

**AGENDA**  
**Maynard School Committee**  
**Wednesday, May 24, 2023, 7:00 pm**  
**Hybrid Meeting (in-person and remote access)**  
**Fowler School Library and via Zoom**

(The School Committee may vote on all items listed on this agenda)

**Pursuant to Chapter 2 of the Acts of 2023 signed into law by Governor Healey on March 29, 2023, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20 until March 31, 2025. the School Committee has modified meeting procedures to ensure the safety of all participants. All members of the public are invited to join the meeting virtually or in person, either by computer (internet) or phone as noted below, or at the Fowler School Library. If joining virtually, video and audio will be turned off for public participants unless otherwise stipulated by the Chair.**

**Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: maynard**  
**Choose to use Computer Audio, or join by phone at the number below:**  
**Phone Option: 1-646-558-8656 Meeting ID: 915 7287 5882 Password: 448260**  
**View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>**  
**Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/MPS-SC22-23>**

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

**Allotted times within the agenda are intended to account for presentations and discussions**

- I. Meeting Called to Order via Roll Call
- II. Public Comments (15 min)
- III. Urgent Business
- IV. Student Representative Report (10 min; IO/D)
- V. Superintendent's Report (15 min)
  - A. General Update
  - B. Budget Update
  - C. Solar Update (P/VR)
- VI. Q3 Financial Report (15 min; P/D)
- VII. Wellness Update(20 min; P/D)
- VIII. Student Services update (20 min; P/D)
- IX. Policy – Second Reading (15 min; D/VR)
  - A. BG/#140 - Policy Development
  - B. BGB/#140, Sec. 1 -Policy Adoption
  - C. BGC/#140, Sec. 1 - Policy Revision & Review
  - D. BGD - Review of Procedures
  - E. BGE/#140, Sec. 1 - Policy Dissemination
  - F. CH, CHA, & CHC/#204 - Admin Regulations
- X. Chair's Report (10 min; IO)
- XI. Subcommittee Reports & Members' Comments (10 min; IO)
  - A. Elizabeth Albota
  - B. Maro Hogan
  - C. Mary Brannelly
  - D. Hilary Griffiths
- XII. Consent Agenda (5 min; VR)
  - A. Approval of Minutes
  - B. Acceptance of Warrant(s)

\*IO [Info Only], P [Presentation], D [Discussion], PV [Possible Vote], VR [Vote Required]

**RECEIVED**

*By James Alexander at 11:18 am, May 22, 2023*

Chairperson: Natasha Rivera  
Posted by: Colleen Andrade  
Date: 5/22/23

## Maynard School Committee Meeting Public Comments Guidelines

The Public Comments agenda item is a devoted time for the School Committee to hear from the public. As such, its structure primarily supports a unidirectional recording of public comments, rather than a bidirectional conversation. Here are the general rules for any form of Public Comment period:

1. Any person wishing to speak and make a comment during a meeting may do so:
  - a. If virtually- Sign up to speak publicly in advance and up until the Public Comment agenda item at <https://bit.ly/mps-public-comment>. Please have your zoom name match so we may be able to unmute you to speak.
  - b. If in person- Sign up in advance and up until the Public Comment agenda item. Once recognized by the Chair, state your first name, last name, and town.
  - c. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
  - d. No person may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing a person to comment a second time, especially if it is related to a topic that has not yet been brought up.
2. Email comments in advance of meeting and up until the Public Comments agenda item to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us).
  - a. **You must state in the subject line “Public Comment”** and include your first and last name and town to ensure your comment can be read.
  - b. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
  - c. To ensure all comments are able to be read in their entirety, it is suggested that you keep them to approximately 350 words. However, submitted comments longer than 350 words will be included in the public record in their entirety.
3. **Note**- Anyone can submit comment(s) for the public record after the Public Comments agenda has passed by providing an email copy to [comments4SCmeeting@maynard.k12.ma.us](mailto:comments4SCmeeting@maynard.k12.ma.us) up until the end of the meeting, specifically stating their desire to have these additional comments included.



# **Superintendent's School Committee Report**

**May 24, 2023**  
**(Submitted 5/19/23)**

# District News

- Budget - Vote on the FY24 Budget Proposal - The school department proposed FY24 budget is **\$22,745,577**
- The Town voters ultimately allocated  $\$22,229,735 + \$65,000 = \mathbf{22,294,735}$  to the school department. That amount will create a gap of **\$450,842**. There was also an amount of \$192,599 allocated to a special education stabilization.

The following reductions are necessary to meet the budget shortfall of \$450,842.

- 1 staff reduction at Fowler (Latin)
- Access the Special Education Stabilization account
- Access the School Choice account
- Access the PreSchool account
- Access the Foreign Exchange account
- Access the Circuit Breaker account

# District News




- Green Meadow Building Project  
The Green Meadow Elementary School Building Committee would like your feedback regarding the HVAC system selection for the very exciting Green Meadow Elementary School project. The below survey is live through Sunday June 4<sup>th</sup>.  
[GMES HVAC System Survey](#)

Special Town Meeting: Tuesday, October 10, 2023

Election: Tuesday, November 7, 2023 (regularly scheduled statewide).

# District News

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- Student Services update - Mr. Ferranti
  - Wellness Committee Update - Representatives from the Wellness Committee
  - Solar Project Update - Byron Woodson, SOLECT and Beth Greenblatt, Beacon Integrated Solutions

# School News

- Maynard High School:
  - **Graduation ceremony:** MHS - Friday, June 9, 6:30 PM at Alumni Field
- Fowler School:
  - **Graduation ceremony:** FS - Tuesday, June 20 9 AM at Alumni Field
- Green Meadow:

# Maynard Public Schools

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## Solar Photovoltaic Update

May 24, 2023



**BEACON**  
INTEGRATED SOLUTIONS





# Solar Project Background

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- ❖ On November 4, 2022, Beacon Integrated Solutions and Solect Energy presented provided a summary update and presented the reimagined rooftop and carport solar project.
- ❖ School Committee voted to proceed with the entire project, inclusive of the rooftop and carport arrays, based on the design and economics presented at the meeting.
- ❖ Since the November 2022 meeting, several key milestones have been accomplished including:
  - ❑ Confirming necessary qualification for the new designs under the SMART Program.
  - ❑ Securing an agreement with Eversource to interconnect the two solar arrays.
  - ❑ Conducting necessary geotechnical surveying for the carport.
  - ❑ Filing required documentation with the Planning Board for modifications to the Site Plan to include the carport.
    - ❑ While it was anticipated that a minor modification was required, the Planning Board indicated that a Site Plan Review was required. Such effort is in process.



# Solar Project Updated Design & Economics

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## ❖ Key Changes Impacting the Carport Design:

- ❑ To optimize use of the parking area, and improve annual solar production, the carport design is a “T” shape rather than a dual tilt design.
- ❑ The area between the edge of the current pavement (berm) for parking may be modestly expanded for placement of footings and to avoid impacting to parking spaces.
- ❑ The carport design includes integrated under canopy LED lighting, snow guards, gutters and downspouts for surface discharge.
- ❑ Carport installation will require the relocation of the trees adjacent to the berm.

