

PLEASE POST

Posted: July 12, 2019

Southern Berkshire Regional School District

SCHOOL COMMITTEE MEETING #1,567

Date: Wednesday, July 17, 2019

Time: 6:00 p.m.

Location: Mt. Everett Library, 491 Berkshire School Rd, Sheffield, MA 01257

Agenda

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. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Student Spotlight**
5. **Public Comment**
6. **New Business**
 - a. MASBO John F. Conway Distinguished Service Award - Chris Regan
 - b. BHRSD's motion to form a Regional School District Planning Board
 - c. Award Contract- Business Manager Services
7. **Unfinished Business**
8. **Business with District Member Towns**
 - a. Status of South Egremont School
9. **Subcommittee Reports**
 - a. SBRSD SBEF - Dennis Sears
 - b. Policy Subcommittee - Dennis Sears
Second Reading:
BB - School Committee Legal Status
BBBE - Unexpired Term Fulfillment
BOA-School
 - c. Buildings, Grounds & Technology - A. Batacchi
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. Report on Student Activity Funds
 - b. Approval of Warrants: June 28, 2019 and July 12, 2019
 - c. Vote to Accept Grants and Gifts
 - d. Budget Transfers
15. **Future Agenda Items**
16. **Adjourn**

Next School Committee Meetings:

August 22, 2019	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.orrl/school-committee.htm/J>) 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.



TOWN HALL

Town of Alford

Alford Town Hall • 5 Alford Center Rd. • Alford, MA 01230

INCORPORATED
1773
ALFORD
MASSACHUSETTS
(413) 528-4536
FAX (413) 528-4581

July 8, 2019

Berkshire Hills Regional School District
Stephen Bannon
50 Main Street
P O Box 617
Stockbridge, MA 01262

Dear Mr. Bannon:

Thank you for your letter of June 7. We feel that it is imperative that all of South County consider the future of education in our area, and that there should be no constraints on the discussion.

We are concerned about the Committee's motion, as the stated purpose is either "forming" or "consolidating" into a high school district. It appears to us that this begs the question. We feel that any discussion of the future of the education of our children should be held without constraints as to the grades involved or the municipalities to participate.

Sincerely,


Charles Ketchen
Select Board Chair


Peggy Rae Henden-Wilson

Peggy Rae Henden-Wilson


Peter Puciloski

Cc: Jane Burke, SBRSD School Committee Chair
Beth Regulbuto, SBRSD Superintendent of Schools

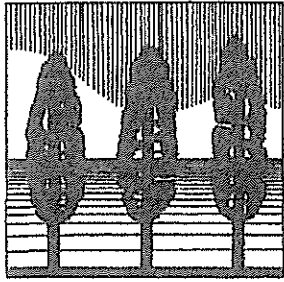
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Dear BHRSD,

The main focus of Southern Berkshire Regional School Committee is to provide the best, most relevant education for our students while honoring the financial constraints of our towns. As a member district of the Southern Berkshire Educational Future task force, we have been committed to finding ways of collaborating that will help us meet our mutual goals.

The SBRSD School Committee believes to enter into a formal planning process for the formation of a new regional high school district with Berkshire Hills Regional School District is premature. We propose it would be wise to begin with a conversation about our common goals and vision including how regionalization might impact the education of students and the residents of our towns.

The initial meeting we envision would bring together school committee representatives. The goal of this structured, yet informal meeting would be to gain better understanding to inform us about the possible paths forward.



BERKSHIRE HILLS REGIONAL SCHOOL DISTRICT

GREAT BARRINGTON • STOCKBRIDGE • WEST STOCKBRIDGE

50 MAIN STREET • P.O. BOX 617 • STOCKBRIDGE, MA 01262 • (413) 298-4017

JUN 06 2019
JUN 09 2019
JUN 20 2019

June 7, 2019

Jane Burke, Chair
Southern Berkshire Regional School District School Committee
P.O. Box 339
SheffieldMA 01257

Dear Chair Burke:

At its meeting on Thursday, June 6, 2019, the Berkshire Hills Regional School District School Committee unanimously approved the following motion:

“The Berkshire Hills Regional School District School Committee (“BHRSDSC”), by and through its Chair, shall issue a written request to each of its member Towns, the Southern Berkshire Regional School District School Committee (“SBRSD”) and each of SBRSD's member towns to form a Regional School District Planning Board pursuant to Massachusetts General Laws Chapter 71, Section 14, for the purpose of either forming, or consolidating into, a regional high school district to serve grades 9-12. The correspondence shall respectfully request a written response by July 31, 2019.”

