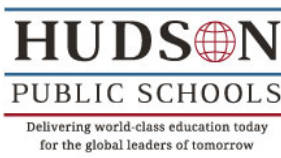


Please note the updated instructions below for public participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hudson School Committee will be conducted via remote participation only. Committee members will participate using the online Google Meet platform, and the proceedings will still be broadcast live on the Public Cable Access Channel – Comcast Channel 8, Verizon Channel 47 and Hud TV.

For the public participation item on the agenda, the following process will be used.

- Persons wishing to make public comment will send an email to the School Committee's email address hps_schoolcommittee@hudson.k12.ma.us indicating that they would like to make a public comment at the School Committee meeting. This email must be received by 3:00 pm on the day of the meeting
- The School Committee will submit the list of names and emails wishing to make public comment to HUD TV no later than 5:00 p.m. the day of the meeting.
- Hud TV will send a meeting invite to those community members on the School Committee list for Public Comment.
- Hud TV will accept them into the Google Meet and mute their microphone.
- When the School Committee Chair recognizes someone wishing to make public comment, Hud TV will unmute that person's microphone and they will have two minutes to speak.
- When public comment is finished their microphone would be muted again by Hud TV.



HUDSON SCHOOL COMMITTEE
July 28, 2020
155 Apsley Street – Administration Building
7:00 p.m.
Virtual Meeting – Google Meet

AGENDA

I. Call to Order

II. Approval of Minutes

Regular Meeting June 23, 2020

III. Election of Committee Officers

IV. Public Participation:

V. Reports and Presentations

- a) Report of the Superintendent: Plan for Re-Opening of Schools
- b) Subcommittee Reports
 - Budget Subcommittee (if any)
 - Policy Subcommittee (if any)
 - Strategic Goals Subcommittee (if any)
 - Superintendent’s Evaluation Subcommittee(if any)
 - Buildings and Grounds Subcommittee (if any)
- c) Student Presentation (if any)

VI. Matters for Discussion:

- a) Old Business
- b) New Business

VII. Matters for Action:

- a) Old Business
- b) New Business
 - 1. Approval of School Committee Member Assignments
 - 2. Approval of MASC Resolution: COVID State Funding
 - 3. Approval of MASC Resolution: Anti- Racism Resolution
 - 4. Approval of contract with Suburban Glass and Mirror, Inc. in the amount of \$56,668.00 to build 148 COVID 19 clear portable partitions
 - 5. Approval of contract with WB Mason in the amount of \$14,079.36 to purchase COVID 19 protective paneling
 - 6. Approval of contract with WB Mason in the amount of \$28,451.00 to purchase COVID 19 PPE: isolation gowns, sanitizing gel, and face shields
 - 7. Approval of contract with Commercial Boiler Systems, Inc. for on call hourly rate boiler service

CONSENT AGENDA

- 8. Approval of FY20 gift from Forest Avenue Home and School Association in the amount of \$1271.85 for the purchase of 3 Ipad minis and cases for

the Forest Avenue Art Room

9. Approval of FY21-305 Title 1 grant in the amount of \$306,642.00
10. Approval of FY21-140 Title II grant in the amount of \$59,049.00
11. Approval of FY21-180 Title III: English Language Acquisition and Academic Achievement Program in the amount of \$49,544.00
12. Approval of FY21-309 Title IV, Part A: Student Support and Academic Enrichment Grant in the amount of \$22,639.00
13. Approval of FY21-114 Summer and Vacation Learning Program Grant in the amount of \$10,000.00
14. Approval of FY21 School Nutrition Association Grant in the amount of \$1500.00
15. Approval of FY21-102 CvRF School Reopening Grant in the amount of \$567,450.00
16. Approval of FY21 School Nutrition- Equipment Donation grant in the amount of \$200.00 (Estimated)
17. Approval of FY21-240 SPED IDEA Allocation Grant in the amount of \$759,684.00
18. Approval of FY21-262 Early Childhood Grant in the amount of \$47,789.00
19. Approval of Reclassification of Funds

VIII. Items of Interest to the School Committee

IX. Executive Session

X. Adjournment

The Agenda reflects topics that the Chairperson reasonably anticipates will be discussed.

Approval of Minutes

Regular Meeting: June 23, 2020

**Hudson School Committee
Open Session Minutes**

Meeting Date: June 23, 2020

Location: Remote Participation: Google Meet

Members present participating remotely: Glenn Maston, Steven Smith, Adam Tracy, Nina Ryan, Matthew McDowell, Michele Tousignant Dufour

Members absent: Rebecca Weksner

Others present participating remotely: Dr. Marco C. Rodrigues, Superintendent

I. Call the Meeting to Order: 7:05 p.m.

II Approval of Minutes: Regular Meeting June 9, 2020

A motion to approve the minutes of June 9, 2020, was made by Ms. Tousignant Dufour and seconded by Mr. Smith. The vote was taken by roll call.

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed.

III. Public Participation:

Ms. Shanna Weston, parent of two students at Quinn Middle School next fall, expressed her disappointment that the school committee did not support the amendment to not decrease the budget by 2% at the town meeting. She pointed out that not all departments would have a 2% cut. She went on to say in the fall there will be additional needs for PPE, transportation, and other things. She also said there will be additional costs associated with increased Social Emotional Needs for students after an extended period at home. She asked that the committee and the public reach out to state representatives Kate Hogan and Jamie Eldridge to have the state access the rainy day fund to have funds come to municipalities and schools.

Ms. Beth Langlois stated she appreciated everything the teachers, staff, and administration did to foster the student-teacher connection in a very difficult time. She said she echoed what Ms. Weston stated and was disappointed the town did not have the opportunity to support the schools holding on to the 2%. She stated she thinks there may be a bigger ask later but there may be less money and that there may be costs we cannot absorb.

Mr. Maston stated he agrees and is concerned about this year and future years and we need to do everything we can to prepare. He stated there is no guarantee that if the town had voted for the amendment they would be able to deliver. He went on to say we need to be a good team player with other town departments and try to minimize the impact later when we may need it more.

Mr. Smith stated that he supports more money for schools and we need to be a team player with the other departments. Requesting the funding could make it difficult for us long term especially if there are further reductions later in the year. He said he would want to have conversations about this before changing course.

IV. **Reports and Presentations**

Report of the Superintendent: Updates

Dr. Rodrigues introduced Mr. Dan Gale, the incoming Director of Finance and Operations.

Mr. Gale stated he is very excited to start in Hudson on July 1.

Dr. Rodrigues gave the following updates:

1.) Taskforce for opening of schools

The task force has met every Wednesday since May 20.

The working group meetings for the areas of Teaching and Learning, Behavioral Health: Social Emotional Learning, Learning Environment: Operations and Services, and Business and Finance are on Tuesdays. They will debrief in the Wednesday Task Force meeting. Dr. Rodrigues intends to provide a weekly summary page of the work of each of the working groups to the School Committee.

Dr. Rodrigues stated that additional guidance from the Commissioner has not happened and he thinks they will have this next week. The biggest issue is there is no state budget, so we are not able to know what relief we will get. He said that Hudson will probably not be affected if there are reductions due to the Chapter 70 formula. The work of the task force will not have answers right away. He asked for patience as we are working on parameters. The commissioner said there will be a refresher for the guidance at the end of July. He stated that we are looking at multiple options with full return the first priority. We are also looking at no return or an interruption. We will also have a plan for blended learning. Each working group has about 20 people.

2. Meals for families- USDA has granted reimbursement and we will continue food distribution throughout the summer

3. Families that we know of without internet access now have hotspots.

Mr. Smith asked if the task force summaries will be available generally. Dr. Rodrigues stated that they would be available for the four working groups and the school committee. Dr. Rodrigues stated that from time to time the district will create a document with updates for families.

Mr. Smith stated he had read a MASC newsletter, which had a section that broke out how different countries are handling closures and asked if we are looking at this. Dr. Rodrigues stated that the commissioner is looking at this and will generate a scenario based on medical data and facts. There will be one communication for families and one for school districts.

Mr. Maston asked if we could share with families that the first day of school will not change. Dr. Rodrigues responded that he could not say this. He said there may be a

need to front-load professional development time depending on what school will look like in the fall.

Subcommittee Reports

Budget Subcommittee

None

Policy Subcommittee

None

Strategic Goals Subcommittee

None

Superintendent's Evaluation Subcommittee

None

Buildings and Grounds Subcommittee

none

Student Report

None

V. **Matters for Discussion:**

- a) Old Business
- b) New Business

VI. **Matters for Action:**

- a) Old Business
- b) New Business

1. **Approval of FY21 Budget Revision**

Ms. Patricia Lange, Executive Director of Finance and Operations, gave her final finance presentation to the School Committee. Ms. Lange thanked the committee for the support she has received over the years and stated how pleased she is to be able to hand the reins over to Dan Gale. Ms. Lange stated that they have been regularly working together in the last couple of months to ensure a smooth transition.

She gave the following FY20 projection and FY21 Budget Recommendation.

FY20 Projection

There are total savings of \$1,862,00 of which \$1.2M is from personnel, \$692,000 from transportation, and about break-even in general expenses.

Revenue consists of the town appropriation of \$39,043,303, circuit breaker of \$1,106,000, and school choice carryover of \$47,000 if we hit the projection.

This will leave a School Choice balance carry forward of \$3,120,00 to fund the FY21 budget.

Mr. Smith asked if the transportation savings stay with the school department. Ms. Lange stated that it did. She stated that the transportation savings include the contract amendment for First

Student as well as the Assabet Valley Collaborative transportation savings.

Ms. Lange presented an analysis of the town appropriation along with other revenue and expenses for next year. She showed a comparison of the original approved budget of \$42,380,460 with budgets that would include a 2%, 5%, and 8% and 10% reduction in town appropriation. The 2% reduction was approved at the town meeting. The school budget with the 2% reduction in town appropriation would be voted on tonight. The budgets with 5% and 8% and 10% reduction are drafts and for informational purposes should there be further cuts to local or state revenue. If deeper cuts are necessary, the budget team will reconvene and use the zero-based budgeting approach to determine where the cuts should be made.

Ms. Lange presented the following details about the budget with the 2% reduction in town appropriation.

Town Appropriation reduction of \$803K

Circuit breaker will remain the same

Host community mitigation will need to be made up as it was originally included in the town appropriation.

Additional Funding from the Cares Act

School Choice revenue increase

Revenue totals are \$43,148,925. To balance the budget, cuts of \$231,534 must be made. Ms. Lange stated that the way we are making up the \$803K is with a combination of budget cuts, an increase in school choice revenue, and additional funding from the Cares Act. The town appropriation has decreased by 2% but the school budget has only decreased by .55%.

Ms. Tousignant Dufour asked for clarification on the host community mitigation agreement. Ms. Lange said it was from the sale of marijuana.

Mr. Smith noted that the budget is going up slightly year over year even with the reduction in the town appropriation.

Mr. Smith asked about the vacancy factor and how many positions we are not able to hire. Ms. Lange stated that it is usually paraprofessionals and ABA. This is due to turnover in the year and fluctuation in students' needs. Dr. Rodrigues noted that the only other position not filled was the nursing coordinator. He said we are able to fill all positions except those that are in the high turnover areas.

Mr. Smith asked if we have the option to use some of the circuit breaker funding should we need it instead of carrying it forward. Dr. Rodrigues said this is possible but once we use it those funds will not be available for the next year. He went on to say being one

year behind allows us to operate with a real number as opposed to a projection.

Mr. Tracy asked if there a risk that school choice funding will be reduced. Dr. Rodrigues stated that he did not think so and we could potentially see an increase in school choice students. Discussion ensued.

Mr. Maston asked about where the reduction of expenses in the budget is coming from. Ms. Lange stated it comes from pre-paid tuitions and summer transportation.

Ms. Lange stated that the school committee will need to authorize any prepayments. Discussion ensued. The FY21 budget is still intact and there is no reduction in services or personnel. We have used transportation savings, pre-paid tuitions, increased school choice funds, and Cares Act funds to mitigate the decrease in revenue. Dr. Rodrigues stated that we will be conservative in spending in case there is action taken in November or January.

A motion to approve the FY21 School Budget Personnel line in the amount of \$33,361,014 was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed.

A motion to approve the FY21 School Budget General Expense line budget in the amount of \$6,519,446 was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed.

A motion to approve the FY21 School Budget Transportation line in the amount of \$2,268,465.40 was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston	yes
Mr. Smith	yes

Mr. Tracy yes
Ms. Ryan yes
Mr. McDowell yes
Ms. Tousignant Dufour yes
On a vote of 6-0, the motion passed.

A motion to approve the pre-payment of up to \$565,000 of tuitions in FY20 for FY21 was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston yes
Mr. Smith yes
Mr. Tracy yes
Ms. Ryan yes
Mr. McDowell yes
Ms. Tousignant Dufour yes
On a vote of 6-0, the motion passed.

A motion to approve the pre-payment of up to \$120,000 of tuitions in FY20 for FY21 was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston yes
Mr. Smith yes
Mr. Tracy yes
Ms. Ryan yes
Mr. McDowell yes
Ms. Tousignant Dufour yes
On a vote of 6-0, the motion passed.

1. **Vote to approve FY20 First Student Contract Amendment**

Ms. Lange stated that we had looked at paying the bus company something to keep them viable and prepared for us when school starts back up. We have jointly negotiated with several other districts that are First Student customers to pay First Student 30% of the contracted rate. This provides for the basics of running the bus company during this time. A motion to approve the FY20 First Student Contract Amendment was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston yes
Mr. Smith yes
Mr. Tracy yes
Ms. Ryan yes
Mr. McDowell yes
Ms. Tousignant Dufour yes
On a vote of 6-0, the motion passed.

2. **Approval of revised FY21 School Choice**

Dr. Rodrigues has asked the committee to approve an increase in the number of school choice slots in kindergarten. He stated there has been a lot of interest and registration indicates that the numbers will not be high. As of today, there is a projection for Kindergarten of 155 which is much less than the typical of 198. He has requested that we increase the number of school choice slots at Mulready for kindergarten from 5 to 11.

Ms. Ryan asked where this would put the number per class. Dr. Rodrigues stated that he expects it to be about 17 or 18. Ms. Ryan stated she is not in favor of this because we do not know what types of social-emotional learning will be needed as these five-year-olds come to kindergarten. She expressed her concern that they need lower numbers and more supports. Dr. Rodrigues stated that his projection is based on interest and the fact that our enrollment is low. Discussion ensued about overcrowding at different grades with school choice students.

Mr. Maston asked about the influx last year in kindergarten. Dr. Rodrigues stated the influx last year was grades 1 through 4. He also brought up the travel limitations from Brazil may affect the influx of students.

A motion to approve the revised FY21 School choice was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The vote was taken by roll call:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed.

CONSENT AGENDA

3. Approval of FY21 Cares Act: Elementary and Secondary Education Emergency Relief (ESSER) Grant in the amount of \$255,688 to support district and student needs related to COVID 19

4. Approval of Reclassification of Funds

A motion to approve the FY21 Cares Act: Elementary and Secondary Education Emergency Relief (ESSER) grant in the amount of \$255,688 to support district and student needs related to COVID 19 and the reclassification of funds as presented by consent agenda was made by Mr. Smith and seconded by Ms. Tousignant Dufour.

The following vote was taken by roll call:

Mr. Maston	yes
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Not Approved

Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed

VII. **Items of Interest to the School Committee**

Mr. Smith welcomed Dan Gale to Hudson Public Schools.

Ms. Tousignant Dufour requested that with the school committee’s recent statement on our commitment to diversity, that this summer we look at putting together something to look at the curriculum in Social Studies, ELA, and the Humanities that focus on authors that are more modern and increases the use of works by people of colors and minorities. She cited a recent conversation with a well-accomplished high school student that said she had read 40 books, three of which related to African Americans and one written by an African American. She went on to say her eighth-grader had read 2 books this year, The Flowers of Algernon and The Outsiders, and stated there must be something more modern written to teach the themes that we could look at. Mr. Maston pointed out there is an opportunity to make recommendations and adjustments of curriculum at the state level.

Mr. Tracy asked if we anticipated any changes in the school resource officers with the reduction across both the school and police departments. Dr. Rodrigues stated that he did not anticipate this.

VIII. **Executive Session**

Chairman Chair Glenn Maston stated that Executive Session was not needed.

IX. **Adjournment**

At 8:27 pm, a motion to adjourn was made by Ms. Tousignant Dufour and seconded by Mr. Smith. The following vote was taken by roll call:

Mr. Maston	yes
Mr. Smith	yes
Mr. Tracy	yes
Ms. Ryan	yes
Mr. McDowell	yes
Ms. Tousignant Dufour	yes

On a vote of 6-0, the motion passed

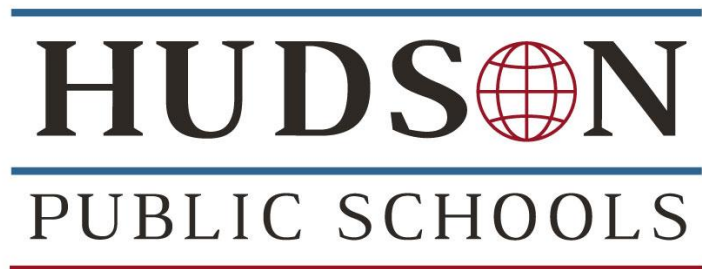
Respectfully submitted,

Michele Tousignant Dufour, Secretary
Hudson School Committee

Report of the Superintendent

- Plan for Re-Opening of Schools

2020-2021



Delivering world-class education today
for the global leaders of tomorrow

**REOPENING OF SCHOOLS
MASTER PLAN**

REOPENING OF SCHOOLS

Introduction

The 2020 Coronavirus pandemic resulted in statewide closure of all schools and shifted the way schools provide learning options to students. The tremendous effort and transformation to continue providing remote learning options for all students cannot be understated. These unprecedented times have forced us all to rethink many aspects of the day-to-day school operations. Much was learned over the past few months of school closure and we must embrace the opportunity to continue innovating based on these learnings.

The Department of Elementary and Secondary Education (DESE) released the [initial guidance for the reopening of schools](#) in the fall. This guidance prioritizes getting our students back to school in person, safely, by following a comprehensive set of health and safety requirements. DESE is requiring each school district to also plan for remote learning and a hybrid school model. Specifically, DESE has directed the Districts to submit their reopening plans through a two-phase step process:

1. **Step 1: by July 31st**, Districts must complete and submit a *preliminary reopening plan summary* to DESE. Districts will fill out an on-line form that consists of two parts. The form will allow DESE to collect key summary information about District's reopening models and other planning considerations.
2. **Step 2: by August 10th**, District must finalize their *comprehensive plan documents*, submit them to DESE, and release them publicly to their communities. This additional time will provide Districts with the opportunity to incorporate any desired changes based on additional guidance DESE may release later in July.

The guidance and planning process are fundamentally anchored on public health metrics. State guidance calls for protocols and practices that need to be in place to mitigate risks of possible COVID-19 transmission and in response to the safety of our students and staff during this period of health crisis. While there is no guarantee that COVID-19 will not affect our schools, there is much that can be planned and enforced in response to this possibility.

Assumptions about health and safety requirements, schedules, instructional models, daily operational activities, facilities, and community input play a significant role in developing these plans. In addition, the unique needs presented by each school, students in grades Pre-K to 12, community partnerships, Adult Education, etc. should also be considered in these plans.

This document has been developed by the Hudson Public Schools through the efforts of a Task Force group composed of administrators, teachers, support personnel, parents, and community members. We are grateful for everyone's participation and input. The information contained in this document is subject to change and it may be modified based on future information and additional guidance from DESE.

Background and Context

We recognize that the reopening of schools in the fall is a high priority that must be weighed against the need to protect the health and safety of our students, faculty, staff, and the broader community. Governor Baker, Commissioner Jeff Riley, and the State Department of Public Health continue to closely monitor, and work on controlling, the spread of COVID-19 in Massachusetts. We are also monitoring the fluid and evolving guidance on school reopening. The State continues to provide up-to-date research on the role of children in COVID-19 transmission and continues to make evidence-based decisions regarding prevention measures and school reopening.

However, the course of the pandemic remains difficult to predict. As the pandemic continues to evolve over the next few months, our understanding and recommendations will evolve as well. This document provides a roadmap that will be used to inform planning efforts for the three different scenarios.

This planning process requires thoughtful, intentional, and deliberate efforts on the part of school leaders to create the conditions for schools to reopen safely. At the same time, the challenge to provide for the physical, social, and academic needs of students will be critical in this new environment. Teaching and learning will be different, however, this is an opportunity to rethink traditional models, equitable practices, and to be prepared to address the needs of ALL our students.

As the planning process evolves, it is important for us to hold on to core principles that are embedded in strategic objectives of our District Improvement Plan.

- Protect the Safety and Health of Students, Staff and Families
- Ensure Equity, Access, and Inclusion
- Eliminate Opportunity Gaps, Address Learning Loss, and Accelerate Achievement
- Promote Innovative High Quality Teaching and Learning Across All Environments

Process

The Task Force was created in mid-May to begin discussions relative to the best approach to develop the three potential scenarios for school reopening. As a result, four Work Groups were formed to discuss and evaluate areas related to:

- Teaching and Learning
- Behavioral Health and Social, Emotional Learning
- Learning Environment, Operations and Services
- Business and Finance.

Below are most areas explored by the Work Groups to advise the Task Force Team.

I. Taking Inventory of District's Resources

Plan Component	Guiding Considerations
Students	1. How many students are expected to be enrolled in the fall? 2. How many of these students have pre-existing conditions that may compromise their immune systems?

