

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



**TO:** Patricia W. Meuse, Esq., Chair  
School Committee Members

**FROM:** Tony McIntosh, Superintendent-Director *TM*

**SUBJECT:** Public Comment

As a reminder, below is the Shawsheen Regional Vocational Technical School District's Public Comment Policy,

## BEDH: PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires individuals to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner
2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.
4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made

during the public comment portion of the meeting do not necessarily reflect the views or positions of the School Committee.

6. Sign up instructions will be provided for those who wish to participate in Public Comment.

LEGAL REFS.: M.G.L. 30A: 18-25

CROSS REFS: BE, SCHOOL COMMITTEE MEETINGS

BEC, EXECUTIVE SESSIONS

BEDA, NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

APPROVED: April 25, 2023

To the School Committee + Shawsheen Community

Thank you so much for the beautiful flowers! I appreciate the support + feel blessed to be part of such a supportive community!

Thank you

Regards,  
Mr. West



Tony McIntosh,

Thank you for being a  
valuable partner in the tree  
Lighting! And for the use of  
your parking lot to test the  
Lights!



The Billerica Holiday Festival wishes to express to  
you our deepest gratitude for your continued  
support of our events each year!

From the bottom of our hearts: THANK YOU!

Sincerely,

The Billerica Holiday Festival Committee



January 1, 2026

[nstaude@shawtech.org](mailto:nstaude@shawtech.org)  
 Nichole Staude  
 Shawsheen Valley Technical High School  
 100 Cook Street  
 Billerica, MA 01821

FOR PROFESSIONAL SERVICES RENDERED

12/01/25	Telephone conference with Superintendent .....	0.3 hours
12/01/25	Preparation re: personnel matter .....	1.0 hours
12/02/25	Research and preparation re: public records request .....	1.5 hours
12/03/25	Telephone conference with attorney .....	0.3 hours
12/03/25	Telephone conference with Superintendent .....	0.3 hours
12/03/25	Research and preparation re: public records request .....	2.0 hours
12/04/25	Preparation of correspondence with attorney .....	0.3 hours
12/04/25	Telephone conference with Superintendent .....	0.3 hours
12/04/25	Review of correspondence, preparation of correspondence ..	0.3 hours
12/04/25	Research and preparation re: public records request .....	2.0 hours
12/08/25	Meeting re: personnel matter .....	1.5 hours
12/09/25	Preparation re: personnel matter .....	0.5 hours
12/15/25	Telephone conference with Superintendent, preparation of correspondence, preparation .....	1.0 hours
12/15/25	Telephone conference with Chair .....	0.3 hours
12/15/25	Telephone conference with Chair, telephone conference with Superintendent .....	0.5 hours
12/16/25	Telephone conference with Superintendent, review of correspondence .....	0.3 hours
12/16/25	Telephone conference with School Committee member .....	0.3 hours
12/18/25	Review of correspondence .....	0.3 hours
12/22/25	Review of correspondence, telephone conference with Superintendent .....	0.3 hours
12/23/25	Review of correspondence, preparation of correspondence ..	0.3 hours

12/23/25 Telephone conference with Superintendent ..... 0.3 hours

13.9 hours @ \$275.00 = \$3,822.50

Total Due: \$3,822.50

Please make check payable to:

Howard L. Greenspan  
200 Broadway, Suite 304  
Lynnfield, MA 01940

*Tom M. L.*  
*1/5/2026*

February 1, 2026

nstaude@shawtech.org  
Nichole Staude  
Shawsheen Valley Technical High School  
100 Cook Street  
Billerica, MA 01821

FOR PROFESSIONAL SERVICES RENDERED

01/05/26	Review and preparation .....	1.0 hours
01/08/26	Telephone conference with Superintendent .....	0.3 hours
01/08/26	Review of Motions, telephone conference with Superintendent .....	0.5 hours
01/10/26	Preparation re: personnel matter .....	1.0 hours
01/12/26	Review of correspondence, preparation of correspondence	0.3 hours
01/13/26	Telephone conference with Superintendent .....	0.3 hours
01/15/26	Telephone conference with School Committee member .....	0.3 hours
01/20/26	Review of correspondence, preparation of correspondence	0.3 hours
01/21/26	Telephone conference with Chair .....	0.3 hours
01/21/26	Telephone conference with Superintendent .....	0.3 hours
01/29/26	Telephone conference with Superintendent .....	0.3 hours
01/31/26	Research and preparation re: personnel matter .....	1.0 hours

5.9 hours @ \$275.00 = \$1,622.50

Total Due: \$1,622.50

Please make check payable to:

Howard L. Greenspan  
200 Broadway, Suite 304  
Lynnfield, MA 01940

*Tony*  
*Nu*  
*2/14/2026*



# INVOICE

Invoice # 866  
 Date: 01/05/2026  
 Due On: 01/26/2026

63 Shore Road, Suite 35  
 Winchester, MA 01890  
 Phone: 5085794262

Shawsheen Valley Technical High School

00043 Shawsheen Valley Technical High School

## Ongoing consultation.

Type	Date	Notes	Quantity	Rate	Total
Expense	11/20/2025	Mileage: Mileage cost for travel to/from.	18.00	\$0.70	\$12.60
Expense	11/20/2025	Mileage: Mileage cost for travel to/from.	16.00	\$0.70	\$11.20
Service	12/12/2025	Review and revise document. Phone call and emails with staff.	1.50	\$275.00	\$412.50
Service	12/17/2025	Review documents.	0.25	\$275.00	\$68.75
Service	12/22/2025	Phone call with client.	0.25	\$275.00	\$68.75
				<b>Total</b>	<b>\$573.80</b>

## Detailed Statement of Account

### Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
769	08/30/2025	\$137.50	\$0.00	\$137.50
826	11/30/2025	\$137.50	\$0.00	\$137.50
847	12/29/2025	\$3,036.90	\$0.00	\$3,036.90

### Current Invoice

1  
 confirmed \$ 3,311.90  
 paid w/ check #  
 157172.

Invoice Number	Due On	Amount Due	Payments Received	Balance Due	
866	01/26/2026	\$573.80	\$0.00	\$573.80	
				<b>Outstanding Balance</b>	<b>\$3,885.70</b>
				<b>Total Amount Outstanding</b>	<b>\$3,885.70</b>

Please make all amounts payable to: KM Education Law, LLC within 30 days of receipt.

*Tony McIntosh*  
*1/5/2026*



# INVOICE

Invoice # 888  
 Date: 02/02/2026  
 Due On: 03/02/2026

71 Cross Street  
 Winchester, MA 01890  
 Phone: 5085794262

Shawsheen Valley Technical High School

00043-Shawsheen Valley Technical High School

## Ongoing consultation.

Type	Date	Notes	Quantity	Rate	Total
Service	01/29/2026	Draft letter.	0.50	\$275.00	\$137.50
<b>Total</b>					<b>\$137.50</b>

check # 157404  
 confirmed pd.

## Detailed Statement of Account

### Other Invoices

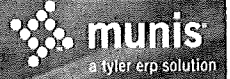
Invoice Number	Due On	Amount Due	Payments Received	Balance Due
866	01/26/2026	\$573.80	\$0.00	\$573.80

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
888	03/02/2026	\$137.50	\$0.00	\$137.50
<b>Outstanding Balance</b>				<b>\$711.30</b>
<b>Total Amount Outstanding</b>				<b>\$711.30</b>

Please make all amounts payable to: KM Education Law, LLC within 30 days of receipt.

*Tony M. Moore*  
 2/2/2026



# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/14/2026    WARRANT: PR800    AMOUNT: \$ 143,397.48

Signed by:  
*James Williams*  
BF28EF3B45FC402...

James Williams

DocuSigned by:  
*Brian Odonnell*  
9937A41BEAC2479...

Brian Odonnell



# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## DETAIL INVOICE LIST

CASH ACCOUNT: 0100      010500      WARRANT: PR800      01/14/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
528	AFSCME COUNCIL 93 TREASURER	Payroll Run 1 - Warrant 8	596.20
561	AMERICAN FUNDS SERVICE CO.	Payroll Run 1 - Warrant 8	2,775.00
3314	AMERIPRISE FINANCIAL SERVICES,	Payroll Run 1 - Warrant 8	300.00
10744	ASCENSUS TRUST COMPANY	Payroll Run 1 - Warrant 8	1,925.00
10217	BRIGHTHOUSE LIFE INSURANCE CO	Payroll Run 1 - Warrant 8	100.00
1017	COMMONWEALTH OF MASSACHUSETTS	Payroll Run 1 - Warrant 8	595.00
10574	COREBRIDGE FINANCIAL INC	Payroll Run 1 - Warrant 8	567.14
641	DELTA DENTAL	Payroll Run 1 - Warrant 8	2,442.11
3620	EQUITABLE FINANCIAL	Payroll Run 1 - Warrant 8	2,900.00
10189	FIDUCIARY TRUST COMPANY OF NEW	Payroll Run 1 - Warrant 8	100.00
3033	GREAT-WEST RETIREMENT SERVICES	Payroll Run 1 - Warrant 8	2,587.87
3034	GREAT-WEST RETIREMENT SERVICES	Payroll Run 1 - Warrant 8	875.00
9531	INVESCO INVESTMENT SERVICES, I	Payroll Run 1 - Warrant 8	1,115.00
547	MASS MUTUAL V.A.	Payroll Run 1 - Warrant 8	350.00
3495	MASSACHUSETTS TEACHERS RETIREM	Payroll Run 1 - Warrant 8	86,397.96
4379	METLIFE	Payroll Run 1 - Warrant 8	905.00
4673	MIDDLESEX COUNTY RETIREMENT SY	Payroll Run 1 - Warrant 8	15,608.14
3587	NEW YORK LIFE INSURANCE	Payroll Run 1 - Warrant 8	100.00
3035	SHAWSHEEN DAY CARE	Payroll Run 1 - Warrant 8	9,319.00
5995	STA TREASURER	Payroll Run 1 - Warrant 8	6,889.82
486	SUNLIFE FINANCIAL	Payroll Run 1 - Warrant 8	801.50
8721	SUNLIFE FINANCIAL	Payroll Run 1 - Warrant 8	1,524.06
764	SUNLIFE FINANCIAL LTD	Payroll Run 1 - Warrant 8	4,423.68
556	T. ROWE PRICE	Payroll Run 1 - Warrant 8	100.00
559	VARIABLE ANNUITY LIFE INS. CO.	Payroll Run 1 - Warrant 8	100.00



# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## DETAIL INVOICE LIST

CASH ACCOUNT: 0100      010500      WARRANT: PR800      01/14/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
25 INVOICES		WARRANT TOTAL	143,397.48



# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## WARRANT SUMMARY

WARRANT: PR800 01/14/2026

ACCOUNT	ORG	DESC	ACCT	DESC	
4000-000-0000-0-0-0000-0-00-204300	FIDUCIARY	Social Sec			2,587.87
4000-000-0000-0-0-0000-0-00-204400	FIDUCIARY	FLEXIBLE H			6,298.00
4000-000-0000-0-0-0000-0-00-204500	FIDUCIARY	LONG TERM			4,423.68
4000-000-0000-0-0-0000-0-00-204700	FIDUCIARY	DENTAL INS			2,442.11
4000-000-0000-0-0-0000-0-00-204900	FIDUCIARY	Life Insur			2,325.56
4000-000-0000-0-0-0000-0-00-205000	FIDUCIARY	Middlesex			15,608.14
4000-000-0000-0-0-0000-0-00-205200	FIDUCIARY	Mass Teach			86,397.96
4000-000-0000-0-0-0000-0-00-205300	FIDUCIARY	Annuities			12,212.14
4000-000-0000-0-0-0000-0-00-205500	FIDUCIARY	Dues Payab			7,486.02
4000-000-0000-0-0-0000-0-00-206100	FIDUCIARY	Alimony			3,021.00
4000-000-0000-0-0-0000-0-00-206500	FIDUCIARY	CHILD SUPP			595.00
		FUND TOTAL			<b>143,397.48</b>
<b>WARRANT SUMMARY TOTAL</b>					<b>143,397.48</b>

\*\* END OF REPORT - Generated by Mary Rubio \*\*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 01/12/2026 WARRANT: 2026 13 AMOUNT:\$ 535,775.16

Signed by: <i>James Williams</i> BF26EF3B45FC402...	James Williams
DocuSigned by: <i>Brian Odonnell</i> 8827A1BEAC2470...	Brian Odonnell
Signed by: <i>Sarah Dorer</i>	Sarah Dorer
DocuSigned by: <i>Ronald Fusco</i> DTCCF1D07D8D423...	Ronald Fusco



# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## DETAIL INVOICE LIST

✓ = TREASURER REVIEWED SUPPORTING INVOICE AND PURCHASE ORDER

CASH ACCOUNT: 0100 010500

WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
9794	ACE ENDICO, INC	CAFE-GROCERY PRODUCTS	1,414.37 ✓
5406	AIRGAS EAST, INC	MF-FY26 GAS	532.00 ✓
10815	AMAZON CAPITAL SERVICES INC	SCI-SUPPLIES	2,077.09 ✓
10815	AMAZON CAPITAL SERVICES INC	ISSN-SUPPLIES	85.29 ✓
10815	AMAZON CAPITAL SERVICES INC	GA-SUPPLIES	444.90 ✓
10815	AMAZON CAPITAL SERVICES INC	CARP-TOOLS	3,702.47 ✓
10815	AMAZON CAPITAL SERVICES INC	ELECTRONICS-SUPPLIES	198.33 ✓
10815	AMAZON CAPITAL SERVICES INC	CARP-TOOLS	223.74 ✓
10815	AMAZON CAPITAL SERVICES INC	MA-SUPPLIES	28.89 ✓
10815	AMAZON CAPITAL SERVICES INC	MA-SUPPLIES	575.02 ✓
10815	AMAZON CAPITAL SERVICES INC	GA-SUPPLIES	188.58 ✓
10815	AMAZON CAPITAL SERVICES INC	ELECTRONICS-SUPPLIES	1,019.39 ✓
8542	VESTIS GROUP INC	GA-SUPPLIES	154.86 ✓
8542	VESTIS GROUP INC	GA-SUPPLIES	154.86 ✓
8542	VESTIS GROUP INC	GA-SUPPLIES	154.86 ✓
2060	BEST BUY	ISSN-SUPPLIES	539.97 ✓
989	BILLERICA PUBLIC SCHOOLS	ATH-B/HOCK ICE RENTAL	9,895.00 ✓
4461	BLICK ART MATERIALS	DVC-SUPPLIES	108.00 ✓
4461	BLICK ART MATERIALS	DVC-PROJECT EXPLORE SUPPL	111.31 ✓
10573	BLUE20/20	VISION/01.01.26-01.31.26	1,828.52 ✓
4523	BOB'S TIRE CO	AM-TIRE REMOVAL	262.50 ✓
3764	BSN SPORTS	ATH-SUPPLIES	4,621.31 ✓
3764	BSN SPORTS	ATH-V/BALL CAC GEAR	1,315.09 ✓
3764	BSN SPORTS	ATH-BASEBALL SUPPLIES	1,769.30 ✓
11077	BUDGET BUSINESS MACHINES INC	CS-WORKFLOW TRANSLATOR	950.00 ✓
322	CAROL GEARY	LPN-FINANCIAL AID COORDIN	382.50 ✓
518	CAROLINA BIOLOGICAL SUPPLY	SCI-SUPPLIES	1,063.85 ✓
452	CARQUEST AUTO PARTS	AM-TOOLS	747.11 ✓
452	CARQUEST AUTO PARTS	AM-CUSTOMER PARTS	6,832.25 ✓
452	CARQUEST AUTO PARTS	AB-CUSTOMER PARTS	271.73 ✓
9167	CASELLA WASTE MANAGEMENT OF MA	BO-WASTE REFUSE 7.1.25- 6	*4,665.50
9167	CASELLA WASTE MANAGEMENT OF MA	RECYCLING CONTAINER	434.55 ✓
9880	CENTRAL PAPER COMPANY	GA-SUPPLIES	1,352.94 ✓
9880	CENTRAL PAPER COMPANY	GA-SUPPLIES	328.12 ✓

gw  
 \* CHECK WILL BE VOIDED. INVOICE IS \$6,165.50 AND EMAIL FROM VENDOR STATES TO DEDUCT A \$500.00 CREDIT, SO AMOUNT SHOULD BE \$5,665.50  
 \* OR ADD'L CHECK FOR \$1,000 ISSUED.

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100

010500

WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
5827	CENTRAL STEEL	MF-SUPPLIES	2,101.26 ✓
5827	CENTRAL STEEL	MF-PROJECT EXPLORE SUPPLI	540.00 ✓
579	CHANEY ELECTRONICS	ELECTRONICS-SUPPLIES	5,392.55 ✓
579	CHANEY ELECTRONICS	ELECTRONICS-PROJECT EXPLO	371.75 ✓
982	CHRISTIANSO	BO-BUS TRANSPORTATION	156,703.68 ✓
982	CHRISTIANSO	BO-BUS TRANSPORTATION	9,110.88 ✓
982	CHRISTIANSO	SPED-STUDENT TRANSPORTATI	3,060.00 ✓
219	COLLINS OVERHEAD DOOR, INC	MAINT-REPAIR SERVICES	3,950.00 ✓
267	COLLINS SPORTS MEDICINE	ATH-TRAINER SUPPLIES	178.28 ✓
5183	COMCAST BUSINESS SERVICES	930005067/ETHERNET LINE 2	1,030.00 ✓
5183	COMCAST BUSINESS SERVICES	939757358/ETHERNET LINE 1	975.00 ✓
5183	COMCAST BUSINESS SERVICES	0149783TVADAPT/01.01.26-0	96.80 ✓
1455	COMMONWEALTH OF MASSACHUSETTS	MAINT-BOILER INSPECTION	50.00 ✓
3275	CONCORD ELECTRIC SUPPLY	AD. ED-SUPPLIES	862.16 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CUL-GROCERY PRODUCTS	856.70 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CAFE-GROCERY PRODUCTS	245.37 ✓
10743	CREATIVE LANGUAGE CLASS LLC	SPAN-MEMBERSHIP	200.00 ✓
8739	DARCI MCCAULEY	CAFE-UNIFORM REIMBURSEMEN	286.88 ✓
6551	DAWSON-MACDONALD CO.	AM-SUPPLIES	1,547.05 ✓
641	DELTA DENTAL	RETIRES DENTAL/01.01.26-	1,804.25 ✓
641	DELTA DENTAL	DENTAL/01.01.26-01.31.26	21,279.97 ✓
7657	DIAMEDICAL USA	HA-SURGICAL BEDS	13,520.00 ✓
1195	EAGLE LEASING	MF-STORAGE CONTAINER	169.00 ✓
1792	EASTERN PROPANE GAS, INC	MAINT-FY26 PROPANE	949.14 ✓
1792	EASTERN PROPANE GAS, INC	MAINT-FY26 PROPANE	-45.16 ✓
9723	EASTERN SITE SUPPLY	PROJECT EXPLORE SAFETY GL	657.12 ✓
1022	ELECTRIC SUPPLY CENTER	MF-SUPPLIES	7,648.81 ✓
1022	ELECTRIC SUPPLY CENTER	ELEC-FIELDHOUSE SUPPLIES	9,755.96 ✓
1022	ELECTRIC SUPPLY CENTER	ELEC-FIELDHOUSE SUPPLIES	6,588.83 ✓
1531	ELSEVIER HEALTH SERVICES	MA-TEXTBOOKS	2,029.54 ✓
1531	ELSEVIER HEALTH SERVICES	DENT-TEXTBOOKS	4,058.24 ✓

*JW*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100 010500

WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
601 F. W. WEBB COMPANY		CREDIT USE	-116.98✓
601 F. W. WEBB COMPANY		CREDIT USE	-537.39✓
601 F. W. WEBB COMPANY		MAINT-GREASE TRAP REPAIRS	-178.72✓
601 F. W. WEBB COMPANY		HVAC-SUPPLIES	6,163.84✓
375 FANTINI & SON BAKING		CAFE-BREAD PRODUCTS	299.60✓
147 FINANCIAL AID SERVICES, INC.		LPN-FINANCIAL AID	879.00✓
3111 FMC TECHNOLOGIES, INC.		MAINT-REPAIR SERVICES	400.00✓
2730 GALLIVAN COMPANY, INC.		MAINT-BLEACHER INSPECTION	2,540.00✓
6044 GILL'S PIZZA COMPANY		CAFE-PIZZAS	630.00✓
6044 GILL'S PIZZA COMPANY		CAFE-PIZZAS	717.50✓
10755 GOLD STAR FOODS INC		CAFE-GROCERY PRODUCTS	233.25✓
10755 GOLD STAR FOODS INC		CAFE-PAPER PRODUCTS	55.98✓
2111 GOVCONNECTION, INC.		BO-PRINTER	1,099.00✓
135 GRAINGER		MAINT-BUILDING SUPPLIES	142.18✓
10665 GRIMCO INC		GA-SUPPLIES	44.65✓
10324 HOLLY GLYNN		SPED-SPEECH PATH. SERVICE	2,790.00✓
9201 INNOVATIVE PERFORMANCE		ATH-JV CHEER MUSIC	344.00✓
165 JACKSON LUMBER & MILLWORK CO.		CARP-SUPPLIES	-167.52✓
165 JACKSON LUMBER & MILLWORK CO.		CARP-SUPPLIES	892.80✓
165 JACKSON LUMBER & MILLWORK CO.		CARP-SUPPLIES	172.95✓
165 JACKSON LUMBER & MILLWORK CO.		MF-SUPPLIES	784.32✓
11084 JESICA TEPEROW CONSULTING LLC		PD-STUDENT/STAFF TRAUMA 1	3,000.00✓
2049 JOHN BAGNI		CASUAL FOR A CAUSE	2,550.00✓
218 JOHN'S SEWER & PIPE CLEANING,		MAINT-DRAIN SERVICES	330.00✓
10142 KATINA LAWDIS		SPED-OT SERVICES	187.50✓
10829 KM EDUCATION LAW LLC		BO-FY26 LEGAL SERVICES	137.50✓
10829 KM EDUCATION LAW LLC		BO-FY26 LEGAL SERVICES	137.50✓
10829 KM EDUCATION LAW LLC		BO-FY26 LEGAL SERVICES	3,036.90✓
590 M.S.C. INDUSTRIAL SUPPLY		MT-SUPPLIES	3,940.53✓
590 M.S.C. INDUSTRIAL SUPPLY		MT-SUPPLIES	597.71✓

*gw*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100 010500 WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
301	MACLELLAN CONCRETE	MASON-BASEBALL PRESS BOX	1,360.00 ✓
5584	COHERE BEAUTY OMAHA INC.	COSMO-TOOLS	378.00 ✓
2500	MCMaster-CARR	ELECTRONICS-SUPPLIES	2,560.74 ✓
2500	MCMaster-CARR	ELECTRONICS-SUPPLIES	-387.20 ✓
2500	MCMaster-CARR	ELECTRONICS-SUPPLIES	387.20 ✓
5410	THE METRO GROUP, INC	MAINT-REPAIR SERVICE	222.48 ✓
3306	NATIONAL GRID	01111-04011/11.05.25-12.0	1,709.79 ✓
36	NLN	LPN-MEMBERSHIP RENEWAL	1,300.00 ✓
11042	NEVCO SPORTS LLC	ATH-SCOREBOARD	22,205.25 ✓
10861	NW PEST CONTROL	MAINT-PEST CONTROL SERVIC	275.00 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	112.00 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	-112.00 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	112.00 ✓
3604	OFFICE DEPOT	DRAFT-SUPPLIES	762.02 ✓
3604	OFFICE DEPOT	DRAFT-SUPPLIES	25.60 ✓
3604	OFFICE DEPOT	DRAFT-SUPPLIES	54.18 ✓
6220	PATTERSON DENTAL	DENT-SUPPLIES	348.58 ✓
6220	PATTERSON DENTAL	DENT-SUPPLIES	1,438.60 ✓
6220	PATTERSON DENTAL	DENT-SUPPLIES	782.76 ✓
6220	PATTERSON DENTAL	DENT-SUPPLIES	273.52 ✓
1275	PRIME TIME SPORTS, INC.	ATH-G/LAX JERSEYS	3,176.00 ✓
8778	PROFESSIONAL ATHLETIC TRAINING	FY26 ATHLETIC TRAINER	5,150.00 ✓
61	RICOH USA, INC	GA-COPIER OVERAGES	2,873.90 ✓
61	RICOH USA, INC	GA-COPIER OVERAGES	5.12 ✓
61	RICOH USA, INC	BO-SOFTWARE LEASES	5,623.80 ✓
61	RICOH USA, INC	GA-COPIER OVERAGES	34.74 ✓
10842	ROBYN FERRONETTI	SPED-ACADEMIC ACHIEVEMENT	600.00 ✓
10578	ROSEV DAIRY FOODS INC	CAFE-DAIRY PRODUCTS	130.00 ✓
10578	ROSEV DAIRY FOODS INC	CAFE-DAIRY PRODUCTS	127.50 ✓
10578	ROSEV DAIRY FOODS INC	CAFE-DAIRY PRODUCTS	272.50 ✓
10578	ROSEV DAIRY FOODS INC	CAFE-DAIRY PRODUCTS	381.73 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	-180.00 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	103.62 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	135.60 ✓

*JW*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100

010500

WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	44.28 ✓
10740	S J SERVICES INC	BO-FY26 CLEANING SERVICES	33,647.90 ✓
10740	S J SERVICES INC	BO-FY26 CLEANING SERVICES	33,784.10 ✓
10231	SARKISIAN APPAREL LLC	S/STORE-INVENTORY	4,115.00 ✓
2365	SCOTT MACHINE DEVELOPMENT CORP	SUP-BADGES	34.10 ✓
10577	SCHOOL FOOD SERVICES OF NEW EN	CAFE-CONSORTIUM PROGRAM	250.00 ✓
8499	SHAMROCKS RINK MANAGEMENT INC.	ATH-HOCK ICE RENTAL	9,425.00 ✓
7569	SHRED-IT USA LLC	BO-SHREDDING SERVICES	355.31 ✓
9168	SPINELLI'S CATERING	PD-BREAKFAST/LUNCH 1.5.26	1,665.00 ✓
9168	SPINELLI'S CATERING	PD-BREAKFAST/LUNCH 1.5.26	2,041.15 ✓
8087	STAHL'S TRANSFER EXPRESS	GA-SUPPLIES	193.50 ✓
130	STAPLES	GUIDE-SUPPLIES	290.79 ✓
130	STAPLES	GUIDE-SUPPLIES	116.44 ✓
130	STAPLES	GUIDE-SUPPLIES	25.64 ✓
130	STAPLES	SCI-SUPPLIES	314.55 ✓
130	STAPLES	MASON-SUPPLIES	364.62 ✓
594	STAR SALES	CARP-TOOL REPAIR	30.00 ✓
594	STAR SALES	CARP-TOOL REPAIR	107.49 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	1,180.00 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	118.32 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	256.00 ✓
486	SUNLIFE FINANCIAL	BO-FY26 LTD	2,803.56 ✓
63	SUPPLIES UNLIMITED	GA-SUPPLIES	680.00 ✓
63	SUPPLIES UNLIMITED	GA-SUPPLIES	530.00 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS CRED	73.90 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	44.10 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	34.65 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	1,126.97 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	351.90 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	1,017.73 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	410.05 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	14.79 ✓
1237	TEWKSBURY MASONRY SUPPLY	MASON-PROJECT EXPLORE SUP	389.35 ✓
11083	THE FACEOFF ACADEMY LLC	G/LAX-CLINIC REGISTRATION	1,000.00 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## DETAIL INVOICE LIST

CASH ACCOUNT: 0100      010500      WARRANT: 2026 13 01/12/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	3,794.91 ✓
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	3,535.32 ✓
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	2,859.46 ✓
11015	TMSOLUTION INC	SUP-SCHOOL MANAGEMENT SER	14,000.00 ✓
482	TOWN OF BILLERICA POLICE	ATH-HOME GAME POLICE DETA	280.00 ✓
8911	UNITED ELEVATOR	MAINT-REPAIR SERVICES	128.75 ✓
9969	US OMNI & TSACG COMPLIANCE SER	BO-403B ADMIN FEE	102.20 ✓
9969	US OMNI & TSACG COMPLIANCE SER	BO-403B ADMIN FEE	75.00 ✓
8126	USA DIGITIZERS	GA-FILE DIGITIZER	35.00 ✓
8868	VARSITY ATHLETIC APPAREL, INC	ATH-PINS	914.00 ✓
8868	VARSITY ATHLETIC APPAREL, INC	ATH-PINS	73.50 ✓
4778	VARSITY SWIM SHOP	ATH-SWIMSUITS	2,179.15 ✓
155	VERIZON	617-815-8831/12.01.25-12.	605.97 ✓
155	VERIZON	CS-HOTSPOT	90.00 ✓
4957	VERIZON WIRELESS	885816514-00001/11.24.25-	237.45 ✓
2890	W.B. MASON	MAINT-JANITORIAL SUPPLIES	387.20 ✓
2890	W.B. MASON	MAINT-JANITORIAL SUPPLIES	1,825.50 ✓
2890	W.B. MASON	SOC.STUD-SUPPLIES	124.80 ✓
2890	W.B. MASON	MAINT-JANITORIAL SUPPLIES	8.92 ✓
2890	W.B. MASON	MAINT-JANITORIAL SUPPLIES	580.80 ✓
2890	W.B. MASON	BO-TONER	410.58 ✓
5846	WHALLEY COMPUTER ASSOCIATES, I	ELECTRONICS-LAPTOPS	18,933.07 ✓
185 INVOICES		WARRANT TOTAL	535,775.16

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## WARRANT SUMMARY

WARRANT: 2026 13 01/12/2026

ACCOUNT	ORG DESC	ACCT DESC	
0100-001-1100-0-4-0000-0-00-503800	SC SAL	SC Legal C	3,311.90
0100-002-1200-0-4-0000-0-02-500006	AO OFF SUP	Admin Offi	1,509.58
0100-002-2300-0-4-0000-0-03-500006	AO COMM SU	SUPPLIES P	3,706.15
0100-002-2300-0-4-0000-0-03-500011	AO COMM SU	CONTRACT S	14,000.00
0100-002-4230-0-4-0000-0-02-500500	AO OFF CON	Admin Offi	5,623.80
0100-004-2300-1-4-0000-0-00-500006	AM SUPPLY	Automotive	1,547.05
0100-004-2400-1-4-0000-0-00-500007	AM TEXT	Automotive	747.11
0100-007-2300-1-4-0000-0-00-500006	CARP SUPPL	Supplies	1,936.44
0100-007-7300-1-4-0000-0-00-500008	CARP TOOL	Tools	3,025.49
0100-009-7300-1-4-0000-0-00-500008	COS TOOLS	Tools	378.00
0100-010-2300-1-4-0000-0-00-500006	CUL SUPPLY	Supplies	761.95
0100-106-2401-1-4-0000-0-00-500010	Spanish	SOFTWARE	200.00
0100-107-2300-1-4-0000-0-00-500006	EXPENSE	SUPPLIES	2,843.46
0100-107-2400-1-4-0000-0-00-500007	TEXTBOOKS	TEXTBOOKS	4,058.24
0100-010-7300-1-4-0000-0-00-500009	CUL TOOLS	Equipment	-295.70
0100-108-2400-1-4-0000-0-00-500007	Me1 Lab	TEXTBOOKS	2,633.45
0100-011-2300-1-4-0000-0-00-500006	INT SUPPLY	Supplies	625.26
0100-011-4230-1-4-0000-0-00-500011	INT CON SE	Contract S	96.80
0100-013-2300-1-4-0000-0-00-500006	DRAF SUPPL	Supplies	841.80
0100-014-2300-1-4-0000-0-00-500006	ELCS SUPPL	Supplies	11,740.40
0100-014-4230-1-4-0000-0-00-500011	ELCS CON S	Contract S	465.50
0100-014-7300-1-4-0000-0-00-500008	ELCS TOOLS	Tools	95.41
0100-016-2300-1-4-0000-0-00-500006	GRAP SUPPL	Supplies	6,758.09
0100-016-7300-1-4-0000-0-00-500008	GRAPTOOLS	Tools	417.94
0100-018-2300-1-4-0000-0-00-500006	MACH SUPPL	Advan. Man	397.89
0100-018-7300-1-4-0000-0-00-500008	MACH TOOLS	Adv Manufa	4,140.35
0100-019-2300-1-4-0000-0-00-500006	MASO SUPPL	Supplies	364.62
0100-020-2300-1-4-0000-0-00-500006	META SUPPL	Supplies	2,101.26
0100-020-2300-1-4-0000-0-00-500017	META SUPPL	METAL FAB	532.00
0100-020-4230-1-4-0000-0-00-500011	META CON S	Contract S	169.00
0100-023-2300-1-4-0000-0-00-500006	TECH SUPPL	Supplies	108.00
0100-026-7300-1-4-0000-0-00-500009	PHYS TOOLS	Equipment	-537.39
0100-027-2300-1-4-0000-0-00-500006	SCIE SUPPL	Supplies	3,455.49
0100-028-2300-1-4-0000-0-00-500006	SOCI SUPPL	Supplies	124.80
0100-029-4230-1-4-0000-0-00-500011	SP ED CON	Contract S	3,577.50
0100-032-2700-1-4-0000-0-00-500006	GUID SUPPL	Supplies	432.87
0100-032-4230-1-4-0000-0-00-501000	GUID CON S	Project Ex	2,069.53
0100-033-3510-1-4-0000-0-00-500006	ATHL SUPPL	Athletics	14,226.63
0100-033-4230-1-4-0000-0-00-500011	ATHL CON S	Athletics	24,750.00
0100-033-7300-1-4-0000-0-00-500009	ATHL TOOL	Athletics	38,550.04
0100-037-2300-0-4-0000-0-00-500006	MONITOR SA	Teach Misc	389.41
0100-038-4220-0-4-0000-0-00-500006	BD SECUR S	Build Supp	3,056.60
0100-038-4230-0-4-0000-0-00-500500	BD CON SER	Build Cont	7,896.23
0100-039-3370-0-4-0000-0-00-504700	TRNS HND S	Transport	165,814.56
0100-039-3370-0-4-0000-0-00-505100	TRNS HND S	Transport	3,060.00
0100-039-4110-0-4-0000-0-00-502200	FC REFUSE	FC Refuse	5,100.05
0100-039-4110-0-4-0000-0-00-502300	FC REFUSE	Contract C	67,432.00
0100-039-4120-0-4-0000-0-00-501300	FC HEAT	FC Heating	903.98
0100-039-4130-0-4-0000-0-00-501500	FC SEWAGE	FC Utiliti	1,709.79
0100-039-4130-0-4-0000-0-00-501600	FC SEWAGE	FC Utiliti	2,848.42

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## WARRANT SUMMARY

WARRANT: 2026 13 01/12/2026

ACCOUNT	ORG DESC	ACCT DESC	
0100-039-5200-0-4-0000-0-00-502500	FC DENTAL	FC Insuran	23,084.22
0100-039-5200-0-4-0000-0-00-502850	FC DENTAL	Fixed Cost	1,828.52
0100-039-5200-0-4-0000-0-00-503500	FC DENTAL	FC Life In	2,980.76
0100-064-4230-0-4-0000-0-04-500510	COMPU C S	Admin Offi	1,040.00
		FUND TOTAL	<b>448,635.25</b>
2205-085-3400-1-0-0000-0-00-500006	CAFETERIA	SUPPLIES	14,984.37
2205-085-3400-1-0-0000-0-00-500011	CAFETERIA	CONTRACT S	250.00
		FUND TOTAL	<b>15,234.37</b>
2500-000-2300-4-4-0000-0-00-500006	NIGHT SCHO	SUPPLIES	862.16
		FUND TOTAL	<b>862.16</b>
5000-003-2300-1-1-0000-0-00-500013	ACR REV	EXPENSE	6,163.84
5000-004-2300-1-1-0000-0-00-500013	AM REV	EXPENSE	8,649.07
5000-005-2300-1-1-0000-0-00-500013	AB REV	EXPENSE	271.73
5000-010-2300-1-1-0000-0-00-500013	CUL REV	EXPENSE	3,168.84
5000-016-2300-1-1-0000-0-00-500013	GRAP REV	EXPENSE	103.50
5000-041-2300-1-1-0000-0-00-500013	ATI REV	EXPENSE	2,550.00
5000-048-2300-1-1-0000-0-00-500013	SCH ST REV	EXPENSE	4,115.00
5000-050-2300-1-1-0000-0-00-500009	LPN REV	EQUIPMENT	13,520.00
5000-050-2300-1-1-0000-0-00-500012	LPN REV	SALARY	382.50
5000-050-2300-1-1-0000-0-00-500013	LPN REV	SUPPLIES	2,179.00
5000-069-2300-1-1-0000-0-00-500013	FR BASEBAL	SHOP EXPEN	1,360.00
5000-070-2300-1-1-0000-0-00-500013	FB CHEERLE	SHOP EXPEN	344.00
5000-072-2300-1-0-0000-0-00-500013	GIRLS LACR	SHOP EXPEN	1,000.00
		FUND TOTAL	<b>43,807.48</b>
7828-000-0000-0-0-0000-0-00-500006	FY26 #400	SUPPLIES	15,802.77
		FUND TOTAL	<b>15,802.77</b>
8911-020-0000-0-0-0000-0-00-500011	FY26 Skill	CONTRACT S	8,433.13
		FUND TOTAL	<b>8,433.13</b>
8912-000-0000-0-0-0000-1-00-500011	BRYT FY26	CONTRACT S	3,000.00
		FUND TOTAL	<b>3,000.00</b>
<b>WARRANT SUMMARY TOTAL</b>			<b>535,775.16</b>

\*\* END OF REPORT - Generated by Mary Rubio \*\*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/11/2026    WARRANT: PR802    AMOUNT: \$ 133,176.07

Signed by:  
*James Williams*  
BF26EF3B45FC402...

James Williams

DocuSigned by:  
*Brian O'donnell*  
9937A41BEAC2479...

