

# Lenox Public Schools School Committee

## Selectman's Room Second Floor Town Hall AND Via Remote Access October 5, 2021 @ 6:30pm

To attend remotely: <https://us02web.zoom.us/j/83615350785>

Webinar ID: 836 1535 0785

- I. **CALL TO ORDER**
- II. **HEARING OF VISITORS**
  - Public comment
- III. **CORRESPONDENCE**
- IV. **BOARD REPORT**
  - School Committee Meeting Minutes – September 13, 2021
- V. **SUPERINTENDENT'S REPORT**
  - Field Trip Request—English Department Encore Field Trip
  - Highlights/Recognitions
  - October 1 Enrollment – comparison to prior year
  - COVID-19 mitigation strategies MOA
  - COVID-19 mitigation policy – Revision
  - ESSER Presentation
- VI. **NEW BUSINESS**
  -
- VII. **UNFINISHED BUSINESS**
  -
- VIII. **SUBCOMMITTEES**

Subcommittee	Strategic Plan Section	Strategic Plan Section	Strategic Plan Section
Governance & Leadership	Leadership		
Human Resources	Leadership	Diversity, Equity & Inclusion	Professional Development
Teaching & Learning	Curriculum & Instruction	Diversity, Equity & Inclusion	Professional Development
Teaching & Learning (cont'd)	Technology	Social Emotional Learning	Leadership
Teaching & Learning (cont'd)	Facilities		
School Culture and Community Relations	Social Emotional Learning	Diversity, Equity & Inclusion	Facilities
Finance	Finance	Technology	Facilities

### DOCUMENTS IN PACKET:

- School Committee meeting minutes – September 13, 2021
- Field Trip Request
- Enrollment numbers
- COVID-19 mitigation MOA
- COVID-19 mitigation Policy
- ESSER Presentation

**Lenox Public Schools**  
**School Committee**  
**Selectman's Room Second Floor Town Hall AND Via Remote Access**  
**September 13, 2021 @ 6:30pm**

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**MEMBERS PRESENT:** Robert Vaughan, Veronica Fenton, Meghan Kirby, Robert Munch, Christine Mauro, David Rimmler, Oren Cass

**ALSO PRESENT:** Dr. Marc Gosselin, Melissa Falkowski

**I. CALL TO ORDER. RV, Chair; 6:30 pm**

Thanked Tech Director Randy McLeod for setting up the owl.

**II. HEARING OF VISITORS**

- Public comment. None.

**III. CORRESPONDENCE**

**IV. BOARD REPORT**

- School Committee Meeting Minutes – August 30, 2021

**MOTION by VF and seconded by CM to approve the School Committee meeting minutes of August 30, 2021.**

**DR: aye, RM: ye, OC: aye, VF: aye, MK: aye, CM: aye, RV: aye. Approved 7-0.**

**V. SUPERINTENDENT'S REPORT**

- Enrollment Numbers. MG shared details of the enrollment reports for Committee members. Discussion was held regarding the lower enrollment numbers for both resident and Choice students. Possible points of action: Consider exit interviews for students who leave the district, try to attract more residents, bump enrollment by admitting more Choice students.
- Report on Opening of 2021-2022 School Year. MG: Great first day, students happy to be returning to school. MG presented a PowerPoint on building preparation, technology, professional learning, and convocation. MG received many comments regarding how well convocation was executed. Goal is staying safe, while providing in person instruction. OC inquired about the number of students participating in Routine Safety COVID Checks (pooled testing). MG will provide Committee members with the detailed numbers. 4 Cs of current education (collaborating, communication, critical thinking and creativity) incorporated at both schools. Lenox received a Pathways Planning Grant--\$25,000 for career planning tools. MG stated the importance of extracurriculars, and that there is a 5<sup>th</sup> C for the balance of the 21<sup>st</sup> century, that of Cultural Competency.

**VI. NEW BUSINESS**

- Potential Substitute Policy Revisions. Discussion revolved around using AESOP for scheduling subs, and hiring permanent building substitutes. MG outlined the pay rate changes proposed for the Substitute Policy to help Lenox Public Schools stay competitive in the county.

