

EXHIBIT 31

ALL STAFF

Please find attached the following documents:

1. AREA ASSIGNMENTS
2. EARLY ACTION MEETING SCHEDULES
3. EARLY ACTION READING SCHEDULES
4. REGULAR ACTION MEETING SCHEDULES
5. REGULAR ACTION READING SCHEDULES
6. DOCKET / AREA PERSON / CHAIR COMPOSITION
7. GEOGRAPHIC DESCRIPTION OF DOCKETS
8. GREATER BOSTON SCHOOLS LIST w/ AREA PERSONS

IF CHANGES OCCUR, THEY WILL BE DATED ACCORDINGLY AFTER AUGUST 13th

THIS INFORMATION WILL ALSO BE POSTED ON THE INTRANET

IF ERRORS OF OMISSION /COMMISSION ARE DETECTED ON ANY DOCUMENT, PLEASE NOTIFY DDM & EBY ASAP

EARLY ACTION MEETING SCHEDULE - CLASS OF 2018					
Sat	16-Nov	E Docket - JMK JAF, MFE, PFB, TMR	P Docket - WRF DLE, HFS, KAV, KPR, MBS, MWM, SWH	S Docket - DDM BPW, JRC, MDD, NAJ	T Docket - MEM CGM, KAH, RXB
Mon	18-Nov	B Docket - MEM DDM, IAN, JAF, JWG, TMR	D Docket - RMG BJG, CJL, KLW, LLO, REB	F Docket - KAH CAW, JRC, MBS, TJS	
Tues	19-Nov	I Docket - DLE CGM, DLE, KAH, KLW	L Docket - KAV CAW, DDM, JAF, JLI, MWM	Z Docket - GSC JWG, KEC, KPR, REB	
Wed	20-Nov	H Docket - DLE BJG, BPW, CAW, KEC	K Docket - SWH GSC, MMS, TMR	R Docket - DDM MDD, RXB, TJS	
Thurs	21-Nov	J Docket - CGM CSK, JAF, REB, REJ, TMR	U Docket - RMW GSC, JLI, LLO, MDD, TJS		
Fri	22-Nov	A Docket - DDM GSC, MDD, RXB	C Docket - SCD BPW, CSK, KAH, LLO, NAJ	G Docket - CGM BJG, KLW, PFB, REB	
Sat	23-Nov	N Docket - SWH CAW, CJL, KAH, MMS, TJS	V Docket - RMW BJG, JCP, JLI, JMK, JWG, KAV, KLW, MFE, REJ		
Mon	25-Nov	Overview - Athletics, General Review, and E P S			
Tues	26-Nov	Overview - T B D			
Wed	27-Nov	Thanksgiving Break			
Thurs	28-Nov				
Fri	29-Nov				
Sat	30-Nov				
Mon	2-Dec	Overview - F I L			
Tues	3-Dec	Overview - Z H K			
Wed	4-Dec	Overview - R J U			
Thurs	5-Dec	Overview - A C G			
Fri	6-Dec	Overview - N V			

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EARLY ACTION READING SCHEDULE - CLASS OF 2018					
	Date	Meetings Start	Prep Day	1st Reader to 3rd reader	All folders to Computer
				<i>10 am Sharp</i>	<i>10 am Sharp</i>
Mon	11-Nov			EPST	
Tues	12-Nov			BDFILZ	
Wed	13-Nov				
Thurs	14-Nov				EPST
Fri	15-Nov		EPST	ACGHKR	BDFILZ
Sat	16-Nov	EPST	BDF	JU	
Mon	18-Nov	BDF	ILZ	NV	HKR
Tues	19-Nov	ILZ	HKR		JU
Wed	20-Nov	HKR	JU		ACG
Thurs	21-Nov	JU	ACG		NV
Fri	22-Nov	ACG	NV		
Sat	23-Nov	NV			
Mon	25-Nov	Overview - Athletics, General Review, and EPS			
Tues	26-Nov	Overview - TBD			
Wed	27-Nov	Thanksgiving Break			
Thurs	28-Nov				
Fri	29-Nov				
Sat	30-Nov				
Mon	2-Dec	Overview - FIL			
Tues	3-Dec	Overview - ZHK			
Wed	4-Dec	Overview - RJU			
Thurs	5-Dec	Overview - ACG			
Fri	6-Dec	Overview - NV			
Fri	13-Dec	Emails & Letters Sent			

