

# Town of Mashpee

# Town Clerk



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Date: August 15, 2018

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

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

## School Committee- Business Meeting

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

Day and Date of Meeting: Wednesday, August 22, 2018

Time of Meeting: 5:00PM

Place: Mashpee Middle-High School Library

Chairman: *Christopher Santos* gkh

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

\_\_\_\_\_  
Initials

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

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



**MASHPEE PUBLIC SCHOOLS**  
**SCHOOL COMMITTEE BUSINESS MEETING OF AUGUST 22, 2018**  
**Mashpee Middle-High School Library--5:00PM**  
**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.

Item	Time	Description
I	5:00	<b>Call Regular Meeting to Order/Pledge Allegiance</b>
II	5:05	<b>Public Comment</b>
III	5:15	<b>Mashpee Wampanoag Tribe</b>
IV	5:25	<b>Request to Name Library (p. 1-2)</b>
V	5:40	<b>Report of the Superintendent</b> Quashnet School Renovation Project Update (MaryKate O'Brien) Personnel Report (p.3) *Bullying Prevention and Intervention Plan (p. 4-17) MPS Community Essay Challenge Camp Falcon Update Convocation School Choice Update (p. 18)
VI	6:10	<b>Report of the Business Administrator</b> *Approval of Current Student Activity Accounts *Approval of Student Activity Account Guidelines and Procedures (p. 19-47)
VII	6:25	<b>Specifically Assigned/Unfinished Business</b> School Committee Working Groups Updates School Custodians *Indigenous Peoples Day (Change to FY18-19 School Calendar) School Committee Retreat, Self- Evaluation, and 2018 - 2019 Goals (p. 48) School Committee Meeting Times
VIII	7:15	<b>New Business</b>
IX	7:20	<b>Committee Reports</b>
X	7:25	<b>Items the Chair did not reasonably know in advance (Other)</b>
XI	7:30	<b>Public Comment</b>
XII	7:35	<b>*Adjournment</b>

***\*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.***

0000 1.

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

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

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

Honorable Members of the Mashpee School Committee:

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

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

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

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

Respectfully,

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

## NAMING SCHOOL FACILITIES

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTA/PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

**MASHPEE PUBLIC SCHOOLS: PERSONNEL SUMMARY REPORT 3.**  
**8/14/2018**

<b>DISTRICT-WIDE</b>	
Mary Kaminski – BCBA Therapist	
<b>COOMBS SCHOOL</b>	
Jennifer Blackburn – Preschool Teacher Catherine McDonough – Preschool Teacher Jessica Ryan – Grade 1 Teacher Alanna Murphy – Special Ed Teacher	
<b>QUASHNET SCHOOL</b>	
Courtney Ream: EL Teacher David Williams: Grade 6 Teacher	
<b>MIDDLE-HIGH SCHOOL</b>	
Eduardo MacDonald: Dean of Students for Grades 10 – 12 Annika Lawson: Math Teacher Xu Zhu (Grace) Wang: Mandarin Teacher Elizabeth Pierce: French Teacher Ashley Edwards: Special Ed Teacher	

# **Mashpee Public Schools**

150A Old Barnstable Road

Mashpee, MA 02649

Telephone: 508-539-1500

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## **Mashpee Public Schools Bullying Prevention and Intervention Plan**



2010-2011 (March 31, 2011)

Updated: 2012-2013 (September 24, 2013)

Updated: 2015-2016 (January 6, 2016)

Updated: 2018- 2019 (August 22, 2018)

## TABLE OF CONTENTS

I.	LEADERSHIP.....	3
II.	PROHIBITION AGAINST BULLYING AND RETALIATION .....	4
III.	DEFINITIONS.....	5
IV.	RELATIONSHIP TO OTHER LAWS.....	5
V.	TRAINING AND PROFESSIONAL DEVELOPMENT .....	5
VI.	ACCESS TO RESOURCES AND SERVICES.....	7
VII.	ACADEMIC AND NON-ACADEMIC ACTIVITIES.....	8
VIII.	POLICIES & PROCEDURES FOR REPORTING & RESPONDING TO BULLYING & RETALIATION .....	8
IX.	PROBLEM RESOLUTION SYSTEM.....	12
X.	COLLABORATION WITH FAMILIES.....	12
	Incident Reporting Form (Appendix A) .....	13 - 14

## **I. LEADERSHIP**

### **Statement of Purpose:**

The Mashpee Public Schools expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The Mashpee Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

The Mashpee Public Schools recognizes that certain students may be more vulnerable to become a target of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The Mashpee Public Schools will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Mashpee Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyberbullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The Principals are responsible for the implementation and oversight of the Plan at their respective buildings, except when a reported bullying incident involves the principal or the assistant principal/dean as the alleged aggressor. In such cases, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Superintendent is the alleged aggressor, the School Committee, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

- A. **Public involvement in developing the Plan.** As required by M.G.L. c. 71, § 37O, the Plan will be developed with various constituencies. This involvement will include:

Mashpee Public Schools administrators, faculty and staff; school volunteers; interested community representatives, students, parents, and guardians; and the Mashpee School Committee. A community forum on the development of the original Plan was held on October 19, 2010.

Consultation will include, at a minimum, notice and a public comment period before the Mashpee School Committee adopts the Plan.

- B. **Assessing needs and resources.**

The Superintendent, along with the Superintendent's designees, with input from administrators, faculty, and families, will:

- Assess the adequacy of current programs



- 7
- Review of current policies and procedures;
  - Review of available data on the prevalence and characteristics of bullying and behavioral incidents;
  - Assess available resources including curricula, training programs, and behavioral health services for designing ongoing professional development;
  - Review current and relevant articles and research on best methodology to prevent, intervene and address bullying and cyber-bullying;
  - Research and review 'field tested' and research-based anti-bullying curricula and instructional guides;
  - Develop a resource bank of relevant materials for both parents and students;
  - Review the Massachusetts comprehensive Health and Wellness Curriculum Frameworks to provide a working curriculum context for anti-bullying curriculum; and
  - Assessments of initial and periodic needs, by surveying students, faculty, staff, parents, guardians on school climate and school safety needs.
  - Administer a DESE-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. (Once every 4 years beginning with 2015/2016 school year).

**C. Planning and oversight.**

The building Principals or designee will be responsible for the following tasks under the Plan:

- Receiving reports on bullying;
- Collecting and analyzing school-wide data on bullying to assess the present level of need and to measure improved outcomes;
- Creating a process for recording and tracking incident reports, and for accessing information related to victims and aggressors;
- Implementing the ongoing professional development that is required by the law;
- Identifying support strategies that respond to the needs of victims and aggressors;
- Choosing and implementing, in partnership with central office administrators, the curricula that the school or district will use;
- Amending student and staff handbooks and codes of conduct; and
- Leading the parent or family engagement efforts and drafting parent information materials.

The Director of Technology will be responsible for updating the Empowered Digital Use Policy (IJNDB). The Assistant Superintendent will be responsible for reviewing and updating biennially, or more frequently if needed.

## **II. PROHIBITION AGAINST BULLYING AND RETALIATION**

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school--related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related including through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the victim or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited. As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

### III. DEFINITIONS

In order to work as collaboratively and as efficaciously as possible, to prevent and intervene on all acts of bullying, it is essential for administrators, faculty, staff, students, parents, guardians, law enforcement agencies, and other interested parties to use common language. The following definitions are provided to facilitate this goal.