	<p>3. What is the breakdown (%) of how students arrive at and depart from school (i.e., school bus, dropped off via car, drive themselves, walk, public transportation)?</p>
Personnel	<p>1. How many adults are on staff in the school and expected to return for the new school year?</p> <p>2. What is the breakdown of the staff – administrators, licensed teachers, support staff with a teaching license, support staff without a teaching license, full-time nurses, part-time nurses, etc.?</p> <p>3. How many substitutes do you have identified and available by school?</p> <p>4. How many of these individuals have a higher health risk related to coronavirus (e.g., how many of these individuals have a known pre-existing condition or are 65 years or older)?</p> <p>5. What is the supply of bus drivers across the district? How many of these individuals have a higher risk with coronavirus? By bus route?</p>
Building and Operations	<p>1. How many classrooms are available?</p> <p>2. What is the size of each classroom?</p> <p>3. Can desks or tables be organized in each classroom to adhere to a minimum of 3 ft. of social distancing?</p> <p>4. What additional spaces are available (e.g., gym, lunch room, auditorium, etc.)?</p> <p>5. What additional spaces does the district have access to outside of the schools that could be used for learning?</p> <p>6. How many devices (tablets, laptops) does the district have in inventory?</p> <p>7. How many internet accessibility devices (hotspots) does the district have in inventory?</p> <p>8. What partnerships (if any) does the district have with internet providers in the region?</p> <p>9. How many students do not have access to reliable internet at home?</p> <p>10. How many buses are or could be made available in the district?</p> <p>11. How much variation is there in the size and maximum capacity of buses in the district?</p> <p>12. How have the buses been currently or historically used (i.e., transportation to/from school, transportation for multiple schools, athletic events, food service delivery)?</p> <p>13. What cleaning protocols for the buses are currently in place?</p> <p>14. What cleaning and disinfecting protocols are currently in place at schools?</p>

II. Operational Considerations

Scenario I – In-person learning with new safety requirements

Plan Component	Guiding Considerations
Designing Physical Learning Spaces in Accordance with Social Distancing Guidelines	<p>1. Based on the number of students and classrooms available, identify areas of challenge.</p> <p>2. Based on the inventory and identified areas of challenge, identify guidance for school leaders regarding how students will be physically distributed in the school to facilitate learning.</p>

	<p>3. Based on the guidance for physical distribution of students in classrooms, identify staffing needs and a plan for how staff (e.g., teachers, support staff, etc.) will be distributed across the district.</p> <p>4. Create school schedules that minimize transitions.</p> <p>5. Create alternative plans for large group activities (e.g., lunch, recess)</p> <p>6. Based on the guidance for physical distribution of students and teachers in classrooms, develop protocols for regular cleaning of school spaces and materials.</p> <p>7. If the decision is made to open up the facility to other organizations, how will the district and school leaders communicate expectations with any other community groups or organizations that use the facilities?</p>
Bus Transportation	<p>1. Identify the maximum number of students who ride the bus, expected number and size of buses, expected schedule needs for buses, and expected number of bus drivers.</p> <p>2. Based on estimates for the number of students who typically ride the bus and identified school schedules, identify any necessary alterations that need to be made to bus routes if any have potential to exceed maximum capacity in the morning or afternoon.</p> <p>3. Identify bus procedures for bus drivers and students.</p> <p>4. Identify budget needs in terms of buses, gas, and staffing and any funding that may be available.</p>
Parent/Family Transportation	<p>1. Identify the approximate number of car drop-offs and pick-ups.</p> <p>2. Identify procedures for student drop-offs and pick-ups.</p>
Health and Safety Checks	<p>1. Establish procedures for wellness checks or other checks recommended by state and local health officials as students, teachers, and visitors enter school. Procedures should be implemented safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws and regulations.</p> <p>2. Identify procedures for monitoring absenteeism to identify any trends in staff or student absence due to illness.</p> <p>3. Identify procedures for staff, families, and students to self-report symptoms or exposure to individuals with symptoms of coronavirus.</p> <p>4. Identify procedures to reduce congestion in the health office.</p> <p>5. Create a plan for how the district and school will handle any confirmed case that has entered the school.</p>
Modality Transition Preparation	<p>1. In order to prepare for quick transitions to remote learning for all or specific students, develop policies and procedures that clarify expectations for students.</p> <ul style="list-style-type: none"> a. What materials and devices should students and staff members take home with them daily? b. What online platforms and technology should be used regularly in the in-person classroom to ease transition to higher usage of these online tools during remote learning? c. What opportunities can the district or schools provide to “practice” transitioning to and engaging in remote learning (e.g., sending transition checklists home for review, providing opportunities for students to learn with remote learning platforms and devices in the

	<p>classroom for practice logging in and utilizing programs with direct teacher assistance, etc.?)</p> <p>d. What protocols will need to be developed or professional development provided to ensure differentiation for students (e.g., EL students, IEP students)?</p>
<p>Training for Families, Students, and Staff on Operational Procedures</p>	<p>1. Based on new procedures identified in the operations plan related to preventing the spread of the virus, identify training and resources needed to support students, families, and staff in understanding their role in executing the operational procedures.</p> <p>a. How will families, students, and staff learn about new operational procedures around cleaning procedures, entering and exiting school procedures, self-reporting exposure procedures, bus transportation procedures, and any other procedures in place to reduce the spread of the virus?</p> <p>b. What signage, markings, and resources will be made available and posted around the school to support students, families, and staff in implementing identified procedures?</p>

Scenario II and III – Hybrid Learning and Remote Learning

Plan Component	Guiding Considerations
<p>Designing Remote Learning</p>	<p>1. Identify successes and challenges of remote learning in spring 2020.</p> <p>2. Based on learnings from previous remote learning experiences and the number of students, supply of devices, and online accessibility, identify a plan regarding the modalities (e.g., synchronous, asynchronous) and platforms (e.g., Google Classroom) through which remote learning will be delivered.</p> <p>3. Based on the modality identified for remote learning, create a set of procedures for disseminating devices and materials for remote learning.</p> <p>4. Based on the modality identified for remote learning, create a set of expectations for all staff during remote learning.</p> <p>5. Create school-wide routines and schedules for remote learning at each school.</p> <p>6. In a hybrid model, create a plan for staff to balance remote and in-person teaching responsibilities.</p>
<p>Technology Support</p>	<p>Based on the identified plan for designing remote learning, identify staffing and processes for providing technology support to staff, family, and students.</p>
<p>Communication Regarding Available Resources</p>	<p>1. Create a communications plan for communicating procedures and processes for accessing remote learning and district-provided instructional and food resources.</p> <p>2. Identify opportunities for supporting families in implementing remote learning at home.</p>
<p>Additional Considerations for Transitions</p>	<p>1. As health risks are reduced, identify a plan for how students will transition back to in-person learning.</p> <p>a. Which students might benefit most from in-person learning (e.g., younger students, high school juniors or seniors who need support with college preparation and transitions, etc.)?</p>

	<p>b. How might the district and schools provide the opportunity for all students to engage with teachers in the building, potentially on a rotating schedule or on specified days?</p> <p>c. What can/should be taught in the physical classroom compared to remotely?</p>
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III – Academic Considerations For All Scenarios

Plan Component	Guiding Considerations
Progress Monitoring	<ol style="list-style-type: none"> 1. Identify a districtwide set of tools and processes to identify student and educator needs and monitor progress. <ol style="list-style-type: none"> a. What subject areas will be the focus of district and schools monitoring of student progress? b. How can district leaders, school leaders, and teachers identify student needs at the beginning of the year related to focus standards and key skills identified for the previous grade? c. How can district leaders, school leaders, and teachers monitor student progress throughout the year on acquiring necessary knowledge and skills for the current and previous grade? d. How can the tool and processes be adapted to be administered in-person or remotely? e. How will progress monitoring results be shared with teachers, school leaders, and district leaders? f. How will the school system assess students’ academic needs through the use of high quality screeners for students in grades K-3 and high-quality ELA and math diagnostics in grades 3 to high school? g. How will school systems assess and determine the teacher gaps (content vs. technology) to ensure that the appropriate supports are provided?
Academic Content	<ol style="list-style-type: none"> 1. Based on the review of previous learning as well as any assessment conducted at the beginning of the year, create weekly plans for the year and pacing guides for standards and curriculum that integrate skipped focus standards and skills and support potential transitions between in-person and remote learning. 2. Identify focus standards with arts, wellness, technology, and music programs. 3. Create a plan for content areas and courses that focus on the use of hands-on materials (e.g., arts, science). 4. Establish a grading and accountability system that incorporates in-person and remote learning. 5. Plan for how coaches and teacher leaders can support instruction.
Supplemental Learning Opportunities	<ol style="list-style-type: none"> 1. Based on initial assessments of students, identify student needs and guidance for schools in providing opportunities for delivering supplemental academic support in both, in-person and remote learning. 2. Develop a plan for how educators will be supported.

Developing Individualized Plans for Students Representing Special Populations	<ol style="list-style-type: none"> 1. Identify guidance for schools in creating and/or adjusting individualized plans for all students representing special populations that include in-person and remote learning supports. 2. Plan to address federal, state, and local requirements.
Modality Transition Preparation	Identify opportunities for teachers and staff to use online platforms and structures during in-person learning to build student and staff comfort with the tools.
Additional Guidance for Supporting Specific Student Populations	<ol style="list-style-type: none"> 1. Identify additional guidance specific to remote learning for serving specific student populations. <ol style="list-style-type: none"> a. How should schools plan inclusion and pull-out structures for special education students in need of additional support during remote learning? b. What expectations are there for classroom teachers and special education teachers to co-plan and coordinate teaching during remote learning? c. What additional structures and technology may be needed to supplement instruction for English Language Learners (e.g., interpreters, software options, etc.)? d. What additional support might be needed for families supporting younger students in accessing online instruction or progress monitoring assessments.

IV – Students, Families, Staff Supports Considerations

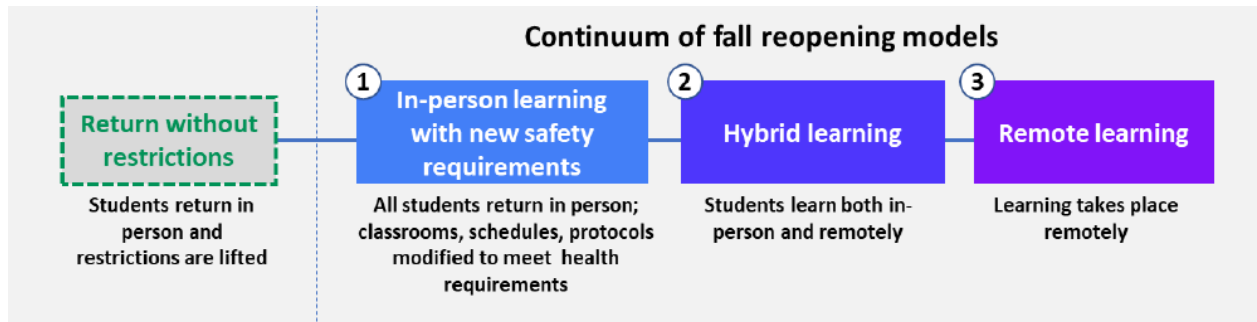
Plan Component	Guiding Considerations
Trauma Impact Support	<ol style="list-style-type: none"> 1. Identify in-person and remote opportunities for counseling and non-academic trauma-related supports. 2. Create guidelines and recommendations for counseling staff and/or school nurses to develop individual and group support plans for staff, family, and students for the 2020-21 school year.
Student Programming	<ol style="list-style-type: none"> 1. Create a plan for implementing or strengthening a character development program attending to SEL skills and/ or whole child programming that connects academics to character. 2. Identify the timing and guidelines for resuming specific extra-curricular activities.
Elevating Student Participation	Identify opportunities for schools to elevate student participation during transitions and remote learning.
Building Community During Remote learning	<ol style="list-style-type: none"> 1. Identify consistent opportunities for students and families to connect with one another and their teachers and be invested in the school culture while some or all students are remote. <ol style="list-style-type: none"> a. How can district and school leaders ensure that they are connecting with all students and identifying academic and non-academic needs? b. How can students who are remote all or most days contribute to discussions and activities remotely with students who are present in the building?

	<p>c. How can teachers and school administrators connect remotely with families and students (e.g., consider a whole school and individual classroom back-to-school remote “open house” or “meet & greet” for sharing mission, vision and expectations, making sure that the messages are consistent and that parents and community members are engaged from the start)?</p> <p>d. How can school administrators be consistently “visible” to parents & students in a remote setting – e.g., weekly “Principal Talk” session or “mail box” video or weekly newsletter to respond to questions or concerns?</p> <p>e. How can students engage with one another remotely through school events (e.g., school spirit “events”) or friendly competitions?</p>
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V – Professional Development and Training Considerations

Plan Component	Guiding Considerations
Ongoing Professional Development and Coaching	<ol style="list-style-type: none"> 1. Based on the feedback collected and the district’s plan for the school year, identify professional learning areas of focus for specific types of district and school staff. 2. Based on the identified areas of focus, identify a plan for delivering professional learning opportunities for different staff members. 3. Based on the professional learning plan, identify guidance for how professional learning structures will operate during in-person and remote learning.
Training on New Operational Procedures	<ol style="list-style-type: none"> 1. Based on new procedures identified in the operations plan related to preventing the spread of the virus, identify training and resources for all school staff. 2. Identify a process and training for onboarding new or temporary staff throughout the year.
Remote Learning Pedagogy and Support	Identify a plan for delivering professional learning on remote teaching for all teachers and school leaders.
Onboarding New Staff Remotely	Identify a plan for onboarding new staff remotely.
Student Support Staff	Identify training and resources for providing professional learning to student support staff (e.g., counselors, nurses).

School Reopening Models



Department of Elementary and Secondary Education

Model I – In-Person Learning Model

In-person learning with new safety requirements: For the fall, the box in light blue represents our goal to get as many students as possible back into schools for in-person learning—safely. In this model, all students return in person to school settings that are significantly modified to accommodate the health and safety requirements established by DESE.

In particular:

- Classrooms and seating arrangements will be modified to ensure three or more feet distance between student seats when masks or face coverings are worn. The distance will vary by classroom and it will depend on the size of the room and the number of students assigned to the classroom. Students will also have assigned seats in each classroom and must wear masks or face coverings at all times.
- All non-essential furniture will be removed from classrooms. Classrooms will contain the exact amount of desks needed to support the student enrollment and to maximize the footprint of the room. This will allow for walking spaces and adequate space for teachers to ensure safe physical distance from students.
- Alternative school space (libraries, cafeterias, auditoriums, gymnasiums) may be utilized to reduce class sizes or to accommodate a larger group.
- Specialist teachers, instructional coaches, and other support staff may be enlisted to support core instruction to reduce class sizes and/or support students remotely who could not return to school under this model.
- Student groups (grade level or cohort) will be scheduled to reduce the mixing of students during the school day. To the extent feasible, students will remain with their cohort, except when receiving target services that cannot be delivered within their assigned classroom setting.
- Elementary specials (art, music, technology, etc.) will be scheduled as a push-in model to minimize classroom transition throughout the day. Students will remain in their classroom while non-core content teachers rotate between classes.
- The middle school schedule will feature some teacher rotation to also reduce the number of students transitioning between periods.

- The high school is exploring modifying its schedule for the 2020-2021 school year to support the potential transition to and implementation of any learning model during the year. The models that are being explored strive to maintain the academic program of the high school while also being mindful of the overall course load that teachers and students need to manage when shifting from any one of the district’s learning models.
- All teachers in grades K through 12 will use Google Classroom for posting assignments, submitting student work, and communicating with students. District-wide guidelines will guide teachers in the consistent use of Google Classroom by grade band. The consistent use of this platform will enable us to transition to a hybrid or remote learning model in a more efficient manner.

Model II – Hybrid Learning Model

Hybrid learning: in the event that districts are unable to bring all students back to school under the health and safety requirements despite their best efforts, or in case of COVID-19 related circumstances. In this model students receive academic and support services in-person and remotely. The District would deploy a schedule to reduce the number of students in the school every day with an alternate schedule for in-person and remote learning.

In particular:

- The majority of students in each school will be divided into **Cohorts A and B**. The breakdown will be alphabetical by last name. This will ensure that siblings will be on the same schedule. We will ensure that siblings with different last names and/or students residing in the same household are scheduled appropriately.
- Each cohort will attend class in person two days per week. Each cohort works remotely two days per week. All students attend classes remotely on Wednesday mornings, each week. Hours of synchronous remote time will be defined by grade band (elementary, middle, high).
- **Cohort C** will be comprised of selected students under the high needs category. It will include selected Students with Disabilities and selected English Learners. This cohort will attend school daily (in-person model), except on Wednesdays when they will participate remotely in the morning.
- **Cohort D** will be comprised of students who cannot return to school due to medical or other conditions and have higher risk of severe illness from COVID-19. These students will receive supports remotely from school personnel. The level of supports will vary and it will be customized to each student.

COHORT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	In-Person	In-Person	Remote AM	Remote	Remote
B	Remote	Remote	Remote AM	In-Person	In-Person
C	In-Person	In-Person	Remote AM	In-Person	In-Person
D	Remote	Remote	Remote	Remote	Remote

- Wednesday afternoon (without scheduled classes) enables teachers to host office hours and provide extra help; provide feedback to remote students; and plan remote activities with collaborating teachers.

- Synchronous (live interaction via Google Meet) and asynchronous (recorded lesson or activity) learning activities will be available for students at home on remote learning days. All synchronous learning will be scheduled ahead of time so families can plan for their student to participate in these live events with their teachers and peers.
- All teachers in grades K through 12 will use Google Classroom for posting assignments, submitting student work, and communicating with students. District-wide guidelines will guide teachers in the consistent use of Google Classroom by grade band. The consistent use of this platform will enable us to transition to a hybrid or remote learning model in a more efficient manner.
- Academic work will be provided to students electronically, via Google Classroom. In some instances, or in some grade levels, teachers may prepare complementary work packets in addition to the electronic assignments.
- Student participation and work completion during remote learning days are mandatory and vital for student success under the hybrid model. All courses will be graded and all assignments will count toward grades/course credit. Attendance will be taken daily as well.
- Students, staff, and families will maintain a stable weekly schedule while affording educators necessary time to plan for various instructional needs.

Model III – Remote Learning Model

Remote learning: All districts and schools are required to have a plan for operating a remote learning program. This model will deliver academic and support services completely remote. This model will be available for students who cannot yet return to school in-person, and for all students in the event that future school closures may occur due to COVID-19 circumstances.

In particular:

- Student participation and work completion during remote learning is mandatory and vital for student success under the remote model. All assignments are mandatory and all assignments will count toward grades/course credit. Progress will be assessed through formative and summative assessments and teachers will provide feedback for improvement.
- Attendance will be taken daily.
- Daily, synchronous learning opportunities will provide engaging learning environments and opportunities for students to develop social connections. Asynchronous learning will also be utilized under this model. Hours of synchronous remote time will be defined by grade band (elementary, middle, high).
- All teachers in grades K through 12 will use Google Classroom for posting assignments, submitting student work, and communicating with students. District-wide guidelines will guide teachers in the consistent use of Google Classroom by grade band. The consistent use of this platform will enable us to transition to a hybrid or remote learning model in a more efficient manner.
- It incorporates systematic follow-ups and check-ins for students in the high needs category.
- High school students (Cohort D), who cannot yet return to school under in-person or hybrid models, may utilize on-line course platforms for course assignment and completion.

Special Education Services – Pertinent to All Learning Models

Students receiving special education services through an IEP will receive special education services in each of the three educational models (in-person, hybrid or remote). Students in preschool and students with complex and significant needs will be prioritized for receiving in-person instruction as feasible within the health and safety parameters in effect at each particular time during the 2020-2021 school year. All students with disabilities will receive their special education instruction and related services through an Instruction and Services model, which includes but is not limited to structured lessons via Google Meet, tele-therapy, video-based lessons. Students with disabilities will continue to receive the services outlined in their IEPs in the least restrictive setting in the hybrid and in-person models of learning. Family input is crucial to determining how special education services will be provided if the district needs to implement the hybrid or remote model of learning.

Social, Emotional Learning

As a result of the District Improvement Plan Action Steps, each school and the District developed an SEL Action Plan through the S3 Academy Project. The timely progression of S3 Academy work last year enabled us to develop the following support systems for our students:

- **SEL Screener K-12:** The SEL committee identified the Strengths and Difficulties Questionnaire (SDQ) for students in grades K-12. Students in grades 3-12 are able to complete the SDQ by themselves, while students in grades K-2 the SDQ will be completed by teachers with the face-to-face model or a combination of teacher, counselors and parents providing information about the students in a remote learning model. The screener measures:
 - INTERNALIZING- helping students identify and understand common thoughts and feelings associated with the experience of anxiety, developing positive coping strategies, and learning from the shared experiences of other students.
 - CONDUCT PROBLEMS/HYPERACTIVITY- helping students identify coping strategies to manage their uncomfortable emotions, advocate for their needs, appropriately manage their own frustrations, develop skills to help them become more resilient.
 - PEER PROBLEMS/PROSOCIAL BEHAVIOR- helping students initiate peer interactions, identify the traits of a good friend, manage challenging social situations, and better understand “hidden” social rules.

The results of the screener are compiled into a report with students identified as needing immediate assistance, some concerns and no concerns so the counselors can easily identify students. Parent consent is obtained and parents have an “opt out” option of having their child participate in the screener.

- **Multi-Tiered System of Support:** Small groups of students (5-6) will be formed for 8 weeks of intervention using the Strong Kids, Strong Teen SEL curriculum. Strong Kids, Strong Teens (PK-12) teaches the 5 Social and Emotional Competencies areas in the CASEL (Collaborative for Academic, Social, and Emotional Learning) Framework of self-awareness, self-management, social awareness, relationship skills, and responsible decision making. CASEL is the SEL framework chosen by our SEL committee during the 2019-2020 school year through the S3 Academy project. Progress monitoring using the curriculum will take place during the 8 weeks

of clinical counseling. Counselors provide feedback and discussion with parents/guardians throughout the sessions. At the end of the 8 weeks, students will:

- Step down to Tier I with ongoing consultation.
 - Continue in Tier II with an additional 8 weeks of the next round of MTSS intervention.
 - Move to Tier III with various options such as smaller group intervention, individual sessions, work with the family to provide outside resources. A referral for an evaluation through special education may be completed.
- **Wayside Youth and Family Services Partnership:** A Licensed Mental Health Clinician will provide support services in the District 4 days a week. Each building principal or designee will set the clinician's schedule. The clinician will be in each of the elementary schools one day a week with the HHS and QMS splitting a day of service. The clinician will be able to see individual and small groups of students, observe students, provide in the moment interventions for students, serve as a resource for teachers, and participate in meetings or IEP Teams deemed necessary by the principal.

Professional Development

The District realizes that the significant changes being planned for the reopening of the school year in the fall will necessitate a host of targeted professional development opportunities for all staff members. The staff survey results will guide the District in identifying the areas selected by the staff. Other areas have been already identified as a result of the required health and safety operations. These areas may include:

- Google Classroom features and applications
- Additional on-line tools (screencastify, google extensions, etc.)
- Remote learning lesson planning
- Remote learning assessments
- Building virtual learning community
- Health and safety protocols
- New schedules and routines
- Social, Emotional Learning needs

Family Supports

Under the hybrid or remote learning models, communication with parents and guardians is vital to ensure that students remain on task and are supported remotely. The following are some additional steps being taken to support families during remote learning:

- On Google Classroom, teachers will post all learning activities and due dates for the upcoming week by the start of the school day on Monday. Within Google Classroom, families will have an opportunity to sign up as "guardians" to receive email summaries to keep them informed about current and upcoming events.
- In grades K-7, families will have an opportunity to sign up to receive a weekly calendar of class activities via email from teachers.

