

*The Public Schools of
Berlin and Boylston, Massachusetts*



**BERLIN-BOYLSTON REGIONAL AND UNION #60 SCHOOL COMMITTEE
POLICY SUBCOMMITTEE**

Monday, March 5, 2018

2:00 p.m.

Berlin-Boylston Public Schools Central Office
215 Main Street
Boylston, MA 01505

I. Call to Order

II. Recommendation for Adoption of New and Review of Current Policies

- A. Policy EFD-*Meal Charging Policy*
- B. Policy JICH-*Alcohol, Tobacco and Drug Use by Students Prohibited*
- C. Policy GBEBD- *Online Fundraising and Solicitations – Crowdfunding Policy*
- D. Policy ILD-*Student Submission to Educational Surveys and Research*
- E. Policy BIBA-*School Committee Conferences, Conventions, and Workshops*
- F. Policy CB-*The Superintendent of Schools*
- G. Policy CBI-*Evaluation of the Superintendent*
- H. Policy DBC-*Budget Deadlines and Schedules*
- I. Policy DBD-*Budget Planning*
- J. Policy DBJ-*Budget Transfer Authority*
- K. Policy DBJ (T)-*Regional School District Budget Transfer Authority*
- L. Policy DJE-*Procurement Requirements*
- M. Other, As Needed

The listing of items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may, in fact, be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

MASC POLICY NEWSLETTER

Michael J Gilbert, Field Director – Policy Development

February 2018

This policy newsletter will cover two new legal requirements for the 2017-18 school year and address two other legal issues that have generated questions from School Committees and Administrators. The first requirement is a new policy dealing with meal charging and the second is policy language related to last year's opioid legislation and the requirement for verbal screening use. The other issues are a policy to address compliance with the federal Protection of Pupil Rights Amendment and a policy related to the use of online crowdfunding sources by public employees.

Most individual policy changes are posted as Word documents on the "Updated/New Policies" page on the MASC website and in the MASC Policy Reference Manual which is also available on both the "Updated/New Policies" page as well as on the "Online Manuals" page on the MASC website.

Meal Charging Policy – EFD

Not in our policy book- see examples

In May 2017, the USDA (United States Department of Agriculture), having jurisdiction over federal school programs, released new guidelines which require all school districts to develop a "meal charging" policy. In addition, the document also provides updated guidance on the use of alternative meals. The changes in the guidance are designed to help districts generally avoid student involvement in the financial aspects of school meal programs. *attach*

The new policy requires the district to provide the same meal choices to all students but allows for restrictions on a la carte items, snacks, etc. for families who are delinquent. The policy also requires district personnel to avoid using students to notify families of delinquent accounts, requires the initial notifications to come from food service management but moves collections activity to the business office and requires the Superintendent to ensure proper internal controls are maintained. The policy assumes that electronic systems are in place such that policy language may need to be adjusted where only manual systems are employed.

Districts that operate food services district-wide under a non-pricing special assistance provision such as the Community Eligibility Provision are not required to adopt a meal charging policy. However, if any school in the district operates a count and claim process then the district must adopt a policy.

Alcohol, Tobacco, and Drug Use By Students Prohibited – JICH

We have JICH-

see attached for example of parent letter for school

In 2016, the Massachusetts Legislature passed an act relative to substance abuse that include policy changes that were to be effective immediately as well as a requirement for verbal screening that would go into effect beginning with the 2017-18 school year. MASC did not address the verbal screening element of the law in policy when it was passed due to the delayed implementation, the requirement for guidance in certain areas from DESE, and the law's caveat that it was subject to appropriation. It is our understanding that some districts have chosen to move forward prior to this year. DESE has recently issued direct guidance including guidance on grade levels and the

Massachusetts Association of School Committees

File: EFD - MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation

related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: IQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

SCHOOL MEAL CHARGE POLICY

Example

The Quabbin Regional School District School Committee recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn.

In addition, Title 7, Code of Federal Regulations (CFR), Part 210.10(a)(1) General Nutrition Requirements states "Schools must provide nutritious and well-balanced meals to all the children they serve." In accordance with this regulation, the Quabbin Regional School District will not deny any student access to school lunch.

However, by statute, the district's Food and Nutritional Services department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year.

Unpaid charges place a financial strain on the Food and Nutritional Services department and on the district's operating budget.

To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability and collection methods.

