



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, June 24, 2021 at 6:30 PM
Monomoy Regional High School Library
75 Oak Street, Harwich, MA 02645**

TO JOIN PUBLIC COMMENT VIA ZOOM and VIEW REMOTELY:
<https://zoom.us/j/92757697797?pwd=VWdsOzFVNytjaGc3dFNIWERpWU40UT09>
Meeting ID: 927 5769 7797 / Passcode: F7aGJ9

- A. Call to Order**
- B. Vote for Chair, Vice Chair of the Monomoy Regional School Committee**
- C. Adjournment** Roll Call Vote to adjourn to Executive Session pursuant to M.G.L. c. 30A section 21 (a) paragraph 3 to discuss strategy with respect to collective bargaining with the Monomoy Regional Educators Association (MREA) Units A & B if an open meeting may have a detrimental effect on the District's bargaining or litigating position and the Chair so declares it. Coming out for regular open session at approximately 7PM.
- D. Approval of Minutes - June 10, 2021 MRSC Regular Meeting Minutes**
- E. Public Comment:** Speakers are limited to three minutes; additional time at the discretion of the Chairperson
- F. Reports and Discussions**
- | | |
|---|-----------------------|
| 1. Welcome new School Committee member, Danielle Tolley | |
| 2. Report out on Executive Session for MREA contract negotiations | |
| 3. Discussion of Treasurer Finalist and vote to appoint | VOTE REQUIRED |
| 4. Subcommittee Assignments - preferences due July 14, 2021 | |
| 5. Second Reading: 2020-2021 Superintendent Evaluation | VOTE REQUIRED |
| 6. Superintendent Evaluation Cycle | VOTE REQUIRED |
| 7. FY22 Budget Re-vote | VOTE REQUIRED |
| 8. HES Playground Donation | POTENTIAL VOTE |
| 9. Regional Transportation Assessment | VOTE REQUIRED |
| 10. Strategy on use of ESSER funds | |
| 11. Superintendent recommendation regarding assessment with regard to Elementary Operating Budget | |
| 12. Regional Agreement Working Group - Future Plans | |
- G. Subcommittee Reports**
- | | |
|--|--|
| 1. First Reading: Policy File JIB - Student Involvement in Decision-Making | |
| 2. First Reading: Policy File DBJ - Budget Transfer Authority | |
| 3. First Reading: Policy File DIF- District Fraud Policy | |
- H. Superintendent's Report**
- | | |
|---|--|
| 1. Recognition of Donations, Grants, and other Acknowledgements | |
| 2. COVID-19 Update | |
| 3. Chatham Annual Town Meeting | |
- I. Action Items**
- | | |
|--|-----------------------|
| 1. Second Reading: 2020-2021 Superintendent Evaluation | VOTE REQUIRED |
| 2. Superintendent Evaluation Cycle | VOTE REQUIRED |
| 3. FY22 Budget Re-vote | VOTE REQUIRED |
| 4. HES Playground Donation | POTENTIAL VOTE |
| 5. Regional Transportation Assessment | VOTE REQUIRED. |
| 6. MRSD Treasurer appointment | VOTE REQUIRED |
| 7. MREA contracts | VOTE REQUIRED |
| 8. Second Reading: Policy File - BDG School Attorney | VOTE REQUIRED |
| 9. Second Reading: Policy File -ADF Wellness Policies on Physical Activity and Nutrition | VOTE REQUIRED |
| 10. Presentation of the Warrants | |
- J. Adjournment** 21 JUN 22 PM5:04:30

Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Thursday, June 10, 2021 at 6:30 PM
HELD FULLY REMOTELY VIA ZOOM
TO JOIN PUBLIC COMMENT VIA ZOOM and VIEW REMOTELY
<https://zoom.us/j/92758329784?pwd=S0RBMGI6VkZVNFTbHNOVmRRNW5lUT09>
Meeting ID: 927 5832 9784 / Passcode: At4hvs

This meeting was held **fully** remotely in accordance with the Governor of Massachusetts' March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, Section 20

MRSC Members logged in remotely as present: Tina Games, Chair; Joseph Auciello; Jo-anne Sheehan; Nancy Scott; Jackie Zibrat-Long; Meredith Henderson; Terry Russell

Administrators logged in remotely as present: Dr. Scott Carpenter, Michael MacMillan; Marc Smith, Melissa Maguire, Mary Oldach, Jim Birchfield, Joy Jordan

A. Call to Order: The meeting was called to order at 6:31PM by Chair Tina Games.

ROLL CALL ATTENDANCE: Sharon Stout: present; Jo-anne Sheehan: present; Joseph Auciello: present; Terry Russell: present; Meredith Henderson: present; Nancy Scott: present; Jackie Zibrat-Long: present; Tina Games: present

B. Student Representative

MRHS recent graduate Amy Hinesley shared some of the many events that have happened during the month of May and June. Some highlights include AP testing, Senior Arts Nights, Interact Club gardening efforts and Key Club beach cleanup events. Miss Hinesley shared that Lily Daniela-Diehl was awarded the Chatham Rotary Student of the Month for May and that Charlotte Blute received the Brooks Medal. Miss Hinesley also reported on the class of 2021 senior prom and graduation procession and ceremony.

As this was Miss Hinesley's last report as student representative, MRSC members thanked her for her service and wished her well as she goes off to Cornell University in the fall.

C. Approval of Minutes

1. May 13, 2021 MRSC Regular Meeting Minutes

MOTION 1: Nancy Scott moved to approve the minutes of the May 13, 2021 MRSC Regular Meeting, seconded by Terry Russell.

ROLL CALL VOTE: Joseph Auciello: aye; Jo-anne Sheehan: aye; Terry Russell: aye; Nancy Scott: aye; Jackie Zibrat-Long: aye; Meredith Henderson: aye; Tina Games: aye; Sharon Stout: aye

UNANIMOUS the motion passes.

2. May 27, 2021 MRSC Regular Meeting Minutes

MOTION 2: Nancy Scott moved to approve the minutes of the May 27, 2021 MRSC Regular Meeting, seconded by Meredith Henderson.

ROLL CALL VOTE: Joseph Auciello: aye; Terry Russell: aye; Sharon Stout: aye; Nancy Scott: aye; Meredith Henderson: aye; Jackie Zibrat-Long: aye; Tina Games: aye

UNANIMOUS the motion passes with Jo-anne Sheehan abstaining from the vote.

D. Public Comment: None

E. Reports and Discussions

1. Ashley Cook's third grade class, Project Based Learning "Influencers in Harwich History"

HES third grade teacher Ashley Cook and four of her students shared with the MRSC a piece of Harwich history. This Project-Based Learning presentation, comes from the students' work over an extended period of time, engages them in solving real-world problem solving or answering complex questions and offers an opportunity for them to demonstrate their knowledge by creating a public product and /or presentation to a real audience.

The students started with the essential question, *"How did the people from our history influence the development of Harwich/Chatham and my life as a citizen living in Harwich/Chatham today?"* From there, the students took turns sharing the information they found from the 327 years of available history about the town's demographic timeline, town maps, industrial history and research field trips in order to answer the question. After their presentation, MRSC members commended the students for their efforts and took an opportunity to ask questions.

2. Presentation of HES 2021- 2023 School Improvement Plan

As required in the state of MA, a School Council, consisting of parents, community members, teachers and Administrators, assists in adopting educational goals, identifying educational needs, reviewing the annual budget of that school, and formulating a School Improvement Plan. To that end, HES Principal Mary Oldach shared the 2021-2023 HES School Improvement Plan with the MRSC. Starting with the Vision Statement, Principal Oldach continued with the goals set forth in the plan to identify the impact of the COVID pandemic and to close the equity gap for student achievement. The Plan also takes into account some of the silver linings from COVID such as increased technological familiarity and closer cohorts relationships. HES Asst Principal Sharon Hughes also discussed the SEL Competency and equity in physical health, mental health, and social-emotional, academic, and cognitive development.

The full HES School Improvement Plan can be found on the schools website at

<https://www.monomoy.edu/Page/1480>.

3. SEPAC - presented by Melissa Maguire

MRSD Director of Student Services Melissa Maguire reported on SEPAC, the Special Education Parent Advisory Council. Chapter 71B of the MGL requires school districts to establish a parent advisory council which serves both an advisory and a participatory function and is authorized to provide advice to the district regarding its SPED programming and policies. Membership is open to all families.

At the end of her presentation, Ms. Maguire opened the floor to MRSC questions and comments.

4. Regional Agreement Workgroup: Report and Next Steps

Chair Games reported out from a recent round table meeting held on May 28, 2021 to discuss the regional agreement. This meeting was held with representatives from the MRSC and member town administrators. Ms. Games continued to report that among attending members, there was an appreciation of the work that went in the Administration's recommendation for an upper/lower elementary school configuration. There was also an acknowledgement of the financial inequity that does exist. Ms. Games noted that a suggestion was made to potentially form a financial group to look at the inequity and draft a proposal to move the issue forward. Another proposal was to form a group to look at the upper/lower configuration of the elementary schools to include other voices in the conversation.

5. Reorganization Meeting - June 24, 2021

Reminder: the next meeting on June 24, 2021 will be the reorganization of MRSC leadership. The meeting will be called to order by the Superintendent and nominations will be made at that time for a new Chair and Vice Chair. Ms. Games thanked exiting member Jo-anne Sheehan for her years of service.

6. First Reading: 2020-2021 Superintendent Evaluation

On behalf of the Superintendent Evaluation Subcommittee, Joseph Auciello explained the public process of evaluating the Superintendent. The evaluation is broken down by various standards and each member must select from a rating of Unsatisfactory, Needs Improvement, Proficient or Exemplary. Each MRSC member shared a highlighted portion of their evaluation rating and explanation for the given rating.

The next step will be for Jo-anne Sheehan to create a summative evaluation and present it for a reading and vote at the June 24, 2021 meeting.

7. School Committee Goals – Review

As the school year draws to an end, Ms. Games took the opportunity to review the 2020-2021 MRSC Goals and noted the work completed towards each goal. At Action Item # 4, Ms. Games turned the meeting to Joseph Auciello to update the full committee on the progress the Superintendent Evaluation subcommittee has completed. Mr.

Auciello shared with committee members that at the Superintendent Evaluation subcommittee meeting immediately preceding this meeting, the subcommittee agreed to continue with a 1-year evaluation cycle, which will be brought to a formal vote by the full committee at the June 24, 2021 MRSC meeting.

F. Subcommittee Reports

1. First Reading: Policy File-BDG School Attorney

On behalf of the policy subcommittee, Sharon Stout presented policy file-BDG School Attorney. The return of this policy represents an update to the policy that was adopted earlier in the 20-21 school year. No objections or modifications were made. The policy will be moved for a second reading and approval vote at the June 24, 2021 MRSC meeting.

2. First Reading: Policy File-ADF Wellness Policies on Physical Activity and Nutrition

On behalf of the policy subcommittee, Sharon Stout presented policy file-ADF Wellness Policies on Physical Activity and Nutrition. Sharon Stout asked that 'at least' be added to the language of the third paragraph of section II **District Wellness Committee** with no objection. The policy will be moved for a second reading and approval vote at the June 24, 2021 MRSC meeting.

G. Superintendent's Report

1. Recognition of Donations, Grants, and other Acknowledgements

Dr. Carpenter thanked and recognized those who have donated or contributed to the district:

- Thanks to Chatham and Harwich Police and Fire for helping with the graduation processional last Sunday: Our Lady of Grace church in Chatham for the use of their parking lot as a staging area, and thank you to the community members and families who lined the route to cheer on the graduates as they drove to the high school.
- Thanks to the staff who volunteered to help out at the graduation ceremony, who made it possible to hold a fantastic in person graduation for our students and their loved ones.

Despite ever-changing guidelines, Dr. Carpenter commented on the success of the outdoor graduation ceremony held on the Athletic Field of the MRHS. He noted how nice it was to have family and community members present for the ceremony.

