

Town of Mashpee

Town Clerk



16 Great Neck Road North
Mashpee MA 02649
Phone # 508-539-1400 ext. 561
Fax # 508-539-2892
e-mail address mcsantos@ci.mashpee.ma.us

Date: June 13, 2018

Mashpee Town Hall
16 Great Neck Road North
Mashpee, MA 02649

In accordance with the Massachusetts General Laws, Chapter 39, Section 23A-C, regarding Massachusetts Open Meeting Law the:

School Committee- Business Meeting

give you notice that it will meet for the purpose of acting upon such business as may come before it.

Day and Date of Meeting: Wednesday, June 20, 2018

Time of Meeting: 5:00 PM

Place: Mashpee Middle-High School Library

Chairman: Christopher Santos gkh

Windows will be closed and lights will be shut off after meeting.

Initials

*****Please keep in mind that rooms are assigned on a first come, first serve basis. Therefore, it is imperative that you notify this office as quickly as possible to reserve your meeting room.***

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such city or town.



MASHPEE PUBLIC SCHOOLS

SCHOOL COMMITTEE BUSINESS MEETING--June 20, 2018

Mashpee Middle-High School Library--5:00PM

Agenda **

Item	Time	Description
I	5:00	Call Regular Meeting to Order/Pledge Allegiance
II	5:05	Public Comment
III	5:15	*Approval of Minutes of June 6, 2018 (p. 1-2)
IV	5:20	Report of the Business Administrator (p.3-29) 1. Student Activity Guidelines and Procedures
V	5:35	Specifically Assigned/Unfinished Business 1. Retreat- location and topic 2. Revised Policy manual- final discussion (p. 30-99) 3. School Committee Self Evaluation 4. Family Picnic- Outreach tent
VI	6:00	New Business 1. Correspondence (p. 100) 2. *Extension of Superintendent's contract
VII	6:10	Committee Reports
VIII	6:20	Items the Chair did not reasonably know in advance (Other)
IX	6:25	Public Comment
X	6:35	*Adjournment

****Vote Required***

*****The listing of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion.***

1

**School Committee Meeting
June 6, 2018
Minutes**

Present were: Chris Santos, Geoff Gorman, Don Myers and Nicole Bartlett. Also present was Patty DeBoer, Superintendent

The meeting was held at the Mashpee Wampanoag Tribal Headquarters.

- I. **Call Meeting to order/Pledge of Allegiance**
Mr. Santos called the meeting to order @6:34 pm.
- II. **Public Comment**
None
- III. **MPS/MWT Partnership Highlights**
Mrs. DeBoer presented an update on the partnership between the school and the Tribe. Jesse "Little Doe" Baird, Vice Chair of the Tribal Council, felt the partnership succeeded her expectations.
- IV. **Representative from the Mashpee Wampanoag Tribe - Nitana Greendeer**
Nitana Greendeer gave a brief update on the language program at the MMHS.
Autumn Jackson, MHS student, presented an idea the students had of making "Mishoons" to place outside each school building. A description of a "Mishoon" was distributed to the Committee.
- V. **Carla Riley - update on Indian Education**
Carla presented an informative update on the events of the Indian Education program at all schools.
- VI. **MWT Agenda Item: Private Tribal School Recognition (discussion only)**
Jennifer Weston, Project Director for the private tribal school presented an overview of the program they offer.
- VII. ***Approval of Minutes of May 23, 2018**
Mr. Myers made a motion, seconded by Mr. Gorman to approve the minutes of May 23, 2018.
Roll Call Vote: In favor - Ms. Bartlett, Mr. Gorman, Mr. Myers and Mr. Santos; opposed - none.
- VIII. **Report of the Superintendent**
Mrs. DeBoer reviewed the administrator's reports with the Committee.
- IX. **Specifically Assigned/unfinished Business**
 - 9.1 **Working group updates**
Several working groups presented a brief update.

X. New Business**10.1 School physician job description**

Mrs. DeBoer will look into the school's policy and make changes to the job description as needed. The Committee will review at a later date.

10.2 Summer Institute

Mrs. DeBoer reminded the Committee to notify Gail Hannan to register for the summer institute.

10.3 MASC self-evaluations - discussion and set due date

There was a brief discussion regarding the self-evaluations. It will be brought back to June 20th meeting for further discussion.

XI. Committee Reports

Ms. Bartlett asked that all eligible students be encouraged to apply for the Mass. Maritime program offered to Mashpee High School students.

XII. Items the Chair did not reasonably know in advance (other)

None

XIII. Public Comment

None

XIV. *Adjournment

Mr. Gorman made a motion, seconded by Ms. Bartlett to adjourn the meeting at 8:15 pm

Roll Call Vote: In favor - Ms. Bartlett, Mr. Myers, Mr. Gorman and Mr. Santos; opposed - none.

Respectfully submitted by,

Catherine E. Loyko

School Committee Recording Secretary

FY18 BUDGET TO ACTUAL
AS OF 6/12/2018

FY18 School Budget									
	FY2017	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018	FY2018
	YTD EXPEND	Original Budget	Transfers	Revised Budget	YTD Expenditures	Encumbrances	Balance		
Summary Salaries									
Line Item:									
1	859,768.29	812,854.00	0.00	812,854.00	746,138.74	0.00	66,715.26		
2	2,641,279.99	2,763,511.00	0.00	2,763,511.00	2,269,422.62	0.00	494,088.38		
3	3,340,761.43	3,312,488.00	0.00	3,312,488.00	2,661,665.90	0.00	650,822.10		
4	1,332,866.45	1,416,350.00	0.00	1,416,350.00	1,121,319.80	0.00	295,030.20		
5	4,023,951.09	4,197,101.00	-78,016.00	4,119,085.00	3,415,684.30	0.00	703,400.70		
6	522,413.39	572,013.00	0.00	572,013.00	537,236.31	0.00	34,776.69		
7	3,493,462.18	3,678,699.00	-14,984.00	3,663,715.00	2,928,412.93	0.00	735,302.07		
8	239,547.49	261,068.00	0.00	261,068.00	237,618.40	0.00	23,449.60		
Total Salaries	16,454,050.31	17,014,084.00	-93,000.00	16,921,084.00	13,917,499.00	0.00	3,003,585.00		
Summary Expenses									
Line Item:									
9	240,239.57	192,500.00	0.00	192,500.00	157,338.87	42,898.70	-7,737.57		
10	69,339.03	96,880.00	0.00	96,880.00	90,790.45	1,959.87	4,129.68		
11	116,653.53	109,120.00	93,000.00	202,120.00	85,413.16	96,979.06	19,727.78		
12	32,709.06	42,130.00	0.00	42,130.00	26,539.29	274.53	15,316.18		
13	159,606.92	147,638.00	0.00	147,638.00	123,161.55	21,629.10	2,847.35		
14	600,404.01	199,300.00	1,275.00	200,575.00	190,165.13	69,132.73	-58,722.86		
15	83,756.40	108,002.00	0.00	108,002.00	65,256.22	14,522.57	28,223.21		
16	1,009,692.26	1,172,698.00	0.00	1,172,698.00	1,053,185.56	80,045.28	39,467.16		
17	1,439,796.60	1,448,000.00	0.00	1,448,000.00	1,285,121.79	124,017.47	38,860.74		
18	14,507.92	13,700.00	0.00	13,700.00	15,919.15	903.26	-3,122.41		
19	198,442.55	195,403.00	0.00	195,403.00	193,726.05	1,676.95	0.00		
20	122,257.39	130,928.00	-1,275.00	129,653.00	130,535.91	11,365.64	-12,248.55		
Total Expenses	4,087,405.24	3,856,299.00	93,000.00	3,949,299.00	3,417,153.13	465,405.16	66,740.71		
Grand Total: Expenses + Salaries	20,541,455.55	20,870,383.00	0.00	20,870,383.00	17,334,652.13	465,405.16	3,070,325.71		

4.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: K.C. COOMBS INSTRUCTIONAL EXPENSES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
KC COOMBS INSTRUCTIONAL EXPENSES									
10111 5400 2420	KC Coombs Instructional Equip	9,304.85	9,454.00		9,454.00	8,809.52	0.00	644.48	93.18%
10111 5500 2410	KC Coombs Textbooks	14,068.40	38,198.00	-8,100.00	30,098.00	27,743.31	0.00	2,354.69	92.18%
10111 5500 2415	KC Coombs Instructional Materials	8,282.61	2,428.00	3,200.00	5,628.00	1,986.10	0.00	3,641.90	35.29%
10111 5500 2430	KC Coombs General Supplies	28,159.92	33,000.00	7,600.00	40,600.00	42,399.26	1,506.65	-3,305.91	108.14%
10111 5500 2455	KC Coombs Software	1,000.00	5,000.00	500.00	5,500.00	5,436.24	0.00	63.76	98.84%
10111 5500 2720	Testing & Assessment	4,712.86	5,800.00	-3,200.00	2,600.00	1,311.74	0.00	1,288.26	50.45%
TOTAL KC COOMBS INSTRUCTIONAL EXPENSES		65,528.64	93,880.00	0.00	93,880.00	87,686.17	1,506.65	4,687.18	4.78
KC COOMBS INSTRUCTIONAL EXPENSES									
10181 5400 2210	Contractual Services				0.00			0.00	
10181 5500 2210	Principal Office Supplies	1,495.08	1,500.00	-250.00	1,250.00	1,260.03	0.00	-10.03	100.80%
10181 5600 2210	KC Coombs Other	2,315.31	1,500.00	250.00	1,750.00	1,844.25	453.22	-547.47	131.28%
TOTAL KC COOMBS INSTRUCTIONAL EXPENSES		3,810.39	3,000.00	0.00	3,000.00	3,104.28	453.22	-557.50	118.58%
TOTAL KC COOMBS INSTRUCTIONAL EXPENSES		69,339.03	96,880.00	0.00	96,880.00	90,790.45	1,959.87	4,129.68	95.74%

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: QUASHNET INSTRUCTIONAL EXPENSES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
10212 QUASHNET INSTRUCTIONAL									
10212 5400 2420	Quashnet Instructional Equipment	19,905.75	6,350.00	93,000.00	99,350.00	5,670.73	93,489.55	189.72	99.81%
10212 5500 2410	Quashnet Texts	10,517.00	9,905.00		9,905.00	9,128.06	308.90	468.04	95.27%
10212 5500 2415	Quashnet Instructional Materials	41,393.57	37,640.00		37,640.00	32,278.72	523.37	4,837.91	87.15%
10212 5500 2430	Quashnet General Supplies	27,830.74	25,100.00		25,100.00	20,426.13	1,768.56	2,905.31	88.43%
10212 5500 2455	Quashnet Software	8,906.47	23,000.00	-1,200.00	21,800.00	10,805.24		10,994.76	49.57%
10212 5500 2710	Quashnet Guidance Supplies				0.00				
QUASHNET INSTRUCTIONAL		108,553.53	101,995.00	91,800.00	193,795.00	78,308.88	96,090.38	19,395.74	89.99%
10282 5400 2210 Quashnet Principal Contractual					0.00			0.00	
10282 5500 2210	Quashnet Principal Supplies	2,830.66	2,225.00		2,225.00	729.17	558.59	937.24	57.88%
10282 5600 2210	Quashnet Principal Other	5,269.34	4,900.00	1,200.00	6,100.00	6,375.11	330.09	-605.20	109.92%
TOTAL QUASHNET INSTRUCTIONAL		8,100.00	7,125.00	1,200.00	8,325.00	7,104.28	888.68	332.04	96.01%
		116,653.53	109,120.00	93,000.00	202,120.00	85,413.16	96,979.06	19,727.78	90.24%

