

# Agenda

Plainville School Committee Meeting  
Tuesday May 9, 2017  
6:00 PM  
Wood School Learning Commons  
72 Messenger Street, Plainville, MA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
  - a. April 25, 2017, Regular Session Minutes (Vote Required)
  - b. April 25 2017, Executive Session Minutes (Vote Required)
3. SHOWCASE
  - a. Video from Plainville Pride Night – Mrs. Campbell
4. COMMENTS BY CITIZENS AND FACULTY
5. COMMUNICATIONS AND AUDIENCES
6. COMMENDATIONS
7. ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS
  - a. King Philip School Committee (Mrs. McEntee)
  - b. Negotiations Subcommittee (Mrs. Caprarella, Mrs. Clarke)
  - c. Budget Subcommittee (Mrs. McEntee, Mrs. Abrams)
  - d. Communications Subcommittee (Mrs. Abrams, Mr. Ikbal)
  - e. Town Building Committee (Mrs. Clarke)
  - f. Sick Leave Bank Committee (Mr. Ikbal)
  - g. Wellness Committee (Mr. Ikbal)
8. RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES
  - a. Transfer
  - b. Appointment(s)
9. SUPERINTENDENT'S REPORT
  - a. Revised District Committee Structure
  - b. Walk to School Event on May 3, 2017
10. OLD BUSINESS
11. NEW BUSINESS
  - a. Gift to Plainville Public Schools, Baystate Textiles, \$30.00 (Vote Required)

- b. Policies from Section B (1<sup>st</sup> Vote Required)
  - Policy File BHE, Use of Electronic Messaging by School Committee Members
  - Policy File BIA, New School Committee Member Orientation
  - Policy File, BIBA, School Committee Conferences, Conventions, and Workshops
- c. Policies from Section Sections G and K (1<sup>st</sup> Vote Required)
  - Policy File GBEBC, Gifts to and Solicitations by Staff
  - Policy File KCD, Public Gifts to the Schools
- d. Policy from Section I (1<sup>st</sup> Vote Required)
  - Policy File IJNDB, Internet, Network and Email Responsible Use Policy for Staff
- e. Job Descriptions (Vote Required)
  - Director of Maintenance and Custodial Services/Maintenance Specialist
  - School Nurse
  - Network Administrator
  - Technology Systems Administrator
- f. Legislative Update
- g. Any item(s) not anticipated at the time of posting

#### **12. EXECUTIVE SESSION**

- a. Negotiations: PEA & ESPs

#### **13. INFORMATION**

- a. Enrollment, May 1, 2017
- b. School Committee Meeting Dates for 2017/2018
- c. Food Service information through April 2017
- d. School Budget and Revolving Funds through March 2017

#### **14. FUTURE AGENDA ITEMS**

- a. Report Card Update (Spring 2017)
- b. School Choice Vote (May 23, 2017)
- c. Appointment of District Representative to Bi-County Collaborative Board of Directors (May 23, 2017)
- d. Social Media Policy (May 23, 2017)
- e. Web Publishing Policy (May 23, 2017)
- f. Calendar Committee (TBD)
- g. What Districts Need To Do Re: ESSA (TBD)

#### **15. ADJOURNMENT**

##### **Mission Statement:**

The mission of the Plainville Schools is to promote lifelong learning throughout the community and to prepare students to become responsible, contributing members of a changing society by providing a challenging, rigorous educational program.



PLAINVILLE SCHOOL COMMITTEE MEETING  
Minutes of April 25, 2017  
Regular Session

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CALL TO ORDER

The meeting was called to order by Chairperson Amy Abrams at 4:37 p.m. in the Wood School Learning Commons. Also present were Linn Caprarella, Maggie Clarke, Javed Ikbal, Charlene McEntee and Superintendent Raiche. The meeting was audio and video recorded.

NEW BUSINESS

*a. Book Study-The Art of School Boarding*

The Committee continued their discussion on chapters 9-12 from the book, *The Art of School Boarding*. Some of their comments:

- Mrs. McEntee: The reading reiterates what she has learned from the past nineteen years—building relationships and trust is key. The Committee needs to improve in three areas: overseeing policy, legislative decision communication and fiduciary practice communication.
- Mrs. Caprarella: From the readings, she would add transparency as a key component to the success of being a school committee member—helps to build trust and thinks people would then feel comfortable sharing concerns
- Mrs. Abrams: How well does the Committee do at building trust, relationships and transparency with staff and the community? With many new families she feels adding pictures and a short biography of each committee member to the website will help in being recognized as a school committee member. In addition the Communications Subcommittee will be investigating ideas to assist the Committee in marketing themselves.
- Mr. Ikbal: He feels the Committee does well with relationships and transparency is fair. If the Committee makes themselves available for community members to meet with them, it should be at an event associated with the schools.
- Mrs. Clarke: There is always room for improvement; it is best to keep putting ourselves out there and let the community know committee members are available to hear concerns, etc.
- Mr. Raiche: Relationships are important and do impact the students of the district; the book was a good reminder of the basic tenets of effective school committee work.

Overall, the Committee will continue to reach out to parents/staff/community, and they will continue to think through long-term goals in the future. They enjoyed reading this book and discussing ways to improve as school committee members.

*b. Policy Review: Policies BHC, BHD, BHE, BIA, BIBA, BID, and BJBK*

The Committee reviewed the aforementioned policies.

- BHC, School Committee-Staff Communications – no changes

- BHD, Communication Goal – no changes (However, it was noted that a sign shall be placed at the door of the location of a school committee meeting, informing that an open session meeting is taking place.)
- BHE, Use of Electronic Messaging by School Committee Members – changes recommended and will bring forward to the next school committee meeting
- BIA, New School Committee Member Orientation – changes recommended and will bring forward to the next school committee meeting
- BIBA, School Committee Conferences, Conventions, and workshops – changes recommended and will bring forward to the next school committee meeting
- BID, School Committee Member Compensation and Expenses – no changes
- BJ, School Committee Legislative Program – no changes
- BK, School Committee Memberships – no changes

Superintendent Raiche asked that the Committee implement a policy for staff concerning solicitation for such programs as go fund me or other programs where fundraising is involved and where a classroom receives donations. Any donations received become property of the district. The Committee agreed, and he will bring forward a draft policy at the next school committee meeting.

*c. School Committee Goals Review*

The Committee reviewed their goals and discussed the action steps taken to complete their goals. Goal #1, *To improve community engagement, the school committee will participate in activities both within and outside of the school building to develop transparency and understanding of school and community needs.*

For Goal #2, *To educate the community and legislators, the school committee will improve its knowledge base on local, state and federal issues that would impact policy within the schools.*

**At 5:40 p.m. a MOTION by Linn Caprarella seconded by Maggie Clarke to take a 5-minute recess. So voted.**

**The meeting reconvened at 5:45 p.m.**

Administrators Present: Kate Campbell, Principal, Anna Ware Jackson School  
 Edward Clarke, Administrator of Special Education and Support Services  
 Caron Ketchum, School Business Administrator  
 Robin Roberts-Pratt, Principal, Beatrice H. Wood School



#### APPROVAL OF MINUTES

**MOTION by Javed Ikbali, seconded by Maggie Clarke to approve the April 11, 2017 regular session minutes. So voted.**

**MOTION by Javed Ikbali, seconded by Linn Caprarella to approve and hold the April 11, 2017 executive session minutes. So voted.**

#### SHOWCASE

None.

#### COMMENTS BY CITIZENS AND FACULTY

Robin Roberts-Pratt, principal of the Beatrice H. Wood School, informed the Committee that a letter from Brother Daniel Skala at Xaverian Brothers High School was received by Hilary Robinson, grade 6 teacher. The letter informed Mrs. Robinson that a former student nominated Mrs. Robinson as a special teacher who made a positive impact on his life. A breakfast honoring Mrs. Robinson and other special teachers will be held at Xaverian High School on May 26<sup>th</sup>.

#### COMMUNICATIONS AND AUDIENCES

None.

#### COMMENDATIONS

None.

#### ITEMS FROM SCHOOL COMMITTEE MEMBERS/COMMITTEE REPORTS

*a. King Philip School Committee-Mrs. McEntee*

Mrs. McEntee reported that the King Philip School Committee met last evening but she was unable to attend as she attended the joint finance committee in Plainville between the Board of Selectman and Finance Committee. However at the King Philip School Committee meeting the Committee primarily discussed health insurance negotiations with the unions.

*b. Negotiations Subcommittee-Mrs. Caprarella, Mrs. Clarke*

Mrs. Caprarella said the Committee met yesterday, April 24, 2017 with the Plainville Education Association-ESPs and will meet in executive session at tonight's meeting.

*a. Budget Subcommittee-Mrs. McEntee, Mrs. Abrams*

Mrs. Abrams, Mrs. McEntee, Mr. Raiche and Mrs. Ketchum attended the joint meeting between the Board of Selectman and Finance Committee last evening. Primary discussion centered on the King Philip FY18 budget and the amount to be appropriated. The Finance Committee has asked the Plainville district to reduce their FY18 budget to 2% above last year's instead of the 2.9% that was sought. This is so they can appropriate a 4.5% increase to King Philip's proposed budget. Discussion about the impact on Plainville's budget.

*b. Communications Subcommittee-Mrs. Abrams, Mr. Ikbali*

The communications subcommittee will meet on May 23, 2017 at 5:00 PM to discuss marketing of the Committee.

c. Town Building Committee-Mrs. Clarke

Mrs. Clarke presented a PowerPoint on the status of the town's two proposed buildings—a new town hall and a safety building. The total cost is expected to be \$34,180,000.00. It is anticipated that funds to pay for the project will come from the town's Gaming Stabilization Fund.

d. Sick Leave Bank Committee-Mr. Ikbal

Nothing.

RESIGNATIONS, TRANSFERS, APPOINTMENTS AND LEAVES

Superintendent Raiche said that he received the following:

Retirement/resignation:

Anne Marie Morris, Grade 2 Teacher, effective at the conclusion of the current school year.

Resignation: Charles Konicki, Facilities/Maintenance/Custodian, effective immediately

Appointments: Kelly Harlow, Long-term substitute instructional paraprofessional in kindergarten, April 11 – June 8, 2017 and

Benjamin Tileston, Long-term substitute .4 music teacher at Wood School, effective April 24, 2017 - June 19, 2017

Student Teacher:

Kimberly Teague, an instructional paraprofessional in grade 2, is completing a modified student teaching assignment for eight weeks in the Jackson School.

SUPERINTENDENT'S REPORT

a. Nothing

OLD BUSINESS

a. School Committee Evaluation Results

Mrs. Abrams facilitated a discussion about the results of the 2017 school committee self-evaluation. She compared results from last year which were slightly higher than the results from this year and a discussion took place. Overall, the ratings were satisfactory, above average or exceptional.

**MOTION at 6:30 pm. by Mrs. Caprarella seconded by Mrs. McEntee to extend the meeting beyond two hours. So voted.**

NEW BUSINESS

a. Approval for Grade 5 Students to participate in Science MCAS Trial Test and DESE Survey (Vote Required)



Superintendent Raiche recommends that the Committee approve his request that students in grade 5 participate in the school climate questionnaire from DESE as well as the MCAS Science Trial test.

**MOTION by Charlene McEntee, seconded by Linn Caprarella, to approve that students in grade 5 participate in the Science MCAS Trial Test and DESE Survey on school climate, with the right for parents to opt out of the trial science MCAS and survey. So voted 4 in favor, 1 opposed (Mrs. Clarke)**

*b. School Committee Meeting Dates for 2017/2018 (Vote Required)*

After a review, the Committee decided to delete the date of August 8, 2017 from the proposed calendar.

**MOTION by Linn Caprarella, seconded by Maggie Clarke, to approve the schedule of school committee dates in FY2018 with the deletion of the date, August 8, 2017 from the proposed calendar. So voted.**

*c. Establishment of a Special Education Stabilization Fund Account-Discussion*

Superintendent Raiche shared a document from DESE on their Advisory on Special Education Stabilization Funds. He is recommending that the Committee review and hopefully take a vote of approval at the next school committee meeting. However, after discussion, the Committee decided to take a vote tonight.

**MOTION by Linn Caprarella, seconded by Maggie Clarke, to establish a Special Education Stabilization Fund. So voted.**

*d. Social Media Policy - Discussion*

Superintendent Raiche shared policies from other school districts as well as the section from Plainville's current responsible use policy which speak to the topic of social networking. Discussion ensued. Superintendent Raiche will bring recommended policy language forward at a future meeting for consideration.

*e. Legislative Update*

None.

*f. Any item(s) not anticipated at the time of posting*

Mrs. Abrams asked about creating a process to send out cards to staff members when life events happen. Mrs. McEntee said at King Philip the Superintendent's Executive Assistant sends out cards on behalf of King Philip School Committee. Mrs. Rieger, the Administrative Assistant for Superintendent Raiche will do the same.

Mrs. Abrams asked about setting up a school committee goal meeting for FY18. This will tentatively take place on June 27<sup>th</sup> from 4-5 pm, place to be determined.

## EXECUTIVE SESSION

### a. *Negotiations – Plainville Education Association (PEA) and Education Support Professionals (ESP)*

**MOTION by Javed Ikbal seconded by Linn Caprarella, to go into Executive session at 6:52 p.m. for the purpose of discussing collection bargaining strategies which, if held in open session, might hurt the Committee's bargaining position.**

#### Roll Call Vote:

Amy Abrams	Yes
Linn Caprarella	Yes
Maggie Clarke	Yes
Javed Ikbal	Yes
Charlene McEntee	Yes

Returned from Executive session at 7:15 p.m.

## INFORMATION

There was no discussion on items in information.

## ADJOURNMENT

**MOTION by Linn Caprarella, seconded by Charlene McEntee, to adjourn at 7:16 p.m. So voted.**

Respectfully submitted,

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Susan M. Rieger, Recording Secretary

### Meeting Handouts:

- Agenda
- Memo and policies from Section B
- Document on School Committee Goals for 2016-2017
- Minutes from April 11, 2017
- Memo on resignations and appointments dated April 20, 2017
- Old Business: School Committee self-evaluation results for 2016-2017
- New Business:
  - Memo and supporting documents on Grade 5 students participating in DESE's Science MCAS Trial Test and Survey on school climate
  - Proposed School Committee Meeting dates for 2017-2018
  - Memo and document from DESE on the establishment of a special education stabilization fund account
  - Memo and supporting documents on social-media policies
- Information:
  - School Committee Organization listing as of April 12, 2017
  - Food Service documents through March 2017
  - Annual Report documents (2015-2016)





# PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

*Date: May 4, 2017*

*To: School Committee*  
*From: David P. Raiche, Superintendent*  
*Re: Resignations, Transfers, Appointments, and Leaves*

*The following transfer has been made:*

<i>Alison Gordon</i>	<i>Instructional Paraprofessional in kindergarten TO Long-term substitute Grade 2 Teacher (effective May 8 – June 19, 2017)</i>
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*The following appointment has been made:*

<i>Neelima Marthineni</i>	<i>Long-term substitute Instructional Paraprofessional in Grade Five (effective May 3 – June 19, 2017)</i>
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## SUPERINTENDENT'S REPORT

a. Revised District Committee Structure

Superintendent Raiche will present information.

b. Walk to School Event on May 3, 2017

Mr. Clarke will share information on the Walk to school held on May 3, 2017



## **District Leadership Council**

Administrators, Coaches & Union Leaders

### **Curriculum Committees**

Co-Coordiators and Grade-level  
Representatives

### **Instructional Leadership Teams**

Principals and Grade/Teacher Liaisons

### **Educator Evaluation Committee**

Superintendent, Union Leader,  
Administrators, and Teachers

### **Mentor and Induction Program Committee**

Coordinator(s), Administrators, Mentors, and  
Recent Mentees

### **Technology Committee**

Technology Administrator, Administrators,  
Teachers, and Technology Dept. Members

## **Professional Development Coordinating Council**

Administrators, Coaches and Other Professional Development Providers

# Plainville Public Schools

## Instructional Leadership Teams

Anna Ware Jackson

Instructional Leadership Team

Beatrice H. Wood

Instructional Leadership Team

- Principal
- Grade/Teacher Liaisons
- Principal
- Grade/Teacher Liaisons



## Instructional Leadership Team

- Duties and Responsibilities
  - Lead, encourage and support all efforts related to the alignment and coherence of instructional practices
  - Lead, encourage and support a professional climate and culture that supports student achievement and promote excellence
  - Use data and other sources to inform, plan and support individual team and school efforts related to professional growth and development

DRAFT

## Instructional Leadership Team

- Duties and Responsibilities (continued)
  - Assess the effectiveness of the schools' programs
  - Work in conjunction with other schools in the coordination and articulation of transitional programs
  - Assist in the development and implementation of the School Improvement Plan
  - Collaborate with families and community members, responding to diverse interests and needs

## Instructional Leadership Team

- Duties and Responsibilities (continued)
  - Establish ongoing relationships with community organizations, community members and businesses
  - Work collaboratively to achieve shared goals in accordance with team norms and protocols
  - Obtain staff commitment to improving student learning and implement a clearly defined mission
  - Communicate work of the Instructional Leadership Team with all school staff regularly



## Instructional Leadership Team

- Duties and Responsibilities (continued)
  - Set high expectations for the quality of content, student effort, and student work schoolwide
  - Support educator and educator teams in developing and attaining professional practice and student learning goals
  - Assess the professional development needs of individuals/grades/departments and the school as a whole
  - Commit to the use of methodologies and tools which meet the constantly changing needs of the students.