Aggressor is a student or member of the school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, support staff, or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- i. causes physical or emotional harm to the victim or damage to the victim's property;
- ii. places the victim in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the victim;
- iv. infringes on the rights of the victim at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Victim is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

### IV. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

### V. TRAINING AND PROFESSIONAL DEVELOPMENT

The Mashpee Public Schools will meet the requirements under M.G.L. c. 71, § 37O to provide ongoing professional development for all staff, including but not limited to, educators, administrators, counselors, school

nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

**A. Annual staff training on the Plan.**

Annual training for all Mashpee Public Schools faculty and staff on the Plan will include staff duties under the Plan, an overview of the steps that the Principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last year.

**B. Ongoing professional development.**

The Assistant Superintendent will be responsible for oversight and implementation of the training used throughout the system. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 37O, the content of school-wide and district-wide professional development will be informed by research and will include:

- Developmentally appropriate strategies to prevent bullying;
- Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
- Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- Information on the incidence and nature of cyberbullying;
- Internet safety issues as they relate to cyberbullying;
- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching students skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

**C. Written notice to staff.**

The Mashpee Public Schools will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the school or district employee handbook and the code of conduct.

## VI. ACCESS TO RESOURCES AND SERVICES

The Assistant Superintendent will be responsible for researching, reviewing and adopting appropriate curriculum and instructional materials for use in the schools. This work will require consultation with other appropriate district and town resources.

The curriculum must be:

- Developmentally appropriate;
- Evidence based – based on research, or field tested; and
- Evaluated for effectiveness.

The resources will be evaluated on documented success rate, will be engaging to students and will be in keeping with our core values and philosophies of pedagogy. Curriculum should have creative presentation and should encourage students to find solutions and use critical thinking skills.

### A. Identifying resources.

Resources for targets, aggressors, and their families may include, but are not limited to: adopting new curricula, establishing safety planning teams, and identifying other agencies that can provide services.

The Assistant Superintendent will be responsible for creating and posting a bibliography of anti-bullying resources including, but not limited to:

- The Mashpee Public Schools Anti-Bullying Policy;
- The Mashpee Public Schools Anti-Bullying Prevention and Intervention Plan;
- Instructional guides and materials;
- Research articles and materials on the prevalence and characteristics of bullying;
- Relevant and useful websites; and
- Community resources and related services.

### B. Counseling and other services.

The Mashpee Public Schools has a variety of appropriate resources within the district. The Mashpee Public Schools utilizes adjustment counselors, guidance counselors and school psychologists who assist in developing safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors. The Mashpee Public Schools utilizes a variety of tools including, but not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. Translators are provided as are translations of materials for Mashpee families as needed.

### C. Students with disabilities.

As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or the student is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing. All special education Administrators and faculty members receive training on this requirement.

### D. Referral to outside services.

The Mashpee Public Schools has a referral protocol for referring students and families to access appropriate services. Referrals comply with relevant laws and policies. Current local referral protocols are annually evaluated to assess their relevance to the Plan, and revised as needed.

## **VII. ACADEMIC AND NON-ACADEMIC ACTIVITIES**

### **A. Specific bullying prevention approaches.**

Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills;
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance;
- Emphasizing cybersafety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications; and
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. The Mashpee Public Schools will review the Plan with students by October 1<sup>st</sup> of each school year.

### **B. General teaching approaches that support bullying prevention efforts.**

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of the Mashpee Public Schools bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines;
- Creating safe school and classroom environments for all students based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender-identity or expression, physical appearance, or sensory, disability, or by association with a person who has or is perceived to have one or more of these characteristics;
- Using appropriate and positive responses and reinforcement, even when students require discipline;
- Using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- Using the internet safely; and
- Supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

## **VIII. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION**

### **A. Reporting potential bullying or retaliation.**

Reports of potential bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be documented in an age-appropriate manner by the Principal or designee. A school or district staff member is required to report promptly to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The Mashpee Public Schools will make a variety of reporting resources available to the school community including an anonymous electronic option.

Use of an Incident Reporting Form is not required as a condition of making a report. The Mashpee Public Schools will: 1) take all reported incidents either verbal or written and will record necessary information to document the

information as reported, and 2) will provide information on how to report incidents both on the website and in the handbook for each school.

At the beginning of each school year, the Superintendent will provide the school community, including all staff members, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the Principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

### 1. Reporting by Faculty and Staff

A Faculty or Staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the Principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

### 2. Reporting by Students, Parents or Guardians, and Others

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Principal or designee. The Principal or designee will document all reported incidents.

## B. Responding to a report of bullying or retaliation- Allegations of Bullying by a Student

### 1. Safety

Before fully investigating the allegations of bullying or retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged victim and/or to protect the alleged victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the victim and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the victim; and altering the aggressor's schedule and access to the victim. The Principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary for all parties involved.

The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### 2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the Principal or designee will promptly notify the parents or guardians of the victim and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another school or district. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or designee first informed of the incident will promptly notify by telephone the Principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

- c. Notice to law enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the student aggressor.

In making this determination, the Principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

#### C. Investigation.

The Principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged student aggressor, victim, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

The Principal or designee, other staff members as determined by the Principal or designee, and in consultation with the school counselor, may conduct interviews. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation, including the preservation of all email and text communications.

Procedures for investigating reports of bullying and retaliation will be consistent with Mashpee Public Schools policies and procedures for investigations. If necessary, the Principal or designee will, with the consent of the Superintendent, consult with legal counsel about the investigation. (Align this with school or district procedures.)

#### D. Determinations

The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take reasonable steps to prevent recurrence and to ensure that the victim is not restricted in participating in school or in benefiting from school activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Principal or designee may choose to consult with the students' teacher(s) and/or counselors, and the victim's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Principal or designee will promptly notify the parents or guardians of the victim and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the victim must be aware of in order to report violations.

The Principal or designee shall inform the parent or guardian of the victim about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

#### E. Responses to bullying

##### 1. Teaching appropriate behavior through skills-building

Upon the Principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the Principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

##### 2. Taking disciplinary action

If the Principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

##### 3. Promoting safety for the victim and others

The Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the victim's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate school staff to implement them immediately.

#### F. Responding to Allegations of Bullying by School Staff

Upon receipt of a report of alleged bullying of a student by school staff, the principal/designee will be responsible for taking appropriate actions in accordance with this Plan and other applicable district policies and procedures,



including providing for the safety of the alleged victim where necessary. If the principal is the alleged aggressor, then the Superintendent/designee shall be responsible for such actions. In the event the Superintendent is the alleged aggressor, the School Committee/designee shall be responsible for such actions.

A staff member who is the subject of a complaint of a serious nature will be informed promptly and will be afforded the opportunity to present the facts as he/she sees them, in accordance with district policies and procedures, including any applicable collective bargaining agreements.

Procedures for investigating reports of bullying and retaliation by staff are consistent with district policies and procedures for investigations of other alleged misconduct by staff. If necessary, the designated school official will consult with legal counsel about such procedures. Investigations may include interviews of staff, students, and others as deemed appropriate. School officials will remind individuals (1) that retaliation is strictly prohibited and will result in disciplinary action and (2) of the importance of being truthful. To the extent practicable, given their obligation to investigate and address the allegations at issue, the school officials will maintain confidentiality during the investigative process.

In the event a designated school official determines that the staff member has engaged in bullying of, or retaliation against a student, the student's parent/guardian will be notified of what action is being taken to prevent further such acts and to restore the student's sense of safety. All notices to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of personnel records, the school official will not report specific information to the victim's parent or guardian about any disciplinary action taken unless it involves a "stay away" order or other directive that the victim must be aware of in order to report violations.