The Quabbin Regional School Committee establishes the following goals:

- To establish a consistent district policy regarding the method of payment for meals, charge availability and collection methods for charges in the district's meal program.
- To treat all students with dignity at all times.
- To waive all cost for students who qualify for free school meals after completing the Massachusetts Free and Reduced Price School Meals Household Application or qualifying through the Commonwealth of Massachusetts, Department of Health and Human Services, Virtual Gateway.
- To reduce cost for students who qualify for reduced priced meals after completing the Massachusetts Free and Reduced Price School Meals Household Application.
- To support positive interactions with students, parent(s)/guardian(s), and district staff to the maximum extent possible.
- To encourage the parent(s)/guardian(s) to assume the responsibility of payments and to promote self-responsibility of the student.

METHOD OF PAYMENT

The Quabbin Regional School District will accept pre-payment of school meals in the form of cash or check at the register or via the school meal online payment center- mySchoolBucks.com. Cash for a daily meal will also be accepted at the register.

STUDENT ACCOUNTS

Any student whose school meal account has a zero or negative balance **will be allowed to charge a reimbursable meal.** A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student's account until funds are added to the student's account.

Under no circumstances will a student with a negative account balance be allowed to purchase a la carte items until the student's account is in good standing. "Good standing" for the purchase of a la carte items is defined as an account with a positive balance.

For Students with Free Lunch Status

- The federal school lunch program allows a qualifying student to receive a free school lunch every day.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.

For Students with Reduced Price Lunch Status

- The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price of \$0.40.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.
- Students with reduced price lunch status will be allowed to charge reimbursable meals up to \$4.00 before the collection process begins.

For Students with Paid Lunch Status

- Prices for school lunch are set by the Quabbin Regional School District School Committee in accordance to federal and state regulations.
- A la carte items cannot be charged but may be purchased with cash.
- Students with paid lunch status may charge reimbursable meals up to \$15.00 before the collection process begins.

The Collection Process

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutritional Services Manager or designee will send a letter or e-mail to the parent(s)/guardian(s) requesting immediate payment.

Step 2: If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within thirty (30) days, the administration may:

- Refer the account to a collection agency.
- Initiate a claim in the court system.
- Notify other appropriate state agencies.

Step 3: If a student's account balance exceeds -\$50.00, the administration may prohibit participation by the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless the deficit balance is paid in full.

Additional Steps:

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Delay the issuance of report cards, transfer cards, and class assignments until or unless the negative or delinquent balance is paid in full.
- Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.
- Refer the account to a collection agency.
- Initiate a claim in the court system and/or contact the MA District Attorney's office.
- Notify other appropriate state agencies.

If a senior's account is not in good standing as of May 1st, the administration may prohibit the student from participation in senior activities and/or graduation exercises.



An excerpt of

School Meal Charges Policy

*To view the full
School Committee Policy EFA,
visit the district's website at
[http://www.qnsd.org/school-
meal-charges-policy/](http://www.qnsd.org/school-meal-charges-policy/)*

*OR call the Superintendent's
Office to request a paper
copy.*

Quabbin Regional
School District
872 South Street
Barre, MA 01005
978-355-4668

Example

Collection of Payment for School Meals Policy: EFD

I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts. To treat any student receiving an alternative lunch as a result of this policy with discretion and make every attempt to protect the privacy of the student.
- To support positive situations with district staff, district business policies, students, and parent(s)/guardian(s) to the maximum extent possible.
- To establish policies that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. SCOPE OF RESPONSIBILITY:

The Food Service Department: Through its manager and clerk the food service department is responsible for maintaining charge records and notifying the School District of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

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

The Parent/Guardian: Immediate payment.

III. ADMINISTRATION

1) Free and Reduced Lunch Students

Collection of Payment for School Meals Policy: EFD

- a) Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program.
- b) Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of (5) reduced priced meals which will be known as the “account cap”.

2) All other Students:

- a) Elementary students: will be allowed to charge up to a maximum dollar equivalent of five (5) meals which will be known as the “account cap”.
 - (1) These meals will include only items that are part of a reimbursement meal. No snacks may be purchased.
 - (2) Notices of low or deficit balances will be mailed or sent to parent(s)/guardian(s) via connect ed message with instructions on how to pay debt, and informing parents students will receive an alternative lunch if applicable, and information regarding application for free or reduced lunch. These notices will be at regular intervals during the school year.
 - (3) When the child reaches the “account cap” they will only be offered a designated menu alternate. Sample: Cheese sandwich + milk+ vegetable+ fruit. This designated menu alternate will be charged to the child’s account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.
 - (4) Once the child reaches the maximum meal charge, no a la carte items will be sold to the child and all transactions will become a cash basis transaction or prepaid through “my school bucks.com”.
- b) Middle School Students: Will be allowed to charge up to a maximum dollar equivalent of two (2) meals which will be known as the “account cap”. When the child reaches the “account cap” they will only be offered a designated menu alternate. (Sample: Cheese sandwich +milk +vegetable +fruit.) This designated menu alternate will be charged to the child’s account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.

