

Southern Berkshire Regional School District  
SCHOOL COMMITTEE MEETING #1,568 - **AMENDED**

**Date:** Thursday, August 22, 2019  
**Time:** 5:00 p.m. *(Please note change in start time)*  
**Location:** Mt. Everett Library, 491 Berkshire School Rd, Sheffield, MA 01257

**A g e n d a**

All interested members of the public are invited to attend.

*[The listing of matters is those reasonably anticipated by the Chairman 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.]*

1. **Call to Order**
2. **Standing Reports**
  - a. Approval of School Committee Minutes #1566 of June 27, 2019
  - b. Approval of School Committee Minutes #1567 of July 17, 2019
  - c. Enrollment
  - d. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Student Spotlight**
5. **Public Comment**
6. **New Business**
  - a. Approval of National FFA Convention Field Trip to Indianapolis, IN (October 29 – November 3, 2019)
  - b. DESE approval of the Amendment to Section 4 of the Regional Agreement –Apportionment of Costs
  - c. Coordinated Care Clinic Presentation
  - d. Parent/Student Handbook 2019-2020 Approval
  - e. Staff Handbook 2019-2020 Approval
7. **Unfinished Business**
8. **Business with District Member Towns**
  - a. Status of South Egremont School
  - b. Letters from the Town of Sheffield dated July 29, 2019 and August 5, 2019
  - c. Letter from the Town of New Marlborough dated August 12, 2019
  - d. Letter from the Town of Egremont dated August 13, 2019
  - e. Letter from the Town of Monterey dated August 5, 2019

9. **Subcommittee Reports**
  - a. SBRSD SBEF – Dennis Sears
  - b. Policy Subcommittee – Dennis Sears
    - First Reading:
    - BBCA – District Employment of SCM
    - BEDG – Minutes
    - BGB – Policy Adoption
10. **Chairman’s Report**
11. **Superintendent’s Report**
12. **Curriculum & Professional Development Coordinator’s Report**
13. **Director of Student Services Report**
14. **Business Manager’s Report**
  - a. Student Activity Funds review and Schedule of Findings
  - b. Approval of Warrants: June 26, 2019 and August 9, 2019
  - c. Vote to Accept Grants and Gifts
  - d. Budget Transfers
15. **Future Agenda Items**
16. **Adjourn**

Next School Committee Meetings:

|                    |                   |                  |                  |
|--------------------|-------------------|------------------|------------------|
| September 12, 2019 | October 3, 2019   | October 24, 2019 |                  |
| November 14, 2019  | December 19, 2019 | January 9, 2020  | January 30, 2020 |
| February 13, 2020  | March 5, 2020     | March 12, 2020   | April 2, 2020    |
| April 30, 2020     | May 21, 2020      | June 18, 2020    |                  |

*The SBRSD shall post all School Committee and Subcommittee meetings on its website (<http://www.sbrsd.org/school-committee.html>) in compliance with Open Meeting Law and pursuant to the regulations of the Massachusetts Attorney General’s Office 940 CMR 29.03(4). Please visit the SBRSD’s website for all meeting information. All approved meeting minutes of the SBRSD school committee are posted on the district’s website on the school committee page.*

*Southern Berkshire Regional School District does not discriminate on the basis of age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness.*

School Committee: Art Batacchi, Jeffrey Blaugrund, Jane Burke, Dennis Sears, Bonnie Silvers, Jon Bruno, David Travis, Danile Kelly

2a

Absent: Maryellen Brown, Marcie Bush

Administrators: Superintendent Regulbuto, Peter Dufresne, Chris Regan  
Press: CTSB TV

Others: Ingrid Borwick

**1. Call to Order:**

Jane Burk, Chair, called meeting #1566 to order at 6:05 p.m.

**2. Standing Reports**

a. Approval of School Committee Minutes #1565 of June 13, 2019

Motion to approve minutes of meeting #1566 as presented

By: Art Batacchi

Second: David Travis

Discussion: None

Vote: Unanimous

b. Enrollment as of June 1, 2019

Superintendent Regulbuto stated that as of June 1, 2019 enrollment was at 689.

c. Miscellaneous Correspondence

Reference was made to the letter from the Town of New Marlborough in response to the June 7, 2019 letter from Berkshire Hills regarding consolidation. (Letter is attached).

**3. Student Representative Report – None**

**4. Student Spotlight – None**

**5. Public Comment**

Martha Mitzoff commented on the letter from New Marlborough.

**6. New Business**

a. School Committee Summer Meetings

The next meeting will be on July 11, 2019 at 6 p.m. in Sheffield.

b. Proposed School Committee Meeting Calendar for the 19-20 school year

The calendar (copy attached) was reviewed and the following changes proposed:

Motion by Dennis Sears, seconded by Bonnie Silvers that the meeting in June be on June 18, 2020.

Voted: Unanimous

Motion by Jeffrey Blaugrund, seconded by Art Batacchi that the August meeting be on August 22, 2019. Voted Unanimous.

Motion by Bonnie Silvers, seconded by Dennis Sears that the meeting in December be on December 19, 2019. Voted Unanimous.

Motion to adopt the school committee calendar with the above changes.

By: Jeffrey Blaugrund

Second: Art Batacchi

Vote: Unanimous

c. MASC/MASS Joint Conference in Hyannis (November 6-9, 2019)

The committee were informed that early registration for the MASC/MASS Joint conference is July 15<sup>th</sup>. Jane Burke, Chair, recommended that new school committee members try to attend the conference. Jeffrey Blaugrund, Danile Kelly, Jon Bruno, Art Batacchi, Dennis Sears indicated interest in attending. Bonnie Silvers and David Travis are interested only if funding is available.

d. BHRSD's motion to form a Regional School District Planning Board

Discussion ensued regarding the letter from BHRSD proposing a regional high school. The committee would be interested in engaging in conversations with Berkshire Hills, but they felt more information and guidance is needed, especially regarding transportation, before a decision can be made. The bottom line is doing what is best for the students. The SBEF ad-hoc subcommittee will meet to discuss and draft a response letter to present to the full committee on July 11, 2019.

e. Superintendent Evaluation

Jane thanked Superintendent Regalbuto for being open and inviting comments from teachers. The evaluation is based on the goals that Superintendent set last year in collaboration with the School Committee. Jane Burke read aloud the Introduction, Input and Overall rating of the evaluation (see attached).

Motion to accept the overall rating of proficient for the Superintendent's evaluation.

By: Dennis Sears

Second: Jeffrey Blaugrund

Discussion ensued. David Travis read aloud the Next Steps and Final Note (see attached).

Vote: Unanimous

**7. Unfinished Business**

a. Search for Business Manager or Business Services

Superintendent Regalbuto informed the committee that the posting for the position is still open and that the district will be going out to bid a subcontractor to handle the business service position.

**8. Business with District Member Towns**

a. Status of South Egremont School

Mary Brazie has informed the district that the exterior work is almost done. Once the ADA work has been completed the district will arrange for the building to be painted.

**9. Subcommittee Reports**

a. Community Outreach and Input Subcommittee – Bonnie Silvers

Ms. Silvers gave a recap of the meeting. Topics covered during the meeting were:

- South Egremont School
- Communication/Public Relations
- Exit Interviews - it was determined that this should be referred to executive evaluation.
- Budget – will be discussed at future meetings

- b. SBRSD SBEF – Dennis Sears  
Mr. Sears reported that he was not at the meeting. Superintendent Regulbuto made a presentation to SBEF on ways to collaborate on special education.
- c. Executive Evaluation Subcommittee – David Travis  
This was discussed above under Superintendent Evaluation
- d. Policy Subcommittee – D. Sears  
First Reading on policies:  
BB – School Committee Legal Status  
BBBE – Unexpired Term Fulfillment  
BDA – School Committee Organizational Meeting

10. **Chairman’s Report** – None

11. **Superintendent’s Report**

- Admin team completed first of the three day retreat.
- Working with Jane on scheduling the School Committee Retreat.
- Summer Office hours July 1 – August 16: Central Office 8:00 a.m. – 3:00 p.m.; Mt Everett and Undermountain: 8:00 a.m. – 2:00pm

12. **Curriculum & Professional Development Coordinator’s Report**

Peter Dufresne reported that it has been a busy couple of weeks. Curriculum writing work to be in alignment with state standards. Faculty feedback/survey to develop professional development plans for the upcoming year.

