

December 15, 2021

SCHOOL COMMITTEE MEETING

The December 15, 2021 School Committee (SC) meeting was called to order by Heather Morin at 7:00 PM. She reported that the meeting is being broadcast live and recorded for future rebroadcasting.

School Committee Members present: Heather Morin (Chair), Becky Charniak (Vice Chair), Lisa Brown, Julie Moulder and Monique Salvas

School Committee Members Absent:

Non-Voting: Superintendent Paul Vieira, Business & Operations Manager Cortney Keegan

Mission Statement

Ms. Morin reads the Mission Statement

Pledge of Allegiance

Student Representative Report

Middle School Student Representative Lisa Lane and Zack Staruk gave an update on the student activities that have happened over the past couple weeks and then discuss activities that will be happening soon at the Douglas Middle School.

Public Comment & Communication

Douglas Teachers Association (DTA) President, Mr. Riordan makes a statement regarding a letter he sent to the School Committee 2 weeks prior. He then read the letter aloud on behalf of the Douglas Teachers Association.

To the Members of the Douglas School Committee,

We are sending you this letter on behalf of the entire Douglas Teachers Association (DTA), who have been working tirelessly day in and day out to support our community. We love working with the welcoming and friendly community here in Douglas. Many of us call Douglas our home - and although there are quite a few of us who live elsewhere, Douglas feels like an extended hometown.

From our perspective, it is clear that the bonds between us are what make us strong. Thinking of the soccer game before Thanksgiving, the crowd that showed up to cheer on our team in the state finals was made of staff, students, residents, alumni, and more. It was clear there, as it is every day in the buildings, that in Douglas we all show up for each other. This sense of community and our deep bonds with fellow staff members have kept us here in Douglas through a global pandemic. The majority of our members have spent many years getting to know the people of Douglas and building connections with amazing colleagues who enable us to show up each day, even when conditions are difficult. But right now, conditions in the schools are incredibly difficult.

Due to the stress of the last two years, students are finding it difficult to fully engage in school - and when a student is in crisis, critical staff are pulled out of other classrooms to help defuse emergency situations, because there aren't enough staff in the building. This leaves the classrooms less supported, in addition to being underfunded, as we continue to spend hundreds of our own dollars on school supplies to make up for what our buildings lack. Each week, more of our seasoned educators are reporting to the DTA that they are feeling exhausted and burnt out. Nationally, teachers are leaving the profession in droves, and

we need to act together, now, to make sure that students and teachers in Douglas feel supported. Every day members are reporting that the buildings are understaffed, and that there aren't enough teachers and paras in the buildings to meet every students' needs. That, combined with large class sizes and students with more needs, has created more reports of negative behaviors and outbursts.

After our period of remote education, we are glad to be back in our classrooms, but every day we need to navigate the difficult realities of that transition. In order to help the district focus on a smooth transition back to in-person work, our union took a 0% Cost of Living Adjustment last year. We are now working with an expired contract while our bills continue to rise and national inflation approaches 6%. We continue to do the best we can without all the resources we need.

In this difficult time, it is our colleagues and our community that keep us going. This is why you may have seen Douglas Teachers walking into and out of our buildings together. This is why you may have seen us wearing the same color clothes, wearing pins that ask you to "Respect Educators", and posting signs in our classrooms and our cars. We stand united and hopeful that our school committee and administration will support us to the same extent that we support our students.

For Douglas to be as successful as possible, we need to fund our schools, support all our students, adequately staff our buildings, and retain our experienced educators. However, as was recently reported by MassLive, Douglas teachers are paid less on average than teachers in over 240 other public school districts in the state. More than ever before, educators need to be recognized for the many roles they fill each day. We are so much more than strictly teachers. We are counselors, coaches, advisors, mentors, nurses, mediators, fundraisers, tech supporters, resource specialists, entertainers, students, and parents. It is impossible for us to sufficiently fulfill all of these roles during the hours of the school day, so we volunteer valuable personal and family time on nights and weekends to make sure we provide our students with everything they need to succeed. Our nurses have had to completely redesign their daily routine and are working around the clock to fulfill their new daily obligations.

You, the School Committee, have said numerous times that you "hear" us, but we need you to *show us* that you value the incredible work our educators do every day. We need to see action. Veteran educators have remained in the district for many years and have experienced many changes in administration and school committee members. DTA members have endured many concessions over the past decade. Now, the union is standing together to show you that this is enough. Our staff and students deserve more. We hope you show us that you agree.

Old Business/New Business

There was no old business or new business

Superintendent's Report

Introduction of the Boys Soccer Team

Superintendent Vieira said he is really excited to have our Division 5 State Finalist Boys Soccer team here tonight. They finished the year with a 10-6-2 record. Dr. Vieira said he has been in education for 28 years and he said he knows how hard it is to get that far in the tournament and it's a testament to the kids, the school and the community. He told them they should be so proud of their accomplishments.

Fall and Winter Sports Update

Athletic Director Ms. Sokol said that the Fall season was extremely successful for our athletic teams at DHS. She said we had 4 teams represent us in the post season at the MIAA tournaments. They were Cross Country, our Field Hockey Co-Op with BMR, Golf and Girls Volleyball. The Volleyball team made it to Division 5 Elite 8 in the state. She said the winter season is now off and running.

Covid-19 Update

Superintendent Vieira said I'm sure you all have seen the news. There has been a spike at the state level where positive cases have doubled. He said since early November the numbers here in Douglas have tripled. He said we are slightly lower than where we were at this point last year, with that being at the state level and locally. Dr. Vieira just wanted to remind people to follow the safety protocols that are in place in the district and the protocols the Governor and the Department of Public Health has put out. He said these protocols work, they make sense, they allow us to stay open and they allow people to stay safe.

Presidential Scholar Nominee

Superintendent Vieira said Zophia Cherrier has been nominated as the Presidential Scholar Nominee. He said every school district is allowed to send 2 nominees to the Commission of Education. The Commission then sifts through about 700 nominations and then the Commissioner of Education will then send 20 scholars to the US Department of Education. They then decide who will receive the Presidential Scholarship.

Special Education Update

Ms. Sobaleski gave an update on the work that has been happening in Special Education Department within the district over the past few months. She updated the Committee on co-teaching, staffing, professional development in reading instruction and a Unified Sports programs at the High School.

School Committee & Sub-Committee Report

Accounts Payable Report

Ms. Moulder signed the following warrants:
 Warrant 22SCHL22 dated 11/24/2021 totaling \$21,000.00
 Warrant 22SCH22 dated 11/24/2021 totaling \$267,027.34
 Warrant 24SCH22 dated 12/19/2021 totaling \$544,094.06
 Warrant 24SCHL22 dated 12/10/2021 totaling \$9,292.88

Consent Agenda

Minutes November 17, 2021

Ms. Charniak said that everything was listed as roll call vote, but we didn't take roll call votes that night.

-Ms. Charniak made a motion to approve the School Committee meeting minutes for November 17, 2021 as amended. Ms. Brown seconded the motion. Members voted – approved.

Pursuing Membership with the Southern Worcester County Educational Collaborative (SWCEC)

Ms. Sobaleski said that the district currently has two students attending the Grow School within SWCEC. Their tuition without the district being a member district costs the district \$118,223.78 combined. If the district was a member of SWCEC, their tuition costs would be reduced to \$92,530.92 for a combined savings of \$25,692.86. She then said that there are two students currently participating in extended evaluations who may need placements in a public day setting to meet their educational needs. The need for public day placements is not anticipated to be reduced. The financial impact of obtaining membership will be \$4,000 to obtain membership. The savings would include at least \$25,692.86 for the FY'23 school year if current placements remain in place as anticipated.

-Ms. Moulder made a motion to seek a membership with the Southern Worcester County Educational Collaborative the membership fee of \$4,000 will be included in the FY 2023 budget. Ms. Brown seconded the motion. Members voted – approved.

First Reading – JKAA- Physical Restraint Policy Revision

Presented and discussed policy JKAA - Physical Restraint with the School Committee. The motion to approve will be made at the third reading. *Please see the attached policy.*

First Reading-JB- Equal Education Opportunity Policy Revision

Presented and discussed policy JB - Equal Education Opportunity with the School Committee. The motion to approve will be made at the third reading. *Please Please see the attached policy.*

Approval of the Agreement Between the Douglas Educational Support Professionals Association (DESPA & the Douglas School Committee August 30, 2021 – August 29, 2022

Please see the attached Agreement.

-Ms. Charniak made a motion to approve the Agreement Between the Douglas Educational Support Professionals Association (DESPA) & the Douglas School Committee August 30, 2021 – August 29, 2024. Ms. Brown seconded the motion. Members voted – approved.

School Business and Operations Manager Report

Transfers and Reclassifications

Ms. Keegan presented reclassification #2 to the School Committee.

-Ms. Charniak made a motion to approve the Douglas Public Schools FY 2022 Reclassifications #2 at the School Committee meeting December 15, 2021. Ms. Brown seconded the motion. Members voted – approved.

FY 2022 General Fund Budget Report, School Lunch Program, Preschool Program, School Choice and Circuit Breaker

Ms. Keegan presented FY 2022 General Fund Budget Report, School Lunch Program, Preschool Program, School Choice and Circuit Breaker reports to the School Committee. *Please see the attached reports.*

Other Topics

There were no topics not anticipated

Adjournment

-At 7:49 p.m. Ms. Moulder made a motion to adjourn the School Committee meeting. Ms. Salvas seconded. All members in favor. Meeting adjourned.

Respectfully Submitted,

Lauren Tibbetts
Recording Secretary

**Contract Between the
Douglas Educational Support Professionals
Association and Douglas School Committee**

August 30, 2021- August 29, 2024

ARTICLE 1 – PURPOSE AND RECOGNITION

The Douglas School Committee recognizes the Douglas Educational Support Professionals Association (DESPA) as the exclusive representative for all full-time and regular part time Paraprofessional and Applied Behavior Analyst (ABA) employees in the bargaining unit certified by the Massachusetts Labor Relations Board, excluding all managerial, confidential, substitutes and other employees, for the purpose of collective bargaining on all matters subject to negotiation pursuant to G.L. c. 150E.

No other agreement, understanding, consideration, or interpretation that alters, varies, waives, modifies or adds to any of the provisions of this Agreement shall be made with any other employee or group of employees by the Employer or any of its agents or representatives, unless it has been agreed to in writing by the Association.

Any agreement made in violation of the foregoing provision shall not constitute a waiver of the Association's right to future enforcement of any of the terms contained herein.

ARTICLE 2 – EMPLOYER'S RIGHTS

The Association recognizes that the School Committee and the Administration must provide qualified, efficient and economical operation of its schools and to promulgate reasonable rules and regulations thereof. To this end, the District retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this agreement. These rights include but are not limited to:

- maintain order and efficiency
- select, hire, promote and direct the employees in accordance with the requirements, student and enrollment needs, and financial needs of the schools and to determine the place where work is to be performed
- assign, reassign and schedule all duties and assignments
- determine the quantity and types of equipment to be used
- introduce new methods and facilities
- determine staffing requirements and the number and location of facilities

- determine whether the whole or any part of the operation shall continue to operate
- determine the qualifications for positions
- demote, suspend, discipline or discharge with just cause
- layoff employees for lack of work or lack of funds subject to the terms of this agreement.

ARTICLE 3 – PROBATIONARY PERIOD

The first ninety (90) calendar days of continuous service by a newly hired employee shall constitute such employee's probationary period. At any time during the probationary period a newly hired employee may be terminated at the sole discretion of the Employer, and said termination is not subject to grievance or arbitration.

ARTICLE 4 – DUES CHECK OFF AND DEDUCTION

Union dues of employees covered by this agreement shall be deducted each month from wages of each employee who, at his or her election, has signed an authorization form provided by the union and presented to the Town Treasurer in accordance with Section 17A of Chapter 180 of the Massachusetts General Laws, as amended.

ARTICLE 5 - NO STRIKE/NO LOCKOUT

The Douglas Educational Support Professionals Association (DESPA) agree that, under no circumstances will it authorize, sanction, condone, acquiesce in, or take part in, any strike or work stoppage of any kind or nature. Strike and work stoppages shall be deemed to include, but are not limited to: slow downs, sit-ins, concerted mass sickness or any curtailment of work or interference with the operation of the Douglas School System, including picketing or demonstrating of any kind during school hours. The Association further agrees that it will not engage in any sanction activities or other terms of boycotts.

In the event of any action by the Association, or by any of its members, in violation of this provision, the Association will post notices immediately at all schools affected, advising that such action is unlawful, in violation of this Agreement, and unauthorized by the Douglas Educational Support Professionals Association (DESPA). The DESPA shall further advise any and all members involved, including notification to the news media if requested by the School Committee, that such members are in violation of the Agreement and that all members involved shall return forthwith to their regular duties. The DESPA shall further be expected to take any and all other actions reasonably within its power to stop the activity. If DESPA takes the foregoing steps and has not acted in violation of its obligations under this Agreement, it shall not be liable in any way for such activities.

In the event the Douglas Educational Support Professionals Association (DESPA) does not adhere to, or abide by this provision, it shall be held liable for any and all damages, injuries and costs incurred by the School Committee.

ARTICLE 6 - DISCIPLINE

The Superintendent or designee may impose disciplinary action for good cause.

ARTICLE 7 – GRIEVANCE PROCEDURE

Purpose

The purpose of the grievance procedure set forth below is to provide a systematic and timely process by which an aggrieved member of DESPA may present a grievance concerning matters covered by this Agreement for a prompt resolution of the differences. Grievance proceedings will be kept as informal and confidential as may be appropriate for the level concerned and every effort will be made to dispose of at the lowest possible level. Nothing herein contained will be construed as limiting the right of any member having a grievance to discuss the matter informally with the appropriate member of the administration at Level One and having the grievance disposed of at that Level without intervention of DESPA, provided that the disposition is not inconsistent with the terms of the Agreement.

A. Definitions

1. Grievance: A “Grievance” is a complaint based upon an event or condition which affects the welfare and/or conditions of employment covered by this Agreement of a member or members of the Douglas Educational Support Professionals Association.

2. Aggrieved: The term “aggrieved” is used to denote the person or persons filing the grievance.

3. Party In Interest: A “party in interest” includes the person or persons filing the grievance, all persons or groups of persons who might be required to take action, or against whom action may be taken, to resolve the grievance and the chairman of the Association’s Professional Rights and Responsibilities Committee, or his/her designee when involved in a grievance proceeding.

4. School Day: A school day is a day on which school is in session.

5. Time Limitations: A grievance may be submitted no later than ten (10) calendar days from the date of the individual or association awareness.

B. Grievance Procedure

The number of days indicated at each level should be considered maximum, and every effort will be made to expedite the procedure whenever possible. Where necessary in the interest of fairness and completeness, time limits may be extended by mutual written agreement of parties concerned. Grievances submitted after June 1 will be processed as expeditiously as possible.

At all levels, the aggrieved person(s) shall have the right to meet with the Administration either privately or in company with a representative of the Association.

A grievance that effects, or may affect, a group or class of employees may be submitted by the Association directly to the Superintendent and the processing of such grievance shall be commenced at Level Two.

All documents, communications and records relating to the processing of a grievance will be filed separately from the personal files of parties in interest. No reprisals of any kind will be taken by the School Committee or by any member of the Administration against any party in interest for reasons of participation in a grievance proceeding.

1. LEVEL ONE: MEETING WITH PRINCIPAL

The aggrieved shall discuss the grievance with his/her Principal.

If an immediate disposition of the grievance is not made at this meeting, the Principal shall have five (5) school days from the date of this meeting in which to advise the aggrieved of his/her decision. If, at the end of the five school days, the Principal has not advised the aggrieved of his/her decision, or, if the Principal's decision is not acceptable to the aggrieved, the aggrieved may, within the three (3) school days next following, request in writing a meeting with the Superintendent. This request must state the nature of the grievance, the Article or the provision of the Agreement allegedly violated, the remedy requested, and the signatures of the aggrieved person(s) and the Association representative. A copy of this request must be forwarded to the Principal. Failure on the part of the aggrieved to comply with these requirements may result in termination of the grievance proceeding. The Superintendent shall, within five (5) school days from the day of the written request for a meeting, schedule said meeting.

2. LEVEL TWO: MEETING WITH SUPERINTENDENT

The aggrieved shall discuss the grievance with the Superintendent

If an immediate disposition of the grievance is not made at this meeting, the Superintendent shall have five (5) school days from the date of this meeting in which to

advise the aggrieved of his/her decision. If, at the end of the five school days, the Superintendent has not advised the aggrieved of his/her decision, or, if the Superintendent's decision is not acceptable to the aggrieved, the aggrieved may, within the three (3) school days next following, request in writing a meeting with the School Committee. This request should be addressed to the Chairman of the School Committee, and must state the nature of the grievance the Article or the provision of the Agreement allegedly violated, the remedy requested, and the signature of the aggrieved person(s) and the Association representative.

If the subject matter of the grievance involves any action of the Superintendent or the building principal(s) pursuant to M.G.L. Chapter 71, Sections 71, Sections 38, 40, 41, 42D, 43, 47A, and 59B, and if the grievance has not been disposed of to the satisfaction of the aggrieved party, the Association within ten (10) days after the Level 2 meeting will seek arbitration by giving notice of its intent to the Superintendent.

A copy of this request must be forwarded to the Superintendent. Failure on the part of the aggrieved to comply with these requirements may result in termination of the grievance proceeding. The School Committee shall, within ten (10) school days from the day of receipt of the written request for a meeting, schedule such meeting at a time mutually convenient for all parties concerned.

3. LEVEL THREE: MEETING WITH THE SCHOOL COMMITTEE

The aggrieved shall present the grievance to the School Committee only if related to non- personnel actions.

If an immediate disposition of the grievance is not made at this meeting, the Committee shall have ten (10) school days from the day of this meeting in which to advise the aggrieved of its decision. If, at the end of the ten school days, the Committee has not advised the aggrieved of its decision, or, if the Committee's decision is not acceptable to the aggrieved, the aggrieved may, within five (5) school days after a decision by the Committee, or within fifteen (15) school days after he/she has met with the Committee, whichever is sooner, make written request of DESPA to submit his/her grievance to arbitration. If the Association determines that the grievance is meritorious and that it arises from the language of this Agreement or an alleged breach thereof, it may, by written notice to the Committee, submit the grievance to arbitration within fifteen (15) school days after receipt of the request by the aggrieved. Grievances that do not arise from the language in this Agreement, or an alleged breach thereof, will not be arbitrable.

(Explanatory Note: This portion of the Grievance Procedure requires the Association to notify the Committee of its intent to proceed to arbitration within twenty (20) school days of the date the Committee makes known to the aggrieved its Level Three Decision. These 20 days consist of the 5 days within which the aggrieved must request the Association to support his/her request for arbitration plus the 15 days within which the

Association must then notify the Committee of its intent to proceed to arbitration. The Committee may not extend or otherwise modify the time limit within which an aggrieved is required to make written request of the Association to submit his/her grievance to arbitration.

Within ten (10) school days after such notice of submission to arbitration, the Committee and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the Parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, the party seeking arbitration will initiate proceedings with the American Arbitration Association(AAA) by serving notice, in the form of a "Demand for Arbitration": on the other party, with a copy of said "Demand" forwarded to the AAA, One Center Plaza, 3rd Floor, Boston, MA 02108. (The AAA will supply "Demand" Forms, on request.) The parties will then be bound by the rules of the AAA in the selection of an arbitrator.

4. LEVEL FOUR: MEETING WITH ARBITRATOR

The aggrieved shall present his/her grievance to the arbitrator.

The arbitrator so selected will hear the matter and will issue his/her decision not more than thirty (30) days from the date of the close of the hearings. The arbitrator's decision will be in writing and will set forth his findings of fact, reasoning and conclusions on the issues submitted.

The power of the arbitrator in this instance stems from this Agreement, and his/her function is to interpret and apply this Agreement and to pass upon alleged violations thereof. He/she shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall he/she have any power or authority to make any decision that requires the commission of an act prohibited by law or that is violative of the terms of this Agreement.