Collection of Payment for School Meals Policy: EFD

- c) **High School Students:** Will be allowed to charge up to a maximum dollar equivalent of two (2) meals which will be known as the “account cap” When the child reaches the “account cap” they will only be offered a designated menu alternate. (Sample: Cheese sandwich +milk +vegetable +fruit.) This designated menu alternate will be charged to the child’s account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.

3) Balances Owed: Collection of Balances owed will follow School Committee Policy.

Balances may be checked at any time by logging into the Whitson’s Site. All accounts must be settled at the end of the school year. Accounts not settled will carry over into the next year’s account. Students will not be allowed to accrue any overages. Payment plans may only be approved by the Executive Director of Finance and Administration.

- a) **Checks Returned for Non-Sufficient Funds (NSF):** When a check is returned to the Treasurer’s Office for “NSF”, a letter will be sent to inform the parent(s) from the Food Service Director. Payment must be received within ten (10) days of the date of the letter. Any penalty fee will be made payable to the Town of Saugus and sent to the Food Service office. The penalty fee and the amount of the check will be deducted from the child/children’s lunch account immediately upon notice from the bank and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 40 A.
- b) **Balances Owed with no response by Parent/Guardian:** If the payment is not received, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law regulation:
 - 1) Prohibit participation of the student or other students in the student’s household from participating in any future fee based program until or unless outstanding balances are resolved.
 - 2) Prohibit student participation in the senior activities or graduation exercises.
 - 3) Referral to a collection agency or DCF or small claims court.

Collection of Payment for School Meals Policy: EFD

- 4) All charges not paid before the end of the school year will be carried forward into the next school year.
 - 5) Seniors must pay all charges before receiving their cap and gown.
 - 6) All seniors will receive a notice in May of remaining money in their lunch account. They will receive a letter to elect to move money into sibling lunch account or to elect a refund. All refund requests will be sent to the food service office to be processed for payment.
- 4) All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Department shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the principal/designee will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced priced meals.
- a) **Blocks on Accounts:** A parent may call the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items or set dollar cap. The School Business Manager may instruct the Food Service Director to place a block on all student's account due to non-payment of district fees or other collection issues.
 - b) **Refunds**
 - i) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.
 - ii) Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.
 - c) **Unclaimed Funds:** All refunds must be requested within one year. Unclaimed funds will then become property of the Saugus Public School Food Service Program.

Legal Reference: 7 CFR 210, Office of Management and Budget Circular A-87
M.G.L. Chapter 71 Section 72. Sale of lunches

Collection of Payment for School Meals Policy: EFD

M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools/ transportation of children; school building committee representation

M.G.L. Chapter 71: Section 37K. Business demonstration projects, disposition of proceeds

M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty

M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty

M.G.L. Chapter 93: Section 40 A. Dishonored checks; demand for payment

Voted: Adopted 8/16/2016

File: GBEBD - ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy (KCD). The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23; Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;

GBEBC, Gifts To and Solicitations by Staff;

KCD, Public Gifts to Schools

SOURCE: MASC February 2018

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

SUBSTANCE ABUSE POLICY

It is the policy of the Berlin-Boylston Regional School Committee to provide a school environment that is free of substances.

In order to instruct the students of the dangers of substance abuse, the school administration will conduct thorough substance abuse education programs and will work cooperatively with the police, medical and social agencies.

"Substance" in this policy shall apply, but not be limited to, the following categories: alcohol, marijuana, amphetamines, barbiturates, cocaine, codeine, hashish, LSD, methadone, organic solvent (glue - cleaners - aerosols, etc.).

I. Administrative Responsibilities

- A. The school administration shall promulgate to all students, faculty, and parents the rules and consequences for substance abuse, possession, and distribution on school grounds and/or at school functions.
- B. Preventive substance abuse educational programs will be provided to all students on a regular basis.
- C. The school shall maintain a referral service for any student seeking help with a personal problem that involves substance usage. The school will maintain a comprehensive list of substance abuse treatment and mental health services. Students and/or families seeking help will be strongly encouraged to participate in these programs. Those students participating in rehabilitation services and following all school regulations shall be encouraged to remain enrolled in school.
- D. Effective in the 2017-2018 school year, Berlin-Boylston Public Schools will provide a verbal screening for substance abuse. This will be completed annually as guided by DESE and MGL. The Berlin-Boylston Public Schools will notify parents who may choose to opt out in writing.

