container.
 - 2. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.
 - 3. In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the quantity of medication being delivered to the school.
- B. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates shall be checked.
- C. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solids surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
- D. Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are

self-medicating shall not have access to other students' medications.

- E. Parents or guardians may retrieve the medications from the school at any time.
- F. No more than a thirty (30) school day supply of the medication for a student shall be stored at the school.
- G. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. In extenuating circumstances, with parental consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Division of Food and Drugs. All medications should be returned at the end of the school year.

IV. Documentation and Record-Keeping

- A. Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.
 - 1. Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and parent/guardian authorization.
 - 2. The medication administration plan shall include the information as described in Section 210.005 (E) of the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.
 - 3. The daily log shall contain:
 - a. the dose or amount of medication administered;
 - b. the date and time of administration or omission of administration, including the reason for omission; and
 - c. the full signature of the nurse or designated unlicensed school personnel administering the medication. If the medication is given more than once by the same person, he/she may initial the record, subsequent to signing a full signature.
 - 4. The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.
 - 5. All documentation shall be recorded in ink and shall not be altered.
 - 6. With the consent of the parent, guardian, or student where appropriate, the completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record. When the parent, guardian or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential.
- B. The school district shall comply with the Department of Public Health's reporting

requirements for medication administration in the schools.

- C. The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with the Regulations Governing the Administration of Prescription Medications in Public and Private Schools.

V. Reporting and Documentation of Medication Errors

- A. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - 1. within appropriate time frames (the appropriate time frame should be addressed in the medication administration plan);
 - 2. in the correct dosage;
 - 3. in accordance with accepted practice; and
 - 4. to the correct student.
- B. In the event of a medication error, the school nurse shall notify the parent or guardian immediately. (The school nurse shall document the effort to reach the parent or guardian.) If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or school physician.
- C. Medication errors shall be documented by the school nurse on the accident/incident report form. These reports shall be retained in the school business office and or the student's health record. They should be made available to the Department of Public Health upon request. All medication Errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health, School Health Unit. All suspected Diversion or tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.
- D. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

VI. Response to Medication Emergencies

- A. Each school in the district will have a Emergency Medical Response Plan. Such plan will contain:
 - 1. Local emergency response numbers including EMS activation, poison control center, local emergency care providers, etc.
 - 2. Person to be notified, e.g. parent/guardian, licensed prescriber, etc.
 - 3. Names of persons in the school trained in first aid and CPR.
 - 4. Program offerings to staff to be trained in first aid and CPR.
 - 5. Provisions of necessary supplies and equipment.
 - 6. reporting requirements.
- B. The school nurse shall develop procedures for responding to medication emergencies, i.e. any

reaction or condition related to administration of medication which poses an immediate threat to the health or well-being of the student. These procedures shall be consistent with the school's policy for handling all health emergencies and shall include maintaining a list of persons to be notified

- C. Medication emergencies resulting from medication administration error will be reported and Documented as outline in V. Reporting and Documentation of Medication Errors in this policy. in case of a medication emergency.
- D. An incident report shall be filed by the building school nurse and kept in the student's health record.
- E. The administration of epinephrine in an emergency is outlined in VII. Administration of Epinephrine by auto-injector to Individuals Experiencing Life-Threatening Allergic Reactions.

VII. Administration of Epinephrine by Auto-injector to Individuals Experiencing Life Threatening Allergic Reactions

If the school district/school is registered with the Department of Public Health the school nurse may train unlicensed personnel to administer epinephrine by auto-injector to individuals with diagnosed life-threatening allergic events. The training program is managed, with full decision-making authority, by the designated school nurse leader or responsible school nurse, in consultation with the school physician. This person, or school nurses designated by this person, shall select the individuals authorized to administer epinephrine by auto injector. Persons authorized to administer epinephrine shall meet the requirements of section 210.004(B)(2):

- A. The school personnel authorized to administer epinephrine by auto injector are trained and tested for competency by the designated school nurse leader or responsible school nurse, or school nurses designated by this person, in accordance with standards and a curriculum established by the Department.
 - 1. The designated school nurse leader or responsible school nurse, or school nurses designated by this person, shall document the training and testing of competency.
 - 2. The designated school nurse leader or responsible school nurse, or a designee, shall provide a training review and informational update at least twice a year.
 - 3. The training, at a minimum, shall include:
 - a. procedures for risk reduction;
 - b. recognition of the symptoms of a severe allergic reaction;
 - c. the importance of following the medication administration plan;
 - d. proper use of the auto-injector;
 - e. requirements for proper storage and security,
 - f. notification of appropriate persons following administration; and
 - g. record keeping.
 - 4. The school shall maintain and make available, upon request by parents or staff, a list of those school personnel authorized and trained to administer epinephrine by auto injector in an emergency, when the school nurse is not immediately available.
- B. Epinephrine shall be administered only in accordance with an individualized medication administration plan satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009(A)(6), updated every year, which includes the following:
 - 1. a diagnosis by a physician that the child is at risk of a life threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine;