**MOTION by VF and seconded by OC to amend policy GCG as proposed to update pay rates for substitutes.**

**CM: aye, MK: aye, VF: aye, OC: aye, RM: aye, DR: aye, RV: aye. Approved 7-0.**

**VII. UNFINISHED BUSINESS**

- Members inquired about the status of staffing. MG provided related updates.
- RV presented potential dates for a follow up retreat from 5:00 – 9:00pm. Members agreed on September 29.
- Subcommittee meetings will be scheduled shortly. HR will have a standing Tuesday meeting leading up to negotiations.
- RM: Great to get school started and thank you to all for your hard work.

**VIII. SUBCOMMITTEES**

<b>Subcommittee</b>	<b>Strategic Plan Section</b>	<b>Strategic Plan Section</b>	<b>Strategic Plan Section</b>
Governance & Leadership	Leadership		
Human Resources	Leadership	Diversity, Equity & Inclusion	Professional Development
Teaching & Learning	Curriculum & Instruction	Diversity, Equity & Inclusion	Professional Development
Teaching & Learning (cont'd)	Technology	Social Emotional Learning	Leadership
Teaching & Learning (cont'd)	Facilities		
School Culture and Community Relations	Social Emotional Learning	Diversity, Equity & Inclusion	Facilities
Finance	Finance	Technology	Facilities

**MOTION by OC and VF seconded by to adjourn.**

**CM: aye, MK: aye, VF: aye, DR: aye, RM: aye, OC: aye, RV: aye.**

**Meeting adjourned 7:52 pm.**

**DOCUMENTS IN PACKET:**

- School Committee meeting minutes – August 30, 2021
- Enrollment numbers
- Draft Substitute Policy
- Survey of Neighbor Districts Daily Substitute Teacher Pay Rates.

**DOCUMENTS PRESENTED AT MEETING:**

Opening of School Power Point

Submitted by *Amy Noble Novitsky*.

FIELD TRIP REQUEST FORM (All Schools)

INSTRUCTIONS: Please submit request at least ten school days in advance to your principal. If you anticipate a student charge, you must make your request as early as possible to allow sufficient time to work out all details and to notify students and parents. Requests for out of state or abroad must be made at least 90 days in advance.

Trip Requested By: Amanda Soar Date: 9/24/21

Purpose of Trip: Encore Field Trip - A live performance of literary works - "The Tell Tale Heart", "The Raven", and more

Destination: Albany, NY - The Egg

Is Bus Transportation Needed?

Date of Trip: 12/20/21 Time Leaving: 8:45am Time Returning: 2:15pm

Approximate Number of Students: 55 (attach list)

Teachers Involved: Mrs. Cherry Mr. Sanders Mrs. Soar Mrs. Knowlton

Substitutes Required? \_\_\_\_\_ \_\_\_\_\_ Dave Higgins Cady

Other Chaperones: B. Shepardson Adina Friedman Amy Higgins

Any Additional School Costs? Bus is the only cost

\_\_\_\_\_ P.O. Done? for Bus

Any Charge to Students? Yes  No  If yes, specify amount and provide complete explanation on back of this sheet.

Special Requirements or Comments: \_\_\_\_\_

Recommended  Not Recommended\*

[Signature]  
Principal

9-27-21  
Date

\*Comments: \_\_\_\_\_

For out of state Field Trips and Excursions Abroad please attach sponsor's letter (who, what, when, where, how) and Principal's recommendation.

To whom it may concern,

We are writing to request support for an English field trip. The trip would be for 55 students from the sixth grade to the Chamber Theatre's *Encore!!* performance in Albany, NY, and would take place on 12 December, from 10:30 a.m. to 12:15 p.m., of this year. All that the department needs to complete this trip is funding for Dufour busing to and from the event.

The event itself is tightly connected to the sixth grade ELA curriculum. In *Encore!!*, the Chamber Theatre company will perform a variety of classic short fiction (from Poe, Twain, Irving, de Maupassant, et al.), texts that form the foundation of ELA instruction by Mrs. Soar during the fall semester of sixth grade. Here, as well, is a link to the company's website that provides more information about the performance — <https://www.chambertheatre.com>.