The decision of the arbitrator shall be submitted to the Committee and the Association and, subject to law, shall be final and binding upon the Association, the Committee, and the aggrieved, provided that the arbitrators in reaching his/her decision shall not have substituted his/her judgment for that of the Committee or the Association.

The costs for the services of the arbitrator, including expenses, shall be divided equally between the Association and the Committee.

Exchange of Information. Facts, opinions, proposals and counterproposals will be freely exchanged during and between meetings of the Association and the Committee.

ARTICLE 8 – EVALUATION

The evaluation process is intended to be a positive approach to enhance Employer and Employee relationships and is to be used as a tool for both parties to have a clear understanding of the expectations of the job and employee performance. It is not intended to replace or to be used in conjunction with matters of discipline however; an evaluation may be used as support documentation by the principal or Superintendent/designee for disciplinary reasons.

Any changes to the instrument used for evaluations shall be discussed and reviewed with the association.

The evaluation will be an objective analysis of the employee's job performance. Evaluations shall be conducted twice annually and provided to the employee prior to January 30 and prior to June 1. Employees shall have five (5) days to review the evaluations and shall be afforded the opportunity to meet and discuss the contents of the evaluations with the evaluators if requested. A bargaining unit member may submit a rebuttal to be attached to the evaluation form and put in the employee's official personnel file.

ARTICLE 9 – HOURS OF WORK

Employees covered by this Agreement are "academic year (10-month) employees" based upon the work year established by the District. The District shall determine each employee's work year and work schedule and reserves the right to adjust the schedule as needed to serve the best interest of the District. Such academic year employees may work a certain number of days as established by the District. Hourly employees may take on additional assignments during the summer months or before or after school at the rates established by the District for those additional assignments.

Meal Breaks – Employees shall receive a thirty (30) minute, paid meal break when scheduled to work six (6) or more hours in a day. Employees are expected to remain on site during their paid lunch break. If an employee must leave during their meal break, they will not be compensated.

ARTICLE 10 – OVERTIME

Employees will be paid one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of forty (40) hours per week as required by law.

ARTICLE 11 – WORK YEAR

Each school year will consist of one hundred eighty (180) student days or as amended by DESE, plus any professional development days pursuant to the DTA contract.

New paraprofessionals and ABA's to the system may be required to report for two (2) additional days immediately preceding the opening of school for the purpose of orientation, provided the paraprofessional and ABA's is given at least a two (2) week notice (when feasible).

The following are paid holidays at the employee's daily prorated pay rate:

New Year's Day

Memorial Day

Thanksgiving

Christmas Day

Good Friday (Good Friday only applies if students are not scheduled to be in attendance.)

Paraprofessionals and ABA's will be informed of the status of their position for the following school year by the end of the current fiscal year. If, over the course of the summer, the Director of Student Support Services or other administrators deem it necessary to change a Paraprofessional or ABA's role (ie: different grade, building or 1:1 student), then the course of action under Article 29 - Transfers would go into effect.

ARTICLE 12 – SICK LEAVE

An employee must work at least twenty (20) hours per week to be eligible to earn sick leave benefits. Each eligible employee will accrue 1 (1.0) day per month for a maximum of 10 days per year. A sick day will be considered an absence by an employee for his/her regular working shift within a twenty-four (24) hour period. Unused sick leave days may be accumulated from year to year. Employees may accumulate sick leave to a maximum of one hundred twenty five (125) days.

The following is to be considered just reason for sick leave:

1. Personal sickness or injury
2. Bedside care. (See below.)
 - a. Bedside care – an employee will be entitled to use up to seven (7) sick days per year in the event of an illness or injury requiring bedside care for members of the employee's family, which is defined to be a (step) father, mother, sister, brother, husband, wife, father-in-law, mother-in-law, daughter, son, or other individual whose primary residence is the employee's home. The Superintendent may, at his/her discretion, grant additional leave under extenuating circumstances. For the purpose of this Article, the following are examples of, but not limited to, such extenuating circumstances:
 1. Hospitalization of a member of the family, as defined

immediately above.

2. Terminal illness
3. Extended bedside care not requiring hospitalization
4. Chemotherapy/radiation treatments
5. Kidney dialysis

After three (3) consecutive days, a doctor's certificate may be required and shall be filed with the Superintendent or his/her designee. If the employee's absence from duty recurs frequently or habitually, and when in the judgment of the Superintendent there appears to be reasonable cause, a medical certification from a physician shall be required. For any absences of more than ten (10) consecutive days a doctor's certificate shall be required indicating that the employee is permitted to return to full duty.

To be eligible to use paid sick leave, an employee must report the illness or injury to their immediate supervisor as soon as is reasonably possible, but in no event less than one (1) hour prior to such employee's scheduled reporting time on the first day of absence (unless prevented from doing so for reasons of emergency) and shall also notify the immediate supervisor not later than the evening before the day in which the employee intends to return in the case of extended absence. Notification may be made through the Employer's automated substitute calling system.

Notification of an employee's accumulated sick days shall be made by submitting a request to the business office.

ARTICLE 13 – PERSONAL LEAVE

An employee must work at least twenty (20) hours per week to be eligible to receive personal leave time benefit. All eligible employees will be entitled to three (3) personal days per year. A "day" is defined as the Employee's daily prorated day. A personal day will be considered as a day off with pay by an employee, for their regular working shift within a twenty four (24) hour period. Personal days will be accumulated at a rate of .5 days at the start of each two (2) month period.

No more than two (2) personal days can be taken at a time and personal days cannot be taken in conjunction with holidays or vacations or first or last week of any school year with exceptions only at the discretion of and with prior

written approval of the Superintendent. A five (5) day minimum prior notice is required to use personal time unless it is an emergency. Personal leave days may only be taken in full day increments. There shall be no carry over of personal days.

No more than two (2) bargaining unit members per building may be granted personal leave days for any one (1) day. Exceptions to the restrictions set forth in this paragraph may be allowed only in emergency situations at the sole discretion and with written approval of the Superintendent or their designee.

ARTICLE 14 – JURY LEAVE

Paraprofessionals (DESPA) serving on jury duty will be reimbursed the difference between their per diem salary and the State jury duty payment. Appropriate paperwork verifying jury duty participation must be filed by the employee with the business office. If a paraprofessional is required to appear in a court of law under subpoena due to a legal matter related to their position then the paraprofessional will be paid at their hourly rate for the time spent in court.

ARTICLE 15 – BEREAVEMENT LEAVE

In the event of a death of a member's spouse or child, a DESPA member shall be allowed a maximum of five (5) days with full pay, if these five days would normally have been teaching days, and if they immediately follow the death of the spouse or child concerned.

In the event of a death of a member's mother, father, brother, sister, mother-in-law, father-in-law, or other person residing in the same household as the member, a member shall be allowed a maximum of five (5) consecutive work days with full pay, if these five days immediately follow the death of the person concerned. Additional bereavement days may be granted at the discretion of the Superintendent.

For other relatives (defined as grandparents, uncles, aunts, first cousins, nieces, nephews, grand-children, sister-in-law, and brother-in-law), the member shall be allowed a maximum of three (3) consecutive work days with full pay, if these three days immediately follow the death of the person concerned. Additional bereavement days may be granted at the discretion of the Superintendent.

ARTICLE 16 – OTHER LEAVES OF ABSENCE

Section 1 – Other Leaves of Absence. Upon written request with at least 2 weeks advance notice, a leave of absence without pay may be granted by the(Superintendent).

Section 2 – Maternity Leave. All full-time employees are eligible for maternity leave in accordance with Section 105D of Chapter 149 of the General Laws of the Commonwealth of Massachusetts. A leave request should be processed through the Superintendent’s office of the employee’s immediate supervisor and copied to the Director of Finance and Operations at least two (2) weeks prior to the anticipated date of departure along with the employee’s notice of intent to return. Paraprofessionals may apply up to eight (8) weeks of accrued sick leave for maternity leave. Such leave to commence on the day following the day of birth of the child. Unpaid family leave for the birth or adoption of a child shall be granted according to applicable federal and state laws governing such leave.

Section 3 – Military Leave. Employees called to active military service will be granted leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Section 4 – Family and Medical Leave Act. The District shall provide Family and Medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Section 5 – Small Necessities Leave Act. The District shall provide leave in accordance with the Massachusetts Small Necessities Leave Act, M.G.L. c.149, §52D (SNLA).

Section 6 - Parental Leave Act of 2015: The District will comply with the Parental Leave Act of 2015.

ARTICLE 17 – BUILDING REPRESENTATIVES

The identification of building representatives will be furnished to the Employer immediately after their designation and the Association will notify the Employer of any changes. Investigations of grievances shall occur outside the school day hours.)

A formal structure will be mutually agreed upon at the start of each school year between the building representatives and the building principal for regularly scheduled meetings. If necessary, a monthly meeting will be scheduled between the leadership of DESPA and the Superintendent.

ARTICLE 18 – LAYOFF AND RECALL

The Superintendent may lay off an employee for lack of work or lack of funds.

An employee who is to be laid off for lack of work or lack of funds shall receive a written notice of layoff not less than fifteen (15) calendar days prior to the effective date of the layoff.

Employees shall be laid off in inverse order of seniority within their job title (by building and program), with the least senior employee-being laid off first.

An employee who has been laid off shall be entitled to recall for a period of twelve (12) months from the effective date of the layoff. Employees shall be recalled in reverse order of layoff, provided an employee who is being recalled is determined by the Superintendent to be qualified to do the work of the position to which he would be recalled.

An employee shall be notified in writing of an opportunity for recall. Such employee shall notify the Superintendent no later than ten (10) calendar days after the date of such notice if he wished to be reinstated. If he/she fails to respond within the ten (10) calendar day period, he/she shall forfeit his/her recall rights under this article.

It is the responsibility of the Superintendent to notify the Association of an impending reduction of force within fifteen (15) calendar days, if feasible, in order to schedule a meeting with the Association to discuss the impact of the layoff on the affected employees.

ARTICLE 19 – NON-DISCRIMINATION

Section 1 – Non-Discrimination. The District will not discriminate against employees because of sex, sexual orientation, age, race, color, religion, handicap, national origin, or genetic information or any other legally-protected classification as defined by law.

Section 2 – Equal Opportunity Employment. The District is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations. In general, it is your responsibility to notify your immediate supervisor and/or the Director of Finance and Operations of the need for an accommodation. Your supervisor or the Director of Finance and Operations may ask you for input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, the District may require additional information from your physician or other medical provider.

Matters relating to reasonable accommodations are not subject to the Grievance Procedure.

Section 3 – Harassment-Free Workplace. It is the District’s policy to prohibit sexual harassment and harassment based on the protected-class status (i.e., legally protected classifications such as race, color, etc.) of any employee by another employee, official, contractor or vendor. The purpose of this policy is to ensure that no employee is subjected to harassment of any kind in the workplace. Such harassment of an employee will not be tolerated. There will be no adverse investigation of such violations. Retaliation of any kind is also prohibited.

ARTICLE 20 – WAGES

The wage schedule appears in Appendix A of this agreement.

Members of DESPA shall notify the Superintendent’s Office in writing by January 1 of the preceding year if they anticipate earning a Bachelor’s Degree by the start of the next school year.

Longevity. All employees covered by this agreement who continue to be employed by the School District will be eligible for a longevity payment that will be paid at the beginning of the following year in which a person completes the following continuous years of service:

15 Years: \$350.00

20 Years: \$700.00

25 Years: \$1,050

Time Increments. Employees will be paid in one-quarter (1/4) hour increments or in such shorter time increments if the District so determines. Employees must sign in upon each arrival and sign out upon each departure from the building to document hours worked.

For school delays or early release days called for inclement weather or other extraordinary circumstances, employees may be released from their duties without loss of pay at the discretion of the Superintendent.

If a paraprofessional/ABA substitutes for a teacher, they will be compensated an additional \$12.50 for each half day, and \$25 for each full day that is covered by the paraprofessional/ABA as a substitute.

ARTICLE 21 - SPECIAL EDUCATION BUS TRANSPORTATION DUTIES

When the District is in need of personnel to do bus duty for required, regular morning and afternoon special education student bus transportation runs, Special Education Paraprofessionals and ABA's may sign up to cover this duty for any shifts that may be otherwise without staffing. Any Paraprofessional or ABA who is appointed to this duty will be paid for actual time worked at their current hourly rate. The District will, at its discretion and depending on need, provide available duty slots for appropriate staff to sign up for available bus duties. Available times and duties may change throughout the year.

ARTICLE 22 – PERSONNEL FILE

Employee Files. If material derogatory or commendatory regarding an employee's conduct and/or performance is placed in the personnel file, the employee shall be provided a copy of such material. Employees will have an opportunity to provide a written response to any document placed in their personnel file by the District. Employees will receive a copy of their file if requested.

ARTICLE 23 – MILEAGE REIMBURSEMENT

A member of DESPA will be eligible for mileage reimbursement as per the district's policy (ie. conferences, workshops, meetings, home visits). A member of DESPA filing for mileage will be required to complete the District mileage reimbursement form and will be reimbursed at the IRS Standard Mileage Rate.

ARTICLE 24 - TRANSFERS

To the extent possible, members of DESPA will be given 5 calendar days notice if they are to be moved from one building to another. The paraprofessional or ABA will be given the opportunity to meet with the Director of Student Support Services and/or building principal and the SPED teacher they will be working under to discuss the expectations/pertinent information about the student(s) before starting in the new role.

ARTICLE 25 – SCOPE OF AGREEMENT

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to the law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but other provisions or applications will continue in full force and effect.

This Agreement includes all agreements reached by the parties hereto respecting matters pertaining to the wages, hours and other conditions of employment of employees which either the Committee or the Association proposed as the subject of negotiations.

This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed the Agreement.

This Agreement shall not be modified in whole or in part by the parties except by instrument in writing duly executed by both parties.

ARTICLE 26 – DURATION

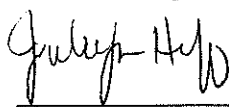
This Agreement shall extend from August 30, 2021 to August 29, 2024 and shall continue in force and effect thereafter while the parties are negotiating toward a new Agreement. Either party wishing to modify, amend, or terminate the Agreement must notify the other party in writing not more than one hundred eighty (180) days and no later than thirty (30) days prior to the expiration date as set forth above or the Agreement will automatically renew itself for successive terms of one (1) year.

After receipt of notice by either party, a conference will be held between the Committee and the Association's Negotiation Committee for the purpose of negotiating such amendments or modifications.

This Agreement has been duly executed by authorized representatives of the Douglas School Committee and by the Douglas Educational Support Professional Association.

IN WITNESS WHEREOF, the Association and the District, by their authorized representatives, have set their hands to this Agreement:

Douglas School Committee



Douglas Educational Support Professional Association

Dated:


Dated:

12/13/21

APPENDIX A

PARAPROFESSIONALS							
PARAPROFESSIONAL - NON-DEGREE				PARAPROFESSIONAL - DEGREE			
STEP	1.50%		1.50%	STEP	1.50%		1.50%
	FY 2022	FY 2023	FY 2024		FY 2022	FY 2023	FY 2024
1	14.75	14.97	15.20	1	16.00	16.24	16.48
2	15.05	15.28	15.50	2	16.50	16.75	17.00
3	15.38	15.61	15.85	3	17.38	17.64	17.91
4	15.85	16.09	16.32	4	17.50	17.76	18.03

ABA'S							
ABA - NON-DEGREE				ABA - DEGREE			
STEP	1.50%		1.50%	STEP	1.50%		1.50%
	FY 2022	FY 2023	FY 2024		FY 2022	FY 2023	FY 2024
1	17.00	17.26	17.51	1	21.00	21.32	21.63
2	17.34	17.60	17.86	2	21.42	21.74	22.07
3	18.73	19.01	19.30	3	22.90	23.24	23.59
4	19.50	19.79	20.09	4	24.00	24.36	24.73

File: JKAA - PHYSICAL RESTRAINT OF STUDENTS-Current

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Douglas School District. Further, students of the District are protected by law from the unreasonable use of physical restraint.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

1. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
2. To prevent or minimize any harm to the student as a result of the use of physical restraint.

The following definitions appear at 603CMR 46.02:

1. Extended Restraint: A physical restraint the duration of which is longer than twenty (20) minutes.
2. Physical escort: Touching or holding a student without the use of force for the purpose of directing the student.
3. Physical restraint: The use of bodily force to limit a student's freedom of movement.

The use of mechanical or chemical restraint is prohibited unless explicitly authorized by a physician and approved in writing by the parent/guardian. The use of seclusion restraint is prohibited in public education programs.

Mechanical restraint - The use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his or her body. A protective or stabilizing device ordered by a physician shall not be considered a mechanical restraint.

Seclusion restraint - Physically confining a student alone in a room or limited space without access to school staff. The use of "Time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

Chemical restraint - the administration of medication for the purpose of restraint.

The Superintendent will develop written procedures identifying:

- Appropriate responses to student behavior, that may require immediate intervention;
- Methods of preventing student violence, self injurious behavior, and suicide;
- Descriptions and explanations of the school's method of physical restraint;
- Descriptions of the school's training and reporting requirements;
- Procedures for receiving and investigating complaints.

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Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint, which the Dept. of Elementary and Secondary Education recommends be at least 16 hours in length.

Only school personnel who have received training pursuant to 603CMR 46.00 shall administer physical restraint on students. Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

In addition, each staff member will be trained regarding the school's physical restraint policy. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

A member of the School Committee or any teacher or any employees or agent of the School Committee shall not be precluded from using such reasonable force as is necessary to protect pupils, other persons or themselves from an assault by a pupil.

The program staff shall report the use of physical restraint that lasts longer than five minutes, or results in injury to a student or staff member. The staff member shall inform the administration of the physical restraint as soon as possible, and by written report, no later than the next school day. The Principal or director or his/her designee shall maintain an ongoing record of all reported instances of physical restraint, which, upon request, shall be made available to the Dept. of Elementary and Secondary Education.

When a restraint has resulted in serious injury to a student or program staff member or when an extended restraint has been administered, the program shall provide a copy of the required report to the Dept. of Elementary and Secondary Education within five (5) school working days of the administration of the restraint.

In special circumstances waivers may be sought from parents either through the Individual Education Plan (IEP) process or from parents of students who present a high risk of frequent, dangerous behavior that may frequent the use of restraint.

LEGAL REF.: 603 CMR 46.00

M.G.L. 71:37G

Excellence in Education

JKAA - PHYSICAL RESTRAINT POLICIES AND PROCEDURE -Revision

I. General Information:

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Douglas School District. Further, students of the District are protected by law from the unreasonable use of physical restraint. The Douglas Public Schools shall abide by the provisions of 603 CMR 46.00, which regulates the use of physical restraint on students in Massachusetts public school districts. The use of physical restraint is considered an emergency procedure of last resort, and is prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others, and less intrusive alternatives have failed or been deemed inappropriate. Physical restraint shall be used with extreme caution. The District has developed restraint prevention and behavior support procedures, in compliance with 603 CMR 46.00, which shall be annually reviewed, provided to school staff, and made available to parents.