2. written authorization by a parent or legal guardian.
3. home and emergency number for the parents or legal guardians as well as names and numbers of any other person to be notified if the parents are unavailable.
4. identification of places where the epinephrine is to be stored, following consideration of the need for storage:
 - a. At one or more places where the student may be most at risk.
 - b. In such a manner as to allow rapid access by authorized persons, including self-possession by the student when appropriate.
 - c. In a place accessible only to authorized persons. The storage location(s) should be secure but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse.
5. A plan for comprehensive risk reduction for the student, including prevention exposure to specific allergens
6. An assessment of the student's readiness for self-administration and trainings as appropriate.

C. When epinephrine is administered, there shall be immediate notification of the local EMS system (generally 911), followed by notification of the student's parents/guardians or if the parents are not available, any other designated persons such as the school nurse, student's PCP or the school physician to the extent possible. Due to the danger of biphasic reactions, the child should always be transported by ambulance to the nearest emergency room.

D. There shall be procedures in accordance with any standards established by the school department for:

1. developing the medication administration plan
2. developing general policies for the proper storage of medication including limiting access to persons authorized to administer the medication and returning unused or outdated medication to parent or guardian whenever possible.
3. recording receipt and return of medication by the school nurse
4. documenting the date and time of administration
5. notifying appropriate parties of administration and documenting such notifications
6. reporting medication errors in accordance with 105 CMR 210.005 (F) (5).
7. reviewing any incident involving administration of epinephrine to determine the adequacy of the response and to consider ways of reducing risks for the particular student and the student body in general.
8. planning and working with the EMS to ensure the fastest possible response.
9. disposing properly of a used epinephrine injector.
10. submitting a written report to the DPH each time epinephrine is administered to a student or staff, on a form obtained from DPH or electronically.
11. permitting the DPH to inspect any record related to the administration of epinephrine without prior notice to ensure compliance with 105CMR210.100.

E. Epinephrine may be administered in accordance with these regulations in before and after school programs offered or provided by a school, such as athletic programs, special school events and school sponsored programs on weekends, provided that the public school district is registered with the DPH pursuant to section 210.1000(A) and meets the requirements set forth in section 210.000(B).

1. Epinephrine may be administered in such before and after school programs and special events, to students attending the school where the epinephrine is to be administered, provided that the following requirements are met:

- a. The school committee approves, in the policy developed in accordance with section 210.100(A)(1), administration of epinephrine in such programs. The policy shall identify the school official(s), along with a school nurse for each school designated by the school nurse leader or responsible nurse, responsible for determining which before and after school programs and special events are to be covered by the policy.
- b. The designated school nurse approves administration of epinephrine in that program and selects the properly trained person(s) to administer the epinephrine.
- c. The school complies with the requirements of 105 210.100 (A), including immediate notification of EMS following administration of epinephrine, but not comply with the requirements of section 210.004(B)(3)
- d. The program is not licensed by another state agency, in which case the regulations promulgated by that state agency will apply.
- e. In the event the student is accompanied by school personnel from the sending school, such personnel, whenever possible, will assume responsibility for ensuring that the epinephrine is brought, properly stored and administered as necessary, in accordance with the medication administration plan developed by the sending school.
- f. In the event the student is not accompanied by school personnel from the sending school or such personnel are not trained in administration of epinephrine, the receiving school may, in its discretion, assume responsibility for administering epinephrine, provided that:
 1. The designated school nurse in the receiving school is provided with adequate prior notice of the request, at least one week in advance unless otherwise specified by the designated school nurse
 2. The designated school nurse in the receiving school approves administration of epinephrine for that student.
 3. The student provides the designated school nurse or the person(s) selected by the designated school nurse to administer epinephrine with the medication to be administered.
- g. When the receiving school assumes responsibility for the administering epinephrine, whenever possible, the student shall provide the designated school nurse in the receiving school with a copy of the medication administration plan developed in accordance with section 105 CMR 210.005(E) in a timely fashion in accordance with procedures established by the nurse.
- h. If no medication administration plan is provided to the designated School Nurse in the receiving school:
 1. Written authorization and emergency phone numbers from a parent or guardian.
 2. A copy of a medication order from a licensed provider.
 3. Any specific indications or instructions for administration.

(3) the designated school nurse selects properly trained person(s) to administer the epinephrine; and

(4) the student provides the designated school nurse, or the person(s) selected by the designated school nurse to administer epinephrine, with the medication to be administered.

d) If the receiving school assumes responsibility for administering epinephrine, whenever possible, the student shall provide the designated school nurse in the receiving school with a copy of the medication administration plan developed in accordance with section 105 CMR 210.005(E). The plan shall be provided to the designated school nurse in timely fashion, in accordance with procedures established by the nurse. If no medication administration plan is provided, the student, at a minimum, shall provide to the designated school nurse in the receiving school:

(1) written authorization and emergency phone numbers from a parent or guardian;

(2) a copy of a medication order from a licensed provider; and

(3) any specific indications or instructions for administration.