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: MASHPEE HIGH SCHOOL INSTRUCTIONAL EXPENSES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
10313 MASHPEE HIGH SCHOOL INSTRUCTIONAL									
10313 5400 2420	High School Instructional Equip.	12,082.17	8,804.00	-3,000.00	5,804.00	5,994.70	0.00	-190.70	103.29%
10313 5400 2710	High School Guidance Cont	4,040.81	4,779.00	6,500.00	11,279.00	5,278.57	879.00	5,121.43	54.59%
10313 5400 2720	High School Testing	11,591.00	4,300.00		4,300.00	6,464.00	2,800.00	-4,964.00	215.44%
10313 5500 2415	High School Instructional Materials	40,055.55	37,539.00	4,100.00	41,639.00	33,093.31	8,467.76	77.93	99.81%
10313 5500 2430	High School General Supplies	21,539.51	25,000.00	-7,115.00	17,885.00	13,533.27	4,250.70	101.03	99.44%
10313 5500 2455	High School Software	21,596.35	11,500.00	-6,260.00	5,240.00	5,212.99	0.00	27.01	99.48%
10313 5500 2710	High School Guidance Supplies	913.30	1,000.00		1,000.00	331.17	467.75	201.08	79.89%
10313 5500 2720	High School Testing Supplies				0.00			0.00	0.00%
10313 5600 2410	High School Texts	32,152.09	30,946.00	11,775.00	42,721.00	40,587.46	888.89	1,244.65	97.09%
TOTAL SCHOOL INSTRUCTIONAL		143,970.78	123,868.00	6,000.00	129,868.00	110,495.47	17,754.10	1,618.43	98.75%
10383 SCHOOL INSTRUCTIONAL									
10383 5400 2210	High School Principal Contractual	3,486.83	3,800.00	-800.00	3,000.00	119.22		2,880.78	3.97%
10383 5400 3520	High School Extra Curricula	3,830.42	7,000.00	-6,000.00	1,000.00	1,128.56	255.00	-383.56	138.36%
10383 5500 2210	High School Principal Supplies	415.00	2,000.00		2,000.00	57.94		1,942.06	2.90%
10383 5600 1100	High School Dues/Membership	890.00	1,470.00		1,470.00	400.00		1,070.00	27.21%
10383 5600 2210	High School Principal Other	7,013.89	9,500.00	800.00	10,300.00	10,960.36	3,620.00	-4,280.36	141.56%
TOTAL HIGH SCHOOL INSTRUCTIONAL		15,636.14	23,770.00	-6,000.00	17,770.00	12,666.08		1,228.92	93.08%
TOTAL HIGH SCHOOL INSTRUCTIONAL EXPENSES		159,606.92	147,638.00	0.00	147,638.00	123,161.55	21,629.10	2,847.35	98.07%

7.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET DETAIL										
ACCOUNTS FOR: MASHPEE MIDDLE SCHOOL INSTRUCTIONAL EXPENSES			2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
10414 MIDDLE SCHOOL INSTRUCTIONAL										
10414	5400	2420	762.08	3,490.00		3,490.00	3,763.90	0.00	-273.90	107.85%
10414	5500	2415	3,289.90	6,194.00		6,194.00	5,196.67	2.20	995.13	83.93%
10414	5500	2430	16,456.31	12,000.00		12,000.00	4,413.09	272.33	7,314.58	39.05%
10414	5500	2455	3,885.00	5,685.00		5,685.00	4,440.25	0.00	1,244.75	78.10%
10414	5600	2410	1,976.83	9,761.00		9,761.00	5,801.18		3,959.82	59.43%
TOTAL MIDDLE SCHOOL INSTRUCTIONAL			26,370.12	37,130.00	0.00	37,130.00	23,615.09	274.53	13,240.38	64.34%
10484 MIDDLE SCHOOL INSTRUCTIONAL										
10484	5400	2210		1,000.00		1,000.00	295.00		705.00	29.50%
10484	5500	2210	1,062.34	1,500.00		1,500.00			1,500.00	0.00%
10484	5600	2210	5,276.60	2,500.00		2,500.00	2,629.20	0.00	-129.20	105.17%
TOTAL MIDDLE SCHOOL INSTRUCTIONAL			6,338.94	5,000.00	0.00	5,000.00	2,924.20	0.00	2,075.80	58.48%
TOTAL MIDDLE SCHOOL INSTRUCTIONAL EXPENSES			32,709.06	42,130.00	0.00	42,130.00	26,539.29	274.53	15,316.18	63.65%

8.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: DISTRICT WIDE INSTRUCTIONAL EXPENSES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
12019 DISTRICT WIDE INSTRUCTIONAL									
12019 5400 2310	Outside Tutors		2,000.00	-2,000.00	0.00			0.00	0.00%
12019 5500 2110	Assistant Superintendent Supplies	1,893.80	1,500.00		1,500.00	1,513.38	0.00	-13.38	100.89%
12019 5500 2440	Volunteer Office Supplies	2,691.78	1,500.00		1,500.00	1,632.66	0.00	-132.66	108.84%
12019 5600 2110	Assistant Superintendent Other	2,156.00	1,500.00		1,500.00	2,828.20	0.00	-1,328.20	188.55%
12019 5600 2440	Instructional Service Other	73,175.93	25,000.00	2,000.00	27,000.00	23,800.46	4,096.21	-896.67	103.32%
TOTAL DISTRICT WIDE INSTRUCTIONAL		79,917.51	31,500.00	0.00	31,500.00	29,774.70	4,096.21	-2,370.91	107.53%

9.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: DISTRICT WIDE PROFESSIONAL DEVELOPMENT		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
12381 PROFESSIONAL DEVELOPMENT-KC COOMBS									
12381 5600 2210	KC Coombs Pro Dev Principal	2,676.95	2,000.00		2,000.00	2,369.00	0.00	-369.00	118.45%
12381 5600 2215	KC Coombs Pro Dev Asst Prin	1,062.21	1,000.00		1,000.00		0.00	1,000.00	0.00%
12381 5600 2357	KC Coombs Pro Dev				0.00				
TOTAL PROFESSIONAL DEVELOPMENT-KC COOMBS		3,739.16	3,000.00	0.00	3,000.00	2,369.00	0.00	631.00	78.97%
12382 PROFESSIONAL DEVELOPMENT-QUASHNET									
12382 5600 2210	Quashnet Pro Dev Prin	1,739.00	2,000.00		2,000.00	1,151.84	398.00	450.16	77.49%
12382 5600 2215	Quashnet Pro Dev Asst Principal	288.00	1,000.00		1,000.00	1,004.38		-4.38	100.44%
12382 5600 2357	Quashnet Pro Dev				0.00				
TOTAL QUASHNET PROFESSIONAL DEVELOPMENT		2,027.00	3,000.00	0.00	3,000.00	2,156.22	398.00	445.78	85.14%
12383 PROFESSIONAL DEVELOPMENT MASHPEE HIGH SCHOOL									
12383 5600 2210	High School Pro Dev Principal	1,471.15	2,000.00		2,000.00	2,391.61	398.00	-789.61	139.48%
12383 5600 2215	High School Pro Dev Asst Prin	0.00	1,000.00		1,000.00	585.00		415.00	58.50%
12383 5600 2357	High School Pro Dev				0.00				
TOTAL PROFESSIONAL DEVELOPMENT HIGH SCHOOL		1,471.15	3,000.00	0.00	3,000.00	2,976.61	398.00	-374.61	112.49%
12384 PROFESSIONAL DEVELOPMENT-MASHPEE MIDDLE SCHOOL									
12384 5600 2210	Middle Sch Pro Dev Asst Principal	1,712.15	1,000.00		1,000.00	130.00		870.00	13.00%
12384 5600 2357	Middle School Pro Dev				0.00			0.00	
TOTAL PROFESSIONAL DEVELOPMENT MIDDLE SCHOOL		1,712.15	1,000.00	0.00	1,000.00	130.00	0.00	870.00	13.00%

10-

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: DISTRICT WIDE PROFESSIONAL DEVELOPMENT		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
12389 PROFESSIONAL DEVELOPMENT-SYSTEMWIDE									
12389 5100 2305	System Profess. Devel Salaries	14,654.76	10,500.00		10,500.00	7,253.38		3,246.62	69.08%
12389 5400 2357	System Professional Development	78,933.17	85,000.00		85,000.00	62,977.07	19,632.52	2,390.41	97.19%
12389 5600 1100	School Committee Pro Dev	4,069.06	15,800.00		15,800.00	4,016.50		11,783.50	25.42%
12389 5600 2110	Curriculum Director Pro Dev	3,624.30	2,500.00		2,500.00	4,746.68	595.00	-2,841.68	213.67%
12389 5600 2351	System Wide Pro Dev	5,522.81			0.00			0.00	
12389 5600 2357	Tuition Reimbursement	32,669.61	43,000.00		43,000.00		35,000.00	8,000.00	81.40%
12389 5600 2800	SPED Professional Development	818.44	1,000.00		1,000.00	600.29	0.00	399.71	60.03%
TOTAL PROFESSIONAL DEVELOPMENT SYSTEMWIDE		140,292.15	157,800.00	0.00	157,800.00	79,593.92	55,227.52	22,978.56	85.44%
TOTAL PROFESSIONAL DEVELOPMENT		149,241.61	167,800.00	0.00	167,800.00	87,225.75	56,023.52	24,550.73	85.37%
12489 DISTRICT WIDE INFORMATION TECHNOLOGY-SYSTEMWIDE									
12489 5400 1450	Information Management Contr	78,416.37		1,275.00	1,275.00	10,345.16	9,013.00	-18,083.16	
12489 5400 2453	System Instructional Hardware	17,632.00			0.00			0.00	
12489 5500 2250	System Building Technology	25,645.47			0.00	369.19		-369.19	
12489 5500 2453	System Instructional Hardware	152,715.75			0.00			0.00	
12489 5500 2451	Instructional Technology	88,855.69			0.00	62,450.33		-62,450.33	
12489 5500 4450	Technology Maintenance	7,979.61			0.00			0.00	
TOTAL DISTRICT WIDE INFORMATION TECHNOLOGY		371,244.89	0.00	1,275.00	1,275.00	73,164.68	9,013.00	-80,902.68	

11.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL								
ACCOUNTS FOR: DISTRICT WIDE INSURANCE/HEALTH	2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
13089 SYSWIDE NON-INSTRUCTIONAL-SYSTEMWIDE								
13089 5600 5100 MTRS Retirement Contribution							0.00	
13089 5600 5200 S Employee Insurance	15,910.72	15,928.00		15,928.00	12,633.20		3,294.80	79.31%
TOTAL SYSTEMWIDE NON-INSTRUCTIONAL	15,910.72	15,928.00		15,928.00	12,633.20	0.00	3,294.80	79.31%
13281 MEDICAL HEALTH SERVICE-KC COOMBS								
13281 5500 3200 KC Coombs Health Supplies	1,430.21	2,100.00		2,100.00	2,603.44	0.00	-503.44	123.97%
TOTAL HEALTH SERVICE KC COOMBS	1,430.21	2,100.00	0.00	2,100.00	2,603.44	0.00	-503.44	123.97%
13282 MEDICAL HEALTH SERVICE-QUASHNET								
13282 5500 3200 Quashnet Health Supplies	543.16	2,100.00		2,100.00	2,383.20	153.26	-436.46	120.78%
TOTAL HEALTH SERVICE QUASHNET	543.16	2,100.00	0.00	2,100.00	2,383.20	153.26	-436.46	120.78%
13283 MEDICAL HEALTH SERVICE-MASHPEE HIGH SCHOOL								
13283 5500 3200 High Health Supplies	6,534.55	3,500.00		3,500.00	4,932.51	750.00	-2,182.51	162.36%
TOTAL HEALTH SERVICE HIGH SCHOOL	6,534.55	3,500.00	0.00	3,500.00	4,932.51	750.00	-2,182.51	162.36%
13289 SYSTEMWIDE HEALTH/DR. FEES								
13289 5400 3200 Systemwide Dr Fee	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00	100.00%
TOTAL SYSTEMWIDE DR FEES	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00	100.00%
TOTAL HEALTH SERVICE	14,507.92	13,700.00	0.00	13,700.00	15,919.15	903.26	-3,122.41	122.79%

12.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL											
ACCOUNTS FOR: DISTRICT WIDE TRANSPORTATION				2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
13319 DAILY TRANSPORTATION-REGULAR DAY-SYSTEMWIDE											
13319	5400	3300	Regular Day Transportation	836,709.56	810,000.00	-22,000.00	788,000.00	759,410.28	0.00	28,589.72	96.37%
TOTAL DAILY TRANSPORTATION-REGULAR DAY				836,709.56	810,000.00	-22,000.00	788,000.00	759,410.28	0.00	28,589.72	96.37%
13329 SPECIAL EDUCATION-SYSEMWIDE											
13329	5400	3300	SPED Transportation	526,647.97	570,000.00	20,000.00	590,000.00	492,468.40	93,622.80	3,908.80	98.30%
13329	5600	3300	Transportation Other	3,048.59	6,000.00		6,000.00	1,526.36	21.42	4,452.22	25.80%
TOTAL DAILY TRANS.-SPED EDUCATIONAL				529,696.56	576,000.00	20,000.00	596,000.00	493,994.76	93,644.22	8,361.02	98.60%
13389 DAILY TRANSPORTATION-SYSWIDE											
13389	5600	3300	McKinney Vento Transportation	73,390.48	62,000.00	2,000.00	64,000.00	31,716.75	30,373.25	1,910.00	97.02%
TOTAL DAILY TRANSPORTATION-SYSTEMWIDE				73,390.48	62,000.00	2,000.00	64,000.00	31,716.75	30,373.25	1,910.00	
TOTAL DAILY TRANSPORTATION				1,439,796.60	1,448,000.00	0.00	1,448,000.00	1,285,121.79	124,017.47	38,860.74	97.32%