He also shared that a group of Project Citizen students will be presenting their proposal for a Solar Canopy at the MRHS parking lot. This group will first present their project proposal to the Harwich Board of Selectmen as the HS land is the town-owned. The students will make the same presentation to the MRSC at a future meeting.

Dr. Carpenter also thanked district physician Dr. Corcoran for her help in facilitating physicals and vaccinations for students participating in a summer enrichment program for EL students in the district.

Dr. Carpenter also announced the hiring of new CES Principal Dr. Jennifer Kelly who will assume the role as Dr. Robin Millen exits at the end of this school year.

Lastly, Dr. Carpenter thanked Jo-anne Sheehan for her love of education and her service to the school and community as a member of the school committee.

2. COVID-19 Update

Dr. Carpenter noted that all was quiet on the COVID front and followed with an announcement that as the teachers come for their last professional development days of the year, they would do so unmasked for all those who have been vaccinated and hopes it begins a progression back to a new normal.

H. Action Items

1. Declaration of Surplus

VOTE REQUIRED

MOTION: Meredith Henderson moved to approve the surplus items as presented in the agenda packet, seconded by Nancy Scott.

ROLL CALL VOTE: Jo-anne Sheehan: aye; Joseph Auciello: aye; Terry Russell: aye; Sharon Stout: aye; Nancy Scott: aye; Jackie Zibrat-Long: aye; Meredith Henderson: aye; Tina Games: aye
UNANIMOUS the motion passes.

2. Class of 2021 Donation Approval

VOTE REQUIRED

MOTION: Meredith Henderson moved to approve the class of 2021 donation in the amount of to as presented in the agenda packet for approval, seconded by Nancy Scott

ROLL CALL VOTE: Jo-anne Sheehan: aye; Joseph Auciello: aye; Terry Russell: aye; Sharon Stout: aye; Nancy Scott: aye; Meredith Henderson: aye; Jackie Zibrat-Long: aye; Tina Games: aye

UNANIMOUS the motion passes.

3. Presentation of the Warrants

As emergency signer, Jo-anne Sheehan has signed both the Accounts Payable and Payroll warrants.

I. Adjournment Roll Call Vote to adjourn to Executive Session pursuant to M.G.L. c. 30A section 21 (a) paragraph 3 to discuss strategy with respect to collective bargaining with the Monomoy Regional Educators Association (MREA) - Unit A if an open meeting may have a detrimental effect on the District's bargaining or litigating position and the Chair so declares. Coming out for adjournment only.

MOTION: Joseph Auciello moved to adjourn to Executive Session as above stated, seconded by Jo-anne Sheehan.

ROLL CALL VOTE: Jo-anne Sheehan: aye; Joseph Auciello: aye; Terry Russell: aye; Sharon Stout: aye; Nancy Scott: aye; Meredith Henderson: aye; Jackie Zibrat-Long: aye; Tina Games: aye

UNANIMOUS the meeting adjourns to Executive Session at 8:42 PM.

Respectfully Submitted,

Leah Tambolleo
Recording Secretary

Documents reviewed and available upon request:

MRSC Meeting Agenda for June 10, 2021
May 13, 2021 MRSC Regular Meeting Minutes
May 27, 2021 MRSC Regular Meeting Minutes
Project Based Learning "Influencers in Harwich History"
HES 2021- 2023 School Improvement Plan
SEPAC Presentation
School Committee Goals
Policy File-BDG School Attorney
Policy File-ADF Wellness Policies on Physical Activity and Nutrition
Declaration of Surplus
Class of 2021 Donation



**Monomoy Regional School Committee
2021-2022
Subcommittee & Representative Assignments**

Subcommittees Small group of the school committee (less than a quorum) tasked with bringing recommendations for committee action	Representatives A school committee member who is a member of a larger committee requiring school committee representation (i.e. Cape Cod Collaborative; Wellness Committee; etc.)	Liaisons A school committee member who is responsible for being the communication link between the MRSC and another group or committee
Superintendent Evaluation 1. 2. 3. 4.	Westgate Foundation 1.	Special Education PAC 1.
Finance 1. 2. 3. 4.	Sick Bank 1.	Select Board & Finance Committees / Working Group (2) Chatham: 1. 2. (2) Harwich: 1. 2.
Negotiations 1. 2. 3.	Cape Cod Collaborative 1. 2. Alt:	Legislation 1.
Warrant and Payroll 1. 2. Alt:	District Wellness Committee 1.	
Policy Subcommittee 1. 2. 3. 4.		

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Marc Smith
Director of Curriculum

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Donald C. Mercure
Treasurer

To: Monomoy Regional School Committee
From: Michael MacMillan
Date: 6/18/2021
Re: Regional Assessment - Revote

MOTION

Motion to approve the FY22 regional assessments as follows:

- **Town of Harwich Assessment: \$27,361,049**
- **Town of Chatham Assessment: \$8,524,697**

BACKGROUND

On March 11, 2021, the School District voted to approve the following assessments:

- Town of Harwich Assessment: \$27,361,048.43
- Town of Chatham Assessment: \$8,524,696.57.

These figures were based on the attached assessment summary sheet.

When each annual town meeting voted to approve the assessment, the total assessment figure was rounded up. The School Committee is asked to approve the rounded FY22 Assessments to match those approved at each town meeting.

Once the total assessment figures are rounded up, there is a rounding error in the Chatham assessment as the preceding figures (operating, transportation, capital, and debt) do not sum to the total assessment. This is corrected by rounding the capital assessment for Chatham to \$90,554 (see attached assessment).

Michael MacMillan.
School Business Manager

**Monomoy Regional School District
Budget and Assessment Summary**

	FY22 Budget (3/11 Vote)		
Total Budget \$	41,561,134		
<u>Revenue</u>			
Chapter 70	(\$3,850,274)		
Excess And Deficiency	(\$800,000)		
Charter School	(\$100,028)		
Medicaid	(\$100,000)		
Interest	(\$80,000)		
Misc Revenues	(\$13,562)		
	TOTAL	(\$4,943,864)	
<u>Non Operating Expenditures</u>			
Transportation	(\$1,510,308)		
Capital/Stabilization	(\$363,813)		
Debt	(\$1,934,625)		
	TOTAL	(\$3,808,746)	
<u>Total Operating Assessment</u>			\$32,808,524
	Harwich	Chatham	Total
Required Minimum Contribution	\$13,246,021	\$3,856,063	\$17,102,084
- Set by DESE			
	Harwich	Chatham	
	75.11%	24.89%	
Additional Funds Needed to Support District Budget	\$11,797,107	\$3,909,333	\$15,706,440
<u>Operating Assessment Per Member</u>	\$25,043,128	\$7,765,396	\$32,808,524
<u>Transportation Assessment</u>	Harwich	Chatham	\$1,510,308
	75.96%	24.04%	
Total Transportation Aid			<u>\$731,525.00</u>
<u>Transportation Assessment Per Member</u>	\$591,564	\$187,219	\$778,783
<u>Debt Assessment</u>	Harwich	Chatham	
	75.11%	24.89%	
MRHS Bond (principal and interest)	\$1,453,097	\$481,528	\$1,934,625
Final Financing	\$0	\$0	\$0
<u>Debt Assessment Per Member</u>	\$1,453,097	\$481,528	\$1,934,625
<u>Capital Assessment</u>	Harwich	Chatham	
	75.11%	24.89%	
<u>Capital/Stabilization Assessment Per Member</u>	\$273,260	\$90,553	\$363,813
<u>Summary</u>			
	Harwich	Chatham	Total
Operating Budget	\$25,043,128	\$7,765,396	\$32,808,524
Transportation	\$591,564	\$187,219	\$778,783
Capital	<u>\$273,260</u>	<u>\$90,553</u>	<u>\$363,813</u>
Total before Debt:	\$25,907,952	\$8,043,168	\$33,951,120
Debt	<u>\$1,453,097</u>	<u>\$481,528</u>	<u>\$1,934,625</u>
<u>Add back in Elementary School Costs</u>			
Amendment	\$0	\$0	\$0
TOTAL FY22 Assessment	\$27,361,048.43	\$8,524,696.57	\$35,885,745
TOTAL FY21 Assessment	\$26,820,046	\$8,899,195	\$35,719,241
	Harwich	Chatham	Total
Change in Assessment	\$541,002	(\$374,498)	\$166,504
% Change	2.02%	-4.21%	

**Monomoy Regional School District
Budget and Assessment Summary**

	FY22 Budget	6/24 Vote	
Total Budget \$	41,561,134		
Budget excluding elementary school costs \$	41,561,134		
<u>Revenue</u>			
Chapter 70	(\$3,850,274)		
Excess And Deficiency	(\$800,000)		
Charter School	(\$100,028)		
Medicaid	(\$100,000)		
Interest	(\$80,000)		
Misc Revenues	(\$13,562)		
TOTAL	(\$4,943,864)		
<u>Non Operating Expenditures</u>			
Transportation	(\$1,510,308)		
Capital/Stabilization	(\$363,813)		
Debt	(\$1,934,625)		
TOTAL	(\$3,808,746)		
<u>Total Operating Assessment</u>		\$32,808,524	
	Harwich	Chatham	Total
Required Minimum Contribution	\$13,246,021	\$3,856,063	\$17,102,084
- Set by DESE			
	Harwich	Chatham	
	75.11%	24.89%	
Additional Funds Needed to Support District Budget	\$11,797,107	\$3,909,333	\$15,706,440
Operating Assessment Per Member	\$25,043,128	\$7,765,396	\$32,808,524
<u>Transportation Assessment</u>	Harwich	Chatham	\$1,510,308
	75.96%	24.04%	
Total Transportation Aid			<u>\$731,525</u>
Transportation Assessment Per Member	\$591,564	\$187,219	\$778,783
<u>Debt Assessment</u>	Harwich	Chatham	
	75.11%	24.89%	
MRHS Bond (principal and interest)	\$1,453,097	\$481,528	\$1,934,625
Final Financing	\$0	\$0	\$0
Debt Assessment Per Member	\$1,453,097	\$481,528	\$1,934,625
<u>Capital Assessment</u>	Harwich	Chatham	
	75.11%	24.89%	
Capital/Stabilization Assessment Per Member	\$273,260	\$90,553	\$363,813
<u>Summary</u>			
	Harwich	Chatham	Total
Operating Budget	\$25,043,128	\$7,765,396	\$32,808,524
Transportation	\$591,564	\$187,219	\$778,783
Capital	<u>\$273,260</u>	<u>\$90,554</u>	<u>\$363,814</u>
Total before Debt:	\$25,907,952	\$8,043,169	\$33,951,121
Debt	<u>\$1,453,097</u>	<u>\$481,528</u>	<u>\$1,934,625</u>
TOTAL FY22 Assessment	\$27,361,049	\$8,524,697	\$35,885,746
TOTAL FY21 Assessment	\$26,820,046	\$8,899,195	\$35,719,241
	Harwich	Chatham	Total
Change in Assessment	\$541,002	(\$374,497)	\$166,505
% Change	2.02%	-4.21%	

Correction of rounding error
in final assessment figures.

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Marc Smith
Director of Curriculum

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Donald C. Mercure
Treasurer

To: Monomoy Regional School Committee
From: Michael MacMillan
Date: 6/22/2021
Re: HES Playground Donation

MOTION

To approve a donation of \$25,000 from the Harwich Elementary School Playground Revolving Fund to the Town of Harwich for costs associated with the construction of a new playground.

BACKGROUND

The district has a revolving fund for the HES Playground with a balance of \$82,219.51.

These funds were raised to provide Harwich Elementary School with a safe and enjoyable playground. In August 2015, a \$6,498.66 contribution was received from the original Castle in the Clouds committee. The Harwich Elementary Parent Teacher Organization raised \$33,500 for the Project during the 2018-2019 school year, largely through its 'Fun Run' fundraiser. The balance in the account was raised by the second HES PTO Fun Run in the 2019-2020 school year.