Brian O'donnell

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100      010500      WARRANT: PR802      02/11/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
528	AFSCME COUNCIL 93 TREASURER	Payroll Run 1 - Warrant 8	589.94
1017	COMMONWEALTH OF MASSACHUSETTS	Payroll Run 1 - Warrant 8	595.00
641	DELTA DENTAL	Payroll Run 1 - Warrant 8	2,433.01
3033	GREAT-WEST RETIREMENT SERVICES	Payroll Run 1 - Warrant 8	4,198.71
3034	GREAT-WEST RETIREMENT SERVICES	Payroll Run 1 - Warrant 8	475.00
3495	MASSACHUSETTS TEACHERS RETIREM	Payroll Run 1 - Warrant 8	86,363.03
4673	MIDDLESEX COUNTY RETIREMENT SY	Payroll Run 1 - Warrant 8	15,593.89
3035	SHAWSHEEN DAY CARE	Payroll Run 1 - Warrant 8	9,319.00
5995	STA TREASURER	Payroll Run 1 - Warrant 8	6,889.82
486	SUNLIFE FINANCIAL	Payroll Run 1 - Warrant 8	801.13
8721	SUNLIFE FINANCIAL	Payroll Run 1 - Warrant 8	1,511.74
764	SUNLIFE FINANCIAL LTD	Payroll Run 1 - Warrant 8	4,405.80
12 INVOICES		WARRANT TOTAL	133,176.07

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## WARRANT SUMMARY

WARRANT: PR802 02/11/2026

ACCOUNT	ORG DESC	ACCT DESC	
4000-000-0000-0-0-0000-0-00-204300	FIDUCIARY	Social Sec	4,198.71
4000-000-0000-0-0-0000-0-00-204400	FIDUCIARY	FLEXIBLE H	6,298.00
4000-000-0000-0-0-0000-0-00-204500	FIDUCIARY	LONG TERM	4,405.80
4000-000-0000-0-0-0000-0-00-204700	FIDUCIARY	DENTAL INS	2,433.01
4000-000-0000-0-0-0000-0-00-204900	FIDUCIARY	Life Insur	2,312.87
4000-000-0000-0-0-0000-0-00-205000	FIDUCIARY	Middlesex	15,593.89
4000-000-0000-0-0-0000-0-00-205200	FIDUCIARY	Mass Teach	86,363.03
4000-000-0000-0-0-0000-0-00-205300	FIDUCIARY	Annuities	475.00
4000-000-0000-0-0-0000-0-00-205500	FIDUCIARY	Dues Payab	7,479.76
4000-000-0000-0-0-0000-0-00-206100	FIDUCIARY	Alimony	3,021.00
4000-000-0000-0-0-0000-0-00-206500	FIDUCIARY	CHILD SUPP	595.00
		FUND TOTAL	<b>133,176.07</b>
WARRANT SUMMARY TOTAL			<b>133,176.07</b>

\*\* END OF REPORT - Generated by Mary Rubio \*\*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## ACCOUNTS PAYABLE WARRANT REPORT

DATE: 02/09/2026 WARRANT: 2026 15 AMOUNT:\$ 567,385.35

Signed by: <i>James Williams</i> BF20EF3B45FC402...	James Williams
Signed by: <i>Taryn Gillis</i> 758D0C08C3D74C3...	Taryn Gillis
Signed by: <i>Ronald Fusco</i> 1507D9D429...	Ronald Fusco
Signed by: <i>Robert Hutchins</i> 3706236629C4422...	Robert Hutchins

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

✓ = TREASURER REVIEWED SUPPORTING INVOICE AND PURCHASE ORDER. JW

CASH ACCOUNT: 0100 010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
9794	ACE ENDICO, INC	CAFE-GROCERY PRODUCTS	806.40 ✓
9794	ACE ENDICO, INC	CAFE-GROCERY PRODUCTS	1,051.88 ✓
5406	AIRGAS EAST, INC	MF-FY26 GAS	253.40 ✓
11096	ALEXIA BONILLA	LPN-TUITION OVERPAYMENT	2,722.00 ✓
1377	ALISON OUELLETTE	SUP-LEADERSHIP ACADEMY	211.11 ✓
10926	ALLERTON HILL COMMUNICATIONS	L SUP-PR SERVICES	5,000.00 ✓
10926	ALLERTON HILL COMMUNICATIONS	L SUP-PR SERVICES	5,000.00 ✓
10815	AMAZON CAPITAL SERVICES INC	COSMO-PROJECT EXPLORE SUP	122.65 ✓
10815	AMAZON CAPITAL SERVICES INC	MAINT-FLAGS	199.92 ✓
10815	AMAZON CAPITAL SERVICES INC	CARP-SUPPLIES	1,383.68 ✓
10815	AMAZON CAPITAL SERVICES INC	COSMO-PROJECT EXPLORE SUP	114.29 ✓
10815	AMAZON CAPITAL SERVICES INC	CS-SUPPLIES	1,120.61 ✓
10815	AMAZON CAPITAL SERVICES INC	CUL-SUPPLIES	655.56 ✓
10815	AMAZON CAPITAL SERVICES INC	ISSN-SUPPLIES	122.91 ✓
8834	ANNAMARIA SCHRIMPF	CS-CONFERENCE REIMBURSEME	1,681.96 ✓
8542	VESTIS GROUP INC	GA-SUPPLIES	154.86 ✓
8542	VESTIS GROUP INC	GA-SUPPLIES	154.86 ✓
11093	AVIAH MAWUTO	LPN-TUITION OVERPAYMENT	4,361.00 ✓
989	BILLERICA PUBLIC SCHOOLS	ATH-CHEER COMP. REGISTRAT	250.00 ✓
989	BILLERICA PUBLIC SCHOOLS	ATH-CUSTODIAL SERVICES	300.00 ✓
989	BILLERICA PUBLIC SCHOOLS	ATH-B/HOCK ICE RENTAL	10,235.00 ✓
11106	BLESSING WAMUSHIYI	LPN-TUITION OVERPAYMENT	1,732.00 ✓
11094	BRIANNA BAKER	LPN-TUITION OVERPAYMENT	4,362.00 ✓
452	CARQUEST AUTO PARTS	AM-CUSTOMER PARTS	5,162.14 ✓
452	CARQUEST AUTO PARTS	AB-CUSTOMER PARTS	37.78 ✓
498	CDW GOVERNMENT, INC.	ISSN-TOOLS	94.22 ✓
9880	CENTRAL PAPER COMPANY	GA-SUPPLIES	887.34 ✓
5827	CENTRAL STEEL	MF-SUPPLIES	1,414.71 ✓
982	CHRISTIANSOON TRANSPORTATION	BO-BUS TRANSPORTATION	156,703.68 ✓
982	CHRISTIANSOON TRANSPORTATION	BO-FUEL ESCALATION	3,348.66 ✓
982	CHRISTIANSOON TRANSPORTATION	BO-FUEL ESCALATION	3,348.66 ✓
982	CHRISTIANSOON TRANSPORTATION	BO-FUEL ESCALATION	3,151.68 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100

010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
982	CHRISTIANSON TRANSPORTATION	BO-BUS TRANSPORTATION	9,448.32 ✓
982	CHRISTIANSON TRANSPORTATION	SPED-STUDENT TRANSPORTATI	2,880.00 ✓
9172	CLEARY INSURANCE	BO-CYBER LIABILITY	16,782.00 ✓
7579	COAST MAINTENANCE SUPPLY CO. I	MAINT-JANITORIAL SUPPLIES	1,406.92 ✓
5183	COMCAST BUSINESS SERVICES	930005067/ETHERNET LINE 2	1,030.00 ✓
5183	COMCAST BUSINESS SERVICES	939757358/ETHERNET LINE 1	975.00 ✓
5183	COMCAST BUSINESS SERVICES	0149783TVADAPT/02.01.26-0	96.80 ✓
11082	COMPTIA INC	ISSN-SUBSCRIPTION	2,612.00 ✓
6661	COMTRONICS	MO-PORTABLE RADIOS	1,642.89 ✓
6661	COMTRONICS	LPN-PORTABLE RADIOS	522.12 ✓
3275	CONCORD ELECTRIC SUPPLY	MAINT-REPAIR PART	523.97 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CUL-GROCERY PRODUCTS	338.36 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CUL-ADVISORY DINNER	982.65 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CUL-GROCERY PRODUCTS	452.25 ✓
363	COSTA FRUIT & PRODUCE COMPANY	CUL-GROCERY PRODUCTS	92.06 ✓
11103	DAPHKAR PELLETIER	LPN-TUITION OVERPAYMENT	4,701.00 ✓
9199	DB NATIONAL WAREHOUSE SUPPLY I	AB-CUSTOMER PARTS	12.56 ✓
714	DON KENNETT INC.	AB-CUSTOMER PARTS	124.72 ✓
11105	DUNCAN RUKONGO	LPN-TUITION OVERPAYMENT	4,701.00 ✓
1195	EAGLE LEASING	ATH-EQUIPMENT STORAGE	149.00 ✓
1195	EAGLE LEASING	MF-STORAGE CONTAINER	169.00 ✓
1792	EASTERN PROPANE GAS, INC	MAINT-FY26 PROPANE	887.10 ✓
1792	EASTERN PROPANE GAS, INC	MAINT-FY26 PROPANE	691.71 ✓
223	ELECTRONIX EXPRESS	ELECTRONICS-SUPPLIES	724.50 ✓
223	ELECTRONIX EXPRESS	ELECTRONICS-SUPPLIES	3,480.00 ✓
1373	EMERSON HOSPITAL	HA-FIRST AID/BLS CARDS	308.00 ✓
601	F. W. WEBB COMPANY	PLUMB-FIELD HOUSE	1,578.86 ✓
601	F. W. WEBB COMPANY	PLUMB-FIELD HOUSE	13,483.16 ✓
601	F. W. WEBB COMPANY	PLUMB-SUPPLIES	31.57 ✓
601	F. W. WEBB COMPANY	PLUMB-FIELD HOUSE	94.43 ✓
375	FANTINI & SON BAKING	CAFE-BREAD PRODUCTS	256.43 ✓
375	FANTINI & SON BAKING	CAFE-BREAD PRODUCTS	270.26 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100 010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
147	FINANCIAL AID SERVICES, INC.	LPN-FINANCIAL AID	879.00 ✓
3111	FMC TECHNOLOGIES, INC.	MAINT-REPAIR SERVICES	205.00 ✓
7027	FOLLETT SCHOOL SOLUTIONS	ENG-BOOKS	2,384.00 ✓
7027	FOLLETT SCHOOL SOLUTIONS	LIB-BOOKS	998.50 ✓
11064	FRANCISCO ACEVEDO	LPN-TUITION OVERPAYMENT	5,429.00 ✓
6044	GILL'S PIZZA COMPANY	CAFE-PIZZAS	525.00 ✓
10755	GOLD STAR FOODS INC	CAFE-GROCERY PRODUCTS	167.94 ✓
10755	GOLD STAR FOODS INC	CAFE-GROCERY PRODUCTS	335.88 ✓
152	GOOD HEART - WILCOX PUBLISHING	HVAC-ONLINE MANUAL	396.00 ✓
2111	GOVCONNECTION, INC.	ATH-SUPPLIES	414.45 ✓
135	GRAINGER	CARP-SUPPLIES	762.19 ✓
135	GRAINGER	MAINT-BUILDING SUPPLIES	55.96 ✓
10324	HOLLY GLYNN	SPED-SPEECH PATH. SERVICE	2,880.00 ✓
8764	HOWARD GREENSPAN	BO-FY26 LEGAL SERVICES	3,822.50 ✓
8764	HOWARD GREENSPAN	BO-FY26 LEGAL SERVICES	1,622.50 ✓
5524	HUB TECHNICAL SERVICES LLC	CS-SOPHOS LICENSE	16,304.00 ✓
11095	JACKLINE BESIGYE	LPN-TUITION OVERPAYMENT	4,699.00 ✓
165	JACKSON LUMBER & MILLWORK CO.	CARP-BASEBALL PRESS BOX	10,514.03 ✓
165	JACKSON LUMBER & MILLWORK CO.	CARP-BASEBALL PRESS BOX	2,729.24 ✓
11073	JACQUELINE GONZALEZ	LPN-TUITION OVERPAYMENT	4,701.00 ✓
7249	JM SERVICES	MAINT-REPAIR SERVICES	2,495.41 ✓
8929	JODI GENERAL CONTRACTORS	CARP-GRAVEL INSTALLATION	8,450.00 ✓
218	JOHN'S SEWER & PIPE CLEANING,	MAINT-DRAIN SERVICES	330.00 ✓
145	JOHNSTONE SUPPLY	MAINT-BUILDING SUPPLIES	48.89 ✓
145	JOHNSTONE SUPPLY	MAINT-BUILDING SUPPLIES	98.24 ✓
3	JOSTEN'S	YEARBOOK-CLASS OF '25	1,154.25 ✓
158	KAMCO SUPPLY CORP OF BOSTON	HVAC-SUPPLIES	1,718.00 ✓
158	KAMCO SUPPLY CORP OF BOSTON	HVAC-SUPPLIES	1,893.62 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100

010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	-19.50 ✓
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	-41.25 ✓
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	611.25 ✓
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	197.25 ✓
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	363.00 ✓
3774	KEYSTONE AUTOMOTIVE INDUSTRIES	AB-CUSTOMER PARTS	-203.25 ✓
10829	KM EDUCATION LAW LLC	BO-FY26 LEGAL SERVICES	573.80 ✓
10829	KM EDUCATION LAW LLC	BO-FY26 LEGAL SERVICES	137.50 ✓
11072	KRISTEN DIBELLA	LPN-TUITION OVERPAYMENT	1,732.00 ✓
10850	KYLEE HODNETT	PD-COURSE REIMBURSEMENT	1,000.00 ✓
11098	LAURA HERNANDEZ	LPN-TUITION OVERPAYMENT	4,701.00 ✓
4863	LURIE GRANT	SUP-LEADERSHIP ACADEMY	211.11 ✓
590	M.S.C. INDUSTRIAL SUPPLY	MT-SUPPLIES	476.37 ✓
381	MANSFIELD PAPER COMPANY, INC.	CAFE-PAPER PRODUCTS	957.11 ✓
11069	MARY NANFUKA	LPN-TUITION OVERPAYMENT	1,732.00 ✓
1618	MASS. ASSOC. OF SCIENCE TEACHE	SCI-MEMBERSHIP RENEWAL	105.00 ✓
10683	MASSACHUSETTS ASSOCIATION OF T	ELL-CONFERENCE REGISTRATI	1,050.00 ✓
11097	MAXIE GUERRA	LPN-TUITION OVERPAYMENT	4,701.00 ✓
8887	MCKESSON MEDICAL-SURGICAL GOV'	HA-SUPPLIES	594.54 ✓
11071	MEDGINE JOSEPH	LPN-TUITION OVERPAYMENT	4,701.00 ✓
5410	THE METRO GROUP, INC	MAINT-REPAIR SERVICE	222.48 ✓
11102	MILAGRO MATOS	LPN-TUITION OVERPAYMENT	2,722.00 ✓
11101	MONIQUE KAZELYAN	LPN-TUITION OVERPAYMENT	4,701.00 ✓
264	MSAA	PD-WORKSHOP	150.00 ✓
11091	MURPHY & RILEY P C	BO-LEGAL SERVICES	11,261.00 ✓
5538	NALLY ASSOCIATES INC.	ATH-BANNER UPDATING	1,907.00 ✓
10288	NANCY GORDON	SPED-PT SERVICES	250.00 ✓
7015	NAVIGATE360, LLC	MO-ALICE TRAINING	2,417.97 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100      010500      WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
1434	NEW ENGLAND ICE CREAM	CAFE-DAIRY PRODUCTS	355.86 ✓
442	NUCAR LANNAN CHEVROLET OF LOWE	AM-CUSTOMER PARTS	59.77 ✓
442	NUCAR LANNAN CHEVROLET OF LOWE	AM-CUSTOMER PARTS	59.77 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	49.90 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	145.82 ✓
146	O'CONNOR ACE HARDWARE	MAINT-BUILDING SUPPLIES	94.03 ✓
5380	ODYSSEY ADVISORS, INC	BO-GASB 75	9,700.00 ✓
6142	ORGANIZATION FOR SAFETY, ASEPS	DENT-MEMBERSHIP RENEWAL	175.00 ✓
6220	PATTERSON DENTAL	DENT-SUPPLIES	1,863.46 ✓
133	PEARSON SCHOOL DIVISION	BT-SITE LICENSE	9,066.00 ✓
133	PEARSON SCHOOL DIVISION	BT-SITE LICENSE	6,317.00 ✓
8778	PROFESSIONAL ATHLETIC TRAINING	FY26 ATHLETIC TRAINER	5,150.00 ✓
11088	READING LUMBER	CARP-SUPPLIES	199.52 ✓
11100	REBECA JEAN-BAPTISTE	LPN-TUITION OVERPAYMENT	4,701.00 ✓
7203	REDS LAUNDROMAT	LPN-LAUNDRY SERVICES	20.50 ✓
9691	RICARDO COLUNGA HERNANDEZ	ACD-INTERPRETER SERVICES	75.00 ✓
61	RICOH USA, INC	CS-PAPERCUT	1,074.00 ✓
61	RICOH USA, INC	NURSE-TONER	285.06 ✓
61	RICOH USA, INC	NURSE-COPIER OVERAGES	10.86 ✓
11074	ROSE KOUMBASSA	LPN-TUITION OVERPAYMENT	4,499.00 ✓
10578	ROSEV DAIRY FOODS INC	CAFE-DAIRY PRODUCTS	497.50 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	47.00 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	588.29 ✓
9735	S & S ACTIVEWEAR LLC	GA-CUSTOMER LIVE JOB	38.76 ✓
10740	S J SERVICES INC	BO-FY26 CLEANING SERVICES	34,549.70 ✓
998	SAFETY- KLEEN SYSTEMS, INC.	AM-WASTE OIL REMOVAL	213.81 ✓
11099	SAMANTHA HIGGINS	LPN-TUITION OVERPAYMENT	4,701.00 ✓
11087	SCREENFLEX PORTABLE PARTITIONS	ADMISSION-PARTITIONS	3,588.00 ✓
10577	SCHOOL FOOD SERVICES OF NEW EN	CAFE-CONSORTIUM PROGRAM	250.00 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100 010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
8499	SHAMROCKS RINK MANAGEMENT INC.	ATH-HOCK ICE RENTAL	8,700.00 ✓
7569	SHRED-IT USA LLC	BO-SHREDDING SERVICES	668.00 ✓
7569	SHRED-IT USA LLC	BO-SHREDDING SERVICES	353.98 ✓
7492	SIS CONSULTING SERVICES	CS-WORKFLOW TRAINING	720.00 ✓
4722	SKILLS USA MASSACHUSETTS INC	SKILLS-SAIL CONFERENCE	375.00 ✓
10890	SMASH VOLLEYBALL CLUB LLC	ATH-VOLLEYBALL CLINIC	575.00 ✓
130	STAPLES	SCI-SUPPLIES	144.93 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	236.64 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	754.08 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	320.00 ✓
9550	SULLIVAN TIRE CO., INC	AM-CUSTOMER TIRES	480.00 ✓
486	SUNLIFE FINANCIAL	BO-FY26 LTD	2,007.25 ✓
63	SUPPLIES UNLIMITED	GA-SUPPLIES	458.98 ✓
371	SYSCO FOOD SERVICE	CUL-ADVISORY DINNER	1,302.86 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	145.16 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	2,528.77 ✓
371	SYSCO FOOD SERVICE	CUL-GROCERY PRODUCTS	1,938.07 ✓
11104	TARA POOP	LPN-TUITION OVERPAYMENT	4,701.00 ✓
3139	TECH ED CONCEPTS, INC.	MT-3D PRINTER	4,051.07 ✓
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	2,418.39 ✓
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	1,783.90 ✓
6447	THURSTON FOODS INC	CAFE-GROCERY PRODUCTS	7,785.95 ✓
11015	TMSOLUTION INC	SUP-SCHOOL MANAGEMENT SER	14,000.00 ✓
482	TOWN OF BILLERICA POLICE	ATH-HOME GAME POLICE DETA	592.00 ✓
482	TOWN OF BILLERICA POLICE	ATH-HOME GAME POLICE DETA	296.00 ✓
8911	UNITED ELEVATOR	MAINT-REPAIR SERVICES	54.75 ✓
8911	UNITED ELEVATOR	MAINT-FY26 ELEVATOR SERVI	74.00 ✓
230	UNITED REFRIGERATION	CUL-REPAIR SERVICES	980.64 ✓
9969	US OMNI & TSACG COMPLIANCE SER	BO-403B ADMIN FEE	75.00 ✓
11092	VALERIE ANIEKWENAGBU	LPN-TUITION OVERPAYMENT	4,699.00 ✓
10199	VARI SALES CORPORATION	ACD-SUPPLIES	774.00 ✓

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## DETAIL INVOICE LIST

CASH ACCOUNT: 0100 010500

WARRANT: 2026 15 02/09/2026

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
4778	VARSITY SWIM SHOP	ATH-SWIMSUITS	292.50 ✓
5846	WHALLEY COMPUTER ASSOCIATES, I	CS-WIRELESS ASSESSMENT	3,500.00 ✓
169	WILMINGTON BUILDERS	CARP-SUPPLIES	279.24 ✓
8106	WILMINGTON HS FRIENDS OF CHEER	ATH-CHEER COMP. REGISTRAT	125.00 ✓
184 INVOICES		WARRANT TOTAL	567,385.35

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# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## WARRANT SUMMARY

WARRANT: 2026 15 02/09/2026

ACCOUNT	ORG DESC	ACCT DESC	
0100-001-1100-0-4-0000-0-00-503800	SC SAL	SC Legal C	17,417.30
0100-002-1200-0-4-0000-0-01-511700	AO IN TRAV	Admin Offi	150.00
0100-002-2300-0-4-0000-0-03-500011	AO COMM SU	CONTRACT S	24,000.00
0100-002-4230-0-4-0000-0-02-500500	AO OFF CON	Admin Offi	9,700.00
0100-003-2300-1-4-0000-0-00-500006	ACR SUPPLY	Supplies	4,007.62
0100-004-4230-1-4-0000-0-00-500011	AM CON SER	Automotive	213.81
0100-006-2401-1-4-0000-0-00-500010	BUS SOFT	Software	15,383.00
0100-007-2300-1-4-0000-0-00-500006	CARP SUPPL	Supplies	2,624.63
0100-007-7300-1-4-0000-0-00-500009	CARP TOOL	Equipment	8,450.00
0100-010-2300-1-4-0000-0-00-500006	CUL SUPPLY	Supplies	2,738.79
0100-010-4230-1-4-0000-0-00-500011	CUL CON SE	Contract S	980.64
0100-107-2300-1-4-0000-0-00-500006	EXPENSE	SUPPLIES	1,863.46
0100-107-4230-1-4-0000-0-00-500011	EQUIP REPR	CONTRACT S	175.00
0100-011-2300-1-4-0000-0-00-500006	INT SUPPLY	Supplies	122.91
0100-011-2401-1-4-0000-0-00-500010	INT SOFT	Software	2,612.00
0100-011-4230-1-4-0000-0-00-500011	INT CON SE	Contract S	96.80
0100-011-7300-1-4-0000-0-00-500008	INT TOOLS	Tools	94.22
0100-014-2300-1-4-0000-0-00-500006	ELCS SUPPL	Supplies	4,204.50
0100-014-4230-1-4-0000-0-00-500011	ELCS CON S	Contract S	523.97
0100-016-2300-1-4-0000-0-00-500006	GRAP SUPPL	Supplies	1,656.04
0100-017-2300-1-4-0000-0-00-500006	HEAL SUPPL	Supplies	902.54
0100-018-2300-1-4-0000-0-00-500006	MACH SUPPL	Advan. Man	4,092.84
0100-018-7300-1-4-0000-0-00-500008	MACH TOOLS	Adv Manufa	434.60
0100-020-2300-1-4-0000-0-00-500006	META SUPPL	Supplies	1,414.71
0100-020-2300-1-4-0000-0-00-500017	META SUPPL	METAL FAB	253.40
0100-020-4230-1-4-0000-0-00-500011	META CON S	Contract S	169.00
0100-022-2300-1-4-0000-0-00-500006	PLUM SUPPL	Supplies	31.57
0100-024-2300-1-4-0000-0-00-500006	ENG SUPPLY	Supplies	36.40
0100-024-2400-1-4-0000-0-00-500007	ENG TEXT	Textbooks	2,347.60
0100-027-2300-1-4-0000-0-00-500006	SCIE SUPPL	Supplies	249.93
0100-029-4230-1-4-0000-0-00-500011	SP ED CON	Contract S	3,130.00
0100-031-2500-1-4-0000-0-00-500007	LIB SUPPLY	Textbooks	998.50
0100-032-4230-1-4-0000-0-00-501000	GUID CON S	Project Ex	236.94
0100-033-3510-1-4-0000-0-00-500006	ATHL SUPPL	Athletics	2,613.95
0100-033-4230-1-4-0000-0-00-500011	ATHL CON S	Athletics	25,797.00
0100-033-7300-1-4-0000-0-00-500009	ATHL TOOL	Athletics	15,156.45
0100-035-3200-1-4-0000-0-00-500006	NURS SUPPL	Supplies	285.06
0100-035-4230-1-4-0000-0-00-500011	NURS CON S	Contract S	10.86
0100-036-3520-0-4-0000-0-00-504100	SA VICA	Student Ac	375.00
0100-036-3520-1-4-0000-0-00-500006	SA SUPPLY	Supplies	2,285.51
0100-037-2300-0-4-0000-0-00-500006	MONITOR SA	Teach Misc	1,021.98
0100-037-2300-0-4-0000-0-00-511500	MONITOR SA	Teach Misc	1,000.00
0100-037-2311-0-4-0000-0-00-511500	PROF DEV	In Service	422.22
0100-038-4220-0-4-0000-0-00-500006	BD SECUR S	Build Supp	2,099.68
0100-038-4230-0-4-0000-0-00-500500	BD CON SER	Build Cont	3,381.64
0100-039-3370-0-4-0000-0-00-500100	TRNS HND S	Transp Fue	9,849.00
0100-039-3370-0-4-0000-0-00-504700	TRNS HND S	Transport	166,152.00
0100-039-3370-0-4-0000-0-00-505100	TRNS HND S	Transport	2,880.00
0100-039-4110-0-4-0000-0-00-502300	FC REFUSE	Contract C	34,549.70
0100-039-4120-0-4-0000-0-00-501300	FC HEAT	FC Heating	1,578.81

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## WARRANT SUMMARY

WARRANT: 2026 15 02/09/2026

ACCOUNT	ORG DESC	ACCT DESC	
0100-039-4130-0-4-0000-0-00-501600	FC SEWAGE	FC Utiliti	2,005.00
0100-039-5200-0-4-0000-0-00-502700	FC DENTAL	FC Insuran	16,782.00
0100-039-5200-0-4-0000-0-00-503500	FC DENTAL	FC Life In	2,082.25
0100-064-2300-1-4-0000-0-04-500006	COMPU SVCE	SUPPLIES	1,120.61
0100-064-4230-0-4-0000-0-04-500500	COMPU C S	Admin Offi	16,304.00
0100-064-4230-0-4-0000-0-04-500510	COMPU C S	Admin Offi	6,975.96
0100-126-0000-0-0-0000-0-00-500006	ELL	Supplies	50.00
0100-126-0000-0-0-0000-0-00-500007	ELL	Textbooks	1,000.00
0100-127-0000-0-0-0000-0-00-500006	Principal	Supplies	1,642.89
0100-127-0000-0-0-0000-0-00-500010	Principal	Software	2,417.97
0100-128-0000-0-0-0000-0-00-500006	Admissions	Admissions	3,588.00
0100-128-0000-0-0-0000-0-00-500011	Admissions	Admissions	33.21
0100-129-0000-0-0-0000-0-00-500011	Academics	CONTRACT S	815.79
		FUND TOTAL	<b>435,589.26</b>
2205-085-3400-1-0-0000-0-00-500006	CAFETERIA	SUPPLIES	17,212.50
2205-085-3400-1-0-0000-0-00-500011	CAFETERIA	CONTRACT S	250.00
		FUND TOTAL	<b>17,462.50</b>
5000-103-0000-0-0-0000-0-00-500013	Volleyball	Volleyball	575.00
5000-004-2300-1-1-0000-0-00-500013	AM REV	EXPENSE	7,072.40
5000-005-2300-1-1-0000-0-00-500013	AB REV	EXPENSE	1,082.56
5000-010-2300-1-1-0000-0-00-500013	CUL REV	EXPENSE	3,411.44
5000-016-2300-1-1-0000-0-00-500013	GRAP REV	EXPENSE	674.05
5000-050-2300-1-1-0000-0-00-420000	LPN REV	LPN RETURN	85,699.00
5000-050-2300-1-1-0000-0-00-500013	LPN REV	SUPPLIES	1,421.62
5000-066-2300-1-1-0000-0-00-500013	YEARBOOK	SHOP EXPEN	1,154.25
5000-069-2300-1-1-0000-0-00-400900	FR BASEBAL	SHOP REVEN	13,243.27
		FUND TOTAL	<b>114,333.59</b>
<b>WARRANT SUMMARY TOTAL</b>			<b>567,385.35</b>

\*\* END OF REPORT - Generated by Mary Rubio \*\*

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL



## YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 SCHOOL COMMITTEE	60,258	1,950	62,208	27,104.29	26,955.58	8,148.13	86.9%
002 ADMIN OFFICE	3,075,433	389,976	3,465,409	1,850,293.31	1,396,762.98	218,352.29	93.7%
003 HVAC-R	415,621	-48,220	367,401	170,421.52	86,557.23	110,422.59	69.9%
004 AUTOMOTIVE	576,856	-53,117	523,739	218,094.86	292,437.65	13,206.21	97.5%
005 AUTOBODY	257,930	39,745	297,675	103,024.76	173,700.96	20,949.28	93.0%
006 BUSINESS TECH	423,606	-4,000	419,606	171,274.34	233,074.52	15,257.14	96.4%
007 CARPENTRY	638,345	-11,707	626,638	296,485.30	302,647.38	27,505.72	95.6%
009 COSMETOLOGY	393,400	42,258	435,658	213,172.29	207,386.52	15,098.99	96.5%
010 CULINARY	481,307	18,086	499,393	216,555.55	272,354.62	10,482.84	97.9%
011 ISSN/P&W	475,016	532	475,548	178,236.90	209,691.99	87,619.48	81.6%
013 DRAFTING	396,077	-1,156	394,921	162,895.69	214,747.03	17,278.17	95.6%
014 ELECTRONICS	414,792	-37,181	377,611	146,665.05	190,416.17	40,529.50	89.3%
015 ELECTRICAL	724,114	-6,723	717,391	292,511.59	361,316.24	63,563.01	91.1%
016 GRAPHIC ARTS	546,878	-20,244	526,634	229,022.79	268,296.47	29,314.84	94.4%
017 HEALTH	601,880	-85,184	516,696	235,415.02	261,200.25	20,080.42	96.1%
018 ADVANCED MANUFACTURING	457,064	-39,144	417,920	182,465.40	219,936.07	15,518.26	96.3%
019 MASONRY	388,630	11,043	399,673	192,185.87	205,956.14	1,531.11	99.6%
020 METAL FAB	391,817	4,256	396,073	187,239.87	188,015.14	20,817.73	94.7%
022 PLUMBING	565,800	6,480	572,280	245,662.52	284,148.56	42,468.89	92.6%
023 Design Visual Communications	558,357	13,179	571,536	242,677.84	313,820.52	15,037.98	97.4%
024 ENGLISH/READING	1,854,247	-74,462	1,779,785	751,301.36	1,004,854.39	23,629.24	98.7%
025 MATH	1,513,271	-50,918	1,462,353	626,729.11	827,676.26	7,948.06	99.5%
026 PHYSICAL EDUCATION	621,500	-15,111	606,389	238,421.35	298,829.90	69,137.64	88.6%
027 SCIENCE	1,311,225	36,807	1,348,032	599,279.19	748,341.05	411.88	100.0%
028 SOCIAL STUDIES	1,127,694	25,528	1,153,222	493,838.66	653,518.04	5,865.16	99.5%
029 SPECIAL EDUCATION	2,970,457	-3,135	2,967,322	1,358,664.27	1,675,777.60	-67,119.76	102.3%
031 LIBRARY	120,234	4,129	124,363	54,914.84	59,243.83	10,204.12	91.8%
032 GUIDANCE	1,422,290	30,225	1,452,515	640,532.36	691,111.39	120,870.89	91.7%
033 ATHLETICS	1,340,329	45,224	1,385,553	757,466.61	267,357.50	360,728.67	74.0%
035 NURSE	338,100	-1,361	336,739	132,340.18	170,556.91	33,842.38	89.9%
036 STUDENT ACTIVITY	298,387	4,380	302,767	79,139.70	6,281.03	217,346.45	28.2%
037 TEACHING	740,100	70,800	810,900	322,828.23	164,989.80	323,082.29	60.2%
038 BUILDING	996,633	395,180	1,391,813	916,839.36	390,300.86	84,672.67	93.9%
039 FIXED COSTS	10,386,971	32,738	10,419,709	5,073,783.95	1,818,384.47	3,527,540.75	66.1%
064 COMPUTER SERVICES	1,605,885	130,428	1,736,313	914,862.18	315,014.76	506,435.81	70.8%
106 Spanish	109,336	5,803	115,139	48,809.00	66,285.00	45.00	100.0%
107 Dental Assisting	416,148	5,214	421,362	185,674.28	213,991.31	21,696.25	94.9%
108 Medical Lab Technician	389,350	9,694	399,044	166,519.87	216,335.89	16,188.05	95.9%
126 ELL	265,450	-37,000	228,450	88,781.87	120,486.75	19,181.38	91.6%
127 Principal's Office	108,550	5,198	113,748	38,823.15	13,626.14	61,298.30	46.1%
128 Admissions	45,170	0	45,170	19,465.09	6,249.74	19,455.17	56.9%
129 Academics	135,174	907	136,081	57,359.45	9,645.80	69,075.37	49.2%
GRAND TOTAL	39,959,682	841,096	40,800,778	19,127,778.82	15,448,280.44	6,224,718.35	84.7%

\*\* END OF REPORT - Generated by James Williams \*\*

## Education Technology Surplus Equipment

1. Cisco Meraki Access Points M53
  - a. Quantity: 129
  - b. Condition: Good
  - c. Estimated Value: \$55/each



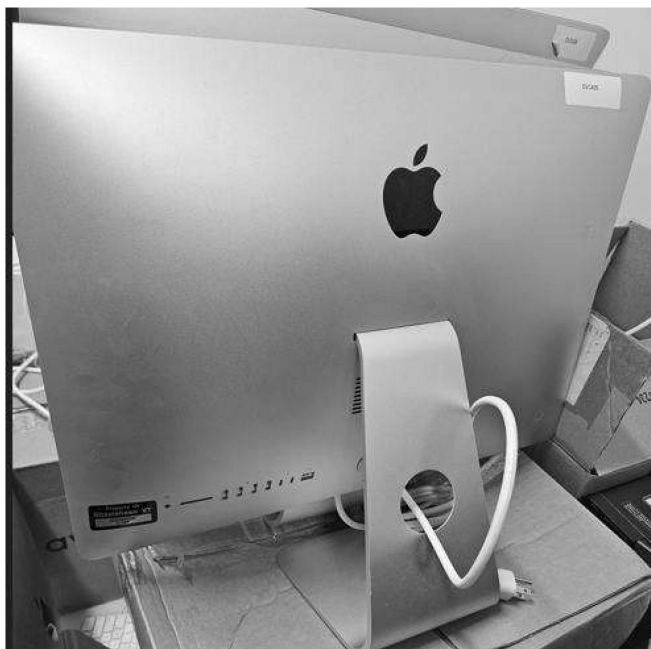
2. Apple iMac Big Sur

- a. Quantity: 13
- b. Condition: Fair
- c. Estimated Value: \$150/each



3. Apple iMac Ventura

- a. Quantity: 6
- b. Condition: Fair
- c. Estimated Value: \$150/each



**drill press**

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**From** Hurley, Michael <mhurley@shawtech.org>

**Date** Fri 2/13/2026 8:33 AM

**To** Staude, Nichole <nstaude@shawtech.org>

**Cc** Hayes, Helen <hhayes@shawtech.org>; McIntosh, Tony <tmcintosh@shawtech.org>

Hi Nichole,

HVAC has a drill press they'd like to have removed from their shop – I have offered it to all the vocational programs with no interest. I'd like to have the school committee be notified by Tony that it will be going to auction. It is an older model; I can provide you photos if needed.

**Vectrax**

**Milling and Drilling Press**

**Model # 00492090**

**Serial # 031719**

Thanks,

**Michael Hurley**

Vocational/Technical Director

Shawsheen Valley Technical High School

978-671-3642

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*Please be advised that the Massachusetts Attorney General has determined that email is a public record.*

Shawsheen Valley Regional Vocational Technical School District  
School Committee Meeting Minutes  
December 16, 2025

Roll Call

Chair Meuse called the meeting to order at 7:03 p.m. The following members were present: Ms. Dorer, Mr. Fiore, Mr. Fusco, Ms. Gillis, Ms. Huberty, Mr. Hutchins, Ms. Lawson, Mr. Moffatt, Attorney O'Donnell, and Chair Meuse. Superintendent-Director McIntosh was also in attendance.

Pledge of Allegiance

The meeting commenced with the Pledge of Allegiance.

Public Comment

No members of the public wished to speak.

Student Representative Report

Ms. Miller shared updates on student events. Last week, the football team celebrated a 14–7 Superbowl victory over Foxborough at Gillette Stadium, maintaining their undefeated record. The freshmen are now in the eighth week of the exploration program, and 384 Toys for Tots donations have been collected so far.

Applications for the Class of 2031 remain open through February, and eighth graders from Marshall Middle School visited campus last week. In addition, spring Adult Ed classes are now open for registration.

Al Costabile – Fall Sports Report

Coach Costabile brought the Super Bowl trophy and shared fall athletic updates. The school earned three league championships in volleyball, golf, and football, and the football team set a state record with 27 consecutive wins. He expressed his pride in all the athletes and noted strong winter participation and his hopes to maintain the momentum. He thanked the committee for its support, emphasizing that these “golden years” of success wouldn’t be possible without them, especially as costs continue to rise.

Mr. Costabile addressed an issue with the MIAA that occurred in the fall. Due to a clerical error, 30% of vocational schools—including some of the District’s teams—were found in violation of newly imposed MIAA regulations and were not allowed to compete in tournaments. Mr. Costabile said he was shocked by the lack of compassion shown toward students, who were understandably disappointed. Although the MIAA typically allows schools to correct errors, no flexibility was given to vocational schools. He suggested taking advantage of the services offered to vocational schools which pays a seasonal stipend for experienced staff to proofread all forms, providing an additional set of eyes to help prevent similar issues in the future.

Consent Agenda

- KM Education Law invoice - December 1, 2025 - \$3,311.90
- Howard Greenspan invoice - December 1, 2025 - \$2,585.00
- School Committee Minutes – November 25, 2025

*Upon a motion made by Mr. Fusco and seconded by Mrs. Gillis, the Committee voted to approve the consent agenda as presented. Motion carried 10-0.*

### Superintendent's Report

Mr. McIntosh reviewed the Budget Timeline and noted that an additional meeting of the Budget and Facilities/Capital Planning Subcommittees will likely be needed before the next scheduled meeting on January 20, 2026. The goal is to have the budget approved by the Full Committee at the February meeting so it can then be submitted to the towns for approval.

Despite opening a month later than last year due to the revised Admissions Policy, over 25% of 8<sup>th</sup> graders for all 5 sending towns have applied. It was also noted that there has been less outreach since all eight grade students are now coming in for tours and a renewed focus on engaging 7th graders may be beneficial in future years.