Physical restraint shall be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind (603 CMR 46.01):

- A. To administer a physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm; and
- B. To prevent or minimize any harm to the student as a result of the use of physical restraint. Transferred

Note: Nothing in the Code of Massachusetts Regulations (603 C.M.R. 46.00) or the Douglas Public Schools' Physical Restraint Policy shall be construed to limit the protection afforded to publicly funded students under other federal and state laws, including those laws that provide for the rights of students who have been found eligible to receive special education services. Additionally, nothing in the Code of Massachusetts Regulations (603 C.M.R. 46.00) or the Douglas Public Schools' Physical Restraint Policy precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

II. Staff Training (603 CMR 46.04):

- A. **All Program Staff:** Each staff member will be trained annually regarding the school's physical restraint policy and accompanying procedures. Training will occur within the first month of each school year for all staff members or within the first month of employment for staff members hired after the start of any given school year. The training shall consist of the following: (a) the role of the student, family and staff in preventing restraint; (b) Douglas Public Schools Physical Restraint Prevention and Behavior Support Administrative Procedures and Guidelines, including use of time out as a behavior support strategy distinct from seclusion which is prohibited; (c) interventions that may preclude the need for restraint, including de-escalation of problematic behaviors and other alternatives to restraint in emergency circumstances; (d) when behavior presents an emergency that requires physical restraint, the types of permitted physical restraints and related safety considerations, including information regarding the increased risk of injury to a student when any restraint is used, in particular a restraint of extended duration; (e) administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student; and (f) identification of program staff who have received in-depth training pursuant to 603 C.M.R. 46.04(3) in the use of physical restraint. See 603 C.M.R. 46.04(2).
- B. **Staff Authorized to Serve As A School-Wide Resource on the Proper Administration of Physical Restraints:** Each school shall maintain a crisis response team. All members of the crisis response teams are trained in Crisis Prevention Intervention (CPI). In-depth training in the proper administration of physical restraint shall be provided to all crisis response team members in each building and shall include, but not be limited to: (a) Appropriate procedures for preventing the use of physical restraint, including the de-escalation of problematic behavior, relationship building and the use of alternatives to restraint; (b) A description and identification of specific dangerous behaviors on the part of students that

may lead to the use of physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted; (c) The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance; (d) Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; (e) Demonstration by participants of proficiency in administering physical restraint; and, (f) Instruction regarding the impact of physical restraint on the student and family, recognizing the act of restraint has impact, including but not limited to psychological, physiological, and social-emotional effects. See 603 C.M.R. 46.04(3)&(4).

III. **Prevention, Intervention, and Alternatives to Physical Restraints (603 CMR 46.04):**

- A. Methods for Preventing Student Violence, Self-Injurious Behaviors, and Suicide: School-wide professional development focused on identifying and preventing student violence, self-injurious behavior and suicide, including individual behavior crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student will be provided in each building annually. In addition, the school-level crisis response team will participate in professional development focused on preventative measures to prevent student violence, self-injurious behavior and suicide, including individual behavior crisis planning and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student. The crisis response team along with teachers and other school personnel will identify students who are potentially at-risk and review student social, emotional and behavior progress monthly at the Student Support Team Meeting (SST) to plan interventions and supports for students.

For any student with a history of significant emotional/ behavior including at risk behavior (harm to self and/or others) and/or a student who has previously required a physical restraint, the team will develop a safety behavior intervention plan or crisis plan. The plan should include strategies and supports which may include specific de-escalation strategies, counseling services, monitoring protocol, data collection, and frequent review meetings (at least 2x monthly), etc. for the purpose of assessing progress and making necessary adjustments. School staff should utilize the school district's various tools to help students who are exhibiting aggressive behavior.

- B. Use of Deescalation Strategies as an Alternative to Physical Restraint: There are a variety of appropriate responses to student behavior that may require immediate intervention. These alternative methods should be used first when seeking to prevent student violence, self-injurious behavior and/or de-escalating potentially dangerous behavior occurring among groups of students or with an individual student. Physical restraints should only be used as a last resort in emergency situations after these other less intrusive alternatives have failed or been deemed inappropriate.
- C. General Guidelines for De-escalating Potentially Dangerous Behavior:
1. **Remain calm** -To possibly help prevent the likelihood of a student experiencing distress from escalating his/her behavior use a neutral and level tone of voice, control one's facial expressions and use a supportive non-threatening body language.
 2. **Obtain Assistance** - Whenever possible, school personnel should immediately take steps to notify school administrators, the school's administrative response team and/or other school personnel of a potentially dangerous situation and to obtain additional assistance.
 3. **One Person Speaks** - In order to minimize the likelihood of confusion and/or the likelihood of a student experiencing distress from escalating his/her behavior, having one person providing overall direction to the response and the follow up procedures is advisable. This often may be either the first trained staff person on the scene or the staff person with the most information about the particular situation.
 4. **Remove Student If Possible** - The feasibility of having a student experiencing distress leave an area with other students and move to another more private and safe area in order to de-escalate should be considered.
 5. **Remove Other Students** - If it is not feasible to have a student experiencing distress move to a more private and safe area in order to de-escalate, consider the feasibility of having other staff assist and monitor the removal of other students to another area within the school until the

student de-escalates.

D. Examples of Interventions and Less Intrusive Methods to Reduce the Need for Physical Restraints:

1. Active listening
2. Use of a low non-threatening voice
3. Limiting the number of adults providing direction to the student
4. Offering the student a choice
5. Not blocking the student's access to an escape route
6. Suggesting possible resolutions to the student
7. Avoiding dramatic gestures (pointing, blocking motions, etc.)
8. Verbal prompt - A verbal prompt is communicating what is expected behavior by clearly stating instructions and expectations.
9. Full or partial physical cue - A full or partial physical cue is anytime an adult needs to temporarily place their hands on a student or physically redirects a student without force. These are used at increasing levels as needed to return a student safely back to task. See Physical Redirection and Physical Escort below.
10. Physical Escort - A physical escort is a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder or back, for the purpose of inducing a student who is agitated to walk to a safe location.
11. Physical Redirection - A physical redirection is done by temporarily placing one hand on each of the student's shoulders, without force, and redirecting the student to the learning activity, classroom or safe location.
12. Time-Out - A time-out is a behavioral support strategy in which a student temporarily separates from the learning activity or classroom, either by choice or by direction from staff, for the purpose of calming. During time-out a staff member must continuously observe a student. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary and appropriate for the purpose of calming. Time-out shall cease as soon as the student is calmed.

E. Emergency Situations: In an emergency situation, school staff are to act in a manner to ensure the safety of the individual as well as other students and personnel. The school staff responding to the emergency situation should adhere to the requirements of the district's Physical Restraint Policy.

IV. Procedure For Use Of Time-Out As A Behavior Support Strategy (603 CMR 46.04):

In the limited instances where the use of time-out rooms is determined to be a necessary behavioral support strategy, such use must be consistent with (603 CMR 46.00).

- A. Use of Inclusionary Time-Out as a Behavior Support Strategy:** The use of time-out is a behavior support strategy when it is inclusionary. Types of inclusionary time-out practices that function as behavior support strategies include, but are not limited to, planned ignoring, asking a student to put his/her head down, placing a student in a different location within the classroom that is not walled-off or otherwise separated from the classroom.
- B. The Use of Exclusionary Time Out:** The use of time-out is exclusionary if the time-out is "a staff-directed behavior support [that] should only be used when the student is displaying behaviors which present, or potentially present, an unsafe or overly disruptive situation in the classroom. It should not be used for punishment for noncompliance or for incidents of misbehavior that are no longer occurring. School staff must be physically present with the student who is in an exclusionary time-out setting, including but not limited to, any student who is exhibiting self-injurious behavior. If the student poses a safety risk to staff and is not exhibiting self-injurious behavior, then, in those limited instances, the school counselor or other behavioral support professional must be immediately available to the student outside the entrance to the time-out setting where he/she can continuously observe and communicate with the student as appropriate to determine when the student is calm. A student is never to be locked in a room. During an exclusionary time-out, a student shall not be involuntarily confined and must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The time-out shall cease as soon as the student has calmed or when thirty (30) minutes have passed, whichever event is earlier. The preference is for time-out to be

implemented within a classroom. Any space utilized for time-out outside of a classroom must be a safe and calming environment that has been approved by Student Services before it is utilized.

- C. Process of Obtaining Principal Approval for an Exclusionary Time-Out of More than Twenty 20 Minutes: If it appears that a student may be using time-out as a behavior support strategy for more than twenty (20) minutes based on the student's continued agitation, school staff must obtain the approval of the principal before continuing the time-out for more than twenty (20) minutes. The principal can only give approval and when the principal is not on site at the school, the assistant principal or the principal designee can only give approval for the day or period of the day that the principal is not on site at the school. Before making a decision to extend the time-out for the student, the principal must be informed of critical details regarding the time-out of the student, including, but not limited to:
1. The type of time-out; and
 2. The student's behavior and condition during the time-out.

V. **Administration of Physical Restraints (603 CMR 46.05):** If all other less intrusive alternatives have failed or been deemed inappropriate to prevent student violence, self-injurious behavior and/or de-escalating potentially dangerous behavior occurring among groups of students or with an individual student, a physical restraint may be used as a last resort. In other words, a physical restraint can only be used as a last resort in an emergency when a student's behavior poses a threat of imminent, serious physical harm to himself or herself or others, and the student does not respond to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed inappropriate under the circumstances.

- A. Each building Principal will identify staff members to serve as a school-wide resource (crisis response team) to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.
- B. Only staff who have received training pursuant to 603 CMR 46.04 shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint.
 1. There are three holds used in Crisis Prevention Intervention (CPI), including the seated position, the standing position and the children's control position. All three are broken into three levels of intensity, low, medium, and high, which allows staff to use a physical response that is appropriate to the student's level of need.
 - a) Seated position has two staff, one on either side of the child, for all three levels of intensity.
 - b) Standing position has one staff with the child at the low level of intensity and then two staff at the medium and high level of intensity.
 - c) The control position has one staff intervening with the child and is used only for a small child.
 2. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.
- C. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.04(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.
- D. All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

VI. **Safety Requirements for the Use of Physical Restraint (603 CMR 46.05):**

- A. Monitoring Safety: No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin temperature and color, and respiration.

- B. Physical Distress: Restraint shall be administered in such a way so as to prevent or minimize physical harm. If, at any time during a physical restraint, the student expresses or demonstrates significant physical distress including, but not limited to, difficulty breathing, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
- C. Restraint Termination: Restraints must be terminated as soon as the student is not in danger of hurting themselves or any person around them.
- D. Individual Student History: Program staff shall review and consider any known medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
- E. Duration of Restraint: If a student is restrained for a period longer than 20 minutes, program staff shall obtain the approval of the principal. The approval shall be based upon the student's continued agitation during the restraint justifying the need for continued restraint. The principal can only give approval and when the principal is not on site at the school, the Assistant Principal/Special Education Director or the school's designee can only give approval for the day or period of the day that the principal is not on site at the school. Before making a decision to extend the restraint for the student, the principal must be informed of critical details regarding the restraint of the student, including, but not limited to:
 1. The type of restraint; and
 2. The student's behavior and condition during the restraint.
 3. The principal must consider these critical factors so that he/she can determine whether continued use of the restraint is justified based on the student's continued agitation. If the principal determines that the continued use of the restraint is justified based upon the student's continued agitation, the removal from class report form needs to be completed by the staff person seeking the extension, signed by both the staff person and principal and a copy of the report provided to the Office of Student Services by no later than three (3) school working days of the administration of the restraint as to the critical factors he/she was informed of and were considered in making the determination that the continued use of the restraint is justified based on the student's continued agitation.
- F. Need for Medical Attention: School personnel should remember that at any time, school personnel should seek to contact the school nurse and emergency medical assistance if it appears that the student is demonstrating significant physical distress and it is the recommended best practice for school personnel to seek medical assistance when a student appears to be demonstrating or experiencing any physical distress as a result of a restraint.

VII. Prohibitions on Use of Physical Restraints (603 CMR 46.03):

- A. Discipline: Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.
- B. Mechanical/Chemical Restraints: The use of mechanical, chemical, and prone restraint is prohibited, unless permitted pursuant to 603 CMR 46.03(1)(b).
- C. Prone restraint shall be prohibited in public education programs except on an individual student basis, and only under the following circumstances:
 1. The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff;
 2. All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others;
 3. There are no medical contraindications as documented by a licensed physician;
 4. There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional;
 5. The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), and such use has been approved in writing by the principal; and,
 6. The program has documented 603 CMR 46.03(1)(b) 1 through 5 in advance of the use of prone restraint and maintains the documentation.
- D. Medical Restrictions: Physical restraint will not be used when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

- E. Behavior Support: Physical restraint will not be used as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.
- F. 603 CMR 46.00: Use of restraint inconsistent with the provisions 603 CMR 46.00 is prohibited.

VIII. Procedures Following Brief Physical Contacts and Restraints:

- A. Brief Physical Contact: Brief physical contact with a student by a school staff member in order to promote student safety solely for the purpose of preventing imminent harm to the student, for example, physically redirecting a student about to walk in front of a moving vehicle, grabbing a student who is about to fall or breaking up a fight between students, is not consider a physical restraint. Staff who have brief physical contact with a student in order to promote student safety shall verbally inform the principal of any physical contact as soon as possible and by no later than the close of the school day on which the brief physical contact occurred and, by written report, no later than the next school working day after the brief physical contact occurred, for review of the event. The principal shall make reasonable efforts to verbally inform the student's parents/guardians of the brief physical contact within twenty-four (24) hours of the event and shall review the event with the Student Support Team.
- B. Physical Restraint: After the release of a student from a restraint, the district shall implement follow-up procedures. These procedures include reviewing the incident with the student to address the behavior that precipitated the restraint, reviewing the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed, and consideration of whether any follow-up is appropriate for students who witnessed the incident.
 1. Staff who administers a restraint shall verbally inform the principal of any physical restraint as soon as possible and by no later than the close of the school day on which the restraint was administered and, by written report, no later than the next school working day after the restraint was administered, for review of the use of the restraint. A copy of the removal from class reporting form is attached. If the principal administered the restraint, the principal shall prepare the report no later than the next school working day after the restraint was administered and submit it to the Superintendent for review.
 2. The principal shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Massachusetts Department of Elementary and Secondary Education or the student's parents/guardians, upon request.
 3. The principal or his/her designee shall make reasonable efforts to verbally inform the student's parents or guardians of the physical restraint within twenty-four (24) hours of the event, and shall notify the parent/guardian by a written report sent either within three (3) working school days of the restraint to an email address provided by the parent/guardian for communication about the student, or by regular mail postmarked no later than three school working days of the restraint. A written report form letter to parents/guardians regarding the administration of a restraint will include student's name, staff names and job titles, observers, beginning time and ending time, principal or designee signature. If the district customarily provides a parent of a student with report cards and other necessary school-related information in a language other than English, the written restraint report shall be provided to the parent in that language.
 4. The written report required by 603 CMR 46.06(2) and (3) shall include:
 - (a) The name of the student; the names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint; the time the restraint began and ended; and the name of the principal or designee who was verbally informed following the restraint; and, as applicable, the name of the principal or designee who approved continuation of the restraint beyond 20 minutes pursuant to 603 CMR 46.05(5)(c).
 - (b) A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to prevent escalation of behavior, including the specific de-escalation strategies used; alternatives to restraint that were attempted; and the justification for initiating physical restraint.
 - (c) A description of the administration of the restraint including the holds used and reasons such

holds were necessary; the student's behavior and reactions during the restraint; how the restraint ended; and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided.

(d) Information regarding any further action(s) that the school has taken or may take, including any consequences that may be imposed on the student.

(e) Information regarding opportunities for the student's parents to discuss with school officials the administration of the restraint, any consequences that may be imposed on the student, and any other related matter.

5. The principal shall provide the student and the parent/guardian an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.

C. School Review: The principal shall conduct a weekly review of restraint data to identify students who have been restrained multiple times during the week. If such students are identified the principal shall convene one or more review teams as the principal deems appropriate to assess each student's progress and needs. The assessment shall include at least, but not be limited, to following:

1. Review and discussion of the written reports submitted in accordance with 603 C.M.R. 46.06 and section IV of these administrative provides and guidelines and any comments provided by the student and parent/guardian about such reports and the use of restraints;
2. An analysis of the circumstances leading up to each restraint, including factors such as time of day, day of the week, antecedent events, and individuals involved;
3. Consideration of factors that may have contributed to the escalation of behaviors, consideration of alternatives to restraint, including de-escalation techniques and possible interventions, and such other strategies and decisions as appropriate, with the goal of reducing or eliminating the use of restraint in the future; and
4. An agreement on a written plan of action by the school. If the principal participated in the restraint the Superintendent has designated that the Director of Student Services shall lead the review team's discussion.
5. The principal shall ensure that a record of each individual student review is maintained and made available for review by the Massachusetts Department of Elementary and Secondary Education or the parent/guardian of the student, upon request.

D. Injuries: When a restraint results in any injury to a student or a staff member, the principal shall send a copy of the written report required by 603 C.M.R. 46.04(4) along with a copy of the record of the school's physical restraints maintained by the principal as required by 603 C.M.R. 46.06(2) and section G (3)(d) above, for the thirty (30) day period prior to the date of the reported restraint to the Massachusetts Department of Elementary and Secondary Education with a copy to the Superintendent of Schools. The report must be postmarked no later than three school working days of the administration of the restraint.

E. Annual Reporting: The Principal shall work with the Office of Student Support Services to ensure the collection and annual report of data to the Massachusetts Department of Elementary and Secondary Education regarding the use of physical restraint in the manner and form directed by the Massachusetts Department of Education.

IX. IX. Engaging Parents, Guardians, and Students:

The Douglas Public Schools acknowledge the vital role of parents in creating safe schools. We ask parents to be:

1. Knowledgeable about their role in supporting their student(s)
2. Knowledgeable of school rules and expectations
3. Familiar with our expectations regarding respectful and safe behavior as outlined in each building's student handbook.

The Principal should provide all families and students with information about behavioral supports and restraint prevention efforts that are utilized within their school annually. Additionally, the Principal is expected to follow these administrative procedures with respect to identifying students who may be at risk of restraint and work with the student and their family along with the school counselor to identify and work on behavioral supports to prevent restraint from occurring. If a student is restrained, the Principal is expected to follow these

administrative procedures with respect to engaging the student and their family about the use of the restraint, the report regarding the restraint, any disciplinary sanctions that may be imposed and/or any other related matters. Additionally, the school counselor also should follow up with the student and their family regarding behavioral supports.

X. Procedures for Receiving and Investigating Complaints:

- A. Informal Resolution of Concern About Use of Physical Restraint: Before initiating a formal complaint procedure, a student or his/her parent/guardian who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by raising the issue with the principal of the school. The student and/or his/her parent/guardian should direct their concerns regarding a specific use of a physical restraint to the principal within ten (10) days of the parent/guardian's receipt of the written report from the school. The principal shall attempt, within his/her authority, to work with the individual to resolve the complaint fairly and expeditiously. If the student and/or his/her parent/guardian are not satisfied with the resolution, or if the student and/or his/her parent/guardian does not choose informal resolution, then the student and/or his/her parent/guardian may proceed with the formal complaint process detailed below.
- B. Formal Resolution of Concern About Use of Physical Restraint: A student or his/her parent/guardian, who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by submitting a written complaint to the Office of the Superintendent. The student and/or his/her parent/guardian should submit this letter to the Office of the Superintendent within twenty (20) days of the parent/guardian's receipt of the written report from the school detailed. The written complaint shall include (a) the name of the student; (b) the name of the school where the physical restraint allegedly occurred; (c) the name of the individuals involved in the alleged physical restraint; (d) the basis of the complaint or concern; and (e) the corrective action being sought.

The Office of the Superintendent, through its designees, shall conduct an investigation into the complaint promptly after receiving the complaint. In the course of its investigation, the Office of the Superintendent and/or its designees shall contact those individuals that have been referred to as having pertinent information related to the complaint. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. The Office of the Superintendent and/or its designees will make sure that the complaint is handled as quickly as is feasible. After completing the formal investigation, the Office of the Superintendent shall contact the individual who filed the complaint regarding the outcome of its investigation and its determination as to whether any corrective action is warranted.

- C. Other Complaint Processes Available: It should be noted that the provisions of this section does not preclude a student from seeking resolution of any complaints of discrimination or harassment that is based on a characteristic protected by law such as sex, race, color, ancestry, national origin, ethnicity, religion, age, disability, marital status or sexual orientation, homelessness, gender identity or genetic information. It also should be noted that the provisions of this section does not preclude a student from using the complaint process set forth in the Douglas Public School Student Handbooks to seek resolution of any complaints regarding a student's deprivation of rights set forth in the school handbook.
- D. Note: Nothing in 603 CMR 46.00 or the Douglas Public School Policies prohibits:
1. The right of any individual to report to appropriate authorities a crime committed by a student or other individual;
 2. Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk; or
 3. The exercise of an individual's responsibilities as a mandated reporter pursuant to M.G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency.