In addition to the above policies the Department recommends that each school district have a written protocol, signed by the school physician, authorizing the school nurse to administer epinephrine to previously undiagnosed individuals who experience a first life threatening allergic event in the school setting. Stock supplies of epinephrine should be maintained by the school nurse for this purpose.

VIII. Dissemination of Information to Parents or Guardians Regarding Administration of Medication

Such information shall include an outline of these medication policies and shall be available to parents and guardians upon request.

IX. Procedures for Resolving Questions between the School and Parents Regarding Administration of Medications

(Refer to approved existing policies within the school district for the resolution of differences, if appropriate.)

X. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed but at least every two years.

School Physician: _____ Date: _____

School Nurse Leader: _____ Date: _____

Superintendent: _____ Date: _____

School Committee: _____ Date: _____

Municipal Energy Analysis Report:

Clean Energy Site Assessment

For

South Hadley, Massachusetts

June 8, 2019

Prepared by

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and

Ellis Gilbert, UMass Clean Energy Corps

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Introduction

The town of South Hadley invited the UMass Clean Energy Corps to investigate the High School for potential energy savings, improved comfort and functionality, and if possible, transition toward renewable energy. The UMass Clean Energy Corps is a group of students trained in building science and energy analysis, working under the direction of Professor Ben Weil, and affiliated with the UMass Clean Energy Extension. On January 29, 2019 the Corps visited South Hadley High School.

Description of Town Priorities

The town has sought help in pursuing their goal of reducing energy use by 20% to comply with the requirements of Green Communities. As a community concerned about climate change the town is also interested in additional measures to reduce greenhouse gas emissions.

Purpose of Report

In this report we specify certain energy conservation measures and retrofits and associated energy savings. Where possible, we provide cost estimates. However, costs have been known to vary by more than 100%, and so it is always advisable to get multiple estimates or proposals for any given retrofit measure. Similarly, the report contains recommendations for certain materials, assemblies, or HVAC components. There are often multiple ways to accomplish the same functions, and a contractor may suggest approaches that may work better, cost less, or are simply preferable to that particular contractor.

Underlying Models, Weather Normalization and Assumptions

This report summarizes findings relating to energy use and suggests changes to the building envelope, mechanical systems, and operational choices that can reduce it. Estimates of energy use and potential energy savings are based on energy models built to reflect the specific characteristics of the building. These models are calibrated using actual energy use and weather data allowing a relatively high level of confidence in the accuracy of the results from recommendations. The base building energy model developed for the High School examines natural gas usage only, and deviates from actual heating energy usage by only -1.1%. Weather normalization is a technique to control for the variations in weather. Changes in energy usage due to proposed measures are projected for an average year. For South Hadley, we used a 5-year average of heating degree days at a range of balance point temperatures from 44°F to 65°F from a weather station at Chicopee/Westover Airport. Degree day data were downloaded from degreedays.net. For cost and savings estimates we used the 2018/19 season average natural gas price of 1.4, and average electricity price of \$0.18 per kWh.

Summary of Potential Changes

In this report we describe recommended changes to the thermal envelope of the building. Conductive heat loss can be reduced by applying spray-foam insulation at the roof deck. Currently uninsulated portion of the gymnasium walls can be insulated; however, this may be cost prohibitive and or aesthetically undesirable at this time. Given the large roof area and the geometry of existing rooftop mechanical rooms, the installation of Transpired Solar Collectors (TSC) to preheat supply air could significantly offset ventilation losses. Finally, we propose rearranging and augmenting the existing hydronic equipment to improve efficiency of the system. The total energy reduction due to envelope measures, Transpired Solar Collectors and the new hydronic arrangement would be 35%, with cost savings of close to \$50,000 per year.

Current conditions

The high school has made significant efforts and investments in energy efficiency and maintenance of their systems. They have improved the envelope by provide air sealing at the roof/wall intersection around the perimeter. This is the location that is the most typically a large air leakage site in buildings of this type. They have installed variable frequency drives (VFDs), which are providing significant electrical savings and allow the heating distribution systems to run more efficiently. They invested in new, high efficiency boilers to supply domestic hot water. And the mechanical systems, plumbing, and controls are well maintained and well managed. In short, the lowest cost and easiest to implement measures with the largest energy return on investment ratio have already been done.

The high energy use of the building for heating, therefore is more inherent to the building itself and its functions. It is un-insulated or under-insulated, requires a large amount of fresh air (important for the health, comfort, and performance of students, teachers, and staff), and finally, the heat is supplied using boilers that are inherently inefficient compared to modern condensing boilers. Using the energy model described above, we estimated the rough contributions of heat losses (Figure 1). Conductive and ventilation heat losses are roughly equal, at 44% and 43%, while domestic hot water is a very small part of school energy demand.