The work to construct a new playground at Harwich Elementary School is being undertaken by the Town of Harwich. The Town has also involved the HES principal in the design and planning for the new playground.

The donation from Monomoy Regional School District would pay for design and engineering services received from DeVellis Zrein Inc.

See the attached letter to accompany the donation.

Michael MacMillan.
School Business Manager

Monomoy Regional School District

Dr. Scott Carpenter

Superintendent

Marc Smith

Director of Curriculum

Melissa Maguire

Director of Student Services



Michael MacMillan

Business Manager

Donald C. Mercure

Treasurer

June 17, 2021

Town of Harwich

732 Main Street,

Harwich, MA 02645

To Whom It May Concern,

The Monomoy Regional School District is pleased to enclose a check for \$25,000 as a donation toward the cost of building a new playground for the Harwich Elementary School.

This donation should be used for payment of the services received from DeVellis Zrein under the attached contract. This includes the three invoices received so far, also attached.

This donation is made from funds which were raised by the Harwich Elementary Parent Teacher Organization and also through a donation from the original Castle in the Clouds Committee.

We are very grateful to the Harwich community for the contribution they have made to the construction of this playground and to the work of the staff of the Town of Harwich in implementing this project.

Yours Sincerely,

School Committee Chair

**AGREEMENT FOR PROFESSIONAL
ENGINEERING SERVICES
BETWEEN
THE TOWN OF HARWICH, MASSACHUSETTS
AND
DEVELLIS ZREIN INC.
FOR THE HARWICH ELEMENARY SCHOOL PLAYGROUND**

THIS AGREEMENT made this 15th day of January, 2021 between DeVellis Zrein Inc., a Massachusetts corporation with a usual place of business at Foxborough, Massachusetts hereinafter called the "ENGINEER," and the Town of Harwich, MA, acting by its Board of Selectmen, with a usual place of business at Harwich Town Hall, 732 Main Street, Harwich, 02645 hereinafter called the "TOWN".

The ENGINEER and the TOWN, for the consideration hereinafter named, agree as follows:

1. Scope of Work

The ENGINEER shall perform the work set forth in the Scope of Services attached hereto as Exhibit A.

2. Contract Price

The TOWN shall pay the ENGINEER for services rendered in the performance of this Agreement a lump sum of \$25,000, subject to any additions and deductions provided for herein at the hourly rates set forth in Exhibit B. The amount to be paid to the ENGINEER shall not exceed \$25,000 without the prior written consent of the TOWN.

3. Commencement and Completion of Work

A. This Agreement shall commence upon the execution of the contract and shall expire on January 31, 2022 unless terminated sooner in accordance with this Agreement.

B. Progress and Completion: ENGINEER shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and uninterruptedly at such a rate of progress as will insure completion in a timely manner.

4. Performance of the Work

The ENGINEER shall supervise and direct the Work, using his best skills and attention, which shall not be less than such state of skill and attention generally rendered by the engineering/design profession for projects similar to the Project in scope, difficulty and location.

A. Responsibility for the Work:

- (1) The ENGINEER shall be responsible to the TOWN for the acts and omissions of his employees, subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the ENGINEER. Consistent with the standard of care referenced above, the ENGINEER shall be responsible for the professional and technical accuracy for all work or services furnished by him or his consultants and subcontractors. The ENGINEER shall perform his work under this Agreement in such a competent and professional manner that detail checking and reviewing by the TOWN shall not be necessary.
- (2) The ENGINEER shall not employ additional consultants, nor sublet, assign or transfer any part of his services or obligations under this Agreement without the prior approval and written consent of the TOWN. Such written consent shall not in any way relieve the ENGINEER from his responsibility for the professional and technical accuracy for the work or services furnished under this Agreement.
- (3) All consultants must be registered and licensed in their respective disciplines if registration and licensure are required under the applicable provisions of Massachusetts law.
- (4) The ENGINEER and all consultants and subcontractors shall conform their work and services to any guidelines, standards and regulations of any governmental authority applicable to the type of work or services covered by this Agreement.
- (5) The ENGINEER shall not be relieved from its obligations to perform the work in accordance with the requirements of this Agreement either by the activities or duties of the TOWN in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the ENGINEER.
- (6) Neither the TOWN's review, approval or acceptance of, nor payment for any of the work or services performed shall be construed to operate as a waiver of any rights under the Agreement or any cause of action arising out of the performance of the Agreement.

- B. Deliverables, Ownership of Documents: One (1) reproducible copy of all drawings, plans, specifications and other documents prepared by the ENGINEER shall become the property of the TOWN upon payment in full therefor to the ENGINEER. Ownership of stamped drawings and specifications shall not include the ENGINEER's certification or stamp. Any re-use of such documents without the ENGINEER's written verification of suitability for the specific purpose intended shall be without liability or legal exposure to the ENGINEER or

to the ENGINEER's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as an act in derogation of the ENGINEER's rights under this Agreement.

- C. Compliance With Laws: In the performance of the Work, the ENGINEER shall comply with all applicable federal, state and local laws and regulations, including those relating to workplace and employee safety.

5. Site Information Not Guaranteed: Contractor's Investigation

The TOWN shall furnish to the ENGINEER available surveys, data and documents relating to the area which is the subject of the Scope of Work. All such information, including that relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the TOWN. All such information is furnished only for the information and convenience of the ENGINEER and is not guaranteed. It is agreed and understood that the TOWN does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures will be the same as those indicated in the information furnished, and the ENGINEER must satisfy himself as to the correctness of such information. If, in the opinion of the ENGINEER, such information is inadequate, the ENGINEER may request the TOWN's approval to verify such information through the use of consultants or additional exploration. In no case shall the ENGINEER commence such work without the TOWN's prior written consent. Such work shall be compensated as agreed upon by TOWN and ENGINEER.

6. Payments to the Contractor

- A. Cost incurred on this project shall be billed monthly on an hourly basis as outlined in the attached Scope of Services. Payment shall be due 30 days after receipt of an invoice by the TOWN.
- B. If there is a material change in the scope of work, the TOWN and the ENGINEER shall mutually agree to an adjustment in the Contract Price.
- C. If the TOWN authorizes the ENGINEER to perform additional services, the ENGINEER shall be compensated in an amount mutually agreed upon, in advance, in writing. Except in the case of an emergency, the ENGINEER shall not perform any additional services until such compensation has been so established.

7. Reimbursement

Except as otherwise included in the Contract Price or otherwise provided for under this Agreement, the ENGINEER shall be reimbursed by the TOWN: (a) at 1.0 times the actual cost to the ENGINEER of consultants retained to obtain information pursuant to Article 5 hereof or otherwise. No such reimbursement shall be made unless the rates of compensation have been approved, in advance, by the TOWN; (b) at 1.0 times the actual cost of additional or specially authorized expense items, as approved by the TOWN.

8. Final Payment, Effect

The acceptance of final payment by the ENGINEER shall constitute a waiver of all claims by the ENGINEER arising under the Agreement.

9. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

10. Indemnification

- A. General Liability: The ENGINEER shall indemnify and hold harmless the TOWN from and against any and all claims, damages, losses, and expenses, including attorney's fees, to the extent arising out of the performance of this Agreement and to the extent the same relate to matters of general commercial liability, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent or wrongful acts or omissions of the ENGINEER or his employees, agents, subcontractors or representatives.
- B. Professional Liability: The ENGINEER shall indemnify and hold harmless the TOWN from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement and to the extent the same relate to the professional competence of the ENGINEER's services, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent acts, negligent errors or omissions of the ENGINEER or his employees, agents, subcontractors or representatives.

11. Insurance

- A. The ENGINEER shall at his own expense obtain and maintain a Professional Liability Insurance policy for errors, omissions or negligent acts arising out of the performance of this Agreement in a minimum amount of \$1,000,000.00.
- B. The coverage shall be in force from the time of the agreement to the date when all construction work for the Project is completed and accepted by the TOWN. If, however, the policy is a claims made policy, it shall remain in force for a period of six (6) years after completion.

Since this insurance is normally written on a year-to-year basis, the ENGINEER shall notify the TOWN should coverage become unavailable.

- C. The ENGINEER shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and

shall continue such insurance in full force and effect during the term of the Agreement.

- D. The ENGINEER shall carry insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes or other similar data relating to the work covered by this Agreement in the event of loss or destruction until the final fee payment is made or all data are turned over to the TOWN.
- E. The ENGINEER shall also maintain public liability insurance, including property damage, bodily injury or death, and personal injury and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property.
- F. Evidence of insurance coverage and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the TOWN at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.
- G. Upon request of the ENGINEER, the TOWN reserves the right to modify any conditions of this Article.

12. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

13. Termination

- A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.
- B. The TOWN shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the ENGINEER. In the event that the Agreement is terminated pursuant to this subparagraph, the ENGINEER shall be reimbursed in accordance with the Agreement for all work performed up to the termination date.

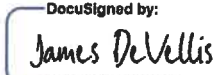
14. Miscellaneous

- A. Assignment: The ENGINEER shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the TOWN.

- B. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the TOWN by its authorized representative who, however, incurs no personal liability by reason of the execution hereof or of anything herein contained, as of the day and year first above written.

DEVELLIS ZREIN INC.:

By: 
BCD4850483E2445

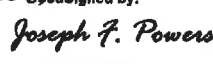
Name: James J. DeVellis, PE
Type or Print

Title: Principle

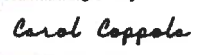
TOWN OF HARWICH:

by its Board of Selectmen Over \$50,000

by its Interim Town Administrator Up to \$50,000


0823C0C5798644E
Interim Town Administrator

Approved as to Availability of Funds:


48C32039D93D434...
Finance Director (\$25,000.00)
80271292/620037 Contract Sum

519856/KOPE/0003

EXHIBIT A

Scope of Services

PART I. BASIC SERVICES

DeVellis Zrein Inc. (DZI) will provide Civil Engineering and Landscape Architecture consulting services to the Town of Harwich, (the Client) for the construction phases of the recently funded Harwich Elementary School Playground. With project funding, the Town of Harwich is proceeding to construction based on the funding plans provided by DZI during the 2019 efforts.

DZI will rely on the services of Nancy White of Playground Inspections of New England (PINE) and their services are included in the scope and fee and attached to this Exhibit A (proposal dated 12-28-20)

DZI has solicited an updated survey proposal from the project surveyor and this survey will be the basis of the design as the playground has been removed following the DZI original design efforts and their services are included in the scope and fee and attached to this Exhibit A (proposal dated 11-06-20).

SCOPE OF SERVICES:

1. FINALIZATION OF DESIGN

The design brought for town funding and the amount awarded need to be rectified as the cost estimate, work performed to date and final project phasing needs to be adjusted and decided on. DZI will meet with the project team via remote Covid online methods and adjust the plan accordingly to match available funds, cost and product. The “team” may have changed since project initiation and DZI will provide an overview of the project, solicit question and answer input and adjust accordingly. Minor design adjustments are anticipated, however a redesign is not part of this scope.. . The work will be coordinated with the Client and their consultants as appropriate.

2. CONSTRUCTION DOCUMENTS

Based on the Client’s re-approval of the revised Design Plan, DZI will prepare Site Engineering Drawings. Local or State permits are not anticipated or included in this proposal as DZI was informed. The work will be coordinated with the Client and their consultants as appropriate. The Site Drawings Submission will include, but not necessarily limited to, the following:

- Locus Plan
 - Existing Conditions Plan, as prepared by the Project’s Surveyor
 - Layout and Materials Plan
 - Grading, Drainage, Utility, Landscape Plans
 - Sediment and Erosion Control Plan
 - Site Details
-
- DZI will prepare Construction Documents that fix and describe the work proposed on the approved Design Development drawings. Plans will include: layout, materials, planting, site improvement details, and related civil engineering. Specifications sections will include: Site preparation, Drainage & Utilities, Paving and Curbing, Site Improvements and Landscaping.