## ***JOB SPECIFICATIONS***

***TITLE:*** *Grade/Teacher Liaison, K-6 (one per grade and one special educator and one specialist per building)*

***QUALIFICATIONS:***

- Knowledgeable and current with regard to state and district mandates and initiatives*
- Knowledgeable and current in interdisciplinary curriculum, effective instruction and performance-based assessment (summative and formative)*
- Effective communication skills*
- Proven organizational skills*
- Ability to facilitate within and across curriculum areas*
- Resource person to grade level or department teammates*

***REPORTS TO:*** *Principal*

***JOB GOAL:*** *Work in partnership with the Building Principal to coordinate curriculum, instruction and assessment practices; to assist in matters related to budgeting and equipment purchases; and to foster communication between and among the grade level/department members and administration.*

***PERFORMANCE RESPONSIBILITIES:***

***GENERAL:***

- Serve as a liaison between grade or department members and the building principal*
- Serve on one (1) or more district leadership committee*
- Serve on screening/interview committees for respective grade/department*

### ***CURRICULUM:***

- Evaluate new materials*
- Orient staff members to new curriculum documents*
- Monitor curriculum maps for alignment with state and/or district expectations for learning*
- Serve on "Learning Walk" teams with other teachers, when needed*

### ***MEETINGS:***

- Attend monthly planning meetings and, if necessary, up to 4 additional meetings per year*



- *Organize weekly grade-level meetings which will focus on:*
  - *Instructional best practice*
  - *Curriculum*
  - *Assessment*
  - *Resources, materials, supplies, etc.*
  - *Short and long-term grade/department or school and district goals*
  - *Policies and procedures*
  - *Data analysis and strategic planning*
  - *Identifying and utilizing strategies to improve student performance*
  - *Other relevant matters*
- *Provide the principal with information related to weekly grade/department meetings, especially as it relates to questions, concerns, or suggestions shared during a meeting*

**INSTRUCTIONAL MATERIALS AND EQUIPMENT:**

- *Assist administration in collecting budget requests*
- *Assist in preparing instructional equipment purchases*
- *Recommend the purchase of instructional materials for the library/media center that supports grade/area/department*

**MISCELLANEOUS:**

- *Articulate, facilitate and coordinate grade-level/department activities*
- *Promote and maintain good morale; close rapport, high interest and cooperation through relationships with staff*
- *Disseminate information/research on current trends*
- *Remain knowledgeable with best use of technology (software and hardware) with the assistance of the technology department*
- *Coordinate roles, (for example, field trip coordinator to grade-level/department team members) as necessary and inform building principal*
- *Maintain event calendar for respective grade/departments and share with office staff*
- *Participate in required leadership training activities*

**TERMS OF  
EMPLOYMENT:**

- *The stipend for the Grade/Teacher Liaison shall be set in accordance with the contract between the Plainville School Committee and the Plainville Education Association*
- *Grade/Teacher Liaison shall be selected by the grade level/team members and shall serve a one (1)-year term.*



## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**Caron B. Ketchum**  
School Business Administrator

Telephone: (508) 699-1323  
Fax: (508) 699-1302  
Email: cketchum@plainville.k12.ma.us

# MEMORANDUM

To: Plainville School Committee

From:  Caron Ketchum  
School Business Administrator

Date: May 2, 2017

Re: Gift to Plainville Public Schools (Vote Required)

In accordance with Massachusetts General Laws Chapter 44, Section 53A-Grants and Gifts; Acceptance and Expenditure, I have been notified by the Town Accountant that all gifts and donations must be formally accepted by the School Committee before funds are released from the Gift Account for school use.

Please be advised that I am in receipt of the following gift from Bay State Recycling Program.

### Baystate Textiles, Inc.

The Plainville Public Schools is in receipt of \$30.00 for the Plainville district. This money is to be used to reimburse expenses for district technology purchases.

The district receives \$100/ton or 5¢ per pound for recycling textiles. Since the program's inception in October 2013, the district has recycled 29,485 pounds for a total of \$1,474.25.

Please take a vote of approval to accept this gift from Baystate Textiles, Inc.





## PLAINVILLE PUBLIC SCHOOLS


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02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**Date:** May 2, 2017

**To:** School Committee

**From:**  David P. Raiche  
Superintendent of Schools

**Re:** Policies from Section B  
(1<sup>st</sup> Vote Required)

At the last school committee meeting, the Committee reviewed policies from Section B. It was recommended to make revisions to three (3) policies.

Accordingly I recommend the following:

1. Policy File BHE, Use of Electronic Messaging by School Committee Members  
The revision is in the fourth (4<sup>th</sup>) paragraph: delete the words, "printed and"
2. Policy File BIA, New School Committee Member Orientation  
The revision is to insert the word "designee" instead of the word "chairperson" in paragraph one, paragraph three, and the first sentence in paragraph four.
3. Policy File, BIBA, School Committee Conferences, Conventions, and Workshops  
The revision is to delete the first sentence in section number 1 and to revise the second sentence to say, "The Committee will periodically decide which conferences, conventions, workshops and meetings appear to be the most promising in terms of producing direct and indirect benefits to the school system."

These three revised policies are attached.

## **USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS**

As elected public officials, Plainville School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), internet web forums, and internet chat rooms.

Under the Open Meeting Law deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, meeting dates, or transmitting supporting documents. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

LEGAL REFS.: M.G.L 4:7; 39:23A, 23B; 66:10

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Revised: May 9, 2017



## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Plainville School Committee chairperson and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

1. A copy of the School Committee policy manual
2. A copy of the Open Meeting Law
3. A copy of the Conflict of Interest Regulations
4. A copy of the district's budget
5. Collective bargaining agreements and contracts
6. Student and staff handbooks

Each new member shall also receive any other materials the chairperson and/or the Superintendent determines to be necessary. The Massachusetts Association of School Committees, Inc. shall furnish a copy of the latest Massachusetts General Laws relating to education.

The chairperson and/or Superintendent shall also clarify policy regarding:

1. Arranging visits to schools or administrative offices
2. Requesting information regarding school district operations
3. Responding to community requests/complaints concerning staff or programs
4. Handling confidential information

In districts where members are appointed as well as elected, prior to assuming their official duties (i.e.: cities) they may be invited to attend all meetings of the Committee with the exception of executive sessions.

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provide by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established Committee policy.

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

The Plainville School Committee designee and the Superintendent shall assist each new member to understand the policies and procedures of the Committee as soon after election as possible. All new members shall receive copies of all agendas, reports, and other communications received by Committee members. Each new member shall be given the following materials:

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Revised: May 9, 2017



File: BIBA

**SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the Plainville School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. A calendar of School Committee conferences, conventions and workshops will be maintained by the Committee secretary. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5



## **SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS**

To provide continuing in-service training and development for its members, the Plainville School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the Committee establishes these principles and procedures for its guidance:

1. The Committee will periodically decide which conferences, conventions, workshops and meetings appear to be most promising in terms of producing direct and indirect benefits to the school system. At least annually, the Committee will identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Committee will designate which of its members would be the most appropriate to participate at a given meeting.
3. Reimbursement to Committee members for their travel expenses will accord with the travel expense policy for staff members.
4. When a conference, convention, or workshop is not attended by the full Committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.:      M.G.L. 40:5

Revised: May 9, 2017



## PLAINVILLE PUBLIC SCHOOLS


68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**Date:** May 2, 2017

**To:** School Committee

**From:**  David P. Raiche  
Superintendent of Schools

**Re:** Policies from Section G and Section K  
(1<sup>st</sup> Vote Required)

At the last school committee I recommended the Committee move to create a new policy on donations and fundraising. I reviewed MASC's policies—Policy File GBEBC, Gifts to and Solicitations by Staff and Policy File KCD, Public Gifts to the Schools.

For policy GBEBC, Gifts to and Solicitations by Staff, I recommend that we replace our policy GBEBC with the language provided in MASC's model policy. Both are attached.

For policy KCD, Public Gifts to the Schools, I recommend that we replace policy KCD with the language presented in the attached document. This language was recently adopted in the Whitman-Hansen Regional School District. Please note, also, that our current policy mirrors MASC's policy.

Attachments



## GIFTS TO AND SOLICITATIONS BY STAFF

### Gifts

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

In keeping with this policy, no employee of the School Committee will accept or ask for a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment, or services to the school district. This restriction does not relate to the acceptance of gifts for the school district, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

It is illegal to accept anything of "substantial value" from anyone with whom school personnel have had or are likely to have official dealings even if the motivation for the gift is to express gratitude for a job well done or to foster goodwill.

The courts and the State Ethics Commission have deemed "substantial value" to be \$50 or more. Additional compensation, waived fees, discounts, gift certificates meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses are considered gifts. In addition, free or discounted services such as construction or accounting work are considered gifts. A number of smaller gifts together worth \$50 or more may not be accepted.

Private parties who offer such inducements or rewards are also subject to penalties under the conflict law.

### Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time must be held at a minimum. Therefore, no solicitations of funds for charitable purposes will be made among staff members except with specific School Committee approval. Whenever such solicitations are made, no pressure will be exerted to obtain contributions even though the drive is one that the School Committee has specifically approved.

CROSS REFS.:      JL, Student Gifts and Solicitations  
                         KI, Public Solicitations in the Schools

Revised: April 13, 2010



## **File: GBEBC - GIFTS TO AND SOLICITATIONS BY STAFF**

### **Gifts**

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

### **Class Gifts**

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

### **Gifts for School Use**

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

### **Solicitations**

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC December 2012

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.: KCD, Public Gifts to the School

## PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school district. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

LEGAL REF.: M.G.L. 71:37A



**File: KCD - PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC

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

## PUBLIC GIFTS TO THE SCHOOLS

### A. Introduction

The Plainville School Committee recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the Plainville School District. Many school support organizations provide valuable resources to the school system. The Committee believes that public education is a common good that should be adequately supported by federal, state, and local governments. School-age children in Plainville are entitled to a free and appropriate education under applicable law. In general, private donations should not be used to pay for core curriculum or other programs that fall within the obligations of the district.

The School Committee may accept donations to assist the District in furtherance of its educational goals and in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind.

### B. Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, automatically become the property of the District.

All proposals to the School Committee for donations from staff and the general public require administrative approval prior to being presented. District employees, applying for grants and/or seeking donations or outside funding for educational services, professional development, and/or materials, must receive prior approval from the Superintendent before submitting applications for funding. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in a separate account as needed and in compliance with applicable laws. Donations of capital in excess of the greater of \$35,000 or the applicable statutory threshold at the time of the proposal will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

Approved support organizations and recognized 501(d)3 registered charitable organizations may make donations of capital equipment to the District. All organizations agree that capital equipment will only be purchased with the prior notification to the Superintendent and approval of the School Committee upon the recommendation of relevant personnel. The preferred method for the acquisition of such capital equipment is for organizations to donate the funds to the district for purchase of such items. The District will then follow the appropriate purchasing laws, regulations and procedures in procuring the equipment. If approved and if equipment is acquired by the organization and donated directly, such equipment shall



become the property of the District. The District will not accept any donations to avoid applicable public bidding, purchasing and/or construction requirement laws.

C. School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private foundations, corporations, or private organization when the District or a staff member has applied for the grant with the prior approval of the Superintendent.
2. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program. The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.
3. Donations of time and personal services by parents and other Plainville residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

D. Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.



2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).
3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising.
4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.
5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a commercial interest.
6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed by not funded through the District's budget.

The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the committee may amend this Policy from time to time at its sole discretion.

Reference: Mass. Gen. Laws ch71.section 37A; Mass Gen. Laws ch.44. section 53A, as amended

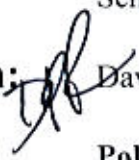


## PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**David P. Raiche**  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**To:** School Committee  
**From:**  David P. Raiche, Superintendent of Schools  
**Re:** Policy File IJNDB (Vote Required)  
**Date:** May 3, 2017

A recent review of Policy File IJNDB, Internet, Network and Email Responsible Use Policy for Staff, which was revised in February 2017, led to the realization that the COPPA language on page 5 needed to be updated.

I recommend that you approve the updated COPPA language, which is in bold font for this policy.

Attachment



## **DATA CONFIDENTIALITY**

The efficient collection, analysis, and storage of student information is essential to improving the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. It is the responsibility of all staff to use appropriate judgment and extreme caution when accessing all confidential and sensitive electronic information. This information includes staff and student personally identifiable data that is stored through school approved online storage services such as Schoolbrains, One Drive and SharePoint.

Confidential information includes any information or data that can identify a particular student. This includes not only the student's full name, but also the student's ID number, social security number, any unique logins associated with a particular student, photos, videos, geolocation data, the IP address of the student's computer, or unique identifiers associated with a mobile device belonging to the student.

All staff is strictly prohibited from disseminating such confidential information outside of the Plainville Schools local network or online storage services unless authorized by Administration and/or required by their jobs. When sharing sensitive and/or confidential documents through One Drive and SharePoint, staff must place a check next to "Require Sign-in" option whenever available.

When evaluating online educational resources with students that require setup of class roster, all staff is advised to review terms of use and/or privacy policy of these resources to ensure compliance with COPPA (Children's Online Protection and Privacy Act). Staff may also provide minimal student information such as their first name followed by first initial of their last name as an alternative. All staff must safeguard electronic student data privacy in order to be in compliance with the Family Education Rights and Privacy Act (FERPA), Massachusetts student record regulations, 603 C.M.R. 23.00 ("State Regulations") and COPPA (Children's Online Privacy and Protection Act).

## **SOCIAL NETWORKING AND DIGITAL TOOLS**

*COPPA – Children Online Privacy and Protection Act of 1998 - The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.*

The school district administrators will remind all staff concerning the importance of proper decorum in the digital world and in person, and must conduct themselves in ways that do not distract from or disrupt the educational process. The staff should follow the guidelines below and exercise good judgment when presenting themselves on social networking sites including but not limited to Facebook, Twitter, Instagram, and other digital tools.

- Staff members shall not list current Plainville School students as "friends" on networking sites.
- All e-contacts with current Plainville School students should be through the Plainville School District's computer and telephone system, except for emergency situations.



## **INTERNET, NETWORK AND EMAIL RESPONSIBLE USE POLICY FOR STAFF**

The Children's Internet Protection Act, known as CIPA, became effective on April 20, 2001. According to the FCC, schools and libraries must certify that they are enforcing a policy of Internet Safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. They must also have adopted and implemented an Internet Safety Policy that addresses specific issues. In addition, pursuant to the Protecting Children in the 21st Century Act, the Plainville School District will monitor the online activities of minors and educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The district will also educate minors about cyberbullying awareness and potential responses.

### **OVERVIEW**

#### **Plainville Technology Mission Statement**

*We are strongly committed to prepare students to be technologically literate in the skills needed to compete in an information based global community of the 21<sup>st</sup> century. To ensure this, we must enhance our curriculum to guarantee that technology becomes an integral and routine part of the learning and teaching experience for everyone in the Plainville education system.*

In keeping with the mission statement, the Plainville School District is providing access to the Internet.

The Internet is an electronic communications network that provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Plainville Public Schools by facilitating resource sharing, innovation and communications.

Access to Internet and e-mail will enable students, teachers and staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communications with other Internet users around the world. The Plainville School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from teachers and staff. Exploration, discovery and manipulation of resources are encouraged. However, with such great potential for education also comes some potential for abuse. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

### **TECHNOLOGY PROTECTION MEASURE**

Teachers and Staff must understand that the information available on the Internet is not always age appropriate or accurate. The Plainville School District has installed a firewall to protect the network from hackers, and has enabled content filtering on all computers to protect against Internet access by adults and minors to visual depictions that are (a) obscene, (b) child pornography or (c) harmful to minors. While the necessary technology protection measures have been taken to protect students from accessing inappropriate material on the Internet, it is impossible to guarantee that students will not accidentally or purposely find material that is not consistent with the educational mission, goals and policies of the school.



Student access to and use of the Internet will be available only through a student account and as such, will be under teacher direction and monitored. Direct supervision is required. The district requires teachers and staff to monitor students when accessing the Internet and evaluate all Internet resources prior to student use. While students may be able to access Internet resources for research that have not been previewed by staff, the students shall be provided with guidelines and a list of resources that support the curriculum. When students are using the Internet, the content filtering software cannot be disabled even with parental or teacher permission and supervision. Upon written request a system administrator may disable content filtering software only for adults who are using the school computers for bona fide research or other lawful purposes.

The most important prerequisite is that the user takes full responsibility for his/her own actions. The Plainville School District will not be liable for the actions of anyone connecting to the Internet through our Network. All users assume full liability, legal, financial, or otherwise, for their actions. Access, as provided by the Plainville Schools is considered a privilege not a right. With this privilege, comes the responsibility of all users to abide by acceptable use practices.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully, understand(s) their significance, and will abide by the policies and procedures pertaining to the Staff Acceptable Use Policy.

