

**Westwood Public Schools
School Committee Agenda
Virtual Meeting¹
Tuesday, April 14, 2020**

Present:

Anthony Mullin, Chairperson
Josepha Jowdy, Vice Chairperson
Carol Lewis, Clerk
Maya Plotkin, Committee Member
Charles Donahue, Committee Member
Ayesha Tariq, WHS Student Representative

Emily Parks, Superintendent
Allison Borchers, Assistant Superintendent
Lemma Jn-baptiste, Director of Business and Finance
Abby Hanscom, Director of Student Services

Meeting called to order at 6:00pm

Roll-call attendance:

Mr. Mullin: Present
Mrs. Jowdy: Present
Mrs. Lewis: Present
Mr. Donahue: Present
Mrs. Plotkin: Present

Executive Session

Mrs. Jowdy moved to go into Executive Session to discuss strategy in preparation for negotiations with non-union personnel; and to discuss strategy with respect to collective bargaining, both of which would have a detrimental effect on the School Committee's bargaining position; and to reconvene in Open Session following Executive Session. Seconded by Mrs. Plotkin.

Roll-call vote:

Mr. Mullin: Yea
Mrs. Jowdy: Yea
Mrs. Lewis: Yea
Mr. Donahue: Yea
Mrs. Plotkin: Yea

Result: Approved, 5-0.

The School Committee entered Executive Session at 6:04pm.

School Committee Open Session reconvened at 6:53pm

Mr. Mullin recognized the live stream to provide real-time, public access to the activities of the School Committee. The link has been included on the official meeting posting to provide real-time, public access

¹ Remote meeting held in accordance with Executive Order of MA Governor, March 12, 2020. (Attached)

to the activities of the School Committee in accordance with the March 12, 2020 Executive Order of Massachusetts Governor. The meeting was also recorded by Westwood Media Center for later broadcast.

Discussion Items

Redistricting

A redistricting study was completed as part of the Elementary Building project. Cropper GIS Consulting completed the study. It was presented by Matthew Cropper, the redistricting consultant.

Planning to present option #2 and #3; as option #1 would not require any redistricting.

Option #2 has Deerfield and Hanlon consolidating at Hanlon site with the enrollment of 560 students grade K-5.

Option #3 has Hanlon and Sheehan consolidating with the enrollment of 685 students grade K-5. Option #3a has 685 students at the Hanlon site. Option #3b has 685 students at the Sheehan site.

The project has five parts:

- A. Data Collection: Collecting important data for the process from various resources, including the school district, county, local municipalities. These sources have provided up-to-date data on school, student, and property information.
- B. Data Conversion: Converting and integrating data into a Geographic Information System (GIS) for analysis.
- C. Options Development: Developing options based on the criteria and data.
- D. Review with Administrators: Reviewing and refining the options with school administrators.
- E. Presentation of Recommendations: Presenting a final recommendation based on all available sources, including data, local knowledge, and administrator input.

Option #2 combines the Hanlon and Deerfield districts with 560 students at the Hanlon site. It encompasses both the Deerfield and Hanlon district zones. This is their recommendation.

Advantages:

- Better balance of building utilization among the schools
- Impacts the least amount of K-5 students (175) out of all the options
- Substantial capacity relief to the former Deerfield elementary student population and Hanlon elementary school.
- New Hanlon elementary school opens up at 72% utilization giving room for further growth.
- The most amount of K-5 “Live” and “Attend In” students (131) living within ¼-mile of each school out of all the options
 - Greatest potential for student walkers in the district if ¼-mile school buffer is used.

Limitations:

- Transportation challenge with the increased travel time for some of the students attending the new Hanlon elementary school
- Further Live and Attend In attending student is approximately 4.1 miles away by road.
- No capacity relief provided to Downey or Sheehan elementary schools.

Option #3a combines Hanlon and Sheehan with 685 students at the Hanlon site. More zones are impacted in order to try to balance the schools.

Advantages:

- Better balance of building utilization among the schools.
- Substantial capacity relief to Deerfield and Hanlon elementary schools.
- The new Hanlon elementary school opens up at 78% utilization, giving room for further growth.
- The most amount of K-5 “Live” and “Attend In” students (464) with 1/2 mile buffer of each school out of all options.
 - Greatest potential for student walkers in the district if 1/4 mile school buffer is used.

