

## **The Fourth Regular Meeting of the Medford School Committee**

**Monday, October 17, 2022**

**Executive Session: 5:15 PM**

**Regular Meeting: 6:00 PM**

**Held at the Howard Alden Memorial Chambers, Medford City Hall as well as on Zoom**

Join Zoom Meeting

<https://mps02155-org.zoom.us/j/99596382438>

### ***Agenda***

I. Roll Call for Attendance of Members

II. Salute the Flag

III. Negotiations and Legal Matters - Executive Session: 5:15 PM

*Upon a Motion to enter into executive session pursuant to M. G.L. c. 30A §21(a) .*

Executive session of the Medford School Committee pursuant to G.L. c. 30A §21(a) to conduct a strategy session on the basis that an open meeting may have a detrimental effect on the bargaining positions of the Medford School Committee. Specifically, the Medford School Committee will be discussing ongoing collective bargaining negotiations with multiple bargaining units. The Medford School Committee will convene in public session immediately following the conclusion of the executive session, expected to be at 6:00pm.

IV. Consent Agenda

- Bills and Payrolls
- Regular School Committee Minutes, October 3, 2022

V. Report of Subcommittees

VI. Report of the Superintendent

1. Superintendent's Updates and Comments - Dr. Marice Edouard-Vincent, Superintendent
2. Recommendation to Approve \$1,000.00 Orchestra Donation from the Schmidt Family - Haley Rello, Coordinator of Performing Arts and Sophia Chang, Orchestra Teacher
3. Recommendation to Approve Band Trip to Disney in April 2023 - Haley Rello, Coordinator of Performing Arts
4. Report on Labor Relations- David Murphy, Assistant Superintendent of Finance and Operations
5. Report on MCAS and MCAS Alt Results 2022 - Suzanne Galusi, Assistant Superintendent of Academics and Instruction, Joan Bowen, Director of Student Services, Dr. Bernadette Ricciardelli, Director of Professional Learning and Student Assessment, Dr. Nicole Chiesa, Director of Humanities, Faiza Khan, Director of Mathematics and Rocco Cieri, Director of Science.

VII. Continued Business

VIII. New Business

- A. Selection of a School Committee Representative for the Health Education Curriculum Analysis Team (HECAT)

- B. **2022-45**                      ***Offered by Paul Ruseau***

Policy DK - Payment Procedures will be adopted as new policy based on the Massachusetts Association of School Committees for September 2022:

"DK - PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee. The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The Committee will receive monthly lists of bills (warrants) for payment from school department funds. The Secretary of the Committee will be responsible for the review and approval of the warrants as correct and approved for payment. Warrants will

then be forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. A record of this action will be made available to the Committee on the agenda of the next regular meeting.

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

Policy Information

First Adopted: TBA

Last Amended: Original

Last Reviewed: Not reviewed

Review Frequency: Upon MASC Advisory

Next Review: NA

Version: 1

Policy ID: DK

Original Source: MASC September 2022

Legal References:

Payment of compensation; oath [M.G.L. c. 41. §41]

Approval of bills [M.G.L. c. 41. §52]

Warrants for payment of bills [M.G.L. c.41. §56]

Cross References.:

DGA Authorized Signatures"

Date Requested: October 17, 2022

Date Submitted: October 2, 2022

**C. 2022 - 46      Offered by Paul Ruseau**

Policy DBJ - BUDGET TRANSFER AUTHORITY will be adopted as new policy based on the Massachusetts Association of School Committees for September 2022:

"In keeping with the need for periodic reconciliation of the District budget, the School Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent. The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between cost centers as approved during the annual budget deliberation must be submitted to the School Committee for approval as part of the School Business Officers quarterly report at the business meetings of the School Committee.

