



Monomoy Regional School District - Monomoy Regional School Committee

Policy Subcommittee Meeting Minutes

Monomoy Regional High School

Tuesday, March 3, 2025 at 5:30 PM

Present: Ryan Edwards , Stephen Davol , Betty Gray, Brett Fortin

Administration Present: Scott Carpenter

1. Call to Order at 5:35pm
2. Approval of Prior Meeting Minutes - Motion to approve by Stephen Davol; seconded by Betty Gray
3. Public Comments - none
4. Discussion
 - a. Who will select the policies for the subcommittee to review - Scott will work with administration to revise policies with MASC updates and send to Policy Subcommittee for review.
5. Review Policies:
 - a. File GCBA: Professional Staff Salary Schedules - combine with File GCBB
 - b. File GCBB: Employment of Principals - combine with File GCBA
 - c. File GDB: Support Staff Contracts and Compensation Plans - remove
 - d. File GDD: Support Staff Vacations and Holidays - remove
 - e. File DM: Cash in School Buildings- This is an existing policy, with no MASC comparison available. Discussion that the phrase "personal property" should be removed and covered under a different policy for property. Committee made revisions (see attached policy) and will review again at next Policy Subcommittee meeting.
 - f. File DK and DK-1: Regional School District Payment Procedures - is a current policy - revisions made by committee (see attached DK-1). Bring back to next Policy Subcommittee meeting.
 - g. File DJG: Vendor Relations - Committee made language changes (see attached). There is no MASC policy to compare it. Bring back to next Policy Subcommittee meeting.

Added note: Next Policy Subcommittee meeting we will review Middle School Pathways policy from Melissa.
6. Adjournment - motion made by Betty Gray; seconded by Stephen Davol. Adjourn at 6:45pm

File DM:

Cash in School Buildings

All cash receipts shall be deposited in a bank designated by the District treasurer.

In the event that money or personal property is stolen from desks or cabinets or elsewhere in the school buildings, the School Committee cannot be held liable for the loss. Funds left and determined missing are the responsibility of the person involved.

Adopted: March 27, 2013

Revised:

All cash receipts must be delivered to Central Office within 1 to 2 business days. All cash receipts shall be deposited in a bank designated by the District treasurer.

In the event that money is stolen from desks or cabinets or elsewhere in school buildings, the School Committee cannot be held liable for the loss. Funds left and determined missing are the responsibility of the person involved.

File: DK-1 - REGIONAL SCHOOL DISTRICT PAYMENT PROCEDURES

All claims for payment from the School District's funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds.

The Committee **may** designate by vote **two members, one from each town**, to be responsible for the review and approval of the warrants as correct and approved for payment. **An example of this need would be extended periods of time between meetings, such as in the summer.** Warrants then will be forwarded to the district treasurer for processing and payment. A record of this action will be made available to the Committee on the agenda of the next regular meeting.

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon Request.

SOURCE: MASC Updated 2022

LEGAL REFS.: M.G.L. 41:41; 41:52; 41:56; 71:16A

CROSS REF: DGA-1, Regional School District Authorized Signatures

NOTE: The above language implements a single signatory of district warrants. It should be altered according to district practice.

Note: This policy is designed for Regional School districts and will be recoded to DK.

Vendor Relations

Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

Adopted: March 27, 2013

Revised:

Suggested:

Representatives of firms doing or hoping to do business with the school system will limit their visits to staff members designated by school officials. Personnel charged with the purchasing function will judiciously use their judgment in deciding which vendors to meet with.