Limitations:

- Transportation challenge with the increased travel time for some of the students attending the new Hanlon elementary school.
 - Furthest “Live and Attend In” attending student is approximately 3.4 miles away by road.
 - Students living in the west end of the district will have to pass Deerfield elementary school to get to Hanlon elementary school.
- Impacts the second most amount of K-5 students (464) out of all the options.
- No capacity relief provided to Downey elementary school.

Option #3b, combines Hanlon and Sheehan with 685 students at the Sheehan site. This is the least favorable option. There would be an increase in transportation costs with this option.

Advantages:

- Better balance of building utilization among the schools.
- Substantial capacity relief to the Deerfield and the former Hanlon elementary school population.
- The new Sheehan elementary school opens up at 79% utilization giving room for future growth.

Limitations:

- Impacts the most amount of K-5 students (528) out of all the options.
- Transportation challenge with the increased travel time for some of the students attending Deerfield elementary school and the new Sheehan elementary school.
 - Conservation area north of Gay Street disconnects Deerfield elementary school from majority of the projected student population it would now serve.
 - Students living in the north end of the district will have to pass Deerfield elementary school to get to Sheehan elementary school.
- No capacity relief provided to Downey elementary school.

Option #3bV2 combines Hanlon and Sheehan with 685 students at the Sheehan site. More students are sent to Downey in this study; overloading the Downey school. This would be the least favorable of all of the options.

Advantages:

- Substantial capacity relief to the Deerfield elementary school and the former Hanlon elementary school population.
- The new Sheehan elementary school opens up at 72% utilization giving room for future growth.

Limitations:

- Impacts the most amount of K-5 students (528) out of the options.
- Transportation challenge with the increased travel time for some of the students attending Deerfield elementary school and the new Sheehan elementary school.
 - Conservation area north of Gay street disconnects Deerfield elementary school from majority of the projected student population it would now serve.
 - Students living in the north end of the district will have to pass Deerfield elementary school to get to Sheehan elementary school.
- Downey elementary school is over capacity at 101% utilization.

At the May School Committee meeting, the plan is to talk about the impact of consolidation operationally using the information with the re-districting study. At the June School Committee meeting, a decision will need to be made as to whether there will be consolidation.

Superintendent's Report

DESE Tiered Focus Monitoring Review Findings

Ms. Parks reported. The audit for DESE took place this year in Special Education and Civil Rights. All the requirements were met. The District was commended.

District's response to COVID-19 pandemic

Ms. Parks reported on the teaching, learning, and operational impacts of the school closure.

Timeline:

- March 13-18: Days closed that need to be made-up.
- March 18: Chromebook Pickup at Elementary Schools
- March 19-20: Teacher Workdays to Prepare
- March 23: Phase 1 of Distance Learning Begins
- April 6: Phase 2 of Distance Learning Begins

The District is about one month into this process. Ms. Parks really appreciates the extraordinary team that is in Westwood.

Phase One:

- Promotes school connectedness and fosters a sense of community.
- Keeps learning alive for students by providing important opportunities for review, learning activities for applying and extending previously learned core concepts, and feedback on student work that promotes growth.
- Dedicated website: WPS Continuation of Learning provides resources and information for families.

Phase Two:

- Engage in meaningful, productive learning for approximately half the length of the regular school day. She explained the learning schedule for preschool, elementary, middle school and high school. Pass/Fail has been implemented for the rest of the school year for middle school and high school.

Ms. Hanscom reported about special education and counseling supports.

Special Education:

- Parent outreach and consultation to individualize and prioritize services.
- Team meetings to take place virtually.
- Student Services staff have begun providing both support and direct services.
- Speech-Language Pathologists, Occupational Therapy, Physical Therapy, etc. have begun "virtual" sessions.
- Next step is the creation of DESE-required Remote Learning Plans to be shared with parents and keep them informed of services and goals.
- Psychologists are focusing on Social-Emotional Learning and Wellness for students, staff and families.

Student Services staff have been checking in with all the families with services. Team meetings will be starting next week. Pre-K to K, 5th to 6th, 8th to 9th will meet first since the students will be in a different building next year. All school psychologists are now available to students, staff, families.