Enrollments:

- Enrollment remains steady, despite a few students who moved out of district or returned to their sending town.

Co-Op Program Highlights:

- 46,000+ hours worked with 153 employers since the start of the year.
- 59% of seniors participating, earning over \$749,000 collectively.

MSBA Timeline Updates:

- The Superintendent-Director and Director of Facilities are on track to have a report on capital and routine maintenance submitted by the deadline in January.

Social media engagement across all platforms remains high. This increase is happening organically with athletics being a key driver. Increased activity is also seen when student work is spotlighted.

Mr. McIntosh took a moment to note the tragic passing of a beloved former educator.

A third-party consultant, Freedom Energy, has been engaged to assist in managing the District's energy strategy. The firm has helped lock in electric rates through 2030 and recommended market pricing for gas for now. The District plans to meet with the company quarterly to review trends and potential price spikes. There has also been initial discussions about the possibility of joining a future community solar farm.

### Curriculum Subcommittee Report

The Curriculum Subcommittee met on November 25, during which Principal Cook presented a proposal to update the Competency Determinations and Graduation Requirements using a template provided by MASC. At the same meeting, Director of Academic Programs Danica Johnston proposed an updated Program of Studies, including revisions to the sequence of science courses. Due to delayed guidance from the state, it was also recommended that implementation of the Master Schedule be postponed until September 2027. All proposals were voted to be forwarded to the Full Committee for approval.

*Upon a motion made by Ms. Meuse and seconded by Ms. Dorer, the Committee voted to adopt the updated Competency and Graduation Requirements for the Class of 2026, as proposed. Motion*

*carried 10-0.*

*Upon a motion made by Mr. Fusco and seconded by Ms. Gillis, the Committee voted to adopt the updated Program of Studies, as proposed. Motion carried 10-0.*

*Upon a motion made by Ms. Gillis and seconded by Ms. Dorer, the Committee voted to delay the implantation of the new Master Schedule until September of 2027. Motion carried 10-0.*

#### Budget Subcommittee Report

The Budget Subcommittee met earlier in the evening to vote on a formula to fund the Feasibility Study. Because the MSBA provides only a list of past project costs and does not issue estimates, the Subcommittee selected a conservative figure of \$1.5 million. The proposed formula divides the cost of the study by the number of students as of October 1, 2025, resulting in an assessment of \$1,159 per pupil.

If approved, a letter will be sent to each town outlining a “not-to-exceed” amount based on the formula. This figure will remain unchanged even if individual town enrollments shift, consistent with how annual assessments are handled. E&D is still being finalized, with the hope that available funds will reduce the amount towns need to contribute.

*Upon a motion made by Mr. Fusco and seconded by Ms. Gillis, the Committee voted to approve the Feasibility Study Funding Formula allocating costs proportionally to each sending town based on student enrollment as of October 1, 2025. Motion carried, 10-0.*

#### Facilities and Capital Planning Subcommittee

The Facilities and Capital Planning Subcommittee meeting was held jointly with the Budget Subcommittee earlier in the evening.

Old Business:

#### Internal Audit

The Superintendent-Director recommended that the Audit Subcommittee meet directly with CBIZ to clarify the information they hope to obtain and the desired outcomes of an internal audit, ensuring an appropriate structure of the project. He noted that some questions may have stemmed from incorrect terminology, and a direct meeting would help prevent further miscommunication. Mr. Moffatt expressed the hope that an accounting firm would produce a publicly available report outlining its findings. The Chair of the Audit Subcommittee, Mr. Fiore, will coordinate with the other members to schedule a meeting with CBIZ.

#### Calendar and GPA Scale Revision

The MCAS dates were not yet available when the school calendar was originally approved. Since then, the Director of Curriculum, Instruction, and Assessment, along with the Director of Admissions, have been planning based on the testing window provided by the state. Due to structural changes this year, four biology testing dates will be required to assess all 9th- and 10th-grade students. Additionally, the graduation rehearsal was inadvertently omitted from the original calendar and has now been added.

The proposed adjustments to the GPA scale apply solely to determining eligibility for the National Honor Society. As the new GPA scale is phased in across all grade levels, minor annual shifts will occur; however, these changes will not negatively affect any students.

*Upon a motion made by Mr. O'Donnell and seconded by Ms. Gillis, the Committee voted to approve the proposed changes to the 2025-2026 Shawsheen Valley Technical High School Calendar as presented. Motion carried, 10-0.*

*Upon a motion made by motion Ms. Dorer and seconded by Mr. Fiore, the Committee voted to approve the proposed changes to the National Honor Society/National Technical Honor Society GPA Requirements for the Classes of 2026 and 2027 as presented. Motion carried, 10-0.*

### Admissions Policy

The first recommendation involved suggested language changes, despite the original wording having come directly from DESE. The second recommendation pertained to the appeal process, and the third addressed an oversight in which retention policy language had been inadvertently omitted from the submission.

The fourth recommendation—which Mr. McIntosh advised against adopting—concerned the requirement that students earn a grade of 60 or higher for promotion. Although AIR indicated that this requirement constituted a violation, no further explanation was provided. Because this standard aligns with the promotion policies of the sending towns and students are offered credit recovery opportunities, the Superintendent-Director does not believe the policy should be revised.

*Upon a motion made by and seconded by Ms. Gillis and seconded by Mr. O'Donnell, the Committee voted to approve the revised Admissions Policy, as presented. Motion carried 9-1. Mrs. Meuse voted in opposition.*

### Operating Protocol Workshop

MASC offers workshops on Operating Protocols throughout the year. It was suggested that this workshop be incorporated into the in-person summer retreat. Nichole will follow up with the District's MASC Field Representative to determine the length of the training sessions and will bring that information to the January meeting for the Committee's consideration.

### HR Director

Mr. McIntosh noted that there has been significant transition in recent months and emphasized the importance of being intentional moving forward. It was suggested that the Budget Subcommittee include a placeholder in the budget, if necessary, while this work continues, to avoid delaying the process further.

It will be important to review the responsibilities of the current HR Coordinator to ensure there is no duplication of duties. The ideal structure would place this role outside of the Business Office. The Organization Subcommittee will be tasked with further investigating the feasibility of this potential position.

### Capital Budget

The FY26 Capital Budget breakdown was not included in the November packet. The appropriations were outlined, along with expenditures to date and the remaining available funds. It was noted that work on the Field House is still ongoing, with the goal of completing the project by graduation. The District is also still awaiting E-rate reimbursements.

### TMS Contract Extension/RFQ

The District's contract with TMS has been extended through January. Ms. Fentross, Shawsheen's Purchasing Officer/Contract Manager, conducted additional research and determined that the contract may be extended by up to 25% of its value without going out to bid, which would allow an additional extension through the end of February.

Once this contract expires, it is recommended that the District issue an RFQ to rebid for any additional time that may be required to support the Business Office. Any contract awarded would follow a similar month-to-month structure, with the ability to cancel at any time. The scope of services would also be updated to reflect the level of support needed after the budget season.

*Upon a motion made by Mr. Moffatt and seconded by Mr. O'Donnell, the Committee voted to extend the District's contract with TMS through February 28, 2026. Motion carried 9-1. Ms. Lawson voted in opposition.*

*Upon a motion made by Mr. Moffatt and seconded by Mr. O'Donnell, the Committee voted to votes to approve the preparation of an updated Request for Quote (RFQ) Motion carried 9-1. Ms. Lawson voted in opposition.*

### Future Agenda Items

- Standing Agenda Item: "Agenda items that could not be reasonably anticipated".
- Full Committee meeting location: Is there a setup more conducive to the audience

A charity trivia night was mentioned, to take place on February 6<sup>th</sup> at 6:45 p.m. at the Billerica Elks. Mr. Fusco also noted a recent interview he and Mrs. Gillis participated in on the local cable program *Talk of the Town*, during which they discussed the MSBA project and the new lottery admissions process. Mr. Moffatt will be meeting with staff from other local districts to learn more about their audit and budget processes, as well as the responsibilities of their District Treasurers.

### Adjourn

*Upon a motion made by Ms. Dorer and seconded by Ms. Huberty, the committee voted to adjourn at 8:30 p.m. Motion carried 10-0.*

Respectfully Submitted,

Nichole Staude  
Recording Secretary

Stacey Huberty  
Secretary

## Shawsheen Valley Regional Vocational Technical School District Annual Report 2025

The Shawsheen Valley Regional Vocational Technical School District (SVRVTS) is pleased to submit its 2025 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica, adjacent to the towns of Burlington and Wilmington, the school celebrated its fifty-fifth anniversary this year, continuing its commitment to providing the highest quality vocational technical education to area youth and residents.

The representatives of the ten-member Regional School Committee that governs the District are Sarah Dorer and Brian O'Donnell, Esq., from Bedford; Ronald Fusco and Taryn Gillis, Vice Chair, from Billerica; Kent Moffatt and Stacey Huberty, Secretary, from Burlington; Patricia Meuse, Esq., Chair, and Robert Hutchins, Treasurer, from Tewksbury; and Charles Fiore and Gwen Lawson from Wilmington. Tony McIntosh began his tenure as Superintendent on July 1, 2022.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six regional vocational technical school districts in Massachusetts. For the October 2025 foundation enrollment, SVTHS reported 1,293 high school students to the Department of Elementary and Secondary Education (DESE), and more than 300 adults participated in the school's adult and continuing education programs.

The SVTHS faculty is an exceptional group of academic and vocational technical educators who are highly qualified in their respective disciplines and occupational areas. SVTHS employs 152 full-time teachers, as well as eighteen paraprofessionals. Of the full-time teachers, ten serve as department chairs and twenty as lead teachers. All SVTHS teachers demonstrate the character, personality, and professional competency worthy of serving the needs of District students.

### Post-Secondary Preparedness & Student Achievements

*Post-Secondary Plans of Graduates:* In June 2025, SVTHS graduated 319 seniors. Fifty-five percent of graduates planned to attend a two- or four-year college, two percent planned to enter an apprenticeship program, and three percent planned to attend a trade or technical school. Thirty-eight percent of graduates intended to continue working in their trade or pursue another pathway, and six graduates planned to enlist in the military.

*Scholarships and Awards:* One hundred seventy-five scholarships were distributed to eighty-eight students in the Class of 2025, totaling \$171,550. Thirty-eight members of the Class of 2025 were inducted into the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program:* At the conclusion of the 2025 school year, sixty-seven percent of eligible seniors participated in the District's Cooperative Education (Co-op) Program. Students were employed in positions related to their Chapter 74 vocational technical programs by 196 local employers. Of the students participating in Co-op, eighty-two planned to continue their employment post-graduation.

*Student Mental Health and Wellness:* During the 2024–2025 school year, Shawsheen continued to strengthen its Multi-Tiered System of Supports (MTSS) through the ongoing use of the BIMAS-2 universal mental health screener and enhanced supports for neurodiverse students. The school maintained collaboration with a contracted Board Certified Behavior Analyst (BCBA) to support effective Tier 1 practices and intervention planning, while continuing to refine the Student Support Team (SST) process to ensure timely, data-informed responses to student needs.

As part of these continued efforts, the District implemented the Student Opportunity to Achieve and Reset (SOAR) Intervention, adding additional MTSS supports for students requiring more intensive intervention. SOAR is a Tier 3 intervention aligned with the BRYT (Bridge for Resilient Youth in Transition) framework. The intervention provides structured, short-term, intensive support for students experiencing significant emotional or behavioral challenges that impact school engagement. SOAR emphasizes therapeutic intervention, skill development, and supported reintegration into the academic environment, with the goal of improving student regulation, attendance, and overall school success.

*High School Completion:* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; five-year graduation rate; and dropout rate. SVTHS continued to

exhibit some of the highest graduation rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2024 as the most recent year for the four-year cohort graduation rate and 2023 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 98.2%; five-year graduation rate: 99.6%. SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2024 as the most recent year for the annual dropout rate as follows: annual dropout rate: 0.4%.

*Concurrent Enrollment:* SVTHS provides students with access to eight Concurrent Enrollment (CE) courses in partnership with Middlesex Community College. These courses allow students to earn college credits while completing their high school diploma, with the potential to transfer credits to other post-secondary institutions depending on each college's policies. Junior Year CE Course offerings include English Composition I with Honors Literary Analysis, English Composition I, Pre-Calculus for Science and Engineering, and Chemistry I. Senior Year CE Course offerings include English Composition I with Honors Literary Analysis, English Composition I, Statistics, and Calculus I for Science and Engineering. By successfully completing these courses, SVTHS students will earn the equivalent of one full semester of college credit prior to graduation. This experience supports both academic advancement and college readiness, while reducing the cost and time required to complete a college degree.

*Adams Scholars:* The Department of Elementary and Secondary Education recognized the achievements of Shawsheen's senior class on the MCAS exams by naming eighty-six recipients of the John and Abigail Adams Scholarship Award.

#### Support Services

The SVTHS Support Services Department provides Individualized Education Program (IEP) services to approximately 371 students with disabilities, representing nearly twenty-seven percent of the student body. The most frequently occurring area of need is Specific Learning Disability, indicating that many students experienced academic challenges prior to enrolling at Shawsheen. Nevertheless, SVTHS maintains a strong graduation rate for students with disabilities, with ninety-seven percent of seniors graduating in June 2025. This compares favorably to the statewide average of approximately seventy-eight percent.

Shawsheen was approved as a targeted Title I school. Students with disabilities receive targeted instruction, supports, and interventions to access both academic and vocational technical curricula. During the 2024–2025 school year, ninety-three percent of ninth-grade students with disabilities passed their courses. Among juniors and seniors, sixty-two percent of students with disabilities completed advanced coursework. All students with disabilities in the Class of 2025 met state graduation competency requirements in Mathematics and English. These outcomes reflect a collaborative, team-based effort among Academic, Vocational/Technical, and Support Services staff to meet the needs of students with disabilities.

Students with disabilities continue to have full access to cooperative education, as well as extracurricular activities such as athletics, SkillsUSA, and after-school clubs. Parents of students receiving special education services are highly involved in the IEP Team process, with parent attendance at IEP meetings approaching 100 percent. Every effort is made to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents provide input for current concerns regarding their students' educational progress. Responses are documented in the IEP, and an IEP proposal is created at the team meeting, allowing parents to fully participate in the IEP development and understand all the elements of the IEP.

#### Educational Technology

The Educational Technology Department focuses on the operational, technical, and educational functions for the District relating to technology. The District continues to support the one-to-one laptop program making the resources equitable to all students and easily accessible both in and out of school. Teachers are expanding the use of current online resources and evaluating and adopting additional tools for teaching and learning. The department continues to support single sign-on and rostering when applicable for ease of access for online resources. In addition to the one-to-one program, the District purchased, deployed, and maintains various technology for several of the vocational shop labs throughout the school.

The Department supports a multitude of security systems which include, but are not limited to, the building access controller, camera system, alert system, pass system, vaping system, email back-up and archiving, a virtual environment and cloud backup solutions. Ongoing upgrades, maintenance, and support for both the technical and operational sides of technology continue to be a priority ensuring stable, secure, and seamless use of technology for all users of the digital environment at Shawsheen.

Recent projects include the launch of a new website, upgrades of all wireless access points throughout the school, transition to a new security system using one pane of glass for both the access controller and camera system, installation of additional cameras throughout the school for extended coverage for blind spots, and integration of Papercut on several schoolwide copiers/printers throughout the building. The team continues to use various computer programs to improve efficiency within the Ed Tech Department.

### Community Engagement

*Admissions and Recruitment:* Shawsheen Valley Technical High School has continued to work to increase the number of applicants for freshmen seats, establishing a waiting list of in-district students to fill seats as needed. To support and streamline the admissions process, our online application software has been implemented, automating much of the process and enabling SVTHS to monitor and analyze real-time applicant data. This year, the recruitment team both visited and hosted our sending schools. After each visit, our online application software, Go2CTE, has allowed us to track the spikes in applications by community. In addition, we are planning on all five of our sending towns to bring all their eighth-grade students to visit SVTHS and tour our vocational technical areas. These visits, along with an active social media campaign, two community Open House events and Project Explore, have had a positive impact on recruitment with an increase in applications from this time last year. SVTHS continues to explore more options for bringing all eighth-grade students from our sending districts onto our campus next year.

*Adult Continuing Education:* Shawsheen's Adult Education program offers a range of vocational and technical courses for adults aiming to expand their knowledge and skills for the 21st-century workplace. The programs include enrichment courses, certificate-based and licensing trade programs. These are designed to help individuals develop or enhance job training skills and improve the quality of life for community residents. The program runs two semesters, from September to June, offering classes in business and computer applications, culinary arts, art and creative mediums, personal finance, welding, and more. In FY25, the adult education program served 335 learners.

*Workforce Development Training:* Renovations temporarily paused the Advanced Manufacturing workforce training program that had operated in previous years. SVTHS is eager to resume this training once all facility updates are complete.

*School of Practical Nursing:* Shawsheen Valley School of Practical Nursing graduated thirty-two students in June 2025. To date, 100% have successfully passed NCLEX-PN on their initial attempt and over ninety percent are gainfully employed. The job market remains strong for Licensed Practical Nurses in Massachusetts. Students in the program complete clinical rotations in long-term care, school nursing, mental health nursing, maternity, and acute care. The students participated in the Billerica Health Fair in April, where they screened community members for hypertension and diabetes. The program has been approved to pursue candidacy with the National League for Nursing Commission for Nursing Education Accreditation. The program underwent an intensive MA Board of Registration in Nursing compliance review and a reaffirmation of accreditation visit with the Council on Occupational Education. Interest in pursuing a certificate in practical nursing remains strong.

*Summer at Shawsheen:* Shawsheen hosted its tenth annual Summer at Shawsheen program in 2025 and set a new attendance record. This popular program offered students from our community summer learning opportunities through sports clinics, STEM classes, vocational technical programs, academic and test-prep classes, as well as enrichment courses for students entering grades 1-12. In total, the twenty-five course offerings drew 650 students ranging in age from six to eighteen years old. All five member towns sent participants to the program with the most coming from Billerica (332) and Wilmington (197). Since its inception, "Summer at Shawsheen" has had an impactful reach with a total of 3,741 participants.

*Project Explore:* In 2025, Shawsheen's Project Explore program engaged 427 seventh-grade students, reinforcing the school's admissions and recruitment strategy. This exclusive program, designed for students within Shawsheen's district, not only serves as a community service initiative but also plays a crucial role in early career exploration. By

offering hands-on exposure to thirteen vocational technical programs, Project Explore encourages interest in technical education, having a direct impact on high school admissions decisions. The three-week program, held in three separate sessions, maximizes student involvement and fosters strong connections between prospective students and Shawsheen's diverse offerings. The program's comprehensive marketing approach—via postcards, emails, middle school outreach, and community announcements—enhances its reach, ensuring potential applicants are informed and engaged at an early stage in their educational journey.

*Aquatics and Swim Program:* The Kenneth L. Buffum Pool at Shawsheen Valley Technical High School serves as the designated home facility for the swim and dive teams of Shawsheen Tech, Burlington High School, Bedford High School, and Billerica High School, in addition to supporting local club programs including Aces Aquatics, and Arctic Aquatics North Shore swim club. Following a comprehensive renovation and the installation of a state-of-the-art electronic timing system, the Buffum Pool has reestablished itself as a central venue for interscholastic and community aquatic events. Throughout the year, the facility hosts a range of programs, including community family swim sessions, community lap swim, and one of the Merrimack Valley's most accessible and well-regarded learn-to-swim programs, which has provided instruction to thousands of youths in this vital life skill. Swim lessons are conducted during the fall, winter, spring, and summer sessions, ensuring year-round access to high-quality aquatic education. The program also provides employment opportunities for more than thirty students from Shawsheen's sending districts, supporting both community engagement and student development.

### Athletics

*Athletic Achievements:* Calendar year 2025 marked a year of incredible success for the Shawsheen Athletic Program. The Rams captured CAC League titles in Boys Basketball, Boys Hockey, Wrestling, Winter Cheer, Baseball, Boys Lacrosse, Girls Lacrosse, Golf, Football and Volleyball. The school also won State Vocational Titles in Boys and Girls Swimming, Boys Hockey, Wrestling, Boys Basketball, Boys Lacrosse, Girls Lacrosse, and Girls Track. State Championships were won by the Wrestling Team and Football, in addition to both teams having undefeated seasons.

Individual Wrestling Honors were earned by Sid and James Tildsley, including Divisional and State Championships. The brothers were also crowned New England Champions. Sid Tildsley concluded his high school career as the winningest wrestler in Massachusetts history. Also, during the 2025 calendar year, Shawsheen had a record number of athletes achieve special honors and recognition, including CAC League All-Stars, Lowell Sun All-Stars and All Scholastic Globe and Herald honors. The football team finished the season ranked in the top ten statewide for the first time in school history. The success of the athletic program resulted in being awarded the Boston Globe's prestigious Walter Markham award for the fourth year in a row, which is given to the vocational school with the highest combined winning percentage of all the Varsity Boys, Girls, and Co-ed sports.

### Vocational/Technical Programs

Arts, Communications and Business Cluster—

*Business Technology/Marketing:* The Business Technology and Marketing Program has recently transitioned into a newly renovated facility that will serve as its permanent home for the foreseeable future. The program continues to demonstrate excellence, achieving notable success in the SkillsUSA State Competition with a bronze medal in Entrepreneurship and, for the first time in program history, securing a gold medal at the National Competition in the Job Interview category. Cooperative education placement remains a significant strength of the program, with 100% student participation projected for the 2025–2026 academic year. The Microsoft Office Suite Certification Program continues to enable students to attain expert-level proficiency in essential business applications, thereby enhancing their readiness for the workforce and providing a competitive advantage in securing co-op opportunities. Feedback from co-op employers has been exceptionally positive, commending students for their professionalism, productivity, and meaningful contributions to the organizations they serve. Additionally, the school store continues to explore strategic initiatives aimed at increasing public engagement and community visibility while offering students valuable experiential learning opportunities that reinforce classroom instruction.

*Culinary Arts / Hospitality Management:* Our Culinary program had an outstanding year, marked by achievements, community engagement, and continued growth. A senior was awarded a \$2,000 scholarship from the Massachusetts Restaurant Association's Educational Foundation—the fourth Shawsheen student to receive this prestigious honor. Four students proudly represented the program at the Statehouse "Day on the Hill," serving Watermelon BBQ pulled pork street tacos in the Hall of Flags. At the 4th Annual Slider Challenge hosted by Blackstone Valley Tech, our

team earned an impressive second-place finish. Academic excellence was equally strong, with all sophomores completing NRA Allergen Training and all juniors passing the ServSafe certification exam. We were honored to host guest chefs from Johnson & Wales University and the Culinary Institute of America, who led cooking demonstrations and shared insights into post-secondary opportunities. The program also brought the community together with traditional holiday lunches for Thanksgiving and St. Patrick's Day, offered for both dine-in and takeout. Additionally, we welcomed Martha Leahy to our instructional team, a seasoned professional who brings a wealth of real-world culinary experience to inspire the next generation of chefs.

*Design and Visual Communications:* The Design and Visual Communications Management & Entrepreneurship initiative continues to thrive, with all twenty-two students graduating having launched their own trade-related small businesses. Of those, twenty students have chosen to continue their education in four-year trade-related post-secondary programs, while two students are entering the workforce directly. This year marked several exciting firsts for the program: two students were accepted to and are now attending the Fashion Institute of Technology (FIT) in New York City, one student was accepted to Hofstra University in New York, and another to the prestigious ArtCenter College of Design in California. New technology was introduced into the curriculum, including Figma, a cloud-based design platform for user interface (UI) and user experience (UX) design, prototyping, and collaboration on digital products such as websites and apps. This tool was implemented for sophomore and junior students. The program also continued its Visiting Artist Series, welcoming three professional artists who delivered lectures, live demonstrations, and hands-on workshops, giving students the opportunity to expand their skills under the guidance of experienced creatives.

*Graphic Communications:* The Graphic Communications program had an outstanding year marked by student achievement, growing industry partnerships, and meaningful community engagement. Five students earned recognition in the prestigious PINE Awards, with one student achieving Best in Show—the equivalent of a gold medal - demonstrating the high caliber of work being produced in the program. In the SkillsUSA competition, four students earned district medals and advanced to the state level, where one student proudly earned a bronze medal. These accomplishments highlight the students' creativity, technical proficiency, and dedication to excellence in the graphic arts field. Work-based learning and community collaboration also remain key strengths of the program. Fifty-six percent of the senior class participated in cooperative education placements, including the program's first-ever student working in the vehicle wrapping industry. Overall, five students secured positions with new companies, expanding the program's network of employer partners. As summer approached, four juniors also began co-op placements, continuing the momentum of real-world experience. The program further supported its community by providing professional-quality services for local businesses and producing essential signage for use throughout the facility, reinforcing the connection between classroom learning and community impact.

Construction Cluster—

*Carpentry:* Our Carpentry program enjoyed an outstanding year marked by strong enrollment, student achievement, and significant contributions to both school and community projects. The program continued to attract high interest, earning the most first-choice selections in the school and maintaining a large waiting list—demonstrating the continued appeal and strength of the carpentry trade. Twenty-two out of twenty-four students secured co-op placements, gaining invaluable real-world experience in the field. Students also gave back to the community through projects such as building a shed for the John Glenn Middle School in Bedford and contributing their skills to the Tewksbury Housing Authority's affordable home build project. The program further enhanced its instructional team this year by welcoming Anthony Urbanek, a former graduate, as a new carpentry instructor, adding valuable experience and continuity to the program's teaching staff. Students also excelled in competition and practical application of their skills. A carpentry student earned a gold medal in the Team Works event at the SkillsUSA State Competition and advanced to compete at the national level, representing the program with pride and professionalism. Within the school, students played an integral role in the metal fabrication shop remodel, completing complex framing and installation work that supported the upgrade of the facility. Overall, the Chapter 74 Carpentry Program continues to demonstrate excellence in technical training, community engagement, and student development—preparing the next generation of skilled carpenters for successful careers in the industry.

*Electricity:* The Electrical Program had a productive and rewarding year, marked by strong student participation, community involvement, and competitive success. Twenty-four out of twenty-six students secured co-op placements, gaining valuable hands-on experience in the electrical trade and strengthening partnerships with local employers. The program also took part in community outreach through Local 103's Festivity of Lights, where

students and staff contributed their skills to the inspection of Festivity lights for the town of Billerica. In addition, the program proudly supported the Tewksbury Housing Authority by assisting with the electrical work for an affordable home build, giving students the opportunity to apply their training to a real-world project that benefits the local community. Students also demonstrated excellence in competition and craftsmanship this year. One student represented the program at the SkillsUSA National Competition as part of the Team Works event after earning a gold medal at State Competition, showcasing the high level of technical training provided by the program. Another student earned a silver medal at the SkillsUSA State Competition, reflecting both individual dedication and program-wide excellence. Within the school, students took on significant in-house projects, including wiring new electrical panels for the metal fabrication shop remodel. Overall, the Electrical Program continues to provide students with the skills, opportunities, and community engagement necessary to succeed in the electrical industry.

*Masonry:* The Masonry Program had a highly successful and transformative year, marked by growth, student achievement, and strong community engagement. Eleven out of fourteen upperclassmen participated in co-op placements, gaining valuable hands-on experience and contributing to the local construction industry. The program also reached full capacity with the acceptance of eighteen freshmen, reflecting strong student interest and the continued relevance of masonry as a skilled trade. One of the year's most significant milestones was the completion of a 1,600-square-foot expansion to the shop, greatly enhancing the program's instructional space and providing students with additional opportunities for practical learning and skill development. Community involvement and student success were standout highlights this year. Masonry students contributed their expertise to the Tewksbury Housing Authority's affordable home build project, as well as installed concrete footings for a handrail replacement at the Billerica Elks, demonstrating both craftsmanship and civic pride. On the competitive front, a student earned a gold medal at the SkillsUSA State Competition and went on to place seventh overall at the National Competition—an impressive accomplishment that brought recognition to both the student and the program. With expanded facilities, strong enrollment, and exceptional student performance, the Masonry program continues to build a solid foundation for future success.

*Plumbing:* The Plumbing program experienced another highly successful year, highlighted by strong student engagement, competitive achievements, and meaningful community contributions. With twenty-four out of twenty-six students participating in co-op placements, students gained valuable real-world experience while supporting the region's plumbing industry. The program also continued to grow in popularity, welcoming another strong class of freshmen and maintaining a large waiting list—demonstrating the ongoing demand for plumbers in the workforce. Students and instructors contributed to the Tewksbury Housing Authority's affordable home build project, applying their technical skills to support local families and community development efforts. This year also brought recognition for student excellence at the state and national levels. A plumbing student earned a gold medal in the Team Works category at the SkillsUSA State Competition, advancing to represent the program and school at the National Competition. Within the school, plumbing students played an important role in the remodel of the metal fabrication shop, installing new piping systems that supported both functionality and modernization of the space. The Chapter 74 Plumbing program continues to combine classroom learning, hands-on experience, and community engagement to prepare students for rewarding careers in the plumbing trade.

Health Services Cluster—

*Cosmetology:* The Chapter 74 Cosmetology program had an exceptional 2024–2025 school year filled with achievement, professional growth, and community engagement. The year began with eleven seniors, three of whom entered the school year already licensed after passing the Massachusetts State Board Exam over the summer. By year's end, all eleven seniors achieved licensure—a 100% pass rate - with six participating in cooperative education placements as licensed Cosmetologists. The program also reopened its doors to the public, offering hair, skin, and nail services that allowed students to refine their technical and client service skills in a real-world environment. Additionally, student success extended to SkillsUSA competitions, with one senior earning a silver medal and advancing to the state level. Junior, sophomore, and freshman students also made remarkable progress throughout the year. All thirteen juniors completed their Fusion SP/2 Cosmetology/Infection Control certification and advanced through their chemical training while serving clients in the student clinic. Four juniors passed their state exam, with two earning co-op placements—a first in Shawsheen's history—while others prepared resumes and continued testing into the summer. The program capped the year with “Appreciation Facials” for staff and a special beauty day for daycare students, demonstrating professionalism and community spirit. The freshmen exploratory program also flourished, with fifteen students permanently joining the shop after learning core hairstyling and manicure skills.

Across all grade levels, project-based learning and theory integration remained central to the curriculum, ensuring students develop both the technical expertise and professionalism essential for success in the cosmetology industry.

*Dental Assisting:* Since its inception, the Dental Assisting program has consistently operated at full enrollment, underscoring both its strong reputation and the continued demand for well-trained dental professionals. The program offers a comprehensive and challenging curriculum that blends technical proficiency with essential interpersonal skills. Key areas of focus include therapeutic communication for effective patient interaction, as well as in-depth instruction in dental terminology, anatomy, and physiology. Students receive hands-on training in chairside procedures, radiography, and model trimming techniques, further supporting their clinical competence. Advanced technology is seamlessly integrated into instruction, with sixteen laptops allocated for junior students to gain proficiency in Dentrix dental software, a critical component of modern dental practice. This combination of practical experience and technological training ensures students are thoroughly prepared for the Dental Assisting National Board (DANB) examinations, including the Radiation Health and Safety (RHS) and Infection Control Exam (ICE). The program's success is further demonstrated by seven seniors currently participating in cooperative education, highlighting its effectiveness in preparing students for immediate entry into the dental workforce.

*Health Assisting:* The Health Assisting program experienced an exceptional year marked by growth, achievement, and transition. The program maintained full freshmen enrollment with a substantial waiting list, reflecting its continued reputation for excellence and community demand. Students demonstrated outstanding performance across all grade levels—100% of sophomores successfully completed their dementia training, and every junior passed the Massachusetts Certified Nursing Assistant (CNA) exam. Additionally, ninety percent of senior students participated in cooperative education placements, gaining valuable real-world healthcare experience that strengthened their skills and employability. This year also brought notable accomplishments and heartfelt goodbyes. The program celebrated its students' success in SkillsUSA, where the Health Knowledge Bowl team earned a gold medal at the state level and proudly represented Massachusetts by placing eleventh nationally. At the same time, the department bid farewell to two longtime educators, Beverly Robinson and Karen Meister, whose decades of dedication helped shape the program's strong foundation. Their legacy continues through the achievements of our students, who remain committed to excellence, compassion, and professionalism in healthcare.

*Medical Assisting:* Shawsheen's Medical Assisting program continues to have full enrollment of eighteen students and very high interest in the program throughout the exploratory process. We welcomed a new staff member, Theresa Hurley, a former Greater Lawrence Medical Assisting Instructor who has been an incredible asset to our program and particularly for our freshmen exploratory program. As a department, we are also proud to announce the addition of the NHA CCMA curriculum through an online study program which allows students to work through study modules and take practice exams in preparation for the CCMA exam. This program has been added to sophomore and junior shop time, and we have also been given the ability as a testing site to allow our students to take their certification exam right here at Shawsheen at the end of their junior year. The Medical Assisting program continues to have full employment for eligible junior and senior students. We have been successful in sending students to compete in SkillsUSA at the district, state, and national level. Over the past year, one of our senior students, Nishtha Lamsal, won a gold medal at SkillsUSA districts, states, and took fifth place at the national level in Medical Terminology.

Transportation/Product Development Cluster—

*Auto - Collision Repair and Refinishing:* The Auto Body program had a productive and engaging year, highlighted by community involvement and collaboration. Of the seven seniors enrolled, four successfully completed cooperative education placements, gaining valuable real-world experience in the auto body industry. Students also contributed their skills to several community outreach projects, including painting handrails for the Billerica Elks, creating festive candy canes for the Stoneham Zoo's Holiday Festivity Lights event, and performing repairs on customer vehicles from surrounding towns. These activities not only enhanced students' technical abilities but also fostered a sense of civic pride and professional responsibility. Within the facility, the Auto Body program continued to demonstrate collaboration and innovation. Students assisted other shops by painting welding stations for the Metal Fabrication program, showcasing teamwork and cross-departmental support. The program implemented Mitchell Connect, a new software program designed to streamline estimating and invoicing processes. This technology has modernized the program's workflow, aligning classroom instruction more closely with current industry practices and better preparing students for careers in automotive repair and refinishing.

*Automotive Technology:* Automotive experienced a productive and engaging school year marked by growth, achievement, and community involvement. The program invested in new shop equipment, including a fully loaded Gear Wrench toolbox, an accompanying tool cart, and a hydraulic service jack—enhancing students’ hands-on learning experiences. Enrollment remains strong, with a freshmen class of twenty-five students reflecting continued interest in the program and the automotive trade overall. Students across all grade levels continue to demonstrate high levels of engagement and success. The junior and senior classes provided valuable automotive services to community members, faculty, and students, reinforcing real-world skills while giving back to the school community. The senior class achieved an impressive 75% co-op placement rate, gaining practical experience in the field. Juniors are currently working toward earning their OSHA 10-hour certification, expected to be completed by February break, while sophomores are pursuing their Hot Works certification—ensuring all students meet essential safety and employability standards. This year also featured several noteworthy accomplishments and partnerships. The junior class attended W.L. French’s 3rd Annual Trades Day in October to explore co-op and post-secondary opportunities. The program received a generous donation of five new Hyundai engines from McGovern Auto Group, providing additional hands-on training resources. Additionally, a junior student earned the regional districts gold medal in Power Equipment (Small Engines) at the SkillsUSA competition last spring. Overall, the Automotive program continues to prepare students for successful futures in the automotive industry through strong instruction, community engagement, and real-world learning experiences.

*Heating, Ventilation, Air Conditioning and Refrigeration:* The HVAC program had an exceptional year characterized by growth, achievement, and continued commitment to hands-on learning and community engagement. The program achieved full participation in co-op placements, with 100% of eligible students gaining real-world experience in the heating, ventilation, and air conditioning field—a reflection of both student readiness and strong partnerships with local employers. This year also marked the program’s highest level of freshman interest in fifteen years, with over nineteen first-choice applicants and an extensive waiting list, underscoring the growing appeal of HVAC as a skilled and in-demand trade. In addition to workforce preparation, students and instructors supported the Tewksbury Housing Authority’s affordable home build project, applying their technical skills to improve comfort and energy efficiency for future residents. The program also experienced significant improvements to its learning environment. Under the leadership of the newly hired instructor, Kevin Jeffers, the upperclassmen shop area underwent a major remodel, featuring new flooring, upgraded lighting, and the addition of nineteen dedicated sophomore workstations. These updates have enhanced both the functionality and professionalism of the workspace, providing students with a setting that mirrors real-world industry standards. With strong enrollment, full co-op participation, and a revitalized shop, the HVAC program continues to advance its mission of preparing students for successful, high-demand careers in the HVAC industry.

*Metal Fabrication and Joining Technologies:* The Metal Fabrication program experienced an exciting and transformative year marked by significant facility upgrades, enrollment growth, and strong industry partnerships. The shop underwent a \$1.4 million Skills Capital Grant renovation, resulting in a fully modernized workspace equipped with state-of-the-art tools and technology. Additions included forty new welders, a water jet, a press brake, and a cutting shear, along with updated lighting, fresh paint, and new flooring—creating a safer, more efficient, and visually appealing learning environment. The program also welcomed a new instructor, Adam Ingram, whose experience, and enthusiasm have strengthened instruction and enhanced student engagement. Student participation and success were highlights once again, with nineteen freshmen joining the program and a waitlist demonstrating continued high demand. Of the twelve seniors enrolled, eight participated in cooperative education placements, gaining valuable real-world experience in the welding trade. The program also maintained strong community ties through outreach projects, including fabricating and installing metal handrails at the Billerica Elks and constructing bike racks and display pieces for the Stoneham Zoo’s Holiday Festivity Lights event. These projects allowed students to apply their technical skills in meaningful, community-oriented ways while promoting pride in craftsmanship and public service.

Manufacturing Cluster —

*Advanced Manufacturing Technology:* This year, the Advanced Manufacturing program saw great student success, professional growth, and continued industry engagement. One of the year’s proudest moments came when a junior represented our program at the SkillsUSA National Competition and earned the gold medal in CNC machining, showcasing the high level of technical skill and dedication our students bring to their craft. In addition to this national recognition, we maintained strong partnerships with local employers, resulting in ten of our twelve senior students participating in cooperative education placements, where they applied their classroom learning in real-

world manufacturing settings. The program also welcomed a new instructor, Ms. Joseph Perreault, whose expertise and enthusiasm have further strengthened our instructional team. We're excited about the continued growth of our program, as evidenced by the eleven freshmen who joined our ranks this year, eager to learn and contribute to the future of advanced manufacturing. With strong student achievement, engaged industry partners, and a dedicated instructional staff, the program remains committed to preparing students for rewarding careers in this high-demand field.