- Teachers will communicate about student progress as needed via multiple modalities through email, and telephone (with trained interpreters as needed).
- District communications will be sent out via multiple modalities through email, telephone, and school websites with translation in multiple languages for families who speak a language other than English.
- Social, Emotional Learning designated contacts will communicate regularly with families, as needed, via multiple modalities through email and telephone (with trained interpreters as needed).
- Short informational videos are being created, through HUD-TV, to assist families with new school protocols, technology tutorials, and remote learning expectations.

School Health, Safety, and Operations

I. Health and Safety Requirements to Support In-Person and Hybrid Learning Models

Under both models, [DESE requires a series of health and safety measures](#) to be established at each school in order to support the safe return of our students and staff.

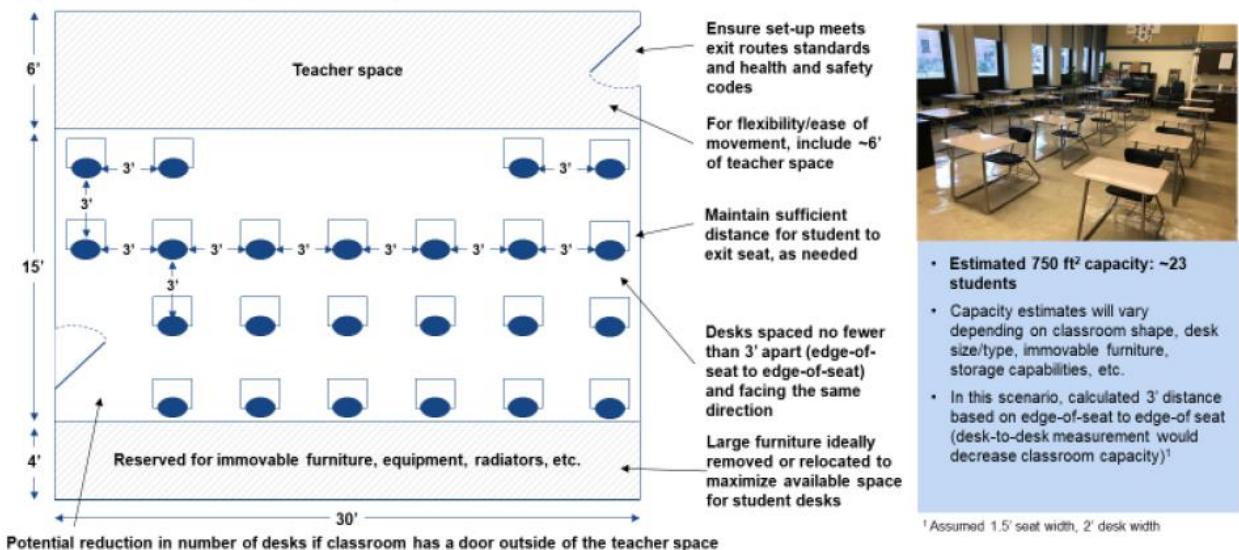
In particular:

Classroom Setting

- Classrooms and seating arrangements will be modified to ensure three to six feet distance between student seats when masks or face coverings are worn (see DESE sample illustration 1 below). The distance will vary by classroom and it will depend on the size of the room and the number of students assigned to the classroom. Classrooms will contain the exact amount of desks needed to support the student enrollment and to maximize the footprint of the room.

Example A4: Fits ~23 individual desks with 3' physical distancing

(Dimensions: 750 sq. ft., 25' x 30')



Students will also have assigned seats in each classroom and must wear masks or face coverings at all times.

- Alternative school space (libraries, cafeterias, auditoriums, gymnasiums) may be utilized to reduce class sizes or to accommodate a larger group.

Safety Protocols

- Kindergarten through grade 12 students and all adults in the building are required to wear masks or face coverings at all times. Exceptions will be made for those individuals whose medical conditions, disability, or other health or safety factors prevent them from wearing a mask or face covering.
- Mask breaks will occur throughout the day. Break opportunities will occur when we can safely maintain six feet separation between students and adults. Mask breaks will also occur during meal times when students will be six feet apart.
- Masks or face coverings must be provided by the student/family and staff member. Extra disposable face masks will be made available by the school for students who need them. Reusable masks/face coverings provided by families should be washed by families daily. We recommend that families send students with a spare mask/face covering to school for an emergency replacement (at school or on the bus).
- Masks or face coverings are also required to be worn by everyone on the bus during school bus transportation.
- Transparent face coverings will be utilized by staff and students as an alternative for specific student population (e.g., some younger students, students who are deaf and hard of hearing, etc.).
- Appropriate signage will be posted throughout the school building promoting social distancing, use of face masks or coverings, and hand-washing protocol.
- Students and staff will be required to exercise hand hygiene through handwashing routine or by using hand sanitizers. Handwashing with soap and water is the best option. Hand sanitizer will be available when handwashing is not available.
- Break and recess times will be scheduled for students in the elementary and middle schools. Designated outdoor spaces will be highly utilized whenever feasible. Touchless activities will be encouraged and restricted to students of the same cohort.

Building Sanitization

- All schools and the administration building will undergo a deep cleaning protocol every evening. Deep cleaning includes disinfecting high-touch surface areas in classrooms, bathrooms, cafeteria tables and chairs, and high traffic areas. It also includes steam cleaning all possible surface areas, and using the GenEon Mist System. The GenEon mist is designed to sanitize large, open areas without the need for surface contact or the use of harsh chemicals. This system is widely utilized in hospitals, schools, medical facilities, ambulances, and has been approved by the Center for Disease Control (CDC).
- Custodial staff will perform on-demand cleaning and sanitization maintenance in all building during school hours.
- Computer lab equipment and hands-on materials (daily manipulatives) will be either individualized or sanitized after each use.

Air System Performance

- The District contracted with BLW Engineering to review the air system of all schools. A report will be generated containing information relative to:
 - filter upgrades, potential for the use of UV lighting in ductwork and/or plasma disinfecting units.
 - UV and plasma to be considered for recirculated air purification.
 - recommendations to maximize each system’s performance considering the original design capabilities and the age of the system.
- Recommended upgrades will be implemented during the month of August.

Food Service Operations

- Breakfast and lunch will be served daily in a combination of classroom, cafeteria, and other designated spaces to ensure that students observe six feet separation while not wearing masks or facial coverings (see DESE sample Illustration 2 below).

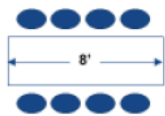
Cafeteria seating diagrams – 8’ rectangular tables

All cafeteria seating should come with extra enforcement of rules and monitoring for symptoms

● Student seating
— Plexiglass barrier

8’ rectangular tables

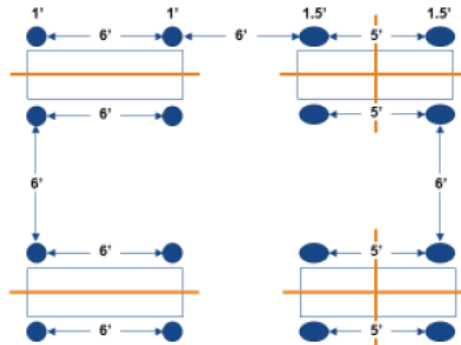
Normal capacity: 8 people



Assumed 1.5’ seat width

Option C Barriers: Adding a horizontal barrier allows students to sit face-to-face on opposite sides of the table. If students require more than 1’ of seating space, consider adding a vertical barrier that extends beyond the table and includes necessary rubber coating to prevent risk of injury. Barriers will require cleaning and disinfection between uses if within arm’s length of students.

Capacity = 50%



Additional considerations:
Tables will require further spacing than Option B to meet 6 feet distance requirements

- Cafeteria tables will be sanitized between every lunch break.

Nursing Protocols

- Nursing staff will be equipped with additional Personal Protection Equipment (PPE) and will follow the [protocols developed by DESE and DPH](#) to assist schools in the event that a staff member or student is diagnosed with the COVID-19.
- A medical waiting room, outside the nurse’s suite, has been identified at each school to separate any individual experiencing COVID symptoms. This space allows for individuals to be monitored while the administration and nursing staff determine the process for next steps and dismissal.
- Additional nursing staff will be hired to support the operations at each elementary school.

II. Transportation, Student Arrivals and Dismissals

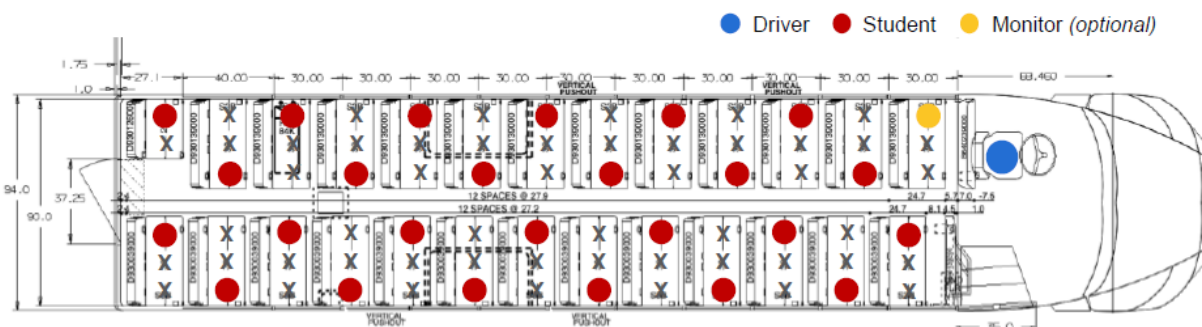
In order to safely transport our students to and from school, the following protocols are being implemented.

- The District developed a transportation registration process for the 2020-21 school year. Parents/guardians of students who are eligible for school transportation (residing more than one mile from the school) and require transportation services must complete the registration process. Families will receive communication from the District informing them of the registration process and the timeline for registration.
- All bus routes will be developed in accordance to the number of students registered and will be made available to families one week prior to the opening of schools.
- Bus ridership protocols will be in accordance to [DESE's transportation guidelines](#) that include the following core health and safety practices:
 - **Masks:** All staff and students on the bus, regardless of age, are required to wear masks at all times. Exemptions for students due to medical and/or behavioral reasons. Face shields may be an option for students with medical, behavioral, or other challenges who are unable to wear masks.
 - **Distance:** Students should be seated *no more than* one student per bench, alternating sides for each row, which allows students to maintain approximately 3 feet of physical distance. Children from the same household may sit together and in closer proximity (e.g., two students per bench) (see DESE sample Illustration 3 below).
 - **Ventilation:** Keep windows open at all times during operation, unless not possible due to extreme weather conditions.
 - **Seat assignments:** Students should be assigned to a single bus and a particular seat.
- The District is coordinating with First Student, the contracted transportation provider, to ensure vehicles are properly cleaned and disinfected. **At a minimum, high-touch surfaces must be cleaned and disinfected thoroughly after each morning route and after each afternoon route.** The interior of each vehicle must be cleaned and disinfected thoroughly at least once each day.

Bus Model: 77-passenger bus

Max. capacity with physical distancing requirements: 25 passengers (32% full capacity)

Seat map configuration:



- Each school has developed arrival and dismissal protocols for parents and students. We anticipate a higher number of families opting to transport their child(ren) to school. We will monitor the morning and afternoon drop-off and pick-up activities during the first few weeks of school and will adjust the protocols as needed.

III. Visitors and Volunteers

In order to minimize the school community exposure to visitors and volunteers, the following protocols will be in place at all school buildings:

- No outside visitors and volunteers are allowed, except for contracted service providers for the purpose of special education, required support services, or program monitoring as authorized by the school or district.
- Front entrances to the building will be the designated single entry and exit point for all visitors and volunteers to be visually screened and logged in. For visitors who need to enter the building, they will be briefed on school COVID-19 policies, and verify that they do not have symptoms. Ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.
- A log of all visitors will be maintained, with the date, contact phone number, arrival/departure times, and areas visited within the building for each visit.
- We will ask that only one parent/guardian visit a building when needed. We will continue to utilize virtual communication options with families (e.g., for parent-teacher conferences).
- Adults dismissing students during school hours must call the office upon arrival to the building. A staff member will escort the student outside.

IV. Adult Education

The operations related to the Adult Education component of the District will resume classes in the fall under the following protocols:

- Classroom spaces will be determined in accordance to the expected enrollment of the adult education program. Program attendees will only be allowed and have access to the designated areas established for the program.
- Adult education students will observe the same District protocols for mask/face covering use, social distancing, and hand washing.
- All adult education students must report to the Director of Adult Education any potential exposure to or symptom of COVID-19, as soon as possible.
- The area designated for the program will be sanitized every night after the program schedule is concluded.

Election of Committee Officers

Matters for Action
New Business

1. Approval of School Committee Member Assignments

HUDSON PUBLIC SCHOOLS

SCHOOL COMMITTEE MEMBERS ASSIGNMENTS

2019-2020

Sub-Committees:

1. Budget: All Committee Members
2. Policy: Steve Smith, Matt McDowell
3. Strategic Goals: Adam Tracy, Michele Tousignant Dufour, Rebecca Weksner
4. Superintendent's Evaluation: Glenn Maston, Nina Ryan, Adam Tracy

Negotiation Teams:

1. Teachers: Adam Tracy, Steve Smith, Michele Tousignant Dufour
2. Paraeducators: Glenn Maston, Nina Ryan, Rebecca Weksner
3. Secretaries: Matt McDowell, Steve Smith, Michele Tousignant Dufour
4. Custodians: Adam Tracy, Nina Ryan, Steve Smith

School Councils:

1. Hudson High School: Nina Ryan
2. Quinn Middle School: Matt McDowell
3. Farley: Adam Tracy
4. Forest Ave: Rebecca Weksner
5. Mulready: Glenn Maston

Other Responsibilities:

1. Teacher Sick Bank: Nina Ryan, Michele Tousignant Dufour, Glenn Maston
2. Special Education Parent Advisory Council (SEPAC) Liaison: Steve Smith
3. English Learners Parent Advisory Council (ELPAC) Liaison: Glenn Maston

Matters for Action
New Business

2. Approval of MASC Resolution: COVID State Funding

RESOLUTION: COVID-19 STATE FUNDING

WHEREAS, if schools are to re-open this fall in the midst of the COVID-19 pandemic, it is the responsibility of each school district to do so safely and responsibly; and

WHEREAS, it is the responsibility of the state to ensure that each school district is able to pay for the enormous additional staffing, transportation and material expenses required to do this; and

WHEREAS, the state cannot expect mandatory COVID-19 safety guidelines to be followed without also ensuring that each school district has the funds required to implement these guidelines; therefore, let it be

RESOLVED: that the state must guarantee every school district full reimbursement for whatever COVID-19 expenses are required to follow state mandates.

We must ensure a statewide school re-opening that is safe, responsible and equitable.

THERE CAN BE NO UNFUNDED MANDATES FOR COVID-19.

Matters for Action

New Business

3. Approval of MASC Resolution: Anti- Racism Resolution

SCHOOL COMMITTEE ANTI-RACISM RESOLUTION:

NOTE: This has been revised for general distribution (6/14/20)

WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students; and

WHEREAS, it is the responsibility that every district provide to all district staff, including School Committee members annual professional development on diversity, equity and inclusion; and

WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce; and

WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based; and

WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by black authors and works from diverse perspectives; and

WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to plague our public and private institutions;

RESOLVED: that [District] and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and practiced for our students, families, faculty and staff.

We must ensure our own school culture and that of every district in the Commonwealth is anti-racist, that acknowledges that all lives cannot matter until black lives matter.

Matters for Action
New Business

4. Approval of contract with Suburban Glass and Mirror, Inc. in the amount of \$56,668.00 to build 148 COVID 19 clear portable partitions

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: General Fund

Account Number: 20.4130.15.1.067.0567.4110.5.6.99

Contract for Goods

Company Information

Company Name: Suburban Glass & Mirror, Inc.

Address: 60 Powdermill Rd., Acton, MA 01720

Social Security #/ Federal Tax Identification #: 04-2840076

Terms of Contract:

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

Description of Items Purchased and Prices

The Individual Contractor/Agency agrees to provide the following products to the Hudson Public Schools:

- Contract to purchase materials and labor from Suburban Glass & Mirror to build 148 COVID-19 clear portable partitions for \$56,668.00. See attached.

Timeline for Shipping: August 15, 2020

Payment Schedule: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

Termination: 1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

Vendor:

Signature of Vendor

Date: _____

Hudson Public Schools

School Business Manager

Date: _____

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

SUPPLY/SERVICE PROCUREMENT FORM

Ch. 30B

Ch. 149

CH. 30 §39m

This form must be submitted to the Executive Assistant for approval of all purchases of supplies or services with an aggregate cost of more than \$4999. Procurements over \$4999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

Department:

HPS Facilities

Date:

6/29/20

Department Head:

(signature)

Jan Belli
Director of Facilities

David

for Plange 6/29/20

Detailed Description of Items/Service being purchased (attach additional sheet if necessary):

Suburban Glass & Mirror, Inc. (SGM) will supply all materials and labor to fabricate and deliver 148 COVID-19 Clear Portable Partitions as requested and measured in the walk-through dated 6/22/2020.

Materials = \$49,860.00

Labor = \$6,808.00

Total \$56,668.00

Emergency Procurement under COVID-19

OSD TRD01 Vendor -- Contract Expires March 31, 2022

COMMBUYS Vendor # 300232 - Master Blanket Purchase Order PO-17-1080-OSD03-SRC02-10364

Recommended Quote or Bid

Date Quote Received: 6/29/20

Quote: \$56,668.00

Company Name: Suburban Glass & Mirror

Written Verbal

Address: 60 Powdermill Rd

Acton, MA 01720

Quote Issued By: Danny Landry

Tel.: 978-897-6908

FAX:

Special Conditions/Notes:

Cell 603-785-8141

Second Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

Third Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

Chief Procurement Officer Action

Approved:

Comments:

Date:

6/30/20

Please attach special conditions, notes, specifications or related documentation to this form.

Posted

Central Register

COMMBUYS

Website



Proposal

64358

Date: 06/23/2020

Suburban Glass & Mirror, Inc
60 Powdermill Rd. Acton, MA. 01720

Billed To: Hudson Public Schools
155 Apsley St
Hudson MA 01749

Job # 22313
Project: 155
Apsely St
Hudson MA
Len Belli
508-626-6904

This quote is valid until: 08/23/2020

Scope

SGM will supply all materials and labor to fabricate and deliver 148 Portable Partitions as requested and measured in the walk-thru dated 6/22/2020.

Please see the accompanying attachment for all details

Materials- \$49,860.00

Alternate # 1- To have SGM install all partitions, please add \$6,808.00. This involves, removal of partition protective sheet, cleaning of all glass, installation of bases and securing the each respective countertop as needed with Stain-Proof Sealants.

Exclusions to bid:
Unforeseen conditions, off hour work, permits, bonds, hazardous removal, testing

Suburban glass and mirror co. Inc. Is not responsible for accidental damage to customer's glass in the removal, transport, storage or install of said items. All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviations from above specifications involving extra costs will become an extra charge over and above this price. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workman's compensation insurance. This price is valid for sixty (60) days.

Total	56,668.00
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Contract User Guide for TRD01

TRD01 Tradesperson Installation, Repair, Maintenance Services

		UPDATED: October 29, 2019
Contract #:	TRD01	
MMARS MA #:	TRD01*	
Initial Contract Term:	April 1, 2017 – March 31, 2021	
Maximum End Date:	Two (2) – three (3) year extensions to March 31, 2027	
Current Contract Term:	April 1, 2017 – March 31, 2021	
Contract Manager:	Kelly Thompson Clark, (617) 720-3184, kelly.thompsonclark@mass.gov	
This Contract Contains:	MBE/MWBE/WBE, Service Disabled Veteran-Owned Business	
UNSPSC Codes:	72-15-40 or 72-15-12-HVAC/Sheet Metal Services, 72-15-15-Electrician, 72-11-11-General Contracting, 72-15-10-Boiler Services, 72-15-11-Plumbing Services, 72-15-24-Glass/Window/Doors, 72-15-13-Painting Services, 72-15-43-Generator/Turbine Services, 70-17-18-Drain Services, 72-15-40-Fencing	
<small>*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).</small>		

Table of Contents:

(NOTE: To access hyperlinks below, scroll over desired section and CTL + Click)

- [Contract Summary](#)
- [Contract Categories](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Construction Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Emergency Services](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Vendor MBPO/UNSPC codes guidance](#)



TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

This is a Statewide Contract for Tradespersons. The contract provides Contractors who provide construction, reconstruction, alteration, installation, demolition, maintenance and/or repair services and, if needed, associated materials for ten (10) trade categories identified below;

UPDATES: This contract is a rolling enrollment contract which allows potential bidders an opportunity to submit bid responses for the trade of interest when bid is reopened for bid. Please monitor COMMBUYS <https://www.commbuys.com/bsol/> for details.

Please note: The list of available contractors will be updated on COMMBUYS on an on-going basis. The list will continue to grow as bid responses are received, evaluated and approved for award.

Contract Categories

This contract includes ten (10) categories of trade services as listed below.

- Category 1: Boiler Services
- Category 2: Drain Services
- Category 3: Electrician Services
- Category 4: Fencing Services
- Category 5: General Contracting Services
- Category 6: Generator/Turbine Services
- Category 7: Glass/Window/Door Services
- Category 8: HVAC/Sheet Metal Services
- Category 9: Painting Services
- Category 10: Plumbing Services

Each awarded vendor has been assigned a unique Master Blanket Purchase Order (MBPO) for the trade category(s) they have been awarded. The Line Items for each vendor MBPO represents their awarded county(s).

A "Conversion Vendor" [Vendor Information](#) has been set up in COMMBUYS for each trade category for Eligible Entities to solicit quotes from.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Prequalified Vendor List – Provides a list of prequalified vendors who as a condition of the contract agree to comply with the Construction Law and Prevailing Wage.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: October 29, 2019

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MBPO	Trade Category
<u>PO-17-1080-OSD03-SRC02-10367</u>	TRD01 - Plumbing Services
<u>PO-17-1080-OSD03-SRC02-10366</u>	TRD01 - Painting Services
<u>PO-17-1080-OSD03-SRC02-10365</u>	TRD01 - HVAC/Sheet Metal Services
<u>PO-17-1080-OSD03-SRC02-10364</u>	TRD01 - Glass/Windows/Doors
<u>PO-17-1080-OSD03-SRC02-10363</u>	TRD01 - Generator/Turbine Services
<u>PO-17-1080-OSD03-SRC02-10362</u>	TRD01 - General Contracting
<u>PO-17-1080-OSD03-SRC02-10361</u>	TRD01 - Fencing Services
<u>PO-17-1080-OSD03-SRC02-10360</u>	TRD01 - Electrician Services
<u>PO-17-1080-OSD03-SRC02-10359</u>	TRD01 - Drain Services
<u>PO-17-1080-OSD03-SRC02-10358</u>	TRD01 - Boiler Services

Once a quote is obtained and selected the ordering process is as follows:

P.O. For One-Time Services

- Once a service and price are determined, the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use FAC96) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

Further direction is available in the "[How to Create a Release Requisition and Purchase Order \(Contract Purchase\)](#)" Job Aid.