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REGULAR ACTION MEETING SCHEDULE - CLASS OF 2018

Jan 22 - 25	E Docket - JMK JAF, MFE, PFB, TMR	P Docket - WRF DLE, HFS, KAV, KPR, MBS, MWM, SWH	S Docket - DDM BPW, JRC, MDD, NAJ	T Docket - MEM CGM, KAH, RXB
Jan 28 - 31	B Docket - MEM DDM, IAN, JAF, JWG, TMR	D Docket - RMG BJG, CJL, KLW, LLO, REB	F Docket - KAH CAW, JRC, MBS, TJS	
Feb 3 - 6	I Docket - DLE CGM, DLE, KAH, KLW	L Docket - KAV CAW, DDM, JAF, JLI, MWM	Z Docket - GSC JWG, KEC, KPR, REB	
Feb 8 - 12	H Docket - DLE BJG, BPW, CAW, KEC	K Docket - SWH GSC, MMS, TMR	R Docket - DDM MDD, RXB, TJS	
Feb 14 - 18	J Docket - CGM CSK, JAF, REB, REJ, TMR	U Docket - RMW GSC, JLI, LLO, MDD, TJS		
Feb 20 - 24	A Docket - DDM GSC, MDD, RXB	C Docket - SCD BPW, CSK, KAH, LLO, NAJ	G Docket - CGM BJG, KLW, PFB, REB	
Feb 25 - Mar 1	V Docket - RMW BJG, JCP, JLI, JMK, JWG, KAV, KLW, MFE, REJ			
Feb 26 - Mar 1	N Docket - SWH CAW, CJL, KAH, MMS, TJS			
Mar 3	Athletics and General Overview			
Mar 4	E P			
Mar 5	S T			
Mar 6	B D			
Mar 7	F I			
Mar 8	L Z			
Mar 10	H K			
Mar 11	R J			
Mar 12	U A			
Mar 13	C G			
Mar 14	N V			
Mar 15	Cleanup			
Mar 17 - 19	Final Review			
Mar 20 - 25	FAO Calcs			
Mar 27	Emails & Letters Sent			

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REGULAR ACTION READING SCHEDULE - CLASS OF 2018						
	Date	Meetings	Prep Day	1st Reader to 3rd reader <i>10 am Sharp</i>	All folders to Computer <i>10 am Sharp</i>	
Fri	17-Jan			E P S T		
Mon	20-Jan				E P S T	
Tues	21-Jan		E P S T	B D F		
Weds	22-Jan	E P S T				
Thurs	23-Jan	E P S T				
Fri	24-Jan	E P S T			B D F	
Sat	25-Jan	E P S T				
Mon	27-Jan		B D F			
Tues	28-Jan	B D F		I L Z		
Weds	29-Jan	B D F				
Thurs	30-Jan	B D F				
Fri	31-Jan	B D F			I L Z	
Sat	1-Feb		I L Z			
Mon	3-Feb	I L Z		H K R		
Tues	4-Feb	I L Z				
Weds	5-Feb	I L Z				
Thurs	6-Feb	I L Z			H K R	
Fri	7-Feb		H K R	J U		
Sat	8-Feb	H K R				
Mon	10-Feb	H K R				
Tues	11-Feb	H K R				
Weds	12-Feb	H K R			J U	
Thurs	13-Feb		J U			
Fri	14-Feb	J U		A C G		
Sat	15-Feb	J U				
Mon	17-Feb	J U		V		
Tues	18-Feb	J U			A C G	
Weds	19-Feb		A C G			
Thurs	20-Feb	A C G		N		
Fri	21-Feb	A C G			V	
Sat	22-Feb	A C G				
Mon	24-Feb	A C G	V		N	
Tues	25-Feb	V	N			
Weds	26-Feb	V N				
Thurs	27-Feb	V N				
Fri	28-Feb	V N				
Sat	1-Mar	V N				
Mon	3-Mar	Athletics and General Overview				
Tues	4-Mar	E P				
Weds	5-Mar	S T				
Thurs	6-Mar	B D				
Fri	7-Mar	F I				
Sat	8-Mar	L Z				
Mon	10-Mar	H K				
Tues	11-Mar	R J				
Weds	12-Mar	U A				
Thurs	13-Mar	C G				
Fri	14-Mar	N V				
Sat	15-Mar	Cleanup				
Mon	17-Mar	Final Review				
Tues	18-Mar	Final Review				
Weds	19-Mar	Final Review				
Thurs	27-Mar	Emails & Letters Sent				

