

Town of Mashpee

Town Clerk



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Mashpee MA 02649
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Date: July 7, 2017

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 12, 2017

Time of Meeting: 6:30pm

Place: Quashnet School Library

Chairman: Don Myers/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.



Date: July 12, 2017

IN THE MATTER OF: Strategy for collective bargaining with Unit A

It is MOVED by **School Committee** that this governmental body hold an executive session.

A Roll was called (see attached roll call)

The Clerk of this executive session is designated as Geoff Gorman

A Quorum being present and a Majority having voted to go into executive session, the chair states that:

1. This meeting convened in open session and
 - a. Notice and posting of the meeting was given (X)
 - b. the meeting is an emergency meeting. ()

2. After the executive session the meeting
 - a. Will reconvene ()
 - b. Will not reconvene (X)

3. The purpose or purposes of this executive session are:
 - A. To deliberate upon matters involving individuals where the individuals involved have been notified in writing of the meeting and have not requested an open meeting and regarding:
 1. The reputation and character of the individual ()
 2. The physical condition and mental health of the individual ()
 3. The discipline or dismissal of a public officer, employee, staff member or individual. ()
 4. A Complaint or charge brought against an individual ()

 - B. To deliberate upon matters which, if done in open meeting could detrimentally affect the position of the City, regarding:
 1. Bargaining ()
 2. Strategy with respect to Collective Bargaining (X)
 3. Strategy with respect to litigation ()
 4. The purchase, exchange, lease or value of real property ()
 5. Strategy with respect to negotiations with non-union personnel ()

 - C. To deliberate matters regarding:
 1. The deployment of security personnel devices ()
 2. Allegations of criminal misconduct ()
 3. To discuss strategies for security ()

 - D. To comply with the provisions of General Law or special law or Federal Grant in Aid requirement, the specific law being

4. All of the foregoing is hereby made part of the official minutes of this body.

**MASHPEE PUBLIC SCHOOLS
SCHOOL COMMITTEE BUSINESS MEETING
of July 12, 2017
Quashnet School Library/6:30 pm
Agenda *****

- I. Call Meeting to Order 6:30pm**
- II. Pledge of Allegiance**
- III. * Public Comment**
- IV. Acknowledgements**
- V. *Approval of Minutes of June 7, 2017 (p. 1-4)**
- VI. Food Service Review- Gus Stickley 6:40**
 - 6.1 *Lunch price review (p. 5-6)
 - 6.2 *School lunch debt protocol (p. 7-11)
 - 6.3 Replacement /life cycle of food service equipment (p. 12-13)
- VII. *Handbook Revisions- MMHS, QS & KCC 7:00 (see exhibit A, B, C)**
- VIII. Report of the Superintendent 7:30**
 - 8.1 Update on personnel (p. 14)
 - 8.2 Update on school choice
 - 8.3 Update on Camp Falcon
 - 8.4 MOU between Department of Public Works and Mashpee Public Schools(p. 15-23)
 - 8.5 Turn back of FY17 funds to town
 - 8.6 School organizational chart (p. 24)
 - 8.7 Update on QS facilities project activity
- IX. Specifically Assigned/Unfinished Business 7:50**
 - 9.1 Schedule for August 2, 2017 Retreat
 - 9.2 MASS/MASC Joint Conference in November- Early Registration by 7/15
 - 9.3 MASC Summer Institute on July 28&29
 - 9.4 School Start Time Review Initiative
- X. New Business 8:10**
 - 9.1 Wellness Policy- 1st Read (p. 25-32)
 - 9.2 School Choice Policy- 1st Read (p. 33)
- XI. Items the Chairman did not reasonably know in advance of the meeting**
- XII. Public Comment**
- XIII. *Executive Session 8:30**
 - 13.1 To discuss strategy with respect to collective bargaining with Unit A
- XIV. **Adjournment**

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School Committee Meeting

June 7, 2017

Minutes

Present were: Don Myers, Chris Santos, Geoff Gorman and Nicole Bartlett. George Schmidt was absent. Also present was Patricia DeBoer, Superintendent of Schools.

I. Call Meeting to Order

Mr. Myers called the meeting to order in the Quashnet School Library at 6:32pm.

II. Pledge of Allegiance

III. Public Comment

Ms. Phyllis Sprout addressed the Committee about a review of a world history textbook previously purchased for Mashpee Middle/High School and the publisher corrections to it.

IV. Student Advisory Council

Student Frederick Hanna III gave an overview of recent events at Mashpee Middle/High School.

V. Acknowledgements

The Committee and Ms. DeBoer wanted to recognize Kevin Blute publicly for his dedicated service to students and also for his inspirational commencement address.

VI. Career Technical Education

Mike Looney, Kevin Blute, Amanda Hough, and Sal Nocella gave an overview of the Mashpee Technology Center of Excellence.

VII Approval of Minutes of May 24, 2017

Nicole Bartlett stated that there was one correction to the minutes. She stated that at the meeting of May 24, 2017 she had agreed to be the liaison to the Cape Cod Collaborative. This was not reflected in the minutes. The committee agreed to this addition.

Mr. Gorman made a motion, seconded by Mr. Santos to approve the minutes as amended.

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

VIII. Report of the Superintendent

Ms. DeBoer acknowledged Principal Mark Balestracci for executing a very successful graduation ceremony. She also detailed the recent Volunteer Brunch that was held June 7.

8.1 Personnel Report- Ms. DeBoer reviewed the personnel changes at each school.

8.2 Administration Reports- Ms. DeBoer reviewed the administration reports.

8.3 Enrollments- Ms. DeBoer reviewed the current enrollment of 1682 students. There was discussion about enrollment for next year. Principal Paul LaBelle stated that the current projected enrollment for preschool is 90, and kindergarten is 117 students.

Mr. Myers commented that he would like to see a measure of impact from the full day preschool program for first graders with an empirical measurement.

There was discussion about comparing PARCC and MCAS scores.

Ms. DeBoer thanked Michele Brady publicly for her years of dedicated service to Mashpee.

8.2 Blueprint for Progress – Ms. DeBoer stated that this is the new Strategic Plan. She reviewed the contents of the plan with the committee. Ms. Bartlett stated that there needs to be a measurement of success in particular for Goal 3. There was discussion that initiatives need to be quantified. Ms. Bartlett told the superintendent she would be happy to work with her on some ideas. There was also discussion of social media and how many parents follow it.

IX. Reorganization of subcommittees and liaisons

The committee agreed to the following for subcommittee and liaison appointments:

Subcommittee/liaison	Primary	Alternate
Curriculum	Geoff Gorman Nicole Bartlett	Chris Santos
Negotiation	Don Myers Chris Santos	George Schmidt
Policy	Chris Santos Nicole Bartlett	Don Myers
Superintendent Evaluation	George Schmidt Don Myers	Geoff Gorman
Boosters	Chris Santos	n/a
Cape Cod Collaborative	Nicole Bartlett	n/a

Health Advisory	George Schmidt	Don Myers
Indian Education	Nicole Bartlett	Geoff Gorman
Planning & Construction	Geoff Gorman	George Schmidt
SEPAC	Don Myers	Chris Santos
Sick Bank	Chris Santos	Don Myers
School Start Times	Don Myers Chris Santos	n/a
Wampanoag Tribe	Nicole Bartlett	Geoff Gorman
Mashpee Substance Use Task Force	George Schmidt	Chris Santos
Finance Committee	George Schmidt	Nicole Bartlett
Board of Selectman	Geoff Gorman	Chris Santos

10.1 School Committee Retreat Days

The Committee agreed to hold their annual Retreat on August 2nd at 5:00pm.

