

## **Please note the updated instructions below for public participation**

Pursuant Governor Baker's June 16, 2021 signing of "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency" into law extending remote open meeting measures under the "Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20," has been extended by Governor Healey until March 31, 2025. The **Hudson School Committee sessions will continue to be conducted via in-person and remote participation. Committee members will participate in person and/or 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's and livestream <https://vimeo.com/showcase/9964109>

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

- **Persons wishing to make public comment remotely** will send an email to the School Committee's email address [hps\\_schoolcommittee@hudson.k12.ma.us](mailto: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 will be muted again by Hud TV.
- **For persons wishing to make public comment in-person**, the School Committee meeting is held at Hudson High School, Room F101.

**HUDSON SCHOOL COMMITTEE**  
**October 10, 2023**  
**Hudson High School - F101**  
**7:00 p.m.**

AGENDA

**I. Call to Order**

**II. Approval of Minutes**

Regular Meeting September 19, 2023

**III. Public Participation**

**IV. Reports and Presentations**

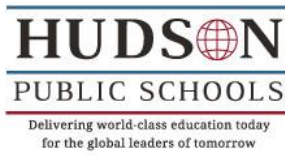
- a) Student Presentation (if any)
- b) Report of the Superintendent
  - District Updates
  - Superintendent's Residency:
    - i. Forest Avenue Elementary School
    - ii. Mulready Elementary School
  - Dual Language Program Updates
- c) Subcommittee Reports
  - Budget Subcommittee (if any)
  - Policy Subcommittee (if any)
  - Strategic Goals Subcommittee (if any)
  - Superintendent's Evaluation Subcommittee (if any)
  - Buildings and Grounds Subcommittee (if any)

**V. Matters for Discussion:**

- a) **Old Business**
  - 1. Ethics Commission Disclosures by Superintendent
- b) **New Business**
  - 1. MASC Review of Superintendent Evaluation Process
  - 2. Discussion of 2023 MASC Resolutions

**VI. Matters for Action:**

- a) **Old Business**
  - 1. none
- b) **New Business**
  - 1. Vote to Select MASC Delegate
  - 2. Consent Agenda:
    - i. Approval of gift of 18 books from various patrons in the amount of \$287.78 for use in Hudson High School Susan Menanson Memorial Library.
    - ii. Approval of gift of Walmart gift cards from an anonymous donor in the amount of \$1,000.00 for Forest Avenue Elementary School



and families.

- iii. Approval of contract with Ricoh-USA, Inc. for 36-month lease of 6 photocopiers in the amount of \$31,080.24 for HPS District.
3. Reclassification of Funds

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

**VIII. Executive Session**

**IX. Adjournment**

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

I.

Call to Order

## II.

### Approval of Minutes

Regular Meeting September 19, 2023

Not Approved

**Hudson School Committee  
Open Session Minutes**

**Meeting Date:** September 19, 2023  
GoogleMeet

**Location:** Hudson High School and

**Members present:** Erica Ankstitus, Molly MacKenzie, Chris Monsini, Steven Sharek, Steven Smith, Mark Terra-Salomão, Christopher Yates

**Members present participating remotely:**

**Members absent:**

**Others present participating:** Brian Reagan, Superintendent; Kathy Provost, Assistant Superintendent; Ellen Schuck; Dan Gale;

**I. Call the Meeting to Order: 7:06PM**

**II. Approval of Minutes:**

1. Regular Meeting September 05, 2023

A motion to approve the minutes was made by Ms. MacKenzie and seconded by Mr. Terra-Salomão

With 6 yeses and 1 abstention the minutes passed.

**III. Public Participation**

none

**IV. Reports and Presentations**

**a) Report of the Superintendent**

Dr. Brian Reagan, Superintendent, presented to the committee. A copy of his memo was included in the packet.

Discussion ensued.

**b) Subcommittee Reports:**

- **Budget Subcommittee**  
none
- **Policy Subcommittee**  
none
- **Strategic Goals Subcommittee**  
10/5/23 meeting scheduled at HHS
- **Buildings and Grounds Subcommittee**  
none
- **Superintendent's Evaluation Subcommittee**  
none

**c) Student Presentation**

*Not Approved*

- none

**V. Matters for Discussion**

**a. Old Business**

**1. Superintendent's Residency: Farley Elementary School**

Dr. Reagan shared his experience with the committee. Discussion ensued.

**b. New Business**

**1. Director of Buildings and Grounds Search**

Dr. Reagan presented to the committee. Discussion ensued.

**2. Dates for School Council Meetings 2023-2024**

Mr. Smith presented the timelines to the committee.

**VI. Matters for Action**

**a. Old Business**

**1. None**

**b. New Business**

**1. Consent Agenda:**

- i. Approval of a donation from Middlesex Savings Bank in the amount of \$1,250.00 for the Hudson Public School District to be used in all schools.

A motion to approve the items under consent agenda was made by Mr.

Terra-Salomão and seconded by Ms. MacKenzie.

On a unanimous vote the donation was approved

**2. Approval of Reclassification of Funds.**

A motion to approve the reclasses was made by Mr. Smith and seconded by

Ms. MacKenzie.

On a unanimous vote the reclasses passed.

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

Mr. Smith mentioned the MASC joint conference is happening in November. He asked if any members would be able to.

**VIII. Executive Session**

Motion to go into executive session, and not return to open meeting, pursuant M.G.L. c. 30A section 21(a) for the following purposes:

*Not Approved*

Purpose (3): to discuss strategy with respect to collective bargaining with the Hudson Paraeducators, if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

**IX. Adjournment**

Mr. Smith made a motion to enter executive session, seconded by Ms. MacKenzie.

Ms. MacKenzie	Yes
Mr. Sharek	Yes
Ms. Ankstitus	Yes
Mr. Monsini	Yes
Mr. Terra-Salomão	Yes
Mr. Yates	Yes
Mr. Smith	Yes

On a unanimous vote the Hudson School Committee entered executive session and would not return to open meeting at 7:31PM.

Respectfully submitted,  
Mark Terra-Salomão, Secretary  
Hudson School Committee



### III.

## Public Participation

## IV.

### Reports and Presentations

Student Presentation (if any)

## IV.

### Reports and Presentations

#### Report of the Superintendent

District Updates

Superintendent's Residency

Dual Language Program Updates

# Memorandum

Hudson Public Schools

Office of the Superintendent of Schools



**TO:** Hudson School Committee  
**FROM:** Brian K. Reagan, Ed.D., Superintendent of Schools  
**DATE:** October 10, 2023  
**RE:** Report of the Superintendent

I am pleased to provide information on the items below under the Report of the Superintendent for the regular School Committee meeting on October 10, 2023.

## Enrollment

I have included an enrollment report for October in the School Committee packet. This report shows no significant changes to enrollment across all schools. K-12 enrollment has increased from 2,289 students on September 3 to 2,302 on October 4 - a total increase of 13 students or 0.57%. The tables below provide a month-to-month enrollment comparison by school and grade.

C.A. Farley Elementary School				
Grade	Enrollment 9.3.2023	Enrollment 10.4.2023	# Change	% Change
Kindergarten	87	95	+8	+9.2%
G1	83	85	+2	+2.4%
G2	93	93	–	–
G3	84	83	-1	-1.2%
G4	72	75	+3	+4.2%
Total	419	431	+12	+2.9%

Forest Avenue Elementary School				
Grade	Enrollment 9.3.2023	Enrollment 10.4.2023	# Change	% Change
Kindergarten	56	56	–	–
G1	57	57	–	–
G2	46	46	–	–
G3	45	44	-1	-2.2%
G4	65	65	–	–
<b>Total</b>	269	268	-1	-0.37%

J.L. Mulready Elementary School				
Grade	Enrollment 9.3.2023	Enrollment 10.4.2023	# Change	% Change
Kindergarten	45	47	+2	+4.4%
G1	42	42	–	–
G2	37	38	+1	+2.7%
G3	50	49	-1	-2.0%
G4	44	42	-2	-4.5%
<b>Total</b>	218	218	–	–

D.J. Quinn Middle School				
Grade	Enrollment 9.3.2023	Enrollment 10.4.2023	# Change	% Change
G5	213	211	-2	-0.93%
G6	186	186	–	–
G7	176	177	+1	+0.56%
<b>Total</b>	575	574	-1	-0.17%

Hudson High School School				
Grade	Enrollment 9.3.2023	Enrollment 10.4.2023	# Change	% Change
G8	182	183	+1	+0.55%
G9	126	128	+2	+1.6%
G10	168	168	-	-
G11	176	175	-1	-0.57%
G12	156	157	+1	+0.64%
Total	808	811	+3	+0.37%

**MCAS Scores**

Individual student MCAS scores have been received from the state and have been distributed to each school to be mailed home. Scores will be in the mail by Thursday, October 12 and families have been asked to watch for this mailing. The district’s data specialist and Dr. Provost have met with each principal to review MCAS and accountability data for each school. Dr. Provost and I will meet with all principals together later this week to determine when MCAS and accountability data will be presented to faculty. We will provide an overview to the School Committee at an upcoming meeting.

**Director of Buildings and Grounds**

We are on target to appoint a new Director of Buildings and Grounds by the end of the month. We received a total of 16 applications and have selected 7 semi-finalists to be interviewed next week. A small number of finalists will be identified and welcomed back for a second interview and performance task. The overall pool of applicants was strong.

**School Residency Update**

Since our last School Committee meeting, I have completed residencies at Forest Avenue and Mulready. These two residencies were the second and third of five that I will complete by early November. These experiences continue to be incredibly informative. I am enjoying my time in classrooms with educators and students, at lunch and recess, observing meetings, chaperoning field trips, engaging with families, and riding school buses. I am keeping a record of each classroom visit and staff interaction and beginning to identify common themes across schools as well as individual areas of strength. The residency model will ultimately be a rich source of information for my entry findings report. The main goals of the residency program remain to:

- Gain first-hand understanding of teaching and learning and each school’s culture and climate
- Identify facility needs

- Make personal connections and become a familiar face to students, families, and staff

I have two residencies remaining, one at Quinn Middle School from October 20 to October 27 and one at Hudson High School from October 30 to November 3.