Counseling Supports:

- Counselors and Psychologists are checking in with their students by phone and Google Hangouts Meet.
- All students and parents/guardians can contact Counselors and Psychologists via e-mail about scheduling a time to talk as well.
- Outreach to Westwood Youth and Family Services for collaboration on supports.
- Resources and Referral from Interface continues.

Free/Reduced lunch program.

- Partnered with Westwood Food Pantry to provide any family on the Free/Reduced Lunch Program with a \$20 gift card per child per week of school closure to be used at any Shaw's Supermarket.
- Gift cards mailed to families' homes.
- Food Pantry still taking financial donations online at www.westwoodfoodpantry.org.

Mailing gift cards for 76 students who have been receiving this support. This is not the full amount of students from the original program. The District is reaching out weekly to all families. Ms. Plotkin wanted to acknowledge the Westwood Teachers' Association who set up a GoFundMe site within its membership to support this program with the food pantry.

How to keep students engaged.

- The Westwood High School Student Council is connecting with students through its "Socially Distant, but not Socially Isolated" campaign on Instagram.
- The Middle school is still having play rehearsals remotely.
- The teachers at Downey did a car parade.

Some decisions have been made...

- No 2020 MCAS
- Abbreviated AP Exams to be taken at home
- J-Term cancelled
- April Vacation cancelled
- 8th grade trip to DC cancelled
- High School trip to Spain cancelled

Ms. Parks specifically mentioned the trips because it is a financial impact on families. There are non-refundable deposits and they are trying to work with the tour companies. It is not a Westwood-only concern. Ms. Parks suggested at the May School Committee meeting to talk about immediate future of international travel in regards to letting parents know about refunds/voucher options.

After May 4th?

- Should hear from the Governor by early next week about whether or not closure will be extended.
 - If closure is extended, districts will receive additional guidance from DESE about curriculum expectations and "power standards".
- Contingency planning...
- Spring Sports:
 - Athletic Director is keeping students and coaches informed about athletics
 - On April 13, MIAA determined the spring session will begin no earlier than May 11 and conclude with sectional tournaments by June 27 (rain date June 28)
- Important Events/Programs:
 - Prom

- Graduation
- Summer Enrichment
- 8th grade moving up
- Incoming Kindergarten screening

No changes have been made at this point until further information is received.

Contingency Planning

- How to return when school resumes.
 - DESE working on guidance for a unified approach
 - Every other day to reduce number of students in the building?
 - Taking temperatures?
 - Staff over 60 with underlying health concerns?
 - Enhanced cleaning protocols (Can extended-day re-open?)
- Assessing attendance data, student learning, other needs
 - Adjustments to curriculum in fall
 - Need for summer programming... What? For Whom?

Operational and Financial Impacts

- Buildings are closed (systems shut down)
- Employees working remotely
 - Most continuing to perform job functions in a remote environment.
 - In some cases, employees are completing online trainings and professional development.
- Continuing to pay out-of-district tuitions
- Negotiating with bus/transportation companies
- Contracted services related to Special Education
 - Some modest short term savings
 - Long-term impact: Need for additional summer supports and potentially compensatory services
- Questions about FY'21 and FY'22 budgets
 - Legislature is currently examining FY'21 revenue estimates to inform state budget
 - State budget will be delayed
 - Westwood has done an admirable job preparing for a "rainy day."
 - Prepared to stabilize budget if Chapter 70 falls short in the upcoming year
 - Carefully tracking the financial impact of the closure to assess needs above FY'20 appropriation
- Any relief from the Federal Government?
 - CARES Act - \$215M to MA...90% earmarked through Title 1 formula
 - "Stimulus 4?"
- Most urgent issue is employees and operating budget offsets that are paid through revenue from revolving accounts
 - Food Service
 - Extended Day
 - Building Use
 - Preschool

The revenue is not coming in right now into the revolving accounts. Are we able to continue to pay the employees in these areas when we don't have the revenue coming in? The financial risk in the revolving accounts is \$375,000. It is critical that the District have the staff/structure in place when school re-opens. There is a consideration of furloughing employees. Westwood is self-insured for un-employment. As such, the town would pay the full amount of the unemployment benefit.

