

Town of Mashpee

Town Clerk



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Date: July 13, 2018

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

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

School Committee- Business Meeting

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

Day and Date of Meeting: Wednesday, July 18, 2018

Time of Meeting: 5:00 PM

Place: Mashpee Middle-High School Library

Chairman: *Christopher Santos* gkh

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

Initials

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

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



MASHPEE PUBLIC SCHOOLS

SCHOOL COMMITTEE BUSINESS MEETING--July 18, 2018

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

Agenda **

Item	Time	Description
I	5:00	Call Regular Meeting to Order/Pledge Allegiance
II	5:05	Public Comment
III	5:15	*Approval of Minutes of June 20, 2018 (p. 1-1a)
IV	5:20	Report of the Superintendent 1 *Approval of updated student handbooks (Exhibit A, B, C) 2. MASS Executive Institute
V	5:45	Report of the Business Administrator 1. *Adopt new Student Activity Guidelines and Procedures (p. 2-27) 2. *Maintain a maximum balance in student activity accounts (p. 28) 3. *Approval of revised student lunch prices (p. 29)
VI	6:15	Specifically Assigned/Unfinished Business 1. Retreat(8/9 @ 5PM) -Ethics training (MASC), FY19 goals/action plan, dinner options 2. *Vote to adopt new SC policy manual and rescind any/all previous versions (p. 30-46) 3. School Committee self evaluations 4. Discussion of request to name library 5. Discussion of moving custodians under the school department.
VII	6:45	New Business 1. Attendees for MASC/MASS joint conference in November 7-10 2. *Approval of non-union salary increases 3. Working groups protocol 4. Discussion on renaming Columbus Day to Indigenous People's Day 5. National Night Out on August 7- 5:30PM-7:30PM (p. 47)
VIII	7:15	Committee Reports
IX	7:20	Items the Chair did not reasonably know in advance (Other)
X	7:25	Public Comment
XI	7:35	*Adjournment

***Vote Required**

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

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**School Committee Meeting
June 20, 2018
Minutes**

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

I. Call Meeting to order/Pledge of Allegiance

Mr. Santos called the meeting to order @5:00 pm.

II. Public Comment

None

III. Approval of Minutes of June 6, 2018

Mr. Schmidt made a motion, seconded by Ms. Bartlett to approve the minutes of June 6, 2018 with the wording correction to item #3.

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

IV. Report of the Business Administrator

1. Student Activity Guidelines and Procedures.

Mr. Funk presented the updated guidelines and procedures pertaining to the student activity accounts for the School Committee's review.

V. Specifically Assigned/Unfinished Business

1. Retreat - location and topic

The retreat is scheduled for August 9, 2018 from 5:00 pm - 7:00 pm at the #WeAreMashpee store.

2. Revised Policy manual - final discussion

The Committee reviewed the policy manual and brought up several questions.

3. School Committee Self - Evaluation

Mrs. DeBoer will create a google form and send the link to the School Committee. They will review at the School Committee retreat.

4. Family picnic - outreach tent

The Superintendent reviewed the timeline for the July 1st family picnic.

VI. New Business

1. Correspondence (p. 100)

Mrs. DeBoer and the School Committee discussed the letter sent by the former members of School Committee to name the MMHS library in honor of Janice Mills, former long term school committee member.

2 *Extension of Superintendent's contract

Ms. Bartlett made a motion, seconded by Mr. Schmidt to approve a one year extension to the Superintendent's contract. The contract is effective through 2022.

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

VII. Committee Reports

Mr. Schmidt gave a brief update from the finance working group.

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

Mrs. DeBoer asked the Committee to reconsider the "Outreach Coordinator" position as a full time position for FY19.

The Committee will discuss further at a future school committee meeting.

IX. Public Comment

None

X. Adjournment

Mr. Schmidt made a motion, seconded by Mr. Myers to adjourn the meeting at 7:20 pm.

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

Respectfully submitted by,

Catherine E. Loyko
School Committee Recording Secretary

MASHPEE PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNT GUIDELINES AND PROCEDURES

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 express purpose of conducting student activities. Interest earned by the Student Activity Agency Account shall be retained by the fund and at the principals 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 designated 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 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 department of education.