10.2 School Committee Meeting Dates

The Committee agreed to the following meeting schedule for the 2017-2018 school year:

Regular Meetings	Finance Meetings
Wednesday, July 12, 2017	No Finance Meeting this month
Wednesday, August 9, 2017	No Finance Meeting this month
Wednesday, September 13, 2017(combined)	Combined meeting on September 13, 2017
Wednesday, October 4, 2017	Wednesday, October 18, 2017
Wednesday, November 8, 2017 (combined)	Combined meeting on November 8, 2017
Wednesday, December 6, 2017	Wednesday, December 20, 2017
Wednesday, January 3, 2018	Wednesday, January 17, 2018
Wednesday, February 7, 2018 (combined)	Combined meeting on February 7, 2018
Wednesday, March 7, 2018	Wednesday, March 21, 2018
Wednesday, April 4, 2018	Wednesday, April 25, 2018
Wednesday, May 9, 2018	Wednesday, May 23, 2018
Wednesday, June 6, 2018	Wednesday, June 20, 2018

There was discussion about attending the November MASC/MASS conference in Hyannis. Gail Hannan will send conference information out to each member.

Mr. Santos stated that there was an important Internet Cyber Awareness Event at the Mashpee Public Library on June 8 from 6:00-7:00pm.

XI. Committee Reports

There were no committee reports.

XII. Items the Chairman did not reasonable know in advance of the meeting

There were no items.

XIII. Public Comment

There was no additional public comment.

XIV. Executive Session

Mr. Santos made a motion to go into executive session for the purpose of strategy for collective bargaining with Unit A and strategy for negotiations with non-union personnel. He stated that the meeting would reconvene to open session after the executive session for the purpose of ratifying the Unit A Bargaining Contract. Mr. Geoff Gorman seconded the motion.

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

The meeting reconvened to open session at 8:55pm

XV. Ratification of Unit A Contract Mr. Santos made a motion to approve the Agreement between the Mashpee School Committee and Mashpee Teachers' Association 2017-2020. This motion was seconded by Ms. Bartlett.

Roll Call Vote: In favor- Ms. Bartlett, Mr. Santos, Mr. Myers; Opposed- none (*Mr. Gorman recused himself from the executive session meeting at 8:45pm*)

XIII. Adjournment

Ms. Bartlett made a motion to adjourn the meeting at 9:00pm, seconded by Chris Santos.

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

Respectfully submitted,

Gail Hannan

Lunch Price Equity FY18

Note: SY 2016-17 Weighted Average Price equal to or above \$2.86 are compliant for SY 2017-18. \$2.86 is the difference between the Free and Paid reimbursement rates for SY 2016-17.

Current Pricing- \$.09 below minimum				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,428	\$ 2.85	\$ 6,919.80	
2.	2,189	\$ 2.75	\$ 6,019.75	
3.	1,356	\$ 2.65	\$ 3,593.40	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	5,973		\$ 16,532.95	\$ 2.77

Proposed Pricing- should be compliant through SY18-19				
	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,428	\$ 3.00	\$ 7,284.00	
2.	2,189	\$ 3.00	\$ 6,567.00	
3.	1,356	\$ 2.75	\$ 3,729.00	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	5,973		\$ 17,580.00	\$ 2.94

Weighted Average Price History		
Year	Price	Increase
FY15	\$2.65	
FY16	\$2.70	\$0.05
FY17	\$2.78	\$0.08
FY18	\$2.86	\$0.08
FY19	\$2.94 ?	\$.08 ?

6.

Current 2016-17 Pricing					
District Name		Elementary	Middle School	High School	
TECH SCHOOLS	Lincoln Public Schools	\$3.00	\$3.00	n/a	
	Wayland Public Schools	\$3.50	\$3.75	\$4.00	
	Shrewsbury Public	\$3.25	\$3.50	\$3.75	
	Belmont	\$2.75	\$3.25	\$3.50	
	Dover Sherborn Public Schools	\$3.00	\$3.50	\$3.50	
	Rockport	\$3.00	\$3.00	\$3.25	
	Blackstone-Millville	\$2.50	\$2.75	\$3.00	
	Cambridge Public Schools	\$2.75	\$2.75	\$3.00	
	Medfield	\$2.50	\$3.00	\$3.00	
	Sharon Public Schools	\$2.75	\$3.00	\$3.00	
	Uxbridge Public Schools	\$2.75	\$3.00	\$3.00	
	Foxborough Public Schools	\$2.60	\$2.85	\$2.85	Low Income 2014
LOCAL SCHOOLS	Falmouth	\$3.00	\$3.00	\$3.50	29.4%
	Sandwich	\$2.80	\$2.80	\$3.30	13.0%
	Nauset	\$2.75	\$3.00	\$3.00	18.3%
	Barnstable	\$2.50	\$2.50	\$3.00	
	Bourne	\$2.75	\$3.00	\$3.00	25.6%
	Plymouth	\$2.50	\$2.75	\$2.75	32.0%
		KCC	QS	MMHS	
	Mashpee Current	\$2.65	\$2.75	\$2.85	32.8%
Mashpee Proposed	\$2.75	\$3.00	\$3.00		

(Current)
7.

Mashpee School Food Service Department MEAL CHARGE POLICY

I. PURPOSE OF THIS POLICY:

The purpose of this policy is to establish consistent school lunch program accounts throughout the district. Funds from the non-profit food service account cannot be used to cover the cost of charged meals or food items that have not been paid.

The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students, and parent/guardian to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. SCOPE OF RESPONSIBILITY

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying student's parent/guardian of low or outstanding balances.

The School district: Responsible for supporting the food service department in collection activities.

The Parent/Guardian: Responsible for immediate payment.

III. ADMINISTRATION

- 1) *Free and Reduced Lunch Students:*

- a) Free lunch status students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal everyday. A la Carte items are not part of the USDA program.
 - b) Reduced lunch status students will be allowed to have a negative account balance up to a maximum dollar equivalent of (2) reduced priced meals, which will be known as the "account limit." Reduced lunch status allows a child to receive reduced price meals at \$0.40.
- 2) *All Other Students:*
- a) Elementary students (KC Coombs and Quashnet School) will be allowed to charge up to a charge limit of equivalent of the equivalent of two (2) meals.
 - 1. These meals include the menu items that are part of the reimbursable meal.
 - 2. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - 3. When the student reaches the maximum meal charge of three (3) charged meals, they will only be offered a designated menu alternate. **Sample:** cheese sandwich, vegetable, fruit and milk. Elementary School principals will be notified when the alternate meal is provided.
 - 4. This designated menu alternate will be charged to the student's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/guardians are responsible for payment of these meals to the food service program.
 - 5. Once the child reaches the maximum meal charge, no a la carte items will be sold to the child.
 - b) Middle/High school students will not be allowed to charge any school meals causing their school lunch account to go into a deficit balance.