13. **Director of Student Services Report** (Attached)

Summer program starts on July 9<sup>th</sup>  
Title III Funds used to support summer ELL tutoring program.  
SE PAC meeting scheduled for September 23<sup>rd</sup>.

14. **Business Manager’s Report**

- a. Report on Student Activity Funds – Was not included in the packet and will be presented at the next meeting. Chris Regan informed the committee that she is in the process of completing the audit of the Student Activity Fund.
- b. Approval of Warrants : June 14, 2019  
Motion to approve the warrant of June 14, 2019 as presented.  
By: Bonnie Silvers  
Second: Dennis Sears  
Vote: Unanimous
- c. Vote to accept Grants and Gifts  
Motion to accept gifts totaling \$2,229 and grants totaling \$34,455.  
By: Jeffrey Blaugrund  
Second: Art Batacchi  
Vote: Unanimous

d. Budget Transfers

Motion to approve budget transfers

By: Jeffrey Blaugrund

Second: Art Batacchi

Vote: Unanimous

e. Authorization to Make Year-End Budget Transfers

Motion to authorize additional year-end budget transfers, as appropriate and if needed, as Chris Regan works towards closing out the FY19 books.

By: Bonnie Silvers

Second; Dennis Sears

Vote: Unanimous

15. **Future Agenda Items**

16. **Executive Session**

Move to enter Executive Session to conduct strategy with regard to nonunion personnel contracts and not to reconvene in Open Session at 8:06 p.m.

By: Art Batacchi

Second: Jeffrey Blaugrund

Roll Call Vote:

Art Batacchi - Yes, Jeffrey Blaugrund - Yes, Jane Burke - Yes, Dennis Sears – Yes,  
Bonnie Silvers - Yes, Jon Bruno - Yes, David Travis - Yes, Danile Kelly - Yes

School Committee: Art Batacchi, Jeffrey Blaugrund, Jane Burke, Dennis Sears, Bonnie Silvers, Jon Bruno, Danile Kelly, Maryellen Brown, Marcella Bush

Absent: David Travis

2b

Administrators: Superintendent Regulbuto, Chris Regan  
Press: CTSB TV

Others:

**1. Call to Order:**

Jane Burk, Chair, called meeting #1567 to order at 6:05 p.m.

**2. Standing Reports**

a. Miscellaneous Correspondence

Letter from the Town of Alford dated July 8, 2019 addressed to Berkshire Hills Regional School District in response to their letter of June 7<sup>th</sup>. Jane Burk requested that the school committee read the letter and give it some consideration.

**3. Student Representative Report – None**

**4. Student Spotlight – None**

**5. Public Comment - None**

**6. New Business**

a. MASBO John F. Conway Distinguished Service Award

Superintendent Regulbuto introduced Margaret Driscoll, Executive Director of MASBO. Ms. Driscoll recognized Christine Regan, Business Administrator, as the recipient of the award and the \$1000 contribution to the District. Dan Sanderson presented the check to Christine Regan.

b. BHRSD's letter of June 7<sup>th</sup> to form a Regional School District Planning Board

The SBRSD SBEF ad-hoc subcommittee had met and drafted a response letter to BHRSD (draft attached).

Motion to accept the letter created by the SBRSD SBEF ad-hoc subcommittee with the following amendment:

Add: "Should you agree with our approach please have Steve Bannon contact me at your earliest convenience".

By: Bonnie Silvers

Second: Jeffrey Blaugrund

Vote: Unanimous

- c. Award Contract – Business Manager  
Superintendent Regulbuto informed the committee that the district had gone out to bid for School Business Management Services (FY20) because the hiring process for a business manager had been unsuccessful.  
TMSolutions, Inc (TMS) was the most reasonable responsible bid received.

Motion to accept the contract with TMSolutions, Inc./TMS effective July 22, 2019.

By: Dennis Sears

Second: Jeffrey Blaugrund

Discussion ensued

Vote:

## 7. Unfinished Business - None

## 8. Business with District Member Towns

- a. Status of South Egremont School

On July 7, 2019 Jeremy Wells was notified that Marshall Painting was pulling out of the contract. The deposit of \$4,867 will be returned to the district.

In coordination with the Town of Egremont and per Chapter 30b procurement requirements the district has arranged for Gentlemen Painters to do the work. They have two Lead-Safe Renovator Supervisors and will start work at the beginning of August.

A draft copy of the contract is attached.

The cost of the project is \$21,700, an increase of \$6,950 over the original \$14,750 contract with Jason Marshall Painting, LLC. The Town of Egremont has given written confirmation, by email, that they will reimburse the district for half the cost of the work.

Jeffrey Blaugrund informed the committee that at the Building, Grounds and Technology meeting a motion was made and approved to accept the increase in the contract from \$14,750 to \$21,700 and that they were bringing it forward for full school committee approval.

Motion to approve the new contract with Gentlemen Painters in the amount of \$21,700.

By: Bonnie Silvers

Second: Marcella Bush

Discussion followed.

Vote: Unanimous

## 9. Subcommittee Reports

- a. SBRSD SBEF – Dennis Sears

Discussed in item 6b above.

- b. Policy Subcommittee – D. Sears

Second Reading on policies:

BB – School Committee Legal Status

BDA – School Committee Organizational Meeting

Motion to approve the second reading on policies:

BB – School Committee Legal Status

BDA – School Committee Organizational Meeting

By: Dennis Sears

Second: Art Batacchi

Vote: Unanimous



Motion to eliminate policy BBBE – Unexpired Term Fulfillment (included in policy BB)

By: Dennis Sears

Second: Jeffrey Blaugrund

Vote: Unanimous

c. **Building, Grounds & Technology – Art Batacchi**

Art Batacchi gave a brief report on the meeting and items discussed.

- South Egremont School – discussed above
- Security Camera Installation Project – Jeremy has found some bids for cameras, got down to \$42,000
- Upgrades to iCloud and computers

10. **Chairman's Report**

Jane thanked Art for his work. Ms. Burke stated that she did not have a report but felt overwhelmed with all the transitions. Further, she stated that we need to access and be open to what is new, become better informed and improve our communication and begin to defend our small school or would we be better with consolidation.

11. **Superintendent's Report**

- **Summer Work** – summer school, summer programs, camps, childcare and hiring of new staff. Thanked the faculty and staff who come in over the summer to support, collaborate and continue to help us all get better.
- **Professional Development** – The administrative team will have the second of three retreat days at the end of July. A third day will be in August. The team will continue to review strategy for district improvement and examine progress on action steps. Superintendent Regulbuto reported that she attended the Massachusetts Association of School Superintendent's Executive Institute last week. She and Mr. Dufresne will share as much as they can with the Admin Team, Faculty and Staff. Superintendent Regulbuto also spoke with MASC representatives on scheduling dates for the school committee retreat.
- **Staffing**  
Several positions have been filled. New Employee Orientation will be on August 22<sup>nd</sup>. Superintendent introduced Jesse Carpenter as the new Mt. Everett Regional Principal effective July 1, 2019.  
Chris Regan's last day in the district is July 31, 2019. Tonight is her last school committee meeting.