*Drafting:* The Drafting program had a productive and rewarding school year, highlighted by strong student achievement, meaningful school collaborations, and impactful community partnerships. Sixty percent of seniors participated in the cooperative education program, gaining valuable real-world experience in the field, while eighty percent of graduates pursued higher education after completing the program. Within the school, drafting students contributed significantly to numerous projects, including creating renovation drawings for the new Business shop, updating evacuation plans to reflect recent building changes, and collaborating with other programs such as Cosmetology on salon and display design projects. Students also designed a new trophy display case for the gym entrance, translating a former conceptual student model into detailed construction drawings. Beyond the classroom, the Drafting program continued its tradition of community involvement and service-learning. This year, students built upon their previous work with a Wilmington community member to develop a presentation board of the West Point Lighthouse project, honoring his late wife and sharing the tribute with the Canadian community connected to the lighthouse's history. Another highlight was the Burlington Police Station project, in which students were asked by the police chief to create a detailed scale model of the historic station before its scheduled demolition. This model will serve as a lasting tribute to the town's architectural history and will be displayed in the lobby of the new facility. These projects not only showcase the technical skills and creativity of our students but also reinforce the program's commitment to applying design and drafting expertise in ways that strengthen both our school and community.

*Electronics/Engineering:* This summer, the Electronics and Engineering program was awarded a \$9,750 grant, which was used to purchase a pneumatic learning system integrated with the Amatrol eLearning platform. This new equipment will provide students with hands-on, in-depth experience in pneumatics—an essential skill for careers in manufacturing and engineering. It will also support students in pursuing SACA (Smart Automation Certification Alliance) industry certifications. Sophomore students achieved five IPC industry certifications this year, including Safety in Electronics, ESD, FOD, Soldering Essentials, and IPC-A-610. These nationally recognized credentials enhance students' employability in electronics and engineering manufacturing fields. Additionally, junior students earned their OSHA 10-Hour General Industry Certification, demonstrating their commitment to workplace safety. Freshman enrollment increased from eleven to seventeen students, reflecting growing interest in the program. Two students represented our school at the SkillsUSA State Competition in Mobile Robotics. For the 2024–2025 school year, five of seventeen seniors and seven of sixteen juniors are participating in cooperative education, gaining valuable real-world experience alongside their classroom learning.

*Information Support Services and Networking/Programming and Web:* The (ISSN/PW) program had a highly successful year marked by academic achievement, professional certification, and community engagement. Juniors earned their OSHA 10-Hour General Industry cards, reinforcing the program's commitment to safety and industry readiness. Students demonstrated exceptional performance on industry-recognized TestOut certifications, achieving a seventy-five percent pass rate on PC Pro (above both state and national averages), a ninety-three percent pass rate on Client Pro, and a seventy percent pass rate on Hybrid Server Core. Additionally, seven of the seventeen seniors participated in cooperative education placements, gaining valuable hands-on experience in the technology field. Recruitment and outreach efforts also saw strong results this year, with fourteen freshmen joining the program—an encouraging indicator of growing interest in technology education. Beyond the classroom, students showcased their technical and creative skills through community projects, most notably producing professional-grade podcasts at Wilmington Cable TV. These experiences provided students with opportunities to apply their learning in real-world environments, develop communication and teamwork skills, and strengthen connections with the local community. The program continues to prepare students for success in both post-secondary education and careers in the rapidly evolving technology industry.

#### Miscellaneous

*SkillsUSA:* SkillsUSA is a national non-profit organization that prepares students for careers in trade, technical, and skilled-service occupations. Shawsheen Valley Technical High School had an outstanding year in 2024, earning

forty-two medals at the district competition and twenty-seven medals at the State Competition—including twelve gold medals.

Twelve Shawsheen students represented Massachusetts at the National SkillsUSA Conference in Atlanta, Georgia, where our team achieved remarkable success, bringing home two national gold medals! Isaac Schmidt earned a gold medal in CNC Turning, improving on his silver medal performance from the 2023 national conference. Lia Price, a senior in Business Technology, won gold in Job Interview—marking the first time in twenty years that Massachusetts has won this event, according to State Director Karen Ward. Nishtha Lamsal, a senior in Medical Assisting, placed fifth out of thirty in Medical Terminology, while senior William Trach placed seventh in Masonry. The TeamWorks group, consisting of Harry Kinsella (Carpentry), Jackson Goldman (Masonry), Nolan Ally (Electrical), and Michael Ware (Plumbing)—finished sixth out of twenty-four. This three-day competition challenges teams to build a structure from blueprints, including a pre-construction presentation and full demolition on the final day. The Health Knowledge Bowl team—Corrine Foley, Melissa Lavine, Kylie McLaughlin, and Alaina Powell—placed fourteenth out of thirty, competing in a rigorous test of health-related knowledge. Shawsheen demonstrated excellence and teamwork across all competitions, making this one of our strongest SkillsUSA showings to date.

Beyond competitions, our Leadership Team plays an active role throughout the year. The team begins each school year in official dress, providing tours for families during meet-and-greets, open houses, and parent-teacher conferences, as well as for visiting middle school groups from our sending districts. Community service is also central to our mission. The team partnered with House of Hope in Lowell to host a holiday party for underserved children, collected 321 toys in collaboration with the Billerica Fire Department for the Toys for Tots program sponsored by the U.S. Marine Corps, and helped organize Shawsheen’s first Cultural Fair. Shawsheen’s SkillsUSA chapter continues to embody leadership, service, and excellence—preparing students not only for competition but for success in life and career.

*Robotics Club:* The 2024–2025 season was a fantastic one for Shawsheen Robotics! Our teams 5313B and 5313D once again made it to the State Competition, competing against over sixty of Massachusetts’ best robotics programs. Team 5313B had an impressive first day with standout wins but unfortunately fell behind on day two and didn’t qualify for eliminations. Team 5313D faced a tougher start but pulled off wins against the fourth- and fifth- ranked teams and narrowly lost to the top-ranked team by just three points. Their final qualifying match was critical—though they didn’t make it into eliminations; they earned the Judges Award, a feat Shawsheen hadn’t achieved in over a decade! Both teams gained valuable lessons, strengthened their skills, and are already fired up for the next season. Go Shawsheen!

#### Conclusion and Acknowledgement

The SVTHS Committee, staff and students gratefully appreciate the support that they receive from the residents of the five-member district. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2025. Those retirees are: Tanya Baron, Engineering/Electronics Instructor; Kevin Buckley, HVAC-R Instructor; Diane Cedorchuk, Administrative Assistant; Maria Corriea-Branco, English Instructor; Karen Faiola, Administrative Assistant; Todd Karkane, Math Instructor; Karen Meister, Health Assisting Instructor; Susan Murphy, Administrative Assistant; David Norkiewicz, Director of Vocational/Technical Programs; and Beverly Robinson, Health Assisting Instructor.

**Massachusetts Department of Public Health (MDPH) School Health Services  
Massachusetts Controlled Substance Registration (MCSR) Signature Page**

**Medication Program Manager (Registered Nurse)**

I hereby attest that as the Medication Program Manager (RN), I have completed this application and understand my roles as manager and supervisor of the medication storage, handling, delegation, and training program for the applicant school entity. I will act as the MDPH contact on all matters relating to the administration of medications for this school entity. I have developed and/or reviewed the policies and procedures in compliance with regulations 105 CMR 210 in consultation with the school physician and have recommended to the School Committee/Governing Body adoption of the policies. I understand that my name will remain on the school entity's MCSR until I notify MDPH School Health Services otherwise.

*Nina Brophy* *Nina Brophy* *1/16/26*  
 Medication Program Manager Signature/Credentials (RN) Medication Program Manager Print Name Date MM/DD/YY

*Shawshoan Valley Regional Vocational* *Billerica MA 01821*  
 School/District Applying for MCSR City, State, Zip

RNs assigned a school but applying for the district, put district name here

*978-671-3625* *nbrophy@shawtech.org* *RN2321947*  
 Telephone Email RN License #

**School Physician (MD/DO)**

I hereby attest that as School Physician (MD/DO), I have consulted with the Medication Program Manager (RN) in the preparation of this application. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Governing Body adoption of the policies.

*Chu Chen MD* *Chu Chen MD* *01/29/26*  
 School Physician Signature/Credentials (MD/DO) School Physician Print Name Date MM/DD/YY

*978 669 9601* *chu.chen.dr@hot mail.com*  
 Telephone Email

**Superintendent or Administrator of School**

I hereby attest that as Superintendent of Schools or Administrator of the School, I agree with the intent of the regulations and with the policies as specified in this application. I thus acknowledge the Medication Program Manager role and responsibility as registered nurse and manager of the medication program as defined in regulation 105 CMR 210. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Governing Body adoption of the policies.

*Tony McIntosh* *Tony McIntosh* *1/28/2026*  
 Superintendent/Administrator Signature Superintendent/Administrator Print Name Date MM/DD/YY

*978-671-3603* *tmcintosh@shawtech.org*  
 Telephone Email

**Chair of School Committee or Governing Body**

I hereby attest that as Chair, School Committee or Chair, Governing Body, the Committee/Body has agreed to adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation (M.G.L. 94C and 105 CMR 210). The School Committee/Governing Body understands the Medication Program Manager role as registered nurse and manager of the medication program in the school.

*Patricia W. Meuse, Esq.* *Patricia W Meuse Esq* *01/29/26*  
 Chair of School Committee/Governing Body Signature Chair of School Committee/Governing Body Print Name Date MM/DD/YY

*978-674-9092* *pmeuse715@yahoo.com*  
 Telephone Email

THE COMMONWEALTH OF MASSACHUSETTS  
**DEPARTMENT OF PUBLIC HEALTH, DRUG CONTROL PROGRAM**  
Massachusetts Controlled Substance Registration

In accordance with the provision of Massachusetts General Laws, Chapter 94C,  
issues the registration of School Health Delegation Controlled Substance  
Registration to:

Shawsheen Valley Regional Vocational Technical  
100 Cook Street  
Billerica, MA 01821



Robert Goldstein, MD, PhD  
Commissioner - Department of Public Health

Registration Number: SCL21771

Type: School Health Delegation

Issue Date: 02/04/2026

Schedules: II, III, IV, V, VI, IND

Expiration Date: 02/04/2027



THE COMMONWEALTH OF MASSACHUSETTS  
**DEPARTMENT OF PUBLIC HEALTH, DRUG CONTROL PROGRAM**  
Massachusetts Controlled Substance Registration

In accordance with the provision of Massachusetts General Laws, Chapter 94C,  
issues the registration of School Health Training Controlled Substance  
Registration to:

Shawsheen Valley Regional Vocational Technical  
100 Cook Street, 100 Cook Street  
Billerica, MA 01821



Robert Goldstein, MD, PhD  
Commissioner - Department of Public Health

Registration Number: SER21735

Type: School Health Training

Issue Date: 02/04/2026

Schedules: II, III, IV, V, VI, IND

Expiration Date: 02/04/2027



## REGULATORY THEME

## DESCRIPTION OF CHANGES

## Language Updates

- Removed references to "prescription" medication; this regulation applies to all medications, including over-the-counter medications and the delivery of medications through medical devices
- Updated the names of state agencies
- Clarified unclear terms
- Made language of the regulation gender neutral

## Key Roles Defined

- Medication Program Manager: Identifies the School Nurse that has assumed responsibility for a school or district medication program by registering with the Department of Public Health.
- Unlicensed School Personnel: identifies any individual employed by the school committee or in the case of a non-public school, by the governing body, who does not hold a healthcare license in Massachusetts that authorizes the licensee to administer medications.

## Updated Definitions

- Definitions have been added to reflect changes in medical practice and other updates.
- "Medication" (as inclusive of over-the-counter medications)
- "Regular school activities"
- Differentiation between the delegation and training models

## Massachusetts Controlled Substances Registration (MCSR)

- Includes an affirmative requirement that all schools that store or administer medications must register with the School Health Services Program.

## Emergency Rescue Medications

- Allows training on or delegation of additional emergency rescue medications to unlicensed staff under certain circumstances
- Addresses the availability of pre-dosed layperson-appropriate emergency rescue medications

## Standing Orders

- Includes an affirmative requirement that all school nurses shall follow the Board of Registration in Nursing's Advisory Ruling 9324: Accepting, Verifying, Transcribing and Implementing Medication Orders.

## Final Decision-Making Authority

- Clarifies that the school nurse has final decision-making authority for the provision of medication administration in the case of field trips and other short-term special school events, which may include nursing staffing, delegation of medication administration, or a combination of nursing staffing and delegation.

## Self-Carry

- Provides clear guidance for students to self-carry medication in addition to self-administration

## New Sections

- **210.011: Administration of Emergency Rescue Opioid Antagonist** - A carve-out for emergency rescue opioid antagonists (e.g., naloxone) that allows unlicensed staff to administer undesignated emergency rescue opioid antagonists. Adds a requirement for reporting of all doses of opioid antagonists given during regular school activities and also addresses storage of opioid antagonists.
- **210.015: Waiver of Requirements Imposed on Entities Administering Medications Under 105 CMR 210.000** - Provides mechanisms for the Department to issue waivers to any section of this regulation under limited circumstances.
- **210.017: Inspection and Investigation** - Gives the Department the authority to inspect school records and issue plans of correction to schools found to be out of compliance with the regulation.
- **210.019: Severability** - Ensures that if any section of the regulation is found to be invalid, the remainder of the regulation will still be in effect.

# MDPH School Health Services

## The Administration of Medications in Public and Non-Public Schools MA Controlled Substance Registrations (MCSRs) Guidance Document

### SCHOOL HEALTH DELEGATION & SCHOOL HEALTH TRAINING MCSRs

In Massachusetts, primary and secondary schools, both public and non-public, only licensed healthcare professionals (RN/LPN) can administer medications unless the school's Medication Program Manager (registered nurse) submits applications and is approved for the School Health Delegation MCSR and/or School Health Training MCSR. This application is reviewed and approved by The Massachusetts Department of Public Health (MDPH) School Health Services (SHS) program staff. **If applying for both delegation and training, separate applications are required for each of the MCSRs.**

**All primary and secondary public and non-public schools in Massachusetts are required to comply with:**

1. M.G.L. 94C: The Controlled Substances Act
2. 105 CMR 210: Medication Administration in Public and Non-Public Schools

Under 105 CMR 210.000, a school committee or governing body, with board of health consultation, may apply for authorization to delegate medication administration to unlicensed school personnel. **The option for an RN to delegate medications enhances a school nurse's flexibility but does not replace their role.**

105 CMR 210.005 (G) requires that *"The School Committee or governing body, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel"*.

MDPH SHS recommends that a needs assessment be completed by the school nurse with attention paid to children with special health care needs as well as emergency response time for each building, when determining safe and appropriate health office staffing.



**An RN must be on-call and available for consultation when medications are being administered via the delegation model.**

The primary or secondary school/district must have written policies consistent with law and regulation for handling, storage, delegation, and disposal of medications, which can be requested by MDPH SHS at any time.

The Medication Program Manager must be a Registered Nurse in the Commonwealth of Massachusetts who has assumed responsibility for the school or district's medication program by registering with MDPH.



**When the Medication Program Manager leaves their position, they must inform the MDPH School Health Services program via email to [medication.delegation@mass.gov](mailto:medication.delegation@mass.gov). Without proper notification to MDPH SHS the RN will remain on the MCSR as the Medication Program Manager that is legally responsible for the school entity's medication program.**

# MDPH School Health Services

## The Administration of Medications in Public and Non-Public Schools MA Controlled Substance Registrations (MCSRs) Guidance Document

### REGISTRATION INSTRUCTIONS

<p><b>ATTEND REQUIRED MEDICATION COURSES</b></p>	<p>Medication Program Manager (RN) must obtain certificates of attendance from the two mandatory BU SHIELD courses. Both classes need to be taken every <b>three (3)</b> years:</p> <ul style="list-style-type: none"> <li>• <i>An Introduction to Medication Administration and Delegation in MA Schools</i></li> <li>• <i>Managing a Medication Administration and Delegation Program in MA Schools</i></li> </ul>
<p><b>COMPLETE SIGNATURE PAGE</b></p>	<p>All signatories must sign the <u>MCSR Signature Page</u> each year.</p> <ul style="list-style-type: none"> <li>• <b>Please note:</b> This is the <b>only</b> approved signature page. It is used for <b>both</b> School Health MCSR applications.</li> </ul> <p>Meet with the signatories to review the policies regarding health services, medication administration, and/or epinephrine/opioid antagonist training at least every other year.</p> <p>Acceptable signatures include:</p> <ul style="list-style-type: none"> <li>• Wet signature on the paper form, scanned, and uploaded</li> <li>• A verifiable electronic signature</li> </ul> <p><b>**Typed names in the place of signatures will not be accepted</b></p>
<p><b>COMPLETE MDPH STAFFING SPREADSHEET</b></p>	<p>Complete the approved <u>MDPH Staffing Spreadsheet</u> when applying for the Delegation MCSR. It should include staffing and an attestation that an RN is on-call when medications are being administered via the delegation model.</p> <p>This is <b>not</b> required for the <b>Training MCSR</b> application.</p> <ul style="list-style-type: none"> <li>• Please include only the healthcare professionals and health office support staff that are working <b>in</b> the school health office. Healthcare professionals assigned to individual students or specific classrooms should not be included in the staffing spreadsheet.</li> </ul> <p>Tips for completing the Staffing Spreadsheet can be found at the end of this document.</p>
<p><b>SUBMIT APPLICATION/S VIA HEALTH PROFESSIONS LICENSING SYSTEM</b></p>	<p>Create a <u>Health Professions Licensing System (HPLS)</u> user account. The account needs to be in the RN Medication Program Manager's name. It is recommended that you use your school/work email address to create the account for purpose of school's MCSR applications).</p> <p><b>Please Note:</b> There is <b>no linking of RN licenses</b> to this account. School Health Services checks this manually while reviewing applications.</p>
<p><b>EXPIRED MCSRS</b></p>	<p>The school entity's registration <b>expires one year (365 days)</b> from the MCSR approval date. School entities can apply for a <b>new</b> registration up to 90 days prior to the expiration date. It is recommended that your application is submitted <b>at least two (2)</b> weeks prior to the expiration date to avoid a lapse in registration, as this is the average processing/approval time. Applications are approved in the order they go into the system.</p> <ul style="list-style-type: none"> <li>• There is <b>no option for renewal</b>; it is a <b>new application each year for both MCSRs</b>.</li> </ul>

105 CMR: DEPARTMENT OF PUBLIC HEALTH

105 CMR 210.000: THE ADMINISTRATION OF MEDICATIONS IN PUBLIC AND NON-PUBLIC SCHOOLS

Section

- 210.001: Purpose
- 210.002: Definitions
- 210.003: Policies Governing the Administration of Medications in Schools
- 210.004: Policies Regarding Delegation of Medication Administration
- 210.005: Responsibilities of the School Nurse Regarding Medication Administration
- 210.006: Self-administration and Self-carry of Medications
- 210.007: Training of Unlicensed School Personnel Responsible for Administering Medications
- 210.008: Handling, Storage and Disposal of Medications
- 210.009: Documentation and Record-keeping
- 210.010: Administration of Epinephrine
- 210.011: Administration of Emergency Rescue Opioid Antagonist
- 210.015: Waiver of Requirements Imposed on Entities Administering Medications Under 105 CMR 210.000
- 210.017: Inspection
- 210.019: Severability

210.001: Purpose

The purpose of 105 CMR 210.000 is to provide minimum standards for the safe and proper storage and administration of medications to students in the Commonwealth's public and non-public primary and secondary schools. 105 CMR 210.000 permits school nurses to delegate responsibility for administration of medications to trained, nursing-supervised unlicensed school personnel, provided the school district or non-public school registers with the Department of Public Health. The aim of 105 CMR 210.000 is to ensure that students requiring medication administration during regular school activities will be able to attend school and to ensure that medications are safely administered and stored in schools. 105 CMR 210.000 encourages collaboration between caregivers, health care providers, and the school in this effort.

210.002: Definitions

As used in 105 CMR 210.000, the following words, unless the context clearly requires otherwise, shall have the following meanings:

Administration of Medication means the direct application of a medication by inhalation, ingestion, or by any other means to the body of a person.

Caregiver means a parent or guardian of a student.

Controlled Substance shall have the meaning as defined in M.G.L. c. 94C, § 1.

Cumulative Health Record means the collection of an individual student's medical documentation relevant to the health of the student maintained by a school or school district which may include historical and ongoing medications, applicable diagnosis information, allergies and other relevant medical conditions, immunization records, health screenings, health office visits notes, and contact information for the student's health care providers. The records may be maintained in a paper or electronic format or a combination of both.

Delegation shall have the meaning as defined in 244 CMR 10.01: *Definitions*. The delegating nurse must provide adequate supervision of all nursing activities delegated to unlicensed persons. Delegation is the most common model under which unlicensed school personnel can administer medications in schools.

Department means the Massachusetts Department of Public Health.

Drug shall have the meaning as defined in M.G.L. c. 94C, § 1.

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210.002: continued

Emergency Rescue Medication means a schedule II-VI medication which is administered in the event of an allergic reaction, hypoglycemia, apparent opioid overdose, asthma or other loss of consciousness and/or acute respiratory event, in order to prevent imminent death or serious injury or illness. Examples may include, but are not limited to:

- (1) epinephrine in an FDA-approved, pre-dosed auto-injector or FDA-approved, pre-dosed forms that are administered through the mucous membranes of the nose, digestive tract, or lungs;
- (2) opioid antagonists in an FDA-approved, pre-dosed auto-injector or FDA-approved, pre-dosed forms that are administered through the mucous membranes of the nose, digestive tract, or lungs;
- (3) glucagon in an FDA-approved, pre-dosed auto-injector or FDA-approved, pre-dosed forms that are administered through the mucous membranes of the nose, digestive tract, or lungs;
- (4) atropine, pralidoxime chloride or other designated nerve agent antidotes that are in an FDA-approved, pre-dosed form;
- (5) rescue inhalers; and
- (6) other medications in FDA-approved, pre-dosed forms that are administered through the mucous membranes of the nose, digestive tract, or lungs.

Investigational New Drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed Practical Nurse means an individual who is a graduate of an approved practical nursing program, and who is currently licensed as a practical nurse pursuant to M.G.L. c. 112.

Licensed Prescriber means a health care provider who is legally authorized to prescribe medication pursuant to M.G.L. c. 94C and applicable federal laws and regulations.

Medical Device means an instrument, apparatus, implement, machine, contrivance, implant, in vitro reagent, or other similar or related article, including any component, part, or accessory for use as outlined in 21 U.S.C. § 321.

Medication means any controlled substance in schedules II-VI or FDA-approved over-the-counter medication with a drug fact sheet.

Medication Program Manager means a School Nurse that has assumed responsibility for a school or district medication program by registering with the Department of Public Health.

Parenteral Medication means any medication administered in a manner other than by the digestive tract or topical application, as by intravenous, intramuscular, subcutaneous, or intradermal injection.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Massachusetts or in another state.

Pro re nata (abbreviated p.r.n.) means "as needed."

Regular School Activities means all instructional/academic activities, as well as all activities organized or sanctioned by the school including, but not limited to, day and overnight field trips, school-provided transportation, interscholastic sporting events, after school or extracurricular clubs or organizations, and proms or other social events organized as part of the instructional/academic portion of the school.

School Nurse means a nurse practicing in a school setting, who is:

- (1) a graduate of an approved school for professional nursing;
- (2) currently licensed as a Registered Nurse pursuant to M.G.L. c. 112; and
- (3) appointed by a School Committee or a Board of Health in accordance with M.G.L. c. 71, §§ 53, 53A, and 53B or, in the case of a non-public school, by the governing body.

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210.002: continued

School Physician means a physician appointed by a School Committee or Board of Health in accordance with M.G.L. c. 71, §§ 53, 53A, and 53B or, in the case of a non-public school, by the governing body.

Self-administration shall have the meaning as defined in 105 CMR 700.001: *Definitions*.

Self-carry means storage of limited quantities of medications including, as appropriate, multi-dose medications on a student's person, at the discretion of the school nurse, as outlined in 105 CMR 210.006.

Supervision means guidance by a qualified school nurse, provided through any communication medium, to accomplish a task, with initial direction and instruction concerning the task and periodic inspection and oversight of activities related to the task.

Unlicensed School Personnel means any individual employed by or through contract with the school committee or in the case of a non-public school, by the governing body, who does not hold a healthcare license in Massachusetts that authorizes the licensee to administer medications.

210.003: Policies Governing the Administration of Medications in Schools

(A) The School Committee or governing body, consulting with the Board of Health where appropriate, shall adopt policies and procedures governing the administration of medications and self-administration of medications within the school system, following development of a proposal by the medication program manager, in consultation with the school physician. Review and revision of such policies and procedures shall occur as needed but at least every two years.

At a minimum, these policies shall include:

- (1) designation of a medication program manager as supervisor of the medication administration program in a school;
- (2) documentation of the administration of medications;
- (3) response to a medication emergency;
- (4) storage of medications;
- (5) reporting and documentation of medication errors;
- (6) dissemination of information to caregivers. Such information shall include an outline of a school's medication policies and shall be available to caregivers upon request;
- (7) procedures for resolving questions between the school and a caregiver regarding administration of medications. Such procedures shall provide for and encourage the participation of the caregiver. Existing procedures for resolution of differences may be used whenever appropriate.

(B) The School Committee or governing body shall submit these policies and procedures to the Department of Public Health upon request.

(C) All schools/districts where medication is stored or where medication administration is delegated to unlicensed school personnel must obtain a Massachusetts Controlled Substances Registration by registering with the Department of Public Health. At minimum, schools/districts may accomplish this by registering for emergency medication training.

(D) Schools/districts are not authorized to make use of 105 CMR 700.003(C) for the administration of emergency rescue medications during regular school activities.

(E) Schools/districts that hold a Massachusetts Controlled Substances Registration may purchase stock prescription medications not prescribed to an individual as permitted by the Drug Control Program.

210.004: Policies Regarding Delegation of Medication Administration

(A) The School Committee, Board of Health, or governing body may develop a policy that allows the school nurse to delegate responsibility to unlicensed school personnel for medication administration.

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210.004: continued

- (1) For the purpose of administering emergency medication to an individual student, including parenteral administration of medication pursuant to 105 CMR 210.004(A)(4), the school nurse may identify individual unlicensed school personnel who may be trained pursuant to 105 CMR 210.007 or 105 CMR 210.010, in the case of epinephrine, or 105 CMR 210.011, in the case of an emergency rescue opioid antagonist. Said unlicensed school personnel shall be listed on the medication administration plan developed in accordance with 105 CMR 210.005(E) and receive education in the administration of emergency medication to a specific student.
- (2) An individual selected by the school nurse may be authorized to administer medication if they meet the following criteria:
  - (a) demonstrates sound judgment;
  - (b) is able to read and write in the language in which the medication order is written;
  - (c) is able to communicate with the school nurse orally and in writing;
  - (d) is able to communicate with the student receiving the medication or has ready access to an interpreter when needed;
  - (e) is able to meet the requirements of 105 CMR 210.000 and follow nursing supervision;
  - (f) is able to respect and protect the student's confidentiality; and
  - (g) has completed an approved training program pursuant to 105 CMR 210.007 or completed an approved training program pursuant to 105 CMR 210.010 in the case of epinephrine.
- (3) A school nurse shall be on duty while medications are being administered by designated unlicensed school personnel, and be available should consultation be required. The consultation may be in person or virtual (telephonic or web-based).
- (4) Parenteral medications may not be delegated or administered by training, with the exception of epinephrine or injectable glucagon in an FDA-approved, pre-dosed autoinjector administered in accordance with the restrictions outlined in 105 CMR 210.000.
- (5) With the exception of emergency rescue medications, which may be administered under the delegation model according to the student's emergency medication plan without a separate nursing assessment, medications to be administered pursuant to p.r.n. orders may be administered by authorized unlicensed school personnel after an assessment by or consultation with the school nurse for each dose.
- (6) Neither prescription medication nor over-the-counter medications can be administered by delegation by unlicensed school personnel without student-specific medication orders from a licensed prescriber.
- (7) The name of the unlicensed school personnel administering medication by delegation must be identified in the student health record.

210.005: Responsibilities of the School Nurse Regarding Medication Administration

- (A) The medication program manager, in consultation with the school physician and the School Wellness/Health Advisory Committee, if established pursuant to 105 CMR 215.000: *Standards for School Wellness Advisory Committees*, shall develop policies and procedures consistent with 105 CMR 210.000 for approval by the School Committee or governing body, in consultation with the Board of Health where appropriate.
- (B) The medication program manager shall have responsibility for the development and management of the medication administration program. Such responsibility shall be delineated in policies and procedures adopted by the School Committee or governing body, in consultation with the Board of Health where appropriate.
- (C) The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating and training on administration of medications to unlicensed school personnel consistent with the requirements established in this regulation and in Board of Registration in Nursing regulations, 244 CMR 3.00: *Registered Nurse and Licensed Practical Nurse*.

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210.005: continued

(D) Medication Orders.

(1) The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed at the beginning of each academic year and as clinically necessary. A telephone order or an order for any change in medication shall be received only by the school nurse. Any verbal order must be followed by a written or electronic order within three school days. Whenever possible, the medication order shall be obtained, and the medication administration plan specified in 105 CMR 210.005(E) shall be developed before the student enters or re-enters school.

(a) In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

1. the student's name;
2. the name and signature of the licensed prescriber and business and emergency phone numbers;
3. the name, route and dosage of medication;
4. the frequency and time of medication administration;
5. the date of the order;
6. a diagnosis and any other medical condition(s) requiring medication, if not a violation of confidentiality or if not contrary to the request of a caregiver or student to keep confidential;
7. specific directions for administration.

(b) Every effort shall be made to obtain from the licensed prescriber the following additional information, as appropriate:

1. any student-specific side effects, contraindications and adverse reactions to be observed;
2. any other medications being taken by the student;
3. the date of return visit, if applicable.

(2) Special Medication Situations.

(a) For short-term medications, *i.e.*, those requiring administration for ten school days or fewer, the pharmacy-labelled container may be used in lieu of a licensed prescriber's order. If the school nurse has a question, they may request a licensed prescriber's order.

(b) For "over-the-counter" medications, *i.e.*, non-prescription medications, the school nurse shall follow the Board of Registration in Nursing's Advisory Ruling 92-05: *Medication Administration of Over the Counter Drugs.*

(c) For medications administered under a standing order, the school nurse shall follow the Board of Registration in Nursing's Advisory Ruling 9324: *Accepting, Verifying, Transcribing and Implementing Medication Orders.* Unlicensed school personnel can only administer a medication under a standing order that is specific to an individual patient (with the exception of an emergency rescue opioid antagonist) and under the delegation model.

(d) Investigational new drugs may be administered in the schools with:

1. a written order by a licensed prescriber;
2. written consent of the caregiver; and
3. a pharmacy-labelled container for dispensing. If there is a question, the school nurse may seek consultation and/or approval from the school physician to administer the medication in a school setting.

(3) The school nurse shall ensure that there is a written authorization by the caregiver which contains:

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

210.005: continued

(E) Medication Administration Plan: The school nurse, in collaboration with the caregiver whenever possible, shall establish a medication administration plan for each student receiving a medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and their preferences respected to the maximum extent possible. If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to St. 1972, c. 766 the Massachusetts Special Education Law (Individual Education Plan under Chapter 766) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

(1) Prior to the initial administration of the medication, the school nurse shall assess the student's health status and develop a medication administration plan which includes:

- (a) the name of the student;
- (b) a medication order from a licensed prescriber, which meets the requirements of 105 CMR 210.005(D)(1);
- (c) the signed authorization of the caregiver, which meets the requirements of 105 CMR 210.005(D)(3);
- (d) any known allergies to food or medications;
- (e) the diagnosis, unless a violation of confidentiality or the caregiver or student requests that it not be documented;
- (f) any possible side effects, adverse reactions or contraindications;
- (g) the quantity of medication to be received by the school from the caregiver;
- (h) the required storage conditions;
- (i) the duration of the medication order;
- (j) the designation of unlicensed school personnel, if any, who will administer the medication to the student in the absence of the school nurse, and plans for back-up if the designated personnel are unavailable;
- (k) plans, if any, for teaching self-administration of the medication;
- (l) with caregiver permission, other persons, including teachers, to be notified of medication administration and possible adverse effects of the medication;
- (m) when appropriate, the location where the administration of the medication will take place;
- (n) a plan for monitoring the effects of the medication;
- (o) the school nurse has final decision-making authority for the provision of medication administration in the case of field trips and other short-term special school events, which may include nursing staffing, delegation of medication administration, or a combination of nursing staffing and delegation of medication administration.

(F) Developing Procedures for Administration of Medications.

(1) The medication program manager shall develop procedures for the administration of medications which shall include the following:

- (a) A procedure to ensure the positive identification of the student who receives the medication;
- (b) A system for documentation and record-keeping which meets the requirements of 105 CMR 210.009.

(2) The medication program manager shall develop a system of documenting observations by the school nurse or unlicensed school personnel and communicating significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the student's caregiver and/or licensed prescriber;

(3) The medication program manager shall develop and implement procedures regarding receipt and safe storage of medications in accordance with 105 CMR 210.008;

(4) The medication program manager shall develop procedures for responding to medication emergencies, *i.e.*, any reaction or condition related to administration of medication which poses an immediate threat to the health or well-being of the student. This includes maintaining a list of persons, with their phone numbers, to be contacted as appropriate, in addition to the caregiver, school nurse, licensed prescriber and other persons designated in the medication administration plan. Such persons may include other unlicensed school personnel, the school physician, clinic or emergency room staff, ambulance services and the local poison control center;

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(5) The medication program manager shall develop procedures and forms for documenting and reporting medication errors. The procedures shall specify persons to be notified in addition to the caregiver and school nurse, including the licensed prescriber or school physician if there is a question of potential harm to the student. A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

- (a) within appropriate time frames;
- (b) in the correct dosage;
- (c) in accordance with accepted practice; and
- (d) to the correct student.

(6) The medication program manager shall develop procedures to review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

(G) Delegation/Supervision. When a School Committee or governing body, in consultation with the Board of Health where appropriate, has registered with the Department of Public Health and authorized unlicensed school personnel to administer medications, such personnel shall be under the supervision of the school nurse for the purposes of 105 CMR 210.000. The School Committee or governing body, in consultation with the Board of Health where appropriate, shall provide assurance that sufficient school nurse(s) are available to provide proper supervision of unlicensed school personnel. Responsibilities for supervision, at a minimum, shall include the following:

(1) After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train and supervise the specific individuals who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection.

(2) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is to be determined by:

- (a) the number of unlicensed school personnel the school nurse can adequately supervise, as determined by the school nurse; and
- (b) the number of unlicensed school personnel necessary, in the school nurse's judgment, to ensure that the medications are properly administered to each student.

(3) The school nurse shall support and assist persons who have completed the training specified in 105 CMR 210.007 to prepare for and implement their responsibilities related to the administration of medication.

(4) The first time that an unlicensed school personnel administers medication, the delegating school nurse shall provide supervision at the work site. In extenuating circumstances, as determined by the school nurse, the skills competency for p.r.n. emergency rescue medications administered through inhalation or through the mucous membranes of the nose, digestive tract, or lungs (such as inhalers and nasal preparations of glucagon and diazepam) or, in the case of injectable glucagon, an FDA-approved, pre-dosed autoinjector, may be demonstrated without administration of the medication to the student. When a p.r.n. emergency rescue medication is administered, the medication plan shall address notification of the local emergency medical services system, followed by notification of the student's caregiver.

(5) The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to, the following:

- (a) health condition and ability of the student;
- (b) the extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated;
- (c) the type of medication; and
- (d) the proximity and availability of the school nurse to the unlicensed school personnel who is performing the medication administration.

(6) For the individual student, the school nurse shall:

- (a) determine whether or not it is medically safe and appropriate to delegate medication administration;
- (b) administer the first dose of the medication, if:
  1. there is reason to believe there is a risk to the student as indicated by the health assessment; or

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2. the student has not previously received this medication in any setting. In extenuating circumstances, as determined by the school nurse, p.r.n. emergency rescue medications administered through inhalation or through the mucous membranes of the nose, digestive tract, or lungs (such as inhalers and nasal preparations of glucagon and diazepam) or, in the case of injectable glucagon, an FDA-approved, pre-dosed autoinjector, are not required to be administered previously. When a p.r.n. emergency rescue medication is administered, the medication plan shall address notification of the local emergency medical services system, followed by notification of the student's caregiver;

- (c) review the initial orders, possible side effects, adverse reactions and other pertinent information with the unlicensed school personnel to whom medication administration has been delegated;
- (d) provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately. Supervision and consultation may include record review, on-site observation and/or assessment;
- (e) review all documentation pertaining to the delegation of medication administration on a weekly basis or more often if necessary.

(H) In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication which, based on their individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the caregiver and licensed prescriber shall be notified immediately by the school nurse.

(I) For the purposes of 105 CMR 210.000, a Licensed Practical Nurse may not delegate the administration of medications to unlicensed school personnel.

(J) The school nurse shall have access to current, peer-reviewed medication references.

210.006: Self-administration and Self-carry of Medications

Consistent with school policy, the school nurse may permit self-carry and self-administration of medication by a student provided that the following requirements are met:

- (1) the student, school nurse and caregiver, where appropriate, enter into an agreement which specifies the conditions under which medication may be self-administered, which may include the conditions under which a student may self-carry medication for the purpose of administration by another, or whether the medication being self-administered is being taken or applied by the student themselves or with an FDA-approved medical device;
- (2) the school nurse, as appropriate, develops a medication administration plan pursuant to 105 CMR 210.005(E) which contains only those elements necessary to ensure safe self-administration of medication;
- (3) the school nurse evaluates the student's health status and abilities and deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication;
- (4) the school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered, and follows the school self-administration protocols;
- (5) there is written authorization from the student's caregiver that the student may self-administer medication, unless the student has consented to treatment under M.G.L. c. 112, § 12F or other authority permitting the student to consent to medical treatment without caregiver permission;
- (6) if requested by the school nurse, the licensed prescriber provides a written order for self administration;
- (7) the school nurse establishes a plan for the safe storage of self-administered medication and, as necessary, consults with teachers, the student and caregiver, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This may include self-carry of the medication and this information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location;

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- (8) the school nurse develops and implements a plan to monitor the student's self-administration, based on the student's abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, and notifying the caregiver or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication;
- (9) with caregiver and student permission, if required by law, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering and/or self-carrying a medication.

210.007: Training of Unlicensed School Personnel Responsible for Administering Medications

- (A) Any unlicensed school personnel administering medication must be properly trained and supervised by a school nurse.
- (B) Training shall be provided under the direction of the school nurse.
- (C) At a minimum, the training program shall include content standards and a test of competency developed and approved by the Department of Public Health in consultation with the Board of Registration in Nursing and practicing school nurses.
- (D) Personnel designated to administer medications shall be provided with the names and locations of unlicensed school personnel who have documented certification in cardiopulmonary resuscitation. Schools should make every effort to have a minimum of two school staff members with documented certification in cardiopulmonary resuscitation present in each school building throughout the day.
- (E) The school nurse shall document the training and evidence of competency of unlicensed school personnel designated to assume the responsibility for medication administration.
- (F) The school nurse shall provide a training review and informational update at least annually for those unlicensed school personnel authorized to administer medications.
- (G) The requirements for training specific to the administration of epinephrine and the administration of an emergency rescue opioid antagonist by unlicensed school personnel are outlined in 105 CMR 210.010 and 105 CMR 210.011 respectively.