IV. END OF YEAR CLOSING

At the first of June, the food service program must begin to close the books for the school year. As a result, there will be no charging in June. Students will not be allowed to charge any school meals causing their account to go into deficit balance. Parents/guardians will be notified of their outstanding balance and payment will be due immediately.

In the month of June, students who forget money or have a zero balance will only be offered a designated menu alternate. *Sample:* cheese sandwich, vegetable, fruit and milk.

This designated menu alternate will be charged to the student's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/guardians are responsible for payment of these meals to the food service program.

All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Program shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the Food Service Department and/or school principal will investigate the situation more closely, including requesting that the parent/guardian to bring money to the school and/or encouraging the parent to apply for free and reduced price meals.

Policy Approved on 4/25/12 by School Committee

Mashpee School Food Services Department
SCHOOL LUNCH DEBT PROTOCOL

(Proposed)
10

I. PURPOSE

The purpose of this protocol is to establish consistent school lunch program accounts throughout the district. Funds from the non-profit food service account cannot be used to cover the cost of charged meals or food items that have not been paid.

The goals of this protocol are:

- To establish a consistent district protocol regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive interactions with district staff, district business policies, students, and parent/guardian to the maximum extent possible.
- To establish protocols that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. SCOPE OF RESPONSIBILITY

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying student's parent/guardian of low or deficit balances.

The School district: Responsible for supporting the food service department in collection activities.

The Parent/Guardian: Responsible for immediate payment. Parents/Guardians should also open and monitor their student's account with MySchoolBucks, a free web-based service found at www.myschoolbucks.com.

III. DEFINITIONS

The following terms are defined as such:

Reimbursable Meal- a meal consisting of being served all five components or being offered all five components and receiving a minimum of three, one of which is a fruit or vegetable. This meal is within the USDA guidelines.

Components- the five components of a reimbursable meal are Meat/Meat Alternate, Grain, Fruit, Vegetable and Milk.

A la Carte- any item that is not part of a reimburseable meal by itself; such as Milk, Snacks, or an Extra Entrée.

Account Limit- the amount an account can be in arrears, which is the equivalent of four lunches.

Type A Lunch Option- the main meal offered on the printed monthly menu.

IV. ADMINISTRATION

1) Free and Reduced Lunch Students:

- a) Free lunch status students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free reimbursable meal every day. A la carte items, including milk, are not part of the USDA program.
- b) Reduced lunch status students will be allowed to charge reimbursable meals up to the account limit.
- c) Reduced lunch status students with a negative balance will not be able to purchase a la carte items.

2) Full Paid Students:

- a) Full Paid students with a negative balance will not be able to purchase a la carte items, including milk.
- b) Full Paid students will be able to charge reimbursable meals up to the account limit.
- c) Notices will be sent to parents/guardians when a student reaches a deficit balance.
- d) When the student reaches the account limit, the Food Services Department will contact parents or guardians to make arrangements for payment. If the account isn't settled or arrangements for payment have not been made with the Food Services Department, the superintendent's office will be notified.
- e) Middle/High School students with a negative balance will be limited to the type A lunch option only when they reach the account limit. If the account isn't settled or arrangements for payment have not been made with the Food Services Department, the superintendent's office will be notified, and the student will be limited to charging a reimbursable meal that includes a cold sandwich.

V. END OF YEAR CLOSING

- Annually on June 1, the food service program begins the process of closing the books for the current school year. As a result, the goal will be no charging of meals in June.
- All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student. This record available to the parent upon request as well as through the parent's myschoolbucks account. The Food Service Program shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the Food Service Department and/or administration will investigate the situation more closely, including requesting that the parent/guardian bring money to the school and/or encouraging the parent to apply for free and reduced price meals.

EQUIPMENT LIST - FOOD SERVICES DEPARTMENT FY17

12.

Quashnet Elementary School

Item	Qty.	Purchase Value (total)	Date of Purchase	Lifespan (yrs)	Annual Depreciation	FY17 Depreciation Taken	Fully Depreciated
Reach-in Cooler	1	\$1,700.00	4/2012	10	\$170.00	\$930.00	
Walk-in Cooler	1	\$8,000.00	original	10	\$800.00	\$8,000.00	x
Walk-in Freezer	1	\$8,000.00	original	10	\$800.00	\$8,000.00	x
Hot Holding Cart	1	\$2,000.00	original	10	\$200.00	\$2,000.00	x
Proof Box	1	\$1,400.00	original	10	\$140.00	\$1,400.00	x
4 Bay Steam Table	2	\$4,400.00	original	8	\$550.00	\$4,400.00	x
3 Bay Steam Table Inserts	2	\$4,002.00	12/2014	8	\$500.25	\$2,251.13	
Steamer w/ 2 Cabinets	1	\$16,000.00	original	8	\$2,000.00	\$16,000.00	x
Steam Kettle Large	2	\$6,500.00	original	8	\$812.50	\$6,500.00	x
Steam Kettle Small	1	\$3,500.00	original	8	\$437.50	\$3,500.00	x
Convection Oven	4	\$10,000.00	original	15	\$666.67	\$10,000.00	x
Floor Mixer	1	\$15,000.00	original	12	\$1,250.00	\$15,000.00	x
Buffalo Chopper	1	\$7,500.00	original	12	\$625.00	\$7,500.00	x
Robot Coupe Processor	1	\$1,100.00	5/2014	8	\$137.50	\$573.00	
POS Terminal	1	\$1,274.00	9/2016	3	\$424.67	\$424.67	
POS Terminal	1	\$1,274.00	11/2015	3	\$424.67	\$1,274.00	x
Slicer	1	\$1,300.00	4/2014	10	\$130.00	\$553.00	
Assorted carts, racks, shelving, pots, pans, utensils	1	\$5,000.00	original	15	\$333.33	\$5,000.00	x
Dishwasher	1	\$8,000.00	original	10	\$800.00	\$8,000.00	x
Electric 2-burner Range	1	\$450.00	original	10	\$45.00	\$450.00	x
Coffee Maker 2 Burner	1	\$150.00	4/2014	5	\$30.00	\$128.00	
Counter Top Cooler	1	\$350.00	original	10	\$35.00	\$350.00	x

KC Coombs Elementary School

Item	Qty.	Purchase Value (total)	Date of Purchase	Lifespan (yrs)	Annual Depreciation	FY17 Depreciation Taken	Fully Depreciated
Reach-in Cooler	1	\$1,700.00	original	10	\$170.00	\$1,700.00	x
Walk-in Cooler	1	\$4,997.00	12/2014	10	\$499.70	\$2,428.65	
Walk-in Freezer	1	\$8,000.00	original	10	\$800.00	\$8,000.00	x
Hot Holding Cart	1	\$2,000.00	original	10	\$200.00	\$2,000.00	x
4 Bay Steam Table	2	\$4,400.00	original	8	\$550.00	\$4,400.00	x
3 Bay Steam Table Inserts	1	\$2,297.00	12/2014	8	\$229.70	\$1,033.65	
Steamer w/ 2 Cabinets	1	\$20,222.00	7/2015	8	\$2,527.75	\$7,583.25	
Steam Kettle Large	1	\$6,500.00	original	8	\$812.50	\$6,500.00	x
Convection Oven	2	\$10,000.00	6/2017	15	\$666.67	\$333.34	
Robot Coupe Processor	1	\$1,145.00	8/2016	8	\$143.13	\$286.26	
Counter Top Mixer	1	\$5,000.00	original	12	\$416.67	\$5,000.00	x
Slicer	1	\$3,000.00	original	10	\$300.00	\$3,000.00	x
Assorted carts, racks, shelving, pots, pans, utensils	1	\$5,000.00	original	15	\$333.33	\$5,000.00	x
POS Terminal	1	\$1,274.00	1/2014	3	\$424.66	\$1,274.00	x
Dishwasher	1	\$8,000.00	7/2012	10	\$800.00	\$4,800.00	
Gas 2-burner Range	1	\$600.00	original	10	\$60.00	\$600.00	x

Mashpee High School

Item	Qty.	Purchase Value (total)	Date of Purchase	Lifespan (yrs)	Annual Depreciation	FY17 Depreciation Taken	Fully Depreciated
Reach-in Cooler Double Door	2	\$2,700.00	1996	10	\$270.00	\$2,700.00	x

13.