Let us know if any more information is needed concerning the trip. We are happy to get you whatever you need asap, especially given that we need to confirm with the Chamber Theatre in order to secure seats for this performance.

Thanks,

Ben



Dr. Benjamin Weaver

Amanda



Mrs. Amanda Soar

# ENROLLMENT: October 1, 2020 and October 1, 2021

Change # calculated by cohort.

GRADE	RESIDENT		Change
	10.1.2020	10.1.2021	
PK	15	23	
K	24	21	
1	20	26	2
2	30	25	5
3	26	33	3
4	34	24	-2
5	39	33	-1
<b>K-5</b>	<b>188</b>	<b>185</b>	
6	32	38	-1
7	37	32	0
8	32	38	1
9	44	26	-6
10	40	43	-1
11	45	37	-3
12	32	43	-2
SP	0	2	n/a
<b>6-12</b>	<b>262</b>	<b>259</b>	
<b>Total</b>	<b>450</b>	<b>444</b>	

CHOICE		
10.1.2020	10.1.2021	Change
0	0	
20	20	
22	19	-1
19	18	-4
23	16	-3
18	24	1
11	16	-2
<b>113</b>	<b>113</b>	
28	17	6
25	28	0
29	22	-3
19	29	0
24	17	-2
24	23	-1
28	24	0
0	0	n/a
<b>177</b>	<b>160</b>	
<b>290</b>	<b>273</b>	

TUITION		
10.1.2020	10.1.2021	Change
0	0	
0	0	
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
2	4	4
2	3	1
1	2	0
1	0	-1
0	0	n/a
<b>6</b>	<b>9</b>	
<b>6</b>	<b>9</b>	

TOTAL		
10.1.2020	10.1.2021	Change
15	23	
44	41	
42	45	1
49	43	1
49	49	0
52	48	-1
50	49	-3
<b>301</b>	<b>298</b>	
60	55	5
62	60	0
61	60	-2
65	59	-2
66	63	-2
70	62	-4
61	67	-3
0	2	n/a
<b>445</b>	<b>428</b>	
<b>746</b>	<b>726</b>	

% Choice		GRADE
10.1.2020	10.1.2021	
0%	0%	PK
45%	49%	K
52%	42%	1
39%	42%	2
47%	33%	3
35%	50%	4
22%	33%	5
<b>38%</b>	<b>38%</b>	<b>K-5</b>
47%	31%	6
40%	47%	7
48%	37%	8
29%	49%	9
36%	27%	10
34%	37%	11
46%	36%	12
0%	0%	SP
<b>40%</b>	<b>37%</b>	<b>6-12</b>
<b>39%</b>	<b>38%</b>	<b>Total</b>

Change calculated by grade level.

GRADE	RESIDENT		Change
	10.1.2020	10.1.2021	
PK	15	23	8
K	24	21	-3
1	20	26	6
2	30	25	-5
3	26	33	7
4	34	24	-10
5	39	33	-6
<b>K-5</b>	<b>188</b>	<b>185</b>	<b>-3</b>
6	32	38	6
7	37	32	-5
8	32	38	6
9	44	26	-18
10	40	43	3
11	45	37	-8
12	32	43	11
SP	0	2	2
<b>6-12</b>	<b>262</b>	<b>259</b>	<b>-3</b>
<b>Total</b>	<b>450</b>	<b>444</b>	<b>-6</b>

CHOICE		
10.1.2020	10.1.2021	Change
0	0	0
20	20	0
22	19	-3
19	18	-1
23	16	-7
18	24	6
11	16	5
<b>113</b>	<b>113</b>	<b>0</b>
28	17	-11
25	28	3
29	22	-7
19	29	10
24	17	-7
24	23	-1
28	24	-4
0	0	0
<b>177</b>	<b>160</b>	<b>-17</b>
<b>290</b>	<b>273</b>	<b>-17</b>

TUITION		
10.1.2020	10.1.2021	Change
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
2	4	2
2	3	1
1	2	1
1	0	-1
0	0	0
<b>6</b>	<b>9</b>	<b>3</b>
<b>6</b>	<b>9</b>	<b>3</b>