## **INTERNET AND NETWORK - TERMS AND CONDITIONS OF USE**

### **PRIVILEGES**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will be trained in the proper use of the network and the Internet. The school district administrators may periodically conduct Internet searches to investigate if teachers have posted inappropriate materials online. The school district administrators will deem what is inappropriate use based upon the criteria outlined in this policy and their decision is final.

### **PRIVACY**

The system administrators may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed. Any information stored, accessed, browsed and/or created on the Plainville School District's network and/or systems should not be considered private by the user. This includes, but is not limited to, any and all electronically stored information and electronic files, electronic mail communications, and Internet website history. All aspects of the Plainville School district's network and systems usage by a user is subject to monitoring, the Massachusetts Public Records Law, and legal discovery, as applicable.

Subject to certain exceptions in the law, electronic mail and other electronically stored information and electronic files are considered public records subject to potential disclosure under the Massachusetts Public Records Law and its record retention policies and may be subject to legal discovery. Employees should NOT expect that electronic mail messages (even those marked "Personal") are private or confidential.



### **ACCEPTABLE USES**

The Plainville School District's network and systems are provided at the expense of the district and are to be used in furtherance of educational purposes. The purpose of the backbone networks making up the Internet is to support research and education in and among the academic institutions by providing access to unique resources and the opportunity for collaborative work. Access must be consistent with the educational objectives of the Plainville School District. Use of other organizations' network or computing resources must comply with the rules appropriate for those networks.

### **UNACCEPTABLE USES**

Certain activities and behaviors are not permitted. These include, but are not limited to:

- Unauthorized access, including so called "hacking" and illegal activities are strictly forbidden.
- Unauthorized disclosure, use, and dissemination of personally identifiable information is prohibited
- Access to inappropriate material on the Internet is prohibited.
- Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secrets.
- Use of the Internet for commercial activities, product advertisement or political lobbying is prohibited.

### **SCHOOL APPROVED DEVICES**

The Plainville School District may provide staff members with school approved devices to promote learning outside of the classroom. Staff members are expected to abide by the same responsible use policy when using school approved devices off the school network as on the school network. Use of school-issued devices off the school network may be monitored.

Staff members are expected to use them for educational purposes that are school-related in the performance of job duties unless otherwise explicitly authorized by Administration. They are to treat them with extreme care and caution, and are prohibited from loaning to another staff member, student or family member. The person to whom the device is issued will be responsible for any activity or action performed on the device. The device configuration shall not be altered in any way by staff members and must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and/or upon request for maintenance and updates. Staff members are expected to report any loss, damage, or malfunction to the IT Department immediately. Staff members may be financially accountable for any damage resulting from negligence or misuse. In such instances an administrative investigation will be conducted prior to a staff member being held financially responsible.

### **PERSONALLY OWNED ELECTRONIC DEVICES (POEDs)**

Staff members may bring into the school district their POEDs such as cell/smart phones, laptops, notebooks and tablets for teaching and learning, professional development and job related activities. They must not use their POEDs to harass or victimize other students or staff, or to abuse a person's right to



privacy. Student related information must not be stored on POEDs unless they receive parental written notice and consent. At the end of each school year, any student related information will be deleted from the POEDs. POEDs are the sole responsibility of the device owner and must adhere to the following guidelines:

- The devices should be password protected for security purposes
- The devices should have the latest Virus Protection software including the latest virus definition files.
- The devices should have the latest Security Patches for its operating systems.
- The devices should be free of spyware, adware, worms, viruses, trojan horses, and peer to peer software that could disrupt the network.
- The devices should not be used for any illegal activity, peer-to-peer file sharing (including Kazaa, Limewire, Gnutella, Napster, Bit Torrent, etc.) or unauthorized access to any device.
- The devices should not have Internet Connection Sharing services turned on.
- Teachers who utilize third party software or websites that are not provided by the school shall have each such application/software vetted by the district's IT Department

The Plainville School District will not be held responsible for the loss, theft or destruction of any POEDs. The Plainville School District will not provide technical support or assume any responsibility for loss or damage of any software, hardware or data on any POEDs. Should inappropriate activities or a security breach be detected, system administrators may examine the POEDs. In using their POEDs, staff members are expected to comply with the Responsible Use Agreement for Staff.

### **ACCESS TO WIRELESS NETWORK**

The Plainville School District will provide a filtered, wireless network to which staff members will be able to connect personally owned mobile devices (POEDs) for instructional and administrative functions. To connect to the school district wireless network, staff members must register their personally owned electronic devices (POEDs) with the School District IT Department. Plainville School District will not be held responsible for use of any information obtained via the wireless network including but not limited to loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, and/or omissions. Users are not to disrupt the use of the wireless network. Use of the wireless network is at the user's own risk.

### **VIDEO CONFERENCING**

Videoconferencing such as Skype is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time. Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within their building or school district. Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to responsible use and behavior by users apply during all videoconferencing sessions.



## **DATA CONFIDENTIALITY**

The efficient collection, analysis, and storage of student information is essential to improving the education of our students. As the use of student data has increased and technology has advanced, the need to exercise care in the handling of confidential student information has intensified. It is the responsibility of all staff to use appropriate judgment and extreme caution when accessing all confidential and sensitive electronic information. This information includes staff and student personally identifiable data that is stored through school approved online storage services such as Schoolbrains, One Drive and SharePoint.

Confidential information includes any information or data that can identify a particular student. This includes not only the student's full name, but also the student's ID number, social security number, any unique logins associated with a particular student, photos, videos, geolocation data, the IP address of the student's computer, or unique identifiers associated with a mobile device belonging to the student.

All staff is strictly prohibited from disseminating such confidential information outside of the Plainville Schools local network or online storage services unless authorized by Administration and/or required by their jobs. When sharing sensitive and/or confidential documents through One Drive and SharePoint, staff must place a check next to "Require Sign-in" option whenever available.

When evaluating online educational resources with students that require setup of class roster, all staff is advised to review terms of use and/or privacy policy of these resources to ensure compliance with COPPA (Children's Online Protection and Privacy Act). Staff may also provide minimal student information such as their first name followed by first initial of their last name as an alternative. All staff must safeguard electronic student data privacy in order to be in compliance with the Family Education Rights and Privacy Act (FERPA), Massachusetts student record regulations, 603 C.M.R. 23.00 ("State Regulations") and COPPA (Children's Online Privacy and Protection Act).

## **SOCIAL NETWORKING AND DIGITAL TOOLS**

*Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012. The amended Rule which took effect on July 1, 2013 spelled out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The new rule added four new categories of information to the definition of personal information. Operators are required to obtain parental consent for the following:*

- Geolocation information sufficient to identify street name and name of a city or town, regardless of when such data is collected
- Photos or videos containing a child's image or audio files with a child's voice from a child
- Screen or user name is personal information where it functions in the same manner as online contact information
- Persistent identifiers such as information about a child's activities on its website or online service



The school district administrators will remind all staff concerning the importance of proper decorum in the digital world and in person, and must conduct themselves in ways that do not distract from or disrupt the educational process. The staff should follow the guidelines below and exercise good judgment when presenting themselves on social networking sites including but not limited to Facebook, Twitter, Instagram, and other digital tools.

- Staff members shall not list current Plainville School students as “friends” on networking sites.
- All e-contacts with current Plainville School students should be through the Plainville School District’s computer and telephone system, except for emergency situations.
- Staff members shall not give out their personal contact information to current Plainville School students without prior approval of the Plainville School District.
- Staff members shall not engage in prejudicial or discriminatory attacks, sexual harassment or other forms of cyberbullying.
- Staff members shall not post false, defamatory, threatening, racist or disrespectful language about a person or organization. This includes, but is not limited to, the posting of inappropriate and obscene content, photographs or other such information that might result in disruption of the Plainville School District.
- Staff members shall respect the privacy of the Plainville School District community and must not divulge or post online any identifying information of any member of the school district community, particularly on personal web pages or social networking sites, without permission (including, but not limited to, names, addresses, photos, videos, email addresses, and phone numbers).
- The professional conduct of the staff is expected to extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of the Plainville School District, or members of the School District community.

### **NETWORK ETIQUETTE**

Staff members are expected to abide by the accepted rules of network etiquette. These include, but not limited to, the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not disrupt the use of the network.

### **LIABILITIES**

The Plainville School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Plainville School District will not be responsible for any damages the user suffers including: loss of data resulting from delays, miss-deliveries or service interruptions caused by network



disruptions or user errors or omissions. Use of information via Internet is at the users own risk. The Plainville School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **SECURITY**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

### **VANDALISM**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

## **ELECTRONIC MAIL (E-MAIL)**

### **PURPOSE**

The purpose of the e-mail policy is to ensure proper use of the Plainville School District's e-mail system and to support business and educational functions. The Plainville School provides the e-mail system as a means of communication to further education, research and the mission of the school district and must be regarded as public documents. All personnel who use the e-mail system are required to comply with the following guidelines.

### **NO RIGHT TO PRIVACY**

Any computer files or electronic mail ("e-mail") messages maintained, stored, received or sent on or from the Plainville Public School ("the District") computer systems are and shall remain property of the District and are subject to being monitored and/or disclosed at any time by the District. All employees have no privacy interests in e-mail messages or passwords, and as a condition of the use of the District's system, consent to the District's monitoring and disclosure of e-mail messages.

Subject to certain exceptions in the law, email and other electronically stored information and electronic files are considered public records subject to potential disclosure under the Massachusetts Public Records Law and its record retention policies and may be subject to legal discovery. Employees should NOT expect that email messages (even those marked "Personal") are private or confidential.



## **MONITOR**

The Plainville School District reserves the right to monitor, access, and review any e-mails or other materials transmitted by the senders and recipients, at any time, without prior notice, by authorized personnel. This is to ensure that there are no violations of the law, breaches of company policies and any communications that may be harmful to the school district, or for any other reason. Users of the Plainville School District email system consent that the monitoring identified in this policy shall not constitute an invasion of his or her privacy.

## **GENERAL RESTRICTIONS ON CONTENT OF E-MAIL MESSAGES**

The e-mail system has been installed by the District for use in the conduct of District business. The District recognizes, however, that employees may desire to use the e-mail system occasionally for personal purposes. The District will permit such occasional, personal use of the e-mail system, provided that:

1. such use does not result in additional cost to the District;
2. such use is not over used or abused by employees; and
3. employees understand (and are hereby informed) that all messages transmitted or received on the e-mail system, of whatsoever nature, remain fully subject to all the provisions of this e-mail policy (thus, for example, even personal messages on the e-mail system constitute District property in which employees have no right of privacy and which may be stored, monitored, or disclosed at any time by the District).

The e-mail system shall not be used to transmit messages, either within the District or in communications transmitted outside of the District, that might reflect poorly on the District, including language that may be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, age, marital or familial status, physical or mental disability, or religious or political beliefs.

## **PERIODIC DELETION OF E-MAIL MESSAGES**

E-mail, electronic files, and other electronically stored information concerning official Plainville School District business are generally considered "public records" that are subject to disclosure under the Massachusetts Public records Law, unless an exemption applies. (M.G.L. c. 66, § 10; M.G.L. c. 4, s. 7(26)).

Public Records include all "books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer of employee..." of the district, unless such matters are exempt from disclosure under the Massachusetts Public Records Law. (M.G.L. c. 4, s. 7(26)).

Like all other correspondence dealing with official district business, e-mail messages must be printed and filed in accordance with existing public record filing procedures and retention standards. In addition, e-mail and other electronically stored information should be retained in an electronic format as required by



the Massachusetts Public Records Law. Please consult the Public Records Division of the Office of the Secretary of the Commonwealth for details regarding how this law affects your particular file, document, e-mail message or record.

### **OFFENSIVE OR HARASSING PROHIBITED**

The e-mail system must not be used to create any offensive or disruptive messages. Among those which are considered offensive, are messages or materials which contain sexual references or implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the e-mail system must not be used to communicate other improper messages or images that are defamatory, derogatory, obscene or otherwise inappropriate. The e-mail system must not be used to commit any crime, including but not limited to sending obscene e-mails or images with the intent to annoy, abuse, threaten, or harass another person.

### **SOLICITATION PROHIBITED**

The e-mail system may not be used to solicit outside, personal or commercial ventures, religious or political causes or other solicitations that are not work related.

### **PROHIBITED USES**

The e-mail system must be used appropriately, responsibly, and in a lawful manner. This includes not sending or forwarding unsolicited e-mails such as "chain" e-mail letters, junk e-mail (spam) and daily jokes; forging or attempting to forge e-mails and sending an e-mail using another person's e-mail account.

### **PROTECTING THE CONFIDENTIALITY OF PROPRIETARY INFORMATION**

Employees should be aware that communications on the e-mail system may potentially be accessed and reviewed by persons other than the intended recipient. When transmitting sensitive or privileged information, employees should always use the most secure form of transmission that is available to them and that ensures the safety and security of the information being transmitted. In the event that e-mail is used to transmit sensitive or privileged information, employees should take all reasonable steps to ensure that the information is as secure as possible, preferably, through the use of e-mail that is encrypted or password-protected, if such technology is available. When transmitting e-mails that contain student information, employees must use student's initials, not their first or last name. Employees shall promptly notify the superintendent's office in the event an e-mail transmission containing confidential or proprietary information of another party is received without the express permission of that party.

### **E-MAIL ETIQUETTE**

- Check your e-mail regularly, at least once a day. E-mail is generally expected to be replied within 48 hours; if the e-mail is complicated, do send an e-mail acknowledging the receipt of the e-mail and that you will get back to the person soon.



- Be concise and to the point – e-mail can be discouraging to read if it is too long.
- Always use informative, short and carefully phrased subject title to reference the e-mail. Do not leave the subject title blank.
- Do not use the e-mail system to communicate any sensitive or confidential information. It is not secure. E-mails can be intercepted by others.
- Do not use the e-mail system if there is a chance your message can be misunderstood. If the situation is complex and can be misinterpreted, use the phone or arrange for a personal meeting instead.
- Be careful when using the Reply or Reply to All in response to e-mails.
- Do not use capital letters – if you write in CAPITAL LETTERS, the recipient may interpret it as shouting and treat the e-mail as annoying and may not reply.
- Read your e-mail before sending – check for spelling mistakes. This will avoid any misunderstandings or unnecessary comments.
- Do not open an e-mail or attachment if you do not know the sender. Please delete it immediately. We must take precautions to prevent any unknown viruses that may have come through the e-mail system.

### **PURCHASE AND INSTALLATION OF SOFTWARE**

- Unauthorized download and installation of any software without prior written approval of the system administrators is prohibited.
- Do not purchase any personal software for the computers in your classrooms.
- Software that was not purchased by the school should not be installed on the computers in school.
- Software that was originally purchased for your home computer should not be installed on the computers in school.
- Software will be used in accordance with its license agreement. Software that has a single user license cannot be installed on multiple computers unless otherwise noted in the license agreement. Unless otherwise noted, all software and files (audio, pictures, photos, text) on the Internet should be considered copyrighted work. Do not download software and/or files without the permission of the copyright holders

### **VIOLATION OF POLICY**

When inappropriate use of computers and websites is discovered, the school district administrators will promptly bring that inappropriate use to the attention of the staff member. The school district administrators may close an account or deny access any time as required, and may consider disciplinary action up to and including termination of employment.



PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

David P. Raiche  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**Date:** May 4, 2017

**To:** School Committee

**From:** David P. Raiche  
Superintendent of Schools

**Re:** Job Descriptions for *Director of Maintenance and Custodial Services/Maintenance Specialist, School Nurse, Network Administrator and Technology Systems Administrator* (Vote Required)

I have attached the following:

- The current Director of Maintenance and Custodial Services/Maintenance Specialist job description (with the approved date of 12/14/98) and the proposed revised job description, with changes noted in bold font.
- The proposed job description for a Network Administrator, which is a new job description.
- The current Technology Systems Administrator (with the approved date of April 12, 2016). I do not recommend making any changes to this job description at this time.

The current School Nurse job description (with the approved date of September 10, 2002) and the proposed revised job description, will be forwarded to you on Monday, May 8, 2017.

I am recommending the Committee review the proposed job descriptions and take a vote of approval for the revisions as presented. Thank you.