- Design of site lighting shall be for fixture type and suggested location only, electrical wiring and luminaire placement for adequate footcandle displacement shall be by the Project' Electrical Engineer in coordination with the Town as a design built effort. Utility design shall be for drainage only.
- Provide written civil engineering construction specifications
- The front end documents and coordination required for public bidding will be the responsibility of the Client.

Product: Site Construction Drawings and Specifications

3. BIDDING PHASE ASSISTANCE

Based on the Client's approval of the Construction Documents, DZI will assist the Client with bidding as follows:

- Assist in the preparation of bid documents and invitation to bid.
- Attend a pre-bid meeting with the Client
- Review of Contractor's bid proposal with the Client
- Conduct a pre-construction meeting with the selected Contractor and Client
- Review RFI and respond to appropriate parties for resolution
- Assist the Client to compare qualified proposals

Products: Pre Bid and Bid Correspondence and Documentation

4. CONSTRUCTION ADMINISTRATION

DZI will provide civil engineering and landscape architectural services as directed by the client. It is assumed that the duration of the construction is no longer than 2 months. Under this scope, DZI will perform the following tasks:

- Review shop drawings
- Respond to contractor RFI's
- Provide site inspections and reports (3 estimated)
- Prepare Punchlist, affidavits, certifications and follow-up

For budget purposes, we have estimated approximately 40 hours for this phase.

Products: Field Reports and Shop Drawing Comments

5. MEETINGS

DZI will attend and participate in project meetings, work sessions and meetings with local officials as required by the Client and within the guidelines of Covid. We are including, for budget purposes initial allocation of meetings as follows:

- | | |
|------------------------------|------------|
| • Client / Consultant / Town | 1 meeting |
| • Site / Contractor | 3 meetings |

Work under this task might include:

- Attendance at meetings
- Meeting with the Town engineer / DPW
- Preparation of memorandum to response to comments and concerns
- Minor plan revisions and additions to the permit plans
- Documentation in the form of meeting notes
- Client's Meetings

Due to the uncertain nature of the scope, we may, if the work effort is more extensive, need to adjust the fee if services required are in excess of the initial allocation. The client will be notified in writing when an adjustment is required and authorization to proceed will be requested.

Product: As Required.

EXHIBIT B
Hourly Rate

Rates for Basic and Additional Services on an hourly basis shall be as follows:

PRINCIPAL.....	185.00
PROJECT LANDSCAPE ARCHITECT.....	125.00
PROJECT CIVIL ENGINEER.....	150.00

If the Client authorizes services which exceed those listed under Scope of Services and are not customarily furnished in accordance with accepted practice, they shall be compensated at the following listed rates. Such additional expenses shall include, but not be limited to major revisions in drawings due to causes beyond the control of the DZI, including significant changes to the Design and drawings resulting from meetings with Town agencies or revisions requested by the Client or Architect after approval of the DZI's plans by the Client, and submission to the municipalities.

Services not included (and not anticipated):

- Off-site and out of Limit Of Disturbance Improvements
- Structural, Traffic, Geotechnical, Surveying Services
- Permits or Municipal Regulatory Approval Submissions
- Front end contract documents including legal services, advertising and distribution
- Clerk of the works and/or full time construction observation services



**Playground Inspections
of New England LLC**

INVOICE

DATE: December 28, 2020

TO: JIM DEVILLIS
DEVELLIS ZREIN INC.
PO Box 307
Foxborough MA 02035

e: jim@develliszrein.com
m: 508-473-4114

OFFICE

Playground Inspections
Of New England, LLC
183 Sheep Pond Circle
Brewster MA 02631

PHONE

508-782-0263

EMAIL

nancy@playgroundinspectionsne.com
www.playgroundinspectionsne.com

PROJECT TITLE: Harwich Elementary School, Harwich MA

INSPECTOR/CONSULTANT: Nancy A. White, CPSI | Certification # 49311-0923

Description	Qty/ Hours	Hourly Rate*	Total
Consulting Rate this Project		\$100.00	
For the following services for the period ending 12.28.2020:	11	\$100.00	\$1100.00
- Assisted Devellis Zrein with numerous project tasks as needed, as part of the overall playground project. - Communicated and obtained pricing from applicable vendors for play equipment and site furnishings. - Offered design layout and input for site lines, supervision and traffic flow. - Attended 4 meetings. - Provided information for the Committee as needed. - Provided all parties with required information from CPSC and ASTM applicable to existing structure. - Provided timely CAD drawings for vendors.			

- ◆ AUDITS – 3rd Part
- ◆ INSPECTIONS – 3rd Party
- ◆ PARK & PLAYGROUND
CONSULTANCY

Terms: Net 30

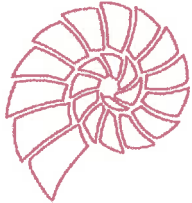
Make check payable to:

PLAYGROUND INSPECTIONS OF NEW ENGLAND, LLC

183 Sheep Pond Circle, Brewster MA 02643

Our Tax ID #: 46-2412402

It is a pleasure working with you Jim! Nancy



J.M. O'REILLY & ASSOCIATES, INC.

PROFESSIONAL ENGINEERING, LAND SURVEYING & ENVIRONMENTAL SERVICES

Site Development • Property Line • Subdivision • Sanitary • Land Court • Environmental Permitting

Proposal

November 6, 2020

Town of Harwich
c/o Devellis Zrein Inc., Catherine R. Martin, RLA
P.O. Box 307
Foxborough, MA 02035

RE: **Engineering Services – Update Existing Condition Plan**
Elementary School Playground Areas & Ballfields
Harwich, MA

Dear Ms. Martin,

As requested, J.M. O'REILLY & ASSOCIATES, INC. has outlined below a budget for the engineering services for the above referenced property. The Scope of Service is as follows:

Existing Condition Site Plan:

1. **Fieldwork:** Site visit to re-establish the survey traverse so as to locate the existing site features and lot topography, as noted on the RFP email, dated 11-4-2020. Allowance for one (1) site visit.
2. **Existing Condition Site:** Office calculations, design and drafting services needed to prepare an updated Existing Condition Site Plan showing the existing conditions of the playground areas and the ball fields

Budget: \$ 2,000.00

Topography will be at 1 foot contours with spot grades to the tenths. Plan will be CAD based.

Therefore, if you are in agreement with the above Scope of Services and its associated budget, please sign the authorization below and return one copy to our office. If you have any questions regarding the proposal, please contact me directly.

Very Truly Yours,
J.M. O'REILLY & ASSOCIATES, INC.



John M. O'Reilly, P.E., P.L.S.
Principal

AUTHORIZATION: _____ DATE: _____

ENCL: Fee Schedule, Terms & Conditions

JMO/ak

STATEMENT OF TERMS AND CONDITIONS
J.M. O'REILLY & ASSOCIATES, INC.
JANUARY 2, 2015

COMPENSATION FOR PROFESSIONAL SERVICES: Fees for engineering and environmental services will be based upon the time worked on a given project. They are computed by multiplying total payroll cost by a factor (to include overhead and profit) for all members of the staff. Total payroll cost is defined as direct salary cost plus payroll taxes and fringe benefits. Clients are advised that all fees are subject to increases. Refer to the current fee schedule.

TRANSPORTATION: Time spent traveling, when travel is in the interest of work, will be charged for in accordance with the fee schedule. Automobile or truck expenses for personal or office vehicles will be charged at a rate of \$.55 per mile plus tolls and parking charges.

SUBCONTRACT SERVICES: We may engage subcontractors and/or other professionals to perform required services such as soil boring, drilling, construction, etc. Those contractor's fees are subject to a service charge of fifteen percent (15%) and will be added to our fees.

OTHER EXPENSES: All expenses will be billed at cost plus a service charge of fifteen percent (15%). Examples of expenses ordinarily charged to projects are printing and reproduction, equipment and materials, travel expenses and associated meals, fees, permits and licenses.

RIGHT OF ENTRY: Unless otherwise agreed, the client will furnish right-of-entry on the land for us to make measurements, conduct soil tests, or other required explorations. We will take reasonable precautions to minimize damage to the land from the use of equipment. If we are required to restore the land to its former condition, the cost of doing so will be added to our fee.

INVOICES: Invoices will be submitted periodically, at the completion of work or monthly as work progresses and are payable within 30 days from the date of invoice. Interest at the prevailing rates will be charged on unpaid invoices over 30 days past the due date. The interest charge will be calculated from the date of the invoice.

INSURANCE: We are covered by Workmen's Compensation Insurance and Liability Insurance. We will furnish certification upon request.

COLLECTION OF OUTSTANDING BILL(S): The client(s) shall be responsible for the payments of reasonable attorneys fees and any reasonable audit fees incurred in the collection of any debt due J.M. O'REILLY & ASSOCIATES, INC., for services rendered by them.

If J.M. O'Reilly & Associates, Inc., is hired by a contractor as a sub-contractor on a job, a lien will be attached directly on the real property owned by the client/owner for compensation due J.M. O'REILLY & ASSOCIATES, INC., for services rendered by them. J.M. O'REILLY & ASSOCIATES, INC., may institute an action directly against the client/owner.

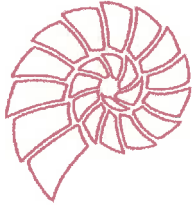
OWNERSHIP OF DOCUMENTS: All documents, including original drawings, estimates, specifications, field notes and data are and shall remain the sole and exclusive property of J.M. O'REILLY & ASSOCIATES, INC., as instruments of service. The client may, at his/her expense, obtain record prints of drawings, with the understanding that the client will use them solely in connection with the described project and not for the purpose of making subsequent extensions or enlargements thereto, unless otherwise agreed in writing.

PROFESSIONAL LIABILITY: The client will agree to limit our liability resulting from errors and/or omissions in engineering design and environmental consultation information furnished to the client to those portions of the design or consultation prepared by us and in an amount not to exceed our fees. The client will agree to require like limitation from any contractor engaged to perform work for which we have provided reports, plans or specifications.

The client shall further indemnify and hold us harmless from any liability resulting from the acts, errors or omission of the client or client's agents.

On request, we will provide personnel to observe construction in order to ascertain that it is being performed in general, in accordance with or plans and/or specifications. This does not make us a guarantor of any contractor's work.

WARRANTY: Our professional services will be performed in accordance with generally accepted engineering and environmental practices. This warranty is in lieu of all other warranties expressed or implied.



J.M. O'REILLY & ASSOCIATES, INC.

PROFESSIONAL ENGINEERING, LAND SURVEYING & ENVIRONMENTAL SERVICES

Site Development • Property Line • Subdivision • Sanitary • Land Court • Environmental Permitting

January 2, 2015

PROFESSIONAL FEE SCHEDULE

The following represents the hourly billing rates for various personnel within the J.M. O'REILLY & ASSOCIATES, INC. organization for your project. Refer to Terms and Conditions of employment.

PRINCIPAL	\$ 150.00/hour
PROFESSIONAL ENGINEER (PE)*	\$ 125.00/hour
PROFESSIONAL REGISTERED LAND SURVEYOR (PLS)*	\$ 125.00/hour
PROJECT MANAGER/SR. ASSOCIATES	\$ 95.00/hour
ENGINEER (EIT)	\$ 90.00/hour
SURVEY CREW (Total Station with 2 men)	\$ 130.00/hour
SURVEY CREW (Total Station with PE, PLS)	\$145.00/hour
SURVEY CREW (GPS with 1 man)	\$ 110.00/hour
ENGINEERING FIELD TECHNICIAN	\$ 65.00/hour
PERMIT COORDINATOR	\$ 60.00/hour
DRAFTING/CAD TECHNICIAN	\$ 65.00/hour
OFFICE CALCULATION (Survey Tech.)	\$ 80.00/hour
SECRETARIAL	\$ 50.00/hour
WASTEWATER TREATMENT PLANT OPERATOR (WWTPO)	\$ 80.00/hour

Reimbursable expenses include, but are not limited to: facsimile, transmission, printing and binding, photocopying, delivery charges, postage, expendable project related supplies, research materials and transportation. Lodging and meals are not included with these rates and will be specifically identified on the proposal, if applicable.