TOTAL		
10.1.2020	10.1.2021	Change
15	23	8
44	41	-3
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52	48	-4
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60	55	-5
62	60	-2
61	60	-1
65	59	-6
66	63	-3
70	62	-8
61	67	6
0	2	2
<b>445</b>	<b>428</b>	<b>-17</b>
<b>746</b>	<b>726</b>	<b>-20</b>

% Choice		GRADE
10.1.2020	10.1.2021	
0%	0%	PK
45%	49%	K
52%	42%	1
39%	42%	2
47%	33%	3
35%	50%	4
22%	33%	5
<b>38%</b>	<b>38%</b>	<b>K-5</b>
47%	31%	6
40%	47%	7
48%	37%	8
29%	49%	9
36%	27%	10
34%	37%	11
46%	36%	12
0%	0%	SP
<b>40%</b>	<b>37%</b>	<b>6-12</b>
<b>39%</b>	<b>38%</b>	<b>Total</b>

## MEMORANDUM OF AGREEMENT

This Memorandum of Understanding (hereinafter the “MOA”) is being entered into by and between the Lenox School Committee (“Committee”) and the Lenox Education Association (“Association”) to outline changes in working conditions related to the school reopening plan.

Whereas, the Parties agree that in an effort to be cautious for the safety and well-being of all students and staff; and,

Whereas, the Committee and the Association met and negotiated and/or impact bargained over changes to working conditions pursuant to M.G.L. c. 150E; and,

Whereas, this MOA shall be in effect for the 2021-2022 school year only. This MOA shall not be considered as a past practice, or in any way binding or precedent setting for any future same or similar situation; and,

Whereas, all provisions of the Collective Bargaining Agreement (CBAs) between the Lenox School Committee (Committee) and the Lenox Education Association (Association) shall remain intact unless explicitly addressed in this MOA;

Now, Therefore, in consideration of mutual promises and covenants set forth herein, the Parties, subject to ratification, hereto agree as follows:

### A. HEALTH AND SAFETY MEASURES

- I. The parties understand and recognize their responsibility to comply with any and all State or Federal mandates regarding health and safety measures pertaining to COVID. The implementation of said mandates will be discussed and/or negotiated between the parties as appropriate.
- II. The parties agree that all LEA members are required to wear masks while working in shared indoor spaces, except while eating or drinking.
- III. Staff will be required to submit COVID-19 vaccination status to the school nurse no later than *two weeks after the adoption of this MOA (convert to hard date upon adoption)*. The District will maintain privacy with respect to individual vaccination status.
- IV. All staff will be required to participate in the weekly Routine COVID Safety Check program.
- V. There are no exemptions from reporting your vaccination status or participating in the Routine COVID Safety Check program.

VI. If allowed by DESE, any teacher who must quarantine due to a positive COVID-19 test but is well enough to teach, may continue to work without using any contractual leave benefits. This will be accomplished by the teacher teaching their class(es) via video link to their classroom with a paraprofessional or substitute in the classroom with the students.

VII. JLMC

a. The parties agree to extend the Joint Labor Management Committee (JLMC) for Health & Safety established for the 2020-2021 school year through the end of the 2021-2022 school year. The JLMC will be made up of three (3) members from the administration/school committee and three (3) from the LEA.

b. Pursuant to DESE guidelines, if any District school reaches 80% total vaccination (staff and students) status, the JLMC will relieve that school community of the masking requirement. However, unvaccinated individuals will be required to remain masked.

LENOX SCHOOL COMMITTEE

By Robert H. Varlam  
Chairperson

9-21-2021  
Date Signed

LENOX EDUCATION ASSOCIATION

By Mary R Cherry  
President

9-21-2021  
Date Signed



## COVID-19 Mitigation Policy for LPS Employees

The Lenox Public Schools (LPS) are committed to providing a safe school environment during the ongoing COVID-19 pandemic for all students and staff.