## ❖ Key Changes Impacting the Economics Include:

- ❑ Commonwealth’s SMART Program incentives for both the rooftop and carport systems are lower than anticipated in November 2022, thus reducing project revenue.
- ❑ Carport installation is more expensive due to geotechnical requirements for the footings, requirement for remedial pavement work and addition of snow guards.
- ❑ Town’s recently contracted energy supply rate is higher than previously used historical rate, thus increases the value of the solar generation versus purchasing traditional delivered electricity supply.

# Solar Project Overview

## *Proposed November 2022 vs. Final Current*

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### **November 2022 Project:**

- ❖ DC Capacity: 591 kilowatts
- ❖ AC Capacity: 430 kilowatts
- ❖ First Year Generation: 688,250 kilowatt-hours
- ❖ Rooftop PPA Rate: \$0.0234 per kilowatt-hour
- ❖ Carport PPA Rate: \$0.144 per kilowatt-hour
- ❖ Combined Average PPA Rate: \$0.07 per kilowatt-hour
- ❖ Estimated Annual Benefit: \$41,450
- ❖ Conservative Estimated 20-year Benefit: \$829,000

### **May 2023 Project:**

- ❖ DC Capacity: 600 kilowatts
- ❖ AC Capacity: 430 kilowatts
- ❖ First Year Generation: 704,540 kilowatt-hours
- ❖ Rooftop PPA Rate: \$0.0304 per kilowatt-hour
- ❖ Carport PPA Rate: \$0.1773 per kilowatt-hour
- ❖ Combined Average Rate: \$0.0886 per kilowatt-hour
- ❖ Estimated Annual Benefit: \$61,576
- ❖ Conservative Estimated 20-year Benefit: \$1,231,516



# Solar Project Overview

## Summary of Financial Benefits

<b>MAYNARD HIGH SCHOOL PROJECT TERM SUMMARY ANALYSIS</b>		
PROPOSED PROJECT	MAY 2023 ROOFTOP ONLY	MAY 2023 ROOFTOP & CARPORT
Project Size kW DC	361.40	600.40
Project Size kW AC	250.00	430.00
Project Term	20 Years	20 Years
Estimated Annual Building Usage (kWh)	997,790	
Estimated First Year Generation (kWh)	423,111	704,543
Percentage of Estimated Usage Served by Solar	42.4%	70.6%
Percentage of Solar Sold to Eversource	0.0%	5.8%
Percentage of Solar Used in Building	100.0%	94.2%
<b>SUMMARY UNIT OFFERINGS</b>		
Power Purchase Rate Offered (\$/kWh)	\$0.0304	\$0.0886
Power Purchase Rate Annual Escalator Offered (%)	0.0%	0.0%
<b>ENERGY RATE ASSUMPTIONS</b>		
	<b>YEAR 1 RATE</b>	<b>ANNUAL ESCALATION</b>
Avoided Cost Rate (\$/kWh)	\$0.1670	1.00%
Alternative On-Bill Credit Rate (\$/kWh)	\$0.1250	0.00%
Energy Supply Rate Included in Avoided Cost (\$/kWh)	\$0.1420	1.00%
<b>FINANCIAL COST/BENEFIT SUMMARY</b>		
PROPOSED PROJECT	ROOFTOP ONLY	ROOFTOP & CARPORT
Estimated Benefits (Avoided Cost and AOBC)	\$1,482,016	\$2,422,407
Estimated Power Purchase Costs (Payments to Solect)	\$245,391	\$1,190,891
Estimated Net Benefits Over 20 Years	\$1,236,625	\$1,231,516
Estimated Average Annual Net Benefits	\$61,831	\$61,576

# Conservative Solar Project Overview

*Summary of Financial Benefits (Assumes Energy Rates Are Fixed Over Term)*

<b>MAYNARD HIGH SCHOOL PROJECT TERM SUMMARY ANALYSIS</b>		
PROPOSED PROJECT	MAY 2023 ROOFTOP ONLY	MAY 2023 ROOFTOP & CARPORT
Project Size kW DC	361.40	600.40
Project Size kW AC	250.00	430.00
Project Term	20 Years	20 Years
Estimated Annual Building Usage (kWh)	997,790	
Estimated First Year Generation (kWh)	423,111	704,543
Percentage of Estimated Usage Served by Solar	42.4%	70.6%
Percentage of Solar Sold to Eversource	0.0%	5.8%
Percentage of Solar Used in Building	100.0%	94.2%
<b>SUMMARY UNIT OFFERINGS</b>		
Power Purchase Rate Offered (\$/kWh)	\$0.0304	\$0.0886
Power Purchase Rate Annual Escalator Offered (%)	0.0%	0.0%
<b>ENERGY RATE ASSUMPTIONS</b>		
	<b>YEAR 1 RATE</b>	<b>ANNUAL ESCALATION</b>
Avoided Cost Rate (\$/kWh)	\$0.1670	0.00%
Alternative On-Bill Credit Rate (\$/kWh)	\$0.1250	0.00%
Energy Supply Rate Included in Avoided Cost (\$/kWh)	\$0.1420	0.00%
<b>FINANCIAL COST/BENEFIT SUMMARY</b>		
PROPOSED PROJECT	ROOFTOP ONLY	ROOFTOP & CARPORT
Estimated Benefits (Avoided Cost and AOBC)	\$1,348,358	\$2,212,663
Estimated Power Purchase Costs (Payments to Solect)	\$245,391	\$1,190,891
Estimated Net Benefits Over 20 Years	\$1,102,967	\$1,021,772
Estimated Average Annual Net Benefits	\$55,148	\$51,089

# Solar Project Pricing Assumptions

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## ❖ Key Assumptions Impacting Final Pricing:

- Project qualifications and incentives under the SMART Program are retained.
- Rooftop and carport system sizing and design remain as presented and major modifications are not required by the Planning Board or School Committee.
- Contracting term is a 20 years post commercial operations.
- Water management requirements do not include any underground tie ins.

## ❖ Provisions Not Included in Final Pricing:

- Decommissioning surety.
- Personal and/or real property tax obligations.

# Value-Added Benefits

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❖ **On-site renewable energy solutions are successful when three important objectives are achieved:**

- ❑ Educational benefits
- ❑ Environmental benefits
- ❑ Economic benefits

❖ **Educational:**

- ❑ URL link to data monitoring system to access near-real-time solar generation information along with associated environmental attributes
- ❑ Workshops and seminars for various stakeholders

❖ **Environmental:**

- ❑ 704,576 kilowatt-hours of solar generation offsets about 550 tons of carbon dioxide. This represents the equivalent reductions from:
  - Greenhouse gas emissions of ~110 vehicles taken off the road, or
  - Carbon dioxide emissions of ~56,000 gallons of gasoline consumed, or
  - ~60,736,000 smart phones charged