Natural Gas Use by Cause

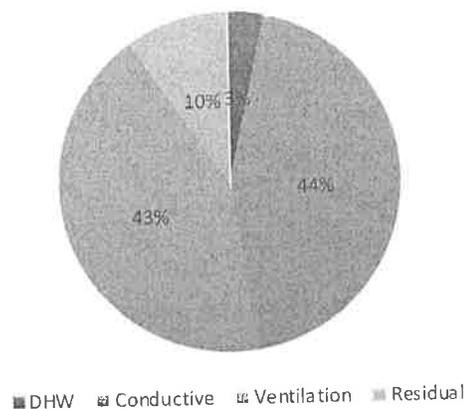


Figure 1: Sources of heat loss

Roof Conditions

We measured the thickness of the roof insulation and found only 2" of insulation on the roof. This likely has an effective R-Value of between R-8 and 13, depending on materials. We estimate an effective roof assembly insulation value of R-12. The large, sprawling nature of this building results in inherent conductive losses through the envelope.

Wall Conditions

As seen in Figure 2, the top half of the gymnasium wall is uninsulated, allowing substantial amounts of conductive heat loss to occur. It is often expensive and difficult to execute interior retrofits, but insulating these walls, and the rest of the exterior walls would reduce heat loss significantly. We did not explore this option due to presumed high cost and other roadblocks.

Heating Equipment

The existing heating equipment consists of 3 boilers running at 79% efficiency. Each boiler has 3441 kBtu/h output capacity for a combined capacity of 10,323 kBtu/h. Using our regression model with an added 20% for pick-up, we determined that the system is oversized by 28%, even accounting for 100% redundancy (N+1).

Figure 2: Uninsulated upper walls of gym shown in thermographic image (blue)

Domestic Hot Water (DHW)

The school recently invested in two Viessman modulating condensing boilers dedicated to domestic hot water, stored in four 120-gallon tanks. Each Viessman boiler has an output capacity of 350 kBtu/h and runs at efficiencies between 95% and 98%.

Solutions

Envelope

As previously discussed, due to potentially prohibitive costs and scope of work involved, we believe improving the walls may be difficult to accomplish cost effectively. Instead we recommend focusing on the large sprawling roof for reducing conductive losses. If there were likely to be a need to re-roof in the next few years, we would recommend waiting until that

opportunity to add insulation above the roof deck. However, we understand that some sections were recently re-roofed, and from our inspections, the roof looked to be in good shape.

We recommend insulating the underside of the roof deck with 2 inches of spray foam. The remaining space between the roof trusses can then be filled with batt insulation to achieve an R-50 total assembly. We estimate the cost of this measure at \$100,000. This would save 599 MMBtu or \$8390 per year. The simple payback period on this measure is 11 years. While this may be slightly long, it is worth considering anyway. It is really the only non-invasive opportunity to reduce conductive heat loss. By reducing heat loss, this measure enables the smaller heating equipment sizing, thus saving capital costs.

Transpired Solar Collector Ducts

Ventilation is the largest source of heat loss in the building. While a large portion of the ventilation air is brought in through the unit ventilators in the classrooms and exhausted through a central exhaust, ventilation for science classrooms, gym, auditorium, cafeteria and other common spaces is provided by the air handling units in the mechanical penthouses on the roof. This outside air is then heated and mixed with return air. If ventilation air can be pre-heated, then it does not require heat from the hydronic boilers burning natural gas. Transpired solar collecting ducts on the roof would passively heat supply air provided to both roof top mechanical rooms.

Figure 3: Schematic design of Transpired Solar Duct system. Credit: Conserva International.

We designed a solar duct layout and to achieve roughly 2,400 ft of solar ducting, with rows of ducts installed at 96 inches on center. The solar ducts are designed to supply both roof top mechanical rooms (highlighted in cyan in Figure 4).

Our model considered self shading (one row of ducts shading the next row) and potential tree shading in our calculations of solar collection. We created an hourly simulation model using TMY3 solar data from Chicopee. The model projects 1136 MMBtu in solar energy collected. At current boiler efficiency, this translates to 1438 MMBtu in natural gas savings, or about \$20,000. In addition, the energy collected is worth about \$6,600 in Alternative Energy Credit

Figure 4: 3D Rendering of solar duct layout and design for South Hadley High School

(AEC) payments under the Massachusetts Alternative Energy Portfolio Standard. In consultation with Conserval International (makers of the transpired solar duct), we estimate installed costs at about \$120,000. With savings and AEC payments, the simple payback period for the system is about 4.5 years.