Attachments



## ***Job Specifications***

<b><i>Title:</i></b>	<i>Director of Maintenance and Custodial Services/Maintenance Specialist</i>
<b><i>Qualifications:</i></b>	<ol style="list-style-type: none"><li><i>1. High School Graduate</i></li><li><i>2. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry and grounds maintenance.</i></li><li><i>3. Ability to direct staff of custodians to maintain a clean, pleasant atmosphere in all school buildings.</i></li><li><i>4. Ability to communicate effectively with administrators.</i></li><li><i>5. Shall have experience with and knowledge of mechanical arrangement of piping, circulatory systems, draining systems, valves and controls.</i></li><li><i>6. Shall have experience with and knowledge of combustion, boilers, pressure vessels, and pneumatic control with regarding to heating.</i></li><li><i>7. Shall have experience with and knowledge of refrigeration with regard to compressors and their associated controls, in order to properly maintain and control efficient temperatures within an enclosed area.</i></li><li><i>8. Shall have experience and knowledge of basic building structure in all respects in order to effectively maintain and prescribe recommended procedures for proper and safe operation.</i></li><li><i>9. Shall have experience in the maintenance of a school building or other building with approximately the same square footage as the Plainville Public Schools.</i></li><li><i>10. Such alternative to the above qualifications as the School Committee may find appropriate and acceptable.</i></li></ol>
<b><i>Special Requirements:</i></b>	<i>A vehicle shall be provided by the Director of Maintenance and Custodial Services/Maintenance Specialist that will be suitable for transportation of good and supplies between school buildings and for School Department business. Expenses for the use of this vehicle shall be reimbursed by the School Department at the rate set in the contract.</i>
<b><i>Reports To:</i></b>	<i>Superintendent of Schools</i>
<b><i>Job Goal:</i></b>	<i>Supervises custodial staff. Director of Maintenance and Custodial/Maintenance Specialist shall be completely responsible, under the Superintendent of Schools, for everything in connection with the operation and maintenance of all school buildings, property, and equipment, plus the care and upkeep of all school grounds. Performs all routine maintenance and all maintenance not requiring a licensed professional.</i>

## ***Job Specifications***

### ***Director of Maintenance and Custodial Services/Maintenance Specialist***

#### ***Performance Responsibilities:***

- 1. Will prepare annually in the Fall, or as otherwise directed by the Superintendent, with the Business Assistant, a budget for supplies, equipment, and general maintenance necessary to operate the custodial services of the school efficiently and effectively during the ensuing fiscal year; and to assume responsibility for ordering and purchasing all supplies, equipment, and outside services necessary for the proper functioning of his/her department within budget allowances established by the Plainville School Committee. Clerical support provided by the business office.*
- 2. Will submit annually, or as otherwise directed by the Superintendent, a detailed report as to the overall condition of the entire plant and to recommend specific repairs, modifications, replacements, etc. which will insure proper buildings and grounds up-keep and provide preventive measures against malfunctioning of apparatus and equipment. With these recommendations, he/she shall also submit the approximately cost to the best of his/her knowledge.*
- 3. Will maintain such records as may be necessary to render at all times an accurate accounting of custodial supplies used and on hand, including custodial equipment. He shall also keep records of fuel and power consumption as well as records on the performance of mechanical equipment necessary for the operation of the schools.*
- 4. Will assume responsibility for screening applicants for custodial positions and for conferring with and making recommendations to the Principal and the Superintendent regarding applicants to employ.*
- 5. Will assume responsibility for planning the work, time schedules and with the Superintendent job descriptions of employees on the custodial and maintenance staff, instructing them in their duties, and supervising their performance. He/she will report periodically, as directed by the Superintendent, on the performance of each employee under his/her supervision.*
- 6. Will assume responsibility for monitoring the time records of all custodial employees in the school and certify them for salary payments. He/she will submit notification, in writing, to the Superintendent of all absences of custodial help.*
- 7. Will assume responsibility as the Intermediate Supervisor for following grievance procedures beginning with the principal of a building and then, if necessary, to the Superintendent.*
- 8. Will assume responsibility for certifying the quality and supervising all installation and maintenance work performed for the Plainville Public Schools. This means that all technicians or contractors performing work, whether under contract, bid or whatever, will be under the supervision of and responsible to the*



## ***Job Specifications***

### ***Director of Maintenance and Custodial Services/Maintenance Specialist***

*Director of Maintenance and Custodial Services/Maintenance Specialist.*

- 9. Will consult with the Business Assistant in preparing bid specifications when instructed to do so by the Superintendent.*
- 10. Will develop a working knowledge and understanding of the important mechanical and service features of the buildings, such as: the heating system, the ventilating system, the electrical system, the fire alarm system, electric motors, and other machinery to be found in the school systems.*
- 11. Will conduct regular inspections of all school buildings, equipment, and the school grounds to the end that the facilities are maintained in such a manner as not to jeopardize the health and safety of pupils, individuals, or groups, and others.*
- 12. Will conduct, from time to time, or cause to be conducted, individual or group meetings of the custodians for the purpose of instructing them in the proper techniques of cleaning and in the most efficient ways of using and caring for cleaning equipment and supplies.*
- 13. Will be responsible to the Superintendent for the conduct of the custodial services of the school and to confer with him/her at regular intervals regarding building conditions and the problems of his/her department.*
- 14. Will be responsible for having the sidewalks and egresses shoveled after snowstorms and all roof drains cleared to disburse water buildup – must be done before it freezes.*
- 15. Will perform all necessary electrical, plumbing, heating, refrigeration work, complying at all times with established codes in these and other related specific skill areas. When advisable or necessary he/she shall recommend outside sources for any project or maintenance work beyond his/her scope.*
- 16. Will give full time to this position and be available for all emergencies when called, and be responsible for all such activities on weekends as may be required for supervision of work or use of buildings by the public.*
- 17. Will perform such other functions, as the Superintendent of Schools shall deem necessary or desirable.*

***Terms of  
Employment:  
Evaluation:***

*Per Custodial Contract.*

*Yearly by Superintendent of Schools.*

***Approved: 12/14/98***

## ***Job Specifications***

***Title:*** *Director of Maintenance and Custodial Services/Maintenance Specialist*

***Qualifications:***

- 1. High School Graduate*
- 2. Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry and grounds maintenance.*
- 3. Ability to direct staff of custodians to maintain a clean, pleasant atmosphere in all school buildings.*
- 4. Ability to communicate effectively with administrators.*
- 5. Shall have experience with and knowledge of mechanical arrangement of piping, circulatory systems, draining systems, valves and controls*
- 6. Shall have experience with and knowledge of combustion, boilers, pressure vessels, and pneumatic control with regarding to heating.*
- 7. Shall have experience with and knowledge of refrigeration with regard to compressors and their associated controls, in order to properly maintain and control efficient temperatures within an enclosed area.*
- 8. Shall have experience and knowledge of basic building structure in all respects in order to effectively maintain and prescribe recommended procedures for proper and safe operation.*
- 9. Shall have experience in the maintenance of a school building or other building with approximately the same square footage as the Plainville Public Schools.*
- 10. Such alternative to the above qualifications as the School Committee may find appropriate and acceptable.*

***Special Requirements:*** *A vehicle shall be provided to the Director of Maintenance and Custodial Services/Maintenance Specialist that will be suitable for transportation of good and supplies between school buildings and for School Department business. Expenses for the use of this vehicle shall be paid by the School Department.*

***Reports To:*** *Superintendent of Schools*

***Job Goal:*** *Supervises custodial staff. Director of Maintenance and Custodial/Maintenance Specialist shall be completely responsible, under the Superintendent of Schools, for everything in connection with the*



## ***Job Specifications***

### ***Director of Maintenance and Custodial Services/Maintenance Specialist***

*operation and maintenance of all school buildings, property, and equipment, plus the care and upkeep of all school grounds. Performs all routine maintenance and all maintenance not requiring a licensed professional.*

#### ***Performance Responsibilities:***

- 1. Will prepare annually in the Fall, or as otherwise directed by the Superintendent, with the Business Services Assistant, a budget for supplies, equipment, and general maintenance necessary to operate the custodial services of the school efficiently and effectively during the ensuing fiscal year; and to assume responsibility for ordering and purchasing all supplies, equipment, and outside services necessary for the proper functioning of his/her department within budget allowances established by the Plainville School Committee. Clerical support provided by the Business Services Assistant.*
- 2. Will submit annually, or as otherwise directed by the Superintendent, a detailed report as to the overall condition of the entire district and to recommend specific repairs, modifications, replacements, etc. which will insure proper buildings and grounds up-keep and provide preventive measures against malfunctioning of apparatus and equipment. With these recommendations, he/she shall also submit the approximately cost to the best of his/her knowledge.*
- 3. Will maintain such records as may be necessary to render at all times an accurate accounting of custodial supplies used and on hand, including custodial equipment. He shall also keep records of fuel and power consumption as well as records on the performance of mechanical equipment necessary for the operation of the schools.*
- 4. Will assume responsibility for screening applicants for custodial positions and for conferring with and making recommendations to the Superintendent regarding applicants to employ.*
- 5. Will assume responsibility for planning the work, time schedules and with the Superintendent job descriptions of employees on the custodial and maintenance staff, instructing them in their duties, and supervising their performance. He/she will report periodically, as directed by the Superintendent, on the performance of each employee under his/her supervision.*
- 6. Will assume responsibility for monitoring the time records of all custodial employees in the school and certify them for salary payments. He/she will submit notification, in writing, to the Superintendent of all absences of custodial help.*

## *Job Specifications*

### *Director of Maintenance and Custodial Services/Maintenance Specialist*

***Performance  
Responsibilities  
(continued):***

- 7. Will assume responsibility as the Intermediate Supervisor for following grievance procedures beginning with the principal of a building and then, if necessary, to the Superintendent.*
- 8. Will assume responsibility for certifying the quality and supervising all installation and maintenance work performed for the Plainville Public Schools. This means that all technicians or contractors performing work, whether under contract, bid or whatever, will be under the supervision of and responsible to the Director of Maintenance and Custodial Services/Maintenance Specialist.*
- 9. Will consult with the School Business Administrator in preparing bid specifications when instructed to do so by the Superintendent.*
- 10. Will develop a working knowledge and understanding of the important mechanical and service features of the buildings, such as: the heating system, the ventilating system, the electrical system, the fire alarm system, electric motors, and other machinery to be found in the school systems.*
- 11. Will conduct regular inspections of all school buildings, equipment, and the school grounds to the end that the facilities are maintained in such a manner as not to jeopardize the health and safety of pupils, individuals, or groups, and others.*
- 12. Will conduct, from time to time, or cause to be conducted, individual or group meetings of the custodians for the purpose of instructing them in the proper techniques of cleaning and in the most efficient ways of using and caring for cleaning equipment and supplies.*
- 13. Will be responsible to the Superintendent for the conduct of the custodial services of the school and to confer with him/her at regular intervals regarding building conditions and the problems of his/her department.*
- 14. Will be responsible for having the sidewalks and egresses shoveled after snowstorms and all roof drains cleared to disburse water buildup – must be done before it freezes.*
- 15. Will perform all necessary electrical, plumbing, heating, refrigeration work, complying at all times with established codes in these and other related specific skill areas. When advisable or necessary he/she shall recommend outside sources for any project or maintenance work beyond his/her scope.*



***Job Specifications***

***Director of Maintenance and Custodial Services/Maintenance Specialist***

***Performance Responsibilities (continued):***      *16. Will give full time to this position and be available for all emergencies when called, and be responsible for all such activities on weekends as may be required for supervision of work or use of buildings by the public.*

*17. Will perform such other functions, as the Superintendent of Schools shall deem necessary or desirable.*

***Terms of Employment:***      *Twelve-month position with salary, benefits and work year to be established by the Superintendent of Schools*

***Evaluation:***      *Yearly by Superintendent of Schools.*

***Approved:***

## ***JOB SPECIFICATIONS***

***Title:*** *Network Administrator*

***Qualifications:***

- *Bachelor's degree*
- *Network certification (MCSE, NCNE or equivalent) and/or equivalent experience managing a complex network preferred*
- *At least two (2) years' of field network engineering experience*
- *Strong verbal/written communication skills*
- *Exceptional analytical abilities for hardware and software problem-solving*

***Reports to:*** *Technology Systems Administrator*

***Job Goal:***

- *Successfully configure, secure, monitor and manage the network infrastructure (LAN, WAN, and Wireless Network) for the Plainville Public Schools*
- *Provide support for network-related issues in a timely manner*

***Performance Responsibilities:***

- *Plan, implement and manage a centralized and remote network infrastructure and configurations in a physical and virtual (Hyper-V) Windows Server 2008R2-2012R environment*
- *Install, monitor and maintain system-wide endpoint security; ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance*
- *Create and manage Active Directory accounts, permissions, access rights, and storage allocations in accordance with best-practices*
- *Manage the Internet firewall and filter in accordance with CIPA guidelines, policies and laws*
- *Implement and maintain back-up, restore and replicate solutions for servers, files and other critical system resources*
- *Implement and maintain Office 365 e-mail archiving solution*
- *Assist with managing telecommunication and voicemail systems*
- *Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information for network infrastructure*



## *Network Administrator - Job Specifications*

### ***Performance Responsibilities (continued):***

- *Recommend, schedule, and perform software and hardware upgrades, patches and reconfigurations*
- *Recommend and implement network solutions to optimize connectivity and uptime*
- *Participate in system-wide technology initiatives such as equipment roll-outs, pilots and upgrades, as needed and provide feedback for evaluation*
- *Maintain open communication with Technology Department personnel, administrators and staff to insure the smooth flow of information regarding network issues and needs*
- *Assist in the development of long-range technology plans that align with the district's strategic technology plan and vision*
- *Collaborate with the Technology Team on the planning, purchase, deployment, and use of technology resources*
- *Provide second level tech support to Help Desk personnel as needed*
- *Keep up to date with latest technologies*
- *Work off hours when required*
- *Lift/move objects weighing over 30 lbs; occasional lifting/moving of objects weighing over 60 lbs; may lift/move heavier objects with assistance*
- *Perform all other duties and responsibilities as assigned by the Technology Systems Administrator*

### ***Terms of Employment:***

*Full-time, 220 days with salary and benefits to be established by the Superintendent of Schools*

### ***Evaluation:***

*Yearly by the Technology Systems Administrator*

*Approved:*

## ***JOB SPECIFICATIONS***

***Title:*** *Technology Systems Administrator*

***Qualifications:***

- *Minimum of a bachelor's degree in a related field*
- *Demonstrated professional experience in a technology leadership role*
- *At least four (4) years' experience in K-12 education preferred*
- *Demonstrated written and verbal communication, speaking and presentation skills*
- *Technology-related certifications preferred*

***Reports to:*** *Superintendent of Schools*

***Job Goal:***

- *Provide leadership in identifying, assessing and managing technology needs for the school system to the Superintendent and other stakeholders*
- *Direct, coordinate, supervise, facilitate and/or perform all tasks and elements needed to effect comprehensive integration of appropriate technology into every facet of operations*
- *Contribute to the infusion of educational technology into classrooms, libraries/media centers and district offices by providing highly motivating, full-time, professional leadership in all areas of technology planning and technology resource management*

***Performance Responsibilities:***

- *Provides leadership in all aspects of technology for the school system*
- *Coordinates development, refinement and execution of the District Technology Plan, involving all stakeholders and governance committees*
- *Collaborates with the Superintendent and leadership teams to make informed decisions*
- *Collaborates with principals and school staff to make informed decisions*



## *Technology System Administrator - Job Specifications*

### ***Performance Responsibilities (continued):***

- *Leads district initiatives, collaborating across schools and functional areas that support adoption and implementation of technology in all aspects of school business, including those that improve teaching and learning and promote 21<sup>st</sup> century skills*
- *Supports grade-level and department teams for needs assessment, decision-making, technology, professional development and other aspects of the district technology program*
- *Manages and directs technology staff in support of all technology applications to help the district meet the goals of its strategic plan*
- *Supervises or coordinates the skills development of all employees in the operation of technology. Builds awareness among employees of available resources and the role of technology in the instructional process*
- *Develops and coordinates a broad range of technology-based resources, maximizing the availability and use of these resources*
- *Serves as a technology resource to the community*
- *Demonstrates, models and communicates high standards of professional behavior and conduct*
- *Develops bid proposals*
- *Develops proposals for grant funding*
- *Oversees district reporting requirements*
- *Develops a technology budget and oversee the use of technology funds*
- *Serves as chairperson of the district's Technology and Assistive Technology Committees*
- *Performs all other duties and responsibilities as assigned by the Superintendent*

### ***Terms of Employment:***

*Full-time, 220 days with salary and benefits to be established by the Superintendent of Schools*

### ***Evaluation:***

*Yearly by the Superintendent of Schools*

PLAINVILLE PUBLIC SCHOOLS			ENROLLMENT 2016 2017				
	Boys	Girls	Total	Class Average			
Barboza (AM/PM)	10	10	20				
Skazinski (AM)	17	17	34				
<b>*TOTAL INT PRE -K</b>	<b>27</b>	<b>27</b>	<b>54</b>		0		
J. Kubinski	12	7	19				
L. Leger	11	7	18				
A. Naggar	10	8	18				
L. Siddall	12	7	19				
C. Teague	8	8	16				
<b>TOTAL-K</b>	<b>53</b>	<b>37</b>	<b>90</b>	<b>18.0</b>	0		
1 Foley	7	9	16				
1 Miller	11	6	17				
1 Moore	10	10	20				
1 Ryan	10	8	18				
1 Travers	7	8	15				
<b>TOTAL-1</b>	<b>45</b>	<b>41</b>	<b>86</b>	<b>17.2</b>	0		
2 Baker	10	8	18				
2 Eighmy	6	8	14				
2 Lomp	10	8	18				
2 Mazzeo	9	8	17				
2 Morris	8	7	15				
<b>TOTAL-2</b>	<b>43</b>	<b>39</b>	<b>82</b>	<b>16.4</b>	0		
3 Campbell	11	11	22				
3 Fregeau	11	9	20				
3 Moses	9	11	20				
3 Schoonmaker	10	10	20				
3 Surgenor	10	10	20				
<b>TOTAL-3</b>	<b>51</b>	<b>51</b>	<b>102</b>	<b>20.4</b>	0		
4 Almeida	12	8	20				
4 Maher	9	10	19				
4 Nunez	10	10	20				
4 Peter	8	8	16				
4 Vine	11	9	20				
<b>TOTAL-4</b>	<b>50</b>	<b>45</b>	<b>95</b>	<b>19.0</b>	0		
5 Flynn	11	10	21				
5 Hoyle	9	11	20				
5 Jagannath	12	11	23				
5 Skrabec	8	13	21				
5 Stoffel	9	12	21				
<b>TOTAL-5</b>	<b>49</b>	<b>57</b>	<b>106</b>	<b>21.2</b>	0		
6 Clayman	12	7	19				
6 Driscoll	11	10	21				
6 Espenhain	12	7	19				
6 Molloy	12	10	22				
6 Robinson	8	8	16				
<b>TOTAL-6</b>	<b>55</b>	<b>42</b>	<b>97</b>	<b>19.4</b>	0		
AWJ INT PRE-K	27	27	54				
TOTAL JACKSON (K-3)	192	168	360				
TOTAL WOOD (4-6)	154	144	298				
TOTAL K-GRADE 6	346	312	658	18.8			
<b>TOTAL SYSTEM</b>	<b>373</b>	<b>339</b>	<b>712</b>		0		