# Final Design

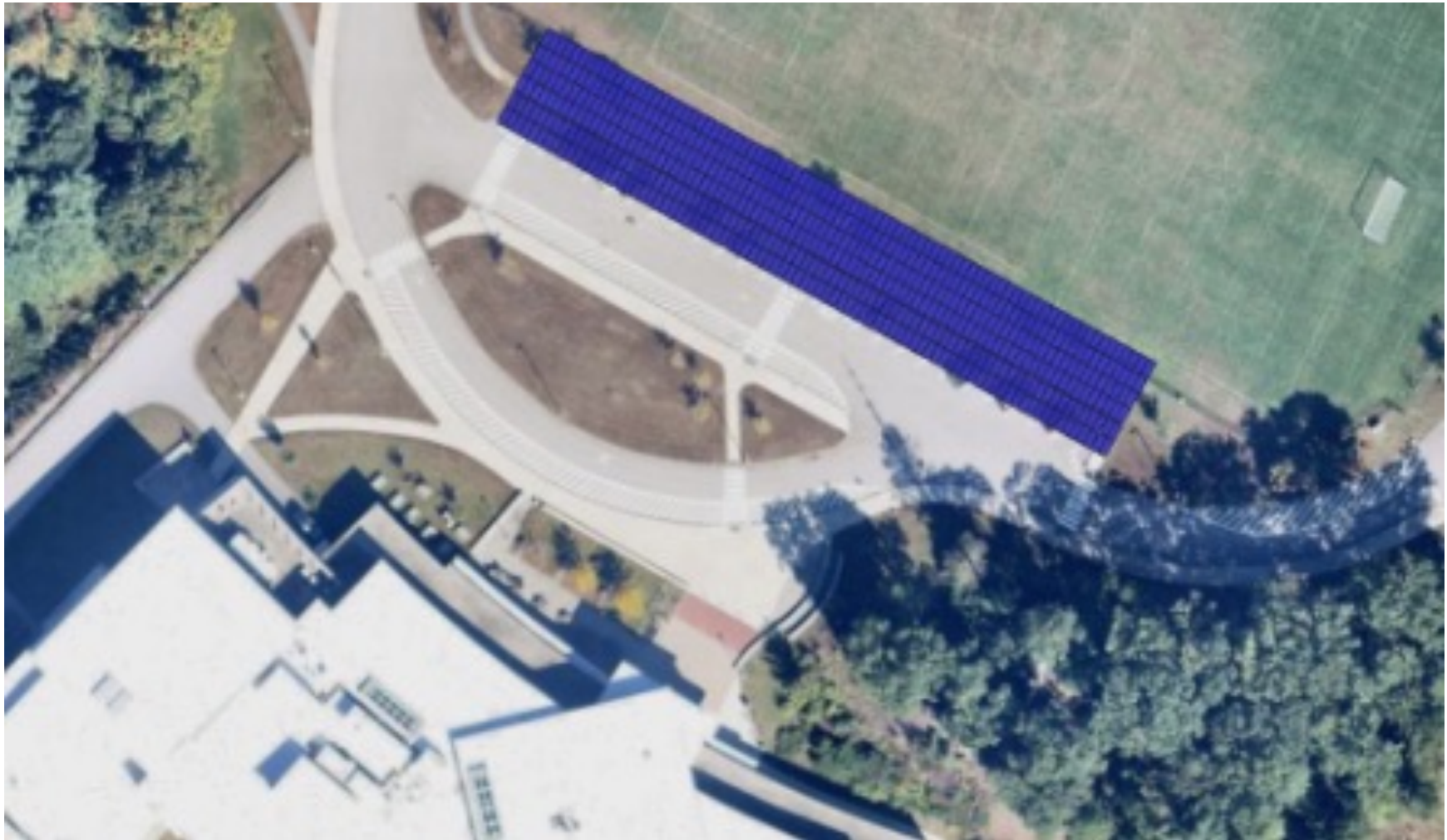
## *Rooftop Design - Ballasted*





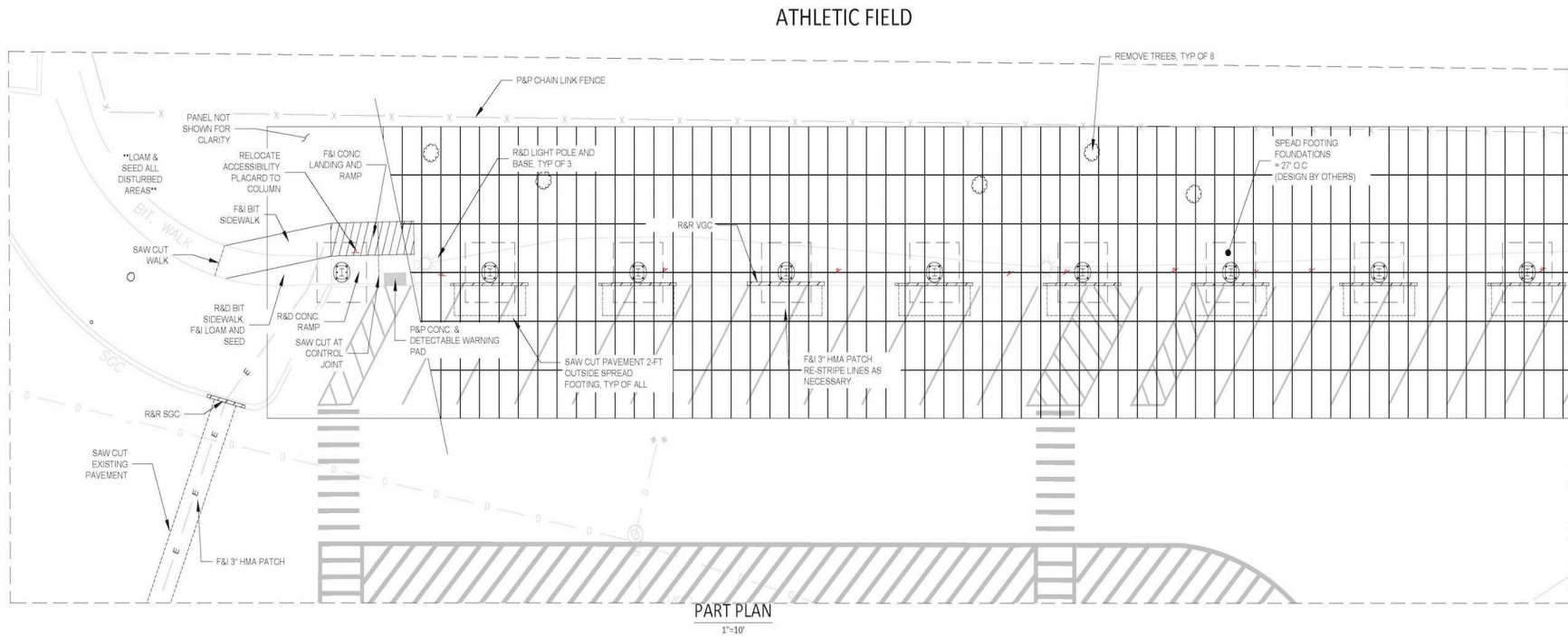
# Final Design

## *Redesigned Carport – “T” Shape*



# Final Design

## Redesigned Carport – “T” Shape



# Next Steps

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- ❖ School Committee vote to proceed with final rooftop and carport project.
- ❖ School Committee recommend Select Board enter into a Solar Power Purchase and Lease Agreement with Solect Energy.
- ❖ Town, Superintendent and Solect Energy negotiate and execute contract documents.
- ❖ Pre-Construction Activities:
  - Finalize Permitting with the Planning Board
- ❖ Preliminary Construction Schedule\*:
  - Site Mobilization: July 2023
  - Crane Equipment on to the Roof: August 2023
  - Set Carport Foundations: October – November 2023 (limit impact on soccer)
  - Installation Rooftop: July 2023 – October 2023
  - Installation Carport: November 2023 – April 2024
  - Full Commercial Operations for Both Projects: May 2024

\* Schedule subject to materials availability and lead time.