We ask that you please consider this motion at your next meeting and get back to us with your written response on or before July 31, 2019.

Sincerely,

Stephen Bannon, School Committee Chair

cc: Peter Dillon, BHRSD Superintendent of Schools
Members of the BHRSD School Committee
File

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

Invitation for Bids

for

SCHOOL BUSINESS MANAGEMENT SERVICES (FY20)

I. General Information and Bid Submission Requirements

II. Purchase Description/Scope of Services

III. Quality Requirements

IV. References

V. Rule for Award

VI. Bid Pricing Sheet

VII. Certifications

SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

Invitation for Bids,

for

School Business Management Services (#FY20-1) (July 22, 2019-June 30, 2020)

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

A. Bids delivery, award, and addenda information

1. All bids must be delivered to the Superintendent's Office, 491 Berkshire School Road, Sheffield, MA 01257 on or before 2:00 p.m. Monday, July 8, 2019. Hand delivery is recommended, as delivery services may not arrive by 2:00 p.m.
2. Bids will be accepted up until 2:00 p.m. Monday, July 8, 2019.
3. Bids will be publicly opened and read at that time.
4. The contract will be awarded within thirty days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the School District and the apparent responsive and responsible bidder offering the lowest price for the services specified in this IFB.
5. If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the IFB.
6. Questions concerning this invitation for bids must be submitted in writing. Questions by facsimile will be accepted as long as they are submitted with information for the Southern Berkshire Regional School District to verify receipt of facsimile to: Southern Berkshire Regional School District, Attention: Superintendent, 491 Berkshire School Road, Sheffield, MA 01257. Fax number is 1-413-229-2913.
7. A bidder may correct, modify, or withdraw a bid by written notice received by the School District prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original IFB and Bid No. FY20-1. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the School District or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the

bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

8. The District may cancel this IFB, or reject in whole or in part any and all bids, if the District determines that cancellation or rejection serves the best interests of the District. All bid prices submitted in response to this IFB must remain firm for forty-five (45) days following the bid opening.

9. If, at the time of the scheduled bid opening, Superintendent's Office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

10. All bidders must submit the following:

- a. Two copies of the bid in a sealed envelope
- b. Envelope should be marked **"BID – SCHOOL BUSINESS MANAGEMENT SERVICES (FY20-1)"**
- c. Bids must include signed:
 - Certificate of Non-Collusion
 - Tax Compliance Certification
 - Conflict of Interest Certification
 - Certificate of Compliance with MGL c151B
 - Certificate of Non-Disbarment
 - Certification of all items, a-k, on page 11 of this IFB
- d. Certificate of insurance meeting the following minimum requirements. The successful bidder shall keep in force throughout the term of the Contract and any extension or renewal thereof the amount of insurance indicated below. SBRSD shall be named as an additional insured on such policies.

A. General Liability Insurance	\$1,000,000
B. Workers Compensation	\$1,000,000
C. Vehicle	\$1,000,000
- e. Bids must be signed by authorized individual(s)