General

There are certain principles and procedures that should be followed in establishing an adequate accounting system for student activity funds. The following basic devices are essential to the proper management of such funds:

Basic Principles

- A. Two separate and independent sets of records of receipts and expenditures shall be maintained.
- B. The authority to spend monies shall be distinct and separate from the custody of these monies.
- C. At least two individuals shall take part in each act of disbursing money.
- D. The building principal and the Business Administrator shall both report to the school committee at regular intervals.
- E. An internal review of each account will be conducted bi-monthly by the Business Administrator. These internal reviews should involve reviewing the monthly reports prepared by the individuals having daily oversight of the accounts.
- F. 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.

Organizational Procedure

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 faculty advisor. When these procedures have been accomplished, the building principal shall recommend to the School Superintendent that the school committee approve the extracurricular activity.

Approved Student Activities

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

Faculty Advisor

- A. Each extracurricular activity shall have a faculty advisor recommended by the building principal and appointed by the School Superintendent.
- B. The faculty advisor shall attend all meetings of the extracurricular student activity.
- C. It shall be the duty of the advisors to guide and advise the pupil officers in planning activities and the planning of financial budgets
- D. The advisors shall assist the student treasurer in the preparation of statements of income.
- E. The advisors shall audit these statements and sign them as acknowledgement of verification of the income statement to deposit slips.
- F. The advisor shall guide the student treasurer in posting his/her account ledger and from time to time shall check the balancing of the student treasurer's accounts and the completeness of their supporting evidence.
- G. The faculty advisor shall supervise expenditures by insuring that funds are available before approving each proposed purchase and by signing all withdrawal slips.
- H. The faculty advisor shall constantly work toward the goal of insuring the largest educational return from the activities participated in by the pupils.
- I. Each faculty advisor shall receive a copy of the school committee's policy and procedures regarding student activity accounts 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.
- J. Failure to adhere to school committee policy may result in termination.

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 building 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.

Financial Procedures

All extracurricular student activity funds shall be handled in accordance with the regulation for the safeguarding, accounting and auditing of these funds.

5.

Appointment of Advisors

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

- Faculty Advisors
- Student Activity Accounts Bookkeeper

Training Sessions

- A. The services and/or guidance of the Business Administrator's Office shall be made available to the building principals and his/her office staff to review laws and the essentials of good bookkeeping procedures to ensure accurate and auditable books/accounts.
- B. The Principal will conduct an annual meeting for faculty advisors and student officers/treasurers in early September to review these principles of the Student Activity Accounts 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.

Revenue

Such Accounts are intended to provide support for student activities. Interest earned on such accounts shall be maintained in the 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.

When a senior class graduates, monies in the Senior Class Student Activity account shall remain available for ninety days after the close of the school year to allow time for outstanding bills to be received and paid. After this waiting period of five years, the remaining funds shall be transferred and disbursed to the general class account. Principal and Superintendent will approve a policy that specifies how these monies shall be disposed of upon a class' graduation.

Receipts

- A. The area most susceptible to abuse is the receipt process, since many individuals (often students) collect cash.
- B. Any student organizations receiving monies from any source should turn over such money to the principal or the principal's designee within twenty-four (24) hours for subsequent deposit to the student activity agency account.
- C. If money is received on a weekend, it shall be turned in on the first business day to the principal's office. No student or employee shall take money home at any

- 6.
- time; money received over the weekend shall be deposited to a night depository, secured in a locked vault, or safeguarded by other means.
- D. The principal or principal's designee 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.
 - E. Any money not deposited on the same day it was received shall be kept overnight in a safe or other secure locked area.
 - F. All money turned over to the principal's office by a student organization (student officer/treasurer or faculty advisor) shall be accompanied by a school deposit slip. The deposit slip 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 the principal or the designated person.
 - G. All monies turned into the office by students must be co-signed by the faculty advisor and the designated person receiving the money.
 - H. The faculty advisor and/or the student officer/treasurer shall keep a duplicate of the school deposit slip submitted to the principal's office with the books kept by the treasurer/office.
 - I. The student 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 given to the Town Treasurer and Town Accountant's office weekly.