XI. Definitions (603 CMR 46.02): As used in 603 CMR 46.00, the following terms shall have the following meanings:

"Commissioner" shall mean the commissioner of the Department of Elementary and Secondary Education appointed in accordance with M.G.L. c.15, §1F, or his or her designee.

"Consent" shall mean agreement by a parent who has been fully informed of all information relevant to the activity for which agreement is sought, in his or her native language or other mode of communication, that the parent understands and agrees in writing to carrying out of the activity, and understands that the agreement is voluntary and may be revoked at any time. The agreement describes the activity and lists the records (if any) which will be released and to whom. In seeking parental consent, a public education program shall not condition admission or continued enrollment upon agreement to the proposed use of any restraint.

"Department" shall mean the Department of Elementary and Secondary Education.

"Mechanical restraint" shall mean the use of any physical device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

"Medication restraint" shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

"Parent" shall mean a student's father, mother, or legal guardian or person or agency legally authorized to act on behalf of the student in place of or in conjunction with the father, mother, or legal guardian.

"Physical escort" shall mean a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

"Physical restraint" shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

"Principal" shall mean the instructional leader or headmaster of a public education school program or his or her designee. The board of directors of a charter school or virtual school, or special education school or program approved under 603 CMR 28.09: *Approval of Public or Private Day and Residential Special Education School Programs*, shall designate in the restraint prevention and behavior support policy who will serve as principal for purposes of 603 CMR 46.00.

"Prone restraint" shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

"Public education programs" shall mean public schools, including charter schools, virtual schools, collaborative education programs, and the school day of special education schools approved under 603 CMR 28.09: *Approval of Public or Private Day and Residential Special Education School Programs*, as provided in 603 CMR 18.05(5)(h), and school events and activities sponsored by such programs. "Programs" may be used in 603 CMR 46.00 to refer to "public education programs." For purposes of 603 CMR 46.00, public education programs shall not include the educational services provided within the Department of Youth Services, Department of Mental Health, Department of Public Health, and County Houses of Correction operated or contracted facilities.

"School Working Day" shall mean a day or partial day that students are in attendance at the public education program for instructional purposes.

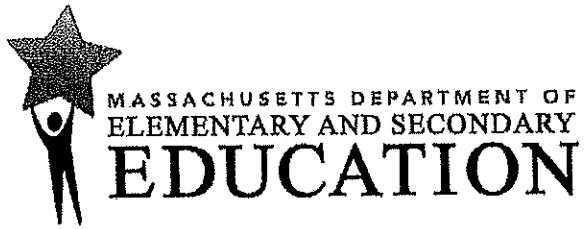
“Seclusion” shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

“Time-out” shall mean a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

LEGAL REF.:

603 CMR 46.00

M.G.L. 71:37G



Douglas Public Schools

Tiered Focused Monitoring Report

**For Group B Universal Standards
Tier Level 1**

Date of Onsite Visit: January 20, 2021

Date of Final Report: March 26, 2021



Jeffrey C. Riley

Commissioner of Elementary and Secondary Education

During the 2020-2021 school year, Douglas Public Schools participated in a Tiered Focused Monitoring Review conducted by the Department's Office of Public School Monitoring. The purpose of the Tiered Focused Monitoring Review is to monitor compliance with regulatory requirements focusing on special education and civil rights.

Districts and charter schools are reviewed every three years through Tiered Focused Monitoring. This review process emphasizes elements most tied to student outcomes and alternates the focus of each review on either Group A Universal Standards or Group B Universal Standards.

Group A Universal Standards address:

- Student identification
- IEP development
- Programming and support services
- Equal opportunity

Group B Universal Standards address:

- Licensure and professional development
- Parent/student/community engagement
- Facilities and classroom observations
- Oversight
- Time and learning
- Equal access

In addition, the Department has reserved a specific set of criteria, collectively known as Targeted Standards, employed when LEA or school-level risk assessment data indicate that there is a potential issue. Identified Targeted Standards are assessed in addition to the Universal Standards.

Universal Standards and Targeted Standards are aligned with the following regulations:

Special Education (SE)

- selected requirements from the federal Individuals with Disabilities Education Act (IDEA-2004); the federal regulations promulgated under that Act at 34 CFR Part 300; M.G.L. c. 71B, and the Massachusetts Board of Education's Special Education regulations (603 CMR 28.00), as amended effective March 1, 2007.

Civil Rights Methods of Administration and Other General Education Requirements (CR)

- selected federal civil rights requirements, including requirements under Title VI of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, together with selected state requirements under M.G.L. c. 76, Section 5 as amended by Chapter 199 of the Acts of 2011 and M.G.L. c. 269 §§ 17 through 19.
- selected requirements from the Massachusetts Board of Education's Physical Restraint regulations (603 CMR 46.00).

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- selected requirements from the Massachusetts Board of Education's Student Learning Time regulations (603 CMR 27.00).
- various requirements under other federal and state laws.

Tiered Focused Monitoring allows for differentiated monitoring based on a district/charter school's level of need, the Tiers are defined as follows:

LEAs in Tiers 1 and 2 have been determined to have no or low risk:

- Tier 1/Self-Directed Improvement: Data points indicate no concern on compliance and performance outcomes – meets requirements.
- Tier 2/Directed Improvement: No demonstrated risk in areas with close link to student outcomes – low risk.

LEAs in Tiers 3 and 4 have demonstrated greater risk:

- Tier 3/Corrective Action: Areas of concern include both compliance and student outcomes – moderate risk.
- Tier 4/Cross-unit Support and Corrective Action: Areas of concern have profound effect on student outcomes and ongoing compliance – high risk.

The phases of Tiered Focused Monitoring for Douglas Public Schools included:

Self-Assessment Phase:

- District reviewed special education and civil rights documentation for required elements including document uploads.
- Upon completion of this internal review, the district's self-assessment was submitted to the Department for review.

Verification Phase:

- Review of additional documents for special education or civil rights.
- Surveys of parents of students with disabilities: Parents of students with disabilities were sent a survey to solicit information regarding their experiences with the district's implementation of special education programs, related services, and procedural requirements.
- Interviews of three staff members consistent with those criteria selected for onsite verification.
- Interview of a parent advisory council (PAC) representative.
- Observations of classrooms and other facilities: The team reviewed floor plans of classrooms and school facilities used in the delivery of programs and services to determine general levels of compliance with program requirements.

Report: For Tier 1 & 2 Tiered Focused Monitoring Reviews

Following the onsite visit, the onsite team holds an informal exit meeting to summarize its comments for the superintendent or charter school leader. Within approximately 20 business days of the onsite visit, the onsite chairperson forwards to the superintendent or charter school leader the findings from the Tiered Focused Monitoring Review. All districts/charter schools in Tiers 1 and 2, as part of the reporting process, then develop a Continuous Improvement and Monitoring Plan (CIMP) for any criteria receiving a rating of "Partially Implemented," "Not Implemented," and "Implementation in Progress." The CIMP outlines an action plan, identifies the success metric, describes the measurement mechanism and provides a completion timeframe to bring those areas into compliance with the controlling statute or regulation. Districts and charter schools are expected to incorporate the CIMP actions into their district and school improvement plans, including their professional development plans.

DEFINITION OF COMPLIANCE RATINGS

Commendable	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented	The requirement is substantially met in all important aspects.
Implementation in Progress	This rating is used for criteria containing new or updated legal requirements and means that the district has implemented any old requirements contained in the criterion and is training staff or beginning to implement the new requirements in such a way that the onsite team anticipates that the new requirements will be implemented by the end of the school year.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the school district or charter school.

Douglas Public Schools

SUMMARY OF COMPLIANCE CRITERIA RATINGS

	Universal Standards Special Education	Universal Standards Civil Rights and Other General Education Requirements
IMPLEMENTED	SE 15, SE 32, SE 35, SE 36, SE 50, SE 51, SE 52, SE 52A, SE 54, SE 55, SE 56	CR 3, CR 7, CR 7A, CR 7B, CR 8, CR 10A, CR 10B, CR 10C, CR 12A, CR 16, CR 20, CR 21, CR 22, CR 23, CR 24
PARTIALLY IMPLEMENTED		CR 17A, CR 25
NOT IMPLEMENTED		CR 7C

The review instruments, that include the regulatory requirements specific to the special education and civil rights criteria referenced in the table above, can be found at www.doe.mass.edu/psm/resources/default.html.

Improvement Area 1

Criterion: CR 7C - Early release of high school seniors

Rating: Not Implemented

Description of Current Issue: A review of the district's calendar indicated that the conclusion of the seniors' school year is more than 12 school days before the regularly scheduled closing date of the high school.

LEA Outcome: Douglas Public Schools will ensure that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the high school. The school committee will approve a compliant 2021-2022 school calendar and the district will implement procedures that ensure future compliance.

Action Plan: By April 16, 2021, Douglas Public Schools will submit a 2021-2022 school calendar that ensures neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the high school.

By May 5, 2021, upon Department approval of the calendar, the school committee will approve the 2021-2022 school calendar. Evidence will include meeting minutes indicating approval.

By June 30, 2021, the district will disseminate the school committee-approved calendar to the school community. Evidence will include notification of dissemination.

Success Metric: By February 2, 2022 and beyond, Douglas Public Schools will ensure that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the school.

Evidence:

- * Updated school calendar
- * School committee minutes indicating approval
- * Notification of dissemination to the school community

Measurement Mechanism: The Assistant Superintendent of Student Support Services shall review a proposed school calendar each February to ensure compliance. Following this administrative review, the Assistant Superintendent of Student Support Services shall submit the calendar to the school committee for approval no later than March of each year.

Completion Timeframe: 06/30/2021

Improvement Area 2

Criterion: CR 17A - Use of physical restraint on any student enrolled in a publicly-funded education program

Rating: Partially Implemented

Description of Current Issue: A review of documents indicated that the district's written restraint prevention and behavior support procedures are not consistent with regulations 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Specifically, the procedures do not include a description of the program's training requirements.

LEA Outcome: Douglas Public Schools will update its written restraint prevention and behavior support procedures so that they are consistent with regulations under 603 CMR 46.00. Once approved by the Department of Elementary and Secondary Education, the district will disseminate the updated procedures to staff, students, and parents/guardians of students. The district will ensure all staff receive the required trainings related to restraint prevention and behavior support policy and procedures. The district will also ensure that the policy and procedures are reviewed annually.

Action Plan: By June 30, 2021, Douglas Public Schools will submit revised restraint procedures that include a description of the program's training requirements.

By November 1, 2021, upon Department approval of the procedures, Douglas Public Schools will disseminate the updated procedures to the school community. Evidence will include a link to the online policy and procedures and notification to the school community.

By November 1, 2021, Douglas Public Schools will submit evidence of training for all program staff on the district's revised restraint procedures. Evidence will include training materials, meeting agendas and signed attendance sheets.

Success Metric: By February 2, 2022 and beyond, the Douglas Public Schools' written restraint prevention and behavior support policy and procedures will be consistent with regulations under 603 CMR 46.00. The district will annually disseminate the policy and procedures to the school community. All staff will receive the required trainings related to the restraint prevention and behavior support policy and procedures. The policy and procedures will be reviewed annually.

Evidence will include:

- Revised written restraint prevention and behavior support procedures
- Link to the online policy and updated procedures
- Notification to the school community
- Training materials, meeting agendas, and signed attendance sheets

Measurement Mechanism: Douglas Public Schools' leadership team will annually review the written restraint prevention and behavior support policies and procedures, as well as review the means of dissemination to the school community. District leadership will provide and track staff trainings to ensure all staff are trained within the first month of each school year and for staff hired after the school year begins, within a month of their hire date.

Completion Timeframe: 11/01/2021

Improvement Area 3

Criterion: CR 25 - Institutional self-evaluation

Rating: Partially Implemented

Description of Current Issue: A review of documents and interviews indicated that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

LEA Outcome: Douglas Public Schools will evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability or housing status, have equal access to all programs, including athletics and other extracurricular activities. The district will make such changes as are indicated by the evaluation.

Action Plan: By September 1, 2021, Douglas Public Schools will submit protocols, procedures, and tools developed to conduct an annual self-evaluation of its K-12 program.

By October 1, 2021, Douglas Public Schools will train all relevant staff members on the protocols, procedures, and tools developed to conduct the annual self-evaluation. Evidence will include training materials, meeting agendas and signed attendance sheets.

By November 1, 2021, Douglas Public Schools will conduct an annual civil rights self-evaluation of its K-12 program, including athletics and other extracurricular activities. Evidence will include the results of a completed annual self-evaluation.

By December 1, 2021, Douglas Public Schools will submit the Superintendent's recommendations to the school committee for the necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation. Evidence will include a summary of recommendations made by the Superintendent to the school committee.

Success Metric: By February 2, 2022 and beyond, Douglas Public Schools will evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. Likewise, the Superintendent will make annual recommendations to the school committee for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation.

Evidence will include:

- *Protocols, procedures, and tools developed to conduct an annual self-evaluation
- *Training materials, meeting agendas, and signed attendance sheets
- *The results of a completed annual self-evaluation
- *Summary of recommendations made by the Superintendent to the school committee

Measurement Mechanism: Douglas Public Schools leadership, including the Assistant Superintendent of Student Support Services and the Director of Curriculum, will lead the district leadership team in the development and annual review of the protocols, procedures, and tools used to conduct the annual self-evaluation. The Assistant Superintendent of Student Support Services will ensure that appropriate training occurs annually for those engaged in the evaluation. The district leadership team will annually evaluate its K-12 program, including athletics and other extracurricular activities, and will make such changes as are indicated by the evaluation. The district leadership team will review the annual program evaluation in the summer of each school year and make recommendations for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation. The Superintendent will annually present the results of the evaluation to the school committee and make recommendations for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation.

Completion Timeframe: 12/01/2021

File: JB - EQUAL EDUCATIONAL OPPORTUNITIES-Current

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR 26:00

BESE regulations 603 CMR 28.00

CROSS REF.: AC, Nondiscrimination

Excellence in Education

JB - EQUAL EDUCATIONAL OPPORTUNITIES-Revision In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

The district shall evaluate all aspects of its k-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability or housing status, have equal access to all programs, including athletics and other extracurricular activities. The district will make such changes as are indicated by the evaluation.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

UPDATED: December 2021

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Title IX, Education Amendments of 1972

M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)

BESE regulations 603 CMR 26:00

BESE regulations 603 CMR 28.00

Excellence in Education

CROSS REF.: AC, Nondiscrimination

Excellence in Education

The Douglas Public Schools welcomes and is open to all students, and offers equal opportunities in all approved programs and courses of study without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, homelessness, or disability.



Douglas Public Schools

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Cindy Socha, Curriculum Director

Cortney Keegan, Business & Operations Manager
Tara Sobaleski, Director of Special Education & Student Support Services

CR 25 Institutional Self-Evaluation Process

General Information: The district evaluates all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities and makes such changes as are indicated by the evaluation.

Annual Procedure:

1. Each Spring, building principals will administer questionnaires to solicit responses from parents, students, teachers and administrators regarding equity and equitable access for all students (template attached).
 - a. The templates may be adapted to ensure their accessibility.
2. At least once in the Fall and once in the Spring, building and district administrators will complete equity walks using the attached form at each building level to assess equity across classrooms and schools.
3. Each Fall, building and district administrators will review current and previous data regarding:
 - a. distribution of students in programs, including athletics and extracurricular activities, by race/ethnicity, gender, LEP status, IEP/504 plan status, and housing status
 - b. entrance criteria for remedial or advanced classes;
 - c. supports for students taking advanced classes;
 - d. athletic policies;
 - e. school and district policies and procedures;
 - f. publicity and participation in extracurricular activities;
 - g. incidences of bullying, hate crimes, and harassment/discrimination;
 - h. student identification for Title I, 504, and/or special education services
 - i. complaints or concerns about the accessibility of programs, including athletics and other extracurricular activities;
 - j. Performance on MCAS and other progress monitoring measures;
 - k. attendance;
 - l. family engagement; and/or
 - m. student discipline.
4. Upon the completion of review of the data sources states in procedure three (3) above:
 - a. Building principals will complete parts I-IV of the district's self-evaluation form.



Douglas Public Schools

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- b. The Superintendent will hold a meeting with building and district leadership to review and debrief the findings at each level and to collectively complete part V of the district's self-evaluation form.

District Tools Used to Solicit and analyze Data Regarding Equity:

- Questionnaires—to solicit responses from parents, students, teachers and administrators regarding equity and equitable access for all students
- Equity Walks—to assess equity across classrooms and schools
- Annual Civil Rights Self-Evaluation Form—to organize and analyze data and develop a root cause analysis (template attached)

Data Reviewed To Assess Equity:

1. distribution of students in programs, including athletics and extracurricular activities, by race/ethnicity, gender, LEP status, IEP/504 plan status, and housing status
2. entrance criteria for remedial or advanced classes;
3. supports for students taking advanced classes;
4. athletic policies;
5. publicity and participation in extracurricular activities;
6. incidences of bullying, hate crimes, and harassment/discrimination;
7. student identification for Title I, 504, and/or special education services
8. complaints or concerns about the accessibility of programs, including athletics and other extracurricular activities;
9. Performance on MCAS and other progress monitoring measures;
10. attendance;
11. family engagement; and/or
12. student discipline.

Annual Institutional Self-Evaluation (CR25) Form

SY:



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Part I: Analysis of Student Outcome Data

Student outcome data analyzed

[Insert list]

Insights

1. What does the data tell us about the experience of different student groups in the district?

[Insert bullets]

2. What connections can we make between student outcomes by different student groups and access to the district's programs?

[Insert bullets]

Recommendations

3. What steps do we recommend following the identified connections between student outcomes and the different student groups?

[Insert bullets]

Part II: Analysis of Student discipline data, athletics and extra-curricular participation data

1. Student discipline data analyzed

[Insert list]

Insights

2. What does the data tell us about the student groups impacted by disciplinary actions in the district?

[Insert bullets]

Athletics and Extracurricular activities participations data analysis and insights

3. What observations can we make from the data regarding student access to the district's athletics and other extracurricular programs?



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Recommendations

4. What recommendations do we make following the insights of this data review?

Part III: Survey Feedback from Administrators, Teachers/Staff, and Students about Access

What do the results of these surveys say about access?

1. **Teacher/Staff Survey -**

2. **Parent Survey -**

3. **Student Survey -**

4. **Family Survey -**

Recommendations

[Insert bullets]

Part IV: Review of School Policies and Procedures

[Insert list of policies and procedures reviewed]

Insights

1. Which policies/procedures, in their current form, support equal access for all students?

[Insert list]



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2. Which policies/procedures, in their current form, require revision/amendment in order to support equal access for all students?

[Insert list]

Recommendations

3. What specific adjustments, if any, do we need to make in the identified policies and procedures in order to ensure equal access for all students?

Part V: Root Cause Analysis

Root Cause—the deepest underlying cause, or causes, of positive or negative symptoms within any process that, if dissolved, would result in elimination, or substantial reduction, of the symptom

Identified Problem 1:

Why? Because...

Why? Because...

Why? Because...

Why? Because...

Why? Because...

Identified Problem 2:

Why? Because...

Why? Because...

Why? Because...



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Why? Because...

Why? Because...

Identified Problem 3:

Why? Because...

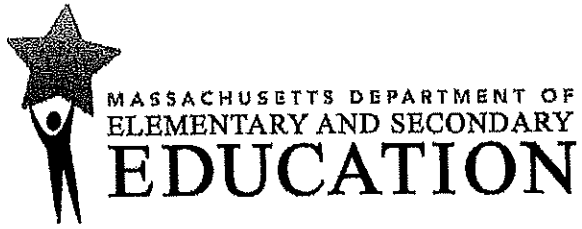
Why? Because...

Why? Because...

Why? Because...

Why? Because...