210.008: Handling, Storage and Disposal of Medications

- (A) A caregiver or caregiver-designated responsible adult shall deliver all medications to be administered by school personnel or to be taken by self-administering students, if required by the self-administration agreement 105 CMR 210.006, to the school nurse or other person designated and trained by the school nurse to receive medication.
  - (1) The medication must be in a pharmacy or manufacturer labelled container specific to that medication.
  - (2) The school nurse or other trained person receiving the medication shall document the quantity of the medication delivered.
  - (3) In extenuating circumstances, as determined by the school nurse, the medication may be delivered by other persons or a licensed pharmacy; provided, however, that the school nurse is notified in advance by the caregiver of the arrangement and the quantity of medication being delivered to the school.
- (B) All medications shall be stored in their original pharmacy or manufacturer labelled containers and in such manner as to render them safe and effective.

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.008: continued

(C) All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures between 36°F (2°C) to 46°F (8°C). Medications requiring freezer storage shall be stored in either a locked box in a freezer or in a locked freezer maintained at temperatures between -13°F (-25°C) to 14°F (-10°C).

(D) Access to stored medications shall be limited to persons authorized to administer medications and to self-medicating students, to the extent permitted by school policy developed pursuant to 105 CMR 210.006(7). Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible. Students who are self-medicating shall not have access to other students' medications.

(E) Caregivers may retrieve the medications from the school at any time.

(F) No more than a 30-school-day supply of the medication for a student shall be stored at the school, with the exception of multidose devices, which may contain more than a 30-day supply.

(G) Where possible, all unused, discontinued or outdated medications shall be returned to the caregiver and the return appropriately documented. In extenuating circumstances, with caregiver consent when possible, such medications may be destroyed by the school nurse in accordance with any applicable policies of the Massachusetts Department of Public Health, Drug Control Program.

210.009: Documentation and Record-keeping

(A) Each school where medications are administered by school personnel shall maintain a medication administration record for each student who receives medication during school hours.

(1) Such record at a minimum shall include a daily log and a medication administration plan, including the medication order and caregiver authorization.

(2) The medication administration plan shall include the information as described in 105 CMR 210.005(E).

(3) The daily log shall contain:

- (a) the dose or amount of medication administered;
- (b) the date and time of administration or omission of administration, including the reason for omission and action taken post omission;
- (c) a mechanism for identifying the person administering each dose.

(4) The school nurse shall document in the medication administration record significant observations of the medication's effectiveness, as appropriate, and any adverse reactions or other harmful effects, as well as any action taken.

(5) All documentation shall be recorded in a manner that prevents alteration or destruction of the record.

(6) With the consent of the caregiver, or student where appropriate, the completed medication administration record and records pertinent to self-administration shall be filed in the student's cumulative health record. When the caregiver or student, where appropriate, objects, these records shall be regarded as confidential medical notes and shall be kept confidential, except as provided in 105 CMR 210.000.

(B) Medication errors, as defined in 105 CMR 210.005(F)(5), shall be documented by the school nurse on the school/district's accident/incident report form and in the student's health record. These reports shall be retained in a location as determined by school policy and made available to the Department of Public Health upon request. All suspected diversion or tampering of drugs shall be reported to the Department of Public Health, Drug Control Program. All medication errors requiring medical care or ongoing assessment shall be reported as instructed to the Department of Public Health.

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.009: continued

(C) The school district shall comply with the Department of Public Health's reporting requirements for medication administration in the schools.

(D) The Department of Public Health may inspect any individual student medication record or record relating to the administration or storage of medications without prior notice to ensure compliance with 105 CMR 210.000.

210.010: Administration of Epinephrine

(A) A public school district or non-public school, as defined by the Massachusetts Department of Elementary and Secondary Education, may register with the Department for the limited purpose of permitting properly trained unlicensed school personnel to administer any available, FDA-approved, pre-dosed form of epinephrine (hereafter, any available, FDA-approved, pre-dosed form of epinephrine will be referred to solely as epinephrine for the purposes of 105 CMR 210.010) in a life-threatening situation during regular school activities when a school nurse is not immediately available, including field trips, provided that the following conditions are met:

(1) the school committee or governing body approves policies developed by the medication program manager governing administration of epinephrine. This approval must be renewed every year;

(2) the school committee or governing body provides an assurance to the Department that the requirements of 105 CMR 210.000 will be met through registration with the Department;

(3) in consultation with the school physician, the medication program manager oversees and has final decision-making authority about the epinephrine program;

(4) the unlicensed school personnel authorized to administer epinephrine are trained and evaluated by the medication program manager, or school nurses designated by this person, in accordance with standards and a curriculum established by the Department.

(a) The medication program manager, or school nurses designated by this person, shall document the training and evaluation of competency.

(b) The medication program manager, or a designee, shall provide a training review and informational update at least twice a year.

(c) The training, at a minimum, shall include:

1. procedures for risk reduction.

2. recognition of the symptoms of a severe allergic reaction;

3. the importance of following the medication administration plan;

4. proper use of the administration device; and

5. requirements for proper storage and security, notification of appropriate persons following administration, and record keeping.

(d) The school shall maintain and make available upon request by caregivers or staff documentation of those unlicensed school personnel authorized and trained to administer epinephrine in an emergency, when the school nurse is not immediately available;

(5) epinephrine given by unlicensed school personnel shall be administered only in accordance with an individualized medication administration plan satisfying the applicable requirements of 105 CMR 210.005(E) and 210.009(A)(6), updated every year, which includes the following:

(a) a diagnosis by a licensed prescriber that the student is at risk of a life-threatening allergic reaction and a medication order containing proper dosage and indications for administration of epinephrine;

(b) written authorization by a caregiver;

(c) phone number for the caregiver, as well as the names(s) and phone number(s) of any other person(s) to be notified if the caregiver is unavailable;

(d) identification of places where the epinephrine is to be stored, following consideration of the need for storage:

1. at one or more places where the student may be most at risk;

2. in such a manner as to allow rapid access by authorized persons, including possession by the student when appropriate; and

3. in a place accessible only to authorized persons. The storage location(s) should be secure, but not locked during those times when epinephrine is most likely to be administered, as determined by the school nurse;

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.010: continued

- (e) documentation of the unlicensed school personnel who would administer the epinephrine to the student in a life-threatening situation when a school nurse is not immediately available;
  - (f) a plan for comprehensive risk reduction for the student, including preventing exposure to specific allergens; and
  - (g) an assessment of the student's readiness for self-administration and training, as appropriate.
- (6) when epinephrine is administered, there shall be immediate notification of the local emergency medical services system (generally 911), followed by notification of the student's caregiver. If epinephrine is administered by unlicensed school personnel, the school nurse, and other individuals as warranted and deemed appropriate by the school nurse, must also be notified;
- (7) there shall be procedures, in accordance with any standards established by the Department, for:
- (a) developing the medication administration plan;
  - (b) developing general policies for the proper storage of medication, including limiting access to persons authorized to administer the medication and returning unused or outdated medication to a caregiver whenever possible;
  - (c) recording receipt and return of medication by the school nurse;
  - (d) documenting the date and time of administration;
  - (e) notifying appropriate parties of administration and documenting such notification;
  - (f) reporting medication errors in accordance with 105 CMR 210.005(F)(5);
  - (g) reviewing any incident involving administration of epinephrine to determine the adequacy of the response and to consider ways of reducing risks for the particular student and the student body in general;
  - (h) planning and working with the emergency medical system to ensure the fastest possible response;
  - (i) disposing properly of used or expired epinephrine administration devices;
  - (j) submitting the Department of Public Health Epinephrine Administration Report to the Department of Public Health each time epinephrine is administered to a student or staff, in accordance with 105 CMR 210.009(C); and
  - (k) permitting the Department of Public Health to inspect any record related to the administration of epinephrine without prior notice, to ensure compliance with 105 CMR 210.010.

(B) Epinephrine may be administered in accordance with 105 CMR 210.000 in before and after school programs offered or provided by a school, such as athletic programs, special school events and school-sponsored programs on weekends, provided that the public school district or non-public school is registered with the Department pursuant to 105 CMR 210.010(A) and meets the requirements set forth in 105 CMR 210.010(B).

- (1) Epinephrine may be administered in such before and after school programs and special events, to students attending the school where the epinephrine is to be administered, provided that the following requirements in 105 CMR 210.010(B)(1)(a) through (d) are met:
- (a) school committee or governing body approves, in the policy developed in accordance with 105 CMR 210.010(A)(1), administration of epinephrine in such programs. The policy shall identify the school official(s), along with a school nurse for each school designated by the medication program manager, responsible for determining which before and after school programs and special events are to be covered by the policy;
  - (b) the designated school nurse approves administration of epinephrine in that program and selects the properly trained person(s) to administer the epinephrine;
  - (c) the school complies with the requirements of 105 CMR 210.010(A), including immediate notification of emergency medical services following administration of epinephrine, but need not comply with the requirement of 105 CMR 210.004(A)(3); and
  - (d) the program is not licensed by another state or municipal agency, in which case the regulations promulgated by that agency will apply.

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.010: continued

(2) Epinephrine may be administered in such before and after school programs and special events to students from another school or school district if approved in the school policy developed pursuant to 105 CMR 210.010(A)(1) and in accordance with the requirements in 105 CMR 210.010(B)(2)(a) through (d).

(a) The school complies with the requirements of 105 CMR 210.010(A) and 210.010(B)(1), including immediate notification of emergency medical services following administration of epinephrine, except as provided in 105 CMR 210.010(B)(2)(d).

(b) In the event the student is accompanied by unlicensed school personnel from the sending school, such personnel, whenever possible, shall assume responsibility for ensuring that the epinephrine is brought, properly stored and administered as necessary, in accordance with the medication administration plan developed by the sending school in accordance with 105 CMR 210.010(A)(5).

(c) In the event the student is not accompanied by unlicensed school personnel from the sending school or such personnel are not trained in the administration of epinephrine, the receiving school may, at its discretion, assume responsibility for administering epinephrine, provided that:

1. the designated school nurse in the receiving school is provided with adequate prior notice of the request, which is at the discretion of the designated school nurse in the receiving school;
2. as appropriate the designated school nurse selects properly trained person(s) to administer the epinephrine; and
3. the student provides the epinephrine to be administered.

(d) If the receiving school assumes responsibility for administering epinephrine, whenever possible, the sending school may, with proper consent, provide the designated school nurse in the receiving school with copy of the medication administration plan developed in accordance with 105 CMR 210.005(E). The medication administration plan shall be provided to the receiving school nurse prior to the event, if possible, or on the day of the event. If no medication administration plan is provided, the student at a minimum shall provide to the designated school nurse in the receiving school:

1. written authorization and emergency phone numbers from a caregiver;
2. a copy of a medication order from a licensed provider; and
3. any specific indications or instructions for administration.

(C) Administration and storage of epinephrine shall be governed solely by 105 CMR 210.010.

210.011: Administration of Emergency Rescue Opioid Antagonist

(A) A public school district or non-public school, as defined by the Massachusetts Department of Elementary and Secondary Education, may register with the Department for the limited purpose of permitting properly trained unlicensed school personnel to administer any available, FDA-approved, pre-dosed form of an emergency rescue opioid antagonist (hereafter, any available, FDA-approved, pre-dosed form of an emergency rescue opioid antagonist will be referred to solely as an emergency rescue opioid antagonist for the purposes of 105 CMR 210.011) in a life-threatening situation during regular school activities when a school nurse is not immediately available, including field trips, provided that the following conditions are met:

- (1) the school committee or governing body approves policies developed by the medication program manager governing administration of an emergency rescue opioid antagonist. This approval must be renewed every year;
- (2) the school committee or governing body provides an assurance to the Department that the requirements of 105 CMR 210.000 will be met through registration with the Department;
- (3) in consultation with the school physician, the medication program manager oversees and has final decision-making authority about the emergency rescue opioid antagonist program;
- (4) the unlicensed school personnel authorized to administer an emergency rescue opioid antagonist are trained by the school nurse, or a training provider designated by the school nurse, in accordance with standards established by the Department;

(a) the training, at a minimum, shall include:

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.011: continued

1. recognition of the symptoms of an opioid overdose; and
  2. proper use of the administration method.
- (b) the medication program manager, or school nurses designated by this person, shall document the training and evaluation of competency.
- (c) the school shall maintain and make available upon request by caregivers or staff documentation of those unlicensed school personnel authorized and trained to administer an emergency rescue opioid antagonist when the school nurse is not immediately available.
- (5) when an emergency rescue opioid antagonist is administered:
- (a) there shall be immediate notification of the local emergency medical services system (generally 911), followed by notification of a student's caregiver as appropriate, the school nurse, and other individuals as warranted and deemed appropriate by the school nurse; and
  - (b) the medication program manager will report the administration of an emergency rescue opioid antagonist to the Department of Public Health as directed each time an emergency rescue opioid antagonist is administered during regular school activities, in accordance with 105 CMR 210.009(C).
- (6) all school staff, regardless of licensure, should follow a medication order for the administration of an emergency rescue opioid antagonist; and
- (7) identification of places where the opioid antagonist is to be stored, following consideration of the need for storage:
- (a) at one or more places students and visitors are most likely to be located;
  - (b) in such a manner as to allow rapid access by trained persons, including possession by the student when appropriate; and
  - (c) in a place that minimizes risk of unintended use. The storage location(s) should be secure but not locked.

(B) Any individual, including unlicensed school personnel, may carry and administer an emergency rescue opioid antagonist on school grounds or at school events, as permitted by the statewide standing order and within M.G.L. c. 94C, §§ 19(d) and 34A(e).

(C) Administration and storage of an emergency rescue opioid antagonist in schools shall be governed by 105 CMR 210.011.

210.015: Waiver of Requirements Imposed on Entities Administering Medications under 105 CMR 210.000

(A) The Commissioner may issue a waiver of one or more of the requirements imposed through 105 CMR 210.000 upon a finding that:

- (1) compliance would cause undue hardship to the public school district or non-public school;
- (2) the public school district or non-public school's noncompliance does not jeopardize the health or safety of individuals or the public;
- (3) the public school district or non-public school is in substantial compliance with the spirit of the regulations and has instituted compensating measures that are acceptable to the Commissioner; and
- (4) the public school district or non-public schools provides to the Commissioner, or their designee, written documentation supporting its request for a waiver.

210.017: Inspection

(A) Inspections. The Department may visit a school storing or administering medications and may request documentation from such school to determine compliance with state law and regulations.

(B) Statement of Deficiencies. After an inspection conducted pursuant to 105 CMR 210.017(A) in which any violation of law or regulation is observed, the Department shall prepare a deficiency statement, a copy of which shall be sent to the medication program manager, the school principal or headmaster, and the district superintendent.

105 CMR: DEPARTMENT OF PUBLIC HEALTH

210.017: continued

(C) Plans of Correction. A school that has received a deficiency statement pursuant to 105 CMR 210.017(B) shall submit to the Department a written plan of correction of each violation cited in the deficiency statement within 30 business days after the deficiency statement is sent. Every plan of correction shall set forth, with respect to each deficiency, the specific corrective step(s) to be taken, a timetable for such steps, and the date by which compliance with the relevant section of law or regulation will be achieved. The timetable and compliance dates shall be consistent with achievement of compliance in the most expeditious manner possible. A plan of correction which does not meet the requirements of the relevant section of law or regulation shall be considered unacceptable by the Department and returned to the school storing or administering medications under 105 CMR 210.000 for correction and resubmission.

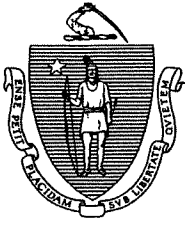
(D) Inspections pursuant to 105 CMR 210.017 may be conducted in conjunction with relevant licensure authorities or other law enforcement agencies.

210.019: Severability

If any provision of 105 CMR 210.000 is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

REGULATORY AUTHORITY

105 CMR 210.000: M.G.L. c. 94C, § 7(g); c. 71, § 54B.



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

MAURA T. HEALEY  
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KIMBERLEY DRISCOLL  
Lieutenant Governor

KATHLEEN E. WALSH  
Secretary

ROBERT GOLDSTEIN, MD, PhD  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

TO: Massachusetts Public and Non-Public Schools

FROM: Karen Robitaille, Director, MDPH School Health Services

SUBJECT: Application of 105 CMR 210.000 to Field Trips

DATE: February 4th, 2025

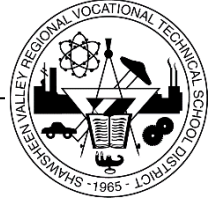
The Department of Public Health's regulation, 105 CMR 210.000: *The Administration of Prescription Medications in Public and Private Schools*, is applicable to Massachusetts public and private primary and secondary school nurses administering medications within Massachusetts. Regulation 105 CMR 210.000, including the provisions related to delegation, cannot be used by nurses associated with Massachusetts public and private schools for the administration of medications during any part of a school field trip that occurs outside of Massachusetts. If students from a Massachusetts public or private school are going to an out-of-state location, the school should consult its legal counsel and applicable regulatory bodies within the state(s) where medication may need to be administered.

Nurses associated with out-of-state schools and school districts may not delegate the administration of medications to students while the students are participating in a field trip in Massachusetts. Regulation 105 CMR 210 does not authorize any activities by an out-of-state nurse, school, or school district, and out-of-state nurses are not authorized to delegate in Massachusetts.

If a nurse associated with an out-of-state school or school district has questions about the administration of medication to students who are located in Massachusetts during a field trip or their ability to practice in Massachusetts, they should consult their legal counsel and any relevant regulatory bodies in Massachusetts, such as the Board of Registration in Nursing.

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



TO: School Committee Members

FROM: Tony McIntosh, Superintendent-Director

SUBJECT: Fiscal Year 2027 Budget

DATE: 02/24/2026

## Purpose

The purpose of this agenda item is to request that the Committee review and vote to approve the FY27 Budget as presented.

## Background

The FY27 Budget was developed through a comprehensive planning process that incorporated departmental submissions and alignment with District priorities.

Key considerations in the development of the proposed budget include:

- Maintaining essential infrastructure and ensuring continuity of operations
- Prioritizing projects that address safety, regulatory compliance, and operational efficiency
- Managing long-term financial obligations responsibly within projected revenue constraints
- Supporting strategic initiatives that advance District goals for modernization and service improvement

## Recommendation

It is recommended that the Committee vote to approve the FY27 Budget as presented. The proposed budget has been thoroughly vetted, aligns with strategic priorities, and positions the District to meet both near-term and long-term capital needs.

## Proposed Motion:

“I vote to approve the Fiscal Year 27 Budget as presented”

## Next Steps:

If the Committee approves the motion:

- The approved budget will be forwarded to the member towns for final adoption.
- Departments will receive guidance on project timelines and procurement requirements.
- The Business Office will incorporate the approved capital plan into the FY2027 financial framework and begin preparing implementation schedules.



**SHAWSHEEN TECH**

# FY27 Budget

Tony McIntosh, Superintendent-Director  
Paul Livingston, Interim Business

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## School Committee

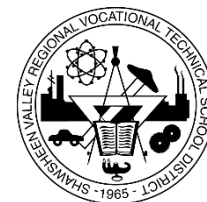
Bedford: Sarah Dorer, Brian O'Donnell, Esq.

Billerica: Taryn Gillis, Ronald Fusco

Burlington: Stacey Huberty, Kent Moffatt

Tewksbury: Robert Hutchins, Patricia Meuse, Esq.

Wilmington: Charles Fiore, Gwen Lawson



## FY27 Budget Introduction and Message

Our long-standing partnership with our sending communities has enabled us to develop, enhance, and continually refine the world-class vocational programming that distinguishes Shawsheen Valley Technical High School throughout the Commonwealth. We remain firmly committed to upholding this tradition of excellence while ensuring that all financial decisions demonstrate prudent and responsible stewardship of the resources entrusted to the district.

With this commitment guiding our planning, we are presenting a proposed budget for FY27 that reflects both the evolving needs of our students and the fiscal realities facing our district. While the budget initially appears to show a 6.09% increase, this figure is inflated due to transportation costs that were incorrectly offset according to the Regional Agreement last year. The true year-over-year operating increase is 1.71%, accurately representing the district's ongoing needs and responsible financial planning.

Several key factors have shaped FY27 budget:

- Two SOAR positions previously funded through external sources, were absorbed, ensuring continuity of student support services.
- All collective bargaining agreements have been finalized, providing stability and accurate salary projections for the coming years.
- Salary offsets have been applied where appropriate to reduce the impact on assessments to our communities.
- Health insurance costs have increased by 10%, reflecting market-wide trends that affect all municipal and regional districts.
- FY27 represents the first year of our new busing contract, resulting in cost adjustments aligned with current transportation needs and service expectations.

As always, we remain committed to delivering exceptional vocational and academic instruction while managing our resources with care. We are grateful for the continued support of our sending communities and look forward to building on our shared commitment to student success. The dedication of our teachers, administrators, and staff continues to inspire us, and we remain proud to serve the students, families, and communities that make Shawsheen such a vibrant and impactful institution.

Sincerely,

Tony McIntosh  
Superintendent-Director

Paul Livingston  
Interim Business Director

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# FY27 Budget Process

November  
2025

- 11/01/2025 : Department Chairs and Directors receive Capital and Operating Budget Planning Form
- 11/04/2025: Department Chair Meeting - Budget Questions and Answers
- 11/18/2025: Joint Budget and Capital/Facilities Planning Subcommittee Meeting
- 11/25/2025: November School Committee Meeting

December  
2025

- 12/08/2025: Final Budgets due to Business Manager
- 12/03/2025 - 12/12/2025: Review of Budgets with Directors and Chairs
- 12/15/2025: Draft Budget prepared for review
- 12/16/2025: Joint Budget and Capital/Facilities Planning Subcommittee Meeting
- 12/16/2025: December School Committee Meeting

January  
2026

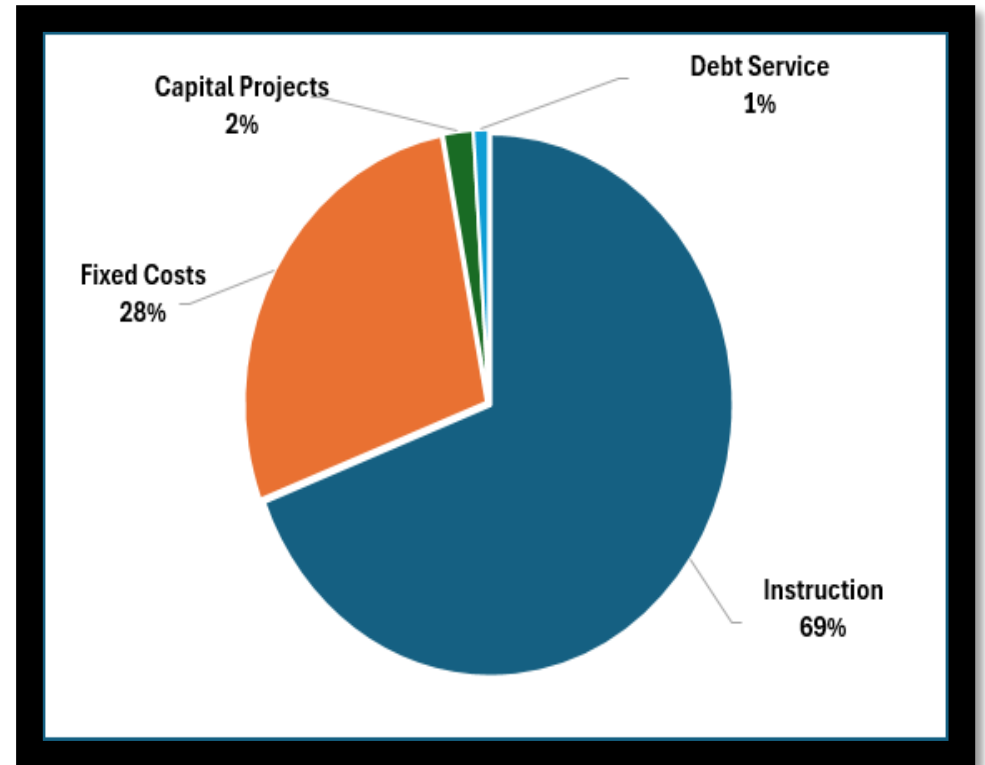
- 01/06/2026: Joint Budget and Capital/Facilities Planning Subcommittee Meeting
- 01/20/2026: Joint Budget and Capital/Facilities Planning Subcommittee Meeting
- 01/27/2026: Capital Budget Dinner with General Advisory Committee (CANCELED)
- 01/27/2026: January School Committee Meeting (CANCELED)
- 01/29/2026: Chapter 70 estimated funding released by the state

February  
2026

- 02/03/2026: Budget Subcommittee votes to approve the Operating Budget
- 02/05/2026: Meeting with District Town Managers
- 02/24/2026: Public Hearing for FY27 Operating Budget
- 02/24/2026: February School Committee

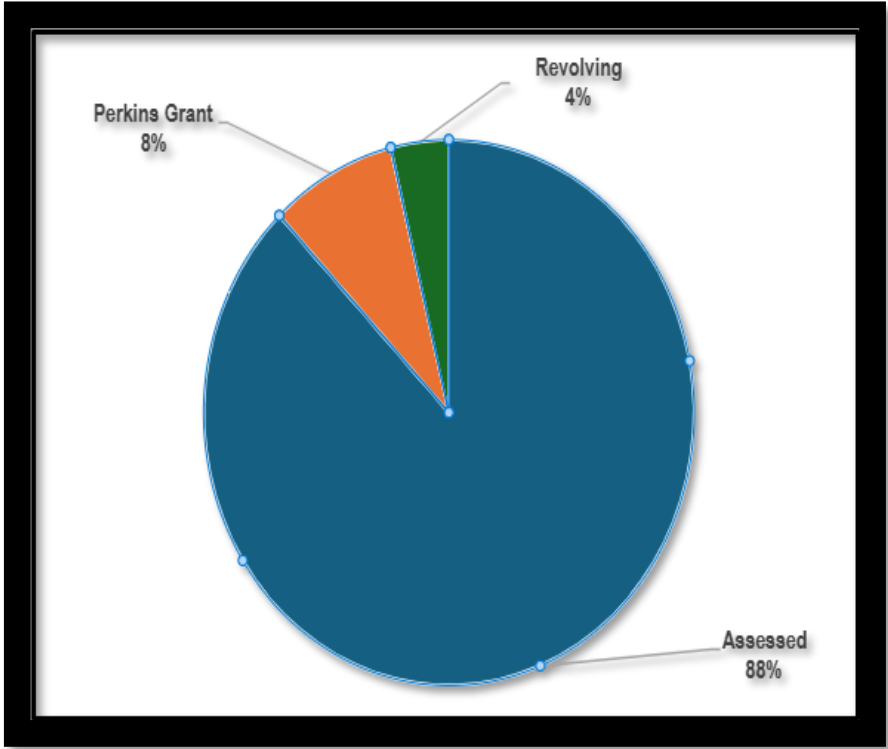
# FY27 Budget Distribution

Instruction	\$30,672,434
Fixed Costs	\$12,338,984
Capital Projects	\$881,280
Debt Service	\$446,100
<b>Total</b>	<b>\$44,338,798</b>



# FY27 Capital Budget Allocation

Assessed	\$1,327,379
Excess and Deficiency	\$ 0
Perkins Grant	\$126,074
Revolving	\$57,600
<b>Total</b>	<b>\$1,511,053</b>



# Capital Budget Process

	FY25	FY26	FY27
Initial Requests Prior to Reductions	\$1,962,283	\$2,362,025	\$1,734,251
Final Capital Requests	\$1,531,140	\$1,588,742	\$1,511,053
Revolving, Perkins, E&D Offset	\$242,440	\$442,800	\$183,674
<b>Final District Capital Budget Allocation</b>	<b>\$1,288,700</b>	<b>\$1,145,942</b>	<b>\$1,327,379</b>

# FY27 Operating Budget & Town Assessments

<b>FY27 General Operating Budget Total</b>	<b>\$44,338,798</b>
Transportation Aid + Transportation Revolving	\$1,323,733
Excess and Deficiency	\$0
Chapter 70 Aid	\$7,092,348
Grants and Revolving	\$520,000
<b>Total FY27 Assessment to Towns</b>	<b>\$35,402,717</b>

<b>Assessment by Town</b>				
Town	FY 27 Capital Contribution	FY27 Minimum Contribution	FY27 Regional Operating Agreement	Total FY27 Assessment
Bedford	\$132,738	\$930,368	\$466,378	\$1,529,484
Billerica	\$460,515	\$8,144,307	\$4,452,763	\$13,057,585
Burlington	\$137,769	\$2,469,946	\$1,298,634	\$3,906,349
Tewksbury	\$337,197	\$6,019,277	\$3,204,519	\$9,560,993
Wilmington	\$259,160	\$4,722,058	\$2,367,088	\$7,348,306
<b>Total</b>	<b>\$1,327,379</b>	<b>\$22,285,956</b>	<b>\$11,789,382</b>	<b>\$35,402,717</b>

# Current Enrollments (October 1<sup>st</sup> Data)

Town	FY25	FY26	FY27
Bedford	39	45	53
Billerica	470	462	478
Burlington	118	119	143
Tewksbury	363	354	350
Wilmington	318	302	269
<b>Total</b>	<b>1308</b>	<b>1282</b>	<b>1293</b>

# Required Minimum Contribution

State formula determines each member towns' minimum contribution to Shawsheen.

Town	FY26	FY27	% Change
Bedford	\$759,723	\$930,368	22.46%
Billerica	\$7,566,990	\$8,144,307	7.63%
Burlington	\$1,963,746	\$2,469,946	25.78%
Tewksbury	\$5,850,675	\$6,019,277	2.88%
Wilmington	\$5,098,583	\$4,722,058	-7.38%
<b>Total</b>	<b>\$21,239,717</b>	<b>\$22,285,956</b>	

# FY26/FY27 Total Assessment Comparison

Town	FY26 Total Assessment	FY27 Total Assessment	Difference	Percent Increase
Bedford	\$1,249,018	\$1,529,484	\$280,466	22.45%
Billerica	\$11,792,752	\$13,057,585	\$1,264,833	10.73%
Burlington	\$3,069,215	\$3,906,349	\$837,134	27.28%
Tewksbury	\$9,088,596	\$9,560,993	\$472,397	5.20%
Wilmington	\$7,860,878	\$7,348,306	\$(512,572)	-6.52%
<b>Total</b>	<b>\$33,060,459</b>	<b>\$35,402,717</b>	<b>\$2,342,258</b>	<b>7.08%</b>

# Capital Assessment and Operating Regional Agreement

The capital budget funds all major capital projects such as equipment, construction projects, building repairs, maintenance, and technology. Capital budget needs are approved by the School Committee based on input from administrators, teachers, directors, and department chairs in order to support high-quality vocational and technical education. The regional agreement determines the capital budget assessment as well as the operating budget assessment to fund expenses that exceed the state's required minimum contribution and are enrollment based.

Town	FY27 Capital Assessments	FY27 Operating Agreement (Minimum + Operating)
Bedford	\$132,738	\$1,396,746
Billerica	\$460,515	\$12,597,070
Burlington	\$137,769	\$3,768,580
Tewksbury	\$337,197	\$9,223,796
Wilmington	\$259,160	\$7,089,146
<b>Total</b>	<b>\$1,327,379</b>	<b>\$34,075,338</b>

# FY27 Budget Summary: 1.71% (6.09% with transportation)

	FY26	FY27	Percent Increase/Decrease
Capital Assessment	\$1,145,942	\$1,327,379	15.83%
Operating Assessment	\$31,914,514	34,075,338	6.77%
Total Required Minimum Contributions	\$21,239,717	22,285,956	4.93%
Chapter 70 Aid	\$6,995,373	\$7,092,348	1.39%
Regional Transportation Aid	\$1,000,000	\$1,323,733	32.37%
Regional Transportation Aid Revolving	\$533,770		-100%
E&D Transfer to Capital Stabilization	\$750,000		-100%
E&D	\$237,500		-100%

# Four Year Capital Budget Summary

Shawsheen Tech Capital Budget Planning	FY27	FY28	FY29	FY30
Academics	\$60,000	\$ -	\$ -	\$ -
Admin Office	\$ -	\$ -	\$ -	\$ -
Admissions	\$ -	\$ -	\$ -	\$ -
Advanced Manufacturing Technology	\$ 50,000	\$104,800	\$142,800	\$ -
Athletics	\$40,000	\$500,000	\$ -	\$ -
Automotive Collision Repair & Refinishing	\$15,000	\$10,000	\$16,700	\$ -
Automotive Technology	\$12,600	\$ -	\$10,000	\$ -
Bond Issue	\$449,700	\$449,700	\$449,700	\$449,700
Business Office	\$15,000	\$ -	\$ -	\$ -
Business Technology/Marketing	\$7,500	\$15,000	\$25,000	\$25,000
Café	\$ -	\$ -	\$ -	\$ -
Carpentry	\$11,500	\$ -	\$ -	\$ -
Cosmetology	\$20,000	\$85,000	\$30,000	\$15,000
Culinary Arts/Hospitality Management	\$21,712	\$312,000	\$5,000	\$5,000
Dental Assisting	\$9,500	\$44,280	\$15,000	\$ -
Design & Visual Communications	\$42,560	\$8,300	\$ -	\$ -
Drafting	\$33,814	\$14,735	\$14,295	\$46,705
Education Technology	\$64,965	\$ -	\$ -	\$ -
Electricity	\$75,000	\$ -	\$ -	\$ -
Electronics/Engineering Technology	\$27,000	\$10,000	\$ -	\$ -
ELL	\$ -	\$ -	\$ -	\$ -
English/Reading	\$ -	\$ -	\$ -	\$ -
Fixed Costs	\$ -	\$ -	\$ -	\$ -
Graphic Communications	\$25,000	\$ -	\$ -	\$ -

# Four Year Capital Budget Summary

Shawsheen Tech Capital Budget Planning	FY27	FY28	FY29	FY30
Health Assisting	\$25,000	\$20,000	\$ -	\$ -
Heating-Ventilation-Air Conditioning- Refrigeration	\$18,500	\$ -	\$ -	\$ -
Information Support Services & Networking/Programming & Web Development	\$42,260	\$85,000	\$72,000	\$ -
Library	\$ -	\$155,000	\$ -	\$ -
Maintenance	\$367,542	\$80,000	\$ -	\$ -
Masonry & Tile Setting	\$20,000	\$ -	\$8,700	\$ -
Math	\$ -	\$ -	\$ -	\$ -
Medical Assisting	\$ -	\$8,000	\$ -	\$ -
Metal Fabrication & Joining Technologies	\$ -	\$ -	\$ -	\$ -
Nurse's Office	\$ -	\$ -	\$ -	\$ -
Physical Education	\$ 12,000	\$10,000	\$10,000	\$25,000
Principal's Office	\$ -	\$ -	\$ -	\$ -
Plumbing	\$30,000	\$ -	\$350,000	\$350,000
Science	\$18,500	\$135,000	\$ -	\$ -
School Committee	\$ -	\$ -	\$ -	\$ -
Social Studies	\$ -	\$ -	\$ -	\$ -
Spanish	\$ -	\$ -	\$ -	\$ -
Student Activity	\$ -	\$ -	\$ -	\$ -
Support Services	\$ -	\$10,000	\$ -	\$ -
Teaching	\$ -	\$ -	\$ -	\$ -
Vocational Programs	\$ -	\$ -	\$ -	\$ -
<b>Total Requested</b>	<b>\$ 1,327,379</b>	<b>\$ 2,056,815</b>	<b>\$ 1,149,195</b>	<b>\$916,405</b>

# Capital Budget FY27

Department	Project	Capital	Revolving	Perkins
Autobody	Replace Mid-Rise Lift	\$15,000		
Automotive Technology	Dual Refrigerant Management		\$12,600	
Carpentry	7' x 14' Tool Trailer	\$10,500		
	Floor Drill Press	\$1,000		
Drafting	(19) Student Devices (3) Teacher Devices			\$33,814
Electrical	Shop Expansion Workstations and Tooling	\$75,000		
Electronics/Engineering Technology	Staff Furniture	\$3,000		
	Student Furniture, Storage Cabinets, TV w/ Storage	\$24,000		
Heating-Ventilation-Air Conditioning-Refrigeration	Single Door Reach-In Refrigerator	\$5,800		
	2-Door Reach-In Refrigerator	\$7,200		
	2-Door Deli Prep Tables	\$5,500		
Machine Technology	Student Devices			\$50,000
Masonry & Tile Setting	Dust Collector	\$20,000		
Plumbing	Exhaust System	\$30,000		
Business Technology	School Store Floating Floor	\$7,500		
Information Support Services & Networking/Programming & Web Development	Laptops			\$42,260
Cosmetology	New Floor Installation		\$20,000	
Culinary	Reach-In Freezer	\$8,712		
	Commercial Dish Washer	\$13,000		
Dental Assisting	Digital Sensor	\$9,500		

# Capital Budget FY27

Digital & Visual Communications	(20) Student Devices	\$42,560		
Graphic Arts	Direct-To-Film (DTF) Printer System	\$25,000		
Health Assisting	(50) Seminar Room Chairs		\$25,000	
Academic Programs	Classroom Furniture - Schoolwide	\$60,000		
Science	Lab Bench w/ (2) Sinks - Rm. 523	\$18,500		
Physical Education	Free-Weight Room Rubber Floor Installation	\$12,000		
Athletics	Baseball Field Nets	\$20,000		
	Football/Lax/Soccer Field Pellets	\$8,000		
	Diving Blocks	\$12,000		
Maintenance	Bobcat Utility Vehicle	\$28,542		
	Carpet Removal/VCT Flooring Install - Library Hallway	\$12,000		
	Plumbing Repairs	\$20,000		
	Exhaust Fans	\$10,000		
	Ductless Heat Pumps	\$12,000		
	FMC Energy Management	\$35,000		
	PoolPak Replacement	\$250,000		
Business Office	Bond Principal	\$425,550		
	Bond Interest	\$20,550		
	Safety/Right to Know	\$15,000		
Education Technology	(7) Classroom Projector Replacements	\$43,965		
	Access Point Switches - Gymnasium and Fitness Center	\$21,000		
<b>Total</b>		<b>\$1,327,379</b>	<b>\$57,600</b>	<b>\$126,074</b>