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: MASHPEE HIGH SCHOOL ATHLETICS		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
13583 ATHLETICS-MASHPEE HIGH SCHOOL									
13583	5400 3510 Officials	36,895.60	26,263.00		26,263.00	34,022.27		-7,759.27	129.54%
13583	5500 3510 Athletic Supplies	12,711.77	15,820.00		15,820.00	13,373.19		2,446.81	84.53%
13583	5481 3510 Athletic Transportation	74,034.22	65,520.00	-8,702.00	56,818.00	52,017.90	811.56	3,988.54	92.98%
13583	5450 3510 Athletic Insurance	8,388.00	6,500.00	2,002.00	8,502.00	8,502.00		0.00	100.00%
13583	5600 3510 Athletic Other	53,776.27	56,800.00	10,406.00	67,206.00	65,058.37	865.39	1,282.24	98.09%
13583	5600 3511 Non Employee Compensation				0.00			0.00	
13583	5650 3510 Athletic Dues/Conferences	12,636.69	24,500.00	-3,706.00	20,794.00	20,752.32	0.00	41.68	99.80%
TOTAL MASHPEE HIGH SCHOOL ATHLETICS		198,442.55	195,403.00	0.00	195,403.00	193,726.05	1,676.95	0.00	100.00%
TOTAL MASHPEE HIGH ATHLETICS		198,442.55	195,403.00	0.00	195,403.00	193,726.05	1,676.95	0.00	100.00%
14189 TIES-SYSWIDE									
14189	5500 4132 System Telephones	106,346.67	115,000.00	-2,622.00	112,378.00	98,754.48	11,365.64	2,257.88	97.99%
TOTAL UTILITIES SYSTEMWIDE		106,346.67	115,000.00	-2,622.00	112,378.00	98,754.48	11,365.64	2,257.88	97.99%
TOTAL UTILITIES		106,346.67	115,000.00	-2,622.00	112,378.00	98,754.48	11,365.64	2,257.88	97.99%

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: MASHPEE MAINTENANCE		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
14081	5400	3600	KCC Bldg. Maintenance		1,347.00	1,347.00		0.00	
14082	5400	3600	Quashnet Bldg. Maintenance		0.00	12,421.37		-12,421.37	0.00%
14083	5500	3600	High School Bldg. Maintenance		0.00	5,379.86	0.00	-5,379.86	
					1,347.00	19,148.23	0.00	-17,801.23	
					0.00				

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: DISTRICT ADMINISTRATION WAGES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15089 ADMIN WAGE-UNDIST-SYSWIDE									
15089	510010	1210	Superintendent		165,000.00	158,653.73		6,346.27	96.15%
15089	510010	2115	Assistant Superintendent		107,500.00	85,487.91		22,012.09	79.52%
15089	510010	1410	Business Manager		75,000.00	62,595.00		12,405.00	83.46%
15089	510010	2215	Career Guidance and Testing		111,599.00	105,768.25		5,830.75	94.78%
15089	510020	1110	SC Clerk		2,720.00	3,000.00		-280.00	110.29%
15089	510020	1210	Superintendent Clerk		83,201.00	79,279.79		3,921.21	95.29%
15089	510020	1410	Business Clerk		130,756.00	124,140.52		6,615.48	94.94%
15089	510020	1420	Personnel Clerk		128,256.00	120,681.04		7,574.96	94.09%
15089	510021	1420	Substitute Caller		4,618.00	3,472.50		1,145.50	75.19%
15089	510300	1210	Mail Courier		4,204.00	3,060.00		1,144.00	72.79%
TOTAL ADMINISTRATION WAGES					812,854.00	746,138.74	0.00	66,715.26	91.79%

15.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: REGULAR DAY WAGES KC COOMBS		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15111 REG DAY WAGES KC COOMBS									
15111 510010 2220	KC Coombs Obligation		72,382.00		72,382.00	66,879.09		5,502.91	92.40%
15111 510010 2305	KC Coombs Teachers	1,734,961.15	1,833,662.00		1,833,662.00	1,513,059.48		320,602.52	82.52%
15111 510010 2340	KC Coombs Librarian	71,276.92	75,610.00		75,610.00	61,069.68		14,540.32	80.77%
15111 510010 2710	KC Coombs Guidance	120,852.28	119,451.00		119,451.00	96,129.84		23,321.16	80.48%
15111 510016 2315	KC Coombs Chairperson	14,988.00	15,288.00		15,288.00	11,514.00		3,774.00	75.31%
15111 510018 2325	KC Coombs Substitute Teachers	29,745.57	48,000.00		48,000.00	18,010.00		29,990.00	37.52%
15111 510020 2710	KC Coombs Guidance Clerk	28,009.46	28,216.00		28,216.00	19,899.00		8,317.00	70.52%
15111 510300 2330	KC Coombs Paraprofessionals	253,266.63	163,618.00		163,618.00	129,118.71		34,499.29	78.91%
15111 510308 2330	KC Coombs Sub Paraprofessional	4,845.14	8,000.00		8,000.00	5,660.64		2,339.36	70.76%
TOTAL WAGES KC COOMBS INSTRUCTIONAL DAY		2,257,945.15	2,364,227.00	0.00	2,364,227.00	1,921,340.44	0.00	442,886.56	81.27%

16.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: REGULAR DAY INSTRUCTIONAL WAGES QUASHNET		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15112 REGULAR DAY INSTRUCTIONAL-QUASHNET									
15112 510010 2220	Obligations		25,998.00		25,998.00			25,998.00	
15112 510010 2305	Quashnet Teachers	2,457,987.80	2,330,957.00		2,330,957.00	1,881,733.31		449,223.69	80.73%
15112 510010 2340	Quashnet Librarian	90,014.96	91,859.00		91,859.00	72,901.50		18,957.50	79.36%
15112 510010 2710	Quashnet Guidance	258,847.14	264,024.00		264,024.00	213,950.17		50,073.83	81.03%
15112 510016 2315	Quashnet Chairperson	18,255.00	22,232.00		22,232.00	12,840.50		9,391.50	57.76%
15112 510018 2325	Quashnet Substitute Teachers	25,061.24	61,000.00		61,000.00	41,967.75		19,032.25	68.80%
15112 510300 2330	Quashnet Paraprofessional	39,004.01	52,200.00		52,200.00	46,410.63		5,789.37	88.91%
15112 510308 2330	Quashnet Sub Paraprofessionals	2,015.00	6,100.00		6,100.00	665.00		5,435.00	10.90%
TOTAL INSTRUCTIONAL WAGES QUASHNET		2,891,185.15	2,854,370.00	0.00	2,854,370.00	2,270,468.86	0.00	583,901.14	79.54%
15113 REGULAR DAY INSTRUCTIONAL HIGH SCHOOL									
15113 510010 2220	Obligations	60,000.00	52,558.00		52,558.00	35,725.00		16,833.00	67.97%
15113 510010 2305	High School Teachers	2,717,907.54	2,963,498.00		2,885,482.00	2,333,332.79		552,149.21	80.86%
15113 510010 2340	High School Librarian	85,051.98	86,753.00	-78,016.00	86,753.00	70,069.65		16,683.35	80.77%
15113 510010 2710	High School Guidance	249,087.96	260,528.00		260,528.00	207,074.49		53,453.51	#DIV/0!
15113 510016 2315	High School Team Leaders	22,602.00			0.00	15,632.00		-15,632.00	170.63%
15113 510018 2325	High School Substitute Teachers	112,153.81	45,000.00		45,000.00	76,784.25		-31,784.25	99.23%
15113 510020 2710	High School Guidance Clerk	53,593.74	55,751.00		55,751.00	55,321.69		429.31	
15113 510300 2330	High School Paraprofessionals	0.00			0.00			0.00	
15113 510308 2330	High School Sub Parapro	0.00			0.00			0.00	
TOTAL INSTRUCTIONAL WAGES HIGH SCHOOL		3,300,397.03	3,464,088.00	-78,016.00	3,386,072.00	2,793,939.87	0.00	592,132.13	82.51%

17.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: REGULAR DAY WAGES MASHPEE MIDDLE SCHOOL		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15114 MASHPEE MIDDLE SCHOOL REGULAR DAY WAGES									
15114 510010 2220	Middle School Retirement		24,480.00		24,480.00			24,480.00	
15114 510010 2305	Middle School Teachers	1,200,083.35	1,249,956.00		1,249,956.00	985,478.70		264,477.30	78.84%
15114 510010 2710	Middle School Guidance	49,526.08	52,538.00		52,538.00	42,434.49		10,103.51	80.77%
15114 510018 2325	Middle School Substitute Teachers	14,412.46	15,000.00		15,000.00	32,295.63		-17,295.63	215.30%
15114 510020 2710	Middle School Guidance Clerk	35,658.93	36,551.00		36,551.00	34,856.48		1,694.52	95.36%
15114 510308 2330	Middle School Paraprofessional				0.00			0.00	
TOTAL MASHPEE MIDDLE SCHOOL WAGES		1,299,680.82	1,378,525.00	0.00	1,378,525.00	1,095,065.30	0.00	283,459.70	79.44%
15119 REGULAR DAY INSTRUCTIONAL-SYSTEMWIDE									
15119 510010 2340	Media Arts	0.00			0.00	0.00			
TOTAL REG DAY INSTRUCT SYSTEMWIDE WAGES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15181 REGULAR DAY WAGE-KC COOMBS									
15181 510010 2210	KC Coombs Principal	104,999.90	107,000.00		107,000.00	102,884.49		4,115.51	96.15%
15181 510010 2215	KC Coombs Assistant/Principal	96,373.94	102,000.00		102,000.00	90,034.45		11,965.55	88.27%
15181 510010 3200	KC Coombs Nurse	90,176.06	91,980.00		91,980.00	74,291.49		17,688.51	80.77%
15181 510016 3520	KC Coombs Extra Cur Stipend	5,312.00	12,560.00		12,560.00	625.00		11,935.00	4.98%
15181 510020 2210	KC Coombs Principal Clerk	68,362.56	69,858.00		69,858.00	68,084.99		1,773.01	97.46%
15181 510020 3200	KC Coombs Health Clerk	13,475.38	14,108.00		14,108.00	8,241.76		5,866.24	58.42%
15181 510308 3200	KC Coombs Substitute RN	4,635.00	1,778.00		1,778.00	3,920.00		-2,142.00	220.47%
TOTAL INSTRUCTIONAL KC COOMBS WAGES		383,334.84	399,284.00	0.00	399,284.00	348,082.18	0.00	51,201.82	87.18%

18-

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: REGULAR DAY WAGES QUASHNET									
		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15182 REGULAR DAY WAGE QUASHNET									
15182 510010 2210	Quashnet Principal	111,774.88	117,363.00		117,363.00	111,310.50		6,052.50	94.84%
15182 510010 2215	Quashnet Assistant/Principal	104,221.04	114,212.00		114,212.00	100,287.50		13,924.50	87.81%
15182 510010 3200	Quashnet Nurse	58,401.56	59,441.00		59,441.00	49,477.23		9,963.77	83.24%
15182 510016 3520	Quashnet Extra Curricula Stipend	31,835.00	32,229.00		32,229.00	11,556.00		20,673.00	35.86%
15182 510020 2210	Quashnet Principal Clerk	113,492.07	114,819.00		114,819.00	101,689.06		13,129.94	88.56%
15182 510020 3200	Quashnet Health Clerk	17,841.01	18,276.00		18,276.00	14,716.75		3,559.25	80.53%
15182 510308 3200	Quashnet Substitute RN	12,010.72	1,778.00		1,778.00	2,160.00		-382.00	121.48%
TOTAL INSTRUCTIONAL WAGES QUASHNET		449,576.28	458,118.00	0.00	458,118.00	391,197.04	0.00	66,920.96	85.39%
15183 REGULAR DAY WAGE-MASHPEE HIGH SCHOOL									
15183 510010 2210	High School Principal	118,125.02	124,031.00		124,031.00	119,260.50		4,770.50	96.15%
15183 510010 2215	High School Assistant/Principal	217,283.00	221,599.00		221,599.00	191,901.22		29,697.78	86.60%
15183 510010 3200	High School Nurse	80,880.02	82,498.00		82,498.00	66,633.00		15,865.00	80.77%
15183 510010 3510	Athletic Director	90,014.96	106,459.00		106,459.00	84,693.84		21,765.16	79.56%
15183 510016 3510	High School Coaching	239,547.49	261,068.00		261,068.00	237,618.40		23,449.60	91.02%
15183 510016 3520	High Extra Curricula Stipend	67,173.38	59,846.00		59,846.00	38,511.00		21,335.00	64.35%
15183 510020 2210	High School Principal Clerk	127,831.59	118,204.00		118,204.00	102,188.11		16,015.89	86.45%
15183 510020 3200	High School Health Clerk	19,686.09	18,276.00		18,276.00	14,556.76		3,719.24	79.65%
15183 510308 3200	High School Substitute RN	2,560.00	2,100.00		2,100.00	4,000.00		-1,900.00	190.48%
TOTAL WAGES MASHPEE HIGH SCHOOL		963,101.55	994,081.00	0.00	994,081.00	859,362.83	0.00	134,718.17	86.45%