Part VI: District's K-12 program evaluation key findings, questions for exploration, and/or next steps



Douglas Public Schools

Tiered Focused Monitoring Report

**For Group B Universal Standards
Tier Level 1**

Date of Onsite Visit: January 20, 2021

Date of Final Report: March 26, 2021



Jeffrey C. Riley

Commissioner of Elementary and Secondary Education

During the 2020-2021 school year, Douglas Public Schools participated in a Tiered Focused Monitoring Review conducted by the Department's Office of Public School Monitoring. The purpose of the Tiered Focused Monitoring Review is to monitor compliance with regulatory requirements focusing on special education and civil rights.

Districts and charter schools are reviewed every three years through Tiered Focused Monitoring. This review process emphasizes elements most tied to student outcomes and alternates the focus of each review on either Group A Universal Standards or Group B Universal Standards.

Group A Universal Standards address:

- Student identification
- IEP development
- Programming and support services
- Equal opportunity

Group B Universal Standards address:

- Licensure and professional development
- Parent/student/community engagement
- Facilities and classroom observations
- Oversight
- Time and learning
- Equal access

In addition, the Department has reserved a specific set of criteria, collectively known as Targeted Standards, employed when LEA or school-level risk assessment data indicate that there is a potential issue. Identified Targeted Standards are assessed in addition to the Universal Standards.

Universal Standards and Targeted Standards are aligned with the following regulations:

Special Education (SE)

- selected requirements from the federal Individuals with Disabilities Education Act (IDEA-2004); the federal regulations promulgated under that Act at 34 CFR Part 300; M.G.L. c. 71B, and the Massachusetts Board of Education's Special Education regulations (603 CMR 28.00), as amended effective March 1, 2007.

Civil Rights Methods of Administration and Other General Education Requirements (CR)

- selected federal civil rights requirements, including requirements under Title VI of the Civil Rights Act of 1964; the Equal Educational Opportunities Act of 1974; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, together with selected state requirements under M.G.L. c. 76, Section 5 as amended by Chapter 199 of the Acts of 2011 and M.G.L. c. 269 §§ 17 through 19.
- selected requirements from the Massachusetts Board of Education's Physical Restraint regulations (603 CMR 46.00).

Template Version 072820

- selected requirements from the Massachusetts Board of Education's Student Learning Time regulations (603 CMR 27.00).
- various requirements under other federal and state laws.

Tiered Focused Monitoring allows for differentiated monitoring based on a district/charter school's level of need, the Tiers are defined as follows:

LEAs in Tiers 1 and 2 have been determined to have no or low risk:

- Tier 1/Self-Directed Improvement: Data points indicate no concern on compliance and performance outcomes – meets requirements.
- Tier 2/Directed Improvement: No demonstrated risk in areas with close link to student outcomes – low risk.

LEAs in Tiers 3 and 4 have demonstrated greater risk:

- Tier 3/Corrective Action: Areas of concern include both compliance and student outcomes – moderate risk.
- Tier 4/Cross-unit Support and Corrective Action: Areas of concern have profound effect on student outcomes and ongoing compliance – high risk.

The phases of Tiered Focused Monitoring for Douglas Public Schools included:

Self-Assessment Phase:

- District reviewed special education and civil rights documentation for required elements including document uploads.
- Upon completion of this internal review, the district's self-assessment was submitted to the Department for review.

Verification Phase:

- Review of additional documents for special education or civil rights.
- Surveys of parents of students with disabilities: Parents of students with disabilities were sent a survey to solicit information regarding their experiences with the district's implementation of special education programs, related services, and procedural requirements.
- Interviews of three staff members consistent with those criteria selected for onsite verification.
- Interview of a parent advisory council (PAC) representative.
- Observations of classrooms and other facilities: The team reviewed floor plans of classrooms and school facilities used in the delivery of programs and services to determine general levels of compliance with program requirements.

Report: For Tier 1 & 2 Tiered Focused Monitoring Reviews

Following the onsite visit, the onsite team holds an informal exit meeting to summarize its comments for the superintendent or charter school leader. Within approximately 20 business days of the onsite visit, the onsite chairperson forwards to the superintendent or charter school leader the findings from the Tiered Focused Monitoring Review. All districts/charter schools in Tiers 1 and 2, as part of the reporting process, then develop a Continuous Improvement and Monitoring Plan (CIMP) for any criteria receiving a rating of "Partially Implemented," "Not Implemented," and "Implementation in Progress." The CIMP outlines an action plan, identifies the success metric, describes the measurement mechanism and provides a completion timeframe to bring those areas into compliance with the controlling statute or regulation. Districts and charter schools are expected to incorporate the CIMP actions into their district and school improvement plans, including their professional development plans.

DEFINITION OF COMPLIANCE RATINGS

Commendable	Any requirement or aspect of a requirement implemented in an exemplary manner significantly beyond the requirements of law or regulation.
Implemented	The requirement is substantially met in all important aspects.
Implementation in Progress	This rating is used for criteria containing new or updated legal requirements and means that the district has implemented any old requirements contained in the criterion and is training staff or beginning to implement the new requirements in such a way that the onsite team anticipates that the new requirements will be implemented by the end of the school year.
Partially Implemented	The requirement, in one or several important aspects, is not entirely met.
Not Implemented	The requirement is totally or substantially not met.
Not Applicable	The requirement does not apply to the school district or charter school.

Douglas Public Schools

SUMMARY OF COMPLIANCE CRITERIA RATINGS

	Universal Standards Special Education	Universal Standards Civil Rights and Other General Education Requirements
IMPLEMENTED	SE 15, SE 32, SE 35, SE 36, SE 50, SE 51, SE 52, SE 52A, SE 54, SE 55, SE 56	CR 3, CR 7, CR 7A, CR 7B, CR 8, CR 10A, CR 10B, CR 10C, CR 12A, CR 16, CR 20, CR 21, CR 22, CR 23, CR 24
PARTIALLY IMPLEMENTED		CR 17A, CR 25
NOT IMPLEMENTED		CR 7C

The review instruments, that include the regulatory requirements specific to the special education and civil rights criteria referenced in the table above, can be found at www.doe.mass.edu/psm/resources/default.html.

Improvement Area 1

Criterion: CR 7C - Early release of high school seniors

Rating: Not Implemented

Description of Current Issue: A review of the district's calendar indicated that the conclusion of the seniors' school year is more than 12 school days before the regularly scheduled closing date of the high school.

LEA Outcome: Douglas Public Schools will ensure that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the high school. The school committee will approve a compliant 2021-2022 school calendar and the district will implement procedures that ensure future compliance.

Action Plan: By April 16, 2021, Douglas Public Schools will submit a 2021-2022 school calendar that ensures neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the high school.

By May 5, 2021, upon Department approval of the calendar, the school committee will approve the 2021-2022 school calendar. Evidence will include meeting minutes indicating approval.

By June 30, 2021, the district will disseminate the school committee-approved calendar to the school community. Evidence will include notification of dissemination.

Success Metric: By February 2, 2022 and beyond, Douglas Public Schools will ensure that neither the conclusion of the seniors' school year nor graduation is more than 12 school days before the regularly scheduled closing date of the school.

Evidence:

- * Updated school calendar
- * School committee minutes indicating approval
- * Notification of dissemination to the school community

Measurement Mechanism: The Assistant Superintendent of Student Support Services shall review a proposed school calendar each February to ensure compliance. Following this administrative review, the Assistant Superintendent of Student Support Services shall submit the calendar to the school committee for approval no later than March of each year.

Completion Timeframe: 06/30/2021

Improvement Area 2

Criterion: CR 17A - Use of physical restraint on any student enrolled in a publicly-funded education program

Rating: Partially Implemented

Description of Current Issue: A review of documents indicated that the district's written restraint prevention and behavior support procedures are not consistent with regulations 603 CMR 46.00 regarding appropriate responses to student behavior that may require immediate intervention. Specifically, the procedures do not include a description of the program's training requirements.

LEA Outcome: Douglas Public Schools will update its written restraint prevention and behavior support procedures so that they are consistent with regulations under 603 CMR 46.00. Once approved by the Department of Elementary and Secondary Education, the district will disseminate the updated procedures to staff, students, and parents/guardians of students. The district will ensure all staff receive the required trainings related to restraint prevention and behavior support policy and procedures. The district will also ensure that the policy and procedures are reviewed annually.

Action Plan: By June 30, 2021, Douglas Public Schools will submit revised restraint procedures that include a description of the program's training requirements.

By November 1, 2021, upon Department approval of the procedures, Douglas Public Schools will disseminate the updated procedures to the school community. Evidence will include a link to the online policy and procedures and notification to the school community.

By November 1, 2021, Douglas Public Schools will submit evidence of training for all program staff on the district's revised restraint procedures. Evidence will include training materials, meeting agendas and signed attendance sheets.

Success Metric: By February 2, 2022 and beyond, the Douglas Public Schools' written restraint prevention and behavior support policy and procedures will be consistent with regulations under 603 CMR 46.00. The district will annually disseminate the policy and procedures to the school community. All staff will receive the required trainings related to the restraint prevention and behavior support policy and procedures. The policy and procedures will be reviewed annually.

Evidence will include:

- Revised written restraint prevention and behavior support procedures
- Link to the online policy and updated procedures
- Notification to the school community
- Training materials, meeting agendas, and signed attendance sheets

Measurement Mechanism: Douglas Public Schools' leadership team will annually review the written restraint prevention and behavior support policies and procedures, as well as review the means of dissemination to the school community. District leadership will provide and track staff trainings to ensure all staff are trained within the first month of each school year and for staff hired after the school year begins, within a month of their hire date.

Completion Timeframe: 11/01/2021

Improvement Area 3

Criterion: CR 25 - Institutional self-evaluation

Rating: Partially Implemented

Description of Current Issue: A review of documents and interviews indicated that the district does not evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.

LEA Outcome: Douglas Public Schools will evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability or housing status, have equal access to all programs, including athletics and other extracurricular activities. The district will make such changes as are indicated by the evaluation.

Action Plan: By September 1, 2021, Douglas Public Schools will submit protocols, procedures, and tools developed to conduct an annual self-evaluation of its K-12 program.

By October 1, 2021, Douglas Public Schools will train all relevant staff members on the protocols, procedures, and tools developed to conduct the annual self-evaluation. Evidence will include training materials, meeting agendas and signed attendance sheets.

By November 1, 2021, Douglas Public Schools will conduct an annual civil rights self-evaluation of its K-12 program, including athletics and other extracurricular activities. Evidence will include the results of a completed annual self-evaluation.

By December 1, 2021, Douglas Public Schools will submit the Superintendent's recommendations to the school committee for the necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation. Evidence will include a summary of recommendations made by the Superintendent to the school committee.

Success Metric: By February 2, 2022 and beyond, Douglas Public Schools will evaluate all aspects of its K-12 program annually to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities. Likewise, the Superintendent will make annual recommendations to the school committee for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation.

Evidence will include:

- *Protocols, procedures, and tools developed to conduct an annual self-evaluation
- *Training materials, meeting agendas, and signed attendance sheets
- *The results of a completed annual self-evaluation
- *Summary of recommendations made by the Superintendent to the school committee

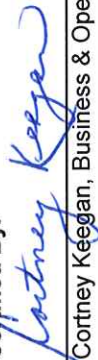
Measurement Mechanism: Douglas Public Schools leadership, including the Assistant Superintendent of Student Support Services and the Director of Curriculum, will lead the district leadership team in the development and annual review of the protocols, procedures, and tools used to conduct the annual self-evaluation. The Assistant Superintendent of Student Support Services will ensure that appropriate training occurs annually for those engaged in the evaluation. The district leadership team will annually evaluate its K-12 program, including athletics and other extracurricular activities, and will make such changes as are indicated by the evaluation. The district leadership team will review the annual program evaluation in the summer of each school year and make recommendations for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation. The Superintendent will annually present the results of the evaluation to the school committee and make recommendations for any necessary policies, program changes, and budget resource allocations needed to address the results of the self-evaluation.

Completion Timeframe: 12/01/2021

DOUGLAS PUBLIC SCHOOLS
 FY 2022 RECLASSIFICATIONS # 2
 SCHOOL COMMITTEE MEETING: DECEMBER 15, 2021

ORIGINAL ACCOUNT CREDITED				RECLASSIFY TO			
AMOUNT	WARR #	VENDOR OR OTHER INFORMATION	ACCOUNT #	ACCT. DESCRIPTION	AMOUNT	ACCOUNT #	ACCT. DESCRIPTION
21.42	W11SCH22	McGraw Hill	29030521-55100	FY 2021 Title 1 Instr. Supplies	21.42	29030921-55100	FY 2021 Title IV Instr. Supplies
1,864.52	W05PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	1,864.52	14023408-51100	DHS Librarian Salary
2,187.23	W06PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
2,187.23	W07PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
2,187.23	W08PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
2,187.23	W09PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
2,187.23	W10PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
2,187.23	W11PAY22	Kathryn Malo	14023401-51100	DHS Librarian Salary	2,187.23	14023408-51100	DHS Librarian Salary
1,009.12	W06PAY22	April Vassar	29026222-51111	FY 2022 SPED Entitlement Grant-Sal.	1,009.12	12123302-51111	DPS ABA Wages
756.84	W05PAY22	April Vassar	29026222-51111	FY 2022 SPED Entitlement Grant-Sal.	756.84	12123302-51111	DPS ABA Wages
2,928.75	W09SCH22	GL Group, Inc.	29027421-55100	FY 2021 SPED Program Impr. Grant Supp.	2,928.75	02045-55100	School Choice - Supplies
19,704.03					19,704.03		

The expenditure reclassifications listed above are being submitted to the School Committee for approval at the December 15, 2021 School Committee meeting.

Certified By: 
 Courtney Keegan, Business & Operations Manager

Approved by School Committee on December 15, 2021

Heather Morin, Chairman, School Committee

DOUGLAS PUBLIC SCHOOLS
 FY 2022 GENERAL FUND BUDGET REPORT AS OF DECEMBER 13, 2021 AND PROJECTIONS
 SCHOOL COMMITTEE MEETING: DECEMBER 15, 2021

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
10011108	51000	SALARY/WAGE ADJUSTMENTS	280,819	0.00	280,819.00	0.00	0.00	280,819.00	280,819.00	0.00
10011108	51101	SCHOOL COMM SECRETARY WAGE	1,988	0.00	1,988.00	691.89	0.00	1,296.11	1,988.00	0.00
10011108	51201	VIDEO SERVICES	1,737	0.00	1,737.00	603.35	0.00	1,133.65	1,737.00	0.00
10011108	53001	ADVERTISING	3,000	0.00	3,000.00	3,177.38	0.00	-177.38	3,500.00	-500.00
10011108	53003	AUDITING	11,500	0.00	11,500.00	0.00	0.00	11,500.00	11,500.00	0.00
10011108	53012	EMPLOYEE TRAIN SEM/CONF	1,000	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
10011108	57100	IN-STATE TRAVEL	200	0.00	200.00	0.00	0.00	200.00	200.00	0.00
10011108	57150	TRAINING AND EDUCATION	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
10011108	57300	DUES AND MEMBERSHIPS	5,300	0.00	5,300.00	6,375.00	0.00	-1,075.00	6,375.00	-1,075.00
		Total 1110 SCHOOL COMMITTEE	306,044	0.00	306,044.00	10,847.62	0.00	295,196.38	307,619.00	-1,575.00
10012108	51100	SUPERINTENDENT	145,000	0.00	145,000.00	64,412.37	0.00	80,587.63	147,900.00	-2,900.00
10012108	51101	SECRETARY WAGES	53,198	0.00	53,198.00	20,790.00	0.00	32,408.00	54,262.00	-1,064.00
10012108	57150	TRAINING AND EDUCATION	0	0.00	0.00	897.00	0.00	-897.00	897.00	-897.00
		Total 1210 SUPERINTENDENT	198,198	0.00	198,198.00	86,099.37	0.00	112,098.63	203,059.00	-4,861.00
10014108	51100	BUSINESS MANAGER SALARY	108,532	0.00	108,532.00	46,656.39	0.00	61,875.61	110,703.00	-2,171.00
10014108	51110	BUDGET/OFFICER ASST SALARY	55,374	0.00	55,374.00	24,374.78	0.00	30,999.22	55,462.00	-88.00
10014108	51111	BOOKKEEPER/SECRETARY WAGES	49,820	0.00	49,820.00	21,419.20	0.00	28,400.80	50,822.00	-1,002.00
10014108	51505	VEHICLE ALLOWANCE	400	0.00	400.00	0.00	0.00	400.00	400.00	0.00
		Total 1410 BUSINESS OFFICE	214,126	0.00	214,126.00	92,450.37	0.00	121,675.63	217,387.00	-3,261.00
10014508	51505	VEHICLE ALLOWANCE	400	0.00	400.00	0.00	0.00	400.00	400.00	0.00
10014508	53012	EMPLOYEE TRAIN SEM/CONFERENCES	400	0.00	400.00	0.00	0.00	400.00	400.00	0.00
10014508	54200	TECHNOLOGY OFFICE SUPPLIES	800	0.00	800.00	0.00	0.00	800.00	800.00	0.00
10014508	57300	DUES AND MEMBERSHIPS	150	0.00	150.00	0.00	0.00	150.00	150.00	0.00
		Total 1450 INFO MGT & TECHNOLOGY	1,750	0.00	1,750.00	0.00	0.00	1,750.00	1,750.00	0.00
10021101	57300	DUES AND MEMBERSHIPS	0	300.00	300.00	300.00	0.00	0.00	300.00	0.00
10021102	51100	DIRECTOR OF STUDENT SERVICES	101,857	0.00	101,857.00	42,430.85	0.00	59,426.15	102,309.90	-452.90
10021102	51101	SPED SECRETARY	45,331	0.00	45,331.00	19,261.80	0.00	26,069.20	46,228.32	-897.32
10021102	51111	SPED COORDINATOR	91,107	0.00	91,107.00	17,273.72	0.00	73,833.28	60,352.49	30,754.51
10021102	51505	VEHICLE ALLOWANCE	800	0.00	800.00	0.00	0.00	800.00	800.00	0.00
10021102	53001	ADVERTISING	0	70.68	70.68	0.00	70.68	0.00	71.00	-0.32
10021102	53012	EMPLOYEE TRAIN SEM/CONF	2,320	215.00	2,535.00	505.00	565.00	1,465.00	2,535.00	0.00
10021102	54200	OFFICE SUPPLIES	3,568	0.00	3,568.00	1,008.99	112.00	2,447.01	3,568.00	0.00
10021102	57300	DUES AND MEMBERSHIPS	1,125	0.00	1,125.00	774.00	285.00	66.00	1,125.00	0.00
		Total 2110 STUDENT SERVICES	246,108	585.68	246,693.68	81,554.36	1,032.68	164,106.64	217,289.71	29,403.97
10021202	51111	SPED DEPARTMENT HEAD (NON-SUPERVISORY)	78,438	0.00	78,438.00	16,264.31	0.00	62,173.69	61,711.00	16,727.00
		Total 2120 DEPARTMENT HEAD	78,438	0.00	78,438.00	16,264.31	0.00	62,173.69	61,711.00	16,727.00