Heating System

The single greatest energy improvement would be to replace the current boilers with high-efficiency condensing boilers. Modulating condensing boilers with proper system design can consistently operate at 95% to 98% efficiency. This would represent a 15% to 19% improvement. A good example of a modern condensing boiler is the Viessman boiler selected to provide domestic hot water (DHW). There are two of these, with a total output capacity of 700 kBtu/h. Annual domestic hot water use at the school is approximately 296 MMBtu (additional boost heating is provided at the kitchen for dishwashing). With both Viessman boilers operating at full capacity they could theoretically provide all this DHW in 423 hours of run-time – approximately 7% of the 6000 hours of the year when heating might be required. The most efficient boilers are doing the least work, while the oversized, low efficiency boilers are doing the vastly more. We propose to use the condensing boilers for heating and hot water.

Repurpose DHW Boilers and add new boilers

The first element of our proposed measure is to apply the existing condensing boilers to satisfy more of the heating load of the building. The second component is to realize that if DHW can be provided using a heat exchanger (more on this below), then the four 120 gallon tanks can be used for thermal energy storage (TES) or buffer tanks. If the high temperature set point of the tanks is set to 180°F and the low limit is set to 120°F (this range will be explained below in the discussion of control logic), then the thermal storage capacity is 234 kBtu. This means that the combined peak capacity of the two Viessman boilers and the buffer tanks is 934 kBtu/h.

The condensing boiler/buffer tank assembly could satisfy the heating load for the school down to an outside temperature 47°F — that's roughly 27% of the hours in the heating season. Any portion of the heating load not covered by the condensing boilers would be covered by the existing legacy boilers.

We need to find the number of additional boilers to optimize for minimizing additional costs, and maximizing annual savings. If two more boilers were added to the system, school heating loads could be satisfied above an outside temperature of 30°F, about 80% of the heating season. With one more boiler, for a total of five, heating loads could be satisfied down to 21°F, which would cover nearly 93% of the heating season. To cover the entire design load for the building would require a total of 9 boilers. A marginal benefit-cost analysis shows that allowing the legacy boiler to cover the remaining design load after the cascade of five Viessman boilers. The benefits of gaining an additional 7% of the heating season are probably not worth the added cost. The chart in Figure 5 shows the frequency distribution of hours across the range of outdoor temperatures in a heating season as well as the heating capacity required to satisfy the heating load at each temperature. The portion of annual heating demand supplied by each additional boiler is shown in Figure 6.

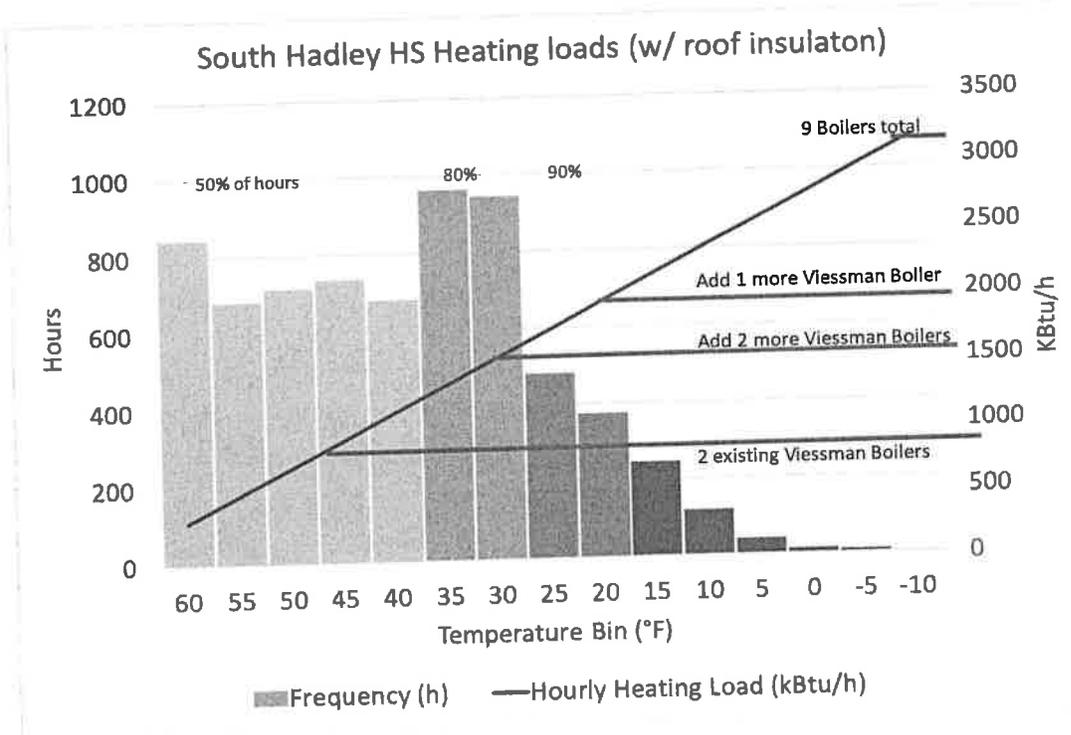


Figure 5: Heating loads and temperature frequencies

Figure 6: Heating supplied by boiler cascade

Because the school already owns them, the first two boilers are the least expensive; the only costs are for re-piping and some additional pumps and fittings. Table 1 shows the costs and savings associated with options for additional boilers.

