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**REGULAR MEETING
OF THE
PITTSFIELD PUBLIC SCHOOL COMMITTEE**

**March 12, 2025
6:00 P.M.**

**City Hall
70 Allen Street
Council Chambers**

AGENDA

I. A. Call to Order

"Pursuant to M.G.L. c. 30A, s. 20, I am hereby informing all attendees that a video and audio recording are being made of this meeting."

B. Roll Call

C. Pledge of Allegiance

D. Moment of Silence

II. A. Participation by the Public

B. Communication by the Chair

C. Participation by the School Committee

D. Reports of Subcommittees

III. Information and Proposals

A. Report of Superintendent

IV. Recommended Actions - Unfinished Business

A. None

V. Recommended Actions – New Business

A. Approval to Waive Policy SC-47, Policy Adoption, In the Matter of Adoption of Staff Use of Social Media and Personal Cell Phones Policy (Enclosure No. 1)

- B. Approval to Adopt Policy PER-61B, Staff Use of Social Media and Personal Cell Phones (Enclosure No. 2)
- C. Approval of Change in Title of Position Description from Family Engagement and Attendance Coordinator to Family Enrollment and Attendance Coordinator (Enclosure No. 3)
- D. First Reading on Section C, General School Administration, and Section D, Fiscal Management, of the Policy Manual (Enclosure Nos. 4A & 4B)
- E. Acceptance of Donation (Enclosure No. 5)
 - Morningside Community School
- F. Overview of Administration's Proposed FY26 Budget
- G. Approval of Memorandum of Agreement with Pittsfield Educational Administrators' Association

VI. Recommended Actions – Routine Matters

- A. Approval of Minutes (Enclosure No. 6)
- B. Personnel Report (Enclosure No. 7)

VII. Executive Session

A. Items of Negotiations

Executive Session pursuant to M.G.L. c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining with the United Educators of Pittsfield (UEP), Pittsfield Educational Administrators Association (PEAA) and nonunion personnel, if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Executive Session pursuant to M.G.L. c.30A, s.21(a)(7) to comply with or act under the authority of, any general or special law or federal grant in-aid requirements (vote on Executive Session minutes from the meeting held on February 26, 2025).

VIII. Future Business

- A. Next Regular Scheduled Meeting, Wednesday, March 26, 2025, 6:00 P.M., City Hall, 70 Allen Street, City Council Chambers.

IX. Adjournment

PITTSFIELD PUBLIC SCHOOLS
Pittsfield, Massachusetts

POLICY ADOPTION

POLICY

The policies of the School Committee shall be adopted, revised, or rescinded according to the following provisions:

1. The phraseology of a policy to be considered by the School Committee is drafted by the Superintendent or his designee.
2. A policy becomes effective when a motion setting it forth as a policy is adopted by the School Committee at two meetings not less than four (4) weeks apart.
3. A policy is revised when a motion for revision is adopted by the School Committee at two meetings not less than four (4) weeks apart.
4. A policy is rescinded when a motion for rescission is adopted by the School Committee at two meetings not less than four (4) weeks apart.

REGULATIONS

None

REFERENCES

None

PITTSFIELD PUBLIC SCHOOLS
Pittsfield, Massachusetts

STAFF USE OF SOCIAL MEDIA AND PERSONAL CELL PHONES

POLICY

As educational staff and role models, we must uphold the highest standards in our actions, words, and attitudes. The example we set shapes students' understanding of integrity, perseverance, and respect.

Recognizing this role, the following policy ensures staff maintain professional boundaries, foster a safe, respectful environment, and uphold the integrity of student-staff relationships. This includes the proper use of social media and personal cell phones, ensuring that all interactions with students remain appropriate, professional, and aligned with district guidelines.

SOCIAL MEDIA

No staff member, regardless of their position within the organization, is permitted to have any current student (who isn't part of their immediate family) connected to their personal social media accounts. This is in place to maintain professional boundaries, protect the integrity of the student-staff relationship, and ensure a safe and respectful environment for all members of our school community.

- a. Staff members may not friend or follow current students on social media.
- b. Staff members may not use any school setting to post to their social media accounts.
- c. Team, class, or student organization pages or accounts, will be created only with the authorization of the school principal and Superintendent or designee in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor. Ownership of social media accounts shall reside with the district.
- d. All posts or messages sent by the social media administrator shall be available for all members of the public to view.
 - i. Posting items with sexual content is prohibited
 - ii. Posting items exhibiting or advocating use of drugs and alcohol is prohibited

PERSONAL CELL PHONE

No staff member, regardless of their position within the organization, may call, text, or message any current student of the Pittsfield Public Schools from their or any personal cell phone.

Important Note: Staff members may have pre-existing relationships with students in the community that are entirely separate from their professional roles within Pittsfield Public Schools. These relationships might stem from family connections, mentorship roles, participation in community organizations, community coaching outside of PPS, or other

personal interactions unrelated to their employment with the district. In this case, we understand that phone numbers of minors may be on a staff member's phone and may be used.

While these connections are a natural part of community life, it is essential that staff members maintain clear boundaries between their personal relationships and their professional responsibilities. In all interactions, staff should ensure that their conduct aligns with the ethical and professional standards expected by Pittsfield Public Schools. This helps to uphold the integrity of our educational environment and reinforces our commitment to fostering a respectful and supportive space for all students.

Any misuse of social media or personal cell phones should be reported in writing to the school principal/ supervisor along with the Director of Human Resources immediately.