Recommendation at this point is to continue to pay employees through May 31, 2020 and then when we have more information from Governor Baker, the School Committee could re-evaluate when they meet again. If there is a School Committee meeting in two weeks, then move the date to May 15, 2020 from May 31, 2020.

Discussion Items (8:33-9:03)

Q3 Financial Report (8:33-8:44)

Ms. Jn-baptiste reported.

- Very close to where we were last year as far as the rate of spending. We have spent or committed 67.7% of our funds for the year compared to 67.4% at this time last year.
- Salaries make up over 80% of the budget and are at 60.7% expended, as compared to 61.2% last year. Spent \$72K less in custodial overtime as of March 31, 2020. Spent \$31K more in substitutes than we did last year, primarily for long term leaves. Anticipate that \$114K that remains in the daily substitute budget will not be spent during the school closure. There may be an additional vacation buyback expense as a result of employees cancelling travel plans.
- In Special Education, will come in over-budget.
 - In contracted services, will be over by \$344K, but that is not atypical, last year relatively at the same place.
 - Tuition will come in over budget by \$500K. \$280K in residential and out-of-district tuition expense will be moved to the Special Education Reserve Account as originally planned. Other excess tuition expense can be shifted to the IDEA Grant and Circuit Breaker accounts. These accounts have \$577K available, so more than enough to close the gap.
 - In other expenses the cost of Extended School Year this year is about \$53K more than last year and nearly \$100K over-budget. This is expected and this allows us to keep students in district.
- In Non-Salary accounts we have over \$200K encumbered across all departments. We have now stopped spending and we expect as much as \$100K will be released due to cancelled school events and professional development, or purchases postponed due to the school closure.
- Transportation budget may have some savings. Have received guidance from the State to negotiate a reduced rate with our yellow bus vendor as well as our out-of-district transportation provider. In negotiations we are working cooperatively with other districts that use the same vendors.
- Watching the utilities line, especially electric and water. There is a balance of \$245K as of March 31, 2020. Have taken measures to reduce our utility expense during the school closure and will monitor our bills in coming months.
- Expect that our available funds, including the Special Education Reserve Fund, IDEA Grant, and Circuit Breaker, will allow us to cover our expenses for FY'20. A top priority is to look at the Circuit Breaker funding/grant funding and how that could impact next year's budget. Will make it a priority to utilize these funds/grants for next year. Want to keep the balance healthy because feel there will be less funding next year.

Extended Day Rates (8:44-9:02)

Ms. Jn-baptiste reported. She presented a tuition change proposal for 2020-2021 to go from \$280.50 to \$320.00 per month. She would like to table the tuition change proposal for 2021-2022 and 2022-2023 until a later date.

This is an adjustment of inflation for not changing the rates for the past ten years. If the 2% inflation rate had been applied the last ten years, it would be \$341 per month, but want to keep it at \$320 per month. This change will cover the cost to have an ABA Tutor and nurse on staff. It also addresses associated custodial costs that are needed. There is also a need to pay the staff with a better rate per hour.

Mr. Donahue and Mr. Mullin are hesitant to increase 14% and would like to phase in at smaller amount. Ms. Parks would like to see Extended Day as a self-sustained program, and not get into the operational budget. Mrs. Jowdy, Mrs. Lewis, and Mrs. Plotkin agree that this needs to be a sustainable program and not be a part of the operational budget.

Approval to changes to Extended Day Rates

A motion was made to approve the change to the Extended Day Rates by Ms. Lewis. Seconded by Ms. Jowdy.

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Nay

Vote: 4-1

Result: Approved

Second-reading of policies (9:02-9:03)

JFABD-Homeless Students: Enrollment Rights and Services
JFABE-Educational Opportunities for Military Children
JFABF-Educational Opportunities for Children in Foster Care

School Committee Chair and Subcommittee/Liaison Updates (9:03-9:06)

Town Meeting and Election Update

The Town Election has been moved to June 2, 2020. Early voting can take place and polling sites will be open. The Town Meeting has been moved to June 8, 2020. There remain some open questions on Town Meeting; need 175 people for a quorum, where would the meeting be held, with the amount of people needed to have a meeting what can you do if the social distancing is still in place?