## HUDSON PUBLIC SCHOOLS ENROLLMENT TRACKING - October 4, 2023

### ELEMENTARY

	PK			K (20*)			G1 (25*)			G2 (25*)			G3 (25*)			G4 (25*)			Enrollment by School		
	Enrolled	Sec	Avg	Enrolled	Sec	Avg	Enrolled	Sec	Avg	Enrolled	Sec	Avg	Enrolled	Sec	Avg	Enrolled	Sec	Avg			
Farley (Actual)	12	1	12.0	95	5	19.0	85	5	17.0	93	5	18.6	83	4	20.8	75	4	18.8	431	Projected to Actual	
Forest (Actual)	11	1	11.0	56	3	18.7	57	3	19.0	46	3	15.3	44	2	22.0	65	4	16.3	268		
Mulready (Actual)	19	2	9.5	47	2	23.5	42	3	14.0	38	2	19.0	49	3	16.3	42	2	21.0	218		
<b>Elementary (Actual)</b>	<b>42</b>	<b>4</b>	<b>10.5</b>	<b>198</b>	<b>10</b>	<b>19.8</b>	<b>184</b>	<b>11</b>	<b>16.7</b>	<b>177</b>	<b>10</b>	<b>17.7</b>	<b>176</b>	<b>9</b>	<b>19.6</b>	<b>182</b>	<b>10</b>	<b>18.2</b>	<b>917</b>		<b>917</b>
Projected				171	10	17.1	194	11	17.6	171	10	17.1	185	9	20.6	183	10	18.3			<b>904</b>
+/-				27	0		-10	0		6	0		-9	0		-1	0			13	
% Diff				15.79%			-5.15%			3.51%			-4.86%			-0.55%				1.44%	

### MIDDLE

	G5			G6			G7			Projected to Actual	ALL LEVELS PROJECTED TO ACTUAL	
	Enrolled	# Teams	Avg	Enrolled	# Teams	Avg	Enrolled	# Teams	Avg			
Quin (Actual)	211	3	70.3	186	2	93	177	2	88.5	574	K-12 (Actual)	2302
Projected	211	3	70.3	195	2	97.5	167	2	83.5	573	K-12 (Projected)	2282
+/-	0	0		-9	0		10	0		1	+/-	20
% Diff	0.00%			-4.62%			5.99%			0.17%	% Diff	0.88%

### HIGH

	G8	G9	G10	G11	G12	Projected to Actual
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	
High School (Actual)	183	128	168	175	157	811
Projected	177	137	157	171	163	805
+/-	6	-9	11	4	-6	6
% Diff	3.39%	-6.57%	7.01%	2.34%	-3.68%	0.75%

	G6	G7	G8	G9	G10	G11	G12
AMSA	26	26	34	39	25	26	20
Assabet				55	60	44	47
Total	26	26	34	94	85	70	67



---

---

# Dual Language Portuguese Program at Farley Elementary

— *October 10, 2023* —

---

---

# General Information

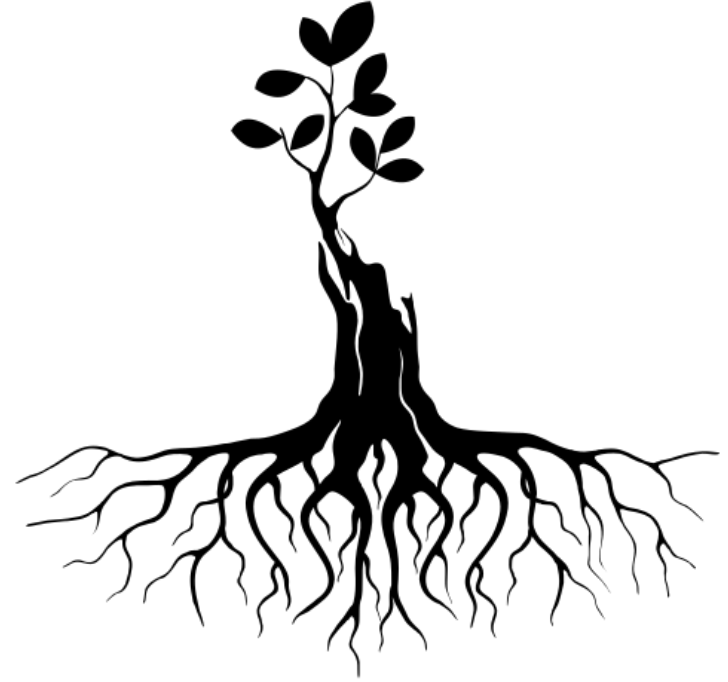
<b>Farley Enrollment <i>as of October 5</i></b>	<b>Dual Language (DL)</b>		<b>Sheltered English Immersion (SEI)</b>	
	Total students	ELs	Total students	ELs
Kindergarten	39	17	56	11
Grade 1	37	17	48	7
Grade 2	36	17	57	9
<b>Totals</b>	<b>112</b>	<b>51</b>	<b>161</b>	<b>27</b>

# Systems to Support the Dual Language Program

- ★ Dual Language Curriculum Writing Team
- ★ Dual Language Parent Advisory Council
- ★ Dual Language Advisory Council



# Strengths & Recommendations Identified by DLAC

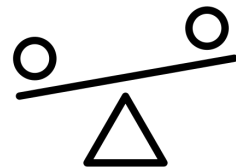


# Language allocation

## Strengths

Students receive instruction in Portuguese and English every day. Morning and afternoon language of instruction switches every week.

Portuguese Literacy Sclass is offered as a special once in a 6-day cycle.



## Next Steps

Provide structure for additional Portuguese instructional time, so that the 50-50 model is followed with fidelity.

- At least 2 more specials in a 6-day cycle

# Curriculum and Instruction

## Strengths

Literacy curriculum is content-based and aligned between languages of instruction.

Curriculum directors collaborate to create curriculum units (Curriculum Writing Team).



## Next Steps

Continue developing curriculum in both languages

Adapt math curriculum to the specific needs of multilingual learners

Expand math curriculum so that it can be partially taught on the Portuguese side

Design Choose Love lessons that can be taught on the Portuguese side

Implement Bridging systematically

# Staffing and hiring

## Strengths

Bilingual Literacy Specialist starting in the 2023-24 school year

Elementary Language Acquisition Coach has been focused on supporting DL classrooms

Hudson Office of Multilingual Education (HOME) has been established to move multilingual hiring initiative forward

District has supported the hiring of international teachers



## Next Steps

Hire a bilingual Portuguese instructional coach.

Continue hiring bilingual Portuguese support staff (Literacy Intervention, Math intervention, and Special Education teachers).

Prioritize bilingual specialist teachers (music, art)

Shift hiring practices to reduce barriers for multilingual and/or international candidates for all positions.

# Leadership

## Strengths

Dual Language Advisory Council meets regularly to evaluate the program.

## Next Steps



Establish a clear process for the sharing and implementation of DLAC recommendations.

Ensure hiring decisions across the district are made with consideration of the future growth of the Dual Language Program.



# Professional Development

## Strengths

Sustained professional development for teachers:

- ARC (literacy)
- GLAD (language acquisition and content learning)

Elementary Language Acquisition Coach provides job-embedded professional development to DL team



## Next Steps

Provide professional in Bridging to DL teachers

Provide Math professional development with a focus on multilingual learners

Expand GLAD training staff outside DL

# The common thread across next steps...

Bilingual Portuguese-speaking staff

- Instructional support
- Language development support
- Special education support
- Curriculum writing support



## DLAC Recommendations 2022

DLAC Committee:

Wendy Anderson, ELE Director

Sarah Davis, K-12 Science Director

Angela Georger, Dual Language teacher

Tanya O'Connell, Assistant Director of Student Services

Rachel Otenti, Farley Instructional Coach

Ana Pimentel, World Languages Director

Carlene Ryan, ELE Instructional Coach

Rachel Scanlon, Farley School Principal

### **STRENGTHS OF THE PROGRAM**

**Content-Embedded Literacy Curriculum:** The program's curriculum integrates Literacy, Science and Social Studies Massachusetts Standards. Literacy units are guided by American Reading Company's materials. Science and Social Studies units that are taught in SEI classrooms have been amplified to create literacy-embedded Science and Social Studies units.

**Language frequency:** Students in the DL program have instruction in English and the partner language everyday. Instruction in Portuguese switches every week between the morning and the afternoon.

**Alignment and co-planing:** Instruction in one language consistently supports and extends instruction in the other language through balancing curricular standards. Daily partner-teacher planning time is provided to dual language partner teachers to ensure that this coordination occurs.

**Language allocation:** There is a long-term plan to balance Portuguese and English across content areas from grade to grade (math, science, social studies).

**Budget allocation:** During the budget allocation process, adequate funds have been allocated to the purchase of Dual Language materials. When it is not possible to find adequate materials in Portuguese, we have resorted to translations. Classrooms have an adequate balance of English and Portuguese materials.

**Teacher leadership:** Based on teacher feedback, existing structures such as report cards and schedules are being shifted to reflect the goals of the Dual Language program.

**Leadership:** There is a strong District-level Dual Language team that supports the process of teacher recruitment and training, program planning, and budget management.

**PreK-12 Program Continuity:** Portuguese Heritage language courses are established from grades 5 to 12. We are currently in the process of restructuring Portuguese Heritage Language classes so that they align with the Dual Language curriculum.

**Parent Engagement:** DLPAC (Dual Language Parent Advisory Council) has been established. It meets four times per year and is run in both Portuguese and English.

**Hiring:** District-level administration is beginning to prioritize the hiring of bilingual Portuguese staff to secure the growth of the Dual Language program and promote staff demographics that mirror Hudson students. This also facilitates equitable services beyond core content instruction.