By adhering to this, policy we prioritize the privacy and well-being of our students while fostering appropriate and professional interactions. We encourage staff to use approved communication channels for all school-related matters to ensure clear, respectful, and boundary-appropriate communication. This directive reinforces our commitment to creating a supportive and professional educational environment for every student. If any staff member is found to not be in compliance with this directive, progressive disciplinary action will occur up to and including termination



PITTSFIELD PUBLIC SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE	Family Engagement Enrollment and Attendance Coordinator
REPORTS TO	Assistant Superintendent for Instruction, Assessment and Educational Engagement
SUPERVISES	NA
DATED	February 2023 Revised March 10, 2025
STATUS	Non-Bargaining

I. Position Summary

The Family Engagement ~~Enrollment~~ and Attendance Coordinator is responsible for coordinating ALL district registration including Pre-K, K and open enrollment sessions. The position is responsible for overseeing all aspects of data collection relevant to the completion and accuracy of registration data district-wide in accordance with the law and PPS policies. The Family Engagement ~~Enrollment~~ and Attendance Coordinator will be expected to create an environment of community, positivity and welcome for families entering the district including eliminating or reducing barriers for families.

This is a full time, year round position.

II. Essential Functions of Position

- Coordinate, plan and publicize ALL district registration and enrollment periods including attending those outside of regular school hours.
- Provide appropriate registration information to parents/guardians and/or caregivers and assist families with registration when necessary.
- Coordinates and facilitates community outreach events to support families with their entry to the Pittsfield Public Schools.
- Manages incoming *confidential* student registration data; obtains records, processes forms, acts as liaison between the prior and new schools, assists and supports parent/guardian with enrollment process.
- Collaborates effectively with district student services departments and community agencies, such as, the Special Education Department, school nurses, homeless liaison, district foster care liaison, and the Department of Children and Families in situations when DCF has custody of students being enrolled.

- Coordinates with EL staff/interpreters for students & families for whom English is not their primary language. This includes using immediate translation services, such as Language Link, when necessary.
- Responsible for the accuracy of registration data to include uploading student confidential documentation to relevant databases.
- Responsible for assigning LASID and SASID numbers to all Pittsfield Public School students.
- Maintains accuracy of PowerSchool and state coding within PowerSchool for the district, including ABC List, student transfers, out of district students, dropouts, residential, DYS custody.
- Maintains the database that contains all documented information for outplaced students.
- Oversees the Student Attending Report for students who reside in Pittsfield but are enrolled elsewhere/outplaced. This includes residential, school choice in and out, private, parochial, charter, in and out of Massachusetts.
- Verifies accuracy of billing at the state level utilizing the SIMS report and comparison chart for the Budget Office.
- Oversees the dissemination of new student information to respective school district offices:
 - o School Administration
 - o School Counseling Offices at the middle and high schools
 - o School Nursing Offices
 - o Bus Transportation
 - o Cafeteria Services
 - o Technology
 - o Special Education (if applicable)
 - o EL (if applicable)
- Other duties and responsibilities may be assigned from time to time as district needs require.

III. Required Education, Skills and Experience

- Bachelor's degree required.
- Multi-lingual and diverse candidates are encouraged to apply.
- Experience working in a professional office setting required.
- Minimum of three (3) years' experience working in an educational setting preferred.
- A high degree of organizational and time management skills. Must be detail oriented.
- Must possess a friendly, open demeanor that puts others at ease in new situations.
- Experience using a student information system like PowerSchool preferred.
- Must possess strong computer skills.
- Ability to appropriately maintain confidential information.
- Must be able to work both independently and as part of a collaborative team.
- Must be able to collaborate with staff, administration, parents, students and visitors in a calm, professional manner while managing multiple tasks in a fast-paced environment.
- Ability to communicate clearly and concisely in both written and oral form with proper spelling, punctuation and grammar.
- Citizenship, residency or work VISA in the United States required.

IV. Other Requirements and Working Conditions

- Must be physically capable of freely moving throughout a school and/or office building.
- Must have the ability to lift on occasion a minimum of ten pounds.
- The normal office environment necessitates spending extended periods at a computer terminal, on the telephone, or operating other office machines requiring eye-hand coordination and finger dexterity; regular lifting and carrying of files, documents, records

SECTION C

GENERAL SCHOOL ADMINISTRATION

*CA	ADMINISTRATIVE GOALS (P)
CA	ADMINISTRATION GOALS (MASC)
*+CB	SCHOOL SUPERINTENDENT (P)
CB	SCHOOL SUPERINTENDENT (MASC)
*CBB	RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT (P) With Edits
CBD	SUPERINTENDENT'S CONTRACT (P)
CBD	SUPERINTENDENT'S CONTRACT (MASC)
+CBE	SUPERINTENDENT AND MEMBERS OF THE ADMINISTRATIVE CABINET COMPENSATION AND BENEFITS (P)
+CBG	SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES (P)
*+CBH	SUPERINTENDENT'S CONSULTING ACTIVITIES (P)
CBI	EVALUATION OF THE SUPERINTENDENT (P)
CBI	EVALUATION OF THE SUPERINTENDENT (MASC)
+CC	ADMINISTRATIVE ORGANIZATION PLAN (P)
+CCB	LINE AND STAFF RELATIONS (P)
CCB	STAFF RELATIONS (MASC)
CD	SUPERINTENDENT'S CABINET (P)
CDA	EVALUATION OF ADMINISTRATIVE STAFF (P)
*CE	ADMINISTRATIVE COUNCILS AND COMMITTEES (P)
CE	ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES (MASC)
*CF	SCHOOL BUILDING ADMINISTRATION (P)
*+CFA	LINE AND STAFF RELATIONS/ADMINISTRATION (P)