DeVellis Zrein, Inc.
Foxborough, MA 02035
PO Box 307
Foxborough, MA 02035

Invoice

Invoice Date:	Invoice #:
3/8/2021	21-2135

Bill To:
Kathleen Iernio Business Manager Monomoy Regional School District 425 Crowell Road Chatham, MA 02633

	Terms	Project Number	Project Name		
	Due on receipt	19-2G1S-393	Harwich Elementary School Playground		
Professional Service Description	Hours	Rate	Amount		
Professional Engineering and Consulting Services (January 1, 2020 through February 28, 2021) 10% Completion of Contract			2,500.00		
			Total		
			\$2,500.00		

Phone # 508-473-4114

E-Mail accountmanager@develliszrein.com

www.develliszrein.com

Balance Due

\$2,500.00

DeVellis Zrein, Inc.

Foxborough, MA 02035

PO Box 307

Foxborough, MA 02035

Invoice

Invoice Date:	Invoice #:
4/16/2021	21-2146

Bill To:
Kathleen Iernio Business Manager Monomoy Regional School District 425 Crowell Road Chatham, MA 02633

Terms	Project Number	Project Name		
Due on receipt	19-2G1S-393	Harwich Elementary School Playground		
Professional Service Description		Hours	Rate	Amount
Professional Engineering and Consulting Services (January 1, 2020 through February 28, 2021) 50% Completion of Contract				10,000.00
		Total		
		\$10,000.00		

Phone # 508-473-4114

E-Mail accountmanager@develliszrein.com

www.develliszrein.com

Balance Due	\$10,000.00
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DeVellis Zrein, Inc.

Foxborough, MA 02035

PO Box 307

Foxborough, MA 02035

Invoice

Invoice Date:	Invoice #:
6/3/2021	21-2169

Bill To:
Kathleen Iernio Business Manager Monomoy Regional School District 425 Crowell Road Chatham, MA 02633

Professional Service Description	Terms	Project Number	Project Name		
	Due on receipt	19-2G1S-393	Harwich Elementary School Playground		
Professional Service Description	Hours	Rate	Amount		
Professional Engineering and Consulting Services (April 16, 2021 through May 30, 2021) 95% Completion of Contract			11,250.00		
			Total		
			\$11,250.00		

Phone # 508-473-4114

E-Mail accountmanager@develliszrein.com

www.develliszrein.com

Balance Due

\$11,250.00

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Marc Smith
Director of Curriculum

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Donald C. Mercure
Treasurer

To: Monomoy Regional School Committee
From: Michael MacMillan
Date: 6/18/2021
Re: Regional Transportation Offset to Assessments

MOTION

Motion to approve an offset of \$199,348 to be applied to the FY23 Transportation portion of the Assessment.

BACKGROUND

Each year Monomoy Regional School District receives state transportation reimbursements. The estimated reimbursement is used to offset the town assessments for that year.

If the actual state reimbursement received is greater than the estimated amount, the school committee can vote to use the excess to offset future assessments.

The table below show the history of these transactions. In FY21, the district received \$199,348 more than was estimated for regional aid. This amount can be used to offset the FY23 assessments.

Fiscal Year	Prior Year Offset	Budgeted Regional Transportation Aid	Actual Aid	Amount To be Used to offset future Assessment	Year of assessment to be offset	Date SC Vote Taken
FY15 (account voted and established)		\$ 339,520	\$ 365,817	\$ 26,297	FY17	8/26/2015
FY16		\$ 301,086	\$ 381,598	\$ 80,512	Fy18	7/14/2016
FY17	\$ 26,297	\$ 329,310	\$ 418,129	\$ 88,819	FY19	7/13/2017
FY18	\$ 80,512	\$ 413,986	\$ 427,931	\$ 13,945	FY20	7/12/2018
FY19	\$ 88,819	\$ 387,175	\$ 516,123	\$ 128,948	FY21	7/11/2019
FY20	\$ 13,945	\$ 494,066	\$ 671,595	\$ 177,530	FY22	6/25/2020
FY21	\$ 128,948	\$ 512,412	\$ 711,760	\$ 199,348	FY23	
FY22	\$ 177,530	\$ -	\$ -	\$ -	FY24	

Michael MacMillan.

School Business Manager

Monomoy Regional School District

~~Student Rights and Responsibilities~~ STUDENT INVOLVEMENT IN DECISION-MAKING - DRAFT

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body.

The members of such student advisory committees shall, by majority vote prior to the first day of June in each year elect from their number a chairperson who shall serve for a term of one year. The chair of the student advisory committee shall be an ex-officio non voting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee. Said chairperson shall be subject to all school committee rules and regulations and shall serve without compensation.

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committees to the School Committee

**Monomoy Regional School District
Regional School District Budget Transfer Authority - DRAFT**

In keeping with the need for periodic reconciliation of the school department's budget, the Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All requests for transfers between the major accounts (as defined in the Department of Elementary and Secondary Education Chart of Accounts) must be submitted to the School Committee for approval. Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee or the School Committee's finance subcommittee.

All funds in the general account not expended by the close of the fiscal year will be placed in an excess and deficiency fund not to exceed five percent of the operating budget. Any added funds shall be returned to the member municipalities as outlined in M.G.L. Chapter 71, Section 16B1/2.

Legal references:

MGL 71:16B1/2

Adopted: March 27, 2013

Revised:

Chart of Accounts - Criteria for Financial Reporting

This section describes the general requirements for reporting revenue and expenditure data from school committee appropriation, municipal spending in support of schools, revolving and special funds and state and federal grants and contracts. Each school district shall report the following revenues and expenditures as required in the annual End-of-Year Financial Report in accordance with M.G.L. c.72, s.3.

Last updated as of July 2020

Revenue Classification

General fund receipts:

- Regional school district assessments received from member cities and towns and excess and deficiency funds applied to a given year's budget;
- Tuition receipts, transportation fees, earnings on investments, rental fees, medical care and assistance, e-rate receipts, and other general fund revenue;
- The cash value of all non-revenue receipts.

State aid receipts:

- Chapter 70 (school aid), Chapter 70B (construction aid through MSBA)
- Pupil transportation, charter reimbursement and facilities aid, circuit breaker and foundation reserve
- State and federal grant receipts:
 - State grants or contracts received from the Department or any other state agency.
 - Federal grants or contracts received from the Department, from other state agencies or from any other federal government source

Revolving and special fund receipts:

- School lunch receipts, including state and federal reimbursements
- Athletic and other student body receipts for admission for school events
- Tuition receipts for school choice or other receipts for adult education, community school programs, out of district tuitions or summer school.
- Other local receipts as permitted by law, such as culinary arts programs, insurance reimbursements, lost schoolbooks or costs of industrial arts supplies, self-supporting recreation and park services or rental of school facilities.
- Private receipts shall include all non-governmental grants or gifts.

Expenditures - Functional Classification

This section specifies the criteria for reporting functional categories of expenditures and gives the specific items that should be reported under these categories. Reporting of municipal expenditures must also comply with reporting instructions entitled: "Reporting by Municipal Agencies".

Code	Function Name	Description	Object Codes
Administration			
1110	School Committee	Record School Committee expenditures by object. For the City/Town, record only those expenditures that support the school committee as an office (e.g. salaries, travel expenses, legal expenses, and office expenses).	Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1210	Superintendent	Record Superintendent's Office expenditures by object. <i>This should correspond to EPIMS job code 1200.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1220	Assistant Superintendents	Record Assistant Superintendent expenditures by object. <i>This should correspond to EPIMS job code 1201.</i> <i>Do not record Assistant Superintendent for Business and Finance in this function. Reserve for Business and Finance Office (1410).</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1230	Other District-Wide Administration	Record Other Districtwide Administration expenditures by object, including, but not limited to, Assistant to Superintendent, Grants Manager, or Director of Planning. <i>This should correspond to EPIMS job code 1205. Note: some positions coded as 1205 may also belong in EOYR function 1420, "Human Resources and Benefits."</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
1410	Business and Finance	Record expenditures for Business and Finance including salaries and expenses. <i>This should correspond to EPIMS job code 1202.</i> For City/Town record expenditures as defined in 603 CMR 10.04(1)(a) for Business and Finance Services allocated according to the method agreed upon by the municipality and school committee. The method used to record these costs must be used consistently each year and may only be changed upon the approval of the Commissioner of Elementary and Secondary Education. Only those expenditures that support the school committee as an office (e.g. salaries, travel expenses, legal expenses and office expenses).	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1420	Human Resources and Benefits	Record expenditures for Human Resources and Employee Benefits Administration. <i>This should correspond to EPIMS job code 1208.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1430	Legal Service for School Committee	Record expenditures for legal services for the School Committee (e.g. costs of School Committee representation for collective bargaining and other litigation).	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1435	Legal Settlements	Record expenditures for legal settlements (e.g. costs representing settlements of litigation actions, including opposition legal fees, if part of a settlement).	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
1450	Administrative Technology—Districtwide	Report all technology costs related to running the district, including computers, printers, copiers, and software (data systems, MIS). <i>Report software systems related to curriculum, lesson planning and assessment in the 2000 series. Report all others here (e.g., systems related to grades, parent notification, attendance, and finance and operations).</i>	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
Instruction			
Instructional activities involving the teaching of students, supervising of staff, developing and utilizing curriculum materials and related services. Instructional services directly attributable to schools must be reported on a school basis, while district-wide services, such as supervisory may be reported on a district-wide basis.			
Instructional Leadership			
Managers responsible for delivery of student instructional programs at the school and district level.			
2110	Curriculum Directors (Supervisory)	Record expenditures for Curriculum Directors (2110) and Department Heads by program (e.g. Regular Day) and object (e.g. Professional Salaries). Include salaries and expenses of managers responsible for delivery of student instructional programs at all levels (district and school), and serve in a supervisory capacity. <i>This should correspond to EPIMS job code 1211.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2120	Department Heads (Non-Supervisory)	Record expenditures for Curriculum Directors (2110) and Department Heads by program (e.g. Regular Day) and object (e.g. Professional Salaries). Include salaries and expenses of managers responsible for delivery of student instructional programs at all levels (district and school), and do not serve in a supervisory capacity. <i>This should correspond to EPIMS job codes 1212 through 1223, 1312 and 1320.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2130	Instructional Technology Leadership and Training	Report staff costs for technology leadership and training to integrate technology devices and applications into the curriculum. Includes the cost of the director of technology and instructional technology integration specialists. <i>This function should correspond to EPIMS job code 1224.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
2210	School Leadership	Record expenditures, salaries, and expenses for School Leadership (2210) personnel including principal and school office staff. <i>This should correspond to EPIMS job codes 1305 and 1310.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2250	Administrative Technology and Support—Schools	All administrative technology costs related to running the district's schools (e.g. principal's office), including computers, printers, copiers, and software. Includes replacement supplies (e.g. projector bulbs, power cords, toner, etc.). Expenditures for items over \$5,000 per unit must be reported as a capital (7000) expense. <i>This should correspond to EPIMS job codes 1224 and 6140.</i>	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Teachers			
2305	Teachers, Classroom	Record expenditures for salaries of certified teachers, including all in-service days. Include all stipends paid to teachers that relate to providing instruction. <i>Stipends related to non-teaching functions (e.g. athletics coaches, club advisors should not be included here. This should correspond with EPIMS job codes 2305-2307, 2310, and 2325.</i>	Professional Salaries (01)
Other Teaching Services			
2320	Medical/Therapeutic Services	Record expenditures for Medical/Therapeutic Services (2320) provided by licensed practitioners, including BCBA, OT, PT, Speech and Vision. <i>Record amounts paid to an Educational Collaborative for therapeutic services provided to district students that ARE NOT enrolled in Collaborative programs. These costs should not be reported as tuition. This should correspond with EPIMS job codes 3326, 3327, 3411, 3421, 3431, 3441, 3451, and 3461.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2324	Substitutes, Long-Term	Record expenditures for long-term substitutes who cover extended absences or vacant positions. Include permanent substitutes if they are certified for <u>a minimum of 30 days</u> . Include permanent substitutes if they are certified. <i>This should correspond to EPIMS job code 2325.</i>	Professional Salaries (01) Other Salaries (03) Contracted Services (04)

Code	Function Name	Description	Object Codes
2325	Substitute Teachers, Short-Term	Record expenditures for short-term substitutes who cover short-term absences related to any reason, including allowing teachers to participate in professional development activities.	Other Salaries (03) Contracted Services (04)
2330	Paraprofessionals	Record expenditures for non-clerical paraprofessional and instructional assistants (2330) hired to assist teachers/specialists in the preparation of instructional materials or classroom instruction (includes American Sign Language Specialists). <i>This should correspond to EPIMS job codes 3323, 3324, and 4100.</i>	Other Salaries (03) Contracted Services (04)
2340	Librarians/Media Center Directors	Record expenditures for salary of Librarians and Media Center Directors (2340). <i>This should correspond to EPIMS job codes 1220 and 3330.</i> For the City/Town, record expenditures for library services where there is an agreement between the school committee and the municipality for specific services to be provided to students. This must be entered into Schedule 3.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03)
2345	Distance Learning and Online Coursework	Costs related to enrolling students in technology-based distance education coursework.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Professional Development			
2351	Professional Development Leadership	Record expenditures for the salary and expenses of a Director of Professional Development (2351). <i>This should correspond to EPIMS job code 1225. If the district pro-rates an employee's time across more than one job in EPIMS, their salary reported in the EOYR should be likewise pro-rated.</i>	Professional Salaries (01) Clerical Salaries (02) Supplies and Materials (05) Other Expenses (06)
2352	Instructional Coaches	Report expenditures for the salary and expenses of staff whose primary function is to provide instructional coaching to teachers. <i>This should correspond to EPIMS job code 2330.</i>	Professional Salaries (01) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
2354	Stipends for teachers providing instructional coaching	Report expenditures for stipends paid to teachers who act as instructional coaches, master teachers, mentor teachers, or who otherwise deliver in-district professional development, in addition to their primary instructional responsibilities.	Professional Salaries (01)
2356	Costs for instructional staff to attend professional development	Report expenditures for teachers and instructional support staff (e.g. paraprofessionals) to participate in professional development, both inside and outside the district, including stipends, reimbursements to take courses, registration fees, membership fees, and cost of publications.	Professional Salaries (01) Other Salaries (03) Supplies and Materials (05) Other Expenses (06)
2358	Outside professional development providers for instructional staff	Report expenditures for vendors who provide professional development to instructional staff. PD provided to non-instructional staff should be reported as "contracted services" in the function where that staff's salary is reported.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Instructional Materials, Equipment and Technology			
2410	Textbooks	Include consumable workbooks, physical materials, and accessories, such as visual media and software provided as an integrated package as well as printed manuals used to support direct instructional activities.	Supplies and Materials (05)
2415	Other Instructional Materials (Libraries)	Record expenditures for Other Instruction Materials (2415) including books and other materials excluding textbooks, for use in school libraries or classroom libraries. INCLUDE CITY OR TOWN COST WHERE THERE IS AN AGREEMENT TO PROVIDE SERVICES ON LINE 3514.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
2420	Instructional Equipment	Record expenditures for Instructional Equipment (2420) including vocational equipment and science lab equipment irrespective of unit cost.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2430	General Classroom Supplies	Record expenditures for general supplies (2430) including paper, pens, crayons, chalk, paint, toner, calculators, etc.	Supplies and Materials (05)
2440	Other Instructional Services	Record expenditures for Other Instructional Services (2440) including field trips. <i>This should correspond to EPIMS job code 3340.</i>	Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2451	Instructional Hardware—Student and Staff Devices (Computers)	Costs for computers and devices (e.g. tablets, Chromebooks, etc.) used by students and instructional staff. Can include 1-to-1 devices and computer labs.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2453	Instructional Hardware—All Other	Costs for all other instructional hardware (e.g. peripherals, projection technology, etc.) used in the classroom, computer labs, or library/media center. Include lease/purchase of printers and networked copiers used to create instructional materials, including copier and copier leases of less than \$5,000.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2455	Instructional Software and Other Instructional Materials	Costs for licenses, learning management systems, subscriptions, e-books, physical software copies, etc. Any purchase that includes physical textbooks/media should be reported in 2410 Textbooks. This function includes only those textbook purchases that are entirely electronic.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
Guidance, Counseling and Testing			
2710	Guidance and Adjustment Counselors	Record salaries and other related expenses of the Director of Guidance, Guidance Counselors, and School Adjustment Counselors (2710). <i>This should correspond to EPIMS job codes 1210, 3328, 3329, 3333, 3350, and 3351.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2720	Testing and Assessment	Record expenditures for the salary, materials and expenses used for testing and assessing students (2720). <i>This should correspond to EPIMS job code 3325.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
2800	Psychological Services	Record expenditures for the salaries and expenses for psychological evaluation, counseling, and other services provided by a licensed mental health professional. Includes school psychologist, social workers, psychometrists and assistants. <i>This should correspond to EPIMS job codes 3360, 3361, 3370 and 3371.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Pupil Services			
3100	Attendance and Parent Liaison Services	Record expenditures for Attendance & Parent Liaison Services (3100). Include the salary and expenses for truancy officers (investigatory services) and parent information centers (e.g. Professional Salaries 01). <i>This should correspond to EPIMS job code 3332.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
3200	Medical/Health Services	Record expenditures for Medical/Health Services (3200) including, but not limited to, school physicians, school nurses, and school medical supplies. <i>This should correspond to EPIMS job codes 1226, 5010, 5015, 5020, and 5021.</i> For the City/Town, Record expenditures for Health Services (3200) where there is an agreement between the school committee and the municipality for specific services to be provided to students.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
3300	Transportation Services	Record by major program area and by object, expenditures for Pupil Transportation Services (3300) for pupils transported to and from school regardless of distance. Only record expenditures for Transportation Services to and from school once daily. Expenditures may include: • Salaries, student transportation supervisors, dispatchers, school bus drivers, and school bus maintenance personnel • Salaries or the prorated share of salaries, clerical and support staff • Fuel, lubrication, tires, and school bus maintenance • Contracted services • Insurance premiums for student transportation services • School bus monitors In Regular Day (Col. 1), record expenditures for racial imbalance and day care transportation. Record expenditures for homeless transportation. In Special Education (Col. 2), record Special Education transportation expenditures to and from approved Chapter 766 private schools. DO NOT record expenditures for transporting nonpublic pupils in this section. DO NOT record as expenditures for pupil transportation: field trips, athletic trips, shuttle trips between schools, etc. [603 CMR 10.08]. <i>Transportation costs by program must reconcile with costs and students reported on Schedule 7.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
3400	Food Services	Record expenditures for Food Services (3400), including • Salaries, school lunch supervisors, food preparers, kitchen personnel, and aides • Food and supplies • Salaries or the prorated share of salaries, clerical and support staff • Contracted services • Dues and subscriptions • Travel expenses for staff In Schedule 1, only record expenditures from appropriated funds. Reported the cost of writing off uncollected debt in Other Expenses (06). In Schedule 1.C.2., report expenditures from other sources (e.g. over the counter receipts, federal or state reimbursements, or other revolving fund expenditures, etc.).	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
3510	Athletics	Record only the expenditures from appropriated funds used to support Athletics (3510), including: • Salaries, coaches, trainers, and assistants in intramural and interscholastic sports • Contracted services • Transportation services for students to and from athletic events • Athletic rental services • Uniforms • Athletic supplies and materials • Dues and subscriptions • Travel expenses for staff In Schedule 1.C.2., report expenditures of revenues from other sources (e.g. over the counter receipts, gate receipts, etc.).	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
3520	Other Student Activities	Record only the expenditures from appropriated funds used to support Other Student Activities (3520), including: • Salaries, musical directors, drama coaches, and other extra-curricular personnel • Salaries or the prorated share of salaries, clerical and support staff • Printing • Dues and subscriptions • Supplies and materials • Transportation services for students to and from activities • Travel expenses for staff In Schedule 1.C.2., report expenditures of revenues from other sources (e.g. ticket sales, over the counter receipts, etc.) that are deposited in the Student Activity Agency account.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
3600	School Security	Record expenditures for School Security (3600) including salaries and expenses for school police, hall monitors, and security personnel. <i>This should correspond to EPIMS job code 3331.</i> For the City/Town, record expenditures for School Security Services where there is an agreement between the school committee and the municipality for specific services to be provided.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Operations and Maintenance			
Housekeeping activities relating to the physical plant and maintenance activities for grounds, buildings and equipment. Expenditures classified as a 4000 expenditure <i>must not exceed</i> the per project dollar limit for extraordinary maintenance or for non-instructional equipment.			
4110	Custodial Services	Record expenditures for Custodial Services (4110) including salaries and expenses of custodians, janitors, and truck drivers.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4120	Heating of Buildings	Record expenditures for Heating of Buildings (4120) including the cost of coal, fuel oil, gas, steam, and wood as well as the cost of contracted services.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
4130	Utility Services	Record expenditures for Utility Services (4130) including the cost of water, trash disposal, sewage, hazardous waste disposal, electricity, telephone service, and non-heating fuels.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4210	Maintenance of Grounds	Record expenditures for Maintenance of Grounds (4210) including the cost of salaries and expenses of groundskeepers, equipment operators, and aides.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4220	Maintenance of Buildings	Record expenditures for Maintenance of Buildings (4220) including the salaries and expenses of building maintenance personnel, engineers, licensed tradespeople, painters, etc.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4225	Building Security System	Record expenditures for Building Security Systems (4225). Expenditures for this purpose may not exceed the per project dollar limit for extraordinary maintenance (\$150,000) or non-instruction equipment (\$5,000). If greater, the cost must be reported as a Capital Equipment (7000) expenditure.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4230	Maintenance of Equipment	Record expenditures for Maintenance of Equipment (4230) including salaries of repair personnel, supplies, materials and tools, equipment parts, and replacement of equipment and furnishings.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
4300	Extraordinary Maintenance	Record expenditures for Extraordinary Maintenance (4300) defined in 603 CMR 10.02. Expenditures can include the principal portion of a loan or the cost of a lease/purchase agreement. Expenditures classified as a 4000 account expenditure must not exceed the per project dollar limit for extraordinary maintenance (\$150,000). DO NOT report employee salaries in this category.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
4400	Technology Infrastructure, Maintenance, and Support—Salaries	Report personnel costs related to maintaining and supporting district technology infrastructure, including ISP, WAN, LAN, PBX systems, servers, and related software. Include salaries for district staff who provide maintenance and user support (e.g. IT help desk) for the central office and schools. <i>This function should correspond to EPIMS job codes 1201, 1224, and 6140.</i>	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03)
4450	Technology Infrastructure, Maintenance, and Support—All Other	Report contractual services, supplies and materials, and other costs related to maintaining and supporting district technology infrastructure, including ISP, WAN, LAN, PBX systems, servers, and related software. Expenditures for this purpose must not exceed the per project dollar limit for extraordinary maintenance (\$150,000) or for non-instructional technology equipment (\$5,000). Costs exceeding these limits must be reported as a Capital Equipment (7000) expenditure.	Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Benefits and Fixed Charges			
Retirement and insurance programs, rental of land and buildings, debt service for current loans, and other recurring items, which are not generally provided for under another function.			
5100	Employer Retirement Contributions	Record expenditures for Employee Retirement (5100), including contributions to employee retirement systems, social security contributions, contributions to pension plans and Medicaid contributions.	No objects
5150	Employee Separation Costs	Record expenditures for Employee Separation (5150), including costs attributed to an employee's termination/retirement. Includes vacation pay, sick leave buyback and other benefits payable upon termination/retirement.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04)

Code	Function Name	Description	Object Codes
5200	Insurance for Active Employees	Record expenditures for Insurance for Active Employees, including employee unemployment, health, and life insurance premiums or payments, and workers' compensation for active employees.	No objects
5250	Insurance for Retired School Employees	Record expenditures for Insurance for Retired School Employees, including health insurance premiums for retired school employees.	No objects
5260	Other Non-Employee Insurance	Record expenditures for Other Non-Employee Insurance, including insurance premiums for property, fire, liability, fidelity bonds, and judgments against the school district resulting from self-insurance.	No objects
5300	Rental Lease of Equipment	Record expenditures for Rental Lease of Equipment (5300) [603 CMR 10.06], including annual operating lease/rental costs. Expenditures for this purpose may only exceed the per project dollar limit for extraordinary maintenance (\$100,000) or non-instructional equipment (\$5,000) for a three year period. After the third rental year the cost must be reported as a 7000 (fixed asset) expenditure. Do not include lease/purchase agreements, except in circumstances allowed by school finance regulations. [Guidelines: See Appendix A].	No objects
5350	Rental Lease of Buildings	Record expenditures for Rental Lease of Buildings (5350) [603 CMR 10.06], including annual capital lease/rental costs. After the third rental year the cost must be reported as a 7000 (fixed asset) expenditure. Do not include lease/purchase agreements, except in circumstances allowed by school finance regulations. [Guidelines: See Appendix A].	No objects
5400	Short Term Interest RANs	Record expenditures for reduction or full payment of short term Revenue Anticipation Notes (RANS) (due in one year or less) for interest (5400) [603 CMR 10.06].	No objects
5450	Short Term Interest BANS	Expenditures by the school committee/regional school districts only: Record expenditures for reduction or full payment of short-term Bond Anticipation Notes (BANS) for interest (5450). Expenditures by the city/town: Record expenditures for Short Term Interest BANS (5450), annual interest charge on short-term borrowing for bond anticipation notes (BANS) for school purposes.	No objects

Code	Function Name	Description	Object Codes
5500	Other Fixed Charges	Record expenditures for other Fixed Charges (5500), including the costs of public safety inspections, bank charges, and the costs of contracts for Medicaid billing.	No objects
5550	School Crossing Guards	Record expenditures for School Crossing Guards (5550).	No objects
5990	Indirect Cost Transfers	Record expenditures charged to grants for indirect cost transfers.	
Community Services			
Services provided by the school district for the community as a whole, or some segment of the community.			
6200	Civic Activities	Record by major program area expenditures for Civic Activities and Community Services (6200) including the costs of citizen meetings, parent-teacher-student association activities, school council meetings and activities, public forums and lectures, and advisory council meetings. Include expenditures for Adult Education programs in the undistributed column.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
6300	Recreation Services	Record expenditures for Recreation (6300) by object.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
6800	Health Services to Non-Public Schools	Record by major program area and by object, expenditures for Non-Public School Health (6800).	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)

Code	Function Name	Description	Object Codes
6900	Transportation to Non-Public Schools	Record by major program area and object, expenditures for Transporting Non-public pupils to and from school regardless of distance (6900). Costs can include: • Salaries, student transportation supervisors, dispatchers, school bus drivers, school bus maintenance personnel • Salaries or the prorated share of salaries, clerical and support staff • Fuel, lubrication, tires and school bus repairs • Contracted service • Insurance premiums • School bus monitors Transportation costs must reconcile with costs and students reported on Schedule 7, lines 4220 and 4230.	Professional Salaries (01) Clerical Salaries (02) Other Salaries (03) Contracted Services (04) Supplies and Materials (05) Other Expenses (06)
Acquisition, Improvement and Replacement of Fixed Assets Acquisition of land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or acquisition of initial or additional <i>non instructional</i> equipment exceeding the \$5,000 unit cost and \$100,000 extraordinary maintenance cost as defined in 603 CMR 10.00. Costs corresponding to revenue received as a lump sum or progress payment revenue receipt from MSBA whether or not outstanding BANs exist. Costs directly related to a school construction project supported through local appropriation. Expenditures should include the principal portion of a loan (including BANs), the cost of a lease/purchase agreement, costs directly related to a school construction project supported through local appropriation, and costs corresponding to revenue received/earned as a grant receipt from MSBA whether or not outstanding BANs exist. Expenditures classified as a 7000 account expenditure must exceed the dollar limits for non-instructional equipment (\$5,000) unless part of a school construction project. See Guidance for Reporting Revenue and Expenditures for School Construction.			
7100	Purchase of Land and Buildings (7100, 7200)	Record capital expenditures for Acquisition and Improvement of Sites (7100), including purchase of school building sites, improvement of school building sites, grading, landscaping, sewers, storm drains, retaining walls, and surfacing, capital leases costs, and the principal portion of a loan not reported in 8100.	No objects

Code	Function Name	Description	Object Codes
7200	Purchase of Land and Buildings (7100, 7200)	Record capital expenditures for Acquisition and Improvement of Buildings (7200), including construction of buildings, acquisition of existing buildings, additions to existing buildings, acquisitions of portable school buildings/classrooms, rehabilitation of school buildings, lease/purchase of buildings, capital leases, and principal portion of a loan not reported in 8100.	<i>No objects</i>
7300	Equipment (7300, 7400)	Record capital expenditures for Acquisition and Improvement of Equipment (7300), including acquisition of new, non-instructional school equipment having a useful life of more than one year and an acquisition cost of more than \$5,000, acquisition of school furniture and fixtures (bulk purchases), acquisition of school machinery, lease/purchase of equipment, capital leases, and <i>No objects</i> principal portion of a loan not reported in 8100.	<i>No objects</i>
7350	Capital Technology	Record expenditures for Capital Technology (7350), including hardware or other technology purchases exceeding the \$5,000 unit cost, capital leases, lease/purchase of capital technology, and the principal portion of a loan not reported in 8100.	<i>No objects</i>
7400	Equipment (7300, 7400)	Record capital expenditures for Replacement of Equipment (7400), including capital leases, lease/purchase of equipment, replacement of non-instructional equipment having a useful life of more than one year and an acquisition cost of more than \$5,000, and the principal portion of a loan not reported in 8100.	<i>No objects</i>
7500	Motor Vehicles (7500, 7600)	Record capital expenditures for Acquisition of Motor Vehicles (7500), including the purchase of passenger vehicles for school administrative use, purchase of trucks for school maintenance use, purchase of school buses, lease/purchase of motor vehicles, trucks or buses, capital leases, and the principal portion of a loan not reported in 8100.	<i>No objects</i>
7600	Motor Vehicles (7500, 7600)	Record capital expenditures for Replacement of Motor Vehicles (7600), including	<i>No objects</i>

Code	Function Name	Description	Object Codes
Debt Retirement and Service			
Retirement of debt and payment of interest and other debt costs. Principal and interest on <i>current</i> loans are not part of this function, but are reported in fixed charges (5400/5450).			
8100	Debt Retirement/School Construction	Only report in the school committee appropriation if you are reporting for a regional school district. Municipal districts report in city/town expenditures. Record annual expenditures relating to Long Term Debt Retirement/School Construction, Principal (8100), including the annual principal of loans used to finance the purchase or construction of schools. DO NOT include amounts bonded for extraordinary maintenance. DO NOT include bond anticipation notes (BANS). DO NOT include amounts paid to a member regional school district as part of a capital assessment. This information will be reported by the regional school district.	No objects
8200	Debt Service/School Construction	Only report in the school committee appropriation if you are reporting for a regional school district. Municipal districts report in city/town expenditures. Record annual expenditures relating to Long Term Debt Service/School Construction, Interest (8200), including the annual interest on bonds and loans used to finance the purchase or construction of schools. DO NOT include amounts bonded for extraordinary maintenance. DO NOT include bond anticipation notes (BANS). DO NOT include amounts paid to a member regional school district as part of a capital assessment. This information will be reported by the regional school district.	No objects
8400	Debt Service/Educational and Other (8400, 8600)	Only report in the school committee appropriation if you are reporting for a regional school district. Municipal districts report in city/town expenditures. Record annual expenditures related to Long Term Debt Service/Educational Expenditures (8400), including annual interest on bonds and loans used to finance the purchase of educational expenditures and for other equipment and maintenance costs, such as books, instructional equipment, and extraordinary maintenance. Report the principal of these loans in the cost category of the purchase (e.g. fixed assets, instructional technology, etc.). Expenditures relating to principal for Extraordinary Maintenance should be reported as 4300. Expenditures relating to principal for other equipment and maintenance costs should be reported in the appropriate cost categories (e.g. fixed assets).	No objects

Code	Function Name	Description	Object Codes
8600	Debt Service/Educ and Other (8400, 8600)	Only report in the school committee appropriation if you are reporting for a regional school district. Municipal districts report in city/town expenditures. Record annual expenditures related to Long Term Debt Service/Other Equipment and Maintenance Costs (8600), including the annual interest on bonds and loans used to finance the purchase of non-instructional equipment, and to pay for capital maintenance projects in excess of one hundred thousand dollars (\$100,000). <i>Principal costs should be reported in the appropriate 7000 series</i>	No objects
Programs with Other School Districts			
Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.			
9100	Tuition to Mass. Schools	Record, by major program area, tuition payments to other Massachusetts school districts (9100), including tuition or transfer payments to other public school districts in Massachusetts for resident students.	No objects
9110	Tuition for School Choice	School Choice Tuition (9110) is treated as an expenditure. School Committee - Regional School Districts Only Tuition payments to choice or charter schools by a regional school district are calculated by DESE and sent to DOR, and deducted from its Chapter 70 payment. These amounts are populated on the EOYR. Note that both choice and charter tuition are current-year calculations which means that monthly charges through the first eleven months are estimates. In some cases choice receiving districts have been paid more through May than their final annual amount turns out to be. In this case DOR will recoup the overpayment by adding it to the choice assessment in the June distribution. Accountants/auditors should do a ledger adjustment to reflect this adjustment. City/Town Tuition payments to choice or charter schools by a sending school district are deducted from its Chapter 70 payment.	No objects

Code	Function Name	Description	Object Codes
9120	Tuition to Commonwealth Charter Schools	Tuition to Commonwealth (9120) and Horace Mann Charter Schools (9125) are treated as expenditures. School Committee - Regional School Districts Only Tuition payments to choice or charter schools by a regional school district are calculated by DESE and sent to DOR, and deducted from its Chapter 70 payment. These amounts are populated on the EOYR. Note that both choice and charter tuition are current-year calculations which means that monthly charges through the first eleven months are estimates. In some cases choice receiving districts have been paid more through May than their final annual amount turns out to be. In this case DOR will recoup the overpayment by adding it to the choice assessment in the June distribution. Accountants/auditors should do a ledger adjustment to reflect this adjustment. City/Town Tuition payments to choice or charter schools by a sending school district are deducted from its Chapter 70 payment.	No objects
9125	Tuition to Horace Mann Charter Schools	Tuition to Commonwealth (9120) and Horace Mann Charter Schools (9125) are treated as expenditures. School Committee - Regional School Districts Only Tuition payments to choice or charter schools by a regional school district are calculated by DESE and sent to DOR, and deducted from its Chapter 70 payment. These amounts are populated on the EOYR. Note that both choice and charter tuition are current-year calculations which means that monthly charges through the first eleven months are estimates. In some cases choice receiving districts have been paid more through May than their final annual amount turns out to be. In this case DOR will recoup the overpayment by adding it to the choice assessment in the June distribution. Accountants/auditors should do a ledger adjustment to reflect this adjustment. City/Town Tuition payments to choice or charter schools by a sending school district are deducted from its Chapter 70 payment.	No objects

Code	Function Name	Description	Object Codes
9130	Charter Transportation Tuition	Charter Transportation Tuition is prepopulated, but districts may overwrite the cells as better information becomes available.	<i>No objects</i>
9200	Tuition to Out-of-State Schools	Record, by major program area, Tuition to Out-of-State Schools (9200), tuition or transfer payments to school districts in other states for resident students.	<i>No objects</i>
9300	Tuition to Non-Public Schools	Record, by major program area, Tuition to Non-Public Schools (9300), tuition or transfer payments to non-public schools for resident students.	<i>No objects</i>
9400	Tuition to Collaboratives	Record, by major program, tuition payments to Collaboratives (9400) for tuition paid to Collaboratives for resident students. Report other Collaborative-provided services in the appropriate function.	<i>No objects</i>
9500	Regional School Assessment	Record payment for assessments to member regional school districts (9500) in accordance with regional school district agreements. Include both the academic and vocational assessments, as appropriate. Include the total assessment including operating, transportation, and capital costs. Members of Bristol and Norfolk County who are charged tuition increments above the county assessment should report the tuition payments on this line.	<i>No objects</i>

Monomoy Regional School District

FRAUD POLICY

The Monomoy Regional School District is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, vendors, agents or its own employees, to gain by deceit, financial or other benefits at the expense of the taxpayers.