II. PURCHASE DESCRIPTION/ SCOPE OF SERVICES

A. Description

1. The Southern Berkshire Regional School District, in accordance with M.G.L. Ch.30B, is looking for school business management services. This includes: (1) budget development and preparation; (2) all aspects of financial management and reporting; (3) grants and other supplemental funding sources management; (4) the completion of all required financial reports; (5) assisting the superintendent, administration, and school committee in managing the school resources; and (6) working with independent auditors on the annual audit.
2. Bidders must be able to provide monthly financial reports to those with budget authority and the school committee, including information on grants and supplemental funding sources as requested. These reports must be available to the school district within 10 days after the last day on the month.
3. The Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) End of Year Pupil and Financial Report must be filed by the required deadline.
 - a. NOTE: The due date of this report is September 30 of the following fiscal year (as required by the DESE pursuant to Section 3 of MGL Chapter 72). The district may, at the Superintendent's discretion, reduce the payment of the October through June invoices by up to a maximum of \$20 per day for each day that the vendor is delinquent in meeting the September 30 deadline for the filing of this report.
4. Bidders must have or develop a web-based system for reporting and sharing information to be determined by the Superintendent and in conjunction with the bid award winner.
 - a. Examples include monthly reports for budgets, grants, revolving accounts, enrollment, capital and student achievement data.
 - b. Bidders must have appropriate security and confidentiality systems in place.
5. The awarded vendor will be expected to have a representative attend school committee meetings and subcommittee meetings as scheduled, as well as all Annual Town Meetings in all five member towns.
6. The awarded vendor will be expected to act as a liaison for the school department to the member towns Finance Committees and attend meetings with town officials as needed.

7. The awarded vendor will be expected to have a representative on-site at least twice per week, on a mutually agreed upon day between the Superintendent and the vendor.

8. The awarded vendor must be able to provide appropriate guidance to the School Committee and the Superintendent with regard to all Local, State, and Federal funds.

9. The awarded vendor will be expected to provide appropriate guidance to the School Committee and Superintendent with regard to 30B procurement regulations.

B. Contract Terms, Renewal Options, and Pricing

1. The contract will run from July 22, 2019 until June 30, 2020.

2. Annual price will be based on a monthly fee, with the month of July 2019 prorated for actual days of service.

a. For additional services, above and beyond the services enumerated in IIA, bidders will be required to provide an hourly rate.

b. See Bid Pricing sheet in Section VI.

3. This document is the entire contract. There are no other agreements other than those incorporated herein.

III. QUALITY REQUIREMENTS

A. Purchase Quality Requirements

1. Bidders must provide all of the items described in **Section II: Scope of Services**.

B. Bid Submission Requirements

1. Bidders must comply with all the bid submission requirements listed in **Section I**.

2. Bidders must have a minimum of three years of experience with the financial accounting system (Infinite Visions) used by the Southern Berkshire Regional School District.

IV. REFERENCE FORM

Bidder: TMSolution, Inc. / TMS

IFB Title: School Business Management Services (FY20)

Bidder must provide references for:

References must have knowledge of the bidder's ability to perform school business management services. References must have worked with or employed the bidder in the past two years.

- Reference: Hadley Public Schools
Address: 125 Russell Street Hadley, MA 01035
Contact: Anne McKenzie, Superintendent
Phone: 413 586 0822
Fax: 413 582 6453

- Reference: Ludlow Public Schools
Address: 63 Chestnut St. Ludlow, MA 01056
Contact: Dr. Todd GAZDA, Superintendent
Phone: 413 583 8392
Fax: 413 583 5666

- Reference: Ware Public Schools
Address: PO Box 240 WARE, MA 01082
Contact: Dr. Martene Dileo, Superintendent
Phone: 413 967 4271
Fax: 413 967 9580

Attach additional sheets if necessary

V. RULE FOR AWARD

The contract will be awarded to the responsive and responsible bidder who meets our quality requirements and offers the lowest price. The lowest price will be based on the total base price for all required services over the year.

VI. BID PRICING SHEET

NOTE: FOR FISCAL YEAR 2020 (JULY 22, 2019 TO JUNE 30, 2020) PLEASE QUOTE A TOTAL PRICE FOR THE YEAR.

TOTAL CONTRACT PRICE (7/22/19 – 6/30/20):

\$ 81,838

Based on monthly fee of \$ 7,200

And prorated fee of 2,638 for the month of July 2019.

TOTAL HOURLY RATE for ADDITIONAL SERVICES:

\$ 150

VII. CERTIFICATIONS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Ann W. Parente, President
Signature of individual submitting bid or proposal

TMSolution, Inc.
Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Ann W. Parente, President
Signature of person submitting bid or proposal

TMSolution, Inc.
Name of business

CONFLICT OF INTEREST CERTIFICATION

The Bidder hereby certifies that:

The Bidder has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this Invitation for Bids.