~~+CH~~ ~~POLICY IMPLEMENTATION (P)~~

CH POLICY IMPLEMENTATION (MASC)

~~CHA~~ ~~DEVELOPMENT OF REGULATIONS (P)~~

CHA/CHC DEVELOPMENT AND DISSEMINATION OF PROCEDURES (MASC) **Change to
CHA**

~~CHC~~ ~~REGULATIONS DISSEMINATION (P)~~ **Combine with CHA/CHC and change to
CHA**

~~CHCA~~ ~~APPROVAL OF HANDBOOKS AND DIRECTIVES (P)~~

CHCA APPROVAL OF HANDBOOKS AND DIRECTIVES (MASC) **With Edits**

*~~CHD~~ ADMINISTRATION IN POLICY ABSENCE (P)

~~CHD~~ ~~ADMINISTRATION IN POLICY ABSENCE (MASC)~~

*~~CI~~ ~~TEMPORARY ADMINISTRATIVE ARRANGEMENTS (P)~~

~~+CJ~~ ~~ADMINISTRATIVE INTERN PROGRAM (P)~~

~~CK~~ ~~PROGRAM CONSULTANTS (P)~~

*~~+CM~~ ~~SCHOOL DISTRICT ANNUAL REPORT (P)~~

CM SCHOOL DISTRICT ANNUAL REPORT (MASC)

~~CMA~~ ~~ACCOMPLISHMENT REPORTING TO THE PUBLIC (P)~~

ADMINISTRATIVE GOALS

~~The general purpose of the administration shall be to coordinate and supervise, under the policies of the School Committee, the creation and operation of an environment in which students learn most effectively. The Committee shall rely on its chief executive officer, the Superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal.~~

~~The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The School Committee shall be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.~~

REGULATIONS

~~Major goals of administration shall be:~~

- ~~1. To manage the district's various departments, units, and programs effectively.~~
- ~~2. To provide professional advice and counsel to the School Committee and to advisory groups established by Committee action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.~~
- ~~3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process for improvement ideas of staff, students, parents, and others.~~

REFERENCES

M.G.L., CH. 71, S. 59, SUPERINTENDENT OF SCHOOLS; APPOINTMENT; DUTIES

~~The school committee of a town not in a superintendency union of district shall employ a superintendent of schools and fix his compensation. A superintendent employed under this section or section sixty or sixty-three shall manage the system in a fashion consistent with state law and the policy determinations of that school committee...~~

M.G.L., CH. 71, S. 59B. EMPLOYMENT OF PRINCIPALS

~~The superintendent of a school district shall appoint principals for each public school within the district at levels of compensation determined in accordance with policies established by the school committee. Principals employed under this section shall be the educational administrators and managers of their schools and shall supervise the operation and management of their schools and school property, subject to the supervision and direction of the superintendent...~~

SOURCE: Pittsfield Policy ADM-1

ADMINISTRATION GOALS

The School Committee intends to employ qualified personnel to administer the school district efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. The Superintendent will establish channels so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to their area of operation.

LEGAL REFS.: M.G.L. 71:41, 71:42

SOURCE: MASC – Updated 2022

SCHOOL SUPERINTENDENT

~~The Superintendent is the chief executive officer of the school system and has, under the direction of the Committee, general supervision of all of the public schools and of all the personnel and various departments of the school system. The Superintendent is responsible for management of the schools under the Committee's policies, and is accountable to the Committee.~~

~~The Superintendent, at his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Committee. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.~~

~~The Superintendent shall manage the system in a fashion consistent with State law and the policy determinations of the School Committee.~~

REGULATIONS

- ~~1. The Superintendent shall appoint principals for each public school within the district at levels of compensation determined in accordance with policies established by the School Committee.~~
- ~~2. Upon the recommendation of the Superintendent, the School Committee may also establish and appoint positions of assistant or associate Superintendents, who shall report to the Superintendent, and the School Committee shall fix the compensation paid to such assistant or associate Superintendents. The School Committee shall approve or disapprove the hiring of said positions.~~
- ~~3. The Superintendent may also appoint administrators and other personnel not assigned to particular schools, at levels of compensation determined in accordance with policies established by the School Committee.~~
- ~~4. The hiring, demotion, or dismissal of all teachers, instructional or administrative aides and other personnel by administrative staff shall be subject to approval by the Superintendent.~~
- ~~5. The Superintendent shall require the evaluation of administrators and of teachers without professional teacher status every year and shall require the evaluation of teachers with professional teacher status at least once every two years.~~
- ~~6. The Superintendent, by means of comprehensive evaluation, shall cause the performance of all teachers, principals, and administrators within the school district to be evaluated using any principles of evaluation established by the board of education.~~
- ~~7. The Superintendent shall publish the district's policies pertaining to the conduct of teachers and students.~~

8. — ~~Performance standards for teachers and other school district employees shall be established by the School Committee upon the recommendation of the Superintendent.~~
9. — ~~The Superintendent may dismiss any employee of the school district.~~
10. — ~~The Superintendent may suspend any employee of the school district.~~

REFERENCES

M.G.L., CH. 71, S. 38. PERFORMANCE EVALUATION OF TEACHERS AND ADMINISTRATORS; RESIDENCY

~~...The superintendent by means of comprehensive evaluation, shall cause the performance of all teachers, principals, and administrators within the school district to be evaluated using any principles of evaluation established by the board of education pursuant to section one B of chapter sixty nine and by such consistent, supplemental performance standards as the school committee may require...~~