12. **Curriculum & Professional Development Coordinator's Report - None**

13. **Director of Student Services Report - None**

14. **Business Manager's Report**

- a. Report on Student Activity Funds – Chris Regan informed the committee that she is in the process of completing the audit of the Student Activity Fund and will submit it to the auditors. She also informed the committee that the principals are required to report the school committee at the end of the year balances of all active student activity funds. Attached for the committee's review is an account summary report as of June 30, 2019.

b. Approval of Warrants

Motion to approve the FY19 warrants signed June 28, 2019 and July 12, 2019.

By: Jonathan Bruno

Second: Jeffrey Blaugrund

Vote: Unanimous

Motion to approve the FY20 warrants signed July 1, 2019 and July 12, 2019

By: Jonathan Bruno

Second: Jeffrey Blaugrund

Vote: Unanimous

c. Vote to accept Grants and Gifts

Motion to accept the gift of \$1,000 from MASBO.

By: Jeffrey Blaugrund

Second: Bonnie Silvers

Vote: Unanimous

d. Budget Transfers

Motion to approve FY20 budget transfer requests as presented.

By: Dennis Sears

Second: Art Batacchi

Vote: Unanimous

15. **Future Agenda Items**

Vaccinations, procedures and policies

16. **Adjourn**

Move to adjourn at 7:15 p.m.

By: Jeffrey Blaugrund

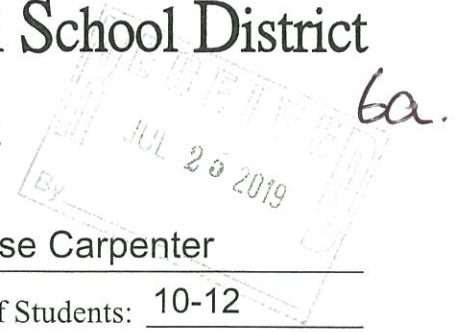
Second: Art Batacchi

Vote: Unanimous



# Southern Berkshire Regional School District

## OVERNIGHT FIELD TRIP



Teacher in Charge: Mary Hoover Principal: Jesse Carpenter

Trip Location: National FFA Convention - Indianapolis IN Grade Level of Students: 10-12

Departure Date: 10/29/2019 Departure Time: TBD

Return Date: 11/03/2019 Return Time: TBD

### Purpose of Trip:

- Approach to a unit of work
- Enrichment experience related to curriculum framework
- Culminating activity to a unit
- Research for unit
- Enhancement of student learning in fine arts, world language
- Athletic event

Objectives of Trip: Students will attend the counties largest youth leadership conference with 80,000 other high school FFA members.

While at the convention, students will participate in leadership workshops, seminars, team building activities, career success tours and meet FFA members from all over the country.

Students will attend the career expo where they can talk to representatives from hundreds of colleges, universities, trade schools and agribusinesses. See attached for curriculum objectives

(Provide specific description of objectives and details.)

How will student learning be assessed? Students will participate in leadership workshops, seminars, team building activities,

tour local colleges and agribusinesses,hear from key note speakers and the National FFA staff, learn about the hundreds of career options in the agriculture industry.

Students will come back to the school with the knowledge and tools to improve our FFA chapter, the school and their community.

Description of Itinerary: see attached

### Overnight accommodations:

Facility: Hampton Inn Phone # (317) 261-1200

Address: 105 S. Meridian St. Indianapolis IN

( O V E R )



**MOUNT EVERETT**  
**OVERNIGHT FIELD TRIP PERMISSION SLIP**

Date of Field Trip 10/29/2019 - 11/03/2019 Destination National FFA Convention

Address/Phone # Hampton Inn- 105 S. Meridian St. Indianapolis IN 46225. (317) 261-1200

Sponsor of Field Trip Mt. Everett FFA - Mary Hoover

Department/Class/Group Mt. Everett FFA

Method of transportation Plane Cost of trip \$600

Time of departure 10/29/2019 - TBD Time of return 11/03/2019 - TBD

Upon arrival students may be picked up at Mt. Everett parking lot

Overnight field trips require a phone tree. If trip is to arrive much before or after estimated time, WSBS will be contacted to announce the new arrival time and phone tree will be activated

Student's name: \_\_\_\_\_ has my permission to participate in the National FFA Convention field trip on 10/29/19-11/03/19.

I am aware of the details listed above.

\_\_\_\_\_  
Date Parent's/Guardian's Signature

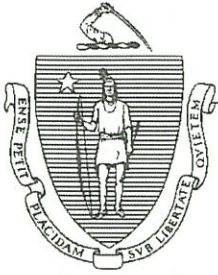
Return this slip to Mary Hoover By Sept, 6th, 2019

Does your son/daughter have an allergy/medical condition that we should be aware of? Please explain \_\_\_\_\_

Will your child need medication with him/her for this condition? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please contact Mrs. Moran, RN, at 229-8734 ext 111. A written medication order must be obtained from physician along with written permission from a parent for ANY MEDICATION to be given.

Overnight field trips: A copy of student's insurance card must be accompany this permission slip.



# Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000  
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley  
Commissioner

July 15, 2019

Beth L. Regulbuto, Superintendent  
Southern Berkshire Regional School District  
491 Berkshire School Road  
P.O. Box 339  
Sheffield, MA 01257

Dear Superintendent Regulbuto:

The Department of Elementary and Secondary Education (Department) has received the district's amended agreement and copies of the votes of the member towns of the Southern Berkshire Regional School District, certifying that they have approved the amendment to the regional school district agreement. This amendment revises Section 4 of the Regional Agreement, entitled Apportionment of Costs.

The Department reviewed the amended agreement and found it to be consistent with applicable laws and regulations. I, therefore, approve this amendment. Pursuant to 603 CMR 41.03, this approval serves to amend the Southern Berkshire Regional School District Agreement.

Please contact the Department at any time if we can be of further assistance. My best wishes for continued success in all your future endeavors.

Sincerely,

Jeffrey C. Riley  
Commissioner of Elementary and Secondary Education

*cc: attorney  
School Commit*



*Town of Sheffield*  
*Board of Selectmen*  
Town Hall – 21 Depot Square  
Sheffield, Massachusetts 01257

Voice: 413-229-7000  
Fax: 413-229-7010  
TTY: 800-439-2370

8b



July 29, 2019

Mr. Stephen Bannon, School Committee Chair  
Berkshire Hills Regional School District  
PO Box 617  
Stockbridge, MA 01262-0617

RE: Formation of a Regional School District Planning Board; your letter of 6/7/2019

Dear Mr. Bannon:

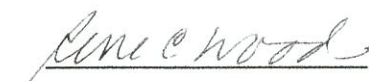
At its July 1, 2019 meeting, the Board voted unanimously to participate in discussions on this matter and appointed Board member Nadine A. Hawver as our representative. The Sheffield Board of Selectmen favors discussion that are all-inclusive as to the communities that would be affected by a possible merger.

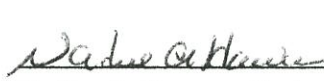
We anticipate initial conversations of those who respond positively to your invitation will include development of an agenda to guide efforts; identification and prioritization of items to be started or completed prior to formation of such a committee; determining concerns to be addressed; seeking state funding and possibly mediation resources for such efforts; and finally providing public education on the totality of Section 14 and related DESE procedural documents.

During this process, Sheffield will be in consultation with other members of SBRSD, SBRSD School Committee, and Superintendent Regalbuto.

We look forward to hearing from you regarding the first meeting.