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DOCKET - AREA PERSON AND CHAIR ASSIGNMENTS		
2013-2014		
DOCKET	AREA PERSON	CHAIR
A	GSC, MDD, RXB	DDM
B	DDM, IAN, JAF, JWG, TMR	MEM
C	BPW, CSK, KAH, LLO, NAJ	SCD
D	BJG, CJL, KLW, LLO, REB	RMG
E	JAF, MFE, PFB, TMR	JMK
F	CAW, JRC, MBS, TJS	KAH
G	BJG, KLW, PFB, REB	CGM
H	BJG, BPW, CAW, KEC	DLE
I	CGM, DLE, KAH, KLW	DLE
J	CSK, JAF, REB, REJ, TMR	CGM
K	GSC, MMS, TMR	SWH
L	CAW, DDM, JAF, JLI, MWM	KAV
N	CAW, CJL, KAH, MMS, TJS	SWH
P	DLE, HFS, KAV, KPR, MBS, MWM, SWH	WRF
R	MDD, RXB, TJS	DDM
S	BPW, JRC, MDD, NAJ	DDM
T	CGM, KAH, RXB	MEM
U	GSC, JLI, LLO, MDD, TJS	RMW
V	BJG, JCP, JLI, JMK, JWG, KAV, KLW, MFE, REJ	RMW
Z	JWG, KEC, KPR, REB	GSC

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DOCKETS - 2013 - 2014					
A	California	I	Delaware	S	New Jersey
	- San Francisco		District of Columbia		
	- Bay Area		Maryland	T	New York City
	- Monterey		Virginia		
				U	Australia
B	Alaska	J	Arkansas		Canada
	Arizona		Kansas		Caribbean
	Colorado		Kentucky		Ireland
	Idaho		Mississippi		Latin America
	Montana		Missouri		New Zealand
	Nevada		New York - Western		South America
	New Mexico		Oklahoma		United Kingdom
	Oregon		Tennessee		
	Utah		West Virginia	V	Africa
	Washington				Asia
	Wyoming	K	New York - Upstate		Europe
			Pennsylvania		
C	Greater Los Angeles			Z	California
	Guam & US Possesions	L	Maine		- Orange County
	Hawaii		Massachusetts		- Sacramento
			- Andover and Lowell		- San Diego
D	Texas		- North Shore		- San Joaquin Valley
			- Western - Springfield and Berkshires		- Santa Barbara
E	Iowa		New Hampshire		
	Michigan		Vermont		
	Minnesota				
	Nebraska	N	Connecticut		
	North Dakota		Massachusetts - Central		
	South Dakota		New York		
	Wisconsin		- Central		
			- Eastern		
F	Illinois		- Mid-Hudson		
	Indiana		Rhode Island		
	Ohio				
		P	Massachusetts		
G	Florida		- Greater Boston		
	Puerto Rico		- South Shore		
	Virgin Islands		- Cape Code and Islands		
			- Southeastern - New Bedford, Fall River		
H	Alabama				
	Florida - Pensacola	R	New York		
	Georgia		- Long Island		
	Louisiana		- Westchester County		
	North Carolina		- Rockland County		
	South Carolina				

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