M.G.L., CH. 71, S. 42. DISMISSAL OR DEMOTION OF EMPLOYEES BY PRINCIPAL AND SUPERINTENDENT; REVIEW AND ARBITRATION OF DISMISSAL

~~A principal may dismiss or demote any teacher or other person assigned full time to the school, subject to the review and approval of the superintendent; and subject to the provisions of this section, the superintendent may dismiss any employee of the school district. In the case of an employee where duties require him to be assigned to more than one school, and in the case of teachers who teach in more than one school, those persons shall be considered to be under the supervision of the superintendent for all decisions relating to dismissal or demotion for cause...~~

M.G.L., CH. 71, S. 42D. SUSPENSION OF DISTRICT EMPLOYEES

~~The superintendent may suspend any employee of the school district...~~

M.G.L., CH. 71, S. 59. SUPERINTENDENT OF SCHOOLS; APPOINTMENT; DUTIES

~~(See Reference ADM-1)~~

M.G.L., CH. 71, S. 59B. EMPLOYMENT OF PRINCIPALS

~~(See Reference ADM-1)~~

ARTICLE 4, SUPERINTENDENT'S INDIVIDUAL CONTRACT

SOURCE: ~~Pittsfield Policy ADM-3~~

SCHOOL SUPERINTENDENT
use this version.

The Committee shall employ a Superintendent of Schools and fix their compensation. The Superintendent shall act in accordance with Mass. General Laws and shall perform such other duties consistent with this section as the Committee may determine. They shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit materials for the Committee's annual report to the (Mayor) Select Board in sufficient time for printing in the annual report.

SOURCE: MASC - Updated 2022

LEGAL REFS: M.G.L. [71:59](#), [72:3](#)

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

The appointment of a Superintendent is a function of the School Committee. ~~The Committee will conduct an active search to find the person it believes can most effectively translate into action the policies of the Committee and the aspirations of the community and the professional staff.~~

The Committee may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Committee after a thorough consideration of qualified applicants.

A vote of four members of the Committee present at a Committee meeting for which due notice has been given of the intended action will be required for the appointment of the Superintendent who shall continue to hold office according to the laws of the Commonwealth and at the discretion of the School Committee according to the terms of his or her individual contract.

REGULATIONS

~~Pursuant to its responsibility for selecting a Superintendent of Schools, as set forth in M.G.L., Chapter 71, Section 37, the Pittsfield School Committee establishes the following procedures, which the Committee shall adhere to when seeking to fill that position.~~

~~Whenever the term "days" is used herein, it shall be understood to refer to calendar days. Whenever the term "Committee" is used herein, it shall denote the Pittsfield School Committee.~~

~~Whenever a specific number of days is set forth (e.g., "not later than 15 days after..."), the Committee shall act within the period stated unless the Committee votes in open session prior to the expiration of that period to impose a different specific number of days for the purpose stated.~~

1. ~~Determination of the Type of Leader to be Sought~~

A. ~~DETERMINATION OF THE PROCESS~~

~~Not later than 15 days after formally learning that the position of Superintendent will be vacant, the Committee shall hold a public meeting at which shall be discussed by the members the process that the Committee shall follow in ascertaining the type of leadership to be sought in the next Superintendent. The Committee shall by formal vote at that meeting determine the process to be followed.~~

B. ~~FOLLOWING THE PROCESS THE COMMITTEE DETERMINES~~

~~Not later than 15 days after the public meeting described in 1.A, above, the Committee shall commence the process it determined there to pursue. The process for ascertaining the type of leadership to be sought from the next Superintendent shall be completed not later than 15 days from the commencement of that process.~~

2. ~~Presentation by Outside Superintendency Search Organizations~~

~~B. PRESENTATION TO BE INVITED~~

~~Not later than 15 days after formally learning that the position of Superintendent will be vacant, the Committee shall invite presentations to be made to the Committee on the advisable steps and procedures to follow in searching for a Superintendent by one or more outside superintendency search organizations. Said presentation shall not be made until the processes described at no. 1, above, have been completed.~~

~~C. SCHOOL COMMITTEE DETERMINATION OF CONDUCT OF SEARCH~~

~~Not later than 15 days after the conclusion of the presentations by outside search organizations, the Committee shall decide by formal vote whether to secure the services of such an organization or whether to have the advertisement and initial screening of applications conducted by employees of the Pittsfield Public Schools. If the Committee votes to employ the services of an outside organization, then the Committee shall proceed as expeditiously as possible in making all necessary arrangements with that organization for the search to begin. If the Committee chooses to have the search conducted by employees of the Pittsfield Public Schools, then the Committee shall by resolution designate by name the employee or employees who shall conduct the search.~~

3. ~~Determination of Salary to be Offered, Credentials, Etc.~~

~~Not later than 15 days after the last presentation by outside search agencies, the Committee shall establish by formal vote the salary range to be offered to the successful applicant for the Superintendent's position, the credentials that will be required for appointment to the position, and such other criteria for the superintendency as the Committee may decide to establish.~~

4. ~~Committee Directions for Conduct of Search~~

~~The Committee shall issue such written instructions as it deems necessary to assist those conducting the search in performing their work. Such instructions shall include, but need not be limited to:~~

- ~~A. identification of publications in which advertisements for the superintendency are to be published;~~
- ~~B. the number of times said advertisements shall be published;~~
- ~~C. such other means of publicizing the vacancy (e.g., by mailing to organizations or graduate schools of education) as may be desired by the Committee;~~
- ~~D. directions on the way in which the position shall be described in said advertisements; and~~