To promote safety and maintain consistency for all district employees and to collect information needed to calculate thresholds for potential local decisions to enact relief from DESE's COVID-19 mandates, the following actions will take effect immediately:

- All LPS employees **must wear masks** while working in shared indoor spaces, except while eating or drinking.
- All LPS employees will be required to submit COVID-19 vaccination status to the district no later than **October 12, 2021, at 10:00 PM**. The district will maintain privacy concerning individual vaccination status, and **all data will remain confidential**.
- All employees will be required to participate in the weekly **Routine COVID Safety Check** program.
- There are **no exemptions** from reporting your vaccination status or participating in the Routine COVID Safety Check program.
- Any employee who must quarantine due to a positive COVID-19 test, but is well enough to work, may continue to work remotely without using any leave benefits. Employees must be able to participate in remote meetings if required via the internet or telephone.
- Pursuant to DESE guidelines, if any LPS school reaches 80% total vaccination (staff and students) status, the Joint Labor Management Committee (JLMC) will relieve that school community of the masking requirement. However, **unvaccinated individuals will be required to remain masked**.

If an employee is absent on the day of testing, they may continue to report to work for the period of time between the date of his or her absence and the next weekly COVID-19 testing date.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

This policy supersedes any previous COVID-19 policies related to employment and remains in effect until through the 2021-2022 school year or until rescinded.

\*\*Revised October 5, 2021

# Lenox Public Schools FY2022 Grant Overview

School Committee

October 5, 2021



# Federal & State Funding

- Title I, IIA, III, IV – Entitlement Grants
- IDEA – Entitlement Special Education
- 262 – Entitlement Special Education Early Ed (ages 3,4,5)
- 400 – Perkins Career & Tech
- CH70 – State Aid
- Circuit Breaker – Special Education reimbursement
  - Total Other Federal & State Funding \$475,548
  - CH70 State Aid \$1,287,405
  - Circuit Breaker \$51,259

FUND	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
TITLE I	Ensure that all children meet state academic standards	<b>\$174,772</b> Interventionist & Title I Paraprofessional salaries; Hillcrest Ed Equitable share for Negligent & Delinquent Program	Completed and Accepted
TITLE IIA	Supplement Resources to support excellent teaching & leading	<b>\$23,821</b> Professional Development	Completed and Accepted
TITLE IV	Support high quality educational experience	<b>\$10,000</b> Curriculum Enrichment	Completed and Accepted
IDEA	Ensure students with disabilities receive free & appropriate education (FAPE); Support district in meeting their unique needs	<b>\$251,085</b> Medical/Therapeutic Services; Out of District transportation, tuition; In district Supplies	Completed and Accepted

FUND	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
262 Special Education EEC	Ensure that students aged 3,4, & 5 receive free & appropriate education; Support districts in meeting unique needs	<b>\$8,249</b> Professional Development for Prek staff; Instructional and assessment materials	Completed and Accepted
TITLE III	Support English Learners; Improve family engagement	<b>\$2,000</b> (Approximate) Instructional Materials, Interpretation Services	Not completed; participate in consortium
PERKINS	Develop technical & employability skills of students enrolled in career & tech ed programs	<b>\$5,621</b> Move funds to PPS (9 Lenox students attend Taconic HS)	Completed and Accepted
CH70 Establishes aid and minimum spending requirements for each district and minimum local contribution for each municipality	Establishes aid and minimum spending requirements for each district and minimum local contribution for each municipality	<b>\$1,287,405</b> Minimum aid of \$30 per student <b>\$4,784,639</b> Town of Lenox minimum local contribution	Town receives funds directly each month

FUND	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
CH70 Establishes aid and minimum spending requirements for each district and minimum local contribution for each municipality	Establishes aid and minimum spending requirements for each district and minimum local contribution for each municipality	<b>\$1,287,405</b> Minimum aid of \$30 per student <b>\$4,784,639</b> Town of Lenox minimum local contribution	Town receives funds directly each month
CIRCUIT BREAKER 75% reimbursement for costs above 4x the state average foundation budget per pupil	Provide additional funding for high cost special education students	<b>\$51,259</b> Will be used to offset Special Education expenditures in the FY2023 fiscal year	School District receives reimbursement funds directly each quarter and expends the funds the following fiscal year

# Elementary and Secondary School Emergency Relief (ESSER) Funds

- Federal Funds
- Emergency relief funds provided to address the impact that COVID-19 has had and continues to have on
- Three phases of grant funds available
  1. ESSER I (CARES)      March 2020 – September 2022
  2. ESSER II (CRRSA) Act      March 2020 – September 2023
  3. ESSER III (ARP) Act      August 2021– September 2024

FUND	ACT	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
ESSER I	Coronavirus Aid, Relief and Economic Security (CARES)	Emergency funds to address the impact of the virus	<b>\$94,843</b> Salaries of additional temporary positions; Technology Summer programming	Completed and Accepted remaining funds available \$35,299
ESSER II	Coronavirus Response and Relief; Supplemental Appropriations (CRRSA) Act	Safely reopen schools and address learning loss and address student mental health services & supports	<b>\$392,781</b> Salaries of additional temporary positions; Technology devices; Medical Equipment (testing)	Completed and Accepted; remaining funds available \$177,550
ESSER III	American Rescue Plan (ARP)	Safe reopening of schools in 2021-2022 year; maintaining safe operations	<b>\$893,432</b> 20% required to address learning loss	In Process



<b>ESSER III Addressed Area</b>	<b>ESSER III Potential Uses</b>	<b>Estimated Dollars</b>
Learning Loss	<ul style="list-style-type: none"> <li>• After School &amp; Summer Enrichment offerings at all levels K-12 for both general and special education; Intervention Services</li> <li>• Texts</li> </ul>	<p style="text-align: right;">\$ 143,500</p> <p style="text-align: right;">\$ 25,000</p>
Technology	<ul style="list-style-type: none"> <li>• Technology- Staff and student replacement; renewal cycle devices; infrastructure</li> <li>• Software Improvements</li> </ul>	<p style="text-align: right;">\$ 140,000</p> <p style="text-align: right;">\$ 70,000</p>
Professional Development	<ul style="list-style-type: none"> <li>• Diversity &amp; Equity Training</li> <li>• Social &amp; Emotional Learning</li> </ul>	<p style="text-align: right;">\$ 50,000</p>
Operations	<ul style="list-style-type: none"> <li>• Daily, permanent utility substitutes (3) (length of grant availability)</li> <li>• Disinfectant Supplies</li> <li>• Continued HVAC Improvements</li> </ul>	<p style="text-align: right;">\$ 150,000</p> <p style="text-align: right;">\$ 40,000</p> <p style="text-align: right;">\$ 274,932</p>

# Elementary and Secondary School Emergency Relief ESSER III (ARP) Requirements

- In person return plans must be posted 30 days after receipt of the grant
- Maintenance of Equity provision to ensure the resources are meeting the needs of all students.
- Capital Expenditures of \$30,000 or more must be preapproved.
- 20% must be expended to address learning loss
- No Equitable Services (private schools) requirement

# OTHER COVID EMERGENCY FUNDS RECEIVED

FUND	Type	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
Coronavirus Relief Fund (CvRF)	Federal	Reopen school	<b>\$114,975</b> Chromebooks Canvas Facilitators Additional Staffing/Hours	Completed, Accepted and Expended
Remote Learning Tech Essentials (CARES)	Federal	Support Remote Learning environments	<b>\$16,915</b> Laptops, Chromebooks	Completed, Accepted and Expended
Coronavirus Relief Fund –School Nutrition (CvRF)	State	Support school meal services	<b>\$1,416</b> Purchase of food supplies to support needs	Accepted and Expended
Coronavirus Prevention Fund	State	Maintain and increase educational quality during the pandemic	<b>\$24,600</b> Tents for outdoor eating, learning	Accepted and Expended

# OTHER COVID EMERGENCY FUNDS RECEIVED

FUND	Type	PURPOSE	LENOX ALLOCATION/USE	GRANT APPLICATION STATUS
Spec Ed (ARP)	Federal		<b>\$52,489</b> Out of district tuition; Out of district transportation	Completed
Spec Ed (ARP)	Federal	Professional Development Early Ed	<b>\$4,669</b> Early Childhood instructional materials, Assessment materials and Instructional and developmental student engagement activities	Completed

TOTAL ESSER & OTHER COVID RELIEF FUNDING: \$1,596,120

Questions?  
Comments?