

Memorandum

To:

Beth Keeling, Chair, Gloucester School Committee, and
Eileen Cook, Co-Chair, Foster-Glocester Regional School Committee, and
Cindy Joyce, Co-Chair, Foster-Glocester Regional School Committee, and
Beth Beltram, Finance Director, Gloucester, and
Ann Gaudreau, Business Manager, Foster-Glocester Regional School Committee

From:

Laurie Gaddis Barrett

Date: December 20, 2025

Subject: Request for Written Responses Regarding IT, Records, and Budget Allocations

Dear Chairs, Director, and Business Manager,

In order to ensure clarity, transparency, and accuracy for the upcoming budget discussions, I am requesting written responses to the following questions. Providing answers in writing will help create a clear record for the committee, auditors, and relevant stakeholders. Please provide responses no later than **Friday, January 9, 2026** so they can be included in the official record and considered in budget deliberations.

Responses are requested from the Chairs and Finance Directors. The Superintendent may provide technical clarifications if necessary; however, the primary responses should come from the individuals responsible for governance and budget oversight.

1. It's my understanding that both the glocschools.org and fgschools.com email domains are used by the Superintendent and administrative staff when conducting Gloucester K-5 business. How are the costs of storage, licensing, security, and records retention allocated between the Regional District and Gloucester School Committee?
2. Is there a written intergovernmental agreement or policy authorizing the use of Regional email infrastructure for Gloucester K-5 operations?
3. Which public body is the legal custodian of Gloucester K-5 records created or stored on Regional email systems?
4. How are student records that are handled by email and subject to FERPA segregated between Regional and Gloucester K-5 systems to prevent unauthorized access by personnel of the other public body?

5. Do Foster-Glocester Regional personnel currently have administrative or incidental access to Glocester K-5 email accounts **or** stored records?
6. If Glocester were to appoint a separate Superintendent using a Glocester-only domain, how would Glocester access historical K-5 records currently held on Regional systems?
7. Have the shared email systems and related cost allocations been disclosed to the Districts' external auditors as part of internal controls and IT systems?
8. Which UCOA line items currently capture email infrastructure, IT licensing, and data storage costs, and how are those costs split between the two districts?
9. Do the 2025-2026 and 2026-2027 FY budgets explicitly account for the full cost of IT and records management services provided to Glocester K-5, including storage growth and retention obligations?
10. Who is/are the designated official(s) responsible for ensuring APRA and records-retention compliance for Glocester K-5 records stored on Regional systems?

Please provide your written responses by **January 9, 2026**. Thank you for your attention to this matter and for providing clarity to ensure accurate and complete budget records.

Sincerely,

Laurie Gaddis Barrett