Table 1: Marginal savings and cost estimates for repurposing existing DHW boilers and additional boilers

	2 DHW boilers	Add 2 boilers	Add 3 boilers
Savings (MMBtu)	1163	1586	1653
Savings (%)	11.7%	15.9%	16.6%
Savings (\$)	\$ 16,286	\$ 22,208	\$ 23,144
Installed Cost (est)	\$ 20,000	\$ 60,000	\$ 70,000
Payback (yr)	1.2	2.7	3.0

The decision about the number of additional boilers beyond the two current DHW boilers, will depend on a few factors. One deciding factor is whether the school decides to invest in the roof insulation measure described in a previous section. The reduction in heat loss due to that measure decreases the marginal benefit of an additional boiler. One simple metric is the marginal Savings to Investment Ratio (SIR), which compares savings over a period of time to an initial capital investment. If the ratio is 1 or greater, then the investment could be considered sound. We used a 10 year period for simplicity. There was no case in which repurposing the DHW boilers to serve the heating load failed to have an SIR greater than 1. So the two cases compared additional boilers beyond the 2 current DHW boilers.

If the roof insulation measure is implemented, the marginal SIR for 2 additional boilers is 1.3, however the SIR for a third boiler is 0.7. This would suggest that a cascade of 4 boilers is price-optimal if the roof insulation project is done.

If the roof insulation measure is not implemented, the marginal SIR for 2 additional boilers is 1.4, and the SIR for a third boiler is 1. This would suggest that a cascade of 5 boilers is optimal if the roof insulation project is not done.

Since we are seeking to maximize energy savings as well as cost savings, it is worth considering the case of roof insulation with four condensing boilers total, due to the greater overall savings. As a combined measure, it costs more, but it only takes 2 more years to pay for itself in greater savings (see Table 2).

Table 2: Costs and Savings with Roof Insulation and Boiler Combinations

	Savings		Costs	
	MMBtu	Op. Cost	Capital	Payoff (yr)
Roof Insulation	534	\$7,474	\$92,978	12.4
2 new boilers	1530	\$21,422	\$60,000	2.8
Combined	2064	\$28,897	\$152,978	5.3
No Roof Insulation	1653	\$23,144	\$70,000	3.0
3 new boilers				
<i>Difference</i>	411	\$5,753	\$82,978	2

Provision of Domestic Hot Water

The current DHW system requires the boilers to maintain tank storage temperatures above 120°F at all times despite the fact that this quantity of DHW is probably never required. A pump constantly circulates hot water throughout the building so that it is instantly available at all sinks, showers, kitchen uses, etc. This means that a significant portion of energy used to heat DHW is simply wasted on heat loss to the building. If, instead, we use the energy stored in the tanks (which are now buffer tanks in the heating system) to dynamically heat water on demand, standby losses are eliminated. This can be done with a brazed flat plate heat exchanger and an

additional circulator pump. A diagrammatic example of this kind of on-demand hot water system is shown in Figure 7.

The control logic for this arrangement is quite simple. The existing circulator pump for the constant circulation DHW loop continues to operate. If not already implemented, significant savings are possible if the circulator is on a timer to only operate during occupied hours. Further savings can be had by replacing the circulator with a temperature-driven ECM pump. A sensor at the return side of the DHW

Figure 7: Instantaneous DHW assembly. Credit: John Siegenthaler 2013

loop governs pump speed. As return water temperature falls below the setpoint temperature, the pump increases flow rate. This reduces heat loss on in the loop by reducing fluid flow rate for most of the time when actual DHW demand is small. The same sensor (or sensor location)

operates a similar small circulator that draws hot water from the storage tanks passes it through the flat plate heat exchanger (HX) and returns cooler water to the bottom of the tank. The greater the DHW demand the the faster the HX circulator runs to transfer heat from the tanks to the hot water circuit. The HX should be sized for the maximum flow rate. Another energy saving advantage to this approach is that DHW can be heated to exactly the required temperature (probably 110°F), rather the higher storage temperature (130°F) required for legionellia prevention.

Integrated system

To implement this plan, one of the existing legacy boilers should be removed to make space for the new boilers. The repurposed boilers can be linked with three more of the same boiler model from Viessman in a cascading design. A cascading design allows each boiler to fire at its optimum rate, and additional boilers will fire as heating demand increases. One of the remaining legacy boilers will fire if the cascade of Viessman boilers cannot meet the heating load. The buffer tanks will be linked so that thermal stratification is maintained. Tank temperature operates as a hydraulic separator and calls for heat independently, with a large swing setting to maximize storage capacity. As discussed above, the DHW circuit is connected to the boiler circuit and buffer tank through a pumped flat plate heat exchanger. A schematic representation of the system is shown in Figure 8.