# Thank You!

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**3<sup>rd</sup> Quarter FY23  
Financial Report to the  
School Committee**

May 11, 2023

The data in these reports are as of March 31 for the operating budget.

### **The Budget Overview**

Welcome to the 3<sup>rd</sup> quarter financial report overview. Due to me being unavailable, you did not receive a 2d quarter report. The good thing is it was fairly early in the year and there is not a problem with budget. There was little to no concern of having insufficient funds or overspending. Historically, 2d quarters are financially quiet in school districts.

Overall, the operating budget is in good shape. As you can see looking at the bottom line, we are projected to have a small positive balance after encumbering most expenses. This does not necessarily mean we will finish the year with funds remaining. There is often a good bit of moving of expenses at or near the close of the year that usually account for any remaining funds. However, it is good to be in this position at this time of the year. It allows me to have funds in case something unplanned occurs as we enter the home stretch of the end of the year. It is obviously better than being in the reverse position and wondering how I would make up the deficit.

I have not done so yet, but I will soon put a budget freeze in place. As stated in previous years, this will alert the staff to be mindful of what their budget situation is and know that if they haven't spent it this late in the year, they probably didn't/won't need it. That money may be tied up in an encumbrance. If they aren't going to use it, eliminate the encumbrance. Those funds will revert to the operating budget and allow me to get a more accurate account of how the district is doing heading to the year-end close in June.

### **The Operating Budget (OB)**

Currently, the operating budget shows a \$300,819 positive balance. All salaries and most recurring expenses have been accounted for through encumbrances. As I stated earlier, this balance will allow me to balance the budget at the end of the year in the event something unforeseen occurs (an expense that was unexpected or one that was missed, etc.). One of the things that helps in showing a positive balance in contrast to previous years at this time, is that I have already transferred a great deal of special education expenses from the operating budget to Circuit Breaker (CB). In March, I moved \$1,086,247 of expenses from the special education lines in the operating budget to circuit breaker. I did this earlier than in previous years. In the past, I have done this at the end of the year. I did it earlier this year for a couple of reasons. The first is to make sure I use the minimum I have to use by the end of the year. As a refresher, I have to use/spend a minimum of what was carried over from the previous year. The district carried forward approximately \$1,083,000 from FY22. By taking care of this now, I ensure we will not encounter the issue we did last year after the district closed. Department of Revenue (DOR), after the audit, instructed the town to take any funds that were over this amount. This was approximately \$257,000. I held this in anticipation of the potential 14% increase in special education costs predicated by DOR. The second reason for doing it earlier is that it gives me a better picture of where we stand financially and the knowledge the district has met all of its procedural financial obligations.

## Revolving Accounts

CIRCUIT BREAKER (CB) has a balance of \$929,460. These funds will be used to supplement Special Education expenses not covered by the operating budget. Also, having a healthy CB balance going forward may come in handy if we are asked to make up any budgeting gaps not funded by the town. This is done by moving more Special Education expenses from the operating budget to CB. I am hesitant to do this because it is one-time money. It is never prudent to use one-time money to pay an expense that may be recurring. However, if it is to help the district avoid layoffs or cutting services, it can be used this way. As stated earlier, I have already moved the minimum amount of expenses into CB from the operating budget. DOR requires that you as a minimum, you use all of the previous year's reimbursement before the current year ends. This revolving fund has an upper limit on how much funds can be carried forward into the next year. The rule is you are allowed to carry forward the equivalent of a year's worth of revenue. Our district receives \$310,716 per quarter for FY23 from the department of Education. This equates to an anticipated annual reimbursement of \$1,242,864. Therefore, our revolving account cannot open FY24 with more than this amount of cash on hand.

FACILITY RENTAL has a balance of \$122,368. While this is not a lot of money, it has recovered somewhat from the COVID years. A good deal of ongoing building maintenance that occurs during the year is funded through this account. The operating budget is not funded sufficiently to cover all the expenses that occur during the school year. These expenses are historically paid with funds generated through facility rental. School Choice has also been used to help fund some of the costs of maintaining our buildings and grounds.

PRESCHOOL has a balance of \$273,834. These funds will be used to offset expenses incurred operating the Preschool program, thus easing the pressure on the operating budget. It also allows Principal Rouleau the freedom to equip this program with resources to best enhance learning while minimizing the impact on the operating budget. Principal Rouleau expectation of strong attendance at the five-day program seems to be holding true based on the revenue. As I mentioned in previous reports, this program is highly subsidized by the operating budget and having these funds available helps greatly.

SCHOOL CHOICE revolving fund has a balance of \$240,066. This is down from \$571,692 that was reported in the 1Q FY23 report. Many of these expenses are from earmarks the Superintendent identified as projects he wanted funded. I reported last time (in detail) the projects totaled approximately \$363,000. The rest is the result of facilities expenses that are either under or unfunded. A small sampling of the projects earmarked were the doors at GMS & FMS being made ADA compliant; money to upgrade the audio at FMS Library and Auditorium; New Computers for the video production program.

SCHOOL LUNCH revolving funds are used primarily to pay the invoices from the food service company (Whitson's). On average, these monthly invoices are approximately \$70,000 per

month. In addition, if there is food service equipment that needs to be purchased or replaced, it comes out of this account. Since the beginning of the school year through the end of March 2023, the food service department has served 119,500 meals to our students (breakfast & lunch) across the district. Sue Mitchell-Tang (our Food Service Director) has done a great job of handling her duties. She has been open to suggestions and interacting with students and staff on ways to make the meal experience more enjoyable. Unlike many food service programs in the Commonwealth, our program is NOT operating at a deficit. We are operating on an average surplus of \$4100 per month. This is important because the food service program does NOT receive any money from the operating budget! It is funded solely by paying students/staff reimbursements from the federal and state governments. The program is only reimbursed when we serve a “reimbursable” meal. It is important that each student that receives a meal, takes all of the components, because only then is it a reimbursable meal. We have put the “share table” concept in place in each of the schools. The share table allows a student to place an item they do not want to eat on a table making it available for any other student. This only applies to unopened packages, fruit in a peel, crackers, snack bars, cereal, and unopened milk and juice cartons. Things NOT OK to share are opened packages, anything with a bite out of it, food from home, and prepackaged school lunch meals. The hope is the “share table” will reduce food waste by making it available to another student. The funds in this revolving account has a limit on the amount that can be carried over from year to year (as set the Commonwealth’s Department of Revenue (DOR)). The limit is the average of three (3) month’s revenue. Currently, our revenue is averaging approximately \$70,000 per month. Based on this, we can carry forward into next year,\$210,000 in the revolving fund.

## **Grants**

The grants are listed in the report by grant number. We no longer charge certain Special Education salaries to the #240 (1003) grant. To avoid the issue of charging salary expenses before the grant is available, we now charge Special Education tuitions to this grant. We can wait until the end of September (or later) to pay and charge tuitions to the grant.

We have spent all the funds and closed ESSER I. We have spent all the funds in ESSER II and are in the process with the town to close it. As you can see in the Grants Update page, ESSER III is approximately 50% spent or encumbered.