P.O. For On-going Services

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: " This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

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Updated: October 29, 2019

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Vendor List and Information

“Conversion Vendor”	Conversion Vendors - Master Blanket Purchase Order #	Contact Person	Counties	Discounts Prompt Pay Discount (PPD)
TRD01 - Plumbing Services	PO-17-1080-OSD03-SRC02-10367	See Vendor information for contact information.	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Painting Services	PO-17-1080-OSD03-SRC02-10366	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - HVAC/Sheet Metal Services	PO-17-1080-OSD03-SRC02-10365	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Glass/Windows/Doors	PO-17-1080-OSD03-SRC02-10364	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Generator/Turbine Services	PO-17-1080-OSD03-SRC02-10363	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - General Contracting	PO-17-1080-OSD03-SRC02-10362	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Electrician Services Fencing Services	PO-17-1080-OSD03-SRC02-10361	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Electrician Services	PO-17-1080-OSD03-SRC02-10360	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Drain Services	PO-17-1080-OSD03-SRC02-10359	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors
TRD01 - Boiler Services	PO-17-1080-OSD03-SRC02-10358	See Vendor information for contact information	Awarded counties are identified in COMMBUYS line item section for each individual vendor MBPO	PPD is applicable under this statewide contract for all contractors

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO [The Master MBPO is the central repository for all common contract files. [Price files may be found in the individual vendor’s MBPO.]

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: October 29, 2019



Master Blanket Purchase Order PO-17-1080-OSD03-SRC02-10364

Header Information

Purchase Order Number:	PO-17-1080-OSD03-SRC02-10364	Release Number:	0	Short Description:	TRD01 - Glass/Windows/Doors Services
Status:	3PS - Sent	Purchaser:	Kelly Thompson Clark	Receipt Method:	Quantity
Fiscal Year:	2020	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	SRC02 - Sourcing Group 2	Type Code:	Statewide Contract
Department:	OSD03 - OSD - Strategic Sourcing	Entered Date:	04/06/2017 04:16:23 PM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Standard Release	Pcard Enabled:	No
Print Dest Detail:	If Different	Tax Rate:		Actual Cost:	\$0.00
Catalog ID:					
Contact Instructions:	Kelly Thompson Clark Strategic Sourcing Manager One Ashburton Place, Room 1017 Boston, MA 02108 Phone: 617-720-3184 Email: kelly.thompsonclark@mass.gov				
Special Instructions:					
Agency Attachments:	Request for Response_TRD01_Amended 3.13.2017~13.docx Sample Scope of Work Template				
Vendor Attachments:					

Primary Vendor Information & PO Terms

Vendor:	99000000 - Conversion Vendor One Ashburton Place Room 1017 Boston, MA 02108 Email: commbuys@massmail.state.ma.us Phone: 6177203300	Payment Terms:		Shipping Method:	
PO Acknowledgements:		Shipping Terms:		Freight Terms:	
	Document	Notifications		Acknowledged Date/Time	
	Change Order 1	Emailed to commbuys@massmail.state.ma.us at 04/07/2017 03:22:09 PM			
	Change Order 2	Emailed to commbuys@massmail.state.ma.us at 04/10/2017 05:02:17 PM			
	Change Order 3	Emailed to commbuys@massmail.state.ma.us at 04/11/2017 10:19:00 AM		04/12/2017 09:28:10 AM	
	Change Order 4	Emailed to commbuys@massmail.state.ma.us at 04/14/2017 03:25:23 PM		04/19/2017 03:37:04 PM	
	Change Order 5	Emailed to commbuys@massmail.state.ma.us at 04/25/2017 09:52:39 AM		04/25/2017 10:35:43 AM	
	Change Order 6	Emailed to commbuys@massmail.state.ma.us at 05/08/2017 11:28:53 AM		05/09/2017 08:54:46 AM	
	Change Order 7	Emailed to commbuys@massmail.state.ma.us at 05/12/2017 03:42:16 PM		05/12/2017 03:50:02 PM	
	Change Order 8	Emailed to commbuys@massmail.state.ma.us at 06/06/2017 01:38:53 PM		06/09/2017 07:27:14 AM	

Document	Notifications	Acknowledged Date/Time
Change Order 9	Emailed to commbuys@massmail.state.ma.us at 06/21/2017 01:35:24 PM	07/21/2017 07:24:05 AM
Change Order 10	Emailed to commbuys@massmail.state.ma.us at 07/31/2017 11:38:47 AM	
Change Order 11	Emailed to commbuys@massmail.state.ma.us at 08/10/2017 02:59:23 PM	09/13/2017 10:23:03 AM
Change Order 12	Emailed to commbuys@massmail.state.ma.us at 09/27/2017 02:04:29 PM	10/12/2017 03:05:34 PM
Change Order 13	Emailed to commbuys@massmail.state.ma.us at 10/23/2017 04:17:53 PM	
Change Order 14	Emailed to commbuys@massmail.state.ma.us at 10/30/2017 04:05:35 PM	02/07/2018 02:13:48 PM
Change Order 15	Emailed to commbuys@massmail.state.ma.us at 02/08/2018 07:57:29 AM	
Change Order 16	Emailed to commbuys@massmail.state.ma.us at 02/26/2018 03:07:31 PM	02/27/2018 09:19:37 AM
Change Order 17	Emailed to commbuys@massmail.state.ma.us at 04/09/2018 09:57:44 AM	04/09/2018 11:28:24 AM
Change Order 18	Emailed to commbuys@massmail.state.ma.us at 05/17/2018 10:47:17 AM	
Change Order 19	Emailed to commbuys@massmail.state.ma.us at 06/08/2018 11:18:18 AM	
Change Order 20	Emailed to commbuys@massmail.state.ma.us at 06/19/2018 02:23:45 PM	07/26/2018 11:44:13 AM
Change Order 21	Emailed to commbuys@massmail.state.ma.us at 08/28/2018 09:22:14 AM	
Change Order 22	Emailed to commbuys@massmail.state.ma.us at 11/15/2018 10:50:08 AM	01/04/2019 02:31:42 PM
Change Order 23	Emailed to commbuys@massmail.state.ma.us at 01/11/2019 10:17:26 AM	
Change Order 24	Emailed to commbuys@massmail.state.ma.us at 04/04/2019 10:13:25 AM	
Change Order 25	Emailed to commbuys@massmail.state.ma.us at 04/26/2019 02:26:16 PM	05/10/2019 11:49:57 AM
Change Order 26	Emailed to commbuys@massmail.state.ma.us at 05/17/2019 10:35:08 AM	05/20/2019 08:20:50 AM
Change Order 27	Emailed to commbuys@massmail.state.ma.us at 08/26/2019 10:59:38 AM	08/27/2019 10:56:52 AM
Change Order 28	Emailed to commbuys@massmail.state.ma.us at 11/04/2019 11:42:26 AM	01/23/2020 12:01:13 PM
Change Order 29	Emailed to commbuys@massmail.state.ma.us at 05/26/2020 04:21:29 PM	

Master Blanket/Contract Vendor Distributor List

Vendor ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
00002951	D.O.T. FLEETPARTS	Email	Active
00003159	Lizotte Glass, Inc.	Email	Active
00005268	KNE corporation	Email	Active
00005290	Door Systems, Inc.	Email	Active
00006371	Glass & Mirror Inc	Email	Active
00017772	NEL Corporation	Email	Active
00022361	Advanced Glass and Mirror, Inc.	Email	Active
00023778	Garland Construction Corporation	Email	Active
208041	Hub Glass Service, Inc.	Email	Active
208623	Collins Overhead Door Inc	Email	Active
219169	Randolph Rail and Iron Const	Email	Active
223509	Kurtz, Inc.	Email	Active
300014	Alliance Glass Corp	Email	Active
300183	New England School Services, Inc.	Email	Active
300232	Suburban Glass & Mirror Co. Inc.	Email	Active
300244	Unwin Overhead Doors, Inc.	Email	Active
300245	W.A.C. Contracting	Email	Active

Vendor Profile - Suburban Glass & Mirror Co. Inc.

Organization Information Address

General Organization Information

Vendor ID: 300232
Status: Active
Incorporation Details - State: MA
Business Description: doors, windows, masonry
Vendor Fax: 9788975912
Emergency Supplier: Yes
Emergency Phone: 9788976908
Emergency Contact Name: Danny Landry
Emergency Email: dan@suburbangmw.com
Emergency Info Comment:
Referenced Vendor: No

Company Name: Suburban Glass & Mirror Co. Inc.
Status Change Reason:
Year of Incorporation: 20

Preferred Delivery Method: Email
1099 Vendor: Yes

Vendor Email: dan@suburbangmw.com

Close Window

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Matters for Action
New Business

5. Approval of contract with WB Mason in the amount of \$14,079.36 to purchase COVID 19 protective paneling

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: General Fund

Account Number: 20.4130.15.1.067.0567.4110.5.6.99

Contract for Goods

Company Information

Company Name: **WB Mason**

Address: **1 Speen St, Framingham, MA 01701**

Social Security #/ Federal Tax Identification #:

Terms of Contract:

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

Description of Items Purchased and Prices

The Individual Contractor/Agency agrees to provide the following products to the Hudson Public Schools:

- Contract to purchase COVID-19 Protective Paneling for \$14,079.36. See attached.

Timeline for Shipping: August 15, 2020

Payment Schedule: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

Termination: 1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

Vendor:

Signature of Vendor

Date: _____

Hudson Public Schools

School Business Manager

Date: _____

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

From: Thomas Moses <tmoses@townofhudson.org>

Sent: Friday, July 24, 2020 10:50 AM

To: Denise A. Reid <dareid@hudson.k12.ma.us>; Teresa Vickery <tvickery@townofhudson.org>

Cc: Leonard P. Belli <lpbelli@hudson.k12.ma.us>; Daniel J. Gale <djgale@hudson.k12.ma.us>

Subject: RE: Procurement 2

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Denise,

Both procurements 1 and 2 are OK. When do you need the hardcopy (I just left town hall 😊)

Tom

SUPPLY/SERVICE PROCUREMENT FORM

 Ch. 30B
 Ch. 149
 Ch. 30 §39m

This form must be submitted to the Executive Assistant for approval of all purchases of supplies or services with an aggregate cost of more than \$4999. Procurements over \$4999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

Department: Facilities

Date: 7/21/2020

Department Head: *Jan Belli*
on behalf of Dan Gale Director of Facilities
 Finance Director (signature)

OSD
7/21/20

Detailed Description of Items/Service being purchased (attach additional sheet if necessary):

80" x 48" SC Avenir Panel Partitions for schools. \$12,779.36 + \$1,300.00 delivery/install = \$14,079.36

These panels are to protect staff and students during the COVID-19 pandemic.

OSD OFF38 - COMMBUYS Vendor #211889

Master Blanket Purchase Order PO-15-1080-OSD01-OSD10-00000004004 Exp. 4/14/2021

Recommended Quote or Bid

Date Quote Received: 7/16/20

Quote: 14,079.36

Company Name: WB Mason

Written Verbal

Address: 1 Speen St
 Framingham, MA 01701

Quote Issued By: Andrew Levine

Tel.: 508-649-8345

FAX:

Special Conditions/Notes:

Second Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

Third Quote or Bid

Date Quote Received:

Quote:

Company Name:

Written Verbal

Address:

Quote Issued By:

Tel.:

FAX:

Special Conditions/Notes:

Chief Procurement Officer Action

Approved:

Date:

Comments:

Please attach special conditions, notes, specifications or related documentation to this form.

Posted
 Newspaper
 Central Register
 CommBuys
 Website



WB Mason Furniture Quote for Hudson Public Schools

Date of Quote: 07.16.20

Panel Partitions

Qty	Description	Unit Price	Total
22	80"H x 48 SC Avenir panels, Remanufactured	\$ 580.88	\$ 12,779.36
		Total:	\$ 12,779.36

**Delivery and install charge would be \$1,300.00 (normal hour, non-union).

**Pricing is based on using Lyco standard finishes. The current lead-time on this project is three to four weeks.

**50% deposit required on all furniture projects over \$5,000.00

W.B. Mason., Inc.

Office Supplies, Furniture & Printing

• 1 Speen St • Framingham, Massachusetts 01701 • 1-888-WB-MASON • Fax: 1-877-329-9669



Contract User Guide for OFF38

OFF38: Office, School and Library Furniture, Accessories & Services

UPDATED: 8/13/19

Contract #:	OFF38
MMARS MA #:	OFF38*
Initial Contract Term:	April 15, 2015 – April 14, 2018
Maximum End Date:	one (1) three-year extension to [2024], one extension used
Current Contract Term:	April 15, 2015 – April 14, 2021
Contract Manager:	Gustav Pearson, 617-720-3101, gustav.pearson@mass.gov
This Contract Contains:	Environmentally Preferable Products, WBE
UNSPSC Codes:	56-11-15 Workstations & Office Packages, 56-11-21 Seating, 56-10-17 Office, 24-10-20 Shelving & Storage, 56-11-00 Commercial & Industrial, 56-12-00 Classroom, Instructional, & Institutional, 56-12-10 Library, 56-10-19 Parts and Accessories

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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TIP: To return to the first page throughout this document use the "CTRL + Home" command



Contract Summary

This is a Statewide Contract for office, school, and library furniture as well as related accessories and services as listed in the contract categories. Numerous bulk purchasing discounts have been negotiated, but a buyer has the ability to negotiate pricing further.

Contract Categories

1. Systems Furniture (Workstations/Cubicles)
2. Seating
3. Office Furniture
4. High Density Shelving
5. Demountable/Movable Walls
6. School Furniture
7. Library Furniture
8. Specialty Furniture and Accessories: 8A – Accessories and 8F – Specialty Furniture
9. Services such as Repairs, Disassembly, Reconfiguration, Space Planning/Design, Project Planning/Management, Installation, Refinishing, Reupholstering, Upholstery Cleaning, Warehousing/Storage

Who Can Use This Contract

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for OFF38 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for OFF38 and can be accessed directly by visiting [PO-15-1080-OSD01-OSD10-00000004029](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](#).

Updated: August 13, 2019

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OPERATIONAL SERVICES DIVISION

Vendor	COMMBUYS MBPO Page	Contact Person	Phone #	Email	Categories	Discounts Available
MassCor Industries	15-1080-OSD01-OSD10-00000004031	Steven Niland	508-850-1070	steven.k.niland@doc.state.ma.us	All	None
Office Resources	15-1080-OSD01-OSD10-00000004002	John McCarthy	617-896-3242	johnmccarthy@ori.com	All	2% off payments made in 30 days 2.5% Dock Delivery Discount
Palmieri	15-1080-OSD01-OSD10-00000003998	Frank Palmieri	800-413-4440 x23	fpalmieri@palmierifurniture.com	7 and 9	1% off payments made in 10 days (0.5% off in 15) 3% Dock Delivery Discount
Peabody Office	15-1080-OSD01-OSD10-00000004009	Joshua Acevedo	617-531-7365	joshua.acevedo@peabodyoffice.com	2, 3, 8A, and 9	1% off payments made in 10 days (0.5% in 15 and 0.25% in 20)
Red Thread Spaces	17-1080--SRC3-11027	Mary Sauvageau	860-810-2835	msauvageau@red-thread.com	1, 2, 6, 7, 8A, and 9	0.4% off payments made in 10 days (0.3% in 15 and 0.1% in 20) 2% Dock Delivery Discount
Staples	15-1080-OSD01-OSD10-00000004008	Chelsie Restic-Metcalf	617-910-8610	chelsie.restic-metcalf@staples.com	1, 2, 3, 4, 6, 7, 8F, 8A, 9	3% Dock Delivery Discount
Systematics	15-1080-OSD01-OSD10-00000003995	Tom Schaefer	508-599-3512	tschaefer@systematics.biz	4, 7, and 9	2.5% off payments made in 10 days (2% in 15, 1.5% in 20, and 1% in 30) 0-2% Dock Delivery Discount
Teknion	15-1080-OSD01-OSD10-00000003999	Angie Hoffman	856-552-5618	angie.hoffman@teknion.com	6, 8A, and 9	2% off payments made in 10 days 2-4% Dock Delivery Discount
Virco	15-1080-OSD01-OSD10-00000004007	Susan Cosma	800-448-4726 x1523	susancosma@virco.com	2, 3, 6, and 9	2% off payments made in 10 days (1% off 20) 9-19% Dock Delivery Discount
W.B. Mason	15-1080-OSD01-OSD10-00000004004	Stephen Bliss	508-436-1271	steve.bliss@wbmason.com	1, 2, 3, 5, 6, 7, 8F, and 9	3% off payments made in 10 days (2.5% off 15 and 2% off 30) 5% Dock Delivery Discount
Workplace Resource <i>SDO certified MBE</i>	15-1080-OSD01-OSD10-00000003997	Claudia Russo	508-770-1900 x23	crusso@wprltd.com	3, 7, 8A, and 9	1% off payments made in 10 days (0.75% off 15 and 0.5% in 20)
York Street Industries	15-1080-OSD01-OSD10-00000004030	Mike Mastriani	413-547-8349	mike.mastriani@sdh.state.ma.us	All	None

*COMMBUYS is the official system of record for vendor contact information. **The Conversion Vendor MBPO is the central repository for contract files. Price files may be found in the individual vendor's MBPO

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.
Updated: August 13, 2019



Master Blanket Purchase Order PO-15-1080-OSD01-OSD10-0000004004

Header Information

Purchase Order Number:	PO-15-1080-OSD01-OSD10-0000004004	Release Number:	0	Short Description:	OFF38 - Office, School and Library Furniture, Accessories & Services Affordable Interior Systems
Status:	3PS - Sent	Purchaser:	Gustav Pearson	Receipt Method:	Quantity
Fiscal Year:	2015	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	OSD10 - Ashburton RM1017	Type Code:	Statewide Contract
Department:	OSD01 - Operational Services Division	Entered Date:	04/14/2015 09:22:10 AM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Direct Release	Pcard Enabled:	No
Print Dest Detail:	If Different	Tax Rate:		Actual Cost:	\$0.00
Catalog ID:		Contact Instructions:	Gustav Pearson, Strategic Sourcing Manager One Ashburton Place, Room 1017, Boston, MA 02108 Phone: 617-720-3101 Email: gustav.pearson@mass.gov		
Special Instructions:					
Agency Attachments:	Price Sheet - W.B. Mason_amended_3-2-20.xlsx WB Mason NorvaNivel List Price.pdf WB Mason Phoenix Workstations PRICE LIST.pdf				
Vendor Attachments:					

Primary Vendor Information & PO Terms

Vendor:	211889 - W.B. Mason Patricia Vacca 59 Centre St Brockton, MA 02301 US Email: Adam.oteri@wbmason.com Phone: (508)436-1850 Website: http://www.wbmason.com/off20ma	Payment Terms:		Shipping Method:	
		Shipping Terms:		Freight Terms:	

PO Acknowledgements:	Document	Notifications	Acknowledged Date/Time
	Purchase Order	Emailed to gregg.manning@wbmason.com at 04/14/2015 04:39:16 PM	
	Change Order 1	Emailed to gregg.manning@wbmason.com at 04/15/2015 01:12:10 PM	
	Change Order 2	Emailed to gregg.manning@wbmason.com at 04/15/2015 01:53:59 PM	04/15/2015 02:00:50 PM
	Change Order 3	Emailed to pat.vacca@wbmason.com at 10/20/2017 11:49:25 AM	10/20/2017 12:31:54 PM

Matters for Action
New Business

6. Approval of contract with WB Mason in the amount of \$28,451.00 to purchase COVID 19 PPE: isolation gowns, sanitizing gel, and face shields

HUDSON PUBLIC SCHOOLS
Office of the Superintendent of Schools
155 Apsley Street
Hudson, Massachusetts 01749

Funding Source: General Fund

Account Number: 20.4130.15.1.067.0567.4110.5.6.99
Contract for Goods

Company Information

Company Name: WB Mason

Address: 1 Speen St, Framingham, MA 01701

Social Security #/ Federal Tax Identification #:

Terms of Contract:

A. The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

Description of Items Purchased and Prices

The Individual Contractor/Agency agrees to provide the following products to the Hudson Public Schools:

- Contract to purchase COVID-19 PPE: isolation gowns, gallons of sanitizing gel, and face shields for \$28,451.00. See attached.

Timeline for Shipping: August 15, 2020

Payment Schedule: The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

Termination: 1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate. Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

Vendor:

Signature of Vendor

Date: _____

Hudson Public Schools

School Business Manager

Date: _____

Superintendent of Schools

Date: _____

Hudson School Committee

Date: _____

SUPPLY/SERVICE PROCUREMENT FORM

 Ch. 30B

 Ch. 149

 Ch. 30 §39m

This form must be submitted to the Executive Assistant for approval of all purchases of supplies or services with an aggregate cost of more than \$4999. Procurements over \$4999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

*David
7/21/20*

Department: Facilities Date: 7/21/2020 Department Head: Director of Facilities
 Finance Director (signature): on behalf of Dan Gale

Detailed Description of Items/Service being purchased (attach additional sheet if necessary):

COVID-19 PPE Order for face shields \$2.14 x 150 = \$321.00 + isolation gowns \$4.13 x 1,000 = \$4,130.00 +
 800 gallon sanitizer gel with pump (4/case) \$120.00 x 200 = \$24,000.00. Total = \$28,451.00
 OSD FAC85 - COMMBUYS Vendor #211889
 Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007360 Exp. 3/15/2022

Recommended Quote or Bid

Date Quote Received: 7/16/20 Quote: 28,451.00
 Company Name: WB Mason Written Verbal
 Address: 1 Speen St
Framingham, MA 01701
 Quote Issued By: Andrew Levine Tel.: 508-649-8345 FAX:
 Special Conditions/Notes:

Second Quote or Bid

Date Quote Received: Quote:
 Company Name: Written Verbal
 Address:
 Quote Issued By: Tel.: FAX:
 Special Conditions/Notes:

Third Quote or Bid

Date Quote Received: Quote:
 Company Name: Written Verbal
 Address:
 Quote Issued By: Tel.: FAX:
 Special Conditions/Notes:

Chief Procurement Officer Action

Approved: [Signature] Date: 7/22/20
 Comments:

Please attach special conditions, notes, specifications or related documentation to this form.