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL								
ACCOUNTS FOR: WAGES	2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
15184 MASHPEE MIDDLE SCHOOL WAGES								
15184 510016 3520 Middle School Extra Curr Stipend	7,823.76	10,294.00		10,294.00			10,294.00	0.00%
15184 510020 2210 Mashpee Middle School Clerk	25,361.87	27,531.00		27,531.00	26,254.50		1,276.50	95.36%
TOTAL REGULAR DAY WAGES MIDDLE SCHOOL	33,185.63	37,825.00	0.00	37,825.00	26,254.50	0.00	11,570.50	69.41%
15189 REGULAR DAY WAGES-SYSTEMWIDE								
15189 510010 4400 Network Administrator	276,440.05	280,187.00		280,187.00	273,975.76		6,211.24	97.78%
15189 510018 2357 Professional Dev Subs	45,608.60	24,315.00		24,315.00	22,370.02		1,944.98	92.00%
15189 510020 2351 ELL Systemwide Tutors	39,512.98	45,603.00		45,603.00	22,995.00		22,608.00	50.42%
15189 510300 1450 Academic Tutors	23,040.00	10,000.00		10,000.00	29,085.00		-19,085.00	290.85%
15189 510300 2353 ELL Director	56,000.10	106,074.00		106,074.00	87,672.36		18,401.64	82.65%
15189 510300 4400 Network Support	81,811.66	105,834.00		105,834.00	101,138.17		4,695.83	95.56%
TOTAL REGULAR DAY WAGES SYSTEMWIDE	522,413.39	572,013.00	0.00	572,013.00	537,236.31	0.00	34,776.69	93.92%
TOTAL REGULAR DAY WAGES	12,100,819.84	12,522,531.00	-78,016.00	12,444,515.00	10,242,947.33	0.00	2,201,567.67	82.31%

2/.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL										
ACCOUNTS FOR: SPECIAL EDUCATION EXPENSES			2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
18029 P-SPEC EDU-SYSWIDE										
18029	5400	1430	SPED LEGAL	8,000.00		8,000.00	5,033.20	1,716.80	1,250.00	84.38%
18029	5400	2110	SPED Director Contractual	2,000.00		2,000.00	2,000.00		0.00	100.00%
18029	5400	2420	SPED Instructional Equipment	650.00		650.00	559.98	90.02	0.00	100.00%
18029	5400	2440	SPED Instructional Services	11,000.00		11,000.00	9,586.45	0.00	1,413.55	87.15%
18029	5400	2800	Systemwide-Psychologist	7,000.00		7,000.00	6,638.87	0.00	361.13	94.84%
18029	5500	2110	SPED Director Supplies	9,436.00		9,436.00	3,887.01		5,548.99	41.19%
18029	5500	2710	SPED Guidance Supplies			0.00			0.00	
18029	5500	2800	Psychologist Supplies			0.00			0.00	
18029	5600	2110	SPED Director Other	11,064.00		11,064.00	8,607.79	2,244.98	211.23	98.09%
TOTAL SPED SYSTEMWIDE			42,854.76	49,150.00	0.00	49,150.00	36,313.30	4,051.80	8,784.90	82.13%
TOTAL SPED EXPENSE SYSTEMWIDE			83,756.40	108,002.00	0.00	108,002.00	65,256.22	14,522.57	28,223.21	73.87%

22.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: SPECIAL EDUCATION WAGES	2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED	
18121 SPED WAGES-KC COOMBS									
18121 510010 2305 KC Coombs SPED Teachers	494,342.11	490,790.00		490,790.00	329,067.13		161,722.87	67.05%	
18121 510011 2320 KC Coombs Therapeutic	153,566.96	159,464.00		159,464.00	127,121.82		32,342.18	79.72%	
18121 510018 2325 KC Coombs SPED Substitutes	4,655.00	9,200.00		9,200.00	12,547.79		-3,347.79	136.39%	
18121 510300 2330 KC Coombs SPED Parapro	144,162.98	155,857.00		155,857.00	184,079.91		-28,222.91	118.11%	
18121 510308 2330 KC Coombs SPED Sub Parapro	15,391.24	12,000.00		12,000.00	10,655.70		1,344.30	88.80%	
TOTAL SPED WAGES KC COOMBS	812,118.29	827,311.00	0.00	827,311.00	663,472.35	0.00	163,838.65	80.20%	
18122 SPED WAGES QUASHNET									
18122 510010 2305 Quashnet SPED Teachers	588,254.88	613,400.00		613,400.00	484,506.12		128,893.88	78.99%	
18122 510011 2320 Quashnet Therapeutic	178,307.88	182,454.00		182,454.00	144,014.85		38,439.15	78.93%	
18122 510018 2325 Quashnet SPED Substitute	5,712.50	11,000.00		11,000.00	3,742.51		7,257.49	34.02%	
18122 510300 2330 Quashnet SPED Parapro	230,733.05	226,178.00		226,178.00	179,765.89		46,412.11	79.48%	
18122 510308 2330 Quashnet SPED Sub Parapro	17,958.20	10,000.00		10,000.00	5,104.30		4,895.70	51.04%	
TOTAL SPED WAGES QUASHNET	1,020,966.51	1,043,032.00	0.00	1,043,032.00	817,133.67	0.00	225,898.33	78.34%	
18123 SPED WAGES MHS									
18123 510010 2305 High School SPED Teacher	253,942.56	321,503.00		321,503.00	279,716.64		41,786.36	87.00%	
18123 510018 2325 High School SPED Substitute	3,961.25	10,000.00		10,000.00	4,034.25		5,965.75	40.34%	
18123 510300 2330 High School SPED Paras	138,524.49	195,766.00		195,766.00	132,873.02		62,892.98	67.87%	
18123 510308 2330 High School SPED Sub Parapro	11,335.00	10,000.00		10,000.00	7,532.50		2,467.50	75.33%	
TOTAL SPED WAGES MASHPEE HIGH SCHOOL	407,763.30	537,269.00	0.00	537,269.00	424,156.41	0.00	113,112.59	78.95%	

23

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL								
ACCOUNTS FOR: SPECIAL EDUCATION WAGES	2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
18124 MASHPEE MIDDLE SCHOOL SPED WAGES								
18124 510010 2305 Middle School SPED Teacher	426,360.89	439,263.00		439,263.00	350,528.64		88,734.36	79.80%
18124 510018 2325 Middle School SPED Substitutes	1,482.25	5,000.00		5,000.00	1,140.00		3,860.00	22.80%
18124 510300 2330 Middle School SPED Parapro	74,742.12	76,456.00	-14,984.00	61,472.00	53,287.10		8,184.90	86.69%
18124 510308 2330 Middle School SPED Sub Parapro	155.00	5,000.00		5,000.00	80.00		4,920.00	1.60%
TOTAL MIDDLE SCHOOL WAGES	502,740.26	525,719.00	-14,984.00	510,735.00	405,035.74	0.00	105,699.26	79.30%
18129 SPED WAGES SYSTEMWIDE								
18129 510010 2115 SPED Obligations		14,419.00		14,419.00			14,419.00	
18129 510010 2110 SPED Director	125,867.54	118,000.00		118,000.00	113,461.50		4,538.50	96.15%
18129 510010 2115 SPED Team Chair				0.00	0.00		0.00	
18129 510010 2320 THERAPISTS	231,916.93	215,167.00		215,167.00	175,809.48		39,357.52	81.71%
18129 510010 2800 Psychologist	272,288.59	277,660.00		277,660.00	224,263.83		53,396.17	80.77%
18129 510020 2110 SPED Clerk	119,800.76	120,122.00		120,122.00	105,079.95		15,042.05	87.48%
TOTAL WAGE SPED SYSTEMWIDE	749,873.82	745,368.00	0.00	745,368.00	618,614.76	0.00	126,753.24	82.99%
TOTAL SPED WAGES	3,493,462.18	3,678,699.00	0.00	3,663,715.00	2,928,412.93	0.00	735,302.07	79.93%
19029 OUT DIST TUITION-SPED-SYSTEMWIDE								
19029 5600 9100 MA Pub Sch	87,516.34	63,000.00	5,260.00	68,260.00	73,977.28	10,512.00	-16,229.28	123.78%
19029 5600 9200 Out St Sch				0.00	0.00		0.00	0.00%
19029 5600 9300 Private Sc	670,845.87	647,465.00	100,160.00	747,625.00	677,642.21	69,533.28	449.51	99.94%
19029 5600 9400 MemCollabs	251,330.05	462,233.00	-105,420.00	356,813.00	301,566.07		55,246.93	84.52%
TOTAL TUITIONS SPED-SYSTEMWIDE	1,009,692.26	1,172,698.00	0.00	1,172,698.00	1,053,185.56	80,045.28	39,467.16	96.63%

24.

TOWN OF MASHPEE CURRENT YEAR BUDGET ANALYSIS 2018 FY SCHOOL BUDGET IN DETAIL									
ACCOUNTS FOR: ADMINISTRATION EXPENSES		2017 YTD EXPEND	2018 BUDGET	2018 TRANSFERS	2018 REVISED BUDGET	2018 EXPEND YTD	2018 ECUM	2018 BALANCE	PCT USED
19900 ADMINISTRATION EXPENSES									
19900 5400 5500 Medicaid Billing		15,750.00	16,000.00		16,000.00	2,790.30	13,209.70	0.00	100.00%
19900 5400 7400 Copiers		81,083.05	81,500.00		81,500.00	75,894.26	6,323.05	-717.31	100.88%
19900 5600 1210 Postage		10,409.29	5,000.00		5,000.00	11,908.65		-6,908.65	238.17%
19900 5600 1420 HRAdvertis		2,691.32	6,000.00		6,000.00	4,790.90	1,653.75	-444.65	107.41%
TOTAL ADMINISTRATION EXPENSES		109,933.66	108,500.00	0.00	108,500.00	95,384.11	21,186.50	-8,070.61	107.44%
19989 ADMINISTRATION-SYSTEMWIDE									
19989 5400 1210 Superintendent Contractual		22,287.43	10,000.00		10,000.00	12,984.71	734.96	-3,719.67	137.20%
19989 5400 1410 Business & Finance Contractual		5,950.00	5,500.00		5,500.00	5,000.00		500.00	90.91%
19989 5400 1430 Legal Services		59,629.11	42,000.00		42,000.00	13,746.93	13,453.07	14,800.00	64.76%
19989 5500 1210 Superintendent Supplies		14,624.49	7,500.00		7,500.00	5,440.83	6,349.17	-4,290.00	157.20%
19989 5600 1100 School Committee Other		6,289.14	3,000.00		3,000.00	9,297.09	0.00	-6,297.09	309.90%
19989 5600 1210 Superintendent other		10,491.49	11,000.00		11,000.00	10,143.84	1,175.00	-318.84	102.90%
19989 5600 1410 Business Other		11,034.25	5,000.00		5,000.00	5,341.36		-341.36	106.83%
TOTAL ADMINSTRATIVE SYSTEMWIDE		130,305.91	84,000.00	0.00	84,000.00	61,954.76	21,712.20	333.04	99.60%
TOTAL ADMINISTRATION		240,239.57	192,500.00	0.00	192,500.00	157,338.87	42,898.70	-7,737.57	104.02%
GRAND TOTAL		20,682,992.44	20,870,383.00	0.00	20,870,383.00	17,334,652.13	465,405.16	3,070,325.71	85.29%

25.