Figure 8: Schematic design for heat and hot water system

This arrangement allows for multiple scenarios to 100% redundancy (N+1 configuration) with minimal investment to achieve it. For example, if one of the five condensing boilers is down, the other four are still active, and the legacy boiler still has capacity to support design load. If one

legacy boiler is down, then the other one remains on-line. If the entire cascade of condensing boilers is down, then both legacy boilers are available to carry the load.

Control Logic

Currently the heating system runs at a constant temperature of 180°F (Figure 9). The system uses thermostats to open and close valves with swing settings, and uses varying fan speeds to increase or decrease the transfer of heat to air. In order to prevent damage to the boiler's heat exchanger, supply water is mixed into the return water line to maintain high return water temperatures.

The largest source of boiler inefficiency associated with the non-condensing boilers currently heating the school is short-cycling. This occurs when the water on the boiler loop returns at a temperature above the aquastat setpoint. The boiler is set to constantly produce 180°F water. On a mild day, when heat is called for somewhere on the system, the 180°F water will quickly satisfy the heating demand, and as flow to the heat emitter is stopped, will return to the boiler above the low limit temperature, causing the boiler to stop firing. The boiler may only run for a few minutes, never getting up to steady state operation, and this short-cycle may repeat several times an hour. Figure 9 shows the cycling-adjusted efficiency of the boilers at different

Figure 9: Boiler water temperatures and cycle adjusted efficiency

outdoor temperatures. You can see that the operative efficiency of the boilers is below 79% when outdoor temperature is above 44°F. This accounts for 50% of the hours during a heating season, so reducing short cycling or eliminating boiler operation during these milder periods can result in savings.

Another way to think of this is that the boiler is excessively oversized for the heating demand when outside temperatures are mild. One way to solve this problem is to add load to the boiler cycle with large, well-insulated buffer tanks. These tanks will store heat and discharge it to satisfy heating loads. Only when the heat in the tanks is exhausted will the boiler fire. It will continue to fire until both the building heating load is satisfied *and* the buffer tanks are heated to the setpoint. If the current DHW tanks are used as buffer tanks, even if no other measure were taken, short cycling would be nearly eliminated, providing 3% savings annually.

One way this problem is reduced with boilers that can modulate well (having a high “turn-down ratio”), is to use the outside temperature to constantly adjust the boiler water temperature set point. This is known as “outdoor temperature reset”. For condensing boilers, which can take advantage of low water return temperatures to condense the latent heat out of the exhaust gases, the lower the water temperature that can still satisfy the heating loads at a given outdoor temperature, the better (see Figure 9, orange line).

With the combination of condensing boilers and legacy non-condensing boilers, an outdoor reset control logic works well. The legacy boiler will only be called on when outside temperatures drop below 15°F, at which point the water temperature called for will be above 170°F. Since the condensing boilers will be acting as pre-heaters for the legacy boiler, it will not be exposed to low return water temperatures. Under the current logic, fan speeds are modulated to vary the output of hydronic fan coils. With an outdoor reset curve, fan speeds may be more constant when supply water temperatures are below 140°F, but increase to above that temperature so as to achieve a larger temperature drop across the coil. This will insure that return water temperatures are below 130°F and allow the condensing boilers to condense heat out of the exhaust gases. This strategy will also make the distribution system more responsive (because two variables are adjusting), reducing underheat or overheat complaints.

Summary

South Hadley High School is in the fortunate position of having a well-maintained facility in which the first level actions and investments to save energy have been made. The next large moves to save energy involve reducing conductive losses, using solar gains to offset ventilation losses, and to improve the efficiency of the heating plant. Implementation of these measures in combination leads to the largest savings, though by combining, they reduce the savings attributable to each measure. Reduced heat loss due to insulation produces less savings when the boiler plant is operating at 95% efficiency instead of 79%. Installing a more efficient boiler plant produces less annual savings if the transpired solar duct system offsets heating that would

otherwise have been provided by the boiler. Nonetheless, the combined savings are larger than any one measure, and add up to reducing heating energy use by 35%.

<i>Measure</i>	<i>MMBtu</i>	<i>Savings</i>		<i>Cost</i>	<i>Payoff (yr)</i>
		<i>Mt CO₂e</i>	<i>Cost + AEC</i>	<i>Installed</i>	
<i>Roof Insulation</i>	534	28	\$7,475	\$92,978	12.4
<i>Solar Ducts</i>	1310	70	\$24,942	\$120,000	4.8
<i>Boiler Cascade</i>	1195	64	\$16,737	\$60,000	3.6
<i>Total</i>	3040	162	\$49,154	\$272,978	5.6

Next Steps

The municipality can contact CEE to schedule a call to discuss these findings and next steps (413-545- 8510, energyextension@umass.edu). A number of the recommended energy conservation measures and retrofits may be eligible for funding through state incentive programs. Consult with your utility company to find out about eligibility for Mass Save incentives or rebates for energy efficiency measures. As a Green Community, South Hadley is also eligible for grants from the Massachusetts Department of Energy Resources (DOER) through the Green Communities program to help fund energy efficiency projects. For more information, see <http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/>.