File: CBB

~~E. — schedules for applicants to adhere to in submitting their materials.~~

~~5. — Initial Screening of Candidates~~

~~Not later than 15 days after the Committee determines the salary, credentials, and other criteria for the next Superintendent of Schools, the Committee shall by vote determine the process to be followed in screening applicants for the superintendency. Such determination by vote shall include an explicit statement of the following:~~

~~A. — the minimum and maximum number of applicants to be offered initial interviews as part of the screening process;~~

~~B. — the procedure to be followed in screening applications according to the criteria established by the Committee (see 4.F H below), including by whom the screening shall be conducted, and whether the public shall be involved in the screening of applications or in any other aspect of the selection procedure;~~

~~C. — if there is to be public participation in the process, the manner in which members of the public shall be selected for participation;~~

~~D. — the minimum and maximum number of candidates to be referred to the Committee for further interviews as a result of the screening process, which candidates shall be known as "semi-finalists";~~

~~E. — the date by which the screening process shall be completed, with formal referrals made to the Committee, as well as a schedule of interim reports to be submitted on the progress of the screening process;~~

~~F. — clear and explicit instructions on the manner in which such screening is to be conducted, including evaluation of the applicant's:~~

~~i. — pertinent administrative experience in the area of:~~

~~a. — staff supervision and formal evaluation;~~

~~b. — pupil assessment and academic performance standards;~~

~~c. — budget development;~~

~~d. — collective bargaining and contract maintenance;~~

~~e. — teacher performance standards;~~

~~f. — employment and termination of professional staff;~~

~~g. — supervision of administrative staff;~~

~~h. — educational technology;~~

~~i. — use of research in educational planning and program development;~~

~~ii. — writing aptitude and ability to speak clearly, coherently, and persuasively;~~

- iii. ~~familiarity with relevant state and federal programs, projects, funding sources, and initiatives, including the Massachusetts Education Reform Act;~~
- iv. ~~ability to assure fruitful community involvement with the Pittsfield Public Schools; and~~
- v. ~~ability to foster staff morale;~~
- vi. ~~ability to work effectively with municipal, State, and federal officials, including, but not exclusively, City of Pittsfield department heads and staff, the Massachusetts Department of Education, and the Massachusetts State Board of Education; and~~
- vii. ~~ability to work cooperatively with the Committee on a regular basis, and in developing achievable long-range objectives for the continuing improvement of Pittsfield's public education system;~~

- G. ~~clear and explicit instructions to those conducting the screening process for the Committee that selection of the Superintendent of Schools is solely the responsibility of the elected school committee, and that therefore those referred to the Committee as semi-finalists shall in no manner be referred to the Committee in ranked order, or by any means expressing preference for one semi-finalist rather than any other; and~~
- H. ~~clear and explicit instructions to those conducting the screening process for the Committee that no candidate shall be asked any question during any part of the screening process that is illegal under any civil rights or other pertinent federal or State legislation.~~

6. School Committee Interviews of Semi-Finalists

A. COMMENCEMENT OF SEMI-FINALISTS INTERVIEWS

~~The Committee shall commence interviews with the semi-finalists referred to the Committee by the screening procedure described in 4.A-H above, within 340 days of said referrals.~~

B. CONDUCT OF SEMI-FINALIST INTERVIEWS

~~The Committee's interviews with semi-finalists shall be conducted in open session. The manner in which the interviews are conducted shall be orderly and thorough, with each member of the Committee receiving an equal opportunity to ask such questions of each candidate as that member sees fit, although, no candidate shall be asked any question that is illegal under any civil rights or other pertinent federal or state legislation. In conducting these interviews the committee shall recognize that its task~~

~~is not only to identify the best candidates for the Superintendent's position from among the semi-finalists, but also clearly to advise the semi-finalists of the Committee's exceptions for its next Superintendent, and to acquaint each semi-finalist with the financial, material, and human resources that would be available to the Superintendent in performing her/his job.~~

~~C. LOGISTICS OF SEMI-FINALIST INTERVIEWS~~

~~All arrangements concerning the interviewing of semi-finalists by the School Committee, including communications with applicants, scheduling, site visitations, hospitably, and preparation for conducting these interviews, shall be the responsibility of the Assistant Superintendent for Personnel and Negotiations. If said Assistant Superintendent shall be a semi-finalists, then those aforementioned arrangements shall be made by such individual or individuals employed by the Pittsfield Public Schools as the School Committee shall formally designate.~~

~~7. Determination of Candidate to Whom Offer of Superintendency will be Made~~

~~A. DETERMINATION OF FINALISTS~~

~~The Committee shall, within 15 days of the last semi-finalist interview described in 5.A-B, above, formally determine from two to four of those among the semi-finalists who shall be finalists. Said finalists shall be invitee back for a second round of public interviews, meetings with staff and community members, and visitations to school sites. Said interviews, meetings, and visitations shall take place as soon as possible after the conclusion of the semi-finalist interviews. The reasonable costs associated with bringing candidates back for finalist interviews, including travel, meals, and lodging, for each finalist and her/his spouse, shall be borne wholly by the Committee.~~

~~B. FINAL ASSESSMENT OF CANDIDATES' QUALIFICATIONS~~

~~Upon completion of the finalists round of interviews, the Committee shall immediately commence a determination of the finalist to whom an offer of employment as Superintendent of Schools shall be made. Said determination shall involve:~~