FY18 GRANTS

	DESE #	MUNIS #	End Date	\$ Amount Awarded	Total Revenue Received	Total Expenditures
1 Title I	305	200718	Fed 8/31	\$199,526	\$152,182	\$154,264
2 Title IIA	140	207718	Fed 8/31	\$42,308	\$42,308	\$42,308
3 Title IV	309		Fed 8/31	\$6,011	\$5,331	\$4,300
3 SPED Federal 94-142 Entitlement Project Adjust	240	201718	Fed 8/31	\$388,733	\$250,553	\$287,305
5 EC SPED Program Improvement	298	204818	Fed 8/31			
Total DESE Federal Grants				\$636,578	\$450,374	\$488,177

13 SPED Early Childhood Special Ed Allocation	262 ECC	204718	Fed 8/31	\$17,965	\$17,965	\$17,965
14 Inclusive Preschool Learning Environments	391 ECC	361718	State 6/30	\$36,212	\$36,212	\$36,212
15 Coordinated Family & Community Engagement Grant	237 ECC	361818	State 6/30	\$33,872	\$5,592	\$30,142
Total				\$88,049	\$59,769	\$84,319
17 Indian Ed	S060A092187	300718	Fed 6/30	\$50,851	\$32,882	\$32,882

Total Grants

\$775,478 \$543,025 \$605,378

Circuit Breaker Reimbursement FY18

\$467,172 \$350,379 \$0

Medicaid Reimbursements Received by Town

FY17 Reimbursement 302,436
FY16 Reimbursement 249,054
FY15 Reimbursement 237,473
FY14 Reimbursements 226,840
FY13 Reimbursements \$236,763
FY 12 Reimbursements \$191,012
FY11 Reimbursements \$196,283
FY 09 Reimbursements \$214,342
FY 08 Reimbursements \$211,950

REVOLVING ACCOUNTS/PRIVATELY FUNDED GRANTS

26.

Mashpee Public Schools		FY18	FY18		
Revolving Account Balances	Code	05/17/18	05/17/18	Difference (+/-)	
Community School/MHS	500	40,420	40,420	0	No Change
Athletic Gate Receipts/MHS	501	73,316	69,645	(3,671)	Purchases
Lost Book	502	8,415	8,429	14	Revenue from lost books
Pre-School/SPED	506	77,215	78,184	969	Revenue
Facility Rentals/Admin	508	13,872	15,102	1,230	Revenue from Rentals
School Choice	510	580,287	637,791	57,504	See Attached
Non Resident Tuition	511	8,580	8,580	0	No Change
Privately Funded Grants					
Cape Cod Five	564	8,612	8,506	(106)	Purchase of Grant Mat.
Quashnet	569	1,491	0	(1,491)	Tech expenditures
Media Ed. Access	570	622	622	0	No Change
School to Career	573	1,208	3,726	2,518	CTE Revenue
KCC Donation	574	1,208	1,208	0	No Change
Total		815,246	872,213	56,967	

SCHOOL CHOICE EXPENDITURES FY18

27

DATE	REFERENCE	BEG. BAL	RECEIPTS	EXPENSES	PAYROLLS	DESCRIPTION
7/1/17	Balance Forward	626,052.46				Balance FY18
7/31/17	Payment		31,332.00			
8/31/17	Payment		31,332.00			
9/15/17	Void		100.00			
9/30/17	Payment		31,332.00			
10/31/17	Payment		31,332.00			
11/30/17	Payment		31,332.00			
12/31/17	Payment		57,504.00			
1/31/82018	Payment		57,504.00			
2/28/18	Payment		57,504.00			
3/31/18	Payment		57,504.00			
4/20/18	Due to Line		270.00			
4/30/18	Payment		57,504.00			
7/7/17	WB Mason			492.62		Camp Falcon
7/21/17	WB Mason			17.84		Camp Falcon
7/21/17	Carousel Industries			3,436.44		Software District Wide
8/11/17	WB Mason			71.36		Camp Falcon
8/11/17	Penney, Kathleen			75.40		Camp Falcon
8/11/17	Clear Pond Tech			4,263.00		Technology
8/11/17	Smith, Megan			25.97		Camp Falcon
8/11/17	Milano Virginia			62.78		Camp Falcon
8/11/17	CDW Government			6,206.50		Technology
8/11/17	WB Mason			23.81		Camp Falcon
8/11/17	Woods, Jessica			96.31		Camp Falcon
8/11/17	Grover, Julia			265.35		Camp Falcon
8/11/17	Amazon			110.29		Camp Falcon
8/11/17	Lexia Learning			36,420.00		Software District Wide
8/11/17	Penney, Kathleen			21.68		Camp Falcon
8/11/17	Neverware			590.00		Software District Wide
8/18/17	Brown, Christine			214.09		Camp Falcon
8/18/17	Milano Virginia			221.63		Camp Falcon
8/18/17	Woods, Jessica			59.06		Camp Falcon
8/18/17	Grover, Julia			99.31		Camp Falcon
8/18/17	CDW Government			1,373.35		Technology
8/18/17	HUB Technical			16,906.06		Technology
9/15/17	Mashpee Food Service			398.25		Camp Falcon
9/15/17	HP Inc			12,355.00		Computers Upgrades High School
9/15/17	HP Inc			19,947.20		Computers Upgrades High School
9/15/17	Grover, Julia			64.69		Camp Falcon
9/22/17	Mass.			270.00		Technology
9/22/17	Ronco Communication			3,646.45		Technology
10/13/17	CDW Government			1,660.68		Technology
10/13/17	HUB Technical			20,688.13		Technology
10/13/17	Ockers Company			84,762.80		Technology/Clear Touch
10/13/17	Conacchioli Ro			4,000.00		Technology
10/13/17	PCM Sales			3,371.96		Technology
10/20/17	Newsela			13,200.00		Software District Wide
10/27/17	Mysevice Solution			4,026.00		Tech Supplies
11/10/17	Crockett			4,300.10		Supplies
11/10/17	Carousel Industries			27,481.80		Software District Wide
12/8/17	CDW Government			8,084.00		Technology
12/8/17	Trebron Company			4,800.00		Technology
12/8/17	HUB Technical			18,704.85		Technology
12/8/17	HUB Technical			22,164.50		Technology
12/22/17	HUB Technical			21,058.75		Technology
12/29/17	HUB Technical			4,527.52		Technology
12/8/17	Crockett			1,995.27		Moving of SPED Offices
12/8/17	PCG			56,000.00		Software platform
12/15/17	Moroney			60.76		Reimbursement
12/29/17	Ockers Company			9,975.00		Technology
1/12/18	Connecticut Business			4,455.00		Technology
1/12/18	CDW Government			37.39		Technology

SCHOOL CHOICE EXPENDITURES FY18

28.

1/12/18	CDW Government			57.19	Technology
1/12/18	CDW Government			20.98	Technology
1/19/18	Power School			3,677.10	Technology
1/26/18	CDW Government			43.88	Technology
1/26/18	Crockett			210.00	Technology
1/26/18	CDW Government			21.94	Technology
1/26/18	CDW Government			1,029.06	Technology
1/26/18	Crockett			105.00	Technology
1/26/18	Crockett			183.75	Technology
1/26/18	Crockett			4,737.15	Technology
1/26/18	Netchemia			1,653.75	Technology
1/26/18	Eschool Solution			3,000.00	Technology
2/2/18	PCM-G			5,560.47	Technology
2/9/18	HUB Technical			350.00	Technology
5/4/18	HUB Technical			700.00	Technology
5/4/18	West Interactive			330.00	Technology
5/4/18	Crockett			433.65	Technology
5/4/18	Crockett			4,251.80	Technology
5/4/18	Carousel Industries			358.44	Technology
5/4/18	Follett School			1,242.75	Library
7/7/17	Warrant 1803s				6,705.00 Camp Falcon
8/4/17	Warrant 1805s				14,713.20 Camp Falcon
8/18/17	Warrant 1807s				12,142.60 Camp Falcon
9/1/17	Warrant 1809s				207.20 Camp Falcon
9/29/17	Warrant 1813s				207.20 Camp Falcon
	TOTAL	626,052.46	444,550.00	451,055.86	33,975.20
	CURRENT BALANCE	637,791.03			
	Encumbrances	9,950.00			
	FY18 Balance	627,841.03			
	Less FY18 Receipts	-502,054.00			
	Balance FY18	125,787.03			

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,254	\$ 3.00	\$ 6,762.00	
2.	1,902	\$ 3.00	\$ 5,706.00	
3.	1,481	\$ 2.75	\$ 4,072.75	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	5,637		\$ 16,540.75	\$ 2.93

Minimum Weighted Average for FY18 was \$2.86, we were \$2.88.

Minimum Weighted Average for FY19 expects to be \$2.92. Increasing Quashnet to \$3.00 as suggested last year will bring is in line for FY19 at \$2.93.

We will have to make adjustments every year to meet the minimum.

WORKING GROUP--GOAL 1C: Adopt Policy Guidance oversight from MASC 36**POLICY SUBCOMMITTEE Members: Christopher Santos and Nicole Bartlett**

(Working Group Members: Christopher Santos, Nicole Bartlett, Patty DeBoer, Hope Hanscom, Jim Hardy from MASC)

**Recommended policy updates/additions for Sections A -L
6/7/18****SECTION A: FOUNDATIONS AND BASIC COMMITMENTS**

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
AA	SCHOOL DISTRICT LEGAL STATUS	No change--MPS/MASC agree
AB	THE PEOPLE AND THEIR SCHOOL DISTRICT	Adopt MASC version
AC	NONDISCRIMINATION <i>(Note: AC-R/ACAB-R--Procedure for reporting and responding to harassment, discrimination, and hate crimes is being removed from MPS policy manual)</i>	Adopt MASC version (Note: MPS policy AC was titled--Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination and Hate Crimes)
ACA	NONDISCRIMINATION ON THE BASIS OF SEX	Adopt MASC version with addition of one sentence contained in Mashpee's previous ACA (<i>The compliance officer will report claims and resolutions of Title IX violations to the Superintendent.</i>)
ACAB	SEXUAL HARASSMENT	Adopt MASC policy--New to Mashpee
ACE	NONDISCRIMINATION ON THE BASIS OF DISABILITY	Adopt MASC version
AD	MISSION STATEMENT	No change--but want to explore update
ADC	TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED	Adopt MASC version
ADDA	BACKGROUND CHECKS	Adopt MASC version <i>Remove from MPS policy manual: ADDA-E; ADDA-E2; ADDA-R</i>
ADF	WELLNESS POLICY	No change
AE	COMMITMENT TO ACCOMPLISHMENT	No change--MPS/MASC agree

SECTION B: BOARD GOVERNANCE AND OPERATIONS

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
BA	SCHOOL COMMITTEE OPERATIONAL GOALS	No change to MPS policy (#6 on MPS not on MASC)
BAA	EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES	No change--MPS/MASC agree
BB	SCHOOL COMMITTEE LEGAL STATUS	No change to MPS policy
BBA	SCHOOL COMMITTEE POWERS AND DUTIES	Adopt MASC version
BBAA	SCHOOL COMMITTEE MEMBER AUTHORITY	No change to MPS policy
BBBA/BBBB	SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE	Adopt MASC version (reflects ethics training law)
BBBC	SCHOOL COMMITTEE MEMBER RESIGNATION	Adopt MASC version (reference town clerk)
BBBE	UNEXPIRED TERM FULFILLMENT	Adopt MASC version
BCA	SCHOOL COMMITTEE MEMBER ETHICS	Adopt MASC version (matches MPS)
BDA	SCHOOL COMMITTEE ORGANIZATIONAL MEETING	Adopt MASC version
BDA-E	SCHOOL COMMITTEE: NORMS AND STANDARDS	Only in MPS Policy Manual--only change: Reverse title--Standards and Norms
BDB	SCHOOL COMMITTEE OFFICERS	Adopt MASC version
BDD	SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP	Adopt MASC version
BDE	SUBCOMMITTEES OF THE SCHOOL COMMITTEE	Adopt MASC version but add #5 and #6 shown on MPS BDE
BDEC	REPRESENTATION AS EXTERNAL LIAISONS	No change to MPS policy; there is no MASC version of this
3DF	ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE	No change--MPS/MASC agree
3DFA	SCHOOL COUNCILS	No change--MPS/MASC agree
3DFA-E-1	SCHOOL IMPROVEMENT PLAN	No change--MPS/MASC agree
3DFA-E-2	SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN	Adopt MASC version (only difference Feb. vs. July and last sentence)
3DFA-E-3	CONDUCT OF SCHOOL COUNCIL BUSINESS	No change--MPS/MASC agree
3DG	SCHOOL ATTORNEY	Adopt MASC version

SECTION B: BOARD GOVERNANCE AND OPERATIONS (continued)