May 1, 2017



# ***PLAINVILLE PUBLIC SCHOOLS***

## ***SCHOOL COMMITTEE MEETINGS 2017/2018***

<i>August 22</i>	<i>February 13 27</i>
<i>September 12 26</i>	<i>March 13 27</i>
<i>October 10 24</i>	<i>April 10 24</i>
<i>November 14 28</i>	<i>May 8 22</i>
<i>December 19</i>	<i>June 12 26</i>
<i>January 9 23</i>	

*Regular School Committee Meetings are Customarily Scheduled the Second and Fourth Tuesday of Each Month and usually begin at 6:00 PM*

Plainville Public Schools												
Food Service Program 2016/2017												
Summary Profit and Loss Statement												
	1	2	3	4	5	6	7	8	9	10	11	12
	2016						2017					
	july	aug	sept	oct	nov	dec	jan	feb	mar	apr	may	jun
		1	21	19	18	17	20	13	22	14		
Revenue:			0									
Student lunch	169.75	\$4,045.00	19648.36	\$13,371.25	\$12,228.35	\$13,506.92	\$17,205.66	\$10,108.75	\$17,087.33	\$9,981.85		117,353.22
A-la-carte			\$3,111.00	\$2,800.25	\$2,146.30	\$2,073.71	\$2,416.50	\$1,698.00	\$2,703.90	\$1,653.55		18,603.21
Adult lunch			\$246.75	\$293.25	\$241.00	\$256.25	\$272.75	\$256.75	\$354.00	\$247.00		2,167.75
Other			\$4.00	\$1,296.00	\$1,066.00	\$2,591.13	\$751.50	\$170.25	\$66.00	\$678.72		6,623.60
Reimb-State	276.98		\$17.58	\$491.22	\$444.12	\$411.96	\$422.94	\$479.76	\$313.98	\$519.96		3,378.50
Reimb-FED			\$193.14	\$11,666.92	\$10,349.21	\$9,668.85	\$9,095.11	\$10,564.96	\$6,602.67	\$11,642.19		69,783.05
Total Revenue	446.73	\$4,045.00	\$23,220.83	\$29,918.89	26,474.98	28,508.82	30,164.46	23,278.47	27,127.88	24,723.27	0.00	217,909.33
Expenses:												
Food			\$10,086.76	\$7,079.29	\$12,020.04	\$6,012.58	\$9,496.72	\$8,910.62	\$10,508.78	\$10,290.81		74,405.60
Labor			\$11,135.54	\$12,699.64	\$12,232.77	\$18,107.26	\$10,879.24	\$12,222.25	\$10,789.32	\$11,982.29		100,048.31
Supplies			\$977.84	\$1,025.09	\$1,256.59	\$293.90	\$1,440.64	\$1,067.35	\$1,212.29	\$1,770.03		9,043.73
Equipment Repairs			\$1,034.20	\$309.00	\$1,471.25	\$497.00	\$508.12		\$0.00	\$419.86		4,239.43
Professional Devmt							\$190.00		\$0.00	\$305.00		495.00
Other			\$1,459.50	\$621.02	\$712.60	\$1,957.38	\$16.80	\$312.35	\$333.48	\$71.14		5,484.27
Total Expenses	\$0.00	\$0.00	\$24,693.84	\$21,734.04	27,693.25	26,868.12	22,531.52	22,512.57	22,843.87	24,839.13	0.00	193,716.34
Profit (loss)	\$446.73	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$766.90	\$4,284.01	-\$115.86	\$0.00	24,192.99
Cummulative	\$446.73	\$4,491.73	\$3,018.72	\$11,203.57	\$9,985.30	\$11,626.00	\$19,258.94	\$20,024.84	\$24,308.85	\$24,192.99	\$24,192.99	
Opening cash balance	\$59,267.47					\$0.00					-\$115.86	-\$115.86
Profit (loss)	\$446.73	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$766.90	\$4,284.01	-\$115.86	\$0.00	\$24,192.99
Ending cash EOM	\$59,714.20	\$4,045.00	-\$1,473.01	\$8,184.85	-\$1,218.27	\$1,640.70	\$7,632.94	\$766.90	\$4,284.01	-\$115.86	-\$115.86	\$83,460.46
\$ on acct Jackson				\$7,413.61	\$7,287.80	\$7,871.15	\$7,807.59	\$7,649.64	\$8,411.81	\$8,307.28		
\$ on acct Wood				\$5,681.94	\$5,355.21	\$5,684.56	\$5,862.09	\$3,657.09	\$6,231.14	\$5,561.74		
Negative balance				\$4,237.84	\$4,880.20	\$3,061.69	-\$2,856.35	-\$2,903.45	-\$3,007.97			
% of Revenue												
Food	0.0%	0.0%	43.4%	23.7%	45.4%	21.1%	31.5%	38.3%	38.7%	41.6%	na	34.1%
Labor	0.0%	0.0%	48.0%	42.4%	46.2%	63.5%	36.1%	52.5%	39.8%	48.5%	na	45.9%
Supplies	0.0%	0.0%	4.2%	3.4%	4.7%	1.0%	4.8%	4.6%	4.5%	7.2%	na	4.2%
Equipment Repairs	0.0%	0.0%	4.5%	1.0%	5.6%	1.7%	1.7%	0.0%	0.0%	1.7%	na	1.9%
Professional Develop	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	0.0%	0.0%	1.2%	na	0.2%
Other	0.0%	0.0%	6.3%	2.1%	2.7%	6.9%	0.1%	1.3%	1.2%	0.3%	na	2.5%



Plainville Public Schools																
School Lunch Participation																
08/09		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$1.50	62	69	69	78.5	71	68.7	70	70	60	56.5	67.47				
Wood		67	71	67	65.6	68	67	65.4	67	68	66.8	67.28				
Average		64.5	70	68	72.05	69.5	67.85	67.7	68.5	64	61.65	67.375				
09/10/2009		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$1.75	66	65	66.6	70.5	72	72	68	72.75	72	76	70.085				
Wood		64	63	66	67.3	65.5	68	64	65	65	69	65.68				
Average		65	64	66.3	68.9	68.75	70	66	68.875	68.5	72.5	67.8825				
10/11/2010		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$1.75	66	67	67.6	70	71.2	71.8	71.8	71.3	71.23	72.5	70.043				
Wood		66	68	69	70.9	70.2	71.8	70	69.3	68.95	72.2	69.635				
Average		66	67.5	68.3	70.45	70.7	71.8	70.9	70.3	70.09	72.35	69.839				
11/12		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.00	57	62.4	63.25	64.2	62.3	62	63.7	64.5	61	65.7	62.605				
Wood		63	67.6	70	67.3	65.7	64.3	62.5	62.2	61.7	63.3	64.76				
Average		60	65	66.625	65.75	64	63.15	63.1	63.35	61.35	64.5	63.6825				
12-13		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.00	55	58.7	65	65	64.5	64.5	66	69	64	64	63.57				
Wood		60	65.4	64.6	65	63	64	64.2	65	62	61	63.42				
Average		57.5	62.05	64.8	65	63.75	64.25	65.1	67	63	62.5	63.495				
13/14		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.25	50	59.5	62	62.2	61	59.5	63.7	62	53	57	58.99				
Wood		54	60	58	59	59	58	58	55	50	60	57.1				
Average		52	59.75	60	60.6	60	58.75	60.85	58.5	51.5	58.5	58.045				
14/15		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.25	53	59	60	62	60.2	62.5	64	64	64	66	61.82				
Wood		49	55	55	55	53.6	55	54	60	53	56	54.56				
Average		51	57	57.5	58.5	56.9	58.75	59	62	60.25	61	58.19				
15/16		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.25	54	63	67	65	64	65	63.6	69.5	68	65	64.41				
Wood		57	61	64	61	58	59	58.4	60.5	61	61	60.09				
Average		55.5	62	65.5	63	61	62	61	65	64.5	63	62.25				
15/16		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$1.50	10	11.5	15.5	14	14	13	12.79	13.6	14.4	12.6	13.139				
Wood		5	8	9	8	8	8	8.8	8.75	9.5	9.3	8.235				
Average		7.5	9.75	12.25	11	11	10.5	10.795	11.175	11.95	10.95	10.687				
16/17		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	\$2.50	61	64.7	65	64.3	65.7	68.2	67.1	67.2			65.4				
Wood		58.6	60.9	62	64.6	61.3	60.3	58.3	58.1			60.5125				
Average		59.8	62.8	63.5	64.45	63.5	64.25	62.7	62.65	0	0	62.95625				
16/17		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Year				
Jackson	Breakfast	11.6	14	13.5	13.6	13.6	13.4	12.6	14.3			13.325				
Wood		11.4	16.4	16.75	13.6	12.8	11.6	12.6	13			13.51875				
Average		11.5	15.2	15.125	13.6	13.2	12.5	12.6	13.65	0	0	13.421875				



# PLAINVILLE PUBLIC SCHOOLS

68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

David P. Raiche  
Superintendent of Schools

Telephone: (508) 699-1300  
Fax: (508) 699-1302  
Email: draiche@plainville.k12.ma.us

**Date:** May 3, 2017

**To:** Plainville School Committee  
Plainville Finance Committee

**From:** David P. Raiche, Superintendent  
Caron Ketchum, School Business Administrator

**Re:** FY17 Budget Update (March 31, 2017)

*Attached is the Group Budget Listing reflecting activity through **March 31, 2017.***

<b>Category</b>	<b>Line</b>	<b>Comment</b>
1000 Administration	1110-School Committee	Overages in School Committee Miscellaneous Supplies and Other Expenses are due to additional subscriptions and meeting refreshments. This will be offset by Central Office Other Expenses.
	1210-Superintendent	Superintendent Contracted Services is over due to new leases on postage and copier machines. This overage will be covered by expected surplus in legal expenses.
	1410-Finance and Admin Services	Contracted Services overage is due to additional secure shredding services needed for confidential documents in the Central Office. This over budget line item will be covered by Business Office technology supplies.
2000 Instruction	2210-Building Leadership	Overage in Wood School Clerical salaries is due to the new secretary contract. This overage will be covered by the salary budgeted in the Wood Security Assistant line. Wood School Contracted services overage is due to additional nurse coverage from Norfolk Public Schools.



<b>Category</b>	<b>Line</b>	<b>Comment</b>
2300 Teaching	2310 SpEd Resources	Overage in summer school salaries is due hourly rate differential and an additional paraprofessional for incoming K student needs. It is offset by Special Ed Summer Assistants salaries.
	2330 Salaries-Support Staff	Overage in Wood School Para substitutes is due to coverage needed for a maternity leave. This overage will be covered by the savings in regular salaries.
2400 Instructional Materials and Services	2410 Textbooks/ Instructional Materials	Overages due to curriculum needs in specific subjects will be offset by other subject textbook line items and supply lines.
	2420 Instructional Equipment (W)	Overage in Wood School instructional equipment is from purchases of additional bulletin boards for classrooms. This overage will be covered by Wood School General Supplies.
	2451 Instructional Technology	Budget overrun is due to additional contracted services for upgrade of classroom switch plates and the purchase of additional mobile device carts. This overage will be offset by other Technology line items.
	2453 Instructional Technology Hardware/Sped	The purchase of additional HP Stream notebooks for Special Needs students resulted in an overage in this line and will be offset by savings in other line items.
4100 Building Maintenance	4110 Custodian Services	Custodian Summer Help and Overtime exceeded budget due to the need for additional staff to cover for two custodians out on leave. This overage will be covered by Custodian Regular salaries which is currently under budget.

Attachment: Group Budget Listing



# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask  
☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2016 To Date: 3/31/2017

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.1110.3.0200	Salaries	\$2,500.00	\$1,250.00	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	50.00%
01.1110.4.0200	Contracted Service	\$3,890.00	\$2,080.00	\$2,080.00	\$1,810.00	\$0.00	\$1,810.00	46.53%
01.1110.5.0200	Misc. Supplies	\$156.00	\$12.50	\$12.50	\$143.50	\$234.00	(\$90.50)	-58.01%
01.1110.6.0200	Other Expenses	\$2,537.00	\$2,626.03	\$2,626.03	(\$89.03)	\$186.86	(\$275.89)	-10.87%
	Func: School Committee - 1110	\$9,083.00	\$5,968.53	\$5,968.53	\$3,114.47	\$420.86	\$2,693.61	29.66%
01.1210.1.0200	Salary/Superintendent	\$163,683.00	\$119,614.50	\$119,614.50	\$44,068.50	\$0.00	\$44,068.50	26.92%
01.1210.2.0200	Salary/Supt. Admin. Assistant	\$67,721.00	\$49,488.38	\$49,488.38	\$18,232.62	\$0.00	\$18,232.62	26.92%
01.1210.4.0200	Contracted Services	\$15,070.00	\$14,786.91	\$14,786.91	\$283.09	\$2,257.74	(\$1,974.65)	-13.10%
01.1210.5.0200	Supplies	\$2,400.00	\$931.21	\$931.21	\$1,468.79	\$0.00	\$1,468.79	61.20%
01.1210.6.0200	Other Expenses	\$7,650.00	\$3,569.65	\$3,569.65	\$4,080.35	\$0.00	\$4,080.35	53.34%
	Func: Superintendent - 1210	\$256,524.00	\$188,390.65	\$188,390.65	\$68,133.35	\$2,257.74	\$65,875.61	25.68%
01.1410.1.0200	Salary/School Business Adminis	\$78,300.00	\$57,219.24	\$57,219.24	\$21,080.76	\$0.00	\$21,080.76	26.92%
01.1410.2.0200	Salary/Business Services Assis	\$25,378.00	\$16,628.52	\$16,628.52	\$8,749.48	\$0.00	\$8,749.48	34.48%
01.1410.4.0200	Contracted Services/Audit	\$3,900.00	\$3,982.00	\$3,982.00	(\$82.00)	\$0.00	(\$82.00)	-2.10%
01.1410.5.0200	Supplies	\$250.00	\$245.45	\$245.45	\$4.55	\$0.00	\$4.55	1.82%
01.1410.6.0200	Other Expenses	\$860.00	\$240.51	\$240.51	\$419.49	\$0.00	\$419.49	63.56%
	Func: Finance & Administrative Services - 1410	\$108,488.00	\$78,315.72	\$78,315.72	\$30,172.28	\$0.00	\$30,172.28	27.81%
01.1430.4.0200	Legal Expenses for School Comm	\$4,500.00	\$1,576.50	\$1,576.50	\$2,923.50	\$0.00	\$2,923.50	64.97%
	Func: Legal Services - 1430	\$4,500.00	\$1,576.50	\$1,576.50	\$2,923.50	\$0.00	\$2,923.50	64.97%
01.1450.4.0400	Cont Serv/Technology	\$13,380.00	\$13,244.41	\$13,244.41	\$135.59	\$0.00	\$135.59	1.01%
01.1450.5.0400	Computer Hardware	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00	100.00%
01.1450.5.0670	Supplies/Adm Technology	\$720.00	\$0.00	\$0.00	\$720.00	\$0.00	\$720.00	100.00%
	Func: Information Management & Technology - 1450	\$14,750.00	\$13,244.41	\$13,244.41	\$1,505.59	\$0.00	\$1,505.59	10.21%
01.2110.1.0200	Salary/Tech Admin	\$101,800.00	\$74,392.25	\$74,392.25	\$27,407.75	\$0.00	\$27,407.75	26.92%
01.2110.1.0510	Salary/SPED Admin	\$111,635.00	\$80,793.89	\$80,793.89	\$30,841.11	\$0.00	\$30,841.11	27.63%
01.2110.2.0510	Salary/SPED Clerical	\$26,965.00	\$22,441.28	\$22,441.28	\$4,523.72	\$0.00	\$4,523.72	16.78%
01.2110.4.0510	Cont.Serv/SpEd Program	\$5,000.00	\$1,484.19	\$1,484.19	\$3,515.81	\$0.00	\$3,515.81	70.32%
01.2110.5.0510	Supplies/SpEd Admin	\$2,200.00	\$670.31	\$670.31	\$1,529.69	\$7.35	\$1,522.34	69.20%
01.2110.6.0200	Travel/Tech Admin	\$1,100.00	\$647.31	\$647.31	\$452.69	\$0.00	\$452.69	41.15%
	Other Expenses and SpEd PAC	\$2,350.00	\$667.32	\$667.32	\$1,682.68	\$253.00	\$1,429.68	60.84%
01.2110.6.0510	Func: Districtwide Academic Leadership - 2110	\$251,050.00	\$181,096.55	\$181,096.55	\$69,953.45	\$260.35	\$69,693.10	27.76%
01.2210.1.2200	Salary/Principal (J)	\$114,900.00	\$85,660.82	\$85,660.82	\$29,239.18	\$0.00	\$29,239.18	25.45%
01.2210.1.3200	Salary/Principal (W)	\$113,480.00	\$82,927.66	\$82,927.66	\$30,552.34	\$0.00	\$30,552.34	26.92%
01.2210.2.2200	Salary/Princ Clerical (J)	\$43,966.00	\$30,261.99	\$30,261.99	\$13,704.01	\$0.00	\$13,704.01	31.17%
01.2210.2.3200	Salary/Princ Clerical (W)	\$27,632.00	\$28,434.02	\$28,434.02	(\$802.02)	\$0.00	(\$802.02)	-2.90%
01.2210.4.2200	Contracted Services (J)	\$250.00	\$100.00	\$100.00	\$150.00	\$0.00	\$150.00	60.00%
01.2210.4.3200	Contracted Services (W)	\$250.00	\$350.00	\$350.00	(\$100.00)	\$0.00	(\$100.00)	-40.00%
01.2210.5.2200	Supplies (J)	\$1,600.00	\$739.10	\$739.10	\$860.90	\$0.00	\$860.90	53.81%
01.2210.5.3200	Supplies (W)	\$1,025.00	\$669.71	\$669.71	\$355.29	\$0.00	\$355.29	34.66%
01.2210.6.2200	Other Expenses (J)	\$1,069.00	\$574.49	\$574.49	\$494.51	\$0.00	\$494.51	46.26%
01.2210.6.2300	School Councils (J)	\$3,200.00	\$536.35	\$536.35	\$2,663.65	\$0.00	\$2,663.65	83.24%
01.2210.6.3200	Other Expenses (W)	\$3,104.00	\$677.31	\$677.31	\$2,426.69	\$0.00	\$2,426.69	78.18%
01.2210.6.3300	School Council (W)	\$2,560.00	\$811.06	\$811.06	\$1,748.94	\$341.00	\$1,407.94	55.00%
	Func: School Building Leadership - 2210	\$313,036.00	\$231,742.51	\$231,742.51	\$81,293.49	\$341.00	\$80,952.49	25.86%



# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

From Date: 7/1/2016 To Date: 3/31/2017

☐ Subtotal by Collapse Mask ☒ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range  
☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2250.3.0200	Salary/Tech Support	\$108,616.00	\$79,691.63	\$79,691.63	\$28,924.37	\$0.00	\$28,924.37	26.63%
01.2250.4.2400	Cont Serv/Jackson	\$10,960.00	\$8,622.25	\$8,622.25	\$2,337.75	\$0.00	\$2,337.75	21.33%
01.2250.4.3400	Cont Serv/Wood	\$7,900.00	\$5,322.25	\$5,322.25	\$2,577.75	\$0.00	\$2,577.75	32.63%
01.2250.5.0400	Computer Hardware-Technology	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00	100.00%
01.2250.5.0510	Computer Hardware-SpEd	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00	100.00%
01.2250.5.2001	Computer Hardware-Food Service	\$4,800.00	\$0.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00	100.00%
01.2250.5.2400	Computer Expenses (J)	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
01.2250.5.3400	Computer Expenses (W)	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
	Func: Building Technology - 2250	\$135,676.00	\$93,636.13	\$93,636.13	\$42,039.87	\$0.00	\$42,039.87	30.99%
01.2305.1.0120	Salaries/Kdg Teachers	\$382,919.00	\$218,298.52	\$218,298.52	\$164,620.48	\$0.00	\$164,620.48	42.99%
01.2305.1.2200	Salaries/Reg Ed Teachers (J)	\$1,271,032.00	\$746,469.35	\$746,469.35	\$524,562.65	\$0.00	\$524,562.65	41.27%
01.2305.1.3200	Salary/Reg Ed Teachers (W)	\$1,287,119.00	\$719,839.70	\$719,839.70	\$567,279.30	\$0.00	\$567,279.30	44.07%
	Func: Teaching Regular Ed - 2305	\$2,941,070.00	\$1,684,607.57	\$1,684,607.57	\$1,256,462.43	\$0.00	\$1,256,462.43	42.72%
01.2310.1.2200	Salary/Reading Specialist (J)	\$69,096.00	\$40,043.86	\$40,043.86	\$29,052.14	\$0.00	\$29,052.14	42.05%
01.2310.1.2510	Salary/SpEd Teachers (J)	\$209,130.00	\$120,799.26	\$120,799.26	\$88,330.74	\$0.00	\$88,330.74	42.24%
01.2310.1.3510	Salary/SpEd Teachers (W)	\$333,781.00	\$195,060.23	\$195,060.23	\$138,720.77	\$0.00	\$138,720.77	41.56%
01.2310.1.4510	Salaries/Pre-School Teachers	\$72,164.00	\$45,702.49	\$45,702.49	\$26,461.51	\$0.00	\$26,461.51	36.67%
01.2310.1.5510	Salary/Summer Pre-School	\$25,361.00	\$25,473.00	\$25,473.00	(\$112.00)	\$0.00	(\$112.00)	-0.44%
	Func: Teaching SpEd/Resource - 2310	\$709,532.00	\$427,078.84	\$427,078.84	\$282,453.16	\$0.00	\$282,453.16	39.81%
01.2315.1.2000	Salary/Instructional Coordinator	\$108,330.00	\$62,785.20	\$62,785.20	\$45,544.80	\$0.00	\$45,544.80	42.04%
01.2315.1.3000	Salary/Instructional Coordinat	\$108,329.00	\$62,785.50	\$62,785.50	\$45,543.50	\$0.00	\$45,543.50	42.04%
	Func: Instructional Coordinator - 2315	\$216,659.00	\$125,570.70	\$125,570.70	\$91,088.30	\$0.00	\$91,088.30	42.04%
01.2320.1.2510	Salary/OT, Speech, PT (J)	\$130,265.00	\$77,356.20	\$77,356.20	\$52,908.80	\$0.00	\$52,908.80	40.62%
01.2320.1.3510	Salary/OT, Speech, PT (W)	\$56,538.00	\$30,702.90	\$30,702.90	\$25,835.10	\$0.00	\$25,835.10	45.70%
01.2320.3.2510	Salaries/Assists S/L/COTA/ABA	\$158,749.00	\$105,455.54	\$105,455.54	\$53,293.46	\$0.00	\$53,293.46	33.57%
01.2320.3.3510	Salaries/Assists S/L/COTA/ABA	\$2,919.00	\$2,085.00	\$2,085.00	\$834.00	\$0.00	\$834.00	28.57%
01.2320.3.5510	Salaries/Summer SpEd Assist	\$6,053.00	\$5,587.20	\$5,587.20	\$465.80	\$0.00	\$465.80	7.70%
01.2320.4.5510	Cont Serv/SpEd Assistants Summ	\$2,444.00	\$1,021.03	\$1,021.03	\$1,422.97	\$0.00	\$1,422.97	58.22%
	Func: Medical/Therapeutic Services - 2320	\$356,968.00	\$222,207.87	\$222,207.87	\$134,760.13	\$0.00	\$134,760.13	37.75%
01.2325.3.0120	Salary/Substitutes-KDG	\$2,975.00	\$2,440.00	\$2,440.00	\$535.00	\$0.00	\$535.00	17.98%
01.2325.3.0200	Salary/Substitutes - Reg Ed	\$48,600.00	\$28,012.33	\$28,012.33	\$20,587.67	\$0.00	\$20,587.67	42.36%
01.2325.3.0510	Salary/Substitutes - SpEd	\$14,580.00	\$5,762.50	\$5,762.50	\$8,817.50	\$0.00	\$8,817.50	60.48%
	Func: Salaries/Substitutes - 2325	\$66,155.00	\$36,214.83	\$36,214.83	\$29,940.17	\$0.00	\$29,940.17	45.28%
01.2330.3.0120	Salary/Instructional Paras (K)	\$103,741.00	\$72,723.15	\$72,723.15	\$31,017.85	\$0.00	\$31,017.85	29.90%
01.2330.3.0121	Salaries/Sub Instrl Para	\$2,850.00	\$2,445.00	\$2,445.00	\$405.00	\$0.00	\$405.00	14.21%
01.2330.3.0400	Salary Media Para	\$22,229.00	\$15,645.90	\$15,645.90	\$6,583.10	\$0.00	\$6,583.10	29.61%
01.2330.3.2000	Salary/Title 1 Tutor	\$38,857.00	\$16,817.71	\$16,817.71	\$22,039.29	\$0.00	\$22,039.29	56.72%
01.2330.3.2200	Supervisory Paraprofessional (	\$25,380.00	\$16,354.75	\$16,354.75	\$9,025.25	\$0.00	\$9,025.25	35.56%
01.2330.3.2510	Salaries/SpEd Paras (J)	\$88,599.00	\$42,580.53	\$42,580.53	\$46,018.47	\$0.00	\$46,018.47	51.94%
01.2330.3.2511	Salaries/Sub SpEd Paras (J)	\$5,775.00	\$5,067.50	\$5,067.50	\$707.50	\$0.00	\$707.50	12.25%
01.2330.3.3000	Salary/Title 1 Tutor (W)	\$38,920.00	\$16,579.49	\$16,579.49	\$22,340.51	\$0.00	\$22,340.51	57.40%
01.2330.3.3200	Supervisory Paraprofessional (	\$12,690.00	\$8,120.25	\$8,120.25	\$4,569.75	\$0.00	\$4,569.75	36.01%
01.2330.3.3510	Salaries/SpEd Paras (W)	\$68,819.00	\$24,563.15	\$24,563.15	\$44,255.85	\$0.00	\$44,255.85	64.31%
01.2330.3.3511	Salaries/Sub SpEd Paras (W)	\$2,475.00	\$5,962.50	\$5,962.50	(\$3,487.50)	\$0.00	(\$3,487.50)	-140.91%
01.2330.3.5510	Salary/Summer School Paras	\$9,703.00	\$10,454.20	\$10,454.20	(\$751.20)	\$0.00	(\$751.20)	-7.74%



# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

From Date: 7/1/2016

To Date: 3/31/2017

☐ Subtotal by Collapse Mask ☒ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2330.4.0130	Cont Serv/Enrichment	\$7,000.00	\$3,499.96	\$3,499.96	\$3,500.04	\$0.00	\$3,500.04	50.00%
01.2330.4.0510	Cont Serv/ SpEd	\$100,507.00	\$42,646.44	\$42,646.44	\$57,860.56	\$29,114.41	\$28,746.15	28.60%
01.2330.4.0710	Cont Serv/Tutor	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.2330.4.5510	Cont Serv/Summer School	\$3,595.00	\$2,816.01	\$2,816.01	\$778.99	\$0.00	\$778.99	21.67%
	Func: Salaries/Support Staff, Misc - 2330	\$533,140.00	\$286,276.54	\$286,276.54	\$246,863.46	\$29,114.41	\$217,749.05	40.84%
01.2340.1.0200	Salary/Media Specialist	\$135,819.00	\$47,334.75	\$47,334.75	\$88,484.25	\$0.00	\$88,484.25	65.15%
	Func: Media Specialist - 2340	\$135,819.00	\$47,334.75	\$47,334.75	\$88,484.25	\$0.00	\$88,484.25	65.15%
01.2355.3.0120	Sub/Prof Conference - Kdg	\$2,700.00	\$660.00	\$660.00	\$2,040.00	\$0.00	\$2,040.00	75.56%
01.2355.3.0200	Subs/Prof Conferences-Reg Ed	\$14,400.00	\$5,355.00	\$5,355.00	\$9,045.00	\$0.00	\$9,045.00	62.81%
01.2355.3.0510	Subs/Prof Conferences-SPED	\$3,150.00	\$400.00	\$400.00	\$2,750.00	\$0.00	\$2,750.00	87.30%
	Func: Salaries Substitutes/Professional Development - 2355	\$20,250.00	\$6,415.00	\$6,415.00	\$13,835.00	\$0.00	\$13,835.00	68.32%
01.2357.6.0202	Professional Dues-Admin	\$4,872.00	\$3,395.75	\$3,395.75	\$1,476.25	\$469.00	\$1,007.25	20.67%
01.2357.6.0203	Conf Reg/Prof Dev - Admin	\$32,675.00	\$8,945.68	\$8,945.68	\$23,729.32	\$2,065.39	\$21,663.93	66.30%
01.2357.6.0340	Inservce/Professional Develop	\$45,170.00	\$18,209.31	\$18,209.31	\$26,960.69	\$0.00	\$26,960.69	59.59%
01.2357.6.0403	Conf Reg - Technology	\$4,400.00	\$3,525.00	\$3,525.00	\$875.00	\$0.00	\$875.00	19.89%
01.2357.6.0410	Prof Dues/Subscriptions	\$6,750.00	\$6,749.00	\$6,749.00	\$1.00	\$0.00	\$1.00	0.01%
01.2357.6.0423	Conf Reg - Teachers	\$9,500.00	\$7,631.08	\$7,631.08	\$1,868.92	\$934.00	\$934.92	9.84%
01.2357.6.0460	Course Reimbursement	\$16,000.00	\$5,810.00	\$5,810.00	\$10,190.00	\$3,247.00	\$6,943.00	43.39%
01.2357.6.0510	Inservce SPED	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.2357.6.0512	Professional Dues - SPED	\$434.00	\$275.00	\$275.00	\$159.00	\$0.00	\$159.00	36.64%
01.2357.6.0513	Conf Reg - SPED	\$3,500.00	\$3,077.98	\$3,077.98	\$422.02	\$0.00	\$422.02	12.06%
01.2357.6.0600	Professional Library	\$3,250.00	\$1,528.06	\$1,528.06	\$1,721.94	\$0.00	\$1,721.94	52.98%
	Func: Professional Development - 2357	\$127,551.00	\$59,146.86	\$59,146.86	\$68,404.14	\$6,715.39	\$61,688.75	48.36%
01.2410.5.2030	Textbks/Materials Lang Arts J	\$2,200.00	\$1,721.73	\$1,721.73	\$478.27	\$0.00	\$478.27	21.74%
01.2410.5.2040	Textbks/Materials Math J	\$2,000.00	\$3,211.00	\$3,211.00	(\$1,211.00)	\$0.00	(\$1,211.00)	-60.55%
01.2410.5.2070	Textbks/Materials Reading J	\$3,000.00	\$2,019.60	\$2,019.60	\$980.40	\$0.00	\$980.40	32.68%
01.2410.5.2080	Textbks/Materials Science J	\$4,000.00	\$603.50	\$603.50	\$3,396.50	\$3,756.50	(\$360.00)	-9.00%
01.2410.5.2090	Textbks/Materials Social Studi	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
01.2410.5.3030	Textbks/Materials Lang Arts W	\$1,143.00	\$1,388.82	\$1,388.82	(\$245.82)	\$0.00	(\$245.82)	-21.51%
01.2410.5.3040	Textbks/Materials Math W	\$595.00	\$1,703.67	\$1,703.67	(\$1,108.67)	\$0.00	(\$1,108.67)	-186.33%
01.2410.5.3070	Textbks/Materials Reading W	\$700.00	\$581.52	\$581.52	\$118.48	\$0.00	\$118.48	16.93%
01.2410.5.3080	Textbks/Materials Science W	\$500.00	\$795.92	\$795.92	(\$295.92)	\$0.00	(\$295.92)	-59.18%
01.2410.5.3090	Textbks/Materials Social Studi	\$2,058.00	\$935.55	\$935.55	\$1,122.45	\$0.00	\$1,122.45	54.54%
01.2410.5.3110	Textbks/Materials Health W	\$2,420.00	\$1,427.36	\$1,427.36	\$992.64	\$0.00	\$992.64	41.02%
	Func: Textbooks/Instr Materials - 2410	\$18,816.00	\$14,388.67	\$14,388.67	\$4,427.33	\$3,756.50	\$670.83	3.57%
01.2415.4.2620	Cont Serv/AV Repair (J)	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.2415.4.3620	Cont Serv/AV Repair (W)	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.2415.5.2620	Library Supplies (J)	\$6,900.00	\$0.00	\$0.00	\$6,900.00	\$1,881.24	\$5,018.76	72.74%
01.2415.5.2621	Library Periodicals J	\$275.00	\$0.00	\$0.00	\$275.00	\$271.65	\$3.35	1.22%
01.2415.5.2622	Library Instructional Material	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
01.2415.5.2623	Library Books J	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$1,446.43	\$2,153.57	59.82%
01.2415.5.3620	Library Supplies (W)	\$3,750.00	\$0.00	\$0.00	\$3,750.00	\$1,931.31	\$1,818.69	48.50%
01.2415.5.3621	Library Periodicals W	\$425.00	\$0.00	\$0.00	\$425.00	\$400.62	\$24.38	5.74%
01.2415.5.3622	Library Instructional Material	\$300.00	\$52.89	\$52.89	\$247.11	\$0.00	\$247.11	82.37%
01.2415.5.3623	Library Books W	\$3,600.00	\$0.00	\$0.00	\$3,600.00	\$1,953.72	\$1,646.28	45.73%
	Func: Other Instructional Materials (Library) - 2415	\$20,050.00	\$52.89	\$52.89	\$19,997.11	\$7,884.97	\$12,112.14	60.41%