The district has monthly grant meetings that are attended by the Superintendent, the Curriculum Director, the Superintendent’s Special Project Coordinator, the Special Education Director, the Business Manager, the Superintendent’s Admin Assistant, and the grants manager. These meetings are used to update stakeholders on the status and changes to any of the district’s



grants. Each “grant owner” gives a brief overview of the status of their grant(s) (fund purpose, issues, timing, etc.). This sharing is helpful to keep everyone updated and on the same page

We have kept our ESSER funding separate from the operating budget to reduce the chance of the district becoming dependent on these one-time funds. As stated earlier, we have spent ESSER I & II funds. We anticipate that we will be able to spend ESSER III funds and have no budget issues when these funds are exhausted. The district knows that any personnel or program annotated in the ESSER budgets goes away when the funds run out.

**Summary**

The operating budget is in good shape. There a few budget lines with negative balances that warrant a review for reallocation of funds in FY24. Again, I manage to the bottom line. The bottom line has a positive balance with one quarter remaining. I will begin to think about what to do with this balance (if it still exists) as we get into late June.

I feel the scheduled grant meetings enhance our ability to keep everyone informed and catch potential issues before they reach the uncorrectable point. Having kept ESSER budgets separate, independent of our operating budget, gives me comfort that we should not feel any “pain” when these funds go away.

Overall, I feel we are in a good position for this time of the year. We should not have any problems closing the year when the time comes.

**CONDENSED OPERATING BUDGET**

DOE CODE	DESCRIPTION	BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
1000	ADMINISTRATION	\$939,343.27	\$715,384.61	\$239,987.13	(\$16,028.47)
2000	INSTRUCTIONAL LEADERSHIP	\$15,677,749.59	\$10,201,468.46	\$5,570,093.29	(\$93,812.16)
3000	PUPIL SERVICES	\$1,314,943.85	\$928,385.21	\$477,047.41	(\$90,488.77)
4000	OPERATIONS & MAINTENANCE	\$1,805,792.34	\$1,326,012.83	\$470,630.27	\$9,149.24
5000	BENEFITS & FIXED CHARGES	\$0.00	\$24,383.70	\$0.00	(\$24,383.70)
9000	PROGRAMS WITH OTHER DISTRICTS	\$1,928,578	\$665,494	\$746,701	\$516,383
	<b>FY23 BUDGET</b>	<b>\$21,666,407</b>	<b>\$13,861,129</b>	<b>\$7,504,459</b>	<b>\$300,819</b>
<b>Group Code</b>	<b>Types of accounts included in this code</b>				
1000	School Committee, Superintendent, Asst. Superintendent, Business Office, legal expenses, IT (tech & admin)				
2000	SPED Director & staff, IT Director, Instructional Staff, wages for Principals, Teachers, PD, Textbooks, Instructional Supplies				
3000	Nurse wages, Health Services expenses, Transportation (GenEd & SPED), Athletics				
4000	Building Expenses (heating, gas, electricity), Custodial Salaries & Supplies, Building & Grounds Maintenance, Tech Infrastructure				
5000	Employee retirement or separation costs				
9000	Special Education Tuition Payments				