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
BDH	PROFESSIONAL AND CONSULTANT SERVICES	Only in MPS policy manual. Remove from the first sentence: <i>(From time to time, on the recommendation of the Superintendent of Schools)</i>
BE	SCHOOL COMMITTEE MEETINGS (Note: MPS Policy BEB--SPECIAL MEETINGS--to be removed--not needed--see BE)	Keep MPS Policy. We have an extra sentence not in MASC version--with slight edits
BEC	EXECUTIVE SESSIONS	Adopt MASC version (2 sections not in MPS Policy)
BED	CONDUCT OF MEETINGS	Only change--Chairman to Chair There is no MASC version of this policy
BEDA	NOTIFICATION OF SCHOOL COMMITTEE MEETINGS	Adopt MASC version (Add additional sentence not in MPS)
BEDB	AGENDA PREPARATION	Only in MPS policy manual. Minor edits to the last sentence
BEDBA	AGENDA FORMAT (Note: MPS Policy BEDB-E will be removed from MPS Policy Manual--specific agenda format)	MPS/MASC agree. Only change is removal of last sentence.
BEDD	RULES OF ORDER	Remove from MPS Policy Manual Not needed--referenced in another policy
BEDF	VOTING METHOD	Adopt MASC version (extra last sentence)
BEDG	MINUTES	No change--MPS/MASC agree
BEDH	PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS	No change--MPS/MASC agree
BEDH-E	GUIDELINES FOR PUBLIC COMMENT	No change--MPS/MASC agree
BEDI	NEWSPAPERS AND OTHER NEWS MEDIA	Remove from MPS Policy Manual--not needed
BEDJ	BROADCASTING AND TAPING OF COMMITTEE MEETINGS	Remove from MPS Policy Manual--not needed
BEE	SPECIAL PROCEDURES FOR CONDUCTING HEARINGS	No change--MPS/MASC agree
BG	SCHOOL COMMITTEE POLICY DEVELOPMENT	Adopt MASC policy--New to Mashpee

SECTION B: BOARD GOVERNANCE AND OPERATIONS (continued)

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
BGB	POLICY ADOPTION	Adopt MASC version (We had one additional sentence in ours)
BGC	POLICY REVISION AND REVIEW	Adopt MASC version (Add'l sentence not in Mashpee's policy)
BGD	SCHOOL COMMITTEE REVIEW OF PROCEDURES	Adopt MASC version (Different titles and reference to DESE)
BGE	POLICY DISSEMINATION	No change--MPS and MASC match
BGF	SUSPENSION OF POLICIES	No change--MPS and MASC match
BHC	SCHOOL COMMITTEE--STAFF COMMUNICATIONS	Adopt MASC version
BHE	USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS	Adopt MASC version
BIA	NEW SCHOOL COMMITTEE MEMBER ORIENTATION	Adopt MASC version
BIBA	SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS	Adopt MASC version (Add sentence to MASC version from MPS policy)
BIBA-R	SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS	Remove--procedural (only in MPS policy manual)
3ID	SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES (Not previously in MPS policy manual)	Adopt MASC policy--New to Mashpee
3J	SCHOOL COMMITTEE LEGISLATIVE PROGRAM (Not previously in MPS policy manual)	Adopt MASC policy--New to Mashpee
3K	SCHOOL COMMITTEE MEMBERSHIPS	MPS/MASC agree Change "will" to "may"

SECTION C: GENERAL SCHOOL ADMINISTRATION

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
CA	ADMINISTRATION GOALS	No change--MPS/MASC agree
CB	SCHOOL SUPERINTENDENT	No change--MPS/MASC agree
CBB	RECRUITMENT AND SELECTION OF SUPERINTENDENT	Remove from MPS policy manual (No laws on how to fill Superintendent's position)
CBD	SUPERINTENDENT'S CONTRACT	Adopt MASC version
CBFA	CODE OF ETHICS: SUPERINTENDENT OF SCHOOLS	No change (in MPS manual only)
CBI	EVALUATION OF THE SUPERINTENDENT	Adopt MASC version
CCB	LINE AND STAFF RELATIONS	Adopt MASC version
CDD	RECRUITMENT AND SELECTION OF ADMINISTRATORS	Remove from MPS policy manual
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES	No change--MPS/MASC agree
CH	POLICY IMPLEMENTATION	No change--MPS/MASC agree
CHA	DEVELOPMENT OF PROCEDURES	No change--MPS/MASC agree
CHB	SCHOOL COMMITTEE REVIEW OF PROCEDURES	Remove--included in Section B
CHC	PROCEDURES DISSEMINATION	Adopt MASC version
CHCA	APPROVAL OF HANDBOOKS AND DIRECTIVES	Adopt MASC version (Not previously in MPS policy manual)
CHCA-E	APPROVAL OF HANDBOOKS AND DIRECTIVES	Remove from MPS policy manual Exhibit for info purposes/already in handbooks
CHD	ADMINISTRATION IN POLICY ABSENCE	Adopt MASC version
CI	TEMPORARY ADMINISTRATIVE ARRANGEMENTS	Remove from MPS policy manual
CL	ADMINISTRATIVE REPORTS	Remove from MPS policy manual
CM	SCHOOL DISTRICT ANNUAL REPORT	Adopt MASC version

SECTION D: FISCAL MANAGEMENT

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
DA	FISCAL MANAGEMENT GOALS	No change--MPS/MASC agree
DB	ANNUAL BUDGET	Adopt MASC policy--New to Mashpee
DBC	BUDGET DEADLINES AND SCHEDULES	Adopt MASC policy--New to Mashpee
DBD	BUDGET PLANNING	Adopt MASC version
DBG	BUDGET ADOPTION PROCEDURES	Adopt MASC policy--New to Mashpee
DBJ	BUDGET TRANSFER AUTHORITY	Adopt MASC version (DOR audit procedures)
DD	FUNDING PROPOSALS AND APPLICATIONS	Adopt MASC version
DGA	AUTHORIZED SIGNATURES	Adopt MASC version
DH	BONDED EMPLOYEES AND OFFICERS	No change--MPS/MASC agree
DI	FISCAL ACCOUNTING AND REPORTING	Adopt MASC version
DIBA	STUDENT ACTIVITY AGENCY ACCOUNTS	Remove--usually found in Section J of policy manuals (replace with MASC--Policy JJF)
DID	INVENTORY	Remove from MPS policy manual
DIE	AUDITS	Adopt MASC version
DJ	PURCHASING	No change--MPS/MASC agree
DJA	PURCHASING AUTHORITY	No change--MPS/MASC agree
DJE	PROCUREMENT REQUIREMENTS	Adopt MASC version (Our DJE was titled "Bidding Requirements")
DK	PAYMENT PROCEDURES	Adopt MASC version
DKC	EXPENSE REIMBURSEMENTS	Adopt MASC version

SECTION E: SUPPORT SERVICES

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
EA	SUPPORT SERVICES GOALS	Remove from MPS Policy Manual Intro--not required
EB	SAFETY PROGRAM	No change--MPS/MASC agree
EBA	SAFETY MEASURES AND IN-SERVICE EDUCATION	Remove from MPS Policy Manual Don't need--covered in EB
EBAB	PEST MANAGEMENT	No change--MPS/MASC agree
EBB	FIRST AID	Adopt MASC version
EBC	EMERGENCY PLANS	Adopt MASC version
EBCBA	FIRE PREVENTION AND FIRE DRILLS	Remove from MPS Policy Manual Don't need--covered in EBC
EBCD	EMERGENCY CLOSINGS	No change--MPS/MASC agree
EBCDR-R	EMERGENCY WEATHER PROVISIONS	Remove from MPS Policy Manual Don't need--covered in EBCD
EC	BUILDINGS AND GROUNDS MANAGEMENT	No change--stay with Mashpee version
ECA	BUILDINGS AND GROUNDS SECURITY	No change--MPS/MASC agree (watchmen--change to security personnel)
ECAC	VANDALISM	Adopt MASC version
ECAF	SECURITY CAMERAS IN SCHOOLS	Adopt MASC policy--New to Mashpee
ECB	MAINTENANCE OF SCHOOL FACILITIES	No change--stay with Mashpee version
EDC	AUTHORIZED USE OF SCHOOL-OWNED MATERIALS	No change--MPS/MASC agree
EE	SCHOOL BUS TRANSPORTATION POLICY AND GUIDELINES	Remove from MPS Policy Manual (Procedures)
EEA	STUDENT TRANSPORTATION SERVICES	No change--MPS/MASC agree
EEAE	SCHOOL BUS SAFETY PROGRAM	No change--MPS/MASC agree
EEAEA	BUS DRIVER EXAMINATION AND TRAINING	Adopt MASC version
EEAEA-1	RESPONSIBILITIES OF THE SCHOOL BUS DRIVER	Remove from MPS Policy Manual (Job description--put in contract/mou)
EEAEA-2	DRUG AND ALCOHOL TESTING FOR SCHOOL BUS AND COMMERCIAL VEHICLE DRIVERS	Remove from MPS Policy Manual
EEAEC-R	STUDENT CONDUCT ON SCHOOL BUSES	Remove from MPS Policy Manual

SECTION G: PERSONNEL--continued

38

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
GBEA-E	THE CODE OF ETHICS OF THE EDUCATION PROFESSION	Need to update--source??
GBEB	STAFF CONDUCT	Adopt MASC version
GBEB-R	REGULATIONS FOR CONDUCT OF TEACHERS	Need to update--source??
GBEBC	GIFTS TO AND SOLICITATIONS BY STAFF	Adopt MASC version
GBEBCA	GIFTS AND GIFT EXCHANGES	Remove from MPS Policy Manual
GBEBD	ONLINE FUNDRAISING AND SOLICITATIONS--CROWDFUNDING	Adopt MASC policy--New to Mashpee
GBEC	DRUG-FREE WORKPLACE	No change--MPS/MASC agree
GBED	TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED	Adopt MASC version
GBGB	STAFF PERSONAL SECURITY AND SAFETY	No change--MPS/MASC agree
GBGE	DOMESTIC VIOLENCE LEAVE	Adopt MASC policy--New to Mashpee
GBGF	FAMILY AND MEDICAL LEAVE	Adopt MASC policy--New to Mashpee
GBI	STAFF PARTICIPATION IN POLITICAL ACTIVITIES	Adopt MASC version--add'l legal references
GBK	PERSONNEL RECORDS	Adopt MASC version--add'l legal references
GCA	PROFESSIONAL STAFF POSITIONS	No change--MPS/MASC agree
GCBA	PROFESSIONAL STAFF SALARY SCHEDULES	Update to include add'l legal reference
GCBB	EMPLOYMENT OF PRINCIPALS	No change
GCBC	PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS	No change--MPS/MASC agree
GCCC	FAMILY AND MEDICAL LEAVE	Remove from MPS Policy Manual--See GBGF
GCE	PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES	Adopt MASC policy--New to Mashpee
GCF	PROFESSIONAL STAFF HIRING	Adopt MASC version
GCG	SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT	Adopt MASC version
GCIA	PHILOSOPHY OF STAFF DEVELOPMENT	No change--MPS/MASC agree
GCJ	PROFESSIONAL TEACHER STATUS	Adopt MASC version
GCK	PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS	Adopt MASC policy--New to Mashpee

SECTION G: PERSONNEL--continued

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
GCO	EVALUATION OF PROFESSIONAL STAFF	Adopt MASC version
GCQD	RESIGNATION OF PROFESSIONAL STAFF MEMBERS	Adopt MASC policy--New to Mashpee
GCQE	RETIREMENT OF PROFESSIONAL STAFF MEMBERS	Adopt MASC policy--New to Mashpee
GCQF	SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS	No change--MPS/MASC agree
GCRD	TUTORING FOR PAY	Adopt MASC version
GDA	SUPPORT STAFF POSITIONS	No change--MPS/MASC agree
GDB	SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS	Adopt MASC version
GDO	EVALUATION OF SUPPORT STAFF	Adopt MASC policy--New to Mashpee
GDQC	RETIREMENT OF SUPPORT STAFF MEMBERS	Adopt MASC policy--New to Mashpee
GDQD	SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS	Adopt MASC policy--New to Mashpee

SECTION H: NEGOTIATIONS

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
HA	NEGOTIATIONS GOALS	No change--MPS/MASC agree
HB	NEGOTIATIONS LEGAL STATUS	Adopt MASC version
HF	SCHOOL COMMITTEE NEGOTIATING AGENTS	Adopt MASC version
HPAB	PROHIBITION AGAINST STRIKES	Remove from MPS Policy Manual (It is the law.)