# Capital Budget FY28

Department	Project	Total Cost
Advanced Manufacturing Technology	HAAS ST20Y CNC Lathe	\$104,800
Athletics	Update the Boys and Girls Locker Rooms	\$500,000
Automotive Collision Repair & Refinishing	Dent Fix Aluminum Repair Station	\$10,000
Bond Issue	Bond Issue	\$449,700
Business Technology/Marketing	Modernize/Update Flooring in Rooms 523 and 513	\$15,000
Cosmetology	Replace Front Desk	\$5,000
Culinary Arts/Hospitality Management	Renovate/Expand Rams Head Dining Room	\$300,000
Culinary Arts/Hospitality Management	Four-Door Reach In Freezer	\$12,000
Dental Assisting	Digital Radiography Sensor Kit	\$30,000
Dental Assisting	Sensor Kit: 2 Sensors, 2 Sensor Holders & 2 Positioning Kits	\$14,280
Design & Visual Communications	Lab A&C Renovation	\$8,300
Drafting	HP Color LaserJet Printer/Copier	\$14,735
Electronics/Engineering Technology	Machine Vision & Quality Control Curriculum, Cognix Kit & Rotary Table	\$10,000
Health Assisting	15 Computers for New State Nurse Assistant Tests	\$20,000
Information Support Services & Networking/Programming & Web Development	Upgraded Computers	\$65,000
Information Support Services & Networking/Programming & Web Development	Renovations for Room 503	\$20,000
Library	Replacement of Existing Fixed and Outdated Furniture with Flexible Furniture.	\$75,000
Library	Replace Carpet	\$30,000
Library	Replace Wheelchair Lift.	\$50,000
Maintenance	Telescopic Reach Forklift	\$80,000
Medical Assisting	Two New Hi/Low Industry Standard Medical Exam Tables which are Adjustable for People with Disabilities and Elderly.	\$8,000
Physical Education	2 Dynamic Squat Racks	\$10,000
Science	Updating Safety Equipment in Science Labs (Sprinklers, Sinks, Outlets)	\$135,000
Support Services	Permanent Soundproof Wall Between 317 and 318	\$10,000
Cosmetology	Expand the Cosmetology Shop by Acquiring Additional Space to Build a Junior/Senior Clinic.	\$80,000
		<b>\$2,056,815</b>

# Capital Budget FY29

Department	Project	Total Cost
Advanced Manufacturing Technology	HAAS UMC-500 CNC Milling Machine	\$142,800
Automotive Collision Repair & Refinishing	Pro Spot Smart Mig Double Pulse, 3 Phase Welder	\$16,700
Automotive Technology	Replace Brake Lathe	\$10,000
Bond Issue	Bond Issue	\$449,700
Business Technology/Marketing	Modernizing the Rams School Store Retail Space	\$25,000
Cosmetology	Replace Student Counters, Create New Shampoo Area	\$30,000
Culinary Arts/Hospitality Management	Various Pots, Pans Utensils	\$5,000
Dental Assisting	AN DXXTR Panorex Manikin 546005	\$15,000
Drafting	HP Designjet Plotter	\$14,295
Information Support Services & Networking/Programming & Web Development	Student Work Stations (3 classrooms)	\$72,000
Masonry & Tile Setting	Dump Trailer, 6' x 10'	\$8,700
Physical Education	4 Smart T.V. Monitors	\$10,000
Plumbing	Shop Expansion Phase 1	\$350,000
		<b>\$1,149,195</b>

# Capital Budget FY30

Department	Project	Total Cost
Bond Issue	Bond Issue	\$449,700
Business Technology/Marketing	Continuation Plan for Individual Whiteboards	\$25,000
Culinary Arts/Hospitality Management	Dining Room Upgrade	\$5,000
Cosmetology	Replace Cabinets, Sink and Counter in the Supply Room	\$15,000
Drafting	3D Printing Machine	\$33,105
Drafting	Afinia 3D Printer	\$13,600
Physical Education	Fitness Center Rug Replacement	\$25,000
Plumbing	Shop Expansion Phase 2	\$350,000
		<b>\$916,405</b>

# FY27 Operating Subtotals By Department

Total Per Department	FY26 Operating Budget	FY27 Operating Budget	Percent Change
Total 001 SCHOOL COMMITTEE	\$60,258	\$65,000	7.90%
Total 002 ADMIN OFFICE	\$3,018,933	\$3,430,792	13.60%
Total 003 HVAC-R	\$415,621	\$403,974	-2.80%
Total 004 AUTOMOTIVE	\$576,856	\$504,693	-12.50%
Total 005 AUTOBODY	\$257,930	\$276,317	7.10%
Total 006 BUSINESS TECH	\$423,606	\$429,654	1.40%
Total 007 CARPENTRY	\$638,345	\$566,791	-11.20%
Total 009 COSMETOLOGY	\$393,400	\$382,729	-2.70%
Total 010 CULINARY	\$481,307	\$534,871	11.10%
Total 011 ISSN	\$475,016	\$638,892	34.50%
Total 013 DRAFTING	\$396,077	\$398,306	0.60%
Total 014 ELECTRONICS	\$414,792	\$417,161	0.60%
Total 015 ELECTRICAL	\$724,114	\$813,718	12.40%
Total 016 GRAPHIC ARTS	\$546,878	\$549,430	0.50%
Total 017 HEALTH	\$601,880	\$512,448	-14.90%
Total 018 ADVANCED MANUFACTURING	\$457,064	\$391,776	-14.30%
Total 019 MASONRY	\$388,630	\$429,965	10.60%
Total 020 METAL FAB	\$391,817	\$398,407	1.70%
Total 022 PLUMBING	\$565,800	\$617,708	9.20%
Total 023 DESIGN VISUAL COMMUNICATION	\$558,357	\$633,787	13.50%
Total 024 ENGLISH/READING	\$1,854,247	\$1,860,913	0.40%

# FY27 Operating Subtotals By Department

Total 025 MATH	\$1,513,271	\$1,544,996	2.10%
Total 026 PHYSICAL EDUCATION	\$621,500	\$565,473	-9.00%
Total 027 SCIENCE	\$1,311,225	\$1,437,945	9.70%
Total 028 SOCIAL STUDIES	\$1,127,694	\$928,456	-17.70%
Total 029 SPECIAL EDUCATION	\$2,970,457	\$3,996,899	34.60%
Total 031 LIBRARY	\$120,234	\$128,326	6.70%
Total 032 GUIDANCE	\$1,148,424	\$1,206,434	5.10%
Total 033 ATHLETICS	\$1,340,329	\$1,288,310	-3.90%
Total 035 NURSE	\$338,100	\$337,786	-0.10%
Total 036 STUDENT ACTIVITY	\$292,387	\$261,744	-10.50%
Total 037 TEACHING	\$700,100	\$677,220	-3.30%
Total 038 BUILDING	\$1,137,282	\$1,476,077	29.80 %
Total 039 FIXED COSTS	\$10,386,971	\$12,787,084	23.10%
Total 064 COMPUTER SERVICES	\$1,605,885	\$1,615,128	0.60%
Total 106 SPANISH	\$109,336	\$123,230	12.70%
Total 107 DENTAL ASSISTING	\$416,148	\$420,876	1.10%
Total 108 MEDICAL LAB TECHNICIAN	\$389,350	\$414,300	6.40%
Total 109 VOCATIONAL PROGRAMS	\$221,866	\$216,860	-2.30%
Total 126 ELL	\$265,450	\$279,523	5.30%
Total 127 PRINCIPAL'S OFFICE	\$108,550	\$108,210	-0.30%
Total 128 ADMISSIONS	\$155,170	\$155,170	0.00%
Total 129 Academics	\$135,174	\$111,400	-17.60%
<b>Total</b>	<b>\$40,055,831</b>	<b>\$44,338,798</b>	

# FY27 Operating Budget Details

ACCOUNT DESCRIPTION	FY 26 Voted Budget	FY27 Requested Budget	% Diff.	Concise Budget Notes
Supplies	\$ -	\$ 5,000		
Professional Development	\$ 5,211	\$ 10,000	91.90%	
Secretarial Service	\$ 2,779	\$ -	-100.00%	
Legal Counsel	\$ 46,575	\$ 35,000	-24.90%	
Legal Special Education	\$ 5,693	\$ 15,000	163.50%	
<b>Total 001 SCHOOL COMMITTEE</b>	<b>\$ 60,258</b>	<b>\$ 65,000</b>	<b>7.90%</b>	
District Professional Development	\$ 10,000	\$ 40,000	300.00%	Consolidation of all District and Administrative PD into one account
Admin Office Other/Assoc Fee	\$ 32,000	\$ 110,000	243.80%	Consultants - public relations and MSBA
Admin Merit & Longevity	\$ 25,000	\$ 25,000	0.00%	
Admin Office Supplies	\$ 30,000	\$ 30,000	0.00%	
Admin Other/Audit Fee	\$ 55,000	\$ 58,000	5.50%	
Admin Office Salary Supt	\$ 225,180	\$ 245,000	8.80%	
Admin Salary Business Manager	\$ 170,726	\$ 190,744	11.70%	
Food Nutrition Director	\$ 90,435	\$ 98,447	8.90%	
Salary: Assistant Treasurer	\$ 77,877	\$ 81,604	4.80%	
Salary: Lead Teachers	\$ -	\$ 70,000		New account to capture all 20 Lead Teacher Salaries
Executive Admin Assistant	\$ 103,164	\$ 96,269	-6.70%	New Hire Replacing Tenured Employee
Business Executive Admin Assistant	\$ 78,139	\$ 75,688	-3.10%	New Hire Replacing Tenured Employee
Admin Comptroller	\$ 95,969	\$ 99,568	3.80%	
Business Office Support Staff	\$ 220,620	\$ 326,312	47.90%	All Business Office salaries consolidated into

# FY27 Operating Budget Details

				one account
Summer Project Salaries	\$ 5,150	\$ 20,000	288.30%	Not previously budgeted for
Dean's Office Supplies	\$ 4,000	\$ -	-100.00%	
Principal	\$ 178,495	\$ 184,81	3.50%	
Director Data And Assessment	\$ 147,178	\$ 150,498	2.30%	
Admin Vocational Director	\$ 166,185	\$ 162,539	-2.20%	
Dean of Students	\$ 282,283	\$ 141,731	-49.80%	
Assistant Dean	\$ 47,553	\$ 49,930	5.00%	
Dean's Office: Attendance Para	\$ 52,308	\$ -	-100.00%	All paraprofessionals consolidated to Special Education
Admin Assistant Dean's Office	\$ 57,803	\$ 61,139	5.80%	
Administrative Assistants	\$ 261,056	\$ 285,288	9.30%	
Admin Assistant Principal's Office	\$ 82,366	\$ 80,073	-2.80%	
Assistant Principal	\$ 142,000	\$ 152,696	7.50%	
Director of Admission	\$ -	\$ 149,822		
Software	\$ 5,900	\$ 60,000	916.90%	MUNIS software updates and training
Contracted Services	\$ 6,000	\$ -	-100.00%	
Academic Director	\$ 162,528	\$ 168,622	3.70%	
Admin Office Contract Services	\$ 94,018	\$ 105,000	11.70%	District wide copier leases and supplies
Student Resource Officer	\$ 110,000	\$ 112,000	1.80%	
<b>Total 002 ADMIN OFFICE</b>	<b>\$ 3,018,933</b>	<b>\$ 3,430,792</b>	<b>13.60%</b>	
Professional Salaries	\$ 358,302	\$ 324,199	-9.50%	
Supplies	\$ 53,344	\$ 57,000	6.90%	Significant increase in copper prices
Textbooks	\$ -	\$ 1,725		
Software	\$ -	\$ -		
Contract Services	\$ 1,225	\$ -	-100.00%	

# FY27 Operating Budget Details

Tools	\$ 2,750	\$ 2,550	-7.30%	
Equipment	\$ -	\$ 18,500		Single Door Reach-In Refrigerator; 2-Door Reach-In Refrigerator 2-Door Deli Prep Tables
<b>Total 003 HVAC-R</b>	<b>\$ 415,621</b>	<b>\$ 403,974</b>	<b>-2.80%</b>	
Professional Salaries	\$ 553,236	\$ 479,903	-13.30%	Staff turnover due to retirements and promotions
Supplies	\$ 5,495	\$ 5,615	2.20%	Increased cost of general shop supplies Aging sandblast cabinet requires more maintenance and repair
Textbooks	\$ 2,200	\$ 2,200	0.00%	
Software	\$ -	\$ -		
Contract Services	\$ 13,425	\$ 14,400	7.30%	
Tools	\$ 2,500	\$ 2,575	3.00%	
Equipment	\$ -	\$ -		
<b>Total 004 AUTOMOTIVE</b>	<b>\$ 576,856</b>	<b>\$ 504,693</b>	<b>-12.50%</b>	
Professional Salaries	\$ 229,942	\$ 231,309	0.60%	
Supplies	\$ 12,563	\$ 13,708	9.10%	
Textbooks	\$ -	\$ -		
Software	\$ -	\$ -		
Contract Services	\$ 10,925	\$ 12,375	13.30%	Increase in vendor costs
Tools	\$ 4,500	\$ 3,925	-12.80%	New Tools/Replacement Tools
Equipment	\$ -	\$ 15,000		Replace Mid-Rise Lift
<b>Total 005 AUTOBODY</b>	<b>\$ 257,930</b>	<b>\$ 276,317</b>	<b>7.10%</b>	
Professional Salaries	\$ 378,831	\$ 385,654	1.80%	
Supplies	\$ 18,900	\$ 8,900	-52.90%	

# FY27 Operating Budget Details

Textbooks	\$ 3,375	\$ 3,500	3.70%	
Software	\$ 20,475	\$ 22,100	7.90%	
Contract Services	\$ 825	\$ -	-100.00%	
Tools	\$ 1,200	\$ 2,000	66.70%	Staying current with inflation of instructional platforms
Equipment	\$ -	\$ 7,500		School Store Floating Floor
<b>Total 006 BUSINESS TECH</b>	<b>\$ 423,606</b>	<b>\$ 429,654</b>	<b>1.40%</b>	
Professional Salaries	\$ 493,225	\$ 462,923	-6.10%	
Supplies	\$ 70,000	\$ 73,500	5.00%	
Textbooks	\$ 7,420	\$ 7,000	-5.70%	
Software	\$ -	\$ -		
Contract Services	\$ 5,200	\$ 4,348	-16.40%	
Tools	\$ 7,500	\$ 7,520	0.30%	
Equipment	\$ 55,000	\$ 11,500	-79.10%	7' x 14' Tool Trailer/Floor Drill Press
<b>Total 007 CARPENTRY</b>	<b>\$ 638,345</b>	<b>\$ 566,791</b>	<b>-11.20%</b>	
Professional Salaries	\$ 356,384	\$ 351,009	-1.50%	
Supplies	\$ 16,025	\$ 17,865	11.50%	Change in student uniform Business management workbooks for seniors Inflation of some supplies
Textbooks	\$ 3,792	\$ -		
Software	\$ 2,999	\$ 3,275	9.20%	Increase in Safety Curriculum vouchers Increase in State Exam Cost
Contract Services	\$ -	\$ -		
Tools	\$ 9,200	\$ 10,580	15.00%	New curriculum additions require more expensive tooling
Equipment	\$ 5,000	\$ -	-100.00%	
<b>Total 009 COSMETOLOGY</b>	<b>\$ 393,400</b>	<b>\$ 382,729</b>	<b>-2.70%</b>	

# FY27 Operating Budget Details

Professional Salaries	\$ 447,176	\$ 487,877	9.10%	
Supplies	\$ 13,558	\$ 17,482	28.90%	New Lead Teacher has led to an updated budgeting process
Textbooks	\$ -	\$ -		
Software	\$ 698	\$ 800	14.60%	
Contract Services	\$ 3,875	\$ 7,000	80.60%	Not previously budgeted for Aging kitchen equipment repairs
Tools	\$ -	\$ -		
Equipment	\$ 16,000	\$ 21,712	35.70%	Reach-In Freezer/Commercial Dish Washer
<b>Total 010 CULINARY</b>	<b>\$ 481,307</b>	<b>\$ 534,871</b>	<b>11.10%</b>	
Professional Salaries	\$ 438,831	\$ 601,438	37.10%	
Supplies	\$ 14,990	\$ 15,440	3.00%	
Textbooks	\$ -	\$ -		
Software	\$ 19,095	\$ 4,650	-75.60%	
Contract Services	\$ -	\$ 15,114		Funding shifted from Software budget line
Tools	\$ 2,100	\$ 2,250	7.10%	
Equipment	\$ -	\$ -		
<b>Total 011 ISSN</b>	<b>\$ 475,016</b>	<b>\$ 638,892</b>	<b>34.50%</b>	
Professional Salaries	\$ 375,307	\$ 378,906	1.00%	
Supplies	\$ 11,851	\$ 12,250	3.40%	
Textbooks	\$ 2,039	\$ -	-100.00%	
Software	\$ -	\$ -		
Contract Services	\$ 6,880	\$ 7,150	3.90%	
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 013 DRAFTING</b>	<b>\$ 396,077</b>	<b>\$ 398,306</b>	<b>0.60%</b>	
Professional Salaries	\$ 361,292	\$ 339,411	-6.10%	

# FY27 Operating Budget Details

Supplies	\$ 35,500	\$ 36,000	1.40%	Updated projects for industry certifications Increased students from 12 - 18
Textbooks	\$ 3,000	\$ 1,000	-66.70%	Engineering textbooks for students
Software	\$ -	\$ 1,000		Arduino - new program software
Contract Services	\$ 9,750	\$ 7,000	-28.20%	Laser maintenance, IPC membership
Tools	\$ 5,250	\$ 5,750	9.50%	Tools needed for industry certifications
Equipment	\$ -	\$ 27,000		Staff Furniture/Student Furniture, Storage Cabinets, TV w/ Storage
<b>Total 014 ELECTRONICS</b>	<b>\$ 414,792</b>	<b>\$ 417,161</b>	<b>0.60%</b>	
Professional Salaries	\$ 628,814	\$ 636,826	1.30%	
Supplies	\$ 80,000	\$ 85,000	6.30%	Shop expansion need for additional material
Textbooks	\$ 8,162	\$ 8,570	5.00%	
Software	\$ -	\$ -		
Contract Services	\$ -	\$ -		
Tools	\$ 7,138	\$ 8,322	16.60%	Previous year error in amount
Equipment	\$ -	\$ 75,000		Shop Expansion Workstations & Tooling
<b>Total 015 ELECTRICAL</b>	<b>\$ 724,114</b>	<b>\$ 813,718</b>	<b>12.40%</b>	
Professional Salaries	\$ 422,878	\$ 404,430	-4.40%	
Supplies	\$ 68,000	\$ 80,000	17.60%	School wide printing materials and signage costs
Textbooks	\$ -	\$ -		
Software	\$ -	\$ 10,000		Adobe photo archiving
Contract Services	\$ 55,000	\$ 30,000	-45.50%	Machine service and repair -Shop uniform and rags - Digitizing - Sharpening- Memberships
Tools	\$ 1,000	\$ -	-100.00%	
Equipment	\$ -	\$ 25,000		Direct-to Film (DTF) Printer System
<b>Total 016 GRAPHIC ARTS</b>	<b>\$ 546,878</b>	<b>\$ 549,430</b>	<b>0.50%</b>	

# FY27 Operating Budget Details

Professional Salaries	\$ 564,000	\$ 478,948	-15.10%	
Supplies	\$ 10,500	\$ 15,000	42.90%	Increased number of students requires additional supplies
Textbooks	\$ 4,340	\$ 3,500	-19.40%	Workbooks needed to support new text
Software	\$ -	\$ -		
Contract Services	\$ 6,040	\$ 5,000	-17.20%	
Tools	\$ 17,000	\$ 10,000	-41.20%	Need new phlebotomy arms CPR manikins with feedback mechanisms
Equipment	\$ -	\$ -		
<b>Total 017 HEALTH</b>	<b>\$ 601,880</b>	<b>\$ 512,448</b>	<b>-14.90%</b>	
Professional Salaries	\$ 412,664	\$ 344,046	-16.60%	
Supplies	\$ 18,500	\$ 18,000	-2.70%	
Textbooks	\$ 1,700	\$ 1,800	5.90%	
Software	\$ 4,200	\$ 2,780	-33.80%	
Contract Services	\$ 5,000	\$ 5,150	3.00%	
Tools	\$ 15,000	\$ 20,000	33.30%	Tooling costs have increased, demand for more frequent changes
Equipment	\$ -	\$ -		
<b>Total 018 ADVANCED MANUFACTURING</b>	<b>\$ 457,064</b>	<b>\$ 391,776</b>	<b>-14.30%</b>	
Professional Salaries	\$ 339,000	\$ 358,665	5.80%	
Supplies	\$ 27,480	\$ 28,500	3.70%	Increase in cost of materials
Textbooks	\$ -	\$ -		
Software	\$ -	\$ -		
Contract Services	\$ 6,300	\$ 6,800	7.90%	
Tools	\$ 15,850	\$ 16,000	0.90%	
Equipment	\$ -	\$ 20,000		Dust Collector

# FY27 Operating Budget Details

<b>Total 019 MASONRY</b>	<b>\$ 388,630</b>	<b>\$ 429,965</b>	<b>10.60%</b>	
Professional Salaries	\$ 314,098	\$ 325,147	3.50%	
Supplies	\$ 55,000	\$ 50,050	-9.00%	
Metal Fab Gases	\$ 9,000	\$ 10,000	11.10%	School wide gas usage budget
Textbooks	\$ -	\$ -		
Software	\$ 200	\$ -	-100.00%	No longer needed
Contract Services	\$ 8,000	\$ 8,000	0.00%	
Tools	\$ 5,519	\$ 5,210	-5.60%	
Equipment	\$ -	\$ -		
<b>Total 020 METAL FAB</b>	<b>\$ 391,817</b>	<b>\$ 398,407</b>	<b>1.70%</b>	
Professional Salaries	\$ 483,948	\$ 512,786	6.00%	
Supplies	\$ 62,602	\$ 65,602	4.80%	
Textbooks	\$ 1,100	\$ 1,320	20.00%	Cost of codebooks has increased
Software	\$ -	\$ -		
Contract Services	\$ -	\$ -		
Tools	\$ 1,150	\$ 8,000	595.70%	Incorrect amount in the FY26 budget, realignment of costs
Equipment	\$ 17,000	\$ 30,000	76.50%	Exhaust System
<b>Total 022 PLUMBING</b>	<b>\$ 565,800</b>	<b>\$ 617,708</b>	<b>9.20%</b>	
Professional Salaries	\$ 529,357	\$ 562,502	6.30%	
Supplies	\$ 29,000	\$ 28,725	-0.90%	Supplies/materials needed to implement the Design & Visual Communications 2027 Frameworks
Textbooks	\$ -	\$ -		
Software	\$ -	\$ -		
Contract Services	\$ -	\$ -		
Tools	\$ -	\$ -		

# FY27 Operating Budget Details

Equipment	\$ -	\$ 42,560		(20) Student Devices
<b>Total 023 DESIGN VISUAL COMMUNICATION</b>	<b>\$ 558,357</b>	<b>\$ 633,787</b>	<b>13.50%</b>	
Professional Salaries	\$ 1,828,242	\$ 1,833,563	0.30%	
Supplies	\$ 8,080	\$ 5,195	-35.70%	
Textbooks	\$ 16,050	\$ 17,284.65	7.70%	
Software	\$ -	\$ -		
Contract Services	\$ 1,875	\$ 4,870	159.70%	Includes summer per diem work to support schedule development
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 024 ENGLISH/READING</b>	<b>\$ 1,854,247</b>	<b>\$ 1,860,913</b>	<b>0.40%</b>	
Professional Salaries	\$ 1,493,043	\$ 1,521,471	1.90%	
Supplies	\$ 8,640	\$ 15,735	82.10%	Online licenses in lieu of textbooks
Textbooks	\$ 8,548	\$ -	-100.00%	
Software	\$ -	\$ 4,740		No textbooks but need software this year
Contract Services	\$ 3,040	\$ 3,050	0.30%	Includes summer per diem work to support schedule development
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 025 MATH</b>	<b>\$ 1,513,271</b>	<b>\$ 1,544,996</b>	<b>2.10%</b>	
Professional Salaries	\$ 585,000	\$ 547,343	-6.40%	
Supplies	\$ 4,000	\$ 4,080	2.00%	
Textbooks	\$ -	\$ -		
Software	\$ -	\$ -		
Contract Services	\$ 2,500	\$ 2,050	-18.00%	
Tools	\$ -	\$ -		

# FY27 Operating Budget Details

Equipment	\$ 30,000	\$ 12,000	-60.00%	flooring on the free-weight side with rubber flooring. This upgrade will allow students to lift without excessive noise and will provide a surface that is easier to clean, supporting our sanitation standards
<b>Total 026 PHYSICAL EDUCATION</b>	<b>\$ 621,500</b>	<b>\$ 565,473</b>	<b>-9.00%</b>	
Professional Salaries	\$ 1,262,375	\$ 1,361,795	7.90%	
Supplies	\$ 27,500	\$ 27,500	0.00%	Additional supplies needed for increased number of chemistry classes
Textbooks	\$ 16,800	\$ 16,800	0.00%	Additional texts needed for new chemistry classes
Software	\$ 300	\$ 7,800	2500.00%	Explore Learning (6k) & GimKit (1k) added from academics budget
Contract Services	\$ 4,250	\$ 5,550	30.60%	microscope cleaning/service, fume hoods, showers; Includes summer per diem work to support schedule development
Tools	\$ -	\$ -		
Equipment	\$ -	\$ 18,500		Lab Bench w/ (2) Sinks - Rm. 523
<b>Total 027 SCIENCE</b>	<b>\$ 1,311,225</b>	<b>\$ 1,437,945</b>	<b>9.70%</b>	
Professional Salaries	\$ 1,104,996	\$ 913,746	-17.30%	
Supplies	\$ 1,750	\$ 1,712	-2.20%	
Textbooks	\$ 7,332	\$ 2,800	-61.80%	
Software	\$ 10,826	\$ 7,148	-34.00%	Nearpod Subscriptions (\$318) / JSTOR Subscription (\$2081)/Boston Globe Subscription (\$3659)/ History Vault Subscriptions (\$660)/ YouTube Subscriptions

# FY27 Operating Budget Details

				(\$279)/Record Player (\$49)/Padlet Subscription (\$99)
Contract Services	\$ 2,790	\$ 3,050	9.30%	Includes summer per diem work to support schedule development
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 028 SOCIAL STUDIES</b>	<b>\$ 1,127,694</b>	<b>\$ 928,456</b>	<b>-17.70%</b>	
Professional Salaries	\$ 2,144,638	\$ 2,491,944	16.20%	
Psychologist Salary	\$ -	\$ 119,491		
Supplies	\$ 13,779	\$ 12,079	-12.30%	Some testing supplies have moved to software line (digital platform), addition of SOAR to department
Contract Services	\$ 180,000	\$ 200,000	11.10%	Addition of SLP and anticipation of needs related to lottery
Director Salary	\$ 162,528	\$ 168,622	3.70%	
Paraprofessional Salaries	\$ 397,722	\$ 925,363	132.70%	All paraprofessionals consolidated to Special Education
Secretary Salaries	\$ 67,847	\$ 71,549	5.50%	
Textbooks	\$ 1,320	\$ -	-100.00%	
Software	\$ 2,623	\$ 7,850	199.30%	Woodcock Johnson testing- new text is digital platform
Contract Services	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 029 SPECIAL EDUCATION</b>	<b>\$ 2,970,457</b>	<b>\$ 3,996,899</b>	<b>34.60%</b>	
Professional Salaries	\$ 91,141	\$ 101,166	11.00%	

# FY27 Operating Budget Details

Software	\$ 800	\$ 1,060	32.50%	Library trac software, Beanstack for summer reading
Supplies	\$ 2,843	\$ 2,600	-8.50%	
Textbooks	\$ 18,000	\$ 15,800	-12.20%	Summer reading, JGI subscription , books
Contract Services	\$ 7,450	\$ 7,700	3.40%	SORA membership, opposing view database, Follett Destiny support/hosting service
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 031 LIBRARY</b>	<b>\$ 120,234</b>	<b>\$ 128,326</b>	<b>6.70%</b>	
Software	\$ 9,000	\$ 23,000	155.60%	
Supplies	\$ 18,000	\$ 14,000	-22.20%	
Textbooks	\$ -	\$ -		
Director Salaries	\$ 147,178	\$ 152,696	3.70%	
Counselors	\$ 752,866	\$ 767,019	1.90%	
Guidance Secretary	\$ 182,445	\$ 189,718	4.00%	2 Guidance Secretaries - 1 Coop
Contract Services	\$ 38,935	\$ 60,000	54.10%	Additional cost related to Title IX, Summer Guidance Curriculum/504 Transition/Nurse Transition. Costs related to College and Career and Scholarship Night increases.
Equipment	\$ -	\$ -		
<b>Total 032 GUIDANCE</b>	<b>\$ 1,148,424</b>	<b>\$ 1,206,434</b>	<b>5.10%</b>	
Athletics Admin Assist.	\$ 68,012	\$ 72,264	6.30%	
Software	\$ -	\$ -		
Athletics Officials	\$ 65,000	\$ 84,000	29.20%	Moved non-ST staff members that we pay via ArbiterPay that was originally in the Contract Services line
Athletic Transportation	\$ 63,000	\$ 108,250	71.80%	Incorrect Amount in FY26

# FY27 Operating Budget Details

Athletic Director	\$ 149,242	\$ 152,015	1.90%	
Athletics Supplies	\$ 100,000	\$ 125,783	25.80%	Increased costs for uniforms and supplies
Coaches	\$ 390,075	\$ 449,649	15.30%	
Athletics Contract Services	\$ 225,000	\$ 256,348	13.90%	Salary increases per STA contract
Athletics Equipment	\$ 280,000	\$ 40,000	-85.70%	
<b>Total 033 ATHLETICS</b>	<b>\$ 1,340,329</b>	<b>\$ 1,288,310</b>	<b>-3.90%</b>	
Supplies	\$ 12,500	\$ 15,000	20.00%	Increase in the cost of supplies
Textbooks	\$ 600	\$ -	-100.00%	
Professional Salaries	\$ 300,000	\$ 316,786	5.60%	3 Nurses
Contract Services	\$ 5,000	\$ 6,000	20.00%	
Tools	\$ 5,000	\$ -	-100.00%	
Equipment	\$ 15,000	\$ -	-100.00%	
<b>Total 035 NURSE</b>	<b>\$ 338,100</b>	<b>\$ 337,786</b>	<b>-0.10%</b>	
Student Activity Skills USA	\$ 75,000	\$ 75,000	0.00%	
Robotics	\$ 12,000	\$ 12,000	0.00%	
Advisors	\$ 169,387	\$ 153,744	-9.20%	
Supplies	\$ 6,000	\$ 6,000	0.00%	
Civic Activity	\$ 30,000	\$ 15,000	-50.00%	
<b>Total 036 STUDENT ACTIVITY</b>	<b>\$ 292,387</b>	<b>\$ 261,744</b>	<b>-10.50%</b>	
Teach Misc Monitors Stipend	\$ 27,395	\$ 27,395	0.00%	
Teach Misc General Supplies	\$ 50,000	\$ 25,000	-50.00%	
Teach Misc Tutoring	\$ 15,000	\$ 15,000	0.00%	
Teach Misc Postage	\$ 20,000	\$ 20,000	0.00%	
Building Level Professional Dev.	\$ 50,000	\$ 90,000	80.00%	Consolidated all building level PD into one account
Teach Misc Salary Movement	\$ 150,000	\$ 100,000	-33.30%	
Compensated Retirement	\$ 100,000	\$ 100,000	0.00%	

# FY27 Operating Budget Details

Teach Misc Substitute Salary	\$ 200,000	\$ 200,000	0.00%	
Misc Salary	\$ 16,000	\$ 20,000	25.00%	
Day Care Coordinator	\$ 71,705	\$ 79,825	11.30%	
Mentorship	\$ -	\$ -		
Accreditation	\$ -	\$ -		
<b>Total 037 TEACHING</b>	<b>\$ 700,100</b>	<b>\$ 677,220</b>	<b>-3.30%</b>	
Maintenance Software	\$ -	\$ 5,195		
Supplies Shops	\$ 10,000	\$ 13,000	30.00%	Signage, Fire Extinguishers
Maintenance Salaries	\$ 571,628	\$ 580,339	1.50%	
Equipment	\$ 40,000	\$ -	-100.00%	
Maintenance Summer Help	\$ 30,000	\$ 35,000	16.70%	
Build Grounds Supplies	\$ -	\$ -		
Build Supplies	\$ 179,055	\$ 200,000	11.70%	Has not been adjusted in recent years
Maintenance Overtime	\$ -	\$ 50,000		Not previously included in the Building budget
Build Contract Services	\$ 175,950	\$ 225,000	27.90%	Has not been adjusted in recent years
Build Equipment	\$ 130,649	\$ 367,542	181.30%	Bobcat Utility Vehicle/Carpet Removal/VCT Flooring Install - Library Hallway/Plumbing Repairs/Exhaust Fans/Ductless Heat Pumps/FMS Energy Management/PoolPak Replacement
Extra Ordinary Repairs	\$ -	\$ -		
<b>Total 038 BUILDING</b>	<b>\$ 1,137,282</b>	<b>\$ 1,476,077</b>	<b>29.80%</b>	
Fixed Cost Reserve	\$ 50,000	\$ 23,650	-52.70%	
Transportation Operating Materials	\$ 10,000	\$ 10,000		
Transportation Vehicle Maintenance	\$ 10,000	\$ 15,000	50.00%	

# FY27 Operating Budget Details

Transportation Fuel Escal	\$ 60,500	\$ 60,000	-0.80%	Per new busing contract
Transport Regular Trip	\$ 217,002	\$ 1,863,000	758.50%	Return to previous practice of transportation budgeting. Includes Late Bus (FY25 \$1,692,461, FY26 \$217,002, FY27 \$1,863,000)
Transport Other	\$ -	\$ -		Homeless Transportation
Trash Disposal	\$ 80,983	\$ 85,500	5.60%	
Contract Cleaners	\$ 429,864	\$ 449,784	4.60%	Actual cost for FY27 per contract
Heating	\$ 273,000	\$ 286,650	5.00%	
Utilities/Sewage	\$ 718,188	\$ 32,865	-95.40%	All utilities previously consolidated into one account
Utilities/Electricity	\$ -	\$ 656,250		Based upon 3-year averages with anticipated inflation included
Utilities/Telephone	\$ -	\$ 49,350		Based upon 3-year averages with anticipated inflation included - Comcast and Verizon
Utilities/Water	\$ -	\$ -		Based upon 3-year averages with anticipated inflation included
Outside Contractor	\$ 55,000	\$ 55,000		Utilities and property maintenance
Snow Removal	\$ 50,240	\$ 52,800	5.10%	
Middlesex County Retirement	\$ 1,039,773	\$ 1,027,857	-1.10%	
Insurance Dental Er	\$ 272,925	\$ 275,000	0.80%	
Insurance Treasurer	\$ -	\$ -		
Insurance Building & Equipment	\$ 455,780	\$ 286,024	-37.20%	Insurance costs previously consolidated
Insurance Health Er	\$ 4,220,858	\$ 4,642,944	10.00%	
Insurance Vision	\$ -	\$ 25,000		
Insurance Workman's	\$ -	\$ 104,066		

# FY27 Operating Budget Details

Insurance Athletics	\$ -	\$ 13,466		
Insurance Vehicles	\$ -	\$ 25,488		
Insurance Sc Indemn	\$ -	\$ 1,575		
Insurance FICA	\$ 355,258	\$ 383,880	8.10%	Medicare and FUTA
Life Insurance Empl	\$ -	\$ -		
Fixed Cost MTRS	\$ 1,387,900	\$ 1,408,735	1.50%	
Unemployment Trust Expense	\$ -	\$ -		
OPEB	\$ 250,000	\$ 300,000	20.00%	SC Voted Amount
Debt Retirement Princ	\$ 449,700	\$ 400,000	-11.10%	Actual Costs
Debt Service Interest	\$ -	\$ -		Actual Costs
<b>Total 039 FIXED COSTS</b>	<b>\$ 10,386,971</b>	<b>\$ 12,787,084</b>	<b>23.10%</b>	
Salary	\$ 454,828	\$ 464,998	2.20%	
Director	\$ 156,905	\$ 166,717	6.30%	
Professional Development	\$ -	\$ -		Local and National Conferences
Supplies	\$ 428,160	\$ 448,630	4.80%	
Ed Tech Computer Consultant	\$ -	\$ -		
Ed Tech Office Software	\$ 146,374	\$ 173,702	18.70%	Increase in costs, addition of translation software
Ed Tech Contract Services	\$ 271,375	\$ 292,116	7.60%	
Ed Tech Equipment	\$ 148,243	\$ 64,965	-56.20%	(7) Classroom Projector Replacements/Access Point Switches - Gymnasium & Fitness Center
<b>Total 064 COMPUTER SERVICES</b>	<b>\$ 1,605,885</b>	<b>\$ 1,615,128</b>	<b>0.60%</b>	
Salaries	\$ 109,091	\$ 122,182	12.00%	
Contract Services	\$ 45	\$ 45		
Supplies	\$ -	\$ -		
Contract Services	\$ -	\$ -		

# FY27 Operating Budget Details

Textbooks	\$ -	\$ -		
Software	\$ 200	\$ 903	351.50%	Nearpod Subscription (\$159); Adios Digital Text (\$200); Garbanzo Interactive Spanish (\$499)
<b>Total 106 SPANISH</b>	<b>\$ 109,336</b>	<b>\$ 123,230</b>	<b>12.70%</b>	
Salaries	\$ 360,898	\$ 352,926	-2.20%	
Supplies	\$ 28,650	\$ 29,500	3.00%	
Textbooks	\$ 6,700	\$ 9,050	35.10%	Expected Price Increase
Software	\$ -	\$ -		
Contract Services	\$ 9,900	\$ 9,900		
Tools	\$ 10,000	\$ 10,000		
Equipment	\$ -	\$ 9,500		
<b>Total 107 DENTAL ASSISTING</b>	<b>\$ 416,148</b>	<b>\$ 420,876</b>	<b>1.10%</b>	
Salaries	\$ 364,000	\$ 388,738	6.80%	
Supplies	\$ 15,080	\$ 15,292	1.40%	Clinical supplies shop all three grades
Textbooks	\$ 5,940	\$ 5,940		Annual online book renewals for new classes
Software	\$ -	\$ -		
Contract Services	\$ 4,330	\$ 4,330		Uniforms, waste, microscope repair
Tools	\$ -	\$ -		
Equipment	\$ -	\$ -		
<b>Total 108 MEDICAL LAB TECHNICIAN</b>	<b>\$ 389,350</b>	<b>\$ 414,300</b>	<b>6.40%</b>	
Cooperative Coordinator	\$ 151,866	\$ 149,460	-1.60%	
Professional Development	\$ 10,000	\$ 7,500	-25.00%	Costs not previously budgeted for
Supplies	\$ 35,000	\$ 30,000	-14.30%	
Textbooks	\$ -	\$ -		
Software	\$ -	\$ -		