Purchases

- A. No purchases will be made without the prior written approval of the principal.
- B. In all instances, the student officers and the faculty advisors 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. Obtain written quotes 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.
- C. The up fronting of personal monies shall be avoided whenever possible. If it is anticipated that up fronting of monies may be necessary, prior written approval shall be obtained from the principal.
- D. Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor, or other interested party.
- E. Faculty advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
- F. Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

Expenditures/Disbursements/Checks

- A. All expenditures/disbursements from student activity accounts shall be made by check.
- B. No student activity check shall be made payable to "CASH".
- C. Checks shall be signed only after they are completely prepared.
- D. Check signature authority shall be in accordance with Town Treasurers policy. Checks to be written for an amount over \$5,000 will require two signatures.
- E. 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. .
- F. The principal or his designee will maintain a record of all checks issued.
- G. All checks shall be accounted for, including voided checks (which should be mutilated to avoid reuse but not destroyed).
- H. 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 need to be forwarded to school's Business Administrator.
- I. A standardized form which is a Town issued warrant should accompany all requests for check issuance. This warrant shall include the following:
 - a. Account Number
 - b. Vendor Number
 - c. Vendor Name
 - d. Invoice Number
 - e. Invoice Amount
 - f. Principal (Department Heads) Signature

Also, all supporting documentation ie invoices, original receipts, reimbursement form signed by Principal and must state to whom the check shall be made payable.

Employee Reimbursement for Purchases Back-up Requirements

All purchases that are to be reimbursed through school funds must be pre-approved by the department head, principal or designated student activity leader. The up fronting of personal monies should only be used under one of the following situations:

undue hardship and/or delay would be encountered by using the normal purchase order process

significant savings can be realized by paying for items on the spot, or a particular vendor does not accept purchase orders

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

2. 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 hand written 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.

Tax Exempt Status

- A. All Student Activity Checking Accounts purchases will be under the Town of Mashpee tax-exempt number through the Town Treasurer's Office.
- B. 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.

Gifts

- A. Gifts to recognized student activities must be deposited into the student activity agency account and expended in accordance with the school committee's policies for expenditures from such student activity account.
- B. 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.

- C. If no specific purpose was indicated, the monetary gift shall be expended in accordance with the overall intent of the gift.

Scholarship Funds

Under provisions of Section 53A of Chapter 44 and Section 37A of Chapter 71 of the General Laws of Massachusetts, all grants and gifts for educational purposes shall be deposited with the Town Treasurer and held in a separate account. All scholarship monies will be under the jurisdiction of the school committee, in accordance with the guidelines under which the scholarship was established.

Replenishing the Checking Accounts

- A. The Business Administrator will review the request for complete documentation, approve the request, and forward to the Town Treasurer and the Town Accountant. If the necessary documentation is not there, the Business Administrator will return the request to the Building Principal.
- B. The Town Accountant is to receive a copy of all documentation that accompany the requests for replenishment.
- C. The maximum amounts shall be the following:

High School	\$20,000
Middle School	\$10,000
Quashnet Elementary	\$10,000
Coombs Elementary	\$10,000

The schools may request a larger amount with the documentation showing the reason for the additional funds.

Fund-Raisers

- A. Fund-raising projects shall be held in accordance with school committee policy.
- B. Results of fund-raisers shall be reported to the principal within one week of the close of the fund-raising activity on the approved form.
- C. All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".
- D. Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures (see "Purchases" and "Expenditures/Disbursements/Checks")

Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students (ex. school pictures, yearbooks, class rings, candy sales) shall be deposited into the student activity account. Such monies shall be expended in

accordance with specific School Committee policy for the benefit of students. At no time shall such commissions be used to benefit staff.

Other Earnings

The School Committee should adopt a policy that specifies how any other undesignated earnings (ex. vending machine receipts) will be distributed for student benefit. Such earnings related to student activities will be deposited into the student activity account.

New Student Activity Accounts

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 principal will define the new activity and 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 principal to receive funds for the stated purpose of the new activity.
3. If the School Committee approves the new activity the vote of the committee shall be forwarded by the superintendent's office to the principal.

The vote of the School Committee shall serve as authorization for the student activity bookkeeper to create a new student activity account within the software program.

Inactive 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 their behalf, shall require the following actions to be closed:

- Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.
- All assets of the recognized student activity organization shall be determined and stated in writing.
- Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee upon the recommendation of the Principal, but in no case shall the disposition benefit

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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 bookkeeper on the day of the event for all events that take place between Monday and Friday. The student activity advisor will assure that the receipts from all weekend events are properly safeguarded by holding them in a locked safe, or vault, on school property over the weekend. All such receipts will be deposited with the student activity bookkeeper on the morning of the next business day following the event.
2. The student activity advisor will use the *SAA 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:
 - Cash receipts
 - Total check receipts
 - Total of all receipts.

The student activity advisor will sign the *SAA Schedule of Receipts to the Principal Form*.

3. The student activity advisor will turnover the cash/checks to the student activity bookkeeper. The student activity 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 has been turned over.