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
10023051	51100	SALARIES	72,394	0.00	72,394.00	19,079.85	0.00	53,314.15	19,079.85	53,314.15
10023052	51100	SPED TEACHER SALARIES	26,000	0.00	26,000.00	18,200.00	0.00	7,800.00	18,200.00	7,800.00
		Total 2305 TEACHERS, CLASSROOMS	98,394	0.00	98,394.00	37,279.85	0.00	61,114.15	37,279.85	61,114.15
10023202	51100	DISTRICT WIDE THERAPISTS	151,448	0.00	151,448.00	40,319.44	0.00	111,128.56	151,448.00	0.00
10023202	53008	SPED CONTRACTED SERVICES	317,530	97,368.00	414,898.00	28,739.75	337,068.25	49,090.00	434,898.00	-20,000.00
10023202	53012	EMPLOYEE TRAIN SEM/CONF	0	0.00	0.00	0.00	675.00	-675.00	675.00	-675.00
10023202	53201	SPED TUTORING	7,500	0.00	7,500.00	0.00	0.00	7,500.00	7,500.00	0.00
		Total 2320 MEDICAL & THERAPEUTIC SERVICES	476,478	97,368.00	573,846.00	69,059.19	337,743.25	167,043.56	594,521.00	-20,675.00
10023302	51110	SPED PARAPROFESSIONAL SALARIES	32,454	0.00	32,454.00	19,683.06	0.00	12,770.94	19,683.06	12,770.94
10023302	51202	TUTOR WAGES	2,400	0.00	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00
		Total 2330 PARAPROFESSIONAL/ABA	34,854	0.00	34,854.00	19,683.06	0.00	15,170.94	19,683.06	15,170.94
10023561	53012	DW PROF DEV TRAINING/CONFER	2,500	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00
10023562	53012	DW PROF DEV SPED TRAIN/CONF	1,175	775.00	1,950.00	0.00	0.00	1,950.00	1,950.00	0.00
		Total 2356 INSTRUCTIONAL STAFF PD	3,675	775.00	4,450.00	0.00	0.00	4,450.00	4,450.00	0.00
10023581	53000	PROF AND TECHNICAL CONSULTANTS	1,000	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
		Total 2358 O/S PD-INSTRUCTIONAL STAFF	1,000	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
10024202	55100	EDUCATIONAL SUPPLIES	1,839	0.00	1,839.00	0.00	0.00	1,839.00	1,839.00	0.00
		Total 2420 INSTRUCTIONAL EQUIPMENT	1,839	0.00	1,839.00	0.00	0.00	1,839.00	1,839.00	0.00
10024402	57100	IN-STATE TRAVEL	200	0.00	200.00	0.00	0.00	200.00	200.00	0.00
		Total 2440 INSTRUCTIONAL SERVICES	200	0.00	200.00	0.00	0.00	200.00	200.00	0.00
10027202	51100	SALARIES	10,000	-1,360.68	8,639.32	0.00	0.00	8,639.32	8,639.20	0.12
10027202	53000	SPED TESTING AND ASSESSMENT	1,100	0.00	1,100.00	0.00	0.00	1,100.00	1,100.00	0.00
10027202	55100	EDUCATIONAL SUPPLIES	9,422	0.00	9,422.00	0.00	0.00	9,422.00	9,422.00	0.00
		Total 2720 TESTING AND ASSESSMENT	20,522	-1,360.68	19,161.32	0.00	0.00	19,161.32	19,161.20	0.12
10028002	51100	SPED PSYCHOLOGIST SALARIES	85,517	0.00	85,517.00	22,538.56	0.00	62,978.44	72,899.63	12,617.37
10028002	53012	EMPLOYEE TRAIN SEM/CONF	200	0.00	200.00	0.00	0.00	200.00	200.00	0.00
		Total 2800 PSYCHOLOGICAL SERVICES	85,717	0.00	85,717.00	22,538.56	0.00	63,178.44	73,099.63	12,617.37
10032008	51100	DW NURSE SALARY	2,400	0.00	2,400.00	4,025.00	0.00	-1,625.00	6,000.00	-3,600.00
10032008	51200	NURSE SUBSTITUTE	1,260	0.00	1,260.00	0.00	0.00	1,260.00	2,000.00	-740.00
10032008	53000	PROF AND TECHNICAL CONSULTANTS	3,500	0.00	3,500.00	0.00	3,500.00	0.00	3,500.00	0.00
		Total 3200 MEDICAL/HEALTH SERVICES	7,160	0.00	7,160.00	4,025.00	3,500.00	-365.00	11,500.00	-4,340.00

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
10034008	54900	FOOD AND FOOD SERVICE SUPPLIES	0	0.00	0.00	163.45	0.00	-163.45	163.45	-163.45
		Total 3400 FOOD SERVICES	0	0.00	0.00	163.45	0.00	-163.45	163.45	-163.45
10036008	53000	PROFESSIONAL SERVICES	600	0.00	600.00	480.00	0.00	120.00	480.00	120.00
		Total 3600 SCHOOL SECURITY	600	0.00	600.00	480.00	0.00	120.00	480.00	120.00
10041108	53012	EMPLOYEE TRAIN SEM/CONFERENCES	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
		Total 4110 CUSTODIAL SERVICES	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
10042108	51100	GROUNDSKEEPER	19,972	0.00	19,972.00	8,584.40	0.00	11,387.60	20,368.44	-396.44
10042108	51300	GROUNDSKEEPER OVERTIME	2,250	0.00	2,250.00	509.71	0.00	1,740.29	2,250.00	0.00
10042108	52700	RENTALS AND LEASES	300	0.00	300.00	0.00	0.00	300.00	300.00	0.00
10042108	55811	UNIFORMS AND OTHER CLOTHING	325	0.00	325.00	200.00	108.00	17.00	400.00	-75.00
		Total 4210 MAINTENANCE OF GROUNDS	22,847	0.00	22,847.00	9,294.11	108.00	13,444.89	23,318.44	-471.44
10042208	51100	FACILITIES MANAGER SALARY	76,779	0.00	76,779.00	33,006.27	0.00	43,772.73	78,315.00	-1,536.00
10042208	53012	EMPLOYEE TRAIN SEM/CONF	800	0.00	800.00	0.00	0.00	800.00	800.00	0.00
10042208	54200	OFFICE SUPPLIES	0	0.00	0.00	12.79	0.00	-12.79	12.79	-12.79
10042208	57100	IN-STATE TRAVEL	475	0.00	475.00	186.85	0.00	288.15	475.00	0.00
10042208	57300	DUES AND MEMBERSHIPS	375	0.00	375.00	0.00	0.00	375.00	375.00	0.00
		Total 4220 MAINTENANCE OF BUILDINGS	78,429	0.00	78,429.00	33,205.91	0.00	45,223.09	79,977.79	-1,548.79
10044008	51100	TECHNOLOGY DIRECTOR SALARY	78,057	0.00	78,057.00	37,055.96	0.00	41,001.04	82,413.79	-4,356.79
10044008	51110	NETWORK SUPPORT TECH WAGES	91,371	0.00	91,371.00	37,759.97	0.00	53,611.03	93,208.32	-1,837.32
		Total 4400 NETWORKING AND TELECOMM.	169,428	0.00	169,428.00	74,815.93	0.00	94,612.07	175,622.11	-6,194.11
		Total 300 DISTRICTWIDE	2,046,307	97,368.00	2,143,675.00	557,761.09	342,383.93	1,243,529.98	2,051,611.24	92,063.76

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									THRU 6/30/2022	OVER/UNDER 6/30/2022
12122108	51100	PRINCIPAL SALARY	102,654	0.00	102,654.00	44,129.36	0.00	58,524.64	104,707.00	-2,053.00
12122108	51101	SECRETARY/CLERK WAGES	45,331	0.00	45,331.00	19,483.20	0.00	25,847.80	46,228.32	-897.32
12122108	51200	SECRETARY SUBSTITUTE	300	0.00	300.00	0.00	0.00	300.00	300.00	0.00
12122108	51430	HONORARIUMS	2,000	0.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	0.00
12122108	51505	VEHICLE ALLOWANCE	800	0.00	800.00	0.00	0.00	800.00	800.00	0.00
12122108	54200	PRINCIPAL OFFICE SUPPLIES	1,849	0.00	1,849.00	801.00	210.99	837.01	1,849.00	0.00
12122108	57300	PRINCIPAL OFFICE MEMBERSHIPS	300	0.00	300.00	300.00	0.00	0.00	300.00	0.00
		Total 2210 SCHOOL LEADERSHIP-BUILDING	153,234	0.00	153,234.00	65,713.56	210.99	87,309.45	156,184.32	-2,950.32
12122508	52700	RENTALS AND LEASES	2,868	0.00	2,868.00	1,194.90	1,672.86	0.24	2,867.76	0.24
		Total 2250 NON INSTRUCTIONAL TECH	2,868	0.00	2,868.00	1,194.90	1,672.86	0.24	2,867.76	0.24
12123051	51100	TEACHER SALARIES	806,294	0.00	806,294.00	209,874.60	0.00	596,419.40	806,560.00	-266.00
12123051	51430	TEACHER HONORARIUMS	10,500	0.00	10,500.00	5,250.00	0.00	5,250.00	10,500.00	0.00
12123052	51100	SPED TEACHER SALARIES	129,478	0.00	129,478.00	34,124.70	0.00	95,353.30	129,478.00	0.00
		Total 2305 TEACHERS, CLASSROOMS	946,272	0.00	946,272.00	249,249.30	0.00	697,022.70	946,538.00	-266.00
12123202	51100	SPECIALIST TEACHER SALARIES	37,248	0.00	37,248.00	9,816.83	0.00	27,431.17	37,247.50	0.50
		Total 2320 MEDICAL & THERAPEUTIC	37,248	0.00	37,248.00	9,816.83	0.00	27,431.17	37,247.50	0.50
12123241	51200	LONG TERM SUBSTITUTES	0	0.00	0.00	7,042.50	0.00	-7,042.50	7,742.50	-7,742.50
		Total 2324 SUBSTITUTES, LONG TERM	0	0.00	0.00	7,042.50	0.00	-7,042.50	7,742.50	-7,742.50
12123251	51200	SHORT TERM SUBSTITUTES	8,000	0.00	8,000.00	3,825.00	0.00	4,175.00	8,000.00	0.00
		Total 2325 SUBSTITUTE TEACHERS	8,000	0.00	8,000.00	3,825.00	0.00	4,175.00	8,000.00	0.00
12123301	51110	PARAPROFESSIONAL	98,834	0.00	98,834.00	33,063.47	0.00	65,770.53	109,677.68	-10,843.68
12123301	51200	PARAPROFESSIONAL SUBSTITUTE	4,000	0.00	4,000.00	1,080.00	0.00	2,920.00	4,000.00	0.00
12123302	51110	SPED PARAPROFESSIONAL	78,628	0.00	78,628.00	19,783.73	0.00	58,844.27	76,415.92	2,212.08
12123302	51111	SPED ABA SALARIES	99,669	0.00	99,669.00	17,497.00	0.00	82,172.00	98,705.05	963.95
12123302	51200	SPED PARA AND ABA SUBSTITUTE	3,000	0.00	3,000.00	1,585.00	0.00	1,415.00	3,000.00	0.00
		Total 2330 PARAPROFESSIONAL/ABA	284,131	0.00	284,131.00	73,009.20	0.00	211,121.80	291,798.65	-7,667.65
12123408	51110	LIBRARY AIDE WAGES	5,960	0.00	5,960.00	128.16	0.00	5,831.84	3,705.76	2,254.24
		Total 2340 LIBRARY AND MEDIA CENTER	5,960	0.00	5,960.00	128.16	0.00	5,831.84	3,705.76	2,254.24
12123561	53005	COURSE REIMBURSEMENTS	6,000	0.00	6,000.00	1,097.00	2,949.00	1,954.00	6,000.00	0.00
		Total 2356 INSTRUCTIONAL STAFF PD	6,000	0.00	6,000.00	1,097.00	2,949.00	1,954.00	6,000.00	0.00
12124531	52700	RENTALS AND LEASES	4,221	0.00	4,221.00	1,645.86	2,762.54	-187.40	4,408.40	-187.40
12124531	55100	INSTRUCTIONAL HARDWARE	1,000	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
		Total 2453 INSTRUCTIONAL HARDWARE	5,221	0.00	5,221.00	1,645.86	2,762.54	812.60	5,408.40	-187.40

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									THRU 6/30/2022	OVER/UNDER 6/30/2022
12124551	53406	LICENSES/SUBSCRIPTIONS	1,440	0.00	1,440.00	624.92	0.00	815.08	1,440.00	0.00
12124552	55100	SPED INSTRUCTIONAL SOFTWARE	200	0.00	200.00	0.00	0.00	200.00	200.00	0.00
		Total 2455 INSTRUCTIONAL SOFTWARE	1,640	0.00	1,640.00	624.92	0.00	1,015.08	1,640.00	0.00
12127101	51100	GUIDANCE COUNSELOR SALARY	78,438	0.00	78,438.00	20,672.84	0.00	57,765.16	78,438.00	0.00
		Total 2710 GUIDANCE & ADJUST. COUNS	78,438	0.00	78,438.00	20,672.84	0.00	57,765.16	78,438.00	0.00
12127201	55100	TESTING & ASSESSMENT SUPPLIES	123	0.00	123.00	0.00	0.00	123.00	123.00	0.00
12127201	55816	SOFTWARE	1,365	0.00	1,365.00	1,365.00	0.00	0.00	1,365.00	0.00
12127202	53000	SPED TESTING AND ASSESSMENT	500	85.95	585.95	431.20	0.00	154.75	585.95	0.00
12127202	53406	LICENSES/SUBSCRIPTIONS	0	0.00	0.00	0.00	85.95	-85.95	85.95	-85.95
		Total 2720 TESTING AND ASSESSMENT	1,988	85.95	2,073.95	1,796.20	85.95	191.80	2,159.90	-85.95
12132008	51100	NURSES SALARY	52,645	0.00	52,645.00	14,832.52	0.00	37,812.48	52,645.00	0.00
12132008	51200	NURSE SUBSTITUTE	560	0.00	560.00	585.00	0.00	-25.00	700.00	-140.00
12132008	54000	NURSE SUPPLIES	3,088	0.00	3,088.00	545.76	0.00	2,542.24	3,088.00	0.00
		Total 3200 MEDICAL/HEATH SERVICES	56,293	0.00	56,293.00	15,963.28	0.00	40,329.72	56,433.00	-140.00
12134008	54900	FOOD AND FOOD SERVICE SUPPLIES	90	0.00	90.00	0.00	0.00	90.00	90.00	0.00
		Total 3400 FOOD SERVICES	90	0.00	90.00	0.00	0.00	90.00	90.00	0.00
12141108	51100	CUSTODIAN SALARIES	65,647	0.00	65,647.00	22,964.64	0.00	42,682.36	60,823.14	4,823.86
12141108	51200	CUSTODIAL SUBSTITUTES	0	0.00	0.00	203.40	0.00	-203.40	700.00	-700.00
12141108	51300	CUSTODIAN OVERTIME	1,200	0.00	1,200.00	1,233.39	0.00	-33.39	1,700.00	-500.00
12141108	55811	UNIFORMS AND OTHER CLOTHING	400	0.00	400.00	0.00	88.00	312.00	600.00	-200.00
		Total 4110 CUSTODIAL SERVICES	67,247	0.00	67,247.00	24,401.43	88.00	42,757.57	63,823.14	3,423.86
12142258	52905	MAINTENANCE CONTRACTS	395	0.00	395.00	384.00	0.00	11.00	384.00	11.00
		Total 4225 BUILDING SECURITY	395	0.00	395.00	384.00	0.00	11.00	384.00	11.00
12193002	53200	SPED TUITION TO PRIVATE MA SCH	96,991	-90,348.00	6,643.00	0.00	0.00	6,643.00	0.00	6,643.00
		Total 9300 SPED TUITION TO PRIVATE SCHOOLS	96,991	-90,348.00	6,643.00	0.00	0.00	6,643.00	0.00	6,643.00
		Total 321 PRIMARY SCHOOL	1,752,016	-90,262.05	1,661,753.95	476,564.98	7,769.34	1,177,419.63	1,668,460.93	-6,706.98

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									THRU 6/30/2022	OVER/UNDER 6/30/2022
12222108	51100	PRINCIPAL SALARIES	137,289	0.00	137,289.00	60,656.20	0.00	76,632.80	143,290.50	-6,001.50
12222108	51101	SECRETARY/CLERK WAGES	57,366	0.00	57,366.00	23,796.47	0.00	33,569.53	59,206.71	-1,840.71
12222108	51505	VEHICLE ALLOWANCE	600	0.00	600.00	0.00	0.00	600.00	600.00	0.00
12222108	53012	EMPLOYEE TRAIN SEM/CONF	1,000	0.00	1,000.00	635.00	0.00	365.00	1,000.00	0.00
12222108	54200	PRINCIPAL OFFICE SUPPLIES	5,347	0.00	5,347.00	336.34	550.00	4,460.66	5,347.00	0.00
12222108	57150	TRAINING AND EDUCATION	0	0.00	0.00	350.00	0.00	-350.00	350.00	-350.00
12222108	57300	PRINCIPAL DUES AND MEMBERSHIPS	634	0.00	634.00	614.00	0.00	20.00	614.00	20.00
Total 2210 SCHOOL LEADERSHIP-BUILDING			202,236	0.00	202,236.00	86,388.01	550.00	115,297.99	210,408.21	-8,172.21
12222508	52700	RENTALS AND LEASES	4,630	0.00	4,630.00	1,872.48	2,850.60	-93.08	4,723.08	-93.08
12222508	55800	NON-INSTRUCTIONAL TECH SUPPLIES	100	0.00	100.00	0.00	0.00	100.00	100.00	0.00
Total 2250 NON INSTRUCTIONAL TECH			4,730	0.00	4,730.00	1,872.48	2,850.60	6.92	4,823.08	-93.08
12223051	51100	TEACHERS, CLASSROOM	1,425,004	0.00	1,425,004.00	387,630.35	0.00	1,037,373.65	1,470,768.30	-45,764.30
12223051	51430	TEACHER HONORARIUMS	27,000	0.00	27,000.00	13,500.00	0.00	13,500.00	27,000.00	0.00
12223052	51100	SPED TEACHERS SALARIES	424,706	0.00	424,706.00	110,146.80	0.00	314,559.20	417,786.00	6,920.00
12223052	51904	STIPENDS	2,972	0.00	2,972.00	0.00	0.00	2,972.00	2,972.00	0.00
Total 2305 TEACHERS, CLASSROOMS			1,879,682	0.00	1,879,682.00	511,277.15	0.00	1,368,404.85	1,918,526.30	-38,844.30
12223201	53000	PROF AND TECHNICAL CONSULTANTS	250	0.00	250.00	0.00	0.00	250.00	250.00	0.00
Total 2320 MEDICAL & THERAPEUTIC SERVICES			250	0.00	250.00	0.00	0.00	250.00	250.00	0.00
12223251	51200	SHORT TERM SUBSTITUTES	20,000	0.00	20,000.00	5,695.00	0.00	14,305.00	20,000.00	0.00
Total 2325 SUBSTITUTE TEACHERS			20,000	0.00	20,000.00	5,695.00	0.00	14,305.00	20,000.00	0.00
12223301	51110	PARAPROFESSIONAL SALARIES	20,861	0.00	20,861.00	0.00	0.00	20,861.00	0.00	20,861.00
12223301	51200	PARAPROFESSIONAL SUBSTITUTE	0	0.00	0.00	3,462.00	0.00	-3,462.00	5,500.00	-5,500.00
12223302	51110	SPED PARAPROFESSIONAL SALARIES	101,863	0.00	101,863.00	27,287.12	0.00	74,575.88	87,621.45	14,241.55
12223302	51111	SPED ABA SALARIES	264,033	0.00	264,033.00	73,748.16	0.00	190,284.84	260,954.40	3,078.60
12223302	51200	SPED PARA AND ABA SUBSTITUTE	18,000	0.00	18,000.00	9,195.00	0.00	8,805.00	18,000.00	0.00
Total 2330 PARAPROFESSIONAL/ABA			404,757	0.00	404,757.00	113,692.28	0.00	291,064.72	372,075.85	32,681.15
12223408	51110	LIBRARY AIDE WAGES	17,879	0.00	17,879.00	400.50	0.00	17,478.50	11,117.28	6,761.72
Total 2340 LIBRARY AND MEDIA CENTER			17,879	0.00	17,879.00	400.50	0.00	17,478.50	11,117.28	6,761.72
12223561	53005	COURSE REIMBURSEMENTS	6,000	0.00	6,000.00	1,444.00	0.00	4,556.00	6,000.00	0.00
Total 2356 INSTRUCTIONAL STAFF PD			6,000	0.00	6,000.00	1,444.00	0.00	4,556.00	6,000.00	0.00
12224151	55500	LIBRARY BOOKS AND PERIODICALS	3,000	0.00	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00
Total 2415 OTHER INSTRUCTIONAL MATERIALS			3,000	0.00	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
12224531	52700	RENTALS AND LEASES	7,497	0.00	7,497.00	3,067.38	4,523.54	-93.92	7,590.92	-93.92
12224531	55100	INSTRUCTIONAL HARDWARE	2,500	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00
		Total 2453 INSTRUCTIONAL HARDWARE	9,997	0.00	9,997.00	3,067.38	4,523.54	2,406.08	10,090.92	-93.92
12224551	53406	LICENSES/SUBSCRIPTIONS	2,420	0.00	2,420.00	624.92	0.00	1,795.08	2,420.00	0.00
12224552	53406	LICENSES/SUBSCRIPTIONS	135	0.00	135.00	118.00	0.00	17.00	135.00	0.00
		Total 2455 INSTRUCTIONAL SOFTWARE	2,555	0.00	2,555.00	742.92	0.00	1,812.08	2,555.00	0.00
12227101	51100	GUIDANCE COUNSELOR SALARY	55,214	0.00	55,214.00	8,181.16	0.00	47,032.84	55,214.00	0.00
		Total 2710 GUIDANCE & ADJUST. COUNSELORS	55,214	0.00	55,214.00	8,181.16	0.00	47,032.84	55,214.00	0.00
12227201	53406	LICENSES/SUBSCRIPTIONS	1,418	0.00	1,418.00	0.00	0.00	1,418.00	1,418.00	0.00
12227201	55816	SOFTWARE	2,015	0.00	2,015.00	3,432.50	0.00	-1,417.50	3,432.50	-1,417.50
12227202	53000	SPED TESTING AND ASSESSMENTS	500	0.00	500.00	120.00	0.00	380.00	500.00	0.00
		Total 2720 TESTING AND ASSESSMENT	3,933	0.00	3,933.00	3,552.50	0.00	380.50	5,350.50	-1,417.50
12232008	51100	NURSES SALARY	100,051	0.00	100,051.00	28,423.75	0.00	71,627.25	113,050.60	-12,999.60
12232008	51200	NURSE SUBSTITUTE	560	0.00	560.00	0.00	0.00	560.00	560.00	0.00
12232008	54000	NURSE SUPPLIES	2,937	0.00	2,937.00	822.81	0.00	2,114.19	2,937.00	0.00
		Total 3200 MEDICAL/HEALTH SERVICES	103,548	0.00	103,548.00	29,246.56	0.00	74,301.44	116,547.60	-12,999.60
12235208	51904	STIPENDS	2,371	0.00	2,371.00	0.00	0.00	2,371.00	2,371.00	0.00
		Total 3520 OTHER STUDENT ACTIVITIES	2,371	0.00	2,371.00	0.00	0.00	2,371.00	2,371.00	0.00
12241108	51100	CUSTODIAN SALARIES	116,323	0.00	116,323.00	49,770.80	0.00	66,552.20	118,619.28	-2,296.28
12241108	51200	CUSTODIAL SUBSTITUTES	200	0.00	200.00	203.40	0.00	-3.40	600.00	-400.00
12241108	51300	CUSTODIAN OVERTIME	3,200	0.00	3,200.00	1,946.88	0.00	1,253.12	3,800.00	-600.00
12241108	55811	UNIFORMS AND OTHER CLOTHING	900	0.00	900.00	461.75	185.50	252.75	1,000.00	-100.00
		Total 4110 CUSTODIAL SERVICES	120,623	0.00	120,623.00	52,382.83	185.50	68,054.67	124,019.28	-3,396.28
12242258	52905	MAINTENANCE CONTRACTS	395	0.00	395.00	384.00	0.00	11.00	384.00	11.00
12242258	58500	ADDITIONAL EQUIPMENT	2,000	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00
		Total 4225 BUILDING SECURITY	2,395	0.00	2,395.00	384.00	0.00	2,011.00	2,384.00	11.00
12293002	53200	SPED TUITION TO PRIVATE MA SCHOOLS	147,903	0.00	147,903.00	22,648.29	125,254.71	0.00	147,903.00	0.00
12294002	53200	SPED TUITION TO COLLABORATIVES	0	0.00	0.00	0.00	0.00	0.00	36,000.00	-36,000.00
		TOTAL SPED TUITIONS	147,903	0.00	147,903.00	22,648.29	125,254.71	0.00	183,903.00	-36,000.00
		Total 322 ELEMENTARY SCHOOL	2,987,073	0.00	2,987,073.00	840,975.06	133,364.35	2,012,733.59	3,048,636.02	-61,563.02

