

## Town of Mashpee

## Town Clerk



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Mashpee MA 02649  
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Date: May 2, 2019

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, May 8, 2019

Time of Meeting: 5:30 PM

Place: Quashnet School Library, 150A Old Barnstable Rd, Mashpee MA

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**

**May 8, 2019 at the Quashnet School Library, 150 Old Barnstable Rd, Mashpee MA  
5:30 PM/ Agenda\*\***

**Mission and Vision for the Mashpee Public Schools**

The mission of the Mashpee Public Schools is to ensure a comprehensive program of academic rigor, scope, and depth to prepare all students to be college and career ready and to value service to others. The vision of the Mashpee Public Schools is that every student, every day, is safe, respected, and ensured to achieve excellence in a personalized learning environment that includes quality teaching, small class sizes, and the use of technology.

1	5:30	Call Regular Meeting to Order/Pledge of Allegiance
2	5:31	*Approval of Minutes of April 3 (p. 1-3)
3	5:35	Public Comment
4	5:45	Mashpee Wampanoag Tribe Representative
5	5:55	Report of the Superintendent <ul style="list-style-type: none"><li>• Administrator Reports (p. 4-9)</li><li>• Personnel Update (p. 10)</li><li>• Enrollments (p. 11)</li><li>• Correspondence (p. 12)</li><li>• Recognitions (CatchOn, MMHS Students, QS Students) (p. 13-14)</li><li>• Portrait of a Graduate Update</li></ul>
6	6:15	Specifically Assigned/Unfinished Business <ul style="list-style-type: none"><li>• *FY21 school year calendar (p. 15)</li><li>• Working Group Updates (p. 16-33)<ul style="list-style-type: none"><li>Goal 1A--Financial Roadmap for Fiscal Planning (G. Gorman, G. Schmidt)</li><li>Goal 1B--Effectiveness and Efficiency of School Committee (C. Santos, G. Schmidt)</li><li>Goal 2A--Data-Driven Inclusive Stakeholder Communication Plan (G. Gorman, N. Bartlett)</li><li>Goal 2B--Communication of School Start Time Implementation Plan (D. Myers, N. Bartlett)</li></ul></li></ul>
7	6:30	Mashpee Middle-High School Student Representative: Skylar Rimple
8	6:40	New Business <ul style="list-style-type: none"><li>• Superintendent's Presentation--Evaluation</li><li>• Draft Nomination Ballot for FY 2020 (p. 34-35)</li><li>• Event for Janice M. Mills Learning Commons</li></ul>
9	7:00	Items the Chair did not reasonably know in advance (Other)
10	7:05	Public Comment
11	7:15	*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.**

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**School committee Meeting  
April 3, 2019  
Minutes**

Present were: Chris Santos, Geoff Gorman, Nicole Bartlett, Don Myers. Also present were Patty DeBoer, Superintendent, Hope Hanscom, Assistant Superintendent and Paul Funk, Business Manager

**1. Call Meeting to Order/Pledge of Allegiance**

Mr. Santos called the meeting to order at 5:30 pm

**2. Approval of Minutes of March 6, 2019**

Mr. Gorman made a motion, seconded by Ms. Bartlett to approve the minutes of March 6, 2019,

**Roll Call Vote:** In favor - Mr. Myers, Ms. Bartlett, Mr. Gorman; abstained - Mr. Santos; approved.

**3. Public Comment**

Phyllis Sprout, community member, spoke about the school process regarding distribution of outside communication.

**4. Mashpee Wampanoag Tribe - Cameron Greendeer**

Cameron Greendeer, youth program manager for the tribe presented an informative update.

**5. Report of the Superintendent**

**Administrator Reports**

Mrs. DeBoer reviewed the administrator reports with the Committee.

**Personnel update**

Quashnet School - Kaitlyn Reardon, Special Education Teacher

Middle/High School - Maureen Goldsmith, Executive Administrative Assistant-Guidance

Beth Needel- Executive Administrative Assistant - Special Education

Catherine Cameron - Administrative Assistant - Guidance

Open Positions - District Wide - Food Service Helper, Tech Repair Support

MMHS - Administrative Assistant (Special Education)

**Enrollments**

Total enrollment of students:1632

**Correspondence**

A letter from the Commissioner of Elementary & Secondary Education congratulating Mashpee for achieving the Innovation Pathway distinction.

The winners of the vaping contest are: 1st place Grace Dion; 2nd place Joe Burton, 3rd place Dillon Foley

## 6. Report of the Business Manager

- FY19 Budget Update  
Mr. Funk reviewed the FY19 budget with the Committee.  
Mr. Funk reviewed the grants and revolving accounts with the Committee.
- Budget transfer  
Mr. Myers made a motion, seconded by Ms. Bartlett to approve budget transfer #19-05 as presented.  
**Roll Call:** In favor - Mr. Myers, Ms. Bartlett, Mr. Gorman and Mr. Santos;  
opposed - none.
- Updated Four-Year Financial Plan  
The Committee discussed the 4-year financial plan.

## 7. Mashpee Middle-High School Student Representative: Skyla Rimple

Skyla presented an update regarding the events at Middle-High School.

## 8. Specifically Assigned/Unfinished Business

- FY21 school year calendar  
Postpone vote until a full committee is present.
- School Custodial Staff  
Mrs. DeBoer stated that everything is going well
- Working Group Updates  
Goal 1A--Financial Roadmap for Fiscal Planning (G. Gorman, G.Schmidt)  
Mr. Gorman updated the Committee on the financial planning group's progress.  
Goal 1B--Effectiveness and Efficiency of School Committee (C. Santos, G. Schmidt)  
An update was presented to the Committee on the Effectiveness & Efficiency Committee's progress. A meeting is scheduled for April 23, 2019.  
Goal 2A--Data-driven Inclusive Stakeholder Communication Plan (G. Gorman, N. Bartlett)  
The survey data was discussed by Ms. Bartlett. More information will be presented at a future meeting. Ms. Bartlett suggested putting district wide events on a spreadsheet and each Committee member can indicate which event they will or will not attend.  
Goal 2B--Communicate School Start Time Implementation Plan (D. Myers, N. Bartlett)  
Mrs. DeBoer and the Committee discussed the many ways they should communicate with families regarding the change

## 9. New Business

- \*MMHS Band trip (Trojanos) to Canobie LAke Park, NH on May 25, 2019  
Already approved at a previous meeting.

- Rt. 151/Old Barnstable Road Intersection  
Mrs. DeBoer will speak to Catherine Laurent, DPW and Scott Carline, MPD.
- Superintendent's Evaluation Process/Timeline  
The Superintendent and the Committee briefly discussed the Superintendent's Evaluation Process/Timeline. An additional School Committee meeting will be scheduled in May.
- Committee Reports  
No committee reports
- Funding for Robotics Team and Clubs  
Mr. Myers recommended to have the policy committee review this request first.
- Share-out on National Conference  
The Committee shared out the information they obtained at the National Conference.

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

None

**11. Public Comment**

None

**12. \*Executive Session**

12.1 Strategy for negotiations with non-union personnel

Ms. Bartlett made a motion, seconded by Mr. Gorman to adjourn the regular meeting at 8:00 pm and move into Executive Session for the purpose of discussing a strategy for negotiations with non-union personnel. The Committee will not return to regular meeting.

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

**13. \*Adjournment**

Vote was taken at 8:00 pm.

Respectfully submitted by,

Catherine E. Loyko  
School Committee Recording Secretary

**MASHPEE PUBLIC SCHOOLS**  
**Monthly Report— APRIL - KENNETH C. COOMBS SCHOOL**  
**Principal Paul LaBelle**

4.

**Enrollment:**

Grade	IN	OUT	Total	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
PS	2		41	41						
PK			63	16	16	16	15			
K			96	18	15	15	16	16	16	
1			111	14	17	16	15	17	15	17
2			102	19	20	16	15	16	16	
<b>Total</b>			413							

Enrollment as of April 23, 2019

Students 412

24 Homerooms

Attendance Rate 93%

20% of Students with Chronic Absenteeism

**Acknowledgements:** Thank you to Stacey Schakel for providing CPR training to staff. Thank you to Jamie Needre for supporting Autism Awareness Day visiting classrooms and reading to students. Thank you to Denise Fronius, CFCE Coordinator for organizing the Dance Around the World with Donna event for incoming kindergarten students. Thank you to Karen Camp and the Guidance staff for sponsoring the Paraprofessional Appreciation Brunch. Thank you to Katie Martin for hosting the annual Arcade Day. Many thanks to the Lions Club assists the Health Office with student hearing screenings.

**Highlight(s):**

KCC held another curriculum family engagement event by hosting **Stem Night** on April 25. Taking advantage of the nice weather, we were able to spread out exhibits throughout our building including the KCC courtyard. This annual event is organized by KCC STEM teacher and her STEM curriculum team and supported by our scientific and environmental community as well as the CTE department at MMHS in providing a variety of hands-on learning experiences for our students and families. KCC staff also facilitated interactive stations such as **Ali Robbins** and her **Peregrine Falcon Project**. For three years Mrs Robbins has been following a peregrine falcon nest cam located in Manchester, NH. She uses this as an extension using non-fiction literature and introducing students research skills and scientific writing. Mrs Robbins' station displayed peregrine artwork completed by her students in the collage-style of Eric Carle. Visitors to her station could make a falcon prototype nest using organic materials.

**Amanda Hough**, from MMHS, displayed her mini golf course that was designed by grade one students and built collaboratively with MMHS students and KCC first graders. The seven mini-golf holes are fashioned after Cape Cod landmarks such as: Bourne Bridge and Rotary, #WeAreMashpeeStore and, of course, KCC. Students have also used their coding skills to program Orzobots to run the course of each golf hole.

A regular highlight of the evening are the **Arcade Game** projects that grade 2 students created using design-thinking: Skee Ball, Basketball Shoot-out and Plinko games were some favorites.