II. Administrative Guidelines

- A. The administration has both the authority and responsibility to make a legal and thorough investigation of any person or his/her locker or other possessions in school or on school grounds, where there is reasonable suspicion of substance use, substance possession, and/or substance distribution.
- B. Employees of the school system have a responsibility for alert monitoring of student behavior that would indicate substance use, possession or distribution. Knowledge or suspicion of such behavior must be forwarded to the administration for appropriate action and/or investigation.
- C. Parents and/or guardians should be notified immediately whenever their children are determined to be in violation of the school substance policy. Subject to student record laws and regulations, the administration shall share all known information regarding the

individual violation of school policy and the discipline code with parent or guardian.

- D. Determination of possession for distribution, and/or sale of substances or materials judged to fall under the definition of "substances" is a matter for police involvement and requires immediate removal of the violator from the school environment under the provisions of the school discipline code.
- E. Within 90 days of substance abuse screenings, the Berlin-Boylston Public Schools will report findings to the Department of Public Health (DPH).

III. Penalties for Substance Infractions

- A. Any student who is adjudged, under due process, to knowingly be in the presence of substances at school or at school activities shall be subject to disciplinary action in accordance with the established school disciplinary code.
- B. All suspension or expulsion proceedings shall be governed by policy of the Berlin-Boylston School Committee.
- C. The Superintendent will be notified within twenty-four (24) hours of any suspensions due to violation of the school's substance policy.

IV. Specific Procedures: Under the Influence of Substances in School.

If any staff member, faculty member or administrator directly observes or has reason to suspect that a student is under the influence of a substance:

- A. The person should be escorted to the nurse or administrative offices, or if the person resists, the Assistant Principal, nurse and/or other administrator should be notified immediately of the location and condition of the person.
- B. The individual shall be examined by the school nurse, school psychologist or a physician, if available, and in the presence of at least two faculty members, one of which shall be an administrator, and they shall witness the behavior and characteristics of the individual.
- C. If it is determined that a student is using substances, or if the student admits to substance use; the nature of the substance taken shall be determined, if possible.

Students may be transported to an appropriate examination center or location if it is deemed necessary, so long as a nurse or EMT accompanies the student.

- D. The individual shall be given the opportunity to contact his/her parent or guardian by telephone.
- E. The administration shall attempt to establish whether or not the involved person is in possession of a substance by conducting a thorough but legal search of the person, his/her locker, motor vehicle and/or other possessions in the school and on school grounds.
- F. A student adjudged to be under the influence of a substance shall be suspended from school by procedures in policy including penalties for substance infractions as delineated above in Section III.

V. Specific Procedures: Possession and/or Distribution of Substances in School.

If any staff member or student observes or has reason to suspect that a student is in possession of a substance or is involved in the distribution or sale of substances in the school or on school property:

- A. The suspicion should be reported to the Principal and/or Assistant Principal or any other school administrator or their designee.
- B. Any member of the staff has the authority and responsibility to confront and question any student and further, has the authority to take from such persons any materials that are suspected to be substances. The staff member must immediately inform the Principal and/or Assistant Principal of the incident and then turn over all confiscated materials.
- C. The case must immediately be turned over to the Principal and/or Dean of Students who will establish if sufficient evidence of possession or distribution involvement exists. Parents shall be notified as soon as possible and shall be provided with the opportunity to be present during any police investigation if they can be reached. (Inability to contact parents shall not, however, delay unduly the involvement of the proper authorities.)
- D. The administration shall have the right to search the student's locker, vehicle, desk or other possessions for evidence of substances upon conclusion of reasonable suspicion. The administration will require that a staff member be available to witness the search. Substances found in a student's locker, in his/her vehicle, or other possessions considered to be his/hers, shall be grounds for suspension on the basis of possession.
- E. If evidence exists (including the admission of the student) that substances were in his/her possession or distribution and sale did occur, the student shall be suspended from school according to policy.
- F. Whenever a student is suspended under such circumstances, parents shall be informed, through a conference, of all findings of the investigation and of all policies and regulations governing the use, possession and/or distribution of substances.

The school administration will develop a Memorandum of Understanding with the local Police Department which will clearly delineate procedures for the handling of incidents involving the use of substances and/or alcohol on school property either during the school day or at school functions. Such Memorandum of Understanding will be attached to and will become part of this policy.