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS		OVER/UNDER 6/30/2022
									6/30/2022	THRU 6/30/2022	
13122108	51100	PRINCIPAL/ASST PRIN SALARIES	144,817	0.00	144,817.00	59,812.72	0.00	85,004.28	141,919.50	2,897.50	
13122108	51101	SECRETARY/CLERK WAGES	57,366	0.00	57,366.00	21,962.95	0.00	35,403.05	59,206.71	-1,840.71	
13122108	51200	SECRETARIAL SUBSTITUTES	0	0.00	0.00	84.00	0.00	-84.00	150.00	-150.00	
13122108	51505	VEHICLE ALLOWANCE	600	0.00	600.00	0.00	0.00	600.00	600.00	0.00	
13122108	53012	EMPLOYEE TRAIN SEM/CONF	1,300	0.00	1,300.00	1,310.00	0.00	-10.00	1,400.00	-100.00	
13122108	54200	PRINCIPAL OFFICE SUPPLIES	5,133	0.00	5,133.00	3,215.78	433.99	1,483.23	5,133.00	0.00	
13122108	57150	TRAINING AND EDUCATION	550	0.00	550.00	400.00	0.00	150.00	550.00	0.00	
13122108	57300	PRIN/ASST DUES MEMBERSHIPS	600	0.00	600.00	300.00	0.00	300.00	600.00	0.00	
Total 2210 SCHOOL LEADERSHIP-BUILD			210,366	0.00	210,366.00	87,085.45	433.99	122,846.56	209,559.21	806.79	
13122508	52400	REPAIRS AND MAINTENANCE	0	0.00	0.00	75.00	0.00	-75.00	75.00	-75.00	
13122508	52700	RENTALS AND LEASES	3,449	0.00	3,449.00	1,149.36	2,298.72	0.92	3,448.08	0.92	
Total 2250 NON INSTRUCTIONAL TECH			3,449	0.00	3,449.00	1,224.36	2,298.72	-74.08	3,523.08	-74.08	
13123051	51100	TEACHER SALARIES	1,205,720	0.00	1,205,720.00	325,219.80	0.00	880,500.20	1,233,967.00	-28,247.00	
13123051	51430	TEACHER HONORARIUMS	10,000	0.00	10,000.00	5,000.00	0.00	5,000.00	10,000.00	0.00	
13123051	51904	STIPENDS	5,400	0.00	5,400.00	0.00	0.00	5,400.00	5,400.00	0.00	
13123052	51100	SPED TEACHER SALARIES	308,766	0.00	308,766.00	81,113.65	0.00	227,652.35	307,766.00	1,000.00	
13123052	51430	SPED TEACHER HONORARIUMS	1,000	0.00	1,000.00	500.00	0.00	500.00	1,000.00	0.00	
Total 2305 TEACHERS, CLASSROOMS			1,530,886	0.00	1,530,886.00	411,833.45	0.00	1,119,052.55	1,558,133.00	-27,247.00	
13123251	51200	SHORT TERM SUBSTITUTES	10,000	0.00	10,000.00	5,057.50	0.00	4,942.50	10,000.00	0.00	
Total 2325 SUBSTITUTE TEACHERS			10,000	0.00	10,000.00	5,057.50	0.00	4,942.50	10,000.00	0.00	
13123302	51110	SPED PARAPROFESSIONAL	135,522	0.00	135,522.00	33,606.15	0.00	101,915.85	104,755.86	30,766.14	
13123302	51111	SPED ABA SALARIES	99,734	0.00	99,734.00	28,950.88	0.00	70,783.12	86,675.28	13,058.72	
13123302	51200	SPED PARA AND ABA SUBSTITUTE	5,500	0.00	5,500.00	0.00	0.00	5,500.00	5,500.00	0.00	
Total 2330 PARAPROFESSIONAL/ABA			240,756	0.00	240,756.00	62,557.03	0.00	178,198.97	196,931.14	43,824.86	
13123561	53005	COURSE REIMBURSEMENTS	8,000	0.00	8,000.00	5,112.00	0.00	2,888.00	9,500.00	-1,500.00	
Total 2356 INSTRUCTIONAL STAFF PD			8,000	0.00	8,000.00	5,112.00	0.00	2,888.00	9,500.00	-1,500.00	
13124401	53300	TRANSPORTATION	700	0.00	700.00	0.00	0.00	700.00	700.00	0.00	
13124401	55100	OTHER INSTRUCTIONAL SERVICES	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00	
13124401	57600	OTHER EXPENDITURES	100	0.00	100.00	0.00	0.00	100.00	100.00	0.00	
Total 2440 INSTRUCTIONAL SERVICES			1,300	0.00	1,300.00	0.00	0.00	1,300.00	1,300.00	0.00	
13124531	52700	RENTALS AND LEASES	6,944	0.00	6,944.00	2,314.64	4,629.28	0.08	6,943.92	0.08	
13124531	55100	INSTRUCTIONAL HARDWARE	2,000	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00	0.00	
Total 2453 INSTRUCTIONAL HARDWARE			8,944	0.00	8,944.00	2,314.64	4,629.28	2,000.08	8,943.92	0.08	

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									THRU 6/30/2022	OVER/UNDER 6/30/2022
13124551	53406	LICENSES/SUBSCRIPTIONS	3,098	0.00	3,098.00	3,223.92	0.00	-125.92	3,223.92	-125.92
13124552	53406	LICENSES/SUBSCRIPTIONS	200	0.00	200.00	0.00	150.00	50.00	200.00	0.00
		Total 2455 INSTRUCTIONAL SOFTWARE	3,298	0.00	3,298.00	3,223.92	150.00	-75.92	3,423.92	-125.92
13127101	51100	GUIDANCE COUNSELOR SALARY	53,606	0.00	53,606.00	13,006.51	0.00	40,599.49	49,350.00	4,256.00
13127101	54200	GUIDANCE OFFICE SUPPLIES	350	0.00	350.00	0.00	0.00	350.00	350.00	0.00
		Total 2710 GUIDANCE & ADJUST. COUNSELORS	53,956	0.00	53,956.00	13,006.51	0.00	40,949.49	49,700.00	4,256.00
13127201	54000	SUPPLIES	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
13127202	54000	SPED SUPPLIES	500	0.00	500.00	0.00	202.40	297.60	500.00	0.00
13127202	55816	SOFTWARE	4,253	0.00	4,253.00	4,905.00	0.00	-652.00	4,905.00	-652.00
		Total 2720 TESTING AND ASSESSMENT	5,253	0.00	5,253.00	4,905.00	202.40	145.60	5,905.00	-652.00
13132008	51100	NURSES SALARY	74,495	0.00	74,495.00	19,633.60	0.00	54,861.40	74,495.00	0.00
13132008	51200	NURSE SUBSTITUTE	900	0.00	900.00	140.00	0.00	760.00	900.00	0.00
13132008	51430	NURSES HONORARIUM	1,000	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
13132008	51904	STIPENDS	3,215	0.00	3,215.00	0.00	0.00	3,215.00	3,215.00	0.00
13132008	53000	PROF AND TECHNICAL CONSULTANTS	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
13132008	54000	NURSE SUPPLIES	3,245	0.00	3,245.00	1,038.36	1,468.49	738.15	3,245.00	0.00
13132008	57100	IN-STATE TRAVEL	100	0.00	100.00	0.00	0.00	100.00	100.00	0.00
		Total 3200 MEDICAL/HEALTH SERVICES	83,455	0.00	83,455.00	20,811.96	1,468.49	61,174.55	83,455.00	0.00
13135108	51100	ATHLETIC DIRECTOR STIPEND	4,675	0.00	4,675.00	0.00	0.00	4,675.00	4,675.00	0.00
13135108	53009	OFFICIALS	3,137	0.00	3,137.00	0.00	0.00	3,137.00	3,137.00	0.00
13135108	53300	ATHLETIC TRANSPORTATION	2,041	0.00	2,041.00	0.00	0.00	2,041.00	2,041.00	0.00
13135108	54000	ATHLETIC SUPPLIES	1,100	0.00	1,100.00	0.00	641.00	459.00	459.00	641.00
13135108	57300	DUES AND MEMBERSHIPS	450	0.00	450.00	140.00	0.00	310.00	310.00	140.00
13135108	57600	OTHER EXPENDITURES	600	0.00	600.00	0.00	0.00	600.00	600.00	0.00
		Total 3510 ATHLETICS	12,003	0.00	12,003.00	140.00	641.00	11,222.00	11,222.00	781.00
13135208	51904	STIPENDS	7,586	0.00	7,586.00	0.00	0.00	7,586.00	7,586.00	0.00
13135208	55800	LEGO ROBOTICS/SCIENCE FAIR	250	0.00	250.00	0.00	0.00	250.00	250.00	0.00
13135208	55804	BAND/CHORUS SUPPLIES	538	0.00	538.00	0.00	0.00	538.00	538.00	0.00
13135208	57300	DUES AND MEMBERSHIPS	1,150	0.00	1,150.00	0.00	0.00	1,150.00	1,150.00	0.00
		Total 3520 OTHER STUDENT ACTIVITIES	9,524	0.00	9,524.00	0.00	0.00	9,524.00	9,524.00	0.00
13141108	51100	CUSTODIAN SALARIES	99,170	0.00	99,170.00	39,045.28	0.00	60,124.72	96,102.28	3,067.72
13141108	51200	CUSTODIAN SUBSTITUTES	200	0.00	200.00	538.16	0.00	-338.16	700.00	-500.00
13141108	51300	CUSTODIAN OVERTIME	2,500	0.00	2,500.00	1,500.10	0.00	999.90	3,000.00	-500.00
13141108	55811	UNIFORMS AND OTHER CLOTHING	900	0.00	900.00	275.83	264.00	360.17	1,000.00	-100.00
		Total 4110 CUSTODIAL SERVICES	102,770	0.00	102,770.00	41,359.37	264.00	61,146.63	100,802.28	1,967.72

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS		OVER/UNDER
									6/30/2022	6/30/2022	
13142258	52905	MAINTENANCE CONTRACTS	395	0.00	395.00	384.00	0.00	11.00	384.00	384.00	11.00
		Total 4225 BUILDING SECURITY	395	0.00	395.00	384.00	0.00	11.00	384.00	384.00	11.00
13142308	52400	REPAIRS AND MAINTENANCE	1,000	0.00	1,000.00	1,403.32	0.00	-403.32	1,600.00	1,600.00	-600.00
		Total 4230 MAINTENANCE OF EQUIPMENT	1,000	0.00	1,000.00	1,403.32	0.00	-403.32	1,600.00	1,600.00	-600.00
13193002	53200	OOLSSPED TUITION TO PRIV MA SCH	50,552	0.00	50,552.00	8,992.26	28,649.34	12,910.40	37,641.60	37,641.60	12,910.40
		Total 9300 SPED TUITION TO PRIVATE SCHOOLS	50,552	0.00	50,552.00	8,992.26	28,649.34	12,910.40	37,641.60	37,641.60	12,910.40
13194002	53200	SPED COLLABORATIVE TUITION	59,607	10,825.32	70,432.32	6,530.00	63,065.32	837.00	69,595.32	69,595.32	837.00
		Total 9400 TUITION TO COLLABORATIVE	59,607	10,825.32	70,432.32	6,530.00	63,065.32	837.00	69,595.32	69,595.32	837.00
		Total 331 MIDDLE SCHOOL	2,395,514	10,825.32	2,406,339.32	675,940.77	101,802.54	1,628,596.01	2,371,143.47	2,371,143.47	35,195.85

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									THRU 6/30/2022	6/30/2022	
14022108	51100	PRINCIPAL/ASST PRIN SALARIES	202,226	0.00	202,226.00	86,934.10	0.00	115,291.90	206,271.00	-4,045.00	
14022108	51101	SECRETARY WAGES	75,745	0.00	75,745.00	30,334.88	0.00	45,410.12	77,246.96	-1,501.96	
14022108	51505	VEHICLE ALLOWANCE	800	0.00	800.00	0.00	0.00	800.00	800.00	0.00	
14022108	53012	EMPLOYEE TRAIN SEM/CONF	1,328	0.00	1,328.00	1,630.00	0.00	-302.00	1,650.00	-302.00	
14022108	54200	OFFICE SUPPLIES	4,000	0.00	4,000.00	745.47	720.73	2,533.80	4,000.00	0.00	
14022108	57150	TRAINING AND EDUCATION	300	0.00	300.00	1,110.00	0.00	-810.00	1,110.00	-810.00	
		Total 2210 SCHOOL LEADERSHIP	284,399	0.00	284,399.00	120,754.45	720.73	162,923.82	291,057.96	-6,658.96	
14022508	52700	RENTALS AND LEASES	1,198	0.00	1,198.00	1,457.42	2,615.38	-2,874.80	4,072.80	-2,874.80	
		Total 2250 NON INSTRUCTIONAL TECH	1,198	0.00	1,198.00	1,457.42	2,615.38	-2,874.80	4,072.80	-2,874.80	
14023051	51100	TEACHER SALARIES	2,091,156	0.00	2,091,156.00	545,303.78	0.00	1,545,852.22	2,069,022.00	22,134.00	
14023051	51430	TEACHER HONORARIUMS	24,500	0.00	24,500.00	12,250.00	0.00	12,250.00	24,500.00	0.00	
14023052	51100	SPEL TEACHER SALARIES	430,552	0.00	430,552.00	113,632.05	0.00	316,919.95	431,149.00	-597.00	
		Total 2305 TEACHERS, CLASSROOMS	2,546,208	0.00	2,546,208.00	671,185.83	0.00	1,875,022.17	2,524,671.00	21,537.00	
14023202	53000	SPEL CONTRACTED SERVICES	414,265	-309,670.43	104,594.57	0.00	95,776.32	8,818.25	104,594.57	0.00	
		Total 2320 MEDICAL & THERAPEUTIC SR	414,265	-309,670.43	104,594.57	0.00	95,776.32	8,818.25	104,594.57	0.00	
14023251	51200	SHORT TERM SUBSTITUTES	20,000	0.00	20,000.00	7,437.50	0.00	12,562.50	20,000.00	0.00	
		Total 2325 SUBSTITUTE TEACHERS	20,000	0.00	20,000.00	7,437.50	0.00	12,562.50	20,000.00	0.00	
14023302	51110	SPEL PARAPROFESSIONAL SALARIES	101,661	0.00	101,661.00	32,713.75	0.00	68,947.25	115,146.43	-13,485.43	
14023302	51111	SPEL ABA SALARIES	186,859	0.00	186,859.00	44,848.59	0.00	142,010.41	182,011.27	4,847.73	
14023302	51200	SPEL PARA AND ABA SUBSTITUTES	3,000	0.00	3,000.00	0.00	0.00	3,000.00	3,000.00	0.00	
		Total 2330 PARAPROFESSIONAL/ABA	291,520	0.00	291,520.00	77,562.34	0.00	213,957.66	300,157.70	-8,637.70	
14023401	51100	LIBRARIAN SALARY	0	0.00	0.00	14,987.90	0.00	-14,987.90	0.00	0.00	
14023408	51100	LIBRARIAN SALARY	56,868	0.00	56,868.00	0.00	0.00	56,868.00	56,868.00	0.00	
		Total 2340 LIBRARY AND MEDIA CENTER	56,868	0.00	56,868.00	14,987.90	0.00	41,880.10	56,868.00	0.00	
14023561	53005	COURSE REIMBURSEMENTS	10,000	0.00	10,000.00	1,408.40	3,915.00	4,676.60	10,000.00	0.00	
14023561	53012	EMPLOYEE TRAIN SEM/CONF	1,100	0.00	1,100.00	0.00	0.00	1,100.00	1,100.00	0.00	
		Total 2356 INSTRUCTIONAL STAFF PD	11,100	0.00	11,100.00	1,408.40	3,915.00	5,776.60	11,100.00	0.00	
14024101	55100	TEXTBOOKS/MATERIALS	1,600	0.00	1,600.00	0.00	0.00	1,600.00	1,600.00	0.00	
14024101	55901	ENGLISH TEXTBOOKS	4,200	0.00	4,200.00	2,391.00	0.00	1,809.00	4,200.00	0.00	
14024101	55905	WORLD LANGUAGE TEXTBOOKS	1,200	0.00	1,200.00	413.00	0.00	787.00	1,200.00	0.00	
		Total 2410 TEXTBOOKS/MATERIALS	7,000	0.00	7,000.00	2,804.00	0.00	4,196.00	7,000.00	0.00	
14024151	55500	LIBRARY BOOKS AND PERIODICALS	1,000	0.00	1,000.00	0.00	997.04	2.96	1,000.00	0.00	
		Total 2415 OTHER INSTRUCTIONAL MATE	1,000	0.00	1,000.00	0.00	997.04	2.96	1,000.00	0.00	