### **RECOMMENDATIONS**

#### **Staff**

**Language allocation:** Currently, students spend 175 minutes per day receiving instruction in English and 135 minutes per day receiving instruction in Portuguese. It is a non-negotiable of Dual Language programs that language allocation be balanced, meaning that at least 50% of

instructional time is spent in the partner language. For language allocation to be balanced, Portuguese instruction needs to be increased to a minimum of 100 minutes/week. This will be possible in Grade 1 next year with the hiring of two highly proficient bilingual teachers. DLAC recommends that language allocation is balanced by hiring more staff that can teach in Portuguese within the Dual Language program.

**Support staff:** Timothy Shanahan in *How to Provide Effective Reading Instruction*<sup>1</sup> states that “Students make better progress in learning to read in a second language when they have had the opportunity to learn to read in their first language”. Currently, the only bilingual staff working in the program are the Kindergarten teacher and the Kindergarten paraeducator. Reading intervention, math intervention, and special education services are provided in English only. In order for resources to be equitably distributed among all student groups and programs, and for students whose first language is Portuguese to make adequate progress, DLAC recommends that the district hires bilingual support staff, especially in the area of literacy support.

### **Curriculum & Instruction**

**Bridging:** There is currently a plan for bridging in science, social studies and language arts. DLAC recommends developing a plan for bridging in math.

**School-based leadership team:** Currently, there is a strong district-level dual language leadership team. A Dual Language curriculum team meets weekly to develop curriculum, and there are weekly Dual Language Project Management Team meetings. However, there is not robust, shared leadership and no development of leadership in the rest of the staff. DLAC recommends that a school-based dual language leadership team be developed. This can be done with monthly meetings facilitated by the principal or assistant principal that includes a district administrator, the building coach, at least one dual language teacher in each language, and an ESL teacher.

**PreK-12 Program Continuity:** The DL program has just started in the 2021-22 school year, so Kindergarten is the only grade in which the program is offered. The program will grow one year at a time until it is, ideally, a fully established PreK-12 program. Some steps have been taken at the middle and high school to implement programs at those levels: there is a 5-12 Portuguese Heritage pathway, and high school leadership has been studying the possibility of implementing a Heritage DL Program at HHS. DLAC recommends that the program extends down to PreK and up to 12th grade, to ensure the achievement of all program goals.

**After school & summer:** Currently, there is a program-wide plan for promoting bilingualism and biliteracy, and this is built into the curriculum. DLAC recommends extending learning outside of the classroom, such as organizing a summer program and recommending home supports.

### **Materials & Resources**

**Library:** Farley has 429 students; 118 have Portuguese as a Home Language; 134 of their families request translation in Portuguese. As of July 2022, the Farley library had over 15,000 books in English and 130 books in Portuguese. Since then, around \$14,000 have been allocated to buy books for the Farley library. DLAC recommends that we continue to distribute

---

<sup>1</sup> Timothy Shanahan et alli. [How to provide effective reading instruction](#). The World Bank. Washington: 2022.

resources equitably across programs and increase the Portuguese language collection at the Farley library.

### **School Culture**

**School-wide understanding of DL:** Currently, the Dual Language curriculum is well-communicated to the Dual Language teachers through weekly meetings. DLAC recommends communicating curriculum and program events to the whole school through staff meetings, as well as research regarding the impact of DL programs in closing the achievement gap for multilingual learners. This can be done during staff meetings.

**Extra curricular activities and family events:** There are currently some school events where Portuguese is used, such as the Literacy Night, and others where Portuguese and the cultures of the Portuguese-speaking world are either not present or come in as an afterthought, such as the Fun Run or March Music Madness. DLAC recommends that Portuguese be used regularly for extra-curricular activities and parent supports, that the culture of the Portuguese-speaking world is honored in extra-curricular events and that this responsibility is shared between monolingual and bilingual staff.

**Mission and vision:** Currently, there is no well-articulated mission. DLAC recommends that a school mission be developed that includes the dual language program mission. DLAC also recommends that this be shared throughout the district.

**Professional development:** The Dual Language Program has leaders who advocate proactively for the program, but not with all stakeholders. There is a Dual Language Parent Advisory Council and a Dual Language Advisory Council, but these groups do not involve staff members or leaders who are not directly involved in the Dual Language program. DLAC recommends that professional development around multilingual learners and cultural proficiency be conducted with all Farley staff. This could occur during staff meetings or building-based professional development times. DLAC also recommends that the Dual Language leaders provide regular updates to leaders throughout the district.

### **Leadership**

**DLAC recommendations:** The DL program has a Dual Language Advisory Council that meets four times a year with the goals of assessing the program and making recommendations for its improvement. A clear process for the sharing and implementation of those recommendations has not been established yet. DLAC recommends that these recommendations be shared with the district leadership, parents and community (abbreviated version), and the school committee. It is also recommended that a process is put in place to prioritize and execute improvements to the program.

**Hiring:** Currently, decision-making is loosely aligned to the program mission. An area of need is hiring more Portuguese-speaking bilingual staff. Hiring decisions are currently being made across the district that do not prioritize Portuguese-speaking bilingual staff being placed at Farley. DLAC recommends that the program mission be shared at the district level at the start of each decision-making meeting. This will ensure that decision-making is clearly aligned and respectful of the program's mission.

**District-wide understanding of DL:** Currently, Dual Language program research and updates have only been communicated to the district-level leaders directly involved in DL program

development. DLAC recommends that information about the Dual Language program at Farley and Dual Language research be shared among all district leadership.

## IV.

### Reports and Presentations

#### 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)

V.

## Matters for Discussion

Old Business



# Memorandum

Hudson Public Schools

Office of the Superintendent of Schools



**TO:** Hudson School Committee  
**FROM:** Brian K. Reagan, Ed.D., Superintendent of Schools  
**DATE:** October 10, 2023  
**RE:** Written Ethics Commission Response

---

Attached please find a copy of the written response I received from the Massachusetts State Ethics Commission. This response is in concert with the verbal guidance I received during the summer relative to disclosures required by law because my spouse is an employee of the Hudson Public Schools. The written guidance notes:

- Pursuant to Section 19 of the conflict of interest law, if a matter were to come before me in which my spouse has a financial interest (e.g., teacher contract negotiations) I would either need to recuse myself or file a Section 19 disclosure seeking the authorization of the Hudson School Committee to participate in such a matter. *The Hudson School Committee authorized said disclosure on July 25, 2023.*
- The completed Section 19 disclosure should be kept by the School Committee as a public record. *The form and a memo confirming the vote is currently on file in the Human Resources Department.*
- I should file a Section 23(b)(3) disclosure with the Hudson School Committee to cover my participation in matters in which my spouse does not have a financial interest but that still creates the appearance of a conflict. The Section 23(b)(3) disclosure does not require any approvals. *A Section 23(b)(3) disclosure was filed at the July 25, 2023 School Committee meeting.*
- The School Committee should keep the Section 23(b)(3) disclosure on file as a public record. *The form is currently on file in the Human Resources Department.*
- No additional disclosure forms are applicable.

# Forwarded Conversation

Subject: Your Inquiry

-----

From: McDonald, TMichael (ETH) <[TMichael.McDonald@mass.gov](mailto:TMichael.McDonald@mass.gov)>

Date: Tue, Sep 5, 2023 at 1:26 PM

To: [reagan.bk@gmail.com](mailto:reagan.bk@gmail.com) <[reagan.bk@gmail.com](mailto:reagan.bk@gmail.com)>

Mr. Reagan,

This email is a response to your recent request for advice regarding the conflict of interest law, G.L. c. 268A, in which you wrote as follows:

*“I was appointed Superintendent of Schools for the Hudson Public Schools effective July 1, 2023. My spouse is a teacher in the Hudson Public Schools and has been since 2010. I am appointed and supervised by a 7-member elected School Committee. I am seeking written advice to confirm that I am required to have the School Committee approve a Financial Interest Disclosure Form (Section 19) and Conflict of Interest Disclosure Form (Section 23-b) and that no additional disclosures are required. I am also seeking written confirmation that the School Committee, as the appointing authority, approves these disclosures and that they are to remain on file locally.”*

Pursuant to Section 19 of the conflict of interest law, if a matter were to come before you in which your spouse has a financial interest (e.g., teacher contract negotiations) you would either need to abstain (recuse yourself) or file a Section 19 disclosure seeking the authorization of your appointing authority (the School Committee) to participate in such a matter. The completed disclosure would be kept by the School Committee as a public record. You are correct that you should also file a Section 23(b)(3) disclosure with your appointing authority to cover your participation in matters in which your wife does not have a financial interest but that still create the appearance of a conflict. Note that the Section 23(b)(3) disclosure does not require any approvals. The School Committee should keep it on file as a public record. No additional disclosure forms are applicable.

I hope this advice has been helpful. Let me know if you have any questions about this advice.

**Confidentiality.** Both this e-mail and your request for advice are confidential by statute. This means that you are free to disclose this advice to anyone you wish, but that the State Ethics Commission may not disclose your request or any other identifying information unless you consent, or unless you misrepresent the contents of this e-mail.

T. Michael McDonald  
Senior Assistant General Counsel  
State Ethics Commission  
One Ashburton Place, Room 619  
Boston, MA 02108

(617) 371-9516 (direct)

(617) 371-9500 (main)

(617) 723-5851 (fax)

[tmichael.mcdonald@mass.gov](mailto:tmichael.mcdonald@mass.gov)

[www.mass.gov/orgs/state-ethics-commission](http://www.mass.gov/orgs/state-ethics-commission)

The information contained in this communication, including any attachment(s), is confidential, is intended solely for the use of the intended recipient(s) named above, and may be exempt from public disclosure or subject to the attorney/client or work-product privileges. If the reader of this message is not an intended recipient, you are hereby notified that any dissemination, use, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it and destroy all copies.

V.

## Matters for Discussion

New Business

## **MASC Annual Joint Conference**

Annually, MASC holds its joint conference, which provides School Committee members and Superintendents an opportunity to collaborate with other Districts. Any School Committee member can attend the conference and participate in the various events, which include training opportunities, panel discussions, information sharing, etc.