No consultant to, or subcontractor for, the Bidder has given, offered, or agreed to give any gift, contribution, or offer of employment to the Bidder, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Bidder.

No person, corporation, or other entity, other than a bona fide full time employee of the Bidder has been retained or hired to solicit for or in any way assist the Bidder in obtaining the Contract (pursuant to this IFB) upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Bidder.

The Bidder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Bidder with respect to the transaction outlined in the IFB.

The Bidder understands that the Bidder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Ann W. Papetta, President
Signature of person submitting bid or proposal

TMSolution, Inc.
Name of business

CERTIFICATE OF COMPLIANCE WITH M.G.L. c.151B

The Bidder hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein.

Ann W. Papetta, President
Signature of person submitting bid or proposal

TMSolution, Inc.
Name of business

CERTIFICATE OF NON-DEBARMENT

The Bidder hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Bidder shall inform the District of SBRSD within one (1) business day of such debarment, suspension, or prohibition from practice.

Ann W. Papetta, President
Signature of person submitting bid or proposal

TMSolution, Inc.
Name of business

Bidder Certifies as Follows:

1. A fully executed and completed Bid Form (**Section VI**) which shall include certification of the following:
 - a. Bidder is an established business with a minimum of five (5) years of experience in providing services related to School Business Management Services. (Bidder shall attach to the Bid Form a short statement of the status of the business, the year of incorporation/commencement, a list of any name changes, and a list of any lawsuits pending against Bidder.)
 - b. Bidder holds all applicable State and Federal permits, licenses and approvals. (Bidder shall attach to the Bid Form copies of all applicable State and Federal permits, licenses, and approvals.)
 - c. Bidder provides supervision of all workers performing under all Contracts held and pledges to provide such supervision under any Contract with the District.
 - d. Bidder holds all applicable documentation and Insurance in accordance with this IFB. (Bidder shall attach to the Bid Form copies of relevant insurance certificates hereto.)
 - e. Bidder shall provide a list of at least three (3) successfully completed jobs in such time, giving the name and address of these projects.
 - f. Bidder has not defaulted on any Contract within the last five (5) years.
 - g. Bidder has not failed to perform satisfactorily on Contracts of a similar nature.
 - h. Bidder maintains a permanent place of business. (Bidder shall attach to the Bid Form the address of his/her/its business.)
 - i. Bidder is registered with the Secretary of the Commonwealth of Massachusetts to do business in Massachusetts. (Bidder shall attach to the Bid Form a copy of a Letter of Good Standing from the Secretary of the Commonwealth's Office.)
 - j. Bidder possesses the skill, ability and integrity necessary for the faithful performance of the work.
 - k. Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.

Ann W. Pappas, President
Signature of person submitting bid or proposal

TM Solutions, Inc.
Name of business

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Exterior Painting of South Egremont School

- Jeremy Wells was notified on July 7, 2019 that Jason Marshall Painting LLC was pulling out of his contract. The contractor is returning the \$4,867.50 deposit that we had paid him.
- After soliciting quotes for the work per Chapter 30 procurement requirements, and in coordination with the Town of Egremont, we have arranged for Gentlemen Painters to do the work. Gentlemen Painters has two (2) certified Lead-Safe Renovator Supervisors and plans to start the work at the beginning of August and complete it by mid-August. Work will be performed on weekdays and weekends as needed.
- A draft contract is **attached**, and is very similar to the contract that SBRSD had with Jason Marshall Painting LLC.
- The cost of the project is \$21,700, an increase of \$6,950 over our 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.

--- DRAFT ---

CONTRACT BETWEEN GENTLEMEN PAINTING and THE SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT FOR THE PAINTING OF THE EXERIOR OF THE SOUTH EGREMONT SCHOOL

This contract, dated July _____, 2019, between the Southern Berkshire Regional School District ("SBRSD"), located at 491 Berkshire School Road, Sheffield MA 01257 and Gentlemen Painting ("the contractor"), located at 44 Andover Street, Pittsfield MA.