This policy shall be posted on the Berlin-Boylston Public School's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the Berlin-Boylston Public Schools shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REF.: M.G.L. 71:2A; 71:96; 272:40A

CROSS REFs.: IHAMA, Teaching About Drugs, Alcohol and Tobacco
GBEC, Drug Free Workplace Policy

*Approved: Berlin-Boylston Regional & Union #60 School Committee – May 10, 2016
Boylston School Committee – May 10, 2016
Berlin School Committee – May 10, 2016*

PREGNANT STUDENTS

The Berlin-Boylston Public Schools wish to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Berlin-Boylston Public Schools do not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS.: M.G.L. 71:84
 Title IX: 20 U.S.C. § 1681
 34 CFR § 106.40(b)

***Approved: Berlin-Boylston Regional & Union #60 School Committees – May 17, 2012
 Berlin School Committee – June 13, 2012
 Boylston School Committee – June 6, 2012***

INTERROGATIONS AND SEARCHES

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted School Committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or period of extracurricular activities, the school Principal or a designee will be present. The student's parent or guardian will be contacted so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Example

DATE: February 9, 2018

Dear Families of PCS 7th graders,

This year, as required by state law (M.G.L. Chapter 71, Sections 96 & 97), we are initiating a screening program related to the use of alcohol, marijuana and other substances. The Screening, Brief Intervention, and Referral to Treatment (SBIRT) screening process will screen all 7th and 10th graders. All screenings will be conducted confidentially by our school based SBIRT Team (i.e., nurse, counselor, school psychologist, health teacher, administrator, and /or physical education teacher) in private one-on-one sessions. We will utilize the CRAFFT II screening tool, the most commonly used substance use screening tool for adolescents in Massachusetts. The goal of this program is to let the students know that we are available to reinforce healthy decisions and to assist them in obtaining support if needed for substance use related problems.

Students who are not using substances will have their healthy choices reinforced by the screener. The screener will provide brief feedback to any student who reports using substances, or who is at risk for future substance use. If needed, we will refer students to our counseling staff for further evaluation. This program focuses on harm prevention and does not generate disciplinary action. Results of the screening will not be included in your student's school record.

As with any school screening, you have **the right to opt your child out** of this screening. **If you wish to opt your child out of this screening, please complete the attached form and return it to your child's school by February 16, 2018**

Please contact me if you have any questions about this program. Additionally, screening is voluntary and students may choose not to answer any or all of the screening questions. Screening will be conducted on February 27th and 28th.

We encourage all parents/guardians to talk with their child about substance use. Together, schools and parents/guardians CAN make a difference for our youth.

Sincerely,
Kathi McCollumn
Principal, PCS

Central Administrative Offices
1745 Main Street
Jefferson, MA 01522
Phone: 508-829-1670

File: ILD - STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

CROSS REF.: JRA, Student Records

SOURCE: MASC February 2018

MASC Policy Newsletter

Michael J Gilbert, Field Director – Policy Development

June 2017

This policy newsletter will cover a number of topics. Most individual policy changes are posted as Word documents on the “Updated/New Policies” page on the MASC website and in the MASC Policy Reference Manual which is also available on the MASC website.

Updated MASC Policy Reference Manual

Just as School Committees should do, the MASC Field Staff spent considerable time over the last year reviewing and updating the MASC Policy Reference Manual. The changes are detailed below and **copies of these updated policies are available in the Online Policy Reference Manual on the MASC website**. Many of these changes, especially those that say “updated language”, are cleaning up grammar, adding or changing legal references and cross references or other minor edits. You can cut and paste individual policies from the Online Reference Manual and to share individual policies for review with subcommittee members, administrators, or others you can hyperlink to individual policies by clicking on the globe at the top of each policy page.

Policies we have removed from the Reference Manual

MASC staff have found the following policies to be redundant or unnecessary and we have removed them from our reference manual:

DJG –Vendor Relations

H- Negotiations

IHAE – Physical Education (requirements are included in ADF – Wellness)

IJJ – Textbook Selection (included in IJ - Instructional Materials)

IJK – Supplementary Materials (see IJJ)

IJM – Special Interest Materials (see IJJ)

JBA – Student-to-Student Harassment (included in JICFB – Bullying Prevention)

JICG – Tobacco (included in JICH – Alcohol, Tobacco, and Drug Use Prohibited)

JRA-R – Regulations on student records (these are available on the DESE website)

KEB – Complaints about School Personnel (incorporated into other policies)

KEB-R Complaints about School Personnel (incorporated into other policies)

KEC – Complaints about Materials (included in KE – Public Complaints)

KJA – Relations with Boosters (included in KBE - Relations With Parent Organizations)

Policies you should review

MASC has made changes to the following policies. Some of these changes are a result of legal changes, changes in practice, or simply an updating of language to reflect more modern needs. Many of these changes are very minor and will not require a change at the local level.