The following Community members were represented at this year's STEM Night:



2nd grade students' handmade ARCADE GAMES

• Atlantic White Shark Conservatory

**MASHPEE PUBLIC SCHOOLS**  
**Monthly Report-- APRIL - KENNETH C. COOMBS SCHOOL**  
**Principal Paul LaBelle**

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- The Cape Wildlife Center
- Real insects and the USDA scientists that study them
- Long Pasture and Mass. Audubon Society
- The Waquoit Bay National Estuary Reserve
- The Friends of Mashpee Wildlife Refuge
- The Monarch Project
- The Compost With Me Program
- Mass. Department of Fish and Wildlife
- The United States Coast Guard with Mr. Joe
- Engineering Design Challenges and Maker's Space
- The baby Diamondback Terrapin Turtles we are raising
- The Cape Cod Museum of Natural History
- Natural dyes with Latoya Green
- Hunting and Fishing Display with "Captain" CJ Lambert
- Clamming Cape Cod with Stacey Maher
- MMHS students with robots, snap circuits, and mini golf

April 1 - Staff CPR Training

April 2 - World Autism Awareness Day acknowledged

April 9 - Spring Individual Student Photo and Class Group Photo Day

April 10 - Paraprofessional Appreciation Brunch

April 10 - Read to Me volunteers visit preschool students

April 11 - Read-a-thon Vacation Challenge Bingo

April 30 - Preschool (McDonough and Williams) visit Green Briar Nature Center

**MASHPEE PUBLIC SCHOOLS**  
**Monthly Report - April 2019: QUASHNET SCHOOL**  
**Principal MaryKate O'Brien**

61

**Enrollment:**

Grade	IN	OUT	Total	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
3			119	3AR-21	3BR-20	3CO-20	3PO-20	3SC-19	3ST-19	--
4			116	4GO-19	4KE-21	4LO-20	4MA-19	4MC-19	4ST-18	--
5			125	5BA-20	5-BE-17	5BL-18	5FR-17	5GR-18	5MA-18	5PI-17
6			140	6BA-20	6GE-20	6JO-21	6MA-18	6MC-19	6SW-22	6WI-20
<b>Total</b>			<b>500</b>	Enrollment as of 4/23/19 - 26 Homerooms - Attendance Rate 95.11%						
				Percentage of students with chronic absenteeism - 13%						

**Acknowledgments:**

Three of Quashnet School's amazing fourth-grade poets were recognized by Veterans for Peace, Voices of Peace poetry contest. Madalyn Damron earned First Honors, Fernanda Lima Second Honors, and Oliver Josselyn earned Honorable Mention. Thank you, Mrs. McKay, for providing this opportunity to students each year.

The annual Staff vs Grade 6 Floor Hockey game was held on April 12th. This is a favorite school-wide event that builds school pride and community. A special thank you to Deputy Bob Roth from the Barnstable County Sherri's Office who officiated the game.

**Highlights:**

On April 11th, Quashnet School students participated in the first annual Night to Shine event celebrating words and music. This event was organized by our music teachers, Mrs. Hill and Mrs. Boyd, along with the Title One teacher, Ms. Bretti Keohane. The focus was to highlight students' talent and interest in music and poetry. The cafeteria was transformed into a cozy coffee house setting that highlighted student performers. We look forward to seeing this event grow next year.

I am very happy to acknowledge Quashnet mathematicians. Mr. Loyko's Grade 4 math students came in fourth place based on the first standings in the National IXL Spring Showdown on April 12th. As a class, the students answered over 43,000 math problems. The contest began on April 1st and runs through April 30th. Last year, over 13,000 classrooms participated in this event nationally. IXL questions are answered partially in class and on students' own time at home. We anxiously await the final standings which will be announced on May 6th. As of April 30th, Mr. Loyko's students have spent 607 hours and 7 minutes on IXL - a math-based online program.

Over April vacation, Mashpee DPW rebuilt the Quashnet School garden which was a casualty of the recent construction project. The new garden is spectacular! Grade 5 students are anxious to plant their seedlings which have just begun to sprout.

Coming up:  
 Math MCAS - May 8th and 9th  
 Career Day - May 24th



7.

**MASHPEE PUBLIC SCHOOLS**  
**Monthly Report-April 2019: MASHPEE MIDDLE HIGH SCHOOL**  
**Principal Mark Balestracci**

**Enrollment:**

GRADE	7	8	9	10	11	12	TOTAL
IN					1		
OUT				1			
TOTAL	112	142	118	119	113	117	721

Enrollment as of 04/30/2019 - 721 Students      Attendance Rate: Middle School 95%    High School 95%  
 % Students with Chronic Absenteeism - 10.9%

**Acknowledgements:**

Congratulations to MMHS Career and Technical Education Center teachers Anthony Chiuppi, Amanda Hough, Michael Looney, and Sal Nocella for being recognized as one of only 37 programs worldwide to earn the prestigious Program Excellence Award in 2019.

Thank you to 8th grade students, Annika Lakatos and Stella Stecei on an outstanding service project. Annika and Stella held a donation drive for baby necessities which were given to the Department of Children and Family Services and Cape Cod Hospital.

Congratulations to MMHS senior, Jessica Dillis who was awarded 2nd Place in the Mixed Media category in the Congressional Art Competition for the 9th Congressional district. Her watercolor portrait was an outstanding contest entry.

Congratulations to seniors students on a successful Senior Exhibition Night which took place on April 1.

Thank you to Seniors Corey Andrade and Devaun Ford as well as Director of Guidance and College and Career Readiness, Lindsay Kett, for an educational and fun Credit for Life event.

**Highlight(s):**

On Friday, April 26th a diverse group of scholars including geography professors and high school teachers as well as a professor of economic geography and regional planning, a language and literacy expert, and a national geographic explorer were part of "TedxMashpeeED", a TED talk event that was organized by seniors Aidan Goddu, Caroline Henley, Carter Teed, and Mohammad Haider Zaheer as their senior project. Social Studies teacher, Celeste Reynolds was their advisor and was instrumental in coordinating the event.

The purpose of the event was to bring together leaders in the education community to explore how our education can prepare our students for the ever changing future. As our world becomes more global we must stop and reflect whether or not we are preparing students today for the future. Twelve innovative and visionary educators from across the country shared their ideas of how we can prepare today's students for tomorrow's world.

The event was open to members of the community and was streamed live on the internet. It is currently available for viewing on YouTube.

## **MASHPEE PUBLIC SCHOOLS**

Jaime L. Curley, Ed.D.

Director of Special Education Services

### **Special Education – April 2019**

To measure and evaluate our District's overall success in meeting the needs of students who receive special education services, we aggregate the performance data for each individual student specific to progress in meeting his/her IEP goals. Special education teachers and therapists who work directly with students collect this data and also collect data about the student's progress in the general education program. The data is analyzed through the following lenses: acquisition of knowledge and skills, social/emotional development, and potential of the student. Progress reports to parents are sent home with a student's report card. If the data reveals an individual student has not made or isn't making progress, the Team will be reconvened. The Team chair in each building works closely with the special education teachers and therapists to review the data. I meet regularly with the Team chairs and gather information from them. I also consistently consult with each school principal to troubleshoot issues that arise regarding academic or behavioral challenges for students.

All students on IEPs have different cognitive profiles, strengths and weaknesses, and progress at different rates, depending on their disability, etc. Success looks very different for each student based on initial, as well as, ongoing assessments (formal and informal). When determining progress or success, it is important to look at a variety of methods because some students do not show growth on only one measure or type of assessment (standardized, timed, etc.). During the span of our previous Tower grant, Mashpee worked closely with consultants to implement a Multi-Tiered System of Supports (MTSS) framework for our work. When problem-solving, the district focuses on instruction, curriculum and environment as the areas to adjust in order to improve outcomes for the student.

Students are educated in the least restrictive setting in which they can make meaningful progress. This can look very different for all students (e.g. full inclusion, partial inclusion, self-contained, etc.). For example, we have some students who are nonverbal, while others may have a reading disability, so measurement of their progress and success may look very different. Student motivation also has an impact on student progress/success. Personnel and programming can influence a student's progress, so these factors are also taken into account when problem-solving. Each building looks at incoming student needs as a whole each year to see what type of programming is necessary for the following year and to maximize District resources.. At times, this involves creating new programming or altering current programming to meet student needs. Determining overall progress of our special education services and programming is truly an individualized process.

#### **Special Education Enrollment:**

<b>School</b>	<b>ACTIVE IEPS April 2019</b>	<b>ACTIVE IEPS March 2019</b>	<b>ACTIVE IEPS April 2018</b>
KCC PreK	24	24	31
KCC	39	40	48
Quashnet	81	81	86
MMS/MHS	94	97	105
Other (Transportation Only, Home-Tutored, Homeschooled, Post-Graduate, Private School)	4	6	6
Out of District (includes cost share)	20	20	20
<b>Total Special Ed. Students</b>	<b>262</b>	<b>268</b>	<b>297</b>

## **Mashpee Middle/High School April 2019 Athletic Department Report**

To: Patricia DeBoer- Mashpee Public Schools Superintendent

From: Matt Triveri- Mashpee Middle/High School Athletic Director

### **Notes**

- Varsity baseball is ranked 3<sup>rd</sup> in the Division IV South poll according to the Boston Herald
- JV Girls Lacrosse got off to a 3-0 start this spring
- Senior Devaun Ford has committed to play football at Framingham State University
- Junior Ashley Keleher won all four of her events he entered in her first meet (100, 200, Long Jump, and Triple Jump)
- Girls tennis got off to their best start in years at 3-2
- Varsity Softball began the season at 4-0
- Varsity baseball played 11 games in Florida over April vacation
- 8<sup>th</sup> grader Colton Colleran is the starting shortstop and is 2-0 as a pitcher for varsity baseball
- Jack Howard had 10 goals in back to back boy's lacrosse wins
- The Softball Falcon Festival (13 teams) and Baseball Falcon Festival (7 teams) were a great success this spring

**MASHPEE PUBLIC SCHOOLS: PERSONNEL SUMMARY REPORT**  
**As of May 3, 2019**

10-

**ADDITIONS/CHANGES**

**DISTRICT WIDE**

**KENNETH C. COOMBS SCHOOL**

**QUASHNET SCHOOL**

**MIDDLE/HIGH SCHOOL**

Departures

Gail Girouard – QS Paraprofessional

Candace Aselton – KCC Paraprofessional

Claudia King – KCC Paraprofessional

Open Positions

District Wide – Food Service Helper

District Wide Tech Repair Support

MMHS – Special Education Administrative Assistant

MASHPEE PUBLIC SCHOOLS  
SYSTEM-WIDE ENROLLMENTS

As of May 1

COOMBS SCHOOL

Month	PS	Pre-K	K	1	2	Tot.	3	4	5	6	Tot.	Tot. Elem
Sept	32	63	97	113	103	408	119	116	128	138	501	909
Oct	34	63	97	112	101	407	118	116	128	138	500	907
Nov	35	62	96	111	102	406	119	116	128	140	503	909
Dec	35	61	94	111	102	403	119	116	128	139	502	905
Jan	36	63	94	111	102	406	119	118	127	140	504	910
Feb	36	63	96	109	102	406	118	118	126	140	502	908
Mar	39	63	96	111	102	411	119	116	125	140	500	911
Apr	41	63	96	111	102	413	119	116	125	140	500	913
May											0	0
											0	0

QUASHNET SCHOOL

7	8	Tot.	9	10	11	12	Tot.	TOTAL DISTRICT
111	141	252	117	122	112	119	470	1631
111	140	251	118	122	111	117	468	1626
111	141	252	118	122	111	117	468	1629
112	142	254	117	120	111	117	465	1624
112	142	254	117	120	112	117	466	1630
111	142	253	117	120	113	117	467	1628
112	142	254	118	120	112	117	467	1632
112	142	254	118	119	113	117	467	1634
		0					0	0
		0					0	0

MIDDLE

HIGH SCHOOL

SPEC. ED.