**DETAILED OPERATING BUDGET**

	DESCRIPTION	BUDGET	ACCOUNT YTD	ENCUMBRANCE	BUDGET BALANCE
<b>ADMINISTRATION</b>					
1110	SCHOOL COMMITTEE - 1110	\$19,000.00	\$14,911.22	\$0.00	\$4,088.78
1210	SUPERINTENDENT - 1210	\$326,580.43	\$263,409.19	\$87,419.32	(\$24,248.08)
1220	ASSISTANT SUPERINTENDENT - 1220	\$138,060.51	\$98,061.14	\$35,938.86	\$4,060.51
1410	BUSINESS AND FINANCE - 1410	\$298,624.01	\$213,754.19	\$80,076.33	\$4,793.49
1430	LEGAL SERVICES FOR SCHOOL COMMITTEE - 1430	\$50,000.00	\$16,087.50	\$17,176.50	\$16,736.00
1450	DISTRICT WIDE INFORMATION MANAGEMENT AND TECHNOLOG - 1450	\$107,078.32	\$109,161.37	\$19,376.12	(\$21,459.17)
		\$939,343.27	\$715,384.61	\$239,987.13	(\$16,028.47)
<b>INSTRUCTIONAL LEADERSHIP</b>					
2110	CURRICULUM DIRECTORS (SUPERVISORY) - 2110	\$150,432.05	\$95,248.59	\$31,098.53	\$24,084.93
2120	DEPARTMENT HEADS (NON- SUPERVISORY) - 2120	\$77,536.88	\$59,441.24	\$20,293.26	(\$2,197.62)
2130	INSTRUCTIONAL TECHNOLOGY LEADERSHIP AND TRAINING - 2130	\$107,285.00	\$78,895.66	\$27,935.34	\$454.00
2210	SCHOOL LEADERSHIP-BUILDING-PRINCIPALS OFFICE - 2210	\$948,309.81	\$693,291.33	\$239,523.53	\$15,494.95
2220	SCHOOL CURRICULUM LEADERS/ DEPARTMENT HEADS - BUILD - 2220	\$279,304.33	\$218,576.00	\$74,700.14	(\$13,971.81)
2250	NON INSTRUCTIONAL BUILDING TECHNOLOGY - 2250	\$15,000.00	\$10,898.88	\$3,730.56	\$370.56
2300	INSTRUCTIONAL - 2300	\$250.00	\$2,500.00	\$0.00	(\$2,250.00)
2305	CLASSROOM TEACHERS - 2305	\$9,188,370.69	\$5,464,403.34	\$3,419,102.51	\$304,864.84
2310	SPECIALIST TEACHERS - 2310	\$835,655.91	\$621,913.93	\$376,934.27	(\$163,192.29)
2315	INSTRUCTIONAL COORDINATORS AND TEAM LEADERS (NON S - 2315	\$31,739.74	\$0.00	\$0.00	\$31,739.74
2320	MEDICAL/ THERAPEUTIC SERVICES - 2320	\$749,598.00	\$488,750.93	\$278,267.85	(\$17,420.78)
2324	Undesignated - 2324	\$51,824.00	\$0.00	\$0.00	\$51,824.00
2325	SUBSTITUIUES - 2325	\$0.00	\$189,908.51	\$16,760.34	(\$206,668.85)
2330	NON-CLERICAL PARAPROFESSIONALS/ INSTRUCTIONAL ASSIS - 2330	\$1,073,917.69	\$921,213.19	\$362,092.15	(\$209,387.65)
2340	LIBRARIANS AND MEDIA CENTER DIRECTORS - 2340	\$279,660.00	\$144,307.04	\$90,191.84	\$45,161.12
2345	DISTANCE LEARNING AND ONLINE COURSEWORK - 2345	\$7,500.00	\$7,500.00	\$0.00	\$0.00
2351	PROFESSIONAL DEVELOPMENT LEADERSHIP DEVELOPMENT ( - 2351	\$15,100.00	\$4,019.85	\$26.95	\$11,053.20
2354	Stipend for Instructional Coaches/ Lead Teachers - 2354	\$50,556.00	\$48,260.94	\$58,725.00	(\$56,429.94)
2355	PD SUBS - 2355	\$15,000.00	\$0.00	\$0.00	\$15,000.00
2357	PD STIPENDS, PROVIDERS AND EXPENSES - 2357	\$35,526.00	\$22,286.33	\$9,491.00	\$3,748.67
2410	TEXTBOOKS AND RELATED SOFTWARE/ MEDIA/ MATERIALS - 2410	\$68,360.00	\$42,640.73	\$530.91	\$25,188.36
2415	OTHER INSTRUCTIONAL MATERIALS - 2415	\$18,410.00	\$7,359.52	\$988.00	\$10,062.48
2420	NSTRUCTIONAL EQUIPMENT - 2420	\$20,700.00	\$13,897.44	\$516.14	\$6,286.42
2430	GENERAL SUPPLIES - 2430	\$112,700.00	\$70,150.27	\$27,769.06	\$14,780.67
2440	OTHER INSTRUCTIONAL SERVICES - 2440	\$71,190.00	\$23,388.23	\$34,644.17	\$13,157.60
2451	CLASSROOM (LAB) INSTRUCTIONAL TECHNOLOGY - 2451	\$89,500.00	\$89,939.47	\$0.00	(\$439.47)
2453	OTHER INSTRUCTIONAL HARDWARE - 2453	\$65,776.00	\$39,515.33	\$9,981.75	\$16,278.92
2455	INSTRUCTIONAL SOFTWARE - 2455	\$66,535.00	\$62,354.62	\$4,122.72	\$57.66
2710	GUIDANCE - 2710	\$893,544.49	\$581,512.28	\$326,297.93	(\$14,265.72)
2720	TESTING AND ASSESSMENT - 2720	\$28,628.00	\$15,722.73	\$7,435.02	\$5,470.25
2800	PSYCHOLOGICAL SERVICES - 2800	\$329,840.00	\$183,572.08	\$148,934.32	(\$2,666.40)
		\$15,677,749.59	\$10,201,468.46	\$5,570,093.29	(\$93,812.16)
<b>PUPIL SERVICES</b>					
3100	ATTENDANCE AND PARENT LIAISON - 3100	\$7,700.00	\$3,762.00	\$940.50	\$2,997.50
3200	HEALTH SERVICES - 3200	\$195,815.74	\$140,579.80	\$80,769.12	(\$25,533.18)
3300	STUDENT TRANSPORTATION SERVICES(TO AND FROM SCHOOL - 3300	\$784,150.00	\$539,314.69	\$295,750.31	(\$50,915.00)
3400	FOOD SERVICES - 3400	\$15,000.00	\$114.00	\$0.00	\$14,886.00
3500	ATHLETICS - 3500	\$243,115.61	\$219,355.09	\$42,945.22	(\$19,184.70)
3520	OTHER STUDENT ACTIVITIES - 3520	\$69,162.50	\$24,492.68	\$56,642.26	(\$11,972.44)
3600	SCHOOL SECURITY - 3600	\$0.00	\$766.95	\$0.00	(\$766.95)
		\$1,314,943.85	\$928,385.21	\$477,047.41	(\$90,488.77)
<b>OPERATIONS &amp; MAINTENANCE</b>					
4100	OPERATIONS AND MAINTENANCE - 4100	\$45,000.00	\$15,216.51	\$4,144.04	\$25,639.45
4110	CUSTODIAL SERVICES - 4110	\$830,882.36	\$588,379.36	\$228,405.62	\$14,097.38
4120	HEATING OF BUILDINGS - 4120	\$260,000.00	\$185,094.21	\$100,478.27	(\$25,572.48)
4130	UTILITY SERVICES - 4130	\$365,000.00	\$292,463.46	\$68,312.43	\$4,224.11
4210	MAINTENANCE OF GROUNDS - 4210	\$118,935.00	\$81,665.80	\$23,139.96	\$14,129.24
4220	MAINTENANCE OF BUILDINGS - 4220	\$85,000.00	\$71,435.56	\$14,939.37	(\$1,374.93)
4230	MAINTENANCE OF EQUIPMENT - 4230	\$6,000.00	\$1,792.61	\$1,574.06	\$2,633.33
4400	NEWWORKING AND TELECOMMUNICATIONS - 4400	\$72,705.98	\$69,455.02	\$26,357.48	(\$23,106.52)
4450	TECHNOLOGY MAINTENANCE - 4450	\$22,269.00	\$20,510.30	\$3,279.04	(\$1,520.34)
		\$1,805,792.34	\$1,326,012.83	\$470,630.27	\$9,149.24
<b>BENEFITS &amp; FIXED CHARGES</b>					
5150	EMPLOYEE SEPARATION COSTS - 5150	\$0.00	\$24,383.70	\$0.00	(\$24,383.70)
<b>PROGRAMS WITH OTHER DISTRICTS</b>					
9000	PROGRAMS WITH OTHER SCHOOL DISTRICTS - 9000	\$1,842,578.00	\$572,885.50	\$564,294.66	\$705,397.84
9100	PROGRAMS WITH OTHER DISTRICTS IN MASS - 9100	\$35,000.00	\$16,706.10	\$35,385.10	(\$17,091.20)
9400	TUITION TO COLLABORATIVES - 9400	\$51,000.00	\$75,902.87	\$147,021.13	(\$171,924.00)
		\$1,928,578	\$665,494	\$746,701	\$516,383
	<b>FY23 BUDGET</b>	\$21,666,407	\$13,861,129	\$7,504,459	\$300,819

**REVOLVING ACCOUNTS**

Account	Description	Balance
<b>Circuit Breaker</b>	CIRCUIT BREAKER REVOLVING	\$929,460
<b>SPED Reserve</b>	SPEC ED RESERVE FUND REVOLVING	\$20,785
<b>School Lunch</b>	SCHOOL LUNCH REVOLVING	\$287,362
<b>Pre-School</b>	PRESCHOOL REVOLVING	\$273,834
<b>Athletics</b>	ATHLETIC REVOLVING	\$24,608
<b>Alternative Student</b>	ALTERNATIVE STUDENT PROGRAM REVOLVING	\$63,521
<b>School Facility Rental</b>	SCHOOL FACILITY RENTAL REVOLVING	\$122,368
<b>School Choice</b>	SCHOOL CHOICE REVOLVING	\$240,066
<b>Student Fee</b>	STUDENT FEE REVOLVING	\$56,803
<b>Foreign Exchange</b>	FOREIGN EXCHANGE REVOLVING	\$251,644
<b>Spanish Immersion</b>	SPANISH IMMERSION REVOLVING (SUMMER)	\$533
<b>Transportation</b>	TRANSPORTATION REVOLVING	\$119,564
<b>Lost Book</b>	LOST BOOK REVOLVING	\$1,202

**LEGEND**

Account	Description/ Use
Circuit Breaker (CB)	Special Education reimbursement from the Commonwealth. Funds can be used for SPED expenses, primarily tuitions. Can be used without further permission or appropriation
SPED Reserve	Special Education reserve fund. Money can be used to offset SPED expenses. However, need approval from Town Selectmen
School Lunch	Revenues are a result of state and federal reimbursements for meals served. Expenses in this line include the monthly contract price paid to the food service company (Whitsons) and any other food service related expense
Alternative Student	Money from gifts and doanations. Expenses that benefit students and/or the operation of the school.
School Choice	Money derived from incoming school choice students. Primary expenses paid from this account are tuitions
Student Fee	Fees collected for a student activity. Used for any student related activity cost offset, primarily sports related (transportation, referees, equipment) or other activity related expenses
Foreign Exchange	Revenue is from foreign exchange student hosting. Expenses paid are generally those related to supporting exchange activities and to pay school related fees for exchange students
Spanish Immersion	Revenue is from a tuition based summer camp. Expenses are to offset program expenses
Transportation	Revenue is from bus fees paid by GenEd students. Expenses generally are for transportation costs that are not charged to the operating budget
Lost Book	Revenue derived from collecting fees to replace lost books. This primarily affects high school students because they are not allowed to graduate until they pay all outstanding fees. Expenses normally are the purchases of textbooks.