Sincerely,

  
Rene C. Wood, Chair

  
Nadine A. Hawver, Clerk

  
Martin Mitsoff

cc: SBRSD Superintendent of Schools B. Regalbuto  
BHRSD Superintendent of Schools P. Dillon  
SBRSD School Committee Chair J. Burke and members  
Board of Selectmen for the Town of Alford, Egremont, Monterey, New Marlborough, Great Barrington, Stockbridge, and West Stockbridge

*This institution is an equal opportunity employer and provider.*



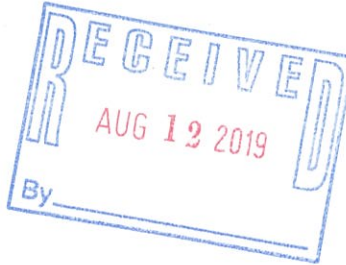
**Town of Sheffield**  
**Board of Selectmen**  
Town Hall – 21 Depot Square  
Sheffield, Massachusetts 01257

Voice: 413-229-7000

Fax: 413-229-7010

TTY: 800-439-2370

Mr. Steve Bannon, Chair  
BHRSD School Committee  
P.O. Box 627  
Stockbridge, MA 01262-0627



August 5, 2019

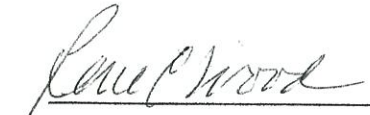
Dear Steve and members of the BHRSD School Committee:


On August 1<sup>st</sup> at the SBRSD Superintendent's Roundtable, representatives of Alford, Egremont, Monterey, New Marlborough and Sheffield's Boards of Selectmen, and the SBRSD School Committee Chair and several Committee members, discussed your letter of July 7<sup>th</sup>. While this conversation is just beginning, all present unanimously agreed on the following:

- We are ready to discuss school district consolidation;
- The discussion of school district consolidation may expand beyond high school consolidation;
- MGL C. 71, §14 will not govern discussions at this time;
- The discussion will be town-centric and town directed;
- Representatives from all eight towns are encouraged to participate, as they elect the members of our two regional School Committees;
- One representative from each school district's School Committee and the two superintendents are requested to participate; and
- We ask that the first meeting be held by Friday, September 13<sup>th</sup>.

We request you consider this united response and respond back to us by September 5<sup>th</sup>. We are committed to moving this discussion forward as a means for and pursuing possible expansion of education opportunities for our students, including voc-tech, providing more social integration opportunities, and seeking greater efficiencies and potential savings to taxpayers.

Sincerely,

  
Rene C. Wood, Chair

  
Nadine A. Hawver, Clerk

  
Martin A. Mitsoff, Member

cc: BOS in other SBRSD member towns  
BOS Town of Great Barrington, Stockbridge and West Stockbridge  
SBRSD School Committee Chair Jane Burke

*This institution is an equal opportunity employer and provider.*



SBRSD Superintendent Beth Regulbuto  
BHRSD Superintendent Peter Dillon  
State Senator Adam Hinds  
State Representative W. "Smitty" Pignatelli

8c



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NEW MARLBOROUGH  
OFFICE OF BOARD OF SELECTMEN  
807 Mill River Southfield Road, Mill River, MA 01244**

Phone: 413-229-8116 Fax: 413-229-8253  
E-mail: [nmbos@newmarlboroughma.gov](mailto:nmbos@newmarlboroughma.gov)

Nathaniel H. Yohalem,  
Chair  
Tara B. White  
Richard E. Long  
Board of Selectmen

August 12, 2019

Mr. Steve Bannon, Chair  
Berkshire Hills Regional School Committee  
P. O. Box 627  
Stockbridge, MA 01262-0627

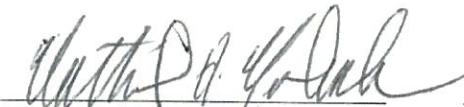
Dear Steve and Members of the BHRSD School Committee:

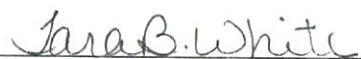
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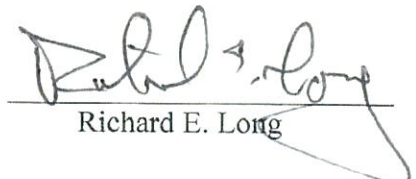
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Sincerely,

  
Nathaniel H. Yohalem, Chair

  
Tara B. White

  
Richard E. Long

Copy emailed to SC members 8/15/19.



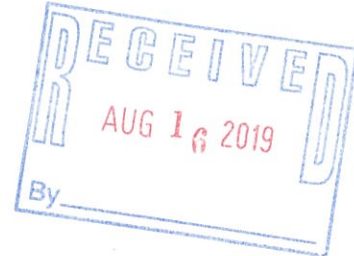
**TOWN OF EGREMONT**  
**SelectBoard**  
**171 Egremont Plain Road**

P.O. Box 368  
Egremont, MA 01258-0368  
Phone 413-528-0182 ext 10 fax 413-528-5465  
email: [tegremont@egremont-ma.gov](mailto:tegremont@egremont-ma.gov)

8d.

August 13, 2019

Mr. Steve Bannon, Chair  
BHRSD School Committee  
P.O. Box 627  
Stockbridge, MA 01262-0627



Dear Steve and members of the BHRSD School Committee:

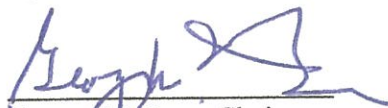
On August 1<sup>st</sup> at the SBRSD Superintendent's Roundtable, representatives of Alford, Egremont, Monterey, New Marlborough and Sheffield's Select Boards, and the SBRSD School Committee Chair and several Committee members, discussed your letter of July 7<sup>th</sup>. While this conversation is just beginning, all present unanimously agreed on the following:

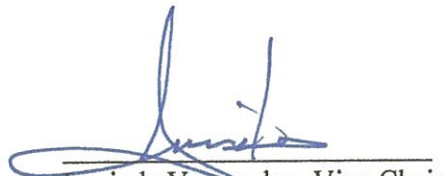
- Each of our School Committees are creations of our respective Select Boards since the 1950's
- SBRSD's five Selectboards are ready to discuss school consolidation and ought to expand the dialogue beyond high school consolidation
- MGL C. 71, will not govern discussions at this time
- The discussions ought to be town-centric and town directed
- One representative from each school district's school committee and the two superintendents are requested to participate
- We ask that the first meeting be held by Friday, September 13<sup>th</sup>.

We are committed to moving this discussion forward and pursuing possible expansions of education opportunities for our students, and potential savings to taxpayers. The Egremont community has consistently shown its support of the quality education SBRSD provides while preparing our youth for the future. In that tradition, we urge that all discussion reassure our current students, faculty and culture which we cherish.

A response to this response by September 5, 2019 would be deeply appreciated. Thank you for taking this initiative. We look forward to working with you in the future.

Sincerely,  
Egremont Selectboard

  
George McGurn, Chairman

  
Lucinda Vermeulen, Vice-Chair

  
Mary Brazie, Member

cc: Selectboard members Town of Alford, Monterey, New Marlborough and Sheffield  
Selectboard members Town of Great Barrington, Stockbridge and West Stockbridge  
SBRSD School Committee Chairwoman Jane Burke  
SBRSD Superintendent Beth Regulbuto  
DESE Commissioner Riley  
Senator Adam Hinds  
Representative "Smitty" Pignatelli  
BHRSD Superintendent Peter Dillon



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308  
Monterey, MA 01245



Mr. Steve Bannon, Chair  
BHRSD School Committee  
P.O. Box 627  
Stockbridge, MA 01262-0627

August 5, 2019

Dear Steve and members of the BHRSD School Committee:

On August 1<sup>st</sup> at the SBRSD Superintendent's Roundtable, representatives of Alford, Egremont, Monterey, New Marlborough and Sheffield's Boards of Selectmen, and the SBRSD School Committee Chair and several Committee members, discussed your letter of July 7<sup>th</sup>. While this conversation is just beginning, all present unanimously agreed on the following:

- We are ready to discuss school consolidation;
- The discussion of school consolidation may expand beyond high school consolidation;
- MGL C. 71, §14 will not govern discussions at this time;
- The discussion will be town-centric and town directed;
- Representatives from all eight towns are encouraged to participate, as they elect;
- One representative from each school district's school committee and the two superintendents are requested to participate; and
- We ask that the first meeting be held by Friday, September 13<sup>th</sup>.