KCC	OS	MMS/ MHS	Tot. Sped
64	84	114	262
64	87	106	257
66	86	101	253
65	85	99	249
65	82	98	245
63	80	98	241
64	81	97	242
63	81	94	238
			0
			0

CAPE COD TECH						
Month	Gr. 9	Gr. 10	Gr. 11	Gr. 12	Total	
Sep	8	13	11	11	43	
oct	8	13	11	11	43	
nov	8	12	12	12	44	
dec	8	12	12	12	44	
jan	8	12	12	12	44	
feb	8	12	12	12	44	
Mar	8	12	12	11	43	
April	8	12	12	11	43	

OUT-OF-DISTRICT	
Sept	18
Oct	19
Nov	17
Dec	18
Jan	19
Feb	19
Mar	20
Apr	20

Prior Years' Totals

	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Oct-05	34	165	122	130	154	134	153	140	175	167	161	174	150	147	2006
Oct-06	40	145	176	130	146	155	139	152	139	176	174	157	179	167	2075
Oct-07	69	133	154	143	131	145	151	141	154	146	167	177	160	184	2055
Oct-08	36	167	127	145	131	125	135	133	130	145	117	145	146	136	1818
Oct-09	70	149	153	124	151	133	130	132	141	134	155	120	125	139	1856
Oct-10	73	151	137	145	127	157	130	119	125	136	108	124	111	124	1767
Oct-11	67	121	144	139	151	133	144	130	125	130	121	103	114	115	1737
Oct-12	68	126	118	144	139	153	131	142	126	139	113	110	102	114	1725
Oct-13	64	122	123	114	141	135	147	128	138	126	123	107	108	94	1670
Oct-14	92	106	122	123	109	136	131	149	127	141	119	109	99	104	1667
Oct-15	81	120	100	125	135	104	135	131	149	127	114	105	106	97	1629
Oct-16	93	108	126	105	132	140	106	140	128	151	129	111	98	110	1677
Oct-17	74	122	101	119	116	132	135	102	140	130	129	112	111	99	1622



Mashpee Public Schools  
150-A Old Barnstable Road  
Mashpee, MA 02649-3168

Dear Ms. Patricia Deboer,

As the Coast Guard Commanding Officers representing the approximately 1,000 Coast Guard active duty, reserve and civilians personnel serving throughout southeast Massachusetts and Rhode Island, we would like to offer our most heartfelt thank you. Thank you for supporting all of us during a most trying time. Throughout the recent partial government shutdown, the men and women of the U.S. Coast Guard continued to stand the watch without a promise of regular pay. When Coast Guard members were unable to receive their normally scheduled paychecks you saw a need and stepped forward to provide support. Your actions and generosity provided the steady hand on the rudder while we were navigating tumultuous seas. Words cannot describe the feeling of awe, gratitude and humility that we all felt as the public reached out through numerous organizations, businesses and individuals to offer support, empathy, and in many cases direct assistance.

We would like to extend our sincere and heartfelt thanks for the immense outpouring of support you demonstrated during the recent partial government shutdown. Although the experience was trying for our workforce, we can confidently say that because the heroic actions by citizens across New England and beyond, we have never been more proud to serve our nation. Thank you for helping us remain Semper Paratus...Always Ready!

Sincerely,

  
CAPT Christopher Glander  
Sector SE New England

  
CAPT Scott Langum  
Air Station Cape Cod

  
CAPT Michael Hudson  
Base Cape Cod

  
LCDR Anna Hart  
Marine Safety Security Team,  
Cape Cod



## CUSTOMER SUCCESS STORY:

MASHPEE PUBLIC SCHOOLS | MASHPEE, MA

# MASHPEE PUBLIC SCHOOLS EMPOWERS TEACHERS WITH DATA ANALYTICS

Mashpee Public Schools (Mashpee), located in a tight-knit community in Cape Cod, Massachusetts, is leveraging real-time data to empower educators in the digital age. Equipped with unprecedented visibility into classroom EdTech usage, district leaders have partnered with teachers to develop tailored, data-powered learning environments and scalable blended learning practices.

## Pedagogical Possibilities

Mashpee's first one-to-one (1:1) device initiative, launched nearly five years ago, has ignited a district-wide digital learning transformation. Providing Chromebooks to students in grades 3–12, the initiative enables teachers to incorporate innovative, web-based technologies that promote student-driven learning and revolutionize classroom instruction.

"Now that our teachers have become comfortable using Chromebooks, the devices have become a means of discovering and utilizing new learning technologies," says Suzy Brooks, Mashpee's director of instructional technology. "Teachers have the power to explore programs and resources that support more effective methods of instruction, such as differentiated and project-based learning."

Excited about the limitless possibilities, Mashpee's educators have become enthusiastic champions of digital learning. "Our teachers are eager to use online resources and are constantly uncovering powerful tools to share with us and one another," says Brooks. "It's incredible to see how these tools are transforming the way our classrooms function."

## Managing a Digital Inventory

As teachers were reimagining the role of digital devices in the classroom, Mashpee's administrative leaders were searching for a way to manage the district's growing library of web-based learning applications. Previously, application software purchases were tracked by individual schools, meaning administrative leaders had little visibility at the district level.

This made it difficult for them to understand—let alone manage—Mashpee's digital inventory.

"When we would attempt to determine what programs the district was paying for, it was like peeling an onion," says Brooks. "We kept uncovering more questions that we didn't have the answers to: How often do we use these programs? How long does each subscription last? To turn our data into something meaningful, we needed complete visibility. That's where CatchOn came in."

CatchOn, a revolutionary data analytics tool, streamlines Mashpee's subscription and usage data into one, easy-to-navigate dashboard, enabling administrative leaders to both manage and monitor the district's EdTech investments. "CatchOn lets us see all our data in one place, making it easy to review subscription renewals as well as track utilization," says Brooks. "Best of all, we have end-to-end visibility—across all schools, devices, and applications."

## Clarity in Data

For Brooks and her team, one of CatchOn's greatest benefits has been the ability to compare CatchOn's data to individual application dashboards.

"If my dashboard from one application doesn't match the dashboard in CatchOn, then I'm able to look closely at it and investigate what isn't matching up," says Brooks. "CatchOn gives us a comprehensive look at our application utilization, so we can get a better understanding of usage across our district."

With CatchOn, Brooks and her team can now see the instructional technologies—both budgeted and unbudgeted—that teachers are using throughout the district.

Not only does CatchOn enable Mashpee to better understand its technology investments, it also allows them to make informed decisions about future purchases.

"If we see that two schools are budgeting for what is essentially the same application, we can work with those schools to determine which tool is most effective—not only in terms of cost but also learning," says Brooks. "We want to make sure we are making the most of these tools and that we're not spending valuable funding on applications, programs, and systems that aren't being used to their fullest potential."

## Voice and Visibility

Now, armed with CatchOn's up-to-the-minute usage data, administrative leaders have set out to determine which of its tools best support the needs of the district's digital-age learners. To ensure that all students have equitable access to effective and impactful blended learning opportunities, Mashpee's leaders have enlisted the support of those who know them best—their teachers.

"A teacher's digital learning approach depends on the students sitting in front of them," says Brooks. "That's why we see such a wide variety of applications in use across the district, and it is important to work with teachers to ensure that all those applications lead to measurable improvements in learning outcomes."

With CatchOn, Brooks and her team can now see the instructional technologies—both budgeted and unbudgeted—that teachers are using throughout the district, opening the door to meaningful conversations about EdTech and its impact on pedagogical practices.

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"When we notice a new application, we see it as an opportunity to sit down with teachers who are using it and learn what makes the application so valuable," says Brooks. "If we determine that it is a tool that could be implemented across the school or district to benefit all students, we give the teachers a chance to share it with their peers, whether a staff meeting or a professional development workshop."

By leveraging enhanced data visibility, Mashpee has tapped into what is potentially its most powerful resource—teacher voice. With the help of its data-empowered educators, Mashpee is building a collection of powerful and proven digital technologies to support student success.

## Data Made Accessible

As a district leader who values visibility and collaboration, it is important to Brooks that such important data is accessible and comprehensible to all—not just the data experts.

"I absolutely love data," says Brooks. "I could spend hours digging through numbers, going back and forth between dashboards, and calculating percentages. But, when I'm in a meeting with faculty and staff who don't love data like I do, I often serve as a data translator, and it's incredibly important the data I'm presenting is easy to understand. Faculty and staff shouldn't have to sit and wait for someone to tell them what it all means. They should be able to view a dashboard and quickly start making correlations between the information in that dashboard to student engagement or performance. CatchOn gives us a broader, clearer view of the district's usage data in a simple dashboard, so our faculty and staff can focus less on the numbers and more on the results."

Sign up for a free demo at  
[www.catchon.com/virtual-demo](http://www.catchon.com/virtual-demo)

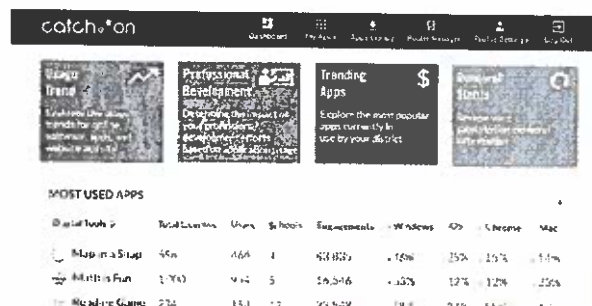
### CONTACT US TODAY!

For more information about CatchOn, contact 866-615-1101 or [info@ena.com](mailto:info@ena.com).

CatchOn support: 833-619-1646 [support@ena.com](mailto:support@ena.com)

### ABOUT CATCHON

CatchOn is a user-friendly data analytics tool that compiles real-time data on every device, enabling school districts to make data-informed decisions about the apps and online tools their educators and students are using. In 2018, CatchOn joined forces with ENA, a leading provider of comprehensive technology solutions to education institutions and libraries across the nation. Collectively, CatchOn and ENA leverage their respective resources and expertise to deliver critical services and solutions that help school districts produce positive outcomes in the communities they serve.



# Draft Schedules

Middle/High 8:20AM-2:50PM (1/2 day 11:45 dismissal)  
 Quashnet 9:05 AM-3:35 PM (1/2 day 12:30 dismissal)  
 Coombs 9:05 AM-3:35 PM (1/2 day 12:30 dismissal)

## DRAFT 2020-2021 MASHPEE PUBLIC SCHOOLS CALENDAR (12/5/18)

15.