**GRANTS**

GRANT	FUND#	ALLOCATION	EXPENDED	REMAINING	End Date
TITLE II GRANT FY23	#140	\$28,549	\$28,250	\$299	9/30/2024
<b>4100723</b>			Incl. Encumb. \$15,625		
TITLE III GRANT FY23	#180	\$12,336	\$1,110	\$11,226	9/30/2024
<b>4105223</b>					
HIGH QUALITY INSTRUCTIONAL MATERIALS IMPLEMENTATION FY23	#185	\$39,000	\$0.00	\$39,000	8/31/2023
<b>5216023</b>					
SPED 94-142 ALLOCATION FY22	#240	\$349,655	\$349,655	\$0	9/30/2023
<b>4100322</b>					
SPED 94-142 ALLOCATION FY23	#240	\$364,027	\$360,926	\$3,101	9/30/2024
<b>4100323</b>			Incl. Encumb. \$69,206.37		
SPED EARLY CHILDHOOD FY23	#262	\$7,948	\$7,881	\$67	9/30/2024
<b>4100223</b>			Incl. Encumb. \$2,074.04		
ARP HOMELESS CHILD & YOUTH	#302	\$3,568	\$0	\$3,568	8/31/2024
<b>4104822</b>					
TITLE I GRANT FY22	#305	\$125,857	\$125,857	\$0	9/30/2023
<b>4100522</b>					
TITLE I GRANT FY23	#305	\$168,879	\$73,177	\$95,702	9/30/2024
<b>4100523</b>			Incl. Encumb. \$34,947.54		
TITLE IV GRANT FY23	#309	\$10,000	\$10,000	\$0	9/30/2024
<b>4201223</b>			Incl. Encumb. \$6,050		
MIDDLE SCHOOL PARTNERSHIP	#424	\$40,000	\$0	\$40,000	6/30/2023
INVESTIGATING HISTORY PILOT FY23	#585	\$8,600	\$7,500	\$1,100	6/30/2023
<b>5215323</b>					
MYCAP GRANT FY23	#598	\$15,800	\$0	\$15,800	6/30/2023
<b>4215723</b>					
SCHOOL NUTRTION EQUIPMENT FY23	#757	\$28,462	\$0	\$28,462	8/31/2023
<b>4216123</b>					
SKILLS CAPITAL GRANT FY23 - WAVM		\$196,150	\$168,332	\$27,818	6/30/2023
<b>5215923</b>			Incl. Encumb. \$17,114.75		
ESSER II	#115	\$476,884	\$476,884	\$0	9/30/2023
<b>4104522</b>					
ESSER III	#119	\$1,122,342	\$564,198	\$558,145	9/30/2024
<b>4104922</b>			Incl. Encumb. \$165,213.76		
CAPITAL SCHOOL WIFI FY22		\$72,000	\$71,610	\$390	9/3/2024
<b>7514722</b>					
<b>MTRS EXPENSES</b>					
TITLE I (305) - FY22:		\$7,055			
TITLE I (305) - FY23:		\$5,791			
SPED (240) - FY23 :		\$312			
ESSER II (115):		\$28,754			
ESSE+A1:F61R III (119):		\$32,670			

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# **Maynard Public Schools District Wellness Committee Update**

**Maynard School Committee  
May 24, 2023**

# Contents of the Presentation ...

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- **Massachusetts Wellness Regulations**
- **Committee Membership**
- **Meetings of Committee and Subcommittee**
- **2022-2023 Accomplishments**
- **2023-2024 Areas of Focus**

# **Massachusetts Wellness Committee Requirements**

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- **Must be a group of individuals representative of the district**
- **Must be a standing committee**
- **Must meet at least four times a year and keep minutes**
- **Must make recommendations concerning school health/ wellness policies, programs, and practices**



# **Membership on the 2022-2023 Maynard Wellness Committee**

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- **Ned Banta, Fowler**
- **Mary Brannelly, Maynard School Committee**
- **Valerie Cairns, MHS**
- **Kayleigh Donahue, Student, MHS**
- **Olga Doktorov, MHS Assistant Principal**
- **Jeff Ferranti, Director of Student Support Services**
- **Charles Gobron, Central Office**
- **Janet Lamy, School Nurse, MHS**
- **Allison McCann, School Resource Officer**
- **Lora Monachino, Green Meadow**
- **Angela Reyes, Green Meadow**
- **David Snyder, Assistant Principal, Fowler**
- **Sue Mitchell-Tang, Food Services Director**
- **Brenda Sullivan, Fowler**
- **Michael Waldron, MHS, Chair**

# Accomplishments 2022-2023

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- **Wellness Policy Awareness and Implementation**
- **i-DECIDE Participation and Training**
- **Youth Risk Behavior Survey Presentation**
- **Productive Partnership with the Food Services**
- **Encouraged Student Participation on Committee**
- **Partnership with Maynard Elks re:Posters & Videos**
- **Initial Examination preK-12 Health Curriculum**
- **Completion of 2<sup>nd</sup> Year with DESE Wellness Coach**

# Initiatives for the 2023-2024 Year

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- **Continue to work with i-DECIDE to educate students and assist with resistance and reduction of harmful substances**
- **Examine the present preK-12 health curriculum and make recommendations with DESE assistance**
- **Partner with MIIA to increase staff participation in Wellness initiatives for educators**
- **Continue to promote and publicize the district's Wellness Policy and Wellness Initiatives**
- **Increase participation in the Massachusetts Safe to School Walk/Bike to School Program**

# Next Steps --

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- **Members of Maynard's District Wellness Committee would like to report very briefly to the School Committee in December 2023 to review progress on the goals, obtain feedback from the community, and plan to build on successes for the future.**
- **We have very much appreciated the support of so many members of the educational community who have supported our efforts and have enabled us to have a very successful year.**

# Student Services -

## Overview of 2022-2023

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Jeff Ferranti - Director of Student Services  
May 2023

# Student Services Department - Who We Are

Staff Title and FTE	Major responsibilities
Director of Student Services 1 FTE	Oversee all components of the department in collaboration with central office and Principals
Administrative Assistant 1 FTE	Manages student services database of IEPs and screens all incoming calls. Assists parents, teachers, administration and providers with special education process and documentation. Monitors tuition and transportation expenses.
Team Chair - 3 FTE	Chairs IEP meetings to ensure compliance. Plans with admin, teachers and service providers.
Psychologists - 3 FTE, .5 FTE contracted	Conduct required student assessments and direct service
Speech Pathologists - 3.5 FTE	Conduct required student assessments and direct service
OT - 1.8 FTE, PT - .5 FTE contracted	Conduct required student assessments and direct service
Reading specialist 1 FTE	Conduct required student assessments and direct service / OG trainer
Related providers - contracted based on individual and programming needs	For example: BRYT (Bridge for Resilient Youth in Transition), FSP (Family Success Partnership / Assabet Valley Collaborative), TOD (Teacher of the Deaf)

# Student Services by school 2022-2023

	<b>Green Meadow</b>	<b>Fowler</b>	<b>Maynard High</b>	<b>Total</b>
Spec Ed Teacher	7 + 4 PreK	8 + 1 Reading	7	27
Para / ABA	31	15	6	52
Counselor/Adj	2 + 1	2 + 1	2 + 1	6 + 3
Nurse	1.5	1.3	1.2	4
Students on IEPs	84 + 1 OOD	95 + 6 OOD	68 + 11 OOD	247 + 18 OOD
Student/teacher ratio	8:1	11:1	10:1	9:1

# Student Services Department -

**The Student Services department has 3 major responsibilities:**

1. Compliance with all state and federal regulations
2. Creation and supervision of a continuum of services
3. Maintain fiscal responsibility

**IF we deliver** a robust continuum of services in a fiscally responsible manner,

**THEN all students** identified as having special needs will be

**welcomed, unconditionally,** in any setting

and make effective progress



# Compliance

- DESE Tiered Focused Monitoring (TFM) self assessment completed (May 31st) in preparation for the 2023 - 2024 on site review
- Completion of IEP evaluations and Team Meetings within established timelines
- Mass performance indicators listed on DESE website showing no areas of concerns
- SEPAC Basic Rights workshop held Spring 2023

# Continuum of services

	Green Meadow	Fowler	Maynard High
Tiger services for more involved students	Yes	Yes	Yes
OASIS supports for post hospitalization	No	No	Yes
Small group pull out	Yes	Yes	Yes
In class co-taught and supported	Yes	Yes	Yes
Individual and small group counseling	Yes	Yes	Yes

# Fiscal Responsibility

- Tuition: private, public, residential
- Transportation: Assabet Valley Collab/VanPool school to school, parent reimbursement
- Contracted: Physical Therapist (Easter Seals), BRYT (Bridge for Resilient Youth in Transition for OASIS consultation), FSP (Family Success Partnership / Assabet Valley Collaborative for intensive family wrap a round), TOD (Teacher of the Deaf), Aspire (autism consultation), Landmark (ELA consultation Fowler) etc.
- Workshops: MASCA (Mass School Counselors Assoc), NASP (National Assoc of School Psychologists), Sarah Ward Executive Functioning, Collab for Educational Services (Legal issues/new IEP), PBIS (Positive Intervention and Supports) etc.
- Legal: Consultation on individual cases, confidentiality and 504 workshops
- Circuit Breaker: reimbursement submission July 2023
- Grant management: IDEA 240, IDEA 262

## Grants for FY 22/23

Grant number / Title	Amount	Purpose	Application
240 IDEA	362,725	Special Education 6 - 22	Tuitions, minimal service provider proportionate share
262 Early Childhood	7,917	Special Education 3-5	Para Salary
302 ARP Homeless	3,568	Assist students who are homeless	Transportation, tutoring

# Fiscal responsibility tuition and transportation

Continued monitoring of transportation and tuition costs for out of district students as new students move in and students move out of these placements.

Budget line tuition and transportation requests for 22/23

Public Day (collab, other district)	\$ 551,000
Private Day	\$ 1,547,000
Residential	\$ 831,000
Transportation ONLY	\$ 570,000

Business Office applies Circuit Breaker reimbursement primarily to residential line

No obstacle we can't get over ...



*There is no obstacle we can't get over as long as we keep talking and working together - even if we agree to disagree at times. Jlf 10/22*



**Maynard Public Schools**  
3R Tiger Drive, Maynard MA 01754

**File: BG**

## **SCHOOL COMMITTEE POLICY DEVELOPMENT**

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school district. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operations.

The School Committee accepts the definition of policy set forth by the National School Board Association. Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed and are meant to be interpreted in terms of state law, regulations of the Massachusetts Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

SOURCE: MASC - Updated 2022



**Maynard Public Schools**  
3R Tiger Drive, Maynard MA 01754

**File: BGB**

## **POLICY ADOPTION**

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

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

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

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

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

Policies will be effective upon the date set by the School Committee. Adopted policies are codified, dated, and filed in the School Committee Policy Manual. The effective date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.

CROSS REF: CH

SOURCE: MASC - Reviewed 2022





**Maynard Public Schools**  
**3R Tiger Drive, Maynard MA 01754**

**File: BGC**

## **POLICY REVISION AND REVIEW**

In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decisions, the Committee will review its policies on a regular basis.

In its review, the Committee will evaluate how policies have been implemented. It will consider feedback from school staff, students, and the community when revising policies, as appropriate. Suggestions for policy revisions will generally be submitted to the School Committee's Policy Subcommittee for initial consideration.

The Superintendent is expected to call to the attention of the Committee all policies that are out of date or for other reasons appear to need revision.

SOURCE: MASC - Updated 2022



**Maynard Public Schools**  
3R Tiger Drive, Maynard MA 01754

File: BGD

## **SCHOOL COMMITTEE REVIEW OF PROCEDURES**

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the school district whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

### **Rules Pertaining to Staff and Student Conduct**

Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [71:37H](#)



**Maynard Public Schools**  
**3R Tiger Drive, Maynard MA 01754**

**File: BGE**

## **POLICY DISSEMINATION**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school district, to members of the Committee, and, insofar as conveniently possible, to all persons in the community. A policy concerning a particular group or groups in the schools will be distributed to those groups prior to the policy's effective date.

All policy manuals will remain the property of the Committee and are subject to review and revision at any time.

The School Committee's official policy manual will be considered a public record and will be available for inspection at the Superintendent's office. Policies will also be available on the Maynard Public Schools' website.

SOURCE: MASC - Reviewed 2022



# Maynard Public Schools

File: CH

3R Tiger Drive, Maynard MA 01754

## **POLICY IMPLEMENTATION**

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school district. Consequently, it is expected that all School Committee employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures, and for seeing that they are implemented in the spirit intended. Any new or revised policies will be implemented 30 days after approval of School Committee vote, unless otherwise noted.

SOURCE: MASC - Updated 2022



## Maynard Public Schools

File: CHA/CHC

3R Tiger Drive, Maynard MA 01754

### **DEVELOPMENT AND DISSEMINATION OF PROCEDURES**

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the school district will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals, and objectives of the Committee and will be one of the means by which the school district will be governed.

In the development of procedures, the Superintendent may involve at the planning stage those who would be affected by the procedures, including staff members, students, parents/guardians, and the public. They must weigh with care the counsel given by representatives of staff, student, and community organizations. They will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, they may issue procedures without prior Committee approval unless Committee action is required by law; or the Committee has specifically asked that certain types of procedures be given Committee approval; or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the procedure.

CROSS REF.: [BDG](#)

SOURCE: MASC - Updated 2022