The secretary 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 bookkeeper will retain one.

4. The Student activity bookkeeper shall prepare a *Schedule of Departmental Payments to the Treasurer* (see Form B) everyday that cash/checks are received and summarize the turnover by specific student activity account. The *principal shall sign the Schedule of Departmental Payments to the Treasurer*.
5. The student activity bookkeeper will enter the receipts to the appropriate SAA 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 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 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 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 Principal for all items in excess of \$10,000 using the SAA Purchase Request Approval Form (see Form C). This request for approval shall be signed by both the student activity advisor and by the school business manager.
3. After receipt of goods and services, the student activity advisor should sign the invoice as evidence of receipt of the goods. The student activity advisor should request that the invoices be paid, by attaching the invoices to *Schedule of SAA Bills Payable* (see Form D). This schedule shall list all bills authorized for payment that week and shall be signed by the student activity advisor.
4. The student activity advisor shall submit the *Schedule of SAA Bills Payable* to the student activity 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 bookkeeper will review the balances in the specific student activity accounts 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 bookkeeper shall summarize all invoices for the week using the software and provide the invoices and the register summary for the principal to sign.

8. After the principal has signed the summary sheet the secretary will prepare checks for each vendor. The principal will then sign the checks.
9. All checks will be mailed to the vendor to the address indicated on the invoice.
10. All payment checks will be posted to the ledgers.

SAA Reporting

To assure the sound financial administration of each student activity account, the principal's office 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 bookkeeper should run *Itemized Categories Reports* for each student activity account's financial activity through the last day of the month.

The *Itemized Categories Report* for each student activity should be distributed to the respective student activity advisor.

The student activity advisor should 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 15th of the month the student activity advisor shall notify the student activity bookkeeper of any issues or errors that need to be adjusted.

The student activity bookkeeper shall review the adjustment/correction requested by the student activity advisor. If there was an error the adjustment should be made and a transfer to the correct account should be done.

Reconciliation and Reporting

The town of Mashpee maintains a savings account and a checking account for the student activity accounts of each of its three schools. 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. One checking account will be maintained for each of the schools with the exception of the High School which will have one for the High and one for the Middle School following maximum established limits. All disbursements will be made from the school's 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 to provide monthly (initially) bank reconciliation's to the Treasurer/Collector. The principal may delegate this responsibility but is ultimately responsible for all student activity accounts within his or her school and must sign the monthly reconciliation.

The principal shall reconcile the school's SAA records to the bank statements by following dates and completing the reconciliation steps outlined below.

The principal shall mail or hand carry the reconciled bank statement, including the outstanding check list, 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. Also, the principal shall file the reconciliation with the school business manager. 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 th , 31 st of the month	3 days later	7 days later
Middle School	30 th , 31 st of the month	3 days later	7 days later
Elementary	20 th of the month	3 days later	7 days later

Reconciliation Procedures

The student activity 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 software represent all financial activity to date; therefore the SSA balances must be reconciled to the combined balances of the checking account and savings account at the end of the month (period) in order to balance. The only reconciling items will be a check or deposit that has not cleared the bank.

Annual Reporting

By August 15th 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 School Business Manager.

The year-end report will include the following information:

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- A Register Report for the fiscal year for each student activity
 - Evidence of reconciliation of subsidiary accounts through June 30. Identification of inactive accounts and balances, including a written statement from the student activity advisor that the particular activity has ceased.

Funds for Checking Account

The following procedures will be followed to reauthorize additional funds to the account.

1. The student activity bookkeeper shall prepare and submit a copy of all invoices and receipts as documentation. The principal shall sign the schedule. This documentation shall be submitted by the student activity bookkeeper to the School Business Office.
2. The School Business Office shall review all payments and documentation from the Principal to assure that expenditures were appropriate and consistent with the intent of each activity.
3. If all documentation is appropriate, the School Business Office shall include the documentation on the *Voucher* for signatures by the School Committee.
4. The *Voucher* shall be submitted to the Town Accountant. The Town Accountant reviews all school payables for appropriateness and all documentation related to the student activity accounts shall be subject to review of the Town Accountant.
5. If all documentation is appropriate the Town Accountant shall authorize and include the request for reimbursement on the *Voucher*. After signature of the *Voucher* by the Town Accountant and the Treasurer is authorized to issue a transfer from the agency account for deposit into the student activity account.