### Grades Pre-K through Grade 6

Progress Reports Issued (Gr. 3-6 only)

Term 1:

Term 2:

Term 3:

Term Ends

Term 1:

Term 2:

Term 3:

Report Cards Issued:

Term 1:

Term 2:

Term 3:

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### August/September

8/31 & 9/1-Staff Professional Days  
 2-School Begins Grades 1-12  
 3-School Begins Grades Pre-K&K  
 4-No School  
 7-Labor Day-No School  
 28-Early Release- All Schools  
 19 Days

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### November

11-Veterans Day- No School  
 16-Early Release- All Schools  
 25-27-Vacation- No School  
 17 Days

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January

1-Vacation- No School  
 11- Early Release- All Schools  
 18-M.L. King, Jr. Day- No School  
 19 Days

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### March

8-Early Release-All Schools  
 19-No School- Professional Day  
 22 Days

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### May

3-Early Release-All Schools  
 31-Memorial Day- No School  
 20 Days

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Grades 7-12

Progress Reports issued Gr 7-12

1<sup>st</sup> term / 2<sup>nd</sup> term

3<sup>rd</sup> term / 4<sup>th</sup> term

Term Ends

1<sup>st</sup> term / 2<sup>nd</sup> term

3<sup>rd</sup> term / 4<sup>th</sup> term

Report Cards

1<sup>st</sup> term / 2<sup>nd</sup> term

3<sup>rd</sup> term / 4<sup>th</sup> term mailed home

### October

9-No School-Professional Day  
 12- Indigenous Peoples Day-No School  
 22 & 27- Early Release Coombs and Quashnet Only  
 (Parent/Teacher Conferences)  
 20 Days

### December

7-Early Release- All Schools  
 24-31-Vacation-No School  
 17 Days

### February

8-Early Release- All Schools  
 15-19-Vacation- No School  
 15 Days

### April

5-Early Release-All Schools  
 19-23-Vacation- No School  
 17 Days

### June/July

5-MMHS Graduation  
 7-Early Release- all schools  
 18-Early Release/tentative last day of school for students(with no snow days)  
 Tentative last day with 5 snow days  
 7/5- 4<sup>th</sup> of July (obs)- offices closed  
 14 Days

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# Mashpee School Committee Member Handbook



## DRAFT

(12/12/18), (1/16/19), (2/6/19), (2/7/19), (4/23/19)

The Mashpee School Committee Member Handbook was adopted on \_\_\_\_\_. The school committee would like to thank the Leicester School Committee, whose member handbook served as a template for this handbook.

*All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, have equal access to the general education program and to the full range of co-curricular/enrichment/sports programs offered by the Mashpee Public Schools.*

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## **Introduction and Welcome to New Members**

Thank you for serving on the Mashpee School Committee! Your commitment to serve the children of Mashpee is one of the most important responsibilities you can undertake.

In your role as a school committee member, you will work with the other members of the committee on a myriad of complex issues including setting goals and policy, deciding the budget, negotiating contracts, evaluating the superintendent, and advocating at the local, state, and federal levels for our students. You are now a leader whose words and decisions will have a lasting effect on our Mashpee community. Central to your success as a member of the committee is your ability to create and maintain effective working relationships with your fellow committee members, superintendent, other administrators and school staff, municipal leaders and staff, parents, students, and the community at large.

It is expected that you will share the following commitments with the other committee members:

- To provide an exceptional educational experience for all students,
- To become well-versed in public education and the Mashpee schools,
- To be part of a high functioning governing body that takes the responsibilities of public service seriously.

You are expected to work with the other committee members as part of a unified team despite any differences in experience, education, political affiliation, or background.

## **Mission**

The Mashpee Public School System offers an academic program of sufficient rigor, scope and depth for all students. The overriding goal of this program is to prepare students to be confident and capable lifelong learners who possess a strong sense of community that will be evidenced in each student's contribution to society over a lifetime.

## **Vision**

The vision of the Mashpee Public Schools is that every student, every day, is safe, respected, and ensured to achieve excellence in a personalized learning environment that includes quality teaching, small class sizes, and the use of technology.

## **School Committee Operating Protocols**

- 1) You are expected to attend all meetings prepared not only to vote on agenda items but also to discuss and offer input on items of interest. Preparation includes reading all materials in advance, preparing specific questions, and letting the superintendent know in advance of the meeting if additional information is desired.
- 2) If you are unable to attend a regularly scheduled meeting of the full committee, you will notify the chair. You may choose to remotely participate in a meeting. If you are unable to attend other meetings (e.g. subcommittee, working group, liaison) you will notify the superintendent.
- 3) When determining the agenda for regularly scheduled meetings:
  - Members may suggest additional items to add to any meeting agenda by communicating directly with the chair and superintendent.

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- The chair and superintendent shall collaboratively draft the agenda based upon district needs, input provided at a prior meeting, and requests made by members.
  - The chair shall approve the draft agenda at least two business days prior to the scheduled meeting.
  - The superintendent will be responsible for compiling any necessary supporting materials and posting the agenda in accordance with the Open Meeting Law.
- 4) “No surprises rule”: In accordance with the Open Meeting Law, you will refrain from bringing up topics that are not on the agenda. When possible, a 48-hour notice should be provided to the superintendent for topics that may require research.
  - 5) You are expected to check district email at least once every other day and respond to queries in a timely manner.
  - 6) You will not speak on behalf of the committee to outside parties unless you have been specifically authorized by the committee to do so.
  - 7) Individual committee members must recognize that authority rests only with the majority of the committee, and not with individual members.
  - 8) Members will be cognizant of the time constraints of the tasks they take on and will complete such tasks within the timeline determined by the committee.

### **New Member Orientation**

A new member will be afforded the committee’s and staff’s fullest measures of courtesy and cooperation. Committee and staff shall make every effort to assist the new member to become fully informed about the committee’s functions, policies, and procedures.

Upon election or appointment (where permitted by law), you must be sworn in by the Town Clerk. The Town Clerk will provide information on the online ethics course which must be completed within two weeks. Upon completion, a receipt must be presented to the Town Clerk and a copy sent to the District office.

After taking office, new members will meet with the superintendent and chair to review his/her responsibilities, the committee’s method of operating, and the district’s policies.

Each new member is required to complete at least eight hours of orientation training within one year of joining the committee, which shall include a review of school finance, the Open Meeting Law, public records law, conflict of interest law, and other pertinent information. The Massachusetts Association of School Committees offers a course entitled “Charting the Course,” which will fulfill this requirement. Alternatively, new members can fulfill the requirement at the annual joint MASC/MASS conference each year.

Upon taking office, each new member will be given access to:

- The school committee policy manual: <https://www.mpspk12.org/Domain/36>
- This handbook
- The Open Meeting Law
- Ethics/conflict of interest regulations
- The district’s annual budget

- Collective bargaining agreements and contracts
- Student and staff handbooks
- Other relevant materials at the discretion of the chair and/or superintendent. The superintendent will also clarify policies related to:
  - ☐ Arranging visits to schools or administrative offices
  - ☐ Requesting information regarding school district operations
  - ☐ Responding to community requests/complaints concerning staff or programs
  - ☐ Handling confidential information

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At each new member's first official committee meeting, the chair will assign a more senior member to serve as the new member's mentor. During the first year, a mentor will answer questions about the member's new role and provide any needed support.

## **Organization of the Committee**

### **Chair**

The chair retains the right to vote upon all measures coming before the committee, to offer resolutions, and to discuss questions. Contrary to Robert's Rules of Order, under which the committee normally operates, the chair will not be required to relinquish the gavel should he/she wish to express an opinion. The chair will perform those duties that are consistent with the office and those required by law, state regulations, and this committee, including, but not limited to:

- Signing the instruments, acts, and orders necessary to carry out state requirements at the will of the committee;
- Developing committee agendas with the superintendent;
- Conferring with the superintendent on crucial matters that may occur between committee meetings;
- Appointing members to subcommittees established by the committee, if there are no volunteers;
- Calling special/emergency meetings of the committee, as necessary;
- Being the public spokesperson for the committee, except when the chair specifically delegates this responsibility to others; and
- Being responsible for the orderly conduct of all committee meetings.

During all meetings, as presiding officer, the chair will:

- Call the meeting to order at the appointed time;
- Announce the business to come before the committee in its proper order;
- Enforce the committee's policies relating to the order of business, public participation at meetings, and the conduct of meetings;
- Explain the impact of a motion if it is unclear to members;
- Restrict discussion to the question when a motion is before the committee;
- Answer parliamentary inquiries; and
- Call motions for a vote, stating clearly the vote and result.

## **Vice Chair**

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The vice chair of the committee will act in the absence of the chair as the presiding officer of the committee and will perform other duties as may be delegated/assigned to him/her.

## **Secretary**

The secretary will keep an accurate journal of all committee meetings, will comply with state law and committee policy regarding notification of meetings, and will render such reports as may be required by the state or the town. Unless clearly indicated otherwise, it shall be assumed that the secretary will delegate such responsibilities to the superintendent's designated recording secretary. Additionally, the secretary shall serve as presiding officer of the committee in the event that both the chair and vice chair are absent, provided a quorum is present.

## **Professional Development**

The school committee is committed to the principles of continuous improvement and ongoing education. All members are encouraged to utilize the services and resources provided by the Massachusetts Association of School Committees (MASC), the National School Board Association (NSBA), and the Department of Elementary and Secondary Education (DESE). Opportunities for professional development include:

- MASC Annual Conference in Hyannis during November
- Miscellaneous MASC workshops and classes
- NSBA Advocacy Institute programs
- NSBA Annual Conference

Members will be reimbursed for reasonable costs incurred attending conferences and workshops, provided that they follow the same process established for other district employees to obtain reimbursement and that funds have been budgeted for such purposes. Any event where the cost per member is expected to be greater than \$1000 must be approved by the school committee. In the event that a member is unable to attend an event that has already been paid for, the member will be responsible for those costs, provided that an alternate arrangement cannot be made.

## **Representative Opportunities**

Individual members of the school committee have the opportunity to represent the committee and the district at various functions, including the following:

- MASC Day on the Hill
- Mashpee Middle-High School graduation
- Town meetings
- School council meetings
- Massachusetts or Federal Legislature
- Other town/school functions that you would not otherwise attend

Unless specifically designated by a vote of the committee, individual members may not speak on behalf of the committee except to offer congratulations or thanks to an individual or organization.

## Being an Effective Committee Member

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As a committee member, there are eight key areas of commitment as developed by the NSBA and published in "Key Work of School Boards":

- **Vision:** Establishing a clear vision of student achievement as the top priority of the school board, staff, and community
- **Standards:** Setting clear standards for student performance
- **Assessment:** Establishing an assessment process that measures success at regular intervals
- **Accountability:** Establishing a strong accountability process
- **Alignment:** Aligning resources to focus on students meeting the standards
- **Climate:** Creating a positive climate for student success
- **Collaborative Relationships:** Building collaborative relationships with political and business leaders, with a focus on developing a consensus for student success as a top community priority
- **Continuous Improvement:** Committing to continuous improvement for student achievement

School committees have certain legal, fiduciary and collegial responsibilities. Certain skills and characteristics are required to be present in effective school committees and committee members:

- **Be prepared for the meeting.** Do your homework, review the agenda, and convey any related questions to the Superintendent in advance, if possible.
- **Focus on the students.** Every decision that is made and every action that is taken must serve the best interest of the students
- **Respect your fellow members.** State your opinions, agreements, and disagreements respectfully
- **Represent the community.** Your responsibility is to represent the community as a whole
- **Monitor, do not manage.** Your job is to oversee the strategic direction of the entire district, not to manage its operations.

## Budget

The School Committee develops its annual goals, budget guidelines, and budget calendar. The School Department then develops its capital and operating budgets--a process that begins approximately eighteen months in advance of the start of the fiscal year for the budget. The budget process is collaborative and public and engages the School Committee, Town Manager, Board of Selectmen, Finance Committee, Capital Improvement Committee, school councils, school staff, and the citizens of Mashpee--providing the administration with a roadmap to develop and refine the annual budget. The Mashpee Public Schools' Business Administrator is responsible for coordinating, developing, and monitoring the annual budget process. The Superintendent is tasked with developing a budget that advances the District in concert with the outlined policy objectives. The School Committee is responsible for reviewing and approving the budget for incorporation into the Town of Mashpee budget.