Walk-in Cooler	1	\$12,000.00	1996	10	\$1,200.00	\$12,000.00	x
Walk-in Freezer	1	\$12,000.00	1996	10	\$1,200.00	\$12,000.00	x
Hot Holding Rack	2	\$4,000.00	1996	10	\$400.00	\$4,000.00	x
Built-in Hot Reach-in Double Door	1	\$3,800.00	1996	10	\$380.00	\$3,800.00	x
Tilting Skillet	1	\$9,000.00	1996	10	\$900.00	\$9,000.00	x
4 Bay Steam Table	2	\$4,400.00	1996	8	\$550.00	\$4,400.00	x
Electric Cold Food Tables	3	\$8,400.00	1996	10	\$840.00	\$8,400.00	x
Steamer w/ 2 Cabinets	1	\$12,300.00	12/2014	8	\$1,537.50	\$5,509.38	
Steam Kettle Large	1	\$6,500.00	1996	8	\$812.50	\$6,500.00	x
Fryer	2	\$1,800.00	1996		#DIV/0!	\$1,800.00	x
Convection Oven	6	\$15,000.00	1996	15	\$1,000.00	\$15,000.00	x
Floor Mixer	1	\$15,000.00	1996	12	\$1,250.00	\$15,000.00	x
Cuisinart Food Processor	1	\$600.00	5/2012	5	\$120.00	\$600.00	x
Slicer	2	\$2,400.00	1996	10	\$240.00	\$2,400.00	x
Assorted carts, racks, shelving, pots, pans, utensils	1	\$5,000.00	1996	15	\$333.33	\$5,000.00	x
POS Terminal	1	\$1,274.00	9/2015	3	\$424.66	\$849.32	
POS Terminal	1	\$1,274.00	9/2016	3	\$424.67	\$424.67	
POS Terminal	1	\$1,274.00	9/2012	3	\$424.66	\$1,274.00	x
Dishwasher	1	\$8,000.00	1996	10	\$800.00	\$8,000.00	x
Gas 6-burner Range/Oven	1	\$1,650.00	1996	10	\$165.00	\$1,650.00	x
Coffee Maker 2 Burner	1	\$150.00	5/2014	5	\$30.00	\$125.00	
Catering Platters, Coffee Makers	1	\$3,200.00	2008	6	\$533.33	\$3,200.00	x
Ice Maker	1	\$2,200.00	1996	10	\$220.00	\$2,200.00	x

\$324,957.00
Value

\$282,005.32
FY17 Total Taken

MASHPEE PUBLIC SCHOOLS
PERSONNEL SUMMARY REPORT: July 7, 2017

14.

Additions for SY 17-18 as of June 21, 2017 (Italicized text shows additional changes (6/22 – 7/7/17))

District Wide

Jaime Curley – Director of Special Education
Hope Hanscom – Assistant Superintendent
Julia Grover – English Language Learner (ELL) Teacher (formerly an ELL Tutor)

Kenneth C. Coombs School

Sarah Bacon – Special Education Teacher
Giordana Cote – Assistant Principal
Amy Cullum – Grade 2 Teacher (Returning from LOA)
Phoebe Lambert – School Adjustment Counselor
Alaina Sheehan Boyd – .5 Music/.5 Title 1 Teacher
Casey Van Huysen – Occupational Therapist

Quashnet School

Kristen Dwyer – School Nurse
Jamie Whiddon – STEM Teacher (Returning from LOA)

Middle/High School

Anthony Chiuppi – Applied Technology

Retirements

Louise Baslik – Paraprofessional (Coombs)--September
Kevin Blute – Applied Technology (MMHS)--October
Beth Coon—Special Education Teacher (Coombs)--October
Ann Giuggio—STEM Teacher (Quashnet)--June
Dorothy Harper—Paraprofessional (Coombs)--June
Wendy Lithwin—Assistant Principal (Coombs)--October
Robin Phelan—Occupational Therapist (Coombs)—June

Lynn Wilson—Paraprofessional (Coombs)--September

Departures

Rachel Agrillo – Paraprofessional (Not Returning from LOA—Coombs)
Michele Brady – Director of Special Education
Eileen Manganella – School Adjustment Counselor (Coombs)
Kim Pulsford – Title 1 Teacher (Quashnet)
Kirsten Sorbo – Title 1 Teacher (LOA—Coombs)
Gail Bajercius – Science Teacher (MMHS)
Maura Burchill – Special Education Teacher (Quashnet)---*Note: Maura will be staying on as a SPED teacher at QS*
Laura Marcincuk – Grade 2 Teacher (Coombs)
Jennifer Moses – School Nurse (Quashnet)
Kevin Turner – Dean of Students (MMHS)

Elizabeth Harple—English Teacher (MMHS)
Kate McAuley—Math Teacher (MMHS)
Lindsey Sherman—Music Teacher (Quashnet)
Susan Gonsalves—Paraprofessional (Coombs)
Taylor Marshall—Paraprofessional (Coombs)

Positions yet to be filled (as of 7/7/17):

Paraprofessionals—4
Music Teacher—Quashnet
Title One Teacher—Coombs
Special Education Teacher—MMHS
Math Teacher—MMHS
English Teacher—MMHS
Dean (Grades 10 – 12)—MMHS

MEMORANDUM OF UNDERSTANDING (MOU)

Facilities

Between the Town of Mashpee and the Mashpee Public Schools

June 22, 2017

15.

Whereas, the Town Manager and the School District for the Town of Mashpee desire to promote a harmonious working relationship and foster a functional personnel system to enhance operating efficiency, the following terms and conditions are hereby recognized and stipulated to by the Town Manager and the Superintendent of Schools.

It is acknowledged that the Appointing Authority for all custodial staff is the Town Manager pursuant to the Home Rule Charter, Section 4-2 (b). Therefore, the appointment, promotion, job classification, and discipline of any school custodial staff are under the direction, control, and authority of the Town Manager, subject to the terms and conditions of their respective collective bargaining agreements.

It is acknowledged that the Town Manager, through the Director of Public Works, is ultimately responsible for the performance evaluations of all school custodial staff pursuant to the personnel management scheme established by the Home Rule Charter, Section 4-2 (a), (b), (c), and (j), and (m).