We request you consider this united response and respond back to us by September 5<sup>th</sup>. We are committed to moving this discussion forward and pursuing possible expansions of education opportunities for our students, including voc-tech, providing more social integration opportunities, and seeking greater efficiencies and potential savings to taxpayers.

Sincerely,

Kenn Basler, Chair  
Monterey Select Board

Donald Coburn

Steve Weisz

cc: BOS in other SBRSD member towns  
BOS Town of Great Barrington, Stockbridge and West Stockbridge  
SBRSD School Committee Chair Jane Burke  
SBRSD Superintendent Beth Regulbuto  
BHRSD Superintendent Peter Dillon  
State Senator Adam Hinds  
State Representative W. "Smitty" Pignatelli

9b

FILE: BBCA

**SOUTHERN BERKSHIR REGIONAL SCHOOL DISTRICT  
DISTRICT EMPLOYMENT OF SCHOOL COMMITTEE MEMBERS**

**BBBCA - DISTRICT EMPLOYMENT OF SCHOOL COMMITTEE MEMBERS**

A member of the School Committee is ineligible for employment by the Southern Berkshire Regional School District during his or her tenure on the Committee. The individual may be considered for employment one year (12 months) after having rotated off the Committee. In extenuating circumstances, the Superintendent may request that the School Committee consider an exception to this policy.

9b

**FILE: BBCA**

## **SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT**

### **DISTRICT EMPLOYMENT OF SCHOOL COMMITTEE MEMBERS**

A member of the School Committee is ineligible for employment by the Southern Berkshire Regional School District during his or her tenure on the Committee. The individual may be considered for employment one year (12 months) after having rotated off the Committee. In extenuating circumstances, the Superintendent may request that the School Committee consider an exception to this policy. "SBRSD employee", is by definition, someone in a position defined in the annual budget.

Policy Subcommittee Meeting August 7, 2019

Passed for first reading 8/22/2019

## CURRENT SBRSD POLICY BEDG - MINUTES

### BEDG – MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee or his/her designee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. [30A:22](#); [66:10](#)

CROSS REF.: [KDB](#), Public's Right to Know

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT****MINUTES**

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee or his/her designee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
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LEGAL REFS.: M.G.L. [30A:22](#); [66:10MGL](#)

CROSS REF.: [KDB](#), Public's Right to Know

Policy Subcommittee Meeting August 7, 2019: Requests minutes be sent out as prescribed in policy.



## **CURRENT SBRSD POLICY BGB – POLICY ADOPTION**

### **BGB - POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following sequence:

1. Information item - distribution with agenda
2. Discussion item - reading of the proposed policy or policies; response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting
3. Action item - discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT****POLICY ADOPTION**

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the Committee in the following two meeting sequence:

1. Meeting 1: Proposed New or Revised Policy will be distributed with agenda or during the meeting. If required for a "Revised Policy" with major changes, the current Policy will also be distributed. While questions on background or clarity may take place at this meeting, no changes or discussions of revisions to the New or Revised Policy will be made in Meeting 1.
2. Meeting 2: Reading of the proposed policy or policies will be followed by: response from Superintendent; report from any advisory Committee assigned responsibility in the area; Committee discussion and directions for any redrafting. Amendments to the policy at the action stage will not require repetition of the sequence, unless the Committee so directs. After conclusion of discussion action will be taken by the Committee for adoption or rejection.
3. Enactment: Policies will be enacted effective the day after passage by the School Committee unless MGL or the Committee specifies a date.

The School Committee may dispense with the above sequence to meet emergency conditions.

# Southern Berkshire Regional School

## District Curriculum Report

8.22.19

### **STRATEGIC PLANNING**

As we are looking toward to the start of the school year (and the end of summer), I am looking forward to seeing some of the curriculum writing work put into action. This summer it should be noted that many of our faculty spent their days in school working on curriculum writing and alignment. Much of our new middle school faculty came together over two days to work on writing, rewriting and aligning the curriculum in order to be able to spend team time in the coming months on bringing those lessons to life through thematic units. Further, Mr. Weston oversaw the work of many of our Elementary ELA faculty in revising their curriculum as well. Finally, Mr. Barrett and Mr. Wolgemuth worked together to link ELA and social studies courses in a more coherent manner for our students.

A yearlong professional development plan with a heavy focus on social-emotional learning, and best practices in Professional Learning Communities work was also a large part of my summer. It is my intention to make a better, and more connected effort at making the best of the professional development time that we have. As we enter the year, the DESE has not put out scaled MCAS scores as of yet, only the raw scores and without the modifier needed to make sense of the data. Thus far the switch to computer based testing has not resulted in a quicker turnaround of data in order for schools and school districts to react to them. The purchase of textbooks, consumable materials, and educational software has been completed, although some orders have not been delivered. I anticipate all of our educational materials to be here for the arrival of our stud

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**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT**

ALFORD • EGREMONT • MONTEREY • NEW MARLBOROUGH • SHEFFIELD

**OFFICE OF STUDENT SERVICES**

**Sandra Hubbard - Director**

P.O. Box 326 - Sheffield, Massachusetts 01257

Phone (413) 229-8265

Fax (413) 229-7863

August 19, 2019

To: Superintendent Regalbuto, School Committee Members, and the SBRSD School Community

From: Sandi Hubbard, Director of Student Services

Re: August 22 Director's Report for School Committee Meeting

Hello!

I hope the summer is going well for all of you! Our summer programs went very well and wrapped up on August 1<sup>st</sup>. Thank you to the educators who worked so hard to make the program educational, interesting, and fun! Students had opportunities to work together on projects, receive direct instruction, learn a few new things, and enjoy a bit of all that summer has to offer.

We have several new faces in the Department of Student Services starting this school year. Sheri Knox, who holds her Doctorate in Nursing from Yale and has worked in pediatrics for many years, joins us as the part-time nurse for New Marlborough Central and South Egremont School. Sheri is taking over for Tricia Zucco, who deserves much thanks for her work at NMC over the past two years. We wish Tricia well in her full-time role as district SRO! Jackie Schultz, who worked with us last year as a substitute, will be working at Undermountain Elementary as an ESP. Finally, Elyse Mercier, who completed her student teaching with us a few years ago and completed her Master's in education at Westfield State University, is our new special education/behavior teacher at Mt. Everett. We are fortunate to have these educators working in the district. We welcome them to SBRSD!

Planning for the new school year program development continues, as we prepare to welcome our students, families, and staff to 2019-2020. Our goal, as always, is to provide safe, supportive, and dynamic educational environments that meet the needs of our students. We look forward to sharing updates on our progress as we settle in to the new school year.

Thank you for your continued support of our students, families, staff, and programs!

Respectfully submitted,

Sandi



## SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

**Beth L. Regulbuto**

*Superintendent*

**Christine Regan**

*Business Administrator*

**Jane Burke**

*School Committee Chair*

**Jonathan R. Bruno**

*School Committee Vice Chair*

**School Committee Members**

**Arthur J. Batacchi, Jr.**

**Jeffrey Blaugrund**

**Maryellen A. Brown**

**Marcella Bush**

**Danile Kelly**

**H. Dennis Sears**

**E. Bonnie Silvers**

**David Travis**

Southern Berkshire Regional School District  
PO Box 339  
491 Berkshire School Road  
Sheffield, MA 01257

To Superintendent Beth Regulbuto and Members of the School Committee:

I have inspected the financial records, reviewed policies and procedures and conducted tests of the internal control processes in place to administer the Student Activities of the Southern Berkshire Regional School District for the year ended June 30, 2019. The purpose of this inspection was to determine if the financial records, policies and procedures, and internal control processes in place are sufficient to support the objectives of the School Committee of the Southern Berkshire Regional School District as it relates to the Student Activities.

My procedures were designed using the *Massachusetts Department of Elementary and Secondary Education Audit Guidelines*. These guidelines were used in reaching my conclusion.

During my review, certain matters came to my attention that I have reported in the accompanying Schedule of Findings.

*Except for those matters reported in the accompanying Schedule of Findings, I conclude that the financial records, policies and procedures, and internal control processes in place are sufficient to support the objectives of the management of the Student Activities of The Southern Berkshire Regional School District.*

My inspection is not meant to be construed as an audit or opinion rendered by a Certified Public Accountant.

Sincerely,

Christine P. Regan  
Business Administrator  
July 31, 2019



## **Schedule of Findings:**

### **ADMINISTRATION:**

The SBRSD does have a policy regarding Student Activity Funds. However, the following issues were discovered during this audit:

**Finding #1:** The SBRSD policy states that the student activity advisor and student officers must submit a written statement of purpose to the School Committee for all accounts established after July 1, 1998. Two student activity funds were active in FY19 that were not in the list of Activity Accounts for at least 5 years – Account #3100, History/Malaria Fund, with an initial deposit date of 2/19/19, and Account #3160, Class of 2021, with an initial deposit date of 10/19/18. The School Committee approved the activity fund for the class of 2021 on 10/4/18. The Student Activity Coordinator indicated that the School Committee approved account #3100 in a prior year. I was not able to locate evidence of a School Committee vote to approve Fund 3100, although it appears that it would have been activated sometime before FY15. I suggest that a procedure be established to ensure compliance with the policy and to create an audit trail on approvals.

### **Corrective Action Response:**

**Finding #2:** The policy requires that the Principal report annually to the School Committee the balances of all active Student Activity funds. This has not occurred annually. In FY19, a report was to be submitted to the School Committee at their June 27, 2019 meeting, but the report was inadvertently omitted from the packet. The Business Administrator presented the report to the School Committee at their July 17, 2019 meeting. I met with the Mt. Everett Principal and advised him of this requirement. I suggest that SBRSD implement a procedure to ensure compliance with the policy.

### **Corrective Action Response:**

**Finding #3:** The policy requires that prior approval for fundraisers be obtained from the Principal and the Superintendent, and that the results of fundraisers be reported on an approved form to the Principal within one week of the end of the fundraiser. It has not been the practice to submit a written report to the Principal at the end of a fundraiser. A sample “Event Financial Report” is attached. I recommend that SBRSD review this form, and implement it, or another form, in order to comply with this requirement.

### **Corrective Action Response:**

**Finding #4:** The policy states that the School Committee recommends an annual meeting be conducted for advisors and student officers/treasurers. The training should provide guidance on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systematize an audit trail and prepare proper reports. The Student Activity Coordinator does meet with new advisors at the beginning of each school year to go over procedures and forms. I recommend that the Principal(s) and all advisors be included in the training so that all can be trained in or reminded of proper procedures and errors/omissions to be avoided. Proper training will help ensure that the records provide an audit trail and provide accurate reporting. I also recommend that SBRSD create or obtain from other sources a training guidebook/manual to use for this purpose.

**Corrective Action Response:**

**Finding #5:** The policy requires that any student activity organization inactive for a period of three (3) years or more be closed. The steps needed to close the accounts are included in the policy. The following highlighted accounts have been inactive for at least three years. Notifications must be made to the Principal regarding closure and the stated procedures must be followed. Other non-highlighted accounts in the chart below should be reviewed for potential closure at the end of FY20. In addition, activity #3154 was designated for a particular trip that occurred in FY17. This account should be closed as well.

| Inactive Student Activity Accounts<br>as of 6-30-19 |                                   | 6/30/19 Cash Balance | --- ACTIVITY NOTED --- |      |      |
|---|-----------------------------------|----------------------|------------------------|------|------|
|   |                                   |                      | FY19                   | FY18 | FY17 |
| 3054  | Media                             | \$ 1,013.78          | -                      | -    | -    |
| 3055  | Music Chorus                      | \$ 16.72             | -                      | -    | Y    |
| 3056  | Newspaper                         | \$ 367.20            | -                      | -    | -    |
| 3059  | Project E                         | \$ 91.73             | -                      | Y    | Y    |
| 3064  | 7/8 Student Council               | \$ 297.14            | -                      | -    | -    |
| 3072  | French Club                       | \$ 178.01            | -                      | Y    | Y    |
| 3078  | Ourdoor Adventure Club            | \$ 4.40              | -                      | -    | -    |
| 3081  | Grade 1 Activity                  | \$ 198.00            | -                      | -    | -    |
| 3104  | Woodworking Club                  | \$ 781.00            | -                      | -    | -    |
| 3110  | ME Cheerleading Booster           | \$ 328.00            | -                      | Y    | n/a  |
| 3112  | Undermountain Music Fund          | \$ 605.88            | -                      | -    | -    |
| 3124  | Gay Straight Alliance             | \$ 758.93            | -                      | Y    | Y    |
| 3125  | High School Science               | \$ 383.06            | -                      | -    | Y    |
| 3144  | Environmental Science Green House | \$ 205.50            | -                      | -    | -    |
| 3149  | Makers Space                      | \$ 39.00             | -                      | -    | -    |
| 3151  | National Art Honor Society        | \$ 445.02            | -                      | -    | -    |
| 3154  | Europe Trip 2017                  | \$ 32.46             | -                      | Y    | Y    |

**Corrective Action Response:**

**Finding #6:** DESE guidelines recommend that the School Committee approve each Student Activity annually before the start of school each year, and as new accounts are created. The approval should include specific funding sources and objective/mission for each activity. This has not been the practice at SBRSD. I recommend that a procedure be adopted and enacted in order to comply with this recommendation. A sample “Request for Recognition of a Student Organization” form is attached.

**Corrective Action Response:**

**STEWARDSHIP AND CUSTODIAL RESPONSIBILITY**

**Finding #7:** School Committee policy establishes a maximum balance in the student activity checking account of \$18,000. An audit of bank statements found that the checking account balance has periodically gone over the \$18,000 limit (ending balance less outstanding checks) during FY19. Further analysis determined that twice during FY19, the Student Activity Coordinator’s request for reimbursement by the Treasurer to the checking account included a reimbursement for the same expense at the end of one reimbursement request and at the beginning of the next. The Business Administrator advised the Coordinator of this, and the Coordinator reimbursed \$8,254 to the Treasurer’s account. I recommend that both the Coordinator and the Business Management Service check carefully for duplicated requests for reimbursement. Bank balances should be examined on a monthly or quarterly schedule. Determination should be made on the adequacy of the \$18,000 limit.

**Corrective Action Response:**

**Finding #8:** The School Committee must accept the provisions of Section 47 of Chapter 71 of MGL, with evidence included in School Committee minutes through a School Committee vote. I found no evidence that the School Committee accepted this section of Chapter, as there is no notation referring to the law in the policy. I recommend that the Policy Sub-Committee review this law and bring it to the full School Committee for acceptance if they have no evidence of its having been accepted. A copy of the law is attached.

**Corrective Action Response:**



**Finding #9:** Annual audits, either by an outside independent firm or internally, are to be conducted based on the guidelines developed by DESE. The annual internal audit had not been done until this year, FY19. This report is the result of that audit. In addition, an independent audit should be done every three years. The District has not undergone a complete independent audit of the Student Activity Fund in recent years. Scanlon and Associates has been contacted with a request for a full audit in FY20. I recommend that the District ensure that this be done every three years.