The policies are in order alphabetically by section:

ACE – Nondiscrimination on the Basis of Disability – We changed the word “handicap” to “disability” throughout the policy.

ADC – Tobacco – We have updated the definitions to reflect changes in both state and federal laws and regulations and incorporate new technologies (E-cigarettes and vaping).

BBA – School Committee Powers and Duties – The language has been updated to include appropriate Personnel roles.

BBBA/BBBB – School Committee Qualifications – Updated to include statutory requirements for Open Meeting Law and Conflict of Interest Law.

BDD – School Committee – Superintendent Relationship – Updated language.

BDE - Subcommittees – Updated to reflect new Open Meeting Law requirements

BDF - Advisory Committees - Updated to reflect new Open Meeting Law requirements

BEDA – Notice – Updated to reflect new Open Meeting Law requirements

BEDB – Agenda Format - Updated to reflect new Open Meeting Law requirements

BEDH – Public Comment at Meetings – Updated title to replace participation with comment.

BHE – Electronic Messaging – Updated to include newer messaging technologies

BIA – New School Committee Member Orientation – Updated language

BIBA – School Committee Conferences – Updated language

CB – School Superintendent – Updated language

CBD – Superintendent’s Contract – Updated language

CBI – Superintendent Evaluation – Updated to align with new evaluation process

CE – Administrative Councils – Updated language

CH – Policy Implementation - Updated language

CHA – Development of Procedures - Updated language

CHC – Procedure Dissemination - Updated language

Massachusetts Association of School Committees

- DB – Annual Budget - Updated language
- DBC – Budget Deadlines - Updated and streamlined language
- DBD – Budget Planning - Updated language
- DBJ – Budget Transfer Authority – Updated to reflect best practices
- DD – Funding Proposals and Applications - Updated language
- DGA – Authorized Signatures – Updated to reflect best practices
- DJE – Procurement Requirements – This policy has been updated to reflect changes in law in both 2016 and early 2017 specifically changing the dollar threshold for requiring bids. Before changing your local policy, you should ensure your local Charter doesn't have differing requirements.
- DK – Payment Procedures – Updated Language
- DKC – Expense Reimbursement – Updated to reflect best practices
- EB – Safety Program – Updated Language
- EBB – First Aid – Updated to reflect best practices
- EC – Buildings and Grounds Management – Updated language
- ECA – Buildings and Grounds Security – Updated language
- EDC – Authorized use of School Owned Materials – Updated language
- EEAA – Walkers and Riders – Updated language
- EEAEA – Bus Driver Examination and training – Updated language
- EFC – Free and Reduced Price Food Services – Updated language
- FA – Facilities Development Goals – Updates to align with MSBA regulations
- FF – Naming Facilities – Updated to reflect best practices
- FFA – Memorials – added new policy to reflect best practices
- GBA – Equal Employment Opportunity – Updated to reflect best employment practices
- GBEA – Staff Ethics – Updated to reflect changes in Conflict Laws
- GBEB – Staff Conduct – Updated language
- GBED – Staff Tobacco – Updated definitions for new technologies
- GBGB – Staff Personal Security – Updated language and changed code from GCCD
- GBGE – Domestic Violence Leave - Updated language and changed code from GCCC
- GBGF – Family and Medical Leave – Updated language
- GBI – Staff Participation in Political Activities – Updated language

GBK – Staff Complaints and Grievances – Updated language
GCBA – Professional Staff Salary Schedules – Updated language
GCBB – Employment of Principals – Updated language
GCBC – Professional Staff Supplementary Pay Plans – Updated language
GCE – Professional Staff Recruiting – Updated language
GCF – Professional Staff Hiring – Updated language
GCJ – Professional Teacher Status – Updated language
GCQF – Suspension and Dismissal of Professional Staff – Updated language
GDO – Evaluation of Support Staff – Updated for best practices
GDQD – Suspension and Dismissal of Support Staff – Updated language
IB – Academic Freedom – Updated language
IC/ICA – School Year/School Calendar – Updated language
ID – School Day – Updated language
IE – Organization of Instruction – Updated language
IGB – Support Services Programs – Updated to align with best practices
IHA – Basic Instructional Program – Updated language
IHAI – Occupational Education – Updated language
IHAM – Health Education – Update language
IHAMA – Parental Notification Sex Education – codification repair
IHB – Special Education – Updated language
IHBEA – English Language Learners – Updated language
IHBH – Alternative School Programs – Updated language
IJ – Instructional Materials – Updated and consolidated with other similar policies (see deletion list)
IJLA – Library Resources – Updated language
IJNDD – Social Media – Updated language to include new technologies
IJOA – Field Trips – Updated for best practices
IJOB – Community Resources – Updated language
IK – Student Progress Reports – Updated language
IKF – Graduation Requirements – Updated to reflect MASS Core
IMG – Animals in Schools – Updated language