### Major Steps/Timeline followed in Budget Development:

- ☐ **Eighteen months prior to the start of a fiscal year:**
  - ☐ School Committee establishes budget goals and priorities
  - ☐ Each school principal builds his/her needs-based operating budget
  - ☐ Director of Special Education builds his/her budget
  - ☐ District Leadership Team assesses personnel resources and needs
  - ☐ Business Administrator compiles all budget components

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- ☐ **Late Spring/Early Summer:** The School Committee's Finance Working Group reviews Superintendent's draft budget.
  - ☐ **Late Summer/Fall:** School Committee reviews Superintendent's recommended budget.
  - ☐ **Late September:** Superintendent's recommended budget is entered into MUNIS (per Town Manager's schedule)
  - ☐ **December:** School Budget summary is published in the Mashpee Enterprise and posted on District's website (not less than 7 or more than 14 days before public hearing)
  - ☐ **Early January:** Public Hearing is held on the School Committee's recommended budget
  - ☐ **Mid-January:** School Committee votes on Budget (Public Meeting)
  - ☐ **Mid-January (after vote):** The School Committee's budget is due to Town Manager
  - ☐ **February/March:** School Budget is presented to the Finance Committee (as scheduled)
  - ☐ **May:** Annual Town Meeting

### **Mashpee Charter (6.2)--School Committee Budget**

**Public Hearing:** At least twenty-one days before the meeting at which the school committee is scheduled to vote on its final budget request, the school committee shall cause to be published in a local newspaper a general summary of its proposed budget which shall include a consolidated report of proposed expenditures by educational level and program. The summary shall specifically indicate any major variations from the current budget and the reasons for such changes. The notice shall further indicate the times and places at which complete copies of the proposed budget are available for examination by the public, and it shall indicate the date, time and place, (not less than seven nor more than fourteen days following such publication), when a public hearing will be held by the school committee on the proposed budget. The school committee shall not take its final vote on its proposed budget until all persons who desire to be heard concerning the budget proposal have had a reasonable opportunity to be heard.

**Submission to the Town Manager:** The proposed budget adopted by the school committee shall be submitted to the Town Manager at least twenty-one days before the date the Town Manager is required to submit a proposed town budget to the Finance Committee, to allow the Town Manager sufficient time within which to consider the effect the school department's requested appropriation will have upon the total town operating budget the Town Manager is required to submit to the Finance Committee under this article. The action of the school committee in adopting the proposed budget, following the public hearing, shall be summarized and the results of a roll call vote taken on each amendment to the proposed budget as may be offered shall be recorded.

### **Superintendent Evaluation**

One of the most important responsibilities of the school committee is to evaluate the superintendent, which, by law, is a very public process. The school committee uses the DESE approved evaluation tool and process for the superintendent's evaluation.

The evaluation process begins in August, when the school committee meets in a workshop setting to discuss the superintendent's goals for the year. The superintendent will present a set of proposed goals, which the committee can discuss and modify. The goals that are ultimately voted upon at the September meeting should be mutually agreeable to both the school committee and the superintendent.

Throughout the year, the superintendent will accumulate evidence, which may be electronic, toward the accomplishment of his/her goals. Other forms of evidence include but are not limited to:

- Reports and research prepared by the superintendent for committee review
- Involvement in the collective bargaining process
- Fulfillment of professional duties
- Relationship with municipal officials
- Interaction with the public

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Committee members should not use hearsay and/or gossip as evidence of performance. Members should seek clarification through the superintendent should such a situation arise.

In April of each year, the superintendent will give a presentation on the status of his/her goals. Using this data, as well as other evidence as listed above, each member will individually complete a final evaluation report using an online tool (e.g. Teach Point) and submit it to the chair, via the “share” button. The chair, or a designee, will compile all reports into a final summative evaluation, which will be signed by the chair and placed in the superintendent’s personnel file. The final summative evaluation will be voted on by the school committee at the meeting immediately preceding the annual town election. At this time, the committee will also publicly discuss the results of the evaluation and the rationale behind the results.

## **Negotiations**

### **Superintendent’s Contract**

The superintendent is hired by the school committee, who is responsible for negotiating and approving an employment contract between the school department and the superintendent. Under the open meeting law, such negotiations and preparations for negotiations are permitted to take place in executive session, provided that the final vote of approval by the school committee is done in open session.

Generally, the superintendent will initiate contract renewal negotiations in writing to the chair of the committee. Upon receipt of such notification, the chair will work with the superintendent to determine a suitable timeline for both parties, and will schedule an executive session for the school committee to discuss strategy with respect to the impending negotiations. All members of the committee will participate in negotiations; however, Negotiations Subcommittee members shall be considered to be the primary negotiators. Members shall discuss negotiation norms and procedures prior to actual negotiations to ensure that all members are aware of expectations. As with all executive sessions, members should respect the confidential nature of the negotiations.

### **Collective Bargaining**

Employees of the Mashpee School Department are represented by three different labor unions:

- Unit A--Teaching staff
- Unit B--Administrators (excluding school principals)
- Unit C--Paraprofessionals and Clerical, excluding non-union clerical

Negotiations are an opportunity for management and labor to meet formally at the start of a contract cycle to discuss any work concerns. Concluding negotiations fairly and swiftly is always preferable for both management and labor. The role of the school committee under MGL Chapter 150E is to be the legal representative of management. Union negotiations are arguably one of the most important roles of the school committee.

At most, two committee members should be on the negotiations subcommittee to avoid having a quorum. The appointment of two members to the negotiations subcommittee (and an alternate) is accomplished during the committee’s annual reorganization meeting in May. Members of the negotiations subcommittee should be aware of town of Mashpee guidelines and are responsible for understanding the school committee’s parameters. It is expected that the full committee is kept informed of developments, as appropriate. There should never be any

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surprises between the negotiations subcommittee and the full committee. Historically, union negotiations are led by the superintendent with school committee members and other district administrators serving on the negotiating team.

Upon receipt of notification from each labor union, the chair will place an executive session on the agenda of a regular school committee meeting to discuss parameters and strategy with respect to the impending negotiations. The negotiating team will then meet with representatives from the labor union to negotiate the contract. Though the timeline is not defined by law, the school committee generally will vote to approve the final contract following successful ratification from the union's membership.

The remainder of district employees have individual contracts. The superintendent is responsible for recommending contract changes for these individuals to the school committee for approval.

### **School Committee Self-Evaluation**

In order to be a more effective and efficient organization, the school committee will annually perform a self-evaluation using the MASC self-evaluation tool and considering the progress made on annual goals and present the results at a regularly scheduled meeting. The evaluation will determine what is being done optimally and what needs improvement.

### **Hiring Responsibilities**

The school committee is responsible for appointing the superintendent. The school committee shall also appoint the following positions, upon the recommendation of the superintendent:

- Assistant Superintendent
- School Business Administrator
- Director of Special Education
- School Nurses
- School Physician
- District Legal Counsel

It should be noted that with the exception of the superintendent, the committee does not have the authority to decide whether or not to renew the contracts of these individuals – once they are hired, they are considered district employees who report directly to the superintendent.

### **Subcommittees, Liaisons, and Working Groups**

The school committee has four standing subcommittees: curriculum, negotiations, policy, and superintendent evaluation. Two committee members (and an alternate) are voted to be members of each subcommittee.

Members will serve as liaisons to outside groups. Liaisons to the following groups are determined by vote at the committee's reorganization meeting each year: Cape Cod Collaborative, Capital Improvement Planning Committee, Boosters, Health Advisory, Indian Education Parent Committee, Planning and Construction, SEPAC, Sick Bank, Mashpee Wampanoag Tribe, Mashpee Substance Use Task Force, Town Finance Committee, and the Board of Selectmen. Outside groups may be added or deleted from this list.

The school committee may have working groups tied to its goals--Finance, Outreach/Engagement, Efficiency/Effectiveness. Two members and an alternate are voted to be members of each working group. The superintendent, assistant superintendent, and business manager also participate as members of these working groups.

Ad-hoc committees may be formed from time to time to perform certain tasks, study a particular issue, or make a specific recommendation. Examples of such committees include search committees for any of the positions over which the school committee has hiring authority or committees to work on a specific goal or project of the school committee.

**Health Advisory Liaison:** The Health Advisory Liaison reports to the committee the activities of the district health advisory team and provides recommendations to the committee on policies that improve student and staff wellness across the district.

**Capital Improvement Planning (CIP) Committee Liaison:** The Committee will annually designate a member of the Committee or the superintendent to serve on the Town of Mashpee CIP Committee. The designated voting member attends and participates in meetings of this group, reports back to the school committee, and provides recommendations with regard to district capital needs.

**Board of Selectmen Liaison and Finance Committee Liaison:** A member of the school committee shall serve as liaison to the Mashpee Board of Selectmen, and another member shall serve as the liaison to the Mashpee Finance Committee. Each liaison should periodically review agendas for the board and attend any meetings that may have implications for the school department. The Board of Selectmen and the Finance Committee shall each be notified of its school committee liaison in order to give members a point of contact on the school committee. The liaisons are not regular contributors to the Board of Selectmen meetings or to the Finance Committee meetings and will bring back school-related questions posed by the Board of Selectmen or Finance Committee to the school committee for discussion and response.

**Legislative Representative:** The school committee legislative representative stays abreast of all legislation which may have an impact, whether positive or negative, on the school district. The representative advocates on behalf of the committee (when appropriate) to Mashpee's legislative delegation, and may testify on behalf of the committee in support or opposition to legislation before various House, Senate, and Joint legislative committees. Prior to January of every odd-numbered year, the representative may assist with the drafting of bills that would benefit the school district to be filed by Mashpee's legislative delegation. 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 legislative representative will be bound by the official positions taken by the School Committee. When possible, the legislative representative will attend the annual MASC Day on the Hill.

**MASC Delegate:** At an October school committee meeting and prior to the MASC annual business meeting, the MASC delegate will be chosen by vote. The MASC delegate is the school committee's elected representative at MASC's annual business meeting.

It is expected that each committee member serves in multiple positions as described in this section.

## **School Committee Meetings**

### **Schedule of Meetings**

Regular meetings are scheduled at least monthly on a Wednesday by mutual agreement of the committee. Meetings normally commence at 5:30 pm. School committee meetings will not take place at the same time as a town meeting, and will not take place on the day of an election.

Executive sessions will generally take place following regularly scheduled meetings, though they may take place prior to the meeting, if necessary, or at another date and time that is mutually agreeable to the members. Retreats will take place on a schedule that is mutually agreeable to the committee.