In the event disciplinary action against an employee is under consideration, appropriate due process will be provided. Any disciplinary action imposed will be based upon facts found by the designated school official and appropriate standards and expectations in light of the employee's role and responsibilities. School officials will develop a method to record confirmed acts of bullying by staff.

## **IX. PROBLEM RESOLUTION SYSTEM:**

Any parent or guardian wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>. Emails can be sent to [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu) or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

## **X. COLLABORATION WITH FAMILIES**

### **A. Parent education and resources.**

The Mashpee Public Schools in collaboration with parent associations will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school.

### **B. Notification requirements.**

Each year the Mashpee Public Schools will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyberbullying and online safety. The school or district will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The district will post the Plan and related information on its website.

**Mashpee Public Schools**  
**Bullying Prevention and Intervention Incident Reporting Form**  
**Part I – Information**

**1. Name of Reporter/Person Filing the Report:** \_\_\_\_\_

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

**2. Check whether you are the:** Victim of the behavior \_\_\_\_\_ Reporter (not the victim) \_\_\_\_\_

**3. Check whether you are a:** Student: \_\_\_\_\_ Staff Member (specify role) \_\_\_\_\_  
Parent: \_\_\_\_\_ Administrator \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Your contact information/telephone number:** \_\_\_\_\_

**4. If student, state school:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**5. If staff member, state your school or work site:** \_\_\_\_\_

---

**6. Information about the Incident:**

**Name of Victim (of behavior):** \_\_\_\_\_

**Name of Aggressor (person who engaged in the behavior)** \_\_\_\_\_

**Date(s) of Incident(s):** \_\_\_\_\_

**Time When Incident(s) Occurred:** \_\_\_\_\_

**Location of Incident(s):** \_\_\_\_\_

---

**7. Witnesses (List people who saw the incident or have information about it):**

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

**Name:** \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other \_\_\_\_\_

---

**8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.**

**FOR ADMINISTRATIVE USE ONLY**

**9. Signature of Person Filing this Report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Note: Reports may be filed anonymously.)

**10: Form Given to:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

## 17

**1. Investigator(s):** \_\_\_\_\_ **Position(s):** \_\_\_\_\_

## 2. Interviews:

☐ **Interviewed aggressor**      **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Interviewed victim**      **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Interviewed witnesses**      **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Any prior documented incidents by the aggressor? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If yes, have incidents involved victim or victim group previously? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Any previous incidents with findings of BULLYING, RETALIATION Yes \_\_\_\_\_ No \_\_\_\_\_

### Summary of Investigation:

(Please use additional paper and attach to this document as needed)

### Part III- Conclusions from the Investigation

**1. Finding of bullying or retaliation:**

**Yes** (please check one below)

**No** (please check one below)

## Bullying

**Incident documented as**

## Retaliation

**Discipline referral only**

## 2. Contacts:

**Victim's parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_ Aggressor's parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_**

**District Equity Coordinator (DEC)**      **Date:**      **Law Enforcement**      **Date:** \_\_\_\_\_

### 3. Action Taken:

**Loss of Privileges** \_\_\_\_\_ **Detention** \_\_\_\_\_ (dates) \_\_\_\_\_ **Referral** \_\_\_\_\_ **Suspension** \_\_\_\_\_ (dates) \_\_\_\_\_

**Community Service**      **(dates)**      **Education**      **Other**

**4. Describe Safety Planning:** \_\_\_\_\_

**Follow-up with Victim:** scheduled for \_\_\_\_\_ **Initial and date when completed:** \_\_\_\_\_

**Follow-up with Aggressor:** scheduled for \_\_\_\_\_ **Initial and date when completed:** \_\_\_\_\_

**Report forwarded to Principal: \_\_\_\_\_ Date \_\_\_\_\_ Report forwarded to Superintendent: \_\_\_\_\_ Date \_\_\_\_\_**

**Signature and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Mashpee Public Schools

Office of the Superintendent  
150A Old Barnstable Road  
Mashpee, MA 02649  
508-539-1500  
Fax 508-477-5805

18  
Patricia M. DeBoer  
Superintendent

**DATE:** August 13, 2018  
**TO:** School Committee  
**FROM:** Patricia DeBoer  
**RE:** Update on school choice enrollment for FY19

Below are the FY19 school choice enrollments as of August 13, 2018

Grades	FY19 School Choice Seats	FY19 School Choice Seats Filled	Remaining Seats
K	2	2	0
1	3	1	2
2	2	2	0
3	2	2	0
4	2	0	2
5	2	1	1
6	2	0	2
7	10	3	7
8	2	1	1
9	2	2	0
10	2	0	2
11	5	1	4
12	2	1	1
TOTAL	38	16	22

*Mashpee—A Connected Community*

*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.*

# **MASHPEE PUBLIC SCHOOLS**

## **STUDENT ACTIVITY ACCOUNT GUIDELINES AND PROCEDURES**



**MASHPEE HIGH SCHOOL  
MASHPEE MIDDLE SCHOOL  
QUASHNET SCHOOL  
COOMBS SCHOOL**

**August 22, 2018**

## TABLE OF CONTENTS

Section Title	Page	Section Title	Page
Introduction	2	Invoice Processing and Payment	12
General		Student Activity Account Reporting	13
Approved Student Activities	3	Monthly Financial Report to Student Activity Advisor	13
Forming a New Student Activity	3	Student Activity Accounts Reconciliation and Reporting	13
Appointments	3	Reconciliation to Monthly Bank Statements (Overview)	13-14
Meetings	3	Reconciliation Procedures	14
Officers	3	Annual Reporting	14
Expectations of a Student Activity Advisor	3-4	Student Activity Checking Account Funds	14-15
Basic Accounting Principles for all Student Activities	4	Student Activity Accounts--Audits and Reviews	
Training Sessions	5	Periodic Reviews	15
Student Activity Account Revenue	5	Student Activity Account Audits	15-16
Receipts	5-6	Student Activity Accounts--Required Forms	16
Gifts made to Student Activity Account	6	ATTACHMENTS	
Disbursements from Student Activity Account		School Committee Policy DIBA (JJF)	17-18
Making a Purchase using Student Activity Account Funds	6-7	FORM A: Schedule of Receipts Submitted to the Principal	19
Tax Exempt Status	7	FORM B: Schedule of Departmental Payments to Treasurer	20
Issuing a Student Activity Account Check	7-8	FORM C: Purchase Request Approval Form (Over \$10,000)	21
Employee Reimbursement from Student Activity Funds	8-9	FORM D: Schedule of SSA Bills Payable (Warrant)	22
Replenishing a Student Activity Checking Account	9	FORM E: Fundraiser Event Report	23
Fundraisers	9	FORM F: Event Financial Report	24
Commissions	9-10	FORM G: Deposit Slip	25
Other Earnings	10	FORM H: Withdrawal Slip	26
New Student Activity Accounts	10	FY 19 Approved List of Student Activity Accounts	27
Inactive Student Activity Accounts	10	Town of Mashpee--Schedule of Departmental Payments to Treasurer	28
Cash Receipts and Deposits	10-11		

**MASHPEE PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNT GUIDELINES AND PROCEDURES**

**Introduction**

Funds may be raised to finance activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the district and subject to policies established by the School Committee and the office of the Superintendent. The funds shall be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

**In compliance with Massachusetts General Law Chapter 71, Section 47:**

The School Committee of a city, town, or district may authorize a school Principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account duly established by a vote of the School Committee to be used for the express purpose of conducting student activities. Interest earned by the Student Activity Agency Account shall be retained by the fund and at the Principal's recommendation to the School Committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the School Committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school Principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the School Committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The Principal to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the Principal's faithful performance of his/her duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the School Committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the School Committee. The Principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds, which shall be conducted in accordance with procedures as agreed upon between the School Committee and the auditor based upon guidelines issued by the Massachusetts Department of Elementary and Secondary Education.