Massachusetts Association of School Committees

JCA – Assignment of Students to School – Updated for best practices
JEB – Entrance Age – Updated for best practices
JFBB – School Choice – Updated language
JHD – Exclusions and Exemptions from School – Updated to reflect change in law
JICH – Alcohol Drugs and Tobacco – Updated to consolidate JICG and update definitions
JII – Student Complaints and Grievances – Updated language
JJE – Fundraising – Updated for best practices
JJH-R – Travel Regulations – Updated to reflect change in background checks
JLCB – Inoculation of Students – Updated to reflect changing DPH requirements
JLCC – Communicable Diseases – Updated language
JLCD – Administration of Medication – Updated to reflect best practices and legal changes
JQ – Student Fees, Fines, and Charges – Updated to reflect DESE legal guidance
KBBA – Non-Custodial Parents’ rights - Updated language
KBE – Relations with parent/booster organizations – Updated language to include KJA
KCD – Public Gifts to Schools – Updated language
KDB – Public’s right to know – Updated to reflect new public records requirements
KDD – News Media / News Releases – Updated language
KE – Public Complaints – Updated for language and to incorporate KEB, KEB-R, KEC
KHB – Advertising in Schools – Updated for language and best practices
KI – Visitors to School – Updated language
LDA – Student Teaching and Internships – Updated language.

SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The School Committee ~~secretary will maintain a calendar~~shall be made aware of of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. ~~At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.~~
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will be in accordance with the travel ~~expense~~reimbursement policy ~~for staff members.~~
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REF.: M.G.L. 40:5

THE SUPERINTENDENT OF SCHOOLS

The Committee shall employ a Superintendent of Schools and fix his/her compensation. The Superintendent shall act in accordance with Massachusetts General Laws, Chapter 71, Section 59, and shall perform such other duties consistent with this section as the Committee may determine. He/she shall also prepare such reports as may be required by the State Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the Selectmen of the member towns in sufficient time for printing in the annual reports of the member municipalities.

~~The Superintendent of Schools' position shall be viewed in a triple capacity: executive officer of the school district, leader and accountability officer for all personnel of the system, and liaison between the personnel and the School Committee. Given the significant responsibility assigned to this position under the above statements, the selection of the proper person for this post is the most important task the School Committee(s) perform after the development of policies. The Superintendent of Schools is charged with the total responsibility for the administration of the school systems and with ensuring that sufficient and necessary quality personnel are hired to carry out the objectives of the School Committee.~~

~~The Superintendent, in his or her discretion, may delegate to other school or central office administrative personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by this or other policies of the School Committee or by vote of the School Committee. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.~~

~~The School Committee shall develop a systematic means of evaluating the Superintendent's effectiveness in implementing the objectives expressed in School Committee policy or objectives.~~

LEGAL REFS.: M.G.L. 71:59, 72:3

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

- ~~1) Clarify for the superintendent his/her role in the school system as seen by the school committee.~~
- ~~2) Clarify for all committee members the role of the superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the committee and the superintendent.~~
- ~~3) Develop harmonious working relationships between the school committee and superintendent.~~
- ~~4) Provide administrative leadership of excellence for the school system.~~

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.

2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among his/her responsibilities.

3. Provide excellence in administrative leadership of the school district.

4. Develop a respectful and productive working relationship between the School Committee and Superintendent

The School Committee and Superintendent will ~~annually-periodically~~ develop ~~with the superintendent~~ a set of performance objectives based on the needs of the school ~~system~~district and in keeping with state regulations for evaluation of the Superintendent. The ~~s~~Superintendent's performance will be reviewed in accordance with ~~these~~ specified goals and standards. Additional objectives will be established ~~at intervals agreed upon with the superintendent according to the evaluation cycle agreed upon with the Superintendent.~~

~~The Superintendent of Schools shall be evaluated by the School Committee as an entity on an annual basis. The evaluation shall be conducted against (1) the four standards as set out in 603 CMR 35.00, (2) the associated rubric based on the state model as adopted or adapted by agreement with the Superintendent of Schools, and (3) annual goals agreed between the School Committee and the Superintendent of Schools. The annual goals shall include at least one goal related to student learning, and at least one goal related to professional practice.~~

~~The performance of the Superintendent of Schools shall be assessed against each standard and the~~

following levels of performance as defined by the agreed rubric and in 603 CMR 35.00: Exemplary, Proficient, Needs Improvement, and Unsatisfactory. Performance is also assessed against the attainment of goals: Exceeded, Met, Significant Progress, Some Progress, or Did Not Meet.

