



SERVING BOXFORD, MIDDLETON & TOPSFIELD • 20 ENDICOTT ROAD, BOXFORD, MASSACHUSETTS 01921

April 23, 2020

Dear Parents, Guardians, and Business Colleagues:

As you know, on April 21st Governor Baker closed public schools for the remainder of the 2019 – 2020 academic year. Previously, the Governor had issued a Stay-at-Home Advisory and an order extending the closure of non-essential businesses and organizations for in-person operations until May 4th. These necessary actions have greatly impacted the District's Business Operations, particularly our ability to process many types of normal business transactions in a timely manner.

The Governor's school closure announcement necessitates the need for the District to process over one thousand (1,000) individual refunds for spring sports fees, proms, cancelled field trips, building usage fees, etc. Given the current Stay-at-Home Advisory and the order extending the closure of non-essential business until at least May 4th, the District does not currently have the resources "on-the-ground" to process these refunds in as timely a manner as would normally be the case. That said, we are sensitive to the current financial environment and we promise to do our best to get all refunds processed and checks mailed by the end of June 2020.

I appreciate your patience during this difficult time.

Warm regards,

Jeff Sands
Assistant Superintendent
Masconomet Regional School District
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