See attached School Committee Policy DIBA (repeated at JJF)--Student Activity Agency Accounts

**General****Approved Student Activities**

The School Committee shall approve all extracurricular student activities. The Superintendent or designee shall maintain an up-to-date register of all extracurricular activities that are approved or discontinued.

**Forming a New Student Activity**

Students desiring to form an extracurricular activity shall petition their Principal in writing. The petition shall state the purpose of and describe the activities of the proposed extracurricular activity and shall be signed by at least seven students before it is presented to the Principal for action. If the purpose of the proposed activity falls within the scope of educational or school service purposes and if the necessary space and equipment is available, the Principal, in conjunction with the petitioning students, shall seek a suitable Student Activity Advisor. When these procedures have been accomplished, the school Principal shall recommend to the Superintendent that the School Committee approve the extracurricular activity.

**Appointments**

The Superintendent shall appoint, on the recommendation of the school Principal, members of the regular faculty and support staff to fill the following positions:

- Student Activity Advisor
- Student Activity Accounts Bookkeeper

**Meetings**

All extracurricular student activities shall meet at least bi-monthly while school is in session. These meetings shall be held on school property. Extracurricular student activities shall not meet outside school property unless they have received the consent of their school Principal.

**Officers**

Each extracurricular student activity shall have a president, secretary, and treasurer, at a minimum. These officers shall be elected annually from among the membership by secret ballot.

**Expectations for a Student Activity Advisor**

1. Each extracurricular activity shall have a Student Activity Advisor recommended by the school Principal and appointed by the Superintendent.
2. The Student Activity Advisor shall attend all meetings of the extracurricular student activity.
3. It shall be the duty of the Student Activity Advisor to guide and advise the pupil officers in planning activities and the planning of financial budgets.



4. The Student Activity Advisor shall assist the student treasurer in the preparation of statements of income.
5. The Student Activity Advisor shall audit these statements and sign them as acknowledgement of verification of the income statement to deposit slips.
6. The Student Activity Advisor shall guide the student treasurer in posting his/her account ledger and shall check the balancing of the student treasurer's accounts and the completeness of their supporting evidence on a monthly basis.
7. The Student Activity Advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all withdrawal slips.
8. The Student Activity Advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the pupils.
9. Each Student Activity Advisor shall receive a copy of the School Committee policy regarding student activity accounts (DIBA/JJF), and, prior to appointment, shall sign a declaration that they have received, read, and understand said policy and declare that the activities of the student organization shall be conducted in accordance with said School Committee policy.
10. Failure to adhere to School Committee policy may result in termination.

#### **Basic Accounting Principles for all Student Activities**

1. All extracurricular student activity funds shall be handled in accordance with the regulations for the safeguarding, accounting, and auditing of student activity funds.
2. Two separate and independent sets of records of receipts and expenditures shall be maintained.
3. The authority to spend monies shall be distinct and separate from the custody of these monies.
4. The Principal and the Student Activity Accounts Bookkeeper shall both take part in each act of disbursing money.
5. The school Principal and/or the Mashpee Public Schools' (MPS) Business Administrator shall report to the School Committee at regular intervals.
6. An internal review of each account will be conducted bi-monthly by the MPS Business Administrator. These internal reviews will involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts.
7. The accounting system shall be such that it will yield the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

## **Training Sessions**

1. The services and/or guidance of the MPS Business Administrator's Office shall be made available to the school Principal, his/her Student Activity Accounts Bookkeeper, and each Student Activity Advisor to review laws and the essentials of good bookkeeping procedures to ensure accurate and auditable books/accounts for all student activities.
2. The Principal and MPS Business Administrator will conduct an annual meeting for Student Activity Advisors, student officers/treasurers, and the Principal's Student Activity Accounts Bookkeeper at the beginning of the school year and during the year on an as-needed basis, to review the principles and requirements of the student activity accounts accounting system. Training shall be made available on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systemize an audit trail and prepare proper records.

## **Student Activity Account Revenue**

Student Activity Accounts are intended to provide support for student activities. Interest earned on such accounts shall be maintained in the Student Activity Agency Account and annually distributed among student activity accounts in a proportion based upon average monthly balances.

Monies can be raised by conducting a program for which a fee is charged or donations solicited, by selling a product (i.e. a candy bar) or by simply seeking donations from the community in support of a particular student activity.

See attached School Committee Policy DIBA (also included as JJF) regarding Senior Class Student Activity account balances remaining upon graduation.

## **Receipts**

1. The area most susceptible to abuse is the receipt process, since many individuals (often students) collect cash. Any student organization receiving monies from any source must turn over such money to the school Principal or the Principal's designee within twenty-four (24) hours for subsequent deposit to the Student Activity Agency Account.
2. A student organization's plan for collecting and tracking cash receipts at an event must be reviewed and approved by the school Principal in advance of the event.
3. If money is received on a weekend, it shall be deposited to a night depository, secured in a locked vault, or safeguarded by other means. No student or employee shall take money home at any time.
4. The school Principal or Principal's Student Activity Accounts Bookkeeper shall deposit into the Student Activity Agency Account all monies received from student activity organizations no later than forty-eight (48) hours from receipt by the Principal's office.

- 25
5. During normal business hours (Monday - Friday), any money not deposited on the same day it was received shall be kept overnight in a safe or other secure locked area.
  6. All money turned over to the Principal's office by a student organization (student officer/treasurer or Student Activity Advisor) shall be accompanied by a school deposit slip. The deposit slip (Form G) shall state the source of the monies, the amount of money being deposited, and shall be signed by the person turning over the money to the Principal's office as well as by the Principal or his/her Student Activity Accounts Bookkeeper.
  7. The school deposit slip for all monies turned into the Principal's office by students must be co-signed by the Student Activity Advisor and by the Principal's Student Activity Accounts Bookkeeper.
  8. The Student Activity Advisor and/or the student officer/treasurer shall keep a duplicate of the school deposit slip that was submitted to the Principal's office with the books kept by the student officer/treasurer.
  9. The Principal's Student Activity Accounts Bookkeeper will complete a schedule of departmental receipts form in duplicate. This schedule will show the source of funds by activity. This schedule, plus the deposit slip will be submitted to the Town Treasurer and Town Accountant's office weekly.

#### **Gifts made to a Student Activity Account**

1. Gifts to recognized student activities must be deposited into the Student Activity Agency Account and expended in accordance with School Committee policy for expenditures from such student activity account.
2. Gifts to other than student organizations are governed by Section 53A of Chapter 44 of the General Laws of Massachusetts, and shall be processed in accordance with such, including deposit of monetary gifts with the Town Treasurer.
3. If no specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

#### **Disbursements from Student Activity Account**

##### **Making a Purchase using Student Activity Account Funds**

1. No purchases will be made without the prior written approval of the school Principal.
2. In all instances, the student officers and the Student Activity Advisor are urged to follow sound business practices when purchasing goods and services. While it is unclear at this time as to the application of Chapter 30B of the General Laws of Massachusetts, the student organizations are urged to follow the spirit and intent of the laws. Written quotes should be obtained whenever possible. If the value of the goods or services is expected to exceed \$10,000, written quotes are required. If the value of the goods or services is

expected to exceed \$35,000, the organization should advertise and obtain sealed bids. This should ensure that competition prevails and the student organization receives the best value for their dollar.