The parties agree that SBRSD will pay the contractor \$21,700 as follows: One-third down, with balance due upon completion.

REQUIREMENTS: All work will be done per EPA RRP guidelines.

Preparation:

1. All affected areas will be covered and protected with drop cloths or plastic per EPA RRP guidelines.
2. Surfaces will be prepared properly. Surfaces will also be re-inspected and patched as necessary before final coats are applied.
3. Windows will be re-glazed as needed.
4. All cracks in surfaces will be filled and nails will be puttied properly.
5. Glossy and rough surfaces and trim will be sanded and cleaned to assume proper paint adhesion.
6. Any new or raw wood will be primed as needed.
7. A stain sealer will be applied to water stains and tannin wood stains.
8. Work areas will be cleaned up and vacuumed, and debris will be taken away.
9. Upon completion, left over paint will be labeled and left at the job site.
10. Any hardware removed during the project will be reinstalled.

Body and/or Trim

- An oil-based primer and two (2) coats of high quality lead encapsulating paint will be applied as needed on all wood.

Windows and Doors

- Primer (as needed) and two (2) coats of high quality quality lead encapsulating paint will be applied.

Insurance

- A certificate of insurance, listing SBRSD as an additional insured, will be provided at the following levels prior to the start of work:
 - General Liability Insurance \$1,000,000
 - Workers' Compensation \$1,000,000
 - Vehicle \$1,000,000

Limited Warranty

1. The contractor will warrant labor and material for a period of one (1) year. If paint failure appears, the contractor will supply labor and materials to correct the condition without cost. This warranty is in lieu of all other warranties, expressed or implied. Responsibility is limited to correcting the condition as stated above.
2. The warranty excludes consequential or incidental damages caused by accident or abuse, temperature changes, settlement or moisture, i.e. cracks caused by expansion and/or contraction. Existing cracks must be properly prepared at time of the job in order for this exclusion to apply.

Prevailing Wage

- This work is subject to prevailing wage laws. Wages paid must meet requirements, per the attached prevailing wage schedule.

Work Standard

1. All work is to be completed in a workmanlike manner according to standard practices. Workers will remain on the job until the project has been completed. The work site will be cleaned daily and upon project completion. All agreements are contingent upon strikes, accidents or delays beyond the contractor's control.
2. The contractor will produce a "properly painted surface". A "properly painted surface" is one that is uniform in color and sheen. It is one that is free of foreign material, lumps, skins, sags, holidays, misses, strike-through or insufficient coverage. It is a surface that is free of drips, spatters, spills or over-spray caused by the contractor's workforce. Compliance to meeting the criteria of a "properly painted surface" shall be determined when viewed without magnification at a distance of five feet or more under normal lighting conditions and from a normal viewing position.
3. At least one MA Lead-Safe Renovator Supervisor will be on site at all times when lead-safe RRP work is in progress. Certification paperwork for all such supervisors will be provided to SBRSD prior to the start of work and signing of the contract.

Southern Berkshire Regional School District's Responsibilities

1. SBRSD will choose paint color(s) (1) week prior to start date.
2. SBRSD will be charged for color changes made after the commencement of work.
3. SBRSD will remove any fragile or breakable items from the worksite prior to the start of the project.
4. SBRSD will turn off any and all alarms while work is in progress.
5. Only the contractor's staff shall be on site while they are working on the entryway to the building.
6. The Director of Buildings and Grounds, or his designee, will meet with the foreman on the last day of the job.

Change Orders

If SBRSD requests any changes resulting in additional work, both parties must agree to the cost of all revisions in writing. Workers are instructed not to undertake additional work without authorization.

The undersigned acknowledge that they have read and understood the terms of this contract.

Signed:

Paul Shepard
Gentlemen Painting

Date

Beth Regulbuto
Superintendent, SBRSD

Date

SCHOOL COMMITTEE LEGAL STATUS

File: BB - SCHOOL COMMITTEE LEGAL STATUS

The School Committee of the Southern Berkshire Regional School District is the governing board of the school system. Its authority derives from the state legislature, which has made provision for the governance of all school systems and for that of regional districts in particular.

The Committee is comprised of ten (10) representatives from the five member towns, as follows:

Four members from the Town of Sheffield, two members from the Town of Egremont, two members from the Town of New Marlborough, one member from the Town of Monterey, and one member from the Town of Alford.

Members serve for terms of four years, until their respective successors are elected and qualified. If any Committee member's position shall become vacant before his or her term of office has expired, the Appointive Authority for the Member Town so affected shall appoint a resident of such Member Town to serve as a Committee member until the next biennial state election, (and thereafter until his or her respective successor has been duly elected and qualified), at which election a successor shall be elected to serve the balance of the unexpired term, if any.

Established through Regional Agreement, Sections 1, 2, 2(a), 2(c), 2(d), 2(e) and 2(f)

LEGAL REFS.: MGL 71:14B, 71:16A

CROSS REFS.: AA, School District Legal Status
BBB, School Committee Elections
Regional Agreement, Section 2

EXISTING SBRSD POLICY TO BE ELIMINATED WITH CHANGES TO POLICY BB

UNEXPIRED TERM FULFILLMENT

File: BBBE - UNEXPIRED TERM FULFILLMENT

If any Committee member's position shall become vacant before his or her term of office has expired, the Appointive Authority, as defined by the current Regional Agreement, for the Member Town so affected shall appoint a resident of such Member Town to serve as a Committee member until the next biennial state election (and thereafter until his or her respective successor has been duly elected and qualified) at which election a successor shall be elected to serve the balance of the unexpired term, if any.

Established through Regional Agreement, Section 2(d)

CROSS REF.: BBB, School Committee Elections

SCHOOL COMMITTEE ORGANIZATIONAL MEETING

BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

Annually, within the month of November, the School Committee shall hold an organizational meeting at a public place and at a time of its own choosing.

Those elected shall take office immediately, and shall choose a chairman and vice chairman from among the Committee membership by ballot, as the law requires. A secretary and treasurer, who may or may not be members of the Committee, shall also be chosen.

Method of Election

The organization of the Committee shall be the first item of business following the call of the roll. The Superintendent shall preside until a chairman has been elected.

The Superintendent shall call for nominations for chairman. Nominations shall be made from the floor. For election to office, a nominee must receive a majority vote of the entire Committee membership.

After his/her election, the chairman shall conduct nominations and balloting for the position of vice-chairman followed by nominations and voting on the positions of secretary and treasurer. Other officers (assistant secretary and assistant treasurer) may be chosen at this time.

Any office which becomes vacant during the year shall be filled in the manner prescribed for the annual meeting.

Other Organizational Business

At the first meeting each November, the School Committee also shall consider the appointment of school district counsel, school physician and election of members to all subcommittees.

LEGAL REF.: M.G.L. 71.16A

CROSS REF: BDB, School Committee Officers

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**Business Administrator's Report
July 17, 2019 School Committee Meeting**

Student Activity Funds

Per DESE Agreed Upon Procedures and Audit Guidelines, "Annually, the Principal shall report to the School Committee the balances of all active Student Activity Funds". See attached report (printed 6-4-19) of all accounts and their balances at that time. A debit ("positive") ending balance for the cash accounts (Account # 1010 and 1080) and a credit ("negative") ending balance for the individual activity accounts are desirable.

Approval of Warrants

FY19 WARRANTS SIGNED

June 28, 2019

	Date	Voucher #	Total Amount:	General Fund Amount:	Other Funds
Vendor Warrant	6/28/2019	1803	\$ 167,677.43	\$ 138,266.40	\$ 29,411.03
P-Card Warrant	6/28/2019	1706	\$ 5,502.60	\$ 1,774.48	\$ 3,728.12
			<u>\$ 173,180.03</u>	<u>\$ 140,040.88</u>	<u>\$ 33,139.15</u>

July 12, 2019

	Date	Voucher #	Total Amount:	General Fund Amount:	Other Funds
Manual Warrant	6/30/2019	1805	\$ 129,745.18	\$ 129,723.30	\$ 21.88
Vendor Warrant	6/30/2019	1807	\$ 68,118.63	\$ 43,262.25	\$ 24,856.38
Payroll Warrant	6/20/2019		\$ 379,271.77	\$ 350,327.19	\$ 28,944.58
			<u>\$ 577,135.58</u>	<u>\$ 523,312.74</u>	<u>\$ 53,822.84</u>