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# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

From Date: 7/1/2016 To Date: 3/31/2017

☐ Subtotal by Collapse Mask ☒ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2420.4.0510	Cont Serv/Sped Equip	\$856.00	\$641.25	\$641.25	\$214.75	\$0.00	\$214.75	25.09%
01.2420.4.2200	Cont Serv/Copy Machine (J)	\$11,180.00	\$9,321.51	\$9,321.51	\$1,858.49	\$1,468.38	\$390.11	3.49%
01.2420.4.2620	Cont Serv/Instr Equip Repair (	\$750.00	\$500.00	\$500.00	\$250.00	\$0.00	\$250.00	33.33%
01.2420.4.3200	Cont Serv/Copy Machine (W)	\$14,348.00	\$7,982.54	\$7,982.54	\$6,365.46	\$1,330.74	\$5,034.72	35.09%
01.2420.4.3620	Cont Serv/Instr Equip Repair (	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
01.2420.5.0120	Instr Equip - Kdg	\$1,000.00	\$450.00	\$450.00	\$550.00	\$0.00	\$550.00	55.00%
01.2420.5.0510	Instr Equip - SPED	\$2,300.00	\$1,768.39	\$1,768.39	\$531.61	\$0.00	\$531.61	23.11%
01.2420.5.0600	Instr Equip - (J)	\$1,500.00	\$1,324.95	\$1,324.95	\$175.05	\$0.00	\$175.05	11.67%
01.2420.5.3060	Instr Equip - (W)	\$1,500.00	\$1,758.49	\$1,758.49	(\$258.49)	\$25.85	(\$284.34)	-18.96%
	Func: Instructional Equipment - 2420	\$34,184.00	\$23,747.13	\$23,747.13	\$10,436.87	\$2,824.97	\$7,611.90	22.27%
01.2430.5.0120	Supplies/Kindergarten	\$1,575.00	\$62.57	\$62.57	\$1,512.43	\$257.61	\$1,254.82	79.67%
01.2430.5.0130	Supplies/Enrichment	\$1,650.00	\$937.42	\$937.42	\$712.58	\$405.00	\$307.58	18.64%
01.2430.5.0510	Supplies/SpEd	\$3,500.00	\$754.32	\$754.32	\$2,745.68	\$0.00	\$2,745.68	78.45%
01.2430.5.2010	Supplies/General (J)	\$14,617.00	\$6,264.22	\$6,264.22	\$8,352.78	\$341.59	\$8,011.19	54.81%
01.2430.5.2020	Supplies Art J	\$1,688.00	\$0.00	\$0.00	\$1,688.00	\$0.00	\$1,688.00	100.00%
01.2430.5.2030	Supplies Language Arts J	\$4,740.00	\$544.73	\$544.73	\$4,195.27	\$0.00	\$4,195.27	88.51%
01.2430.5.2040	Supplies Math J	\$2,500.00	\$101.58	\$101.58	\$2,398.42	\$0.00	\$2,398.42	95.94%
01.2430.5.2050	Supplies/Music (J)	\$1,625.00	\$1,419.69	\$1,419.69	\$205.31	\$187.56	\$17.75	1.09%
01.2430.5.2060	Supplies PE J	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.2430.5.2070	Supplies Reading	\$4,975.00	\$3,970.29	\$3,970.29	\$1,004.71	\$0.00	\$1,004.71	20.20%
01.2430.5.2080	Supplies Science J	\$500.00	\$124.49	\$124.49	\$375.51	\$0.00	\$375.51	75.10%
01.2430.5.2090	Supplies Social Studies J	\$280.00	\$0.00	\$0.00	\$280.00	\$0.00	\$280.00	100.00%
01.2430.5.2100	Supplies Handwriting J	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
01.2430.5.2150	Supplies Reading Teacher J	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.2430.5.2160	Supplies World Language J	\$450.00	\$0.00	\$0.00	\$450.00	\$24.20	\$425.80	94.62%
01.2430.5.3010	Supplies/General (W)	\$11,557.00	\$4,062.85	\$4,062.85	\$7,494.15	\$1,543.20	\$5,950.95	51.49%
01.2430.5.3020	Supplies Art W	\$1,500.00	\$1,405.68	\$1,405.68	\$94.32	\$94.32	\$0.00	0.00%
01.2430.5.3030	Supplies Language Arts W	\$990.00	\$285.40	\$285.40	\$704.60	\$0.00	\$704.60	71.17%
01.2430.5.3040	Supplies Math W	\$825.00	\$824.19	\$824.19	\$0.81	\$0.00	\$0.81	0.10%
01.2430.5.3050	Supplies/Music (W)	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.2430.5.3060	Supplies PE W	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00	100.00%
01.2430.5.3070	Supplies Reading W	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
01.2430.5.3080	Supplies Science W	\$8,500.00	\$0.00	\$0.00	\$8,500.00	\$0.00	\$8,500.00	100.00%
01.2430.5.3090	Supplies Social Studies W	\$488.00	\$0.00	\$0.00	\$488.00	\$0.00	\$488.00	100.00%
01.2430.5.3160	Supplies World Language W	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
01.2430.5.4510	Supplies/PreSchool	\$1,000.00	\$922.58	\$922.58	\$77.42	\$0.00	\$77.42	7.74%
	Func: General Supplies - 2430	\$66,060.00	\$21,680.01	\$21,680.01	\$44,379.99	\$2,853.48	\$41,526.51	62.86%
01.2440.4.2140	Cont Serv/Field Trips (J)	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,050.00	\$2,950.00	73.75%
01.2440.4.3140	Cont Serv/Field Trips (W)	\$3,000.00	\$2,672.00	\$2,672.00	\$328.00	\$95.00	\$233.00	7.77%
01.2440.6.2510	Travell/ABA	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
	Func: Other Instructional Services - Field Trips - 2440	\$7,250.00	\$2,672.00	\$2,672.00	\$4,578.00	\$1,145.00	\$3,433.00	47.35%
01.2451.4.0200	IT Classroom/Hardware Cont Ser	\$16,500.00	\$6,821.20	\$6,821.20	\$9,678.80	\$14,092.63	(\$4,413.83)	-26.75%
01.2451.4.0510	IT Contr Serv/SpEd	\$3,200.00	\$2,902.00	\$2,902.00	\$298.00	\$178.00	\$120.00	3.75%
01.2451.5.0200	IT Classroom/Hardware	\$226,280.00	\$149,522.25	\$149,522.25	\$76,757.75	\$76,640.92	\$116.83	0.05%
01.2451.5.0400	IT Classroom/Supplies & Mater	\$10,000.00	\$11,801.91	\$11,801.91	(\$1,801.91)	\$556.27	(\$2,358.18)	-23.58%
	Func: Instructional Technology - 2451	\$255,980.00	\$171,047.36	\$171,047.36	\$84,932.64	\$91,467.82	(\$6,535.18)	-2.55%



# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

From Date: 7/1/2016 To Date: 3/31/2017

☐ Subtotal by Collapse Mask ☒ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.2453.4.0200	IT Media Cont Services	\$6,386.00	\$6,386.00	\$6,386.00	\$0.00	\$0.00	\$0.00	0.00%
01.2453.5.0400	IT Media Supplies	\$400.00	\$0.00	\$0.00	\$400.00	\$87.00	\$313.00	78.25%
01.2453.5.0510	IT Hardware/SpEd	\$2,000.00	\$3,260.00	\$3,260.00	(\$1,260.00)	\$1,218.00	(\$2,478.00)	-123.90%
	Func: Instructional Technology - 2453	\$8,786.00	\$9,646.00	\$9,646.00	(\$860.00)	\$1,305.00	(\$2,165.00)	-24.64%
01.2455.4.0200	IT Instruc Software/Cont Serv	\$61,580.00	\$31,478.97	\$31,478.97	\$30,101.03	\$23,342.50	\$9,758.53	10.98%
01.2455.5.0400	IT Instr Software/Supplies	\$13,015.00	\$6,194.07	\$6,194.07	\$6,820.93	\$0.00	\$6,820.93	52.41%
01.2455.5.0510	IT Software/SpEd	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00	\$0.00	\$0.00	0.00%
	Func: Instructional Technology - 2455	\$77,195.00	\$40,273.04	\$40,273.04	\$36,921.96	\$23,342.50	\$13,579.46	17.59%
01.2720.4.2200	Cont Serv/Reg Ed Test J	\$10,357.00	\$9,200.50	\$9,200.50	\$1,156.50	\$0.00	\$1,156.50	11.17%
01.2720.4.3200	Cont Serv/Reg Ed Test W	\$13,713.00	\$8,532.50	\$8,532.50	\$5,180.50	\$0.00	\$5,180.50	37.78%
01.2720.5.0120	Supplies-Testing/Kdg & PreSch	\$1,200.00	\$414.55	\$414.55	\$785.45	\$0.00	\$785.45	65.45%
01.2720.5.0510	Supplies-Testing/SpEd	\$2,500.00	\$822.04	\$822.04	\$1,677.96	\$0.00	\$1,677.96	67.12%
01.2720.5.2200	Testing supplies/Reg Ed J	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
01.2720.5.3200	Testing supplies/Reg Ed W	\$960.00	\$0.00	\$0.00	\$960.00	\$0.00	\$960.00	100.00%
	Func: Guidance - 2720	\$28,980.00	\$18,969.59	\$18,969.59	\$10,010.41	\$0.00	\$10,010.41	34.54%
01.2800.1.2510	Salary/Sch Psych (J)	\$84,720.00	\$49,216.90	\$49,216.90	\$35,503.10	\$0.00	\$35,503.10	41.91%
01.2800.1.3510	Salary/Sch Psych (W)	\$68,138.00	\$39,310.35	\$39,310.35	\$28,827.65	\$0.00	\$28,827.65	42.31%
01.2800.4.0510	Cont Serv/SpEd Eval	\$4,500.00	\$1,200.00	\$1,200.00	\$3,300.00	\$0.00	\$3,300.00	73.33%
01.2800.5.0510	Supplies	\$800.00	\$418.20	\$418.20	\$381.80	\$0.00	\$381.80	47.73%
	Func: Psychological Services - 2800	\$158,158.00	\$90,145.45	\$90,145.45	\$68,012.55	\$0.00	\$68,012.55	43.00%
01.3100.4.0200	Cont Serv/Census	\$3,400.00	\$0.00	\$0.00	\$3,400.00	\$880.00	\$2,520.00	74.12%
01.3100.5.0200	Supplies	\$500.00	\$501.60	\$501.60	(\$1.60)	\$0.00	(\$1.60)	-0.32%
	Func: Census - 3100	\$3,900.00	\$501.60	\$501.60	\$3,398.40	\$880.00	\$2,518.40	64.57%
01.3200.1.2200	Salary/Nurse(J)	\$60,276.00	\$34,613.66	\$34,613.66	\$25,662.34	\$0.00	\$25,662.34	42.57%
01.3200.1.3200	Salary/Nurse (W)	\$84,370.00	\$49,644.30	\$49,644.30	\$34,725.70	\$0.00	\$34,725.70	41.16%
01.3200.4.0200	Cont Serv/School Doctor	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	100.00%
01.3200.5.0200	Supplies	\$1,600.00	\$843.72	\$843.72	\$756.28	\$227.89	\$528.39	33.02%
	Func: Health Services - 3200	\$147,346.00	\$85,101.68	\$85,101.68	\$62,244.32	\$227.89	\$62,016.43	42.09%
01.3300.4.0200	Cont Serv/Reg Ed Trans	\$399,220.00	\$303,000.00	\$303,000.00	\$96,220.00	\$75,600.00	\$20,620.00	5.17%
01.3300.4.0510	Cont Serv/SpEd Transportation	\$186,072.00	\$112,764.89	\$112,764.89	\$73,307.11	\$0.00	\$73,307.11	39.40%
	Func: Transportation - 3300	\$585,292.00	\$415,764.89	\$415,764.89	\$169,527.11	\$75,600.00	\$93,927.11	16.05%
01.3400.6.0200	Food Service-Other Expense	\$2,500.00	\$1,567.91	\$1,567.91	\$932.09	\$0.00	\$932.09	37.28%
	Func: Food Services - 3400	\$2,500.00	\$1,567.91	\$1,567.91	\$932.09	\$0.00	\$932.09	37.28%
01.3600.2.0200	Security Coordinator	\$4,414.00	\$3,224.74	\$3,224.74	\$1,189.26	\$0.00	\$1,189.26	26.94%
01.3600.3.2300	Salary/Security Assistant (J)	\$8,800.00	\$6,874.89	\$6,874.89	\$1,925.11	\$0.00	\$1,925.11	21.88%
01.3600.3.3300	Salary/Security Assistant (W)	\$15,451.00	\$6,073.29	\$6,073.29	\$9,377.71	\$0.00	\$9,377.71	60.69%
01.3600.5.0200	Supplies - Security	\$800.00	\$480.83	\$480.83	\$319.17	\$0.00	\$319.17	39.90%
	Func: School Security - 3600	\$29,465.00	\$16,653.75	\$16,653.75	\$12,811.25	\$0.00	\$12,811.25	43.48%
01.4110.2.0200	Salaries/Clerical	\$4,414.00	\$3,224.74	\$3,224.74	\$1,189.26	\$0.00	\$1,189.26	26.94%
01.4110.3.0200	Salary/Custodians	\$339,009.00	\$237,053.81	\$237,053.81	\$101,955.19	\$0.00	\$101,955.19	30.07%
01.4110.3.0800	Salary/Custodian Overtime	\$4,500.00	\$5,394.51	\$5,394.51	(\$894.51)	\$0.00	(\$894.51)	-19.88%
01.4110.3.0810	Salary/Custodian Summer Help	\$7,680.00	\$10,272.00	\$10,272.00	(\$2,592.00)	\$0.00	(\$2,592.00)	-33.75%



# Plainville Public Schools

## Group Budget Listing

Fiscal Year: 2016-2017

☐ Subtotal by Collapse Mask ☒ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

From Date: 7/1/2016 To Date: 3/31/2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.4110.3.0820	Salary/Custodian Substitutes	\$3,744.00	\$672.00	\$672.00	\$3,072.00	\$0.00	\$3,072.00	82.05%
01.4110.3.0830	Clothing Allowance	\$4,700.00	\$1,923.52	\$1,923.52	\$2,776.48	\$1,053.02	\$1,723.46	36.67%
01.4110.5.0200	Custodial Supplies	\$15,000.00	\$9,446.47	\$9,446.47	\$5,553.53	\$0.00	\$5,553.53	37.02%
	Func: Custodial Services - 4110	\$379,047.00	\$267,987.05	\$267,987.05	\$111,059.95	\$1,053.02	\$110,006.93	29.02%
01.4120.4.0860	Utility/Gas	\$87,200.00	\$54,999.26	\$54,999.26	\$32,200.74	\$0.00	\$32,200.74	36.93%
	Func: Heat - 4120	\$87,200.00	\$54,999.26	\$54,999.26	\$32,200.74	\$0.00	\$32,200.74	36.93%
01.4130.4.0840	Utility/Water	\$1,888.00	\$1,425.02	\$1,425.02	\$462.98	\$0.00	\$462.98	24.52%
01.4130.4.0850	Utility/Telephone	\$8,963.00	\$3,433.79	\$3,433.79	\$5,529.21	\$0.00	\$5,529.21	61.89%
01.4130.4.0870	Utility/Electricity	\$134,031.00	\$113,777.39	\$113,777.39	\$20,253.61	\$0.00	\$20,253.61	15.11%
	Func: Utility Services - 4130	\$144,882.00	\$118,636.20	\$118,636.20	\$26,245.80	\$0.00	\$26,245.80	18.12%
01.4220.5.0200	Supplies/Maintenance	\$22,100.00	\$10,762.56	\$10,762.56	\$11,337.44	\$4,088.94	\$7,248.50	32.80%
	Func: Maintenance of Buildings - 4220	\$22,100.00	\$10,762.56	\$10,762.56	\$11,337.44	\$4,088.94	\$7,248.50	32.80%
01.4225.4.0200	Maintenance of Alarms	\$975.00	\$770.79	\$770.79	\$204.21	\$0.00	\$204.21	20.94%
	Func: Building Security System - 4225	\$975.00	\$770.79	\$770.79	\$204.21	\$0.00	\$204.21	20.94%
01.4230.4.0200	Cont Serv/Equipment	\$85,716.00	\$47,580.19	\$47,580.19	\$38,135.81	\$21,829.60	\$16,306.21	19.02%
01.4230.5.0200	Maintenance/Equipment	\$1,500.00	\$516.02	\$516.02	\$983.98	\$0.00	\$983.98	65.60%
01.4230.6.0200	Maintenance/Other Expenses	\$1,250.00	\$927.86	\$927.86	\$322.14	\$0.00	\$322.14	25.77%
	Func: Maintenance of Equipment - 4230	\$88,466.00	\$49,024.07	\$49,024.07	\$39,441.93	\$21,829.60	\$17,612.33	19.91%
01.4300.4.0200	Extraordinary Maintenance	\$3,000.00	\$2,233.00	\$2,233.00	\$767.00	\$0.00	\$767.00	25.57%
	Func: Extraordinary Maintenance - 4300	\$3,000.00	\$2,233.00	\$2,233.00	\$767.00	\$0.00	\$767.00	25.57%
01.4400.4.0400	Communication Services	\$43,780.00	\$37,790.90	\$37,790.90	\$5,989.10	\$0.00	\$5,989.10	13.68%
	Func: undesignated - 4400	\$43,780.00	\$37,790.90	\$37,790.90	\$5,989.10	\$0.00	\$5,989.10	13.68%
01.9100.9.0510	Tuitions-MA Public Schools	\$25,000.00	\$19,255.04	\$19,255.04	\$5,744.96	\$5,744.96	\$0.00	0.00%
	Func: Tuitions-MA Public - 9100	\$25,000.00	\$19,255.04	\$19,255.04	\$5,744.96	\$5,744.96	\$0.00	0.00%
01.9300.9.0510	Tuition/Non-Public Schools	\$109,092.00	\$46,653.88	\$46,653.88	\$62,438.12	\$15,739.63	\$46,698.49	42.81%
	Func: Tuitions - Non-Public Schools - 9300	\$109,092.00	\$46,653.88	\$46,653.88	\$62,438.12	\$15,739.63	\$46,698.49	42.81%
01.9400.9.0510	Tuition-Collaboratives	\$267,121.00	\$141,530.00	\$141,530.00	\$125,591.00	\$75,540.00	\$50,051.00	18.74%
	Func: Payments - Collaboratives - 9400	\$267,121.00	\$141,530.00	\$141,530.00	\$125,591.00	\$75,540.00	\$50,051.00	18.74%
<b>Grand Total:</b>		\$8,814,876.00	\$5,350,678.68	\$5,350,678.68	\$3,464,197.32	\$374,394.03	\$3,089,803.29	35.05%

