



CITY OF MELROSE
MELROSE SCHOOL COMMITTEE
AGENDA • OCTOBER 14, 2014

Aldermanic Chamber

Regular Meeting

7:00 PM

1. CALL TO ORDER/PLEDGE

Cyndy Taymore	Superintendent
Carrie Kourkoumelis	Committee Member
Christine Casatelli	Committee Member
Donald Constantine	Committee Member
Jessica Dugan	Committee Member
Kristin Thorp	Chairman
Margaret Driscoll	Committee Member
Robert Dolan	Mayor

2. SCHOOL CHOICE HEARING - 7:00 PM

3. REPORT OF THE STUDENT REPRESENTATIVES - 7:15 PM

4. PUBLIC COMMENT - 7:20 PM

5. ANNOUNCEMENT - SUPERINTENDENT OF SCHOOLS - 7:35 PM

6. CONSENT AGENDA - 7:40 PM

1. School Committee - Special Meeting - Sep 19, 2014 9:00 AM
2. School Committee - Special Meeting - Sep 23, 2014 5:30 PM
3. School Committee - Regular Meeting - Sep 23, 2014 7:00 PM
4. Cafeteria Report
5. Acceptance of Donations
6. Personnel Report
7. Monthly Budget Summary
8. Warrants

		#	Amount
1	FY14 School Priority	S15023	\$6,750.00
2	FY15 Priority	S15024	\$37,407.08
3	FY15 Education Stations	S15025	\$1,439.51
4	FY15 School Lunch	S15026	\$2,580.00
5	FY15 Officials	S15027	\$7,418.00
6	FY15 School	S15028	\$193,329.71

7 FY15 Wire Transfers 1917

SW15202 \$5,684.89

7. SUBCOMMITTEES (COMMITTEE OF THE WHOLE) - 7:45 PM**A. *Educational Programs and Personnel - Donald Constantine/Christine Casatelli***

1. Visual and Performing Arts Department including the introduction of the new Director (20 minutes)
2. MVMMS Update and Plan (35 minutes)

B. *Policy and Planning - Margaret Driscoll/Christine Casatelli*

1. Plan for School Committee Self-evaluation (15 minutes)
2. Vote to add Policy & Planning Subcommittee meetings (5 minutes)
3. Policy Discussion (30 minutes)

Policy IMD: Animals in Schools

Personnel Policies: G Section and Personnel Goals/Priority Objectives: GA

General Personnel Policies: GB

Professional Staff Policies: GC

Support Staff Policies: GD

Personnel Policies Proposed for Repeal

2013-2014 Policy Action Grid

4. Policy Discussion for October 28, 2014 (5 minutes)

Policy Section J: Students

C. *Finance and Facilities - Carrie Kourkoumelis/Jessica Dugan*

1. Vote on the Sale of Surplus Material (5 minutes)

8. ANNOUNCEMENTS - SCHOOL COMMITTEE CHAIR - 9:40 PM

1. Vote to Appoint the Superintendent as the SEEM Representative (5 minutes)
2. Plan for Superintendent Evaluation 2015 (15 minutes)

3. Action Item Progress Report (10 minutes)
4. Liaison Reports (10 minutes)

9. ADJOURN - 10:20 PM

September 2014



Melrose Public Schools YTD School Foodservice Report

		September 2013		September 2014	
Days of Operation		23		24	
Total Reimbursable Meal Counts		23,982		26,138	
REVENUES					
Sales		\$62,803	66.2%	\$70,156	66.0%
Reimbursements		\$32,097	33.8%	\$36,215	34.0%
TOTAL REVENUES		\$ 94,900	100.0%	\$ 106,371	100.0%
EXPENSES					
Daily Sales Average		\$ 4,126		\$ 4,432	
Daily Meals Average		1043		1089	
Product Cost (Food & Paper Purchases)		\$40,322	42.5%	\$36,044	33.9%
Total Personnel Costs		\$47,014	49.5%	\$46,924	44.1%
Total Other Directs		\$14,020	14.8%	\$5,890	5.5%
Administrative Charges		\$8,528	9.0%	\$8,528	8.0%
Management Fee Expense		\$1,639	1.7%	\$1,639	1.5%
TOTAL EXPENSES		\$ 111,523	117.5%	\$ 99,025	93.1%
NET PROFIT / LOSS YTD		\$ (16,623)		\$ 7,346	

Notes:**Meal Counts****Catering Sales****YTD product cost**

Food Cost % 30.2%

Paper Cost % 3.7%

Total Product Cost 33.9%

Rebates \$6,839

Personnel Costs 2% Increase for all foodservice associates

Other Direct Costs

Management Fee Expense On budget

Net Profit (Loss) to Program Ahead of budget

Chartwells Promotions increased lunch and ala carte sales this year

Marketing Promotions: Chartwells Simply Good, Hometown Favorites, Local Produce, Casa Amigo's, Monthly Food Focus, NSLP toolkit (assist low income families to apply) Wellness Wednesdays, , Middle School Salad Bar, MHS Taco Tuesday Bar, Elementary's Lucky Tray Days, Melrose Middle School "Environments Program".

Please visit our Web Site:

<http://chartwells.compass-usa.com/ROSE/Pages/Home.aspx>

Attachment: Cafeteria Report (3326 : Cafeteria Report)



Melrose Public Schools Administrative Offices

360 LYNN FELS PARKWAY, MELROSE, MA 02176

TELEPHONE: (781) 662-2000 V/TTY
FAX: (781) 979-2149

CYNDY S. TAYMORE
Superintendent of Schools
Email: ctaymore@melroseschools.com

JAMES T. PICONE
Director of Finance and Administrative Affairs
Email: jpicone@melroseschools.com

To: Melrose School Committee

From: James Picone, Director of Finance and Administrative Affairs

Date: October 6, 2014

Re: Quarterly Report of Donations-October 2014

Melrose Public Schools is fortunate to receive donations from gracious benefactors in support of our school system. I would like to request your acceptance of the following donations to Melrose Public Schools in the third quarter of the 2014 calendar year:

- \$500 – 13 Inch viola with bow and protective case in good condition donated by an anonymous donor to Melrose Visual and Performing Arts Department.
- \$25- Canvas art board and easel donated by Mr. Karampales to Melrose Visual and Performing Arts Department.
- \$240-Bundy clarinet donated by an anonymous donor to Melrose Visual and Performing Arts Department.
- \$500-donation by Novartis Pharmaceuticals Corporation on behalf of Serena Silver and Amy Williams through the Novartis Dollars for Doers volunteer program to Horace Mann Elementary School.
- \$355- donation of twelve (12) copies of “Icons of the Civil Rights Movement” by Pamela Chatterton-Purdy and David Purdy to Melrose Public Schools.

I would like to thank the above mentioned parties for their generous donations and for their continued support of our schools.

Attachment: Quarterly Report of Donations October 2014 (3307 : Acceptance of Donations)

Personnel Report
September 2014

Status	Position	Hoover Elementary Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	Horace Mann Elementary Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Resignation	Special Education Teacher	Julia Harrington		September 18, 2014	October 2, 2014	Resignation	
Status	Position	Lincoln Elementary Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	Roosevelt Elementary Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	Winthrop Elementary Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	Middle School Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Resignation	Special Education Teacher	Paul McKnight		August 20, 2014	August 20, 2014		
New Hire	Special Education Teacher	Patrick Dayton	September 11, 2014				Replacing Paul McKnight
New Hire	Design Teacher - LTS	Patricia Saul Flaherty					Replacing B Bueno
Status	Position	High School Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Resignation	CAD/Technology	Jennifer Sloan		September 12, 2014	September 26, 2014	Resignation	
Status	Position	ECC Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	Administration Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Status	Position	System Wide Name	Hire Letter Date	Resignation Recd	Departure Date	Reason for Departure	If Transfer In/New Hire Person Who They Are Replacing
Non-Renew	Systems Administrator	Brian Quinlan			August 28, 2014	Non-Renew	
New	Systems Administrator	Nate Atwater	September 29, 2014				Replacing B Quinlan
Resignation	Help Desk Technician	Nate Atwater			September 5, 2014		
Status	Position	School	Posting Date				
New	Special Education Teacher	Horace Mann	October 1, 2014				Replacing J Harrington
New	Help Desk Technician	District Wide	September 25, 2014				Replacing N Atwater
New	Cad/Technology	High School	September 12, 2014				Replacing J Sloan-Green



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CYNDY S. TAYMORE
Superintendent of Schools
Email: ctaymore@melroseschools.com

JAMES T. PICONE
Director of Finance and Administrative Affairs
Email: jpicone@melroseschools.com

To: Melrose School Committee

From: Jay Picone, Director of Finance and Administrative Affairs

Date: October 6, 2014

Re: FY15 Monthly Report – September

Attached you will find the FY15 Monthly Update for September, which consists of:

- A one page summary of budget categories and applied funds
- The FY15 budget report printed directly from MUNIS for the period ending September 30, 2014

The few negative balances relating to technology that appear on the report will be offset by E-Rate funding which is due to arrive in the coming months. The small negative balance reflected in the Middle School Teacher Salary line will be offset by salary savings realized in the Middle School Teacher SPED Salary line.

Attachment: cover memo school committee October 6, 2014 (3317 : Monthly Budget Summary)

Summary of Budget Categories and Applied Funds

FY2015 September

Budget Category Summary

FY2015 BUDGET FUNDING	AMOUNTS
City Appropriation	\$24,372,195
Applied Funds	\$2,794,500
Total	\$27,166,695

Budget Category	Revised Budget	Expended/Encumbered	Current Balance
Salaries	\$23,253,786	\$21,917,374	\$1,336,412
Instructional Materials (Textbooks, Supplies & Materials)	\$387,780	\$218,027	\$169,753
Equipment and Technology	\$116,100	\$103,734	\$12,366
Contracted Services	\$2,785,266	\$1,082,804	\$1,702,462
Athletics	\$623,763	\$44,507	\$579,256
Total	\$27,166,695	\$23,366,446	\$3,800,249

Applied Funds Summary

Fund/Account	FY15 Beginning Balance	FY15 Projected Revenue for Budget Funding	FY15 Revised Projected Revenue for Budget Funding	FY15 Projected to be Applied	FY15 Projected Year End Balance
1601 Athletic Revolving	\$0	\$258,000	\$258,000	\$258,000	\$0
1603 Facilities	\$0	\$400,000	\$400,000	\$400,000	\$0
1613 Tuition/Trans. Revolving	\$0	\$141,500	\$141,500	\$141,500	\$0
1615 Computer - E-Rate	\$0	\$62,000	\$62,000	\$62,000	\$0
1620 Medicaid and Other Reimbursements from City	\$0	\$300,000	\$300,000	\$300,000	\$0
1625 Kindergarten	\$0	\$0	\$0	\$0	\$0
1627 Circuit Breaker	\$0	\$440,000	\$440,000	\$440,000	\$0
1631 Concessions	\$0	\$4,000	\$4,000	\$4,000	\$0
1901 Music Revolving	\$0	\$34,000	\$34,000	\$34,000	\$0
1904 Consumable Charge (Foods)	\$0	\$5,000	\$5,000	\$5,000	\$0
1907 Education Stations - After School Prog.	\$0	\$200,000	\$200,000	\$200,000	\$0
1905 OFS Contractual	\$0	\$700,000	\$700,000	\$700,000	\$0
TOTAL	\$0	\$2,544,500	\$2,544,500	\$2,544,500	\$0
METCO	\$0	\$250,000	\$250,000	\$250,000	\$0
GRAND TOTAL	\$0	\$2,794,500	\$2,794,500	\$2,794,500	\$0

Attachment: FY15 Budget Summary and Applied Funds (3317 : Monthly Budget Summary)



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ACCOUNTS 12	FOR: HOOVER	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND								
000 UNDEFINED - REVENUE								
1 PROFESSIONAL SALARIE								
1112102	51110 2305 HV TEACHER- ART	24,419	.00	24,419.00	2,810.34	21,546.03	62.63	99.7%*
1112112	51110 2305 HV TEACHER- HEAL	28,155	.00	28,155.00	3,202.53	24,552.68	399.79	98.6%*
1112122	51110 2305 HV TEACHER -MUSI	39,457	-470.63	38,986.37	4,930.37	29,615.17	4,440.83	88.6%*
1112126	51110 2305 HV TEACHER PHYS	19,933	.58	19,933.58	2,300.04	17,633.55	-.01	100.0%*
1112350	51101 2210 HV PRINCIPAL SAL	96,659	.00	96,659.00	25,134.97	68,223.49	3,300.54	96.6%*
1112350	51103 2305 HV TEACHER SALAR	758,617	.00	758,617.00	84,782.01	649,995.41	23,839.58	96.9%*
1112350	51113 2310 HV ACADEMIC INTE	24,336	.00	24,336.00	871.00	.00	23,465.00	3.6%
1112400	51106 2800 HV PSYCHOLOGICAL	29,543	.00	29,543.00	3,202.13	22,096.33	4,244.54	85.6%*
1112400	51107 2310 HV SPED TEACHER	202,953	.00	202,953.00	22,793.40	174,749.40	5,410.20	97.3%*
1112400	51108 2320 HV THERAPIST OT,	79,285	.00	79,285.00	10,012.20	68,086.02	1,186.78	98.5%*
TOTAL PROFESSIONAL SALARIE		1,303,357	-470.05	1,302,886.95	160,038.99	1,076,498.08	66,349.88	94.9%
2 CLERICAL SALARIES								
1112350	51201 2210 HV SECRETARY SAL	27,181	440.05	27,621.05	3,211.75	23,766.95	642.35	97.7%*
TOTAL CLERICAL SALARIES		27,181	440.05	27,621.05	3,211.75	23,766.95	642.35	97.7%
3 OTHER SALARIES								
1112400	51303 2330 HV SPED AIDES SA	110,727	.00	110,727.00	12,173.40	95,607.63	2,945.97	97.3%*
TOTAL OTHER SALARIES		110,727	.00	110,727.00	12,173.40	95,607.63	2,945.97	97.3%
5 SUPPLIES & MATERIALS								
1112102	55500 2415 HV ART INSTRUCTI	1,695	.00	1,695.00	.00	1,540.08	154.92	90.9%*



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ACCOUNTS FOR: 12 HOOVER	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1112112 55502 2410 HV HEALTH INSTR</u>	232	.00	232.00	.00	.00	232.00	.0%
<u>1112120 55502 2410 HV LIBRARY INSTR</u>	515	.00	515.00	.00	.00	515.00	.0%
<u>1112122 55502 2410 HV MUSIC INSTR M</u>	353	.00	353.00	.00	.00	353.00	.0%
<u>1112126 55502 2410 HV PHYS ED INSTR</u>	451	.00	451.00	.00	.00	451.00	.0%
<u>1112350 55500 2415 HV INSTRUCTIONAL</u>	5,149	-689.00	4,460.00	3,656.07	740.85	63.08	98.6%*
<u>1112350 55500 2430 HV GENERAL SUPPL</u>	8,211	689.00	8,900.00	1,292.45	7,607.55	.00	100.0%*
TOTAL SUPPLIES & MATERIALS	16,606	.00	16,606.00	4,948.52	9,888.48	1,769.00	89.3%
6 OTHER EXPENSES							
<u>1112122 55503 2420 HV MUSIC INSTR E</u>	95	.00	95.00	.00	.00	95.00	.0%
<u>1112350 57613 2210 HV MEMBERSHIPS/D</u>	520	30.00	550.00	550.00	.00	.00	100.0%*
TOTAL OTHER EXPENSES	615	30.00	645.00	550.00	.00	95.00	85.3%
TOTAL UNDEFINED - REVENUE	1,458,486	.00	1,458,486.00	180,922.66	1,205,761.14	71,802.20	95.1%
TOTAL SCHOOL GENERAL FUND	1,458,486	.00	1,458,486.00	180,922.66	1,205,761.14	71,802.20	95.1%
TOTAL HOOVER	1,458,486	.00	1,458,486.00	180,922.66	1,205,761.14	71,802.20	95.1%
TOTAL EXPENSES	1,458,486	.00	1,458,486.00	180,922.66	1,205,761.14	71,802.20	



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ACCOUNTS FOR: 13 HORACE MANN	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
1113102 51110 2305 HM TEACHER-ART	26,350	.00	26,350.00	3,040.35	23,309.30	.35	100.0%*
1113112 51110 2305 HM TEACHER-HEALT	18,261	.00	18,261.00	2,107.02	16,153.82	.16	100.0%*
1113122 51110 2305 HM TEACHER- MUSI	43,163	6,928.66	50,091.66	4,835.47	45,256.17	.02	100.0%*
1113126 51110 2305 HM TEACHER- PHYS	29,061	.00	29,061.00	3,216.36	24,658.85	1,185.79	95.9%*
1113350 51101 2210 HM PRINCIPAL SAL	95,584	-38.64	95,545.36	21,303.42	67,460.83	6,781.11	92.9%*
1113350 51103 2305 HM TEACHER SALAR	685,012	-1,220.06	683,791.94	78,893.79	587,289.54	17,608.61	97.4%*
1113400 51106 2800 HM PSYCHOLOGICAL	28,421	.00	28,421.00	3,279.36	25,141.64	.00	100.0%*
1113400 51107 2310 HM TEACHER- SPED	292,557	-.58	292,556.42	32,206.50	246,916.50	13,433.42	95.4%*
1113400 51108 2320 HM THERAPIST OT,	55,510	.58	55,510.58	6,405.06	49,105.46	.06	100.0%*
TOTAL PROFESSIONAL SALARIE	1,273,919	5,669.96	1,279,588.96	155,287.33	1,085,292.11	39,009.52	97.0%
2 CLERICAL SALARIES							
1113350 51201 2210 HM SECRETARY SAL	25,301	1,220.06	26,521.06	3,631.38	22,287.32	602.36	97.7%*
TOTAL CLERICAL SALARIES	25,301	1,220.06	26,521.06	3,631.38	22,287.32	602.36	97.7%
3 OTHER SALARIES							
1113400 51303 2330 HM SPED AIDES SA	67,976	21,428.15	89,404.15	6,350.53	67,739.23	15,314.39	82.9%*
TOTAL OTHER SALARIES	67,976	21,428.15	89,404.15	6,350.53	67,739.23	15,314.39	82.9%
5 SUPPLIES & MATERIALS							
1113102 55500 2415 HM ART INSTRUCTI	1,787	.00	1,787.00	.00	1,783.32	3.68	99.8%*
1113112 55502 2410 HM HEALTH INSTR	245	.00	245.00	.00	.00	245.00	.0%



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ACCOUNTS FOR: 13 HORACE MANN	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1113120 55502 2410 HM LIBRARY INSTR</u>	543	-100.00	443.00	.00	.00	443.00	.0%
<u>1113122 55502 2410 HM MUSIC INSTR M</u>	373	100.00	473.00	.00	473.00	.00	100.0%*
<u>1113126 55502 2410 HM PHYS ED INSTR</u>	475	.00	475.00	.00	.00	475.00	.0%
<u>1113350 55500 2415 HM INSTR SUPPLIE</u>	7,304	253.42	7,557.42	5,580.74	1,976.68	.00	100.0%*
<u>1113350 55500 2430 HM GENERAL SUPPL</u>	8,400	-253.42	8,146.58	5,198.06	2,943.75	4.77	99.9%*
TOTAL SUPPLIES & MATERIALS	19,127	.00	19,127.00	10,778.80	7,176.75	1,171.45	93.9%
6 OTHER EXPENSES							
<u>1113122 55503 2420 HM MUSIC EQUIP/T</u>	100	.00	100.00	.00	.00	100.00	.0%
<u>1113350 55503 2420 HM INSTRUCTIONAL</u>	1,597	.00	1,597.00	.00	.00	1,597.00	.0%
<u>1113350 57613 2210 HM MEMBERSHIPS/D</u>	1,993	.00	1,993.00	.00	550.00	1,443.00	27.6%*
TOTAL OTHER EXPENSES	3,690	.00	3,690.00	.00	550.00	3,140.00	14.9%
TOTAL UNDEFINED - REVENUE	1,390,013	28,318.17	1,418,331.17	176,048.04	1,183,045.41	59,237.72	95.8%
TOTAL SCHOOL GENERAL FUND	1,390,013	28,318.17	1,418,331.17	176,048.04	1,183,045.41	59,237.72	95.8%
TOTAL HORACE MANN	1,390,013	28,318.17	1,418,331.17	176,048.04	1,183,045.41	59,237.72	95.8%
TOTAL EXPENSES	1,390,013	28,318.17	1,418,331.17	176,048.04	1,183,045.41	59,237.72	



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ACCOUNTS FOR: 14 LINCOLN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
<u>1114101 51103 2310 LN TEACHER ELL</u>	74,684	-19,934.20	54,749.80	4,740.18	42,359.79	7,649.83	86.0%*
<u>1114102 51110 2305 LN TEACHER- ART</u>	36,628	.00	36,628.00	4,215.54	32,319.05	93.41	99.7%*
<u>1114112 51110 2305 LN TEACHER-HEALT</u>	27,391	.26	27,391.26	3,160.53	24,230.73	.00	100.0%*
<u>1114122 51110 2305 LN TEACHER-MUSIC</u>	45,901	.00	45,901.00	5,296.26	40,604.57	.17	100.0%*
<u>1114126 51110 2305 LN TEACHER- PHYS</u>	42,233	.00	42,233.00	4,803.78	36,829.03	600.19	98.6%*
<u>1114350 51101 2210 LN PRINCIPAL SAL</u>	105,566	-9,383.65	96,182.35	24,230.78	65,769.26	6,182.31	93.6%*
<u>1114350 51103 2305 LN TEACHER SALAR</u>	993,135	7,060.02	1,000,195.02	121,222.86	878,972.16	.00	100.0%*
<u>1114350 51113 2310 LN ACADEMIC INTE</u>	0	19,000.00	19,000.00	1,014.00	.00	17,986.00	5.3%
<u>1114400 51106 2800 LN PYSCHOLOGICAL</u>	84,368	.00	84,368.00	8,407.32	64,456.12	11,504.56	86.4%*
<u>1114400 51107 2310 LN TEACHER SPED</u>	268,762	.00	268,762.00	32,891.55	234,870.45	1,000.00	99.6%*
<u>1114400 51108 2320 LN THERAPIST OT,</u>	98,671	.00	98,671.00	7,136.63	86,148.75	5,385.62	94.5%*
TOTAL PROFESSIONAL SALARIE	1,777,339	-3,257.57	1,774,081.43	217,119.43	1,506,559.91	50,402.09	97.2%
2 CLERICAL SALARIES							
<u>1114350 51201 2210 LN SECRETARY SAL</u>	26,501	628.99	27,129.99	3,154.65	23,344.41	630.93	97.7%*
TOTAL CLERICAL SALARIES	26,501	628.99	27,129.99	3,154.65	23,344.41	630.93	97.7%
3 OTHER SALARIES							
<u>1114400 51303 2330 LN SPED AIDE SAL</u>	289,522	-21,389.51	268,132.49	21,857.31	200,892.98	45,382.20	83.1%*
TOTAL OTHER SALARIES	289,522	-21,389.51	268,132.49	21,857.31	200,892.98	45,382.20	83.1%
5 SUPPLIES & MATERIALS							
<u>1114102 55500 2415 LN ART INSTRUCTI</u>	2,264	.00	2,264.00	.00	2,239.28	24.72	98.9%*



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ACCOUNTS FOR: 14 LINCOLN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1114112 55502 2410 LN HEALTH INSTR	310	.00	310.00	.00	.00	310.00	.0%
1114120 55502 2410 LN LIBRARY INSTR	687	.00	687.00	.00	.00	687.00	.0%
1114122 55502 2410 LN MUSIC INSTR M	472	.00	472.00	28.36	.00	443.64	6.0%
1114126 55502 2410 LN PHYS ED INSTR	602	.00	602.00	.00	.00	602.00	.0%
1114350 55500 2415 LN INSTR SUPPLIE	12,715	.00	12,715.00	8,834.31	2,459.52	1,421.17	88.8%*
1114350 55500 2430 LN GENERAL SUPPL	10,575	.00	10,575.00	3,176.60	4,650.91	2,747.49	74.0%*
TOTAL SUPPLIES & MATERIALS	27,625	.00	27,625.00	12,039.27	9,349.71	6,236.02	77.4%
6 OTHER EXPENSES							
1114122 55503 2420 LN MUSIC INSTR E	127	.00	127.00	.00	.00	127.00	.0%
1114350 55503 2420 LN INSTRUCTIONAL	1,437	.00	1,437.00	534.83	490.50	411.67	71.4%*
1114350 57613 2210 LN MEMBERSHIPS/D	1,745	.00	1,745.00	.00	.00	1,745.00	.0%
TOTAL OTHER EXPENSES	3,309	.00	3,309.00	534.83	490.50	2,283.67	31.0%
TOTAL UNDEFINED - REVENUE	2,124,296	-24,018.09	2,100,277.91	254,705.49	1,740,637.51	104,934.91	95.0%
TOTAL SCHOOL GENERAL FUND	2,124,296	-24,018.09	2,100,277.91	254,705.49	1,740,637.51	104,934.91	95.0%
TOTAL LINCOLN	2,124,296	-24,018.09	2,100,277.91	254,705.49	1,740,637.51	104,934.91	95.0%
TOTAL EXPENSES	2,124,296	-24,018.09	2,100,277.91	254,705.49	1,740,637.51	104,934.91	



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ACCOUNTS FOR: 16 ROOSEVELT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
<u>1116101 51103 2310 RV TEACHER ELL</u>	29,900	19,933.94	49,833.94	5,750.07	44,083.87	.00	100.0%*
<u>1116102 51110 2305 RV TEACHER ART</u>	39,525	.00	39,525.00	4,560.51	34,963.96	.53	100.0%*
<u>1116112 51110 2305 RV TEACHER HEALT</u>	29,900	.36	29,900.36	3,450.03	26,450.32	.01	100.0%*
<u>1116122 51110 2305 RV TEACHER MUSIC</u>	62,791	-6,928.66	55,862.34	6,337.83	48,589.81	934.70	98.3%*
<u>1116126 51110 2305 RV TEACHER PE</u>	43,591	.00	43,591.00	4,824.57	36,988.28	1,778.15	95.9%*
<u>1116350 51101 2210 RV PRINCIPAL SAL</u>	94,652	1,694.64	96,346.64	25,939.48	70,407.16	.00	100.0%*
<u>1116350 51103 2305 RV TEACHER SALAR</u>	1,129,407	.00	1,129,407.00	134,309.25	978,042.55	17,055.20	98.5%*
<u>1116350 51113 2310 RV ACADEMIC INTE</u>	24,336	-19,000.00	5,336.00	.00	.00	5,336.00	.0%
<u>1116400 51106 2800 RV PSYCHOLOGICAL</u>	75,445	.02	75,445.02	10,777.86	64,667.16	.00	100.0%*
<u>1116400 51107 2310 RV SPED TEACHER</u>	377,434	-3.08	377,430.92	33,588.48	257,511.68	86,330.76	77.1%*
<u>1116400 51108 2320 RV THERAPIST OT</u>	61,327	14,875.80	76,202.80	8,795.46	67,407.34	.00	100.0%*
TOTAL PROFESSIONAL SALARIE	1,968,308	10,573.02	1,978,881.02	238,333.54	1,629,112.13	111,435.35	94.4%
2 CLERICAL SALARIES							
<u>1116350 51201 2210 RV SECRETARY SAL</u>	26,981	2.01	26,983.01	3,211.75	23,161.63	609.63	97.7%*
TOTAL CLERICAL SALARIES	26,981	2.01	26,983.01	3,211.75	23,161.63	609.63	97.7%
3 OTHER SALARIES							
<u>1116400 51303 2330 RV SPED AIDE SAL</u>	201,672	-14,875.11	186,796.89	18,276.16	134,813.94	33,706.79	82.0%*
TOTAL OTHER SALARIES	201,672	-14,875.11	186,796.89	18,276.16	134,813.94	33,706.79	82.0%
5 SUPPLIES & MATERIALS							
<u>1116102 55500 2415 RV ART INSTRUCTI</u>	2,595	.00	2,595.00	.00	2,546.59	48.41	98.1%*



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ACCOUNTS FOR: 16 ROOSEVELT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1116112 55502 2410 RV HEALTH INSTR</u>	355	.00	355.00	.00	.00	355.00	.0%
<u>1116120 55502 2410 RV LIBRARY INSTR</u>	788	.00	788.00	.00	.00	788.00	.0%
<u>1116122 55502 2410 RV MUSIC INSTR M</u>	541	.00	541.00	.00	.00	541.00	.0%
<u>1116126 55502 2410 RV PHYS ED INSTR</u>	690	.00	690.00	.00	.00	690.00	.0%
<u>1116350 55500 2415 RV INSTR SUPPLIE</u>	11,820	.00	11,820.00	4,080.94	1,911.64	5,827.42	50.7%*
<u>1116350 55500 2430 RV GENERAL SUPPL</u>	11,855	.00	11,855.00	4,902.08	5,317.21	1,635.71	86.2%*
TOTAL SUPPLIES & MATERIALS	28,644	.00	28,644.00	8,983.02	9,775.44	9,885.54	65.5%
6 OTHER EXPENSES							
<u>1116122 55503 2420 RV MUSIC INSTR E</u>	145	.00	145.00	.00	.00	145.00	.0%
<u>1116350 55503 2420 RV INSTR EQUIPME</u>	547	.00	547.00	.00	.00	547.00	.0%
<u>1116350 57613 2210 RV MEMBERSHIPS/D</u>	550	.00	550.00	.00	.00	550.00	.0%
TOTAL OTHER EXPENSES	1,242	.00	1,242.00	.00	.00	1,242.00	.0%
TOTAL UNDEFINED - REVENUE	2,226,847	-4,300.08	2,222,546.92	268,804.47	1,796,863.14	156,879.31	92.9%
TOTAL SCHOOL GENERAL FUND	2,226,847	-4,300.08	2,222,546.92	268,804.47	1,796,863.14	156,879.31	92.9%
TOTAL ROOSEVELT	2,226,847	-4,300.08	2,222,546.92	268,804.47	1,796,863.14	156,879.31	92.9%
TOTAL EXPENSES	2,226,847	-4,300.08	2,222,546.92	268,804.47	1,796,863.14	156,879.31	



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ACCOUNTS FOR:
17 WINTHROPORIGINAL
APPROPTRANFRS/
ADJSTMTSREVISED
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE
BUDGETPCT
USED

0111 SCHOOL GENERAL FUND

000 UNDEFINED - REVENUE

1 PROFESSIONAL SALARIE

1117102 51110 2305 WN TEACHER-ART	29,900	.52	29,900.52	3,450.06	26,450.46	.00	100.0%*
1117112 51110 2305 WN TEACHER HEALT	19,933	.58	19,933.58	2,300.04	17,633.55	-.01	100.0%*
1117122 51110 2305 WN TEACHER MUSIC	86,486	.35	86,486.35	9,979.20	76,507.15	.00	100.0%*
1117126 51110 2305 WN TEACHER PHYS	29,900	.36	29,900.36	3,450.03	26,450.32	.01	100.0%*
1117350 51101 2210 WN PRINCIPAL SAL	97,320	.00	97,320.00	25,307.66	68,692.22	3,320.12	96.6%*
1117350 51103 2305 WN TEACHER SALAR	1,106,504	.00	1,106,504.00	129,818.25	944,381.05	32,304.70	97.1%*
1117350 51113 2310 WN ACADEMIC INTE	24,336	-1.81	24,334.19	819.00	.00	23,515.19	3.4%
1117400 51106 2800 WN PSYCHOLOGICAL	72,508	.00	72,508.00	10,335.99	62,015.94	156.07	99.8%*
1117400 51107 2310 WN TEACHER SPED	229,117	.00	229,117.00	26,418.60	202,542.60	155.80	99.9%*
1117400 51108 2320 WN THERAPIST OT,	41,722	.00	41,722.00	4,799.64	36,797.24	125.12	99.7%*
TOTAL PROFESSIONAL SALARIE	1,737,726	.00	1,737,726.00	216,678.47	1,461,470.53	59,577.00	96.6%

2 CLERICAL SALARIES

1117350 51201 2210 WN SECRETARY SAL	28,122	.00	28,122.00	652.86	.00	27,469.14	2.3%
TOTAL CLERICAL SALARIES	28,122	.00	28,122.00	652.86	.00	27,469.14	2.3%

3 OTHER SALARIES

1117400 51303 2330 WN SPED AIDE SAL	53,661	.00	53,661.00	5,023.24	46,464.97	2,172.79	96.0%*
TOTAL OTHER SALARIES	53,661	.00	53,661.00	5,023.24	46,464.97	2,172.79	96.0%

5 SUPPLIES & MATERIALS

1117102 55500 2415 WN ART INSTRUCTI	2,264	.00	2,264.00	.00	2,180.27	83.73	96.3%*
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ACCOUNTS FOR: 17 WINTHROP	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1117112 55502 2410 WN HEALTH INSTR</u>	310	.00	310.00	.00	.00	310.00	.0%
<u>1117120 55502 2410 WN LIBRARY INSTR</u>	687	-125.61	561.39	.00	.00	561.39	.0%
<u>1117122 55502 2410 WN MUSIC INSTR M</u>	472	125.61	597.61	.00	597.61	.00	100.0%*
<u>1117126 55502 2410 WN PHYS ED INSTR</u>	602	.00	602.00	.00	.00	602.00	.0%
<u>1117350 55500 2415 WN INSTR SUPPLIE</u>	4,839	.00	4,839.00	1,872.51	114.45	2,852.04	41.1%*
<u>1117350 55500 2430 WN GENERAL SUPPL</u>	8,197	3,238.70	11,435.70	6,613.25	4,822.45	.00	100.0%*
<u>1117350 55502 2410 WN INSTR MATERIA</u>	493	.00	493.00	.00	345.00	148.00	70.0%*
TOTAL SUPPLIES & MATERIALS	17,864	3,238.70	21,102.70	8,485.76	8,059.78	4,557.16	78.4%
6 OTHER EXPENSES							
<u>1117122 55503 2420 WN MUSIC INSTR E</u>	127	.00	127.00	.00	.00	127.00	.0%
<u>1117350 55503 2420 WN INSTRUCTIONAL</u>	4,326	-3,238.70	1,087.30	.00	401.85	685.45	37.0%*
<u>1117350 57613 2210 WN MEMBERSHIPS/D</u>	1,335	.00	1,335.00	.00	.00	1,335.00	.0%
TOTAL OTHER EXPENSES	5,788	-3,238.70	2,549.30	.00	401.85	2,147.45	15.8%
TOTAL UNDEFINED - REVENUE	1,843,161	.00	1,843,161.00	230,840.33	1,516,397.13	95,923.54	94.8%
TOTAL SCHOOL GENERAL FUND	1,843,161	.00	1,843,161.00	230,840.33	1,516,397.13	95,923.54	94.8%
TOTAL WINTHROP	1,843,161	.00	1,843,161.00	230,840.33	1,516,397.13	95,923.54	94.8%
TOTAL EXPENSES	1,843,161	.00	1,843,161.00	230,840.33	1,516,397.13	95,923.54	



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ACCOUNTS FOR: 18 FRANKLIN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
1118350 51103 2310 FN SPED TEACHER	108,884	-108,884.00	.00	.00	.00	.00	.0%
1118350 51108 2320 FN THERAPIST OT	121,118	-28,420.98	92,697.02	7,233.78	55,460.55	30,002.69	67.6%*
1118400 51106 2800 PSYCHOLOGIST SAL	0	28,420.98	28,420.98	3,279.33	25,141.65	.00	100.0%*
1118400 51107 2310 SPECIALISTS SALA	0	108,884.00	108,884.00	17,474.76	91,009.16	400.08	99.6%*
TOTAL PROFESSIONAL SALARIE	230,002	.00	230,002.00	27,987.87	171,611.36	30,402.77	86.8%
3 OTHER SALARIES							
1118400 51303 2330 FN SPED AIDE SAL	21,372	.00	21,372.00	.00	.00	21,372.00	.0%
TOTAL OTHER SALARIES	21,372	.00	21,372.00	.00	.00	21,372.00	.0%
TOTAL UNDEFINED - REVENUE	251,374	.00	251,374.00	27,987.87	171,611.36	51,774.77	79.4%
TOTAL SCHOOL GENERAL FUND	251,374	.00	251,374.00	27,987.87	171,611.36	51,774.77	79.4%
TOTAL FRANKLIN	251,374	.00	251,374.00	27,987.87	171,611.36	51,774.77	79.4%
TOTAL EXPENSES	251,374	.00	251,374.00	27,987.87	171,611.36	51,774.77	



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ACCOUNTS FOR: 21 MIDDLE SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
<u>1121000 51101 2210 MS PRINCIPALS SA</u>	204,730	596.94	205,326.94	55,280.33	150,046.61	.00	100.0%*
<u>1121000 51103 2220 MS CURRICULUM LE</u>	203,585	31,807.03	235,392.03	27,160.59	208,231.43	.01	100.0%*
<u>1121000 51103 2305 MS TEACHER SALAR</u>	3,126,279	2,055.08	3,128,334.08	369,894.31	2,759,339.76	-899.99	100.0%*
<u>1121000 51103 2340 MS LIBRARIAN SAL</u>	54,323	.00	54,323.00	6,250.05	47,917.05	155.90	99.7%*
<u>1121000 51103 2710 MS GUIDANCE SALA</u>	189,433	14,566.90	203,999.90	23,538.45	180,461.45	.00	100.0%*
<u>1121000 51103 3520 MS EXTRA CURRICU</u>	33,213	.00	33,213.00	.00	.00	33,213.00	.0%
<u>1121000 51105 3200 MS NURSE</u>	66,121	.00	66,121.00	7,513.95	57,606.95	1,000.10	98.5%*
<u>1121101 51103 2310 MS TEACHER ELL</u>	24,995	.00	24,995.00	2,875.05	22,041.93	78.02	99.7%*
<u>1121400 51106 2800 MS PSYCOLOGICAL</u>	96,687	19,744.90	116,431.90	13,434.45	102,997.45	.00	100.0%*
<u>1121400 51107 2310 MS TEACHER SPED</u>	893,857	-104,975.18	788,881.82	89,710.46	686,829.86	12,341.50	98.4%*
<u>1121400 51108 2320 MS THERAPIST- OT</u>	81,922	-28,432.50	53,489.50	6,017.55	46,134.55	1,337.40	97.5%*
TOTAL PROFESSIONAL SALARIE	4,975,145	-64,636.83	4,910,508.17	601,675.19	4,261,607.04	47,225.94	99.0%
2 CLERICAL SALARIES							
<u>1121000 51201 2210 MS SECRETARY SAL</u>	84,881	1,640.52	86,521.52	10,806.25	74,705.63	1,009.64	98.8%*
TOTAL CLERICAL SALARIES	84,881	1,640.52	86,521.52	10,806.25	74,705.63	1,009.64	98.8%
3 OTHER SALARIES							
<u>1121400 51303 2330 MS AIDE SALARY</u>	280,768	-596.94	280,171.06	27,899.21	231,883.44	20,388.41	92.7%*
TOTAL OTHER SALARIES	280,768	-596.94	280,171.06	27,899.21	231,883.44	20,388.41	92.7%
5 SUPPLIES & MATERIALS							
<u>1121000 55500 2415 MS INSTRUCTIONAL</u>	17,119	-261.91	16,857.09	1,495.00	3,717.19	11,644.90	30.9%*



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ACCOUNTS FOR: 21 MIDDLE SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1121000 55500 2430 MS GENERAL SUPPL	15,547	261.91	15,808.91	6,358.38	9,450.53	.00	100.0%*
1121102 55500 2415 MS ART INSTRUCTI	5,492	.00	5,492.00	.00	4,474.58	1,017.42	81.5%*
1121104 55500 2415 MS BUS/COMP INST	1,360	.00	1,360.00	.00	73.66	1,286.34	5.4%
1121104 55502 2410 MS BUSINESS INST	3,080	.00	3,080.00	.00	.00	3,080.00	.0%
1121110 55500 2415 MS FOREIGN LANG	666	.00	666.00	.00	.00	666.00	.0%
1121110 55502 2410 MS FORGN LANG IN	2,726	.00	2,726.00	.00	.00	2,726.00	.0%
1121112 55500 2415 MS HEALTH INSTR	1,174	.00	1,174.00	.00	.00	1,174.00	.0%
1121114 55500 2415 MS TECH ED INSTR	5,395	.00	5,395.00	.00	2,581.00	2,814.00	47.8%*
1121116 55502 2410 MS LANG ARTS INS	5,361	.00	5,361.00	3,773.25	.00	1,587.75	70.4%*
1121118 55500 2415 MS MATH INSTRUCT	2,639	.00	2,639.00	449.22	1,356.30	833.48	68.4%*
1121118 55502 2410 MS MATH INSTR MA	345	.00	345.00	.00	339.13	5.87	98.3%*
1121120 55500 2415 MS LIBRARY INSTR	1,888	.00	1,888.00	.00	1,692.00	196.00	89.6%*
1121120 55502 2410 MS LIBRARY INST	1,170	.00	1,170.00	.00	1,170.00	.00	100.0%*
1121122 55500 2415 MS MUSIC INSTRUC	1,035	.00	1,035.00	.00	186.40	848.60	18.0%
1121126 55500 2415 MS PHYS ED INSTR	1,447	.00	1,447.00	.00	.00	1,447.00	.0%
1121128 55500 2415 MS SCIENCE INSTR	4,856	.00	4,856.00	.00	3,040.27	1,815.73	62.6%*
1121130 55500 2415 MS SOCIAL STUDIE	2,398	.00	2,398.00	30.51	414.32	1,953.17	18.6%
1121130 55502 2410 MS SS INSTR MATE	1,738	.00	1,738.00	957.93	604.85	175.22	89.9%*
TOTAL SUPPLIES & MATERIALS	75,436	.00	75,436.00	13,064.29	29,100.23	33,271.48	55.9%

6 OTHER EXPENSES

1121000 53611 2210 MS PRINTING	6,760	.00	6,760.00	.00	159.90	6,600.10	2.4%
1121000 57613 2210 MS MEMBERSHIPS/D	1,393	.00	1,393.00	270.00	295.00	828.00	40.6%*
1121118 55503 2420 MS MATH INSTR EQ	978	.00	978.00	.00	.00	978.00	.0%
1121120 55503 2420 MS LIBRARY INSTR	188	.00	188.00	.00	188.00	.00	100.0%*
1121122 55503 2420 MS MUSIC INSTR E	216	.00	216.00	.00	.00	216.00	.0%
1121130 55503 2420 MS SOC STUD INST	735	.00	735.00	.00	111.86	623.14	15.2%
TOTAL OTHER EXPENSES	10,270	.00	10,270.00	270.00	754.76	9,245.24	10.0%
TOTAL UNDEFINED - REVENUE	5,426,500	-63,593.25	5,362,906.75	653,714.94	4,598,051.10	111,140.71	97.9%
TOTAL SCHOOL GENERAL FUND	5,426,500	-63,593.25	5,362,906.75	653,714.94	4,598,051.10	111,140.71	97.9%
TOTAL MIDDLE SCHOOL	5,426,500	-63,593.25	5,362,906.75	653,714.94	4,598,051.10	111,140.71	97.9%
TOTAL EXPENSES	5,426,500	-63,593.25	5,362,906.75	653,714.94	4,598,051.10	111,140.71	



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ACCOUNTS FOR: 31 HIGH SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
<u>1131000 51101 2210 HS PRINCIPALS SA</u>	315,688	.00	315,688.00	84,108.71	228,295.07	3,284.22	99.0%*
<u>1131000 51103 2220 HS CURRICULUM LE</u>	303,903	49,185.07	353,088.07	40,740.96	312,347.12	-.01	100.0%*
<u>1131000 51103 2305 HS TEACHER SALAR</u>	3,541,547	.00	3,541,547.00	413,136.93	3,063,295.85	65,114.22	98.2%*
<u>1131000 51103 2310 HS SPED TEACHER</u>	0	.00	.00	.00	.00	.00	.0%
<u>1131000 51103 2340 HS LIBRARIAN SAL</u>	49,834	.00	49,834.00	5,525.19	42,359.79	1,949.02	96.1%*
<u>1131000 51103 2710 HS GUIDANCE SALA</u>	265,218	-14,166.94	251,051.06	26,422.70	224,628.36	.00	100.0%*
<u>1131000 51103 3520 HS EXTRA CURRICU</u>	52,669	.00	52,669.00	.00	.00	52,669.00	.0%
<u>1131101 51103 2310 HS TEACHER ELL</u>	24,995	.00	24,995.00	2,875.02	22,041.94	78.04	99.7%*
<u>1131400 51106 2800 HS PSYCHOLOGICAL</u>	87,366	19,432.90	106,798.90	12,322.95	94,475.95	.00	100.0%*
<u>1131400 51107 2320 HS SPECIALISTS S</u>	652,281	-19,432.90	632,848.10	65,328.49	484,239.24	83,280.37	86.8%*
TOTAL PROFESSIONAL SALARIE	5,293,501	35,018.13	5,328,519.13	650,460.95	4,471,683.32	206,374.86	96.1%
2 CLERICAL SALARIES							
<u>1131000 51201 2210 HS SECRETARY SAL</u>	76,955	.00	76,955.00	19,046.05	55,794.26	2,114.69	97.3%*
<u>1131000 51201 2710 HS GUIDANCE SECR</u>	29,362	.00	29,362.00	3,893.29	25,335.75	132.96	99.5%*
TOTAL CLERICAL SALARIES	106,317	.00	106,317.00	22,939.34	81,130.01	2,247.65	97.9%
3 OTHER SALARIES							
<u>1131000 51304 2330 HS HALL MONITORS</u>	51,133	.00	51,133.00	4,582.60	42,389.05	4,161.35	91.9%*
<u>1131400 51303 2330 HS AIDES SALARY</u>	219,765	.00	219,765.00	11,844.96	129,387.15	78,532.89	64.3%*
TOTAL OTHER SALARIES	270,898	.00	270,898.00	16,427.56	171,776.20	82,694.24	69.5%
5 SUPPLIES & MATERIALS							
<u>1131000 55500 2415 HS INSTRUCTIONAL</u>	9,903	.00	9,903.00	531.56	.00	9,371.44	5.4%



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ACCOUNTS FOR: 31 HIGH SCHOOL	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1131000 55500 2430 HS INSTR SUPPLIE	27,104	-3,146.30	23,957.70	6,078.10	9,250.00	8,629.60	64.0%*
1131102 55500 2415 HS ART INSTRUCTI	9,785	.00	9,785.00	.00	6,336.00	3,449.00	64.8%*
1131104 55500 2415 HS BUS/COMP INST	1,650	-1,650.00	.00	.00	.00	.00	.0%
1131104 55502 2410 HS BUSINESS INST	345	2,297.64	2,642.64	.00	2,642.64	.00	100.0%*
1131108 55500 2415 HS FAMILY CONS I	6,600	.00	6,600.00	.00	.00	6,600.00	.0%
1131110 55500 2415 HS FOREIGN LANG	1,438	-728.30	709.70	.00	709.70	.00	100.0%*
1131110 55502 2410 HS FORGN LANG IN	1,150	2,714.97	3,864.97	2,589.97	1,275.00	.00	100.0%*
1131112 55500 2415 HS HEALTH INSTR	628	.00	628.00	.00	.00	628.00	.0%
1131112 55502 2410 HS HEALTH INSTR	1,386	.00	1,386.00	.00	.00	1,386.00	.0%
1131116 55500 2415 HS LANGUAGE ARTS	743	2,567.55	3,310.55	.00	3,310.55	.00	100.0%*
1131116 55502 2410 HS LANG ARTS INS	4,876	-2,567.55	2,308.45	.00	.00	2,308.45	.0%
1131118 55500 2415 HS MATH INSTRUCT	3,059	.00	3,059.00	3,000.00	.00	59.00	98.1%*
1131118 55502 2410 HS MATH INSTR MA	920	.00	920.00	30.00	227.05	662.95	27.9%*
1131120 55502 2415 HS LIBRARY INSTR	10,000	-5,993.01	4,006.99	.00	4,006.99	.00	100.0%*
1131122 55500 2415 HS MUSIC INSTRUC	7,260	-656.15	6,603.85	.00	1,036.53	5,567.32	15.7%
1131126 55500 2415 HS PHYS ED INSTR	59	.00	59.00	.00	.00	59.00	.0%
1131126 55502 2410 HS PE INSTR MATE	1,318	.00	1,318.00	.00	1,115.35	202.65	84.6%*
1131128 55500 2415 HS SCIENCE INSTR	5,597	.00	5,597.00	.00	3,054.23	2,542.77	54.6%*
1131128 55502 2410 HS SCIENCE INSTR	5,175	.00	5,175.00	.00	1,000.04	4,174.96	19.3%
1131130 55502 2410 HS SS INSTR MATE	7,475	.00	7,475.00	3,165.66	58.22	4,251.12	43.1%*
TOTAL SUPPLIES & MATERIALS	106,471	-7,161.15	99,309.85	15,395.29	34,022.30	49,892.26	49.8%
6 OTHER EXPENSES							
1131000 53611 2210 HS PRINTING	9,138	.00	9,138.00	7,118.50	.00	2,019.50	77.9%*
1131000 55503 2430 HS TECH ED EQUIP	6,906	.00	6,906.00	.00	242.48	6,663.52	3.5%
1131000 57612 2210 HS GRADUATION EX	8,000	.00	8,000.00	.00	.00	8,000.00	.0%
1131000 57613 2210 HS DUES	10,638	.00	10,638.00	6,200.00	1,000.00	3,438.00	67.7%*
1131110 55503 2420 HS FOR LANG EQU	1,955	-1,695.00	260.00	.00	260.18	-.18	100.1%*
1131118 55503 2420 HS MATH INSTR EQ	2,128	.00	2,128.00	.00	1,029.84	1,098.16	48.4%*
1131122 55503 2420 HS MUSIC EQUIPME	0	8,856.15	8,856.15	.00	8,856.15	.00	100.0%*
1131130 55503 2420 HS SOC STUD INST	3,450	.00	3,450.00	981.64	.00	2,468.36	28.5%*
TOTAL OTHER EXPENSES	42,215	7,161.15	49,376.15	14,300.14	11,388.65	23,687.36	52.0%
TOTAL UNDEFINED - REVENUE	5,819,402	35,018.13	5,854,420.13	719,523.28	4,770,000.48	364,896.37	93.8%
TOTAL SCHOOL GENERAL FUND	5,819,402	35,018.13	5,854,420.13	719,523.28	4,770,000.48	364,896.37	93.8%
TOTAL HIGH SCHOOL	5,819,402	35,018.13	5,854,420.13	719,523.28	4,770,000.48	364,896.37	93.8%
TOTAL EXPENSES	5,819,402	35,018.13	5,854,420.13	719,523.28	4,770,000.48	364,896.37	



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ACCOUNTS FOR: 35 ATHLETICS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
2 CLERICAL SALARIES							
<u>1135700 51201 3510 ATHLETIC SEC SAL</u>	24,044	1,748.51	25,792.51	4,039.79	21,180.28	572.44	97.8%*
TOTAL CLERICAL SALARIES	24,044	1,748.51	25,792.51	4,039.79	21,180.28	572.44	97.8%
3 OTHER SALARIES							
<u>1135700 51350 3510 AT COACH SALARY</u>	335,000	-1,748.51	333,251.49	.00	.00	333,251.49	.0%
TOTAL OTHER SALARIES	335,000	-1,748.51	333,251.49	.00	.00	333,251.49	.0%
5 SUPPLIES & MATERIALS							
<u>1135700 55500 3510 AT GENERAL EXPEN</u>	8,965	-440.00	8,525.00	1,300.00	.00	7,225.00	15.2%
<u>1135701 55500 3510 AT OFFICIAL SALA</u>	49,930	.00	49,930.00	1,332.00	.00	48,598.00	2.7%
<u>1135702 55500 3510 AT FOOTBALL</u>	31,295	.00	31,295.00	16,430.21	1,221.40	13,643.39	56.4%*
<u>1135703 55500 3510 AT BASKETBALL BO</u>	1,400	.00	1,400.00	64.75	759.00	576.25	58.8%*
<u>1135704 55500 3510 AT BASEBALL</u>	2,110	.00	2,110.00	64.75	.00	2,045.25	3.1%
<u>1135705 55500 3510 AT TRACK BOYS</u>	7,900	.00	7,900.00	4,590.68	412.99	2,896.33	63.3%*
<u>1135706 55500 3510 AT ICE HOCKEY BO</u>	29,165	.00	29,165.00	64.75	1,164.00	27,936.25	4.2%
<u>1135707 55500 3510 AT GOLF</u>	1,200	.00	1,200.00	189.75	442.00	568.25	52.6%*
<u>1135708 55500 3510 AT TENNIS BOYS</u>	700	.00	700.00	64.75	.00	635.25	9.3%
<u>1135709 55500 3510 AT SWIM BOYS</u>	4,500	.00	4,500.00	277.25	.00	4,222.75	6.2%
<u>1135710 55500 3510 AT WRESTLING</u>	1,366	.00	1,366.00	64.75	.00	1,301.25	4.7%
<u>1135711 55500 3510 AT SOCCER BOYS</u>	3,000	.00	3,000.00	337.75	.00	2,662.25	11.3%
<u>1135712 55500 3510 AT FIELD HOCKEY</u>	3,600	.00	3,600.00	259.75	.00	3,340.25	7.2%
<u>1135713 55500 3510 AT BASKETBALL GI</u>	2,800	.00	2,800.00	64.75	.00	2,735.25	2.3%
<u>1135714 55500 3510 AT SWIM GIRLS</u>	3,800	.00	3,800.00	355.25	605.26	2,839.49	25.3%*
<u>1135715 55500 3510 AT GYMNASTICS</u>	4,600	.00	4,600.00	214.75	.00	4,385.25	4.7%
<u>1135716 55500 3510 AT TENNIS GIRLS</u>	850	.00	850.00	64.75	.00	785.25	7.6%
<u>1135717 55500 3510 AT SOFTBALL</u>	1,550	.00	1,550.00	64.75	.00	1,485.25	4.2%



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ACCOUNTS FOR: 35 ATHLETICS	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1135718 55500 3510 AT TRACK GIRLS</u>	7,900	.00	7,900.00	3,157.82	372.99	4,369.19	44.7%*
<u>1135719 55500 3510 AT VOLLEYBALL</u>	1,200	.00	1,200.00	259.75	620.00	320.25	73.3%*
<u>1135720 55500 3510 AT SOCCER GIRLS</u>	3,400	549.75	3,949.75	3,509.75	440.00	.00	100.0%*
<u>1135721 55500 3510 AT INTRAMURALS</u>	2,800	-109.75	2,690.25	.00	.00	2,690.25	.0%
<u>1135723 55500 3510 AT ICE HOCKEY GI</u>	28,000	.00	28,000.00	.00	1,027.30	26,972.70	3.7%
<u>1135725 55500 3510 AT LACROSSE GIRL</u>	1,934	.00	1,934.00	64.75	930.00	939.25	51.4%*
<u>1135726 55500 3510 AT LACROSSE BOYS</u>	2,674	.00	2,674.00	.00	.00	2,674.00	.0%
TOTAL SUPPLIES & MATERIALS	206,639	.00	206,639.00	32,797.46	7,994.94	165,846.60	19.7%
6 OTHER EXPENSES							
<u>1135700 53450 3510 AT TRANSPORT</u>	79,522	.00	79,522.00	.00	.00	79,522.00	.0%
<u>1135700 57613 2210 AT DUES</u>	4,351	.00	4,351.00	3,715.00	.00	636.00	85.4%*
TOTAL OTHER EXPENSES	83,873	.00	83,873.00	3,715.00	.00	80,158.00	4.4%
TOTAL UNDEFINED - REVENUE	649,556	.00	649,556.00	40,552.25	29,175.22	579,828.53	10.7%
TOTAL SCHOOL GENERAL FUND	649,556	.00	649,556.00	40,552.25	29,175.22	579,828.53	10.7%
TOTAL ATHLETICS	649,556	.00	649,556.00	40,552.25	29,175.22	579,828.53	10.7%
TOTAL EXPENSES	649,556	.00	649,556.00	40,552.25	29,175.22	579,828.53	



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ACCOUNTS FOR: 41 SPECIAL EDUCATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
<u>1141400 53900 9400 SP TUITION COLLA</u>	284,445	.00	284,445.00	5,500.00	.00	278,945.00	1.9%
<u>1141400 53901 9300 SP TUITION NON-P</u>	1,479,895	.00	1,479,895.00	37,179.84	301,326.22	1,141,388.94	22.9%
TOTAL UNDEFINED CHAR	1,764,340	.00	1,764,340.00	42,679.84	301,326.22	1,420,333.94	19.5%
1 PROFESSIONAL SALARIE							
<u>1141400 51102 2110 SP ADMIN SALARIE</u>	434,178	-77,779.32	356,398.68	40,959.66	315,439.02	.00	100.0%*
<u>1141400 51102 2210 SP DIRECTOR SALA</u>	114,013	-7.45	114,005.55	29,540.28	80,180.76	4,284.51	96.2%*
<u>1141400 51108 2320 SP THERAPIST SAL</u>	249,090	.00	249,090.00	28,358.70	217,416.70	3,314.60	98.7%*
<u>1141400 51111 2320 SP P/T AIDE SALA</u>	58,895	28,439.95	87,334.95	7,726.00	79,031.10	577.85	99.3%*
TOTAL PROFESSIONAL SALARIE	856,176	-49,346.82	806,829.18	106,584.64	692,067.58	8,176.96	99.0%
2 CLERICAL SALARIES							
<u>1141400 51201 2110 SP SECRETARY SAL</u>	96,017	-1,414.96	94,602.04	21,715.30	60,609.24	12,277.50	87.0%*
TOTAL CLERICAL SALARIES	96,017	-1,414.96	94,602.04	21,715.30	60,609.24	12,277.50	87.0%
3 OTHER SALARIES							
<u>1141400 51303 3300 SP TRANSPORTATIO</u>	407,977	.00	407,977.00	62,515.35	161,989.82	183,471.83	55.0%*
TOTAL OTHER SALARIES	407,977	.00	407,977.00	62,515.35	161,989.82	183,471.83	55.0%
4 CONTRACTED SERVICES							
<u>1141400 52400 2320 SP TUITION RELAT</u>	195,000	.00	195,000.00	156,300.43	6,039.49	32,660.08	83.3%*



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ACCOUNTS FOR: 41	SPECIAL EDUCATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CONTRACTED SERVICES		195,000	.00	195,000.00	156,300.43	6,039.49	32,660.08	83.3%
5 SUPPLIES & MATERIALS								
1141400 55450 2430 SP HEALTH NURSE		9,000	.00	9,000.00	2,757.69	450.65	5,791.66	35.6%*
1141400 55500 2410 SP SPEECH/HEARIN		2,300	.00	2,300.00	94.32	558.00	1,647.68	28.4%*
1141400 55500 2415 SP INSTRUCTIONAL		6,798	-426.68	6,371.32	.00	.00	6,371.32	.0%
1141400 55500 2430 SP INSTR SUPPLIE		5,000	.00	5,000.00	1,191.50	1,438.13	2,370.37	52.6%*
1141400 55500 2710 SP GUIDANCE SUPP		2,706	426.68	3,132.68	3,132.68	.00	.00	100.0%*
1141400 55502 2410 SP INSTRUCTIONAL		6,000	.00	6,000.00	.00	.00	6,000.00	.0%
1141400 55508 2800 SP EVALUATION SU		14,718	.00	14,718.00	7,633.29	38.20	7,046.51	52.1%*
TOTAL SUPPLIES & MATERIALS		46,522	.00	46,522.00	14,809.48	2,484.98	29,227.54	37.2%
6 OTHER EXPENSES								
1141400 53450 3300 SP TRANSPORATION		304,000	.00	304,000.00	41,029.70	185,067.85	77,902.45	74.4%*
1141400 53611 2110 SP PRINTING		1,000	.00	1,000.00	270.00	.00	730.00	27.0%*
1141400 57601 2440 SP TRAVEL		3,500	.00	3,500.00	.00	.00	3,500.00	.0%
TOTAL OTHER EXPENSES		308,500	.00	308,500.00	41,299.70	185,067.85	82,132.45	73.4%
TOTAL UNDEFINED - REVENUE		3,674,532	-50,761.78	3,623,770.22	445,904.74	1,409,585.18	1,768,280.30	51.2%
TOTAL SCHOOL GENERAL FUND		3,674,532	-50,761.78	3,623,770.22	445,904.74	1,409,585.18	1,768,280.30	51.2%
TOTAL SPECIAL EDUCATION		3,674,532	-50,761.78	3,623,770.22	445,904.74	1,409,585.18	1,768,280.30	51.2%
TOTAL EXPENSES		3,674,532	-50,761.78	3,623,770.22	445,904.74	1,409,585.18	1,768,280.30	



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ACCOUNTS FOR: 96 CURRICULUM AND PD	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
1196000 51100 2110 CR DIRECTOR SALA	117,199	.00	117,199.00	30,503.83	82,796.11	3,899.06	96.7%*
1196107 51103 2310 CR INSTRUCTIONAL	139,140	.00	139,140.00	16,036.50	122,946.50	157.00	99.9%*
TOTAL PROFESSIONAL SALARIE	256,339	.00	256,339.00	46,540.33	205,742.61	4,056.06	98.4%
2 CLERICAL SALARIES							
1196000 51201 2110 CR SECRETARY SAL	43,226	.00	43,226.00	10,609.81	31,076.78	1,539.41	96.4%*
TOTAL CLERICAL SALARIES	43,226	.00	43,226.00	10,609.81	31,076.78	1,539.41	96.4%
5 SUPPLIES & MATERIALS							
1196000 54508 2710 CR TESTING MATER	3,000	.00	3,000.00	.00	421.67	2,578.33	14.1%
1196000 55500 2430 CR GENERAL SUPPL	1,610	870.30	2,480.30	1,191.50	1,288.80	.00	100.0%*
1196000 55501 2410 CR ENRICHMENT IN	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
1196000 55502 2410 CR INSTR MATERIA	24,668	-870.30	23,797.70	6,681.25	5,860.09	11,256.36	52.7%*
1196101 55500 2415 CR ELL INSTR SUP	3,450	.00	3,450.00	1,343.57	1,713.80	392.63	88.6%*
TOTAL SUPPLIES & MATERIALS	34,228	.00	34,228.00	9,216.32	9,284.36	15,727.32	54.1%
6 OTHER EXPENSES							
1196000 55503 2420 CR INSTR EQUIPME	41,000	.00	41,000.00	16,250.00	19,611.00	5,139.00	87.5%*
1196000 57613 2210 CR MEMBERSHIPS A	5,000	-665.00	4,335.00	2,871.55	.00	1,463.45	66.2%*
1196000 57617 2357 CR PROF DEVELOPM	84,800	665.00	85,465.00	7,649.45	75,223.60	2,591.95	97.0%*
TOTAL OTHER EXPENSES	130,800	.00	130,800.00	26,771.00	94,834.60	9,194.40	93.0%
TOTAL UNDEFINED - REVENUE	464,593	.00	464,593.00	93,137.46	340,938.35	30,517.19	93.4%
TOTAL SCHOOL GENERAL FUND	464,593	.00	464,593.00	93,137.46	340,938.35	30,517.19	93.4%



Financials, Revenue & Citizen Services and Human Capital Management

10/01/2014 10:24
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MPS - FY15 MONTHLY REPORT
SEPTEMBER 2014PG 21
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FOR 2015 03

ACCOUNTS FOR: 96	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
CURRICULUM AND PD							
TOTAL CURRICULUM AND PD	464,593	.00	464,593.00	93,137.46	340,938.35	30,517.19	93.4%
TOTAL EXPENSES	464,593	.00	464,593.00	93,137.46	340,938.35	30,517.19	



Financials, Revenue & Citizen Services and Human Capital Management

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SEPTEMBER 2014

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FOR 2015 03

ACCOUNTS FOR: 97 ADMIN	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1 PROFESSIONAL SALARIE							
1197000 51100 1210 AD SUPERINTENDEN	169,744	.12	169,744.12	45,700.34	124,043.78	.00	100.0%*
1197000 51100 1410 AD BUSINESS MANA	110,272	-354.84	109,917.16	28,693.28	77,881.76	3,342.12	97.0%*
1197000 51100 3510 AD ATHLETICS DIR	91,433	.94	91,433.94	24,616.83	66,817.11	.00	100.0%*
1197000 51102 4450 AD TECHNOLOGY DI	41,036	.00	41,036.00	10,465.26	.00	30,570.74	25.5%*
1197000 51199 4400 AD NETWORKING SA	61,933	.04	61,933.04	16,674.28	45,258.76	.00	100.0%*
1197000 51199 4450 AD HELP DESK TEC	42,637	.00	42,637.00	10,450.31	36,380.37	-4,193.68	109.8%*
1197123 51100 2220 AD VISUAL & PERF	0	79,690.64	79,690.64	12,663.35	67,027.29	.00	100.0%*
TOTAL PROFESSIONAL SALARIE	517,055	79,336.90	596,391.90	149,263.65	417,409.07	29,719.18	95.0%
2 CLERICAL SALARIES							
1197000 51201 1000 AD SCHOOL RECEPT	34,026	.00	34,026.00	8,485.99	24,863.02	676.99	98.0%*
1197000 51201 1200 AD SUPERINTENDEN	64,326	.00	64,326.00	15,619.11	45,655.86	3,051.03	95.3%*
1197000 51201 1230 AD VOLUNTEER COO	12,000	.00	12,000.00	6,415.38	.00	5,584.62	53.5%*
1197000 51201 1410 AD BUSINESS SECR	125,345	.00	125,345.00	30,505.00	89,284.80	5,555.20	95.6%*
1197000 51201 1420 AD PERSONNEL SEC	135,259	.00	135,259.00	33,040.74	96,705.06	5,513.20	95.9%*
1197000 51201 1450 AD INFORMATION M	59,303	.00	59,303.00	14,535.04	42,487.04	2,280.92	96.2%*
1197000 51201 4450 AD COMPUTER TECH	49,107	.00	49,107.00	10,509.29	38,246.03	351.68	99.3%*
TOTAL CLERICAL SALARIES	479,366	.00	479,366.00	119,110.55	337,241.81	23,013.64	95.2%
5 SUPPLIES & MATERIALS							
1197000 54610 1210 AD CENTRAL OFFIC	1,100	.00	1,100.00	695.03	39.98	364.99	66.8%*
1197000 54610 1410 AD BUSINESS OFFI	5,000	.00	5,000.00	1,708.32	1,854.87	1,436.81	71.3%*
1197000 54610 1420 AD PERSONNEL OFF	1,000	.00	1,000.00	47.97	.00	952.03	4.8%
TOTAL SUPPLIES & MATERIALS	7,100	.00	7,100.00	2,451.32	1,894.85	2,753.83	61.2%
6 OTHER EXPENSES							
1197000 53611 1420 AD PRINTING PERS	4,400	.00	4,400.00	229.50	.00	4,170.50	5.2%



Financials, Revenue & Citizen Services and Human Capital Management

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SEPTEMBER 2014PG 23
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FOR 2015 03

ACCOUNTS FOR: 97 ADMIN	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1197000 57600 1110 AD EXPENSES SCHO</u>	4,700	.00	4,700.00	254.60	.00	4,445.40	5.4%
<u>1197000 57600 1210 AD EXPENSES CENT</u>	9,100	.00	9,100.00	.00	972.68	8,127.32	10.7%
<u>1197000 57613 1110 AD DUES SCHOOL C</u>	5,200	964.00	6,164.00	5,969.00	195.00	.00	100.0%*
<u>1197000 57613 1210 AD DUES ADMINIST</u>	12,000	-964.00	11,036.00	2,994.27	2,900.00	5,141.73	53.4%*
<u>1197000 58609 1410 AD BUSINESS OFFI</u>	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
TOTAL OTHER EXPENSES	36,400	.00	36,400.00	9,447.37	4,067.68	22,884.95	37.1%
TOTAL UNDEFINED - REVENUE	1,039,921	79,336.90	1,119,257.90	280,272.89	760,613.41	78,371.60	93.0%
TOTAL SCHOOL GENERAL FUND	1,039,921	79,336.90	1,119,257.90	280,272.89	760,613.41	78,371.60	93.0%
TOTAL ADMIN	1,039,921	79,336.90	1,119,257.90	280,272.89	760,613.41	78,371.60	93.0%
TOTAL EXPENSES	1,039,921	79,336.90	1,119,257.90	280,272.89	760,613.41	78,371.60	



Financials, Revenue & Citizen Services and Human Capital Management

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MPS - FY15 MONTHLY REPORT
SEPTEMBER 2014PG 24
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FOR 2015 03

ACCOUNTS FOR: 99 SYSTEM-WIDE	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0111 SCHOOL GENERAL FUND							
000 UNDEFINED - REVENUE							
1199000 53401 1430 SW LEGAL SERVICE	50,000	.00	50,000.00	.00	4,306.50	45,693.50	8.6%
1199000 57616 5260 SW INSURANCE	18,620	.00	18,620.00	16,612.00	.00	2,008.00	89.2%*
1199104 555000 2210 SW COMPUPTER LIC	83,404	.00	83,404.00	72,924.66	.00	10,479.34	87.4%*
TOTAL UNDEFINED CHAR	152,024	.00	152,024.00	89,536.66	4,306.50	58,180.84	61.7%
1 PROFESSIONAL SALARIE							
1199000 51104 2305 SW CONT OBLIGATI	40,000	.00	40,000.00	9,147.60	17,455.68	13,396.72	66.5%*
1199000 51110 2325 SW SUBSTITUTE TE	185,000	.00	185,000.00	6,697.72	.00	178,302.28	3.6%
1199000 51199 3200 SW HEALTH SERVIC	7,000	.00	7,000.00	.00	.00	7,000.00	.0%
1199000 51199 5500 SW TRAFFIC SUPER	158,690	.00	158,690.00	15,073.48	136,697.04	6,919.48	95.6%*
TOTAL PROFESSIONAL SALARIE	390,690	.00	390,690.00	30,918.80	154,152.72	205,618.48	47.4%
4 CONTRACTED SERVICES							
1199000 52400 1410 SW CONSULTANTS	20,000	.00	20,000.00	.00	.00	20,000.00	.0%
TOTAL CONTRACTED SERVICES	20,000	.00	20,000.00	.00	.00	20,000.00	.0%
5 SUPPLIES & MATERIALS							
1199000 53614 4130 SW TELEPHONE	75,000	-281.54	74,718.46	10,988.09	51,386.91	12,343.46	83.5%*
1199000 55500 2420 SW MAINTENANCE O	60,000	281.54	60,281.54	32,488.43	28,331.79	-538.68	100.9%*
1199104 55500 2430 SW COMPUTER SUPP	17,000	.00	17,000.00	.00	112.92	16,887.08	.7%
1199120 55500 2415 SW MEDIA AV SUPP	500	.00	500.00	.00	.00	500.00	.0%
TOTAL SUPPLIES & MATERIALS	152,500	.00	152,500.00	43,476.52	79,831.62	29,191.86	80.9%
6 OTHER EXPENSES							
1199000 53611 2210 SW PRINTING	1,500	.00	1,500.00	.00	.00	1,500.00	.0%



Financials, Revenue & Citizen Services and Human Capital Management

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MPS - FY15 MONTHLY REPORT
SEPTEMBER 2014PG 25
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FOR 2015 03

ACCOUNTS FOR: 99 SYSTEM-WIDE	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1199000 53615 1210 SW POSTAGE</u>	17,000	.00	17,000.00	10,018.51	6,981.49	.00	100.0%*
<u>1199000 57601 1210 SW TRAVEL</u>	13,300	.00	13,300.00	.00	.00	13,300.00	.0%
<u>1199104 55503 2420 SW COMPUTER MAIN</u>	10,000	.00	10,000.00	.00	.00	10,000.00	.0%
<u>1199104 55503 2453 SW COMPUTER EQUI</u>	40,000	.00	40,000.00	9,432.50	42,700.50	-12,133.00	130.3%*
<u>1199120 55503 2420 SW MEDIA AV EQUI</u>	500	.00	500.00	.00	.00	500.00	.0%
<u>1199120 55507 2420 SW MEDIA AV REPA</u>	500	.00	500.00	.00	.00	500.00	.0%
TOTAL OTHER EXPENSES	82,800	.00	82,800.00	19,451.01	49,681.99	13,667.00	83.5%
TOTAL UNDEFINED - REVENUE	798,014	.00	798,014.00	183,382.99	287,972.83	326,658.18	59.1%
TOTAL SCHOOL GENERAL FUND	798,014	.00	798,014.00	183,382.99	287,972.83	326,658.18	59.1%
TOTAL SYSTEM-WIDE	798,014	.00	798,014.00	183,382.99	287,972.83	326,658.18	59.1%
TOTAL EXPENSES	798,014	.00	798,014.00	183,382.99	287,972.83	326,658.18	



Financials, Revenue & Citizen Services and Human Capital Management

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SEPTEMBER 2014PG 26
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FOR 2015 03

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	27,166,695	.00	27,166,695.00	3,555,797.41	19,810,652.26	3,800,245.33	86.0%

** END OF REPORT - Generated by Jay Picone **

10/02/2014 12:55
JMacDonald

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#1 FY14 School Priority
S15023
10/14/2014

PG 1
apwarrrnt

DATE: 10/14/2014 WARRANT: S15023 AMOUNT: \$ 6,750.00

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 12:55
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

PG 3
apwarrnt

WARRANT: S15023 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1196000	CURRICULUM & PROF DEVE 0111-3-000-000-96-000-00-00-57617 -2357 CR PROF DEVELOPMENT	600.00	2591.95
		FUND TOTAL	600.00	
1489	1489147	RACE TO THE TOP 1489-3-014-007-00-000-20-02-57601 -3000 TRAVEL	375.00	1875.00
		FUND TOTAL	375.00	
1581	1581148	QUAL FULL-DAY K 1581-3-014-008-00-000-22-02-530030-3000 OTHER CHARGES	5,775.00	-165.00
		FUND TOTAL	5,775.00	
=====				
WARRANT SUMMARY TOTAL			6,750.00	
=====				
GRAND TOTAL			6,750.00	
=====				

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 12:55
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 4
apwarrnt

WARRANT: S15023 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251906	10965	HANNAH EDSALL	134547	86359	INV	10/14/2014	600.00	REIMB. COLL. COURSE
251907	590857	NAEYC	134548	144180	INV	10/14/2014	300.00	RENEWAL LINCOLN ELEM.
251908	590857	NAEYC	134549	144180	INV	10/14/2014	300.00	RENEWAL FOR WINTHROP
251909	590857	NAEYC	134550	144180	INV	10/14/2014	300.00	RENEWAL FOR HOOVER
251910	590857	NAEYC	134551	144187	INV	10/14/2014	350.00	ANNUAL REPORT FOR WINT
251911	590857	NAEYC	134552	144187	INV	10/14/2014	350.00	ANNUAL REPORT FOR LINC
251912	590857	NAEYC	134553	144187	INV	10/14/2014	350.00	ANNUAL REPORT FOR HOOV
251913	590857	NAEYC	134554	144193	INV	10/14/2014	1,275.00	RENEWAL FEE ID#3578
251914	590857	NAEYC	134555	144193	INV	10/14/2014	1,275.00	RENEWAL FEE ID#3579
251915	590857	NAEYC	134556	144193	INV	10/14/2014	1,275.00	RENEWAL FEE ID#3580
251916	825500	TEACHERS21	134557	144220	INV	10/14/2014	375.00	TRAINING FOR NEW EVAL.
WARRANT TOTAL							6,750.00	

** END OF REPORT - Generated by Joan MacDonald **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:16
JMacDonald

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#2 FY15 Priority
S15024
10/14/2014

PG 1
apwarrrnt

DATE: 10/14/2014 WARRANT: S15024 AMOUNT: \$ 37,407.08

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:16
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

PG 4
apwarrnt

WARRANT: S15024 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1121000	MIDDLE SCHOOL	0111-3-000-000-21-000-00-40-57613 -2210	MS MEMBERSHIPS/DUES 295.00 828.00
0111	1121116	M.S. LANGUAGE ARTS	0111-3-000-000-21-116-00-40-55502 -2410	MS LANG ARTS INSTR MAT 1,038.48 549.27
0111	1141400	SPED	0111-3-000-000-41-400-00-00-52400 -2320	SP TUITION RELATED COS 620.00 31220.08
0111	1141400	SPED	0111-3-000-000-41-400-00-00-53450 -3300	SP TRANSPORATION MPS 27,144.00 77602.45
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-57613 -1210	AD DUES ADMINISTRATION 3,828.00 3691.73
			FUND TOTAL	32,925.48
1577	1577158	METCO	1577-3-015-008-00-000-22-02-530030-3000	OTHER CHARGES 260.00 27819.00
			FUND TOTAL	260.00
1621	1621200	MELROSE PRE-K	1621-3-000-000-15-000-29-02-55501 -2430	EDUCATIONAL SUPPLIES 575.00 -142377.15
1621	16214	MELROSE PRE-K	1621-3-000-000-00-000-29-04-480000-	MISC REVENUE 2,520.00 -9308.00
			FUND TOTAL	3,095.00
1901	19012	ELEMENTARY MUSIC FEES	1901-3-000-000-00-000-29-02-540001-3000	MISC EXP 1,126.60 -9254.31
			FUND TOTAL	1,126.60
=====			WARRANT SUMMARY TOTAL	37,407.08
=====			GRAND TOTAL	37,407.08
=====				

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:16
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 5
apwarrnt

WARRANT: S15024 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251896	11579	SARAH BESEGAI	134536		INV	10/14/2014	509.00	REFUND ECC
251897	128180	CAPITAL LEASE GROUP LTD.	134537	155303	INV	10/14/2014	27,144.00	FOR OCT. NOV. & DEC.
251898	11580	MICHAEL HEDETNIEMI	134539		INV	10/14/2014	1,193.00	REFUND ECC
251899	493800	MASSACHUSETTS ASSOCIATION OF SCH BUS	134540		INV	10/14/2014	850.00	MEMBERSHIP DUES J.T. P
251900	494700	MASSACHUSETTS ASSOCIATION OF SCHOOL	134541	86555	INV	10/14/2014	2,900.00	NEW SUPT. IND. PROGRAM
251901	460210	MBTA STUDENT PASS PROGRAM	134542	86456	INV	10/14/2014	260.00	MONTHLY STUDENT PASSES
251902	10013	NEW ENGLAND LEAGUE OF MIDDLE SCHOOLS	134543	153425	INV	10/14/2014	295.00	COMP. SCHOOL MEMBERSHI
251903	731125	DONNA ROSSO	134544	151832	INV	10/14/2014	575.00	REIMBURSEMENT NAEYC
251904	11581	TARYN TREXLER	134545		INV	10/14/2014	818.00	REFUND ECC
252012	11434	MICHELLE MURPHY	134650	153784	INV	10/14/2014	620.00	CONFIDENTIAL AGREEMENT
252448	537930	MELROSE BANDAIDERS INC.	135077	86523	INV	10/14/2014	1,126.60	REIMB. DRILLCOMP CH#33
252450	553650	MERRIMACK VALLEY SUPT. ASSOCIATION	135079	86557	INV	10/14/2014	50.00	ANNUAL DUES MELROSE C.
252453	553650	MERRIMACK VALLEY SUPT. ASSOCIATION	135081	86557	INV	10/14/2014	28.00	LUNCHEON OCT. 15TH
252454	777050	ANGELA SINGER	135084	152419	INV	10/14/2014	178.18	REIMBURSEMENT ABE BARN
252456	777050	ANGELA SINGER	135086	152420	INV	10/14/2014	860.30	REIMBURSEMENT BOOKS
WARRANT TOTAL							37,407.08	

** END OF REPORT - Generated by Joan MacDonald **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 11:39
cleduc

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#3 FY15 Education Stations
S15025
10/14/2014

PG 1
apwarrnt

DATE: 10/14/2014 WARRANT: S15025 AMOUNT: \$ 1,439.51

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 11:39
cleduc

CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

PG 3
apwarrent

WARRANT: S15025 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
1907	19072	EDUCATION STATIONS		
		1907-3-300-300-00-000-29-02-540001-3000		
		MISC EXP	1,439.51	-424503.52
		FUND TOTAL	1,439.51	
WARRANT SUMMARY TOTAL			1,439.51	
GRAND TOTAL			1,439.51	

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 11:39
cleduc

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 4
apwarrnt

WARRANT: S15025 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252345	158552	CIT TECHNOLOGY FIN. SERV., INC.	134981		INV	10/14/2014	273.90	24945314 - E/S
252346	158552	CIT TECHNOLOGY FIN. SERV., INC.	134982		INV	10/14/2014	273.90	2508536 - E/S
252347	158552	CIT TECHNOLOGY FIN. SERV., INC.	134983		INV	10/14/2014	273.90	25233238 - E/S
252349	11602	CRICKET VENTURES, LLC	134985		INV	10/14/2014	263.99	3000099
252351	8847	DEMOULAS SUPER MARKETS, INC.	134987		INV	10/14/2014	43.66	7/25/14 SNACKS
252353	8847	DEMOULAS SUPER MARKETS, INC.	134988		INV	10/14/2014	15.16	7/2/14 SNACKS
252354	8847	DEMOULAS SUPER MARKETS, INC.	134990		INV	10/14/2014	101.67	7/9/14 SNACKS
252356	11570	DOLORES LAHR	134991		INV	10/14/2014	173.38	REFUND 2014-2015
252357	737730	S&S WORLDWIDE	134992		INV	10/14/2014	19.95	8281193 HIGHLIGHTERS
WARRANT TOTAL							1,439.51	

** END OF REPORT - Generated by Christine LeDuc **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 14:48
cleduc

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#4 FY15 School Lunch
S15026
10/14/2014

PG 1
apwarrnt

DATE: 10/03/2014 WARRANT: S15026 AMOUNT: \$ 2,580.00

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 14:48
cleduc

CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

PG 1
apwarrnt

WARRANT: S15026 10/03/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
1200	12002	SCHOOL LUNCH - EXP 1200-3-300-300-00-000-00-02-520000-	PURCHASED SERVICES 80.00	12743.40
		FUND TOTAL	80.00	
1201	12012	SCHOOL LUNCH GRANT 1201-3-300-300-00-000-00-02-540000-	OTHER CHARGES AND EXPE 2,500.00	-2500.00
		FUND TOTAL	2,500.00	
=====				
WARRANT SUMMARY TOTAL			2,580.00	
=====				
GRAND TOTAL			2,580.00	
=====				

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 14:48
cleduc

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 4
apwarrnt

WARRANT: S15026 10/03/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252360	487300	COMMONWEALTH OF MASSACHUSETTS	134996		INV	10/14/2014	80.00	15-062
252361	542100	MELROSE HIGH SCHOOL FOOD SERVICE	134997		INV	10/14/2014	297.50	1426
252362	542100	MELROSE HIGH SCHOOL FOOD SERVICE	134998		INV	10/14/2014	90.60	1427
252363	542100	MELROSE HIGH SCHOOL FOOD SERVICE	134999		INV	10/14/2014	789.80	1428
252365	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135001		INV	10/14/2014	181.14	1429 DPW DAY
252366	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135002		INV	10/14/2014	652.16	1430WG
252367	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135003		INV	10/14/2014	365.70	1436
252368	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135004		INV	10/14/2014	95.95	1438
252369	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135005		INV	10/14/2014	27.15	1503WG
WARRANT TOTAL							2,580.00	

** END OF REPORT - Generated by Christine LeDuc **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08
JMacDonald

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#5 FY14 Officials
S15027
10/14/2014

PG 1
apwarrnt

DATE: 10/14/2014 WARRANT: S15027 AMOUNT: \$ 7,418.00

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

PG 11
apwarrrnt

WARRANT: S15027 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1135701	ATHLETICS OFFICIALS/MI 0111-3-000-000-35-701-00-50-55500 -3510 AT OFFICIAL SALARY	7,418.00	41180.00
FUND TOTAL			7,418.00	
=====				
WARRANT SUMMARY TOTAL			7,418.00	
=====				
GRAND TOTAL			7,418.00	
=====				

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 12
apwarrnt

WARRANT: S15027 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251819	60700	JOHN BARRETT	134463		INV	10/14/2014	56.00	B/SOCCER 9/13
251820	11527	DOUGLAS W. BEACH	134464		INV	10/14/2014	132.00	G/VOLLEYBALL V/JV 9/8
251821	82720	DAVID BLANCHARD	134465		INV	10/14/2014	78.00	B/SOCCER VAR. 9/16
251822	128230	CHARLES CAMBRIA	134466		INV	10/14/2014	62.00	B/FOOTBALL 9/12
251823	128230	CHARLES CAMBRIA	134467		INV	10/14/2014	62.00	B/FOOTBALL JV 9/13
251824	128230	CHARLES CAMBRIA	134468		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/19
251825	135677	PASQUALE CARPINITO	134469		INV	10/14/2014	78.00	G/SOCCER VAR. 9/9
251826	143445	GERALD CERRETANI	134470		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/26
251827	143445	GERALD CERRETANI	134471		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/29
251828	143445	GERALD CERRETANI	134472		INV	10/14/2014	62.00	B/FOOTBALL FR. 9/8
251829	143445	GERALD CERRETANI	134473		INV	10/14/2014	62.00	B/FOOTBALL JV 9/13
251830	10193	MARCUS CHANG	134474		INV	10/14/2014	62.00	B/FOOTBALL FR. 9/12
251831	145425	TONY CHANKHOUR	134475		INV	10/14/2014	84.00	B/SOCCER FR. 9/19
251832	158623	GENE CITRANO	134476		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/26
251833	158623	GENE CITRANO	134477		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/29
251835	160100	ELIZABETH CLARK	134478		INV	10/14/2014	78.00	G/FIELD HOCKEY VAR. 9/
251836	161695	PAUL CLAUSS	134479		INV	10/14/2014	71.00	G/B/CROSS COUNTRY V&JV
251837	162375	CHRIS CLEMENTE	134480		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/26
251838	11562	MEGAN CLOSSON	134481		INV	10/14/2014	134.00	G/FIELD HOCKEY V&JV 9/
251839	192525	CATHRYN CREMENS-BASBAS	134482		INV	10/14/2014	134.00	G/FIELD HOCKEY JV&VAR.
251840	205575	PATRICK DALY	134483		INV	10/14/2014	56.00	B/SOCCER JV 9/16
251841	205575	PATRICK DALY	134484		INV	10/14/2014	84.00	B/SOCCER FR. 9/17
251842	205575	PATRICK DALY	134485		INV	10/14/2014	56.00	B/SOCCER JV 9/22
251843	217917	FRANCIS DEPINTO	134486		INV	10/14/2014	134.00	G/FIELD HOCKEY 9/17
251844	220111	MATT DIBBLE	134487		INV	10/14/2014	132.00	G/VOLLEYBALL JV&VAR. 9

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 13
apwarrnt

WARRANT: S15027 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251845	9132	KATHERINE H. DOHERTY	134488		INV	10/14/2014	85.00	G/SOCCER VAR. 9/11
251846	279405	PETER K. FOLEY	134489		INV	10/14/2014	134.00	G/FIELD HOCKEY V&JV 9/
251847	11563	CHARLES S. FULLER	134490		INV	10/14/2014	62.00	B/FOOTBALL FR. 9/5
251848	287101	JAMES FYRER	134491		INV	10/14/2014	83.00	G/SWIM VAR. 9/15
251849	347870	KATE HERNANDEZ	134492		INV	10/14/2014	71.00	G/SWIM VAR. 9/9
251850	355360	KENDALL HOLBROOK	134493		INV	10/14/2014	83.00	G/SWIM VAR. 9/15
251851	358280	TIMOTHY HOOTON	134494		INV	10/14/2014	62.00	B/FOOTBALL JV 9/13
251852	358280	TIMOTHY HOOTON	134495		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/19
251853	362105	MAUREEN HOVNANIAN	134496		INV	10/14/2014	198.00	G/VOLLEYBALL JV&VAR. 9
251854	387990	JOHN JAWORSKI	134497		INV	10/14/2014	134.00	B/SOCCER VAR.&JV 9/18
251855	388375	ANTHONY JESI	134498		INV	10/14/2014	85.00	B/FOOTBALL VAR. 8/29
251856	11578	JOANNE LAVENDER	134499		INV	10/14/2014	56.00	G/FIELD HOCKEY JV 9/17
251857	452980	JOHN LOPES	134500		INV	10/14/2014	56.00	G/SOCCER JV 9/9
251858	455052	JON LOWE	134501		INV	10/14/2014	132.00	G/VOLLEYBALL JV&VAR. 9
251859	483130	PAUL MARRIER	134502		INV	10/14/2014	132.00	G/VOLLEYBALL JV&VAR. 9
251860	513270	JOHN MATTUCHIO	134503		INV	10/14/2014	62.00	B/FOOTBALL FR. 9/12
251861	519320	WILLIAM MCCARTHY	134504		INV	10/14/2014	78.00	G/SOCCER VAR. 8/30
251862	519320	WILLIAM MCCARTHY	134505		INV	10/14/2014	56.00	B/SOCCER JV 9/13
251863	519300	THOMAS MCCARTHY	134506		INV	10/14/2014	71.00	G/B/CROSS COUNTRY JV&V
251864	520610	KEVIN MCDERMOTT	134507		INV	10/14/2014	132.00	G/VOLLEYBALL V&JV 9/11
251867	565500	KEN MINASIAN	134509		INV	10/14/2014	78.00	B/SOCCER VAR. 9/13
251868	575110	PHILIP F. MORGAN	134510		INV	10/14/2014	78.00	B/SOCCER VAR. 9/22
251869	576351	MATT MORRISON	134511		INV	10/14/2014	78.00	B/SOCCER VAR. 9/18
251870	580205	MICHAEL MUCHMORE	134512		INV	10/14/2014	78.00	G/SOCCER VAR. 9/9
251871	585570	JUNE MURPHY	134513		INV	10/14/2014	56.00	G/FIEL HOCKEY VAR. 8/2

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 14
apwarrnt

WARRANT: S15027 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251872	625210	EDWARD NEWTON	134514		INV	10/14/2014	134.00	G/SOCCER VAR.&JV 9/11
251873	654900	ARTHUR O'NEIL	134515		INV	10/14/2014	56.00	B/SOCCER JV 9/22
251874	671080	RALPH PARZIALE	134516		INV	10/14/2014	78.00	G/SOCCER VAR. 8/30
251875	671080	RALPH PARZIALE	134517		INV	10/14/2014	56.00	B/SOCCER JV 9/13
251876	671080	RALPH PARZIALE	134518		INV	10/14/2014	78.00	B/SOCCER VAR. 9/22
251877	685900	JOSEPH F. PINKOS	134519		INV	10/14/2014	56.00	B/SOCCER FR. 9/13
251878	690025	KEN PONDELLI	134520		INV	10/14/2014	134.00	B/SOCCER V&JV 9/16
251879	710925	NEIL C. REBELO	134521		INV	10/14/2014	56.00	B/SOCCER JV 9/18
251881	10071	PAUL L. RHEAUME	134522		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/19
251882	727681	MATTHEW RODERICK	134523		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/19
251883	10197	ANNETTE ROMANO	134524		INV	10/14/2014	132.00	G/VOLLEYBALL JV&VAR. 9
251884	752600	ERIK SCHMAKEL	134525		INV	10/14/2014	78.00	G/SOCCER VAR. 9/11
251885	752600	ERIK SCHMAKEL	134526		INV	10/14/2014	56.00	G/SOCCER JV 9/11
251886	763577	HARRY SEE	134527		INV	10/14/2014	62.00	B/FOOTBALL FR. 9/5
251887	741293	SUSAN ST. JOHN	134528		INV	10/14/2014	134.00	G/FIELD HOCKEY V/JV 9/
251888	805600	ROGER STONE	134529		INV	10/14/2014	78.00	B/SOCCER VAR. 9/13
251889	821500	MARK TAITZ	134530		INV	10/14/2014	132.00	G/VOLLEYBALL V/JV 9/11
251891	821500	MARK TAITZ	134532		INV	10/14/2014	132.00	G/VOLLEYBALL JV/V 9/22
251892	11565	LEAH TOWNSEND	134533		INV	10/14/2014	71.00	G/SWIM VAR. 9/9
251893	874801	ROBERT VIOLA, JR.	134534		INV	10/14/2014	56.00	G/FIELD HOCKEY VAR. 8/
251894	899710	PAUL WHITE	134535		INV	10/14/2014	56.00	G/SOCER JV 9/9
252305	31780	RONALD ANNAND	134941		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/26
252306	10210	JOHN BIGELOW	134942		INV	10/14/2014	56.00	G/SOCCER JV 9/24
252307	10210	JOHN BIGELOW	134943		INV	10/14/2014	78.00	G/SOCCER VAR. 9/27
252308	169629	EMILIO COLON	134944		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/26

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 12:08 | CITY OF MELROSE
JMacDonald | PRELIMINARY WARRANT LIST BY VOUCHER

PG 15
apwarrnt

WARRANT: S15027 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252309	11601	JOSEPH FARRAGHER	134945		INV	10/14/2014	78.00	G/SOCCER VAR. 9/26
252310	271656	ROBERT FERREIRA	134946		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/26
252311	381880	MICHAEL IUDICE	134947		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/26
252312	381880	MICHAEL IUDICE	134948		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/19
252313	452980	JOHN LOPES	134949		INV	10/14/2014	56.00	B/SOCCER 9/23
252314	580205	MICHAEL MUCHMORE	134950		INV	10/14/2014	56.00	B/SOCCER 9/23
252315	581100	DENIS MULVIHILL	134951		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/19
252316	581100	DENIS MULVIHILL	134952		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/26
252317	654900	ARTHUR O'NEIL	134953		INV	10/14/2014	56.00	G/SOCCER JV 9/23
252318	657176	KEVIN OREAL	134954		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/26
252319	657175	ROBERT J. OREAL	134955		INV	10/14/2014	85.00	B/FOOTBALL VAR. 9/26
252320	711850	BENJAMIN M REED	134956		INV	10/14/2014	78.00	G/SOCCER VAR. 9/24
252321	805600	ROGER STONE	134957		INV	10/14/2014	78.00	G/SOCCER VAR. 9/24
252322	849900	KENNETH TUCKER	134958		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/19
252323	849900	KENNETH TUCKER	134959		INV	10/14/2014	50.00	B/FOOTBALL VAR. 9/26
WARRANT TOTAL							7,418.00	

** END OF REPORT - Generated by Joan MacDonald **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 13:57
JMacDonald

CITY OF MELROSE
PRELIMINARY CITY OF MELROSE WARRANT REPORT

#6 FY14 School
S15028
10/14/2014

PG 1
apwarrnt

DATE: 10/14/2014 WARRANT: S15028 AMOUNT: \$ 193,329.71

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 13:57
JMacDonaldCITY OF MELROSE
PRELIMINARY WARRANT SUMMARYPG 16
apwarrnt

WARRANT: S15028 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1112102	HOOVER ART	0111-3-000-000-12-102-00-30-55500 -2415	HV ART INSTRUCTIONAL S 1,162.46 258.36
0111	1112350	HOOVER ALL ELEMENTARY	0111-3-000-000-12-350-00-30-55500 -2415	HV INSTRUCTIONAL SUPPL 651.06 -129.68
0111	1112350	HOOVER ALL ELEMENTARY	0111-3-000-000-12-350-00-30-55500 -2430	HV GENERAL SUPPLIES 1,958.45 52.26
0111	1113102	HORACE MANN-ART	0111-3-000-000-13-102-00-30-55500 -2415	HM ART INSTRUCTIONAL S 1,783.32 3.68
0111	1113350	HORACE MANN ALL ELEMEN	0111-3-000-000-13-350-00-30-57613 -2210	HM MEMBERSHIPS/DUES 550.00 1443.00
0111	1114102	LINCOLN- ART	0111-3-000-000-14-102-00-30-55500 -2415	LN ART INSTRUCTIONAL S 2,318.28 -54.28
0111	1114350	LINCOLN ALL ELEMENTARY	0111-3-000-000-14-350-00-30-55500 -2415	LN INSTR SUPPLIES 2,024.76 1421.17
0111	1116102	ROOSEVELT- ART	0111-3-000-000-16-102-00-30-55500 -2415	RV ART INSTRUCTIONAL S 2,546.59 48.41
0111	1116350	ROOSEVELT ALL ELEMENTA	0111-3-000-000-16-350-00-30-55500 -2415	RV INSTR SUPPLIES 215.87 5841.45
0111	1116350	ROOSEVELT ALL ELEMENTA	0111-3-000-000-16-350-00-30-55500 -2430	RV GENERAL SUPPLIES 1,861.86 1635.71
0111	1117102	WINTHROP ART	0111-3-000-000-17-102-00-30-55500 -2415	WN ART INSTRUCTIONAL S 2,180.27 83.73
0111	1117350	WINTHROP ALL ELEMENTAR	0111-3-000-000-17-350-00-30-55500 -2430	WN GENERAL SUPPLIES 737.70 65.00
0111	1117350	WINTHROP ALL ELEMENTAR	0111-3-000-000-17-350-00-30-55502 -2410	WN INSTR MATERIALS 345.00 148.00
0111	1117350	WINTHROP ALL ELEMENTAR	0111-3-000-000-17-350-00-30-55503 -2420	WN INSTRUCTIONAL EQUIP 256.50 830.80
0111	1121000	MIDDLE SCHOOL	0111-3-000-000-21-000-00-40-55500 -2415	MS INSTRUCTIONAL SUPPL 805.20 11644.90
0111	1121118	M.S. MATH	0111-3-000-000-21-118-00-40-55500 -2415	MS MATH INSTRUCTIONAL 175.00 833.48
0111	1121118	M.S. MATH	0111-3-000-000-21-118-00-40-55502 -2410	MS MATH INSTR MATERIAL 339.13 5.87
0111	1121120	M.S. MEDIA/LIBRARY	0111-3-000-000-21-120-00-40-55500 -2415	MS LIBRARY INSTR SUPPLI 1,692.00 196.00
0111	1121130	M.S. SOCIAL STUDY	0111-3-000-000-21-130-00-40-55500 -2415	MS SOCIAL STUDIES INST 414.32 1953.17
0111	1121130	M.S. SOCIAL STUDY	0111-3-000-000-21-130-00-40-55502 -2410	MS SS INSTR MATERIALS 529.67 175.22
0111	1131000	HIGH SCHOOL	0111-3-000-000-31-000-00-50-55500 -2430	HS INSTR SUPPLIES 1,148.00 8629.60
0111	1131000	HIGH SCHOOL	0111-3-000-000-31-000-00-50-57613 -2210	HS DUES 600.00 3438.00
0111	1131102	H.S. RT	0111-3-000-000-31-102-00-50-55500 -2415	HS ART INSTRUCTIONAL S 1,286.71 3400.14
0111	1131104	H.S.BUSINESS/COMPUTERS	0111-3-000-000-31-104-00-50-55502 -2410	HS BUSINESS INSTR MATE 2,642.64 .00
0111	1131108	H.S. FAMILY CONS ED	0111-3-000-000-31-108-00-50-55500 -2415	HS FAMILY CONS INSTR S 479.41 4700.00
0111	1131110	H.S. FOREIGN LANGUAGE	0111-3-000-000-31-110-00-50-55503 -2420	HS FOR LANG EQUIP TEC 260.18 -.18
0111	1131118	H.S. MATH	0111-3-000-000-31-118-00-50-55502 -2410	HS MATH INSTR MATERIAL 227.05 662.95
0111	1131120	H.S. MEDIA/LIBRARY	0111-3-000-000-31-120-00-50-55502 -2415	HS LIBRARY INSTR MATER 3,144.00 33.00
0111	1131122	HIGH SCHOOL MUSIC	0111-3-000-000-31-122-00-50-55500 -2415	HS MUSIC INSTRUCTIONAL 514.93 5567.32
0111	1131126	HIGH SCHOOL PHYSICAL E	0111-3-000-000-31-126-00-50-55502 -2410	HS PE INSTR MATERIALS 1,115.35 202.65
0111	1131128	HIGH SCHOOL SCIENCE	0111-3-000-000-31-128-00-50-55500 -2415	HS SCIENCE INSTR SUPPL 463.70 2542.77
0111	1131130	HIGH SCHOOL SOCIAL STU	0111-3-000-000-31-130-00-50-55502 -2410	HS SS INSTR MATERIALS 54.30 4255.04
0111	1135702	ATHLETICS FOOTBALL	0111-3-000-000-35-702-00-50-55500 -3510	AT FOOTBALL 1,221.40 13643.39
0111	1135703	ATHLETICS BASKETBALL	0111-3-000-000-35-703-00-50-55500 -3510	AT BASKETBALL BOYS 759.00 576.25
0111	1135705	ATHLETICS TRACK	0111-3-000-000-35-705-00-50-55500 -3510	AT TRACK BOYS 412.99 2896.33
0111	1135706	ATHLETICS HOCKEY	0111-3-000-000-35-706-00-50-55500 -3510	AT ICE HOCKEY BOYS 1,164.00 27936.25
0111	1135707	ATHLETICS GOLF	0111-3-000-000-35-707-00-50-55500 -3510	AT GOLF 442.00 568.25
0111	1135714	ATHLETICS GIRLS SWIMMI	0111-3-000-000-35-714-00-50-55500 -3510	AT SWIM GIRLS 605.26 2839.49
0111	1135718	ATHLETICS GIRLS TRACK	0111-3-000-000-35-718-00-50-55500 -3510	AT TRACK GIRLS 372.99 4369.19
0111	1135719	ATHLETICS GIRLS VOLLEY	0111-3-000-000-35-719-00-50-55500 -3510	AT VOLLEYBALL 620.00 320.25
0111	1135720	ATHLETICS GIRLS SOCCER	0111-3-000-000-35-720-00-50-55500 -3510	AT SOCCER GIRLS 440.00 .00
0111	1135723	ATHLETICS GIRLS ICE HO	0111-3-000-000-35-723-00-50-55500 -3510	AT ICE HOCKEY GIRLS 1,027.30 26972.70
0111	1135725	ATHLETICS LACROSSE	0111-3-000-000-35-725-00-50-55500 -3510	AT LACROSSE GIRLS 930.00 939.25
0111	1141400	SPED	0111-3-000-000-41-400-00-00-52400 -2320	SP TUITION RELATED COS 5,584.49 31220.08
0111	1141400	SPED	0111-3-000-000-41-400-00-00-53450 -3300	SP TRANSPORATION MPS 770.62 77602.45
0111	1141400	SPED	0111-3-000-000-41-400-00-00-53901 -9300	SP TUITION NON-PUBLIC 34,493.52 1138898.14
0111	1141400	SPED	0111-3-000-000-41-400-00-00-55500 -2410	SP SPEECH/HEARING SUPP 558.00 1647.68
0111	1141400	SPED	0111-3-000-000-41-400-00-00-55500 -2430	SP INSTR SUPPLIES 60.78 2370.37
0111	1196000	CURRICULUM & PROF DEVE	0111-3-000-000-96-000-00-00-55502 -2410	CR INSTR MATERIALS 5,222.85 11256.36
0111	1196000	CURRICULUM & PROF DEVE	0111-3-000-000-96-000-00-00-55503 -2420	CR INSTR EQUIPMENT/TEC 19,611.00 5139.00

Attachment: 10-14-2014 warrants (3318 : Warrants)

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JMacDonaldCITY OF MELROSE
PRELIMINARY WARRANT SUMMARYPG 17
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WARRANT: S15028 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0111	1196000	CURRICULUM & PROF DEVE	0111-3-000-000-96-000-00-00-57617 -2357	CR PROF DEVELOPMENT 2,043.00 2391.95
0111	1196101	CR ELL	0111-3-000-000-96-101-00-00-55500 -2415	CR ELL INSTR SUPPLIES 1,713.80 392.63
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-54610 -1210	AD CENTRAL OFFICE SUPP 39.98 364.99
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-54610 -1410	AD BUSINESS OFFICE SUP 208.00 1436.81
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-57600 -1110	AD EXPENSES SCHOOL COM 35.00 4410.40
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-57600 -1210	AD EXPENSES CENTRAL OF 972.68 8127.32
0111	1197000	ADMIN	0111-3-000-000-97-000-00-00-57613 -1110	AD DUES SCHOOL COMMITT 255.00 -60.00
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-51199 -5500	SW TRAFFIC SUPERVISOR 145.00 2955.61
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-53401 -1430	SW LEGAL SERVICES 4,306.50 45693.50
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-53614 -4130	SW TELEPHONE 48.96 12343.46
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-55500 -2420	SW MAINTENANCE OF EQUI 8,042.70 -538.68
0111	1199000	SYSTEM-WIDE	0111-3-000-000-99-000-00-00-57601 -1210	SW TRAVEL 21.16 13278.84
0111	1199104	SYSTEM-WIDE BUSINESS/C	0111-3-000-000-99-104-00-00-55503 -2453	SW COMPUTER EQUIPMENT 4,607.46 -11780.50
			FUND TOTAL	131,219.15
1475	1475145	94-142 MAIN	1475-3-014-005-00-000-20-02-52400 -1430	CONTRACT SERVICES 879.00 99042.40
			FUND TOTAL	879.00
1482	1482145	TEACHER QUALITY/TITLE	1482-3-014-005-00-000-20-02-52400 -3000	CONTRACT SERVICES 824.30 5411.00
1482	1482147	TEACHER QUALITY/TITLE	1482-3-014-007-00-000-20-02-57601 -1000	TRAVEL 750.00 2430.00
			FUND TOTAL	1,574.30
1489	1489145	RACE TO THE TOP	1489-3-014-005-00-000-20-02-52400 -3000	CONTRACTUAL SERVICES 1,175.70 20639.22
			FUND TOTAL	1,175.70
1492	1492125	D.O.J./MAAV	1492-3-012-005-00-000-20-02-52400 -3000	CONTRACTUAL SERVICES 175.00 317034.71
			FUND TOTAL	175.00
1577	1577158	METCO	1577-3-015-008-00-000-22-02-530030-3000	OTHER CHARGES 33,665.00 27819.00
			FUND TOTAL	33,665.00
1603	16032	USE OF FACILITIES	1603-3-000-000-00-000-29-02-57600 -1000	MISC EXPENSE 8,325.48 -17004.10
			FUND TOTAL	8,325.48
1610	16102	SUMMER INSTITUTE	1610-3-000-000-00-000-29-02-52400 -3000	CONTRACT SERVICES 700.00 -810.00
			FUND TOTAL	700.00
1614	16142	TUITION	1614-3-300-300-00-000-00-02-540001-3000	MISC CHARGES & EXPENDI 4,186.21 -5270.81
			FUND TOTAL	4,186.21
1615	16152	SCHOOL COMPUTER - EXP	1615-3-000-000-00-000-29-02-540001-3000	MISC EXP 4,188.00 -54358.69

Attachment: 10-14-2014 warrants (3318 : Warrants)

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CITY OF MELROSE
PRELIMINARY WARRANT SUMMARY

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apwarrrnt

WARRANT: S15028 10/14/2014

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
FUND TOTAL			4,188.00	
1619	16192	HORACE MANN 1619-3-000-000-00-000-29-02-540001-3000	MISC CHARGES & EXPENDI 859.03	-68328.30
FUND TOTAL			859.03	
1621	1621200	MELROSE PRE-K 1621-3-000-000-15-000-29-02-55501 -2430	EDUCATIONAL SUPPLIES 1,053.05	-142377.15
FUND TOTAL			1,053.05	
1622	16222	LINCOLN 1622-3-000-000-00-000-29-02-540001-3000	MISC EXP 1,778.70	-97709.14
FUND TOTAL			1,778.70	
1810	18102	HOOVER - EXP 1810-3-000-000-00-000-29-02-55500 -2430	SUPPLIES 109.00	-2140.80
1810	18102	HOOVER - EXP 1810-3-000-000-00-000-29-02-55502 -2410	MATERIALS 90.98	-829.50
FUND TOTAL			199.98	
1811	18112	ROOSEVELT EXP 1811-3-000-000-00-000-29-02-55502 -2410	MATERIALS 657.72	-9878.39
1811	18112	ROOSEVELT EXP 1811-3-000-000-00-000-29-02-57600 -1000	MISC EXPENSE 105.67	-10303.05
FUND TOTAL			763.39	
1901	190110	ELEMENTARY MUSIC FEES 1901-3-010-000-00-00 -29-00-480000-	MISC REVENUE 175.00	-175.00
FUND TOTAL			175.00	
1907	19072	EDUCATION STATIONS 1907-3-300-300-00-000-29-02-52400 -3000	CONTRACT SERVICES 1,500.00	-2460.00
FUND TOTAL			1,500.00	
1912	19122	SUMMER ENRICHMENT 1912-3-300-300-00-000-29-02-540001-3000	MISC EXP 202.72	-39616.65
FUND TOTAL			202.72	
1913	1913212	MELROSE PERFORMING ART 1913-3-000-300-21-000-29-02-540001-3000	MIDDLE SCHOOL EXPENSES 710.00	-17535.17
FUND TOTAL			710.00	
=====				
WARRANT SUMMARY TOTAL			193,329.71	
=====				
GRAND TOTAL			193,329.71	
=====				

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CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

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WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251920	1780	ABC CLIO	134561	153420	INV	10/14/2014	1,692.00	FOR 9/21/14-9/20/15 MI
251921	1780	ABC CLIO	134562	156102	INV	10/14/2014	2,364.00	FOR 9/21/14-9/20/15 HI
251922	11584	ACTIVE NETWORK, LLC	134563	152727	INV	10/14/2014	308.25	HYTEK SWIM
251929	18325	AMAZON	134570	152302	INV	10/14/2014	20.47	SUPPLIES
251930	18325	AMAZON	134571	152302	INV	10/14/2014	79.84	SUPPLIES
251931	18325	AMAZON	134572	152302	INV	10/14/2014	137.63	SUPPLIES
251932	18325	AMAZON	134573	152302	INV	10/14/2014	13.50	SUPPLIES
251933	18325	AMAZON	134574	152302	INV	10/14/2014	87.69	SUPPLIES
251934	18325	AMAZON	134575	152302	INV	10/14/2014	119.05	SUPPLIES
251935	18325	AMAZON	134576	152302	INV	10/14/2014	108.00	SUPPLIES
251936	18325	AMAZON	134577	152626	INV	10/14/2014	201.32	FIRE FROM THE ROCK
251937	24270	AMERICAN LEGACY PUBLISHING	134578	15000	INV	10/14/2014	1,778.70	SUPPLIES
251938	24270	AMERICAN LEGACY PUBLISHING	134579	154124	INV	10/14/2014	889.35	KINDERGARTEN STUDIES W
251939	158228	AT&T	134580	86510	INV	10/14/2014	48.96	FOR ACCT#1001-200-5194
251940	50630	B & H	134581	152606	INV	10/14/2014	33.99	REMOTE
251941	102225	BRANDON SCHOOL	134582	153780	INV	10/14/2014	5,578.54	FOR JULY
251942	11568	BROWN UNIVERSITY-CHOICES PROGRAM	134583	1526271	INV	10/14/2014	414.32	THE CHOICES PROGRAM CU
251943	51900	BSN SPORTS	134584	152733	INV	10/14/2014	575.98	WOMEN'S & MEN'S TRACK
251944	128750	CAM OFFICE SERVICES, INC.	134585	152018	INV	10/14/2014	1,148.00	SUPPLIES
251945	8304	CAMBIUM LEARNING, INC	134586	151148	INV	10/14/2014	657.72	DIBELS NEXT BENCHMARK
251946	139700	CENGAGE LEARNING	134587	152510	INV	10/14/2014	2,642.64	ACCOUNTING
251947	139700	CENGAGE LEARNING	134588	154132	INV	10/14/2014	1,713.80	NAT. GEOG.
251948	158552	CIT TECHNOLOGY FIN. SERV., INC.	134589	86501	INV	10/14/2014	6,950.64	7/7-12/7
251949	158552	CIT TECHNOLOGY FIN. SERV., INC.	134590	1586388	INV	10/14/2014	6,950.64	1/07-6/07
251950	158552	CIT TECHNOLOGY FIN. SERV., INC.	134591	1586388	INV	10/14/2014	458.28	4/30

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CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

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WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251951	158552	CIT TECHNOLOGY FIN. SERV., INC.	134592	1586388	INV	10/14/2014	458.28	5/30
251952	158552	CIT TECHNOLOGY FIN. SERV., INC.	134593	1586388	INV	10/14/2014	458.28	6/30
251953	169250	COLLINS SPORTS MEDICINE	134594	152728	INV	10/14/2014	80.12	SUPPLIES
251954	485700	COMMONWEALTH OF MASSACHUSETTS	134595	152736	INV	10/14/2014	100.00	ATH. FIELD PERMIT#2014
251955	178560	CONTINENTAL MATH LEAGUE	134596	151575	INV	10/14/2014	345.00	GRADES 2 & 4
251956	183900	JENNIFER CORDUCK	134597	15212	INV	10/14/2014	90.98	REIMBURSEMENT/CHAIR AT
251957	209490	DATA MANAGEMENT INC.	134598	86552	INV	10/14/2014	208.00	VISITOR BOOKS/BADGES
251959	8847	DEMOULAS SUPER MARKETS, INC.	134600		INV	10/14/2014	51.95	SUPPLIES FOR ACCT#2511
251960	8847	DEMOULAS SUPER MARKETS, INC.	134601		INV	10/14/2014	46.61	FOR ACCT#2511008
251962	8847	DEMOULAS SUPER MARKETS, INC.	134603		INV	10/14/2014	35.52	FOR ACCT#2511008
251963	8847	DEMOULAS SUPER MARKETS, INC.	134604		INV	10/14/2014	68.64	FOR ACCT#2511008
251965	258151	E-PLUS TECHNOLOGY, INC.	134606	86526	INV	10/14/2014	2,662.10	CARTS
251967	258151	E-PLUS TECHNOLOGY, INC.	134608	86536	INV	10/14/2014	2,918.04	LAPTOPS
251968	280952	ANN FORREST	134609	151150	INV	10/14/2014	105.67	REIMBURSEMENT LAKESHOR
251969	285117	FULL CIRCLE DESIGN	134610	86554	INV	10/14/2014	4,188.00	WEBSITE HOSTING & MAIN
251970	286382	THE FUTURES CLINIC, INC.	134611	153734	INV	10/14/2014	8,238.78	ADJ. FOR JULY PLUS AUG
251971	286382	THE FUTURES CLINIC, INC.	134612	153734	INV	10/14/2014	10,126.80	FOR SEPT.
251972	302380	GLOBAL EQUIPMENT COMPANY, INC.	134613	151574	INV	10/14/2014	256.50	SHELVING
251973	359500	HORACE MANN PTO	134614	15525	INV	10/14/2014	859.03	PTO
251974	375153	INTERMEDIATE MATH LEAGUE	134615	153432	INV	10/14/2014	175.00	TEAM DUES 2014-2015
251975	10529	JGM GOLF LLC	134616	152735	INV	10/14/2014	442.00	GOLF BALLS TAYLOR MADE
251982	394555	K & B SPORTSWEAR	134622	152734	INV	10/14/2014	297.01	SUPPLIES
251984	407720	DONNA KEOHANE	134624		INV	10/14/2014	21.16	MILEAGE REIMB. UNEMPLO
251987	408023	KEYS TO LITERACY	134627	154116	INV	10/14/2014	1,477.00	ANSWER KEY 1/2 DAY
251989	408023	KEYS TO LITERACY	134628	154116	INV	10/14/2014	566.00	ANSWER KEY FOR EXT. RE

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CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

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WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
251991	435430	LEARNING RESOURCES	134631	151149	INV	10/14/2014	215.87	WRITING JOURNAL
251992	484680	W B MASON	134632	153777	INV	10/14/2014	60.78	SUPPLIES
251993	484680	W B MASON	134633	86249	INV	10/14/2014	46.04	SUPPLIES
251994	484680	W B MASON	134634	86249	INV	10/14/2014	432.07	SUPPLIES
251996	484680	W B MASON	134636	86531	INV	10/14/2014	1,191.50	COPY PAPER
251998	484680	W B MASON	134638	86545	INV	10/14/2014	39.98	SUPPLIES
252001	484680	W B MASON	134640	151579	INV	10/14/2014	154.74	SUPPLIES
252002	484680	W B MASON	134641	152608	INV	10/14/2014	20.31	CLIPBOARDS
252003	554750	METCO DIRECTORS ASSOCIATION	134642	86457	INV	10/14/2014	200.00	ANNUAL MEMBERSHIP DUES
252004	460320	M-F ATHLETIC COMPANY, INC	134643	152725	INV	10/14/2014	110.00	DELUXE RACE NUMBERS
252007	561900	MIDDLESEX LEAGUE PRINCIPALS ASSOC	134646	152022	INV	10/14/2014	600.00	YEARLY DUES ASSESSMENT
252017	8669	MUSEUM OF SCIENCE TRAVELING PROGRAMS	134655	154128	INV	10/14/2014	4,333.50	SUPPLIES
252020	607253	NEUROPSYCHOLOGY SERVICE	134658	153778	INV	10/14/2014	1,350.00	EVAL 8/25/14
252024	633500	NORTH SUBURBAN TRANSPORTATION	134664	86447	INV	10/14/2014	16,080.00	TRANS. FOR NOVEMBER
252030	633500	NORTH SUBURBAN TRANSPORTATION	134668	86447	INV	10/14/2014	17,085.00	TRANS. FOR DEC.
252032	633500	NORTH SUBURBAN TRANSPORTATION	134670	152737	INV	10/14/2014	2,170.00	TRANS. ATH. FOR AUGUST
252033	633500	NORTH SUBURBAN TRANSPORTATION	134672	86447	INV	10/14/2014	300.00	FROM METCO TO HOONEY P
252035	810330	NUTTALL & MACAVOY, P.C.	134673	153781	INV	10/14/2014	1,205.00	PROF. SERVICES FOR JUL
252036	810330	NUTTALL & MACAVOY, P.C.	134674	153781	INV	10/14/2014	3,101.50	PROF. SERVICES FOR AUG
252037	674703	PEARSON EDUCATION	134675	15142524	INV	10/14/2014	4,186.21	FOR INV#BK72880854,BK7
252038	694550	PREMIER AGENDAS INC.	134676	153428	INV	10/14/2014	84.50	SUPPLIES
252039	708460	RAPID REPRODUCTION	134677	153427	INV	10/14/2014	295.00	#10 ENVELOPES
252040	709710	READ NATURALLY	134678	153429	INV	10/14/2014	425.70	READ NATURALLY ENCORE
252041	710400	READING TROPHY & SHIRT CO INC	134679		INV	10/14/2014	35.00	PLAQUES
252042	8977	RICOH USA, INC.	134680	15204	INV	10/14/2014	1,480.34	SUPPLIES

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CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

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WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252043	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134681	152729	INV	10/14/2014	298.53	FOOTBALL SUPPLIES
252044	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134682	152730	INV	10/14/2014	201.00	JERSEYS/SHORTS
252045	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134683	152731	INV	10/14/2014	179.80	EQUIPMENT BAGS
252046	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134684	152731	INV	10/14/2014	847.50	JERSEYS/PANTS/socks
252047	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134685	152732	INV	10/14/2014	345.00	JERSEYS
252048	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134686	152732	INV	10/14/2014	819.00	JERSEYS/PANTS/socks
252049	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134687	152740	INV	10/14/2014	86.75	HELMET DECALS
252050	720810	RIDDELL / ALL AMERICAN SPORTS CORP.	134688	152740	INV	10/14/2014	136.00	SPEED CROWN LINER
252051	723925	RISO, INC.	134689	86446	INV	10/14/2014	485.36	8/28-9/27
252052	723925	RISO, INC.	134690	86446	INV	10/14/2014	606.70	9/6-10/5
252097	741990	J SALLESE & SONS, INC	134733	152726	INV	10/14/2014	1,115.35	PADLOCKS/MASTER KEYS
252098	750971	SCANTRON CORP.	134734	154114	INV	10/14/2014	15,655.00	ASSESSMENTS
252099	750971	SCANTRON CORP.	134735	154122	INV	10/14/2014	3,131.00	CCIB-ER-SUB
252100	753900	SCHOLASTIC MAGAZINES	134736	152624	INV	10/14/2014	328.35	SUBSCRIPTION TO NY TIM
252101	757861	SCHOOL SPECIALTY	134737	14977	INV	10/14/2014	2,024.76	SUPPLIES
252102	757861	SCHOOL SPECIALTY	134738	151134	INV	10/14/2014	670.36	SUPPLIES
252103	757861	SCHOOL SPECIALTY	134739	151828	INV	10/14/2014	1,053.05	SUPPLIES
252104	757861	SCHOOL SPECIALTY	134740	151584	INV	10/14/2014	311.43	SUPPLIES
252105	757861	SCHOOL SPECIALTY	134741	151587	INV	10/14/2014	271.53	SUPPLIES
252106	757861	SCHOOL SPECIALTY	134742	152106	INV	10/14/2014	2,180.27	SUPPLIES
252107	763600	SEEM COLLABORATIVE	134743	153776	INV	10/14/2014	800.00	TRANSITION ASSESSMENT
252108	11577	SARA L. SERISKY	134744		INV	10/14/2014	175.00	STIPEND STEP GRANT 8/1
252109	777050	ANGELA SINGER	134745	152301	INV	10/14/2014	463.70	REIMBURSEMENT ABEBOOKS
252110	740491	ST. ANN'S HOME, INC.	134746	153773	INV	10/14/2014	4,700.85	SUMMER PROGRAM
252111	740491	ST. ANN'S HOME, INC.	134747	153773	INV	10/14/2014	3,357.75	FOR AUGUST

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 13:57
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 23
apwarrnt

WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252112	821663	KIMBERLY TALBOT	134748	156002	INV	10/14/2014	260.18	REIMBURSEMENT SUBSCRIP
252113	825500	TEACHERS21	134749	153766	INV	10/14/2014	750.00	MODULE TRAIN. 8/22 9/1
252114	825500	TEACHERS21	134750	154101	INV	10/14/2014	1,175.70	MEETING 8/21
252115	825500	TEACHERS21	134751	154108	INV	10/14/2014	750.00	TRAINING 8/22,9/10,9/2
252116	825500	TEACHERS21	134752	1541011	INV	10/14/2014	824.30	MEETING 8/21
252117	867130	VHS, INC.	134753	154134	INV	10/14/2014	825.00	ANNUAL FEE FOR ENROLLM
252118	757861	SCHOOL SPECIALTY	134754	152107	INV	10/14/2014	1,162.46	FOR INV#308102048108,C
252119	757861	SCHOOL SPECIALTY	134755	152108	INV	10/14/2014	781.70	SUPPLIES
252120	757861	SCHOOL SPECIALTY	134756	152109	INV	10/14/2014	480.72	SUPPLIES
252121	8731	SPRINT SYSTEMS OF PHOTOGRAPHY, INC	134757	153119	INV	10/14/2014	307.30	SUPPLIES
252134	500	A & A AUTO CARE CO, INC	134770	155315	INV	10/14/2014	102.30	REPAIRS
252135	500	A & A AUTO CARE CO, INC	134771	155315	INV	10/14/2014	37.13	REPAIRS
252136	500	A & A AUTO CARE CO, INC	134772	155315	INV	10/14/2014	62.13	REPAIRS
252137	11126	LUCEY'S SERVICE STATION INC	134773	155320	INV	10/14/2014	52.11	REPAIRS
252139	11126	LUCEY'S SERVICE STATION INC	134775	155320	INV	10/14/2014	42.20	REPAIRS
252140	11126	LUCEY'S SERVICE STATION INC	134776	155320	INV	10/14/2014	40.14	REPAIRS
252157	9649	LINDAMOOD-BELL LEARNING PROCESSES	134793	86529	INV	10/14/2014	879.00	WORKSHOP 7/28-7/30 L.
252159	672000	THE PAUL CENTER FOR LEARNING AND	134795	153707	INV	10/14/2014	2,490.80	EXTENDED SCHOOL YEAR P
252160	757861	SCHOOL SPECIALTY	134796	152110	INV	10/14/2014	1,055.86	SUPPLIES
252163	499800	MESPA	134799	15514	INV	10/14/2014	550.00	MEMBERSHIPFOR M.E.CARI
252164	757861	SCHOOL SPECIALTY	134800	152101	INV	10/14/2014	1,084.98	SUPPLIES
252165	757861	SCHOOL SPECIALTY	134801	152102	INV	10/14/2014	372.83	SUPPLIES
252166	757861	SCHOOL SPECIALTY	134802	152103	INV	10/14/2014	1,410.49	SUPPLIES
252167	757861	SCHOOL SPECIALTY	134803	152104	INV	10/14/2014	1,461.61	SUPPLIES
252238	8975	BRENT'S UNIFORM FACTORY	134874	152744	INV	10/14/2014	558.00	BASKETBALL UNIFORMS FO

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 13:57
JMacDonald

CITY OF MELROSE
PRELIMINARY WARRANT LIST BY VOUCHER

PG 24
apwarrrnt

WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252239	115700	BURKE SPECIAL PRODUCTS, LLC	134875	86429	INV	10/14/2014	558.00	ANNUAL CALIBRATION/SER
252240	11239	COLLABORATIVE FOR REGIONAL EDUCATION	134876	86560	INV	10/14/2014	2,200.00	FULL CPI CERTIFICATION
252241	494100	MASSACHUSETTS ASSOCIATION OF	134877	86521	INV	10/14/2014	195.00	CONF. REG. FOR K. THOR
252242	589400	MUSIC THEATRE INTERNATIONAL	134878	157121	INV	10/14/2014	710.00	MS DRAMA DISNEY'S MULA
252260	602450	NATIONAL MUSIC INC	134896	153003	INV	10/14/2014	514.93	BAND MATERIALS
252262	710650	REALLY GOOD STUFF	134898	86248	INV	10/14/2014	360.66	SUPPLIES
252265	837060	TL SPORTS SALES, INC.	134901	152743	INV	10/14/2014	440.00	GOALKEEP GLOVE
252324	84000	DICK BLICK	134960	153116	INV	10/14/2014	693.12	SUPPLIES
252325	18325	AMAZON	134961	153120	INV	10/14/2014	129.99	SUPPLIES
252326	18325	AMAZON	134962	153120	INV	10/14/2014	125.36	SUPPLIES
252327	18325	AMAZON	134963	153120	INV	10/14/2014	30.94	SUPPLIES
252329	62402	JULIE BARTH	134965		INV	10/14/2014	60.00	REIMB. INV#00826 DUES
252340	11586	EMPOWERING WRITERS, LLC	134976	86559	INV	10/14/2014	249.00	TRAINING 9/30 J. LAMUS
252341	349925	HIGHLAND SHREDDING	134977		INV	10/14/2014	50.00	SHRED 8/19 ROOSEVELT
252342	349925	HIGHLAND SHREDDING	134978		INV	10/14/2014	65.00	SHRED EARLY CHILD.
252343	349925	HIGHLAND SHREDDING	134979		INV	10/14/2014	50.00	SHRED HOR. MANN 9/10
252344	776400	J B SIMONS INC	134980		INV	10/14/2014	145.00	PANT/SHIRTS/ PLUS
252385	11610	BETH FERERICO	135021		INV	10/14/2014	175.00	REFUND MUSIC LESSONS
252386	8632	JUNIOR LIBRARY GUILD	135022	156103	INV	10/14/2014	780.00	JLG SUBSCRIPTION
252391	850855	TUFTS MEDICAL CENTER	135026	153782	INV	10/14/2014	419.76	FOR CNTL#144227531-01
252395	850855	TUFTS MEDICAL CENTER	135030	153782	INV	10/14/2014	560.95	CNTL#144902254-01 DANI
252398	850855	TUFTS MEDICAL CENTER	135034	153782	INV	10/14/2014	755.78	CNTL#145880262-01 DANI
252401	850855	TUFTS MEDICAL CENTER	135036	153782	INV	10/14/2014	534.00	CNTL#145182131-01 DANI
252403	710375	READING WITH TLC	135038	15213	INV	10/14/2014	290.40	LIVELY LETTERS BASIC S
252438	542100	MELROSE HIGH SCHOOL FOOD SERVICE	135069	152715	INV	10/14/2014	479.41	SUPPLIES MCCAULEY

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/03/2014 13:57 | CITY OF MELROSE
 JMacDonald | PRELIMINARY WARRANT LIST BY VOUCHER

PG 25
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WARRANT: S15028 10/14/2014

VOUCHER	VENDOR	VENDOR NAME	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	COMMENT
252439	11608	MATHEMATICAL OLYMPIADS FOR ELEMENTAR	135070	15217	INV	10/14/2014	109.00	MEMB. FEE FOR HOOVER E
252440	703500	QUILL CORPORATION	135071	155353	INV	10/14/2014	86.47	SUPPLIES
252441	900300	WHITTEMORE HARDWARE	135072	155352	INV	10/14/2014	7.00	SUPPLIES
252443	900300	WHITTEMORE HARDWARE	135073	155352	INV	10/14/2014	13.50	SUPPLIES
252465	500	A & A AUTO CARE CO, INC	135095	155315	INV	10/14/2014	327.64	REPAIRS
WARRANT TOTAL							193,329.71	

** END OF REPORT - Generated by Joan MacDonald **

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 10:36
cleduc

CITY OF MELROSE
CITY OF MELROSE WARRANT REPORT

FY15 Wire Transfers 1917
September 09/30/2014
SW15202
10/14/2014

PG 1
apwarrnt

DATE: 09/30/2014 WARRANT: SW15202 AMOUNT: \$5,684.89

Patrick D Dello Russo
CFO/City Auditor

To the Accounting Office:
The following named bills of the School Department amounting in the
agreed to total above are hereby approved and you are requested to
place them on a warrant payment.

Approved: _____

Attachment: 10-14-2014 warrants (3318 : Warrants)

10/02/2014 10:36
cleducCITY OF MELROSE
PREPAID INVOICE LISTPG 2
apwarrrnt

WARRANT: SW15202 09/30/2014

VENDOR	VENDOR NAME	R	DOCUMENT	PO	TYPE	DUE DATE	AMOUNT	VOUCHER	CHECK	COMMENT
CASH ACCOUNT: 01 104000 CASH UNRESTRICTED CHECKING										
821663	TALBOT, KIMBERLY	00000	134964		DD	09/30/2014	1,051.05	252328	8221	CK#1984
670900	PASCARELL-MIRASO	00000	134966		DD	09/30/2014	203.95	252330	8222	CK#1985
11512	MBT WORLDWIDE, I	00000	134967		DD	09/30/2014	1,975.00	252331	8223	CK#1987
11514	DC RENTAL, INC	00000	134968		DD	09/30/2014	65.00	252332	8224	CK#1989
11513	STATUE CRUISES L	00000	134969		DD	09/30/2014	833.00	252333	8225	CK#1988
204282	DAGLIO, DENISE	00000	134970		DD	09/30/2014	600.00	252334	8226	CK#1997
670900	PASCARELL-MIRASO	00000	134971		DD	09/30/2014	91.89	252335	8227	CK#1992
11575	SELECT RESTAURAN	00000	134972		DD	09/30/2014	325.00	252336	8228	CK#1991
139220	CELLI SCOTT P.	00000	134973		DD	09/30/2014	60.00	252337	8229	CK#1995
14500	T STOP	00000	134974		DD	09/30/2014	480.00	252338	8230	CK#1993
							5,684.89	CASH ACCOUNT 01	104000	TOTAL

Attachment: 10-14-2014 warrants (3318 : Warrants)

CITY OF MELROSE
DETAIL INVOICE LIST

PG 3
apwarrent

WARRANT: SW15202 09/30/2014

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
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** END OF REPORT - Generated by Christine LeDuc **

Attachment: 10-14-2014 warrants (3318 : Warrants)

Melrose Public Schools Visual & Performing Arts Department at a Glance

ELEMENTARY ART

Grades Kindergarten to 5
40 minutes weekly



ELEMENTARY MUSIC

Grades Kindergarten to 5
40 minutes weekly



ELEMENTARY SMALL GROUP INSTRUMENTAL LESSONS

Grades 3 to 5
30 minutes weekly



MELROSE YOUTH BAND & ORCHESTRA

Grade 4 & 5
After School Activity



MIDDLE SCHOOL ART

Grades 6, 7 & 8

One Trimester - 3 times per cycle
57 minutes



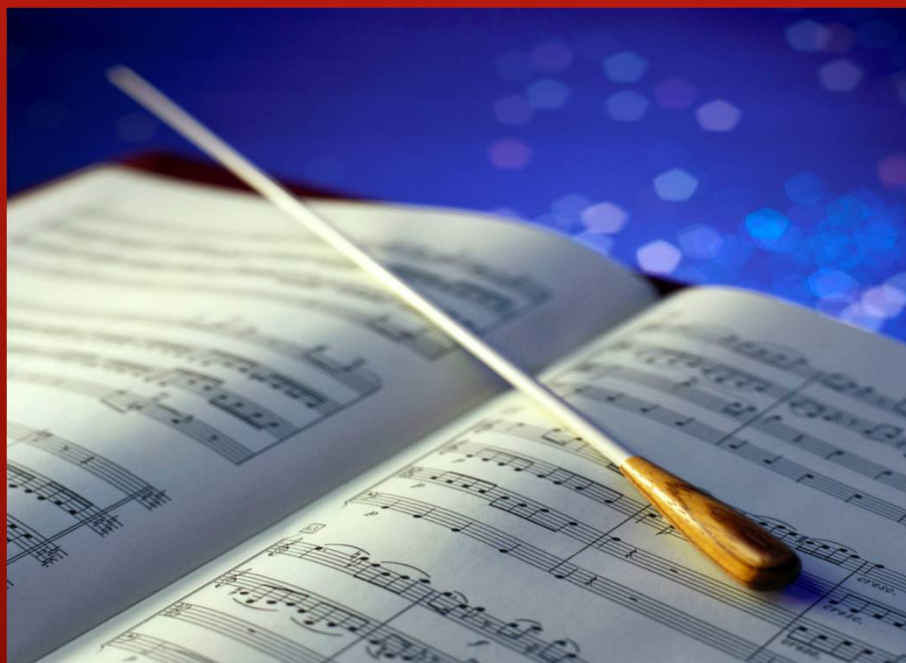
MIDDLE SCHOOL ART CLUB

Tuesdays 2:30-4PM
After School Activity



MIDDLE SCHOOL MUSIC

Band, Chorus, Orchestra
Full Year - 57 minutes daily



MIDDLE SCHOOL SELECT CHORUS

Thursdays 2:15-3PM
After School Activity



MIDDLE SCHOOL DRAMA

Musical, Play & METG Drama Festival
After School Activity



HIGH SCHOOL ART

Art 1, 2-D Art 1-3, 3-D Art 1-3, Photography 1, Photography 2, Advanced Photography

Full Year - 57 minutes daily



HIGH SCHOOL MUSIC

Band, Chorus, Orchestra
Full Year – 57 minutes daily

Piano, Music Theory
Full Year – 57 minutes every other day



HIGH SCHOOL HONORS CHORUS

7:00 – 7:45 AM
Before School Activity



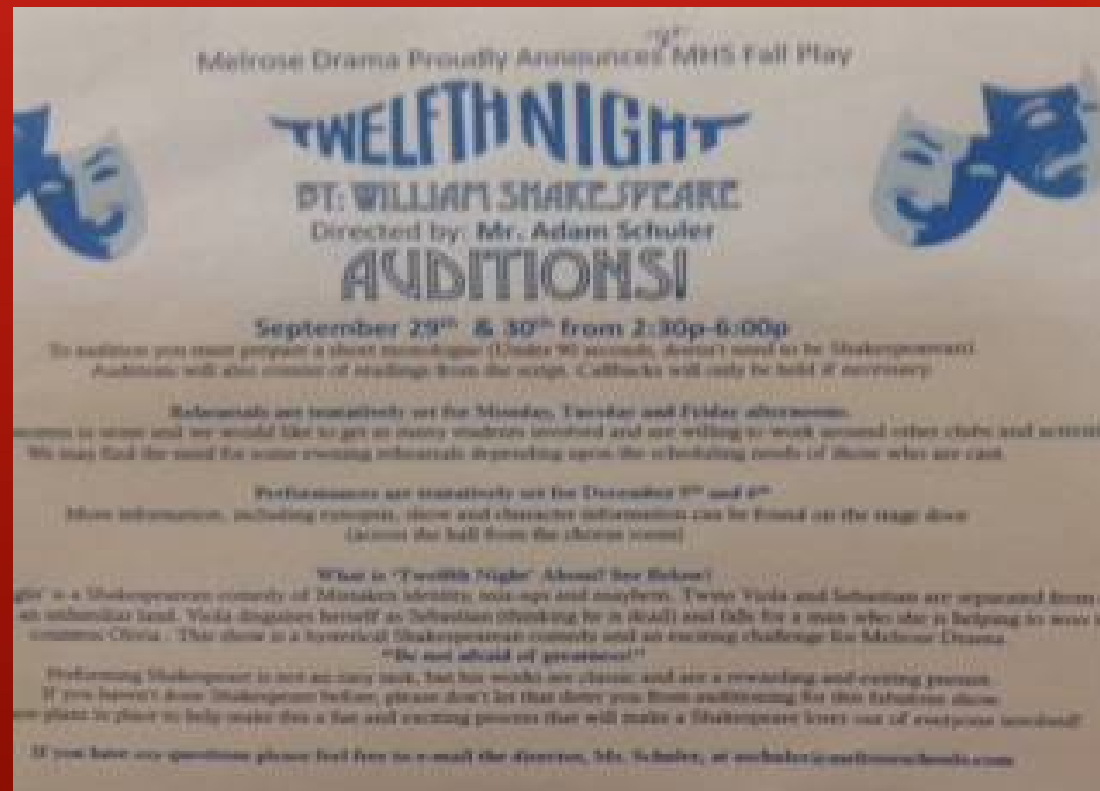
HIGH SCHOOL BAND & COLOR GUARD

After School Activity



HIGH SCHOOL DRAMA

Play, METG Drama Festival, Musical After School Activity



FIRST IMPRESSIONS

- * Impressive Program in Place
- * Recorders in General Music
- * Pathway for the Arts at MHS

NEXT STEPS

- * Create 1, 3 & 5 Year Plans
- * Continue Curriculum Mapping using Understanding by Design
- * Develop Common Assessments



**Melrose Veterans Memorial
Middle School
350 Lynn Fells Parkway
Melrose, Massachusetts 02176**

Main # 781-979-2100

Fax # 781-979-2104

Website: www.melroseschools.com/mms

**Brent Conway
Principal**

MEMO

TO: Cyndy Taymore, Superintendent of Schools
FROM: Brent Conway, Melrose Veterans Memorial Middle School Principal
DATE: October 6, 2014
RE: Middle School Transition Update

Superintendent Taymore,

Since being named Principal at MVMMS in the spring of 2014, I have had the opportunity to communicate with many members of the school community. I have also spent considerable time over the summer working with Jaime Parsons, Assistant Principal, and other teachers and administrative staff on implementing the pilot 7 day rotation schedule. Now that we are nearing a month and half into the school year, I wanted to provide you with an update on the many items we have been working on and provide you with a framework for the steps that lay ahead this year and next.

Summer transition and summer meetings with parents, staff and district administrators:

- I met with parents on two occasions to listen to their thoughts about the middle school, share some of my initial observations, and provide updates to the development of the schedule and programming for this school year.
- I provided staff with a survey of seven open-ended questions to gain their thoughts.
- I met with staff in a summer retreat session and at the start the school year where we discussed the survey results. We discussed the needs of the school and the strengths of the school with possible action steps.
- At our first PTO meeting I presented an outline of my initial transition and thoughts on the next steps for the school with a question and answer session for parents.

Initial Identification of focused needs for school:

- Both parents and staff easily identified communication as a broad area and a need for the school.
 - Staff were looking for better, clearer, more timely and more consistent communication from administration so they better understood potential changes, could engage in dialogue about those changes and they could better prepare and support students.
 - Parents were looking for consistent proactive communication from the school/principal but also from classroom teachers. Most parents acknowledged that the staff is always responsive and helpful when questions or needs surfaced but being proactive ahead of those needs seemed to be a primary area for improvement.
 - I certainly see how the two needs are related and have taken many steps to help staff have information early, using shared calendars, a visual calendar and frequent email updates with critical information. I am also building in time for staff meetings where we focus on the "why" of much of what we do, which will help staff to better understand their work and communicate a consistent message to students, parents and the public.
 - I identified the consistent use of some main features of Aspen as an opportunity for teachers to be proactive, transparent and consistent with communication to students and parents. Expectations were established in conjunction with HS Administration and these have been communicated, supported and followed up on with all staff
 - I am now posting our daily bulletin which helps families plan for after school activities and I am sending 2-3 emails per week to all of our families using Connect-Ed with links and updates so families are directed back to the website for new information posted.
 - Our Site Council has met and made some additions and slight changes to the SIP that was presented last spring. These action steps have been shared with staff so they may build them into their own goals and educator plans.

Attachment: middle school transition update (3313 : MVMMS Update and Plan (35 minutes))

- I have become the primary evaluator to over 20 staff, with at least one member from each department. I felt this was important for the staff to interact with me this way and for me to be an active part of the curriculum and instruction across the entire building. The Dept. Heads and I have worked on collaborating and communicating our consistent expectations to staff.

This year we are piloting a new schedule that is similar to the HS schedule with a 7 day rotation where one class is dropped each day.

- After some brief adjustment, it is working well for students. Staff has done a great job of helping students to know the routines. The days are all posted on the website and the students seem to be handling it just fine now.
- The initial benefits of the new schedule are that we now have 57-minute classes. We have been using an Extended Team time 1 day in the 7 day cycle during A block for a variety of purposes that help us preserve instructional time by using this time instead of pulling students from classes for assemblies. It is also an extended time when guidance staff can meet with grade levels or teams. Additionally, it provides a time for staff to give all students on a team or a grade the same assessment at the same time, again preserving the classroom time for instruction. I think we will continue to see creative use of this time in the future.
- The new schedule has been an adjustment for some staff who have had to manage classes that are not aligned with the same set of lessons on the same exact day. While this will become common place, initially it has required some collaboration and thought by staff.
- We had some initial delays and problems over the summer while creating the new schedule. In order for this schedule to be put into place, we had to build the entire schedule from scratch, create patterns for classes, assign teachers to classes, etc. The building of the schedule, even before you place students in, simply took longer than we expected. Then when we did the placements, Aspen acknowledged they had a bug in their system which was allowing students to be double booked. Aspen did work with us to resolve the problem, but we were further delayed, and as a result we were not able to provide students with accurate schedules before school started. I commend our three guidance counselors, Mr. Bolduc, Ms. Dubiel and Ms. Shaw who worked along with Mr. Parsons to make adjustments for individual students in the first few weeks.
- We also experienced some challenges in scheduling Special Education because of changes in personnel and the reorganization of staff assignments. This has been resolved and we know how to proceed differently next year to avoid such problems.
- We still have some adjustments that we will implement in 2nd and 3rd trimesters, particularly with the off team subjects. Our goal is to maximize instruction for the off team subjects and reach as many students as possible.

Looking ahead to next year, we will assess the pilot and review data to identify the needs of both the students and middle school programming that can be addressed through the schedule.

- We want to maximize the learning opportunities for students
- We are currently piloting an 8th grade Latin class with HS students. Are there more opportunities to collaborate with the HS for staff, resources and space, where both school may benefit? Ms. Farrell and I are talking about that with our Department heads. We both want to see more collaboration like this between the two buildings.
- The Middle School needs to review the scheduling and programming of some of our off team classes. For example, we need to review health and wellness classes as well as tech. engineering. If we have required frameworks for ALL students, we need to be sure ALL students receive instruction that meets those frameworks. This was also an issue in the previous schedule, but we believe there is opportunity to address it better in the new schedule.

Addressing some of our underlying structural issues and other concerns:

- MCAS scores have been flat. While scores for the aggregate have been flat, we have improved our overall CPI over a few years. However, we have some underperforming subgroups who continue to not perform well, but more importantly, aren't showing increasing growth.
- In particular, our special education students have not been performing well and on the surface do not appear to show good growth. In fact, they are growing at lower rates than their non-disabled peers. We need to change that trend and have our neediest students growing at higher rates than other students.
- We are also concerned with the performance of our African American /black students. Similar to special education students, we are not blaming these subgroups, but acknowledging that they should be doing better. I believe it is our responsibility to determine why and how to improve.

- Within SPED, we are looking carefully at the Math and English small group classes and the IEPs and profiles of students receiving that instruction. Our goal would be to have primary instruction in content areas delivered by content teachers in most situations.
- We are asking the question: Are we providing a standards-based curriculum and learning opportunity to all students? And on the surface at this point, the short answer is, "Not in all cases."
- We will be reviewing math sequencing so it aligns with the new standards. This could have an impact on small group classes as well as the criteria used for determining participation in accelerated classes. Ms. Cardella and I will be spending considerable time in the coming 2-3 months reviewing this. We will be coming forward with potential recommendations to make necessary changes, similar to those being made by most middle schools in Massachusetts.
- We have been able to effect some change regarding the above by stopping the past practice of clustering all special education students on one team into one class. We have placed smaller groups of students in more classes, creating more inclusion classes with fewer students, in effect, allowing all students' needs to be met. We know from other districts and from our other buildings in our own district that this model works for students. However, we know that this purposeful scheduling can be improved and we know how to do that for next year.

More questions to consider throughout the year:

- Are we providing access and opportunities to ALL students for challenging classes?
- Is there more opportunity for students who we are not reaching?
- Are these opportunities too exclusive?
- Has this approach to inclusive classes been effective at raising the performance and increasing the growth of students?

We will have opportunities for dialogue with staff, parents and the school community on these topics in the coming months. We will create a plan with possible alterations and/or options for next year to be developed by late winter.

A few summary thoughts:

- We want to start the scheduling process in April and May
- Implementing structural and operational changes are not completed in one year and the impact from making these changes is often not felt or seen in one year. It takes time for structural/operational changes to have a lasting impact.
- Communication will be a critical component so that staff understand and are part of the discussion and that parents have the opportunity to hear, review our data and thoughts while providing feedback.
- The bottom line is we have very dedicated teachers who are talented and want to do well by students. Having that as a foundation is the best scenario I could ask for.

School Committee Self-Evaluation: Proposed Method 2014

Purposes and Intentions of Self-Evaluation

- Complement the will of the citizens on election day with specifics around tasks and accomplishments
- Engage in self-reflection in order to improve practice (paralleling expectations of educators)
- Support useful goal-setting

How:

- Reflect on last year's process
 - Onerous and not especially helpful when determining goals
 - Time-consuming to complete, tally, and summarize
 - Difficult to employ as basis for future goals
- Develop and use new self-evaluation tool focused on critical thinking
 - Focus this year's self-evaluation on members' comments in order to translate them into actionable improvements
 - Ask essential questions
 - ✓ What is working well?
 - ✓ What could be improved?
 - ✓ What actions might result in improvement?
 - Suggest tools to support members' review
 - ✓ Evaluation grid - modified and abbreviated from the MASC tool
 - ✓ MASC categories and detailed criteria
 - ✓ MSC goals and action items
 - ✓ 2014 agendas and minutes (located on IQM2 site)
- Members reflect on and complete self-evaluations independently and submit at public session with brief discussion in order to focus meeting time on key tasks associated with improving student achievement. Responses are most helpful when examples, artifacts, and specifics can be provided.
- Evaluation results document can be used to support additional/amended action items for 2014 goals and/or as support for 2015 goals

When:

- 10/14: Initial proposal and discussion (15 mins.)
- 10/28: Further discussion and vote on evaluation tool (15 mins.)
- 11/18: Submit individual evaluations and brief discussion (15 mins.)
- 12/9: Present evaluation results (5 mins.)

MD / 10.14.14

MELROSE SCHOOL COMMITTEE SELF-EVALUATION: 2014**Member:**

Area of Responsibility	Criteria Summary Question	What is working well?	What could be improved?	What actions might result in improvement
Leadership and Governance				
<u>District Governance</u>	<i>Do we know, understand, improve knowledge around, and focus on our roles and responsibilities related to overseeing the district in order to improve student outcomes?</i>			
<u>Board Governance</u>	<i>Do we work together in ways that focus our actions and encourage measurable, sustainable district improvement?</i>			
<u>Superintendent Support and Accounting</u>	<i>Do we effectively collaborate with and manage the Superintendent?</i>			
<u>Relationship with Civic Leadership</u>	<i>Do we partner effectively with City, State, and Federal leaders as well as our citizens to improve student outcomes?</i>			
Curriculum and Instruction	<i>Do we use policy, collective bargaining, data analysis, and collaboration with the Superintendent to improve student outcomes?</i>			
Assessment	<i>Do we effectively employ assessment tools for ourselves and our employees?</i>			
Human Resources and Professional Development	<i>Do we effectively employ personnel policy, budget, and collective bargaining actions that improve student outcomes?</i>			
Student Support	<i>Do we provide resources and policy that support the whole child equitably and fairly and with improved outcomes in mind?</i>			
Financial and Asset Management	<i>Do we exercise fiduciary responsibility and best practices to manage financial resources in ways that improve student outcomes?</i>			

Attachment: Copy of Evaluation Grid (3310 : Plan for School Committee Self-evaluation (15 minutes))

Domains and Criteria from MASC Self-Assessment and Diagnostic Assessment Tool: 2013

Code	EVALUATIVE DOMAIN	CRITERIA: STANDARDS AND INDICATORS
A	LEADERSHIP AND GOVERNANCE	
A-1	<u>School Committee: District Governance</u>	Knowledge of Roles and Responsibilities: Public Administrative Functions
A-2		Knowledge of Roles and Responsibilities: Leadership and Accountability
A-3		Roles and Responsibilities - Personnel Related
A-4		Knowledge of Special Circumstances, Rules and Policies for Districts Labeled as Chronically Underperforming
A-5		Public Policy: Understanding of Federal Law and Regulation
A-6		Public Policy: Understanding of State Law and Regulation
A-7		Establishes District Policies: General Operations
A-8		Establishes Policies: Focused on Student Achievement
A-9		Engages in Professional Development
A-10		Maintains an Ongoing Self-Assessment to Determine Effectiveness of the Board and Best Practices for Student Achievement
AA-1	<u>School Committee: Board Governance</u>	Effective Meeting Process
AA-2		Demonstrated Teamwork and Collegiality
AA-3		Communications Among Board Members and with Superintendent
AA-4		Varied and Purposeful Meetings
AA-5		Shared Governance Through Aligned Subcommittees and Distributive Leadership
AA-6		Establishes Goals for School District
AA-7		Establishes a Strategic Plan for Student Achievement
AA-8		Addresses Dissent and Disagreement in Ways that Encourage Civic Engagement and Public Discourse.
AB-1	<u>Relationships with Superintendent</u>	Hire and Retain an Effective Superintendent
AB-1		Develops Ongoing Working Relationship with Superintendent
AB-2		Establishes Mutually Agreeable Goals for Superintendent (and District)
AB-3		Maintains Relationship to Promote Student Achievement
AB-4		Provides Rational and Effective Evaluation of the Superintendent
AB-5		Receives and Addresses School Improvement Plans
AB-6		Receives Feedback from the Public and Stakeholder Interests
AC-1	<u>School District Leadership</u>	Takes Steps to Promote Leadership Team and District Instructional Capacity
AC-2	<u>Relationship with Civic Leadership</u>	Establishes Strong Relationship with Municipal or Regional Civic Leadership
AC-3		Works Effectively with Municipal or Regional Governance, Administrative, and Operational Personnel
AC-4		Establishes a Communications Strategy to Promote Public Schools and Student Achievement
AD-1	<u>Relationship with State and Federal Leadership</u>	Advocates to Promote Public Policy for the Advancement of Public Schools and Student Achievement
AD-2	<u>Relationship with Stakeholders</u>	Working with Superintendent, Establishes a Communications Strategy for Consistent Message to Promote Student Achievement
B	CURRICULUM AND INSTRUCTION	
B-1		Demonstrates High Levels of Collaboration with Superintendent to Establish Excellence in Curriculum and Instruction
B-2		Maintains Policies to Address Curriculum and Instructions to Sustain Student Achievement

Attachment: Copy of MASC Domains and Criteria (3310 : Plan for School Committee Self-evaluation (15 minutes))

B-3		Uses Collective Bargaining Process to Improve Curriculum and Instruction.
B-4		Integrates Data to Assess Effectiveness of Curriculum and Instruction to Sustain Student Achievement
C	ASSESSMENT	
C -1		School Committee Maintains an Appropriate Self Assessment Tool
C-2		School Committee Collaborates with Superintendent to Assess Programs and Services as Part of Strategic Planning and Budget Process.
C-3		Negotiates or Establishes a Teacher Evaluation Tool that is Effective, Relevant, and Uses Appropriate Criteria for Administrators to Deploy for Effective Assessment of Staff
D	HUMAN RESOURCE AND PROFESSIONAL DEVELOPMENT	
D-1	<u>Personnel Policy and Collective Bargaining</u>	Establishes Policies Related to Personnel that Promote Student Achievement and Effective District Operations
D-2		Uses Collective Bargaining Process to Promote Student Achievement
D-3		During Budget Process, Ensures Adequate Allocations for Professional Personnel Needs.
E	STUDENT SUPPORT	
EE-1	<u>Establishes Appropriate Policies</u>	For Student Safety, including Physical and Emotional Wellbeing
EE-2		Academic Support for Students
EE-3		Timely and Relevant Skills and Programs for the "Whole Child"
EE-4		Uses the Budget Process to Ensure Equitable Distribution of Public Resources and Professional Talent
F	FINANCIAL AND ASSET MANAGEMENT	
FF-1	<u>Budget and Audit</u>	Collaborates with Superintendent to Obtain and Assess Best Available Data for District Finance and Planning
FF-2		Confirms the appointment of a highly qualified school business officer and uses the expertise of this administrator .
FF-3		Follows a Clear and Transparent Budget Process to Establish Fiscal Roadmap for District
FF-4		Establishes a Clear, Coherent Budget with a Financial Plan for One or More Fiscal Years
FF-5		Integrates Policy Making into Budget Process
FF-6		Exercises Due Diligence to Fulfill the Fiduciary Responsibility of Locally Elected Legislative Body.
FF-7		Uses Good Judgment in Allocating and Reallocating Fiscal Resources to Promote Student Achievement.
FF-8		Engages in Training to Understand Best Practices and Strategies for Using Data to Effect Student Achievement.
FF-9		Engages the Municipal Government(s) to Provide the Most Effective Efficiencies and Economies of Operations.
FF-10		Uses Available Data to Inform Budget Decision Making.
FF-11		Engages in Capital and Long Range Planning Linked to the Financial Plan of the District
FF-12		Exercises Due Diligence by Reviewing and Signing Warrants

Melrose School Committee Overarching Goals with SMART Goals and Benchmarks for 2014-2015

The Overarching Goals, approved on May 13, 2014, represent our vision for the district over time (1, 2, 3, 4 below). The SMART goals, approved on May 27, 2014, take us one step closer to the vision described in the Overarching Goals (1.a, 2.a. etc.). Additional benchmarks may be added as needed after the Superintendent sets her goals. (1.a.1, 1.a.2, etc. in italic)

1. Student Achievement: The Melrose Public Schools will ensure that all students are prepared for their choice of post-secondary pursuits by providing rigorous, innovative and supportive learning environment that meets Massachusetts and community standards.

1.a. By June 2015, the Melrose School Committee will have reviewed and approved district policies in order to articulate support for a rigorous, challenging, and innovative learning environment aligned with community standards as measured by agenda items, meeting minutes, and policy revisions.

Benchmarks

1.a.1. Using the Superintendent's goals around student achievement, the SC will identify areas in which we can provide support, and then assess and reflect on data by which achievement will be measured by December 2014.

1.a.1. Identify policies related to teaching and learning by September 2015 and set out a plan for their review.

1.a.2. Review and revise teaching and learning policies by June 2015.

1.b. By February 2015, the Melrose School Committee will have identified additional areas within the SC roles and responsibilities that support ensuring that all students are provided a rigorous, challenging, and innovative learning environment, as measured by agenda items, meeting minutes and a written plan.

Benchmarks

1.b.1. Monitor progress toward district student achievement goals with quarterly reports (set dates and specific plan after Superintendent goals are set).

1.b.2. Work with the Superintendent and Assistant Superintendent for Teaching and Learning to create a plan for additional areas in which the SC can provide support for the student learning environment by February 2015.

2. Instructional Practices and Support: The Melrose Public Schools will recruit, hire, train, develop, supervise, evaluate, and retain highly-qualified, diverse, and effective staff members to support a professional culture designed to prepare every student for success.

2.a. By June 2015, the Melrose School Committee will have reviewed and approved district policies in order to articulate support for personnel decisions in the district that recruit, hire, train, develop, supervise, evaluate and retain highly-qualified, diverse and effective staff members, and support a professional culture designed to prepare every student for success as measured by agenda items, meeting minutes, and policy revisions.

Benchmarks

2.a.1 Hold two separate Policy and Planning subcommittee meetings to invite Committee comments around personnel policies.

2.a.2 Request staff turnover data from the Superintendent for Melrose compared with other DART communities to consider and determine future action items.

2.a.3. Identify policies that relate to staffing issues by October 2014 and set out a plan for their review.

2.a.4 Identify policies that relate to professional culture by October 2014 and set out a plan for their review.

2.a.5. Review and revise staffing policies by June 2015.

2.a.6. Review and revise professional culture policies by June 2015.

2.a.7. Work with the Superintendent to set out a plan and priorities for encouraging an enhanced professional learning community and culture by June 2015.

2.b. By June 2015, the Melrose School Committee will review, fund, and adopt the district's FY16 professional development (PD) plan so the district continues to develop highly qualified educators, as well as expand professional development offerings that are aligned with both the district Strategy Overview and the identified needs of staff as measured by agenda items, meeting minutes, and budget documents.

Benchmarks

2.b.1. The SC will regularly review the Strategy Overview to understand the PD needs of the district by October 2014, February 2014, and June 2015.

2.b.2. The SC will assign a liaison to the PD Committee by July 2014.

2.b.3. The SC liaison to the PD Committee will work with the Assistant Superintendent for Teaching and Learning to develop a report showing how the efficiency and effectiveness of professional development can be evaluated in the district by December 2014.

2.b.4. The SC will evaluate the use of PD resources based on the report of efficiency and effectiveness outlined in 2.b.3, by March 2015.

2.b.5. The SC will develop a plan to improve our collective understanding of key educational, budgetary, policy, legislative, and responsibility issues by January 2014.

3. Community Engagement: The MPS will engage the community in a vision for our students' achievement that is grounded in the belief that first-rate public education is our community's most valuable asset.

3.a. By June 2015, the Melrose School Committee will have developed and implemented a proactive communication plan that engages the public in open conversations regarding the district's challenges while sharing and celebrating district and student achievements as measured by agenda items, meeting minutes, and increased attendance of liaisons at district and city events.

Benchmarks

3.a.1. The SC will develop a plan for engaging the community in a discussion around the issue of what Melrose Public Schools should look like in the future by September 2014.

3.a.2. The SC will develop a plan for engaging the community in a discussion around the issue of school funding by January 2014.

3.a.3. The SC will consider establishing a Communications subcommittee by October 2014.

3.a.4. If approved, the Communications subcommittee will report back to the Committee with an action plan by February 2014.

3.a.5. The SC will review and assess the use of liaisons and their role in communications by June 2015.

4. Fiscal Issues: The MPS will responsibly, strategically and transparently allocate resources based on their ability to positively impact teaching and learning to realize continuous improvement in student achievement.

4.a. By June 2015, the Melrose Public Schools will have developed, approved, and advocated for a sound budget that will support the goals of the district to improve teaching and learning and raise student achievement as measured by agenda items, meeting minutes and budget documents.

Benchmarks

4.a.1. The SC will engage in public discussion regarding the anticipated needs of the district by December 2014.

4.a.3. The SC will review the budget setting process and approve changes as needed by December 2014.

4.a.4. The SC will develop an FY16 budget that advocates for appropriate funding to meet the future resources necessary for strategic, long range planning of the district by April 2015.

4.a.2. The SC will advocate with the community, the Board of Aldermen, and State Representatives for the support of improved funding for the schools by April 2015.

Animals in School

Proposal:

- Add a policy to address animals in schools, including animals with an opportunity to provide curriculum-based teaching and learning as well as service animals.
- On Monday, August 25th, Melrose High School parents were notified that a student would be employing a service animal, and should any student have an allergy to dogs, accommodations could be made.
- Referenced below, *Guidelines for Animals in Schools or on School Grounds* can be found at <http://www.mass.gov/eohhs/docs/dph/cdc/rabies/school-protocol.pdf>

File: IMG

ANIMALS IN SCHOOL

The Melrose Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment. School principals, in consultation with the health services providers in each building, will use the Massachusetts Department of Public Health publication *Guidelines for Animals in Schools or on School Grounds* and review student health records to determine which animals may be allowed in a school building. No animal will be brought to school without prior permission of the principal.

Educational Program

The use of animals to achieve specific curriculum objectives may be allowed by the building principal provided student health and safety is not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to *Guidelines for Animals in Schools or on School Grounds* and any other conditions established by the principal to protect the health and well-being of students.

Student Health and Safety

Animals may cause an allergic reaction or otherwise impair the health and safety of students, so no animals may be brought to school or kept in a school, classroom, office, or common area that may negatively impact the well-being of any student. Animals that cause an allergic reaction or impair the health and safety of students will be removed from the school immediately.

Animals Prohibited from School

Any fur-bearing animal is susceptible to rabies, a serious and potentially fatal disease, and infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations, the following animals are prohibited from schools:

- Wild animals and domestic stray animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes, and other wild carnivores, these animals (alive or dead) are not permitted in school buildings.
- Fur-bearing animals (dogs, cats, wolf-hybrids, ferrets, etc.) - These animals may pose a risk for transmitting rabies as well as parasites, fleas, and/or other diseases and may potentially inflict injuries.
- Bats - Bats pose a high risk for transmitting rabies. Bat houses will not be installed on school grounds and bats will not be brought into school buildings.
- Poisonous animals - Spiders, venomous insects, and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

Service Animals (Guide or Assistance Animals)

The Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The district will comply with state and federal laws concerning the rights of persons with guide or assistance animals and will permit such animals on school premises and on school transportation. Guide, hearing, and other service animals or law enforcement animals may be allowed in schools or on school grounds with proof of a current rabies vaccination.

For purposes of this policy, a service animal includes any animal that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities and examples include, but are not limited to, animals that assist individuals who are blind or have severe sight impairments; alert individuals with hearing impairments to sounds; pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and assist mobility-impaired individuals with balance.

The district will not assume or take custody or control of, or any responsibility for, any service animal. The owner or person having custody and control of the animal will be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to clean up and stain removal.

If, in the opinion of a principal or authorized designee, a service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school, program, or premises. The service animal can also be excluded if it presents a direct and immediate threat to others in the school as determined by the principal. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from district premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the building principal or designee and an alternate plan will be developed with appropriate district staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. If an individual on school transportation suffers an allergic reaction, an

alternate plan will be developed collaboratively among appropriate school, district, transportation staff, and the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other district facilities on a regular basis, appropriate staff members, the student's parent or guardian, the animal's owner, and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the information above related to service animals.

The Superintendent or his/her designee will be responsible for developing procedures to accommodate a student's use of an assistance animal in district facilities and on school transportation vehicles.

MSC first vote: 10/14/14

MSC second vote: 10/28/14

Personnel Policies: G Section

Proposal: Update personnel policies as part of policy manual review and revision.

Note from MASC: “School Committees must realize that even though they are no longer involved in the process of hiring school district employees other than the Superintendent and Assistant Superintendent, they are responsible to the students and residents of the school district they represent to insure that the highest quality individuals available are hired to meet the needs of the district. They have the additional responsibility to articulate the expectations of the district relative to personnel. This must be done in the form of district policy. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.”

Personnel Goals / Priority Objectives: GA

Revise:

File: GA

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
PROFESSIONAL STAFF HIRING AND RECRUITMENT AND POSTING OF VACANCIES	4202
POLICY STATEMENT <u>PERSONNEL POLICY GOALS</u>	4202.01

~~It is the policy of the Melrose Public Schools to conduct a fair and equitable recruitment, interview and hiring procedure so that equal employment opportunities are realized. This policy requires that all persons conducting interviews, as well as those recommending and hiring, must comply with this policy and its regulations as set forth by the administration.~~

The personnel goals of the Melrose Public Schools are to:

1. Respect and abide by all federal and state laws and regulations as well as collective bargaining agreements related to personnel policies and practices.
2. Model, support, and sustain a professional staffing culture that embodies the elements of respect, self-reflection, cultural proficiency, and continuous improvement in order to meet rigorous yet attainable educational goals of the district.
3. Develop and implement those strategies and procedures for personnel recruitment, hiring, and training that result in the employment and retention of individuals with the

- highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the district's learning program.
4. Develop a staff assignment strategy that contributes to the improvement of students' academic outcomes and college/career readiness, and use it as the primary basis for determining staff assignments.
 5. Provide training, coaching, and mentoring that contribute to improvement of students' academic outcomes and college/career readiness.
 6. Support a team approach to education in the interest of educating the whole child.
 7. Implement and consistently apply personnel evaluation processes that contribute to the improvement of staff capabilities as well as student outcomes.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

-----END-----

General Personnel Policies: GB

(GBEA, GBEB, GBECB, GBEC, GBED, GBGB, GBI, GBJ, GBK)

File: GBEA**Revise:****PERSONNEL** 4000ALL EMPLOYEES 4100STAFF ETHICS/CONFLICT OF INTEREST 4101-2

~~No employee of the School Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system; nor will any staff member engage in any type of private business during school time or on school property.~~

~~Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.~~

~~As there should be no conflict of interest in the supervision or evaluation of employees, at no time will any administrator responsible for the supervision and/or evaluation of any employee, who is related to him/her.~~

~~No employee shall be placed in any position where the direct administration or supervisory authority over the position is exercised by a spouse or relative of that employee.~~

The Committee expects members of its staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, coworkers, and other stakeholders.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts with or raises a reasonable question of conflict with his/her duties and responsibilities, nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

As there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to him/her.

In order to avoid the appearance of any possible conflict, it is the policy of the Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a Committee member or district administrator is to be hired into or promoted within the district, the Superintendent will file public notice with the Committee and the Melrose City Clerk at least two weeks prior to executing the hiring in accordance with the law.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

Repeal:

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
PROFESSIONAL STAFF ETHICS	4224

The School Committee expects members of its professional staff to be familiar with the code of ethics of the American Association of School Administrators and the National Education Association (see Appendix), which applies to their profession and to adhere to it in their relationships with students, parents, co-workers, and officials of the school system.

The Committee's policies relating to conflict of interest will be made known to all staff members.

MSC first vote: 8/14/07

MSC second vote: 8/28/07

Repeal:

PERSONNEL	4000
SUPPORT STAFF	4300
STAFF ETHICS	4316

The School Committee expects members of its professional staff to be familiar with the code of ethics which applies to their profession and to adhere to it in their relationships with students, parents, co-workers and officials of the public schools.

MSC first vote 8/14/07

MSC second vote 8/28/07

File: GBEB

Add:

STAFF CONDUCT

All staff members are responsible for familiarizing themselves with and abiding by federal and state laws and regulations as well as Committee policies.

The Committee expects staff members to conduct themselves in a manner that brings credit to the district and is worthy of emulation by students.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities required of all staff members:

1. Faithfulness and promptness in attendance.
2. Support and enforcement of Committee policies and district procedures, guidelines, and protocols.
3. Diligence and timeliness in all areas of reporting.
4. Care and protection of school property.
5. Concern for and attention to their own and the district's legal responsibility for the safety and well-being of students.
6. Protect, in the most stringent and professional manner, the confidentiality of personal information concerning students, families, and staff.
7. Any and all physical contact between a staff member and a student will have a legitimate purpose consistent with the schools' role as educator and caretaker of minor children.

MSC first vote: 10/14/14

MSC second vote: 10/28/14

File: GBEC

Revise:

COMMUNITY RELATIONS _____ **1000**

GIFTS AND SOLICITATIONS _____ **1300**

Attachment: GBxx.9.23.14 (3322 : General Personnel Policies: GB)

GIFTS TO AND SOLICITATIONS BY STAFF ~~SCHOOL EMPLOYEES~~

1304

The Melrose School Committee acknowledges the exceptional work of our employees and volunteers, and respects and appreciates the desire of individuals and organizations to give gifts in recognition of that work. It is, however, incumbent upon us to balance generosity with increasingly complexity of Conflict of Interest laws and there must be careful thought given to the appropriateness of gifts within the school context. The Melrose School Committee encourages the sharing of words of appreciation or contributions in the staff member's name in lieu of other gifts.

In order to ensure that all Melrose Public School employees and volunteers operate not only within the letter and intent of all applicable laws, but also to avoid any signs of impropriety, the Superintendent will create administrative procedures describing the rules governing the receipt of gifts and the reporting thereof. These administrative procedures will be available online for the public to view, and they will also be distributed to all employees and volunteers once each school year.

Gifts given to the School District, a particular School, or a classroom are regulated by MSC policy 1301.

Gifts

The acceptance of personal gifts by staff members from school suppliers, parents and/or students can be subject to misinterpretation and a source of embarrassment to the district and all persons involved. When families, students, or others wish to express personal appreciation to a teacher or other staff member, the Committee urges them to find modes of expression that do not involve personal gifts.

No employee of the Committee will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the district. This restriction does not relate to the acceptance of gifts for the district, or to the acceptance of small and clearly identifiable advertising and promotional materials.

The Superintendent will create and maintain administrative procedures describing the rules governing the receipt of gifts and the reporting thereof. These procedures will be available online for the public to view and distributed to all employees and volunteers once each school year.

Solicitations

In order to protect staff members from appearances of conflict of interest, no staff member may distribute or announce, or permit others to distribute or announce, any advertisement in the district related to the sale of merchandise or services that are not linked to permissible school fundraising without the permission of the Committee.

MSC first vote: ~~6.28.11~~ 10/14/14
 MSC second vote: ~~7.12.11~~ 10/28/14

Repeal:

PERSONNEL **4000**

~~ALL EMPLOYEES 4100~~

~~STAFF GIFTS 4116~~

~~To avoid possible embarrassment to pupils and possible criticism of the schools, no employee shall solicit gifts.~~

~~MSC first vote 8/14/07
 MSC second vote 8/28/07~~

File: GBEC

Revise:

PERSONNEL **4000**

ALL EMPLOYEES 4100

DRUG-FREE WORKPLACE POLICY 4102

~~It is the policy of the Melrose Public Schools to maintain an alcohol free and drug free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.~~

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any criminal drug conviction for a violation occurring in the workplace within five (5) days of such a conviction. The Melrose School Department has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. The Superintendent of Schools will take disciplinary action up to and including dismissal from employment.

Federal law, known as the Drug-Free Workplace Act, requires the Melrose Public Schools to certify that it maintains a drug-free workplace as a condition of receiving federal grants and contracts.

The district will provide a drug-free workplace and will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify grant employees in the required statement that as a condition of employment under the grant the employee will abide by the terms of the statement and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the granting federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted: take appropriate personnel action against such an employee up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

File: GBED

Revise:

PERSONNEL 4000**ALL EMPLOYEES** 4100**SMOKING POLICY TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS** 4111

The Smoking policy of the Melrose Public Schools for all employees reinforced and expanded by the Educational Reform Act of 1993, is for the prohibition of all tobacco products within school buildings, facilities, on school grounds and on school buses. The policy is specifically stated in the student section of the School Committee Policies, the Student Handbooks and in Teacher Handbooks/Reference Manuals.

Legal Ref.: M.G.L. Ch. 71, Sec. 36

Smoking or the use of tobacco or e-cigarettes within school buildings, school facilities, or on school property or buses by any individual, including staff members, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GBGB

Revise:

PERSONNEL 4000**ALL EMPLOYEES** 4100**STAFF HEALTH PERSONAL SECURITY AND SAFETY** 4103

All school personnel must submit a physician's certificate based on a chest x-ray film or on the results of an INTRADERMAL tuberculin test, taken not more than ninety days prior to employment, as evidence of freedom from communicable pulmonary tuberculosis. After the initial preemployment x-ray examination, or tuberculin test, a periodic x-ray or tuberculin test is required every three years. Trainees, substitute teachers, extra-curricula supervisors, and all other paid employees also must comply with this regulation.

Immediately prior to entering a teaching position in the city, prospective candidates must file with the Superintendent's Office a record of having passed a physical examination not more than

30 days prior to the date of employment. Additional physical examinations will also be required of bus drivers and food handlers, as required by law or state regulations. This will be by the employee's personal physician at the employee's expense.

Through its overall safety program and various policies pertaining to staff members, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the School Department district whenever that employee's health appears to be a hazard to children students or others in the School Department district or when a doctor's certificate is needed legally required to verify the need for sick leave subject to the provisions set forth in the negotiated agreement.

Legal Ref.: M.G.L. Ch. 71, Sec. 55B Negotiated Agreement(s)

MSC first vote: 4/0/07 10/14/14

MSC second vote: 4/23/07 10/28/14

File: GBI

Revise:

PERSONNEL	4000
ALL EMPLOYEES	4100
STAFF PARTICIPATION IN POLITICAL ACTIVITIES	4113

The School Committee recognizes that district employees of the public schools have the same fundamental civic responsibilities and privileges as other citizens. Among these are including campaigning for an elective public office as well as holding an elective or appointive office.

In connection with campaigning, an employee will NOT not:

1. Use school facilities, equipment or supplies.
2. Discuss his/her campaign with school personnel staff members or students during the workday.
3. Use any time during the workday for campaigning purposes.
4. Under no circumstances will Pressure students be pressured into campaigning for any staff member.

Legal Ref.: M.G.L. Ch. 71, Sec. 44

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

Repeal:**COMMUNITY RELATIONS** 1000**POLITICAL ACTIVITIES OF TEACHERS** 1800

The Committee will not restrict a teacher for his/her right to suffrage, sign nomination papers, petition the general court or appear before its committees as long as these rights, with the exception of voting, are not exercised on school premises and during school hours, or when their exercise would actually interfere with the performance of school duties.

Legal Ref. M.G.L. c. 71, s. 44.

MSC first vote 8/14/07

MSC second vote 8/28/07

FILE: GBJ**Revise:****PERSONNEL** 4000**ALL EMPLOYEES** 4100**PERSONNEL RECORDS** 4107

Information about staff members is required for the daily administration of the School District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Committee's education reporting requirements. To meet these needs, the Superintendent will develop and maintain a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel file for each present and former employee will be accurately maintained in the office of the Superintendent central administration office. In addition to ~~the folders will contain~~ the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information.
2. The Superintendent will be the official custodian ~~for~~ of personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law.

3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above.
4. Each employee will have the right, upon written request, to review the contents of his/her ~~own~~ personnel file.
5. Lists of school employees' names and home addresses will be released only as required by law.

Legal Ref.: M.G.L. Ch. 4, Sec. 7, Ch. 66, Sec. 10, Ch. 71, Sec. 42G

Family Educational Rights and Family Act

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GBK

Revise:

PERSONNEL	4000
ALL EMPLOYEES	4100
STAFF COMPLAINTS AND GRIEVANCES	4108

Note: For pertinent information, refer to the appropriate negotiated agreement(s).

The Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. Teachers and other staff members may appeal a ruling of a principal or other administrator to the Superintendent.
2. All school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned

authority to the principal and/or the Superintendent, and Committee action would be in conflict with that law.

3. All hearings of complaints before the Superintendent or Committee will be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

-----END-----

Professional Staff Policies: GC

(GCA, GCBA, GCBB, GCBC, GCCC, GCE, GCF, GCFB, GCG, GCIA, GCJ, GCK, GCO, GCQD GCQE, GCQF, GCRD)

File: GCA

Repeal:

ADMINISTRATION _____ **2000**

ADMINISTRATIVE PERSONNEL POSITIONS _____ **2500**

All administrative and supervisory positions in the school system shall be established by the Committee.

In each case, the Committee will approve the purpose and function of the position in harmony with state laws and regulations approve a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position. Job descriptions for all administrative positions are on file in the Central Administration office.

EVALUATIONS:

All Administrative Personnel will be evaluated annually in accordance with provisions of the Committee policy on Evaluation of Administrative Personnel.

MSC first vote 8/14/07

MSC second vote 8/28/07

Revise:

PERSONNEL _____ **4000**

PROFESSIONAL STAFF _____ **4200**

PROFESSIONAL STAFF POSITIONS _____ **4201**

All professional staff positions will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's district's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee or when a job description for an existing position changes, the Superintendent will present for the Committee's approval a job description for the position, which specifies the job holder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

This policy applies to all professional staff positions within the district.

MSC first vote ~~8/28/12~~ 10/14/14

MSC second vote ~~9/11/12~~ 10/28/14

File: GCBA

Revise:

PERSONNEL 4000

ALL EMPLOYEES 4100

SALARY SCHEDULES 4122

The ~~Melrose School~~ Committee supports clear and appropriate salary expectations for staff in order to attract and retain valuable employees. The ~~School~~ Committee encourages appropriate annual adjustments for employees meeting or exceeding performance expectations. The Superintendent has sole discretion in awarding increases that are not mandated by law or other binding agreement with the following guidance:

1. All salaries ~~shall~~ will be in accordance with approved annual budgets.

The Superintendent of Schools is employed by the School Committee under an individual contract with the length of term and compensation as determined by the School Committee as set forth in such contract.

2. Staff members who are covered under collective bargaining agreements or individual contracts, that mandate particular salary schedules ~~shall~~ will be compensated in accordance with such agreements.
3. Professional staff members ~~that~~ who are not covered under employment agreements with salary schedules ~~shall~~ will be compensated in accordance with salary schedules approved by the ~~School~~ Committee. The Superintendent ~~shall~~ will be responsible for determining initial salary and awarding increases in accordance with said schedules and the individual's performance.

4. Support staff and other non-professional staff ~~that~~ who are not covered under collective or individual employment agreements with salary schedules ~~shall~~ will have their compensation set by the Superintendent in accordance with applicable law and regulations. The Superintendent is expected to take individual performance into account when determining salary adjustments for these employees.

The Superintendent of Schools is employed by the School Committee under an individual contract with the length of term and compensation as determined by the School Committee as set forth in such contract.

MSC first vote: 10/09/2012 10/14/28

MSC second vote: 10/23/2012 10/28/14

File: GCBB

Revise:

ADMINISTRATION **2000**

EMPLOYMENT OF PRINCIPALS **-2300**

Principals ~~shall~~ will be employed by the Melrose Public Schools under individual contracts of employment. Said contracts will be submitted to the Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the Committee.

Initial ~~Contract~~ contracts issued to principals may be up to three years ~~for the fiscal year will be a minimum of one year in length, and may be reissued by the Superintendent for one year terms at levels of compensation/benefits, determined by the Committee, provided that the Superintendent may employ a principal under the terms and conditions of the previous year's contract of employment. The same process and compensatory level will be followed by the Committee when a multi-year contract is awarded.~~

The length of second and subsequent contracts of employment of principals will be in accordance with state law.

As a condition of employment, each principal must maintain current certification; adhere to the policies and goals of the ~~School~~ Committee and the directives of the Superintendent., and annually submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

Legal Ref.: Ch. 71; Section 59B

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCBC

Add:

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are at the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

Assignments that are to be accorded extra compensation will be designated by the Committee. Appointments to these positions will be made by the Superintendent for district-wide positions or by the principal with the approval of the Superintendent for building-based personnel. The amount of compensation for the position will be established by the Committee at the time the position is created.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration, and terms of the assignment. If a teacher will not be extended that assignment for the following school year but will remain on the teaching staff, he/she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

MSC first vote: 10/14/14

MSC second vote: 10/28/14

File: GCCC

Revise:

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
FAMILY AND MATERNITY <u>MEDICAL</u> LEAVE	4109

I. Family Leave

In accordance with the provisions of the Family and Medical Leave Act of 1993 (FMLA), the District will grant full and regular part time teachers with at least one year of active employment upon, if possible, thirty (30) days notice up to twelve weeks of unpaid leave during any twelve month period for any of the following reasons: (1) to care for the employee's child within one year of birth, adoption, or the initiation of foster care; (2) to care for a child, spouse, or parent with a serious health condition; or (3) because the employee's own serious health condition makes the employee unable to perform his/her job. A "serious health condition" is an illness, injury, impairment, or physical or psychological condition that involves either inpatient care at a health care facility or continuing treatment by a health care provider.

II. Short Term Maternity Leave

A. Upon receipt of at least two week's written notice of a teacher's anticipated date of departure and intention to return, the District shall grant a leave of absence without pay for maternity for up to eight (8) weeks in accordance with the provisions of Massachusetts General Laws Chapter 149, Section 105B to teachers who have completed their probationary period, but are not eligible for FMLA leave.

B. Eight week leave of absence without pay will be granted to an employee adopting a child under 18 years of age (MGL, C. 149, S. 105P).

III. Short Term Extension of Leave

The above leaves may be extended by mutual agreement between the teacher and the Superintendent in order that a teacher who has been on FMLA or short term maternity leave status may return at an appropriate time in consideration of the student's program(s) (such as the beginning of a semester, beginning of a marking term, or after a vacation period), or when absence due to medical complication resulting from pregnancy extends beyond the above time periods.

IV. Extended Child Rearing Leaves

In the event a teacher desires a leave longer than the above statutory periods, please refer to the negotiated agreement.

The district will comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent will issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and will ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCE**Add:**PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES

It is the responsibility of the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the district and it is the responsibility of the principal, in consultation with the Superintendent, to determine the personnel needs of the individual schools. In addition, school councils may review personnel requirements as a means of evaluating the needs of a school. Any recommendations for the creation or elimination of a position must be approved by the Committee.

The search for good teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the city and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

MSC first vote: 10/14/14

MSC second vote: 10/28/14

File: GCF**Revise:**

PERSONNEL	4000
PROFESSIONAL STAFF	4200
PROFESSIONAL STAFF HIRING AND RECRUITMENT AND POSTING OF VACANCIES	4202

Through its employment policies, the ~~D~~district will strive to attract, secure, and ~~hold~~ retain the highest qualified personnel for all professional positions. The selection process will be based

upon securing candidates who will devote themselves to the education and welfare of the ~~children~~ students attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the ~~school system~~ district and to locate suitable candidates. No position may be created without the approval of the ~~School~~ Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment and outcomes for all students ~~the children~~.

~~It will be the duty of the~~ Superintendent ~~to see~~ will ensure that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation, or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, culture, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of ~~D~~district-wide positions and for the ~~P~~principal positions; it is the Superintendent; for building-based personnel, it is the ~~P~~principal) is encouraged to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input, if any, will be a factor into the decision. For those positions where the hiring authority rests with the ~~School~~ Committee, a representative screening committee may be established by the ~~School~~ Committee or the ~~School~~ Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/ or her recommendation to the ~~School~~ Committee.
4. In the case of hiring ~~P~~principals or ~~D~~district-wide leadership positions; that report directly to the Superintendent, the Superintendent ~~shall~~ will present their his/her plan for filling the position to the ~~School~~ Committee before the plan is fully implemented. This plan ~~shall~~ will include the details of the job posting, the anticipated timeline, and the composition of the screening committee, ~~(if any).~~ —
 ————— This will be for informational purposes and does not require ~~School~~ Committee approval.

Source: ~~MASC with modifications.~~

MSC first vote: 8/28/12 10/14/14

MSC second vote: 9/11/12 10/28/14

File: GCFB

Revise:**ADMINISTRATION** 2000**EMPLOYMENT OF PRINCIPALS** 2300**INTERVIEW SEARCH COMMITTEE FOR MULTIPLE PRINCIPALS** 2301A

In order to provide a consistent approach to the initial hiring of Central Office Administrators and **multiple** school building principals, the ~~Melrose School~~ Committee adopts the following Interview Search Committee Policy:

Composition of ~~Interview Search Committees~~ **School Building Principals**

- Chair~~man~~ - ~~C~~entral ~~O~~ffice ~~A~~ddministrator appointed by the Superintendent
- **One** 4 teacher assigned to each school where a vacancy exists, appointed by the Superintendent, from a pool of volunteer teachers.
- President – Melrose Education Association
- **Two** 2 principals currently employed by the district, appointed by the Superintendent
- **Two** 2 parents of children currently attending each school where a vacancy exists, appointed by the School Site Council(s)
- **One** 1 ~~School~~ Committee member appointed by the ~~School~~ Committee Chair~~man~~
- **One** 1 ~~C~~ommunity ~~R~~epresentative appointed by the ~~School~~ Committee Chair~~man~~

Interviews and Selection Process

- The Superintendent will meet with parents and staff from each of the schools where an opening exists and gather input about what they are looking for in a new principal.
- The Superintendent (or designee) will provide an orientation for the search committee before the committee begins its work.
- Written applications will be screened by the Superintendent (or designee) after consultation with the ~~S~~earch ~~C~~ommittee. The Superintendent ~~will be~~ **is** responsible for determining that all candidates whose names are sent to the ~~S~~earch ~~C~~ommittee meet the stated qualifications for the position being filled. A candidate who is certified, but has not yet obtained his/her certification from the Massachusetts Department of **Elementary and Secondary Education (DESE)**, will be considered to meet the stated qualification.
- The ~~S~~earch ~~C~~ommittee will interview a suggested maximum of 10-12 candidates and will select a maximum of eight finalists (or up to three times the number of openings). Using the information gathered from staff and parents, ~~the~~ members of the committee may suggest **identify which the school(s) they feel the finalists are better matches for that best match candidates' skills, abilities, and management style**, but it is the Superintendent's responsibility to make the final appointment.

- The Superintendent (and (if deemed appropriate by the Superintendent), Central Office Administrator(s)) will interview finalists for each of the schools with an opening.
- The Superintendent reserves the right to determine the number of finalists search committee members to who visit each finalist's school. Finalists will visit Melrose schools for which he/she is a candidate, and meet with parents and representatives of the staff members. Feedback can be provided for consideration to principalsearch@melrose.mec.edu principalsearch@melroseschools.com.
- The Superintendent will may appoint a finalist for each of the schools, or may reject candidates for any or all schools; and reopen the search process for those schools, at any stage of the process.

MSC first vote: 5.8.12 10/14/14

MSC second vote: 5.22.12 10/28/14

File: GCG

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
<u>SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT</u>	4221

Substitute General Education & Special Education Professional Staff

It is the policy of the Melrose Public Schools to obtain the best most highly qualified substitute teacher to replace the general classroom teacher or special education teacher when said teacher is absent.

~~When a special education teacher will be absent in excess of ten consecutive days, the district will first exhaust the substitute list of qualified special educators. However, if the only available substitute for the special education teacher is not certified in the Commonwealth of MA, s/he will at least have received training in the instruction of persons with handicaps so as to provide appropriate special education services. In such a case, a certified special education teacher will provide appropriate supervision.~~

~~In the case of licensed/certified therapist absences, all efforts will be made to replace the therapist with another licensed/certified therapist, due to the specific skills and training needed in order to provide the appropriate therapies for students. When such therapist will be absent in excess of ten consecutive days, the district, if unable to provide appropriate licensed personnel, will provide compensatory services as required.~~

The district will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet district needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services rather than assuming merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The Committee will set the daily rate of pay for substitute teachers, including long term substitutes. The latter will be granted such additional benefits as approved by the Committee.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCIA

Repeal:

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
PROFESSIONAL DEVELOPMENT PLAN FOR PROFESSIONAL STAFF	4206

The Melrose Public Schools shall adopt and implement a professional development plan for all principals, teachers, and other professional staff employed by the District, to include professional support teams established pursuant to Section 38G of Chapter 71, M.G.L., and annually update such plans and set forth a budget for professional development within the confines of the foundation budget. Said plan shall include training in the teaching of new curriculum frameworks and other skills required for the effective implementation of this act, including participatory decision making, and parent and community involvement. Said plan shall also include training for members of school councils, pursuant to Section 59c of Chapter 71, M.G.L.

MSC first vote 8/14/07

MSC second vote 8/28/07

Revise:

PERSONNEL 4000

PROFESSIONAL STAFF 4200

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES 4207

PHILOSOPHY OF PROFESSIONAL DEVELOPMENT

Professional Improvement

The Melrose School Committee recognizes that equitable compensation plans, adequate base salary and employee benefits, also include salary incentives, which are necessary to attract and hold highly qualified personnel, who serve as the cornerstone of a first rate educational program.

The Committee also recognizes that it is in the best interests of the students, teacher performance and education in general for teachers to continue their studies in their subject field, or in a specifically related field.

In order to qualify for a change in professional category on the salary schedule, teachers will receive credit under the following conditions:

Courses to be used for increments towards advanced degrees will be from institutions which are recognized by the New England Association of Colleges and Secondary Schools, or by one of the five (5) other regionally accrediting institutions which are the agencies given the responsibility of accrediting schools by the U.S. Office of Education.

Advance written approval by the Superintendent is needed in order for a teacher to take a course for salary credit. Failure to obtain such approval shall be cause to reject course credits.

All teachers covered by the Agreement between the Melrose School Committee and the Teachers Union/Association will have their compensation for credits set by the terms of the agreement.

Legal Ref.: M.G.L. Ch. 71, Sec. 38, 40, 43

All staff members will be provided with suitable opportunities to engage in, and will be encouraged to participate in, suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors subject to federal and state laws and regulations; collective bargaining agreements; and Committee budget and policies.

Any and all professional development must be undertaken with the improvement of student academic outcomes as the primary goal, and the Superintendent will consistently evaluate programming to ensure that professional development deliverables are of the highest quality that time and monetary restrictions allow.

Opportunities for professional growth may be provided through such means as:

1. Planned in-service programs and workshops offered within the district that may include participation by outside consultants.

2. Membership on committees and task forces that draw members from inside and outside the district.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and/or other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.

The Superintendent will have the authority to approve or deny released time for conferences and visitations as well as reimbursements for expenses, provided such activities are within budget allocations for those purposes.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCJ

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
PROFESSIONAL STAFF RE APPOINTMENT/ PROFESSIONAL <u>TEACHER</u> STATUS	4212

A teacher, school librarian, school adjustment counselor, or school psychologist who has served in the public schools of a School District for three consecutive years shall be considered a teacher, and shall be entitled to professional teacher status as provided in section forty two. The superintendent of said district, upon the recommendation of the principal, may award such status to any teacher who has served in the principal's school for not less than one year or to a teacher who has obtained such status in any other public School District in the commonwealth. A teacher without professional teacher status shall be notified in writing on or before June fifteenth whenever such person is not to be employed for the following school year. Unless such notice is given as herein provided, a teacher without such status shall be deemed to be appointed for the following school year.

Legal Ref.: M.G.L. Ch. 71, Sec. 41.

Teachers and certain other professional employees who have served in the district for three consecutive years will be entitled to professional teacher status. The Superintendent, upon recommendation of the principal, may award such status to a teacher who has served in the principal's school for not less than one year or a teacher who has obtained such status in any

other public school district in the state. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to law, regulation, and Committee policy.

Notification to staff members not being reappointed must be made as determined by law, regulation, and the collective bargaining agreement.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he/she is not legally qualified.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

File: GCK

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS	4208

NOTE: For pertinent information, refer to negotiated agreements.

The primary consideration in the assignment of professional staff members is the needs of the students and the instructional program. The Superintendent will assign and/or transfer professional staff members with these needs in mind while adhering strictly to law, regulation, and the collective bargaining agreement, and secondarily (and to the extent appropriate, possible, and/or practical) the desire of the staff member.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

File: GCO

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
TEACHER EVALUATION <u>OF PROFESSIONAL STAFF</u>	4205

NOTE: For pertinent information, refer to the negotiated agreement.

In order to assure a high level of teacher and administrator performance, to advance the instructional programs of the schools, and to support the continuous academic improvement of students, a high-quality program of teacher and administrator evaluation that conforms to state laws and regulations will be employed by the Superintendent and approved by the Committee. In conjunction with annual reporting out by the state, the Superintendent will present the outcomes of these evaluations to the Committee.

The evaluation process will include:

1. Maintenance and periodic review of techniques and procedures for performing evaluations.
2. Interpretation of the information gained in the evaluative process relative to the objectives of the instructional program.
3. Application of the information gained to the planning of staff development activities, which are designed to improve instruction and increase teacher skills and abilities.

The evaluation process will include self-evaluation, supervisor initiated observations, and teacher initiated observations.

The formal evaluations will be written and will be discussed by the supervisor and the staff member being evaluated. The discussions may either precede or follow the writing of the evaluation document. Copies of the written document will be signed by both parties and incorporated into the personnel files of the staff member. In addition, the individual and his/her department chairman (if applicable) will receive a signed copy. The signature should indicate that the evaluation has been read and discussed.

The written evaluation should be specific in terms of the staff member's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty that is observed.

MSC first vote: 8/14/07 10/14/14
 MSC second vote: 8/28/07 10/28/14

File: GCQD

Revise:

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
RESIGNATION OF EMPLOYEES <u>STAFF</u>	4114

The Superintendent is hereby authorized to accept resignations from employees of the Melrose School Department, and shall report said resignations to the Committee at its next regular meeting.

For pertinent information, refer to the appropriate negotiated agreement(s).

Professional staff members may discontinue their service in the district by submitting a written notice of intent to resign to the appropriate hiring authority. Such written notice of intent to resign will be given to the Superintendent as soon as possible after receipt by the hiring authority.

As part of the monthly Personnel Report, the Superintendent will inform the Committee of his/her receipt of a staff member's intent to resign.

MSC first vote: 8/14/07 10/14/14
 MSC second vote: 8/28/07 10/28/14

File: GCQE

Revise:

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
RETIREMENT OF EMPLOYEES <u>STAFF</u>	4115

NOTE: For pertinent information, refer to the appropriate negotiated agreement(s).—

Legal Ref.: M.G.L. Ch. 32, Sec. 16, 90F, 90G

As part of the monthly Personnel Report, the Superintendent will inform the Committee of any and all staff members who have submitted written notice of intention to retire. No Committee action is necessary unless approval is needed for the payment of or participation in continued local benefits.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCQF

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
SUSPENSION, DEMOTION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS	4222

A principal may dismiss, demote or suspend any teacher or other persons assigned full time to the school, subject to the review and approval of the Superintendent; the Superintendent may dismiss, demote or suspend any employee of the School District. In the case of an employee whose duties require him/her to be assigned to more than one school, and in the case of teachers who teach in more than one school, those persons shall be considered under the supervision of the Superintendent for all decisions relating to dismissal, demotion or dismissal for cause.

A teacher who has been teaching in a school for at least ninety calendar days shall not be dismissed unless he/she has been furnished with written notice of intent to dismiss and with an explanation of the grounds for dismissal in sufficient detail to permit the teacher to respond to documents relating to the grounds for dismissal and if he/she requests has been given a reasonable opportunity within ten school days after receiving such written notice to review the decision with the Principal or the Superintendent, as the case may be, and to present information pertaining to the basis for the decision and to the teacher's status.

The teacher receiving such notice may be represented by an attorney or other representative at such a meeting with the Principal or Superintendent. Teachers without professional status shall otherwise be deemed employees at will.

Legal References: Ch. 71, Sec. 42

The Superintendent will strive to assist staff members in the continuous improvement of their skills and abilities in order to reach their professional goals in the context of the evaluation process. However, the Superintendent may dismiss any employee in accordance with state law and regulation as well as the collective bargaining agreement. Further, the Committee recognizes the constitutional rights of the district's employees and assures them the protection of due process of law. To guarantee such rights, a system of constitutionally and legally sound procedures will be followed in each case of suspension or dismissal of an employee.

When the Superintendent or a principal determines that sufficient cause exists for a professional employee to be suspended or dismissed from service in the district, he or she will:

1. Be certain that defensible records support each such case.
2. Determine if the individual is to be suspended immediately with the understanding that the suspension will be subject to restoration of salary and position if an appeal is decided in favor of the individual.
3. Follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current teachers' collective bargaining agreement.
4. Provide the individual involved with a written statement that will:
 - a. Indicate whether the action the Superintendent is taking is dismissal or suspension.
 - b. State the reason for the suspension or dismissal.
 - c. Guarantee that all procedures will be in accordance with due process of law.
 - d. Inform employees who have a right to request a hearing under appropriate laws that they may be represented at such a hearing by appropriate counsel.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GCRD

Revise:

PERSONNEL	4000
PROFESSIONAL STAFF	4200
NONSCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS	4220
<u>PRIVATE TUTORING FOR PAY</u>	

It is the policy of the Melrose School Committee that all employees obtain prior approval of the Superintendent for outside employment that might involve a conflict of interest or is of such duration that it would conflict with the employees' normal responsibilities as defined by applicable conditions of employment. If there is any doubt in regard to potential conflict it is the responsibility of the employee(s) to obtain clarification from the Superintendent prior to engaging in outside employment activities. Outside employment is defined here to include but not be limited to, performance of services by an employee(s) for another person(s) and/or organization, or providing services as a self employed person.

This policy shall not apply to employee activities during scheduled vacation periods, provided that such activity does not result in a conflict of interest.

For purposes of this policy, "tutoring" is defined as giving private instruction or help to an individual or group for which the teacher receives remuneration other than through the Committee.

Tutoring is not to be recommended for a student unless the appropriate teacher of the student involved is consulted and agrees that it will be of substantive help. If tutoring seems advisable, the principal may give the parents/guardians a list of persons who are willing to tutor. This list may include teachers, but not the student's teacher of the subject in which he/she or she is to be tutored.

Tutoring for pay will not be performed in a school building.

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

-----END-----

Support Staff Policies: GD
(GDA, GDB, GDD, GDO, GDQD)

File: GDA

Revise:

PERSONNEL	4000
SUPPORT STAFF	4300
SUPPORT STAFF POSITIONS	4301

The School Committee recognizes and functions on the belief that its support staff members are important and necessary to the total educational process.

Education is a cooperative enterprise in which all employees of the School Department district must participate intelligently and effectively for the benefit of the children to support high-quality outcomes for students. The School Department district will employ support staff members in positions which that function to support the educational program in the most effective manner possible.

All support staff positions will be established initially by the School Committee. In each case, the Superintendent will submit for the Committee's consideration and action a job description or job specifications for the position.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position reduced, in the event of destaffing requirements, only the Committee may abolish a position it has created.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

File: GDB

Revise:

PERSONNEL	4000
SUPPORT STAFF	4300

Attachment: GDxx.9.23.14 (3324 : Support Staff Policies: GD)

SUPPORT STAFF CONTRACTS AND COMPENSATION PLANS

4304

In establishing salaries and salary schedules for support staff personnel, the ~~School~~ Committee ~~shall~~ will take into account the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service in the ~~School Department~~ district.

Compensation plans for all categories of staff will be carried out in connection with negotiations with representatives of recognized bargaining units. The master agreements with these units shall be considered appendices to this manual and ~~shall~~ will have the full force of ~~School~~ Committee policy.

The rates of pay for personnel not covered by collective bargaining agreements ~~shall~~ will be set by the ~~School~~ Committee.

NOTE: For pertinent information, refer to the appropriate negotiated agreement(s).

Legal Ref.: Ch. 71, Sec. 38

MSC first vote: 8/14/07 10/14/14

MSC second vote: 8/28/07 10/28/14

File: GDD

Repeal:

PERSONNEL	4000
SUPPORT STAFF	4300
SUPPORT STAFF VACATIONS AND HOLIDAYS	4309

NOTE: For pertinent information, refer to the appropriate negotiated agreement(s).

MSC first vote 8/14/07

MSC second vote 8/28/07

File: GDO

Add:

Evaluation of Support Staff

A program of continuous observation and evaluation will be developed and maintained to find the right employees to fill vacancies, determine assignments and equitable work loads, and establish wage and salary procedures that encourage employees to put forth their best efforts.

Each employee will be informed of the basis upon which he/she is to be evaluated in advance of evaluation.

MSC first vote: 10/14/14

MSC second vote: 10/28/14

File: GDQD

Revise:

PERSONNEL 4000

SUPPORT STAFF 4300

SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS 4310

NOTE: For pertinent information, refer to the appropriate negotiated agreement(s).

Support staff members employed by the district may be suspended and/or terminated in accordance with state law and regulation, and under the terms of the respective collective bargaining agreement.

MSC first vote: ~~8/14/07~~ 10/14/14

MSC second vote: ~~8/28/07~~ 10/28/14

-----END-----

Attachment: GDxx.9.23.14 (3324 : Support Staff Policies: GD)

Personnel Policies Proposed for Repeal

(4101-01, 4104, 4105, 4112, 4119, 4120, 4203, 4204, 4217, 4218, 4225, 4227, 4314)

- Proposal: Repeal the following policies, as the language is included in other relevant policies, is a function of law or terms of collective bargaining agreements, or is an administrative function under the purview of the Superintendent.
- Policies are listed in order noted on policy grid under “MPS Policies with No Alpha Match” (meaning that the Massachusetts Association of School Committees does not maintain policies in their template manual consistent with these items).

<Essence and spirit of language included in GBEB>

PERSONNEL **4000**

ALL EMPLOYEES 4100

CONFIDENTIALITY 4101-1

The Melrose Public Schools (MPS) recognizes its responsibility to safeguard the privacy of its students, staff and their families. The MPS, therefore, is committed to protecting the confidentiality of personal information concerning students, families, and staff.

Employees may have access, in the course of their employment, to confidential (i.e., protected or privileged) information that is collected or maintained by the MPS. This confidential information includes, but is not limited to, student and staff identification numbers, addresses, telephone numbers, social security numbers, birth information, ethnic category, home language, lunch/financial status, medical information, contact information, family information, legal alerts, grades, disciplinary information and certain kinds of payroll information.

Employees are expected to access and to discuss confidential information only in relation to their job responsibilities and only with other authorized school personnel. It is expected that employees will not disseminate or disclose confidential information to unauthorized individuals at any time during or after their employment with the school district, except as permitted to required by law. In general, employees may share such information only with those individuals who have a “need to know”.

Employees who have any questions concerning this policy should consult their supervisors. Employees who become aware of any violation of this policy should report such violation promptly to the administration. Any employee who violates this policy will be subject to appropriate disciplinary action.

This provision is not intended, and should not be construed, to limit or to prevent an employee from exercising his/her rights under General Laws chapter 150E, the Public Employees Collective Bargaining Law.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Addressed in collective bargaining agreements>

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
WORKMEN'S COMPENSATION INSURANCE	4104

Whenever an employee is absent from school as a result of injury caused by an accident or an assault occurring in the course of his/her employment, the employee may, if he/she so elects, be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to such injury) to the extent of the employee's available accumulated sick leave.

Legal Ref.: M.G.L. Ch. 152, Sec. 59
Marshfield School Committee v. Marshfield Teachers Association, Massachusetts S.J.C.
1981 Negotiated Agreement(s)

MSC first vote 8/14/07
MSC second vote 8/28/07

<Essence and spirit of language included in GBEB>

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
STAFF CONDUCT WITH STUDENTS	4105

PHYSICAL CONTACT BETWEEN EMPLOYEES AND STUDENTS AT SCHOOL AND DURING SCHOOL SPONSORED FUNCTIONS

The purpose of this policy statement is to provide all employees with guidance and direction with respect to physical contact between employees and students at school and during school sponsored functions. It is an area of educational policy, judgment, and law which is fraught with

uncertainties and changing standards. What constitutes appropriate physical contact in one circumstance may be totally inappropriate in another. At the outset, the decision of whether or not to touch a student must be made by the employee involved. Once it occurs, its appropriateness will depend on a variety of factors, not the least of which will be the student's reaction and responses of other adults. The School Committee believes that its employees individually and collectively possess the wisdom and expertise necessary to conduct themselves in a manner which is educationally sound and acceptable both within the professional community and the community at large.

General Principles:

1. All physical contact between employees and students should have a valid educational purpose and objective, meeting only the student's needs
2. The use of physical contact or force in order to impose the staff member's will upon a student, except in an emergency situation, is strictly prohibited.
3. Employees who observe physical contact between students and employees which they deem to be inappropriate are expected to report said observations to the building principal and/or the Superintendent of Schools as soon as possible. If the contact is perceived to be immediately harmful by the observer, prompt intervention to prevent further harm is expected.
4. Questions of the appropriateness of physical contact are to be determined by the context of the contact on a case-by-case basis. Issues such as intent, context, location, circumstances, age, and sex are all considerations which may be relevant. Touching students under clothing, in the genital areas, or on the buttocks, or breasts, except in an emergency situation, is prohibited.
5. Whether or not an emergency situation exists, depends upon an objective rather than a subjective standard.
6. Instances of inappropriate physical contact initiated, encouraged, practiced and/or tolerated by employees, in even a single instance, will result in disciplinary action which may include dismissal.

Summary:

Given the complexity of this issue, the School Committee recognizes that some employees may deal with it by implementing a practice of never touching students. That is not the School Committee's intent or objective. It is expected that any physical contact between an employee and a student will have a legitimate purpose consistent with the schools' role as educator and caretaker of minor children.

MSC first vote 8/14/07

MSC second vote 8/28/07

<Addressed by law enforcement personnel in conjunction with Superintendent>

PERSONNEL 4000

ALL EMPLOYEES 4100

EMPLOYEE ARREST 4112

In the event an employee of the Melrose School Department is arrested on criminal charges. The situation will be addressed on a case-by-case basis and judged by the Superintendent after an investigation which will include, but not be limited to, the following:

1. The extent and seriousness of the charges against the employee.
2. The level of effect on the employee's ability to perform his/her duties.
3. Whether the charges against the employee involve moral turpitude.

After an investigation conducted by the Superintendent, the employee may receive disciplinary action including reprimand, suspension with or without pay pending the outcome of the arrest charges or termination of employment.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Subject to law>

PERSONNEL 4000

ALL EMPLOYEES 4100

JURY DUTY 4119

Section 27 of Chapter 415 of the Acts of 1977 reads as follows:

“A prospective juror who has been summoned for trial juror service shall have the right to one postponement of his term of juror service for not more than ten months. The prospective trial juror must exercise this right by duly completing and returning the juror confirmation form in which his election to postpone shall be indicated. The month and date and an alternate month and date, to which the service is postponed shall be indicated in the confirmation form. The office of the jury commissioner shall have the authority to effectuate such first postponements. If the postponement date designated by a prospective trial juror is improper or inconvenient for the court, the office of jury commissioner shall assign a date of service which is reasonably close to the postponement date selected by the prospective juror.”

Any employee of the Melrose Public Schools who is required to serve on jury duty will be paid

the difference, if any between the amount received by him/her as juror's compensation and his/her regular straight-time salaried earnings actually and necessarily lost on account of such jury service. If any employee is excused or released from jury service during his/her regular work day, he/she shall return to work. Such payment shall be made upon presentation by the employee of proper evidence of such service.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Essence and spirit of language included in GCQD and GCQE>

PERSONNEL	4000
<u>ALL EMPLOYEES</u>	4100
PERSONNEL REPORT	4120

The Superintendent shall provide the School Committee with a detailed personnel report each month, or as requested by the School Committee. When requested, said report shall contain areas of certification granted by the MA Department of Education or other appropriate state agency.

MSC first vote April 14, 2009
MSC second vote April 28, 2009

<Essence and spirit of language included in GCF>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
CERTIFICATION REQUIREMENTS FOR PROFESSIONAL STAFF	4203

In order to have students educated by appropriately trained staff, all professional employees of the Melrose Public Schools are required to have appropriate certification issued by the Massachusetts Department of Education.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Essence and spirit of language included in GCA>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
TEACHER REVIEW OF STUDENT FILES	4204

Teachers are required to review at the beginning of the school year the cumulative folders, I.E.P.'s, Title I Reports and any other correspondence relating to the academic, emotional and medical concerns of each student in their class(es).

MSC first vote 8/14/07
MSC second vote 8/28/07

<Essence and spirit of language in GCIA>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
VISITING DAYS, EDUCATIONAL CONFERENCES AND PROFESSIONAL WORKSHOPS	4217

The Superintendent may grant permission to school personnel to visit schools or attend educational conferences when the best interests of the school will be advanced. The Superintendent shall request from personnel, after such visits, a report of their observations in order that other personnel of the city schools may profit by them.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Language included in Article IX of collective bargaining agreement>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
PROFESSIONAL STAFF MEETINGS	4218

Teachers' Meetings:

It is expected that all teachers attend faculty meetings unless excused by the principal for reasons that would justify absence or tardiness from a regular session of school.

For pertinent information, refer to the negotiated agreement.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Addressed in collective bargaining agreement>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
REDUCTION IN PROFESSIONAL STAFF WORK FORCE	4225

NOTE: For pertinent information, refer to the negotiated agreement(s)

MSC first vote 8/14/07
MSC second vote 8/28/07

<Administrative function under the purview of the Superintendent>

PERSONNEL	4000
<u>PROFESSIONAL STAFF</u>	4200
PLANBOOKS	4227

Classroom and specialized area teachers shall prepare in advance an outline of their plans utilizing either a pre-approved planbook supplied by the system.

MSC first vote 8/14/07
MSC second vote 8/28/07

<Administrative function under the purview of the Superintendent>

PERSONNEL	4000
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SUPPORT STAFF 4300

CLERICAL SERVICES 4314

The secretaries are not available to assist teachers in typing, copying materials, etc. Teachers should arrange their schedule, so as to avoid this problem.

MSC first vote 8/14/07
MSC second vote 8/28/07

-----END-----

DRAFT: REPEAL

Attachment: Policies Proposed for Repeal (3325 : Personnel Policies Proposed for Repeal)

<u>Policy</u>	<u>Title</u>	<u>Action</u>	<u>First Vote</u>	<u>Second Vote</u>	<u>Alpha Equivalent</u>
By-Laws	By-Laws of the Melrose School Committee	Revise	3/25/2014	4/8/2014	n/a
	(7)				
5105.01	Moment of Silence	Repeal	7/23/2013	8/13/2013	[MGL]
5105.02	Pledge of Allegiance	Repeal	7/23/2013	8/13/2013	[MGL]
5409.01	Expulsion (Ed Reform 1993)	Repeal	7/23/2013	8/13/2013	[MGL]
5409.02	Principal's Authority	Repeal	7/23/2013	8/13/2013	[MGL]
5409.03	Special Education Students	Repeal	7/23/2013	8/13/2013	[MGL]
5409.05	Exclusion for Non-School Related Concerns	Repeal	7/23/2013	8/13/2013	[MGL]
5413	Ch. 776 Discipline	Repeal	7/23/2013	8/13/2013	[MGL]
	<u>Foundations and Basic Commitments (11)</u>				<u>A</u>
6100	The People and Their Schools	Revise	8/27/2013	9/10/2013	AB
6101	Non-Discrimination	Add	7/9/2013	7/23/2013	AC
6102	Non-Discrimination on the Basis of Sex	Add	7/9/2013	7/23/2013	ACA
5411	Sexual Harassment	Revise	7/23/2013	8/13/2013	ACAB
4110	Sexual Harassment Policy	Repeal	7/23/2013	8/13/2013	ACAB
6103	Non-Discrimination on the Basis of Disability	Add	7/9/2013	7/23/2013	ACE
6201	Educational Philosophy/District Goals and Objectives	Revise	8/27/2013	9/10/2013	AD
6104	Smoking on School Premises	Add	8/27/2013	9/10/2013	ADC
4121	Background Checks	Revise			ADDA
xxx	Background Checks - Implementation	Add	5/27/2014		ADDA-R
5233	Wellness	Revise	6/11/2013	6/18/2013	ADF
6222	Commitment to Accomplishment	Add	8/27/2013	9/10/2013	AE
	<u>Committee Governance and Operations (39)</u>				<u>B</u>
6202	Operational Goals	Revise	8/20/2013	8/27/2013	BA
6216	Evaluation of School Committee Operations	Revise	8/20/2013	8/27/2013	BAA
6204	Legal Status	Revise	8/20/2013	8/27/2013	BB
6207	Powers and Duties	Revise	8/20/2013	8/27/2013	BBA
6205	Member Authority	Revise	8/20/2013	8/27/2013	BBAA

6203	Governance	Repeal	8/20/2013	8/27/2013	BBAA
6210	Member Qualifications/Oath of Office	Revise	8/20/2013	8/27/2013	BBBA/B
6214	Member Resignation	Revise	8/20/2013	8/27/2013	BBBC
6209	Unexpired Term Fulfillment	Revise	8/20/2013	8/27/2013	BBBE
6206	Member Ethics	Revise	8/20/2013	8/27/2013	BC
6401	Organizational Meeting	Revise	8/20/2013	8/27/2013	BDA
6402	Officers of the Committee	Revise	8/20/2013	8/27/2013	BDB
6404	School Committee/Superintendent Emergency Commun.	Repeal	8/20/2013	8/27/2013	BDB
6208	Committee/Superintendent Relationship	Revise	8/20/2013	8/27/2013	BDD
6602	Standing Subcommittees	Revise	8/20/2013	8/27/2013	BDE
1502	Advisory Committees to the School Committee	Revise	5/28/2013	6/11/2013	BDF
6603	Advisory Committees to the School Committee	Repeal	5/28/2013	6/11/2013	BDF
1601	School Councils	Revise	3/25/2014	4/8/2014	BDFA
6403	Legal Counsel	Revise	7/22/2014	8/12/2014	BDG
6511	Special/Emergency Meetings	Repeal	8/20/2013	8/27/2013	BE
6502	Time and Location of School Committee Meetings	Revise	8/20/2013	8/27/2013	BE
6503	Executive Sessions	Revise	8/20/2013	8/27/2013	BEC
6504	Negotiation Sessions	Repeal	8/20/2013	8/27/2013	BEC
6501	Notification of School Committee Meetings	Revise	8/20/2013	8/27/2013	BEDA
6506	Agenda Format	Revise	8/20/2013	8/27/2013	BEDB
6506.01	Requests to be Included on the Agenda	Repeal	8/20/2013	8/27/2013	BEDB
6506.02	Order of Business	Repeal	8/20/2013	8/27/2013	BEDB
6505	Rules of Order	Revise	8/20/2013	8/27/2013	BEDD
6507	Voting Method	Revise	8/20/2013	8/27/2013	BEDF
6508	Quorum	Repeal	8/20/2013	8/27/2013	BEDF
6509	Absentee Voting	Repeal	8/20/2013	8/27/2013	BEDF
6510	Minutes	Revise	8/20/2013	8/27/2013	BEDG
1501	Public Comment	Revise	8/20/2013	8/27/2013	BEDH
1108	Recording of Meetings	Revise	8/20/2013	8/27/2013	BEDJ
6512	Public Hearings	Add	8/20/2013	8/27/2013	BEE
6300.1	Policy Development	Revise	8/20/2013	8/27/2013	BG
6303	Formulation, Adoption, and Amendment of Policies	Revise	8/20/2013	8/27/2013	BGB
6301	Review of Policies	Revise	8/20/2013	8/27/2013	BGC
6304	Formulation of Administrative Regulations	Revise	8/20/2013	8/27/2013	BGD

6302	Policy Dissemination	Revise	8/20/2013	8/27/2013	BGE
6308	Suspension of Policies	Add	8/20/2013	8/27/2013	BGF
6217	School Committee - Staff Communications	Add	8/20/2013	8/27/2013	BHC
6218	Use of Electronic Messaging by School Comm. Members	Add	8/20/2013	8/27/2013	BHE
6211	School Committee Member Orientation	Revise	8/20/2013	8/27/2013	BIA
6213	Conflict of Interest	Repeal	8/20/2013	8/27/2013	BIA
6219	School Comm. Conferences, Conventions, and Workshops	Add	8/20/2013	8/27/2013	BIBA
6212	Member Compensation and Expenses	Revise	8/20/2013	8/27/2013	BID
6220	Committee Legislative Program	Add	8/20/2013	8/27/2013	BJ
6221	Committee Memberships	Add	8/20/2013	8/27/2013	BK
	<u>General School Administration (13)</u>				<u>C</u>
2101	Administration Goals	Revise	8/13/2013	8/27/2013	CA
2100	Superintendent of Schools	Revise	8/13/2013	8/27/2013	CB
2103	Qualifications, Duties, and Responsibilities	Repeal	8/13/2013	8/27/2013	CB
2104	Contract	Repeal	8/13/2013	8/27/2013	CBD
2105	Evaluation of the Superintendent	Revise	8/13/2013	8/27/2013	CBI
2112	Line and Staff Relations	Revise	8/13/2013	8/27/2013	CCB
2102	Organization	Repeal	8/13/2013	8/27/2013	CCB
2113	Administrative Councils, Working Groups, and Committees	Revise	8/13/2013	8/27/2013	CE
2106	Policy Implementation	Revise	8/13/2013	8/27/2013	CH
6306	Approval of Handbooks	Revise	7/23/2013	8/13/2013	CHCA
6307	Handbooks and Negotiated Contracts	Repeal	7/23/2013	8/13/2013	CHCA
2108	Publication of School Committee Rules...Conduct	Repeal	8/13/2013	8/27/2013	CHCA
2107	Administration in Policy Absence	Revise	7/9/2013	7/23/2013	CHD
6305	Administration in Policy Absence	Repeal	7/9/2013	7/23/2013	CHD
2110	Administrative Reports	Revise	8/13/2013	8/27/2013	CL
2111	School District Report	Repeal	8/13/2013	8/27/2013	CM
	<u>Fiscal Management (17)</u>				<u>D</u>
3100.1	Fiscal Management Goals	Add	2/5/2013	2/12/2013	DA
3101	Budget Planning	Revise	2/5/2013	2/12/2013	DBD
	Budget Transfer Authority	Add	5/27/2014	6/10/2014	DBJ
3202	Funding Proposals and Application	Revise	7/9/2013	7/23/2013	DD

3405	Authorized Signatures	Revise	5/27/2014	6/10/2014	DGA
	Bonded Employees and Officers	Add	5/27/2014	6/10/2014	DH
3301	Accounting System	Revise	7/9/2013	7/23/2013	DI
3302	Audits	Revise	7/9/2013	7/23/2013	DIE
3401	Purchasing	Revise	5/27/2014	6/10/2014	DJ
	Purchasing Authority	Add	5/27/2014	6/10/2014	DJA
3408	Purchasing, Principles, Procurement, and Authority	Repeal	5/27/2014	6/10/2014	DJE
3409	Bid Requirements	Revise	5/27/2014	6/10/2014	DJE
3407	Sales Calls and Demonstrations	Revise	5/27/2014	6/10/2014	DJG
3402	Payment Procedures	Revise	5/27/2014	6/10/2014	DK
3406	Expense Reimbursements	Revise	5/27/2014	6/10/2014	DKC
	<u>Support Services (18)</u>				<u>E</u>
	Support Services Expectations	Add	3/25/2014	4/8/2014	EA
	Safety Program	Add	3/25/2014	4/8/2014	EB
3505	Pest Management	Revise	3/25/2014	4/8/2014	EBAB
	First Aid	Add	3/25/2014	4/8/2014	EBB
3503	Emergency Evacuation Drills	Revise	3/25/2014	4/8/2014	EBC
1104	Emergency Closings/Delayed Openings/Early Dismissals	Revise	3/25/2014	4/8/2014	EBCD
3504	Buildings and Grounds Management	Revise	10/22/2013	11/13/2013	EC
3502	Security	Revise	3/25/2014	4/8/2014	ECA
5415	Vandalism	Revise	3/25/2014	4/8/2014	ECAC
	School Owned Materials	Add	3/25/2014	4/8/2014	EDC
	Recyclable Materials	Add	3/25/2014	4/8/2014	EDE
3601	Transportation Services	Revise	8/13/2013	8/27/2013	EEA
3603	Superintendent's Responsibilities	Repeal	8/13/2013	8/27/2013	EEA
3604	School Vehicle Safety (formerly Bus Driver's Responsib.)	Revise	8/13/2013	8/27/2013	EEAE
4315	Bus Driver	Revise	8/13/2013	8/27/2013	EEAEA
3602	School Bus Accidents	Repeal	8/13/2013	8/27/2013	EEAEA
3607	Drug and Alcohol Testing for Vehicle Drivers	Add	8/13/2013	8/27/2013	EEAEAA
3608	Student Transportation in Private Vehicles	Add	3/25/2014	4/8/2014	EEAG
3606	Policy Regarding Motor Vehicle Idling on School Grounds	Revise	8/13/2013	8/27/2013	EEAJ
3702	Reduced and Free Lunch Program	Revise	3/25/2014	4/8/2014	EFC
5804	Free and Reduced Price Lunches	Repeal	5/28/2013	6/11/2013	EFC

	<u>Facilities Development (4)</u>				<u>F</u>
3506	Energy Management Conservation	Repeal	10/22/2013	11/13/2013	FA
7100	Construction	Revise	10/22/2013	11/13/2013	FA
xxxx	Facilities Planning	Add	10/22/2013	11/13/2013	FB
7200	Retirement of Facilities/Real Property	Revise	10/22/2013	11/13/2013	FCB
7300	Naming	Revise	10/22/2013	11/13/2013	FF
	<u>Personnel (32)</u>	-			<u>G</u>
4202.01	Policy Statement	Revise	10/14/2014		GA
4106	Equal Employment Opportunity/Discrimination	Revise	6/18/2013	7/9/2013	GBA
4101-2	Staff Conflict of Interest	Revise	10/14/2014		GBEA
4224	Professional Staff Ethics	Repeal	10/14/2014		GBEA
4316	Staff Ethics	Repeal	10/14/2014		GBEA
	Staff Conduct	Add	10/14/2014		GBEB
1304	Gifts to School Employees	Revise	10/14/2014		GBEBC
4116	Staff Gifts	Repeal	10/14/2014		GBEBC
4102	Drug-Free Workplace Policy	Revise	10/14/2014		GBEC
4111	Smoking Policy	Revise	10/14/2014		GBED
4103	Staff Health and Safety	Revise	10/14/2014		GBGB
1800	Political Activities of Teachers	Repeal	10/14/2014		GBI
4113	Staff Participation in Political Activities	Revise	10/14/2014		GBI
4107	Personnel Records	Revise	10/14/2014		GBJ
4108	Staff Complaints and Grievances	Revise	10/14/2014		GBK
2500	Administrative Personnel Positions	Repeal	10/14/2014		GCA
4201	Professional Staff Positions	Revise	10/14/2014		GCA
4122	Salary Schedules	Revise	10/14/2014		GCBA
2300	Employment of Principals	Revise	10/14/2014		GCBB
	Professional Staff Supplementary Pay Plans	Add	10/14/2014		GCBC
4109	Family and Medical Leave	Revise	10/14/2014		GCCC
	Professional Staff Recruiting / Posting of Vacancies	Add	10/14/2014		GCE
4202	Professional Staff Hiring	Revise	10/14/2014		GCF
2301A	Search Committee for Multiple Principals	Revise	10/14/2014		GCFB
4221	Substitute Staff Employment	Revise	10/14/2014		GCG

4206	Professional Development Plan for Professional Staff	Repeal	10/14/2014		GCIA
4207	Professional Staff Development Opportunities	Revise	10/14/2014		GCIA
4212	Professional Teacher Status	Revise	10/14/2014		GCJ
4208	Professional Staff Assignments and Transfers	Revise	10/14/2014		GCK
4205	Teacher Evaluation	Revise	10/14/2014		GCO
4114	Resignation of Employees	Revise	10/14/2014		GCQD
4115	Retirement of Employees	Revise	10/14/2014		GCQE
4222	Suspension and Dismissal of Professional Staff Members	Revise	10/14/2014		GCQF
4220	Private Tutoring for Pay	Revise	10/14/2014		GCRD
4301	Support Staff Positions	Revise	10/14/2014		GDA
4304	Support Staff Contracts and Compensation Plans	Revise	10/14/2014		GDB
4309	Support Staff Vacations and Holidays	Repeal	10/14/2014		GDD
	Evaluation of Support Staff	Add	10/14/2014		GDO
4310	Suspension and Dismissal of Support Staff Members	Revise	10/14/2014		GDQD
	<u>Negotiations (3)</u>				<u>H</u>
	Negotiations Goals	Add	4/29/2014	5/13/2014	HA
	Negotiations Legal Status	Add	4/29/2014	5/13/2014	HB
	School Committee Negotiating Agents	Add	4/29/2014	5/13/2014	HF
	<u>Instruction (47)</u>				<u>I</u>
	Academic Freedom				IB
5105.04	School Year/School Calendar				IC / ICA
5105.03	School Day				ID
	Organization of Instruction				IE
5807	Holiday and/or Cultural Events Celebrations Policy				IFC
5201.1	Curriculum Evaluation and Development	Add	2/5/2013	2/12/2013	IGA
	Support Services Programs				IGB
5201.2	Curriculum Adoption	Add	2/5/2013	2/12/2013	IGD
2109	Instructional Program				IHA
5212	Instructional Requirements				IHA
5236	Physical Education	Add	1/23/2013	2/5/2013	IHAE
5231	Occupational Education				IHAI
	Health Education	Add	5/27/2014	6/10/2014	IHAM

5229	Curriculum Containing Sexual Issues				IHAMA
5226	Teaching About Drugs, Alcohol, and Tobacco				IHAMB
	Special Instructional Programs and Accommodations				IHB
	Programs for Students with Disabilities				IHBA
	Observations of Special Education Programs				IHBAA
	Compensatory Education	Add	10/22/2013	11/13/2013	IHBD
	English Language Learners				IHBEA
5210	Homebound Instruction				IHBF
5217	Home Instruction				IHBG
	Alternative School Programs				IHBH
5216	Summer School				IHCA
	Instructional Materials				IJ
5234	Learning Resources				IJJ
	Supplementary Materials Selection and Adoption				IJK
	Library Materials Selection and Adoption				IJL
	Library Resources				IJLA
	Special Interest Material Selection and Adoption				IJM
5237	Curriculum and Instruction Using Electronic Media	Add	2/5/2013	2/12/2013	IJND
5414	School Property				IJND
5501	Acceptable Use	Revise	2/5/2013	2/12/2013	IJNDB
5503	Guidelines for Publishing on melroseschools.com				IJNDC
5504	Electronic Communication/Social Media				IJNDD
5215	Field Trips				IJOA
5601	Out-of-State Travel				IJOA
	Community Resource Persons / Speakers				IJOB
	School Volunteers				IJOC
	Academic Achievement				IK
5205	Promotion/Retention/Level Change				IKE
5218	Graduation Requirements	Repeal	1/23/2013	2/5/2013	IKF
5213	Evaluation of the Instructional Program				IL
	Teaching Activities and Presentations				IMA
5222	Teaching About Controversial Issues				IMB
5223	Controversial Speakers				IMB
	School Ceremonies and Observances				IMD

Animals in Schools					IMG
	<u>Students (43)</u>				<u>J</u>
5225	Equal Educational Opportunities	Revise	6/18/2013	7/9/2013	JB
5411.01	Student-to-Student Harassment	Revise	7/9/2013	7/23/2013	JBA
5300.1	Elementary School Assignment and Class Size Policy	Add	4/9/2013	5/14/2013	JC
5301	School Assignment Policy	Repeal	4/9/2013	5/14/2013	JC
5102	School Admissions	Revise			JF
1404	Transitional Assistance	Repeal	5/27/2014	6/10/2014	JFABD
5103.1	Homeless Students: Enrollment Rights and Services	Revise	5/27/2014	6/10/2014	JFABD
5103	Enrollment of Non-Resident Students	Repeal	5/27/2014		JFBB
5112	School Choice	Add	10/22/2013	11/13/2013	JFBB
	Student Absences and Excuses	Add	8/26/2014	9/23/2014	JH
5101	Exclusions and Exemptions from Student Attendance				JHD
	Student Rights and Responsibilities	Add	10/28/2014		JI
6601	Student Involvement in Decision-Making	Revise	10/28/2014		JIB
5401	Student Conduct Code	Revise	8/26/2014	9/23/2014	JIC
5412	Dress Code	Revise	10/28/2014		JICA
3605	School Bus Conduct	Revise	8/13/2013	8/27/2013	JICC
5410.01	Responsibilities While Riding	Repeal	8/13/2013	8/27/2013	JICC
5410.02	Discipline	Repeal	8/13/2013	8/27/2013	JICC
5410.03	Transportation to After-School Programs	Repeal	8/13/2013	8/27/2013	JICC
5224	Student Publications	Revise	10/28/2014		JICE
5402	Hazing	Revise	10/28/2014		JICFA
5416	Bullying	Revise	5/27/2014	6/10/2014	JICFB
5403	Smoking/Use of Smokeless Tobacco Products	Revise	10/28/2014		JICG
5404	Alcohol Use by Students	Revise	10/28/2014		JICH
5405	Drug Abuse Policy	Repeal	10/28/2014		JICH
5417	Teen Dating Abuse	Revise	5/27/2014	6/10/2014	JICK
5702	Pregnant Students	Revise	10/28/2014		JIE
5406	Searches and Interrogations	Revise	10/28/2014		JIH
	Student Complaints and Grievances	Add	8/26/2014	9/23/2014	JII
5228	Co-curricular and Extra-curricular Programs	Revise	9/24/2013	10/8/2013	JJ
	Student Fund-Raising Activities				JJE

5217.01	Participation in Interscholastic Athletics	Repeal	10/28/2014		JJIB
5600	Interscholastic Athletics	Revise	10/28/2014		JJIB
5709	Athletic Concussions	Revise	10/28/2014		JJIF
5400	Student Conduct	Revise	8/26/2014	9/23/2014	JK
5408	Corporal Punishment	Revise	10/28/2014		JKA
4228	Melrose Committee Physical Restraint Policy	Repeal	5/28/2013	6/11/2013	JKAA
5418	Physical Restraint of Students	Revise	5/28/2013	6/11/2013	JKAA
5708	Physical Restraint of Students	Repeal	5/28/2013	6/11/2013	JKAA
5705	Child Abuse and Neglect				JL
5801	Accident Insurance	Repeal	10/28/2014		JLA
5701	Student Health Services and Requirements	Revise	11/26/2013	12/9/2013	JLC
5707	Student Physicals	Revise	11/26/2013	12/9/2013	JLCA
5703	Inoculations of Students	Revise	11/26/2013	12/9/2013	JLCB
5706	Communicable Diseases	Revise	11/26/2013	12/9/2013	JLCC
5704	AIDS/HIV	Repeal	11/26/2013	12/9/2013	JLCC
5701.01	Administration of Prescription Medications	Revise	11/26/2013	12/9/2013	JLCD
	Guidance Program	Add	10/28/2014		JLD
1302	Awards and Scholarships	Revise	10/28/2014		JM
5221	Student Awards and Scholarships	Repeal	10/28/2014		JM
	Student Gifts and Solicitations				JP
	Student Fees, Fines, and Charges				JQ
5220	Student Records	Revise	10/28/2014		JRA
	Student Photographs	Add	10/28/2014		JRD
	<u>Community Relations (19)</u>				<u>K</u>
1101	School/Community Relations Goals	Revise	8/27/2013	9/10/2013	KA
1109	School/Parent Relations Goals	Add	8/27/2013	9/10/2013	KBA
1700	Relations with Parent Organizations	Revise	8/27/2013	9/10/2013	KBE
1505	Community Involvement in Decision Making	Revise	6/11/2013	6/18/2013	KCB
1301	Gifts and Contributions to the Schools	Revise	4/29/2014	5/13/2014	KCD
1107	Public's Right to Know	Revise	8/27/2013	9/10/2013	KDB
1106	Public Information Program	Repeal	8/27/2013	9/10/2013	KDB
1105	Media Relations/News Releases	Revise	8/27/2013	9/10/2013	KDD
1503.01	Public Complaints	Revise	6/11/2013	6/18/2013	KE

1503.02	Public Complaints about School Personnel	Revise	6/11/2013	6/18/2013	KEB
1503.03	Public Complaints about Curriculum or Instruct. Materials	Revise	6/11/2013	6/18/2013	KEC
1201	Community Use of School Facilities	Revise	8/27/2013	9/10/2013	KF
1202	Rental Process	Repeal	8/27/2013	9/10/2013	KF
1203	Rental Policy	Repeal	8/27/2013	9/10/2013	KF
1303	Public Solicitation in the Schools	Revise	8/27/2013	9/10/2013	KHA
1103	Distribution of Notices	Repeal	8/27/2003	9/10/2013	KHA
1102	Advertising in the Schools	Revise	8/27/2013	9/10/2013	KHB
1504	Visits and Observations in Schools	Revise	7/23/2013	8/13/2013	KI
5806	Visitors	Repeal	5/28/2013	6/11/2013	KI
1110	Relations with Booster Organizations	Add	8/27/2013	9/10/2013	KJA
1401	Relations with Police Authorities	Revise	8/27/2013	9/10/2013	KLK
1402	Fire Authorities	Repeal	8/27/2013	9/10/2013	xxx
1403	Relations with Planning Authorities	Revise	8/27/2013	9/10/2013	KLJ
1405	Relations with Local Government Authorities	Revise	8/27/2013	9/10/2013	KLK
	<u>Education Agency Relations (4)</u>				<u>L</u>
1409	Education Agency Relations Goals	Add	8/27/2013	9/10/2013	LA
1406	Other School Systems and Educational Agencies	Revise	8/27/2013	9/10/2013	LB
1408	Approval of Private Schools in the City of Melrose	Revise	8/27/2013	9/10/2013	LBC
1410	Student Teaching and Internships	Add	8/27/2013	9/10/2013	LDA
*****	<u>MPS Policies with no Alpha Match</u>				
1407	School Accreditation Agencies				xxx
1900	Adult Education Policy	Repeal	5/28/2013	6/11/2013	xxx
2400	School Improvement Plans	Repeal	6/18/2013	7/9/2013	xxx
2600	Consultants	Repeal	3/25/2014	4/8/2014	xxx
3103	Budget Adoption Procedures	Repeal	2/5/2013	2/12/2013	xxx
3104	Fiscal Year/Budget Deadlines and Schedules	Repeal	2/5/2013	2/12/2013	xxx
3203	Gate Receipts and Admission	Repeal	5/27/2014	6/10/2014	xxx
3303	Procedures for Handling Cash Receipts	Repeal	5/27/2014	6/10/2014	xxx
3304	Revolving Accounts	Repeal	5/27/2014	6/10/2014	xxx
3305	Inventories				xxx
3403	Local Purchasing	Repeal	5/27/2014	6/10/2014	xxx

3404	Cooperative Purchasing	Repeal	5/27/2014	6/10/2014	xxx
3410	Revolving Fund for Textbooks and Other Fees	Repeal	5/27/2014	6/10/2014	xxx
3501	Building Inspection	Repeal	10/22/2013	11/13/2013	xxx
3701	School Lunch Program	Repeal	3/25/2014	4/8/2014	xxx
3801	Reduction				xxx
3802	Refund				xxx
3803	Tuition Non-Payment				xxx
4101-1	Confidentiality	Repeal	10/14/2014		xxx
4104	Worker's Compensation Insurance	Repeal	10/14/2014		xxx
4105	Staff Conduct with Students	Repeal	10/14/2014		xxx
4106.01	Racial Discrimination Policy	Repeal	6/18/2013	7/9/2013	xxx
4112	Employee Arrest	Repeal	10/14/2014		xxx
4117	Scope of Negotiations	Repeal	2/26/2013	3/5/2013	xxx
4118	Staff Negotiating Organizations	Repeal	2/26/2013	3/5/2013	xxx
4119	Jury Duty	Repeal	10/14/2014		xxx
4120	Personnel Report	Repeal	10/14/2014		xxx
4203	Certification	Repeal	10/14/2014		xxx
4204	Teachers' Review of Student Files	Repeal	10/14/2014		xxx
4209	Professional Staff Contracts and Compensations Plans	Repeal	2/26/2013	3/5/2013	xxx
4210	Professional Staff Fringe Benefits	Repeal	2/26/2013	3/5/2013	xxx
4211	Professional Staff Leaves and Absences	Repeal	2/26/2013	3/5/2013	xxx
4214	Professional Staff Seniority	Repeal	2/26/2013	3/5/2013	xxx
4215	Professional Staff Teaching Load	Repeal	2/26/2013	3/5/2013	xxx
4216	Professional Staff Time Schedules	Repeal	2/26/2013	3/5/2013	xxx
4217	Visiting Days, Educational Wkshps, and Prof. Wrkshps.	Repeal	10/14/2014		xxx
4218	Professional Staff Meetings	Repeal	10/14/2014		xxx
4219	Professional Staff Extra Duty	Repeal	2/26/2013	3/5/2013	xxx
4223	Part-Time Teaching Positions	Repeal	2/26/2013	3/5/2013	xxx
4225	Reduction in Professional Staff Workforce	Repeal	10/14/2014		xxx
4226	Professional Staff Promotions	Repeal	2/26/2013	3/5/2013	xxx
4227	Plan Books	Repeal	10/14/2014		xxx
4302	Recruiting and Posting of Vacancies	Repeal	5/28/2013	6/11/2013	xxx
4303	Support Staff Hiring	Repeal	6/18/2013	7/9/2013	xxx
4306	Support Staff Leave(s) and Absences	Repeal	5/28/2013	6/11/2013	xxx

4307	Support Staff Assignments and Transfers	Repeal	5/28/2013	6/11/2013	xxx
4308	Support Staff Fringe Benefits	Repeal	5/28/2013	6/11/2013	xxx
4311	Support Staff Promotions	Repeal	5/28/2013	6/11/2013	xxx
4312	Support Staff Time Schedules/Work Load	Repeal	5/28/2013	6/11/2013	xxx
4313	Support Staff Seniority	Repeal	5/28/2013	6/11/2013	xxx
4314	Clerical Services	Repeal	10/14/2014		xxx
5104	Age Majority	Repeal	7/23/2013	8/13/2013	xxx
5106	School Census	Repeal	7/23/2013	8/13/2013	xxx
5107	Withdrawal from School	Repeal	7/23/2013	8/13/2013	xxx
5108	Work Permits	Repeal	7/23/2013	8/13/2013	xxx
5109	Participation in Activities After Absence or Suspension	Repeal	7/23/2013	8/13/2013	xxx
5110	Dismissal at Parent Request	Repeal	10/28/2014		xxx
5111	Dismissal of Students by School Personnel	Repeal	10/28/2014		xxx
5201.01	Curriculum	Repeal	2/5/2013	2/12/2013	xxx
5203	Honor Roll	Repeal	10/28/2014		xxx
5204	Credit Requirements	Repeal	1/23/2013	2/5/2013	xxx
5206	Parent Conferences	Repeal	10/28/2014		xxx
5207	Homework	Repeal	10/28/2014		xxx
5208	Make-up Work	Repeal	10/28/2014		xxx
5209	Extra Help	Repeal	10/28/2014		xxx
5211	Testing Programs	Repeal	10/28/2014		xxx
5214	Library/Media Center	Repeal	10/28/2014		xxx
5219	Grading Code/Class Rank Points	Repeal	3/19/2013	5/14/2013	xxx
5227	Faculty Advisors	Repeal	10/28/2014		xxx
5230	Planning for Education/At Risk Students	Repeal	3/19/2013	5/14/2013	xxx
5232	Adult High School Programs / Adult Education	Repeal	5/28/2013	6/11/2013	xxx
5235	Use of Media in Classroom				xxx
5300.01	Elementary School Class Size Policy	Repeal	4/9/2013	5/14/2013	xxx
5407	Student Demonstrations and Strikes	Repeal	7/23/2013	8/13/2013	xxx
5409.04	General Expulsion	Repeal	7/23/2013	8/13/2013	xxx
5502	Network Etiquette				xxx
5802	Bicycles	Repeal	10/28/2014		xxx
5803	Student Parking	Repeal	10/28/2014		xxx
5805	Use of School Telephones	Repeal	7/23/2013	8/13/2013	xxx

6215	School Committee Member Insurance	Repeal	3/25/2014	4/8/2014	xxx
	Rev. 10.8.14				

Student Rights and Responsibility Policies: JI

Proposal: Update Student Rights and Responsibility policies as part of Policy Manual review. The policies have been evaluated in concert with Committee-approved student handbooks and with attention to maintaining and enhancing an environment built on integrity and respect.

File: JI

Add:

STUDENT RIGHTS AND RESPONSIBILITIES

The Committee affords students rights that are guaranteed by federal and state constitutions and statutes, and expects that students will assume various responsibilities in connection with these rights.

Among these rights and responsibilities are the following:

1. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend public schools; the responsibility for attending school regularly, academic honesty, appropriate appearance, and positive behavior.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his/her rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records.

As part of the educational process, the Committee believes that students should be made aware of their legal rights as well as the legal authority of the Committee to make, and delegate authority to its staff to make, rules regarding orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and consequences of misbehavior; therefore, the rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks approved by the Committee and distributed annually.

MSC first vote: 10/28/14

MSC second vote: 11/18/14

File: JIB**Revise:****SCHOOL COMMITTEE** 6000**ADVISORY COMMITTEES/SUBCOMMITTEES** 6600
TO THE SCHOOL COMMITTEE**STUDENT ADVISORY COMMITTEE**
STUDENT INVOLVEMENT IN DECISION-MAKING 6601

M.G.L. Chapter 71, Section 38M provides for the creation of a Student Advisory Committee.

The Student Advisory Committee shall consist of five members composed of students elected by the student body of the high school. The Student Advisory Committee shall properly represent student diversity at Melrose High School.

The Student Advisory Committee shall meet with the Committee at least once every other month, during the months school is in session. It shall be a non-voting member body of the Committee and shall be subject to all Committee rules and regulations and shall serve without compensation.

The Committee encourages class or school organizations and school government organizations (such as student councils), to be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions, as appropriate to the age of students.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges, and other areas of student sensitivity. Students will be welcomed at Committee meetings and granted privileges of speaking consistent with the privileges extended to the general public.

As required by state law, while school is in session the Committee will meet at least once every other month with its Student Advisory Committee, which is composed of five students elected by the high school student body. The chair of the Student Advisory committee will be an ex-officio nonvoting member of the Committee without the right to attend executive sessions unless the Committee expressly grants such right.

MSC first vote: 8/14/07 10/28/14

MSC second vote: 8/28/07 11/18/14

File: JICA

Revise:

STUDENTS AND INSTRUCTION 5000

CONDUCT 5400

STUDENT DRESS CODE 5412

Students should dress appropriately adding to a positive, productive school environment. Student dress is unacceptable if it is a distraction to the learning process, is considered to be offensive or if it affects the health, rights, and/or safety of the person or others. Clothing, jewelry, or related apparel which refers to alcohol, drugs, tobacco, profanity, sexual connotation, or suggestive double meaning will not be permitted.

Students who do not adhere to the dress code will be dealt with in a disciplinary manner.

NOTE — For pertinent information, refer to the appropriate student handbook(s).

The Committee believes that students' wearing of appropriate attire contributes to a positive, productive school environment. The rights and responsibility for the dress and appearance of students will rest with individual students and parents, provided that attire is in keeping with reasonable standards of health, safety, and cleanliness and so as not to detract from the educational process. The administration is authorized to take appropriate action in instances where individual dress does not meet the stated requirements.

Student, faculty, or parent groups may recommend appropriate dress for school or special occasions, meaning that students will not be prevented from attending school or a school function, or otherwise be discriminated against, as long as their dress and appearance meet the requirements set forth above.

MSC first vote: April 14, 2009 10/28/14

MSC second vote: April 28, 2009 11/18/14

File: JICE**Revise:**

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

STUDENT PUBLICATIONS 5224

The School Committee will encourage student publications, not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views. All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges and accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws or school regulations, or materials designed to disrupt the educational process will not be permitted.

The Superintendent will establish guidelines that are in keeping with the above and provide for the review of the content of all student publications prior to their distribution.

Review of content prior to publication is not censorship, but part of the educational process as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school system) enjoys freedom to determine what it will and will not publish.

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The Committee will at least annually review their support of student publications, and encourage student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Student publications will be encouraged to comply with the rules for responsible journalism. Students will affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication will contain the following statement: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

The time, place, and manner of distribution of literature will be reasonably regulated by the principal.

MSC first vote: 8/14/07 10/28/14
 MSC second vote: 8/28/07 11/18/14

File: JICFA

Revise:

STUDENTS AND INSTRUCTION	5000
STUDENT CONDUCT	5400
<u>PROHIBITION OF</u> HAZING	5402

The Melrose School Committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269, Sections 17, 18 and 19 shall be adhered to. In addition the Superintendent of Schools and the School Committee Chairperson, shall immediately be notified of the circumstances of the complaint and the actions taken.

Any student found guilty of a charge of hazing shall be subject to the disciplinary actions stated in the Student Handbook.

Any employee found guilty of a charge of hazing shall be subject disciplinary/legal action.

NOTE: For pertinent information, refer to the appropriate student handbook.—

Filing of Reports

On or before the first day of October of each year, the principal of every secondary school shall file a report as required by G.L. c. 269, s. 19 with the Bureau of Student, Community and Adult Services—. Such reports as required by this section shall include the following certifications:

1. That the school has issued a copy of G.L.c. 269, ss. 17, 18, and 19 to every group or organization under its authority and to every member, plebe, pledgee or applicant for membership in such group or organization;
2. That the school has issued a copy of G.L. c. 269, ss. 17, through 29, inclusive, to every non-school affiliated organization.;
3. That the school has obtained an acknowledgment of receipt from an officer of every group or organization under its authority, and every individual which has received a copy of G.L. c. 269, ss.17 through 19, inclusive;
4. That the school has obtained an acknowledgment from a contact person for each non-school affiliated organization, and that such organization has distributed a copy of G.L. c. 269, ss. 17 through 19, inclusive, to every member, plebe, pledgee or applicant for membership in such group or organization;
5. That the school has adopted a disciplinary policy with regard to the organizers of and participants in hazing, which has been approved by the School Committee, is—

_____ available to anyone upon request and has been filed with the Bureau of Student,
 _____ Community and Adult Services as required by G.L. c. 74, s. 37H.

CH. 269, S. 17. CRIME OF HAZING; DEFINITION; PENALTY

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

CH. 269, S. 18. DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

CH. 269, S. 19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such a report.

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the Committee hereby deems that no student, employee, or school organization under the control of the Committee will engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the Committee will engage in the activity of hazing any person while on school property.

Any student who observes what appears to be the activity of hazing another student or person has an obligation to report such an incident, and should provide relevant information to the principal including the time, date, location, names of identifiable participants, and the types of behavior exhibited. Failure to report such an incident may result in disciplinary action.

Any and all individuals who know that another person is a victim of hazing and is at the scene of such crime will report such incident(s) to the police as soon as possible, to the extent that such person can do so without danger or peril to him/herself or others.

Any student who participates in the hazing of another student or other person may be suspended from school for up to ten school days, referred to police, and be suspended for one year from the student organization when applicable.

In all cases relating to hazing, students will receive procedural due process.

MSC first vote: 8/14/07 10/28/14

MSC second vote: 8/28/07 11/18/14

File: JICG

Revise:

STUDENTS AND INSTRUCTION	5000
STUDENT CONDUCT	5400
SMOKING/ <u>TOBACCO</u> USE OF SMOKELESS TOBACCO PRODUCTS	5403

~~The Melrose School Committee has created a Smoke Free Environment for all City Schools. The use of tobacco products is prohibited at all times by students, staff, and visitors in all school buildings and grounds and at all school sponsored activities.~~

M.G.L. Ch.71, Section 2A and Section 37H

Smoking, chewing, e-cigarette, Hookah pen and/or other tobacco products is prohibited on all school property. Any and all forms of tobacco use by staff, students, and members of the public

are also prohibited on all school property. Tobacco use by students is banned at all school-sponsored events, even when this use does not take place on school grounds.

MSC first vote: 8/14/07 10/28/14

MSC second vote: 8/28/07 11/18/14

File: JICH

Revise:

STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

DRUG AND ALCOHOL USE BY STUDENTS 5404

~~The School Committee does not tolerate use, service, possession, or consumption of any alcohol at any school or school function, whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to penalties spelled out in the Student Handbook and by Local, State and Federal law.~~

~~In addition, the School Committee calls for the development of policies and procedures by the Melrose Elementary Schools, the Melrose Veterans Memorial Middle School and the Melrose High School, which are designed to discourage the use, service, possession, or consumption of alcohol by students during times and in places other than those described above to the extent possible. The committee envisions the development of penalties to be applied in relation to participation in athletics, extra curricular and co-curricular activities.~~

~~Volunteers and employees of the school district, including temporary employees such as bus drivers, are required to report any student, employee, and/or their guest to the school, who displays evidence of using, possessing, or distributing alcohol. Reports should be made personally to the principal, assistant principals, or superintendent, or to the nearest administrator.~~

~~NOTE: For pertinent information, refer to the appropriate student handbook, athletic team rules, extra-curricular club membership rules, and Mass General Law."~~

The Committee respects medical and scientific evidence indicating that the use of drugs and alcohol can endanger the health and safety of the user. In addition, the Committee recognizes that use of alcoholic beverages or drugs can have a deleterious effect on the maintenance of general order and discipline; therefore the Committee prohibits the use, possession, serving, or consumption of any drug or alcoholic beverage on any school property or at any school function (regardless of location of that function).

Any student, regardless of age, who is under the influence of drugs or alcohol prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action consistent with state, local, and district rules and regulations.

Education and prevention is the top priority in adequately addressing the problem of student drug and alcohol use, and the Committee will provide meaningful, evidence-based drug and alcohol education programs in ways the school deems appropriate, and will assess the effectiveness of these programs bi-annually and adjust teaching and learning as necessary. Programming and assessment will be consistent with district wellness policy and administrative procedures.

Close cooperation between school authorities and external agencies, including law enforcement officials, is another essential element in addressing student drug and alcohol use and the Superintendent will partner with them to the extent appropriate in the interest of student health, well-being, and improved academic outcomes.

The Committee strongly encourages parents and families to partner with the schools in whatever ways deemed useful to create and maintain a culture that promotes respect for the age requirement associated with alcohol consumption and for a no-tolerance approach to drug use.

MSC first vote: 4/28/09 10/28/14

MSC second vote: 5/12/09 11/18/14

Repeal:

STUDENTS AND INSTRUCTION	5000
STUDENT CONDUCT	5400
DRUG ABUSE	5405

~~The School Committee does not tolerate use, service, possession, or consumption of any controlled substance or illegal drug, including any performance enhancing drug, or any inhalant or prescription drug without proper medical prescription at any school or at any school function whether the function takes place on or away from school property. Students and/or their guests who violate this policy shall be subject to penalties spelled out in the Student Handbook and by Local, State and Federal law.~~

~~In addition, the School Committee calls for the development of policies and procedures by the Melrose Elementary Schools, the Melrose Veterans Memorial Middle School and the Melrose High School, which are designed to discourage the use, service, possession, or consumption of any controlled substance or illegal drug, including any performance enhancing drug, or any inhalant or prescription drug without proper medical prescription by students during times and in places other than those described above to the extent possible. The committee envisions the development of penalties to be applied in relation to participation in athletics, extra-curricular and co-curricular activities.~~

Volunteers and employees of the school district, including temporary employees such as bus drivers, are required to report any student, employee and/or their guest to the school, who displays evidence of using, possessing, or distributing a controlled substance or illegal drug, including any performance enhancing drug, or any inhalant or prescription drug without proper medical prescription. Reports should be made personally to the principal, assistant principals, or superintendent, or to the nearest administrator. NOTE: For pertinent information, refer to the appropriate student handbook, athletic team rules, and extra-curricular club membership rules and Mass General Law.”

MSC first vote 4/28/09

MSC second vote 5/12/09

File: JIE

Revise:

STUDENTS AND INSTRUCTION 5000

HEALTH AND SAFETY 5700

PREGNANT STUDENTS 5702

Pregnant students will be permitted to continue in school. While not required for attendance, it is recommended that said student be under the supervision of a physician. The student and her physician, in cooperation with the school staff, will develop an appropriate educational plan if it is agreed she should no longer attend school regularly.

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

Legal Ref.: M.G.L. Ch. 71, Sec. 84

The Melrose Public Schools encourages students who become pregnant and/or take on parenting responsibilities to continue and complete their education in the district. Every effort will be made to ensure that the student’s educational program is disrupted to the least extent possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school or post-graduate education is provided.

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

MSC first vote: 8/14/07 10/28/14

MSC second vote: 8/28/07 11/18/14

File: JIH

Revise:

STUDENTS AND INSTRUCTION 5000

STUDENT CONDUCT 5400

SEARCHES AND INTERROGATIONS AND STUDENT LOCKER SEARCHES 5406

Searches by Staff

The rights of inspection of students' school lockers is inherent in the authority granted to School Committee members and administrators. This authority may be exercised as needed in the interest of safeguarding children students and school property.

~~As part of good judgment, it becomes imperative that when a locker is searched for drugs or any other form of contraband, that the student be informed in advance and given the right to be present at the inspection.~~

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

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

Interrogations by Police

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

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the principal or his/her designee

will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.

2. If custody and/or arrest are involved, the principal will request that law enforcement officials observe all procedural safeguards, as prescribed by law.

MSC first vote: ~~8/14/07~~ 10/28/14

MSC second vote: ~~8/28/07~~ 11/18/14

-----END-----

DRAFT

Student Policies

Proposal: Update various policies related to students in sections JJ through JR as part of the policy review process.

File: JJIB

Revise:

STUDENTS AND INSTRUCTION _____ **5000**

INTERSCHOLASTIC ATHLETICS _____ **5600**

~~District participation in interscholastic athletics shall be subject to approval by the School Committee. This shall include approval of membership in any leagues, associations or conferences.~~

~~Participation in interscholastic sports shall be encouraged. However, the following regulation shall be observed:~~

- ~~1. A student must have the written consent of parents or guardian for each type of interscholastic sport in which he/she engages.~~
- ~~2. He/she must be determined physically fit for the sport by the school or personal/private doctor.~~

~~The school administration may set up other rules for participation, such as those governing academic standing, in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association, MIAA.~~

~~For pertinent information, refer to the Melrose School Department Coaches Manual.~~

The Committee believes that students benefit from the experiences of team effort and competition made possible by participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the Committee and in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports and sports offerings will adhere to state and federal regulations, including but not limited to Title IX..

The Committee is aware that team participation in athletic contests by members of the student body requires that some of those contests be held at a non-Melrose venue. It also recognizes that there is a need to regulate certain aspects of student participation in such

contests. Therefore, the Superintendent will establish regulations to ensure the safety and well-being of students and staff members who participate in these activities.

MSC first vote: ~~8/14/07~~ 10/28/14

MSC second vote: ~~8/28/07~~ 11/18/14

Repeal:

STUDENTS AND INSTRUCTION	5000
INSTRUCTIONAL PROGRAM	5200
HOME INSTRUCTION	5217
PARTICIPATION IN INTERSCHOLASTIC ATHLETICS	5217.01
POLICY NEEDED HERE	

File: JJIF

Revise:

STUDENTS AND INSTRUCTION	5000
HEALTH AND SAFETY	5700
CONCUSSION	5709

The ~~Melrose School~~ Committee recognizes that head injuries sometimes occur during extracurricular activities ~~such as the athletics program~~ including, but not limited to, interscholastic athletics, and that such injuries can have serious medical consequences for the injured student if appropriate and immediate actions are not taken. Furthermore, the Committee recognizes that the district must ~~do what is prudent~~ take actions that are inherently responsive to students' health and well-being ~~to~~ and in compliance with state law and regulation to reduce the likelihood and/or severity of head injuries ~~in the first place~~.

Therefore, and in accordance with 201 CMR 006, the Committee ~~directs the Superintendent to form a Head Injury Committee composed of a school administrator, school nurse, school and/or team physician, athletic director, certified athletic trainer, guidance counselor, and teacher to develop procedures and review them every two years.~~

The Head Injury Committee, composed of a school administrator, school nurse, school and/or team physician, athletic director, certified athletic trainer, guidance counselor, and teacher, will maintain, adhere to, and bi-annually review These head injury procedures shall that address all elements required in state law and regulation including, but not limited to:

- Responsibilities of the Athletic Director, coaches, athletic trainer, and school nurse;
- Maintenance of records;
- Documentation of physical examination consistent with 105 CMR 200.100(B)(3);
- Review of medical information;
- Training requirements for students, ~~their~~ parents, and coaches;
- Pre-participation requirements;
- How to identify a head injury or suspected concussion;
- How to report head injuries and to whom the report should be made;
- Parental notification of head injuries;
- Medical clearance protocol to resume participation after an injury;
- Conditions for exclusion from participation if necessary; ~~and~~
- Protocol for graduated reentry to the activity once medical clearance has been given;

The ~~School~~ Committee ~~also~~ directs the Superintendent to designate the Athletic Director or other ~~school personnel~~ staff member with administrative authority ~~to be~~ and responsible ty for the implementation of the procedures developed by the Head Injury Committee. ~~In accordance with 105 CMR 201.00, the Athletic Director shall affirm on school or district letterhead by January 1, 2012 to the Department of Public Health that this policy has been developed and that the procedures, once developed by the Head Injury Committee, will be reviewed every two years thereafter. These procedures shall~~ will be incorporated into the Middle School and High School Student Handbooks.

MSC first vote: ~~12.6.11~~ 10/28/14

MSC second vote: ~~12.20.11~~ 11/18/14

File: JKA

Revise:

STUDENTS AND INSTRUCTION	5000
STUDENT CONDUCT	5400
CORPORAL PUNISHMENT	5408

Corporal punishment is prohibited in the Melrose Public Schools and in accordance with the state law, which states:

~~“The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil”.~~

Legal Ref.: M.G.L. Ch. 71, Sec. 37G

MSC first vote: 8/14/07 10/28/14

MSC second vote: 8/28/07 11/18/14

File: JLA

Repeal (MPS no longer offers accident insurance):

STUDENTS AND INSTRUCTION _____ **5000**

MISCELLANEOUS ITEMS _____ **5800**

ACCIDENT INSURANCE _____ **5801**

~~Each September, student accident insurance is available at a nominal cost to those who want it. When a student is injured, an accident report is filled out by a coach, teacher, trainer or nurse. Insurance forms may be obtained from the nurse's office. It is the responsibility of the parent/guardian to send the form to the insurance company as directed. The school does not assume liability for the injury, nor for the subsequent negotiations with the company.~~

MSC first vote: 8/14/07

MSC second vote: 8/28/07

File: JLD

Add:

GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. This process will assist

students in the development of their potential; their decisions relating to personal, educational, and vocational matters; and supporting students' mature self-guidance.

The district's guidance program is based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in background, experiences, capabilities, aptitudes, interests, needs, goals, desires, and values. They are equally deserving of respect and support.
2. Equality of educational opportunity benefits students, families, communities, and society-at-large.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but is designed to assist him/her in arriving at his/her own satisfactory solutions.
5. High standards and academic rigor tailored to, and designed to maximize, the potential of the whole child, is a hallmark of the Melrose Public Schools.

Guidance services will include educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students at the level and extent determined to provide the best student outcomes within the boundaries of available district resources.

Guidance counselors and other staff members will present students with a broad spectrum of education and career opportunities. Race, color, sex, gender identity, religion, national origin, sexual orientation, or disability will not be considered limiting factors in career determination.

MSC first vote: 10/28/14

MSC second vote: 11/18/14

File: JM

Revise:

GIFTS AND SOLICITATIONS 1300

GIFTS TO STUDENTS 1302

~~The acceptance of trophies, prizes or awards from persons or organizations not connected with the schools must conform to administrative procedures providing for awards for distinguished success in any school activity.~~

~~The Superintendent will implement, and keep updated, administrative procedures that give effect to this policy.~~

The Committee embraces and encourages the practice of awarding scholarships, prizes, and awards as both an incentive for high levels of achievement and the facilitation of continuing higher levels of education. The Committee encourages groups and individuals to fund endowments for these purposes and is grateful for their support and generosity. In sponsoring or administering any scholarship or award, the Superintendent will ensure that such scholarships or awards are free from restrictions based upon race, color, sex, gender identity, religion, national origin, sexual orientation, or disability. In making awards to members of single-sex teams, the Superintendent will ensure that awards are in proportion to the number of students of each gender participating in interscholastic competition. All proposed scholarships or awards to be administered by the district must first be approved and accepted by the Superintendent who will apply the following criteria:

1. The proposal does not discriminate based on any of the above listed criteria.
2. The proposal is free from motivations of personal or corporate gain or publicity.
3. The explicit or implied purposes of the proposal are consistent with the goals and standards of the district.
4. The proposed criteria for application or selection procedures will not put unreasonable demands on school staff and the criteria for selection will be clear and objective.
5. The proposal will be in compliance with all laws and Committee policies.

MSC first vote: ~~6.28.11~~ 10/28/14

MSC second vote: ~~7.12.11~~ 11/18/14

Repeal:

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

STUDENT AWARDS AND SCHOLARSHIPS 5221

~~Contests and activities which are sponsored by outside agencies and which involve participation by pupils or granting of awards or prizes to pupils shall not be announced or permitted in the schools unless approved by the superintendent. Such activities must be judged to have educational value for the participants before permission may be granted.~~

~~MSC first vote: 8/14/07~~

~~MSC second vote: 8/28/07~~

File: JRA

Revise:

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

STUDENT RECORDS 5220

~~State law provides that the schools must furnish any student or former student with a transcript of his/her record as a student; the original to be furnished without charge and copies furnished at limited charges established by the law.~~

~~These records are maintained in the best interest of the student, and with a concern for the school's right to collect certain information in order to carry out the educational function in the best possible manner. The School Department will make every effort, within reason and consistent with State regulations, to inform parents and students about the kinds of information collected or that will be collected and about their rights under said regulations.~~

~~NOTE: For further pertinent information, refer to the appropriate Student Handbook(s) and M.G.L. Ch. 71, Sec. 34E.~~

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school staff, be accessible to the student's parents or legal guardian(s) and/or the student in accordance with law, yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and will maintain a copy of the state student

records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 and will be destroyed no later than seven years after the student transfers, graduates, or withdraws from the district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, will be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the district.

All individual student records of the district are confidential, including individual addresses and telephone numbers.

MSC first vote: ~~8/14/07~~ 10/28/14

MSC second vote: ~~8/28/07~~ 11/18/14

File: JRD

Add:

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures will be made available for purchase by students and/or parents on a voluntary basis. The principal or his/her designee will have final authority for authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student will be pressured or required to purchase photographs.

MSC first vote: 10/28/14

MSC second vote: 11/18/14

-----END-----

Repeal of Student Policies

Proposal: Repeal the following policies that relate to students for the reasons noted. Although selected districts in the state have policies related to these topics, MASc has no equivalent policies that parallel those below.

Repeal: Principal's responsibility, Elementary Handbook (p. 14)

STUDENTS AND INSTRUCTION _____ **5000**

ATTENDANCE _____ 5100

DISMISSAL AT PARENTAL REQUEST _____ **5110**

A student may be dismissed from the Melrose Public schools only to a parent, guardian, or designated representative in person.

At the middle school and high school levels, students may be dismissed at the discretion of the principal, providing that a written, dated request, signed by a parent or guardian, is presented in advance. The principal or his/her designee shall verify by telephone the request for dismissal, if the written request is not presented by the parent or guardian in person.

A student may be dismissed from school during the school day only on the request of the parent or guardian. Requests must be approved by the principal or his/her representative.

MSC first vote: 8/14/07

MSC second vote: 8/28/07

Repeal: Same as 5110 (above)

STUDENTS AND INSTRUCTION _____ **5000**

ATTENDANCE _____ 5100

DISMISSAL OF STUDENTS BY SCHOOL PERSONNEL _____ **5111**

I. — In the event a child should be sent home during the school day due to illness, he or she must be accompanied by a parent or guardian, or a designated person.

II. — In the event a child is to be sent home for disciplinary reasons, the parent or guardian must be contacted and informed of the reasons why the child is being dismissed explained. A parent or guardian, or a person specifically designated by the parent must accompany the child home. He/she must be kept in school until the end of the session if a parent cannot be reached.

III. — Students shall not to be sent on errands outside the school building for any reason.

IV. — Requests to call children from classrooms during the school day may be honored at the discretion of the principal when he/she is satisfied that the circumstances warrant such an interruption.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Principal's responsibility

STUDENTS AND INSTRUCTION _____ **5000**

INSTRUCTIONAL PROGRAM _____ **5200**

HONOR ROLL _____ **5203**

A scholastic honor roll will be prepared and published at the end of each marking period. The purpose of this honor roll is to recognize outstanding achievement.

NOTE: For pertinent information criteria, refer to the appropriate student handbook(s).

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Subject to collective bargaining agreement and subsequently principal's responsibility

STUDENTS AND INSTRUCTION _____ **5000**

INSTRUCTIONAL PROGRAM _____ **5200**

PARENT CONFERENCES _____ **5206**

Parent Teacher Conferences: A series of dates will be established to further develop the communication between parents and the schools. Teachers are expected to be present and make every effort to see that this activity is a meaningful one for parents.

NOTE: For pertinent information, refer to the appropriate staff reference manual and the negotiated agreement.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Elementary Handbook (pp. 41-42), principal's responsibility

STUDENTS AND INSTRUCTION _____ 5000

INSTRUCTIONAL PROGRAM _____ 5200

HOMEWORK _____ 5207

For pertinent information, refer to the appropriate student handbook.

Elementary Homework Policy K-5

The purpose of homework is to help students become self-directed, independent learners. Homework assignments are aligned with state and district curriculum frameworks and are used to reinforce or enhance school experiences. Homework needs to be completed and returned on time. Consequences for noncompliance will be communicated by the classroom teacher. Please be advised that both short and long-term assignments are considered homework and will be corrected and returned to the student.

Homework will be assigned at least once a week that reflects the articulated writing objectives of the district and the writing requirements of Massachusetts Comprehensive Assessment System (MCAS) testing programs. Such homework assignments will be corrected by the teacher according to the scoring rubrics of the district and the MCAS.

The designated minimum length and frequency of assignments by grade level is listed below.

Grade	Minimum Length	Frequency
K	10 minutes	Five times per week
1	10-15 minutes	Five times per week
2	20 minutes	Five times per week
3	30 minutes	Five times per week
4	Avg. 45 minutes	Five times per week
5	Avg. 60 minutes	Five times per week

MSC first vote 12/22/98

Updated 2/3/99

Updated 2/11/99

Repeal: Elementary handbook (p. 42), principal's responsibility

STUDENTS AND INSTRUCTION _____ 5000

INSTRUCTIONAL PROGRAM _____ 5200

MAKE-UP OPPORTUNITIES _____ 5208

NOTE: For pertinent information, refer to the appropriate student handbook and the negotiated

agreement.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Subject to collective bargaining agreement and subsequently principal's responsibility

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

EXTRA HELP 5209

Teachers are available for extra help. Teachers may provide extra help before or after regularly scheduled hours; however, such help would be strictly voluntary.

NOTE: For pertinent information, refer to the appropriate staff reference manual and the negotiated agreement.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Subject to state and federal law and district administrative decisions

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

TESTING PROGRAMS 5211

The School Committee supports the use of standardized tests as one method for assessing its goals relative to the acquisition of the minimum standards of achievement by students of the School Department. These tests will be used to help establish local achievement norms and longitudinal assessments for graded groups as well as for individuals. The data retrieved will be compared to national results in order to provide further evaluation for and give direction to the instructional program and aid in developing individualized instruction and achievement levels. Additional testing of students will be conducted as necessary.

Statewide testing for grades 4, 8 and 10 will be required according to regulations set forth by the Department of Education (May '98)

Legal Refs.: M.G.L. Ch. 71B, Sec. 7

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Reference policy without substance

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

LIBRARY/MEDIA CENTER 5214

For pertinent information, refer to the appropriate School Handbook.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Duplicate language (now found in Policy JJ: Co-curricular and Extra-curricular Programs voted 9/24/13 and 10/8/13)

STUDENTS AND INSTRUCTION 5000

INSTRUCTIONAL PROGRAM 5200

FACULTY ADVISORS 5227

All student activity groups, such as associations, classes, clubs and teams shall function only when they are under the jurisdiction of a faculty advisor or coach, approved by the administration.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Principal's responsibility

STUDENTS AND INSTRUCTION 5000

MISCELLANEOUS ITEMS 5800

BICYCLES 5802

If a student rides a bicycle to school he or she should park and lock it securely. The school department does not take responsibility for bicycles that are lost or damaged while on school property.

MSC first vote 8/14/07

MSC second vote 8/28/07

Repeal: Principal's responsibility and any fees must come to Committee for approval

STUDENTS AND INSTRUCTION _____ 5000

MISCELLANEOUS ITEMS _____ 5800

STUDENT PARKING _____ 5803

~~Licensed students who have obtained a parking permit from the school office may park in student parking area during school hours. A fee may be charged for the permit. This fee, if any, will be set by the School Committee and reviewed regularly.~~

~~MSC first vote 8/14/07~~

~~MSC second vote 8/28/07~~

-----END-----



Melrose Public Schools Administrative Offices

360 LYNN FIELDS PARKWAY, MELROSE, MA 02176

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CYNDY S. TAYMORE
Superintendent of Schools
Email: ctaymore@melroseschools.com

JAMES T. PICONE
Director of Finance and Administrative Affairs
Email: jpicone@melroseschools.com

To: Melrose School Committee

From: James Picone, Director of Finance and Administrative Affairs

Date: October 6, 2014

Re: Declaration of Surplus Materials

I submit this to you as a request to declare property surplus. After discussions with the school principals, department heads, and the Assistant Superintendent for Teaching and Learning, we have determined the textbooks listed on the attached document are no longer used by Melrose Public Schools. After declaring the items surplus property, we will attempt to resell the textbooks to a wholesale distributor. Any proceeds from the sale of surplus property will be deposited into a school revolving account, and earmarked for future instructional material purchases.

Attachment: surplus materials memo-textbooks 10-4-14 (3306 : Vote on the Sale of Surplus Material (5 minutes))

MATHEMATICS DEPARTMENT Surplus

TITLE OF BOOK	GRADE	PUB.	PUB. DATE	ISBN #	# ON HAND	MARKET VALUE
Envision Math Common Core	6	Pearson	2012	0328672645	325	\$10
Envision Math Common Core Workbook	6	Scott Foresman	2013	0328697818	325	\$2.60

Proposal for Superintendent Evaluation 2015

Timing:

Approve Superintendent goals August 2014 (Done)

Approve Elements and Artifacts that will be used for the evaluation October/November 2014

Mid-Year Assessment February 2015

End of Year Evaluation July 2015

During the year, the committee will discuss changing the timing of the Superintendent's evaluation, in order to align the setting of goals more closely with the setting of the budget. This new alignment will either begin in 2016 or be phased in, as determined by the committee.

Setting of Goals: (Done)

The Superintendent will propose goals, which will be reviewed and approved by the committee. These goals will be aligned with the School Committee's Overarching Goals, and take into account the Superintendent Evaluation from 2014.

The Superintendent will then report to the committee with action items for those goals.

Using the Superintendent's goals and action items, the committee will agree on a set of elements that will be used for the Superintendent's evaluation. **(See the proposed list of elements attached here.**

Note – this is already more than we had originally discussed, so if you propose to add another indicator, please propose which one you would drop. Thank you.) Oct '14

Using the elements agreed to above, the committee will agree on a list of artifacts that will be used for the Superintendent's evaluation. Nov '14

Method of Mid-Year Assessment:

The Superintendent will provide a report of the progress toward the goals, keeping in mind the elements and artifacts that have been determined to represent adequate progress. This report will be discussed by the committee, at the meeting at which it is presented, so that changes can be made to the goals or action items if needed. The committee members will indicate whether they feel the Superintendent is on track or not on track to completing her goals.

Method of End of Year Evaluation:

The Superintendent will provide the agreed to artifacts two meetings prior to the evaluation.

The committee members will each turn in to the Chair, individual ratings on the elements that have been chosen, along with comments that they wish to have published in the Executive Summary, two weeks before the evaluation takes place.

In the packet for the evaluation meeting, there will be an executive summary, written by the Chair, that contains both a listing of all member's scores (Unsatisfactory, Need Improvement, Proficient, Exemplary) and a list of any comments made by 2 or more members. All members' original documents will be included as backup documentation in that meeting packet.

At the evaluation meeting, the Executive Summary will be presented, and each member will be given time to provide relevant feedback about the elements and artifacts that form the basis of the evaluation.

Indicators for Evaluation 2014-2015– (The four goals are all embedded in these) –

Goal 1

I – Instructional Leadership

B. Instruction Indicator

2. Quality of Effort & Work
3. Diverse Learners' Needs

C. Assessment Indicator

2. Adjustment to Practice

D. Evaluation Indicator

1. Educator Goals

E. Data-Informed Decision Making Indicator

3. Improvement of Performance, Effectiveness, and Learning

Goal 2

II Management and Operations

B. Human Resources Management & Development Indicator

1. Recruitment & Hiring Strategies
2. Induction, Professional Development, and Career Growth Strategies

E. Fiscal Systems Indicator

1. Fiscal Systems

Goal 3

III Family and Community Engagement

A. Engagement Indicator

1. Family Engagement

C. Communication Indicator

1. Two-Way Communication

Goal 4

IV Professional Culture

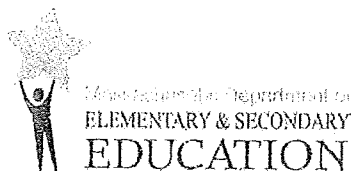
D. Continuous Learning Indicator

1. Continuous Learning of Staff

E. Shared Vision Indicator

1. Shared Vision Development

See the attached Rubric for details of each element.



* Elements for Supt. Evaluation 2014-2015

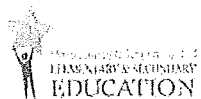
Massachusetts Model System for Educator Evaluation

Part III: Guide to Rubrics and Model Rubrics for Superintendent, Administrator, and Teacher

Appendix A. Superintendent Rubric

January 2012

Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu



Guide to Superintendent Rubric

Rubrics – defined in the regulations as “scoring tool[s] that describe characteristics of practice or artifacts at different levels of performance” (603 CMR 35.02) – are a critical component of the Massachusetts educator evaluation framework and are required for every educator. Rubrics are designed to help educators and evaluators (1) develop a consistent, shared understanding of what proficient performance looks like in practice, (2) develop a common terminology and structure to organize evidence, and (3) make informed professional judgments about formative and summative performance ratings on each Standard and overall. This appendix contains the ESE Model Superintendent Rubric.

Structure of the Superintendent Rubric

- **Standards:** Standards are the broad categories of knowledge, skills, and performance of effective practice detailed in the regulations. There are four Standards for all administrators: *Instructional Leadership*; *Management and Operations*; *Family and Community Engagement*; and *Professional Culture*.
- **Indicators:** Indicators, also detailed in the regulations, describe specific knowledge, skills, and performance for each Standard. For example, there are five Indicators in Standard I of the Superintendent rubric including *Curriculum*, *Instruction*, and *Evaluation*.
- **Elements:** The elements are more specific descriptions of actions and behaviors related to each Indicator. The elements further break down the Indicators into more specific aspects of educator practice and provide an opportunity for evaluators to offer detailed feedback that serves as a roadmap for improvement.
- **Descriptors:** Performance descriptors are observable and measurable statements of educator actions and behaviors aligned to each element and serve as the basis for identifying the level of teaching or administrative performance in one of four categories: *Unsatisfactory*, *Needs Improvement*, *Proficient*, or *Exemplary*.

Use of the Superintendent Rubric

This rubric describes administrative leadership practice at the district level. It is intended to be used throughout the 5 step evaluation cycle for the evaluation of the superintendent by the school committee. This rubric can also be used by the superintendent for the evaluation of other district level administrators, such as assistant superintendents, directors of curriculum and instruction, school business administrators, and directors of special education.

The responsibilities of administrators to whom this rubric will be applied may vary. ESE encourages administrators and evaluators to use the rubric strategically by discussing and agreeing upon certain Indicators and elements that should be high priorities according to that administrator's role and responsibilities as well as his/her professional practice, student learning, and district and/or school improvement goals. There are a variety of ways to emphasize these components throughout the evaluation cycle. For example, high priority Indicators and/or elements can be analyzed in greater depth during self-assessment, targeted during goal setting, a focus for more comprehensive evidence collection, or all of the above. However, the expectation is that by the end of the evaluation cycle, administrators and evaluators have gathered and shared a reasonable amount of evidence on every Indicator to support a rating for each Standard.



Superintendent Rubric At-A-Glance

Standard I: Instructional Leadership	Standard II: Management & Operations	Standard III: Family and Community Engagement	Standard IV: Professional Culture
A. Curriculum Indicator 1. Standards-Based Unit Design 2. Lesson Development Support B. Instruction Indicator 1. Instructional Practices X 2. Quality of Effort & Work X 3. Diverse Learners' Needs C. Assessment Indicator 1. Variety of Assessments X 2. Adjustment to Practice D. Evaluation Indicator X 1. Educator Goals 2. Observations & Feedback 3. Ratings 4. Alignment Review E. Data-Informed Decision Making Indicator 1. Knowledge & Use of Data 2. School and District Goals X 3. Improvement of Performance, Effectiveness, and Learning	A. Environment Indicator 1. Plans, Procedures, and Routines 2. Operational Systems 3. Student Safety, Health, and Social and Emotional Needs B. Human Resources Management & Development Indicator X 1. Recruitment & Hiring Strategies X 2. Induction, Professional Development, and Career Growth Strategies C. Scheduling & Management Information Systems Indicator 1. Time for Teaching and Learning 2. Time for Collaboration D. Law, Ethics & Policies Indicator 1. Laws and Policies 2. Ethical Behavior E. Fiscal Systems Indicator X 1. Fiscal Systems	A. Engagement Indicator X 1. Family Engagement 2. Community and Business Engagement B. Sharing Responsibility Indicator 1. Student Support 2. Family Collaboration C. Communication Indicator X 1. Two-Way Communication 2. Culturally Proficient Communication D. Family Concerns Indicator 1. Family Concerns	A. Commitment to High Standards Indicator 1. Commitment to High Standards 2. Mission and Core Values 3. Meetings B. Cultural Proficiency Indicator 1. Policies and Practices C. Communications Indicator 1. Communication Skills D. Continuous Learning Indicator X 1. Continuous Learning of Staff 2. Continuous Learning of Administrator E. Shared Vision Indicator X 1. Shared Vision Development F. Managing Conflict Indicator 1. Response to Disagreement 2. Conflict Resolution 3. Consensus Building

x 12 Elements



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Standard I: Instructional Leadership. The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.

Indicator I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.				
I-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-A-1. Standards-Based Unit Design	Does not set the expectation that administrators use effective strategies for ensuring development of well-designed standards-based units, provide adequate resources or support for this activity, and/or monitor or assess progress.	Provides limited training and/or support to administrators to employ effective strategies for ensuring well-designed standards-based units. May sometimes monitor and assess progress and provide feedback.	Provides support and assistance for administrators to learn and employ effective strategies for ensuring that educators and educator teams design standards-based units with measurable outcomes and challenging tasks requiring higher-order thinking. Frequently monitors and assesses progress, providing feedback as necessary.	Empowers administrators to employ strategies that empower staff to create rigorous standards-based units of instruction that are aligned across grade levels and content areas. Continually monitors and assesses progress, provides feedback, and connects administrators to additional supports as needed. Is able to model this element.
I-A-2. Lesson Development Support	Does not state expectations for administrators that they establish effective strategies to ensure development of well-structured lessons, does not provide training or support, and/or does not discriminate between strong and weak strategies for ensuring effective lesson-planning practices.	Provides limited training to administrators on how to establish effective strategies for ensuring that educators develop well-structured lessons and/or does not consistently identify and/or address patterns when there is evidence of a weak strategy being employed.	Supports administrators to learn and establish effective strategies for ensuring that educators develop well-structured lessons with challenging, measurable objectives and appropriate student engagement strategies, pacing, sequence, activities, materials, technologies, and grouping.	Supports administrators to collaborate on developing strategies that enable educators to consistently develop series of interconnected, well-structured lessons with challenging objectives and appropriate student engagement strategies, pacing, sequence, materials, and grouping and identifies specific exemplars and resources in each area. Is able to model this element.

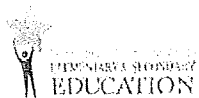
Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric



Indicator I-B. Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness.

I-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-B-1. Instructional Practices	Does not look for evidence of and/or cannot accurately identify ways that principals identify effective teaching strategies when the principals observe practice and review unit plans..	While the superintendent may observe principal practice and artifacts, s/he only occasionally looks for evidence that principals are identifying effective teaching strategies and practices when they observe practice and review unit plans.	While observing principal practice and artifacts, ensures that principals identify a variety of effective teaching strategies and practices when they observe practice and review unit plans.	While observing principal practice and artifacts, ensures that principals know and employ effective strategies and practices for helping educators improve instructional practice. Is able to model this element.
I-B-2. Quality of Effort and Work	Does not set high expectations for the quality of content, student effort, and/or student work district-wide, or expectations are inappropriate.	May set high expectations for the quality of content, student effort, and student work district-wide, but allows expectations to be inconsistently applied across the district.	Sets and models high expectations for the quality of content, student effort, and student work district-wide and supports administrators to uphold these expectations consistently.	Sets and models high expectations for the quality of content, student effort, and student work district-wide and empowers administrators, educators and students to uphold these expectations consistently. Is able to model this element.
I-B-3. Diverse Learners' Needs	Does not look for evidence of and/or cannot accurately identify ways that principals identify effective teaching strategies and practices that are appropriate for diverse learners.	While the superintendent may observe principal practice, s/he only occasionally looks for evidence that principals are identifying effective teaching strategies and practices that are appropriate for diverse learners when they observe practices and review unit plans.	While observing principal practice, ensures that principals look for and identify a variety of teaching strategies and practices that are effective with diverse learners when they observe practices and review unit plans.	Employs strategies that ensure that principals know and consistently identify teaching strategies and practices that are meeting the needs of diverse learners while teaching their content. Is able to model this element.

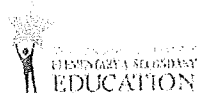


Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator I-C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

I-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-C-1. Variety of Assessments	Does not communicate or monitor a strategy for assessments, leaving it up to administrators to design and implement their own strategies.	Provides administrators with some formal assessment options and suggests that they coordinate their assessment practices within their teams and include a variety of assessments but does not monitor this practice.	Supports administrator teams to use a variety of formal and informal methods and assessments, including common interim assessments that are aligned across grade levels and subject areas.	Leads administrator teams to develop and implement a comprehensive assessment strategy that includes ongoing informal assessment and common interim assessments that are aligned across grade levels and subject areas. Is able to model this element.
I-C-2. Adjustment to Practice	Does not encourage or facilitate administrator teams to review assessment data.	Suggests that administrator teams meet to review data and plan for adjustments and interventions but inconsistently monitors this practice.	Provides the resources for planning time and effective support for administrator teams to review assessment data and identify appropriate interventions and adjustments to practice. Monitors administrators' efforts and successes in this area.	Leads, plans, facilitates, and supports administrator team review meetings after each round of assessments. Monitors teams' plans, adjustments to instruction, and outcomes and shares lessons learned with others. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator I-D. Evaluation: Provides effective and timely supervision and evaluation of all staff in alignment with state regulations and contract provisions.

I-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-D-1. Educator Goals	Does not support administrators to develop professional practice, student learning and/or district/school improvement goals, review the goals for quality, and/or support administrators in attaining goals.	Supports administrators and administrator teams to develop professional practice, student learning and, where appropriate, district/school improvement goals but does not consistently review them for quality and/or monitor progress.	Supports administrators and administrator teams to develop and attain meaningful, actionable, and measurable professional practice, student learning, and where appropriate, district/school improvement goals.	Supports administrators and administrator teams to develop and attain meaningful, actionable, and measurable professional practice, student learning and district/school improvement goals and models this process through the superintendent's own evaluation process and goals. Is able to model this element.
I-D-2. Observations and Feedback	Rarely conducts visits to observe principal practice and/or does not provide honest feedback to administrators who are not performing proficiently.	Makes infrequent unannounced visits to schools to observe principal practice, rarely provides feedback that is specific and constructive for administrators, and/or critiques struggling administrators without providing support to improve their performance.	Typically makes at least three unannounced visits to each school to observe principal practice every year and provides targeted constructive feedback to all administrators. Acknowledges effective practice and provides redirection and support for those whose practice is less than <i>Proficient</i> .	Makes unannounced visits to schools throughout the year to observe administrator practice and provides targeted constructive feedback to all administrators. Engages with all in conversations with all administrators about improvement, celebrates effective practice, and provides targeted support to administrators whose practice is less than <i>Proficient</i> . Is able to model this element.
I-D-3. Ratings	Assigns ratings for performance, goal attainment, and impact on student learning without collecting and analyzing sufficient and/or appropriate data or does not assign ratings for some administrators.	Assigns ratings for performance, goal attainment, and impact on student learning in a way that is not consistently transparent to administrators.	Exercises sound and reliable judgment in assigning ratings for performance, goal attainment, and impact on student learning and ensures that administrators understand why they received their ratings.	Exercises sound and reliable judgment in assigning ratings for performance, goal attainment, and impact on student learning. Ensures that administrators understand in detail why they received their ratings and provides effective support around this practice. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

I-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-D-4. Alignment Review	Does not review alignment between judgment about practice and data about student learning when evaluating and rating administrators.	Occasionally reviews alignment between judgment about practice and student learning data.	Consistently reviews alignment between judgment about practice and student learning data and provides guidance to administrators to make informed decisions about educator support and evaluation based upon this review.	Studies alignment between judgment about practice and data about student learning when evaluating and rating administrators and provides effective support around this practice. Is able to model this element.

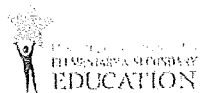


Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning, including state, district, and school assessment results and growth data, to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

I-E. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
I-E-1. Knowledge and Use of Data	Relies on too few data sources to represent the full picture of school or district performance, and/or does not analyze the data accurately.	May work with administrators to identify multiple sources of student learning data, but these data do not provide multiple perspectives on performance, and/or analysis of the data is sometimes inaccurate.	Guides administrators and supports them in identifying a range of appropriate data sources and effectively analyze the data for decision-making purposes.	Leads administrator teams to identify a range of appropriate data sources, including non-traditional information that offers a unique perspective on school and district performance, and models effective data analysis for staff. Is able to model this element.
I-E-2. School and District Goals	Gathers limited information on school and district strengths and weaknesses and/or does not use these data to inform district plans or actions.	Assesses school and district strengths and weaknesses using data that are not carefully analyzed and/or writes an unfocused strategic plan.	Uses data to accurately assess school and district strengths and areas for improvement to inform the creation of focused, measurable district goals. Provides support to principals in their efforts to create focused, measurable school goals.	Involves stakeholders in a comprehensive diagnosis of school and district strengths and weaknesses using appropriate data, and leads a collaborative process to develop a focused, results-oriented strategic plan with annual goals. Is able to model this element.
I-E-3. Improvement of Performance, Effectiveness, and Learning	Does not share assessment data with administrators or provide them with resources and support to use data to make adjustments to school or district plans, and/or model appropriate data analysis strategies.	Shares limited data with administrators to identify student and/or educator subgroups that need support; provides limited assistance to administrator teams in using data to improve performance.	Uses multiple data sources to evaluate administrator and district performance. Provides administrators and administrator teams with the resources and support to disaggregate assessment data and assists them in identifying students who need additional support.	Uses multiple data sources to evaluate administrator and district performance. Provides administrators and administrator teams with the resources and support to disaggregate assessment data and assists them in identifying students who need additional support. Empowers educators to use a range of data sources to pinpoint areas for their own and schoolwide improvement. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Standard II: Management and Operations. *Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling*

Indicator II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs.				
II-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-A-1. Plans, Procedures, and Routines	Does not organize the district effectively for orderly and efficient movement of students.	May establish plans, procedures, and routines to guide administrators, but student entry, dismissal, meals, class transitions, assemblies, and recess are not consistently orderly and/or efficient.	Develops systems, plans, procedures, and routines for administrators to implement that generally ensure orderly and efficient student entry, dismissal, meals, class transitions, assemblies, and recess.	Establishes systems, plans, procedures, and routines that empower administrators, students and staff to implement orderly and efficient student entry, dismissal, meals, class transitions, assemblies, and recess. Is able to model this element.
II-A-2. Operational Systems	Fails to establish systems and procedures to support custodial and/or other staff, so that the campus is not generally clean, attractive, welcoming, and/or safe.	Develops systems and procedures that result in inconsistent supervision and/or support of custodial and other staff, resulting in a campus that is not consistently clean, attractive, welcoming, or safe.	Develops systems and procedures for the effective supervision and support of custodial, clerical, food services, and other staff effectively so that the campus is clean, attractive, welcoming, and safe.	Creates and maintains a district environment in which custodial and other staff take personal responsibility for keeping the campus clean, attractive, welcoming, and safe. Is able to model this element.
II-A-3. Student Safety, Health, and Social and Emotional Needs	Does not develop consistent procedures for student discipline; district disciplinary practice varies from school to school; often tolerates discipline violations and/or enforces district policies or procedures inconsistently.	May urge administrators to demand good student behavior but allows varying standards to exist in different schools. Supervises and supports administrators in addressing student discipline and bullying matters on a case-by-case basis in the absence of a system of procedures and consequences.	Supports administrator teams in developing systems and procedures for positive student behavior; models high expectations for student behavior and provides appropriate training for administrators to uphold these expectations. Establishes district-wide routines and consequences, including policies and systems to prevent and address bullying and other behaviors that threaten students' social and emotional well-being.	Guides administrators and teams to develop practices that consistently showcase high expectations for student behavior and invest staff and students in upholding these expectations. Successfully implements district-wide routines and consequences such that students take ownership over addressing bullying and other behaviors that threaten students' social and emotional well-being. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator II-B. Human Resources Management and Development: Implements a cohesive approach to recruitment, hiring, induction, development, and career growth that promotes high-quality and effective practice.				
II-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
* II-B-1. Recruitment and Hiring Strategies	Does not successfully lead the recruitment and hiring process.	Leads the recruitment and hiring process but does not consistently identify effective administrators and educators.	Leads the district's recruitment and hiring process and, through it, consistently identifies effective administrators and educators who share the district's mission.	Consistently identifies effective administrators and educators who share the district's mission. Empowers administrators and faculty members to share in a structured, consistent interview process. Is able to model this element.
* II-B-2. Induction, Professional Development, and Career Growth Strategies	Does not support new administrators, provide guidance to them to support educators, organize high-quality job-embedded professional development, and/or support the career growth of effective educators.	Develops only a limited district-wide induction program for new administrators and teachers and/or inconsistently implements the district's induction strategy; organizes job-embedded professional development that is not consistently high quality or aligned with goals; and/or does not consistently support effective administrators' and educators' career growth. Does not establish criteria for the awarding of professional status.	Develops district-wide induction support for new administrators and teachers and/or faithfully implements the district's induction strategy; organizes high-quality job-embedded professional development aligned with district goals; and supports the career growth of effective professional personnel by distributing leadership tasks, developing criteria for the awarding of professional status, and monitoring progress and development.	Facilitates the administrator-led design and implementation of induction support, job-embedded professional development, and career growth support all of which are aligned with district goals; are consistently viewed by professional personnel as effective and helpful, and provide multiple opportunities for administrator and educator growth and learning. Leads the administrator team in developing district criteria for the awarding of professional status. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator II-C. Scheduling and Management Information Systems: Uses systems to ensure optimal use of data and time for teaching, learning, and collaboration, minimizing disruptions and distractions for school-level staff.				
II-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-C-1. Time for Teaching and Learning	Does little to minimize disruptions to instructional time and minimize disruptions and distractions for school-level staff, including principals.	Generally acts to minimize disruptions to instructional time and minimize disruptions and distractions for school-level staff, including principals.	Creates schedules, procedures and related systems that maximize instructional time and minimize school day disruptions and distractions for school-level staff, including principals; and consistently monitors the extent to which these systems are effective	Empowers administrators and teams to contribute to the design and monitoring of district systems that maximize instructional time and minimize disruptions and distractions for all school-level staff. Is able to model this element.
II-C-2. Time for Collaboration	Sets unrealistic expectations for administrator team meetings if at all and/or does not create a schedule that provides adequate meeting time for teams. Does not work to prevent or deflect time-wasting activities. Does not establish norms for the administrator team meetings.	Sets inconsistent expectations for administrator team meetings and/or creates a schedule that only provides adequate meeting time for some team meetings. Works to prevent or deflect activities with limited success. Norms for team behavior are unclear and/or not consistently practiced.	Sets expectations for administrator team meetings and creates a schedule that provides sufficient meeting time for all team meetings. Prevents or deflects activities that interfere with administrators' ability to focus on the agenda during team time. Establishes norms for effective team behavior.	Is transparent and forthcoming about expectations for all administrator team meetings; creates and implements a schedule that maximizes meeting time for all team members. Collaborates with team members to develop team norms. Is able to model this element.

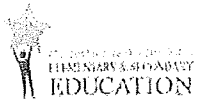


Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Indicator II-D. Laws, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, collective bargaining agreements, and ethical guidelines.				
II-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-D-1. Laws and Policies	Demonstrates lack of awareness or consistent non-compliance with some or all state and federal laws and mandates, school committee policies, or collective bargaining agreements.	May know state and federal laws and mandates, school committee policies, and collective bargaining agreements, but inconsistently complies with some laws or policies.	Understands and complies with state and federal laws and mandates, school committee policies, and collective bargaining agreements. Provides the resources and support to ensure district-wide compliance.	Provides the resources and support for all school personnel to understand and comply with state and federal laws and mandates, school committee policies, and collective bargaining agreements. Is able to model this element.
II-D-2. Ethical Behavior	Demonstrates lack of sound judgment reflecting integrity and fairness and/or does not adequately protect administrator, student, family, and/or staff confidentiality.	Generally demonstrates sound judgment reflecting integrity and fairness with occasional lapses in judgment and/or does not always protect administrator, student, family, and staff confidentiality appropriately.	Reliably demonstrates sound judgment reflecting integrity and fairness; protects administrator, student, family, and staff confidentiality appropriately; and expects all district personnel to reflect this practice.	Reliably demonstrates sound judgment reflecting integrity and fairness; protects administrator, student, family, and staff confidentiality appropriately. Effectively supports all staff to do both as well. Is able to model this element.

Indicator II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.				
II-E. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
II-E-1. Fiscal Systems	Builds a budget that does not align with the district's goals or mismanages available resources.	Develops a budget that loosely aligns with the district's vision, mission, and goals or inconsistently manages expenditures and available resources.	Develops a budget that aligns with the district's vision, mission, and goals. Allocates and manages expenditures consistent with district/school-level goals and available resources.	Leads the administrator team to develop a district budget that aligns with the district's vision, mission, and goals with supporting rationale; uses budget limitations to create new opportunities for improvement, when possible; allocates and manages expenditures consistent with district/school-level goals; and seeks alternate funding sources as needed. Is able to model this element.



Standards and Indicators of Effective Administrative Leadership

Superintendent Rubric

Standard III: Family and Community Engagement. Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.

Indicator III-A. Engagement: Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district and community.				
III-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
 III-A-1. Family Engagement	Does little to welcome families as members of the district, classroom or school community or tolerates an environment that is unwelcoming to some families.	May provide some resources and support and make some attempts to welcome families as members of the district, classroom and school community but does not consistently use culturally sensitive practices and/or work to identify and remove barriers to family involvement.	Provides resources and support for all personnel to use culturally sensitive practices to ensure that all families are welcome and can contribute to the district, classroom, school and community's effectiveness. Works with administrators to identify and remove barriers to families' involvement, including families whose home language is not English.	Provides resources and support for all personnel to use culturally sensitive practices and successfully engages most families, ensuring that all families are welcome and can contribute to district, classroom, school, and community effectiveness. Works with administrators, families, and organizations to identify and remove barriers to family involvement, including families whose home language is not English. Is able to model this element.
III-A-2. Community and Business Engagement	Limits work to the immediate context of the schools. Does not make efforts to reach out to community organizations, community members, or businesses that could otherwise contribute to district effectiveness.	Engages some community organizations, community members, and/or businesses in annual district events but does not make efforts to increase their involvement to maximize community contributions for district effectiveness.	Establishes ongoing relationships with community organizations, community members, and businesses. Engages them to increase their involvement to maximize community contributions for district effectiveness.	Establishes strategic partnerships with community organizations, community members, and businesses that improve district effectiveness. Works to increase the types and number of organizations with whom the district partners in order to deepen relationships and increase partner contribution. Is able to model this element.

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Indicator III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.				
III-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-B-1. Student Support	Does not work with administrators to support educators to identify student needs, does not work with administrators to support families to address student needs, and/or does not draw upon internal or external resources.	Asks administrators to identify students struggling academically or behaviorally and/or work with a limited number of families to address student needs, utilizing a limited set of resources.	Provides resources and support to enable administrators and educators to identify each student's academic, social, emotional, and behavioral needs, including students with disabilities and English learners. Collaborates with administrators to support families to address student needs, utilizing resources within and outside of the district.	Provides resources and support to enable administrators and educators to identify each student's academic, social, emotional, and behavioral needs, including students with disabilities and English learners. Collaborates with administrators to support families to effectively address student needs and prevent further challenges, connecting students with a network of resources within and outside the district. Is able to model this element.
III-B-2. Family Collaboration	Does not set clear expectations or provide support for administrators to regularly communicate with families on ways to support their children's learning at home and at school.	Sets general expectations and provides occasional support for administrators to engage families in supporting their children's learning at school and at home and/or supporting their children with disabilities or limited English proficiency.	Sets clear expectations for and supports administrators to regularly engage families in supporting learning at school and home, including appropriate adaptation for students with disabilities or limited English proficiency.	Sets clear expectations and provides differentiated resources to support administrators to consistently and regularly engage all families in supporting their children's learning at school and home, including families and children with limited English proficiency and/or children with disabilities. Is able to model this element.

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Indicator III-C. Communication: Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.

III-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-C-1. Two-Way Communication	Does not set clear expectations for or provide support to administrators to communicate with families. District communication regarding student learning and performance primarily occurs through school report cards.	May set expectations for and provide limited support to administrators to communicate with families but does not stress the importance of two-way communication channels. District communication regarding student learning and performance primarily occurs through school newsletters and other one-way media.	Sets clear expectations for and provides support to administrators to communicate regularly with families using two-way communication channels, including careful and prompt response to communications from families. Supports administrators to maximize the number of face-to-face family/teacher interactions.	Sets clear expectations for and provides differentiated support to ensure that all administrators design and implement frequent personalized communications, respond carefully and promptly to communications from families, and solicit feedback from families that informs improvement to communication plans. Is able to model this element.
III-C-2. Culturally Proficient Communication	Does not set clear expectations for or provide support to administrators regarding culturally sensitive communication and/or allows inappropriate disrespectful communication with families that ignores different family cultural norms.	May set expectations for administrators regarding culturally sensitive communication but does not provide support to them; and/or occasionally communicates in ways that are culturally insensitive to some families' home language, culture, and values.	Sets clear expectations for and provides support to administrators regarding culturally sensitive communication. Ensures that district-wide communication with families is always respectful and demonstrates understanding of and sensitivity to different families' home language, culture, and values.	Sets clear expectations for, models, and provides differentiated support regarding culturally sensitive communication. Ensures that district-wide communication with families is always respectful and demonstrates understanding and appreciation of different families' home language, culture, and values. Is able to model this element.

Indicator III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.

III-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
III-D-1. Family Concerns	Fails to provide systems and support for personnel to consistently reach out to families in response to concerns, and agreed-upon solutions are often not in the best interest of students.	May systems and support to address concerns with families as they arise, but agreed-upon solutions are not always in the best interest of students.	Provides systems, and support for administrators to reach out to families as concerns arise and works to reach equitable solutions in the best interest of students.	Provides system and support for all school personnel to reach out to families proactively, as soon as concerns arise. Effectively reaches equitable solutions that satisfy families, faculty, and staff and are in the best interest of students. Is able to model this element.



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Standard IV: Professional Culture. Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.

Indicator IV-A. Commitment to High Standards: Fosters a shared commitment to high standards of service, teaching and learning with high expectations for achievement for all.				
IV-A. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-A-1. Commitment to High Standards	Does not encourage high standards of teaching and learning or high expectations for achievement with the administrator team, and/or may demonstrate low expectations for faculty and staff.	May ask administrators for commitment to high standards of teaching and learning with high expectations for achievement for all but does not support and/or model it.	Fosters a shared commitment to high standards of teaching and learning, for all administrators, with high expectations for achievement for all.	Leads administrators in developing a shared commitment to high standards of teaching and learning with high expectations for achievement for all. Revisits and renews commitment with administrator team regularly. Is able to model this element.
IV-A-2. Mission and Core Values	Does not develop core values and mission statements for the school.	May develop core values and mission statements but rarely uses them to guide decision making.	Develops, promotes, and models commitment to core values that guide the development of a succinct, results-oriented mission statement and ongoing decision making.	Leads administrators to develop core values and mission statements, share these statements with families and the school district community, and use them to guide decision making. Is able to model this element.
IV-A-3. Meetings	Leads administrator meetings that lack clear purpose and/or are primarily used for one-way informational updates.	May lead administrator meetings that include both one-way informational updates and participatory activities focused on matters of consequence, but does not clearly establish norms.	Plans and leads well-run and engaging administrator meetings that have clear purpose, focus on matters of consequence, and engage participants in a thoughtful and productive series of conversations and deliberations. Establishes clear norms for administrator team behavior.	Plans and facilitates engaging administrator team meetings in which small groups of administrators learn together and create solutions to instructional leadership issues. Team has established norms for behavior and consistently adheres to them. Consistently evaluates the effectiveness of the administrator team meetings. Is able to model this element.



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Indicator IV-B. Cultural Proficiency: Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.				
IV-B. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-B-1. Policies and Practices	Develops and implements culturally insensitive or inappropriate policies, does not support administrators and staff in building cultural proficiency, and/or creates a culture that minimizes the importance of individual differences.	Takes pride in having a diverse administration, faculty and/or student body, but some policies are not culturally sensitive; and/or provides limited resources for administrators to support the development of cultural proficiency.	Develops and implements culturally sensitive policies that acknowledge the diverse backgrounds, identities, strengths, and challenges of administrators, students and staff. Provides administrators with relevant resources to support them in building cultural proficiency and promotes a culture that affirms individual differences.	Leads stakeholders to develop and implement culturally sensitive policies that acknowledge the diverse backgrounds, identities, strengths, and challenges of administrators, students and staff. Empowers administrators with time, resources, and support to build cultural proficiency and collaborates with community members to create a culture that affirms individual differences. Is able to model this element.

Indicator IV-C. Communications: Demonstrates strong interpersonal, written and verbal communication skills.				
IV-C. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-C-1. Communication Skills	Demonstrates ineffectual interpersonal, written, or verbal communication skills at times.	May demonstrate adequate interpersonal, written, and verbal communication skills but sometimes makes grammatical errors or has difficulty expressing ideas to stakeholders.	Demonstrates strong interpersonal, written, and verbal communication skills.	Demonstrates strong context- and audience-specific interpersonal, written, and verbal communication skills. Is able to model this element.



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Indicator IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices and theory to continuously adapt practice and achieve improved results. Models these behaviors in the administrator's own practice.

IV-D. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-D-1. Continuous Learning of Staff	Accepts the practice of administrators working largely in isolation, without consideration of data and best practices, and/or discourages reflection among administrators, faculty and staff.	May encourage administrators to reflect on the effectiveness of interactions with faculty and students and to use data and best practices to adapt practice but does not support administrators in these practices.	Leads all administrators and teams to reflect on the effectiveness of interactions with faculty and students. Ensures that administrators use data, research, and best practices to adapt practice to achieve improved results.	Models for administrators how to reflect on the effectiveness of interactions with faculty and students and uses data, research, and best practices to adapt practice to achieve improved results. Supports all educators to work in teams as often as is feasible and appropriate. Is able to model this element.
IV-D-2. Continuous Learning of Administrator	Does not reflect on personal practice or demonstrate new ways of thinking about administration and leadership.	Occasionally reflects on personal practice, sets meaningful goals, and/or researches ways to improve efficiency and practice.	Reflects on and improves personal practice, sets meaningful goals, and develops new approaches in order to improve efficiency and practice.	Demonstrates openness and commitment to learning; reflects on personal practice; and relies on student data, current research, and best practice to improve own leadership. Is able to model this element.

Indicator IV-E. Shared Vision: Continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.

IV-E. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-E-1. Shared Vision Development	Does little to engage stakeholders in the creation of a shared educational vision, or the vision is disconnected from college and career readiness, civic engagement, and/or community contributions.	Engages administrators, staff, students, families, and community members in developing a vision focused on some aspects of student preparation for college and career readiness, civic engagement, and community contributions.	At all grade levels, continuously engages administrators, staff, students, families, and community members in developing a vision focused on student preparation for college and career readiness, civic engagement, and community contributions.	Leads administrators, staff, students of all ages, families, and community members to develop and internalize a shared educational vision around preparation for college and careers and responsible citizenship. Is able to model this element.



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Indicator IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.				
IV-F. Elements	Unsatisfactory	Needs Improvement	Proficient	Exemplary
IV-F-1. Response to Disagreement	Does not respond to disagreement or dissent and/or does not use appropriate, respectful, non-confrontational approaches.	May respond respectfully to disagreement and dissent, but responds inconsistently and does not always employ a non-confrontational approach	Employs a non-confrontational approach for responding respectfully and appropriately to disagreement and dissent, using both as opportunities for learning. Models this practice for the administrator team.	Models a variety of strategies for responding respectfully and effectively to disagreement and dissent, using both as opportunities for learning. Provides professional development for the administrator team to build these conflict resolution strategies. Is able to model this element.
IV-F-2. Conflict Resolution	Does not address conflicts in a solution-oriented and/or respectful manner.	May attempt to respectfully resolve conflicts as they arise, but employs only a limited range of strategies.	Consistently employs a variety of strategies to resolve conflicts in a constructive and respectful manner. Models this behavior for the administrator team.	Consistently employs a variety of strategies to resolve conflicts in a constructive and respectful manner and empowers and supports administrators to use these approaches. Is able to model this element.
IV-F-3. Consensus Building	Does not attempt to build consensus within the district community, or attempts at consensus-building around critical school decisions are unsuccessful.	Employs a limited number of strategies to build consensus within the school district community, with varying degrees of success.	Builds consensus within the school district community around critical school decisions, employing a variety of strategies.	Employs a variety of strategies to build consensus within the school district community around critical school decisions, while encouraging dialogue and different points of view. Is able to model this element.

Action Items

- 12-14 4.a.1. The SC will engage in public discussion regarding the anticipated needs of the district by December 2014.
- 01-15 3.a.2. The SC will develop a plan for engaging the community in a discussion around the issue of school funding by January 2015.

Plan

November – December 2014

Survey (online – available in hard copy) parents, community and staff in the following areas:

Staffing

Facilities

Extra Curricular

Programming/Curriculum

Professional Development

Technology

Funding ideas

This survey will be publicized online, in the local newspapers, at each school, at our meetings and through the City. Also might add it to emails like the city does. The results will be tabulated, and a summary report will be presented.

January 2015

Superintendent will give consideration to the above information among other inputs, when she proposes a list of district needs and anticipated funding. This proposal will then be discussed by the committee during the budget process. (This may not yet be a proposed budget)

February – April 2015

Continue to solicit community input as to priorities and financing through the budget process.

Draft Survey –

Each question will also have “ok as is”, and “no opinion”. Each section will provide an area for comments.

Staffing

- ES – **class sizes** too large/too small
- ES – **administration** need more/need less
- MS – **class sizes** too large/too small
- MS – **administration** need more/need less
- HS – **class sizes** too large/too small
- HS – **administration** need more/need less
- District-wide – **administration** need more/need less

Programming/Curriculum/Materials

- ES – need more/fewer **different kinds of classes**
- MS – need more/fewer **different kinds of classes**
- HS – need more/fewer **different kinds of classes**
- ES – need more/fewer **textbooks and other curriculum materials**
- MS – need more/fewer **textbooks and other curriculum materials**
- HS – need more/fewer **textbooks and other curriculum materials**

Facilities

- ES – need to spend more/less on **buildings**
- MS – need to spend more/less on **buildings**
- HS – need to spend more/less on **buildings**

Extra Curricular Activities including Athletics

- ES –offer more/less **extra curricular** options
- ES –offer more/less **extra curricular** funding
- MS –offer more/less **extra curricular** options
- MS –offer more/less **extra curricular** funding
- HS –offer more/less **extra curricular** options
- HS –offer more/less **extra curricular** funding

Professional Development

- Staff PD** should have more/less funding

Technology

- ES –fund more/less **technology**
- MS – fund more/less **technology**
- HS – fund more/less **technology**

Funding ideas

- What areas should **less money be spent**?
- What areas of **additional funding** should be explored?