To be rated as Proficient overall, the Superintendent must at a minimum be assessed as Proficient in Standard 1: Instructional Leadership.

The five stage evaluation process shall be completed no later than the following schedule:

Summer	Self-Assessment. Develop proposed goals (not public session).
September	Rubric reviewed, draft goals proposed by the Superintendent.
September	Goals considered approved as presented or amended by the committee and Educator Plan approved.
February	Committee considers Superintendent's mid-year progress report.
April	Superintendent prepares end of cycle report / entry plan report.
By 3 rd Week in April	Individual committee members prepare individual assessments for each of the four standards and each of the established goals, with an explanation of the ratings, and forward the documents to the Chairperson. Recommend School Committee members may have the option to meet with the Superintendent individually.
Before Elections in May	Chairperson prepares summative report to present to the School Committee and the Superintendent in advance of a public meeting.

When completing the evaluation, the School Committee will utilize the DESE recommended forms.

In accordance with the guidance given by the Attorney General, individual evaluations created and used by members of a public body for the purpose of evaluating an employee are public records. Comprehensive evaluations that aggregate the individual public body members' evaluations are also public records if they are used during the course of a meeting. Once the individual evaluations are submitted for aggregation there should be no deliberation among members of the public body regarding the content of the evaluations outside of an open meeting, whether in person or over email.

The evaluation process will use the planning and reporting documentation as set out in the DESE's model system.

This policy summarizes the evaluation arrangements negotiated with the Superintendent of Schools under provisions of 603 CMR 35.00.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

LEGAL REF.: 603 CMR 35.00; M.G.L. 30A:18-25

Approved: *Berlin-Boylston Regional & Union #60 School Committee – September 3, 2013*
Boylston School Committee – September 3, 2013
Berlin School Committee – September 3, 2013

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: ~~the annual town meeting, held on the first Monday in May. Dependent on the date thus set, the following will be scheduled:~~

~~Two weeks or more before the annual town meeting —~~

~~—Publication of the budget for the meeting, by the Selectmen.~~

~~Not less than 30 days before the annual town meeting —~~

~~—Finance Committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above.~~

Whatever dates assigned ~~the above~~, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee. The Selectmen have authority to impose a date as early as December 31.

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38N; 71:16B
Town Charter (See local reference)

NOTE: ~~A policy in this category might contain key dates established by law or charter. Otherwise an exhibit document listing critical dates might follow under code DBC-E.~~

Regional school districts should also refer to 71:16B for pertinent information. ~~A citation to that section of law should also be added to the legal references.~~

BUDGET PLANNING

~~The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee will attempt to protect the valid interest of the taxpayers. However, t~~The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

SOURCE: MASC

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School 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 recordkeeping for the school system.

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) 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.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

SOURCE: MASC

REGIONAL SCHOOL DISTRICT BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the ~~regional~~-school department's budget, the Regional School District 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 recordkeeping for the school system.

All requests for transfers between the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00) 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 and its budgeted capital costs for the succeeding fiscal year. Any funds ~~in excess of exceeding~~ five percent ~~of the operating budget~~ shall be returned to the member ~~municipalities in accordance with M.G.L. Chapter 71, Section 16B1/2~~ communities to reduce their assessments in accordance with law.

SOURCE: MASC

LEGAL REF.: MGL 71:16B1/2; E&D Fund

BIDDING-PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding ~~\$35,000~~\$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the procurement officer to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of ~~\$35,000~~\$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing-distribution lists to receive invitations to bid. When specifications are prepared, they will be mailed-distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

NOTE: The cross reference is to a closely related policy in this manual.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

In addition, all provisions of M.G.L. 30B shall be adhered to. Limits referenced in the law may be changed to create a more restrictive process but may not be changed to reduce the requirements.

*Approved: Berlin-Boylston Regional / Union #60 School Committee – November 10, 2014
Boylston School Committee – November 10, 2014
Berlin School Committee – November 10, 2014*