**Corrective Action Response:**

**GENERAL OPERATING PROCEDURES**

**Finding #10:** DESE guidelines recommend that bank reconciliations be done at least quarterly (preferably monthly), and that a copy of the bank reconciliation be sent to the School Business Administrator, the School Committee, student activity advisors and the District Treasurer. Sign-offs must be performed by preparers and reviewers. Total control account balances should be reconciled no less than quarterly to the aggregate total of the reconciled checking account and the agency account maintained by the Treasurer. The Student Activity Coordinator reconciles the checking account bank statement on a monthly basis, but monthly or quarterly reconciliations by the Treasurer and/or Business Manager have not been done consistently. I recommend that the School Business Management Service establish this as a consistent procedure.

**Corrective Action Response:**

**REVENUE, RECEIPTS AND DEPOSITS**

**Finding #11:** DESE guidelines recommend that receipts generated from the sale of high volume activities such as the yearbook or admission to a highly attended event like the prom through the use of pre-numbered receipts. This audit determined that pre-numbered receipts are used for gate receipts for athletic events. However, this is not the case for other high volume sales such as dances. I recommend that SBRSD review options, such as pre-numbered receipt books, rolled receipts, etc. and implement a procedure in order to comply with these guidelines.

**Corrective Action Response:**

**Finding #12:** DESE guidelines recommend that all student organizations receiving monies from any source turn over such money to the School Principal or Principal's designee within twenty-four hours from receipt of such funds, or if on a weekend or other non-business day, on the first business day after the receipt of the funds. Any money not deposited on the same day must be kept overnight in a secure locked area. Under no circumstances should student activity monies be taken home overnight.

At SBRSD, receipts for events that occur in the building are typically locked in a desk in the Principal's office if they cannot be delivered to the part-time Treasurer or to Central Office, where they would be locked in the vault. However, there are times when the advisor in charge of an activity may not have access to these locked areas. The Treasurer does have pre-numbered receipts, and he issues a copy to the advisors when funds are received. Some receipts are not turned over to him in a timely manner. An audit of the records being kept by school advisors was not possible as this portion of the audit was completed during the summer. However, a sample of receipts was taken from the Treasurer's records to match the deposit receipt to the bank statement, to ensure that the correct activity account was credited and that the receipts were accompanied by the school deposit slip. The sample results were:

- All deposit receipts tested tied to the bank statements.
- All receipts were posted correctly into the appropriate Student Activity account
- Pre-numbered receipts were used
- There are no records maintained that can identify how long the advisor held the receipts before turning them over to the Treasurer. The date on the turnover sheet is the date the advisor turns the receipts over. The Treasurer does not keep copies of checks, and the dates that individual receipts are received by the advisor are not on the turnover sheet.
- The receipts are kept in a receipt book, separate from the school deposit slip.
- Although the Treasurer does give or send a receipt to the advisor, he does not keep a receipt that is signed by the advisor.

I recommend that SBRSD review and discuss options for safekeeping of funds and for training advisors on the importance of record keeping and handling of cash. A process should be implemented that would allow compliance with these guidelines.

**Corrective Action Response:**

## **PURCHASING AND DISBURSEMENTS**

**Finding #13:** DESE guidelines recommend that the School Committee policy specify the method or methods to be used to pay for expenses, including how to handle the reimbursement of funds when personal credit cards are used. This is important because of the potential “reward” benefits the credit card holder may accrue. The SBRSD policy does not include language regarding methods to be used. An option that has been used in the past at SBRSD is for the Treasurer to transfer funds from a Student Activity account to a set-amount debit card for a specific event when the advisor cannot issue all payments via check. I recommend that the SBRSD Policy Sub-Committee consider this and other options, and add the appropriate language to the policy.

### **Corrective Action Response:**

**Finding #14:** DESE guidelines state that disbursements exceeding \$600 in the aggregate to any one individual or entity must be reviewed to determine if a Form 1099-MISC is required. SBRSD is not issuing 1099s for expenditures from the Student Activity Fund. I recommend that all vendors that provide services funded by Student Activity Accounts submit a W-9 form, and that a process be established to review and identify any vendors that should be issued 1099s. Depending on the number of vendors impacted by this requirement, incorporating the Student Activity Funds into the District’s Infinite Visions software program is an option to consider.

### **Corrective Action Response:**

**Finding #15:** Individual activity accounts should not be permitted to be in a deficit position because such a position becomes a liability to other individual activities or possibly to future classes. DESE guidelines recommend that the School Committee policy includes a plan for remedial action whenever a deficit not resulting from timing exists. The SBRSD policy does not include direction on this matter. I recommend that the Policy Subcommittee establish such a procedure and amend the existing policy.

### **Corrective Action Response:**

## **CLASS INACTIVE ACCOUNTS AND DEFICITS**

**Finding #16:** The policy requires that class accounts shall remain open for ninety days after graduation to ensure that all outstanding bills can be paid. Details are included in the policy for what actions need to be taken to comply. My audit found that the Class of 2018 account has a \$0 balance, but is still open. It should be closed, with no funds to be disbursed. The Class of 2019 has a balance of \$376.82. Established procedures should be followed to close out this account within the 90-day period. One account, #3148, has a (\$30.48) negative balance as of June 30, 2019. The account is for the Class of 2017 and was previously closed. This may be a posting error. I recommend that this entry be reviewed, and if posted to the wrong account, that the entry be corrected. If this account was used intentionally, remedial action must be identified and taken.

### **Corrective Action Response:**

## **STUDENT TRAVEL**

**Finding #17:** Per DESE guidelines, the School Committee policy and procedures regarding student travel related to student activities should include the following items that are not included on the SBRSD student travel/fundraising forms.

- the estimate of cash needed for tips and other items,
- an estimate of total expenses,
- the signature of the person requesting authorization,

The School Committee policy should also specify the method to be used to pay travel expenses, including how to handle the reimbursement of funds when personal credit cards are used. This is important because of the potential “reward” benefits that the credit card holder may accrue. The SBRSD policy does not address this issue.

The authorized trip sponsor must submit a statement of final accountability promptly after the completion of the trip. The final accountability statement should include at least the following:

- Date
- Notation of advance funds received (amount, date, check number, etc.)
- Complete listing of itemized expenditures paid, with evidence of payment
- Totals of cash or checks expended
- Notation and totals of credit card or open account expenses
- The amount returned to the student activities if advances received exceed documented expenditures;
- The amount of additional reimbursement requested if travel expenses incurred exceed travel advances received

- signature of person complaint the final accountability statement
- signature of School Principal or his/her designee to indicate that there has been an acceptable final accountability

SBRSD policy does not require a statement of final accountability.

I recommend that the School Committee policy be reviewed, along with the forms associated with travel and fundraising activities in order to comply with DESE guidelines.

**Corrective Action Response:**

# STUDENT ACTIVITY ACCOUNT

## *Event Financial Report*

To be filled out at the completion of all fund raisers, activities, etc.

CLUB/CLASS \_\_\_\_\_ DATE \_\_\_\_\_

EVENT \_\_\_\_\_ EVENT DATES \_\_\_\_\_

### INCOME:

| DEPOSIT DATE | SOURCE | AMOUNT   |
|--------------|--------|----------|
| _____        | _____  | \$ _____ |
| _____        | _____  | \$ _____ |
| _____        | _____  | \$ _____ |
| _____        | _____  | \$ _____ |
| TOTAL INCOME |        | \$ _____ |

### EXPENDITURES:

| ITEM          | CHECK # | AMOUNT   |
|---------------|---------|----------|
| _____         | _____   | \$ _____ |
| _____         | _____   | \$ _____ |
| _____         | _____   | \$ _____ |
| _____         | _____   | \$ _____ |
| TOTAL EXPENSE |         | \$ _____ |

PROFIT/LOSS \$ \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENT ACTIVITY ACCOUNT**  
*Request For Recognition Of A Student Organization*

SCHOOL: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

The undersigned hereby request the recognition of the following student organizations, including approval to maintain monies in a student activity account.