3. The upfronting of personal monies shall be avoided whenever possible. If it is anticipated that upfronting of monies may be necessary, prior written approval shall be obtained from the school Principal.
4. Equipment and supplies purchased with student activity account monies are the property of the Mashpee Public Schools, not of any individual student, Student Activity Advisor, or other interested party.
5. Student Activity Advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
6. Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

### **Tax Exempt Status**

All purchases made from Student Activity Account funds will be made using the Town of Mashpee tax-exempt number through the Town Treasurer's Office. Note: Monies not under the control of the school system (i.e., PTO, Booster Clubs, staff monies, etc.) are not considered student activity monies and are not eligible to use the tax-exempt number. Any monies belonging to staff (i.e. Sunshine funds, staff vending machines, etc.) cannot be maintained in the Student Activity Accounts. Should staff wish to maintain such an account, they must establish a bank account in their own name, and cannot use the town tax-exempt number for such accounts.

### **Issuing a Student Activity Account Check**

1. All expenditures/disbursements from student activity accounts shall be made by check.
2. No student activity check shall be made payable to "CASH."
3. Checks shall be signed only after they are completely prepared.
4. No checks shall be issued without bills, invoices, or receipts to document the disbursement. Vendor statements alone (i.e., without supporting documents) should NOT be used for the issuance of checks.
5. The Principal's Student Activity Accounts Bookkeeper will maintain a record of all checks issued.
6. All checks shall be accounted for, including voided checks (which should be mutilated to avoid reuse but not destroyed).
7. Checkbook reconciliations to bank statements and account reconciliations shall be done monthly. The Principal should review and approve the reconciliations. Once the reconciliations are completed they must be forwarded to the MPS Business Administrator.

8. A standardized form which is a Town of Mashpee-issued warrant should accompany all requests for check issuance (Form D). This warrant shall include the following:
  - a. Account Number
  - b. Vendor Number
  - c. Vendor Name
  - d. Invoice Number
  - e. Invoice Amount
  - f. Principal's Signature
  - g. Also, all supporting documentation, i.e. invoices, original receipts, reimbursement form signed by Principal, must state to whom the check shall be made payable.

### **Employee Reimbursement from Student Activity Funds**

All purchases that are to be reimbursed from student activity account funds must be pre-approved by the school Principal and the Student Activity Advisor. As stated in the "Making a Purchase using Student Activity Funds" section of this document (Item #3), the upfronting of personal monies shall be avoided whenever possible. If it is anticipated that upfronting of monies may be necessary, prior written approval must be obtained from the school Principal. Upfronting of personal monies should only be used under one of the following situations:

1. When undue hardship and/or delay would be encountered by using the normal purchase order process
2. When significant savings can be realized by paying for items on the spot, or when a particular vendor does not accept purchase orders

If any employee makes a purchase that includes sales tax, the total amount including the sales tax will be reimbursed.

For purposes of reimbursement, the Town Treasurer's Office considers original receipts to be any of the following:

*For items purchased with cash:* an original cash register receipt or handwritten receipt from the vendor indicating a cash sale

*For items purchased with a check:* a copy of the cancelled check and an original receipt detailing the item(s) purchased. In accordance with Town policy, reimbursement for purchases made by check will be made to an employee for checks drawn on an account owned solely and/or jointly by the employee. Purchases paid from a checking account owned by a spouse, parent, friend, etc. are not eligible for reimbursement.

*For items purchased with a credit card:* an original credit card receipt, signed by the employee, detailing the item(s) purchased; or an original receipt detailing the item(s) purchased showing the credit card number charged and a copy of the employee's credit

card statement highlighting the charge; or an original receipt detailing the item(s) purchased showing the credit card number charged and a copy of the employee's credit card indicating the card number and the name of the credit card holder. In accordance with Town policy, reimbursement for credit card purchases will be made to an employee for charges to the employee's credit card. Purchases charged to the credit card of a spouse, parent, friend, etc. are not eligible for reimbursement.

*For items purchased with a debit card:* an original receipt detailing the item(s) purchased showing the debit card number charged and a copy of the employee's debit card indicating the card number and the name of the debit card holder. In accordance with Town policy, reimbursement for debit card purchases will be made to an employee for charges to the employee's debit card. Purchases charged to the debit card of a spouse, parent, friend, etc. are not eligible for reimbursement.

### **Replenishing a Student Activity Checking Account**

1. The MPS Business Administrator will review the request to replenish the Student Activity Checking Account for complete documentation, approve the request, and forward to the Town Treasurer and the Town Accountant. If the necessary documentation is not there, the MPS Business Administrator will return the request to the school Principal.
2. The maximum amounts shall be the following:
  - Mashpee High School--\$10,000
  - Mashpee Middle School--\$5,000
  - Quashnet School--\$5,000
  - Coombs School--\$5,000
3. A school may request a larger amount with the documentation showing the reason for the additional funds.
4. See also section titled "Student Activity Checking Account Funds" on pages 14-15 of this document

### **Fundraisers**

1. Fundraising projects shall be held in accordance with School Committee policy.
2. Results of fundraisers shall be reported to the school Principal within one week of the close of the fundraising activity on the approved form.
3. All monies received through fundraisers shall be deposited in accordance with the "Receipts" section of this document (Pages 5 - 6).
4. Expenditures related to fundraisers must be handled in accordance with the "Disbursements from Student Activity Account" section of this document (Pages 6 - 7).

### **Commissions**

Any monies paid to a student activity organization as commissions belong to the students (ex. school pictures, yearbooks, class rings, candy sales) and shall be deposited into the Student Activity Agency

Account. Such monies shall be expended in accordance with School Committee policy for the benefit of students and at no time shall such commissions be used to benefit staff.

### **Other Earnings**

The School Committee shall specify how other earnings (ex. vending machine receipts) will be distributed for student benefit. Such earnings related to student activities will be deposited into the Student Activity Agency Account.

### **New Student Activity Accounts (See Also Page 3)**

At the time a new student activity is proposed it must be presented to the School Committee before any funds can be received to support the activity. The procedures for approval of a new student activity are as follows:

1. The school Principal will approve the new activity, including its purpose and objectives.
2. The Superintendent will present the new activity and relevant information to the School Committee requesting a vote of the School Committee to approve the new student activity and an authorization for the school Principal to receive funds for the stated purpose of the new activity.
3. The vote by the School Committee in favor of the new student activity shall serve as authorization for the Student Activity Accounts Bookkeeper to create a new student activity account within the software program.

### **Inactive Student Activity Accounts**

Any student activity organization inactive for a period of two (2) years or more, and for which there has been no receipts or disbursements recorded on its behalf, shall require the following actions to be closed:

1. Written notification by the Student Activity Advisor or student officer/treasurer to the Principal that the particular activity will cease to be a viable account. If a Student Activity Advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.
2. All assets of the recognized student activity organization shall be determined and stated in writing.
3. Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee upon the recommendation of the school Principal and Superintendent, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

### **Cash Receipts and Deposits**

1. The Student Activity Advisor will assure that all activity and event receipts are turned over to the Student Activity Accounts Bookkeeper on the day of the event for all events that take place during regular school hours. The Student Activity Advisor will assure that all receipts from weekend or evening events are properly safeguarded by depositing such funds into a night depository or into a

locked safe or vault on school property. No student or employee shall take money home at any time. All such receipts will be deposited with the Student Activity Accounts Bookkeeper on the morning of the next business day following the event.