District Officials and employees must, at all times, comply with all applicable laws and regulations. The District will not condone the activities of officials or employees who achieve results through violation of the law or unethical business dealings. The District does not permit any activity that fails to stand the closest possible public scrutiny.

This policy sets out specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

Definitions

Occupational **fraud** is defined by the Association of Certified Fraud Examiners as the use of one's occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization's resources or assets. There are three major categories of occupational fraud.

- **Asset Misappropriations** – Theft or misuse of an organization's assets.
 - Cash
 - Fraudulent Disbursements – Perpetrator causes organization to disburse funds through some trick or device (e.g. submitting false invoices/time card/sheets, expense reimbursement schemes, check tampering, etc.)
 - Skimming – Cash is stolen from an organization before it is recorded on the organization's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the organization's books and records.
 - Inventory and all other assets
 - Misuse – Misuse of an organization's inventory or assets for personal use (e.g. District vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from an organization.

- **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefit for themselves or another person, contrary to duty to employer or the rights of another.
 - Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the employer.
 - Bribery – The offering, giving, receiving, or soliciting of anything of value to influence an official act or business decision.
 - Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of an intent to influence.
 - Economic Extortion – An employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.
- **Fraudulent Statements** – Falsification of an organization's financial statements.

Other similar irregularities is defined as any activity involving questionable behavior or business dealings by members of the public, contractors, vendors, agents or government employees, that put government revenue, property, information and other assets at risk of waste or abuse.

Applicability

This policy applies to School Committee members and employees of the Monomoy Regional School District as well as any business or individual doing business with the district.

General Policy and Responsibility

1. All employees have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any employee, vendor or any other party with any association with the Monomoy Regional School District. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act. Concerns should be reported to any of the following:
 - a. Superintendent of Schools;
 - b. Director of Student Services;
 - c. Business Manager;
 - d. Facilities Director;
 - e. District Treasurer;
 - f. Any Principal in the District; or
 - g. Any School Committee member.
2. New employees are trained at the time of hiring about the District's Code of Conduct and Fraud Policy. This training explicitly covers expectations of all employees regarding:

- a. Their duty to communicate certain matters;
 - b. A list of the types of matters, including actual or suspected fraud, to be communicated along with specific examples; and
 - c. Information on how to communicate those matters.
3. Retaliation and retribution will not be tolerated against any employee or member of the public who reports suspected fraudulent or corrupt activities. However, if an employee is determined to have acted maliciously or with deceit, the employee will be subject to disciplinary action, up to and including termination.
4. It is the district's intent to fully investigate any suspected acts of fraud or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, length of service, or relationship with the district of any party who might be or becomes involved in or becomes/is the subject of such investigation.
5. The School Committee and District Leadership Team are responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. The District Leadership Team should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
6. If the complaint involves the Superintendent of Schools, the Chair of the School Committee shall establish an Ad-Hoc Subcommittee to review the complaint and recommend possible action by the School Committee.
7. If the complaint does not involve the Superintendent, the Superintendent has the primary responsibility for the investigation of all activity defined in this policy.
8. The Superintendent will notify the School Committee of a reported allegation of fraudulent or irregular conduct upon the commencement of the investigation to the extent practical. Throughout the investigation the School Committee will be informed of pertinent investigative findings.
9. In all circumstance where there are reasonable grounds to indicate that a fraud may have occurred, the Superintendent, subject to the advice of District Counsel, will contact the office of the District Attorney and/or the Police.
10. Upon conclusion of the investigation, the results will be reported to the members of the School Committee, and others as determined necessary.
11. The Superintendent will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the District's losses from the offender, or other appropriate source.
12. All vendors, contractors and suppliers must be active, in good standing and authorized to transact business in the Commonwealth of Massachusetts. Vendors, contractors and suppliers, who will be visiting District schools may be subject to background investigations

including a criminal background check (CORI) and to screening, including verification of the individual's or company's status as a debarred party.

Investigation Procedures

1. All Employees

Any employee who has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that their supervisor may be involved or does not feel comfortable reporting the occurrence to their supervisor, the employee shall immediately notify one of the members of staff listed in General Policy and Responsibility, paragraph 1.

Employees have a duty to cooperate during an investigation.

Employees who knowingly make false allegations will be subject to discipline and possible termination of employment.

2. District Leadership/Elected Officials

Upon notification from an employee of suspected fraud, or if a member of the District Leadership Team has reason to suspect that a fraud has occurred, they shall immediately notify the Superintendent or the Chair of the School Committee.

3. Superintendent

Upon notification or discovery of a suspected fraud, the Superintendent will promptly investigate the suspected fraud. In all circumstances, where there are reasonable grounds to indicate that a fraud may have occurred, the Superintendent will inform the School Committee. Subject to the advice of the District Counsel, the Superintendent will contact the Office of the District Attorney and/or the Police.

4. Contacts/Protocols

After an initial review and a determination that the suspected fraud warrants additional investigation, the Superintendent will notify the School Committee. The Superintendent will coordinate the investigation with the School Committee and appropriate law enforcement officials.

5. Security of Evidence

Once a suspected fraud is reported, the Superintendent, in consultation with the District Counsel, shall take immediate action to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the Superintendent obtains the records to begin the audit investigation.

6. Personnel Actions

If a suspicion of fraud is substantiated by the investigation, disciplinary action shall be taken by the district.

7. Whistle-Blower Protection

Under Massachusetts General Law Chapter 149, paragraphs 148A, 185 and 187, no employer or person acting on behalf of an employer shall:

- Dismiss or threaten to dismiss an employee,
- Discipline or suspend, or threaten to discipline or suspend, an employee,
- Impose any penalty upon an employee; or
- Intimidate or coerce an employee

because the employee has acted in accordance with the requirements of this policy. The violation of this section will result in discipline up to an including dismissal in accordance with the applicable federal, state, and local administrative laws.

8. Media Issues

Any District employee or elected official contacted by the media with respected to an audit investigation shall refer the media to the Superintendent. The alleged fraud or audit investigation shall not be discussed with the media by any person other than the through the Superintendent.

If the Superintendent is contacted by the media regarding an alleged fraud or audit investigation, they will consult the School Committee, before responding to a media request.

Neither the Superintendent, nor the School Committee will discuss the details of any ongoing fraud investigation with the media that may compromise the integrity of the investigation.

9. Documentation

At the conclusion of the investigation, the results will be reported to the members of the School Committee, and others as determined necessary. If the report concludes that the allegations are founded, the report will be forwarded to the Office of the District Attorney and/or the Police.

10. Completion of the Investigation

Upon completion of the investigation, including all legal and personnel action, any records, documents and other evidentiary material will be returned by the Superintendent to the appropriate department.

Legal References:

Adopted:

Revised:

Monomoy Regional School District School Attorney - draft review

The complexity of school department operations often requires specialized legal services; the Committee will retain an attorney(s) and/or law firm(s) to provide additional legal services.

It will be the duty of the counsel(s) for the Committee to advise the Committee and the Superintendent or designee on the specific legal problems submitted to him/her. He/she will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable him/her to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the School Committee and/or school system will be made by the Committee. The Superintendent or designee may also take such action at the direction of the Committee. An exemption will be made for ongoing litigation or legal matters that involves the Chair and/or Committee Member(s) who had prior authorization. The Chair or designated Committee member(s) will keep the Committee and/or Chair apprised of legal matters.

The School Committee recognizes that in certain instances, legal matters may arise where a timely response from the Committee is necessary. In such an event, the Chair, acting as the representative of the School Committee, has the authority to seek legal advice prior to notifying the School Committee. At the next regularly scheduled School Committee meeting, or in executive session, the Chair will inform the Committee of the legal issue. If litigation is expected to be ongoing, or if further legal advice is anticipated, the Chair will, after informing the Committee of the matter, request the approval of the School Committee to continue to seek legal advice or assistance for such time as is necessary and will keep the Committee informed of legal developments.

This same privilege to take such action will be granted to the Superintendent or to the designee of the Superintendent, who will keep the Chair and/or School Committee informed of ongoing legal matters.

Legal references:

M.G.L. 71:37E; 71:37F

Adopted: March 27, 2013

Revised: 12/10/2020

**MONOMOY REGIONAL SCHOOL DISTRICT
WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION - DRAFT**

I. Introduction

The School Committee recognizes the relationship between student well being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence-based.

II. District Wellness Committee (DWC)

The school district will establish a wellness committee by seeking volunteers that represent all school levels and each school building which meets at least four times a year and consists of at least one (1): parent, student, nurse, school food service representative, school committee member, school administrator, a teacher and guidance team member (not from same building), member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. Members will be appointed from each category; if no one volunteers then appointment will be made by the Superintendent. ~~Each member will serve a two-year term.~~

The School Committee designates the Director of Student Services to oversee the policy implementation. Each school will designate a wellness policy coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will lead the implementation and evaluation of this policy.

The wellness committee will form an advisory committee (must include at least a student and parent) to meet with the director of food services at least every other month to review the process for menu planning and discuss ways to strengthen the nutrition/food services program.

III. Nutrition

Nutrition Goals

The Monomoy Regional School District recognizes that an intake of healthy, nutritious food is essential for students to succeed academically. It is the policy of the Monomoy Regional School District that all foods and beverages made available on campus during the school day (Breakfast and lunch) are consistent with School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law.

School Meals

The district will create procedures that address all foods available to students at each grade level throughout the school day in the following areas:

- Guidelines for maximizing nutritional value by decreasing fat and added sugars, increasing nutrition density and moderating portion size proper portion size for associated age groups of each individual food or beverage sold within the school environment.
- Separate guidelines for foods and beverages in the following categories will be outlined:
 - Foods and beverages included in a la carte sales in the food service program;
 - Foods and beverages sold in vending machines, snack bars, school stores, and concession stands;
 - Foods and beverages sold as part of school sponsored fundraising activities;
 - Refreshments served at parties and celebrations;
 - Meetings during the school day;
 - Guidelines will be based on nutrition goals not profit motives

IV. Physical Activity Opportunities and Physical Education

The District will develop goals and include them in its policy with the following areas for consideration

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Schools work with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

The following are examples of goals to be considered:

- An adequate amount of time is allowed for students to eat meals in adequate lunchroom facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens, and non-disposable tableware have been considered and implemented where appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

V. Evaluation

Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools meet the goals of the district wellness policy. Wellness program coordinators will report to the School Committee annually.

REFERENCE: MASC policy ADF

LEGAL REFS.:

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108 265
The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 1769h The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 1789

CROSS REFS.:

EFC, Free and Reduced Cost Food Services
IHAMA, Teaching About Alcohol, Tobacco and Drugs
KI, Public Solicitations/Advertising in District Facilities

Adopted: June 17, 2017

Revised