**Agenda Format:** Every school committee meeting has an agenda that:

- Serves as the steering mechanism for each meeting
- Enables logical organization and preparation for each meeting
- Informs committee members of the items and issues to be discussed
- Provides guidelines necessary for the conduct of the meeting in an efficient, well organized, and effective manner
- Is kept on file, as per law, and can be cited as the record of what transpired
- Serves as the basis for the preparation of the minutes
- Allows the superintendent to assure that items and matters to be reported and acted upon will be brought to the committee's attention

A typical school committee agenda may consist of:

- Call to Order/Pledge of Allegiance
- Showcase/Special Presentation
- Public Comment
- Mashpee Wampanoag Tribe
- Report of the Student Representative
- Approval of minutes
- Report of the Business Manager
- Report of the Superintendent
- Specifically Assigned/Unfinished business
- New business
- Subcommittee/Liaison/Working Group Reports
- Items the chair did not reasonably know in advance
- Executive session (if necessary)
- Adjournment

The school committee chair and superintendent work together to develop the agenda for each school committee meeting. Committee members will be provided with an opportunity to propose agenda items to the chair in advance of the agenda being finalized. The number of items on the agenda needs to be considered as it may adversely affect the length of the meeting. When there is only one school committee meeting scheduled during a month, the target meeting length is two hours. When there are two school committee meetings scheduled during a month, the target meeting length is one hour. Ideally, school committee agendas are designed so that the meeting is dedicated to focused, informed discussion on student achievement, progress towards the educational goals, and priorities of our district. Meeting agendas, along with the necessary supporting documents and materials, are generally distributed to school committee members via district e-mail by the Monday prior to the meeting.

### **Reorganization**

At the first meeting following the town's annual election, the meeting will be called to order by the superintendent. The first item on the agenda will be to elect from its membership a chair, vice chair, and secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected. Once officers are elected, the newly-elected chair will take control of the meeting.

## **Re-Organization Protocol**

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1. Prior to the annual reorganization of the School Committee in May each year, the members of the Committee (including any newly elected members) will be provided by the Superintendent with access to a Nomination Ballot enabling the members to select which of the following, if any, that they are interested in and want to be considered for the coming elected term (May to May):
  - a. Elected positions (Chair, Vice Chair, Secretary)
  - b. Standing Sub-Committees (Curriculum, Negotiations, Policy, Superintendent Evaluation)
  - c. Liaison/representative assignments (per current listing)
2. Each Committee member will submit in confidence the completed Nomination Ballot to the Superintendent no later than 3:00 p.m. on the day before the School Committee has scheduled for reorganization to occur.
3. The Superintendent will then prepare a consolidated Nomination Ballot reflecting the individual responses received from each Committee member.
4. After the opening of the School Committee meeting scheduled for reorganization and before any other business or action, the Superintendent will distribute the Consolidated Nomination Ballot to each of the committee members.
5. The Superintendent will ask for the Consolidated Nomination Ballot to be accepted by unanimous consent by the committee members.
6. If a member obtains an elected position, he/she cannot serve in two elected positions, and his/her name will be withdrawn from the Ballot for consideration for any other elected positions.
7. If there are multiple individuals seeking the same elected position, names will be randomly drawn to determine the order in which each individual will speak to the committee.
8. Each individual for the Chair position, will be given time to speak to the committee regarding his/her candidacy.
9. Once each candidate has had a chance to speak, the Superintendent will then ask the committee to vote to elect a new Chair by each member naming the candidate of his/her choice.
10. The newly elected Chair will then repeat the process (steps 6 - 8) to complete the remaining elected positions.
11. The newly elected Chair will then lead the committee in determining sub-committee members and liaison assignments, and will determine these if the committee members collectively are unable to reach a consensus.

## **Executive Session**

All meetings of the school committee are open to the public and media. However, the committee has the right to convene in a closed executive session for one of the ten purposes delineated by law. These ten purposes are:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of

the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the committee to hold an open session should the individual so request.

2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect on the committee's bargaining position. Collective bargaining negotiations may also be conducted in executive session if a quorum of the committee is present.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of superintendent). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.
9. To meet or confer with a mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential comparatively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

When meeting in executive session, the committee should follow the procedures outlined under the "Procedures--Quorum and Voting" section of this handbook (Page 18).

Executive session minutes may be held from disclosure to the public as long as publication may defeat the lawful purpose of the executive session, but no longer. A vote during the executive session is required to withhold minutes. In the event of such an occurrence, the committee will periodically review withheld executive session minutes and will release them at such time as the committee sees fit.

**Level III Grievance:** A "grievance" is defined as a written complaint by the Association, or a member thereof, based upon an alleged violation of any specific provision(s) of the Collective Bargaining Agreement.

Only the Association may forward a grievance at Level III. The Association may present a Level III grievance in writing to the school committee within (10) school days of receipt of the Superintendent's answer or date on which said answer is due, whichever occurs first, to a grievance at Level II. The committee will have an executive session with the grievant and/or the Association, within (10) school days of receiving the written complaint. The purpose of the executive session will be to discuss the grievance. Level III does not apply to any grievance arising out of a decision made by the superintendent or principal under authority delegated to the superintendent or principal under the Education Reform Act of 1993. In the event of such a grievance, the Association may proceed directly from Level II to Level IV.

### **Open Meeting Law**

The following section briefly overviews the Massachusetts Open Meeting Law, however school committee members are encouraged to read the law in its entirety for a more complete understanding.

School committee meetings are subject to the Massachusetts Open Meeting Law, M.G.L. c. 30A, §19 and must be open to the public. The statute defines a meeting as "a deliberation by a public body with respect to any matter within the body's jurisdiction."

A deliberation is an oral or written communication through any medium, between or among a quorum of members of a public body. A quorum is a simple majority of the members. Whether or not communication constitutes a meeting subject to the law depends on four factors:

- The communication must be between members of a public body
- The communication must constitute a deliberation
- The communication involves a matter with the body's jurisdiction
- The communication does not fall within an exception listed in the law (see below) There are five exceptions to the definition of a meeting under the Open Meeting Law:
  - ❑ Members of a public body may conduct an on-site inspection of a project or program; however, they cannot deliberate at such gatherings
  - ❑ Members of a public body may attend a conference, training program, or event; however, they cannot deliberate at such gatherings
  - ❑ Members of a public body may attend a meeting of another public body provided that they communicate only by open participation; however, they may not deliberate at such gatherings
  - ❑ Meetings of quasi-judicial boards or commissions held solely to make decisions in an adjudicatory proceedings are not subject to the open meeting law
  - ❑ Town meetings are not subject to the open meeting law

The school committee, as a public body, must provide notice to the public at least 48 hours in advance, except in emergencies, but excluding Saturdays, Sundays, and legal holidays. The agenda for the meeting is sent to the Town Clerk, who posts it in the town hall where it is conspicuously visible to the public at all hours. Meeting agendas and minutes are also posted on the school committee's web page.

### **Procedures – Quorum and Voting**

A quorum of the Mashpee School Committee is three members.

The committee operates under Robert's Rules of Order, unless otherwise specified. The chair shall serve as committee parliamentarian, and shall decide all questions of parliamentary procedure.

#### **Executive Session procedures:**

- The committee will first convene in an open session for which due notice has been given.
- The chair (or presiding member) will state the purpose of the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
- A majority of the members of the school committee must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
- All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.
- The chair or presiding member will state before entering the executive session whether the committee will reconvene in open session following the executive session.

#### **Open Meeting procedures:**

- Chair (or presiding officer) states the question at hand.
- A motion is made relative to the question, and a second is made.
- Chair allows for discussion of the question and the motion made.
- Members can make amendments to the original motion, provided that there is a sufficient second.

- Votes will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous, only that fact need be recorded. No vote taken in an open session shall be by secret ballot. Any member may ask that a vote be taken by roll call. Such request will be honored unless there is objection from any member of the committee, in which case the chair will call for a voice vote to decide whether a roll call vote will be allowed on the main motion. For a voice vote, any member can request that their vote be recorded by name in the official meeting minutes.
- A roll call vote is required to enter executive session and for all votes taken during a meeting in which a member is participating remotely.
- All actions require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.
- A two-thirds vote will be required to suspend parliamentary rules of order.

## Communication

As an elected official representing the public schools of Mashpee, each member of the school committee commits to actively seeking input from a variety of stakeholders, to listening carefully to all viewpoints, and to maintaining a broad understanding of the important issues confronting the schools and the town at large. We uphold the value of clear, timely, and honest communication with relevant constituencies. We are eager to hear communal voices and, in turn, we resolve to communicate publicly our decisions, actions, and rationales. Our goal is to maintain an open, two-way system of communication with the community while following the protocols outlined in earlier sections of this handbook. We also commit to ongoing assessment of our communication systems and to continuous improvement.

Any communication warranting a committee response (e.g. media, municipal leader) received by a school committee member in his/her official capacity shall be forwarded to the Chair for the committee's official response. A member may speak individually as a school committee member as long as the member emphasizes that he/she is not speaking on behalf of the committee.

Communication from the superintendent to the school committee outside of an open meeting or executive session (e.g. in person, email, text message, telephone call) shall be for informational purposes only--not for discussion among committee members.

## Communication with District Personnel

Members should always remain cognizant that they possess no authority outside of the authority of the full school committee when communicating with district staff. The committee does, however, value the input of district personnel, and members are encouraged to regularly communicate with district personnel to gather input on the committee's decisions and actions. Additionally, staff members will not suffer any negative repercussions from communicating with members of the school committee.

Any feedback received from district personnel that relates to district operations shall be relayed to the superintendent. Unless otherwise indicated by the superintendent, members should not discuss specific concerns of staff members during a school committee meeting.

## Communication with Students

The primary objective of the school committee is to establish policies that ensure the academic achievement of all students. The school committee benefits from hearing the opinion of students on issues affecting their

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education and the overall social, intellectual, and extracurricular climate of the schools. Students may address the school committee by speaking during the “Public Comment” section of our public meetings, or by asking the school committee student representative to speak on their behalf. We value the input of our students.

### **Communication with Parents, Guardians, Families, and Community**

Members are encouraged to maintain a healthy dialogue with members of the community to keep people up to date on the committee’s actions. The committee recognizes that individual members each have access to distinct networks of constituents, and members should frequently utilize these networks as communication opportunities. Communication mediums such as social media, e-mails, newsletters, blogs, and newspaper articles are all effective means of communicating with constituents. Members should be sure to clarify that certain methods of communication, especially social media (Facebook, Twitter, Instagram, etc) are done on behalf of the member only and are not necessarily representative of the full school committee.

We will ensure that our decisions and actions are performed in a public and transparent manner – with the sole exception of the topics that legally permit and require the school committee to adjourn to executive session. These exceptions aside, the public will always be informed of committee decisions and the rationale.

### **How to Respond to Constituent Complaints**

The school committee’s policy with regard to the handling of complaints from the public is clearly defined in policy KE. While members of the community, including parents and students have the right to contact elected officials as unambiguously stated in both the state and federal constitutions, school committee members often lack the authority to resolve problems brought to their attention.

Parents may raise concerns about the schools to members of the committee. These concerns may relate to individual school department personnel who are under the authority of the superintendent or the principal.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded. Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

Committee members are strongly encouraged to refer parents to the appropriate administrative authority, starting with the staff member closest to the concern. For example, if a parent contacts a committee member with a concern about a teacher, the member should encourage the parent to discuss the situation with the teacher. If they already have, the member should refer them to the principal. If they have already spoken with the principal, the member should refer them to the superintendent. In any event, the member should notify the superintendent of the nature of the complaint.