During the annual MASC conference, there is a Delegate Assembly where each Massachusetts School Committee can have representation. Each School Committee can vote to assign a single Delegate who will represent it during the Delegate Assembly. This meeting primarily focuses on the annual slate of resolutions put forth by MASC and its member School Committees. The resolutions help identify the areas MASC should focus its advocacy efforts.

Each School Committee votes to determine who will be its Delegate. In addition, each Committee can review and vote on the proposed resolutions during a School Committee meeting as a means to provide guidance to its Delegate. It's expected the Delegate will do their best to take the input of the full School Committee into consideration when voting during the Delegate Assembly since they are representing the Committee as a whole. It's common for Resolutions to get amended during the Delegate Assembly and each Committees' Delegate needs to use judgement to represent its School Committee when voting.

# report of the resolutions committee

The members of the Resolutions Committee met on June 28, 2023 to consider resolutions proposed by member districts for consideration at the 2023 Annual Meeting of the Association. Members present were: Mildred Lefebvre (Chair), Holyoke; Beverly Hugo (Life Member); Barbara Davis (Life Member), Holbrook; Robin Zoll, Southeastern Reg. Voc. Tech.; Katherine Hubley, Quincy; Michael Boudreau and Maura Ryan, Hamden-Wilbraham, Stacey Rizzo (MASC President), Revere; Paul Schlichtman, Arlington; Humera Fasihuddin, Hadley; Robert Swartz, Gardner; Linda Woodland, Wachusett Regional; and Jessica Barnhill, Framingham. Beverly Griffin Dunne, Peabody/Essex Tech., participated remotely.

The following resolutions were moved forward by the Resolutions Committee and approved by the Board of Directors.

## **RESOLUTION 1: FULL, STABLE FUNDING FOR METCO**

*(Sponsored by the Arlington School Committee)*

WHEREAS in 1966, the first 220 students rode buses from Boston neighborhoods to schools in seven suburbs; and

WHEREAS in 1968, the Massachusetts Legislature passed the Racial Imbalance Act, in which the Commonwealth accepted financial responsibility "for any town that wishes to enroll students from outside the district for the purpose of racial integration (subject to appropriation); and

WHEREAS in 1968, the Metropolitan Council for Educational Opportunity (METCO) assumed responsibility for implementing the provisions of the Racial Imbalance Act, providing support for students, families, and receiving districts; and

WHEREAS METCO's mission is to provide students with a strong academic foundation rich in cultural, educational, ethnic, socioeconomic, and racial diversity and foster the opportunity for children from Boston and from neighboring suburbs to develop a deeper understanding of each other in an integrated public school setting; and

WHEREAS Over the last half century, METCO has reached tens of thousands of students, supporting 3,100 families annually in 31 participating suburban school districts and 190 public schools, with graduation rates and college attainment far above state averages; and

WHEREAS METCO creates environments where students, parents and teachers of different backgrounds can appreciate diversity, find common ground through shared experiences, build lifelong inter-racial friendships, and strive toward the mutual goal of preparing young people to become global citizens; and

WHEREAS METCO districts have expressed an interest in welcoming more METCO students into their schools; and

WHEREAS METCO has been recognized as the nation's most successful school integration program in the United States; and

WHEREAS requiring METCO funding to be subject to appropriation results in METCO families and partner districts spending considerable time and energy to lobby for funding to maintain the current level of services;

THEREFORE BE IT RESOLVED that the Massachusetts Association of School Committees calls upon the Governor

and the Legislature to create a stable funding structure to support METCO and its partner districts that fully funds the support provided by METCO, and the cost of providing services delivered by METCO's partner districts.

## **RESOLUTION 2: REGARDING INVESTIGATIONS AND RECOMMENDATIONS FOR TRANSPORTATION BIDDING PROCEDURES**

*(Sponsored by the Southeastern Vocational Technical School Committee)*

WHEREAS school districts across the commonwealth are struggling with the problem of transportation services and the bidding and purchasing of these services; and

WHEREAS a stunning number of districts find that, after soliciting multiple bids, it is a frequent occurrence that only a single bidder submits a proposal; and

WHEREAS in light of the paucity of submissions, the single bidder is able to propose significant increases over previous years exacerbating not only financial matters, but also skepticism about the integrity of the bidding process.

THEREFORE, BE IT RESOLVED that the MA Association of School Committees prevail upon the Office of the State Auditor to investigate the bidding practices of school transportation providers, and to present such findings and recommendations as may be necessary to contain costs and make more efficient transportation services available for public schools.

## **RESOLUTION 3: REGIONAL TRANSPORTATION**

*(Sponsored by the Hampden-Wilbraham Regional School Committee)*

WHEREAS as outlined in M.G.L. Title XII c. 71, § 16C, the regional school district shall be subject to all laws pertaining to school transportation; and when the agreement provides for the furnishing of transportation by the regional school district, the regional school district shall be obliged to provide transportation for all school children in grades kindergarten through twelve and the commonwealth shall reimburse such district to the full extent of the amounts expended for such transportation, subject to appropriation; and

WHEREAS provided, however, that no reimbursement for transportation between school and home shall be made on account of any pupil who resides less than one and one-half miles from the school of attendance, measured by a commonly traveled route; and

WHEREAS the Commonwealth of Massachusetts has not consistently reimbursed regional transportation to the full extent of the amount expended for such transportation;

THEREFORE IT BE RESOLVED that in such case where a pupil resides greater than one and one-half mile from the school of attendance, measured by a commonly traveled route, and the commonwealth reimbursement does not fully cover the amounts expended for such transportation, the regional school district may allow pupils to opt out of such transportation or may charge a fee that in aggregate may not exceed the differential between the amounts expended for furnishing transportation and the commonwealth reimbursement.

BE IT FURTHER RESOLVED that the MASC encourage the Legislature to modify M.G.L. Title XII c. 71, § 16C, with the aforementioned proposed language (or alternative and remove the period) to provide regional districts the ability if so desired to charge a transportation fee that in aggregate cannot exceed the differential between the and that the Commonwealth reimbursement and the regional school district transportation expense for any pupil that resides greater than one and one-half mile from the school of attendance measured by a commonly traveled route. Pupils may opt out of transportation and not be subject to a transportation fee.

#### **RESOLUTION 4: DIVERSITY, EQUITY, AND INCLUSION**

*(Submitted by Division X; amended by the Resolutions Committee)*

WHEREAS we are responsible for fostering equitable learning environments wherein all students, staff members, and families are treated with respect and their voice and presence valued regardless of race, ethnicity, gender identity, sexual orientation, expression, religion, natural origin, culture, physical ability, or other status; and

WHEREAS we should always stand, speak out, and help educate against violence and injustice on the basis of prejudice or discrimination; and

WHEREAS we should provide inside and outside of the classroom support to continue efforts centered on equity, diversity, and inclusion, with a heightened awareness and focus on racial equity and to adopt proper speech and text to the furtherance of these objectives;

THEREFORE, BE IT RESOLVED: that MASC recommends that all districts adopt the position of DEI coordinator to work towards an anti-racist school system.

#### **RESOLUTION 5: MA SCHOOL BUILDING AUTHORITY**

*(Submitted by the Wachusett Regional School Committee)*

WHEREAS the School Building assistance program is the oldest capital grant program operated by the Commonwealth, as established in MGL Chapter 70B section 1; and

WHEREAS the Massachusetts School Building Authority (MSBA) is charged to promote the thoughtful planning and construction of school facility space in order to ensure safe

and adequate facilities for public schools, and to assist municipalities in meeting the cost thereof; and

WHEREAS the MSBA has improved the learning facilities of over 600,000 students across the Commonwealth by working with local communities to create affordable, sustainable, and energy efficient schools; and

WHEREAS the MSBA is limited in funding as stated in MGL 70B section 7, to \$800,000,000 plus either the rate of growth in the dedicated sales tax revenue amount as defined in subsection a of section 35BB of chapter 10, or 4.5%; and

WHEREAS the MSBA has declared a pause on their Accelerated Repair Program and limits on their Core Projects due to rising costs and inflation, and the need to stay within the Annual Cap as referenced in the Memorandum of October 19, 2022 from the MSBA Deputy Treasurer and Executive Director; and

WHEREAS each year the Accelerated Repair Program is delayed results in an increase in application backlog among the Commonwealth's existing backlog of school building needs;

THEREFORE, BE IT RESOLVED that the Massachusetts Association of School Committees calls upon the Massachusetts Legislature to amend MGL ch.70B, section 7 by removing the \$800,000,000 cap; and

BE IT FURTHER RESOLVED that the Massachusetts Association of School Committees calls upon the Massachusetts School Building Authority to reinstate the Accelerated Repair program for 2024 applications; and

BE IT FURTHER RESOLVED that the Massachusetts Association of School Committees calls upon the Massachusetts Legislature to allow public preschools to be included in the Accelerated Repair Program and Core Program.

#### **RESOLUTION 6: SCHOOL BUS STOP ARM SURVEILLANCE ACT AND ENFORCEMENT AND PENALTIES**

*(Submitted by the Peabody and Marlboro School Committees)*

WHEREAS it is against the law in Massachusetts to pass a stopped school bus with the stop arm extended and flashing lights while student passengers embark and disembark the bus. Unless witnessed by a police officer, the penalties for passing a stopped school bus are minimal. The danger to the passengers is extraordinary, and can prove fatal; and

WHEREAS: a survey conducted in 2022 by the National Association of State Directors of Pupil Transportation Services (NASDPTS) found that motorists illegally pass stopped school buses: "Throughout a 180-day school year, ... sample results point to more than 41.8 million violations per year among America's motoring public.;" and

WHEREAS technological advances have now made possible digital video violation detection monitoring systems to detect drivers failing to stop for school buses; and

WHEREAS: penalties for passing a stopped school bus utilizing a digital video violation detection monitoring system

need to be commensurate with the same penalties imposed for said action if witnessed by a police officer;

THEREFORE, BE IT RESOLVED that the Massachusetts Association of School Committees calls on the Massachusetts Legislature to enact legislation to pass into law the ability for cities and towns to install on all school buses live digital video detection monitoring systems for the purpose of enforcing violations against the owner of a motor vehicle whose vehicle failed to stop for a school bus when required to do so by law.