2. The Student Activity Advisor will use the *Schedule of Receipts to the Principal Form* (Form A) to report receipts for the event. The advisor will identify the name of the activity account and report:

- All cash receipts
- All check receipts
- The total receipts

The Student Activity Advisor will sign the *Schedule of Receipts to the Principal Form*.

3. The Student Activity Advisor will turn over the cash/checks to the Student Activity Accounts Bookkeeper. The Student Activity Accounts Bookkeeper will, at the time of turnover, sign the form as evidence of:

- Receipt of the cash and checks
- Evidence of agreement that all cash/checks reported have been turned over.

The Student Activity Accounts Bookkeeper will sign the form if the cash/checks reported reconcile to the cash/checks turned over. One copy of the form will be given to the Student Activity Advisor and the Student Activity Accounts Bookkeeper will retain a copy.

4. The Student Activity Accounts Bookkeeper shall prepare a *Schedule of Departmental Payments to the Treasurer* (Form B) every day that cash/checks are received and summarize the turnover by specific student activity account. The school Principal shall sign the *Schedule of Departmental Payments to the Treasurer*.
5. The Student Activity Accounts Bookkeeper will enter the receipts to the appropriate student activities subsidiary account in the accounting software to assure that receipts are posted promptly to reflect correct and updated balances in the subsidiary account.
6. The Student Activity Accounts Bookkeeper shall deliver the *Schedule of Departmental Payments to the Treasurer* and the cash/checks to the Treasurer's office on a daily basis (if cash/checks have been received).
7. The Student Activity Accounts Bookkeeper shall also deliver a copy of each *Schedule of Departmental Payments to the Treasurer* to the Town Accountant, as the student activity funds are receipts of the agency fund on the Town's general ledger. The Town Accountant's copy of the *Schedule of Departmental Payments to the Treasurer* provides a source document for reconciliation of student activity receipts posted to the agency fund on the Town's general ledger.
8. The treasurer or treasurer's office staff will count the cash/checks and provide a signed receipt to the Student Activity Accounts Bookkeeper at the time of the turnover of the cash/checks.



## **Invoice Processing and Payment**

1. All items or services purchased by a Student Activity Advisor with student activity funds should be invoiced to the Student Activity Advisor.
2. Student Activity Advisors shall request approval of planned purchases from the school Principal for all items in excess of \$10,000 using the *Purchase Request Approval Form* (Form C). This request for approval shall be signed by the Student Activity Advisor, the school Principal, and by the MPS Business Administrator
3. After receipt of goods and services, the Student Activity Advisor shall sign the invoice as evidence of receipt of the goods. The Student Activity Advisor should request that the invoice be paid, by attaching the invoice to *Schedule of Student Activity Account Bills Payable* (Form D). This schedule shall list all invoices authorized for payment that week and shall be signed by the Student Activity Advisor.
4. The Student Activity Advisor shall submit the *Schedule of Student Activity Account Bills Payable* to the Student Activity Accounts Bookkeeper no later than Friday of each week.
5. The Principal's office will review invoices for the following:
  - Assure that the purchase is appropriate/consistent with the student activity
  - Verify that there is a signature indicating that the goods/services were received
  - Verify that sales tax has been excluded
  - Verify that item extensions, subtotals and totals are accurate
6. The Student Activity Accounts Bookkeeper will review the balance in the specific student activity subsidiary account to assure that there are sufficient funds in the subsidiary account to pay the invoice. No invoice will be processed for payment if there is an insufficient balance in the subsidiary account. Note: It is irrelevant if there are sufficient funds in the checking account; the respective student activity account (subsidiary) must have adequate funds to pay for its activities.
7. The Student Activity Accounts Bookkeeper shall summarize all invoices for the week using the required software and provide the invoices and the register summary to the Principal for his/her review, approval, and signature.
8. After the Principal has signed the summary sheet, the Student Activity Accounts Bookkeeper will prepare checks for each vendor. The Principal will then sign the checks.
9. A check will be mailed to a vendor at the address indicated on the invoice.
10. All payment checks will be posted to the ledger by the Student Activity Accounts Bookkeeper.

## **Student Activity Account Reporting**

To assure the sound financial administration of each student activity account, the Principal shall assure that there is adequate reporting of account activity according to the following procedures:

### **Monthly Financial Reports to Student Activity Advisors**

At the end of each month, the Student Activity Accounts Bookkeeper shall run *Itemized Categories Reports* for each student activity account showing financial activity through the last day of the month. These reports are generated through the QuickBooks accounting software. The *Itemized Categories Report* for each student activity shall be distributed to the respective Student Activity Advisor.

The Student Activity Advisor shall review the deposits posted to the student activity account and review the expenditures charged to the student activity account during the preceding month. By the 15<sup>th</sup> of the month the Student Activity Advisor shall notify the Student Activity Accounts Bookkeeper of any issues or errors that need to be adjusted.

The Student Activity Accounts Bookkeeper shall review the adjustment/correction requested by the Student Activity Advisor. If an error is confirmed, a correction shall be made.

### **Student Activity Accounts Reconciliation and Reporting**

The Town of Mashpee maintains a separate savings account and checking account for the student activity accounts at each school--the Mashpee High School, the Mashpee Middle School, the Quashnet School, and the Coombs School. All student activity receipts are deposited into the savings account maintained at the bank recommended by the Town Treasurer. No disbursements will be made from the savings account. The savings account will be an interest-bearing account, and each month the statement will indicate the specific school's interest earnings for that period. A maximum limit will be established by the School Committee for each student activity checking account balance. All disbursements will be made from each school's student activity checking account.

### **Reconciliation to Monthly Bank Statements (Overview)**

Monthly, the Treasurer/Collector will mail the bank statements (both the checking and savings account for the respective school) to the Principal of each school. The Principal is responsible for providing monthly bank account reconciliations to the Treasurer/Collector. The Principal may delegate this responsibility to the Student Activity Accounts Bookkeeper but is ultimately responsible for all student activity accounts within his/her school and must sign the monthly reconciliation.

The Principal or his Student Activity Accounts Bookkeeper shall reconcile the school's student activity accounts records to the bank statements meeting deadlines indicated in the chart below and following reconciliation steps outlined below:

The Principal shall mail or hand carry the reconciled bank statement, including the outstanding checklist, to the Treasurer/Collector so that the Treasurer/Collector shall receive the reconciled bank statement within seven days of the receipt of the bank statements by the Principal. The Principal shall also file the reconciliation with the MPS Business Administrator. Relevant dates by school follow.

School	Closing Date of Bank Statement	Date Bank Statement Mailed by Treasurer	Date Reconciled Statement Due to Treasurer and SBA
High School	30 <sup>th</sup> , 31 <sup>st</sup> of the month	3 days later	7 days later
Middle School	30 <sup>th</sup> , 31 <sup>st</sup> of the month	3 days later	7 days later
Elementary	20 <sup>th</sup> of the month	3 days later	7 days later

### **Reconciliation Procedures**

The Student Activity Accounts Bookkeeper will reconcile the school's Student Activity Account ending balance to the combined ending balance of the specific school's bank checking account and savings account statements. It is important to remember that all financial records in the required software represent all financial activity to date; therefore the student activity account balances must be reconciled to the combined balances of the Student Activity Checking Account and the Student Activity Agency Account at the end of the month in order to balance. The only reconciling items will be a check or deposit that has not yet cleared the bank.