SECTION I: INSTRUCTION

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
IA	INSTRUCTIONAL PRIORITY OBJECTIVES	Remove--not necessary
IB	ACADEMIC FREEDOM	No Change--MPS/MASC agree (one word change)
IC/ICA	SCHOOL YEAR/SCHOOL CALENDAR	Adopt MASC version
ID	SCHOOL DAY	Adopt MASC version
IE	ORGANIZATION OF INSTRUCTION	Keep Mashpee version--with addition of last paragraph from MASC version
IF	MULTI-TIERED SYSTEM OF SUPPORT FRAMEWORK FOR IMPROVING THE EDUCATIONAL PERFORMANCE OF ALL STUDENTS	No Change--Mashpee policy only
IGA	CURRICULUM DEVELOPMENT	No Change--MPS/MASC agree
IGB	STUDENT SERVICES PROGRAMS (Mashpee's IGB was called Curriculum Projects)	Adopt MASC version
IGD	CURRICULUM ADOPTION	No Change--MPS/MASC agree
IHA	BASIC INSTRUCTIONAL PROGRAM	Adopt MASC version
IHAG	MUSICAL INSTRUMENTS	Remove--handbook item
IHAI	OCCUPATIONAL EDUCATION	Adopt MASC version--New to Mashpee
IHAL	TEACHING ABOUT RELIGION	No Change--Mashpee Policy
IHAM	HEALTH EDUCATION	No Change--Stay with Mashpee version
IHAM-R	HEALTH EDUCATION	No Change--MPS/MASC agree
IHAMA	PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION	Adopt MASC version
IHAMB	TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS	Adopt MASC version
IHB	SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS	Adopt MASC version (with minor edits)
IHBA	PROGRAMS FOR STUDENTS WITH DISABILITIES	Adopt MASC (Previously part of IHB in Mashpee)
IHBAA	OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS	No Change--MPS/MASC agree

SECTION I: INSTRUCTION

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
IHBD	COMPENSATORY EDUCATION	No Change--MPS/MASC agree
IHBEA	ENGLISH LANGUAGE LEARNERS	Change title to "English Learners" Adopt MASC version
IHBF	HOMEBOUND INSTRUCTION	No Change--MPS/MASC agree (MPS--names Director of Guidance)
IHBG	HOME SCHOOLING	No Change--MPS/MASC agree (last sentence in Mashpee's policy will be replaced with last 2 paragraphs in MASC.
IHBH	ALTERNATIVE SCHOOL PROGRAMS	Adopt MASC version
IHCA	SUMMER SCHOOLS	Adopt MASC version--New to Mashpee
IJ	INSTRUCTIONAL MATERIALS	No Change--MPS/MASC agree (one word change)
IJ-R	RECONSIDERATION OF INSTRUCTIONAL RESOURCES	No Change--MPS/MASC agree
IJL	LIBRARY MATERIALS SELECTION AND ADOPTION	Adopt MASC version--New to Mashpee
IJLA	LIBRARY RESOURCES	No Change--Stay with Mashpee policy
IJM	SPECIAL INTEREST MATERIALS SELECTION AND ADOPTION	Remove--covered in IJ
IJND	ACCESS TO DIGITAL RESOURCES	Adopt MASC version
IJNDB	EMPOWERED DIGITAL USE POLICY	Adopt MASC version
IJNDB-R	TECHNOLOGY ACCEPTABLE USE POLICY	Remove from Mashpee--procedural
IJNDC	INTERNET PUBLICATION	Adopt MASC version
IJNDD	POLICY ON SOCIAL MEDIA	Adopt MASC version
IJOA	FIELD TRIPS	Adopt MASC version
IJOB	COMMUNITY RESOURCE PERSONS/SPEAKERS	MPS/MASC Agree (one word change)
IJOC	SCHOOL VOLUNTEERS	No Change--MPS/MASC agree Cross-reference added
IK	STUDENT PROGRESS REPORT TO PARENTS/GUARDIANS	Adopt MASC version--New to Mashpee

42

SECTION I: INSTRUCTION

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
IKE	PLACEMENT OF STUDENTS	Remove from Mashpee Policy Manual
IKEA	PROMOTION AND RETENTION OF STUDENTS (WILL BE RENAMED IKE)	Matches with MASC IKE
IKFB	GRADUATION EXERCISES	No Change--Mashpee only (Chairperson to Chair)
IL	EVALUATION OF INSTRUCTIONAL PROGRAMS	Adopt MASC version--New to Mashpee
ILD	STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH	Adopt MASC version--New to Mashpee (new to MASC too)
IMA	TEACHING ACTIVITIES/PRESENTATIONS	No Change--MPS/MASC agree
IMB	TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS	No Change--MPS/MASC agree
IMD	SCHOOL CEREMONIES AND OBSERVANCES	No Change--MPS/MASC agree
IMG	ANIMALS IN SCHOOL	No Change--MPS/MASC agree

SECTION J: STUDENTS

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
JB	EQUAL EDUCATIONAL OPPORTUNITIES	Adopt MASC version
JBA	STUDENT TO STUDENT HARASSMENT	Remove from MPS policy manual Bullying language covers--JICFB
JEB	ENTRANCE AGE	No Change--use Mashpee policy
JF	SCHOOL ADMISSIONS	Adopt MASC version
JFABC	ADMISSION OF TRANSFER STUDENTS	No Change--MPS/MASC agree
JFABD	HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES	Adopt MASC version
JFABE	EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN	New to Mashpee (new to MASC)
JFABF	EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE	New to Mashpee (new to MASC)
JFBB	SCHOOL CHOICE	Adopt MASC version

SECTION J: STUDENTS

43

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
JH	STUDENT ABSENCES AND EXCUSES	Adopt MASC version
JHD	EXCLUSION AND EXEMPTIONS FROM SCHOOL ATTENDANCE	No Change--MPS/MASC agree (one line difference)
JI	STUDENT RIGHTS AND RESPONSIBILITIES	No Change--MPS/MASC agree
JIB	STUDENT INVOLVEMENT IN DECISION-MAKING	No Change--MPS/MASC agree
JIC	STUDENT DISCIPLINE	Adopt MASC version
JICA	STUDENT DRESS CODE	Adopt MASC version
JICC	STUDENT CONDUCT ON SCHOOL BUSES	No Change--MPS/MASC agree
JICE	STUDENT PUBLICATIONS	Adopt MASC version
JICF	GANG ACTIVITY/SECRET SOCIETIES	No Change--MPS/MASC agree
JICFA	PROHIBITION OF HAZING	No Change--MPS/MASC agree
JICFA-E	HAZING	No Change--MPS/MASC agree
JICFB	BULLYING PREVENTION	Adopt MASC version--New to Mashpee
JICG	TOBACCO USE BY STUDENTS	Remove from MPS policy--covered in JICH
JICH	ALCOHOL, TOBACCO AND DRUG USE BY STUDENTS PROHIBITED	Adopt MASC version
JIE	PREGNANT STUDENTS	No Change--MPS/MASC agree
JIH	SEARCHES AND INTERROGATIONS	No Change--MPS/MASC agree
JII	STUDENT COMPLAINTS AND GRIEVANCES	Adopt MASC version--New to Mashpee
JJ	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES	Adopt MASC version--New to Mashpee
JJA	STUDENT ORGANIZATIONS	Adopt MASC version--New to Mashpee
JJE	STUDENT FUND-RAISING ACTIVITIES	Adopt MASC version
JJF	STUDENT ACTIVITY ACCOUNTS	Adopt MASC version (updated 3/2018)
JJH	STUDENT LATE NIGHT OR OVERNIGHT TRAVEL	No Change--MPS/MASC agree
JJH-R	STUDENT TRAVEL REGULATIONS	No Change--MPS/MASC agree
JJIB	INTERSCHOLASTIC ATHLETICS	No Change--MPS/MASC agree
JJIF	ATHLETIC CONCUSSION POLICY	No Change--use Mashpee policy

SECTION J: STUDENTS

44

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
JJIF-R	ATHLETIC CONCUSSION REGULATIONS	No Change--use Mashpee policy
JK	STUDENT CONDUCT	Adopt MASC version
JKA	CORPORAL PUNISHMENT	Adopt MASC version
JKAA	PHYSICAL RESTRAINT OF STUDENTS	Adopt MASC version
JKF	DISCIPLINING STUDENTS WITH SPECIAL NEEDS	Remove from Mashpee manual--don't need here
JL	STUDENT WELFARE	No Change--MPS/MASC agree
JLA	STUDENT INSURANCE PROGRAM	No Change--MPS/MASC agree
JLC	STUDENT HEALTH SERVICES AND REQUIREMENTS	No Change--MPS/MASC agree
JLCA	PHYSICAL EXAMINATIONS OF STUDENTS	Adopt MASC version
JLCB	INOCULATIONS OF STUDENTS	Adopt MASC version
JLCC	COMMUNICABLE DISEASES	Adopt MASC version
JLCD	ADMINISTERING MEDICINES TO STUDENTS	Adopt MASC version
JLCD-1	MASHPEE PUBLIC SCHOOLS NARCAN ADMINISTRATION POLICY	Remove from Mashpee policy manual--belongs in Nurse's manual
JLCDA	PROTOCOL FOR MANAGING STUDENTS WITH LIFE THREATENING ALLERGIES	No change--Mashpee policy only (protocols)
JLCE	FIRST AID	Adopt MASC version--New to Mashpee
JLCEB	AUTOMATED EXTERNAL DEFIBRILLATOR	No Change--MPS/MASC agree
JLD	GUIDANCE PROGRAM	Remove from MPS policy manual
JM	APPROVAL OF SCHOLARSHIPS	No Change--Mashpee policy only
JP	STUDENT GIFTS AND SOLICITATIONS	No Change--MPS/MASC agree
JQ	STUDENT FEES, FINES AND CHARGES	Adopt MASC version
JRA	STUDENT RECORDS	No Change--MPS/MASC agree (legal references)
JRA-R	STUDENT RECORDS	Remove from Mashpee manual (Just repeats language in 603 CMR 23.00)
JRD	STUDENT PHOTOGRAPHS	No Change--MPS/MASC agree

SECTION K: COMMUNITY RELATIONS

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
KBA	SCHOOL/PARENT RELATIONS GOALS	No Change--MPS/MASC agree
KBBA	NON-CUSTODIAL PARENTS' RIGHTS	Adopt MASC version
KBE	RELATIONS WITH PARENT ORGANIZATIONS	Adopt MASC version
KCD	PUBLIC GIFTS TO THE SCHOOLS	Adopt MASC version
KDB	PUBLIC'S RIGHT TO KNOW	Adopt MASC version
KDD	NEWS MEDIA RELATIONS/NEWS RELEASES	MPS/MASC agree (2 word changes)
KDDA	SCHOOL DISTRICT NEWSLETTERS	Remove from Mashpee--not needed
Kddb	SPORTS AND SPECIAL EVENTS NEWS COVERAGE	Remove from Mashpee--not needed
KE	PUBLIC COMPLAINTS	Adopt MASC version--covers all
KEB	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL	Remove from Mashpee--covered in KE
KEB-R	PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL	Remove from Mashpee--procedural (KE)
KEC	PUBLIC COMPLAINTS ABOUT CURRICULUM OR INSTRUCTIONAL MATERIALS	Remove from Mashpee--covered in KE
KEC-R	COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS	Remove from Mashpee--covered in KE
KF	COMMUNITY USE OF SCHOOL FACILITIES	Adopt MASC version--with several modifications
KF-R	REGULATIONS AND FEES FOR USE OF SCHOOL BUILDINGS	Remove from Mashpee (DPW controls)
KHA	PUBLIC SOLICITATIONS IN THE SCHOOLS	No Change--MPS/MASC agree
KHB	ADVERTISING IN THE SCHOOLS	Adopt MASC version--New to Mashpee
KHC	DISTRIBUTION/POSTING OF PROMOTIONAL LITERATURE	No Change--MPS policy only
KI	VISITORS TO THE SCHOOLS	No Change--MPS/MASC agree (1 word change)
KLK	RELATIONS WITH POLICE AUTHORITIES	No Change--MPS/MASC agree
KLK	RELATIONS WITH LOCAL GOVERNMENT AUTHORITIES	No Change--MPS/MASC agree

SECTION L: EDUCATION AGENCY RELATIONS

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
LA	EDUCATION AGENCY RELATIONS GOALS	No change--MPS/MASC agree
LB	RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS	No change--MPS/MASC agree
LBC	RELATIONS WITH NONPUBLIC SCHOOLS	No change--MPS/MASC agree
LDA	STUDENT TEACHING AND INTERNSHIPS	No change--MPS/MASC agree (verb change)

SEXUAL HARASSMENT

All persons associated with the _____ public schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the [] School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: [Name, Office, Address, Phone Number]

The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.

- b. The grievance officer will then attempt to meet with the charged party in order to obtain his/her response to the complaint.
- c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
- d. On the basis of the grievance officer's perception of the situation he/she may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee [Name, Office, Address, Phone Number] may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45
Federal Regulation 74676 issued by EEO Commission
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)
Board of Education 603 CMR 26:00

SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

SOURCE: MASC

NOTE: One of the first policy needs of a School Committee is a policy, or set of policies, on policy development. The policy above is one of a set of policies adopted by a Massachusetts School Committee.

SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

SOURCE: MASC

LEGAL REFS.: M.G.L. 40:5: 71:52

CROSS REF.: BIBA, School Committee Conferences, Conventions, and Workshops

SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the Committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The Committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The Committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the Committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The Committee will annually designate a person--who may or may not be a member of the Committee--to serve as its legislative representative. This person will be authorized to speak on the Committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the Committee's representative will be bound by the official positions taken by the School Committee.

SOURCE: MASC

ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it reflects the goals and objectives of the School Committee to meet the needs of all students.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community, an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

NOTE: References to portions of a town or city charter may be appropriate here. The charter should be reviewed.

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

Whatever dates are assigned, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee. The Selectmen have authority to impose a date as early as December 31.

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:38N
Town Charter (See local reference)

BUDGET ADOPTION PROCEDURES

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:34
Town Charter, (See local reference)

NOTE: Town and city charters should be checked for specific provisions relating to budget adoption procedures. Appropriate citations should be added as was done on the statement above.

FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

SECURITY CAMERAS IN SCHOOLS

The School Committee works to maintain a safe and secure environment for its students, staff, visitors, and facilities. Security means more than having locks and making certain that doors are locked at the proper times. Security also means minimizing fire hazards, reducing the possibility of faulty equipment, keeping records and valuables in a safe place, protection against vandalism and burglary, the prosecution of vandals, and developing crisis plans.

School facilities and their contents, constitute one of the greatest investments of the community. The School Committee believes it to be in the best interest of students and taxpayers for the district to exert every reasonable means to protect the investment adequately.

In pursuit of this objective, the School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property. Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks and appropriate signage that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

SOURCE: MASC

Adopted: August 2015

FACILITIES DEVELOPMENT GOALS

The School Committee believes that educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help implement that program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC August 2016

LEGAL REFS: M.G.L. 70B
 963 CMR 2.00

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs

SOURCE: MASC

NOTE: Regional school districts have the statutory authority to acquire property. Thus, the content of a policy in this area might vary slightly from that in the sample policy above. Regional school districts should cite M.G.L. 71:16 at this code.

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

File: GBEBD

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

~~SOURCE: MASC February 2018~~

~~NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.~~

DOMESTIC VIOLENCE LEAVE POLICY

It shall be the policy of the school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any_one of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;

- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

~~SOURCE: MASC October 2014~~

File: GBGE

LEGAL REF.: M.G.L. 149:52E; Section 10
Chapter 260 of the Acts of 2014

~~NOTE: The School Committee should seek the advice of counsel, deliberate, and determine whether or not to change the following language in the first paragraph as the School Committee, in consultation with the Superintendent, may choose to 1) make this type of leave paid or unpaid, and 2) make an employee exhaust other leave options or not:~~

~~"The employer shall have the sole discretion to determine whether this leave shall be paid or unpaid. An employee seeking such leave shall exhaust all annual or vacation leave, personal leave and sick leave available to the employee, prior to requesting or taking domestic violence leave, unless the employer waives this requirement."~~

~~Additionally, the statute does not require that employers with less than 50 employees provide this leave.~~

File: GBGF**FAMILY AND MEDICAL LEAVE**

The School System shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, procedures setting forth the rights and procedures granted by the Act, and shall ensure compliance with those procedures either personally or by delegation, or by some combination of personal oversight and delegation.

SOURCE: MASC**LEGAL REFS.:** P.L. 103-3, "Family and Medical Leave Act of 1993"

65

File: GCE

PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school system and it is the responsibility of the Principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the School Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

SOURCE: MASC September 2016

LEGAL REFS.: Collective Bargaining Agreements

666-
File: GCK

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

SOURCE: MASC

CONTRACT REF.: Teachers' Agreement

67.
File: GCQD

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

Professional staff members may discontinue their service in the school system during the school year by submitting a written notice of intent to resign to the appropriate hiring authority.

Such written notice of intent to resign will be given to the Superintendent. The staff member will be notified in writing of the Superintendent's action on the resignation.

When a resignation is accepted by the Superintendent the employee may be expected to continue in service at his or her assigned duties for a period of 30 days after submission of the resignation.

SOURCE: MASC

File: GCQE

RETIREMENT OF PROFESSIONAL STAFF MEMBERS

Annually, the Superintendent will inform the Committee of the professional staff members who have indicated their intention to retire at the end of the current school year. No further School Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

~~SOURCE: MASC~~

LEGAL REF.: Age Discrimination in Employment Law, P.L. 95-256

CONTRACT REF.: Teachers' Contract

~~NOTE: Under Massachusetts law (Teachers' Retirement Act), all professional personnel participate in a teachers' retirement plan, which provides several options on time of retirement and benefits granted to those who retire. It also sets limitations on the number of days a retired employee may be re-employed annually on a temporary basis by the school system. Temporary employment up to 90 days or 720 hours per calendar year is permitted at the discretion of the employer.~~

EVALUATION OF SUPPORT STAFF

A program of continuous observation and evaluation will be developed to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary policies that encourage employees to put forth their best efforts.

The evaluation will cover the major areas of the employee's responsibilities and their job descriptions.

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation.

SOURCE: MASC September 2016

CONTRACT REFS.: All support staff agreements

~~NOTE: Evaluation is an area in which many negotiated agreements contain information directly related to policy. The "contract reference" was added to this policy by the school system to direct the user of the manual to pertinent statements in the negotiated agreement. This type of referencing is only one method for dealing with the content of such agreements.~~

File: GDQC**RETIREMENT OF SUPPORT STAFF MEMBERS**

All full-time non-instructional personnel are required to participate in the Commonwealth of Massachusetts Retirement System.

Periodically, the Superintendent will present to the Committee the names of support staff members who have indicated their intentions to retire.

SOURCE: MASC

LEGAL REFS.: Age Discrimination in Employment Law, P.L. 95-256

~~NOTE: Regional school districts should cite M.G.L. 71:16F at this code.~~

File: GDQD

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff employed by the School District may be terminated by the Principal of the building in which they serve, with the approval of the Superintendent. However, employees may request the Superintendent to review the circumstances of their termination.

In the event of failure to perform as required, the Superintendent may immediately suspend or terminate employment depending upon agreement language.

Support staff employees may or may not be given prior notice of their dismissal, depending upon the circumstances.

The Superintendent, or the Principal, with the approval of the Superintendent, may also suspend/remove employees from their individual assignments.

SOURCE: MASC September 2016

NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

“ shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.”

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

~~SOURCE: MASC September 2016~~

LEGAL REF.: M.G.L. 150E:1 et seq.

SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for his/her services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
 - b. He/she will direct accumulation of necessary data needed for negotiations, such as comparative information.
 - c. He/she will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.
 - d. He/she will make recommendations to the Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37E

OCCUPATIONAL EDUCATION

The School Committee recognizes that students in pre-kindergarten through grade 12 should:

1. Be afforded the opportunity to be informed about the world of work.
2. Be aware of the many vocations available to them.
3. Develop a respect for the dignity of work.
4. Be allowed the opportunity to develop an understanding regarding the technical, consumer, occupational, recreational and cultural aspects of industry and technology; they should also be afforded the opportunity to develop skills related to such aspects through creative problem solving experiences.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 71:37K; 71:38A through 71:38F; 74:1 et seq.
603 CMR 4.00

NOTE: This category may be used for career education, vocational education, or both. If a school system participates in collaborative programs, the details of such programs are more appropriately filed under LBB, Cooperative Educational Programs.

SUMMER SCHOOLS

The school system shall make available summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work.

To attend summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted high school students in line with regulations of the School District.

All summer programs will be subject to annual approval by the School Committee.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:28

NOTE: This category is for statements on the summer program the summer instruction, services, and facilities provided students. Personnel policies pertaining to summer schools should be filed in the appropriate category in the personnel section.

LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:05

CROSS REF.: KEC, Public Complaints about the Curriculum or Instructional Materials

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance warrants attention.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant Superintendent, who will submit the proposal to the School Committee for consideration and approval.

SOURCE: MASC October 2016

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. Check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Dept. of Elementary and Secondary Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent.

SOURCE: MASC

STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.:	Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
CROSS REF.:	JRA, Student Records
SOURCE:	MASC February 2018

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN
PROPOSED MASC POLICY AWAITING FINAL APPROVAL

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

File: JFABE

- Receiving schools must honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: Interstate Compact on Educational Opportunity for Military Children

SOURCE: MASC April 2018

EDUCATION OPPORTUNITIES FOR CHILDREN IN FOSTER CARE
PROPOSED MASC POLICY AWAITING FINAL APPROVAL

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), The Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the district collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the district to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the district with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: *Every Student Succeeds Act (ESSA)*;
 Fostering Connections to Success and Increasing Adoptions Act of 2008
 (Fostering Connections Act)

SOURCE: MASC April 2018

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

85.

File: JIC

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension – not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing – Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

File: JIC

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

File: JIC

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

File: JIC

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); 71:37H ¾; 76:17; 603 CMR 53.00

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H½. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year. Except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

SOURCE: MASC

BULLYING PREVENTION

The School Committee is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

File: JICFB

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school Principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model
Bullying Prevention and Intervention Plan

File: JICFB

CROSS REFS.: AC, Nondiscrimination
 ACAB, Sexual Harassment
 JBA, Student-to-Student Harassment
 JIC, Student Discipline
 JICFA, Prohibition of Hazing

SOURCE: MASC August 2013

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community. Every attempt will be made to seek a satisfactory solution to any concerns in a friendly and informal manner.

Students--and their parents and/or guardians, who believe that a student has received unfair treatment, may bring forward their grievance through the appropriate channels. Appeals of disciplinary cases will be required to follow the district's policy on student discipline. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings.

SOURCE: MASC October 2016

CROSS REF: JIC Student Discipline

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complementary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students.
2. The assistance of parents in planning activity programs will be encouraged.
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility.
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance.
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:47
603 CMR 26.00

NOTE: This category is useful for a general policy on student activities and for establishing definitions.

STUDENT ORGANIZATIONS

Student Organizations

Student organizations in the District shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, School Committee policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the board.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy.

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization which will bring criticism to the school system or be degrading to the student.

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations - High Schools

In addition to the above requirements, all clubs or organizations at the high school level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organizations desiring to meet or form in a particular school, the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the appropriate District administrator for review of the Principal's decision.

SOURCE: MASC

CROSS REF: JICF, Gang Activities/Secret Societies

LEGAL REF.: 603 CMR 26.00

File: KHB

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

CROSS REF.: JP, Student Gifts and Solicitations
 KHA, Public Solicitations in the Schools

Theresa "Terrie" Cook, Kathleen Lynch, Stephen Paxton, Maryanne Macdonald Flaherty, Peter Thomas
Former Mashpee School Committee Members
c/o Cook 6 Angelo's Way Mashpee, MA. 02649
tcook64@comcast.net

Sent via email (tcook64@comcast.net)
May 28, 2018

Honorable Members of the Mashpee School Committee
c/o The Office of the Superintendent
150A Old Barnstable Road
Mashpee, MA. 02649

Honorable Members of the Mashpee School Committee:

As we, former members of the Mashpee School Committee, are preparing to attend the remembrance service of the longtime Mashpee School Committee member, Janice M. Mills, who sadly passed away this past March, the thought arose that it would be a great honor for the Mashpee School Committee to dedicate and name the Mashpee High School Library as the Janice M. Mills Library.

Janice was a much beloved mentor to us as we found our way to govern the operation of the Mashpee Public Schools and one of her favorite pastimes, was to read. Janice worked tirelessly to open Mashpee's first high school and we truly would not have our own school if she had not been the diligent member that we all knew her to be. It was Janice's idea to give each graduating senior a copy of the Dr. Seuss book "Oh, the Places You'll Go" from the School Committee, further showing her love of reading. All who knew and loved Janice were aware that she was a voracious reader and always had a few books with her no matter where her travels took her.

Janice's thirty-eight years on the Mashpee School Committee were filled with accomplishments and those of us that were lucky enough to have served with her know that Mrs. Mills never lost sight of the fact that she was elected to do what was best for the children of Mashpee, many times standing alone in the effort to make sure that Mashpee's students always had the best that our town could give. Mashpee Public Schools would certainly not be the same if Janice had not been a part of the School Committee and to name the library in the high school as the Janice M. Mills Library would be an appropriate way to remember her and her tireless work on behalf of Mashpee's children.

We are willing to meet with the School Committee to discuss the naming of the MMHS Library in Janice Mills' honor, and we ask that this item be added to an upcoming agenda of the Mashpee School Committee in the near future.

Respectfully,

Theresa "Terrie" Cook, Kathleen Lynch, Stephen Paxton, Maryanne Macdonald Flaherty, Peter Thomas