Suggested Name of Organization: \_\_\_\_\_

Reasons for Forming This Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Criteria for Membership in Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grade Span: \_\_\_\_\_

How will Adult Supervision be Achieved?: \_\_\_\_\_

\_\_\_\_\_

If approved, we understand that the organization will be held accountable for complying with all regulations/guidelines/procedures for fundraising, procurement of goods and services under the Uniform Procurement Act (as required), and the handling of monies.

\_\_\_\_\_  
Student Signature                      Teacher/Advisor Signature                      Principal Signature

\_\_\_\_\_  
Student (Print Name)                      Teacher/Advisor (Print Name)

\*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*   \*

*Completed by Superintendent's Office*

The above organization is approved as a recognized student organization.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## Chapter 71, Section 47: Athletic programs: school organizations: student activity accounts

Section 47. The committee may supervise and control all athletic and other organizations composed of public school pupils and bearing the school name or organized in connection therewith. It may directly or through an authorized representative determine under what conditions the same may compete with similar organizations in other schools. Expenditures by the committee for the organization and conduct of physical education, athletics, sports, games and play, for providing proper apparatus, equipment, supplies, athletic wearing apparel, including appropriate souvenir garments and trophies, and facilities for the same in the buildings, yards and playgrounds under the control of the committee, or upon any other land which it may have the right or privilege to use for this purpose, and for the employment of experienced athletic directors to supervise said physical education, athletics, sports, games and play, shall be deemed to be for a school purpose. Expenditures by the committee for making special awards to pupils who have performed meritoriously in the fields of art, debating, distributive education, music, science, social studies or languages shall also be deemed to be for a school purpose. Cities and towns may appropriate for the employment of coaches to supervise in public schools physical education, athletics, sports, games and play, and for the transportation and expenses of public school athletic teams, coaches, cheerleaders, bands and any other groups composed of public school pupils which bear the school name and are under the control of the school committee, within and without the commonwealth, to places where athletic contests or physical education, sports, games, play, musical festivals, competition or other events are held, and for the purchase of band and cheerleaders' uniforms and musical instruments for the members of bands composed of public school pupils and bearing the school name and under the control of the school committee. All receipts by the committee in connection with the conduct of activities provided for under this section or any other activity not expressly provided for in this chapter but sponsored by the school committee in which participation is contingent upon the payment of a fee by the participant, shall be deposited with the treasurer of such town or, in cases where the town is a member of a regional school district, with the treasurer of such district and held as a separate account and expended by said school committee without further appropriation, notwithstanding the provisions of section fifty-three of chapter forty-four. No moneys may be expended from an appropriation or from the separate fund authorized by this section except upon the approval of the school committee, or of the selectmen in towns and of mayors in cities, for travel to other states.

Notwithstanding the provisions of the preceding paragraph or section fifty-three of chapter forty-four, the school committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the school committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. In



addition to such Student Activity Agency Account, the school committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the school committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the school committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the school committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the department of education.

**FY20 WARRANTS SIGNED**

**July 26, 2019**

| Date            | Voucher # | Total Amount:      | General Fund    |               |
|-----------------|-----------|--------------------|-----------------|---------------|
|                 |           |                    | Amount:         | Other Funds   |
| Manual Warrant  | 7/31/2019 | 7005 \$ 128,125.35 | \$ 128,125.35   | \$ -          |
| Vendor Warrant  | 7/26/2019 | 7003 \$ 167,012.52 | \$ 125,740.69   | \$ 41,271.83  |
| P-Card Warrant  | 7/25/2019 | 7006 \$ 3,119.83   | \$ 2,071.84     | \$ 1,047.99   |
| Payroll Warrant | 6/20/2019 | \$ 379,271.77      | \$ 350,327.19   | \$ 28,944.58  |
| Payroll Warrant | 7/3/2019  | \$ 353,722.75      | \$ 336,616.81   | \$ 17,105.94  |
| Payroll Warrant | 7/18/2019 | \$ 351,461.01      | \$ 328,462.82   | \$ 22,998.19  |
|                 |           | \$ 1,382,713.23    | \$ 1,271,344.70 | \$ 111,368.53 |

**July 29, 2019**

| Date           | Voucher # | Total Amount: | General Fund |             |
|----------------|-----------|---------------|--------------|-------------|
|                |           |               | Amount:      | Other Funds |
| Vendor Warrant |           | \$ 8,278.34   | \$ 8,278.34  | \$ -        |
|                |           | \$ 8,278.34   | \$ 8,278.34  | \$ -        |

Submitted by Chris Regan  
7/29/2019



**FY20 WARRANTS SIGNED**

August 9, 2019

| Vendor Warrant | Date     | Voucher # | Total Amount: | General Fund |             |
|----------------|----------|-----------|---------------|--------------|-------------|
|                |          |           |               | Amount:      | Other Funds |
|                | 8/9/2019 | 8001      | \$ 51,967.66  | \$ 50,158.74 | \$ 1,808.92 |
|                |          |           | \$ 51,967.66  | \$ 50,158.74 | \$ 1,808.92 |

Submitted by The Management Solution, Inc.  
8/19/2019



# **SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT**

ALFORD • EGREMONT • MONTEREY • NEW MARLBOROUGH • SHEFFIELD

## **OFFICE OF STUDENT SERVICES**

**Sandra Hubbard - Director**

P.O. Box 326 - Sheffield, Massachusetts 01257

Phone (413) 229-8265

Fax (413) 229-7863

August 19, 2019

To: Superintendent Regalbuto, School Committee Members, and the SBRSD School Community

From: Sandi Hubbard, Director of Student Services

Re: August 22 Director's Report for School Committee Meeting

Hello!

I hope the summer is going well for all of you! Our summer programs went very well and wrapped up on August 1<sup>st</sup>. Thank you to the educators who worked so hard to make the program educational, interesting, and fun! Students had opportunities to work together on projects, receive direct instruction, learn a few new things, and enjoy a bit of all that summer has to offer.

We have several new faces in the Department of Student Services starting this school year. Sheri Knox, who holds her Doctorate in Nursing from Yale and has worked in pediatrics for many years, joins us as the part-time nurse for New Marlborough Central and South Egremont School. Sheri is taking over for Tricia Zucco, who deserves much thanks for her work at NMC over the past two years. We wish Tricia well in her full-time role as district SRO! Jackie Schultz, who worked with us last year as a substitute, will be working at Undermountain Elementary as an ESP. Finally, Elyse Mercier, who completed her student teaching with us a few years ago and completed her Master's in education at Westfield State University, is our new special education/behavior teacher at Mt. Everett. We are fortunate to have these educators working in the district. We welcome them to SBRSD!

We are looking at enrollment numbers for our Early Kindergarten program at UME and are considering opening the program to students who turn 5 between March 1<sup>st</sup> and April 1<sup>st</sup>, 2020. Families with eligible children would be contacted via mail and the notification placed in local print news sources and on the district website. The EK screening /enrollment process would be applicable, as always. As the early childhood team considers this change, we ask your support.

We are looking at our Immunization Exemption Form and process based on changes to the law, which states that parents/guardians must update the letters and reasons for exemption, which must be medical or religious, annually. The annual requirement may trigger the need for a look at our district policy on immunizations required for school. Our nurses/school physician are working together to ensure that we provide information to families that clearly outlines the requirements and risks. We will share an update after the August 28<sup>th</sup> health services meeting.

Planning for the new school year program development continues, as we prepare to welcome our students, families, and staff to 2019-2020. Our goal, as always, is to provide safe, supportive, and dynamic educational environments that meet the needs of our students. We look forward to sharing updates on our progress as we settle in to the new school year.

Thank you for your continued support of our students, families, staff, and programs!

Respectfully submitted,  
Sandi