Facilities Protocols

Building Access

1. School Department (Superintendent or designee) determines school employee access to school buildings—days/hours of access, keys, FOBs, etc. (access will be per agreed upon “group levels” not individuals). Programming of FOBS is the responsibility of DPW and is reflective of School Department determinations. Requests for programming of fobs will be submitted to the DPW a minimum of 72 hours in advance.
2. School Department (Superintendent or designee) determines alarm access at each school building and communicates this information to the DPW Director (or designee) for programming. The School Department acknowledges that there are a limited number of alarm codes which can be assigned.
3. School Department (Building Principal or designee) monitors their school building during school functions or during school programming that takes place after school hours. A “Use of Facilities” form will be completed and submitted a minimum of one week in advance of a school-sponsored event. If a night custodian is on duty (regular shift) and the school event has ended, he/she is responsible for alarming the building at the end of his/her shift. The building principal or designee will check, secure, shut down, and alarm the building if there is no custodian.
4. DPW is responsible for monitoring use of the school buildings by Town departments and outside organizations. DPW will notify the Building Principal of a request received for use of their respective school by an outside group. The Building Principal shall advise the DPW of any conflicts with the proposed date(s). If no response is received by DPW within one week, the date is assumed to be without conflict.
5. School Department (Principal, Athletic Director, or designees) monitors the athletic wing at the Mashpee Middle-High School during after school hours. This monitoring will include picking up of any litter,

prevention of damage to building equipment, oversight of students in the building, securing of exterior doors, and alarming of the building. The custodians will maintain a tidy, healthy environment in the athletic wing.

- 6. School Department has full access during the school day (with students and during professional development days) to all areas of the school campus (inside and outside).

Energy Programming

- 1. School Department (Superintendent or designee) and DPW will agree/confirm by August 15 each year the weekday occupied and unoccupied times for the upcoming school year for each school building as it pertains to energy programming.
- 2. DPW will program each school building based on the agreed upon occupancy schedule and the Town's Energy Policy.
- 3. Interior climate control will be programmed to reach and maintain the occupancy temperature during each building's occupied time (during the heating season, the programmed occupied temperature shall not be above 72°; during the cooling season, the programmed occupied temperature shall not be below 72°; NOTE: actual room temperatures may vary by plus/minus 2 degrees). DPW will take reasonable steps to comply with the requirements of Massachusetts's Education Regulations, 603 CMR 18.04 S7(a)4, and to maintain classroom temperatures at not less than sixty-eight degrees Fahrenheit at zero Fahrenheit outside and, in rooms that do not have cooling, at not more than the outside temperature when the outside temperature is above eighty degrees Fahrenheit (measured at two feet from the outside walls and twenty inches above floor level). The School Department will communicate any changes in the occupancy schedule to the DPW a minimum of 48 hours in advance of the date for the requested change.
- 4. Lighting, both interior and exterior, will be programmed per the daily schedule for each school. The programming controls exterior pole lights in the parking lot and walkways and interior hallway lights. Building-mounted security lights are controlled by photocell and are on from dusk to dawn. Offices/classrooms are controlled by individual switches. Common interior areas will be well lit during occupied times. The School Department will communicate any changes in the daily schedule for special events a minimum of 48 hours in advance of the date for the requested change.
- 5. School Department (Superintendent, Assistant Superintendent, and Building Principal) have an understanding of and access to school building control panels as they relate to energy, lights, and HVAC (including blowers, fans) for extraordinary circumstances. School actions shall be reported to DPW as soon as practicable.

Inspections/Project Planning/Meetings

- 1. School Department (Superintendent and Building Principals) will submit to the DPW Director (by the end of February) a list of prioritized school building/campus routine work projects to be completed during the summer. Examples of routine work include painting (interior and exterior), repairs (walls, floors, ceilings), etc.

2. DPW Director (or designee) communicates to the School Department by June 1 the list of approved requested projects that will be scheduled for completion during the summer. DPW will make reasonable attempts to schedule during a school break other requested projects that have been approved for the fiscal year but could not be completed during the summer.
3. DPW Director (or designee) will notify the building principal in advance of all inspections.
4. School Department (Superintendent and Building Principals) will make best effort to limit classroom moves. However, the needs of our students and learning will always be in the forefront of our decision-making.
5. School Department (Superintendent and Building Principals) will submit non-routine and/or capital project requests to DPW Director well in advance of the budget planning cycle. A meeting to create a prioritized list of these projects will take place between the School Department and the DPW. Capital projects agreed to by the School Department and DPW will be added to the 5-year capital plan submitted annually to the Planning & Construction Committee for approval and annually for funding through the Town's CIP process.
6. DPW Director will review/add to expense budget of the school building and grounds maintenance account an annual amount (Ex: \$25,000 in FY17) for unanticipated repairs to school buildings and/or School Department non-capital requests. Completion of repairs/projects in excess of this amount (or the amount approved by the Town Manager/Town Meeting) are subject to available funding.
7. Annually, in April, the School Department (Superintendent and Building Principals) will meet with the DPW Director to review and prioritize school building/campus capital projects.
8. School Department will make every effort to have all student use of school buildings during the summer break end two weeks before the teachers' first contractual work day. Rooms to be used will be grouped together in a building (i.e. in the same wing or adjacent classrooms). School Department will provide a list of rooms to be provided to DPW by June 1. This does not apply to fall sports practices that may begin prior to the start of the students' school year. The School Department acknowledges that the above uses may impact the cleaning schedule. Teachers may not be allowed back into schools prior to their first contractual work day if rooms/hallways have not yet been cleaned because of summer use. The Director of Public Works and the Principal of the school shall coordinate when teachers may access a school. Through the "Use of Facilities" form process, the DPW and School Department will ensure that the use of school buildings by non-school groups will end at least two weeks prior to the teachers' first contractual work day, except for the summer camp run by the Recreation Department.
9. School Department (Superintendent, Building Principals, or designee) will participate in quarterly school building/grounds walkthroughs to assess the physical condition of each school's campus. Follow-up planning meetings with the DPW Director and Facilities Supervisor (Grounds Supervisor—if needed) will take place in conjunction with these walkthroughs (June, October, January, April).

Budgeting

1. DPW will budget for routine school building and grounds repairs and maintenance as well as for planned projects (as identified/budgeted/scheduled/approved above). Completion of projects is subject to funding authorized by town meeting.
2. DPW will be responsible for adequately budgeting for the maintenance of the school buildings and grounds in compliance with all Town, State or Federal laws or regulations that are applicable to the Schools.
3. School Department will advise DPW of infrastructure upgrades deemed necessary in order to provide Mashpee students with the best possible and most current education. Upgrades necessary for capital or improvement projects funded by School Department will be included in the respective capital/project budget (i.e., installation of Smart Boards). Other upgrades will be discussed/scheduled between School Department and DPW during the planning process outlined above.
4. School Department (Superintendent and designee) agrees to review the work schedules of custodial and maintenance workers who are asked to work at school functions that take place outside of the regular school day schedule and also happen on an annual basis. DPW will anticipate in the annual salary budget an OT amount needed for school functions (based on functions held in the prior year). The DPW shall communicate with the school administration for purposes of covering unanticipated overtime costs.
5. DPW is responsible for budgeting all school energy costs. When actual school energy expenses are below amount budgeted, DPW maintains excess funds; when actual school energy expenses are over budget, DPW is responsible for the overage. School Department staff will comply with the Town Energy Policy as it relates to building occupancy.

Scheduling of Work

1. DPW Director (or designee) will coordinate all interior and exterior project work on a school's campus with the building principal in advance of the start of the work. This provision does not apply to routine work, including completion of school-approved work requests.
2. All DPW employees (other than custodians assigned to the school building) must report to the school's main office during the school day prior to doing any interior or structural exterior work.
3. School Department (all staff members) will submit work requests through the online SchoolDude program. All requests submitted through SchoolDude need to be pre-approved by a school building administrator. What is written on a submitted request will not be altered by the DPW. Work requests will report the issue needing repair and/or will state the request (no editorial comment). Every effort will be made for a timely response by the DPW. If a request is denied, the School Department (submitter of request) will be notified and given a reason for the denial. A work request requiring school-purchased materials should not be submitted until the materials are on site at the school.
4. School Department (Superintendent and Building Principals) provides DPW with advance notice of the dates/times when mowing should not take place; DPW schedules mowing per these restrictions.
5. DPW Director will notify the School Department (Superintendent and Building Principals) in advance of applying pesticides on school campuses. School Department will notify school personnel impacted by the application of pesticides in compliance with state requirements. DPW Director will notify other town departments impacted by the application of pesticides on the school campuses.

- 6. DPW Director and School Department (Superintendent and Building Principals) will collaborate on a schedule for field use as well as for field maintenance (aerating, over-seeding, etc.). School Department use of fields is a priority over outside users of school facilities. We recognize that much of the field maintenance work has to be scheduled during the growing season (spring and fall) and the Athletic Department will restrict use of fields in accordance with the agreed upon maintenance schedule.
- 7. The DPW Director and the School Department agree to meet annually in February to plan for the summer use of school fields. Depending on the condition of the school fields and required maintenance, summer use of fields may need to be minimized. School Department use of school fields during the summer is given priority over outside groups using school fields. Camps run by School employees as well as unofficial "captain's" practices are considered outside groups and must submit a Facilities Use Form to DPW.
- 8. DPW Director will schedule disruptive maintenance work on school campuses before or after the start of school day, on professional days (with School Department approval) or during school vacations except if the work is emergency in nature or requested by the School Department. In all situations, advance notice will be provided to the building principal.

Maintenance

- 1. DPW is responsible for fixed building maintenance (exterior envelope, floors, walls, interior lighting, ceiling tiles, mechanical, electrical, plumbing, elevators, alarms, and similar – see exception above in paragraph 3 of Budgeting).
- 2. School Department is responsible for maintaining equipment/furnishings (classroom/office furniture, computers, curriculum based equipment, kitchen equipment, telephones, PA system, gym equipment, a/v equipment in auditorium, and similar).
- 3. DPW is responsible for daily cleaning of all schools—interior and exterior.
- 4. School Department is responsible for regular cleaning/proper storage of curriculum-based equipment/items (appliances in culinary arts, sawdust collection system in woodshop, chemicals in woodshop/science labs/art rooms).
- 5. DPW is responsible for recycling, composting, and trash disposal.
- 6. School Department is responsible for recycling/disposal of electronics, chemicals used in curriculum, and similar, including any associated fees. Items will not be left in loading dock for disposal by DPW nor will they be placed in the trash containers.
- 7. DPW is responsible for fixed grounds/athletic fields maintenance—irrigation, mowing, lining of fields during the athletic seasons, dugouts, stadium lights, backstops, bleachers, set up and break down of seasonal equipment, and similar. This includes required materials and labor. The Athletic Director and DPW Supervisor will conduct walkthroughs of all fields used by MMHS athletes after each season and develop a plan for field repairs needed prior to the next season. The Athletic Director will routinely submit work orders of any known maintenance issues on the fields/in the gym (through School Dude).

- 8. On an annual basis, prior to the opening of school, the DPW will conduct a physical examination of all fixed sports-related/playground fixtures and will schedule and make necessary repairs to ensure student safety.
- 9. School Department is responsible for purchasing athletic equipment (goals, goal posts, batting cages, nets, scoreboards, and similar).
- 10. School Department is responsible for the storage of athletic equipment during the season as well as during the off-season (goal "anchors", outfield temporary fencing, football tackling and other pads, etc.). Items will not be left on fields or within DPW maintenance areas.

Personnel

- 1. School Department (Superintendent and/or Building Principals) immediately reports non-emergency issues/concerns specific to custodians or other DPW staff to DPW Director. Likewise, DPW will report issues/concerns with School staff to Superintendent and/or Building Principal.
- 2. School Department (Building Principals) provides input for annual performance review for building custodians; DPW Director will email notice of review date to each building principal one month prior; building principal will submit input a minimum of one week prior to review due date.
- 3. DPW Director will provide building principals with copies of custodial assignments and break times; Principals will avoid interruption of custodial break times (except for emergencies) as well as requests that deviate from their assignment.
- 4. School Department (Superintendent) will provide input for the annual performance review of DPW—Facilities Supervisor and DPW Supervisor; DPW Director will email notice of review date to the superintendent one month prior; Superintendent will submit input a minimum of one week prior to review due date. Superintendent may include input from building principals in performance review submission.
- 5. School Department (Building Principal or designee) will participate in the interview process for all custodians who will work in his/her school building.

Communication

- 1. The Department of Public Works shall provide the Superintendent with contact information for the DPW Director, Facilities Supervisor, and DPW Supervisor. The Superintendent of Schools shall provide the Director of Public Works and the Town Manager with contact information for the Building Principals. The list shall be updated on an as needed basis or at a minimum in July of each year.
- 2. School Department (Superintendent and Building Principals, Athletic Director or designee) will communicate with the DPW through its office during regular school-day hours.
- 3. School Department (Superintendent and Building Principals or designee) will communicate with the DPW after hours/weekends/holidays/vacations for emergencies only by calling or texting DPW Director, Facilities Supervisor, or DPW Supervisor via his/her cell phone. If a building emergency occurs after hours/weekends/holidays/vacations, the DPW Director will notify the Superintendent and Building Principal as soon as possible.

4. Only the School Superintendent, Building Principals, Athletic Director, or designees shall contact DPW Director, Facilities Supervisor, or DPW Supervisor directly. Other School Department staff shall not directly contact other DPW employees. Likewise, the DPW Director, Facilities Supervisor, or DPW Supervisor shall not directly contact Mashpee Public School employees other than the Superintendent, Building Principals, or Athletic Director.
5. School Department (any staff member) must submit a "Use of Facilities" form in advance for after-hours activities on school property a minimum of one week in advance. The form shall be signed by the Principal for the respective school.
6. Athletic game schedules will be forwarded to the DPW Director at beginning of each season; cancelations/re-scheduling will be emailed to DPW Director as soon as they are known.
7. School Department will communicate any special school-day events to the DPW Director in advance of the event. Any special set-up requests will be submitted to the DPW through School Dude.
8. An emergency situation requiring repair should be immediately communicated to the DPW - office during regular hours; DPW Director or Facilities Supervisor after hours - followed up by a request through the SchoolDude online program. (Ex. water leak, no heat, broken window, hazard to students, or similar)
9. DPW will address normal repairs within one work week and will communicate delays beyond one week if additional lead time is required for parts to be ordered/received, etc. (through School Dude).
10. DPW will maintain a common supply inventory used to address normal repairs/replacements so the work can be completed in a timely manner.
11. Communication between the School Department and the DPW will be timely and respectful at all times.
12. The DPW Director, the Town Manager, and the Superintendent will communicate with each other on a timely basis regarding any activities or discussions they are aware of regarding any planned or potential future activities that may affect the School buildings, school grounds and/or the usage of those by the Schools.

Rental Revenue—Use of School Equipment

School Department audio visual, sports, kitchen, auditorium and classroom equipment (collectively referred to as "School Equipment") may be used by the Recreation Department as part of their programs, the Town or included as part of school facility and/or grounds rentals—with prior notice to and approval of the building principal. For the School Department to maintain its School Equipment in good working order, the School Department shall establish on an annual basis an itemized list of the rental fees and deposits to be paid to the School Department for the usage of such audio visual, sports, kitchen, auditorium and classroom equipment. The School Equipment fees may be applicable for any usage by the Recreation Department, the Town or any external party. School Equipment rental fees should be forwarded by the Recreation Department and/or Town to the School Department upon the completion of each event, program or external rental.

Other

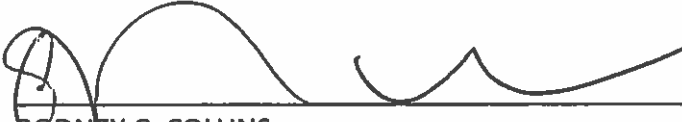
1. School Department (Superintendent or designees) may store school materials/equipment in maintenance rooms—only if necessary and after discussion with DPW Director. No school materials/equipment will be stored in electrical or mechanical rooms. Materials/equipment delivered to a school's loading dock area will be removed in a timely manner. Any operational disruptions shall be discussed if problems exist.

2. DPW will remove unused/unneeded maintenance/custodial equipment and materials from all maintenance rooms located in the schools.
3. School Department (Superintendent and Building Principals) will purchase cork strips and/or bulletin boards for classrooms and hallways in order to minimize stapling, tacking, taping, etc. on walls. DPW Director will ensure a timely response to requests for mounting bulletin boards and/or cork strips. Displays shall comply with Fire Code requirements in terms of size and/or materials.
4. Space heaters shall not be permitted unless the room temperature is below 65 degrees at which time a space heater may be temporarily used until the occupied temperature is reached. Heating issues shall be reported as soon as they occur to the DPW through SchoolDude. Space heaters not in use shall be shut off and unplugged by school personnel.
5. Small kitchen appliances shall only be permitted in designated staff lounges/kitchens except if required for curriculum and/or permission is granted by the Principal in the respective school and the DPW.
6. Any personal property/furnishings brought by School Department (teachers/staff) into classrooms and offices shall comply with Fire Code requirements and shall be removed at the end of the school year to avoid potential damage.
7. Materials in classrooms and offices shall not be placed on Univents and shall not block required egress.
8. Exterior windows shall not be opened if the outside temperature is below 50° F, unless the interior room temperature exceeds 76 degrees. Overheating issues during the winter months shall be reported as soon as they occur to the DPW through SchoolDude. Any windows opened by school personnel shall be closed by School Department (teachers/staff) at the end of the day.
9. All exterior doors shall be kept closed except at arrival/dismissal if School Department staff is present at the door.
10. Eating of food shall be limited to cafeterias and classrooms for breakfast and/or snack only. All leftover food and debris shall be properly disposed of in trash receptacles provided.
11. A one-lane width pathway across the field between the Coombs School and the Quashnet School shall be provided if snowfall amounts exceed 4 inches. The pathway shall be cleared after snowfall has ended when the sidewalks at the schools are being cleared.

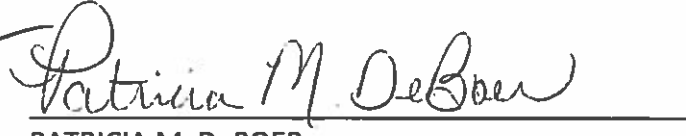
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- The Town Manager and the Superintendent of Schools shall meet annually in July to discuss the terms and conditions of this MOU and to determine if the Town's and School's joint interests are being satisfied, and, if necessary, how to improve staffing, resources, communication, or other operating efficiencies.

This Memorandum of Understanding (MOU) shall take effect on the 22nd day of June, 2017, and shall remain in effect until rescinded by either party in writing and only after proper notification has been made to the other party of this MOU. No amendment or revision shall be binding unless and until agreed upon by both parties in writing. This MOU shall consist of nine (9) pages and an original shall be provided to each party for record purposes.



RODNEY C. COLLINS
Town Manager—Town of Mashpee



PATRICIA M. DeBOER
Superintendent—Mashpee Public Schools



24.



MASHPEE PUBLIC SCHOOLS ORGANIZATION CHART 2017 - 2018



MASHPEE COMMUNITY STUDENTS

SCHOOL COMMITTEE
Don Myers, Christopher Santos, Geoff Gorman, George Schmidt, and Nicole Bartlett

SUPERINTENDENT
Patricia DeBoer

BUSINESS MANAGER
Paul Funk

ASSISTANT SUPERINTENDENT
Hope Hanscom

Mashpee Middle-High School
Grades 7 - 12
Principal
Mark Balestracci

Dean of Students
Grades 7 - 9
Rewa Melby

Dean of Students
Grades 10 - 12

Director of Career and Technical Education
Michael Looney

Athletic Director
Matthew Triveri

Quashnet School
Grades 3 - 6
Principal
MaryKate O'Brien

Assistant Principal
Suzanne Avtges

Coombs School
Grades PreK - 2
Principal
Paul LaBelle

Assistant Principal
Giordana Cote

Director of Special Education Services
Jaime Curley

K-12 Director of Guidance and College & Career Readiness
Lindsay Kett

Technology Department

Director of Instructional Technology
Suzy Brooks

Network Director
Sean Moroney

Director of Instructional Technology
Colleen Terrill

MASHPEE PUBLIC SCHOOLS

WELLNESS POLICY



Submitted by:

Members of
The Health Advisory Council

Rev: 12/6/06, 6/4/8, 6/4/09, 5/8/13, 7/8/15

On June 30, 2004, President Bush signed Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004. Each local educational agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) shall have established a local school wellness policy by the beginning of the 2006-2007 school year.

The Child Nutrition and WIC Reauthorization Act requires that local wellness policies be designed and implemented at the local level. The development of local wellness policies must include local parents, teachers, administrators, school food service, school boards, and the public. The Child Nutrition and WIC Reauthorization Act states that wellness policies must include goals for nutrition education, physical activity, and other school based activities that are designed to promote student wellness.

Policies will be reviewed for compliance to the federal law.

Wellness Policy Rationale

- Obesity rates continue to increase in the United States, affecting children, adolescents, and adults of all races, ethnicities, and income levels. Thirty-one percent (31%) of Massachusetts children and teens are obese or overweight according to the National Survey of Children’s Health commissioned by U.S. Department of Health and Human Services, 2013.
- Obese children have a seventy percent (70%) chance of being overweight or obese as adults—facing higher risks for many diseases, such as heart disease, diabetes, stroke, and several types of cancers. (CDC, 2013)
- Good eating habits and regular physical activity are critical for maintaining a healthy weight. Unfortunately, less than twenty-five percent (25%) of adolescents eat enough fruits and vegetables each day (CDC, 2013); fifty-one percent (51%) of Massachusetts children and teens are not exercising regularly, compared to forty-six percent (46%) nationwide according to the National Survey of Children’s Health, 2013.
- The consumption of sugar-sweetened beverages, including sports/energy drinks, by children and adolescents are widespread and continue to grow. There is heightened awareness of the risks of caffeine use, abuse, and even toxicity in children and adolescents. (June 2011, American Academy of Pediatrics) Over sixty percent (60%) of United States children ages 2 to 19 consumed at least one sugar-sweetened beverage daily, and roughly 30% consumed two or more per day according to the National Health and Nutrition Examination Survey conducted during the period of 2011 to 2014.

The research listed above presents an alarming reality for today’s schools, communities, and families. The Mashpee School district acknowledges the vital need to provide a school environment that models health promotion and takes action to combat these rising health risks in children.

Mission Statement

The Mashpee Public School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Demonstrating commitment to the full development of our students and staff, the Mashpee School District endorses the following Wellness Policy developed by its Health Advisory Committee. This policy shall define the goals and means to further our students’ understanding of the important role that good nutritional choices and physical activity will have on their lives. Central to this policy statement is the belief that success will be achieved from the combined efforts and encouragement of school staff and parents. We recognize wellness as a critical component to insure a student’s academic performance.

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

Nutrition Education Goals

The primary goal of nutrition education is to facilitate the voluntary adoption of eating and other nutrition-related behaviors conducive to health and well-being.

- Nutrition education will be encouraged to be integrated across core content and specialized areas as appropriate.
- Professional development activities for nutrition education will be made available to staff.
- The school cafeteria serves as a learning opportunity to allow students to apply critical thinking skills taught in the classroom; for example providing choices.
- Nutrition education will include instruction related to awareness of media literacy as it relates to food advertising and its effects on health.
- Nutrition education will involve sharing information with families and the broader community, PTO, and School Councils to positively impact students and the health of the community.
- School district will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
- Students will be encouraged to start each day with a healthy breakfast
- Parents will provide healthy snacks for their children. Baked goods such as cakes, cookies, brownies and cupcakes are not considered healthy choices for celebrations in the classroom. Some of the suggestions of healthy snacks could be: fruit cups, vegetables and dip, 100% fruit popsicles, yogurt and pretzels.

- Foods will not be used as a reward or punishment. Silent lunch is prohibited.
- Staff who is responsible for nutrition education shall be adequately prepared and will regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Preparation and professional development activities shall provide basic knowledge of nutrition, combined with skill practice in program-specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- School staff are encouraged to model healthy eating habits whenever in the presence of students

Physical Activity Goals

The primary goal of physical activity is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

- Physical activity should be integrated across curricula.
- A daily recess period will be provided for grades K-6, **which cannot be withheld as a consequence of behavior.** Recess will be held before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste.
- Each school will provide a physical and social environment that encourages safe and enjoyable activities for all students, not limited by athletic ability.
- Information will be provided to families to help them incorporate physical activity into their children’s lives.

Nutrition Guidelines

It is the policy of the Mashpee Public Schools that meals offered under the National School Lunch and School Breakfast Programs are consistent with the Healthy, Hunger-free Kids Act of 2010. Guidelines for reimbursable meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the law.

In addition to the School Breakfast programs, competitive foods and beverages sold or provided to students 30 minutes before the beginning of the school day until 30 minutes after the school day ends must comply with the Massachusetts School Nutrition Standards for Competitive Foods and Beverages Act (52:125) signed into law in Massachusetts on July 30, 2010. Foods and beverages offered to students in vending machines must comply with the standards at all times.

A student's lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Schools must establish standards to address all foods and beverages sold or served to students, including those available outside of school meal programs. Schools must ensure that reimbursable school meals meet the program requirements and nutrition standards set forth under the 7 CFR Part 210 and Part 220. All foods made available on school property **during regular school day hours** will comply with the current USDA Dietary Guidelines for Americans where applicable.

- Food providers will offer a wide variety of age-appropriate healthy food and beverage selections. Every effort will be made to offer a minimal amount of processed foods. Fresh products will be encouraged to be used as much as possible.
- The consumption of unflavored bottled water by students throughout the school/classroom will be permitted during the school day, except where water could be deemed a hazard to equipment or an activity.
- Promotional activities in schools are encouraged to be connected to activities that promote physical activity, academic achievement or positive youth development and are in compliance with Mashpee Public Schools policy.
- In the interest of wellness for all students and staff food available at parties, celebrations, or meetings will be healthy choices. Baked goods such as cakes, cookies, brownies and cupcakes will not be considered healthy choices.
- **During regular school day hours**, soda, sugary drinks and unhealthy snacks will not be offered for sale to students in any school building whether for themselves or any other person.
- Nutrition education is incorporated during classroom snack times, not just during meals. Foods and beverages sold at fundraisers should include healthy choices and provide age-appropriate selections for all schools.
- Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.
- Advertising of foods or beverages in the areas accessible to students during meal times must be consistent with established nutrition environment standards.

Eating Environment

- The National Association of State Boards of Education recommends that students should be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch, from the time the student is seated.

- Lunch periods are scheduled as near the middle of the school day as possible.
- Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
- Dining areas are attractive and have enough space for seating all students.
- ~~Bottled water will be available for students at meals for an additional cost.~~ At all schools, water is available for students at meals at no cost. At the Quashnet School and at the Mashpee Middle-High School, bottled water is also available to students for an additional cost.
- Children should be encouraged to clean hands prior to consuming food.

Child Nutrition Operations

- The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. Budget neutrality or profit generations will not take precedence over the nutritional needs of the students.
- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
- The school will strive to increase participation in the available federal child nutrition programs (e.g. school lunch, school breakfast, after school snack and foodservice programs).
- Employ a food service director, who is properly qualified, certified and /or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements.
- All food service personnel shall have adequate pre-service training in food service operations.

Other School-Based Activities

Policies established under this category create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

- After school wellness oriented programs will encourage physical activity and healthy habit formation.

- Local wellness policy goals will be considered in planning school-based activities (such as school events, field trips, dances, assemblies).
- Support for the health of all students is demonstrated by hosting health screenings, helping to enroll eligible children in Medicaid, and other state children's health insurance programs.
- The Mashpee School District's wellness committee will be comprised of families, teachers, administrators, and students to plan, implement and improve nutrition and physical activities in the school environment.
- The opportunity for fitness activities and nutritional education workshops will be offered to the staff.

Monitoring and Evaluation

- School Committee will ensure compliance with the Mashpee Public Schools' Wellness Policy. In each school, the Principal or designee will ensure compliance with the Mashpee Public Schools' Wellness Policy and will report on the school's compliance to the Superintendent or designee.
- School food service staff at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Food Director. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.
- Wellness Committee will review the policy annually, and present any modifications to the School Committee for approval.

SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students may be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. ~~The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.~~ one time prior to July first and one time prior to November first. Any sibling of a student already enrolled as a school choice student shall, upon application, receive priority for admission to the program.
5. After August fifteenth, any unfilled school choice seats may be allocated to applicants on a first come-first serve basis until the last day of school for students.
56. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
67. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B