End of Report



## PLAINVILLE PUBLIC SCHOOLS



68 MESSENGER STREET  
PLAINVILLE, MASSACHUSETTS  
02762

**Caron B. Ketchum**  
School Business Administrator

Telephone: (508) 699-1323  
Fax: (508) 699-1302  
Email: cketchum@plainville.k12.ma.us

**Date:** May 2, 2017

**To:** Plainville School Committee  
Plainville Finance Committee

**From:**  David P. Raiche, Superintendent  
 Caron Ketchum, School Business Administrator

**Re:** FY17 Revolving Accounts Summary

Attached are copies of the budget sheets for the Plainville Public Schools' Revolving Accounts which consist of: Pre-School, Facilities-BICO Rent, Use of Facilities-After School Rental, Facilities Usage (Ch. 40) with BICO Rollover, Gift Account, Before/Afterschool Enrichment and Summer School.

All accounts reflect activity through March 31, 2017.

Revolving Account	Comment
Fund # 2003-Integrated Pre-School	This account consists of preschool tuition payments and is budgeted to cover 47% of preschool teacher salaries in FY17. Fees for preschool tuition are evaluated each year and remained the same for FY17. Current projection for tuition is lower than the FY17 budget, but should be covered by other budget savings.
Fund #2002-Facilities -BICO Rent	This account reflects the current fiscal year rental income from BICO-approximately \$8,300 per month. Payments to Liberty Utilities (gas) and National Grid are made from this account to cover the cost of the portable classrooms and general use by BICO students. Additionally, any maintenance on the portable classrooms, as well as cleaning supplies and labor are paid from this account. On 7/1/2017, the remaining balance in this account will roll over into Fund #2007-Facilities Usage (Ch. 40).



Revolving Account	Comment
Fund #2006- Use of Facilities- After School Rental	This account is for "After School" rental of both school buildings. The facilities clerk's salary, custodian overtime, maintenance, utilities and supplies for the common areas in both school buildings are paid from this account. During this quarter, the account also paid for two locking cabinets for nurses, storage bins for Maker Space, gym and hall lights repairs in Jackson, a recycling receptacle for Jackson foyer and defibrillator charge packs.
Fund #2007-Facilities Usage (Ch. 40)- BICO Rollover	This account includes the rollover amount of \$184,716.14 from FY16 BICO rental income and is used for the upkeep of buildings & grounds throughout the school district. During this quarter, the following was covered by this account: storage cabinets for Jackson amplifiers, replacement carpet in Jackson conference room and maintenance supplies for Jackson Media Center.
Fund #2907-Gift Account	Money is gifted to individual schools by local businesses and each principal makes purchases according to gift specifications.
Fund #2004-Summer School (FY2016)	The remainder in this account will be applied to the cost of Summer 2017 Learning Academy since the Learning Academy did not run during the Summer of 2014, 2015 or 2016.
Fund #2009-Before and After School Enrichment	This account consists of fees for students enrolled in the Before/After School Enrichment program and covers a portion of the program coordinator and instructor stipends. The second cycle of this program began on March 22, 2017. Collection of fees began at the end of March and will continue into April 2017.

Attachments

**Fund # 2003**  
**Integrated Preschool**  
**FY2016/2017**

<b>Date</b>		<b>Funds Rec'd</b>	<b>Funds Spent</b>	<b>Balance</b>
7/1/2016	Balance Forward			16,942.20
8/16/2016	BS#1704-Refund		154.20	16,788.00
9/15/2016	Dep#2	4,876.60		21,664.60
10/2/2016	Dep#3	3,442.00		25,106.60
10/26/2016	Dep#4	3,509.30		28,615.90
11/7/2016	PR#9		5,275.54	23,340.36
11/17/2016	Dep#5	4,396.30		27,736.66
12/8/2016	Dep#6	1,883.00		29,619.66
12/15/2016	PR#12		5,275.54	24,344.12
12/22/2016	Dep#7	3,129.50		27,473.62
12/27/2016	PR#13		5,275.54	22,198.08
1/11/2017	PR#14		2,465.69	19,732.39
1/19/2017	Dep#8	4,947.00		24,679.39
1/30/2017	PR#15		2,465.69	22,213.70
2/14/2017	PR#16		2,465.69	19,748.01
2/15/2017	Dep#9	5,091.40		24,839.41
2/22/2017	PR#17		2,465.69	22,373.72
3/9/2017	Dep#10	2,751.00		25,124.72
3/9/2017	PR#18		2,465.69	22,659.03
3/27/2017	PR#19		5,275.54	17,383.49
3/29/2017	Dep#11	4,177.70		21,561.19
		<b>38,203.80</b>	<b>33,584.81</b>	



## 2016/2017

<i>Date</i>		<i>Funds Rec'd</i>	<i>Funds Spent</i>	<i>Expense B/G</i>	<i>Balance</i>
7/1/2016	Balance Forward				0.00
7/18/2016	Dep#1322	12,750.00			12,750.00
8/1/2016	Dep#1323	1,265.63			14,015.63
9/7/2016	Dep#1331	8,312.50			22,328.13
10/3/2016	Dep#1339	8,312.50			30,640.63
10/31/2016	Dep#1349	8,312.50			38,953.13
11/15/2016	BS#1727 (Lowes)		32.62		38,920.51
11/21/2016	BS#1729 (Lowes)		251.59		38,668.92
11/29/2016	BS#1731 (Faille)		1,650.00		37,018.92
12/6/2016	Dep#1355	8,312.50			45,331.42
12/19/2016	BS#1736		960.00		53,643.92
12/27/2016	Dep#1376	8,312.50			52,683.92
1/10/2017	BS#1740 (Lowes)		68.23		52,615.69
2/3/2017	Dep#1392	8,312.50			60,928.19
2/17/2017	BS#1750 (Faille)		1,105.00		59,823.19
3/8/2017	Dep#1414	8,312.50			68,135.69
3/27/2017	Dep#1423	8,312.50			76,448.19
	TOTALS	80,515.63	4,067.44		

**Fund # 2006**  
**Use of Facilities**  
**FY2016/2017**

<b>Date</b>	<b>Transac</b>	<b>Vendor</b>	<b>B/G</b>	<b>Funds Rec'd</b>	<b>Funds Spent</b>	<b>Balance</b>
7/1/2016	Balance Forward					30,115.22
7/18/2016	Dep#1321	KLC Rent		722.89		30,838.11
7/18/2016	Dep#1320	Rec Dept Rent		352.00		31,190.11
7/26/2016	BS#1700	WB Mason			316.62	30,873.49
7/28/2016	PR#1				678.77	30,194.72
7/28/2016	PR#2				837.17	29,357.55
8/2/2016	Dep#1324	Honey Badgers Rent		800.00		30,157.55
8/8/2016	Dep#1325	Honey Badgers Rent		200.00		30,357.55
8/8/2016	Dep#1327	Adult Volleyball		596.00		30,953.55
8/11/2016	PR#3				672.43	30,281.12
8/11/2016	Dep#1328	Rec Dept Rent		396.00		30,677.12
8/17/2016	Dep#1329	New Beginnings Rent		2,162.50		32,839.62
8/2/2106	BS#1685	HELP (moved from FY16)			195.00	32,644.62
8/30/2016	BS#1707	Schooldude.com			1,335.00	31,309.62
9/1/2016	PR#4				793.86	30,515.76
9/1/2016	Dep#1330	New Beginnings Rent		1,730.00		32,245.76
9/13/2016	PR#5				943.84	31,301.92
9/22/2016	Dep#1336	Rec Dept Rent		660.00		31,961.92
9/22/2016	Dep#1337	SWISH Bball		66.00		32,027.92
12/15/2016	Dep#1337 void			-66.00		31,961.92
9/22/2016	PR#6				859.63	31,102.29
9/27/2016	Dep#1338	Honey Badgers Rent		350.00		31,452.29
9/27/2016	BS#1714	WB Mason (ink)			74.08	31,378.21
10/4/2016	Dep#1341	New Beginnings Rent		1,730.00		33,108.21
10/4/2016	PR#7				840.24	32,267.97
10/20/2016	Dep#1344	Rec Dept Rent		308.00		32,575.97
10/20/2016	Dep#1343	KLC Rent		1,412.46		33,988.43
10/20/2016	Dep#1345	Adult Volleyball		447.00		34,435.43
10/21/2016	PR#8				810.70	33,624.73
10/25/2016	Dep#1346	New Beginnings Rent		1,730.00		35,354.73
10/28/2016	Dep#1348	Honey Badgers Rent		650.00		36,004.73
11/7/2016	PR#9				893.54	35,111.19
11/8/2016	Dep#1350	North Soccer		339.00		35,450.19
11/17/2016	Dep#1351	New Beginnings Rent		1,730.00		37,180.19
11/17/2016	Dep#1353	KLC Rent		1,187.39		38,367.58
11/21/2016	BS#1729	Lowes			47.47	38,320.11
11/22/2016	PR#10				1,483.12	36,836.99
11/29/2016	BS#1731	WB Mason Ice melt			561.05	36,275.94
12/1/2016	PR#11				1,581.39	34,694.55
12/6/2016	Dep#1356	Honey Badgers Rent		1,000.00		35,694.55
12/6/2016	Dep#1357	KPBA Rent		653.50		36,348.05



**Fund # 2006**  
**Use of Facilities**  
**FY2016/2017**

[illegible]

**Fund # 2007  
Facilities Usage (Ch 40)  
BICO Rollover  
2016/2017**

<i>Date</i>			<i>Funds Spent</i>	<i>Expense B/G</i>	<i>Balance</i>
7/1/2016	Balance Forward				184,716.14
7/1/2016	Rollover from Rental	72,953.08			257,669.22
7/30/2016	BS#1702		2,780.00		254,889.22
8/16/2016	BS#1705 (Faille-BHW lights)		5,200.00		249,689.22
8/16/2016	BS#1705 (Martel-AWJ library paint)		5,000.00		244,689.22
8/16/2016	BS#1705 (Lowe's-paint supplies)		462.59		244,226.63
9/6/2016	BS#1709 (Raiche, M.Young paving, Notturmo)		201.90		244,024.73
9/6/2016	BS#1709 (M. Young Paving)		9,200.00		234,824.73
9/6/2016	BS#1709 (Notturmo-hot water heater AWJ)		8,600.00		226,224.73
9/21/2016	BS#1711 (O'Sullivan Flooring)		4,800.00		221,424.73
10/4/2016	BS#1717 (Destito Tree)		2,800.00		218,624.73
11/8/2016	BS#1726 (Destito Tree)		2,800.00		215,824.73
11/15/2016	BS#1728 (HELP)		1,358.74		214,465.99
11/29/2016	BS#1732 (HELP)		524.91		213,941.08
12/6/2016	BS#1734 (ATC Group-air quality testing))		2,630.00		211,311.08
12/6/2016	BS#1733 (TD Verrochi)		1,924.80		209,386.28
12/28/2016	BS#1738 (WB Mason-whiteboards Makerspace)		778.00		208,608.28
3/3/2017	BS#1753 (Lowes)		277.36		208,330.92
3/3/2017	BS#1753 (WB Mason)		2,320.12		206,010.80
3/28/2017	BS#2006 (WB Mason-moved from FY16)		293.70		205,717.10
3/31/2017	BS#1762 (Janitors Emporium)		572.00		205,145.10
TOTALS		0.00	52,524.12		



**Fund #2907**  
**Gift Account**  
**2016/2017**

<b>Date</b>		<b>Funds Rec'd</b>	<b>Funds Spent</b>	<b>Balance</b>
7/1/2016	Balance Forward			25,165.91
8/30/2016	BS#1707 (Robin)		16.97	25,148.94
9/20/2016	Dep # 1333 (Baystate Recycling: June 2016)	50.50		25,199.44
9/20/2016	Dep # 1334 (Baystate Recycling: July 2016)	32.00		25,231.44
9/27/2016	BS#1714 (Robin-chorus gift acct)		29.97	25,201.47
10/6/2016	Dep # 1342 (Baystate Recycling: august 2016)	32.75		25,234.22
10/11/2016	BS#1718 (June Miller) AWJ		91.72	25,142.50
10/11/2016	BS#1718 (Lowes)-garden		32.90	25,109.60
10/25/2016	BS#1721 (Randy LaRosa) BHW		13.58	25,096.02
10/25/2016	BS#1721 (Nicole Cannella) AWJ		360.00	24,736.02
11/1/2016	BS#1722 (Robin Roberts Pratt) BHW		62.63	24,673.39
11/8/2016	BS#1725 (Randy LaRosa) BHW		12.57	24,660.82
11/8/2016	BS#1725 (WB Mason) AWJ		82.28	24,578.54
11/21/2016	BS#1729 (Charles Sherwin-BHW)		962.95	23,615.59
12/1/2016	Dep # 1354 (Baystate Recycling: September 2016)	35.25		23,650.84
12/1/2016	BS#1731 (WB Mason-AWJ) (Music Box-BHW)		227.07	23,423.77
12/15/2016	Dep # 1364 (Baystate Recycling - October 2016)	39.50		23,463.27
12/19/2016	BS#1736 (Kristyn Moore)		179.00	23,284.27
12/20/2016	BS#1738 (Christopher Carson-pianist)		150.00	23,134.27
1/4/2017	Dep#1378 Coat Drive Donation	365.00		23,499.27
1/11/2017	Dep#1381 (Lifetouch)-J	1,445.00		24,944.27
1/11/2017	Dep#1382 (Lifetouch)-W	1,427.00		26,371.27
1/11/2017	Dep#1383 (Baystate Recycling November 2016)	33.25		26,404.52
1/12/2017	BS#1738 (WB Mason)-J		51.48	26,353.04
1/12/2017	BS#1740 (Ockers)-W		791.00	25,562.04
1/12/2017	BS#2003 (Laurel Peter)		219.26	25,342.78
1/26/2017	Dep#1389 (Exxon Mobil) -J	500.00		25,842.78
1/27/2017	BS#1744 (Laurel Peter)		145.74	25,697.04
2/15/2017	Dep#1401 (Baystate Recycling December 2016)	38.50		25,735.54
2/3/2017	BS#1746 (Pratt, Deblasio)		110.45	25,625.09
2/10/2017	BS#1748 (Mason, Oriental Trading)		157.24	25,467.85
3/2/2017	Dep#1410 (Baystate Recycling January 2017)	32.75		25,500.60
2/17/2017	BS#1750 Kate Campbell		73.02	25,427.58
2/17/2017	BS#1750 (Robin Roberts Pratt) BHW		100.00	25,327.58
3/3/2017	BS#1753 (Charles Cassidy) BHW		90.00	25,237.58
3/3/2017	BS#1755 (Windows on Wildlife)AWJ		350.00	24,887.58
3/15/2017	BS#1758 (Esson-BHW aprons tower garden)		300.00	24,587.58
3/15/2017	BS#1759 (Kate Campbell-AWJ)		62.33	24,525.25
3/29/2017	Dep# 1425 (Baystate Recycling-February 2017)	31.50		24,556.75
	<b>Total</b>	<b>4,063.00</b>	<b>4,672.16</b>	

**Fund # 2004**  
**2017 Summer School**  
**2016/2017**

[illegible]



**Fund # 2009**  
**Before/After School Enrichment**  
**FY2017**

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