- ~~i. a careful and detailed check of the candidate's references, credentials, and background information;~~
- ~~ii. if the candidate is not a current employee of the Pittsfield Public Schools, a visit by members of the Committee, by Pittsfield Public Schools' professional staff, and by such other persons as the Committee deems appropriate, to the candidate's current place of employment;~~

- iii. ~~if the candidate is not a current employee of the Pittsfield Public Schools, a visit by members of the Committee, by the Pittsfield Public Schools' professional staff, and by such other persons as the Committee deems appropriate to one or more of the candidate's former places of employment, if the School Committee deems such visits desirable;~~
- iv. ~~such other inquiries, formal or informal, about the candidate as the Committee shall deem desirable; and~~
- v. ~~determination by the Committee of the candidate to whom an offer of employment shall be made, what the offer shall include as salary and benefits, and the course of action to take in case that candidate declines the Committee's offer.~~

8. ~~Financial and Other commitments by the committee to the Superintendent Search Process~~

~~The Committee recognizes that the selection of a Superintendent of Schools is the single most important act performed by a school committee in the Commonwealth of Massachusetts. The Committee shall therefore commit such financial resources and personnel, and the Committee members' shall each devote such personal time, to the search for a Superintendent as shall be required to ensure that a suitable pool of candidates is identified, and that the best candidate from the pool can be offered the position of Superintendent. The Committee shall appropriately budget for the costs associated with such a search.~~

REFERENCES

M.G.L., CH. 71, S. 37, SCHOOL COMMITTEE; POWERS AND DUTIES

~~The school committee in each city and town and each regional school district shall have the power to select and to terminate the superintendent, shall review and approve budgets for public education in the district and shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education.~~

M.G.L., CH. 71, S. 41, PROFESSIONAL STATUS FOR TEACHERS; CONTRACTS; GOOD CAUSE PROTECTION FOR PRINCIPALS; DISMISSAL OF PRINCIPALS BY SUPERINTENDENT

~~...A school committee may award a contract to a superintendent of schools or a school business administrator for a period not exceeding six years which may provide for the salary, fringe benefits, and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement for expenses incurred in the performance of duties or office, liability insurance, and leave~~

~~for said superintendent or a school business administrator. Nothing in this section shall be construed to prevent a school committee from voting to employ a superintendent of schools who has completed three or more years' service to serve at its discretion.~~

SUPERINTENDENT'S CONTRACT

~~The School Committee shall enter into an individual contract with a Superintendent of Schools appointed in accordance with established policy, said contract to be in conformity with provisions of the Massachusetts General Laws.~~

REGULATIONS

None

REFERENCES

M.G.L., CH. 71, S. 41, PROFESSIONAL STATUS FOR TEACHERS; CONTRACTS; GOOD CAUSE PROTECTION FOR PRINCIPALS, DISMISSAL OF PRINCIPALS BY SUPERINTENDENT
(See Reference ADM-5)

SOURCE: ~~Pittsfield Policy ADM-6~~

SUPERINTENDENT'S CONTRACT

use this version.

The Committee, upon the appointment of a candidate to be Superintendent, will enter into a written contract with the Superintendent which will meet the requirements of law and protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [71:41](#); [71:42](#)

NOTE: Under the laws of the Commonwealth, the School Committee may award a contract to a Superintendent of schools for a period not to exceed six years.

**~~SUPERINTENDENT AND MEMBERS OF THE ADMINISTRATIVE CABINET
COMPENSATION AND BENEFITS~~**

~~The Superintendent and members of the Administrative Cabinet shall receive compensation benefits in accordance with provisions of their individual contracts.~~

REGULATIONS

~~Compensation for the Superintendent and members of the Administrative Cabinet shall be established at a ratio of the salary of the highest paid employee within the school system excepting only those employees whose positions are denoted by the term Superintendent.~~

REFERENCES

M.G.L., CH. 71, S. 59, SUPERINTENDENT OF SCHOOLS; APPOINTMENT; DUTIES
(See Reference ADM-1)

~~INDIVIDUAL CONTRACTS OF SUPERINTENDENT AND MEMBERS OF THE
ADMINISTRATIVE CABINET~~

SOURCE: ~~Pittsfield Policy ADM-7~~

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

~~The School Committee encourages the Superintendent to make every effort to stay abreast of educational trends and to take advantage of opportunities for exploring new ideas and programs that may be used to advantage in the school district.~~

~~For the benefit of the entire school system, the School Committee encourages the Superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems from which promising ideas are emerging.~~

REGULATIONS

None

REFERENCES

None

~~SOURCE: Pittsfield Policy ADM-8~~

SUPERINTENDENT'S CONSULTING ACTIVITIES

~~The Superintendent will devote his or her time, skill, labor, and attention to the direction and supervision of the school system, and will not, during the term of employment, be engaged in any other business. By agreement with the Committee, however, the Superintendent may undertake for remuneration consultative work, speaking engagements, writing, lecturing, membership and office in educational organizations, or other professional duties and obligations.~~

REGULATIONS

None

REFERENCES

ARTICLE 11, SUPERINTENDENT'S INDIVIDUAL CONTRACT

~~SOURCE: Pittsfield Policy ADM-9~~

EVALUATION OF THE SUPERINTENDENT

~~An effective working relationship between the Committee and the Superintendent is essential to the successful operation of the school district. The development and maintenance of that relationship may be greatly assisted by a periodic review of the Superintendent's diverse responsibilities accompanied by an evaluation of the Superintendent's performance.~~