Posted
 Newspaper
 Central Register
 CommBuys
 Website



WB Mason PPE Quote for Hudson Public Schools

Date 7/16/20

- Item NWLFACESHIELD, FACE SHIELD, STANDARD, PLASTIC, Quantity 150, Sell Price: \$2.14 EA **\$321-**

Item NWLHS1612, HAND SANITIZER, 2020 RESPONSE / FIRST RESPONSE, 70% ALC, 16OZ, Quantity 425, Sell Price \$7.67 EA

- Item NWLISOGOWNLVL1, GOWN, ISOLATION, DISPOSABLE, LEVEL 1, Quantity 1000, Sell price \$4.13 **\$4,130-**

Item NWLISOGOWNLVL2, GOWN, ISOLATION, DISPOSABLE, LEVEL 2, Quantity 1000, Sell price \$4.60

Item NWLGS1GAL5ZS, 1 Gallon Gel Sanitizer, Sell price- \$106.67 per case of 4

- Item NWLGS1GALWP5ZS, 1 Gallon Gel Sanitizer with pump, Sell Price \$120.00 per case of 4 **200 cases
\$24,000-**

Item *NWLELECDISPENSER*, Refillable Electric Handsfree Dispenser White, \$45.63 EA

Item CD4700SP, ScholarCraft Triangle Desk 22-32 Adjustable Height, Sand Top w/ Chrome Legs, Quantity 100, Sell Price \$125.71 Ea with \$1,142.86 Freight shipped directly to School with no inside delivery

**total
\$28,451-**

***Signed PO required to place order for over \$5,000.00

W.B. Mason., Inc.

Office Supplies, Furniture & Printing

• 1 Speen St • Framingham, Massachusetts 01701 • 1-888-WB-MASON • Fax: 1-877-329-9669

Contract User Guide for FAC85

FAC85: Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies Statewide Contract

UPDATED: June 23, 2020

Contract #:	FAC85
MMARS MA #:	FAC85*
Initial Contract Term:	March 15, 2015 – March 15, 2018
Current Contract Term:	March 15, 2019 – <u>March 15, 2022</u>
Maximum End Date:	March 15, 2022
Contract Manager:	Julia Wolfe, 617-502-8836, julia.wolfe@mass.gov
This Contract Contains:	Environmentally Preferable Products and Supplier Diversity Program
UNSPSC Codes:	See Appendix C
Notes:	This is an ALL green contract – all products on the contract are required to meet environmentally preferable specifications.

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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the label (for example, wide area spraying of a chemical that is not specified for use in this way). The use of disinfectants does not require a license in Massachusetts, but purchasers should review [OSHA guidance and standards](#), and ensure the individuals using disinfectants are aware of the guidance.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the list of Eligible Entities here: [Who Can Use Statewide Contracts](#). Statewide Contract Janitorial Services contractors under FAC81 or any subsequent contract have been added to the list of eligible entities.

Contract Categories

FAC85 has 12 Categories of products/service. Information on sub-categories is found in [Appendix A](#).

- Category 1: General Purpose Cleaners
- Category 2: Other Floor Maintenance Chemicals
- Category 3: Disinfectants and Sanitizers
- Category 4: Specialty Cleaners
- Category 5: Powered Janitorial Equipment & Service
- Category 6: General Cleaning Supplies, Equipment, and Service
- Category 7: Hand Soaps, Hand Sanitizers, and Personal Care Products
- Category 8: De-Icing and Snowmelt Products
- Category 9: Waste/Recycling/Composting Liners
- Category 10: Disposable Janitorial Paper Products
- Category 11: Entryway and Other Matting Systems
- Category 12: Microfiber Cleaning Service

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Getting the Best Value and Pricing

MA State Agency Departments may obtain quotes to compare pricing, product selection and training opportunities from one or more vendors through COMMBUYS and must use COMMBUYS to purchase. Other MA departments and eligible entities may purchase directly from the vendors, but are encouraged to use COMMBUYS to make purchases. Eligible entities are encouraged to review the qualifications for each vendor

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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OPERATIONAL SERVICES DIVISION

Contract User Guide for FAC85

Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	States	Discounts (Prompt/Dock)	Minimum Order	Current Term Ends
**Conversion Vendor - Master Contract Record	PO-15-1080-OSD01-OSD10-00000003619								
Carey Wiper & Supply Company	PO-16-1080-OSD03-SRC02-00000007268	Marilyn Allen	800-759-4737	info@careyonline.net	1-7, 9-11	MA, CT, RI, NY, VT	PPD 1% in 10 days Dock 1%	\$250	3/15/2022
Casey Engineered Maintenance, Inc.	PO-16-1080-OSD03-SRC02-00000007269	Craig Smith	800-333-4385	craigs@caseyemi.com	All	MA, CT, RI	PPD 1% in 15 days Dock 1%	None	3/15/2022
Clean Cut Solutions	PO-16-1080-OSD03-SRC02-00000007270	Richard Raskind	844-207-7219	rich@cleancutsolutions.com	1-7, 9-11	MA, CT, RI, VT	PPD 1% in 10 days Dock 2%	\$250	3/15/2022
Conlon Products	PO-16-1080-OSD03-SRC02-00000007271	Courtney Archambeault	800-772-8482	courtney@conlonproducts.net	1-11	MA, RI	PPD 2% in 10, 1% in 20; Dock 2%	\$350	3/15/2022
Corr Distributors, Inc.	PO-16-1080-OSD03-SRC02-00000007272	Carol Corr	800-536-8323	ccorr@corrddistributors.com	1-11	MA, CT, RI, NY, VT	PPD 1% in 10 days Dock 2%	\$100	3/15/2022
EBP Supply Solutions (certified WBE)	PO-16-1080-OSD03-SRC02-00000007276	Susanne Trotta	800-287-3323 ext. 2202	strotta@ebpsupply.com	1-7, 9-11	MA, CT, RI, NY, VT	PPD 1% in 10 days Dock 2%	\$400	3/15/2022
Hillyard, Inc. (DBA Rovic)	PO-16-1080-OSD03-SRC02-00000007319	Dermot Pelletier	800-832-1013	dpelletier@hillyard.com	1-11	MA, CT, RI, NY, VT	PPD 1% in 10 days, .5% in 20	\$250	3/15/2022
Imperial Bag & Paper LLC	PO-16-1080-OSD03-SRC02-00000007320	Peter Parilla	516-790-6928	peterp@imperialbag.com	5-7, 9-11	MA, CT, RI, NY, VT	PPD 2% in 10 days, 1% in 30; Dock 2%	\$250	3/15/2022
Likarr Maintenance Systems	PO-16-1080-OSD03-SRC02-00000007273	Marcia Rosenblatt	508-543-2138	mrosenblatt@likarr.com	1-7, 9-11	MA, RI	PPD 3% in 10 days, 1% in 15	\$300	3/15/2022
MassCor Industries	PO-18-1080-OSD03-SRC02-12645	Steven K. Niland	800-222-2211	MassCor@doc.state.ma.us	All	MA, CT, RI, NY, VT	None	None	3/15/2022
Next-Gen Supply Group (Formerly M.D. Stetson) (certified WBE)	PO-20-1080-OSD03-SRC02-17907	Michael Glass	800-255-8651	mike.glass@nextgensupply.com	All	MA, CT, RI, NY, VT	PPD 1%-10, .75%-15, .5%-20, .25%-30	\$300	3/15/2022
Richco Products, Inc.	PO-16-1080-OSD03-SRC02-00000007278	Shara Audet	800-343-3221	info@richcoproducts.com	1-7, 10	MA, CT, VT	PPD 1% in 10 days	None	3/15/2022
Simplex Janitorial Supplies	PO-16-1080-OSD03-SRC02-00000007290	Jeff Ventura	781-784-8484	jventura@simplexjanitorial.com	1-7, 9-11	MA, RI	PPD 1% in 10 days Dock 2%	\$300	3/15/2022
Staples Contract & Commercial Inc.	PO-16-1080-OSD03-SRC02-00000007280	Edward Shova	845-240-2463	edward.shova@staples.com	1-3, 5-7, 10-11	MA, CT, RI, NY, VT	PPD 3% in 10 days	\$50	3/15/2022
WB Mason	PO-16-1080-OSD03-SRC02-00000007360	Gregg Manning	508-846-1490	gregg.manning@wbmason.com	1-7, 9-11	MA, CT, RI, NY, VT	PPD 2% in 10 days, 1% in 30; Dock 2%	None	3/15/2022
XPEDX LLC A Veritiv Company	PO-16-1080-OSD03-SRC02-00000007281	Customer Service	800-582-7091	VeritivFacilitiesSupplies@veritivcorp.com	1-7, 10-11	MA, CT, RI, NY, VT	PPD 1% in 30 days	\$350	3/15/2022

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO is the central repository for all common contract files.

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

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Master Blanket Purchase Order PO-16-1080-OSD03-SRC02-00000007360

Header Information

Purchase Order Number:	PO-16-1080-OSD03-SRC02-00000007360	Release Number:	0	Short Description:	FAC85 - Environmentally Preferable Cleaning Products, Programs, Equipment and Supplies
Status:	3PS - Sent	Purchaser:	Julia Wolfe	Receipt Method:	Quantity
Fiscal Year:	2016	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	SRC02 - Sourcing Group 2	Type Code:	Statewide Contract
Department:	OSD03 - OSD - Strategic Sourcing	Entered Date:	04/11/2016 11:28:24 AM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Direct Release	Pcard Enabled:	No
Print Dest Detail:	If Different	Tax Rate:		Actual Cost:	\$100,059.86
Catalog ID:		Contact Instructions:	Julia Wolfe, Director, Environmental Purchasing Address: One Ashburton Place, RM 1017 Boston, MA 02108 Phone: 617-502-8836 Email: julia.wolfe@mass.gov		
Special Instructions:					

Primary Vendor Information & PO Terms

Vendor:	211889 - W.B. Mason Patricia Vacca 59 Centre St Brockton, MA 02301 US Email: Adam.oteri@wbmason.com Phone: (508)436-1850 Website: http://www.wbmason.com/off20ma	Payment Terms:		Shipping Method:	
		Shipping Terms:		Freight Terms:	

PO Acknowledgements:	Document	Notifications	Acknowledged Date/Time
	Purchase Order	Emailed to pat.vacca@wbmason.com at 04/21/2016 12:00:31 PM	04/22/2016 01:06:44 PM
	Change Order 1	Emailed to pat.vacca@wbmason.com at 11/04/2016 04:52:58 PM	11/04/2016 04:53:14 PM
	Change Order 2	Emailed to pat.vacca@wbmason.com at 03/01/2017 05:33:18 PM	03/01/2017 05:35:23 PM
	Change Order 3	Emailed to pat.vacca@wbmason.com at 07/05/2017 11:13:45 AM	
	Change Order 4	Emailed to pat.vacca@wbmason.com at 07/05/2017 11:26:01 AM	07/06/2017 04:26:25 PM
	Change Order 5	Emailed to pat.vacca@wbmason.com at 01/11/2018 03:01:02 PM	01/11/2018 03:01:04 PM
	Change Order 6	Emailed to pat.vacca@wbmason.com at 01/11/2018 03:09:17 PM	01/11/2018 03:42:38 PM
	Change Order 7	Emailed to pat.vacca@wbmason.com at 07/31/2019 10:22:04 AM	07/31/2019 11:52:20 AM
	Change Order 8	Emailed to pat.vacca@wbmason.com at 12/19/2019 09:22:56 AM	12/19/2019 09:42:01 AM

Matters for Action
New Business

7. Approval of contract with Commercial Boiler Systems, Inc. for on call hourly rate boiler service

Town of Hudson

Standard General Contract



Contract for:

ON-CALL HOURLY RATE BOILER SERVICE

Commercial Boiler Systems, Inc.

FY21

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TOWN OF HUDSON

STANDARD GENERAL CONTRACT

PROVISION OF ON-CALL HOURLY RATE BOILER SERVICE

Agreement made this 28th day of July, 2021 by and between the Town of Hudson, a duly existing municipal corporation in the Commonwealth of Massachusetts, through its duly elected School Committee with no personal liability to themselves herein after referred to as the "Town" and Commercial Boiler Systems, Inc., 152 Oldham Street, Pembroke, MA 02359 a duly formed corporation, herein after referred to as the "Contractor."

RECITALS

WHEREAS the Contractor will furnish the Town with hourly on-call boiler repair districtwide from July 28, 2021 to June 30, 2023 per the terms and agreement of the bid submitted July 22, 2020;

WHEREAS the Town desires to purchase such goods and/or services from Contractor in a timely manner and;

WHEREAS it was one of the conditions of the award of the contract that a formal agreement should be executed, by the Contractor and the Town, evidencing the terms of the award;

NOW THEREFORE in consideration of the mutual covenants contained the parties agree as follows:

ARTICLE I

Contractor shall furnish Town with hourly on-call boiler repair districtwide subject to and in compliance with all conditions, covenants, stipulations, terms and provisions contained in the Invitation for Bid Specifications, Instructions to Bidders and related documents all of which is attached hereto as Exhibit "A." and incorporated herein by reference. Contractor shall provide these materials or services for the sum equal to the aggregate purchase price of the goods and professional services to be furnished by Contractor at the prices and rates specified in the Contractor's proposal also attached hereto as Exhibit "B" and incorporated herein by reference.

ARTICLE II

Contractor acknowledges that reliability of service is essential in this agreement with the Town, and agrees to adhere faithfully to the scope of services as described in the bid documents. In addition to any other warranties or guarantees attached hereto, Contractor warrants that the goods, items or materials which are the subject matter of this contract are fit for the use and purpose intended.

ARTICLE III

Contractor covenants and agrees to faithfully perform all of its obligations under this agreement and the incorporated documents hereto. Said performance shall be in a professional and workmanlike manner and in accordance with the standard of care and conduct that is generally acceptable in the business or profession. Further, Contractor shall complete and sign all forms attached herein as Exhibits "C thru E".

ARTICLE IV

A The contractor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the Town.

B. The Contractor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional costs to the Town. Contractor will assume any additional costs accrued by the Town due to the defect or inferior goods.

C. The Contractor guarantees all goods for a period of one (1) year provided that if any express or implied warranties exist of a term greater than one (1) year, then such warranties will supersede the one (1) year warranty specified herein.

ARTICLE V

Contractor certifies the suitability, professionalism, and capability of all individuals employed to furnish services as specified herein by Contractor and in any documents incorporated herein by reference.

ARTICLE VI

The Town agrees to faithfully pay the Contractor, when due and payable, and under the terms of all such incorporated documents and instruments to this agreement, all such contracted sums.

ARTICLE VII

Contract will be for the duration of the current fiscal year FY21 (ending June 30, 2021). If funds are appropriated, Hudson Public Schools reserves the right to renew the original contract each year for two (2) additional fiscal years (FY22, FY23) for a total of three (3) years provided the total amount of the contract including renewals does not exceed the total amount allowed under Massachusetts General Law. Rate increases shall be based on current Prevailing Wage Rates at the time of renewal. If current Prevailing Wage Rates are not applicable then rate increases shall be based on those submitted by the Contractor with the original bid specification form. Hudson Public Schools shall be the sole party empowered to renew said contract.

ARTICLE VIII

1. Termination for Cause: If through any cause, one party shall fail to fulfill in timely and proper manner, its obligations under this Agreement, or if one party shall violate one of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement hereunder by giving written notice of such termination. In case of termination, all finished and unfinished documents shall become the property of the Town.

In the event of termination, the Contractor shall be compensated payment of an amount equal to the services or goods provided by the Contractor as of the date of termination.

2. Termination for Convenience: The Town may terminate this Agreement at any time for any reason, upon submitting to Contractor thirty (30) days prior written notice of its intention to terminate: Upon receipt of such notice, Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the termination notice. Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

3. Return of Property: Upon termination, Contractor shall immediately return to the Town without limitation, all documents, plans, drawings, tool and items of any nature whatever, supplied to Contractor by the Town to Contractor in accordance with this Agreement.

4. Production of Documents: All records, documents, data, reports or other material, regardless of form or finish, produced by the Contractor as a result of services provided hereunder, are work for hire, and shall become the property of the Town upon creation. The Contractor may not assert any right, title or interest in any product produced under this Agreement.

The Town may request at any time during and/or after the termination of the Agreement any records, documents, data, reports or other materials produced by the Contractor under this Agreement.

ARTICLE IX

Nothing contained herein shall be construed as a joint venture between the Contractor and the Town. In this regard, Contractor shall be deemed for all purposes herein to be an independent contractor. Contractor is required to sign the Certificate of Non-Collusion (Exhibit C).

ARTICLE X

Contractor shall maintain the following types of insurance in full force and effect during the term of this Agreement and any renewals hereof. Copies of the Worker's Compensation Certificates and the General Liability and Vehicle Insurance Policies are to be furnished to Executive Assistant in advance of commencement of work and reviewed by the Town on an annual basis.

- A. All contractors working for the Town shall provide a Certificate of Insurance indicating coverage for Worker's Compensation, in accordance with minimum statutory coverage pursuant to Massachusetts General Laws.
- B. All contractors engaged in contracts in excess of \$10,000 shall provide the Town with a
- C. Certificate of Comprehensive General Liability Insurance for a minimum of One Million Dollars (\$1,000,000), with complete operators' coverage naming the Town of Hudson as additional insured.
- D. Contractors engaged in work valued between \$5,000 and \$10,000 shall provide the Town with a Certificate of Liability Insurance for a minimum of \$500,000 naming the Town of Hudson as additional insured.
- E. Contractors engaged in projects valued at less than \$5,000 shall carry an appropriate amount of liability coverage, which shall be determined by the department head procuring the service.
- F. Motor vehicle liability insurance in the minimum of \$500,000.00 per accident.

ARTICLE XI

The Contractor agrees to take all necessary precautions to prevent injury to any persons or damage to property during the term of this Agreement and shall indemnify and save the Town harmless against all losses and expenses resulting in any way, from any negligent or willful act or omission on the part of the Contractor, its agents, employees or sub-contractors or resulting directly or indirectly from Contractor's performance under this Agreement.

ARTICLE XII

This Agreement sets forth the entire Agreement and understanding between the parties and may be amended, modified or waived in whole or part only by a subsequent writing executed by both parties hereto. Nothing herein shall be construed as permitting either party to assign any interest, benefit or obligation contained herein without the express written consent of the parties hereto.

ARTICLE XIII

If any term, provision, paragraph or word is determined to be illegal, unconstitutional or otherwise unenforceable by a court of competent jurisdiction, then the remaining provisions contained herein shall remain in full force and effect between the parties.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals to this agreement on the day and date first above specified.

TOWN OF HUDSON SCHOOL COMMITTEE:

Witness to all signatures

CONTRACTOR: Commercial Boiler Systems, Incorporated

_____ by: _____
Witness (print name)

(Corporate seal if applicable)

EXHIBIT C

Certificate of Non-Collusion

Chapter 30B, § 10

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

Individual or Corporate Name of Proposer

Signature of Authorized Agent Printed Name of Authorized Agent Date

EXHIBIT D

Certificate of Tax Compliance

Pursuant to Massachusetts General Law Chapter 62C, § 49A, I hereby certify under penalties of perjury that I have, to the best of my knowledge and belief, filed all state tax returns and paid all state taxes required under law.

Social Security or Federal I.D. Number

Signature: Individual or Corporate Officer

Date

Please Print:

Corporate Name

Address

P.O. Box

City, State, Zip Code

*Your Social Security Number or Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Proposers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. Ch. 62C, § 48A.

EXHIBIT E

**Certificate of Authority
Meeting of Board of Directors**

At a meeting of the Directors of the _____
(Corporation)

duly called and held at _____ on the _____ day

of _____ in the _____ year at which a quorum was present and acting, it

was voted that _____
(Name)

the _____ of this Corporation is hereby authorized and empowered to
(Title)

make, enter into, sign, seal and deliver, on behalf of this Corporation a Contract for:

On-Call Hourly Rate Boiler Service

with the Town of Hudson, and performance and payment bonds (each in the amount of the Contract) in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or repealed and is in full force and effect as of this date, and that

_____ *is a duly elected* _____

of this Corporation.

Clerk or Secretary of the Corporation

Commercial
Boiler 7/22/20

**HUDSON PUBLIC SCHOOLS
FACILITIES ENGINEERING AND SUPPORT SERVICES DEPARTMENT
155 APSLEY STREET
HUDSON, MA 01749
978-567-6100**

Introduction: ON-CALL HOURLY RATE BOILER SERVICE

The Hudson Public School system is seeking to acquire the services for FY21 (until June 30, 2021) of a duly licensed (if applicable) and insured firm to perform on-call, **maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment** at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems which are beyond the capacity or in the absence of our in-house regular maintenance staff. A copy of a current license (if applicable) and insurance certificate will be presented as evidence of being a duly licensed firm at the time of submission. These seven (7) pages comprise Exhibit "A" and the contractor's response comprises Exhibit "B" and shall be part of the total contract package. Retain copies for your records.

Scope:

Services to be provided shall include but are not limited to repairs, troubleshooting, replacement or installation of **boiler units and equipment and materials** within the Hudson Public School system.

General Conditions:

If the situation should arise where the scope and cost of service or materials exceeds the maximum allowed by state procurement laws or if deemed in the town's best interest, Hudson Public Schools reserves the right to solicit bids from other firms. Hudson Public Schools reserves the right to request a "per job" quote or estimate for larger, more elaborate projects or repairs.

Contract will be based on the submitted hourly rate including mileage and cost plus the submitted percentage for materials. A standard town of Hudson "Goods and Services" contract will be used. (Sample attached)

Vendor must supply a minimum of two references with current phone numbers and contact person from school department where your firm has performed the work above.

Scituate Public Schools	Paul Donlan	(781) 545-8750 x 301
School Department	Contact	Phone
Stoughton Public Schools	Joyce Husseini	(781) 344-4000 x 1227
School Department	Contact	Phone

1. What is the type, current status, and expiration date of any valid applicable license possessed by you or your firm? Please see list attached since we have so many licenses in our Corporation.
 - Type: Master Gasfitter, Master Pipefitter, Burner Technician, Refrigerant Technician, Plumber, Electrician, Building Controls
 - Current Status and Expiration: All licenses are current and expire between 2021 and 2022

2. Under ordinary circumstances most services will be scheduled by the Facilities and Support Services Department for completion during normal hours of operation. However, in case of emergency, the successful bidder is subject to call at any hour on any day of the year. Thus all bidders are required to answer the following questions as part of their bid proposal:

- (a) Do you currently engage the services of some type of communications service with pager, cellular phone or equivalent immediate contact capabilities?