Building Project and Community Engagement Update

Ms. Plotkin reported. The project continues to move forward. On April 30, 2020 a community forum will be held to discuss the redistricting study. Information on the format of the forum will be forthcoming. The School Building Committee will finalize the evaluation criteria of the seven options and start running through those. The School Building Committee will then make a recommendation in June and then will vote the final option that will be submitted to the Massachusetts School Building Authority.

Other Liaison reports

Mr. Mullin thinks it would be helpful to schedule an additional School Committee meeting in a couple of weeks. The Committee agreed.

Public Participation (9:06–9:09)

The public participated via the form posted at www.westwood.k12.ma.us/live. Comments were able to be submitted until the Chair declared the submission period closed. Comments were read during the public participation portion of the meeting.

A resident of Stanford Drive asked, in regards to the Westwood High School winter athletic survey conducted last month, will the results be shared and who will be reviewing the responses? Ms. Parks stated that she will be in touch with Mr. Bevan to determine the answer to this question.

A resident of Webster Street asked if the ABA Tutor and 1:1 staff cost increased at Extended Day come from the Special Education budget? Also, with the additional cost to this program, will additional programming occur? Funds would not be drawn from the Special Education line, as it is about providing access to the Program. The Extended Day Program is always looking at ways for improvement.

Action Items (9:09–9:13)

Approval of Minutes: March 2, 2020 Community Forum

A motion was made to approve the March 2, 2020 Community Forum minutes by Mrs. Plotkin. Seconded by Mr. Donahue.

Official Vote:

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

Vote: 5-0

Result: Approved

Approval of Minutes: March 5, 2020

A motion was made to approve the March 5, 2020 minutes by Mr. Donahue. Seconded by Mrs. Jowdy.

Official Vote:

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

Vote: 5-0

Result: Approved

Approval of Minutes: March 13, 2020 Emergency Meeting

A motion was made to approve the March 13, 2020 Emergency Meeting minutes by Mrs. Lewis. Seconded by Mr. Donahue.

Official Vote:

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

Vote: 5-0

Result: Approved

Acceptance of \$1,750 gift from Westwood High School PTO

A motion to accept \$1,750 from the Westwood High School PTO to fund a variety of student programming was made by Mrs. Lewis. Seconded by Mr. Donahue.

Official Vote:

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

Vote: 5-0

Result: Approved

Approval of Amendments to TEC Agreement

A motion was made to approve the Amendments to the TEC Agreement by Mrs. Jowdy. Seconded by Mrs. Plotkin.

Official Vote:

Mr. Donahue: Aye
Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

Vote: 5-0

Result: Approved

Adjournment

A motion to adjourn the meeting was made by Mrs. Jowdy. Seconded by Mrs. Plotkin.

Official Vote:

Mr. Donahue: Aye

Ms. Jowdy: Aye
Ms. Lewis: Aye
Ms. Plotkin: Aye
Mr. Mullin: Aye

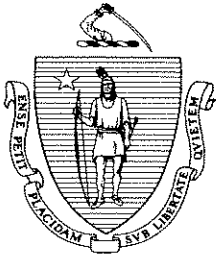
Vote: 5-0

Result: Approved

Meeting Adjourned at 9:13 pm

List of Documents and Exhibits Used at Meeting:

- Redistricting Report
- DESE Tiered Focus Monitoring Review Findings Report
- District's response to COVID-19 pandemic Report
- Q3 Financial Report
- Extended Day Rates Proposal
- Proposed policy change to JFABD - Homeless Students: Enrollment Rights and Services
- Proposed policy change to JFABE - Educational Opportunities for Military Children
- Proposed policy change to JFABF - Educational Opportunities for Children in Foster Care
- Meeting Minutes of March 2, 2020
- Meeting Minutes of March 5, 2020
- Meeting Minutes of March 13, 2020
- Memo to accept \$1,750 gift from Westwood High School PTO
- Amendments to TEC Agreement



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

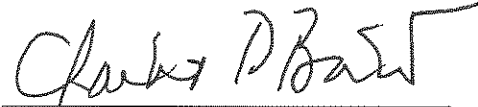
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in black ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts