



City of Melrose

Melrose School Committee

Regular Meeting

Tuesday, December 16, 2025, 7:00 PM
562 Main Street, Melrose, MA 02176
Council Chamber, First Floor, Melrose City Hall

AGENDA

NOTE

To watch this meeting live, visit mmtv3.org or local cable station MMTV (Comcast - Ch 3, 15, 22 or Verizon - Ch 37, 38, 39)

To speak during Public Comment, use zoom link <https://cityofmelrose-org.zoom.us/j/665001>
Meeting ID: 382 229 5129 Passcode: 665001

1. CALL TO ORDER/PLEDGE

Dorie Withey	Chair
Jennifer McAndrews	Vice Chair
Jen Grigoraitis	Mayor
Margaret Raymond Driscoll	Member
Jennifer Razi-Thomas	Member
Matt Hartman	Member
Seamus Kelley	Member
Cari Berman	Interim Superintendent

2. PUBLIC COMMENT

3. REPORT OF THE STUDENT REPRESENTATIVES

4. ANNOUNCEMENTS OF THE SUPERINTENDENT

1. Report: Personnel
2. Report: Enrollment Update

5. CONSENT AGENDA

1. Meeting Minutes: December 9, 2025 Regular Meeting
2. Cafeteria Report
3. MHS Ski Club Field Trip

4. Warrants

FY26 School - [S26044](#) - \$274,289.97

FY26 Refunds/Officials - [S26045](#) - \$399.00

6. SUBCOMMITTEES (COMMITTEE OF THE WHOLE)

1. Finance and Facilities - Seamus Kelley/Jennifer McAndrew

A Monthly Budget/Grants

B Report: Special Education Expense Update

C Vote: FY26 Supplemental Budget Request

2. Policy and Planning - Matt Hartman/Margaret Driscoll

A Vote: 2026-2027 School Year Calendar

B Vote: MHS Competency Determination Policy

C Vote: CTE Policy Amendment

3. Educational Programs and Personnel - Jennifer Razi-Thomas/ Margaret Driscoll

7. ANNOUNCEMENTS OF THE CHAIR

1. Vote: Superintendent Hiring Process

2. Report: Outreach

8. EXECUTIVE SESSION

1. To conduct strategy sessions in preparation for negotiations with non-union personnel Cari Berman.

9. ADJOURN



MELROSE PUBLIC SCHOOLS ADMINISTRATIVE OFFICES

360 LYNN FIELDS PARKWAY, MELROSE, MA 02176

TELEPHONE: (781) 662-2000 FAX: (781) 979-2149

WWW.MELROSESCHOOLS.COM

CARI BERMAN, CAGS, INTERIM SUPERINTENDENT

KENNETH KELLEY, MAT, MED, INTERIM DEPUTY SUPERINTENDENT

To: Melrose School Committee
From: Ken Kelley, Interim Deputy Supt.
Date: December 16, 2025
Re: Personnel update Nov/Dec2025

Hiring:

Employee	Position	Location	Hire/Effective Date
Ashley Aldouri	Paraprofessional	Franklin	12/8/25

Resignations/Separations/Retirements:

Name	Position	Location	Effective Date
Diane Hori	Traffic	DW	11/21/25

Current 2025-2026 School Year

As of 12/11/2025

Franklin	K	Pre K	TOTAL					
Classrooms	1	15	16					
Current Totals	18	236	254					
Average Students/class	18.00	15.73						
Hoover	K	1	2	3	4	5	SP	TOTAL
Classrooms	2	2	2	2	2	2		12
Current Totals	37	40	54	39	46	46		262
Average Students/class	18.50	20.00	27.00	19.50	23.00	23.00		
Horace Mann	K	1	2	3	4	5	SP	TOTAL
Classrooms	2	2	2	2	2	2		12
Current Totals	42	42	46	43	42	45		260
Average Students/class	21.00	21.00	23.00	21.50	21.00	22.50		
LINCOLN	K	1	2	3	4	5	SP	TOTAL
Classrooms	3	3	3	3	3	3		18
Current Totals	52	69	71	61	68	72		393
Average Students/class	17.33	23.00	23.67	20.33	22.67	24.00		
ROOSEVELT	K	1	2	3	4	5	SP	TOTAL
Classrooms	2	2	3	3	3	3		16
Current Totals	37	52	66	68	68	75		366
Average Students/class	18.50	26.00	22.00	22.67	22.67	25.00		
WINTHROP	K	1	2	3	4	5	SP	TOTAL
Classrooms	3	3	3	2	3	3		17
Current Totals	58	62	68	55	71	60		374
Average Students/class	19.33	20.67	22.67	27.50	23.67	20.00		
Elementary Totals	K	1	2	3	4	5		Total
Current Totals	244	265	305	266	295	298		1673
Middle School	6	7	8			Sp	TOTAL	
Current Totals	263	262	298				823	
High School	9	10	11	12		Sp	TOTAL	
Current Totals	261	254	251	236		1	1003	
Current 2025-2026 OOD	66							
Current Service School	63							
FY25-26 Enrollment	3499							
FY25-26 Enrollment & Pre-K	3735							
FY25-26 Enroll, Pre-K & OOD,SS	3864							

November 2025		Melrose Public Schools			
		Fy2026 YTD School Foodservice Report			
					
		November 2024		November 2025	
Days of Operation		61		61	
	Total ALL Student Lunch Counts*	120,703		122,690	
REVENUES	* lunch & ala carte student meals				
	Sales	\$45,078	8.0%	\$39,860	7.3%
	Reimbursements	\$521,700	92.0%	\$507,571	92.7%
TOTAL REVENUES		\$ 566,778	100.0%	\$ 547,431	100.0%
	Daily Sales Average	\$ 9,291		\$ 8,974	
EXPENSES	Daily Meals Average	1979		2011	
	Product Cost (Food & Paper Purchases)	\$142,042	25.1%	\$163,438	29.9%
	Total Personnel Costs	\$221,034	39.0%	\$227,096	41.5%
	Total Other Directs	\$6,653	1.2%	\$4,894	0.9%
	Rebate Credits	\$35,797	6.3%	\$35,739	6.5%
	Administrative Charges	\$39,240	6.9%	\$40,731	7.4%
	Management Fee Expense	\$6,870	1.2%	\$7,131	1.3%
TOTAL EXPENSES		\$ 415,839	73.4%	\$ 443,290	81.0%
NET PROFIT / LOSS YTD		\$ 150,939	26.6%	\$ 104,141	19.0%
Notes:	Meal counts are up from last				
	Cold lunch options expanded at elementary level. Increase in product cost by ordering more variety deli meats to serve to elementary students				
	On budget				
Personnel Costs	On Budget				
Other Direct Costs	On Budget				
Management Fee Expense	On budget				
Net Profit to Program	On budget				
	Please visit our Website:	http://melroseschools.nutrislice.com			

Melrose, Massachusetts

FIELD TRIP APPLICATION FORM DAY TRIPS & LONG-DISTANCE AND OVERNIGHT TRIPS

Please complete all of the information requested below when submitting a field trip request for approval. If an item does not apply, please indicate N/A.

Day trips are authorized by building principals. Superintendent and School Committee approval is not required.

Long-distance and overnight trips are authorized by the School Committee, except those required for student participation in competitions or contests, which require the Superintendent's approval.

All approvals are required prior to the scheduled field trip.

Day Trip x Long Distance (100+ miles): only Loon Mtn (~125mi) Overnight Trip

Grade(s) or Class (es) 9-12 School MHS

Destination, Departure, Return:

Destination:	Date	Time (depart-return)
Pats Peak, Henniker, NH	Wed 1/14/26, 2/4/26, 3/4/26 or similar dates	depart ~2pm. return 9-10pm
Ragged Mountain, Danbury NH	Saturday TBD	all day (approx 6:30-6:30)
Loon Mountain, Lincoln, NH	Saturday 1/31/25	all day (approx 6:00-7:30)

Number of Students Attending TBD (max 45) Ratio of Chaperones to Students 15:1

Room/Cabin Assignments and Supervision Plan (long-distance and overnight trips) n/a

Behavior Contract student handbook Medical Release Forms Obtained pending

Signed Field Trip Parental Consent and Release from Liability Agreement Forms pending

Accommodations/Modifications Needed none

Means of Transportation/# of vehicles: white school vans for Pats Peak, school bus for the farther trips

Cost of Trip (including % paid by fundraising) \$50-120 depending on mountain and rental needs

Educational Objectives: Curriculum related _____ Co-curricular _____ interscholastic x

Daily Itinerary, if applicable (long-distance and overnight trips) (attach separate copy) _____

Submitted by Betsy Giovanardi / Date: 12/9/25

Approved by Principal* [Signature] Date: 12/10/25

Approved by Superintendent Chad Brown Date: 12/11/25

Approved by School Committee _____ Date: _____

**NOTE: A field trip involving students from multiple schools must have the written approval of all building principals.*

PRELIMINARY CITY OF MELROSE WARRANT REPORT

DATE: 12/16/2025
WARRANT: S26044
AMOUNT: 274,289.97

Kerriann Golden
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Detail Invoice List

WARRANT: S26044 12/16/2025

CASH ACCOUNT: 00		104200		EASTERN VENDOR 1132								
VENDOR				REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
9058	A PLUS TRANSPORTATION			0000	265309	INV	12/16/2025	11.25 for Nov		341438	466629	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1141400 53450 3300			SPED		IN TRAN		850.00				
								CHECK TOTAL	850.00			
									850.00			
									850.00			
20661	KING BRIAN TRANSPORTA			0002	265333	INV	12/16/2025	719		341439	466630	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1141400 53450 3300			SPED		IN TRAN		6,575.00				
								CHECK TOTAL	6,575.00			
									6,575.00			
									6,575.00			
18325	AMAZON CAPITAL SERVIC			0004	26301088	INV	12/16/2025	1JC3-P79C-J4PH		341440	466631	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 12002 520000				SCHLUN EXPPURCH SVCS			78.02				
									78.02			
18325	AMAZON CAPITAL SERVIC			0004	26307051	INV	12/16/2025	13LL-RVGV-CGTV		341441	466632	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 18512 55500 6300			ED STAT		GEN SUPP		99.17				
									99.17			
18325	AMAZON CAPITAL SERVIC			0004	26318015	INV	12/16/2025	1KTK-L1QN-J6VH		341569	466768	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1118350 55500 2430			FRANKLIN		FN GEN SUP		267.26				
									267.26			
18325	AMAZON CAPITAL SERVIC			0004	26316042	INV	12/16/2025	1Y6R-M6KW-X73P		341572	466770	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1116350 55500 2415			ROOSVLT		RV INS SUP		151.38				
									151.38			
18325	AMAZON CAPITAL SERVIC			0004	26396097	INV	12/16/2025	193Y-W399-GKRK		341573	466771	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1196000 55502 2410			CUR&PDEV		CR INS MAT		150.28				
									150.28			
18325	AMAZON CAPITAL SERVIC			0004	26331056	INV	12/16/2025	1YL3-Y4P1-1DCP		341589	466788	
	ACCOUNT DETAIL							LINE AMOUNT				
	1 1131128 55500 2415			HS SCI		HS SCI SUP		53.54				
									53.54			

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CASH ACCOUNT: 00		104200		EASTERN VENDOR 1132								
VENDOR				REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
18325	AMAZON CAPITAL SERVIC			0004	26331058	INV	12/16/2025	1DHN-R3KN-HMGV		341590	466789	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	1131000	55500	2430	H.S.	HS GEN SUP		19.99	19.99			
18325	AMAZON CAPITAL SERVIC			0004	26331058	INV	12/16/2025	1DCF-1NPH-4XHL		341591	466790	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	1131000	55500	2430	H.S.	HS GEN SUP		29.57	29.57			
18325	AMAZON CAPITAL SERVIC			0004	26307049	INV	12/16/2025	11CQ-MLPQ-3FNC		341599	466799	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	18512	55500	6300	ED STAT	GEN SUPP		91.83	91.83			
18325	AMAZON CAPITAL SERVIC			0004	26307049	INV	12/16/2025	1DV3-6K3N-TD4H		341601	466802	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	18512	55500	6300	ED STAT	GEN SUPP		43.98	43.98			
18325	AMAZON CAPITAL SERVIC			0004	26307050	INV	12/16/2025	1W17-KFFL-JK7N		341603	466804	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	18512	55500	6300	ED STAT	GEN SUPP		199.15	199.15			
18325	AMAZON CAPITAL SERVIC			0004	26307053	INV	12/16/2025	1TH6-F1NC-N3V1		341604	466805	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	18512	55500	6300	ED STAT	GEN SUPP		206.39	206.39			
								CHECK TOTAL	1,390.56			
20317	SHEILA ANN BARRY			0000	26341087	INV	12/16/2025	MEL2603		341442	466633	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	1141400	52400	2320	SPED	OTH COST		2,427.00	2,427.00			
								CHECK TOTAL	2,427.00			
631300	NRT BUS INC			0003	26390002	INV	12/16/2025	INV188339		341492	466686	
	ACCOUNT DETAIL							LINE AMOUNT				
	1	1577264	52400	3300	CONT SRV	TRANSPORT		6,405.00	6,405.00			
								CHECK TOTAL	6,405.00			

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CASH ACCOUNT: 00 104200		EASTERN VENDOR 1132								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
14250	JEFFREY BENSON	0000	26301086	INV	12/16/2025	MR112025		341533	466726	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1199000 52400 1410		SYS-WIDE	CONSULT SW		400.00				
						CHECK TOTAL	400.00			
							400.00			
146800	COMPASS GROUP USA, IN	0001	26301036	INV	12/16/2025	X039760226		341536	466730	
	ACCOUNT DETAIL					LINE AMOUNT				
1	12002 520000		SCHLUN EXPPURCH SVCS			96,940.55				
						CHECK TOTAL	96,940.55			
							96,940.55			
24329	COLLABORATIVE LEARNIN	0000	26341082	INV	12/16/2025	2025SD-3		341473	466666	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1475264 52400 9400		CONT SVC	CONTR SVCS		2,348.05				
						CHECK TOTAL	2,348.05			
							2,348.05			
166100	THE COLLEGE BOARD	0009	26396037	INV	12/16/2025	CV-10258-0011-0012		341607	466808	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1196000 57617 2357		CUR&PDEV	CR PROFDEV		150.00				
						CHECK TOTAL	150.00			
							150.00			
15751	EI US, LLC.	0001	26341088	INV	12/16/2025	INV282818		341443	466634	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1141400 52400 2320		SPED	OTH COST		360.00				
						CHECK TOTAL	360.00			
							360.00			
15751	EI US, LLC.	0001	26341088	INV	12/16/2025	INV282817		341444	466635	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1141400 52400 2320		SPED	OTH COST		72.00				
						CHECK TOTAL	72.00			
							72.00			
22327	ANNA LEE	0000	26396100	INV	12/16/2025	005		341445	466636	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1498254 52400 3520		CONT SVC	CONTR SVCS		1,000.00				
						CHECK TOTAL	1,000.00			
							1,000.00			

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CASH ACCOUNT: 00 104200		EASTERN VENDOR 1132								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	1,000.00			
445500	THE LIBRARY STORE INC	0000	26396084	INV	12/16/2025	765913		341471	466664	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1196000 55502 2410		CUR&PDEV	CR INS MAT			51.30			
							51.30			
445500	THE LIBRARY STORE INC	0000	26396084	INV	12/16/2025	766311		341472	466665	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1196000 55502 2410		CUR&PDEV	CR INS MAT			44.93			
							44.93			
						CHECK TOTAL	96.23			
9048	LISA'S PIZZA MELROSE	0000	26396099	INV	12/16/2025	379		341454	466647	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1498265 55500 2410		SUP/MATER	SUPP/MATER			149.87			
							149.87			
						CHECK TOTAL	149.87			
456000	LUCEY'S SERVICE STATI	0000	26301090	INV	12/16/2025	60926		341502	466696	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 12002 530000		SCHLUN EXPOTHER	SUPP			705.19			
							705.19			
						CHECK TOTAL	705.19			
810330	MACAVOY JOYCE & KOWAL	0000	26341075	INV	12/16/2025	2629		341446	466637	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199000 53401 1430		SYS-WIDE	LEGAL SVCS			1,848.00			
							1,848.00			
						CHECK TOTAL	1,848.00			
10540	MANCHESTER ESSEX REGI	0000	26341044	INV	12/16/2025	3925 11.25		341447	466638	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1475264 52400 9400		CONT SVC	CONTR SVCS			6,295.90			
							6,295.90			
						CHECK TOTAL	6,295.90			

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VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
15447	MAXIM HEALTHCARE SERV	0001	26341074	INV	12/16/2025	V28741723		341448	466640	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1141400 53450 3300	SPED	IN TRAN			11,400.00				
							11,400.00			
						CHECK TOTAL	11,400.00			
534335	CITY OF MELROSE - DPW	0000	26335163	INV	12/16/2025	MHSFBALL25C		341451	466644	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1135702 55500 3510	FOOTBALL	ATH FTBL			165.75				
							165.75			
534335	CITY OF MELROSE - DPW	0000	26335153	INV	12/16/2025	MHSFBALL25		341574	466772	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1135702 55500 3510	FOOTBALL	ATH FTBL			3,839.99				
							3,839.99			
						CHECK TOTAL	4,005.74			
554750	METCO DIRECTORS ASSOC	0000	26390006	INV	12/16/2025	MDACONF2025-10		341458	466651	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1577264 52400 2358	CONT SRV	PROF DEV			4,500.00				
							4,500.00			
						CHECK TOTAL	4,500.00			
13193	GENUINE PARTS CO	0000	265355	INV	12/16/2025	685630		341541	466736	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1141400 53450 3300	SPED	IN TRAN			124.12				
							124.12			
						CHECK TOTAL	124.12			
678000	J W PEPPER & SON INC	0000	26399004	INV	12/16/2025	367764896		341493	466687	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1199122 55502 2410	S-WIDE MUS	TEXTBOOKS			142.00				
							142.00			
678000	J W PEPPER & SON INC	0000	26399006	INV	12/16/2025	367771015		341494	466688	
	ACCOUNT DETAIL					LINE AMOUNT				
1	1199122 55502 2410	S-WIDE MUS	TEXTBOOKS			2.05				
							2.05			

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VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
678000	J W PEPPER & SON INC	0000	26399005	INV	12/16/2025	367788601		341496	466690	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		45.00				
							45.00			
678000	J W PEPPER & SON INC	0000	26399005	INV	12/16/2025	367797254		341497	466691	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		75.00				
							75.00			
678000	J W PEPPER & SON INC	0000	26399005	INV	12/16/2025	367800268		341498	466692	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		73.94				
							73.94			
678000	J W PEPPER & SON INC	0000	26399018	INV	12/16/2025	367970250		341499	466693	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		333.99				
							333.99			
678000	J W PEPPER & SON INC	0000	26399018	INV	12/16/2025	368023594		341500	466694	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		247.84				
							247.84			
678000	J W PEPPER & SON INC	0000	26399018	INV	12/16/2025	367978256		341501	466695	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199122 55502 2410			S-WIDE MUS TEXTBOOKS		1,156.26				
							1,156.26			
						CHECK TOTAL	2,076.08			
21576	PRECISION HUMAN RESOU	0001	26341003	INV	12/16/2025	2100037439		341462	466655	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 52400 2320			SPED OTH COST		3,270.28				
							3,270.28			
						CHECK TOTAL	3,270.28			
8977	RICOH USA INC	0001	26301007	INV	12/16/2025	109663232		341464	466657	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199000 55500 2420			SYS-WIDE SYS EQUIP		232.06				
							232.06			

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CASH ACCOUNT: 00 104200		EASTERN VENDOR 1132								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
8977	RICOH USA INC	0001	26301007	INV	12/16/2025	109678441		341465	466658	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199000 55500 2420		SYS-WIDE	SYS EQUIP		6,733.56				
							6,733.56			
						CHECK TOTAL	6,965.62			
720810	RIDDELL / ALL AMERICA	0001	26335161	INV	12/16/2025	952350885		341503	466697	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1135706 55500 3510		HOCKEY	HOCKEY BOY		1,707.32				
							1,707.32			
720810	RIDDELL / ALL AMERICA	0001	26335162	INV	12/16/2025	952350886		341504	466698	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1135710 55500 3510		WRESTLING	WRESTLING		629.12				
							629.12			
720810	RIDDELL / ALL AMERICA	0001	26335158	INV	12/16/2025	60540423		341505	466699	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1135702 55500 3510		FOOTBALL	ATH FTBL		5,250.00				
							5,250.00			
720810	RIDDELL / ALL AMERICA	0001	26335159	INV	12/16/2025	952342206		341608	466809	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 16012 530000 3510		ATHLET	OTHER SUPP		628.02				
							628.02			
720810	RIDDELL / ALL AMERICA	0001	26335160	INV	12/16/2025	952343279		341609	466810	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 16012 530000 3510		ATHLET	OTHER SUPP		487.88				
							487.88			
						CHECK TOTAL	8,702.34			
724812	RIVERVIEW SCHOOL	0000	26341063	INV	12/16/2025	2025120100051		341467	466660	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 53901 9300		SPED	NON-PUBLIC		5,851.68				
							5,851.68			
						CHECK TOTAL	5,851.68			
757861	SCHOOL SPECIALTY, LLC	0003	26318010	INV	12/16/2025	208136497955		341575	466773	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1118350 55500 2430		FRANKLIN	FN GEN SUP		86.40				
							86.40			

Report generated: 12/11/2025 12:23:12
 User: Kim Candilieri (kcandilieri)
 Program ID: apwarrnt

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Detail Invoice List

WARRANT: S26044 12/16/2025

CASH ACCOUNT: 00 104200		EASTERN VENDOR 1132								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	86.40			
763600	SEEM COLLABORATIVE	0001	265300	INV	12/16/2025	97653		341468	466661	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 53450 3300	SPED		IN TRAN		8,291.52				
							8,291.52			
763600	SEEM COLLABORATIVE	0001	265300	INV	12/16/2025	97654		341469	466662	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 53450 3300	SPED		IN TRAN		78,349.50				
							78,349.50			
						CHECK TOTAL	86,641.02			
19359	TTF SOLUTIONS, LLC	0001	26341023	INV	12/16/2025	21321936		341474	466667	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 52400 2320	SPED		OTH COST		1,350.00				
							1,350.00			
19359	TTF SOLUTIONS, LLC	0001	26341023	INV	12/16/2025	21328562		341475	466668	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 52400 2320	SPED		OTH COST		697.50				
							697.50			
						CHECK TOTAL	2,047.50			
868855	VERIZON WIRELESS SERV	0000	26301038	INV	12/16/2025	6129960097		341576	466776	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199000 53614 4130	SYS-WIDE		PHONE SW		440.82				
							440.82			
						CHECK TOTAL	440.82			
18335	VOLLI COMMUNICATIONS	0000	26301018	INV	12/16/2025	78555		341478	466671	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1199000 53614 4130	SYS-WIDE		PHONE SW		749.81				
							749.81			
						CHECK TOTAL	749.81			
484680	WB MASON CO INC	0000	26301089	INV	12/16/2025	258624538		341479	466672	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1197000 54610 1420	ADMIN		PERS SUPP		15.21				
							15.21			



PRELIMINARY CITY OF MELROSE WARRANT REPORT

Detail Invoice List

WARRANT: S26044 12/16/2025

CASH ACCOUNT: 00104200		EASTERN VENDOR 1132								
VENDOR		REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	15.21			
21013	WINDHAM WOODS SCHOOL,	0000	26341071	INV	12/16/2025	1375		341480	466673	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 53901 9300	SPED		NON-PUBLIC		5,200.00				
							5,200.00			
21013	WINDHAM WOODS SCHOOL,	0000	26341072	INV	12/16/2025	1395		341481	466674	
	ACCOUNT DETAIL					LINE AMOUNT				
	1 1141400 53901 9300	SPED		NON-PUBLIC		4,200.00				
							4,200.00			
						CHECK TOTAL	9,400.00			
61	INVOICES				WARRANT TOTAL	274,289.97	274,289.97			