Reply When the office is closed our 24 hour answering service takes messages and calls us immediately if there is an emergency. A mechanic is always on call (nights and weekends)

- (b) What is the maximum time in hours/minutes in an emergency situation that the Hudson Public Schools can expect to elapse between our initial contact via phone and/or pager service and when our Facilities and Support Services Department can reasonably expect onsite service?

Reply 3 hours

- (c) Please provide your bid hourly rate (based on applicable "Prevailing Wage" Rate laws) Include any mileage charges in the hourly rate. You may attach a separate sheet if the hourly rate varies between job categories.

	FY21	FY22	FY21
Hourly Rate 7:00AM-4:00PM	125.00	125.00	125.00
Overtime Hourly Rate After 8 hours	187.50	187.50	187.50
Holiday/Sunday Hourly Rate	187.50	187.50	187.50
Mileage Rate or Trip Charge	We charge actual travel to job site up to 1 hour maximum.	We charge actual travel to job site up to 1 hour maximum.	We charge actual travel to job site up to 1 hour maximum.

Services to also be provided shall be but are not limited to open and close boilers for yearly cleaning/inspection. The contractor may be assisted by school maintenance personnel. The following is a list of buildings/boilers:

School	Boiler/Type	Cost
Administration Building 155 Apsley St.	(2) Cleaver-Brooks Clearfire Condensing/Glycol/Gas	\$3,000.00
Hudson High 69 Brigham St.	(2) Aerco Benchmark Condensing/Glycol/Gas	\$1,200.00
David J. Quinn Middle 201 Manning St.	(3) Aerco Benchmark Condensing/Glycol/Gas	\$4,000.00
Forest Ave. Elementary 136 Forest Ave.	(2) Cleaver-Brooks Steel/FHW/Gas	\$3,500.00
C.A. Farley Elementary 119 Cottage St.	(2) Cleaver-Brooks CB 700-125 Steel/FHW/Gas	\$3,000.00
J.L. Mulready Elementary	(2) Orr-Sembower Steel/FHW/Gas	\$4,000.00
Cora Hubert Building 119 Broad St.	(1) H.B. Smit CI Sectional/FHW/Gas	\$1,000.00

Please provide a contract price for opening/closing boilers in each building. Boiler opening/closings will include but are not limited to:

- Clean boiler feeders, low water cut-offs, water level controls and screens. Replace with new gaskets, reassemble and test.
 - Clean burners, blowers, gun assemblies, pilot assemblies, ignitors, scanners and photo cells.
 - Reinstall handhole covers with new gaskets and refill waterside and test for leaks. Every three years.
 - Tune and test burner on completion of re-assembly.
 - Test operating and service controls.
 - Inspect lining of hot water tanks where applicable. Flush tank and reinstall handhole with new gasket, fill tank and test for leaks where applicable.
 - Blow down expansion tanks, clean strainers on pressure regulators and make up water tanks where applicable.
 - Check vents and circulator flanges for leakage and repair as necessary.
 - Check OS&Y valve operation, repack if necessary and lube with a non-seizing thread compound.
 - Check and lubricate all bearings on all motors, circulators and gearboxes.
 - I.D. fans are to be checked, greased and belts replaced where applicable.
 - Clean/check/replenish neutralization media and equipment
3. Absent unusual circumstances, please indicate the maximum expected amount of time in days which the Hudson Public Schools can expect to elapse between the date when a non-emergency service request is issued via a purchase order and the commencement of the performance of the service sought.

Reply: Two to three days depending on the scope of work for non-emergency calls.

- a. In the event of an emergency during which time you or your staff have sickness, injury or vacation, do you have alternative coverage for the school /town?

Reply: We have 14 employees on staff and have never had this issue. Vacations are scheduled in advance and we would plan them so we have coverage for our clients.

4. Please indicate the method you will use to bill the Hudson Public Schools for materials used or provided. Indicate what percentage above cost (invoices from established supply houses are required) and, if applicable, what discounts are available to the Hudson Public Schools.

Method: Preferred method is email on an invoice with the labor and parts that were used to complete a job. Parts are detailed by line item on each invoice with cost.

Cost: 25% over cost

Discount: Not applicable


5. Please read and sign the acknowledgment that you understand the Hudson Public Schools' billing and payment procedures and accept them as written.
 - a. Unless a purchase order, signed by the Superintendent or his designee has been executed prior to the commencement of work and received by the firm awarded this service contract, no payment whatsoever is obligated, assumed, or will be made for any billing.
 - b. In an emergency situation, a purchase order signed by the Director of Facilities will be issued before the repairs are initiated. A copy of the purchase order will be signed by the Superintendent or his designee and mailed to the firm on the next regular working day.
 - c. All bills for services and invoices for materials must clearly indicate the purchase order number on each form and the person/department who initiated the service. Bills without purchase order numbers or person of contact will be returned unpaid for correction to the firm.
 - d. Purchase orders and bills submitted/issued under this award are valid only between July 1 and June 30 of the fiscal year covered under the current contract. All billing must be completed by June 30 of the fiscal year covered under the current contract or payment is forfeited. Adequate warning is given.
 - e. Bills are processed and prepared for warrants twice each month for School Committee meetings. Any bill received by Friday prior to a regularly scheduled School Committee meeting would normally be processed for that meeting. The School Committee meets the second and fourth Tuesday of each month.
 - f. Checks for payment of bills approved by the School Committee are usually issued within one week of a School Committee meeting by the Town Treasurer's office at Town Hall.
6. The selected vendor will be required to review AHERA restrictions with the Director of Facilities prior to any work activity.
 - a. Vendor's employees must have a current two-hour asbestos awareness training session. If they do not have this, the Facilities and Support Services Department will provide training at no cost.
 - b. Before any work begins the vendor must check-in with the Facilities and Support Services Department for a **Work Order** and an **on-site meeting**. Payment will not be processed without sign-off on the Work Order.
 - c. Any changes to specifications by the vendor must be with written consent of the Director of Facilities.
7. All waste from service will be removed from the premises and disposed of by the contractor.
8. Hudson Public Schools reserves the right to renew the contract each year for two (2) additional fiscal years (FY22, FY23) upon consent of both parties. Hudson Public Schools shall be the sole party empowered to institute renewal of this contract. We estimate the total number of hours per year to be between one hundred and fifty (150) and two hundred (200).
9. Do you hold a current state awarded contract for the service/product described above and if so, what is the expiration date and contract number? Please provide copy.

Yes: No: If yes, expiration date and number: TRD-01 Expiration 2022

10. Should the situation arise where another town department requires your services, would you be available to them under the same terms and conditions as stated above?

Yes: X _____ No: _____

Date: 7/21/2020

Signed: 

From: Robert W. Lee, President



Instructions to Bidders: Sealed Bid

In accordance with the provisions of Chapter 149, Sections 44A *et seq.* of the Massachusetts General Laws and Chapter 30, Section 39M of the Massachusetts General Laws, the Town of Hudson, Hudson Public Schools, 155 Apsley Street, Hudson, MA 01749, acting through the Hudson Public School Committee (hereinafter "the Town of Hudson" or "the Town"), invites sealed Bids to **provide on-call, hourly rate maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems**, which are described in this Invitation for Bids, subject to available funding.

The term "lowest responsible and eligible Bidder" shall mean the Bidder: "(1) whose Bid is the lowest of those Bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify, that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least ten (10) hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course; (4) who, where the provisions of Section 8B of Chapter 29 (of the Massachusetts General Laws (M.G.L.)) apply, shall have been determined to be qualified thereunder.

Subject to M.G.L. c. 149, §44A and M.G.L. c.30, §39M, the Town reserves the right to award one (1) Contract, to the lowest responsible and eligible Bidder to **provide on-call, hourly rate maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems**, based upon the lowest total cost.

Nothing in this Invitation for Bids will compel the Town to award a Contract. The Town may cancel this Invitation for Bids, may waive, to the extent allowed by law, any informalities, and may reject an) and all Bids, if the Town, in its sole discretion, determines said action to be in the best interest of the Town of Hudson. The Town may reject as non-eligible any Bid that fails to satisfy any of the Bid Submission Requirements.)

The Invitation for Bids, specifications and bid forms may be obtained from the Hudson Public Schools Facilities Department, 155 Apsley St., Hudson, MA 01749 **after 10:00 a.m. July 8, 2020** by either pick-up in person or electronically.

Questions regarding this Invitation for Bids shall be submitted in writing and shall be delivered to the Facilities Department **by 12:00 p.m. (noon), local time, on Friday, July 17, 2020**. Questions shall be received by that date. Any questions requiring consideration shall be answered in an addendum delivered to all registered Successful Bidders. Questions presented after this time shall not be considered. No question which is not submitted in writing shall be considered.

Sealed Bids marked "**Hudson Public Schools: Sealed Bid to Provide On-Call, Hourly Rate Boiler Service.**" shall be received by **10:00 a.m., local time, Wednesday, July 22, 2020** at this address:

Facilities and Support Services Department
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749

Each Bidder's name, address and contact phone number shall be clearly visible from the outside of each sealed envelope. The clock in the Hudson Public School Administration Building shall be considered official. No late Bids shall be accepted. No faxed Bids shall be accepted. Conditional Bids will not be accepted.

Each Bid shall be submitted in accordance with the Submission Requirements in order to be considered for award. Any Bid submitted shall be binding for sixty (60) days subsequent to the time of the opening of Bids.

The Successful Bidder shall be required to execute a Contract in a form of the attached document. The Successful Bidder shall, within ten (10) days after presentation thereof by the Town, execute a Contract in accordance with the terms of this Invitation for Bids. The Bidder further accepts all of the terms and conditions of this Invitation for Bids.

Submission of a Bid shall be conclusive evidence that the Bidder has examined this Invitation for Bids and is familiar with all the conditions of the proposed Contract. Upon finding any omissions or discrepancy in this Invitation for Bids, each Bidder shall notify the Town immediately so that any necessary addenda may be issued. Failure of a Bidder to investigate completely the Invitation for Bids and/or to be thoroughly familiar with this Invitation for Bids shall in no way relieve any such Bidder from any obligation with respect to the Bid.

Changes, modifications or withdrawal of Bids shall be submitted in writing to Wayne Miller c/o the Facilities Department prior to the deadline and shall be contained in a sealed envelope clearly marked as appropriate, "CORRECTION, MODIFICATION OR WITHDRAWAL OF SEALED BID TO PROVIDE ON-CALL, HOURLY RATE BOILER SERVICE". No corrections, modifications, or withdrawal of Bids shall be permitted after Bids have been opened.

The Successful Bidder who enters into a Contract with the Town shall be responsible for obtaining, at his/her/its own expense, all appropriate federal, state and local permits, licenses and approvals.

Each Bid shall be accompanied by a five (5%) percent Bid Deposit (One thousand seven hundred fifty dollars, \$1,750.00) in the form of a Bid bond, or a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to; "TOWN OF HUDSON" followed by "or (Your Company Name)" in order for the check to be deposited by either the Town of Hudson or your company upon return. The amount of such Bid Deposit shall be five (5%) percent of the value of the Bid based on the estimated thirty five thousand dollars (\$35,000.00) total of the contract.

The Bid Deposits of the three (3) lowest responsible and eligible Bidders will be returned upon the execution and delivery of a Contract or, if no award is made, upon the expiration of the time prescribed herein for making an award.

Massachusetts General Laws Chapter 149, Section 44A, and Chapter 30, Section 39M, which are incorporated herein by reference, shall govern all procedures.

Prevailing wage rates as determined by the Commissioner of the Massachusetts Department of Labor and Workforce Development under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27G, as amended, apply to this work. It is the responsibility of the Bidder, before Bid opening, to request, if necessary, any additional information on Minimum Wage Rates for those tradespeople who may be employed for the proposed work under any such Contract awarded.

Successful Bidder's Personnel

The Successful Bidder shall be responsible for any training of his/her/its personnel. The Successful Bidder's personnel shall be adequately licensed and trained by the Successful Bidder, shall be experienced in installing and maintaining boiler units and equipment, and shall be of good moral character. All of Successful Bidder's employees assigned to the sites shall pass Criminal Offender Record Information and Sex Offender Record Information Screening. The Successful Bidder shall provide the Town of the following information:

Name, business address, telephone and beeper/cell phone numbers of the president and foreman.

The Successful Bidder will update this list whenever there is a change in personnel.

The Successful Bidder shall provide services as an independent contractor with the Town of Hudson and the Successful Bidder and his/her/its employees shall not be entitled to receive any benefits of employment with the Town of Hudson, including without limitation salary, overtime, vacation pay, holiday pay, health insurance, life insurance, pension or deferred compensation.

Conduct of Personnel

- a. Under the provisions of the Education Reform Act of 1993, smoking is not permitted on school property.
- b. Under no circumstances shall workers on site have interactions with students.
- c. Use of profanity is prohibited.
- d. CORI Requirements: All tradesmen, workmen and contractor employees who will be present at Hudson Public Schools must undergo and pass a CORI review process (Criminal Offender Record Information) prior to working at school buildings within the district. Each employee is to report to the Hudson Public Schools Administration Building, 155 Apsley Street, Hudson at least one week in advance of having a work presence at this job site. Each prospective employee must present the HPS representative with a valid picture ID. At that time the individual must fill out and complete a standard CORI check form in person. Hudson Public Schools personnel will make a photocopy image of that individual's picture identification and submit it along with their completed CORI check form to the Hudson Public School system administrator for processing with the proper entity within the Commonwealth of Massachusetts. The CORI check process can take as little as two (2) days but may take significantly longer. The Massachusetts Criminal History Systems Board (CHSB) processes submitted authorizations generally within a week, but at peak times processing has taken two (2) weeks or more. Once the CORI check has been completed each person will be notified to advise them as to the status of their CORI check.

Tabulation of Bids for: On-Call Hourly Rate Boiler Service

Bid Opening: Wednesday, July 22, 2020 at 10:00 a.m. Present at Opening - Wayne Miller Assistant Director of Facilities, Denise Reid - Facilities Specialist

Bidder	Bid Price			Materials	DCAMM Cert.	Bid Bond	Update Statement	Liability Ins.	Licenses	Disc.	Remarks
	FY21	FY22	FY23								
Commercial Boiler Systems, Inc.	FY21	FY22	FY23	25%	N/A	Yes	N/A	Yes	Yes	None	
Hourly	\$125.00	\$125.00	\$125.00								
Overtime	\$187.50	\$187.50	\$187.50								
Holiday	\$187.50	\$187.50	\$187.50								
Mileage	Actual	Actual	Actual								
(2) Cleaver-Brooks Clearfire Condensing Glycol/Gas		Admin	\$,3000								
(2) Aerco Benchmark Condensing Glycol/Gas		HHS	\$1,200								
(3) Aerco Benchmark Condensing Glycol/Gas		Quinn	\$4,000								
(2) Cleaver-Brooks Steel FHW/Gas		Forest	\$3,500								
(2) Cleaver Brooks CB 700-125 Steel FHW/Gas		Farley	\$3,000								
(2) Orr-Sembower Steel FHW/Gas		Mulready	\$4,000								
(1)HB Smit CI Sectional FHW/Gas		Hubert	\$1,000								
Ambient Temperature Corp.	FY21	FY22	FY23	12%	N/A	Yes	N/A	Yes	Yes	None	
Hourly	\$132.00	\$136.00	\$140.00								
Overtime	\$198.00	\$204.00	\$210.00								
Holiday	\$198.00	\$204.00	\$210.00								
Mileage	None	None	None								
(2) Cleaver-Brooks Clearfire Condensing Glycol/Gas		Admin	\$4,444								
(2) Aerco Benchmark Condensing Glycol/Gas		HHS	\$4,664								
(3) Aerco Benchmark Condensing Glycol/Gas		Quinn	\$6,996								
(2) Cleaver-Brooks Steel FHW/Gas		Forest	\$4,554								
(2) Cleaver Brooks CB 700-125 Steel FHW/Gas		Farley	\$6,886								
(2) Orr-Sembower Steel FHW/Gas		Mulready	\$3,498								
(1)HB Smit CI Sectional FHW/Gas		Hubert	\$5,830								

*Due within five days after notice of bid award.

HUDSON PUBLIC SCHOOLS
FACILITIES ENGINEERING AND SUPPORT SERVICES DEPARTMENT
155 APSLEY STREET
HUDSON, MA 01749
978-567-6100

Introduction: ON-CALL HOURLY RATE BOILER SERVICE

The Hudson Public School system is seeking to acquire the services for FY21 (until June 30, 2021) of a duly licensed (if applicable) and insured firm to perform on-call, maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems which are beyond the capacity or in the absence of our in-house regular maintenance staff.

Scope:

Services to be provided shall include but are not limited to repairs, troubleshooting, replacement or installation of boiler units and equipment and materials within the Hudson Public School system.

General Conditions:

If the situation should arise where the scope and cost of service or materials exceeds the maximum allowed by state procurement laws or if deemed in the town's best interest, Hudson Public Schools reserves the right to solicit bids from other firms. Hudson Public Schools reserves the right to request a "per job" quote or estimate for larger, more elaborate projects or repairs.

Contract will be based on the submitted hourly rate including mileage and cost plus the submitted percentage for materials. A standard town of Hudson "Goods and Services" contract will be used. (Sample attached)

Vendor must supply a minimum of two references with current phone numbers and contact person from school department where your firm has performed the work above.

Table with 3 columns: Entity Name, Contact Name, and Phone Number. Rows include Town of North Andover (Stephen Foster, 978-305-5850) and City of Lawrence (Glenn Gary, 978-857-3159).

- 1. What is the type, current status, and expiration date of any valid applicable license possessed by you or your firm?
• Type: Burner Licenses -
• Current Status and Expiration: Members of Local 537 - All Licenses are Up to Date and Current

2. Under ordinary circumstances most services will be scheduled by the Facilities and Support Services Department for completion during normal hours of operation. However, in case of emergency, the successful bidder is subject to call at any hour on any day of the year. Thus all bidders are required to answer the following questions as part of their bid proposal:

(a) Do you currently engage the services of some type of communications service with pager, cellular phone or equivalent immediate contact capabilities?

Reply Answering Service contacts On-Call Technical via Phone
Each Technician has a company issued tablet

(b) What is the maximum time in hours/minutes in an emergency situation that the Hudson Public Schools can expect to elapse between our initial contact via phone and/or pager service and when our Facilities and Support Services Department can reasonably expect on site service?

Reply 2 Hours

(c) Please provide your bid hourly rate (based on applicable "Prevailing Wage" Rate laws) Include any mileage charges in the hourly rate. You may attach a separate sheet if the hourly rate varies between job categories.

	FY21	FY22	FY21
Hourly Rate 7:00AM – 4:00PM	\$132.00	\$136.00	\$140.00
Overtime Hourly Rate After 8 hours	\$198.00	\$204.00	\$210.00
Holiday/Sunday Hourly Rate	\$198.00	\$204.00	\$210.00
Mileage Rate or Trip Charge	None	None	None

Services to also be provided shall be but are not limited to open and close boilers for yearly cleaning/inspection. The contractor may be assisted by school maintenance personnel. The following is a list of buildings/boilers:

School	Boiler/Type	Cost
Administration Building 155 Apsley St.	(2) Cleaver-Brooks Clearfire Condensing/Glycol/Gas	\$ 4,444.00
Hudson High 69 Brigham St.	(2) Aerco Benchmark Condensing/Glycol/Gas	\$ 4,664.00
David J. Quinn Middle 201 Manning St.	(3) Aerco Benchmark Condensing/Glycol/Gas	\$ 6,996.00
Forest Ave. Elementary 136 Forest Ave.	(2) Cleaver-Brooks Steel/FHW/Gas	\$ 4,554.00
C.A. Farley Elementary 119 Cottage St.	(2) Cleaver-Brooks CB 700-125 Steel/FHW/Gas	\$ 6,886.00
J.L. Mulready Elementary	(2) Orr-Sembower Steel/FHW/Gas	\$3,498.00
Cora Hubert Building 119 Broad St.	(1) H.B. Smit CI Sectional/FHW/Gas	\$ 5,830.00

Please provide a contract price for opening/closing boilers in each building. Boiler opening/closings will include but are not limited to:

- Clean boiler feeders, low water cut-offs, water level controls and screens. Replace with new gaskets, reassemble and test.
- Clean burners, blowers, gun assemblies, pilot assemblies, ignitors, scanners and photo cells.
- Reinstall handhole covers with new gaskets and refill waterside and test for leaks. Every three years.
- Tune and test burner on completion of re-assembly.
- Test operating and service controls.
- Inspect lining of hot water tanks where applicable. Flush tank and reinstall handhole with new gasket, fill tank and test for leaks where applicable.
- Blow down expansion tanks, clean strainers on pressure regulators and make up water tanks where applicable.
- Check vents and circulator flanges for leakage and repair as necessary.
- Check OS&Y valve operation, repack if necessary and lube with a non-seizing thread compound.
- Check and lubricate all bearings on all motors, circulators and gearboxes.
- I.D. fans are to be checked, greased and belts replaced where applicable.
- Clean/check/replenish neutralization media and equipment

3. Absent unusual circumstances, please indicate the maximum expected amount of time in days which the Hudson Public Schools can expect to elapse between the date when a non-emergency service request is issued via a purchase order and the commencement of the performance of the service sought.

Reply: 1 Day

a. In the event of an emergency during which time you or your staff have sickness, injury or vacation, do you have alternative coverage for the school /town?

Reply: We have 30 technicians on staff

4. Please indicate the method you will use to bill the Hudson Public Schools for materials used or provided. Indicate what percentage above cost (invoices from established supply houses are required) and, if applicable, what discounts are available to the Hudson Public Schools.

Method: Monthly Billing - Hard Copy or Email

Cost: 12%

Discount: No Discount

5. Please read and sign the acknowledgment that you understand the Hudson Public Schools' billing and payment procedures and accept them as written.
 - a. Unless a purchase order, signed by the Superintendent or his designee has been executed prior to the commencement of work and received by the firm awarded this service contract, no payment whatsoever is obligated, assumed, or will be made for any billing.
 - b. In an emergency situation, a purchase order signed by the Director of Facilities will be issued before the repairs are initiated. A copy of the purchase order will be signed by the Superintendent or his designee and mailed to the firm on the next regular working day.
 - c. All bills for services and invoices for materials must clearly indicate the purchase order number on each form and the person/department who initiated the service. Bills without purchase order numbers or person of contact will be returned unpaid for correction to the firm.
 - d. Purchase orders and bills submitted/issued under this award are valid only between July 1 and June 30 of the fiscal year covered under the current contract. All billing must be completed by June 30 of the fiscal year covered under the current contract or payment is forfeited. Adequate warning is given.
 - e. Bills are processed and prepared for warrants twice each month for School Committee meetings. Any bill received by Friday prior to a regularly scheduled School Committee meeting would normally be processed for that meeting. The School Committee meets the second and fourth Tuesday of each month.
 - f. Checks for payment of bills approved by the School Committee are usually issued within one week of a School Committee meeting by the Town Treasurer's office at Town Hall.