# FY27 Operating Budget Details

Contract Services	\$ 25,000	\$ 26,400	5.60%	
<b>Total 109 VOCATIONAL PROGRAMS</b>	<b>\$ 221,866</b>	<b>\$ 216,860</b>	<b>-2.30%</b>	
Professional Salaries	\$ 261,950	\$ 229,998	-12.20%	
Supplies	\$ 2,500	\$ 5,000	100.00%	Culture Fair materials and school wide displays
Textbooks	\$ 1,000	\$ 1,025	2.50%	
Software/ Professional Development	\$ -	\$ 3,500		MATSOL Conference attendance and tracking software
Contract Services	\$ -	\$ 40,000		Translation services for the building
<b>Total 126 ELL</b>	<b>\$ 265,450</b>	<b>\$ 279,523</b>	<b>5.30%</b>	
Supplies	\$ 21,000	\$ 28,500	35.70%	Crisis Team Supplies, Main Office Supplies, & Graduation
Textbooks	\$ -	\$ -		
Equipment	\$ -	\$ -		
Software	\$ 25,550	\$ 26,710	4.50%	Securly Hall Pass, Vector Evaluation, Alice Training Platform, Halo Cloud Licenses for Vape Detectors, Lightspeed Alert Student Laptop Monitoring, & ArxED Mandatory Trainings for staff, substitutes, & coaches
Contract Services	\$ 62,000	\$ 53,000	-14.50%	
<b>Total 127 PRINCIPAL'S OFFICE</b>	<b>\$ 108,550</b>	<b>\$ 108,210</b>	<b>-0.30%</b>	
Project Explore	\$ 110,000	\$ 110,000		
Admissions Supplies	\$ 9,750	\$ 9,750		Office Supplies, Open House Supplies, Recruitment Supplies
Textbooks	\$ -	\$ -		
Admissions Software	\$ 14,420	\$ 14,420		Go2CTE
Admissions Contract Services	\$ 21,000	\$ 21,000		Transportation for Tours

# FY27 Operating Budget Details

<b>Total 128 ADMISSIONS</b>	<b>\$ 155,170</b>	<b>\$ 155,170</b>	<b>0.00%</b>	
Supplies	\$ 3,900	\$ 4,500	15.40%	
Textbooks	\$ -	\$ -		
Equipment	\$ 80,000	\$ 60,000	-25.00%	Continued purchasing of classroom furniture
Software	\$ 17,474	\$ 20,400	16.70%	Rosetta Stone, Edmetum, quizlet, GimKit, Marshall Memo
Contract Services	\$ 33,800	\$ 18,000	-46.70%	Curriculum work for new master schedule
Seal of Biliteracy	\$ -	\$ 4,500		Seal of Biliteracy for entire school Chords and medals of distinction
Professional Development	\$ -	\$ 4,000		ACTE conference, Summer PD, Various conferences for staff
<b>Total 129 ACADEMICS</b>	<b>\$ 135,174</b>	<b>\$ 111,400</b>	<b>-17.60%</b>	
<b>TOTAL</b>	<b>\$ 40,055,831</b>	<b>\$ 44,338,798</b>	<b>10.70%</b>	
		\$ 520,000	0.00%	Minus Grant /Salary Offsets
		\$ 43,818,798	9.39%	
		\$ 1,323,733		Minus State Transportation Reimbursement Offset
		<b>\$ 42,495,065</b>	<b>6.09%</b>	
			<b>4.38%</b>	Incorrect transportation offset according to the Regional Agreement in FY26
			<b>1.71%</b>	<b>FY27 Actual Increase</b>

# DESE Chapter 70 Data

## Massachusetts Department of Elementary and Secondary Education FY27 Chapter 70 Summary

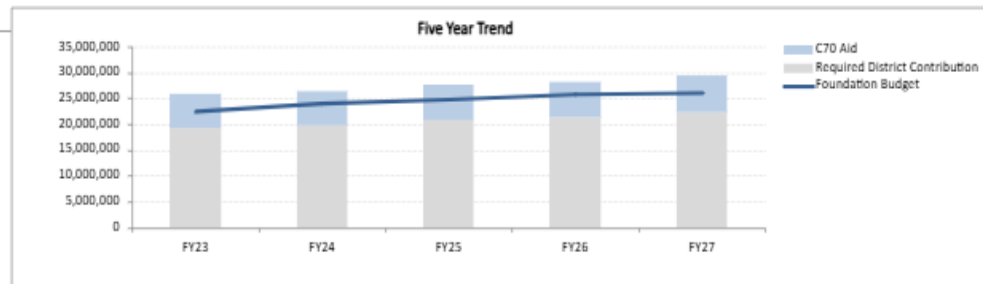


871 Shawsheen Valley

### Aid Calculation FY27

### Comparison to FY26

		FY26	FY27	Change	Pct Chg	
<b>Prior Year Aid</b>						
1 Chapter 70 FY26	6,995,373					
		Enrollment	1,282	1,293	11	0.86%
		Foundation budget	26,234,729	27,512,089	1,277,359	4.87%
		Required district contribution	21,239,717	22,285,956	1,046,239	4.93%
		Chapter 70 aid	6,995,373	7,092,348	96,975	1.39%
		Required net school spending (NSS)	28,235,090	29,378,304	1,143,214	4.05%
<b>Foundation Aid</b>						
2 Foundation budget FY27	27,512,089					
3 Required district contribution FY27	22,285,956					
4 Foundation aid (2 -3)	5,226,133	Target aid share	17.50%	17.50%		
5 Increase over FY26 (4 - 1)	0	C70 % of foundation	26.66%	25.78%		
<b>Minimum Aid</b>						
6 \$75 per pupil increase	96,975	Required NSS % of foundation	107.62%	106.78%		
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	96,975					
<b>Subtotal</b>						
8 Sum of 1,5,7	7,092,348					
<b>Minimum Aid Adjustment</b>						
9 Minimum aid adjustment	7,034,163					
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	0					
<b>Non-Operating District Reduction to Foundation</b>						
11 Reduction to foundation	0					
<b>Hold Harmless Aid</b>						
12 Hold harmless aid	0					
<b>FY27 Chapter 70 Aid</b>						
13 Sum of 1,5,7,10, 12 minus 11	7,092,348					



### Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero.

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 871 Shawsheen Valley

	Base Foundation Components							Incremental Costs Above the Base							TOTAL
	1	2 ----- Kindergarten -----		3	4	5	6	7	8	9	10	11	12	13	
	Pre-school	Half-Day	Full-Day	Elementary	Junior/Middle	High School	Vocational	Special Ed In-District	Special Ed Tuitioned-Out	English learners PK-5	English learners 6-8	English learners High School/Voc	Low Income		
<b>Foundation Enrollment</b>	0	0	0	0	0	0	1,293	65	0	0	0	7	371	1,293	
1 Administration	0	0	0	0	0	0	607,619	210,813	0	0	0	1,085	26,560	846,078	
2 Instructional Leadership	0	0	0	0	0	0	1,097,421	0	0	0	0	1,900	125,854	1,225,175	
3 Classroom & Specialist Teachers	0	0	0	0	0	0	11,070,201	695,631	0	0	0	13,298	1,228,596	13,007,726	
4 Other Teaching Services	0	0	0	0	0	0	773,421	649,501	0	0	0	1,900	0	1,424,821	
5 Professional Development	0	0	0	0	0	0	346,046	33,557	0	0	0	543	59,609	439,754	
6 Instructional Materials, Equipment & Technology*	0	0	0	0	0	0	2,039,255	29,289	0	0	0	1,357	9,138	2,079,038	
7 Guidance & Psychological Services	0	0	0	0	0	0	610,968	0	0	0	0	814	49,751	661,534	
8 Pupil Services	0	0	0	0	0	0	822,982	0	0	0	0	271	258,513	1,081,766	
9 Operations & Maintenance	0	0	0	0	0	0	2,748,944	235,489	0	0	0	3,257	0	2,987,689	
10 Employee Benefits/Fixed Charges*	0	0	0	0	0	0	3,217,863	306,684	0	0	0	3,462	230,499	3,758,508	
11 Special Education Tuition*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>12 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,334,719</b>	<b>2,160,964</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,886</b>	<b>1,988,519</b>	<b>27,512,089</b>	
13 Wage Adjustment Factor	100.0%													<b>Foundation Budget per Pupil</b>	<b>21,278</b>
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.															
14 Low Income Percentage	28.69%													English learner foundation budget as % total foundation budget	0.1%
15 Low Income group	5													Low-income foundation budget as % total foundation budget	7.2%

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.  
Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.  
Special education in-district enrollment is an assumed percentage, representing 3.97 percent of K-12 non-vocational enrollment and 4.97 percent of vocational enrollment.  
Special education tuitioned-out enrollment is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.  
Low income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care; (2) homeless designation through the McKinney-Vento Homeless Education Assistance program; or (3) verification as low income through a supplemental data collection process.  
Low income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.  
The low income percentage is the ratio of the low income enrollment to: the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-69.99%
Group 11	70-79.99%
Group 12	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment.  
The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# DESE Chapter 70 Data



## Massachusetts Department of Elementary and Secondary Education Office of School Finance FY27 Chapter 70 Regional District Enrollment and Contributions by Member City or Town

The table below presents the minimum required local contribution for each member to the selected regional district. Note: A city or town might belong to more than one regional district (e.g., a regional district and a vocational district) and therefore be required to contribute to multiple districts. See the regional Allocation tab for a full list of minimum required contributions for each city or town. Foundation enrollments are presented as whole numbers. The change column reflects differences prior to rounding.

LEA	Member	Foundation Enrollment in Regional District			Required Minimum Contribution to Regional District		
		FY26	FY27	Change	FY26	FY27	Change
	<b>Total</b>	<b>1,282</b>	<b>1,293</b>	<b>11</b>	<b>21,239,717</b>	<b>22,285,956</b>	<b>1,046,239</b>
23	Bedford	45	53	8	759,723	930,368	170,645
31	Billerica	462	478	16	7,566,990	8,144,307	577,317
48	Burlington	119	143	24	1,963,746	2,469,946	506,200
295	Tewksbury	354	350	-4	5,850,675	6,019,277	168,602
342	Wilmington	302	269	-33	5,098,583	4,722,058	-376,525

# DESE Chapter 70 Data

## Massachusetts Department of Elementary and Secondary Education FY27 Chapter 70 Summary

23 Bedford

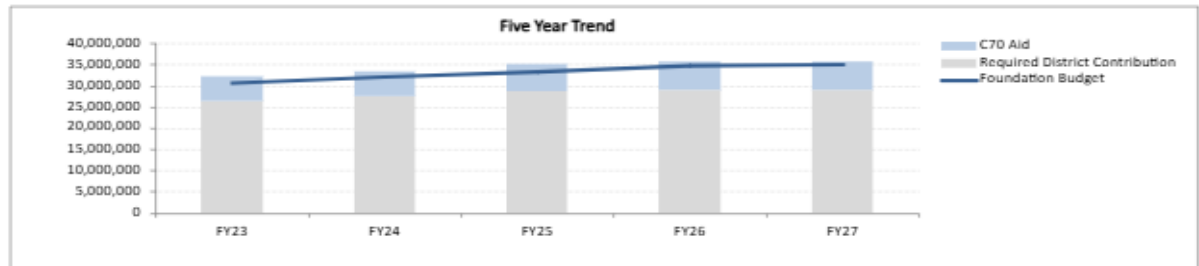


### Aid Calculation FY27

<b>Prior Year Aid</b>		
1 Chapter 70 FY26		<b>6,667,909</b>
<b>Foundation Aid</b>		
2 Foundation budget FY27	35,093,224	
3 Required district contribution FY27	28,951,910	
4 Foundation aid (2 -3)	6,141,314	
5 Increase over FY26 (4 - 1)	<b>0</b>	
<b>Minimum Aid</b>		
6 \$75 per pupil increase	181,200	
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	<b>181,200</b>	
<b>Subtotal</b>		
8 Sum of 1,5,7	<b>6,849,109</b>	
<b>Minimum Aid Adjustment</b>		
9 Minimum aid adjustment	6,740,389	
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	<b>0</b>	
<b>Non-Operating District Reduction to Foundation</b>		
11 Reduction to foundation	<b>0</b>	
<b>Hold Harmless Aid</b>		
12 Hold harmless aid	<b>0</b>	
<b>FY27 Chapter 70 Aid</b>		
13 Sum of 1,5,7,10, 12 minus 11	<b>6,849,109</b>	

### Comparison to FY26

	FY26	FY27	Change	Pct Chg
Enrollment	2,528	2,416	-112	-4.43%
Foundation budget	35,245,066	35,093,224	-151,842	-0.43%
Required district contribution	29,077,179	28,951,910	-125,269	-0.43%
Chapter 70 aid	<b>6,667,909</b>	<b>6,849,109</b>	181,200	2.72%
Required net school spending (NSS)	35,745,088	35,801,019	55,931	0.16%
Target aid share	17.50%	17.50%		
C70 % of foundation	18.92%	19.52%		
Required NSS % of foundation	101.42%	102.02%		



### Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero.

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 23 Bedford

	Base Foundation Components							Incremental Costs Above the Base						TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	13	
	Pre-school	----- Kindergarten ----- Half-Day	Full-Day	Elementary	Junior/ Middle	High School	Vocational	Special Ed In-District	Special Ed Tuitioned-Out	English learners PK-5	English learners 6-8	English learners High School/Voc	Low income	
<b>Foundation Enrollment</b>	<b>16</b>	<b>0</b>	<b>129</b>	<b>809</b>	<b>605</b>	<b>862</b>	<b>3</b>	<b>96</b>	<b>24</b>	<b>80</b>	<b>7</b>	<b>15</b>	<b>346</b>	<b>2,416</b>
1 Administration	4,045	0	65,228	409,067	305,915	435,866	1,517	335,018	106,840	10,373	974	2,503	23,991	1,701,335
2 Instructional Leadership	7,306	0	117,809	738,815	552,513	787,217	2,740	0	0	18,152	1,703	4,380	113,669	2,344,303
3 Classroom & Specialist Teachers	33,500	0	540,182	3,387,602	2,229,379	4,671,164	27,637	1,105,476	0	127,058	11,923	30,661	1,109,602	13,274,182
4 Other Teaching Services	8,592	0	138,546	868,865	467,742	554,801	1,931	1,032,167	1,632	18,152	1,703	4,380	0	3,098,510
5 Professional Development	1,325	0	21,376	134,072	108,675	150,146	864	53,328	0	5,185	487	1,251	53,834	530,542
6 Instructional Materials, Equipment & Technology*	4,506	0	72,663	455,694	340,784	776,869	4,731	43,258	0	12,049	1,131	2,907	7,671	1,722,263
7 Guidance & Psychological Services	3,901	0	62,900	394,469	294,998	438,268	1,525	0	0	7,779	730	1,877	44,932	1,251,380
8 Pupil Services	969	0	15,639	147,086	179,683	590,352	2,055	0	0	2,594	243	626	233,478	1,172,725
9 Operations & Maintenance	9,302	0	150,001	940,706	762,675	1,053,626	6,863	374,231	0	31,116	2,920	7,509	0	3,338,949
10 Employee Benefits/Fixed Charges*	16,589	0	267,489	1,677,510	1,355,158	1,704,614	7,466	452,949	0	30,746	2,885	7,419	193,469	5,716,294
11 Special Education Tuition*	0	0	0	0	0	0	0	0	942,741	0	0	0	0	942,741
<b>12 Total</b>	<b>90,035</b>	<b>0</b>	<b>1,451,834</b>	<b>9,153,883</b>	<b>6,597,522</b>	<b>11,162,921</b>	<b>57,329</b>	<b>3,396,426</b>	<b>1,051,213</b>	<b>263,202</b>	<b>24,700</b>	<b>63,513</b>	<b>1,780,647</b>	<b>35,093,224</b>
13 Wage Adjustment Factor	107.6%												<b>Foundation Budget per Pupil</b>	<b>14,525</b>
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.														
14 Low income percentage	14.56%												English learner foundation budget as % total foundation budget	1.0%
15 Low income group	3												Low-income foundation budget as % total foundation budget	5.1%

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.

Total foundation enrollment assigns pupils in pre kindergarten and half time kindergarten an enrollment count of .5.

Special education in district enrollment is an assumed percentage, representing 3.97 percent of K 12 non vocational enrollment and 4.97 percent of vocational enrollment.

Special education tuitioned out enrollment is also an assumed percentage, representing 1 percent of non vocational K 12 enrollment.

Low Income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care; (2) homeless designation through the McKinney Vento Homeless Education Assistance program; or (3) verification as low income through a supplemental data collection process.

Low Income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.

The low income percentage is the ratio of the low income enrollment to: the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-69.99%
Group 11	70-79.99%
Group 12	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment. The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# DESE Chapter 70 Data

## Massachusetts Department of Elementary and Secondary Education FY27 Chapter 70 Summary



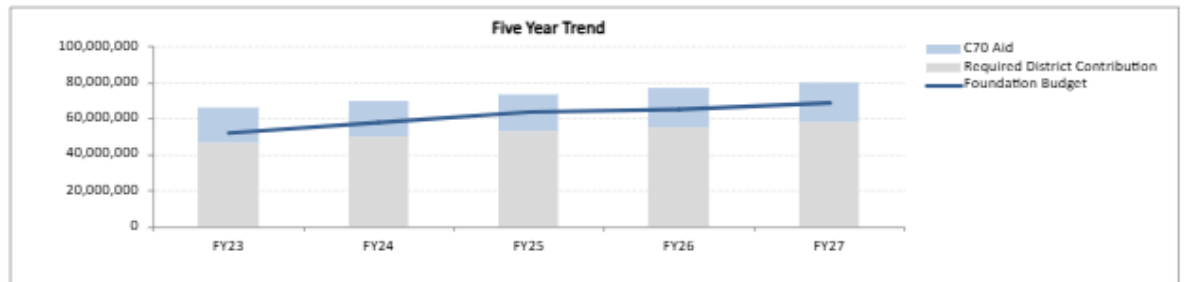
### 31 Billerica

#### Aid Calculation FY27

<b>Prior Year Aid</b>	
1 Chapter 70 FY26	<b>21,331,984</b>
<b>Foundation Aid</b>	
2 Foundation budget FY27	72,151,964
3 Required district contribution FY27	57,776,251
4 Foundation aid (2 -3)	14,375,713
5 Increase over FY26 (4 - 1)	<b>0</b>
<b>Minimum Aid</b>	
6 \$75 per pupil increase	373,725
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	<b>373,725</b>
<b>Subtotal</b>	
8 Sum of 1,5,7	<b>21,705,709</b>
<b>Minimum Aid Adjustment</b>	
9 Minimum aid adjustment	21,481,474
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	<b>0</b>
<b>Non-Operating District Reduction to Foundation</b>	
11 Reduction to foundation	<b>0</b>
<b>Hold Harmless Aid</b>	
12 Hold harmless aid	<b>0</b>
<b>FY27 Chapter 70 Aid</b>	
13 Sum of 1,5,7,10, 12 minus 11	<b>21,705,709</b>

#### Comparison to FY26

	FY26	FY27	Change	Pct Chg
Enrollment	4,999	4,983	-16	-0.32%
Foundation budget	68,911,292	72,151,964	3,240,673	4.70%
Required district contribution	55,154,759	57,776,251	2,621,492	4.75%
Chapter 70 aid	<b>21,331,984</b>	<b>21,705,709</b>	373,725	1.75%
Required net school spending (NSS)	76,486,743	79,481,960	2,995,217	3.92%
Target aid share	17.50%	17.50%		
C70 % of foundation	30.96%	30.08%		
Required NSS % of foundation	110.99%	110.16%		



#### Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero.

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 31 Billerica

	Base Foundation Components							Incremental Costs Above the Base						TOTAL	
	1	2		3	4	5	6	7	8	9	10	11	12		13
	Pre-school	----- Kindergarten ----- Half-Day	Full-Day	Elementary	Junior/ Middle	High School	Vocational	Special Ed In-District	Special Ed Tuitioned-Out	English learners PK-5	English learners 6-8	English learners High School/Voc	Low income		
<b>Foundation Enrollment</b>	<b>80</b>	<b>0</b>	<b>425</b>	<b>2,052</b>	<b>1,185</b>	<b>1,279</b>	<b>2</b>	<b>198</b>	<b>49</b>	<b>156</b>	<b>36</b>	<b>35</b>	<b>1,465</b>	<b>4,983</b>	
1 Administration	18,798	0	199,720	964,296	556,867	601,040	940	642,169	202,725	18,798	4,653	5,427	104,879	3,320,314	
2 Instructional Leadership	33,949	0	360,715	1,741,614	1,005,757	1,085,538	1,697	0	0	32,896	8,141	9,499	496,972	4,776,778	
3 Classroom & Specialist Teachers	155,667	0	1,653,968	7,985,625	4,058,210	6,441,338	17,123	2,119,000	0	230,262	56,989	66,488	4,851,465	27,636,136	
4 Other Teaching Services	39,924	0	424,210	2,048,183	851,446	765,047	1,196	1,978,479	3,097	32,896	8,141	9,499	0	6,162,118	
5 Professional Development	6,157	0	65,450	316,049	197,824	207,045	535	102,219	0	9,397	2,326	2,714	235,382	1,145,098	
6 Instructional Materials, Equipment & Technology*	22,530	0	239,394	1,155,851	667,487	1,152,686	3,154	89,219	0	23,495	5,815	6,784	36,083	3,402,497	
7 Guidance & Psychological Services	18,126	0	192,593	929,884	536,995	604,353	945	0	0	14,098	3,489	4,071	196,457	2,501,011	
8 Pupil Services	4,505	0	47,885	346,726	327,084	814,071	1,273	0	0	4,700	1,164	1,357	1,020,812	2,569,576	
9 Operations & Maintenance	43,227	0	459,285	2,217,535	1,388,322	1,452,906	4,252	717,334	0	56,391	13,956	16,283	0	6,369,491	
10 Employee Benefits/Fixed Charges*	82,944	0	881,263	4,254,945	2,654,317	2,529,235	4,977	934,208	0	59,954	14,838	17,311	910,190	12,344,183	
11 Special Education Tuition*	0	0	0	0	0	0	0	0	1,924,763	0	0	0	0	1,924,763	
<b>12 Total</b>	<b>425,826</b>	<b>0</b>	<b>4,524,482</b>	<b>21,960,709</b>	<b>12,244,309</b>	<b>15,653,259</b>	<b>36,094</b>	<b>6,582,629</b>	<b>2,130,585</b>	<b>482,887</b>	<b>119,514</b>	<b>139,432</b>	<b>7,852,239</b>	<b>72,151,964</b>	
13 Wage Adjustment Factor	100.0%													<b>Foundation Budget per Pupil</b>	<b>14,480</b>
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.															
14 Low Income percentage	29.85%													English learner foundation budget as % total foundation budget	1.0%
15 Low Income group	5													Low-income foundation budget as % total foundation budget	10.9%

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.

Total foundation enrollment assigns pupils in pre kindergarten and half time kindergarten an enrollment count of .5.

Special education in district enrollment is an assumed percentage, representing 3.97 percent of K-12 non vocational enrollment and 4.97 percent of vocational enrollment.

Special education tuitioned out enrollment is also an assumed percentage, representing 1 percent of non vocational K-12 enrollment.

Low income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care;

(2) homeless designation through the McKinney Vento Homeless Education Assistance program;

or (3) verification as low income through a supplemental data collection process.

Low income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.

The low income percentage is the ratio of the low income enrollment to:

the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-59.99%
Group 11	70-79.99%
Group 12	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# DESE Chapter 70 Data

## Massachusetts Department of Elementary and Secondary Education FY27 Chapter 70 Summary

48 Burlington

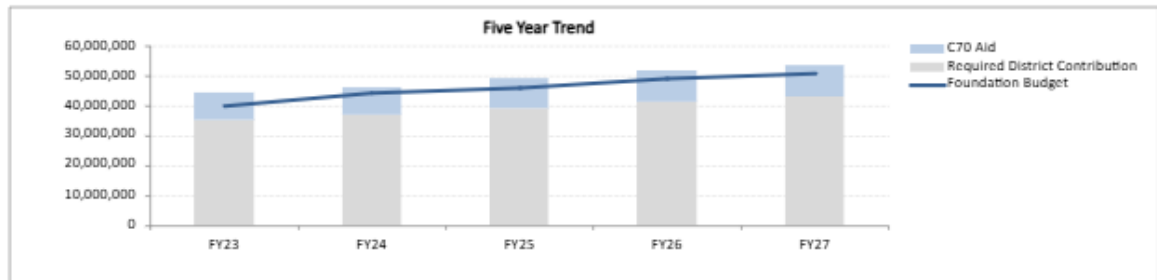


### Aid Calculation FY27

<b>Prior Year Aid</b>	
1 Chapter 70 FY26	<b>10,503,556</b>
<b>Foundation Aid</b>	
2 Foundation budget FY27	52,951,494
3 Required district contribution FY27	42,983,788
4 Foundation aid (2 -3)	9,967,706
5 Increase over FY26 (4 - 1)	<b>0</b>
<b>Minimum Aid</b>	
6 \$75 per pupil increase	260,775
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	<b>260,775</b>
<b>Subtotal</b>	
8 Sum of 1,5,7	<b>10,764,331</b>
<b>Minimum Aid Adjustment</b>	
9 Minimum aid adjustment	10,607,866
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	<b>0</b>
<b>Non-Operating District Reduction to Foundation</b>	
11 Reduction to foundation	<b>0</b>
<b>Hold Harmless Aid</b>	
12 Hold harmless aid	<b>0</b>
<b>FY27 Chapter 70 Aid</b>	
13 Sum of 1,5,7,10, 12 minus 11	<b>10,764,331</b>

### Comparison to FY26

	FY26	FY27	Change	Pct Chg
Enrollment	3,523	3,477	-46	-1.31%
Foundation budget	50,997,674	52,951,494	1,953,819	3.83%
Required district contribution	41,124,446	42,983,788	1,859,342	4.52%
Chapter 70 aid	<b>10,503,556</b>	<b>10,764,331</b>	260,775	2.48%
Required net school spending (NSS)	51,628,002	53,748,119	2,120,117	4.11%
Target aid share	17.50%	17.50%		
C70 % of foundation	20.60%	20.33%		
Required NSS % of foundation	101.24%	101.50%		



Note on

### Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 48 Burlington

	Base Foundation Components							Incremental Costs Above the Base						TOTAL	
	1	2	3	4	5	6	7	8	9	10	11	12	13		14
	Pre-school	----- Kindergarten ----- Half-Day	Full-Day	Elementary	Junior/ Middle	High School	Vocational	Special Ed In-District	Special Ed Tuitioned-Out	English learners PK-5	English learners 6-8	English learners High School/Voc	Low income		
<b>Foundation Enrollment</b>	<b>24</b>	<b>0</b>	<b>260</b>	<b>1,395</b>	<b>846</b>	<b>961</b>	<b>3</b>	<b>138</b>	<b>35</b>	<b>212</b>	<b>52</b>	<b>70</b>	<b>812</b>	<b>3,477</b>	
1 Administration	6,124	0	132,689	711,930	431,751	490,441	1,531	486,064	157,256	27,743	7,299	11,788	59,982	2,524,599	
2 Instructional Leadership	11,061	0	239,650	1,285,816	779,785	885,784	2,765	0	0	48,549	12,771	20,631	284,188	3,571,000	
3 Classroom & Specialist Teachers	50,716	0	1,098,858	5,895,703	3,146,418	5,256,041	27,894	1,603,890	0	339,832	89,397	144,412	2,774,243	20,427,405	
4 Other Teaching Services	13,007	0	281,835	1,512,152	660,145	624,267	1,949	1,497,529	2,402	48,549	12,771	20,631	0	4,675,237	
5 Professional Development	2,006	0	43,483	233,336	153,377	168,945	872	77,371	0	13,869	3,649	5,894	134,594	837,396	
6 Instructional Materials, Equipment & Technology*	6,759	0	146,453	785,776	476,535	866,092	4,731	62,183	0	31,929	8,400	13,568	18,993	2,421,418	
7 Guidance & Psychological Services	5,906	0	127,954	686,524	416,343	493,144	1,539	0	0	20,806	5,474	8,841	112,337	1,878,868	
8 Pupil Services	1,468	0	31,814	255,984	253,595	664,270	2,074	0	0	6,937	1,825	2,947	583,738	1,804,651	
9 Operations & Maintenance	14,083	0	305,138	1,637,183	1,076,396	1,185,551	6,927	542,957	0	83,224	21,893	35,366	0	4,908,717	
10 Employee Benefits/Fixed Charges*	24,883	0	539,126	2,892,616	1,894,981	1,900,387	7,466	651,114	0	81,476	21,433	34,623	479,267	8,527,371	
11 Special Education Tuition*	0	0	0	0	0	0	0	0	1,374,831	0	0	0	0	1,374,831	
<b>12 Total</b>	<b>136,013</b>	<b>0</b>	<b>2,947,000</b>	<b>15,897,019</b>	<b>9,289,326</b>	<b>12,534,922</b>	<b>57,748</b>	<b>4,921,108</b>	<b>1,534,490</b>	<b>702,914</b>	<b>184,912</b>	<b>298,702</b>	<b>4,447,341</b>	<b>52,951,494</b>	
13 Wage Adjustment Factor	108.6%												<b>Foundation Budget per Pupil</b>	<b>15,229</b>	
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.															
14 Low Income percentage	23.76%												English learner foundation budget as % total foundation budget	2.2%	
15 Low Income group	4												Low-income foundation budget as % total foundation budget	8.4%	

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.

Total foundation enrollment assigns pupils in pre kindergarten and half time kindergarten an enrollment count of .5.

Special education in district enrollment is an assumed percentage, representing 3.97 percent of K-12 non vocational enrollment and 4.97 percent of vocational enrollment.

Special education tuitioned out enrollment is also an assumed percentage, representing 1 percent of non vocational K-12 enrollment.

Low income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care;

(2) homeless designation through the McKinney Vento Homeless Education Assistance program;

or (3) verification as low income through a supplemental data collection process.

Low income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.

The low income percentage is the ratio of the low income enrollment to:

the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-69.99%
Group 11	70-79.99%
Group 12	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# DESE Chapter 70 Data

## Massachusetts Department of Elementary and Secondary Education FY27 Chapter 70 Summary

295 Tewksbury

### Aid Calculation FY27

<b>Prior Year Aid</b>		
1 Chapter 70 FY26		14,396,897
<b>Foundation Aid</b>		
2 Foundation budget FY27	46,625,859	
3 Required district contribution FY27	37,685,831	
4 Foundation aid (2 -3)	8,940,028	
5 Increase over FY26 (4 - 1)		0
<b>Minimum Aid</b>		
6 \$75 per pupil increase		248,700
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)		248,700
<b>Subtotal</b>		
8 Sum of 1,5,7		14,891,147
<b>Minimum Aid Adjustment</b>		
9 Minimum aid adjustment		14,741,927
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)		0
<b>Non-Operating District Reduction to Foundation</b>		
11 Reduction to foundation		0
<b>Hold Harmless Aid</b>		
12 Hold harmless aid		0
<b>FY27 Chapter 70 Aid</b>		
13 Sum of 1,5,7,10, 12 minus 11		14,891,147

### Comparison to FY26

	FY26	FY27	Change	Pct Chg
Enrollment	3,274	3,316	42	1.28%
Foundation budget	44,323,387	46,625,859	2,302,472	5.19%
Required district contribution	35,797,036	37,685,831	1,888,795	5.28%
Chapter 70 aid	14,642,447	14,891,147	248,700	1.70%
Required net school spending (NSS)	50,439,483	52,576,978	2,137,495	4.24%
Target aid share	17.50%	17.50%		
C70 % of foundation	33.04%	31.94%		
Required NSS % of foundation	113.80%	112.76%		



70 Aid

FY26 Chapter

11 Sum of 1,5,7,10, 12 minus 11

### Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 295 Tewksbury

	Base Foundation Components							Incremental Costs Above the Base							TOTAL
	1 Pre-school	2 ----- Kindergarten ----- Half-Day	3 Full-Day	4 Elementary	5 Junior/ Middle	6 High School	7 Vocational	8 Special Ed In-District	9 Special Ed Tuitioned-Out	10 English learners PK-5	11 English learners 6-8	12 English learners High School/Voc	13 Low Income		
<b>Foundation Enrollment</b>	<b>60</b>	<b>0</b>	<b>275</b>	<b>1,391</b>	<b>812</b>	<b>802</b>	<b>6</b>	<b>131</b>	<b>33</b>	<b>104</b>	<b>17</b>	<b>16</b>	<b>775</b>	<b>3,316</b>	
1 Administration	14,098	0	129,231	653,673	381,583	376,884	2,820	424,870	136,529	12,532	2,197	2,481	52,716	2,189,613	
2 Instructional Leadership	25,462	0	233,404	1,180,597	689,177	680,689	5,092	0	0	21,930	3,845	4,342	249,759	3,094,298	
3 Classroom & Specialist Teachers	116,750	0	1,070,215	5,413,257	2,780,816	4,039,056	51,370	1,401,965	0	153,508	26,912	30,395	2,438,150	17,522,394	
4 Other Teaching Services	29,943	0	274,489	1,388,413	583,438	479,724	3,589	1,308,994	2,086	21,930	3,845	4,342	0	4,100,793	
5 Professional Development	4,618	0	42,350	214,242	135,555	129,828	1,606	67,630	0	6,265	1,098	1,240	118,288	722,720	
6 Instructional Materials, Equipment & Technology*	16,897	0	154,902	783,522	457,383	722,794	9,463	59,029	0	15,663	2,746	3,101	18,127	2,243,629	
7 Guidance & Psychological Services	13,595	0	124,619	630,346	367,966	378,961	2,835	0	0	9,398	1,648	1,861	98,727	1,629,956	
8 Pupil Services	3,379	0	30,984	235,037	224,128	510,465	3,819	0	0	3,134	549	620	513,019	1,525,135	
9 Operations & Maintenance	32,420	0	297,184	1,503,212	951,323	911,048	12,756	474,600	0	37,594	6,591	7,444	0	4,234,172	
10 Employee Benefits/Fixed Charges*	62,208	0	570,229	2,884,322	1,818,823	1,585,963	14,932	618,087	0	39,969	7,007	7,914	457,428	8,066,882	
11 Special Education Tuition*	0	0	0	0	0	0	0	0	1,296,269	0	0	0	0	1,296,269	
<b>12 Total</b>	<b>319,370</b>	<b>0</b>	<b>2,927,606</b>	<b>14,886,621</b>	<b>8,390,193</b>	<b>9,815,413</b>	<b>108,282</b>	<b>4,355,174</b>	<b>1,434,884</b>	<b>321,925</b>	<b>56,437</b>	<b>63,740</b>	<b>3,946,215</b>	<b>46,625,859</b>	
13 Wage Adjustment Factor	100.0%												<b>Foundation Budget per Pupil</b>	<b>14,061</b>	
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.															
14 Low Income percentage	23.98%												English learner foundation budget as % total foundation budget	0.9%	
15 Low Income group	4												Low-income foundation budget as % total foundation budget	8.5%	

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.  
 Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.  
 Special education in-district enrollment is an assumed percentage, representing 3.97 percent of K-12 non-vocational enrollment and 4.97 percent of vocational enrollment.  
 Special education tuitioned-out enrollment is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.  
 Low income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care; (2) homeless designation through the McKinney-Vento Homeless Education Assistance program; or (3) verification as low income through a supplemental data collection process.  
 Low income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.  
 The low income percentage is the ratio of the low income enrollment to: the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-59.99%
Group 11	60-69.99%
Group 12	70-79.99%
	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment.  
 The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education

FY27 Chapter 70 Summary

342 Wilmington

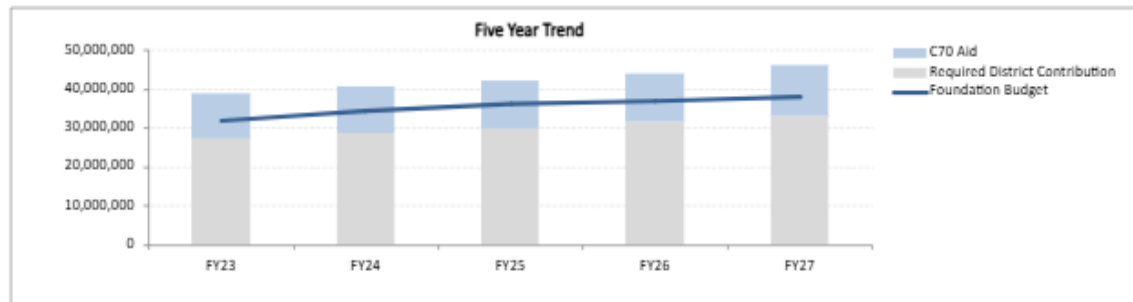


## Aid Calculation FY27

<b>Prior Year Aid</b>	
1 Chapter 70 FY26	<b>12,602,570</b>
<b>Foundation Aid</b>	
2 Foundation budget FY27	40,162,342
3 Required district contribution FY27	33,133,932
4 Foundation aid (2 -3)	7,028,410
5 Increase over FY26 (4 - 1)	<b>0</b>
<b>Minimum Aid</b>	
6 \$75 per pupil increase	210,375
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	<b>210,375</b>
<b>Subtotal</b>	
8 Sum of 1,5,7	<b>12,812,945</b>
<b>Minimum Aid Adjustment</b>	
9 Minimum aid adjustment	12,686,720
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	<b>0</b>
<b>Non-Operating District Reduction to Foundation</b>	
11 Reduction to foundation	<b>0</b>
<b>Hold Harmless Aid</b>	
12 Hold harmless aid	<b>0</b>
<b>FY27 Chapter 70 Aid</b>	
13 Sum of 1,5,7,10, 12 minus 11	<b>12,812,945</b>

## Comparison to FY26

	FY26	FY27	Change	Pct Chg
Enrollment	2,778	2,805	27	0.97%
Foundation budget	37,975,002	40,162,342	2,187,340	5.76%
Required district contribution	31,329,376	33,133,932	1,804,556	5.76%
Chapter 70 aid	<b>12,602,570</b>	<b>12,812,945</b>	210,375	1.67%
Required net school spending (NSS)	43,931,946	45,946,877	2,014,931	4.59%
Target aid share	17.50%	17.50%		
C70 % of foundation	33.19%	31.90%		
Required NSS % of foundation	115.69%	114.40%		



### Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY27, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 8 amount if the difference is positive. Otherwise, the increment is zero.