The superintendent will keep the committee member abreast of any developments that may arise through dealing with the complaint, to the extent permitted by law.

If a member receives a complaint about the superintendent, he/she shall inform the Chair, and they will discuss the situation with the superintendent. Any additional discussion will occur by the full committee and superintendent in the appropriate format (e.g. Executive Session).

## Useful Resources

Mashpee Public Schools website: <https://www.mpspk12.org/>  
 Mashpee Public Schools policy manual: <https://www.mpspk12.org/Domain/36>  
 Town of Mashpee website: <https://www.mashpeema.gov/>  
 Mass. Department of Elementary and Secondary Education: <http://www.doe.mass.edu>  
 Massachusetts Association of School Committees: <http://www.masc.org>  
 Open Meeting Law: <http://www.mass.gov/ago/government-resources/open-meeting-law>  
 Mass. Ethics Commission: <http://www.mass.gov/ethics>  
 Mass. General Laws: <https://malegislature.gov/Laws/GeneralLaws>  
 Mass. Legislature: <https://malegislature.gov/>  
 Mass. Budget and Policy Center: <http://www.massbudget.org>  
 Mass. School Building Authority: <http://www.massschoolbuildings.org>  
 National School Boards Association: <http://www.nsba.org>

## Acronyms

CCC -- Cape Cod Collaborative  
 CIP--Capital Improvement Planning  
 CPI – Composite Performance Index  
 DESE – Department of Elementary and Secondary Education  
 ELE – English Language Education  
 EL-- English Learner  
 ESSA--Every Student Succeeds Act  
 ESY--Extended School Year  
 FTE – Full Time Equivalent  
 FY – Fiscal Year (July 1 – June 30)  
 IEP – Individualized Education Program  
 IDEA – Individuals with Disabilities Education Act  
 MPS – Mashpee Public Schools  
 MASC – Massachusetts Association of School Committees  
 MASS -- Massachusetts Association of School Superintendents  
 MCAS – Massachusetts Comprehensive Assessment System  
 MOU – Memorandum of Understanding  
 MOA – Memorandum of Agreement  
 MSBA – Massachusetts School Building Authority  
 NCLB – No Child Left Behind  
 NEASC – New England Association of Schools and Colleges  
 NESDEC – New England School Development Council  
 NSBA – National School Boards Association  
 RFP – Request for Proposal  
 SEL--Social/Emotional Learning  
 SEPAC – Special Education Parent Advisory Council  
 SOI – Statement of Interest  
 STEM – Science, Technology, Engineering & Mathematics  
 SY - School Year

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# Mashpee School Committee: Nomination Ballot for School Year 2019 - 2020

\* Required

**PLEASE COMPLETE THIS FORM AND SUBMIT IT BY 3:00 PM ON WEDNESDAY, MAY 22, 2019**

## Untitled Section

1. LAST NAME, FIRST NAME \*

2. PLEASE INDICATE BELOW THE POSITION(S) FOR WHICH YOU WOULD LIKE TO BE NOMINATED. \*

*Check all that apply.*

- ☐ CHAIR
- ☐ VICE-CHAIR
- ☐ SECRETARY
- ☐ NONE

3. PLEASE INDICATE BELOW THE SUBCOMMITTEE POSITION(S) YOU ARE INTERESTED IN. (NOTE: THERE ARE TWO PRIMARY POSITIONS FOR EACH SUBCOMMITTEE.) \*

*Check all that apply.*

	PRIMARY	ALTERNATE	NOT INTERESTED
CURRICULUM SUBCOMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEGOTIATIONS SUBCOMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POLICY SUBCOMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERINTENDENT EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Draft - This Google Form will be sent electronically to all School Committee members at 8:00 am on May 22, 2019

**4. PLEASE INDICATE BELOW THE LIAISON POSITION(S) YOU ARE INTERESTED IN. (NOTE: THERE IS ONLY ONE PRIMARY LIAISON FOR EACH CATEGORY.) \***

35.

*Check all that apply.*

	PRIMARY	ALTERNATE	NOT INTERESTED
MASHPEE BOARD OF SELECTMEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BOOSTERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAPE COD COLLABORATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MASHPEE FINANCE COMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH ADVISORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDIAN EDUCATION PARENT COMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MASHPEE SUBSTANCE USE TASK FORCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MASHPEE PLANNING & CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SICK BANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MASHPEE WAMPANOAG TRIBE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCE WORKING GROUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OUTREACH-ENGAGEMENT WORKING GROUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EFFICIENCY/EFFECTIVENESS WORKING GROUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. PLEASE INDICATE BELOW IF YOU ARE INTERESTED IN BEING THE LEGISLATIVE REPRESENTATIVE FOR THE MASHPEE SCHOOL COMMITTEE \***

*Mark only one oval.*

☐ YES

☐ NO

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School Committee Upcoming Dates

May 8	School Committee Business Meeting 5:30 PM
May 8	Boosters Meeting 7:00 PM in cafe
May 9	Negotiation Subcommittee @ 4:00 PM
May 14	Outreach Working Group @ 3:30 PM
May 14	Indian Education Parent Meeting 5:30 PM in E101
May 15	Health Advisory 3:15 in QS Library
May 15	School Committee Meeting 5:30 in QS Library
May 16	Negotiation Meeting @ 4:30 PM
May 20	MPS/MWT Partnership Meeting 4:15 PM in QS Library
May 21	Town of Mashpee Elections
May 22	School Committee Business Meeting 5:30 PM
May 23	Tour of schools with BOS/Tribal Council @9:00 AM
May 29	Health Advisory Meeting 3:15 PM in QS Library
May 31	Falcon Friends 9:00 AM
June 5	School Committee Business Mtg 5:30 PM @ MWT Govt.Center
June 8	Graduation 10:00 AM

Next Year

*April 4-6, 2020*

*NSBA Annual Conference in Chicago*

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# District-Wide Calendar of Events

Sun May 5 – Tue May 7, 2019 (Eastern Time - New York)

	Sun 5/5	Mon 5/6	Tue 5/7
	KCC-WIN Cycle 4		
		MMHS Staff Appreciation Week	
		KCC Staff Appreciation Week	
9am		MMHS field trip to State House to receive Excellence in Energy Award (Hough) 8:30am - 2:30pm	
10am		Portrait of a Graduate @ Mashpee Public Library, 64 Steeple St, Mashpee, MA 02649, USA 9am - 2pm	KCC-K-O'Keefe/Wilber to Green Briar Nature Center Sandwich, MA 9:30am - 12:30pm
11am			QS Grade 6 GREAT Project Presentation 9:40am - 10:25am
12pm		MMHS AP Test - Environmental Science 12pm - 3pm	QS - PTO Staff Appreciation Luncheon 10:50am - 12:12pm
1pm	QS - Pawtucket Red Sox Awards Game 1pm - 4pm		KCC PTO-sponsored Staff Luncheon on Gym 11am - 1pm
2pm			MMHS AP Testing - Physics 1 12pm - 2pm
3pm			QS Grade 5 GREAT Graduation 2pm - 2:45pm
4pm			
5pm			
6pm			Substance Abuse Drop-In Night @ Community Center 4pm - 7pm
7pm		Town Meeting 7pm - 8pm	Wine and Dinner Night at Trevi for MMHS ProStart Program 6:30pm - 8:30pm
8pm			

## District-Wide Calendar of Events

Wed May 8 – Thu May 9, 2019 (Eastern Time - New York)

	Wed 5/8	Thu 5/9
	KCC-WIN Cycle 4	
	MMHS Staff Appreciation Week	
	KCC Staff Appreciation Week	
	Boosterthon Kick-off	KCC PTO Boosterthon Fundraiser
	QS, Math MCAS, All Grades	QS, Math MCAS, All Grades
		QS Term 3 Progress Reports Issued
8am	MMHS AP testing - English Literature & Composition 8am - 12pm	MMHS AP Testing - Chemistry 8am - 12pm
9am		
10am		
11am		
	KCC Richmond/Souza -K Field Trip to Green Briar Nature Center and Jam Kitchen 9:30am - 12pm	KCC-Read to Me Volunteers visit Preschool 9:30am - 11am
		KCC-Robbins/Swift-K Field Trip to Green Briar Nature Center and Jam Kitchen 9:30am - 12pm
12pm	MMHS AP testing - European History 12pm - 3pm	KCC PTO Boosterthon Pep Rally-Cafe 11am - 1pm
1pm		
2pm		
6pm		
	School Committee Meeting @ QS Library 5:30pm - 7:30pm	
	7pm - 8pm MMHS Boosters Meeting @ cafeteria	

District-Wide Calendar of Events      Fri May 10 – Sat May 11, 2019 (Eastern Time - New York)

	Fri 5/10	Sat 5/11
	KCC-WIN Cycle 4	
	MMHS Staff Appreciation Week	
	KCC Staff Appreciation Week	
	KCC PTO Boosterthon Fundraiser	
8am	MMHS AP Testing - US History 8am - 12pm	
9am		
10am		
11am	MMHS OSHA Industry Certification Training (Looney) 9:54am - 10:50am	KCC-Kindergarten Concert Rehearsal-stage 10:00am - 10:15am
12pm	MMHS AP Testing - Physics 2 12pm - 2pm	
1pm		QS - One Room Schoolhouse - Gr. 3 S. Schreiner 12:15pm - 2:30pm
2pm		
6pm	Family Game Night at QS Library 6pm - 8pm	
7pm		

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District-Wide Calendar of Events

Sun May 12 – Tue May 14, 2019 (Eastern Time - New York)

	Sun 5/12	Mon 5/13	Tue 5/14
	KCC-WIN Cycle 4		
	KCC PTO Boosterthon Fundraiser		
		KCC-End of the Year BAS Assessment	
8am		MMHS AP Testing - Biology 8am - 12pm	MMHS AP Testing - Calculus AB 8am - 12pm
9am		Grade 6 Court Field Trip - R. Geggatt 8:30am - 2pm	
10am			C-Kindergarten Dress 10am - 10:30am
11am			
12pm			
1pm		QS - One Room Schoolhouse, Gr. 3 Arsenault 12:15pm - 2:30pm	MMHS AP Testing - Human Geography 12pm - 2pm
2pm			
3pm			
4pm		KCC-Grade Two Marathon Monday at MHS 3:15pm - 4:15pm	MMHS Band/Chorus field trip to Fanueil Hall/Symphony Hall 3:30pm - 11:30pm
5pm			MMHS School Council Meeting @ Main Office Conference Room 4pm - 5pm
			Indian Ed Parent
			5:30pm - 6:30pm Indian Ed Parent Meeting 6pm - 7pm QS-Grade 3 Performance in gym

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# District-Wide Calendar of Events

Wed May 15 – Thu May 16, 2019 (Eastern Time - New York)

	Wed 5/15	Thu 5/16
	KCC-WIN Cycle 4	
	KCC PTO Boosterthon Fundraiser	
	KCC-End of the Year BAS Assessment	
	MMHS Progress Reports Issued (gr7-12)	QS, STE MCAS, Grade 5
8am	MMHS MCAS 7:30am - 7:45am	MMHS MCAS Breakfast 7:30am - 7:50am
9am	MMHS AP Testing - English Language & Composition 8am - 12pm	MMHS MCAS STE (Grade 8) 7:50am - 11:45am
	MMHS MCAS STE (Grade 8) 7:50am - 11:45am	
	Grade 6 Court Field Trip - Mannix/Blackwell 8:30am - 2pm	Special Olympics - Monomoy H.S. 8:30am - 1:30pm
	KCC-Kindergarten 9am - 9:30am	KCC-Ryan/Crimmins to Long Pasture Audobon 8:45am - 2:30pm
12pm		
1pm	QS - One Room Schoolhouse, Gr. 3 Porter 12:15pm - 2:30pm	MMHS AP Testing - Statistics 12pm - 3pm
2pm	MMHS Tech Help Session @ MMHS Library Learning Commons 1:45pm - 2:15pm	
3pm		
4pm	Health Advisory- in Qs Library 3:15pm - 4:15pm	
5pm		
6pm	School Committee Business Meeting 5:30pm - 6:30pm	
	7pm - 8pm MMHS High School Concert @ MMHS Auditorium	7pm - 9pm MMHS Class of 2019 Scholarship Night @ MMHS Auditorium

42.