6. The selected vendor will be required to review AHERA restrictions with the Director of Facilities prior to any work activity.
 - a. Vendor's employees must have a current two-hour asbestos awareness training session. If they do not have this, the Facilities and Support Services Department will provide training at no cost.
 - b. Before any work begins the vendor must check-in with the Facilities and Support Services Department for a Work Order and an on-site meeting. Payment will not be processed without sign-off on the Work Order.
 - c. Any changes to specifications by the vendor must be with written consent of the Director of Facilities.

7. All waste from service will be removed from the premises and disposed of by the contractor.

8. Hudson Public Schools reserves the right to renew the contract each year for two (2) additional fiscal years (FY22, FY23) upon consent of both parties. Hudson Public Schools shall be the sole party empowered to institute renewal of this contract. We estimate the total number of hours per year to be between one hundred and fifty (150) and two hundred (200).

9. Do you hold a current state awarded contract for the service/product described above and if so, what is the expiration date and contract number? Please provide copy.

Yes: X No: _____ If yes, expiration date and number: 03/30/21 TRD01

10. Should the situation arise where another town department requires your services, would you be available to them

under the same terms and conditions as stated above?

Yes: No:

Date: July 22, 2020

Signed:  PRES,
Russell H. Stiles, President

From: Ambient Temperature Corporation

Instructions to Bidders: Sealed Bid

In accordance with the provisions of Chapter 149, Sections 44A *et seq.* of the Massachusetts General Laws and Chapter 30, Section 39M of the Massachusetts General Laws, the Town of Hudson, Hudson Public Schools, 155 Apsley Street, Hudson, MA 01749, acting through the Hudson Public School Committee (hereinafter "the Town of Hudson" or "the Town"), invites sealed Bids to **provide on-call, hourly rate maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems**, which are described in this Invitation for Bids, subject to available funding.

The term "lowest responsible and eligible Bidder" shall mean the Bidder: "(1) whose Bid is the lowest of those Bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify, that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least ten (10) hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course; (4) who, where the provisions of Section 8B of Chapter 29 (of the Massachusetts General Laws (M.G.L.)) apply, shall have been determined to be qualified thereunder.

Subject to M.G.L. c. 149, §44A and M.G.L. c.30, §39M, the Town reserves the right to award one (1) Contract, to the lowest responsible and eligible Bidder to **provide on-call, hourly rate maintenance, programming, repair services and provide technical and/or sales support for boiler units and equipment and materials as needed for existing or proposed systems and/or equipment at an established hourly rate and cost plus percentage mark-up for materials within the facilities served by these systems**, based upon the lowest total cost.

Nothing in this Invitation for Bids will compel the Town to award a Contract. The Town may cancel this Invitation for Bids, may waive, to the extent allowed by law, any informalities, and may reject an) and all Bids, if the Town, in its sole discretion, determines said action to be in the best interest of the Town of Hudson. The Town may reject as non-eligible any Bid that fails to satisfy any of the Bid Submission Requirements.)

The Invitation for Bids, specifications and bid forms may be obtained from the Hudson Public Schools Facilities Department, 155 Apsley St., Hudson, MA 01749 **after 10:00 a.m. July 8, 2020** by either pick-up in person or electronically.

Questions regarding this Invitation for Bids shall be submitted in writing and shall be delivered to the Facilities Department **by 12:00 p.m. (noon), local time, on Friday, July 17, 2020**. Questions shall be received by that date. Any questions requiring consideration shall be answered in an addendum delivered to all registered Successful Bidders. Questions presented after this time shall not be considered. No question which is not submitted in writing shall be considered.

Sealed Bids marked "**Hudson Public Schools: Sealed Bid to Provide On-Call, Hourly Rate Boiler Service.**" shall be received by **10:00 a.m., local time, Wednesday, July 22, 2020** at this address:

Facilities and Support Services Department
Hudson Public Schools
155 Apsley Street
Hudson, MA 01749

Each Bidder's name, address and contact phone number shall be clearly visible from the outside of each sealed envelope. The clock in the Hudson Public School Administration Building shall be considered official. No late Bids shall be accepted. No faxed Bids shall be accepted. Conditional Bids will not be accepted.

Each Bid shall be submitted in accordance with the Submission Requirements in order to be considered for award. Any Bid submitted shall be binding for sixty (60) days subsequent to the time of the opening of Bids.

The Successful Bidder shall be required to execute a Contract in a form of the attached document. The Successful Bidder shall, within ten (10) days after presentation thereof by the Town, execute a Contract in accordance with the terms of this Invitation for Bids. The Bidder further accepts all of the terms and conditions of this Invitation for Bids.

Submission of a Bid shall be conclusive evidence that the Bidder has examined this Invitation for Bids and is familiar with all the conditions of the proposed Contract. Upon finding any omissions or discrepancy in this Invitation for Bids, each Bidder shall notify the Town immediately so that any necessary addenda may be issued. Failure of a Bidder to investigate completely the Invitation for Bids and/or to be thoroughly familiar with this Invitation for Bids shall in no way relieve any such Bidder from any obligation with respect to the Bid.

Changes, modifications or withdrawal of Bids shall be submitted in writing to Wayne Miller c/o the Facilities Department prior to the deadline and shall be contained in a sealed envelope clearly marked as appropriate, "CORRECTION, MODIFICATION OR WITHDRAWAL OF SEALED BID TO PROVIDE ON-CALL, HOURLY RATE BOILER SERVICE". No corrections, modifications, or withdrawal of Bids shall be permitted after Bids have been opened.

The Successful Bidder who enters into a Contract with the Town shall be responsible for obtaining, at his/her/its own expense, all appropriate federal, state and local permits, licenses and approvals.

Each Bid shall be accompanied by a five (5%) percent Bid Deposit (One thousand seven hundred fifty dollars, \$1,750.00) in the form of a Bid bond, or a certified check, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable to; "TOWN OF HUDSON" followed by "or (Your Company Name)" in order for the check to be deposited by either the Town of Hudson or your company upon return. The amount of such Bid Deposit shall be five (5%) percent of the value of the Bid based on the estimated thirty five thousand dollars (\$35,000.00) total of the contract.

The Bid Deposits of the three (3) lowest responsible and eligible Bidders will be returned upon the execution and delivery of a Contract or, if no award is made, upon the expiration of the time prescribed herein for making an award.

Massachusetts General Laws Chapter 149, Section 44A, and Chapter 30, Section 39M, which are incorporated herein by reference, shall govern all procedures.

Prevailing wage rates as determined by the Commissioner of the Massachusetts Department of Labor and Workforce Development under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27G, as amended, apply to this work. It is the responsibility of the Bidder, before Bid opening, to request, if necessary, any additional information on Minimum Wage Rates for those tradespeople who may be employed for the proposed work under any such Contract awarded.

Successful Bidder's Personnel

The Successful Bidder shall be responsible for any training of his/her/its personnel. The Successful Bidder's personnel shall be adequately licensed and trained by the Successful Bidder, shall be experienced in installing and maintaining boiler units and equipment, and shall be of good moral character. All of Successful Bidder's employees assigned to the sites shall pass Criminal Offender Record Information and Sex Offender Record Information Screening. The Successful Bidder shall provide the Town of the following information:

Name, business address, telephone and beeper/cell phone numbers of the president and foreman.

The Successful Bidder will update this list whenever there is a change in personnel.

The Successful Bidder shall provide services as an independent contractor with the Town of Hudson and the Successful Bidder and his/her/its employees shall not be entitled to receive any benefits of employment with the Town of Hudson, including without limitation salary, overtime, vacation pay, holiday pay, health insurance, life insurance, pension or deferred compensation.

Conduct of Personnel

- a. Under the provisions of the Education Reform Act of 1993, smoking is not permitted on school property.
- b. Under no circumstances shall workers on site have interactions with students.
- c. Use of profanity is prohibited.
- d. **CORI Requirements:** All tradesmen, workmen and contractor employees who will be present at Hudson Public Schools must undergo and pass a CORI review process (Criminal Offender Record Information) prior to working at school buildings within the district. Each employee is to report to the Hudson Public Schools Administration Building, 155 Apsley Street, Hudson at least one week in advance of having a work presence at this job site. Each prospective employee must present the HPS representative with a valid picture ID. At that time the individual must fill out and complete a standard CORI check form in person. Hudson Public Schools personnel will make a photocopy image of that individual's picture identification and submit it along with their completed CORI check form to the Hudson Public School system administrator for processing with the proper entity within the Commonwealth of Massachusetts. The CORI check process can take as little as two (2) days but may take significantly longer. The Massachusetts Criminal History Systems Board (CHSB) processes submitted authorizations generally within a week, but at peak times processing has taken two (2) weeks or more. Once the CORI check has been completed each person will be notified to advise them as to the status of their CORI check.

Matters for Action
New Business

CONSENT AGENDA

8. Approval of FY20 gift from Forest Avenue Home and School Association in the amount of \$1271.85 for the purchase of 3 iPad minis and cases for the Forest Avenue Art Room
9. Approval of FY21-305 Title 1 grant in the amount of \$306,642.00
10. Approval of FY21-140 Title II grant in the amount of \$59,049.00
11. Approval of FY21-180 Title III: English Language Acquisition and Academic Achievement Program in the amount of \$49,544.00

12. Approval of FY21-309 Title IV, Part A: Student Support and Academic Enrichment Grant in the amount of \$22,639.00
13. Approval of FY21-114 Summer and Vacation Learning Program Grant in the amount of \$10,000.00
14. Approval of FY21 School Nutrition Association Grant in the amount of \$1500.00
15. Approval of FY21-102 CvRF School Reopening Grant in the amount of \$567,450.00
16. Approval of FY21 School Nutrition-Equipment Donation grant in the amount of \$200.00 (Estimated)
17. Approval of FY21-240 SPED IDEA Allocation Grant in the amount of \$759,684.00
18. Approval of FY21-262 SPED Early Childhood Education Grant in the amount of \$47,789.00

19. Approval of Reclassification of Funds

GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

The following gift has been donated to Forest Ave Elementary and Hudson Public Schools and further presented to the School Committee for Approval and Acknowledgement:

Gift	GIFT Information
Description:	Forest Avenue Home & School
Purpose:	Three iPad minis and three cases for the Forest Avenue Art classroom
Date received:	6-26-2020
Type of Gift:	Donation
Donation Amount:	\$1,271.85
Fiscal Admin:	Ellen Schuck/David Champigny
Gift Designation / Purpose:	Gift to Forest Avenue Home and School for iPad minis and cases to be used in the art curriculum.
School Designation:	Forest Avenue, Art Classroom

School Committee Date: _____

Vote: _____

**Hudson Public Schools
FY20 Grant and Gift Presentation Summary**

AGENT	Awarding Agency	TYPE	FY20 GRANT YEAR/ GRANT NAME	BRIEF DESCRIPTION OF AWARD	TOTAL AWARD
Federal	MA DOE	Entitlement	20-305 Title I	Title I, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. REVISED March 24, 2020 : 20-305 --- Increased award \$381	\$ 310,842.00
Federal	MA DOE	Entitlement	20-140 Title II	Title II, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading. REVISED March 24, 2020 : --- Increased award \$506	\$ 62,045.00
Federal	MA DOE	Entitlement	20-180 Title III	Title III of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English Learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English.	\$ 35,412.00
Federal	MA DOE	Entitlement	20-309 Title IV	Title IV, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to build capacity and help ensure that all students have equitable access to high quality educational experiences.	\$ 17,353.00
State	MA Office of Public Safety & Research	Competitive	20-Safer Schools and Communities	Hudson has been awarded this grant to update and / or replace the security access, locks, keypads, and software technology at Hudson High School. This is Phase 1	\$ 60,000.00
Federal	MA DOE	Entitlement	20-240 SPED IDEA	The purpose of this Federal special education entitlement grant program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs. REVISED March 24, 2020 : --- Increased award \$ 2855	\$ 722,675.00
Federal	MA DOE	Entitlement	20-262 SPED Early Childhood Education	The purpose of this Federal special education entitlement grant program is to provide funds to ensure that eligible 3, 4, and 5 year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment (LRE). REVISED March 24, 2020 : --- Increased award \$35	\$ 47,651.00
State	MA DOE	Competitive	20-734 Early Grade Literacy	This state grant continues to support the development of the Early Literacy and Curriculum Frameworks programs at Farley, Forest and Mulready elementary schools.	\$ 18,000.00
Corporate	Charitable Foundation	Competitive	Avidia Bank Charitable Foundation	This grant, renewable since 2012, funds an advanced ESOL class each year running from January - June @ Hudson High School as part of their Community Partnerships program.	\$ 4,000.00
Corporate	Charitable Foundation	Competitive	New England Dairy & Food Council -- Fuel Up to Play 60	This grant is a joint grant with Food Services and Athletics supporting Breakfast / Exercise programs at Farley and QMS.	\$ 5,525.00
Corporate	Charitable Foundation	Competitive	Mass Cultural Council - Big Yellow Bus Grants	We have received three grants, QMS, FAR and FOR, to date for FY20. Each \$250 grant is given to offset transportation field trip costs. Each individual Hudson school can apply per year. Update: Jan.07, 2020 - Additional \$250.00 Grant awarded.	\$ 750.00
State	MA DOE	Competitive	MA Adult Learning Center (ADL)	The FY20 ADL grant was previously presented to the School Committee this past spring for \$365,595. Earlier this month, we received an additional allocation of \$17,968 for the FY20 grant. Funds will be used to increase teaching and PD hours.	\$ 383,563.00

**Hudson Public Schools
FY20 Grant and Gift Presentation Summary**

State	MA TRE	Competitive	MA Treasury Financial Innovation Grant	Now in its 4th year, the Financial Innovation Grant is used to host the Annual Financial Career Fair at Hudson High School.	\$ 2,000.00
Corporate	Charitable Foundation	Competitive	Hudson Cultural Council	The HCC continues to support Hudson Public Schools and this years allocation is dedication to sponsoring a portion of start-up costs for the Dual Language Program at Farley.	\$ 500.00
Corporate	Charitable Foundation	Foundation	Community Foundation of North Central Massachusetts	The foundation has awarded HHS an additional \$1500 to be dedicated to the Shine Initiative to continue sponsoring a student wellness team at HHS.	\$ 1,500.00
Corporate	Charitable Foundation	Foundation	Project Bread, Inc.	The foundation has awarded HHS a grant to support the "Breakfast After The Bell" program and to purchase a Grab n Go Kiosk.	\$ 2,500.00
State	MA DOE	Competitive	Financial Literacy Planning & Implementation	To expand the HHS Personal finances courses at HHS with added technology, expanded curriculum, instructor training, and student simulation.	\$ 6,124.00
State	MA DOE	Trust	Civics Teaching and Learning Grant	This grant will expand the Civics Education platform across the district with specific curriculum additions at HHs, QMS and Elementary levels.	\$ 25,333.00
State	MA DPS	Competitive	MA Department of Public Safety and Security	Hudson has been awarded this grant to update and / or replace the security access, locks, keypads, and software technology at Hudson High School. This is Phase2 of project.	\$ 24,770.00
TOTAL GRANTS:					\$ 1,730,543.00

			FY20 GIFTS TO HUDSON PUBLIC SCHOOLS	DISTRICT OR PER SCHOOL ALLOCATION	\$ Gift Amount
Corporate	Sponsor	Corporate	Alliance Energy, LLC	Local Gas Station Rewards Program - Donation to be used within Hudson High School Science Program	\$ 500.00
Corporate	Corporate	Recognition	FHL Bank - Boston / New England Partnerships on Behalf of Avidia Bank.	Recommend by Avidia Bank, Hudson is presented to Hudson Adult Learning Center in recognition of the important work in the Hudson community.	\$ 1,000.00
Corporate	Foundation	Foundation	Best Buddies / Quinn Home & School	Gift to SEPAC Hudson to support stipend and program costs for Best Buddies program at Quinn Middle School.	\$ 2,000.00
Corporate	Foundation	Corporate	Verizon Foundation	Verizon employee's can designate a non-profit to participate in their Employee Engagement program. The proceeds for this check are designated directly to Quinn Middle School.	\$ 750.00
Corporate	Benevity Causes	Foundation	Intel Foundation - Employee Donations and Corporate Match	Gift to Hudson Public Schools in support of Massachusetts Coronavirus Donation Campaign. Funding will be allocated across the district to support Student digital learning and engagement during the Coronavirus pandemic. <i>Updated: Additional \$6,388.50 & 115.07 received from Intel.</i>	\$ 17,285.23
TOTAL GIFTS :					\$ 21,535.23

			FY20 GIFTS FOR HHS SCHOLARSHIPS	HUDSON HIGH SCHOOLS	\$ Gift Amount
Estate	Corporate	Scholarship	The Thomas Hamilton Estate	Additional proceeds from The Thomas Hamilton Estate.	\$ 1,006.50
Memorial	Private	Scholarship	Edward Krysa	Annual memorial scholarship proceeds	\$ 1,000.00
Memorial	Private	Scholarship	Thomas & Myra Ryan Scholarship	Annual memorial scholarship proceeds	\$ 2,000.00
Memorial	Corporate	Scholarship	Robert L. Corkin Scholarship	Annual memorial scholarship proceeds	\$ 5,000.00
N/A	Student	Scholarship	FY20 HHS Student Activities	Paul Johnson Performing Arts Scholarship - Funding from residual Student Activities	\$ 1,000.00

**Hudson Public Schools
FY20 Grant and Gift Presentation Summary**

N/A	Student	Scholarship	FY20 HHS Student Activities	Class of 2020 Choral Scholarship - Funded from residual Student Activity fund raising	\$ 500.00
N/A	Student	Scholarship	FY20 HHS Student Activities	Class of 2020 - Funded from residual Student Activity funds and voted by Class Officers and Advisors	\$ 1,000.00
N/A	Student	Scholarship	FY20 HHS Student Activities	Class of 2020 Yearbook - Funded from residual Student Activity fund raising	\$ 2,250.00
N/A	Corporate	Equipment	Forest Avenue Home & School	Forest Ave - Home and School Association have donated three (3) Ipad Mini's and cases to the Forest Ave Art Classroom.	\$ 1,271.85
				TOTAL SCHOLARSHIPS:	\$ 15,028.35
SCHOOL COMMITTEE PRESENTATIONS GRAND TOTAL:					\$ 1,767,106.58

Please note that this is the final SC spreadsheet for FY19-20 School Year.

FY21 GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21- 305 TITLE I Grant
Purpose:	Title I, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help provide all children significant opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps.
Type of Funder:	Department of Elementary and Secondary Education
Type of Grant:	** Entitlement**
Awarded Amount:	\$ 306,642.00
Start Date	7/01/2020
End Date	6/30/2021 – ** Grant may roll to YR2 and 6/30/2022 End Date
Status	Approved
Grantor	MA DOE
PROGRAM Admin	Kathy Provost
PROGRAM Notes:	<p>MA FEDERAL Grant CFDA: 84.010</p> <p>General Fund use:</p> <ol style="list-style-type: none"> 1. Strengthening standards, curriculum, instruction, and assessment 2. Promoting educator development 3. Supporting social-emotional learning, health, and safety <ul style="list-style-type: none"> • Early grades literacy • Middle grades math • High-quality college and career pathways for high school students • Supporting historically disadvantaged subgroups of students <p>Grantor Name / Address: MA DEPT of ELEM & SEC Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: EMAIL: Federalgrantprograms@doe.mass.edu Federal Grant Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	DISTRICT ELEMENTARY Schools

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21-140 Title II
Purpose:	Title II, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading.
Type of Funder:	Federal Funds
Awarded Amount:	\$ 59,049.00
Start Date	7/1/2020
End Date	6/30/2021
Status	Active
Grantor	MA DOE
PROGRAM Admin	Kathy Provost
PROGRAM Notes:	<p>Federal Grant CFDA: 84.367</p> <p>General Fund use: The priorities of Title II, Part A are to: (1) increase student achievement consistent with challenging State academic standards; (2) improve the quality and effectiveness of teachers, principals, and other school leaders; (3) increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and (4) provide low-income and minority students equitable access to effective teachers, principals, and other school leaders.</p> <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	All District Elem Schools

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21-180 Title III: English Language Acquisition and Academic Achievement Program
Purpose:	Title III of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English.
Type of Funder:	Federal Funds
Awarded Amount:	\$ 49,544
Start Date	7/1/2020
End Date	6/30/2021
Status	Active
Grantor	MA DOE
PROGRAM Admin	Wendy anderson
PROGRAM Notes:	<p>Federal Grant CFDA: 84.365</p> <p>General Fund use: The priorities of Title III are to:</p> <ul style="list-style-type: none"> • Increase the English language proficiency of ELs by providing effective language instruction programs that meet the needs of ELs and increase student academic achievement • Provide effective professional development designed to improve the instruction and assessment of ELs, to enhance the ability of teachers and school leaders to understand and implement curricula and assessment practices and measures, and to increase children's English language proficiency or substantially increase the subject matter knowledge, teaching knowledge, and teaching skills of teachers • Provide and implement other effective activities and strategies that enhance or supplement language instruction programs for ELs which shall include parent, family, and community engagement activities <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	ALL DISTRICT SCHOOLS

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21-309 Title IV, Part A: Student Support and Academic Enrichment Grant
Purpose:	Title IV, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to build capacity to help ensure that all students have equitable access to high quality educational experiences.
Type of Funder:	Federal Funds
Awarded Amount:	\$ 22,639
Start Date	7/1/2020
End Date	6/30/2021
Status	Active
Grantor	MA DOE
PROGRAM Admin	Kathy Provost
PROGRAM Notes:	<p>Federal Grant CFDA: 84.424</p> <p>General Fund use: The priorities of Title IV, Part A are to:</p> <ul style="list-style-type: none"> • Support well-rounded educational opportunities; • Support safe and healthy students; and • Support effective use of technology. <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	All District Schools

School Committee Date: _____

Vote: _____

FY21 GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.