AND BE IT FURTHER RESOLVED that the Massachusetts Association of School Committees calls on the Massachusetts Legislature to enact legislation raising the fine for passing a stopped school bus to a significant schedule of fines as penalty whether witnessed by a police officer or recorded by a digital video detection monitoring system.

RATIONALE: The significant safety concerns present when a vehicle passes a stopped school bus embarking or disembarking passengers are endangering our students in Massachusetts. Presently, unless witnessed by a police officer, the penalties for passing a school bus are minimal. If the registration plate of the offending vehicle is reported by the bus driver, there is a minimal fine.

Requiring a police officer to witness the violation prevents appropriate law enforcement action from taking place, especially for repeat offenders. Allowing the installation and utilization of digital video detection monitoring systems on school buses will allow for appropriate law enforcement action, provide for monitoring and data pertinent to this safety concern, and serve as a deterrent to drivers who are contributing to this safety issue. Protecting the safety of our students is a paramount concern.

### **RESOLUTION 7: RELATED TO MCAS**

*(Submitted by the Framingham School Committee)*

WHEREAS access to a high-quality, publicly funded education is a guaranteed right written into the Massachusetts Constitution; and

WHEREAS an effective public education program meets the needs of students who present a variety of abilities and learning styles; and

WHEREAS a successful system of public education nurtures and supports students and offers opportunities for growth along a continuum that begins in preschool and extends through higher education; and

WHEREAS the goal of public education is to teach students how to be critical thinkers, engaged citizens and lifelong learners; and

WHEREAS the use of MCAS has restricted curriculum and narrowed the focus of education in our public schools; and

WHEREAS the use of MCAS has impacted student emotional wellbeing; and

WHEREAS MCAS testing has unjustly targeted communities with underfunded public schools for state takeovers that have failed to improve student performance by any measure; and

WHEREAS using MCAS testing as a high-school graduation requirement has prevented or delayed countless students from earning a diploma, either interrupting or derailing education or career plans;

THEREFORE BE IT RESOLVED:

- that MASC urges Massachusetts to develop a wider, more consensus-built strategy for an evaluation system with meaningful input from legitimate stakeholders.
- that MASC urges the state Legislature to launch a comprehensive evaluation to investigate the extent of biases pertaining to MCAS testing and make these results public.
- that MASC urges Massachusetts to enact a moratorium on MCAS testing effective immediately.
- that MASC urges Massachusetts to develop an alternative to the high-stakes MCAS tests.

### **RESOLUTION 8: SAFE STORAGE OF FIREARMS**

*(Submitted by the Framingham School Committee)*

WHEREAS the safety and well-being of our students, teachers, and staff is a top priority in schools and keeping them safe from the threat of gun violence should be the responsibility of all adult stakeholders at each of our school sites; and

WHEREAS in the United States, gun violence is the leading cause of death in children and teens; and

WHEREAS approximately 1200 children and teens die by gun suicide each year," and over 80 percent of children under age 18 who died by firearm suicide used a gun belonging to a family member; and

WHEREAS in incidents of gun violence on school grounds, up to 80 percent of shooters under the age of 18 obtained their guns from their own home or that of relatives or friends; and

WHEREAS an estimated 4.6 million American children live in households with at least one loaded, unlocked firearm and every year

WHEREAS research shows that secure firearm storage practices are associated with up to a 78 percent reduction in the risk of self-inflicted firearm injuries and up to an 85 percent reduction in the risk of unintentional firearm injuries among children and teens; and

WHEREAS evidence strongly suggests that secure firearm storage is an essential component to any effective strategy to keep schools and students safe; and

**continued on page 28**



# Proposal to Amend the MASC By-laws

Resolutions will expire at the conclusion of the Delegate Assembly three years after their adoption. The MASC Legislative Committee shall provide a list of expiring resolutions to the membership no later than March 1st of the year in which they expire. Readoption of an expiring resolution can be accomplished under the method proscribed in ARTICLE IX, section 1. *(This proposal was submitted by the MASC Legislative Committee)*

## RATIONALE:

- Permits three years of focus on resolutions which overlaps two legislative cycles.
  - Provides an additional opportunity for school committees to become involved in the resolution process by championing resolutions which are set to expire.
  - Allows the Association to affirm what's important to current membership by re-adoption.
  - Clears expired, less relevant and no longer supported resolutions for new priorities.
- 

## Report of the Resolutions Committee *continued from page 27*

WHEREAS the US Secret Service National Threat Assessment Center recommends the importance of appropriate storage of weapons because many school attackers used firearms acquired from their homes; and

WHEREAS across the country, lawmakers, community members and local leaders are working together to implement public awareness campaigns, such as the Be SMART Program, which is endorsed by the National PTA and encourages secure gun storage practices and highlights the public safety risks of unsecured guns; and

WHEREAS secure storage of firearms is a legal requirement in Massachusetts pursuant to G.L. Chapter 140, sections 131L and 131C, and failure to comply with secure storage laws can lead to criminal prosecution, jail time, fines, and/or revocation of FID card or license, depending on the offense; and

WHEREAS the American Academy of Pediatrics recommends storing firearms unloaded and locked, with ammu-

munition locked separately to reduce risks of injury to children; and

WHEREAS in order to continue with preventive measures to increase student and school safety we must act now;

THEREFORE, BE IT RESOLVED that MASC recommends all districts to urge their Superintendent and staff to create an appropriate communication to parents and guardians that explains the importance of secure firearm storage to protect children and teens from unauthorized access to unsecured firearms, and their legal obligations consistent with Massachusetts safe storage law.

BE IT FURTHER RESOLVED that MASC urges other communities to work with their local law enforcement agencies, health agencies and non-profit organizations to collaborate and increase efforts to inform District parents and guardians of their obligations regarding secure storage of firearms in their homes and vehicles.

VI.

## Matters for Action

Old Business

VI.

## Matters for Action

New Business

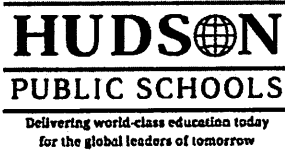
## GIFT TO HUDSON PUBLIC SCHOOLS - APPROVAL FORM

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

<b>Gift</b>	<b>GIFT Information</b>
<b>Description:</b>	<b>Donation of 18 popular fiction books to Susan Menanson Memorial Library/Media Center</b>
<b>Purpose:</b>	To add reading material to the HHS Library
<b>Date received:</b>	September 2023
<b>Type of Gift:</b>	Various donations from patrons
<b>Donation Amount:</b>	\$287.78
<b>Fiscal Admin:</b>	Ellen Schuck
<b>Gift Designation / Purpose:</b>	Gift to Hudson High School Library
<b>School Designation:</b>	<b>HHS – Hudson High School</b>

School Committee Date: \_\_\_\_\_

Vote: \_\_\_\_\_



## HUDSON SCHOOL COMMITTEE GIFT ACCEPTANCE FORM

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

<b>Payor:</b>	Anonymous		
<b>Awarded Amount:</b>	\$1,000.00		
<b>Date Received:</b>	9/21/2023		
<b>Gift Purpose:</b>	To support Forrest Ave students and families.		
<b>Gift Type:</b>	Donation		
<b>Gift Administrator:</b>	David Champigny		
<b>Department:</b>	School		
<b>Location:</b>	Forest Ave Elementary School		
<b>Grade Levels:</b>	<input checked="" type="checkbox"/> Elementary (K-4)	<input type="checkbox"/> Middle School (5-7)	<input type="checkbox"/> High School (8-12) <input type="checkbox"/> ALC
<b>Gift Notes:</b>	Twenty \$50.00 Walmart gift cards were donated.		
<b>For Hudson School Committee Use Only</b>			
<b>Meeting Date:</b>			
<b>Voting Result:</b>	<b>In Favor:</b>	<b>Opposed:</b>	<b>Abstained:</b>

### 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 \$9,999 will also require a signed contract authorized by either the Board of Selectmen or School Committee.

<b>Department:</b> <p style="text-align: center;">HPS Facilities</p>	<b>Date:</b>	<b>Department Head:</b> <i>Scott D. Kurposka</i> 10/3/2023 <b>Finance Director:</b> <i>James [Signature]</i> 10/3/2023
---	--------------	---

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

ITS69: Managed Print Services Contract Pricing for  
 New Ricoh MP6055 36 mos. (6) Copier Leases Total 36 Mos. Lease \$31,080.24

HHS Main Office MP6055 w/Fax; QMS Library MP6055; Farley Main Office MP6055; Forest Ave. Conference Rm MP6055;  
 Mulready Teacher's MP6055; Mulready East Wing MP6055

Lease includes Parts, Labor, Toner & Staples  
 Additional Fees: .0087 CPC

**Recommended Quote or Bid**

<b>Date Quote Received:</b> 9/28/2023	<b>Quote:</b>
<b>Company Name:</b> Ricoh-USA, Inc.	<b>Written</b> <input checked="" type="checkbox"/> <b>Verbal</b> <input type="checkbox"/>
<b>Address:</b> PO Box 827577 Philadelphia PA 19182-7577	<b>Phone:</b> (508) 634-6464
<b>Quote Issued By:</b> Peter Ryder	<b>Email:</b>
<b>Special Conditions/Notes:</b>	

**Second Quote or Bid**

<b>Date Quote Received:</b>	<b>Quote:</b>
<b>Company Name:</b>	<b>Written</b> <input type="checkbox"/> <b>Verbal</b> <input type="checkbox"/>
<b>Address:</b>	<b>Phone:</b>
<b>Quote Issued By:</b>	<b>Email:</b>
<b>Special Conditions/Notes:</b>	