District-Wide Calendar of Events

Fri May 17 – Sat May 18, 2019 (Eastern Time - New York)

	Fri 5/17	Sat 5/18
	KCC-WIN Cycle 4	
	KCC PTO Boosterthon Fundraiser	
	KCC-End of the Year BAS Assessment	
	KCC Boosterthon Fun Run	
6am		
7am		
8am	MMHS Museum of Fine Arts field trip (Troyanos, D) 7:30am - 2pm	
9am		KCC-Falcon Friends at KCC Conference Room 9am - 10am
10am		
11am		
12pm		
1pm		QS - One Room Schoolhouse, Gr. 3 Colantuono 12:15pm - 2:30pm
2pm		
3pm		

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District-Wide Calendar of Events

Sun May 19 – Tue May 21, 2019 (Eastern Time - New York)

	Sun 5/19	Mon 5/20	Tue 5/21
	KCC-WIN Cycle 4		
	KCC-End of the Year BAS Assessment		
8am			MMHS
9am	MMHS Author Michael Tougias visits MMHS 8am - 12pm	KCC-MacNally/Souza/Russell to Long Pasture Audobon 8:45am - 2:30pm	Annual Town Election @ Christ the King Parish, 3 Job's Fishing Rd, Mashpee, MA 02649, USA 8am - 7pm
10am			MMHS MCA Math (gr10) 7:46am - 11:45am
11am			Gr. 6 Court Field Trip - McBrinen 8:30am - 2pm
12pm			Gr. 4 - Penikese Island Field Trip - Manning 8:30am - 2pm
1pm	QS - One Room Schoolhouse - Gr. 3 Broderick 12:15pm - 2:30pm		KCC-Kid's Klub Visits K Class
2pm			
3pm			
4pm			WHSTEP Spring Meeting @ QS Library 3:30pm - 6:30pm
5pm	MPS-MWT Partnership Meeting @ QS Library 4:15pm - 5:15pm	KCC-CFCE Meeting-Main Office Conference Room 5pm - 6pm	
6pm			

44.

# District-Wide Calendar of Events

Wed May 22 – Thu May 23, 2019 (Eastern Time - New York)

	Wed 5/22	Thu 5/23
	KCC-WIN Cycle 4	
	KCC-End of the Year BAS Assessment	
8am	MMHS MCAS breakfast (gr10) 7:30am - 7:46am	MMHS MCAS Math (gr10) 7:46am - 11:45am
9am		
10am	KCC-Read to Me Volunteers visit Preschool Storywalk 9:30am - 11am	
11am		
12pm		
1pm	QS - One Room Schoolhouse - Gr. 3 Stickley 12:15pm - 2:30pm	
2pm		KCC-Title One Celebration with Parents 2pm - 2:35pm
3pm		
4pm	COMPASS Meeting @ QS Library 3:30pm - 4:30pm	
5pm		
	5:30pm - 7:30pm School Committee Finance Meeting @ QS Library 6pm - 7pm KCC PTO Meeting and Elections-Cafe 6pm - 7pm QS PTO Meeting, QS Cafe	5:30pm - 6:30pm MMHS National Junior Honor Society Induction Ceremony @ MMHS Auditorium 5:45pm - 6:45pm Kindergarten Here We Come

45.

District-Wide Calendar of Events

Fri May 24 – Sat May 25, 2019 (Eastern Time - New York)

Fri 5/24

Sat 5/25

KCC-WIN Cycle 4

KCC-End of the Year BAS Assessment

QS - Career Day

QS - Boston Pops Grade 6

Last Official Day of School for Seniors

7am

MMHS Great East Festival (A. Troyanos/L. Keller) @  
Canobie Lake Park, 85 N Policy St, Salem, NH 03079,  
USA  
7am - 9pm

8am

9am

10am

KCC-Gr. 2 to USCG and South Cape Beach Field Trip  
9:30am - 2pm

11am

12pm

1pm

2pm

8pm

46.

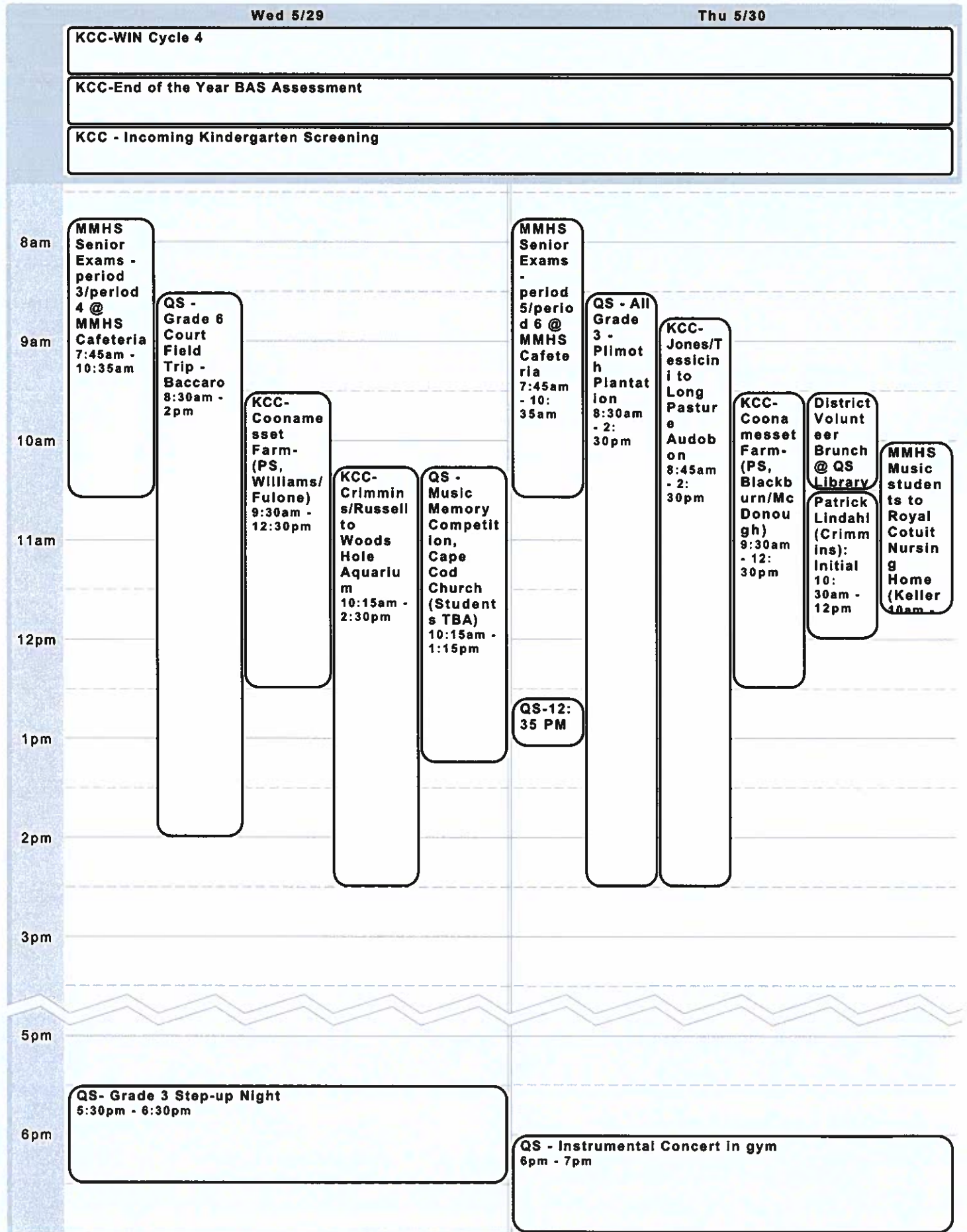
District-Wide Calendar of Events

Sun May 26 – Tue May 28, 2019 (Eastern Time - New York)

	Sun 5/26	Mon 5/27	Tue 5/28
	KCC-WIN Cycle 4		
	KCC-End of the Year BAS Assessment		
	SCHOOL CLOSED - Memorial Day		
8am			MMHS Safe Schools Leadership Conference (Deschamps/Depferd) @ King Philip Regional High School, 201 Franklin St, Wrentham, MA 02093, USA 7:30am - 2:30pm
9am			MMHS Senior Exams - period 1/period 2 @ MMHS Cafeteria 7:45am - 10:35am
10am			QS - Grade 6 Court Field Trip - Johnson 8:30am - 2:30pm
11am			
12pm			
1pm			
2pm			
3pm			
6pm			MMHS DC Traveler Student/Parent meeting @ MMHS Auditorium 6pm - 7:30pm
7pm			

District-Wide Calendar of Events

Wed May 29 – Thu May 30, 2019 (Eastern Time - New York)



District-Wide Calendar of Events

Fri May 31 – Sat Jun 1, 2019 (Eastern Time - New York)

	Fri 5/31	Sat 6/1
	KCC-WIN Cycle 4	
	KCC-End of the Year BAS Assessment	
	KCC - Incoming Kindergarten Screening	
	QS- Colonial Day Grade 5	
	Key Club Movie Night at KCC	
8am		
9am	MMHS Senior Exams - period 7/make-ups @ MMHS Cafeteria /10-12 Dean's Office 7:45am - 10:35am	
10am	QS - Gr. 4 Penikese Island Field Trip - Gorman 8:30am - 2pm	
	QS - Grade 6 Court Field Trip - Sweeney 8:30am - 2pm	
	KCC-Gr. 2 Joint Base CC and South Cape Beach Field Trip 9:30am - 2pm	
11am		Kiwanis Bike Rodeo @ Coombs School 9am - 11am
12pm		
1pm	KCC-Williams' PS End of the Year Family Celebration 12:30pm - 2:30pm	
2pm		
6pm	KCC-MHS Key Club sponsored Movie Night for KCC Students 6pm - 8pm	
7pm		