~~It will be the Committee's policy to evaluate the abilities and services of the Superintendent through a formal procedure at least once annually, but evaluation may be more frequent, especially during the term of an initial contract.~~

~~The evaluation will be made on the basis of the Committee's written statements concerning the abilities needed by, and the responsibilities and duties to be discharged by, the Superintendent. Committee consensus on the Superintendent's abilities and performance in various areas will be put in writing, made available to him, and discussed with him.~~

REGULATIONS

None

REFERENCES

AGREEMENT BETWEEN THE PITTSFIELD SCHOOL COMMITTEE AND THE SUPERINTENDENT

Article 6, Performance Evaluation

SOURCE: ~~Pittsfield Policy FND-15~~

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of goals based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the Open Meeting Law.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. 30A:18-25
603CMR35:00

ADMINISTRATIVE ORGANIZATION PLAN

~~The legal authority of the Committee is transmitted through the Superintendent along specific paths from person to person as shown in the Committee-approved organizational chart of the district.~~

~~The lines of authority on the chart represent direction of authority and responsibility.~~

~~The Superintendent may reorganize lines of authority and revise the organizational chart subject to Committee approval of major changes and/or the elimination and creation of positions. The Committee expects the Superintendent to keep the administrative structure up to date with the needs for supervision and accountability throughout the school system.~~

REGULATIONS

None

REFERENCES

SCHOOL SYSTEM ORGANIZATIONAL CHART

SOURCE: ~~Pittsfield Policy ADM-13~~

LINE AND STAFF RELATIONS

~~The Superintendent will establish and maintain clear understandings on the part of all personnel of relationships in the school system.~~

~~Further, lines of authority should not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The lines of authority establish direction of authority and responsibility, but the lines also represent avenues for a two-way flow of ideas and communications to improve school programs and operations.~~

REGULATIONS

- ~~1. Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible.~~
- ~~2. Administrator will refer such matters to the next higher administrative authority when necessary.~~
- ~~3. All personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.~~
- ~~4. It is expected that the established line of authority will serve most purposes; through procedures established by Committee policy.~~
- ~~5. All personnel will have the right to appeal any decision made by an administrative officer.~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy ADM-15~~

STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes, but all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school district.

SOURCE: MASC – Updated 2022

SUPERINTENDENT'S CABINET

~~The Superintendent's Cabinet is organized on the premise that the multiple responsibilities of the Superintendent can be better served by establishing a means which will permit the best thinking of all staff members to be brought to bear on school problems. Although the Committee and the Superintendent cannot absolve themselves from legally constituted responsibilities, a team approach provides for an effective action resulting from group thinking. All members of the Administrative Cabinet, regardless of title, shall report directly to the Superintendent.~~

REGULATIONS

None

REFERENCES

None

~~SOURCE: Pittsfield Policy ADM-16~~

EVALUATION OF ADMINISTRATIVE STAFF

~~Evaluation of all licensed personnel is required by statute and regulation. This policy is not necessary here and is covered under for all staff categories in section G~~

~~The purpose of appraising the performance and effectiveness of administrators is to promote improvement in the administrative function, to recognize exceptional professional performance, and ultimately to bring continued improvement in the teaching-learning process in the district schools.~~

~~Each administrator's performance and effectiveness will be assessed within the scope of that person's area of responsibility, system-wide goals and objectives, and individual performance objectives.~~

~~Major areas of responsibility in which individuals may be appraised are established in their job descriptions. Such areas include: curriculum and instruction, staff relations, pupil relations, fiscal management, building management, program management, school-committee relations, supportive services, professional growth plans, and other system-wide responsibilities.~~

REGULATIONS

~~Administrator Evaluation Guidelines, Pittsfield Public Schools~~

REFERENCES

~~M.G.L., CH. 71, S. 38. PERFORMANCE EVALUATION OF TEACHERS AND ADMINISTRATORS;
RESIDENCY~~

~~See FND-16~~

~~AGREEMENT BETWEEN THE PITTSFIELD SCHOOL COMMITTEE AND THE PITTSFIELD
EDUCATIONAL ADMINISTRATORS' ASSOCIATION~~

~~Article VIII, Evaluation~~

~~SOURCE: Pittsfield Policy FND-17~~

ADMINISTRATIVE COUNCILS AND COMMITTEES

The Committee authorizes the Superintendent to establish such permanent or temporary councils and committees as necessary for proper administration of Committee policy and for the effective implementation of the total educational program.

REGULATIONS

1. — All councils and committees created by the Superintendent will be for the purpose of obtaining to a maximum degree the advice and counsel of administrative and supervisory personnel of the district and to aid in district communication.
2. — Functioning in an advisory capacity, such groups may make recommendations for submission to the Superintendent.
3. — Such groups will exercise no inherent authority.
4. — Authority for establishing policy remains with the Committee, and authority for implementing policy remains with the Superintendent.
5. — The membership, composition, and responsibilities of administrative councils and committees will be defined by the Superintendent and may be changed at his discretion.
6. — Expenses incurred by groups for consultative services, materials, and any investigative travel will be paid from the general operating funds of the district, but only when the expenses are within budgetary allotments and approved by the Superintendent in advance.

REFERENCES

None

SOURCE: Pittsfield Policy ADM 17

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as they deem necessary for assuring staff participation in decision making, for implementing policies and procedures, and for the improvement of the educational program.