**Third Quote or Bid**

<b>Date Quote Received:</b>	<b>Quote:</b>
<b>Company Name:</b>	<b>Written</b> <input type="checkbox"/> <b>Verbal</b> <input type="checkbox"/>
<b>Address:</b>	<b>Phone:</b>
<b>Quote Issued By:</b>	<b>Email:</b>
<b>Special Conditions/Notes:</b>	

**Chief Procurement Officer Action**

<b>Approved:</b> <i>Thomas Gregory</i>	<b>Date:</b> 10/4/2023
--	------------------------

**Comments:**

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

- Posted     
  Central Register     
  COMMBUYS     
  Website

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

---

---

**Funding Source:** General Fund  
**Account Number:** 20.5344.15.X.081.1296.5300.4.6.99

## **Contract for Goods**

### **Company Information**

**Vendor/Company Name:** Ricoh-USA, Inc.  
**Address:** PO Box 827577 Philadelphia PA 19182-7577  
**Telephone:** 508-634-6464  
**Contact Person:** Peter Ryder  
**Federal Tax Identification # or Social Security No:** 23-0334400

### **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:**

HHS (1) MP6055 w/ Fax \$162.59/m 36 mos. Lease = \$5,853.24  
QMS (1) MP6055 140.15/m; FOR (1) MP6055 \$140.15/m; FAR (1) MP6055 \$140.15/m; MUL (2) MP6055 \$280.30/m  
36 mos. Lease = \$25,227.00 Total 36 Lease Cost = \$31,080.24

**Total Cost for Purchased Items \$ 31,080.24**

### **Timeline for Shipping:**

**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:**

**Hudson Public Schools**

\_\_\_\_\_  
Printed Name of Authorized Person to Sign

\_\_\_\_\_  
School Business Manager

\_\_\_\_\_  
Authorized Vendor Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_

\_\_\_\_\_  
Hudson School Committee

Date: \_\_\_\_\_





**ITS69 Equipment Confirmation Form  
Managed Print Services**

This form must be used for Photocopiers, Digital Duplicators, Scanners and Facsimile Machines and attached to each lease or rental encumbrance document to confirm the selection of equipment covered under the Statewide Contract number ITS69. All of the terms and conditions of the Statewide Contract, ITS69 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form, which conflict with the terms of the Statewide Contract shall be considered to be superseded and void.

P.O. or Encumbrance Document Number: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

ELIGIBLE ENTITY (Buyer): Hudson Public Schools			CONTRACTOR (Seller): Ricoh-Usa, Inc			
Contact Person: Dan Gale			Contact Person: Peter Ryder			
E-mail: djgale@hudson.k12.ma.us		Buyer	E-mail: peter.ryder@ricoh-usa.com			
Phone (978) 567-6100 x41128		Fax:	Phone: 508 634 6464		Fax:	
Billing Address: Hudson Public Schools Facilities Department 155 Apsley Street Hudson, MA 01749			Contractor Address: PO Box 827577 Philadelphia, Pa 19182-7577			
Contact: Dan Gale			Phone: (978) 567-6100 x41128			
Delivery Address (if different from Billing Address Above)			If applicable: Leasing Company: Ricoh-Usa, Inc CONTRACTOR / Leasing Company agreement # (if applicable): Authorized Dealer:			
Multiple						
Contact: Scott Kurposka,			Phone: (978) 567-6100 x42125			
			<input checked="" type="checkbox"/> Operational (FMV) Lease Term: # Months: 36 <input type="checkbox"/> Rental (Not to exceed 6 months) <input type="checkbox"/> Purchase			
Check off the applicable box(es) for equipment type:						
<input checked="" type="checkbox"/> Convenience Copiers		<input type="checkbox"/> Production Copiers		<input type="checkbox"/> Wide Format Devices		
<input type="checkbox"/> Printers		<input type="checkbox"/> Digital Duplicators		<input type="checkbox"/> Scanners/Micrographic Equipment/Fax		
EQUIPMENT MODEL NUMBER	EQUIPMENT DESCRIPTION (e.g. Digital Black & White 35cpm)	QTY	MONTHLY LEASE, PURCHASE or RENTAL COST	TRADE-IN ALLOWANCE	MONTHLY NET TOTAL LEASE, PURCHASE or RENTAL COST	MAINTENANCE PLAN (describe in the column below, including price) OR <input type="checkbox"/> See Attached Vendor's ECF MAINTENANCE SCHEDULE
MP 6055 HHS Main Office	60 ppm BW, Greenline, Paperbank, Finisher, Punch, Fax	1	\$ 162.59	\$	\$ 162.59	CPC Billed at .0087
MP 6055	60 ppm BW, Greenline, Paperbank, Finisher, Punch	5	\$ 140.15		\$ 700.75	Inc Parts, Labor, Toner, Staples
	Quinn, Farley, Forest, Mulready (2)					
<b>TOTAL MONTHLY PAYMENT</b>				\$	\$ 863.34	\$
Special Instructions/Additional Information (e.g. equipment model traded, supplies exchanged):						
Includes Trade in of (6) MP 6002's SN: W864LA00172R1, W866L300421R1, W865L600518R1, W863L500417R1, W864LC00295R1, W865L400067R1 In the amount of \$ 0.00						

NOTE: Contractors are required to provide the following start-up supplies. Paper items necessary to operate the equipment are excluded.

Category 1 – As specified in the Participating Addendum with the CONTRACTOR or as specified in the ECF Maintenance Plan/Schedule

Category 2 – Digital Duplicators

- Five (5) Master Rolls (all equipment models)
- Five (5) Black Ink (all equipment models)
- One (1) Standard Spot Color \*(if applicable for equipment model)  
\*Standard Spot color will be determined by the Eligible Entity when order is placed
- ESP Power Protection Unit (if required)

Category 3 – Facsimile machines

- must include 3 each black toners
- must include 1 each black, magenta, cyan and yellow toners (color machines)
- must include 1 developer, if applicable
- must include 5000 staples for photocopiers and production equipment
- ESP Power Protection Unit (if required)

Eligible Entity and Contractor signatures below acknowledge ONLY that the equipment order has been placed pending delivery, installation, start-up supplies and training.

<b>ELIGIBLE ENTITY (Buyer):</b>	
Signature: <b>Daniel Gale</b>	Digitally signed by Daniel Gale DN: cn=Daniel Gale, o=Hudson Public Schools, ou, email=dgale@hudson12nj.us, c=US Date: 2023.09.27 15:01:11 -0400
Name (Print): Daniel Gale	
Title: Director of Finance	
Date: 9/27/23	

<b>CONTRACTOR (Seller):</b>	
Signature _____	
Name (Print): _____	
Title: _____	
Date: _____	

Eligible Entity and Contractor signatures below acknowledge completion of the four (4) items below to the Eligible Entities satisfaction in addition to the payment start and termination dates.

Eligible Entity must initial all four (4) items below acknowledging completion prior to final approval.

Initial

- \_\_\_\_\_ 1. Equipment delivered undamaged
- \_\_\_\_\_ 2. Received start-up supplies (as shown above) and the ESP Power Protection (if required).
- \_\_\_\_\_ 3. Equipment is installed and operational and power management features are enabled.
- \_\_\_\_\_ 4. Received satisfactory training from the Contractor including instructions on how to use power management features.

➤ *Lease, Rental or Purchase payment terms do not begin until the appropriate items above have been approved by the Eligible Entity.*

Start Date of this Lease, Purchase or Rental Agreement:	Termination Date of this Lease, Purchase or Rental Agreement:
Month _____ Day _____ Year _____	Month _____ Day _____ Year _____
Payment Start Date:	Payment End Date:
Month _____ Day _____ Year _____	Month _____ Day _____ Year _____

<b>ELIGIBLE ENTITY (Buyer):</b>	
Signature: _____	
Name (Print): _____	
Title: _____	
Date: _____	

<b>CONTRACTOR (Seller):</b>	
Signature _____	
Name (Print): _____	
Title: _____	
Date: _____	

The above signatures are authorized by their respective organizations to bind the said organization to the terms and conditions of the above agreement.

# Contract User Guide for ITS69

## ITS69: Managed Print Services

UPDATED: September 12, 2023

<b>Contract #:</b>	ITS69
<b>MMARS MA #:</b>	ITS69*
<b>Initial Contract Term:</b>	November 30, 2017 – July 31, 2020
<b>Maximum End Date:</b>	July 31, 2024
<b>Current Contract Term:</b>	November 30, 2017 – June 30, 2024
<b>Contract Manager:</b>	Amanda Ferdinand, 617-720-3166, <a href="mailto:amanda.ferdinand@mass.gov">amanda.ferdinand@mass.gov</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products
<b>UNSPSC Codes:</b>	81-11-18 System and system component administration services 44-10-00 Office machines and their supplies and accessories
<b>Notes:</b>	Executive departments see Appendix A before using this contract.

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

### Table of Contents:

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

- [Contract Summary](#)
- [Benefits and Cost Savings](#)
- [Find Bid/Contract Documents](#)
- [Who Can Use This Contract](#)
- [Subcontractors](#)
- [Supplier Diversity Requirements](#)
- [Pricing, Quotes and Purchase Options](#)
- [Instructions for MMARS Users](#)
- [Environmentally Preferable Products](#)
- [Emergency Services](#)
- [Shipping/Delivery>Returns](#)
- [Additional Information/FAQ's](#)
- [Performance and Payment Time Frames Which Exceed Contract Duration](#)
- [Strategic Sourcing Team Members](#)
- [VENDOR LIST AND INFORMATION](#)
- [Appendix A: Managed Print Services for Executive Departments](#)

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

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

Updated: September 12, 2023

Template version: 7.0

Page 1 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

## Contract Summary

This is a Statewide Contract for Managed Print Services. Under Managed Print Services, a service provider takes primary responsibility for meeting the Customer's office printing needs, including the equipment, supplies, services, and the overall management of the equipment fleet. Eligible imaging equipment includes copiers, multi-function devices, printers, and scanners. Vendors have committed to supporting Buyers' installed base of imaging equipment of different brands, with certain limitations.