FY20 WARRANTS SIGNED

July 1, 2019

	Date	Voucher #	Total Amount:	General Fund Amount:	Other Funds
Vendor Warrant	7/1/2019	1901	\$ 305,939.61	\$ 305,846.01	\$ 93.60
			<u>\$ 305,939.61</u>	<u>\$ 305,846.01</u>	<u>\$ 93.60</u>

July 12, 2019

	Date	Voucher #	Total Amount:	General Fund Amount:	Other Funds
Vendor Warrant	7/12/2019	7002	\$ 9,300.22	\$ 9,285.23	\$ 14.99
			<u>\$ 9,300.22</u>	<u>\$ 9,285.23</u>	<u>\$ 14.99</u>

Vote to Accept Grants and Gifts

None

Budget Transfers

**FY20 BUDGET TRANSFER REQUESTS
JULY 17, 2019 SCHOOL COMMITTEE MEETING**

FUNCTION	TRANSFER OUT	TRANSFER IN
1410 Business & Finance	(2,099)	
2210 School Principals/Building Leadership		30,042
2305/2310 Teachers		9,250
2320 Medical/Therapeutic		34,511
2325 Substitutes	(24,252)	
2330 ESPs/Paraprofessionals	(63,249)	
2410 Textbooks		10,000
2430 General Supplies	(500)	
2440 Other Instructional Services		500
3200 Medical/Health Services		7,881
4110 Custodial Services		26,774
4130 Utility Services	(14,786)	
4210 Maintenance of Grounds		3,853
4230 Maintenance of Equipment	(13,255)	
5200 Insurance - Active Employees	(10,000)	
5260 Insurance - Other Non-Employee		5,330
	(128,141)	128,141