### **Annual Reporting**

By August 15<sup>th</sup> of each year the Principal will file an annual report of financial activity for the student accounts for the prior fiscal year (July 1 to June 30) with the MPS Business Administrator. The year-end report will include the following information:

1. A *Register Report* for the fiscal year for each student activity
2. Evidence of reconciliation of subsidiary accounts through June 30
3. Identification of inactive accounts and balances, including a written statement from the Student Activity Advisor that the particular activity has ceased operation

### **Student Activity Checking Account Funds**

The following procedures will be followed to reauthorize funds to a Student Activity Checking Account.

1. The Student Activity Accounts Bookkeeper shall prepare and submit a summary of all invoices/receipts. Copies of the listed invoices/receipts will be attached to the summary. The

Principal shall sign the summary. This documentation shall be submitted by the Student Activity Accounts Bookkeeper to the MPS Business Administrator's office.

2. The MPS Business Administrator's office shall review all payments and documentation received from the Principal to assure that expenditures were appropriate and consistent with the intent of each activity.
3. If all documentation is appropriate, the MPS Business Office shall include the documentation on the *Warrant* for signatures by the School Committee.
4. The *Warrant* shall be submitted to the Town Accountant who shall ensure that all documentation related to the student activity accounts is complete.
5. If all documentation is appropriate, the Town Accountant shall authorize and include the request for reimbursement on the *Warrant*. After signature on the *Warrant* by the Town Accountant, the Treasurer is authorized to issue a transfer from the agency account for deposit into the student activity checking account.

### **Student Activity Accounts-- Audits and Reviews**

#### **Periodic Reviews**

The MPS Business Administrator or his/her designee shall conduct periodic reviews of the student activity accounts to determine if the procedures are being followed and to check for such items as:

- Timeliness of transfer of receipts by a Student Activity Advisor to the Student Activity Accounts Bookkeeper
- Storage/safeguarding of receipts by Student Activity Advisor and Student Activity Accounts Bookkeeper
- Use of approved forms
- Procedures followed as prescribed
- Monthly reconciliations--completed as prescribed
- Timeliness of receipt deposits being turned over to the Town Treasurer by the Principal's office
- Appropriate documentation and authorization for payments
- Distribution of monthly financial report to each Student Activity Advisor (Register Reports)

#### **Student Activity Account Audits**

The MPS Business Administrator will conduct an audit at least annually of the student activity accounts to review the following:

- The year-end reconciliation
- The appropriateness of charges to accounts
- Verification that all accounts have been authorized by the School Committee
- Adequacy of cash controls and safeguards of cash

At least every three years, an audit of all student activity accounts shall be conducted by an independent certified public accountant.

### **Student Activity Accounts--Required Forms (Attached)**

The sound administration and control of the student activity account funds requires that appropriate forms with appropriate signature requirements and authorizations are used to document various transactions. The use of these forms has been detailed in this document. A listing of the forms appears below, and all forms are attached.

- A. Schedule of Receipts to the Principal*
- B. Schedule of Departmental Payments to the Treasurer*
- C. Purchase Request Approval Form*
- D. Schedule of Student Activity Account Bills Payable (Warrant)*
- E. Fundraiser Event Report*
- F. Event Financial Report*
- G. Deposit Slip*
- H. Withdrawal Slip*

**SCHOOL COMMITTEE POLICY**  
**STUDENT ACTIVITY AGENCY ACCOUNTS**

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years.

**SCHOOL COMMITTEE POLICY**  
**STUDENT ACTIVITY AGENCY ACCOUNTS--continued**

**Graduating Class Funds**

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange a vote of the graduating class for these funds to be removed from the High School Activity Checking Account. A majority vote of the class members in attendance is required. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

LEGAL REF.: M.G.L. 71:47

SOURCE: MASC

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.



**MASHPEE PUBLIC SCHOOL**  
**STUDENT ACTIVITY ACCOUNTS**

**SCHEDULE OF RECEIPTS SUBMITTED TO THE PRINCIPAL**

School: \_\_\_\_\_

Date: \_\_\_\_\_

Student Activity: \_\_\_\_\_

Cash: \_\_\_\_\_

Checks: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

To the Principal:

The above is a listing of monies collected and submitted to the Principal. The source of this money is as follows:

---

\_\_\_\_\_  
Student Activity Advisor

---

\_\_\_\_\_  
Principal

DATE: \_\_\_\_\_



**FORM B**

**MASHPEE PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNTS**



## SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

No. \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Received from \_\_\_\_\_

The sum of \_\_\_\_\_

For the \_\_\_\_\_ (Student Activity)

For collections as per schedule of this date, filed in my office.

Principal's Signature: \_\_\_\_\_

Treasurer's Office: \_\_\_\_\_

Received from	SOURCE		AMOUNT	TOTAL
	Check #	Cash		
Town Acct. #				

FORM C

**MASHPEE PUBLIC SCHOOLS**  
**STUDENT ACTIVITY ACCOUNTS**



**PURCHASE REQUEST APPROVAL FORM (In Excess of \$10,000)**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Activity: \_\_\_\_\_

Item(s) To Be Purchased: \_\_\_\_\_

\_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

\_\_\_\_\_

Amount of Purchase: \$ \_\_\_\_\_

Please attach Chapter 30B quote sheet if purchase is between \$10,000 and \$35,000. Attach bid specifications if purchase price is over \$35,000.

To the School Business Administrator:

This is a request to make a purchase in excess of \$10,000.00.

\_\_\_\_\_  
Student Activity Advisor's Signature

\_\_\_\_\_  
Principal's Signature

School Business Administrator Approval: YES \_\_\_\_\_ NO \_\_\_\_\_

School Business Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 41

ACCOUNT NO.						
ORG.	OBJECT	P.O. N.O.	VENDOR NO.	PAY TO THE ORDER OF:	INVOICE NO.	AMOUNT
				VOUCHER APPROVED		

**FORM E**

**MASHPEE PUBLIC SCHOOLS**  
**STUDENT ACTIVITY ACCOUNTS**  
**FUNDRAISER EVENT REPORT**



Date: \_\_\_\_\_

School: \_\_\_\_\_

Student Activity: \_\_\_\_\_

Fundraiser Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Purpose of Fundraiser Event: \_\_\_\_\_

Date of Principal's pre-approval for fundraiser: \_\_\_\_\_

Date of Superintendent's pre-approval for fundraiser: \_\_\_\_\_

To the Principal:

Summary of Fundraiser Event (See also completed Event Financial Report--Form F--attached.)

Expenses incurred (if any): \$ \_\_\_\_\_

Total monies collected from the fundraiser: \$ \_\_\_\_\_

\_\_\_\_\_  
Student Activity Advisor

\_\_\_\_\_  
Principal

Date: \_\_\_\_\_

FORM F

**MASHPEE PUBLIC SCHOOLS  
STUDENT ACTIVITY ACCOUNTS**



**EVENT FINANCIAL REPORT**

To be completed for all fundraisers, activities, etc. at completion and attached to Form E.