**Updates:** *Change in Contract Manager, revised guidance for Executive Agencies regarding the moratorium on equipment acquisitions and changes to the (MPS) Program initiative. Executive Agencies please review EOTSS letter found under "Agency Attachments" at [PO-18-1080-OSD03-SRC01-12299](#).*

## 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.

Contract Users can expect to realize savings of 10% - 30% of their current printing/copying expenses, on average. In addition, this contract includes Prompt Payment Discounts, volume discounts, and the ability to negotiate additional discounts.

Pricing below that published in the vendor Cost Tables is allowed. Buyers should request quotes inclusive of additional discounts and promotional pricing, if any. Some vendors offer free maintenance for three years when you lease new equipment.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](#) and search for ITS69 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for ITS69 visit Master Blanket Purchase Order [PO-15-1080-OSD03-SRC01-12299](#).

## 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 standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract. For those vendors utilizing subcontractors, the list of Authorized Sales & Service Dealers is included in the vendor documents .zip file for each vendor.

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

Updated: September 12, 2023

Template version: 7.0

Page 2 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

Orders, invoicing and payments for all transactions must reference Statewide Contract ITS69 and must be between the Customer and the ITS69 Vendor and not the Authorized Dealer.

### Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the Statewide Contract Index available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

### Pricing, Quote and Purchase Options

#### Purchase Options

This contract is primarily a fee for service contract. Comprehensive managed print services offered by some vendors includes the use of the equipment, software licenses (if any), supplies, and maintenance in a single monthly fee which may be calculated on a per copy or per image basis.

Vendors requiring equipment to be leased may offer lease terms and pricing under their ITC66 statewide contracts. ITS69 Vendors not on ITC66 may offer leases under this ITS69 statewide contract. Approved leasing forms, if any, are published under the vendor-specific MBPO for ITC66 vendors and are included in the vendor-specific documents published under this ITS69 contract for those vendors that are not on ITC66.

Approved software license agreements, Statement of Work forms, and other vendor-specific documents are included in the vendor-specific documents (.zip files) in the attachments section of ITS69.

#### Pricing Options

**Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

#### Product/Service Pricing and Finding Vendor Price Files

Not-to-Exceed product pricing may be found by viewing the Cost Tables included in the vendor-specific documents ("[VendorName]\_documents.zip" files) under the Attachments tab.

#### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [OSDhelpdesk@mass.gov](mailto:OSDhelpdesk@mass.gov).

When contacting a vendor on statewide contract, always reference ITS69 to receive contract pricing.

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

Updated: September 12, 2023

Template version: 7.0

Page 3 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## How To Purchase from The Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Buyers must include "ITS69 RFQ" when entering information in the Description field.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

## Obtaining Quotes

Contract users should always reference ITS69 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Contractors must provide, at a minimum, an initial no cost assessment. An Initial Assessment does not guarantee an Awarded Contractor a customer contract. An Initial Assessment shall include a review of the current print environment, provision of recommendations for a rationalized print environment, and an estimate of potential future savings. Buyers are encouraged to compare assessments from multiple vendors when evaluating quotes. Alternately, Buyers may require an assessment as part of a pilot program.

The initial assessment must contain the minimum requirements listed below and must identify all software and all associated costs proposed:

- Document Workflow Assessment;
- Customer's future needs versus current practices;
- Identify cost of services, supplies and parts for fleet (excluding paper and staples);
- Identify current equipment output and Total Cost of Ownership including phone line charges for fax functionality, toner purchases, time and material calls, service agreements;
- Identifying user-to-device ratio with right device, right location and right functions;
- Preliminary estimated cost savings and efficiencies;
- Employee productivity improvements;
- Environment impact analysis;
- Documented security assessment.

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

Updated: September 12, 2023

Template version: 7.0

Page 4 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



## OPERATIONAL SERVICES DIVISION

### Equipment Confirmation Form

The Equipment Confirmation Form (ECF) must be used for all leases and purchases of equipment under this contract. The ECF can be found in the Attachments section on COMMBUYS. The form requires both the buyer and vendor to sign at two different points during the procurement process:

1. The first signature confirms that the information under the Equipment and Maintenance sections of the form are what the buyer is ordering, and the costs and lease terms (if applicable) are correct.
2. The second signature block should be executed only once the product has been installed and is operational, the required training has occurred, and the startup supplies received. The date of the second signature is the acceptance date, which is also the date the lease begins, if applicable.

The Equipment Confirmation Form is the only paperwork requiring both vendor and buyer signatures on this contract. With the exception of vendor lease documents published on COMMBUYS, all other vendor paperwork is considered null and void. In the event a vendor insists on additional paperwork to be signed, contact the OSD Strategic Sourcing Services Contract Manager identified on the first page of this document.

### Other Lease Related Forms

Vendors may use only OSD approved lease agreement forms which are published on COMMBUYS. Refer to the [Vendor List and Information](#) for a link to the ITS69 MBPO.

### Startup Supplies

All startup supplies must be labeled as such and must reference the buyer's purchase order number. Do not sign the Equipment Confirmation Form unless all startup supplies have been received. The specific startup supplies required are listed on the ECF.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select: The *COMMBUYS Purchase Orders* section and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:  
➤ The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

## Instructions for MMARS Users

MMARS users must reference MA ITS690000000000000000 in the proper field in MMARS when placing orders with any contractor.

## Environmentally Preferable Products (EPP)

This contract offers remanufactured supplies. Executive Order 515 requires Executive agencies to purchase remanufactured and other environmentally preferable products (EPP) wherever they are available. Additionally, the Joint Enterprise Printer Cartridge Acquisition Policy is obligatory for any executive agency buyers. All Executive department agencies and agencies using Commonwealth Information Technology Capital Funds are required to purchase remanufactured laser print toner cartridges when available. The goal of the Commonwealth is ultimately to ensure a minimum of 80% of all laser printer toner cartridges purchased by executive departments are remanufactured.

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

Updated: September 12, 2023

Template version: 7.0

Page 5 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery>Returns

All equipment prices include delivery and installation statewide. Delivery is F.O.B. destination with no delivery or travel expenses paid by the buyer. The vendor must coordinate the delivery of both equipment and startup supplies to arrive simultaneously or within a mutually agreed upon time frame.

Vendor and buyer must discuss and confirm in writing any need for site preparation (e.g., electrical, telecommunication, space and ventilation requirements). It is the vendor's responsibility to survey and review the installation location prior to accepting an order. If special installation is required, the cost must be agreed to by both parties and noted on the equipment confirmation form prior to a purchase order release

## Additional Information/FAQs

### Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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

Updated: September 12, 2023

Template version: 7.0

Page 6 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](#) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527





OPERATIONAL SERVICES DIVISION

# Contract User Guide for ITS69

## Strategic Sourcing Team Members

- James Ganoë, EHS/IT
- Deb Giacchino, HRD/Operations
- Michael Guerin, ANF/IT
- Chris Benanti, EOTSS/Facilities
- Ron Thompson, EOTSS/Operations
- Dennis McEvoy, ANF/IT
- Tim Kennedy, OSD/Strategic Sourcing Services

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

Updated: September 12, 2023

Template version: 7.0

Page 7 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

## Contract User Guide for ITS69

### Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDO Certification Type	SDP Commitment Percentage
** Conversion Vendor	<a href="#">PO-18-1080-OSD03-SRC01-12299</a>	N	Amanda Ferdinand	617-720-3166	<a href="mailto:amanda.ferdinand@mass.gov">amanda.ferdinand@mass.gov</a>	N/A	N/A	
Konica Minolta Business Solutions USA		N	Ann Marie Burns	813-207-8276	<a href="mailto:statebids@kmb.konicaminolta.com">statebids@kmb.konicaminolta.com</a>	PPD: 1% - 10 days		1.5%
Northern Business Machines, Inc.		N	Robert Nickerson	781-272-2034	<a href="mailto:rnickerson@nbminc.com">rnickerson@nbminc.com</a>	PPD: 1% - 30 days		10%
NWN Corporation		N	Constantine Leotsakos	781-472-3439	<a href="mailto:cleotsakos@nwnit.com">cleotsakos@nwnit.com</a>	PPD: 1% - 10 days		10%
Ricoh USA		N	Michael Pallotta	978-621-1276	<a href="mailto:mike.pallotta@ricoh-usa.com">mike.pallotta@ricoh-usa.com</a>	PPD: 1% - 20 days		2%
Toshiba America Business Solutions		N	Christina Fisher	949-462-6000	<a href="mailto:gem@tabs.toshiba.com">gem@tabs.toshiba.com</a>	PPD: 3% - 10 days		3%
Xerox Corporation		N	Yvonne C. Hickey	857-241-6317	<a href="mailto:yvonne.hickey@xerox.com">yvonne.hickey@xerox.com</a>	-	-	5%

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

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

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

Updated: September 12, 2023

Template version: 7.0

Page 8 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

# Contract User Guide for ITS69

## Appendix A: Managed Print Services for Executive Departments

Please see letter from EOTSS re transition from Managed Print Services to Enterprise Print Services found under Agency Attachments at PO-18-1080-OSD03-SRC01-12299 regarding updates to this Program. Also note revised Lease/Purchase Moratorium Guidelines below.

In 2018, Cabinet committed to a single-vendor Managed Print Services (MPS) model. The objective of MPS is to transition from personal desktop printer and end-of-life legacy devices to proactively managed, highly efficient and cost-effective multi-function devices. MPS will help agencies gain visibility and control over their printing costs, enhance document security, and improve environmental sustainability.