Policy Information

First Adopted: TBA

Last Amended: Original  
Last Reviewed: Not reviewed  
Review Frequency: Upon MASC Advisory  
Next Review: NA  
Version: 1  
Policy ID: DBJ  
Original Source: MASC September 2022  
Legal References:  
DOR 94-660  
Cross References.:  
DBG Budget Adoption Procedures  
DI Fiscal Accounting and Reporting"

Date Requested: October 17, 2022  
Date Submitted: October 2, 2022

**D. 2022 - 47      Offered by Paul Ruseau**

Policy DGA - Authorized Signatures will be replaced with the policy update from the Massachusetts Association of School Committees for September 2022:

"DGA - AUTHORIZED SIGNATURES

The Secretary of the School Committee will review for correctness and approve all warrants for payment. A record of this approval will be made available on the next regular Committee agenda. Such designation does not limit the responsibility of each member.

The municipal treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

Policy Information  
First Adopted: TBA  
Last Amended: Original  
Last Reviewed: Not reviewed  
Review Frequency: Upon MASC Advisory  
Next Review: NA  
Version: 1  
Policy ID: DGA  
Original Source: MASC September 2022  
Legal References:  
Payment of compensation; oath [M.G.L. c. 41. §41]  
Approval of bills [M.G.L. c. 41. §52]  
Warrants for payment of bills [M.G.L. c.41. §56]

Cross References:  
DK Payment procedures"

Date Requested: October 17, 2022  
Date Submitted: October 2, 2022

E. **2022 - 48**      ***Offered by Paul Ruseau***

Policy DI - Fiscal Accounting and Reporting will be replaced with the policy update from the Massachusetts Association of School Committees for September 2022:

DI - FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations

The accounting system will conform with the Uniform Massachusetts Accounting System and good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

Policy Information

First Adopted: TBA

Last Amended: Original

Last Reviewed: Not reviewed

Review Frequency: Upon MASC Advisory

Next Review: NA

Version: 1

Policy ID: DI

Original Source: MASC September 2022

Legal References:

Uniformity of accounting classifications; standards; authority of director [M.G.L. c. 44, §38]

603 CMR 10:00

2 CFR 200.303

Cross References:

DBJ Budget Transfer Authority  
DIE Audits"

Date Requested: October 17, 2022

Date Submitted: October 2, 2022

F. **2022 - 49**      ***Offered by Paul Ruseau***

Policy DD - Funding Proposals and Applications will be replaced and renamed with the policy update from the Massachusetts Association of School Committees for September 2022:

"DD - GRANTS, PROPOSALS, AND SPECIAL PROJECTS Per state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget. The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulations to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.

Policy Information

First Adopted: TBA

Last Amended: Original

Last Reviewed: Not reviewed

Review Frequency: Upon MASC Advisory

Next Review: NA

Version: 1

Policy ID: DD

Original Source: MASC September 2022

Legal References:

Grants and gifts; acceptance and expenditure [M.G.L. c. 44. §53a]

Grants; acceptance and disbursement [M.G.L. c. 71. §37a]

2 CFR 200 Federal Uniform Administrative Requirements"

Date Requested: October 17, 2022

Date Submitted: October 2, 2022

G. **2022 - 50**      ***Offered by Paul Ruseau***

Policy BDE - Subcommittees of the School Committee will insert "special" before 'subcommittee' in item 6 of the policy resulting in "6. A special subcommittee will be dissolved by the Committee upon completion of its assignment, or it may be dissolved by a vote of the Committee at any time."

IX. Reports Requested

Suspension and Discipline Update Report      **Offered by Melanie McLaughlin**

X. Condolences

The Medford School Committee expresses its sincere condolences to the family of Joan Celia McCann, a former first grade teacher at the former Gleason School.

The Medford School Committee expresses its sincere condolences to the family of former State Senator Salvatore Albano, a special educator himself, who was known as an educational leader on Beacon Hill.

XI. Next Meeting

**Monday, November 7, 2022 Regular School Committee Meeting** - Alden Memorial Chambers, Medford City Hall in addition to zoom

XII. Adjournment