

March 10, 2017

DRAFT

Dr. Elizabeth ten Grotenhuis  
Head of School  
The Birches School  
14 Bedford Road  
Lincoln, Massachusetts 01773

Dear Dr. ten Grotenhuis:

On behalf of the Lincoln School Committee, thank you for attending our December 1, 2016 meeting. We enjoyed the opportunity to hear about the current status of The Birches School, your plans to expand to grades K-8, and your planned move into a new facility. We also appreciated the information you shared about the process you are undergoing to achieve accreditation from the Association of Independent Schools in New England (AISNE).

As we discussed that evening, local school committees are given the authority, by state law, to approve the establishment of private schools that operate within their jurisdiction. In addition, districts are encouraged to adopt a policy that outlines the expectations both for the initial application and for subsequent communication and approval. Since you met with us, the School Committee adopted Policy LBC: Relations with Nonpublic Schools (attached).

On \_\_\_\_\_ 2017, the School Committee voted to approve the operation of The Birches School, grades K-8, for five (5) years beginning in September 2017. This approval is subject to confirmation that the school has been awarded AISNE accreditation. In addition to annually reporting attendance of Lincoln resident students enrolled in Birches School as of January 1 of each year, the School Committee asks to be notified if any of the following conditions change during the course of the approval period:

1. change in location;
2. significant enrollment changes; or
3. change in population/grades served.

By law, the school must notify the School Committee if it intends to close.

We wish you the best of luck as you move into your new location in Lincoln.

Sincerely,

Jennifer Glass  
Chairperson, Lincoln School Committee