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Preliminary Warrant Summary

WARRANT: S26044 12/16/2025

FUND	ORG		ACCOUNT		AMOUNT	AVLB BUDGET
0111	1116350	ROOSEVELT ALL ELEMENT	0111-3-000-000-16-350-00-30-55500 -2415	RV INSTR SUPPLIES	151.38	6,836.62
0111	1118350	FRANKLIN ALL ELEMENTA	0111-3-000-000-18-350-00-30-55500 -2430	FN GENERAL SUPPLIES	353.66	11,333.80
0111	1131000	HIGH SCHOOL	0111-3-000-000-31-000-00-50-55500 -2430	HS GENERAL SUPPLIES	49.56	97,634.01
0111	1131128	HIGH SCHOOL SCIENCE	0111-3-000-000-31-128-00-50-55500 -2415	HS SCIENCE INSTR SUPP	53.54	97,634.01
0111	1135702	ATHLETICS FOOTBALL	0111-3-000-000-35-702-00-50-55500 -3510	AT FOOTBALL	9,255.74	185,166.80
0111	1135706	ATHLETICS HOCKEY	0111-3-000-000-35-706-00-50-55500 -3510	AT ICE HOCKEY BOYS	1,707.32	185,166.80
0111	1135710	ATHLETICS WRESTLING	0111-3-000-000-35-710-00-50-55500 -3510	AT WRESTLING	629.12	185,166.80
0111	1141400	SPED	0111-3-000-000-41-400-00-00-52400 -2320	SP RELATED COSTS	8,176.78	1,248,876.29
0111	1141400	SPED	0111-3-000-000-41-400-00-00-53450 -3300	SP TRANSPORATION MPS	105,590.14	1,248,876.29
0111	1141400	SPED	0111-3-000-000-41-400-00-00-53901 -9300	SP TUITION NON-PUBLIC	15,251.68	1,248,876.29
0111	1196000	CURRICULUM & PROF DEV	0111-3-000-000-96-000-00-00-55502 -2410	CR INSTR MATERIALS	246.51	10,590.22
0111	1196000	CURRICULUM & PROF DEV	0111-3-000-000-96-000-00-00-57617 -2357	CR PROF DEVELOPMENT	150.00	10,590.22
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-54610 -1420	AD PERSONNEL OFFICE S	15.21	6,865.60
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-52400 -1410	SW CONSULTANTS	400.00	121,453.33
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-53401 -1430	SW LEGAL SERVICES	1,848.00	121,453.33
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-53614 -4130	SW TELEPHONE	1,190.63	121,453.33
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-55500 -2420	SW MAINTENANCE OF EQU	6,965.62	121,453.33
0111	1199122	SYSTEM-WIDE MUSIC	0111-3-000-000-99-122-00-00-55502 -2410	SW TEXTBOOKS	2,076.08	121,453.33
FUND TOTAL					154,110.97	
1200	12002	SCHOOL LUNCH - EXP	1200-3-300-300-00-000-00-02-520000-	PURCHASED SERVICES	97,018.57	121,453.33
1200	12002	SCHOOL LUNCH - EXP	1200-3-300-300-00-000-00-02-530000-	OTHER SUPPLIES	705.19	121,453.33
FUND TOTAL					97,723.76	
1475	1475264	CONTRACT SERVICES	1475-3-026-005-41-000-20-05-52400 -9400	CONTRACT SERVICES COL	8,643.95	124,862.23
FUND TOTAL					8,643.95	
1498	1498254	FY25 TITLE III CONTRA	1498-3-025-300-96-00 -20-05-52400 -3520	FY25 TITLE III CONTRA	1,000.00	0.00
1498	1498265	FY26 Title III SUPPLY	1498-3-026-300-96-000-20-05-55500 -2410	FY26 Title III SUPPLY	149.87	555.82
FUND TOTAL					1,149.87	
1577	1577264	FY26 METCO CONTRACT S	1577-3-026-005-90-000-22-05-52400 -2358	FY26 METCO PROFESSION	4,500.00	19,150.00
1577	1577264	FY26 METCO CONTRACT S	1577-3-026-005-90-000-22-05-52400 -3300	FY26 METCO TRANSPORTA	6,405.00	58,464.00
FUND TOTAL					10,905.00	



PRELIMINARY CITY OF MELROSE WARRANT REPORT

1601	16012	ATHLETICS - EXP	1601-3-000-000-35-000-27-02-530000-3510	OTHER SUPPLIES	1,115.90	163,317.66
FUND TOTAL					1,115.90	
1851	18512	ED STATIONS - EXPENSE	1851-3-300-300-00-00 -29-02-55500 -6300	GENERAL SUPPLY	640.52	1,585,023.23
FUND TOTAL					640.52	
WARRANT SUMMARY TOTAL					274,289.97	
GRAND TOTAL					274,289.97	

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Warrant List by Voucher

WARRANT: S26044 12/16/2025

VOUCHER	VENDOR	DOCUMENT	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
466629	9058 A PLUS TRANSPORTATION, LL	341438	11.25 for Nov	265309	INV	12/16/2025	850.00	MELROSE 50% COST SHAR
466630	20661 KING BRIAN TRANSPORTATION	341439	719	265333	INV	12/16/2025	6,575.00	MELROSE TRANSPORTATIO
466631	18325 AMAZON CAPITAL SERVICES	341440	1JC3-P79C-J4PH	26301088	INV	12/16/2025	78.02	FY26 FOOD SERVICE SUP
466632	18325 AMAZON CAPITAL SERVICES	341441	13LL-RVGV-CGTV	26307051	INV	12/16/2025	99.17	FY26 ED STA HM SUPPLI
466633	20317 SHEILA ANN BARRY	341442	MEL2603	26341087	INV	12/16/2025	2,427.00	MELROSE PPS READING C
466634	15751 EI US, LLC.	341443	INV282818	26341088	INV	12/16/2025	360.00	MELROSE PPS VISUAL TU
466635	15751 EI US, LLC.	341444	INV282817	26341088	INV	12/16/2025	72.00	MELROSE PPS VIRTUAL T
466636	22327 ANNA LEE	341445	005	26396100	INV	12/16/2025	1,000.00	ACROBAT FEE 12/08/25
466637	810330 MACAVOY JOYCE & KOWALSKI	341446	2629	26341075	INV	12/16/2025	1,848.00	MELROSE PPS CONTRACTE
466638	10540 MANCHESTER ESSEX REGIONAL	341447	3925 11.25	26341044	INV	12/16/2025	6,295.90	MELROSE NOV 2025 SCHO
466640	15447 MAXIM HEALTHCARE SERVICES	341448	V28741723	26341074	INV	12/16/2025	11,400.00	MELROSE PPS TRANSPORT
466644	534335 CITY OF MELROSE - DPW	341451	MHSFBALL25C	26335163	INV	12/16/2025	165.75	CUSTODIAL DETAIL FOOT
466647	9048 LISA'S PIZZA MELROSE LLC	341454	379	26396099	INV	12/16/2025	149.87	MELROSE DEC 8, 2025 /
466651	554750 METCO DIRECTORS ASSOCIATI	341458	MDACONF2025-10	26390006	INV	12/16/2025	4,500.00	MELROSE METCO DIR REG
466655	21576 PRECISION HUMAN RESOURCE	341462	2100037439	26341003	INV	12/16/2025	3,270.28	MELROSE PPS TEACH ASS
466657	8977 RICOH USA INC	341464	109663232	26301007	INV	12/16/2025	232.06	MELROSE EQ RENT 11/28
466658	8977 RICOH USA INC	341465	109678441	26301007	INV	12/16/2025	6,733.56	MELROSE EQUIP RENTAL
466660	724812 RIVERVIEW SCHOOL	341467	2025120100051	26341063	INV	12/16/2025	5,851.68	MELROSE PPS TUITION N
466661	763600 SEEM COLLABORATIVE	341468	97653	265300	INV	12/16/2025	8,291.52	MELROSE OUT OF DISTRI
466662	763600 SEEM COLLABORATIVE	341469	97654	265300	INV	12/16/2025	78,349.50	MELROSE OUT OF DISTRI
466664	445500 THE LIBRARY STORE INC	341471	765913	26396084	INV	12/16/2025	51.30	LAMINATE FOR MVMMS LI
466665	445500 THE LIBRARY STORE INC	341472	766311	26396084	INV	12/16/2025	44.93	LAMINATE FOR MVMMS LI
466666	24329 COLLABORATIVE LEARNING PR	341473	2025SD-3	26341082	INV	12/16/2025	2,348.05	MELROSE PPS TUITION N
466667	19359 TTF SOLUTIONS, LLC	341474	21321936	26341023	INV	12/16/2025	1,350.00	MELROSE PPS PARA NOV
466668	19359 TTF SOLUTIONS, LLC	341475	21328562	26341023	INV	12/16/2025	697.50	MELROSE PPS PARA NOV
466671	18335 VOLLI COMMUNICATIONS INC	341478	78555	26301018	INV	12/16/2025	749.81	FY26 DISTRICT WIDE PH
466672	484680 WB MASON CO INC	341479	258624538	26301089	INV	12/16/2025	15.21	MANILLA FOLDERS & DES
466673	21013 WINDHAM WOODS SCHOOL, INC	341480	1375	26341071	INV	12/16/2025	5,200.00	MELROSE PPS TUITION N
466674	21013 WINDHAM WOODS SCHOOL, INC	341481	1395	26341072	INV	12/16/2025	4,200.00	MELROSE PPS TUITION N
466686	631300 NRT BUS INC	341492	INV188339	26390002	INV	12/16/2025	6,405.00	FY26 METCO LATE BUS T
466687	678000 J W PEPPER & SON INC	341493	367764896	26399004	INV	12/16/2025	142.00	MELROSE MIDDLE SCHOOL
466688	678000 J W PEPPER & SON INC	341494	367771015	26399006	INV	12/16/2025	2.05	HOOVER ELEMENTARY SCO
466690	678000 J W PEPPER & SON INC	341496	367788601	26399005	INV	12/16/2025	45.00	MVMMS MUSIC SCORE / I
466691	678000 J W PEPPER & SON INC	341497	367797254	26399005	INV	12/16/2025	75.00	MVMMS MUSIC SCORE / I
466692	678000 J W PEPPER & SON INC	341498	367800268	26399005	INV	12/16/2025	73.94	MVMMS MUSIC SCORE / I
466693	678000 J W PEPPER & SON INC	341499	367970250	26399018	INV	12/16/2025	333.99	MELROSE CHORUS ITEMS
466694	678000 J W PEPPER & SON INC	341500	368023594	26399018	INV	12/16/2025	247.84	MELROSE ITEMS FOR CHO
466695	678000 J W PEPPER & SON INC	341501	367978256	26399018	INV	12/16/2025	1,156.26	MELROSE CHORUS ITEMS
466696	456000 LUCEY'S SERVICE STATION I	341502	60926	26301090	INV	12/16/2025	705.19	MELROSE FOOD SERVICE
466697	720810 RIDDELL / ALL AMERICAN SP	341503	952350885	26335161	INV	12/16/2025	1,707.32	MELROSE BOYS HOCKEY /

Report generated: 12/11/2025 12:23:12
 User: Kim Candilieri (kcandilieri)
 Program ID: apwarrnt

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Warrant List by Voucher

WARRANT: S26044 12/16/2025

VOUCHER	VENDOR	DOCUMENT	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
466698	720810 RIDDELL / ALL AMERICAN SP	341504	952350886	26335162	INV	12/16/2025	629.12	MELROSE WRESTLING ITE
466699	720810 RIDDELL / ALL AMERICAN SP	341505	60540423	26335158	INV	12/16/2025	5,250.00	MELROSE FOOTBALL HELM
466726	14250 JEFFREY BENSON	341533	MR112025	26301086	INV	12/16/2025	400.00	FY26 CONSULT SERV NOV
466730	146800 COMPASS GROUP USA, INC.	341536	X039760226	26301036	INV	12/16/2025	96,940.55	FY26 FOOD SERVICE NET
466736	13193 GENUINE PARTS CO	341541	685630	265355	INV	12/16/2025	124.12	FY26 TRANSPORTATION S
466768	18325 AMAZON CAPITAL SERVICES	341569	1KTK-L1QN-J6VH	26318015	INV	12/16/2025	267.26	FRANKLIN TONER & LAMI
466770	18325 AMAZON CAPITAL SERVICES	341572	1Y6R-M6KW-X73P	26316042	INV	12/16/2025	151.38	ROOSEVELT SUPPLIES /
466771	18325 AMAZON CAPITAL SERVICES	341573	193Y-W399-GKRK	26396097	INV	12/16/2025	150.28	MULTICULTURAL CELEBR
466772	534335 CITY OF MELROSE - DPW	341574	MHSFBALL25	26335153	INV	12/16/2025	3,839.99	CUSTODIAL DETAILS FOO
466773	757861 SCHOOL SPECIALTY, LLC	341575	208136497955	26318010	INV	12/16/2025	86.40	FRANKLIN - ELMERS GLU
466776	868855 VERIZON WIRELESS SERVICES	341576	6129960097	26301038	INV	12/16/2025	440.82	WIRELESS PHONE SERV N
466788	18325 AMAZON CAPITAL SERVICES	341589	1YL3-Y4P1-1DCP	26331056	INV	12/16/2025	53.54	HIGH SCHOOL SCIENCE /
466789	18325 AMAZON CAPITAL SERVICES	341590	1DHN-R3KN-HMGV	26331058	INV	12/16/2025	19.99	HIGH SCHOOL BATTIERIE
466790	18325 AMAZON CAPITAL SERVICES	341591	1DCF-1NPH-4XHL	26331058	INV	12/16/2025	29.57	HIGH SCHOOL BATTIERIE
466799	18325 AMAZON CAPITAL SERVICES	341599	11CQ-MLPQ-3FNC	26307049	INV	12/16/2025	91.83	FY26 ED STA HOOVER SU
466802	18325 AMAZON CAPITAL SERVICES	341601	1DV3-6K3N-TD4H	26307049	INV	12/16/2025	43.98	FY26 ED STA HOOVER SU
466804	18325 AMAZON CAPITAL SERVICES	341603	1W17-KFFL-JK7N	26307050	INV	12/16/2025	199.15	FY26 ED STA FRANKLIN
466805	18325 AMAZON CAPITAL SERVICES	341604	1TH6-F1NC-N3V1	26307053	INV	12/16/2025	206.39	FY26 ED STA ROOSEVELT
466808	166100 THE COLLEGE BOARD	341607	CV-10258-0011-0012	26396037	INV	12/16/2025	150.00	AP PSYCHOLOGY ONLINE
466809	720810 RIDDELL / ALL AMERICAN SP	341608	952342206	26335159	INV	12/16/2025	628.02	MELROSE GIRLS BASKETB
466810	720810 RIDDELL / ALL AMERICAN SP	341609	952343279	26335160	INV	12/16/2025	487.88	MELROSE BOYS BASKETBA
WARRANT TOTAL							274,289.97	

PRELIMINARY CITY OF MELROSE WARRANT REPORT

DATE: 12/11/2025
WARRANT: S26045
AMOUNT: 399.00

Kerriann Golden
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Detail Invoice List

WARRANT: S26045 12/11/2025

CASH ACCOUNT: 00				104200		EASTERN VENDOR 1132						
VENDOR				REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
16986	LINDA ALLWOOD			0000		INV	12/16/2025	FY26REFUND		341485	466678	
ACCOUNT DETAIL								LINE AMOUNT				
1	19084	432023		FEE BASED	TEST FEES			99.00				
								CHECK TOTAL	99.00			
								99.00				
162375	CHRIS CLEMENTE			0000		INV	12/16/2025	2026-247		341489	466683	
ACCOUNT DETAIL								LINE AMOUNT				
1	1135701	55500	3510	ATH O/MIS	ATH OF/MIS			86.00				
								CHECK TOTAL	86.00			
								86.00				
695650	MATTHEW PRESTON			0000		INV	12/16/2025	2026-248		341490	466684	
ACCOUNT DETAIL								LINE AMOUNT				
1	1135701	55500	3510	ATH O/MIS	ATH OF/MIS			86.00				
								CHECK TOTAL	86.00			
								86.00				
24472	AMANDA ROACHE			0000		INV	12/16/2025	LEXINGTON FT REFUND		341486	466680	
ACCOUNT DETAIL								LINE AMOUNT				
1	19014	427000		ELEM MUSICCHGS	SERV			14.00				
								CHECK TOTAL	14.00			
								14.00				
20888	GILLIAN ROBBINS			0000		INV	12/16/2025	LEXINGTON FT REFUND		341487	466681	
ACCOUNT DETAIL								LINE AMOUNT				
1	19014	427000		ELEM MUSICCHGS	SERV			14.00				
								CHECK TOTAL	14.00			
								14.00				
24471	ZACHARY ROCKWELL			0000		INV	12/16/2025	LEXINGTON FT REFUND		341488	466682	
ACCOUNT DETAIL								LINE AMOUNT				
1	19014	427000		ELEM MUSICCHGS	SERV			14.00				
								CHECK TOTAL	14.00			
								14.00				
								CHECK TOTAL	14.00			



PRELIMINARY CITY OF MELROSE WARRANT REPORT

Detail Invoice List

WARRANT: S26045 12/11/2025

CASH ACCOUNT: 00		104200		EASTERN VENDOR 1132								
VENDOR				REMIT	PO	TYPE	DUE DATE	INVOICE	AMOUNT	DOCUMENT	VOUCHER	CHECK
23416	SARIM SON			0000		INV	12/16/2025	2026-249		341491	466685	
ACCOUNT DETAIL								LINE AMOUNT				
1	1135701	55500	3510	ATH O/MIS	ATH OF/MIS			86.00				
									86.00			
								CHECK TOTAL	86.00			
7	INVOICES			WARRANT TOTAL				399.00	399.00			



PRELIMINARY CITY OF MELROSE WARRANT REPORT

Preliminary Warrant Summary

WARRANT: S26045 12/11/2025

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1135701	ATHLETICS OFFICIALS/M 0111-3-000-000-35-701-00-50-55500 -3510	AT OFFICIAL SALARY 258.00	185,166.80
FUND TOTAL			258.00	
1901	19014	ELEMENTARY MUSIC FEES 1901-3-000-000-00-000-29-04-427000-	CHARGES FOR SERVICES 42.00	0.00
FUND TOTAL			42.00	
1908	19084	FEE BASED PROGRAMS CO 1908-3-300-300-00-000-29-04-432023-	TESTING FEES 99.00	0.00
FUND TOTAL			99.00	
WARRANT SUMMARY TOTAL			399.00	
GRAND TOTAL			399.00	

PRELIMINARY CITY OF MELROSE WARRANT REPORT

Warrant List by Voucher

WARRANT: S26045 12/11/2025

VOUCHER	VENDOR	DOCUMENT	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
466678	16986 LINDA ALLWOOD	341485	FY26REFUND		INV	12/16/2025	99.00	FY26 AP CALCULUS REFU
466680	24472 AMANDA ROACHE	341486	LEXINGTON FT REFUND		INV	12/16/2025	14.00	FY26 LEXINGTON FIELD
466681	20888 GILLIAN ROBBINS	341487	LEXINGTON FT REFUND		INV	12/16/2025	14.00	FY26 LEXINGTON FIELD
466682	24471 ZACHARY ROCKWELL	341488	LEXINGTON FT REFUND		INV	12/16/2025	14.00	FY26 LEXINGTON FIELD
466683	162375 CHRIS CLEMENTE	341489	2026-247		INV	12/16/2025	86.00	BOYS JR VARSITY FOOTB
466684	695650 MATTHEW PRESTON	341490	2026-248		INV	12/16/2025	86.00	BOYS JR VARSITY FOOTB
466685	23416 SARIM SON	341491	2026-249		INV	12/16/2025	86.00	BOYS JR VARSITY FOOTB
WARRANT TOTAL							399.00	

GRANT	Grant Manager	Awarded Amount	Balance as of 12/10/25	END DATE	Final Report Due	Federal/State	MUTLIYEAR	MUNIS FUND	FUND CODE
TITLE I, Part A - Improving Basic Programs Operated by Local School Districts Federal Grant Program - Title I, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.									
TITLE I 305 - FY25	Melanie Acevedo	\$137,188.00	\$6,384.00	9/30/26		FEDERAL	YES	1477	305
TITLE I 305 - FY26	Melanie Acevedo	\$134,438.00	\$134,113.00	9/30/27		FEDERAL	YES	1477	305
TITLE II, Part A - Building Systems of Support for Excellent Teaching and Leading - Federal Grant Program - Title II, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to school districts to improve high quality systems of support for excellent teaching and leading.									
TITLE IIA 140- FY25	Melanie Acevedo	\$52,482.00	\$21,032.93	9/30/26		FEDERAL	YES	1482	140
TITLE IIA 140- FY26	Melanie Acevedo	\$54,282.00	\$53,511.35	9/30/27		FEDERAL	YES	1482	140
TITLE III - English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth - Federal Grant Program - Title III of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to help ensure that English learners (ELs) and immigrant children and youth attain English proficiency and develop high levels of academic achievement in English, assist teachers and administrators to enhance their capacity to provide effective instructional programs designed to prepare ELs and immigrant children and youth to enter all-English instructional settings, and promote parental, family, and community participation in language instruction programs for parents, families, and communities.									
TITLE III 180 - FY25	Melanie Acevedo	\$30,699.00	\$9,592.57	9/30/26		FEDERAL	YES	1498	180
TITLE III 180 - FY26	Melanie Acevedo	\$31,946.00	\$32,555.82	9/30/27		FEDERAL	YES	1498	180
TITLE IV, Part A - Student Support and Academic Enrichment Grant - Federal Grant Program - Title IV, Part A of the federal Elementary and Secondary Education Act (ESEA) provides supplemental resources to local school districts to build capacity to help ensure that all students have equitable access to high quality educational experiences.									
TITLE IV 309 - FY25	Melanie Acevedo	\$10,000.00	\$0.00	9/30/26		FEDERAL	YES	1476	309
TITLE IV 309 - FY26	Melanie Acevedo	\$10,000.00	\$10,000.00	9/30/27		FEDERAL	YES	1476	309
SPED 240 - Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant - the purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs									
SPED 240 - FY25	Linda Chase & Marc Kerble	\$1,107,679.00	\$3,184.33	9/30/26		FEDERAL	YES	1475	240
SPED 240 - FY26	Linda Chase & Marc Kerble	\$1,099,123.00	\$239,474.41	9/30/27		FEDERAL	YES	1475	240
SPED 262 - Early Childhood Special Education (ECSE) Program Federal Entitlement Grant - the purpose of this federal special education entitlement grant program is to provide funds to ensure that eligible 3, 4, and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment (LRE). Local Education Agencies (LEAs) are required to ensure that children, aged 3 through 5, who need special education and related services, receive these services through free and appropriate public education (FAPE), in accordance with the Individuals with Disabilities Education Act — (IDEA4) and Massachusetts Special Education laws (M.G.L. c. 71B) and regulations (603 CMR 28.00)									
SPED 262 - FY25	Linda Chase & Marc Kerble	\$24,189.00	\$56.71	9/30/26		FEDERAL	YES	1474	262
SPED 262 - FY26	Linda Chase & Marc Kerble	\$24,129.00	\$24,129.00	9/30/27		FEDERAL	YES	1474	262
METCO - the purpose of the state-funded METCO Program is to expand educational opportunities, increase diversity, and reduce racial isolation by permitting students in Boston and Springfield to attend public schools in other communities that have agreed to participate									
METCO - FY26	Doreen Ward	\$952,489.00	\$143,544.60	6/30/26		STATE	NO	1577	317
Harvard Donation - Harvard Donation - In 2024, MVMMS partnered with Harvard University to take part in the Project THINK and Project Share study. In turn, they made a donation as well as providing the results and interventions studied.									
FY24 Harvard Donation	Kerri Ciulla	\$10,655.00	\$3,638.01	n/a		n/a	NO	1724	n/a
COPS SVPP GRANT - The Students, Teachers, and Officers Preventing School Violence Act of 2018 (STOP School Violence Act of 2018) gave the COPS Office authority to provide awards directly to States, units of local government, or Indian tribes to improve security at schools and on school grounds in the jurisdiction of the grantee through evidence-based school safety programs and technology.									
COPS SVPP GRANT	Ken Kelley	\$139,088.00	\$15,505.30	9/30/27		n/a	NO	1350	n/a



Melrose Public Schools Administrative Offices

360 Lynn Fells Parkway, Melrose, MA 02176

Linda S. Chase

Interim Co-Director of Special Education

(781) 979-2284

Fax (781) 979-2208

Dr. Marc Kerble

Interim Co-Director of Special Education

(781) 979-2284

Fax (781) 979-2208

To: Melrose School Committee

From: Linda Chase, Interim Co-Director of Special Education Director
Marc Kerble, Interim Co-Director of Special Education Director
Ken Kelley, Interim Deputy Superintendent

Subject: Special Education Expense Update: December 2025

Date: December 12, 2025

Thank you to all school committee members for your continued efforts to support all students, staff, and families. Contained in this memo you will find highlights regarding the current special education costs to date as well as potential additional costs.

Upcoming Integrated Monitoring DESE Review:

- On Tuesday, December 16, 2025, as part of our Integrated Monitoring cycle , two representatives from DESE will be onsite to visit schools. They will be touring Roosevelt, Hoover, Horace Mann, Franklin, Melrose Veterans Memorial Middle School and Melrose High School. The primary focus will be to visit the specialized programs, spaces used to deliver related services, EL services, and any spaces used for timeout/calming. (Please note: Melrose Public Schools have no timeout spaces)
- Other components of the Integrated Monitoring include a review of civil rights and special education documentation, a self assessment conducted by Melrose Public Schools, parent survey, and interviews with staff and administrators.

Funding Sources for the 2025-2026 school year are as follows:

- The IDEA grants have been approved by DESE and spending of those grant funds has begun (funding amounts :\$1,099,123 for IDEA grant 240 and \$24,129 for IDEA grant 262).
- Some of the IDEA funds are being used to provide a 30 hour Ortin Gillingham or Morphology course for staff. The course has been offered to special education staff and general education staff. We are very pleased to update that 36 staff members are registered for this 30 hour reading training course.
- The IDEA 240 grant also includes funding for additional reading support for students at the middle school.

Out of District Tuitions for FY26

- There has been no significant change to the out of district tuition and transportation costs. There are a few out of district referrals in process but to date these have not been finalized. As always, the potential for move-ins and unanticipated placements continues to exist.

Transportation

- There are no significant changes to the special education transportation costs.

Personnel

- Personnel costs continue to be on target.
- We have secured an agency hire for one staff leave of absence. Efforts to cover remaining openings are on-going. We have openings for an elementary DLC teacher, a BCBA, and several paraprofessionals at the high school and middle school.



Melrose Public Schools Administrative Offices

360 Lynn Fells Parkway, Melrose, MA 02176
Phone: 781-662-2000 V/TTY FAX: 781-979-2112

CARI BERMAN

Interim Superintendent
cberman@melroseschools.com

KEN KELLEY

Interim Deputy Superintendent
kkelley@melroseschools.com

To: Melrose School Committee

From: Cari Berman, Interim Superintendent and Ken Kelley, Interim Deputy Superintendent

Subject: Proposed Supplemental Appropriation for FY26 Request

Date: December 9, 2025

This memorandum is to present a summary of the \$3,818,800 Supplemental Appropriation Request for Fiscal Year 2026, which was formally approved and appropriated by the City Council on November 24, 2025.

The request is structured around six of the eight established School Committee spending categories:

1. Franklin
2. Elementary
3. MVMMS (Middle School)
4. MHS (High School)
5. Teaching and Learning
6. District Wide/Administration

We are asking that the funding is allocated by the School Committee to address critical needs within these operational lines. In addition to the \$3,818,800 proposed appropriation in the Instruction and Learning budget, the schools will also benefit greatly from proposed appropriations to other City departments that directly support school operations:

- Department of Public Works (DPW): \$4,345,052
- Information Technology (IT): \$525,000

The collective impact of these appropriations will significantly support our infrastructure, maintenance, and technology needs across the district. Specific project details, purchases, and services that will take place with this additional funding are detailed in the chart below, which is located on the City Website.

Schools \$8,688,852.00	School Building Maintenance & Improvements \$4,345,052.00	MHS - Bathrooms Renovation MHS - Courtyard Stairs MVMMS - Solar Inverter Repairs MVMMS - Front Stairs and Sidewalk Repairs MVMMS - HVAC Control Upgrades Winthrop School - Doors & Masonry Repairs All Schools - Asbestos Remediation
	Instruction & Learning \$3,818,800.00	Restore 17 Positions \$1,649,000.00 Current Fiscal Year Contractual Obligations \$529,000.00 Curriculum Materials \$1,469,500.00 Instructional Technology \$171,300
	School Technology Needs \$525,000.00	School Security Cameras MHS - Projector Upgrades Districtwide - PA System Upgrades Back Up Power Modernization Elementary Schools - Chromebook Replacements

The following specifically addresses the middle part of the above chart that outlines the schools portion of the override funds in the Instruction and Learning Budget.

The last month, since the override vote, has been an exciting time for Melrose, and a significant amount of work has been completed as we have been discussing the second half of FY26 and plan for FY27. This override funding represents a necessary and historic investment for our schools. While we recognize that it does not fix everything, positions eliminated over the last two years have been examined in detail. We have prioritized positions that directly affect student growth and achievement, and we are excited to announce plans to bring back 17 positions throughout the district. We remain mindful and committed to making decisions based upon student data and research.

Personnel Request

This financial investment and the addition of these 17 positions are strategically focused on addressing several critical areas essential for improving student outcomes and the overall learning environment. Specifically, at this time, we are planning to hire 15.0 FTE teachers and 2.0 FTE administrators that aligns with the following:

- **Licensed and Qualified Effective Staff:** The goal is to recruit and retain highly licensed and qualified effective staff. This ensures that students are taught by professionals with the necessary expertise, certifications, and proven ability to deliver high-quality instruction and support.
- **Class Sizes:** A major focus is on reducing class sizes to allow for more individualized attention and a more effective learning environment.
- **Student Social/Emotional Needs:** Recognizing the importance of holistic development, new staff will focus on supporting students' social and emotional needs who are trained to address student well-being, mental health, and behavioral support.
- **Closing the Learning Gap within Subgroups:** A targeted effort is being made to close the learning gap among specific student subgroups (e.g., students with disabilities, English language learners, students from low-income backgrounds). The primary focus will be on early literacy and math within the general education classroom.

Overall, the \$1,649,000 request for 17 FTE positions represents a calculated investment designed to provide highly qualified personnel who can directly address academic equity, student well-being, and a supportive environment for both learners and teachers across the entire district. Please see the table below for more details.

MPS Teaching and Learning Request

The total request for the Teaching and Learning category is \$1,469,500. The district is focused on enhancing curriculum, instructional materials, and school-based support. A priority is the adoption of new High-Quality Instructional Materials (HQIM) for math programs, ensuring our students receive rigorous and standards-aligned instruction. This effort is complemented by securing comprehensive instructional materials which includes new student engagement resources to enrich the learning experience across all our schools. These investments are crucial for sustaining our commitment to academic excellence and robust student engagement.

MPS District Wide/Administration Request

The total request for the District-Wide/Administration (DW/ADMIN) budget totals \$700,300. This category includes FY26 contractual obligations for salary increases for teachers as bargained in the recent one year agreement. In addition, Aspen as well as other HR/Ops platforms will be upgraded and/or implemented for administrative efficiency.

	FY26 SUPPLEMENTAL APPROPRIATION	FY26 SC CATEGORY	FY26 PERSONNEL	
Approved FY26 Supplemental Budget MPS Personnel MPS Curriculum MPS School IT \$3,818,800	\$ 97,000.00	FRANKLIN	1.0	1.0 FTE Teacher
	\$ 656,000.00	ELEMENTARY	7.0	6.0 FTE Teacher
				1.0 FTE Admin
	\$ 533,000.00	MVMMS	5.4	5.0 FTE Teacher (1.0 FTE potential share with MHS)
				0.4 FTE Secondary Admin.
	\$ 363,000.00	MHS	3.6	3.0 FTE Teacher
				0.6 FTE Secondary Admin.
	\$ 1,469,500.00	TEACHING AND LEARNING		HQIM - Curriculum renewal math program K-8/AlgII
				Instructional/student engagement materials
				school based event support
	\$ 700,300.00	DW/ADMIN.		FY26 Contractual obligations for salary increases for Teachers
				School based tech - Aspen SIS update and devices
				HR/Ops platforms
TOTAL	\$ 3,818,800.00		17.0	

MPS FY26 SC Categories			
	FY26 APPROVED	SUPPLEMENTAL APPROPRIATION	ADJ FY26 SC CATEGORIES (VOTE REQUESTED)
FRANKLIN	\$ 2,122,157.16	\$ 97,000.00	\$ 2,219,157.16
ELEMENTARY	\$ 16,030,818.54	\$ 656,000.00	\$ 16,686,818.54
MVMMS	\$ 7,774,386.49	\$ 533,000.00	\$ 8,307,386.49
MHS	\$ 8,554,988.37	\$ 363,000.00	\$ 8,917,988.37
ATH/EC	\$ 1,009,766.03	\$ -	\$ 1,009,766.03
TEACHING AND LEARNING	\$ 728,761.05	\$ 1,469,500.00	\$ 2,198,261.05
SPECIAL ED.	\$ 9,052,011.56	\$ -	\$ 9,052,011.56
DW/ADMIN.	\$ 2,674,985.81	\$ 700,300.00	\$ 3,375,285.81
Total	\$ 47,947,875.00	\$ 3,818,800.00	\$ 51,766,675.00

Thank you to our City partners and to the School Committee for your partnership as we move forward with the internal allocation of this essential funding.

Motion Requested

We respectfully request that School Committee make the following motion:

To approve the FY26 Supplemental Budget as presented in the updated approved budget categories found in the table above.

School Committee Meeting

December 9th, 2025

Proposed Supplemental Appropriation Request for FY26



Cari Berman, Interim Superintendent
&
Ken Kelley, Interim Deputy Superintendent



Proposed Appropriations to Support Schools

Schools \$8,688,852.00	School Building Maintenance & Improvements \$4,345,052.00	MHS - Bathrooms Renovation MHS - Courtyard Stairs MVMMS - Solar Inverter Repairs MVMMS - Front Stairs and Sidewalk Repairs MVMMS - HVAC Control Upgrades Winthrop School - Doors & Masonry Repairs All Schools - Asbestos Remediation
	Instruction & Learning \$3,818,800.00	Restore 17 Positions \$1,649,000.00 Current Fiscal Year Contractual Obligations \$529,000.00 Curriculum Materials \$1,469,500.00 Instructional Technology \$171,300
	School Technology Needs \$525,000.00	School Security Cameras MHS - Projector Upgrades Districtwide - PA System Upgrades Back Up Power Modernization Elementary Schools - Chromebook Replacements



The Process to Date

- Feedback was provided from principals and leadership team members in order to identify key staffing positions that will support student growth and achievement for the second half of FY26 with the hopes of dovetailing into FY27.
- Although a small sample size, we did gather and analyze data provided to us during Parent University.
- All decisions have been made based upon the needs of students and aligned with the goals outlined in the district's strategic plan.
- Positions that will be restored have been discussed at cabinet meetings and principal meetings.
- Goal: Post positions after the holiday break.



FY26 Instruction and Learning Supplemental Budget

	FY26 SUPPLEMENTAL APPROPRIATION	FY26 SC CATEGORY	FY26 PERSONNEL	
Approved FY26 Supplemental Budget MPS Personnel MPS Curriculum MPS School IT \$3,818,800	\$ 97,000.00	FRANKLIN	1.0	1.0 FTE Teacher
	\$ 656,000.00	ELEMENTARY	7.0	6.0 FTE Teacher 1.0 FTE Admin
	\$ 533,000.00	MVMMS	5.4	5.0 FTE Teacher (1.0 FTE potential share with MHS) 0.4 FTE Secondary Admin.
	\$ 363,000.00	MHS	3.6	3.0 FTE Teacher 0.6 FTE Secondary Admin.
	\$ 1,469,500.00	TEACHING AND LEARNING		HQIM - Curriculum renewal math program K-8/AlgII Instructional/student engagement materials school based event support
	\$ 700,300.00	DW/ADMIN.		FY26 Contractual obligations for salary increases for Teachers School based tech - Aspen SIS update and devices HR/Ops platforms
TOTAL	\$ 3,818,800.00		17.0	



Personnel Request

The \$1,649,000 request for 17 FTE positions includes 15.0 FTE teachers and 2.0 FTE administrators that aligns and addresses the following:

- Licensed and Qualified Effective Staff
- Class Sizes
- Student Social/Emotional Needs
- Closing the Learning Gap within Subgroups



MPS Teaching and Learning Request

The total request for the Teaching and Learning category is \$1,469,500 and addresses the following:

- Enhances curriculum and instructional materials that were deferred over the last 2 years.
- Provides High-Quality Instructional Materials (HQIM) for math programs over the next 3-5 years.
- Secures comprehensive instructional materials to enrich the learning experience across all our schools.
- Investments are crucial for sustaining our commitment to academic excellence and robust student engagement.



MPS District Wide/Administration Request

The total request for the District-Wide/Administration (DW/ADMIN) budget totals \$700,300 and addresses the following:

- FY26 contractual obligations for salary increases for teachers.
- Upgrades and additions to Aspen and other HR/Ops platforms for administrative efficiency.



Updated Budget Categories

Motion to consider as respectfully requested in memo dated 12/9/25

FY26 APPROVED SC CATEGORIES		SUPPLEMENTAL APPROPRIATION	ADJ FY26 SC CATEGORIES (VOTE REQUESTED)
FRANKLIN	\$ 2,122,157.16	\$ 97,000.00	\$ 2,219,157.16
ELEMENTARY	\$ 16,030,818.54	\$ 656,000.00	\$ 16,686,818.54
MVMMS	\$ 7,774,386.49	\$ 533,000.00	\$ 8,307,386.49
MHS	\$ 8,554,988.37	\$ 363,000.00	\$ 8,917,988.37
ATH/EC	\$ 1,009,766.03	\$ -	\$ 1,009,766.03
TEACHING AND LEARNING	\$ 728,761.05	\$ 1,469,500.00	\$ 2,198,261.05
SPECIAL ED.	\$ 9,052,011.56	\$ -	\$ 9,052,011.56
DW/ADMIN.	\$ 2,674,985.81	\$ 700,300.00	\$ 3,375,285.81
Total	\$ 47,947,875.00	\$ 3,818,800.00	\$ 51,766,675.00

Melrose Public Schools **DRAFT**

2026-2027 School Calendar

August 2026						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/31 Staff Development

September 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/1 Staff Development

9/2 First Day of School Pre-K and Grades 1-12

9/4 and 9/7 Labor Day Observance

9/8 First Day Kindergarten

October 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/12 Indigenous Peoples' Day Observance

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/3 Staff Development

11/11 Veterans Day

11/26-28 Thanksgiving Break

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/23-1/1 Winter Break

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/18 Martin Luther King Jr Day Observance

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/12 - 2/20 Feb School Vacation Break

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/16 - 4/23 April School Vacation Break

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/31 Memorial Day Observance

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/16 Last Day of School (180 days) Noon Dismissal

6/18 Juneteenth Observance

6/24 Last Day of School (185 days) Noon Dismissal

July 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Day of School
Schools Closed - Holidays/Vacations
Staff PD - No School for Students
Last Day of School

Early Release Pre K - 12 (2 hours prior)
Early Release Pre K - 5 only (2 hours prior)
Early Release Districtwide (noon dismissal)

COMPETENCY DETERMINATION Melrose Public Schools

One of the requirements for graduation in Massachusetts is a determination of competency in subjects previously covered by the MCAS. In addition to other requirements for graduation, students must have been determined by the district to have achieved mastery of the common core of skills, competency, and knowledge in said areas, and satisfactorily completed coursework that has been certified by the student's district as showing mastery of the skills, competencies, and knowledge contained in the state academic standards and curriculum frameworks.

Competency Determination Requirements

A determination of competency shall include:

Demonstrating a mastery of skills in English Language Arts, mathematics, and science; and the satisfactory completion of relevant coursework aligned to the standards measured by the high school English language arts, mathematics, and science MCAS assessments administered in 2023.

An additional requirement for mastery in US History will apply to the graduating class of 2027 and beyond.

To show mastery, a student must successfully complete, in accordance with the district's grading policy:

1. The mid-term & final assessment for a course; or
2. A capstone or portfolio project; or
3. An equivalent measure identified in the district's Competency Determination (CD) policy.

A student enrolled in the Melrose Public Schools will be determined to have satisfactorily completed coursework and earned full credit in accordance with the district's grading policy and the requirements outlined below:

Content Area	Coursework Requirements	Notes
English Language Arts	The equivalent of two years of high school English Language Arts courses.	To satisfy this course requirement, the English Language Arts courses must be taken in grades 9-12.
Mathematics	The equivalent of one year of both Algebra I and Geometry courses.	Middle school math courses may be certified by the district as meeting the coursework requirement for the mathematics component of the CD. Districts must confirm that the course aligns to the high school Algebra I / Geometry/ Integrated Math I/Integrated Math II standards as listed in the 2017 Massachusetts Mathematics Curriculum Framework.
Science	The equivalent of one year of any one of the following disciplines: Biology, Physics,	To satisfy this course requirement, the science course must be taken in grades 9-12.

	Chemistry, or Technology/Engineering.	
U.S. History (class of 2027 and beyond)	The equivalent of a one-year United States history course.	To satisfy this course requirement, the U.S. History course must be taken in grades 9-12.

Aligned Courses:

Melrose High School offers the following courses, aligned with the state curriculum frameworks and meeting the above requirements:

English Courses	Math Courses	Science Courses	US History Courses
English 1 (unleveled)	Algebra I (unleveled)	Biology (unleveled) AP Biology	American Studies CP American Studies H
English 2 H	Geometry (unleveled)	Chemistry CP Chemistry H AP Chemistry	AP United States History AP United States History 2 (25-26 school year only)
AP English Language & Composition AP English Literature & Composition	Integrated 1 Integrated 2	Physics CP Physics H AP Physics	

Additional Considerations

Students with Disabilities

The Melrose Public Schools must both provide a Free and Appropriate Public Education to students with disabilities and must also determine that the student has met the competency determination and local graduation requirements prior to graduating that student. Students with disabilities who have been placed in out-of-district placements must meet the competency determination requirements of Melrose Public Schools. Discussion of the competency determination must be a part of the IEP Team's transition planning.

English Language Learners

The Melrose Public Schools shall, on a case-by-case basis, determine the appropriate courses necessary for English Language Learners to both achieve language proficiency and meet the competency determination requirements.

Late-Enrolling Students

Students who enroll in a Massachusetts public high school after their ninth-grade year may be granted a determination of competency by the Melrose Public Schools in one or more of the following ways:

- Transcript review by the high school principal or their designee
- Additional course requirements as determined by the high school principal or their designee.

Appeals Process

Current students and/or parents/guardians may appeal the determination of competency in accordance with the following district procedures:

- Provide a written appeal to the high school principal or their designee within two weeks prior to the student's graduation date.
- The principal or their designee will hold a hearing with the student and parent/guardian within three school days of receipt of the appeal.
- Following the appeal hearing, the principal shall render a final decision within two school days.

Those enrolled in the Melrose Public Schools in the classes of 2003 through 2024 who did not earn a diploma may also appeal the decision through the following process:

- The student may request a transcript review to determine whether they are currently eligible for a diploma under the district's current CD requirements. This request should be in writing and sent to the high school principal or their designee.
- To be deemed eligible, the individual must have been previously enrolled in the district, met all local graduation requirements, not previously reported as a graduate in any district's Student Information Management System (SIMS) submission, and must meet the district's current CD and local graduation requirements.

LEGAL REFS: [DESE Graduation Requirements and Related Guidance](#)
[DESE Graduation and Transition Planning for Students with IEPs](#)
[DESE Competency Determination Guidance and Policy Submission Process](#)
[603 CMR 30.00](#)
[M.G.L. c. 69, § 1D](#)

CROSS REFS: Student Handbook
 MHS Program of Studies
 IKF Graduation Requirements

SOURCE: MASC - 2025

MHS Competency Determination Policy

Class of 2026 and Beyond



Objectives

1. Provide context and timeline for development of policy
2. Differentiate between MHS Graduation requirements and proposed Competency Determination
3. Provide a brief overview of the new policy
4. Answer questions from the committee

Timeline & Context

November 2024- Passage of Question 2

- ❖ Eliminates passing MCAS as graduation & competency requirement
- ❖ Certification that students have mastered the skills, competencies, and knowledge of the state standards moved from MCAS to districts

Winter/Spring 2025- Determining Competency for Class of 2025

- ❖ Limited DESE guidance provided for Class of 2025 Competency Determination (CD)
- ❖ MCAS allowed to be used as CD for class of 2025 ONLY
- ❖ New policy was written and approved by School Committee for Class of 2025

Timeline & Context

May 2025- Board of Elementary and Secondary Education vote to amend regulations on CD (603 CMR 30.00)

- ❖ New: approved by school committee, posted publicly, and submitted to DESE
- ❖ Competency determination must meet standards that were assessed on the 2023 MCAS.

July 2025- NEW guidance is released by DESE and new commissioner

Fall 2025 - Development of new policy Class of 2026 and beyond

- ❖ Must be voted, approved and uploaded to DESE by **December 31st**.
- ❖ SEEM Curriculum Leaders worked together to find the “sweet spot” of flexibility and clarity.

Melrose High School Graduation Requirements

Completion of 24 Total Credits that include:

- 4 credits English
- 4 credits Math
- 4 credits Science (including 3 credits in lab courses)
- 3 credits Social Studies/History
- 2 credits Visual & Performing Arts
- 2 credits World Language
- 2 credits Wellness
- 3 credits Elective
- Community Service (12 hours per year at MHS)
- Sophomore Civics Capstone Project
- Senior Capstone Project (Typically part of English)
- Participate in Grade 10 ELA, Math, and Science MCAS testing (for accountability)

MHS Competency Determination

Completion & Mastery of:

- English 1 & 2
- Algebra I & Geometry
- 1 year Bio, Physics, or Chemistry
- 1 year US History (2027)

CD Policy Highlights (Class of 2026 and Beyond)

Successful Course Completion:

Passing grade using the [district's grading system](#) in identified courses

MHS Grading Policies

Mission and Vision:
At Melrose High School, we strive to create meaningful learning opportunities for all students and to communicate with students and stakeholders about student progress using accurate, transparent, and consistent grading practices that facilitate continuous growth and inspire challenge.

Minimum Grading

- The **lowest grade** a student may receive on a **report card** is 50, regardless of student performance on summatives.
- The **lowest grade** a student may receive on a completed **assignment** is a 50.
- Assignments may be turned in up to two weeks after the due date with no point deduction from the **assignment grade**. A zero may be inputted until the assignment is submitted.
- All **summatives must be submitted** in order to receive a passing grade for the class.

Revision Policy

Students who have turned in their assessment on time and received a grade below 90% may **revise/retake summative assessments** after the following steps have been taken:

1. Analyze feedback and conference with the teacher.
2. Demonstrate efforts to re-learn content and skills by turning in missing formative assignments and/or revisiting practice work.
3. Reflect on the learning process, which may include explaining changes they have made and why they made them, and examining how they will continue to grow and improve their understanding and skills.
4. Additionally, artifacts related to **retake/revision** policies, including this reflection, should be added to the student's portfolio.

Students have two weeks from the time that the assignment is returned in order to complete the **retake/revision**. After the **retake/revision**, it is up to the teacher's discretion whether or not to cap the score at 90% or to allow for up-to full credit.

Universal Categories Policy

All categories in Aspen **MUST** be set as the following:

- 75% Summative Assessments
- 15% Formative Assessments
- 10% Habits of Work

Additionally, the "Average Mode" must be set as "Category Total Points."

Demonstrated Content Mastery:

For each course listed students must demonstrate mastery by:

- Earning a passing grade on the midterm and final assessments for the course
- OR**
- Completing a capstone or portfolio project
- OR**
- Equivalent measure identified in the CD as determined by the principal or designee

Additional Considerations

DESE has required that the policy must also clearly state considerations for:

- ❖ Students with Disabilities
- ❖ English Language Learners
- ❖ Late enrolling students- enrolling in MHS after 9th grade
- ❖ Appeal process for current students
- ❖ Appeal process for students enrolled in MPS in the classes of 2003-2024 who did not earn a diploma

Questions and Discussion





Melrose Public Schools Administrative Offices

360 Lynn Fells Parkway, Melrose, MA 02176

Melanie Acevedo
Executive Director of Academics & Accountability
(781) 979-2108
macevedo@melroseschools.com

To: Melrose School Committee

From: Melanie Acevedo, Executive Director of Academics & Accountability

Subject: Melrose Middle School Pathways Exploration (CTE) and Vocational Education Policy

Date: 12/12/25

After the [Melrose Middle School Pathways Exploration \(CTE\) and Vocational Education Policy](#) was approved this fall, we received feedback that an amendment was required before DESE would approve.

In the school tours section, we were informed that it needed to be stated that the hosting school will pay the costs associated with tours. The additional language is bold and highlighted below.

- **School Tours:** Each fall, eighth-grade students will have the opportunity to tour the Northeast Metropolitan Regional Vocational High School. These tours are conducted during the school day, and participation in the tour will not be recorded as an absence. **The hosting school will pay all costs associated with these tours.**

This was the only feedback indicating adjustments to be made. Once approved, we will resubmit to DESE.



Melrose Public Schools

360 Lynn Fells Parkway
Melrose, MA 02176

Melrose Middle School Pathways Exploration (CTE) and Vocational Education Policy

Melrose Public Schools is committed to ensuring that all middle school students and their families are well-informed about the range of educational options available to them for high school, including Career and Technical Education (CTE) and vocational programs. In compliance with Massachusetts state regulations (603 CMR 4.00) and guidance from the Department of Elementary and Secondary Education (DESE), this policy outlines how our district provides students with awareness and exposure to CTE and vocational opportunities at local, regional, and agricultural public high schools.

High School Pathway options available to students

Melrose is a regional member of Northeast Metropolitan Regional Vocational High School. Melrose Middle School grade 8 students are eligible to apply to the Career Technical Education (CTE) programs at Northeast Metropolitan Regional Vocational High School. A Melrose Middle School Student interested in an animal science, agricultural, and natural resource vocational program that is not offered at the Northeast Metropolitan Regional Vocational High School may apply to the Essex North Shore Agricultural and Technical School.

Middle School Career Exploration

Melrose Veterans Memorial Middle School (MVMMS) students explore career and educational interest self-assessments through their elective and core courses. Teachers make explicit connections to career opportunities that involve the interests students express.

Collaboration with Member Vocational Schools

Melrose Veterans Memorial Middle School actively collaborates with member CTE/vocational schools to inform students about the CTE/vocational opportunities available to them. This collaboration includes:

- **Information Sharing:**
 - Annually, middle schools will provide member CTE/vocational schools with the names, addresses, and email addresses of all enrolled seventh and eighth-grade students. Parents may opt out of information sharing before October 15 by notifying the school principal in writing.
 - Additionally, the middle school coordinates with member CTE/vocational schools to schedule a presentation for a representative to address all 8th-grade students about the vocational school and its application process, organized by the 8th-grade counselor.

- **School Tours:** Each fall, eighth-grade students will have the opportunity to tour the Northeast Metropolitan Regional Vocational High School. These tours are conducted during the school day, and participation in the tour will not be recorded as an absence. **The hosting school will pay all costs associated with these tours.**
- **Promotion of Events:** MVMMS will share information about the Northeast Metropolitan Regional Vocational High School's Open House and informational events on the district website and through regular communication channels, including principal newsletters and guidance office communications.
- **Application Interviews:** If required, MVMMS will provide opportunities at the middle school during the school day for vocational schools to schedule in-person interviews with students who have applied.
- **Online Resources:** The Melrose School District website will publish pertinent information about vocational school options, including links to admission applications, admissions policies, and schedules for open houses and informational events.
- **Providing Admissions Records to CTE Schools:** MVMMS will provide relevant information to member vocational schools for students who have applied to their programs. This may include documentation of student interest, attendance records, and limited records of disciplinary infractions as required by statute in accordance with the vocational school's approved admissions policy and DESE guidance.

Collaboration with Member Vocational Schools

Each year, as a member district of the Northeast Metropolitan Regional Vocational High School, MVMMS will share the names and addresses of all seventh- and eighth-grade students with authorized school personnel. Melrose Public Schools will publicly notify families of the release of this information by October 1, to allow families an opportunity to request that their student's information not be released.

Melrose Middle School will provide Northeast Metropolitan Regional Vocational High School with relevant information regarding students who applied, in alignment with the CTE school's admissions policy, including student attendance records, student transcripts, a letter of recommendation, and limited records of disciplinary infractions as required by statute. If required by the CTE school's admissions policy, MVMMS will arrange for a program representative to interview middle school students who applied.

Maintenance of Records

The Melrose Veterans Memorial Middle School will maintain a record of all on-site presentations, assemblies, and student tours to CTE schools, along with other relevant information about collaboration between the district and member CTE/vocational schools. These records will be made available to DESE upon request.

LEGAL REF: [603 CMR 4.00](#)



Melrose Public Schools

360 Lynn Fells Parkway
Melrose, MA 02176

December 15, 2025

Dear Members of the School Committee,

It is an honor to lead this district during such an important transitional period, and I am grateful for this privilege and the support that I have been provided over many years that I have served, but especially over the last seven months as I have taken on the role of Interim Superintendent.

Throughout my time serving in the Melrose Public Schools, and especially since serving as Interim Superintendent, I have worked hard to highlight who I am as an educator and share my core values. Transparency and integrity are central to my leadership philosophy, and I would not be honestly demonstrating one of my core values if I stated that the last few months have been easy. They have not been easy. The last few months have been challenging, and there have been many difficult decisions that have had to be made. I am proud of the decisions that have been made including the restructuring of Central Administration, plans for the FY26 Supplemental Budget Allocation, and many more. These decisions have all been made based on data, student need, and the goals outlined in the Strategic Plan.

Despite any of the hurdles that have been presented, the work that has been done, with the help of many members of this community, has been rewarding, challenging, and unpredictable at times. What stands out most is the incredible dedication shown by our entire community. MPS employs excellent educators and leaders, and I am beyond grateful for the experience to work with them each and every day.

My career in Melrose Public Schools, spanning over two decades from my start as a Moderate Special Needs Teacher to my current role, has prepared me to lead with a deep understanding of our district's needs. My tenure in various administrative roles, including as Assistant Superintendent of Pupil Personnel Services and Melrose High School Assistant Principal, has been defined by a commitment to equitable education, rigorous compliance, and collaborative leadership.

Through collaborative effort and my direct oversight as Interim Superintendent, we have ensured the stability and forward momentum of the district by focusing on foundational and strategic priorities:

- **Financial Stability:** Successfully navigated the development and presentation of a responsible budget proposal over the last four years as well as this year's supplemental budget request, prioritizing core academic and student support services. My experience managing the Pupil Personnel Services budget and monitoring Circuit Breaker and Medicaid reimbursement submissions provides a strong fiscal foundation.
- **Instructional Focus:** Involvement in professional development with a focus on evidence-based instruction, coupled with social emotional learning, with the goals of academic recovery and closing learning gaps. This work builds upon my involvement over the last few years supporting the implementation of Multi-tiered Support Systems (MTSS) and Instructional Support Teams (IST) throughout the district.
- **Leadership Development:** Identified, mentored, and successfully onboarded crucial administrative talent to strengthen our building leadership capacity. This is supported by my long history of supervising and evaluating staff, chairing search committees for District administrative positions as well as building based positions, and serving as an Adjunct Professor focused on addressing student needs.

- Community Engagement: Enhanced communication protocols to ensure timely, clear, and consistent information flow to families and community stakeholders, fostering greater trust and partnership. I have consistently worked closely with parents, including the SEPAC and other parent organizations, and have served as the District's point of contact for McKinney-Vento/foster care students, demonstrating a commitment to comprehensive community collaboration.

Having successfully led the district through this critical transitional phase, and given my deep commitment to the Melrose Public Schools, I am writing to formally request that the School Committee consider me for the permanent Superintendent position.

I believe my demonstrated commitment to our students, my established relationships within the community, and my ability to make tough, data-driven decisions make me uniquely positioned to lead MPS into its next chapter of excellence. I look forward to sharing my vision for the long-term success of the district with you during the second half of the school year.

Kind Regards,

A handwritten signature in blue ink, appearing to read "Carol Brum".

Cari Berman

Professional Resume

Core Skills and Attributes

Executive Leadership & Communication:

- An experienced, empathetic, and successful leader with excellent communication skills effective in a variety of circumstances (e.g., public speaking, conflict resolution, staff motivation, stakeholder engagement).
- Ability to build consensus and foster trust among diverse groups, including staff, students, parents, and community members.

Fiscal Management & Accountability:

- Strong fiscal management skills, with a proven emphasis on comprehensive budget development, implementation, oversight, and accountability.

Strategic Planning & Vision:

- Experience in developing, implementing, and overseeing a long-term district strategy focused on continuous improvement and sustainable growth.
- Proven dedication to creating and maintaining high-quality expectations and opportunities for all students.

Professional & Community Engagement:

- Demonstrated high ethical standards and visibility in the community.
- Dedicated and successful career in Melrose, culminating through roles as a teacher, special education administrator, assistant principal, and district leader.

Professional Experience

University of Massachusetts Boston and Fitchburg State University

September 2014-Present

Adjunct Professor

- Develop and implement the course syllabus for *Addressing the Needs for Students With Disabilities* for undergraduate and graduate students.
- Collaborate with colleagues in order to align curriculum, syllabi and course objectives.
- Utilize a variety of instructional strategies in order to engage students, including cooperative work, and blended learning.
- Present prepared materials, facilitate conversation, supervise organized activities, and assess students on meeting course objectives.

Melrose Public Schools, Melrose, MA

June 9, 2025 - Present

Acting/Interim Superintendent

- Develops district vision, sets high expectations, builds culture, and provides guidance to the school committee, administrators and educators.
- Ensures quality instruction, oversees curriculum, standards, and student achievement.
- Manages budget, secures funding, oversees financial health, and advises the school committee on fiscal matters.
- Recruits, hires, trains, evaluates, and supports high-level staff (principals, administrators) and ensures qualified, diverse teams.
- Recommends policies, implements school committee decisions, and acts as a key advisor.

- Builds relationships, communicates with parents and the public, and advocates for the district.
- Makes critical decisions during emergencies (weather, health issues, etc.).

Melrose Public Schools, Melrose, MA

October 2021 - August 2025

Assistant Superintendent of Pupil Personnel Services

- Supervised and evaluated Special Education Coordinators, Out of District Coordinator, and Director of Guidance.
- Mentored Principals in the support of equitable special education programming, Multi-tiered Support System, instructional leadership, and management of student data to make informed decisions and ensure equity and access for all students.
- Identified, wrote, and managed competitive and noncompetitive grant opportunities.
- Developed, prepared, and administered the Pupil Personnel Services budget.
- Monitored preparation of Circuit Breaker submission.
- Monitored preparation of Medicaid reimbursement.
- Ensured compliance with local, state and federal laws, and regulations in regards to special education and civil rights.
- Monitored staff caseloads and student progress.
- Supported allocation of staff to meet students needs including identification of paraprofessional needs across schools.
- Coordinated and often provided monthly training for paraprofessionals.
- Monitored staff to ensure compliance with federal timelines, written notice requirements, etc.
- Served as a decision-maker/case preparer for all rejected IEPs through the mediation process and formal hearing; worked closely with school and parent attorneys to negotiate settlement agreements.
- Assisted in recruitment, selection, and recommendation for the hiring of diverse Pupil Personnel Services staff.
- Chaired search committees for District administrative positions as directed by the Superintendent.
- Participated in contract negotiations.
- Consulted with staff, parents, and outside agencies regarding Pupil Personnel Services, special education students, and programs offered including ongoing collaboration with the District's SEPAC and other parent organizations
- Anticipated programming needs and developed programs to meet students' needs in the least restrictive environment
- Monitored Instructional Student Support Teams, in all buildings, to support a tiered level of student support activities prior to referral to determine eligibility for special education services.
- Collaborated and served on a variety of District committees.
- Maintained a system-wide register of all students referred, evaluated, terminated, and currently in service within the student data management system.
- Oversaw and planned all special education summer services.
- Developed and maintained complete and cumulative individual paper records of all children receiving special education services.
- Served as the District's point of contact for children identified under McKinney-Vento or foster care.
- Coordinated all tutoring required as a result of hospitalizations or extended medical care needed at home.
- Ensured compliance with Massachusetts Laws related to school attendance/discipline issues/compliance with Student Record Regulations, provides in-service training and technical support on Student Record Regulations.
- Assisted in the development of all school policies as directed by the Superintendent
- Participated in the development of the District's Strategic Plan and monitored the implementation of the plan.
- Assisted with investigations involving civil rights violations, bullying, and harassment.

- Organized, planned, and delivered professional development, mandatory training for educators, paraprofessionals, and other service providers.
- Continued to acquire professional knowledge regarding evidence-based practices, policies, and procedures by engaging in high quality, relevant professional development, training, seminars, and workshops.
- Ensured sound fiscal practices and compliance with State and Federal regulations and District policies and provided necessary training to ensure staff compliance.
- Responsible for city-wide Child Find efforts, as required by special education regulations.
- Worked with Central Administration to prepare for annual city-wide pre-school and Kindergarten screening.
- Worked with the Transportation Coordinator on budget, staffing, and student transportation provisions needed to accommodate students.

Melrose Public Schools, Melrose, MA

August 2016 -October 2021

Melrose High School Assistant Principal

- Promoted and maintained a school environment that is safe and welcoming in order to provide an individualized learning experience that is tailored to students' academic, social-emotional, cultural, and behavioral needs.
- Supervised and evaluated teaching staff and other building employees in accordance with the school district's evaluation plan, and made recommendations regarding goals, areas needing improvement, and continued employment.
- Facilitated Walkthroughs across all grade levels (pre K - 12) to collect data and encourage staff to continue to grow professionally and to experiment with new approaches and/or strategies to teaching.
- Chaired search committees for teaching and administrative positions as directed by the Superintendent and/or Principal.
- Supported equitable special education programming and consistently implemented the Multi-tiered Support System to make informed decisions and ensure equity and access for all students.
- Aided in the development and implementation of an Instructional Support Team (IST) and Critical Case Meetings to support a tiered level of student support recommendations prior to a special education referral.
- Used Aspen to collect, review, and analyze student data including special education referral status, attendance, grades, MCAS scores, and behavior.
- Participated in the development of the District's Strategic Plan and MHS's accelerated improvement plan and reflected on the progress at least semi-annually.
- Assisted in the development and administration of school programs consistent with the school district's goals and objectives outlined in the Strategy Overview and conducted ongoing assessment of student learning and worked with teaching staff to modify instructional methods and program development to fit students' needs, including students with disabilities.
- Worked closely with all stakeholders to form a community partnership of educators and caregivers using culturally sensitive practices to ensure that all families are welcome and can contribute in the educational process.
- Supported the continued development of common planning teams that regularly use student performance data to inform teaching practice and school-wide improvement.
- Assisted in the budgetary and financial affairs of the school consistent with school district policies.
- Identified and pursued grant opportunities, as needed.
- Worked within a team to ensure compliance with local, state and federal laws, and regulations in regards to special education and civil rights and conducted civil rights and bullying and harassment investigations, when requested.
- Ensured that student conduct and attendance conforms with the school's standards, school district policies, and Massachusetts Laws.

- Oversaw student discipline and ensured that all students were held accountable and met the behavioral expectations laid out in the Secondary Code of Conduct and PBIS Behavioral Expectations Matrix.
- Maintained high visibility within the school and communicated closely with students regarding their behavior and performance.
- Worked with the Director of Counseling of Student Services to create the master schedule for the high school to coordinate class schedules for teachers and students.
- Organized, planned, and delivered professional development, mandatory training for educators, paraprofessionals, and other staff members during faculty meetings and Professional Development Days.
- Continued to acquire professional knowledge regarding evidence-based practices, policies, and procedures by engaging in high quality, relevant professional development, training, seminars, and workshops.

Melrose Public Schools

Special Education Administrator (grade 6-Post Graduate)

Educational Team Facilitator (grade 9-Post Graduate)

August 2011- August 2016

August 2013- August 2016

August 2011- August 2013

- Ensured compliance with federal and state education laws and regulations.
- Ensured that the special education process within the middle and high school was conducted within all state and federal regulations and within specified timelines.
- Exercised general supervision over screening, referral, evaluation and placement for all students with disabilities.
- Completed all paperwork, scheduling, and chaired all special education eligibility meetings at the high school.
- Worked with central office administrators, principals and department directors to provide leadership, professional development, and support for special education services across all content areas.
- Participated as a member of the District Leadership Team to develop goals and support a plan in attaining them as well as created and reviewed district wide protocols, alignment and calibration.
- Worked with staff to develop and implement curriculum in all substantially separate settings including syllabi, unit plans, and pacing guides.
- Collaborated and supported special education and general education teachers in meeting the needs of all students during school and professional development opportunities.
- Facilitated Manifestation Determination meetings for students with disabilities, discussed behavioral concerns and interventions with Assistant Principals, and created behavior plans, as needed.
- Participated in meetings for all rejected IEPs via additional team meetings, the mediation process, and/or formal hearing in order to find a resolution.
- Reviewed, evaluated and recommended scientific and research based intervention and remediation in the areas of reading, math, executive functioning skills, and life skills.
- Involvement with the out-of-district tuition program, ensuring least restrictive placements and development of cost-effective in-district alternatives when appropriate.
- Developed and implemented in district programming to meet the needs of students, especially those with social and emotional impairments.
- Completed the recruitment, selection, supervision and evaluation of special education staff in grade 6 – post graduate program in accordance with the Educator Evaluation System.
- Assisted in the preparation of any required federal, state, or local reports.
- Worked with advocates, public and private agencies, physicians, and community resources to secure and provide services to students.
- Created and fostered relationships with families and students in order to provide appropriate programming, equal access, and academic success.

- Completed the scheduling of all special education students to ensure that all services were provided as well as meeting the legal obligations for creating an inclusion classroom.
- Participated in Critical Case Meetings, IST meetings, curriculum meetings and leadership meetings at the building and district level to ensure that the needs of all students were being met and to support the district's goals.
- Participated in professional development opportunities including Universal Design for Learning semester long course, Laws and Regulations Workshops, Job-Alikes, Social Emotional Learning, Cultural Proficiency, Competency Based Education, and technology in education.

Melrose Public Schools

Summer 2010 - August 2016

Coordinator for Middle School Enrichment Program, MS/HS Academic Summer Program and Special Education Extended School Year Services

- Coordinated student registration, curriculum, and daily schedules.
- Oversaw the special education program, special education tutoring, Enrichment program, and academic program.
- Responsible for staff hiring and staff orientation.
- Supervised teachers, specialists, paraprofessionals, and student volunteers.
- Communicated with parents, other summer coordinators, guidance staff, area guidance departments, and central office administration.
- Sought out and acquired funding from local charities to aid families with financial difficulties.
- Responsible for all monies and budget for each program.
- Collaborated with janitorial staff and building principals in ensuring cleanliness and access to needed spaces during the summer months.

Melrose Public Schools, Melrose, MA

October 2001- June 2011

Melrose High School Moderate Special Needs Teacher

- Maintained accurate and complete student records, and prepared reports on students, as required by laws, district policies, and administrative regulations.
- Conferred with parents, administrators, testing specialists, guidance counselors and professionals to develop individual education plans designed to promote students' educational, physical, and social development.
- Employed special education strategies and techniques during instruction to improve the development of language, cognition, memory and executive functioning skills.
- Established clear objectives for all lessons, units and projects, and communicated objectives to students.
- Modified the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
- Observed and evaluated students' performance, behavior, and social development and reported findings verbally and in written form.
- Conferred with other staff members and teachers to plan and schedule lessons promoting learning using approved curricula.
- Attended professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Atlantic Search Group, Boston, MA

June 2000-September 2001

Corporate Recruiter

- Developed and maintained a network of contacts to help identify and source qualified candidates
- Created and fostered relationships with colleges and diverse professional organizations to attract and recruit alumni and diversify candidates
- Reviewed resumes and credentials for appropriateness of skills, experience, and knowledge in relation to position requirements

- Managed and coordinated all communication, scheduling, and preparation for interviews with candidates

Education/Certification

Fairfield University, Fairfield CT	September 1996- May 2000
Bachelor of Science in Business Management	

American International College	May 2011
Masters of Education in Special Education	
Summa Cum Laude	

American International College	December 2013
Certificate of Advanced Graduate Studies in School Administration	
Summa Cum Laude	

DESE Licensure

Moderate Special Needs, 5-12
 Special Education Administrator, All Levels
 Principal/Assistant Principal, 9-12
 Superintendent/Assistant Superintendent, All Levels

Cari Berman

Resume Executive Summary

Strategic Educational Leader with over 20 years of dedicated service to the Melrose Public Schools. Proven expertise in district-level fiscal oversight, long-term strategic planning, and fostering inclusive cultures of excellence. Adept at building consensus among diverse stakeholders, ensuring rigorous fiscal accountability, and driving student achievement through empathetic, high-stakes leadership.

CORE COMPETENCIES

- **District Leadership:** Strategic Planning, Policy Development, School Committee Relations, & Crisis Management.
 - **Fiscal Oversight:** Budget Development, Grant Management, Circuit Breaker, & Medicaid Reimbursement.
 - **Educational Excellence:** Multi-Tiered Systems of Support (MTSS), Curriculum Alignment, & Special Education Law.
 - **Operational Management:** Personnel Recruitment, Labor Negotiations, Facilities Planning, & Diverse Staff Supervision.
 - **Community Engagement:** Stakeholder Trust-Building, SEPAC Collaboration, & High-Visibility Advocacy.
-

PROFESSIONAL EXPERIENCE

MELROSE PUBLIC SCHOOLS | Melrose, MA Acting / Interim Superintendent | June 2025 – Present

- **Executive Leadership:** Define district vision and set high performance expectations for a diverse staff and student body; serve as the primary advisor to the School Committee on policy and governance.
- **Fiscal Stewardship:** Oversee the total district budget, ensuring long-term financial health and transparent reporting to municipal partners and the public.
- **Strategic Personnel Management:** Lead the recruitment, hiring, and evaluation of senior administrators and principals, fostering a culture of mutual accountability and professional growth.
- **Crisis & Operations:** Direct district-wide operations, facility planning, and emergency decision-making to ensure a safe, high-functioning learning environment.
- **Community Advocacy:** Strengthen ties with families and community agencies, emphasizing transparency and equity in all district communications.

Assistant Superintendent of Pupil Personnel Services | Oct 2021 – Aug 2025

- **District Strategy:** Authored and monitored the District Strategic Plan, providing regular progress benchmarks to the School Committee.

- **Financial Oversight:** Managed the Pupil Personnel budget, including the optimization of Circuit Breaker and Medicaid reimbursements and the acquisition of competitive grants.
- **Leadership Mentorship:** Mentored principals on the implementation of MTSS and the use of data-driven instruction to ensure equitable access for all student populations.
- **Compliance & Legal:** Served as the district's primary decision-maker for special education mediations and hearings; ensured 100% compliance with state/federal civil rights and special education regulations.
- **Operational Equity:** Coordinated district-wide Child Find efforts and served as the primary point of contact for McKinney-Vento and foster care student support.

High School Assistant Principal | Aug 2016 – Oct 2021

- **Instructional Leadership:** Supervised and evaluated teaching staff; utilized "Walkthrough" data to drive professional development and pedagogical innovation.
- **Master Scheduling:** Collaborated with the Director of Counseling and Student Services to design a complex master schedule prioritizing student access to rigorous coursework.
- **School Culture:** Established a safe, welcoming environment through the implementation of PBIS behavioral expectations and culturally sensitive family engagement.

Special Education Administrator (Grades 6–Post Grad) | Aug 2011 – Aug 2016 *Previously Educational Team Facilitator (2011–2013)*

- **Program Development:** Developed cost-effective, in-district programming for students with social-emotional impairments, reducing reliance on out-of-district tuitions.
- **Regulatory Oversight:** Chaired eligibility meetings and ensured all IEP processes met stringent federal and state timelines.

Summer Program Coordinator | 2010 – 2016

- Managed registration, staffing, and budgeting for the Middle School Enrichment and Special Education Extended School Year (ESY) programs.

Moderate Special Needs Teacher | Oct 2001 – June 2011

- Delivered individualized instruction and developed comprehensive IEPs for high school students.

HIGHER EDUCATION EXPERIENCE

UMASS BOSTON & FITCHBURG STATE UNIVERSITY | Sept 2014 – Present **Adjunct Professor**

- Design and deliver graduate-level coursework on "Addressing the Needs of Students with Disabilities," utilizing blended learning and research-based instructional strategies.

EDUCATION & CERTIFICATIONS

Certificate of Advanced Graduate Studies (CAGS): School Administration American International College
| *Summa Cum Laude*

Master of Education: Special Education American International College | *Summa Cum Laude*

Bachelor of Science: Business Management Fairfield University, Fairfield, CT

DESE LICENSURES

- **Superintendent / Assistant Superintendent** (All Levels)
- **Special Education Administrator** (All Levels)
- **Principal / Assistant Principal** (9–12)
- **Moderate Special Needs** (5–12)



To: School Committee Members

From: Dorie Withey, School Committee Chair
Amy Lindquist, Assistant City Solicitor

Date: December 4, 2025

Re: Hiring Process for the Superintendent of the Melrose Public Schools

I. Hiring Process for the Superintendent of Schools

As required by the Interim Superintendent's contract language, which states in pertinent part, "*On or before December 31, 2025, the School Committee shall notify the Interim Superintendent in writing regarding the hiring process that will be used for a Superintendent for the 2026–2027 school year*", the Committee must now determine its approach to selecting a permanent superintendent. While there are different paths the Committee could take, the two options that are most commonly used by School Committees are: (1) appoint the current interim superintendent pending contract negotiations, or (2) conduct a search process for the next superintendent of schools. This memo summarizes the key considerations for each path.

- (1) **Appoint the Current Interim Superintendent Pending Contract Negotiations:** The Committee may choose to appoint Interim Superintendent Berman as permanent superintendent at any time before the expiration of her Interim Superintendent Contract, which expires on June 30, 2026. The Committee is required to inform Ms. Berman of the hiring process that will be used to hire a permanent Superintendent prior to December 31, 2025. There are no additional costs associated with appointing the Interim Superintendent. The process for appointing Ms. Cari Berman is listed below:
 - (a) The School Committee votes in public session to appoint Ms. Cari Berman as the next Superintendent of Schools.
 - (b) The School Committee enters into contract negotiations with Ms. Cari Berman.
- (2) **Conduct a Search Process for the Next Superintendent of Schools:** A superintendent search is typically a 2–3 month process costing in the range of \$15,000– \$20,000. If the School Committee chooses to move forward with a search process, the Committee will be

responsible for determining whether the search will be conducted internally or with external assistance. Key steps in the search process are listed below:

- (a) Establish a search method
- (b) Set the hiring criteria
- (c) Develop the application and recruit candidates
- (d) Selection of a Superintendent Screening Committee
- (e) Screening Committee review of applications and select semifinalists
- (f) Semifinalists interview with the Screening Committee
- (g) Announcement of finalists
- (h) Finalists interview
- (i) Site visits both in Melrose and the candidates' current district
- (j) School Committee votes to appoint the Superintendent of Schools

Additional details and an example timeline can be found in the [2023 Melrose Superintendent Search Brochure](#).

II. Evaluation of the Current Superintendent of Schools

During the November 18th School Committee Meeting, the Committee provided mid-year formative feedback to Interim Superintendent Berman. The overall consensus is that Ms. Berman has provided skillful, steady, and highly effective leadership during a period marked by significant organizational transition and budgetary challenge. [This memorandum](#) synthesizes the formative mid-year feedback regarding the performance of Interim Superintendent Cari Berman.

III. Next Steps

During the two December meetings (December 9th and 16th), the School Committee will discuss the available options and determine the next steps regarding the hiring of a Superintendent of Schools.