# DESE Chapter 70 Data

Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY27 Chapter 70 Foundation Budget

### 342 Wilmington

	Base Foundation Components							Incremental Costs Above the Base							TOTAL
	1	2		3	4	5	6	7	8	9	10	11	12	13	
	Pre-school	----- Kindergarten -----		Full-Day	Elementary	Junior/ Middle	High School	Vocational	Special Ed In-District	Special Ed Tuitioned-Out	English learners PK-5	English learners 6-8	English learners High School/Voc	Low Income	
<b>Foundation Enrollment</b>	<b>15</b>	<b>0</b>	<b>229</b>	<b>1,143</b>	<b>733</b>	<b>688</b>	<b>4</b>	<b>112</b>	<b>28</b>	<b>58</b>	<b>6</b>	<b>5</b>	<b>443</b>	<b>2,805</b>	
1 Administration	3,778	0	115,362	575,803	369,260	346,590	2,015	389,401	124,183	7,492	831	831	30,602	1,966,150	
2 Instructional Leadership	6,824	0	208,355	1,039,958	666,920	625,976	3,639	0	0	13,111	1,455	1,455	144,995	2,712,688	
3 Classroom & Specialist Teachers	31,289	0	955,363	4,768,399	2,691,008	3,714,401	36,712	1,284,927	0	91,774	10,182	10,182	1,415,394	15,009,632	
4 Other Teaching Services	8,025	0	245,031	1,223,017	564,596	441,165	2,565	1,199,718	1,897	13,111	1,455	1,455	0	3,702,034	
5 Professional Development	1,238	0	37,805	188,720	131,177	119,392	1,148	61,984	0	3,745	416	416	68,670	614,711	
6 Instructional Materials, Equipment & Technology*	4,224	0	128,991	643,829	412,884	620,053	6,309	50,467	0	8,735	969	969	9,821	1,887,253	
7 Guidance & Psychological Services	3,643	0	111,245	555,255	356,082	348,501	2,026	0	0	5,619	623	623	57,315	1,440,934	
8 Pupil Services	905	0	27,659	207,038	216,890	469,434	2,729	0	0	1,873	208	208	297,822	1,224,767	
9 Operations & Maintenance	8,689	0	265,292	1,324,141	920,599	837,819	9,116	434,980	0	22,475	2,494	2,494	0	3,828,098	
10 Employee Benefits/Fixed Charges*	15,552	0	474,845	2,370,079	1,641,869	1,360,527	9,955	528,441	0	22,291	2,473	2,473	247,708	6,676,212	
11 Special Education Tuition*	0	0	0	0	0	0	0	0	1,099,865	0	0	0	0	1,099,865	
<b>12 Total</b>	<b>84,167</b>	<b>0</b>	<b>2,569,950</b>	<b>12,896,239</b>	<b>7,971,285</b>	<b>8,883,858</b>	<b>76,214</b>	<b>3,949,918</b>	<b>1,225,945</b>	<b>190,228</b>	<b>21,105</b>	<b>21,105</b>	<b>2,272,328</b>	<b>40,162,342</b>	
13 Wage Adjustment Factor	107.2%													<b>Foundation Budget per Pupil</b>	<b>14,318</b>
*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.															
14 Low Income percentage	16.11%													English learner foundation budget as % total foundation budget	0.6%
15 Low Income group	3													Low-income foundation budget as % total foundation budget	5.7%

Total foundation enrollment (column 14) does not include incremental costs above the base. The pupils are already counted in columns 1 to 7.

Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.

Special education in-district enrollment is an assumed percentage, representing 3.97 percent of K-12 non-vocational enrollment and 4.97 percent of vocational enrollment.

Special education tuitioned-out enrollment is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.

Low-income enrollment is based on: (1) participation in Supplemental Nutrition Assistance Program (SNAP), the Transitional Assistance for Families with Dependent Children (TAFDC), MassHealth (Medicaid), or foster care; (2) homeless designation through the McKinney-Vento Homeless Education Assistance program;

or (3) verification as low-income through a supplemental data collection process.

Low-income and English learner foundation budget increments are based on the number of students attending school in the district or district residents who attend charter schools.

The low-income percentage is the ratio of the low-income enrollment to:

the total students attending school in the district and the total resident students attending charter schools.

Low-income group	Low-income %
Group 1	0-5.99%
Group 2	6-11.99%
Group 3	12-17.99%
Group 4	18-23.99%
Group 5	24-29.99%
Group 6	30-35.99%
Group 7	36-41.99%
Group 8	42-47.99%
Group 9	48-53.99%
Group 10	54-59.99%
Group 11	60-69.99%
Group 12	70-79.99%
Group 13	80%+

Each component of the foundation budget represents the enrollment in row 10 multiplied by the appropriate statewide foundation allotment.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



TO: School Committee Members

FROM: Tony McIntosh, Superintendent-Director *TM*

SUBJECT: Internal Audit

DATE: 02/24/2026

## Purpose

To request the School Committee's approval to prepare and release bid specifications for securing an internal audit of the District's financial practices

## Background

An internal audit offers an objective and independent assessment of current processes, identifying strengths, areas for improvement, and opportunities to enhance efficiency. The resulting written report will guide the District in refining its financial practices and establishing the most effective procedures moving forward.

As part of the audit scope, the District may also consider an optional 3–5-year historical lookback. This expanded review would only be pursued if it is determined to provide meaningful added value. Because this additional work would involve extra cost, it would not proceed without explicit School Committee approval.

## Recommendation

It is recommended that the School Committee approve the bid specification process for securing internal audit services.

## Proposed Motion

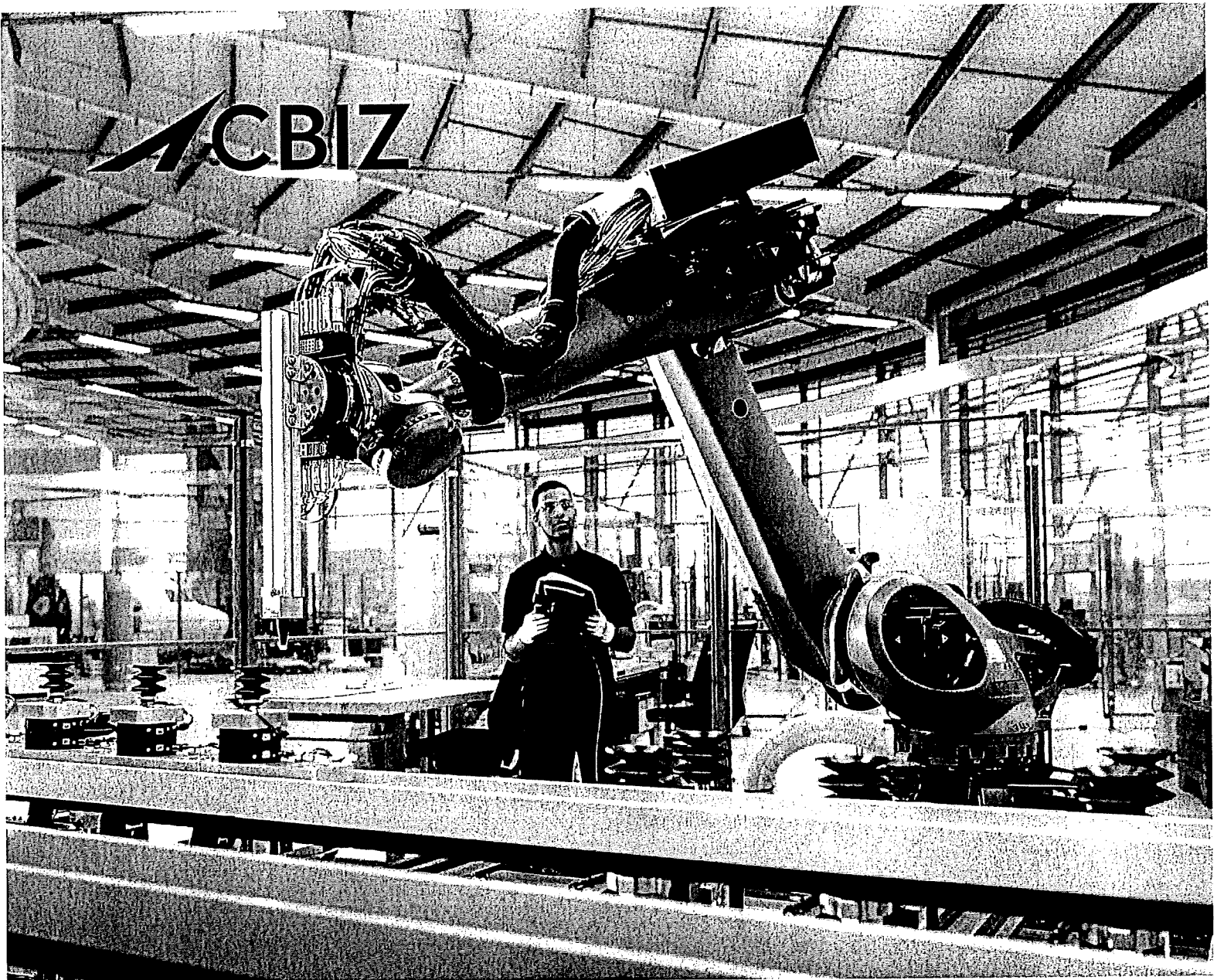
"I make a motion to approve the initiation of the bid specification process for the procurement of internal audit services."

## Next Steps

If approved, a detailed bid specification outlining the scope of the internal audit, including financial, operational, and compliance components will be developed and issued in accordance with procurement regulations and timelines.



CBIZ



Statement of Work for Internal Controls  
Assessment Internal Audit Services  
*Prepared for*

Shawsheen Valley Technical High  
School

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DRAFT



## **Internal Audit Scope: Internal Control Assessment**

To evaluate the effectiveness and efficiency of Shawsheen Valley Tech's internal control environment across key business and financial processes, in the context of its operating and capital budgets, staffing, and governance.

### **Key Business Processes to Assess**

Based on the FY25 budget and typical school operations, CBIZ proposes to include the following process areas:

1. Accounts Payable and Procurement
2. Accounts Receivable and Revenue Management
3. Payroll and Benefits Administration
4. General Accounting Operations
5. Budgeting and Financial Planning
6. Capital Asset and Project Management
7. Financial Close and Reporting
8. Grants Management
9. School Committee Approvals & Governance Controls
10. Relevant compliance requirements identified through the evaluation of the scoped process areas

### **Assessment Phases & Tasks**

#### **Phase 1: Planning and Preparation**

- Review relevant documents: FY25 Operating Budget, Capital Budget, organizational charts, policies & procedures.
- Interview key personnel: For example, Business Manager, Superintendent, department heads
- Confirm scope, obtain approvals, and establish timeline/milestones.

#### **Phase 2: Walkthroughs & Process Flows**

- Schedule walkthroughs for the above key processes with process owners.
- Document how controls work in practice: e.g., approval of expenditures, reconciliation preparation
- Draft process documentation for the current state.

#### **Phase 3: Risk & Control Matrix (RCM) Development**

- Identify risks for each process
- Document controls for each process area
- Assign control owners and control objectives.
- Validate the operation of controls through sample testing.

#### **Phase 4: Gap Analysis**

- Compare controls to best practices
- Identify gaps in internal controls, internal control weaknesses, and opportunities for improvement

**Fee Estimate:**

Our fees are based on Time and Material assumptions. These rates are derived from highly discounted service line rate cards based on our typical leverage model to deliver internal audit services. For more price certainty, we are extending a blended rate of \$185 per hour for an engagement fee range estimate of \$65,000 (low end) to \$85,000 (high end) for phases 1 – 6 above.

Optional phase 7 would also be provided at the blended rate of \$185 per hour. If performed, estimated hours for phase 7 will be provided at a later date following completion of phases 1 – 6. No hours will be incurred under Phase 7 without authorization from the Shawsheen Valley Superintendent.

Our fee proposal does not include an estimate for out-of-pocket expenses such as travel expenses incurred directly in connection with our work for Shawsheen Valley Technical High School. We have extensive experience successfully delivering projects remotely, which allows us to maintain high-quality service while keeping fees reasonable. This approach ensures efficiency and cost-effectiveness for our clients. To the extent we are able, we will utilize this remote work ability, although we understand some of our procedures may require on-site time.

We will also bill a 7% technology and administrative fee in addition to the fee quoted above to cover the cost of technology, processing, and other administrative expenses. This fee is in lieu of separate, individual charges to support file maintenance, software licensing, supplies, and other similar expenses. Based on the estimated fee range noted above, the technology and administrative fee would range from \$4,550 (low end) to \$5,950 (high end), excluding any billings incurred under phase 7.

Our professional fees quoted in this proposal will remain valid for 90 days after submission. Our invoices for all fees will be prepared monthly as work progresses.

**Additional Billing**

If you need services not covered by this proposal, we will discuss the extent of these services with you before beginning that work and will bill you separately for them at a mutually agreed upon hourly rate.

*This proposal is provided for informational purposes only and shall not constitute an offer. The parties will not be bound to any agreement unless and until they review, approve, and execute a final engagement letter.*

## OBJECTIVES

The objective of the Payroll Review was to assess the design and effectiveness of internal controls supporting the payroll process, as well as provide best practice recommendations to improve efficiencies.

## SCOPE

The scope of the Payroll Review included key procedures and internal controls supporting payroll functions as of February 202X.

## TEAM MEMBERS

Kevin Wright, Managing Director  
Hilaire Johnson, Senior Manager

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## Distribution:

John Doe, Chief Financial Officer  
Sally Smith, Director of Fiscal Operations  
Jane Jones, Payroll Supervisor  
Bob Brown, Controller  
Susie Stewart, Assistant Controller

## CC:

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## II. BACKGROUND AND APPROACH

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### Background

The Business Office is responsible for processing and reviewing payrolls for all employees in accordance with requirements set forth by the state and federal regulations.

The Business Office consists of the Payroll Department and the Accounting Department. The Payroll Department receives, organizes, and evaluates detailed employee data used to calculate payroll amounts. This employee data includes, but is not limited to, the following:

- Timesheet data from employees and employee supervisors.
- Classification, compensation, and deductions data from the Human Resources Department.

The state issues payroll payments to employees based on payroll amounts submitted to the state by the Payroll Department. The Accounting Department records payroll-related accounting entries and ensures the organization has sufficient funds to cover payroll. The timing of the payroll process is structured to comply with state and federal tax payment deadlines.

The Payroll Department relies on paper and digital documentation to prepare, process, review, and report payroll data. Paper documentation used to support payroll operations includes, but is not limited to, hard-copy timesheets communicating employee hours worked and paper Employment Status Change forms communicating new hires, position changes, pay changes, and retirement payouts. Digital documentation used to support payroll operations includes, but is not limited to, forms and reports from the following applications:

- Application A: The organization's enterprise resource planning (ERP) software system that stores standard employee information (Human Resources module), automates time submission and approval (Web Time Entry module), automates standard payroll calculations (Payroll module), automates some payroll-related accounting entries (Finance module), and assists with transferring payroll data to the state.
- Application B: An automated form and approval system that communicates and stores employee terminations and substitution details, as well as some employee leave requests.

The organization must also use some government systems, such as the state's PeopleSoft Financials system, Agency Check Entering System, and Taxpayer Access Point for payroll payment and reporting purposes.

### Review Approach

The Payroll Review utilized interviews with key personnel to document payroll processes as of Spring 202X. Interviews were held with Business Office personnel, including:

- Sally Smith, Senior Director of Fiscal Operations
- Jane Jones, Payroll Supervisor
- Bob Brown, Controller

### III. OBSERVATIONS AND RECOMMENDATIONS

#### A. Segregation of Duties

**OBSERVATION**

All Payroll Department employees (i.e., the Senior Payroll Specialist and Payroll Specialist) have system access to the Application A Payroll module that permits them to make changes to payroll deduction information, including their own.

**BUSINESS IMPACT**

Inappropriate access increases the likelihood that fraudulent payroll transactions could occur and not be detected timely.

**RECOMMENDATION**

Management should evaluate security roles to reassign the ability to edit or change payroll deduction information from payroll to human resources. Payroll should have view only permission as a means of validation. Until these changes are implemented, a review of an audit log of Payroll employee adjustments entered by the Payroll Department is reviewed by the Senior Director of Operations on a regular basis (e.g., bi-weekly or monthly).

<i>Management Response</i>	<i>Person Responsible</i>	<i>Estimated Completion Date</i>
a) Management inquired with the Information Technology Services Department, as to feasible user access restrictions. Segregation of duties cannot be accomplished through user access restrictions as only broad data entry and adjustment restrictions are possible (i.e., restrictions imposed on the Senior Payroll Specialist and Payroll Specialist would effectively prevent them from accessing the payroll process as a general employee, such as to enter required timesheet data for themselves).	Sally Smith, Senior Director of Operations	Completed – No Action
b) Management is collaborating with the Information Technology Services Department to develop an audit log of adjustments entered by the Payroll Department. Alternatively, management may begin reviewing paychecks of Payroll Department employees as a means of detecting inappropriate adjustments.		July 202X

approval at standard employee orientation sessions. The Senior Director of Operations further plans to obtain a report from the Information Technology Services Department to monitor mass approvals. Based on this report, the Senior Director of Operations will identify and reach out to supervisors that habitually fail to approve timesheets timely.

## C. Duplicate Report and Review Inefficiencies

### OBSERVATION

For each bi-weekly payroll period, the Payroll Department runs a series of On-Demand User Reports created by the Information Technology Services Department to assist with review of bi-weekly employee timesheet hours, including unusual hours (i.e., greater than 80 hours), compensatory time off, and overtime. Often, employees are duplicated across the reports and considerable manual efforts are performed to ensure all timesheets meeting certain criteria are printed and properly reviewed for potential correction.

### BUSINESS IMPACT

Inefficient processes may create unnecessary burden on the Payroll Department.

### RECOMMENDATION

Management should collaborate with the Information Technology Services Department to create an On-Demand User Report that reduces the number of action items (i.e., review of duplicate records and cross-checking) required for the Payroll Department to perform timesheet hours review tasks.

<i>Management Response</i>	<i>Person Responsible</i>	<i>Estimated Completion Date</i>
Management evaluated On-Demand User Reports currently available that could reduce duplicative efforts. Management identified a single report that can be filtered on various categories to perform the same timesheet hours review tasks previously performed using multiple reports.	Sally Smith, Senior Director of Operations	Completed

## D. Budget Monitoring

### OBSERVATION

The Chief Financial Officer completes the budgeting process by submitting the budget to the State. Preliminary budgets are loaded into Application A but organizations (i.e., departments) may request

- The manual adjustments to correct deductions, insurance, garnishments, and other deductions (i.e., such as foundation donations) based on information provided by the Human Resources Department and other parties (i.e., such as the foundation).
- The substitution adjustments related to faculty substitutions. These adjustments were independently reviewed until March 202X when the reviewer moved from the Payroll Department to the Human Resources Department.
- The Form 941 Employer’s Quarterly Federal Tax Return and Form 941 Schedule B are prepared by the Senior Payroll Specialist. No formal review of Form 941 is performed by another individual.

Additionally, evidence of the Senior Payroll Specialist’s recalculations on Total Gross Pay, Total Net Pay, Total Employee Deduction Amounts, and Total Employer Deduction Amounts is not retained.

**BUSINESS IMPACT**

Inaccurate payroll calculations and adjustments may result in overpayment or underpayment to vendors (i.e., insurance, garnishments, etc.) and employees (i.e., net pay). Additionally, incomplete or inaccurate data (i.e., number of employees, wages paid, and tax withheld) is reported to the IRS and overpayment or underpayment of federal taxes occurs.

**RECOMMENDATION**

- Management should implement independent review and supporting documentation retention requirements for adjusted and recalculated payroll data.
- Management should implement review requirements for the IRS Form 941 federal tax payment reconciliation. The review should be evidenced by signature of the reviewer on IRS Form 941 prior to submission to the IRS.

<b><i>Management Response</i></b>	<b><i>Person Responsible</i></b>	<b><i>Estimated Completion Date</i></b>
a) Management anticipates the creation of a Payroll Supervisor position, effective July 202X, and ensuing expansion of the Payroll Department (i.e., by one employee) will allow detailed review of payroll adjustments and recalculations to occur. The Senior Director of Operations and Senior Payroll Specialist will collaborate to determine the best approach to developing review procedures over payroll data and documentation retention practices.	Sally Smith, Senior Director of Operations	August 202X
b) Management implemented review requirements for Form 941. The Senior Director of Operations reviews supporting reports and the general ledger tie-out for Form 941 prior to signing off on Form 941 for submission to the IRS.	Sally Smith, Senior Director of Operations	Completed

The following details and inconsistencies were noted through review of example hard-copy timesheets utilized in the Monthly Timesheet Control subprocess as well:

- employees did not always sign off on their timesheets;
- the dates listed in the "Month" header by the employee may have contradicted the proper time period to complete time for;
- mid-month increment timesheet formats varied between starting on the 15th and 16<sup>th</sup>;
- calendar month timesheets are utilized by certain programs; and
- some timesheets included options for employees to checkbox what their payment types or lab payment rates are. The relevant monthly reporting period for all hard-copy timesheets extends from the 16th of one month to the 15th of the next month, regardless of the submission inconsistencies noted.

Additionally, because the timesheet dates do not align with the pay period dates, the Senior Payroll Specialist is spending approximately three to four hours researching the start and stop dates for positions to ensure pay is accurate.

**BUSINESS IMPACT**

Inconsistent forms may result in the following inaccurate payroll expense processing or inefficiencies in preparing the payroll.

**RECOMMENDATION**

Management should develop and distribute a standardized hard-copy timesheet format, including standardized instructions on recording and submission of time, employee position numbers. Supervisors should be instructed to include verification of time, pay period, and employee position numbers as part of their review and approval process.

<b><i>Management Response</i></b>	<b><i>Person Responsible</i></b>	<b><i>Estimated Completion Date</i></b>
Management plans to coordinate with department and college administrative personnel to define a standardized timesheet format, including standard timing increment and position numbers.	Sally Smith, Senior Director of Operations	August 202X

**H. Accounting Segregation of Duties**

**OBSERVATION**

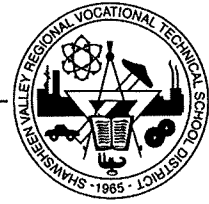
Based on payroll applicability and materiality, the Accounting Department only books two sets of payroll-related accruals at fiscal year-end as follows: 1) the vacation liability accruals for the bi-weekly and monthly payrolls and 2) the payroll liability accruals for the last two bi-weekly payrolls of the fiscal year.

## District Treasurer Tasks and Responsibilities

	<b>Before July 1 Previously Assigned To:</b>	<b>Since July 1 Previously Assigned To:</b>	<b>Treasurer Responsibilities</b>
1	Business Manager	Superintendent	Final Review and Approval – Accounts Payable warrants
2	Business Manager	Superintendent	Final Review and Approval - Payroll warrants
3	Comptroller	Comptroller	Monthly reconciliations of checking, and Trust accounts (CITIZENS AND MMDT)
4	NEW ASSIGNMENT. (Previously just the Business Manager YTD Budget Report)	NEW ASSIGNMENT. (Previously just the Business Manager Consultant YTD Budget Report)	Prepare and Present Treasurer's Report to board.
5	Comptroller	Comptroller	Monthly meals tax prep and file.
6	Business Manager and Comptroller	Superintendent and Comptroller	Manage banking relations including, opening/closing accounts.
7	NEW ASSIGNMENT. (offers additional checks and balances)	NEW ASSIGNMENT. (offers additional checks and balances)	Review annual operating budget prepared by finance director and provide feedback as needed.
8	Business Manager – Comptroller enters interest Journal entries	Superintendent – Comptroller enters Journal entries	Manage investments maximizing interest.
9	Business Manager – Comptroller enters Journal entries	Superintendent – Comptroller enters Journal entries	Management of OPEB trust account.
10	Business Manager and Superintendent	Superintendent	Act as negotiating officer for all district borrowing.

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



TO: School Committee Members

FROM: Tony McIntosh, Superintendent-Director *TM*

SUBJECT: Feasibility Study Funding Appropriation and Authorization to Borrow

DATE: 02/24/2026

## Purpose

To purpose of this agenda item is for the School Committee to vote to appropriate and authorize borrowing for a Feasibility Study,

## Background

The Shawsheen Valley Regional Vocational Technical School District hopes to initiate the process of conducting a Feasibility Study for the Shawsheen Valley Technical High School, located at 100 Cook Street, Billerica, MA. This study is a required step in partnership with the Massachusetts School Building Authority (MSBA) to evaluate potential building needs, project scope, and long-term facility planning.

## Recommendation

It is recommended that the District appropriate \$1,498,587 for the Feasibility Study and authorize borrowing of the same amount under and pursuant to M. G .L. Chapter 71, Section 16 (d), and the District Agreement.

## Proposed Motion:

"I vote the Shawsheen Valley Regional Vocational Technical School District hereby appropriates the amount of one million, four hundred ninety-eight thousand, five hundred and eighty seven (\$1,498,587) dollars for the purpose of paying costs of a Feasibility Study on behalf of the Shawsheen Valley Technical High School, located at 100 Cook Street, Billerica, MA 01821 including all costs incidental and related thereto (the "Study") said amount to be expended under the direction of the School Building Committee for the Shawsheen Valley Regional Vocational Technical School District. To meet this appropriation the District is authorized to borrow said amount under and pursuant to M. G .L. Chapter 71, Section 16( d), and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the Massachusetts School Building Authority's ("MSBA's") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further, that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA.

I further vote That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of this District as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.

Next Steps:

If the Committee approves the motion, the Secretary will issue formal notifications to the Boards of Selectmen in all member towns within the required seven-day period.

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



TO: School Committee Members

FROM: Tony McIntosh, Superintendent-Director *TM*

SUBJECT: Electricity Program Expansion

DATE: 02/24/2026

## Purpose

The purpose of this agenda item is to request School Committee approval to accept a \$1,000,000 donation designated for the expansion and modernization of the District's Electricity Program.

## Background

The District's Electrical Program has seen steady growth in enrollment and increased interest in recent years. As the electrical field evolves—driven by renewable energy, electric vehicles, and advanced industrial technologies—our current facility and equipment may lag behind in the technology students will encounter when they enter into the workforce.

A private donor has offered a \$1,000,000 donation to support construction of an upgraded Electrical Program. This donation presents a significant opportunity to align our program with current and emerging industry expectations.

## Recommendation

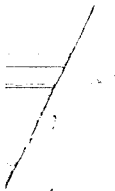
It is recommended that the School Committee accept the \$1,000,000 donation. The contribution directly supports the district's mission to provide high-quality, industry-aligned vocational training and will significantly enhance the learning environment for students.

## Proposed Motion:

"I make a motion to accept the \$1,000,000 donation for the sole purpose of paying for a portion of the construction to expand and upgrade the District's Electricity Program".

## Next Steps:

Notify the donor of formal acceptance and initiate any required documentation to proceed with the program expansion.



1/18/2026

Chairperson Patricia Meuse/Superintendent Tony McIntosh / cc John Bagni

Shawsheen Valley Technical High School, Billerica

My name is Emanuel Landsman, and I am currently a Senior Electrical Engineer at Schneider Electric in Andover, MA. I was a staff member at MIT Lincoln Lab, and I left that position to start an electronics company called "American Power Conversion". I have extensive knowledge and experience in power electronics as well as photovoltaic power and energy storage and use. The company I founded supplied uninterruptible power equipment to personal computers as well as computer servers and server rooms. I have seen this aspect of the field grow over the years.

As you are aware, the Shawsheen Valley Technical High School's Electricity program has been oversubscribed for over 20 years. The program consistently has double-digit students on waiting lists to enroll in this program. The world has seen a surge in the use of electric power and related components, and this use has resulted in the need for more qualified individuals that can install and service these new components. While the Electricity program at Shawsheen places many students into the workforce, it has slipped behind with respect to these aforementioned areas of electrical service that has seen the largest growth in new technologies. I have personally visited your facilities in Billerica and discussed these deficiencies with John Bagni.

I have confirmed that you are classified as a public high school being a qualified tax - exempt recipient per IRS purposes. For the purposes of expansion, modification and/or improvement of the Shawsheen Valley Technical High School's Electricity program, I am donating \$1,000,000 for this purpose. These funds are to be considered a charitable donation to the Shawsheen Valley Technical High School's Electricity program, and all the funds are explicitly provided for the purpose and use of the Electricity program. I believe this program would benefit greatly by expanding the facilities and curriculum to include Energy Storage, Microgrid systems, Photovoltaic systems, Electric car charging stations, as well as clean energy. As an educator myself, I have seen the impact of providing state-of-the-art learning centers for aspiring students. I believe you could better provide that for your students with some help from me.

Please accept this donation to enhance your current Electricity program and please let me know what you will require of me to provide these funds to your Electricity program. Although expenditure responsibility per IRC4945(h) is not required for this donation, I suggest that a written agreement be prepared which provides that the donation is being made to Shawsheen Tech for the purposes of paying for a portion of the construction of a

new school building and that the funds are not to be used for any other purpose and to undertake reasonable efforts and establish procedures to see that the grant is spent only for the purposes for which it is made, and to provide timely and complete reports. No goods or services were received by me.

Sincerely,

E. Landsman ScD

Lexington MA

# MEMO

Shawsheen Valley Technical High School  
Office of the Superintendent-Director



TO: School Committee Members

FROM: Tony McIntosh, Superintendent-Director *TM*

SUBJECT: Physician Contract Renewal and Reimbursement Adjustment

DATE: 02/24/2026

## Purpose

The purpose of this agenda item is to renew the District Physician's contract and approve an increase in the reimbursement rate.

## Background

The current two-year contract is set to expire in 2026. The payment amount of \$3,500 has remained unchanged for several years, despite increasing market adjustments.

## Recommendation

Approve a new two-year contract and authorize an increase in the payment rate from \$3,500 (two payments of \$1,750) to \$5,000 (two payments of \$2,500).

## Proposed Motion:

"I vote to approve the school physician's two-year contract renewal as presented, including an increase in payment from \$3,500 to \$5,000."

## Next Steps:

Submit the approved contract to the District Physician for signature.

## **PHYSICIAN CONSULTANT TO THE SCHOOL DISTRICT CONTRACT**

### **SCOPE OF RESPONSIBILITIES**

The school physician/physician consultant contracts with the school to provide medical expertise and consultation in the development and implementation of the comprehensive school health program. The school nurse may request consultation on individual students or groups of students with specific health issues at any time. The school physician acts as a resource.

### **QUALIFICATIONS**

- must have a valid license to practice medicine in the Commonwealth of Massachusetts (M.G.L. c. 71, S, 53)
- knowledgeable about the health needs of children and adolescents
- be board certified or board eligible in pediatrics or family practice

### **RESPONSIBILITIES**

#### **Consultation to the Comprehensive School Health Program**

- Provides general consultation to school nurse and to the school district on matters relating to the health of the school population.
- Collaborates with the school nurse in identifying the need for developing policies and procedures governing school health services which are then shared with the School Administrators for adoption pending School Committee approval.
- Participates as a member of the School Health Advisory Committee (Educational reform).
- Collaborates with the school nurse, school administrators and other pertinent school personnel, as well as the Department of Public Health, to develop and implement a program for immunization against communicable diseases and control of other infectious illnesses.
- When indicated or requested by the school nurse, reviews the reports of physical examinations performed by the student's primary care provider.
- Starting August 2018, Merrimack Valley Pediatrics will conduct (one day) sports' physical for athletes annually in compliance with MIAA regulations.

## **PHYSICAL ASSESSMENT**

- Completes the health assessments on such children who do not have this service performed by a primary care provider or do not have insurance.
- Provides the physical examination of children, if otherwise unable to obtain a physical from the primary care provider.
- Examines students referred by the school nurse or other personnel because of health issues identified during screening and/or frequent school absences (if this service is not provided by a primary care provider)

## **HEALTH EDUCATION**

In collaboration with the comprehensive health education staff, assists in presenting educational programs as needed by faculty, parents and students.

## **COORDINATION WITH COMMUNITY PROVIDERS**

- Cooperates with other medical and public health professionals in prevention programs designed to enhance the health of children and adolescents within the community.
- In collaboration with the school nurse, assesses the needs and responsibilities of the school health program and makes recommendations to the Superintendent and other health care providers in the district.

## **TERMS OF AGREEMENT**

- July 1, 2026 ~ June 30, 2028
- Payments for services will be as follows: 2026-2027 2 payments of \$2500: Total \$5000  
2027-2028 2 payments of \$2500: Total \$5000

## **REVIEW**

- This contract shall be reviewed and/or updated at least every two years.

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Physician's Signature

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Superintendent's Signature

Shawsheen Valley Regional Vocational Technical School District

TITLE	Business Manager
TERMS OF EMPLOYMENT	<ul style="list-style-type: none"><li>• 12-month work year</li><li>• Salary \$172,807 - \$181,113</li><li>• Anticipated minimum work week: 50 hours, may be reduced during summer months</li><li>• Vacation: 25 days per year</li><li>• Other benefits determined by the School Committee</li></ul>
QUALIFICATIONS:	<ul style="list-style-type: none"><li>• Masters' Degree required Certification required</li><li>• Five years' full-time experience as a school business administrator or similar position in municipal government or other public business administration</li><li>• Massachusetts Certified Public Procurement Officer (MCCPO) certification, or ability to become certified</li></ul>
REPORTS TO:	Superintendent-Director
EVALUATION:	Performance evaluated annually by the Superintendent-Director.
SUPERVISES:	Assistant Treasurer, Purchasing, Receivables and Payables Clerks, Human Resources administrator(s), Director of Facilities and Maintenance, Campus Security, Food Services, Childcare and related office staff
DUTIES:	<ul style="list-style-type: none"><li>• Plan, organize and direct all phases of business office operations, ensuring efficient administration of all district purchasing, payables and receivables</li><li>• Oversee facilities maintenance and development, including oversight of construction schedules for special projects</li><li>• Ensure regulatory compliance in grant-funded areas by working with applicable school-level administrators to ensure timely response to audits and reporting requirements</li><li>• Supervise development of annual capital and operating budgets</li><li>• Oversee human resources administration, ensuring legal and ethical practices</li><li>• Supervise staff as required, including annual evaluations</li></ul>

DETAIL OF RESPONSIBILITIES:

- Maintains all business and financial records, according to School Committee requirements, in compliance with Massachusetts State Laws and, when applicable, federal regulations;
- Works with the District Treasurer to review and approve payroll and accounts payable warrants for payment;
- Administers, through the Director of Facilities & Maintenance, operation of the facilities, and is responsible for monitoring payments and collections;
- Administers student transportation program(s). Oversees the daily school bus operation, special transportation, field trips and use of school vehicles;
- Administers, through the Food Services Director, the school lunch program(s);
- Develops a timeline and recommends to the Superintendent-Director the District's capital budget and annual operating budget;
- Oversees the operation of the annual school budget and provides periodic updates including notice of any potential overruns to the Superintendent-Director;
- Develops and administers a program for purchasing supplies and equipment and acts as Chief Procurement Officer for the School District in accordance with the Uniform Procurement Act. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal;
- Oversees evaluations for all non-teaching and non-administrative personnel, including all clerical, maintenance, security and food service employees;
- Manages the District's real estate and insurance programs;
- Works to maintain effective District community relations and interprets the financial concerns of the District to the community;
- Administers the security program through the Director of Building and Grounds;
- Responds in writing to recommendations contained in the annual audit. Recommends appropriate policies, procedures and/or actions to the Superintendent regarding aforementioned recommendations;
- Serves as a resource in collective bargaining and ensures adherence to all collectively-bargained benefits programs;
- Co-chairs a committee of staff members from each department to develop an updated 5-year capital budget plan each year as a recommendation to the Superintendent-Director;
- Coordinates annual filing for E-Rate Discounts for phone service (Local, Long Distance, and Wireless), internet access (T-1 Lines) and other applicable utilities;
- Ensures timely compliance with State/Federal Entitlement Grants with assistance from grants manager including but not limited to:
  - o FC 140: Title II Part A - Improving Educator Quality
  - o FC 160: Title II Part D - Enhancing Education Through Technology
  - o FC 240: Special Education
  - o FC 274: Special Education - Induction/Mentor Programming
  - o FC 302: Innovative Programs
  - o FC 305: Title I -targeted math assistance
  - o FC 400: Perkins
  - o FC 625: Academic Support- Summer MCAS
  - o FC 632: Academic Support - School Year MCAS
- Participates in district-wide decision-making activities under the direction of and working directly with the Principal and Superintendent to identify issues and practices that affect the future of the district;
- Serves as a member of the Superintendent's Cabinet and any other committees/boards assigned by the Superintendent;
- Performs other duties related to the position as directed by the Superintendent-Director.

Revised 02/2026

**Shawsheen Valley Regional Vocational Technical School District**

**TITLE:** Director of Support Services

**TERMS OF EMPLOYMENT**

- 12-month work year
- Salary \$160,890 - \$168,622
- Anticipated minimum work week: 50 hours, may be reduce during summer months
- Vacation: 25 days per year
- Other benefits determined by the School Committee

**QUALIFICATIONS:**

- Master's degree with training in special education
- At least five years teaching experience in public education, part of which must have been in teaching or supervising in the area of special education.
- Certification by the Department of Education as an Administrator of Special Education.

**REPORTS TO:** Principal

**EVALUATION** Performance evaluated annually by the Principal

**SUPERVISES:** Support Services Staff

**DUTIES:**

- Supports the mission and educational philosophy of Shawsheen Technical High School.
- Provides leadership in establishing new programs and develops improved understanding of existing programs
- Assists in the adaptation of school policies to include special educational needs and interprets the objectives and programs of all special needs services to the staff and administration
- Acts as liaison to all departments in the building.
- Directs the operations of the support services staff.
- Communicates administration policy, procedures and implementation of support services staff.

DETAIL OF RESPONSIBILITIES:

- Provides vision and leadership in developing new programs and strengthening existing services to meet student needs.
- Directs, supervises, and evaluates Support Services and Special Education staff.
- Leads the development, implementation, and continuous improvement of all Special Education programs, services, and compliance practices.
- Oversee program budgets, grant development, and resource allocation.
- Ensures all programs meet state and federal requirements, including 603 CMR 28 and IDEA 2005.
- Serves as a liaison to all school departments, fostering collaboration and consistent communication regarding student needs and program goals.
- Communicates administrative policies, procedures, and program updates to Support Services staff.
- Works jointly with administrators—including the Principal, Guidance, Dean of Students, and Director of Vocational Programs—to coordinate scheduling, discipline matters, and program implementation for special education students.
- Represents Special Education in Student Study Team meetings and program evaluations as needed.
- Provides consultation and support to staff regarding instructional strategies and student concerns.
- Oversees identification, referral, evaluation, and educational planning for students requiring special education services.
- Coordinates transition for incoming students with IEP's and meets with incoming families
- Manages the development and maintenance of IEP's, ensuring accuracy and compliance.
- Arranges specialized services, including Speech, OT, PT, Counseling, transportation and home tutoring.
- Collaborates with Department Chair regarding psychological evaluations and partners with outside agencies to support student needs.
- Provides onboarding, orientation, and ongoing support for new and substitute teachers.
- Offers professional development opportunities on Special Education practices for all school staff.
- Assists in recruitment, hiring, mentoring, and evaluation of Special Education staff.
- Compiles, maintains, and files all legally required and administrative reports and records.
- Prepares necessary data reports for the Superintendent Director, School Committee, and Massachusetts Department of Elementary and Secondary Education.
- Responds to internal and external audits and program evaluations.
- Prepares the Annual State Plan for state funding distribution.