GRANT	Grant Information
Description:	FY21 -114 Summer and Vacation Learning Program
Purpose:	The purpose of this new competitive federally funded grant is to support local school districts, charter, and career vocational technical education schools efforts to develop, expand, or enhance high quality, in-person, virtual, or hybrid (combination of in-person and virtual) summer (summer 2020) and/or school vacation learning programs during the 2020-2021 school year.
Type of Funder:	Federal
Type of Grant:	Competitive
Awarded Amount:	10,000.00
Start Date	7/1/2020
End Date	August 31, 2021
Status	Active
Grantor	MA DOE
PROGRAM Admin	Robert Knittle
PROGRAM Notes:	<p>MA FEDERAL Grant CFDA 84.425 & 84.010</p> <p>General Fund use: The plans for this grant is to develop Math programs specifically to help students with additional instruction during weekend Saturday sessions. This is a new program for Hudson and one that will help the struggling math student by additional instruction.</p> <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Center for Strategic Initiatives (781) 338-3217 CSA@mass.gov</p>
Program Location:	QMS / HHS

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21 School Nutrition Association Grant
Purpose:	This grant has been awarded support and extend meal delivery services during COVID19.
Type of Funder:	Foundation
Type of Grant:	Competitive
Awarded Amount:	\$1500.00
Start Date	7/2/2020
End Date	6/30/2021
Status	Active
Grantor	School Nutrition Associates
PROGRAM Admin	Shane Riordan / Kelly Haley
PROGRAM Notes:	<p>Foundation Grant</p> <p>General Fund use: Increase the availability of food to students and families.</p> <p>Grantor Name / Address: Heide Voss Development Associate School Nutrition Association 2900 S Quincy Street, Suite 700 Arlington, VA 22206 Tel: 703-824-3031</p>  <p>SCHOOL NUTRITION ASSOCIATION</p> <p>Feeding Bodies. Fueling Minds.™</p>
Program Location:	QMS

School Committee Date: _____

Vote: _____

FY21 GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.


GRANT	Grant Information
Description:	FY21-102 CvRF School Reopening Grant
Purpose:	This grant has been awarded as Part of the Cares Act and specifically to meet the expenses the district will or have incurred to reopen all schools and Apsley. The \$225 per student allocation is based on Oct. 2019 student enrollment for students residing directly in Hudson.
Type of Funder:	FEDERAL
Type of Grant:	Entitlement
Awarded Amount:	\$567, 450
Start Date	Pending application approval
End Date	12/30/2020
Status	Active
Grantor	MA DOE
PROGRAM Admin	This will be a joint program across School Departments
PROGRAM Notes:	<p>MA FEDERAL Grant</p> <p>General Fund use: This grant program is focused on providing schools and districts with funding needed in providing educational services and developing plans for the return to normal operations.</p> <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Center for Administration and Finance Rob O'Donnell Cvrf@mass.gov (781-338-6512</p>
Program Location:	District

School Committee Date: _____

Vote: _____

GIFT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21 School Nutrition -- Equipment Donation
Purpose:	This grant has been awarded support and extend meal delivery services during COVID19.
Type of Funder:	Foundation
Type of Grant:	Competitive
Awarded Amount:	\$200.00 - Approximate value
Start Date	7/02/2020
End Date	6/30/2021
Status	Active
Grantor	School Nutrition Associates
PROGRAM Admin	Shane Riordan / Kelly Haley
PROGRAM Notes:	<p>Corporate Equipment Donation – Received two (2) Professional Sealing Machines</p> <p>Grantor Name / Address: INNOSEAL AMERICAS 10625 Texland Blvd Charlotte, NC 28273 Phone: + 866-958-4666</p> 
Program Location:	QMS

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21-240 SPED IDEA Allocation Grant Individuals with Disabilities Education Act
Purpose:	The purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs.
Type of Funder:	Federal Funds
Awarded Amount:	\$ 759,684
Start Date	7/1/2020
End Date	6/30/2022
Status	APPLICATION Pending
Grantor	MA DOE
PROGRAM Admin	Cathy Kilcoyne; Renee Graca
PROGRAM Notes:	<p>Federal Grant CFDA: 84.027</p> <p>The priorities of the Individuals with Disabilities Education Act - 2004 (IDEA-2004) are to:</p> <ul style="list-style-type: none"> a. ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living; b. ensure that the rights of children with disabilities and their parents are protected; c. assist States, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities; d. assess and ensure the effectiveness of efforts to education children with disabilities. <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	DISTRICT Schools

School Committee Date: _____

Vote: _____

GRANT ACCEPTANCE FORM

The following grant has been awarded to Hudson Public Schools and presented to the School Committee for Acceptance.

GRANT	Grant Information
Description:	FY21-262 SPED Early Childhood Education Grant
Purpose:	The purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible 3, 4, and 5 year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment (LRE).
Type of Funder:	Federal Funds
Awarded Amount:	\$ 47,789
Start Date	7/1/2020
End Date	6/30/2021
Status	Application Pending
Grantor	MA DOE
PROGRAM Admin	Cathy Kilcoyne; Renee Graca
PROGRAM Notes:	<p>Federal Grant CFDA: 84.173</p> <p>General Fund use: Supplemental Support for ABA Therapists at FAR and MUL SPED Contracted Services Pre-school Instruction Supplies or Materials</p> <p>Grantor Name / Address: Massachusetts Dept. of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906</p> <p>Grantor Contact Name / Number / Email: Email: federalgrantprograms@doe.mass.edu Federal Grants Coordinator for Hudson: Ellie Rounds-Bloom Direct: (781) 338-3128</p>
Program Location:	FARLEY and MULREADY ELEM

School Committee Date: _____

Vote: _____

Hudson Public Schools
FY21 Grant and Gift Presentation Summary

AGENT	Awarding Agency	TYPE	FY21 GRANT YEAR / GRANT NAME	BRIEF DESCRIPTION OF AWARD	FY21 TOTAL AWARD
State	MA DOE	Competitive	21-345 ADL	Hudson Adult Learning Center provides fundamental education to students including Adult Basic Education and English classes.	\$ 402,721.00
Federal	MA DOE	Entitlement	21-113 ESSER	Elementary and Secondary Education Emergency Relief (ESSER) Grant has been awarded as an entitlement grant. The District is applying for Option 2 and funding allocated to FY21 in support of district and student needs related to COVID 19.	\$ 255,688.00
Federal	MA DOE	Entitlement	21-305 Title I	Title I, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.	\$ 306,642.00
Federal	MA DOE	Entitlement	21-140 Title II	Title II, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading.	\$ 59,049.00
Federal	MA DOE	Entitlement	21-180 Title III	Title III of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English Learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English.	\$ 49,544.00
Federal	MA DOE	Entitlement	21-309 Title IV	Title IV, Part A of the Federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to build capacity and help ensure that all students have equitable access to high quality educational experiences.	\$ 22,639.00
Federal	MA DOE	Competitive	21-114 Summer & Vacation Learning	The purpose of this new competitive federally funded grant is to support local school districts efforts to develop, expand, or enhance high quality, in-person, virtual, or hybrid (combination of in-person and virtual) summer (summer 2020) and/or school vacation learning programs during the 2020-2021 school year.	\$ 10,000.00
Foundation	School Nutrition Association	Competitive	21-School Nutrition Association Grant	This grant has been awarded to support and extend Meal Delivery series during Covid19	\$ 1,500.00
Federal	MA DOE	Entitlement	21-102 CvRF Reopening	This grant has been awarded to directly offset the expenses to reopening of all district buildings. This includes ppe, Health & Safety, Nursing, each building needs, technology, etc.	\$ 567,450.00
Federal	MA DOE	Entitlement	20-240 SPED IDEA	The purpose of this Federal special education entitlement grant program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs.	\$ 759,684.00
Federal	MA DOE	Entitlement	20-262 SPED Early Childhood Education	The purpose of this Federal special education entitlement grant program is to provide funds to ensure that eligible 3, 4, and 5 year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment (LRE).	\$ 47,789.00
				TOTAL GRANTS:	\$ 2,482,706.00

			FY21 GIFTS TO HUDSON PUBLIC SCHOOLS	DISTRICT OR PER SCHOOL ALLOCATION	\$ Gift Amount
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**Hudson Public Schools
FY21 Grant and Gift Presentation Summary**

N/A	School Nutrition Association	Equip Donation	Innoseal Americas	With the above grant, HPS also received 2 Professional Sealing Machines directly from Innoseal Americas. Value presented is approximate.	\$ 200.00
				TOTAL GIFTS:	\$ 200.00
			FY21 GIFTS FOR HHS SCHOLARSHIPS	HUDSON HIGH SCHOOLS	\$ Gift Amount
				TOTAL SCHOLARSHIPS:	\$ -
				SCHOOL COMMITTEE PRESENTATIONS GRAND TOTAL:	\$ 2,482,906.00

File: Adjustment Forms (white)
Posting Date:
Batch/Block:


FY20

PAYMENT Adjustment Request

Date: Tuesday, July 28, 2020
To: Rulfan Zhang, Assistant Finance Director
From: School Department

Please record the following payment adjustment (s):

	<u>From:</u>	<u>Account Number</u>	<u>Account Description</u>		<u>CREDIT</u> <u>Amount</u>	<u>DEBIT</u> <u>Amount</u>
<i>Payment Adjustment Number 1</i>		<u>3762</u>	<u>20-104 Financial Literacy Grant</u>	\$	<u>(512.74)</u>	
	<u>To:</u>	<u>0554</u>	<u>Computer Supplies</u>			\$ <u>512.74</u>
<i>Payment Adjustment Number 2</i>	<u>From:</u>	<u>Account Number</u>	<u>Account Description</u>	\$	<u> </u>	
	<u>To:</u>	<u>Account Number</u>	<u>Account Description</u>			\$ <u> </u>
<i>Payment Adjustment Number 3</i>	<u>From:</u>	<u>Account Number</u>	<u>Account Description</u>	\$	<u> </u>	
	<u>To:</u>	<u>Account Number</u>	<u>Account Description</u>			\$ <u> </u>

 6/30/20
Authorized Signature

Page Total : \$ (512.74) \$ 512.74

Prepared by:
Authorized Signature(s):

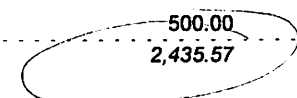
Reason for reclassification:
To Reclass a portion on PO 202835 from 20-104 Financial Literacy Grant to District Supplies.

- Please note:
- 1 Post date subject to final determination by Town Accountants Office.
 - 2 Reclassifications and transfers must net out to zero.
 - 3 Supporting documentation must accompany request.
 - 4 If authorized signatures are not needed, please explain.

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 3762-260-3080-5798-240	FY20-104 FINANCIAL LITERACY PLANNING	Summary:	0.00	6,026.57	612.00	-5,414.57
	Block/Batch: 2020.08/REC-2020-081	Posted: 02/29/2020		0.00	612.00	612.00
Tran. Type: Receivable		By: rzhang				
	advice of credits-2020/02			0.00	612.00	612.00
Warrant: 2020-36	Block/Batch: 27/36	Posted: 03/03/2020		1,795.00	0.00	-1,183.00
Tran. Type: Payable		By: rrocki				
20672		KNOWLEDGE MATTERS IN		1,795.00	0.00	-1,183.00
Warrant: 2020-42	Block/Batch: 10/42	Posted: 04/14/2020		1,296.00	0.00	-2,479.00
Tran. Type: Payable		By: rrocki				
200000122		NATIONAL BUSINESS EDU		199.00	0.00	-1,382.00
200000122		NATIONAL BUSINESS EDU		199.00	0.00	-1,581.00
200000122		NATIONAL BUSINESS EDU		199.00	0.00	-1,780.00
300000518		NATIONAL BUSINESS EDU		100.00	0.00	-1,880.00
300000520		NATIONAL BUSINESS EDU		100.00	0.00	-1,980.00
300000521		NATIONAL BUSINESS EDU		100.00	0.00	-2,080.00
38849		C W PUBLICATIONS		399.00	0.00	-2,479.00
Warrant: 2047PR	Block/Batch: 2047PR/2047PR	Posted: 05/21/2020		500.00	0.00	-2,979.00
Tran. Type: Payable		By: rzhang				
2047PR		Payroll		500.00	0.00	-2,979.00
Warrant: 2020-52	Block/Batch: 20/52	Posted: 06/23/2020		2,435.57	0.00	-5,414.57
Tran. Type: Payable		By: rzhang				
446839554639		SYNCHRONY BANK/AMAZ		23.99	0.00	-3,002.99
438475547455		SYNCHRONY BANK/AMAZ		76.04	0.00	-3,079.03
999557685373		SYNCHRONY BANK/AMAZ		123.58	0.00	-3,202.61
447364944974		SYNCHRONY BANK/AMAZ		91.30	0.00	-3,293.91
447838369975		SYNCHRONY BANK/AMAZ		674.50	0.00	-3,968.41
537954566967		SYNCHRONY BANK/AMAZ		23.91	0.00	-3,992.32
646434534935		SYNCHRONY BANK/AMAZ		87.54	0.00	-4,079.86
649983976398		SYNCHRONY BANK/AMAZ		834.71	0.00	-4,914.57
683598683785		SYNCHRONY BANK/AMAZ		38.00	0.00	-4,952.57
958634783468		SYNCHRONY BANK/AMAZ		152.00	0.00	-5,104.57
979476534978		SYNCHRONY BANK/AMAZ		33.54	0.00	-5,138.11
993495798339		SYNCHRONY BANK/AMAZ		26.51	0.00	-5,164.62
436789449643		SYNCHRONY BANK/AMAZ		249.95	0.00	-5,414.57

CREDIT
 Move
 \$512.74
 to #0554



File: Adjustment Forms (white)

Posting Date:

Batch/Block :

FY20

PAYMENT Adjustment Request

Date: Tuesday, July 28, 2020

To: Ruifan Zhang, Assistant Finance Director


From: School Department

Please record the following payment adjustment (s):

<i>Payment Adjustment Number 1</i>	From:	<u>Account Number</u> <u>0537</u>	<u>Account Description</u> <u>Supt General Supplies</u>	\$ <u>(1,299.11)</u>	<u>Amount</u>
	To:	<u>Account Number</u> <u>0562</u>	<u>Account Description</u> <u>Telephones - Cell Phone Serv</u>		\$ <u>1,299.11</u>

<i>Payment Adjustment Number 2</i>	From:	<u>Account Number</u>	<u>Account Description</u>	\$ _____	<u>Amount</u>
	To:	<u>Account Number</u>	<u>Account Description</u>		\$ _____

<i>Payment Adjustment Number 3</i>	From:	<u>Account Number</u>	<u>Account Description</u>	\$ _____	<u>Amount</u>
	To:	<u>Account Number</u>	<u>Account Description</u>		\$ _____

 6/30/20
Authorized Signature

Page Total : \$ (1,299.11) \$ 1,299.11

Prepared by:

Authorized Signature(s):

Reason for reclassification:

To reclass PO 200496 Velzon Wireless to correct account

Please note:

- 1 Post date subject to final determination by Town Accountants Office.
- 2 Reclassifications and transfers must net out to zero.
- 3 Supporting documentation must accompany request.
- 4 If authorized signatures are not needed, please explain.

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 0537-101-3058-5421-085	SUPT GENERAL SUPPLIES	<i>Summary:</i>	0.00	31,883.01	73,956.77	42,073.76
	Block/Batch:	Posted: 07/01/2019		0.00	72,396.00	72,396.00
Tran. Type: Beginning Balance		By: rzhang				
Post FY20 School				0.00	32,396.00	32,396.00
Post FY20 School				0.00	40,000.00	72,396.00
Warrant: 2020-03	Block/Batch: 24/03	Posted: 07/16/2019		316.36	0.00	72,079.64
Tran. Type: Payable		By: rtrocki				
200527281		WB MASON		316.36	0.00	72,079.64
Warrant: 2020-05	Block/Batch: 15/05	Posted: 07/30/2019		20.39	0.00	72,059.25
Tran. Type: Payable		By: rtrocki				
200580397		WB MASON		20.39	0.00	72,059.25
Warrant: 2020-06	Block/Batch: 15/06	Posted: 08/06/2019		35.82	0.00	72,023.43
Tran. Type: Payable		By: rtrocki				
REIMB NEW HIR		MURPHY REBECCA B		35.82	0.00	72,023.43
Warrant: 2020-07	Block/Batch: 33/07	Posted: 08/13/2019		221.22	0.00	71,802.21
Tran. Type: Payable		By: rtrocki				
201515092		WB MASON		221.22	0.00	71,802.21
Warrant: 2020-08	Block/Batch: 25/08	Posted: 08/20/2019		1,173.59	0.00	70,628.62
Tran. Type: Payable		By: rtrocki				
09G0442222634		READY REFRESH BY NES		86.24	0.00	71,715.97
201338835		WB MASON		1,032.40	0.00	70,683.57
201584042		WB MASON		45.98	0.00	70,637.59
09G0442222634		READY REFRESH BY NES		8.97	0.00	70,628.62
Warrant: 2020-08	Block/Batch: 26/08	Posted: 08/20/2019		12.14	0.00	70,616.48
Tran. Type: Payable		By: rtrocki				
201751548		WB MASON		12.14	0.00	70,616.48
Warrant: 2020-09	Block/Batch: 24/09	Posted: 08/27/2019		2,196.31	0.00	68,420.17
Tran. Type: Payable		By: rtrocki				
28140293500001/		VERIZON WIRELESS		1,299.11	0.00	69,317.37
201076078		WB MASON		897.20	0.00	68,420.17
Warrant: 2020-10	Block/Batch: 13/10	Posted: 09/03/2019		132.16	0.00	68,288.01
Tran. Type: Payable		By: rtrocki				
202122216		WB MASON		32.16	0.00	68,388.01
366		JUNIPER FARMS ICE CRE		100.00	0.00	68,288.01
Warrant: 2020-11	Block/Batch: 25/11	Posted: 09/10/2019		115.24	0.00	68,172.77
Tran. Type: Payable		By: rtrocki				
202308151		WB MASON		20.39	0.00	68,267.62

*10 #
0.562*

1,299.11

File: Adjustment Forms (white)
Posting Date:
Batch/Block:

FY20

PAYMENT Adjustment Request


Date: Tuesday, July 28, 2020
To: Ruifan Zhang, Assistant Finance Director
From: School Department

Please record the following payment adjustment (s):

Payment Adjustment Number	From:	Account Number	Account Description	Amount	Amount
Number 1		<u>0565</u>	<u>School - Electricity</u>	<u>\$ (232.26)</u>	
	To:	<u>0564</u>	<u>School - Gas</u>		<u>\$ 232.26</u>

Payment Adjustment Number	From:	Account Number	Account Description	Amount	Amount
Number 2		<u> </u>	<u> </u>	<u>\$ _____</u>	
	To:	<u> </u>	<u> </u>		<u>\$ _____</u>

Payment Adjustment Number	From:	Account Number	Account Description	Amount	Amount
Number 3		<u> </u>	<u> </u>	<u>\$ _____</u>	
	To:	<u> </u>	<u> </u>		<u>\$ _____</u>

 6/30/20
Authorized Signature

Page Total : \$ (232.26) \$ 232.26

Prepared by:
Authorized Signature(s):

Reason for reclassification:
To reclass PO 200801 Direct Energy to correct utility account.

- Please note:
- 1 Post date subject to final determination by Town Accountants Office.
 - 2 Reclassifications and transfers must net out to zero.
 - 3 Supporting documentation must accompany request.
 - 4 If authorized signatures are not needed, please explain.

Ledger History - Detail - Expenditure Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Account: 0565-101-3058-5212-098	ELECTRICITY	<i>Summary:</i>	0.00	277,258.57	350,000.00	72,741.43
	Block/Batch:	Posted: 07/01/2019		0.00	350,000.00	350,000.00
Tran. Type: Beginning Balance		By: rzhang				
Post FY20 School				0.00	350,000.00	350,000.00
Warrant: 2020-07	Block/Batch: 33/07	Posted: 08/13/2019		25,300.12	0.00	324,699.88
Tran. Type: Payable		By: rrocki				
3653007/JUN-JUL		TOWN OF HUDSON HUDS		2,469.86	0.00	347,530.14
3653013/JUN-JUL		TOWN OF HUDSON HUDS		11.93	0.00	347,518.21
3653014/JUN-JUL		TOWN OF HUDSON HUDS		11,796.15	0.00	335,722.06
3653010/JUN-JUL		TOWN OF HUDSON HUDS		28.28	0.00	335,693.78
3653006/JUN-JUL		TOWN OF HUDSON HUDS		11.98	0.00	335,681.80
3653001/JUN-JUL		TOWN OF HUDSON HUDS		11.82	0.00	335,669.98
3653005/JUN-JUL		TOWN OF HUDSON HUDS		1,012.90	0.00	334,657.08
3653011/JUN-JUL		TOWN OF HUDSON HUDS		2,610.68	0.00	332,046.40
3653016/JUN-JUL		TOWN OF HUDSON HUDS		6,372.65	0.00	325,673.75
3653003/JUN-JUL		TOWN OF HUDSON HUDS		823.62	0.00	324,850.13
3653002/JUN-JUL		TOWN OF HUDSON HUDS		138.43	0.00	324,711.70
3653018/JUN-JUL		TOWN OF HUDSON HUDS		11.82	0.00	324,699.88
Warrant: 2020-11	Block/Batch: 28/11	Posted: 09/10/2019		23,868.45	0.00	300,831.43
Tran. Type: Payable		By: rrocki				
3653006/JUL-AU		TOWN OF HUDSON HUDS		10.04	0.00	324,689.84
3653011/JUL-AU		TOWN OF HUDSON HUDS		2,495.88	0.00	322,193.96
3653005/JUL-AU		TOWN OF HUDSON HUDS		999.51	0.00	321,194.45
3653013/JUL-AU		TOWN OF HUDSON HUDS		10.09	0.00	321,184.36
3653002/JUL-AU		TOWN OF HUDSON HUDS		196.28	0.00	320,988.08
3653018/JUL-AU		TOWN OF HUDSON HUDS		9.93	0.00	320,978.15
3653016/JUL-AU		TOWN OF HUDSON HUDS		6,186.92	0.00	314,791.23
3653003/JUL-AU		TOWN OF HUDSON HUDS		739.64	0.00	314,051.59
3653007/JUL-AU		TOWN OF HUDSON HUDS		2,101.75	0.00	311,949.84
3653010/JUL-AU		TOWN OF HUDSON HUDS		28.93	0.00	311,920.91
3653014/JUL-AU		TOWN OF HUDSON HUDS		11,079.55	0.00	300,841.36
3653001/JUL-AU		TOWN OF HUDSON HUDS		9.93	0.00	300,831.43
Warrant: 2020-13	Block/Batch: 25/13	Posted: 09/24/2019		232.26	0.00	300,599.17
Tran. Type: Payable		By: rrocki				
HS91431539/AUG		DIRECT ENERGY BUSINE		137.69	0.00	300,693.74
HS91431540/AUG		DIRECT ENERGY BUSINE		43.56	0.00	300,650.18
HS91431538/AUG		DIRECT ENERGY BUSINE		51.01	0.00	300,599.17