Audits and Reviews

Periodic Reviews

The School Business Administrator or his designee should 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 to receipts by student activity advisor to student activity bookkeeper
- Storage/safeguarding of receipts by student activity advisors
- Use of approved forms, appropriate signatures

- Monthly reconciliation (note: monthly reconciliation's are to be filed with School Business Office, per above Procedures)
- Timeliness of deposit of receipts by principal's office to Town Treasurer
- Appropriate documentation and authorization for payments
- Distribution of monthly financial reports to student activity advisors (Register Reports)

Audits

On an annual basis the School Business Administrator will conduct an audit of the school activity accounts to review:

- 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

Every three years, the annual student activity account audit should be conducted by an independent certified public accountant.

Required Forms (Forms attached)

The sound administration and control of the student activity funds requires that appropriate forms with appropriate signature requirements and authorizations be used to document various transactions. The use of the forms has been detailed in the *Procedures Section* of this report. A listing of the forms appears below and is attached.

- A. SAA Schedule of Receipts to the Principal
- B. Schedule of Department Payments to the Treasurer
- C. Purchase Request Approval Form
- D. Schedule of SAA Bills Payable (Warrant)
- F. Fund Raiser Event Report
- G. Event Financial Report
- H. Deposit Slip
- I. Withdrawal Slip

FORM A

MASHPEE PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNTS

SCHEDULE OF RECEIPTS TO THE PRINCIPAL

School: _____

Date: _____

Student Activity: _____

Cash: _____

Checks: _____

Other: _____

Total: _____

To the Principal:

The above is a listing of monies collected by which I have paid to the Principal. The source of this money is as follows:

Student Activity Advisor

Principal

Form B

**MASHPEE PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNTS**

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

No.

School:

Date:

[illegible]

No. _____

Date: _____

Received _____
of _____,
The sum _____
of _____,
For the _____ (Student Activity),

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

Principal

Treasurer's Office

Form C

MASHPEE PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNTS

PURCHASE REQUEST APPROVAL FORM (Over \$10,000)

School: _____

Date: _____

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 Manager:

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

Student Activity Advisor

Principal

APPROVED: YES NO _____

School Business Administrator

Date

WARRANT NO. _____

VOUCHER NO. _____

WARRANT DATE: _____

ACCOUNT APPROVED: _____

DATE: _____

[illegible]

VOUCHER APPROVED FOR

Form F

**MASHPEE PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNTS
FUND RAISER EVENT REPORT**

School: _____

Date: _____

Student Activity: _____

Fund Raiser Event: _____

Purpose of Fund Raiser Event:

To the Principal:

This is a request to hold a Fundraising Event to raise money for _____
Student Activity

Student Activity Advisor

Principal

Form G

STUDENT ACTIVITY ACCOUNT

EVENT FINANCIAL REPORT

To be completed for all fund raisers, activities, etc. at completion.

CLUB/CLASS _____ DATE _____

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 H

STUDENT ACTIVITY ACCOUNT

DEPOSIT SLIP

CLASS/CLUB: _____ DATE _____

SOURCE OF MONEY _____

AMOUNT OF MONEY TO BE DEPOSITED _____

BILLS _____ FACULTY ADVISOR _____

COINS _____ STUDENT TREASURER _____

CHECKS _____ BOOKKEEPER _____

TOTAL _____

(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 more than one ticket (ie student/adult) the procedure must be used for both tickets.

Form I

STUDENT ACTIVITY FUND
WITHDRAWAL SLIP

ORGANIZATION

CLUB/CLASS: _____ DATE _____

MAKE CHECKS PAYABLE TO: _____ AMOUNT _____

ADDRESS: _____

PURPOSE: _____

WHICH OF THE FOLLOWING IS ATTACHED: _____ BILL (NOT YET PAID)

INDIV) _____ RECEIPTS (PAID BY ABOVE

REQUESTED BY: FACULTY ADVISOR: _____

STUDENT TREASURER _____

APPROVED BY: _____

* * * * *

CHECK _____ CHECK DATE _____ ISSUED BY _____

COMMENTS: _____

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			
238			
240			
241			
242			

26-

TOWN OF MASHPEE

Schedule of Departmental Payments to Treasurer

Dept: _____

Acct	Amount	Acct.	Amount

Received of:		cash	check

Date: _____

--	--

Received
of: _____

The Sum Of: _____

Town Treasurer

TOWN
ACCOUNTANT'S
COPY - White

YOUR Copy Pink

TREASURER'S COPY -
Yellow

TOWN OF MASHPEE
Schedule of Departmental Payments to Treasurer

TOWN OF MASHPEE
Schedule of Departmental Payments to Treasurer

Dept:

Acct	Amount	Acct.	Amount

[illegible]

Date: _____

Received
of:

The Sum Of:

Town Treasurer

TOWN
ACCOUNTANT'S
COPY - White

YOUR Copy Pink

TREASURER'S COPY -
Yellow

Date: 7/12/2018
To: Members of the Mashpee School Committee
From: Paul Funk, Business Administrator

Vote to set maximum limits for Student Activity Checking Accounts

High School	\$20,000
Middle School	\$10,000
Quashnet Elementary	\$10,000
Coombs Elementary	\$10,000

Mashpee Public Schools Food Services Department

29.

Pricing Estimation Calculator				
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.				
	Monthly # of Paid Lunches Oct 2017	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,254	\$ 3.00	\$ 6,762.00	
2.	1,902	\$ 3.00	\$ 5,706.00	
3.	1,481	\$ 2.75	\$ 4,072.75	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	5,637		\$ 16,540.75	\$ 2.93

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

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

School:	FY18	FY19
KCC	\$2.75	\$2.75
Quashnet	\$2.85	\$3.00
MMHS	\$3.00	\$3.00

If we simply reach the minimum each year, pricing adjustments will be needed to meet the minimum increase each school year.

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

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

Recommended policy updates/additions for ALL SECTIONS (A - L)**7/18/18**

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

SECTION B: BOARD GOVERNANCE AND OPERATIONS

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

SECTION B: BOARD GOVERNANCE AND OPERATIONS (continued)

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

SECTION B: BOARD GOVERNANCE AND OPERATIONS (continued)

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

SECTION C: GENERAL SCHOOL ADMINISTRATION

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

SECTION D: FISCAL MANAGEMENT

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

SECTION E: SUPPORT SERVICES

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

SECTION E: SUPPORT SERVICES (continued)

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
EEAEF	RESPONSIBILITIES OF PARENTS REGARDING SCHOOL TRANSPORTATION	Remove from MPS Policy Manual (Not policy--handbook item)
EEAEF-R	PROCEDURES FOR PARENTAL COMPLAINTS ABOUT SCHOOL TRANSPORTATION	Remove from MPS policy manual
EEAG	STUDENT TRANSPORTATION IN PRIVATE VEHICLES	Adopt MASC version
EEAJ	MOTOR VEHICLES IDLING ON SCHOOL GROUNDS	No change--MPS/MASC agree
EF	SCHOOL FOOD SERVICE PROGRAM	Remove from MPS Policy Manual (copy of statute)
EFC	FREE AND REDUCED PRICE FOOD SERVICES	Adopt MASC version
EFD	MEAL CHARGE POLICY	Adopt MASC version (new to Mashpee)
EID	SCHOOL INSURANCE	Remove from MPS Policy Manual (mandatory in Massachusetts)

SECTION F: FACILITIES DEVELOPMENT

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
FA	FACILITIES DEVELOPMENT GOALS	Adopt MASC policy--New to Mashpee
FB	FACILITIES PLANNING	Remove from MPS Policy Manual
FCB	RETIREMENT OF FACILITIES	Adopt MASC policy--New to Mashpee
FF	NAMING SCHOOL FACILITIES	Adopt MASC version

SECTION G: PERSONNEL

FILE	POLICY TITLE	NOTES/RECOMMENDATIONS
GA	PERSONNEL POLICIES GOALS	Adopt MASC version
GBA	EQUAL EMPLOYMENT OPPORTUNITY	Adopt MASC version
GBD	SCHOOL COMMITTEE--STAFF COMMUNICATIONS	MPS Policy--also appears as BHC
GBEA	STAFF ETHICS/CONFLICT OF INTEREST	Adopt MASC version

SECTION G: PERSONNEL--continued

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

GCK	PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS	Adopt MASC policy--New to Mashpee
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SECTION G: PERSONNEL--continued

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

SECTION H: NEGOTIATIONS

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

SECTION I: INSTRUCTION

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

SECTION I: INSTRUCTION

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

SECTION I: INSTRUCTION

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

SECTION J: STUDENTS

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

SECTION J: STUDENTS

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

SECTION J: STUDENTS

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

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SECTION K: COMMUNITY RELATIONS

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

SECTION L: EDUCATION AGENCY RELATIONS

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