In addition, the Massachusetts Clean Energy Center's (MassCEC) Clean Heating and Cooling programs offer rebates to support the installation of renewable heating, hot water, and cooling technologies at facilities across the Commonwealth. These technologies are generally more cost-effective to operate than traditional fossil-fuel systems and can reduce greenhouse gas emissions, while maintaining a high level of comfort, automatic operations, and reliability. MassCEC provides substantial rebates toward implementation of clean heating and cooling systems. Find more information on the programs and technologies at <http://www.masscec.com/government-non-profit/clean-heating-and-cooling>.

Bussing Calculations FY__2019

HIGH SCHOOL								(Matt's counts)
	<u>Day 1 am</u>	<u>Day 1 pm</u>	<u>Day 2 pm</u>	<u>Day 3 pm</u>	<u>Day 4 am</u>	<u>Day 4 pm</u>	<u>Average</u>	<u>Eligible Riders</u>
Bus 1	29							
Bus 2	12							
Bus 3	14							
Bus 4	28							
Bus 5	30							
Bus 6	28							
MIDDLE								
	<u>Day 1 am</u>	<u>Day 1 pm</u>	<u>Day 2 am</u>	<u>Day 2 pm</u>	<u>Day 3 am</u>	<u>Day 3 pm</u>	<u>Average</u>	
Bus 1	42	38						74
Bus 2	25	30						48
Bus 3	39	44						58
Bus 4	35	37						82
Bus 5	23	23						32
Bus 6	25	29						57
Bus 7	11	12						27
Bus 8	27	29						46
Bus 9	15	14						22
Bus 10	17	21						31
Bus 11	40	43						77
MOSIER								
	<u>Day 1 am</u>	<u>Day 1 pm</u>	<u>Day 2 am</u>	<u>Day 2 pm</u>	<u>Day 3 am</u>	<u>Day 3 pm</u>	<u>Average</u>	
Bus 1	26	24						38
Bus 2	30	32						53
Bus 3	21	29						33
Bus 4	11	17						35
Bus 5	24	31						36
Bus 6	25	30						54
Bus 7	25	27						47
Bus 8	24	25						51
Bus 9	23	21						47
Bus 10	25	33						53
Bus 11	16	13						21
PLAINS								
	<u>Day 1 am</u>	<u>Day 1 pm</u>	<u>Day 2 am</u>	<u>Day 2 pm</u>	<u>Day 3 am</u>	<u>Day 3 pm</u>	<u>Average</u>	
Bus 1	41	23						51
Bus 2	40	35						65
Bus 3	25	24						52
Bus 4	24	26						43
Bus 5	n/a							
Bus 6	n/a							
Bus 7	39	41						41
Bus 8	n/a							
Bus 9	n/a							
Bus 10	20	24						44
Bus 11	15	15						20

Total Head Count and Mileage South Hadley

24-Jan-20	ROUTE 1	ROUTE 2	ROUTE 3	ROUTE 4	ROUTE 5	ROUTE 6	ROUTE 7	ROUTE 8	ROUTE 9	ROUTE 10	ROUTE 11	C-TECH
H.S HEAD COUNT A.M	29	N/A	N/A	11	10	18	NA	30	NA	25	NA	21
H.S HEAD COUNT P.M	28	N/A	N/A	12	14	28	NA	25	NA	28	NA	17
H.S MILEAGE	5	N/A	N/A	13	7	8	NA	8	NA	6	NA	8
M.S. HEAD COUNT A.M.	42	25	39	35	23	25	11	27	15	17	40	
M.S. HEAD COUNT P.M.	38	30	44	37	23	29	12	29	14	21	43	
M.S MILEAGE	5	4	6	6	6	6	10	8	9	6	8	
MOSIER HEAD COUNT A.M.	26	30	21	11	24	25	25	24	23	25	16	
MOSIER HEAD COUNT P.M.	24	32	29	17	31	30	27	25	21	33	13	
MOSIER MILEAGE	7	6	5	6	10	4	6	10	5	7	8	
PLAINS HEAD COUNT A.M.	41	40	25	24	NA	NA	39	NA	NA	20	15	
PLAINS HEAD COUNT P.M.	23	35	24	26	NA	NA	41	NA	NA	24	15	
PLAINS MILEAGE	8	6	8	9	NA	NA	9	NA	NA	9	10	
TOTAL MILEAGE	26	16	19	34	23	18	25	26	14	28	26	9