Mt. Everett Student Activities
 G! Account Summary Report
 As of: June 30, 2019

14

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
1010	Cash - Treasurer's Bank A	106,649.48	\$ 118,933.76	\$ (130,406.48)	\$ (11,472.72)	\$ 95,176.76
1080	Activities Checking Acco	10,073.63	87,082.50	(90,179.12)	(3,096.62)	6,977.01
3042	Music Band	(2,658.10)	0.00	(750.00)	(750.00)	(3,408.10)
3050	Friends of Athletics	(12,420.20)	8,897.29	(8,645.00)	252.29	(12,167.91)
3052	Guidance	(1,824.53)	8,375.70	(8,722.83)	(347.13)	(2,171.66)
3054	Media	(1,013.78)	0.00	0.00	0.00	(1,013.78)
3055	Music Chorus	(16.72)	0.00	0.00	0.00	(16.72)
3056	Newspaper	(367.20)	0.00	0.00	0.00	(367.20)
3057	National Honor Society	(874.69)	2,409.32	(2,208.60)	200.72	(673.97)
3058	Play/Drama	0.00	412.30	(532.05)	(119.75)	(119.75)
3059	Project E-	(91.73)	0.00	0.00	0.00	(91.73)
3061	S.A.D.D.	(1,071.17)	837.98	0.00	837.98	(233.19)
3063	School Store	(192.42)	820.10	(327.90)	492.20	299.78
3064	7/8 Student Council	(297.14)	0.00	0.00	0.00	(297.14)
3065	Team 7/8	(13,012.50)	719.78	0.00	719.78	(12,292.72)
3069	Interest Account	(201.49)	207.45	(7.64)	199.81	(1.68)
3072	French Club 7/8	(178.01)	0.00	0.00	0.00	(178.01)
3078	Outdoor Adventure Club	(4.40)	0.00	0.00	0.00	(4.40)
3079	No Name Cafe	(6,720.68)	2,204.93	(2,599.70)	(394.77)	(7,115.45)
3080	Grade 3 Activity	(2,063.87)	3,383.10	(4,919.00)	(1,535.90)	(3,599.77)
3081	Grade 1 Activity	(198.00)	0.00	0.00	0.00	(198.00)
3082	Grade 5 Activity N.C.R.	(6,432.87)	0.00	(102.40)	(102.40)	(6,535.27)
3086	UME Garden Club	(2,722.23)	1,795.83	(1,489.11)	306.72	(2,415.51)
3100	History / Malaria Fund Cl	0.00	1,404.00	(2,231.00)	(827.00)	(827.00)
3104	Woodworking Club	(781.00)	0.00	0.00	0.00	(781.00)
3105	Grade 4 Activity	(154.01)	1,951.00	(1,191.00)	760.00	605.99
3110	Me. Cheerleading Booster	(328.00)	0.00	0.00	0.00	(328.00)
3112	Undermountain Music Fu	(605.88)	0.00	0.00	0.00	(605.88)
3114	Grade 6 Activity	(4,993.46)	8,103.75	(5,720.00)	2,383.75	(2,609.71)
3118	Yearbook	(5,600.63)	1,836.62	(3,427.88)	(1,591.26)	(7,191.89)
3121	Blue Gold Fund	0.00	0.00	(100.00)	(100.00)	(100.00)
3124	Gay Straight Alliance	(758.93)	0.00	0.00	0.00	(758.93)
3125	High School Science	(383.06)	0.00	0.00	0.00	(383.06)
3129	Photography Art Club	(2,247.16)	687.19	(36.97)	650.22	(1,596.94)
3130	Student Council High Sch	(1,462.53)	0.00	(138.75)	(138.75)	(1,601.28)
3132	Life Skills	(82.28)	0.00	(40.00)	(40.00)	(122.28)
3133	Mt. Everett F F A.	(37.69)	8,508.02	(8,788.00)	(279.98)	(317.67)
3135	Band / Chorus	(25,184.09)	63,492.89	(55,956.92)	7,535.97	(17,648.12)
3140	Fuel up for 60	(2,788.62)	2,737.74	0.00	2,737.74	(50.88)
3144	Env. Science Green House	(205.50)	0.00	0.00	0.00	(205.50)
3145	Spanish Club	(909.46)	1,869.33	(1,746.27)	123.06	(786.40)
3146	Beyond the Berkshires	(7,372.72)	5,397.25	(5,680.00)	(282.75)	(7,655.47)
3149	Makers Space	(39.00)	0.00	0.00	0.00	(39.00)
3150	class of 2018	(748.04)	748.04	0.00	748.04	0.00
3151	Nation Art Hornor Society	(445.02)	0.00	0.00	0.00	(445.02)
3153	class of 2019	(3,940.52)	6,710.00	(2,493.10)	4,216.90	276.38
3154	Europe Trip 2017	(32.46)	0.00	0.00	0.00	(32.46)
3155	class of 2020	(1,686.18)	7,102.72	(7,159.47)	(56.75)	(1,742.93)
3156	Prom Activity	(1,229.54)	100.00	0.00	100.00	(1,129.54)
3157	class of 2022	(931.60)	0.00	(74.40)	(74.40)	(1,006.00)
3158	Elementary Spanish Activi	(784.00)	450.00	(370.00)	80.00	(704.00)
3159	Interact Club	(630.00)	190.00	(90.00)	100.00	(530.00)
3160	class of 2021	0.00	0.00	(1,235.00)	(1,235.00)	(1,235.00)
Totals		0.00	\$ 347,368.59	\$ (347,368.59)	\$ 0.00	\$ 0.00

Printed 6-4-19

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PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee and Sub-committees shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee and Sub-Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.
2. Speakers will limit their comments to items on the meeting agenda
3. Speakers will be allowed 3 minutes to present their material. The presiding chairperson may permit extension of this time limit.
4. All remarks will be addressed to chairperson
5. Written comments may be presented to the chairperson before or after the meeting for the chair's review and consideration at the appropriate time.
6. Any citizen who wishes to place an item on a School Committee agenda may make a request in writing to the Superintendent and School Committee Chairperson. Together they will determine whether the item is within the scope of the committee's responsibilities and if so, when to place the item on the agenda.

First Reading: April 4, 2019

Second Reading: April 23, 2019

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