DOUGLAS PUBLIC SCHOOLS
 FY 2022 GENERAL FUND BUDGET REPORT AS OF DECEMBER 13, 2021 AND PROJECTIONS
 SCHOOL COMMITTEE MEETING: DECEMBER 15, 2021

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
14024401	53000	PROF AND TECHNICAL CONSULTANTS	1,300	0.00	1,300.00	90.00	0.00	1,210.00	1,300.00	0.00
14024401	53300	TRANSPORTATION	2,900	0.00	2,900.00	0.00	0.00	2,900.00	2,900.00	0.00
14024401	57100	IN-STATE TRAVEL	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
		Total 2440 INSTRUCTIONAL SERVICES	4,700	0.00	4,700.00	90.00	0.00	4,610.00	4,700.00	0.00
14024531	52400	REPAIRS AND MAINTENANCE	0	0.00	0.00	199.90	0.00	-199.90	199.90	-199.90
14024531	52700	RENTALS AND LEASES	5,990	0.00	5,990.00	1,457.42	2,615.38	1,917.20	4,072.80	1,917.20
14024531	55100	INSTRUCTIONAL HARDWARE	5,000	0.00	5,000.00	0.00	393.36	4,606.64	5,000.00	0.00
		Total 2453 INSTRUCTIONAL HARDWARE	10,990	0.00	10,990.00	1,657.32	3,008.74	6,323.94	9,272.70	1,717.30
14024551	53406	LICENSES/SUBSCRIPTIONS	1,740	0.00	1,740.00	624.92	0.00	1,115.08	1,740.00	0.00
14024552	53406	SPEED LICENSES/SUBSCRIPTIONS	340	0.00	340.00	236.00	0.00	104.00	340.00	0.00
		Total 2455 INSTRUCTIONAL SOFTWARE	2,080	0.00	2,080.00	860.92	0.00	1,219.08	2,080.00	0.00
14027101	51100	GUIDANCE COUNSELOR SALARY	223,431	0.00	223,431.00	60,817.21	0.00	162,613.79	223,431.00	0.00
14027101	51101	GUIDANCE SECRETARY SALARY	46,831	0.00	46,831.00	20,983.20	0.00	25,847.80	47,728.32	-897.32
14027101	51430	HONORARIUMS	2,000	0.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	0.00
14027101	53406	LICENSES/SUBSCRIPTIONS	3,990	0.00	3,990.00	3,990.00	0.00	0.00	3,990.00	0.00
14027101	54200	GUIDANCE OFFICE SUPPLIES	4,000	0.00	4,000.00	1,135.30	520.99	2,343.71	4,000.00	0.00
		Total 2710 GUIDANCE & ADJUST. COUNSELORS	280,252	0.00	280,252.00	87,925.71	520.99	191,805.30	281,149.32	-897.32
14027202	53000	SPEED TESTING AND ASSESSMENTS	500	0.00	500.00	0.00	878.54	-378.54	500.00	0.00
		Total 2720 TESTING AND ASSESSMENT	500	0.00	500.00	0.00	878.54	-378.54	500.00	0.00
14028002	51100	PSYCHOLOGIST SALARIES	85,517	0.00	85,517.00	22,538.56	0.00	62,978.44	85,517.00	0.00
14028002	51430	LONGEVITY WAGES	2,000	0.00	2,000.00	1,000.00	0.00	1,000.00	2,000.00	0.00
		Total 2800 PSYCHOLOGICAL SERVICES	87,517	0.00	87,517.00	23,538.56	0.00	63,978.44	87,517.00	0.00
14032008	51100	NURSES SALARY	56,631	0.00	56,631.00	14,925.47	0.00	41,705.53	56,631.00	0.00
14032008	51200	NURSE SUBSTITUTE	600	0.00	600.00	560.00	0.00	40.00	800.00	-200.00
14032008	54000	NURSE SUPPLIES	2,500	0.00	2,500.00	0.00	0.00	2,500.00	2,500.00	0.00
		Total 3200 MEDICAL/HEALTH SERVICES	59,731	0.00	59,731.00	15,485.47	0.00	44,245.53	59,931.00	-200.00
14034008	54900	FOOD AND FOOD SERVICE SUPPLIES	600	0.00	600.00	135.18	0.00	464.82	600.00	0.00
		Total 3400 FOOD SERVICES	600	0.00	600.00	135.18	0.00	464.82	600.00	0.00

DOUGLAS PUBLIC SCHOOLS
 FY 2022 GENERAL FUND BUDGET REPORT AS OF DECEMBER 13, 2021 AND PROJECTIONS
 SCHOOL COMMITTEE MEETING: DECEMBER 15, 2021

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS/ADJ	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PROJECTIONS	
									THRU 6/30/2022	OVER/UNDER 6/30/2022
14035108	51100	ATHLETIC DIRECTOR SALARY	14,675	0.00	14,675.00	0.00	0.00	14,675.00	14,675.00	0.00
14035108	51401	COACHES	107,995	0.00	107,995.00	34,771.65	0.00	73,223.35	107,995.00	0.00
14035108	51904	STIPENDS	10,430	0.00	10,430.00	0.00	0.00	10,430.00	10,430.00	0.00
14035108	52700	RENTALS AND LEASES	1,200	0.00	1,200.00	520.00	260.00	420.00	1,200.00	0.00
14035108	53009	OFFICIALS	44,162	0.00	44,162.00	7,749.00	40.00	36,373.00	44,162.00	0.00
14035108	53010	POLICE DETAIL	2,400	0.00	2,400.00	0.00	0.00	2,400.00	2,400.00	0.00
14035108	53300	ATHLETIC TRANSPORTATION	20,200	0.00	20,200.00	0.00	0.00	20,200.00	20,200.00	0.00
14035108	54000	ATHLETIC SUPPLIES	26,982	0.00	26,982.00	2,480.70	6,143.80	18,357.50	26,982.00	0.00
14035108	57300	ATHLETIC DUES AND MEMBERSHIPS	26,400	0.00	26,400.00	11,005.00	3,334.00	12,061.00	26,400.00	0.00
		Total 3510 ATHLETICS	254,444	0.00	254,444.00	56,526.35	9,777.80	188,139.85	254,444.00	0.00
14041108	51100	CUSTODIAN SALARIES	129,958	0.00	129,958.00	49,617.60	0.00	80,340.40	130,207.68	-249.68
14041108	51200	CUSTODIAL SUBSTITUTES	500	0.00	500.00	0.00	0.00	500.00	500.00	0.00
14041108	51300	CUSTODIAN OVERTIME	2,500	0.00	2,500.00	4,272.37	0.00	-1,772.37	5,000.00	-2,500.00
14041108	55811	UNIFORMS AND OTHER CLOTHING	900	0.00	900.00	298.40	389.50	212.10	1,000.00	-100.00
		Total 4110 CUSTODIAL SERVICES	133,858	0.00	133,858.00	54,188.37	389.50	79,280.13	136,707.68	-2,849.68
14042258	52905	MAINTENANCE CONTRACTS	395	0.00	395.00	384.00	0.00	11.00	384.00	11.00
14042258	58500	SECURITY EQUIPMENT	555	0.00	555.00	0.00	0.00	555.00	555.00	0.00
		Total 4225 BUILDING SECURITY	950	0.00	950.00	384.00	0.00	566.00	939.00	11.00
14093002	53200	SPED TUITION TO PRIVATE MA SCH	169,393	302,564.48	471,957.48	157,286.20	314,671.28	0.00	471,957.48	0.00
		Total 9300 SPED - TUITION TO PRIVATE	169,393	302,564.48	471,957.48	157,286.20	314,671.28	0.00	471,957.48	0.00
14094002	53200	SPED COLLABORATIVE TUITION	181,244	-10,825.32	170,418.68	22,835.75	47,149.49	100,433.44	118,985.24	51,433.44
		Total 9400 TUITION TO COLLABORATIVE	181,244	-10,825.32	170,418.68	22,835.75	47,149.49	100,433.44	118,985.24	51,433.44
		Total 340 HIGH SCHOOL	4,819,817	-17,931.27	4,801,885.73	1,318,511.67	480,420.81	3,002,953.25	4,749,305.45	52,580.28
		OVERALL DISTRICTWIDE	14,000,727	0	14,000,727	3,869,753.57	1,065,740.97	9,065,232.46	13,889,157.11	111,569.89
13613300	53300	REGULAR TRANSPORTATION	954,023	0.00	954,023.00	190,800.00	778,500.00	-15,277.00	969,300.00	-15,277.00
13623300	53300	SPED TRANSPORTATION	588,366	0.00	588,366.00	0.00	431,311.62	157,054.38	573,089.00	15,277.00
		Total 3300 TRANSPORTATION SERVICES	1,542,389	0.00	1,542,389.00	190,800.00	1,210,811.62	141,777.38	1,542,389.00	0.00

NOTE: The first six (6) columns are the *Munis General Fund Budget Report dated December 10, 2021*.
 The last two (2) columns are *projections at this point in time through June 30, 2021 and the over/under amount from what was Budgeted*.
 The report has totals for *DW, DPS, DES, DMS, DHS, and at the end OVERALL DISTRICTWIDE*.
 Transportation is reported separately as it is voted as a separate warrant article at Town Meeting.

THESE ARE PROJECTIONS ONLY AND SUBJECT TO CHANGE.

Douglas Public Schools
 Historical Analysis and Projection
 REVOLVING FUNDS

ITALICIZED FIGURES INDICATE ESTIMATED PROJECTIONS - SUBJECT TO CHANGE

Description	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projection
School Choice Revolving Fund										
Fund Balance, Beginning	245,610	401,976	586,304	553,754	669,277	961,396	1,102,072	1,731,671	1,492,695	2,217,354
Regular Tuition Receipts	552,900	613,200	627,478	583,050	616,600	550,800	637,400	612,500	620,400	560,400
Special Education Increment	33,495	57,528	68,515	73,238	169,661	196,471	278,275	248,500	304,858	172,969
Total Estimated Revenue	586,395	670,728	695,993	656,288	766,261	747,271	915,675	861,000	925,258	733,369
Actual Expenditures/Budgeted (Current Yr.)	(430,029)	(486,400)	(728,543)	(540,766)	(507,472)	(606,596)	(286,076)	(1,099,976)	(200,599)	(1,422,913)
Add'l School Committee Approved										
Fund Balance, Ending	401,976	586,304	553,754	669,277	948,066	1,102,072	1,731,671	1,492,695	2,217,354	1,527,810
Contingency	150,000	150,000	150,000	150,000	150,000	250,000	250,000	250,000	250,000	250,000
Fund Balance After Contingency	251,976	436,304	403,754	519,277	798,066	852,072	1,481,671	1,242,695	1,967,354	1,277,810

620,400-60,000
 270,811-97,042
 127 FTEs

Description	Fiscal 2013	Fiscal 2014	Fiscal 2015	Fiscal 2016	Fiscal 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projection
SPED Circuit Breaker Fund										
Fund Balance, Beginning	54,077	141,781	170,685	292,759	611,967	1,042,848	1,095,728	774,451	682,373	330,425
Extraordinary Relief Receipts		166,664	182,500	537,875						52,195
SPED Transportation Reimbursement										
Regular Circuit Breaker Receipts	241,458	224,447	405,627	640,141	1,210,480	1,302,514	1,414,672	1,081,093	1,076,405	1,164,468
TOTAL Circuit Breaker Receipts	241,458	391,111	588,127	1,178,016	1,210,480	1,302,514	1,414,672	1,081,093	1,076,405	1,216,663
Planned Expenditures	(153,754)	(362,207)	(466,053)	(400,000)	(779,599)	(1,249,634)	(1,735,949)	(1,173,171)	(1,428,353)	(955,000)
FY21 Addl. OOD Tuition - Move in from NY & 2 ABA's Possible reduction in revenues				(458,808)						(45,240)
Fund Balance, Ending	141,781	170,685	292,759	611,967	1,042,848	1,095,728	774,451	682,373	330,425	546,848
Contingency for Unanticipated Tuitions/Paraprofessionals					450,000	360,000	360,000	360,000	0	0
Fund Balance After Contingency	141,781	170,685	292,759	611,967	592,848	735,728	414,451	322,373	330,425	546,848
Amt. Budgeted in Original Approved Budget					758,815	1,024,087	1,511,312	954,000	900,000 Projection	\$1,434,282
	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	10 Elig. Stud.	8 Elig. Stud.	8 Elig. Stud.	16 Elig. Stud.	19 Elig. Stud.	20 Elig. Stud.	21 Elig. Stud.	21 Elig. Stud.	15 Elig. Stud.	19 Elig. Stud.
	700,153	603,102	861,975	1,503,673	2,469,309	2,668,531	2,825,658	2,366,994	2,120,203	2,509,586
	(389,702)	(303,840)	(310,560)	(650,132)	(813,960)	(661,880)	(926,226)	(938,736)	(686,880)	(887,376)
	330,451	299,262	551,415	853,541	1,655,349	1,806,651	1,899,432	1,428,258	1,433,323	1,622,210
	74.50%	75.00%	73.50%	73.00%	73.1566%	72.09%	72.00%	75.00%	70.00%	75.00%
	246,186	224,447	405,627	623,072	1,210,480	1,302,415	1,367,591	1,081,093	1,003,326	1,216,663
	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$	Foundation \$
	38,916	40,512	41,408	41,944	42,840	43,074	44,106	44,701	45,792	46,704

DOUGLAS PUBLIC SCHOOLS
SCHOOL LUNCH FINANCIAL HISTORICAL TREND

Revenue	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Projection	Notes
Beginning Fund Balance	31,562.99	18,137.16	10,727.11	33,967.59	34,563.12	46,279.67	45,912.02	51,155.11	43,258.24	19,721.10	63,135.43	
Federal Reimbursement	127,687.20	111,696.49	139,847.36	114,106.83	127,151.06	131,560.01	123,420.55	121,092.62	87,778.81	222,536.16	380,759.00	FY 22- Higher Federal & State Reim. / Higher participation / Breakfast program.
State Reimbursement	8,918.46	8,162.09	8,507.13	6,721.48	6,865.60	6,516.53	5,923.67	5,419.03	3,148.55	4,878.24	32,553.00	
Student & Adult Fees/FY2015 + Student	330,742.39	282,223.69	256,994.60	238,301.45	242,612.27	231,339.89	235,422.15	228,242.93	164,519.63	11,102.53	54,606.00	FY 22 No lunch fees for student meals - Revenue is A la Carte sales
Adult Fees		11,606.31	12,944.25	10,871.77	12,983.85	12,741.10	9,183.15	4,511.00				
Catering Revenue			2,269.73	2,730.79	978.14	1,388.64	859.52	777.66			1,000.00	
Miscellaneous Revenue		1,871.53	1,657.27	794.42		1,238.42		380.67			0.00	
COVID Funds											23,273.00	FY 2022 COVID Funds
Interest Earnings	180.65	254.61	222.71	211.75	103.04	315.53	167.65	655.52	346.38	23.92	25.00	
	467,528.70	402,336.88	419,049.64	376,212.76	391,128.95	384,691.09	380,302.18	366,025.30	261,631.95	248,576.20	496,727.00	
Total Revenues												
Transfer IN from General Fund Expenditures												
Director Salary	48,081.48	48,213.00	48,695.00	49,182.00	49,582.98	55,200.00	55,752.00	56,728.00	49,069.64	39,436.16	57,026.82	FY 2021 (COVID) EXP in GF (\$18,283.84) FY 2022 prorated (\$61,000)
Staff Salaries	169,777.14	157,378.65	153,654.46	143,505.10	140,909.63	137,195.55	132,994.00	126,944.03	107,522.06	66,718.68	168,509.00	FY21 (COVID) - EXP in GF (\$38,820.68) / FY22 incl. new rate increases / addl. Staff
Substitutes	10,981.35	10,238.10	13,151.01	27,754.37	28,098.46	33,951.19	28,491.37	36,960.17	23,995.76	5,861.94	20,437.30	FY 2021 (COVID) EXP IN GF (\$1,002.88)
Clothing Allowance		409.96	421.39	451.25	466.67	307.63	259.73	652.25	400.00	319.57	1,200.00	
Food Purchases	223,606.53	168,837.17	159,373.60	133,925.53	144,687.86	139,714.68	137,240.69	126,343.57	91,003.09	75,395.78	179,673.00	Use TEC bid, Commodities, DOD Fresh Produce (Entitlement \$)
Food Service Supplies	13,397.59	11,745.19	9,830.01	8,219.27	7,668.87	7,718.72	8,123.62	7,254.88	6,600.58	9,116.29	18,156.00	FY 2022 Upgrading smallwares & essential supplies for kitchens
Office Supplies	95.24	160.93	0.00	753.50	601.29	661.62	504.43	631.59	497.96	0.00	1,599.00	Incl. ink cartridges
Dues & Memberships (& Training)	3,528.17	1,376.75	1,376.75	1,636.75	1,637.00	1,637.00	1,647.00	1,647.00	1,162.00	1,162.50	1,675.00	TEC Bid Dues- \$1,000/Menu-\$500/SNA-\$175
Training & Education		1,271.95	280.00	425.00	903.00	575.90	116.00	192.95	0.00	0.00	600.00	Serve Safe Certification renewals
In-State Travel		40.92	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	
Repairs & Maintenance	8,689.21	7,695.30	8,626.94	9,364.46	4,456.64	5,206.50	8,884.50	14,281.63	0.00	4,772.55	14,057.00	Essential repairs to kitchen equipment, refrigeration, and DHS oven
Other Expenditures	2,797.82		0.00	0.00	0.00	739.95		0.00	2,540.00	0.00	0.00	
Meals Tax		769.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Technology Software, Licenses, etc.		1,610.00	0.00	0.00	0.00	1,750.00	645.75	1,886.00	1,978.00	1,978.00	2,000.00	POS Nutrilinks System License
Equipment Replacement			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	480,954.53	409,746.93	395,809.16	375,617.23	379,412.40	385,058.74	375,059.09	373,922.17	285,169.09	205,161.87	465,333.12	
Expenditure Transfer OUT to other funds												
Revenue over Expenditures (excl. Transfers)	-13,425.83	-7,410.05	23,240.48	595.53	11,716.55	-367.65	5,243.09	-7,896.87	-23,537.14	43,414.33	31,393.88	
Ending Fund Balance	18,137.16	10,727.11	33,967.59	34,563.12	46,279.67	45,912.02	51,155.11	43,258.24	19,721.10	63,135.43	94,529.31	
Student Enrollment (as of October 1)	1715	1659	1599	1547	1428	1388	1327	1297	1283	1152	1179	
Number of Student meal service days	177	176	177	177	174	174	174	171			180	
Average # of Participants	769	738	692	654	607	554	453	469			561	
Average % of Participants	44.84%	44.48%	43.28%	42.28%	42.51%	39.91%	34.10%	36.20%			48.00%	
District Wide Percentage Free	15.00%	13.00%	15.67%	17.23%	18.00%	22.00%	19.90%	19.50%	18.20%		19.00%	
District Wide Percentage Reduced	3.00%	2.00%	3.80%	2.91%	2.00%	2.57%	3.70%	4.60%	5.80%		2.00%	

The projected columns are subject to change and will updated accordingly