



**Monomoy Regional School District - Monomoy Regional School Committee
Meeting Agenda for Thursday, July 11, 2024 at 6:00 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645**

This meeting will be broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

AGENDA

A. Call to Order

- B. Adjournment to Executive Session** Roll Call Vote to adjourn to Executive Session pursuant to G.L. c. 30A, sec. 21(a)(2) to discuss strategy with respect to contract negotiations with nonunion personnel if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares it. Regular Open Session to resume at approximately 6:30 PM.

C. Approval of Minutes:

- i. June 26, 2024 MRSC Meeting

- D. Public Comment:** Speakers are limited to three minutes; additional time is at the discretion of the Chairperson

E. Reports and Discussions

- i. Curriculum Update - Dr. Robin Millen
- ii. MRSC Annual Workshop Topic Discussion
- iii. Transportation offset to Assessment
- iv. FY24 Prior Year Encumbrances
- v. Middle School Siding Project Design Contract

F. Subcommittee, Representative, Liaison Reports

G. Superintendent's Report

- i. Recognition of Donations, Grants, and other Acknowledgments

H. Action Items - Vote Required

- i. Transportation offset to Assessment
- ii. FY24 Prior Year Encumbrances
- iii. Middle School Siding Project Design Contract
- iv. Second Reading of Policy Files: DJ-A - Purchasing Policy: Credit Card Program; IHBA - Programs for Students with Disabilities

I. Presentation of the Warrants

J. Adjournment

Authorized Posting Officer

Leah Tambolleo

July 9, 2024

Monomoy Regional School District - Monomoy Regional School Committee
Meeting Minutes for Wednesday, June 26, 2024 at 6:30 PM
Monomoy Regional High School Library, 75 Oak Street, Harwich, MA 02645

This meeting was broadcast to Channel 22 as well as live-streamed/recorded to the [MRSC YOUTUBE CHANNEL](#)

Members present: Betty Gray, Chair; Tina Games, Vice Chair; Meredith Henderson; Jessica Rogers; Brad Schiff; Bre Rose

Members not Present: Ryan Clarke; Jackie Zibrat-Long

Administrators present: Dr. Robin Millen; Michael MacMillan; Joy Jordan

A. Call to Order The meeting was called to order at 6:30 PM by Chair Betty Gray.

B. Approval of Minutes

i. May 23, 2024 MRSC Meeting

MOTION: Brad Schiff moved to approve the minutes of the May 23, 2024 MRSC meeting, seconded by Tina Games.

UNANIMOUS the motion passes with Jessica Rogers abstaining from the vote.

ii. June 13, 2024 MRSC Meeting

MOTION: Meredith Henderson moved to approve the minutes of the June 13, 2024 MRSC meeting, seconded by Jessica Rogers.

UNANIMOUS the motion passes with Bre Rose abstaining from the vote.

C. Public Comment: None

Chair Betty Gray welcomed new Harwich representative Bre Rose to the committee.

D. Reports and Discussions

i. First Reading of Policy Files: DJ-A - Purchasing Policy: Credit Card Program; IHBA - Programs for Students with Disabilities

On behalf of the Policy Subcommittee, Brad Schiff presented policy files DJ-A - Purchasing Policy: Credit Card Program; IHBA - Programs for Students with Disabilities for a first reading. No edits or modifications were made. These policies will come back for a second reading and approval vote at the next MRSC meeting on July 11, 2024.

ii. MASC Resolution in Support of Rural Schools

Potential Vote

Tina Games re-introduced the MASC Resolution of Support of Rural Schools to committee members. This resolution advocates for the support of full funding in the amount of \$60 MIL. The current MA state budget has rural school support at 17.5 MIL. The committee agreed via general consensus to support this MASC resolution as presented. The MASC Resolution can be viewed [HERE](#).

No vote taken.

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iii. Workshop Topic Discussion (scheduled for July 31st)

The floor was opened for committee members to discuss possible ideas for their annual workshop scheduled for July 31, 2024. In addition to setting their 24-25 goals, other workshop ideas included topics such as mental health, social media, and equity. The committee aimed to review and set goals for the upcoming school year, focusing on assessment, curriculum instruction, and equity, and considered involving administration in the goal-setting process as well as discussing a mechanism for which goals can/should be audited. Members will continue the conversation at their next meeting on July 11, 2024.