DATE: \_\_\_\_\_ CLUB/CLASS \_\_\_\_\_

EVENT \_\_\_\_\_ DATES \_\_\_\_\_

Deposit Date	Source	Amount

**TOTAL INCOME \$** \_\_\_\_\_

**EXPENDITURES:**

ITEM \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT \_\_\_\_\_

ITEM \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT \_\_\_\_\_

ITEM \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT \_\_\_\_\_

ITEM \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT \_\_\_\_\_

**TOTAL EXPENSES \$** \_\_\_\_\_

**PROFIT/LOSS \$** \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

Form G

**MASHPEE PUBLIC SCHOOLS**  
**STUDENT ACTIVITY ACCOUNTS**



**DEPOSIT SLIP**

DATE: \_\_\_\_\_

CLASS/CLUB: \_\_\_\_\_

SOURCE OF MONEY: \_\_\_\_\_

AMOUNT OF MONEY TO BE DEPOSITED: \_\_\_\_\_

STUDENT ACTIVITY ADVISOR: \_\_\_\_\_

STUDENT TREASURER: \_\_\_\_\_

STUDENT ACTIVITY ACCOUNTS BOOKKEEPER: \_\_\_\_\_

CURRENCY (BILLS): \_\_\_\_\_ COINS: \_\_\_\_\_ CHECKS: \_\_\_\_\_

TOTAL DEPOSIT: \_\_\_\_\_

(TO BE PREPARED IN DUPLICATE COPIES; 1 TO OFFICE WITH DEPOSIT; 1 TO CLASS/CLUB)

If the activity is an event that uses a ticket for admission, please tear off the first numbered ticket and the last ticket, then staple it to this form. If there are more than one type of ticket (ie student/adult), the procedure must be used for both tickets.

**MASHPEE PUBLIC SCHOOLS**  
**FY 2019 Approved List of Student Activity Accounts**

Account	Description	Source of Funds	Current Balance
100			
101			
106			
108			
110			
111			
115			
119			
120			
122			
125			
127			
131			
132			
133			
136			
138			
139			
142			
143			
144			
148			
149			
151			
200			
201			
204			
208			
210			
211			
212			
213			
221			
225			
229			
230			
231			
233			

**TOWN OF MASHPEE**

### Schedule of Departmental Payments to Treasurer

**Dept:**

Acct	Amount	Acct.	Amount

[illegible]

Received of:

### The Sum Of:

**Town Treasurer**

**TOWN  
ACCOUNTANT'S  
COPY - White**

**YOUR Copy  
Pink**

**TREASURER'S COPY -**  
**Yellow**



<b>MASHPEE SCHOOL COMMITTEE: SELF-EVALUATION (JULY, 2018)</b>		<b>Weighted Average*</b>	48
<b>GOVERNANCE</b>		<b>1.7</b>	
1. The Committee's policies are clear and up-to-date.	1.4		
2. The committee has adopted a mission statement.	1.8		
3. The committee regularly evaluates its progress relative to the goals and objectives that have been adopted.	2.0		
4. The committee refrains from involvement in the administration of the school system.	1.4		
5. The committee members take part in educational workshops and conferences to help them make informed decisions.	2.0		
<b>OPERATIONS</b>		<b>2.3</b>	
6. Roles of committee officers are defined in committee policy and understood by all members.	2.0		
7. New members receive introductory training and orientation when they join the committee.	2.6		
8. Procedures and protocols for committee operations are published and understood.	2.4		
<b>MEMBER RELATIONS</b>		<b>1.5</b>	
9. Members treat each other with courtesy and respect.	1.2		
10. All members are encouraged to voice opinions and take positions on issues.	1.2		
11. Members respect the will of the majority and support decisions once they are made.	1.4		
12. Members share pertinent information with each other to prevent surprises and promote informed decision-making.	2.0		
13. Members do their homework and come prepared to make decisions.	1.6		
14. Members understand the role of the individual as part of the whole group.	1.4		
<b>COMMITTEE-SUPERINTENDENT RELATIONS</b>		<b>1.4</b>	
15. The committee regularly evaluates the superintendent using a mutually agreed-upon process.	1.6		
16. The types and frequency of communications are agreed to in advance.	1.8		
17. The superintendent is accessible to committee members.	1.0		
18. Committee members contact the superintendent when seeking information.	1.0		
19. The superintendent informs the committee of major personnel decisions.	1.4		
20. The superintendent and committee treat each other with mutual respect and professionalism.	1.0		
21. Both the committee and the superintendent operate on a 'no-surprises' model.	1.8		
<b>STRATEGIC PLANNING AND FISCAL MANAGEMENT</b>		<b>2.0</b>	
22. A long-term, strategic plan exists and is regularly reviewed.	2.4		
23. All constituencies of the school district are involved in the strategic planning process.	2.8		
24. The budget process is documented and published.	1.8		
25. Budgets are developed based on needs, from the "bottom-up."	1.6		
26. The committee, as a group, presents and advocates the budget to the community.	2.2		
27. The committee receives regular reports with budget and financial status for the school system.	1.0		
<b>COMMUNITY RELATIONS</b>		<b>2.0</b>	
28. The committee has a public relations plan for the school system.	2.4		
29. The committee encourages the inclusion of community members in as much decision-making as possible.	1.4		
30. The committee works cooperatively with other branches of municipal government.	2.2		
31. The school system regularly reports its own progress and accomplishments.	2.0		
<b>CONDUCT OF MEETINGS</b>		<b>1.8</b>	
32. Committee members receive sufficient information far enough in advance to prepare for meetings.	1.8		
33. Public input is welcomed and is done according to an established policy.	1.2		
34. A full and sufficient debate is allowed.	1.4		
35. The physical setting is conducive to productive discussion and decision-making.	2.2		
36. Meetings are frequent enough to prevent overcrowded agendas.	2.2		
<b>*Weighted Average: Strongly Agree = 1; Agree = 2; Disagree = 3</b>			

# District-Wide Calendar of Events

Sun Aug 19 – Sat Aug 25, 2018 (Eastern Time - New York)

Sat 8/25

Fri 8/24

Thu 8/23

Wed 8/22

Tue 8/21

Mon 8/20

Sun 8/19

MMHS Summer Weight Room open

MMHS Summer Weight Room open

MMHS Senior  
Planning  
Information  
Session: The

Preschool  
Kindergarten  
Playdate @ KCC  
9am - 10am

New Employee  
Orientation  
8:30am - 3pm

KCC-Math  
Curriculum  
Meetings  
3:10pm - 4:10pm

MMHS Jumpstart  
2018-2019 Event  
for Incoming Grade  
7 Students @  
MMHS auditorium/  
cafe  
5pm - 6:30pm

School Committee  
Meeting @ MMHS  
Library  
5pm - 6pm

DRUG STORY  
THEATER @ MMHS  
Auditorium  
6:30pm - 8:30pm

# District-Wide Calendar of Events

Sun Aug 26 – Sat Sep 1, 2018 (Eastern Time - New York)

Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Sat 9/1
7am						
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						

Teacher Professional Day  
8am - 3pm

Teacher Professional Day  
8am - 3pm

QS-Sneak-a-peek  
2pm -

QS Instrument Rental Night in the Cafe  
4pm - 6pm

# District-Wide Calendar of Events

Sun Sep 2 – Sat Sep 8, 2018 (Eastern Time - New York)

Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8
	Labor Day- no school	School begins grades 1-12	School begins Pre-K & Kindergarten			ACT Testing - various local high
9am						
10am		KCC-K and PK Orientation 9:30am - 12pm				
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm				MMHS All Sports Night @ MMHS Auditorium 6pm - 7:30pm		
7pm						
8pm						

# District-Wide Calendar of Events

Sun Sep 9 – Sat Sep 15, 2018 (Eastern Time - New York)

Sun 9/9

Mon 9/10

Tue 9/11

Wed 9/12

Thu 9/13

Fri 9/14

Sat 9/15

STAR Fall Benchmark All Grades ELA&Math

Lifetouch  
Individual Student

QS/KCC BBQ

KCC PTO Welcome  
Back BBQ  
5pm - 7pm

QS Open House -  
tentative  
6pm - 7:30pm

School Committee  
Meeting @ QS  
Library  
6:30pm - 7:30pm

KCC Open House @  
KCC  
6pm - 7:30pm