At the direction of EOTSS and A&F, the MPS Program Office has executed an agreement to implement MPS throughout the executive branch. The agreement achieves significant equipment, services and per impression combined cost savings compared to pricing in the current statewide contract. In addition to better pricing, MPS provides the following benefits:

- Remote device monitoring to expedite problem identification and resolution
- Automated toner ordering to optimize supply inventory
- Consolidated billing for agencies with multiple devices
- Defined Service Level Agreements (SLAs) to track and minimize device downtime
- Dedicated Service Desk hotline to streamline device problem reporting and troubleshooting
- Keycard print job release functionality to enhance document security and reduce paper waste
- Automated reporting tools to monitor device usage and print expenditures

The engagement will begin with several Proofs-of-Partnership (PoPs) at various offices within HHS, EEA, HED, EOPSS and EOTSS. The PoPs will allow these agencies and the MPS Program Office to evaluate Xerox's offering before deciding whether to implement it at other executive branch agencies. We anticipate that the PoP phase will last six to eight months, including the evaluation period. Non-participating secretariats and agencies do not need to take action at this time.

As a reminder, the moratorium on print device purchases, leases and lease renewals remains in effect. During the transition to MPS, there may be circumstances in which pre-implementation agencies need to lease or purchase new devices to support business needs. Please see the attached print lease/purchase [moratorium guidelines](#) for more information on exemptions and waiver procedures. Note that these guidelines have been updated to account for the upcoming MPS transition period.

Please direct any questions about this initiative or the revised moratorium guidelines to [Richard.Moskowitz@mass.gov](mailto:Richard.Moskowitz@mass.gov), the Project Manager for the MPS Program Office.

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

Updated: September 12, 2023

Template version: 7.0

Page 9 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



OPERATIONAL SERVICES DIVISION

## Print Device Lease/Purchase Moratorium Guidelines

Single-Function Desktop Printers, Scanners and Fax Machines

The moratorium on purchasing new desktop printers, scanners and fax machines remains in effect.

- Agencies may continue to use existing desktop printers, scanners and fax machines until they reach end of life.
- Outright purchases of new desktop printers, scanners, or fax machines are not permitted.

Multi-Function Devices (MFDs)

The moratorium on purchasing new MFDs remains in effect.

- For leased MFDs nearing the end of their contract term, agencies should transition to a short-term rental agreement or a lease extension for a period of no more than 1 year. Agencies do not need to request a waiver for such lease extensions.
- For short term-lease extensions, agencies are required to renegotiate the lease price to reflect the depreciated value of the device.
- If a short-term lease extension is not a viable option, a new device may be leased for a term no longer than 3 years.
- Any new or renewed MFD leases must comply with the following requirements:
  - The device must be compatible with the agency network
  - The device must be compatible with a card release system (such as PrinterLogic) and should be procured with a card reader.
- Outright purchases of new MFDs are not permitted.

Moratorium Waiver Requests

Agencies may submit a waiver request to the MPS Program Office for a specific exemption from these moratorium guidelines. Waiver requests will be evaluated on a case-by-case basis.

- The waiver request should include a compelling rationale for the requested exemption.
- The EPS Program Office will evaluate waiver requests and respond to the agency with an approval, denial, or request for more information.
- Waiver requests and any supporting documents should be submitted to Richard Moskowitz, EPS Project Manager, at [richard.moskowitz@mass.gov](mailto:richard.moskowitz@mass.gov)

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

Updated: September 12, 2023

Template version: 7.0

Page 10 of 10

One Ashburton Place, Suite 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527

## Reclass Budget Funds Request

Used for moving funds *between* accounts.

FY24
------

Date: 09/19/23

Request From: Michael Thomas

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	592	PR Custodial OT B&G	(\$1,042.60)	
	<u>Add To</u>	583	PR Facilities Rental Cust OT		\$1,042.60
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$1,042.60) \$1,042.60



Reason for Reclass: To reclass Custodial OT from PR Fund #10 to PR Facilities Rental Cust OT Fund 65.

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

Authorized Signature: *Daniel Gale*  
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Michael Thomas*  
Michael Thomas, Senior Accountant

SC Authorized Signature(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reclass Budget Funds Request**  
 Used for moving funds between accounts.

**FY24**

Date: October 10, 2023  
 Request From: Alisha Brown  
 To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	<u>0550</u>	<u>Textbooks Instr Math FAR</u>	<u>(\$16,138.00)</u>	
	<u>Add To</u>	<u>4312</u>	<u>24-161 HQIM Txtbks FAR</u>		<u>\$16,138.00</u>
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>	<u>0550</u>	<u>Textbooks Instr Math MUL</u>	<u>\$ (16,138.00)</u>	
	<u>Add To</u>	<u>4312</u>	<u>24-161 HQIM Txtbks MUL</u>		<u>\$16,138.00</u>
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$32,276.00)    \$32,276.00

Reason for Reclass: To Reclass Expenses from Account# 0550 to Account# 4312

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

Authorized Signature:   
 Daniel Gale, Director of Finance & Operations

Preparer Signature:   
 Alisha M. Brown, Grants & Accounting Specialist

SC Authorized Signature(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reclass Budget Funds Request**  
 Used for moving funds between accounts.

FY24

Date: October 10, 2023  
 Request From: Alisha Brown  
 To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove From</u>	<u>0550</u>	<u>Textbooks Instr Math HHS</u>	<u>(\$22,587.00)</u>	
	<u>Add To</u>	<u>4312</u>	<u>24-161 HQIM Txtbks HHS</u>		<u>\$22,587.00</u>
<i>Fund Adjustment Number 2</i>	<u>Remove From</u>	<u>0550</u>	<u>Textbooks Instr Math FOR</u>	<u>\$ (16,137.00)</u>	
	<u>Add To</u>	<u>4312</u>	<u>24-161 HQIM Txtbks FOR</u>		<u>\$16,137.00</u>
<i>Fund Adjustment Number 3</i>	<u>Remove From</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>Add To</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Page Total:           (\$38,724.00)           \$38,724.00



Reason for Reclass: To Reclass Expenses from Account# 0550 to Account# 4312

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

Authorized Signature: *Daniel Gale*  
 Daniel Gale, Director of Finance & Operations

Preparer Signature: *Alisha M. Brown*  
 Alisha M. Brown, Grants & Accounting Specialist

SC Authorized Signature(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reclass Budget Funds Request**  
Used for moving funds *between* accounts.

FY24
------

Date: October 10, 2023

Request From: Alisha Brown

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u> <u>(incorrect)</u>	<u>Amount</u> <u>(correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	<u>3979</u>	<u>23-345 ADL Technology, Supplies &amp; Materi.</u>	<u>(\$719.15)</u>	
	<u>Add To</u>	<u>4129</u>	<u>24-345 ADL Technology, Supplies &amp; Materials</u>		<u>\$719.15</u>
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$719.15) \$719.15



Reason for Reclass: To Reclass Expenses from Grant# 3979 23-345 ADL to Grant# 4129 24-345 ADL

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

Authorized Signature: *Daniel Gale*  
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Alisha M. Brown*  
Alisha M. Brown, Grants & Accounting Specialist

SC Authorized Signature(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Reclass Budget Funds Request**  
Used for moving funds *between* accounts.

FY24

Date: October 10, 2023  
Request From: Michael Thomas  
To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		Acct #	Acct Name	Amount (incorrect)	Amount (correct)
Fund Adjustment Number 1	Remove				
	From	0367	Prev. Year General Expense Encumb	(\$486.21)	
	Add To	3829	FY21 Corpaorate Gift-Middlesex Sav Bank		\$486.21
Fund Adjustment Number 2	Remove			(incorrect)	(correct)
	From				
	Add To				
Fund Adjustment Number 3	Remove			(incorrect)	(correct)
	From				
	Add To				

Page Total: (\$486.21) \$486.21



Reason for Reclass: To reclass Reimbursement Check from Fund #20-0367 to Fund #61-3829.

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

Authorized Signature: *Daniel Gale*  
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Michael Thomas*  
Michael Thomas, Senior Accountant

SC Authorized Signature(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reclass Budget Funds Request**  
Used for moving funds *between* accounts.

FY23

Date: Friday, June 30, 2023  
 Request From: Michael Thomas  
 To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount (incorrect)</u>	<u>Amount (correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	1817	Admin Support Staff	(\$990.48)	
	<u>Add To</u>	533	Admin Support Attorney Fees		\$990.48
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total: (\$990.48) \$990.48



Reason for Reclass: To reclass Contract Svcs from PR Admin Staff to General Admin Supprt

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

Authorized Signature: *Daniel Gale*  
 Daniel Gale, Director of Finance & Operations

Preparer Signature: *Michael Thomas*  
 Michael Thomas, Senior Accountant

SC Authorized Signature(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reclass Budget Funds Request**  
Used for moving funds *between* accounts.

**FY23**

Date: 06/30/23

Request From: Alisha M. Brown

To: Asst Fin Dir/Asst Town Acct

Please record the following receipt reclass(es):

		<u>Acct #</u>	<u>Acct Name</u>	<u>Amount</u> <u>(incorrect)</u>	<u>Amount</u> <u>(correct)</u>
<i>Fund Adjustment Number 1</i>	<u>Remove</u>				
	<u>From</u>	<u>1924</u>	<u>School Choice</u>	<u>(\$0.30)</u>	
	<u>Add To</u>	<u>4031</u>	<u>Financial Education Innovation Grant</u>		<u>\$0.30</u>
<i>Fund Adjustment Number 2</i>	<u>Remove</u>				
	<u>From</u>	<u>3976</u>	<u>23-305 Title I</u>	<u>\$ (7,141.54)</u>	
	<u>Add To</u>	<u>3942</u>	<u>22-305 Title I</u>		<u>\$7,141.54</u>
<i>Fund Adjustment Number 3</i>	<u>Remove</u>				
	<u>From</u>				
	<u>Add To</u>				

Page Total:

(\$7,141.84)

\$7,141.84



**Reason for Reclass:** To Reclass Expenses from School Choice to Grant#4031 to close grant and to Reclass expenses from Grant# 3976 to Grant# 3942 for \$7,141.54.

Please Note:

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

Authorized Signature: *Daniel Gale*  
Daniel Gale, Director of Finance & Operations

Preparer Signature: *Alisha M. Brown*  
Alisha M. Brown, Grants & Accounting Specialist

SC Authorized Signature(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VII.

### Items of Interest to the School Committee

# VIII.

## Executive Session

IX.

Adjournment