E. Subcommittee, Representative, Liaison Reports

i. Policy Subcommittee - Update

On behalf of the Policy Subcommittee, Brad Schiff shared that, in addition to reviewing the two policies presented, the committee chose their meeting dates for the next year.

F. Superintendent's Report - None

G. Action Items - Vote Required

i. MASC Resolution in Support of Rural Schools

Potential Vote

The committee agreed via general consensus to support this MASC resolution as presented. No vote taken.

H. Presentation of the Warrants

Accounts Payable and Payroll warrants were presented for committee member signatures.

I. Adjournment

MOTION: Meredith Henderson moved to adjourn the meeting, seconded by Brad Schiff.

UNANIMOUS the motion adjourns at 7 PM.

Respectfully Submitted,

Leah Tambolleo
Recording Secretary

Monomoy Regional School District
Purchasing Policy: Credit Card Program

The purpose of this policy is to establish a framework for the Monomoy Regional School District credit card program and the appropriate use of the District issued credit cards (including p-cards).

- A. With the approval of the Superintendent, the Business Manager is authorized to issue credit cards or purchase cards (p-cards) on an as needed basis.
- B. The District credit card is only to be used for purchases that cannot be made through any other means. If a vendor will invoice the District or if a check can be issued within the normal warrant process, that method must be used. This is the last resort. Examples of appropriate use of a district credit card are:
 - a. Vendor will not accept a purchase order
 - b. Hotel reservations (to hold the room)
 - c. Airline reservations
 - d. Emergencies that are of a public safety nature
- C. The available credit line for any card issued under this policy shall be kept to the lowest amount practical on a case by case basis and shall in no case exceed \$25,000.
- D. School personnel shall take all measures necessary to ensure the security of the credit card and the card number.
- E. The Business Manager or designee will use credit cards for specific purposes. No credit card should be used except for that express purpose.
- F. Prior approval is required, through the purchase order process, prior to each use of the credit card.
- G. Lack of proper documentation or authorizations will result in loss of credit card privileges and/or personal liability. Misuse of a District credit card by an authorized employee will result in loss of the credit card and/or disciplinary action against the employee.
- H. When using the credit card, School personnel must ensure that the goods or services to be purchased are budgeted and allowable expenditures. Unauthorized expenses will not be paid by the District. The District reserves the right to collect payment for unauthorized expenditures from the employee.
- I. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- J. The employee is responsible for managing any returns or exchanges and ensuring that proper credit is received for returned merchandise.

- K. It is the responsibility of the employee to immediately notify the School Business of a lost or stolen credit card.
- L. The District is exempt from sales tax. Sales tax shall not be included with the cost of any purchase. Sales tax costs cannot be paid with District funds. The individual making the purchase may be personally responsible for payment of sales tax.
- M. No cash advances (ATM, traveler's check, money orders etc.) are allowed using the credit card.
- N. The District Business Office will maintain a written procedure to ensure the careful administration of the credit card program and adherence to this policy.

Adopted: July 2024

Monomoy Regional School District

Programs for Students with Disabilities

Students with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and by ADA. They may also be covered by IDEA (Individuals with Disabilities Education Act) and by Massachusetts special education laws if the student's disability requires that they receive services in order to make progress in school.

Students with disabilities who are eligible under IDEA and Mass law will have an IEP (Individual Education Program) developed by the Team. The IEP describes the special education and related services required for the student to make effective progress. In order to foster a safe and collaborative environment for productive IEP development, videotaping any team/student meeting is prohibited. Request for audio recordings will be determined on a case-by-case basis based on a disability or parents' ability to understand the IEP or IEP process.

In keeping with the intention of the Commonwealth of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District shall provide appropriate educational opportunities to all enrolled students in accordance with the requirements of state and federal statutes.

Legal references: Rehabilitation Act of 1973, as amended, Section 504, United States Department of Education, IDEA

Adopted: March 27, 2013

Revised: July 2024