Functioning in an advisory capacity, all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the Committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at their discretion. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school district, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC - Updated 2022

SCHOOL BUILDING ADMINISTRATION

~~The official in charge of each school building will be the building principal, appointed by the Superintendent and responsible to the Superintendent or the Superintendent's designee.~~

~~The most important responsibility of the principal is to serve as instructional leader of the school. This requires that major portions of his or her time be spent in:~~

- ~~1. Clarification of goals~~
- ~~2. Classroom observation and evaluation of staff~~
- ~~3. Analysis of instructional and related needs and taking action to meet them~~
- ~~4. Planning and carrying out school in-service programs~~
- ~~5. Communication with staff, student, and school community about the school's programs, needs, and achievements.~~

REGULATIONS

- ~~1. A school principal has one central, compelling goal, and that is to promote the educational development of pupils.~~
- ~~2. The principal's duties include informing teachers and other employees of the policies and regulations of the Committee and procedures issued by the Superintendent and district-level administrators.~~
- ~~3. Responsibilities also include informing the Superintendent and central office administrators of developments, situations, and activities at the building level.~~
- ~~4. The principal at each school, subject to the direction of the Superintendent, shall, at the expense of the school district, purchase textbooks and other school supplies, and consistent with the district policy, shall loan them to the pupils attending such school free of charge.~~
- ~~5. It shall be the responsibility of the principal in consultation with professional staff of the building to promote participatory decision making among all professional staff for the purpose of developing educational policy.~~
- ~~6. Principals employed under this section shall be responsible, consistent with district personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for hiring all teacher, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent and subject to the provisions of Massachusetts General Laws.~~

7. ~~A principal may dismiss or demote any teacher or other person assigned full-time to the school, subject to the review and approval of the Superintendent; and subject to the provisions of Massachusetts General Laws.~~
8. ~~The principal of a school may suspend any teacher or other employee assigned to the school subject to the provisions of Massachusetts General Laws.~~
9. ~~In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students.~~
10. ~~The principal of each school, in consultation with the school council, shall adopt educational goals for the schools consistent with the goals and standards including the student performance standards, adopted by the board and consistent with any educational policies established for the district, shall assess the needs of school in light of those goals, and shall formulate a school improvement plan to advance such goals.~~

REFERENCES

M.G.L. CH. 71, S. 37H. PUBLICATION OF SCHOOL COMMITTEE RULES AND REGULATIONS RELATIVE TO THE CONDUCT OF TEACHERS AND STUDENTS

~~The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students...~~

M.G.L. CH. 71, S. 42D. SUSPENSION OF DISTRICT EMPLOYEES

~~...The principal of a school may suspend any teacher or other employee assigned to the school...~~

M.G.L. CH. 71, S. 48. TEXTBOOK AND SUPPLIES

~~The principal at each school, subject to the direction of the superintendent, shall at the expense of the school district, purchase textbooks and other school supplies, and consistent with the district policy, shall loan them to the pupils attending such school free of charge...~~

M.G.L. CH. 71, S. 59B. EMPLOYMENT OF PRINCIPALS

~~(See Reference ADM-1)~~

M.G.L. CH. 71, S. 59C. SCHOOL COUNCILS

~~At each public elementary, secondary and independent ty.vocational school in the commonwealth, there shall be a school council consisting of the school principal, who shall co-chair the council; parents of students attending the school who shall be selected by the parents attending such school who will be chosen in elections held by the local recognized parent teacher organization under the direction of the principal, or if none exists, chosen by a representative process approved by the school committee...~~

SOURCE: ~~Pittsfield Policy ADM-18~~

LINE AND STAFF RELATIONS/ADMINISTRATION

The Superintendent of Schools may appoint individuals to administrative and supervisory positions below the Cabinet level in addition to principalships authorized by the School Committee through its budget formulating responsibilities.

REGULATIONS

Individual School Administrative and Supervisory Personnel

ASSISTANTS TO PRINCIPALS

The Vice Principals of the secondary schools are clothed by their respective principals with a measure of general authority and responsibility and are assigned many specific responsibilities with corresponding authority for the discharge of the duties under the general direction of the principal.

The Middle and High School Principals shall have an assistant whose duties, training, and responsibilities will enable him to assist and, if necessary, replace the principal should he be unable to carry out his duties.

DEPARTMENT HEADS

The high school department heads, middle school grade and team leaders are administrative and supervisory officers located in a line of authority between the principal and the teachers.

In matters specifically related to the work of the department, the teacher will look to the department head, grade leader or team leader for advice, guidance, assistance, and other supervisory help for the improvement of instruction. In other matters the teacher may use a direct channel to the principal or an indirect one through the department head, as circumstances dictate.

PROGRAM DIRECTORS AND THEIR DUTIES

The program directors are responsible to the Superintendent of Schools through the Deputy Superintendent. Each director is vested with broad responsibilities and corresponding authority for the organization and administration of the program of which he is in charge.

The director provides supervision of teachers in activities related to the work of his program. In addition to this supervisory service, the director acts as consultant to principals, coordinators and teachers in areas included in the functions of his department.

It is the duty of the director to keep in close contact with developments in his field regionally and nationally and to see that sound educational practices in his departmental responsibility are incorporated in the program of the elementary and secondary schools.

File: CFA

~~Under the direction of the Superintendent of Schools, directors share in the development of general school policies and in the evaluation of existing policies and practices.~~

CURRICULUM DIRECTOR

~~The director serves as overall curriculum coordinator, with responsibility for promoting coordination in the curricula of the various subjects and schools and continuity between grade levels, as well as curriculum development in selected areas.~~

~~The Director of Curriculum and his department administer the testing program from kindergarten through the twelfth grade. It furnishes packaged tests at times indicated in the testing calendar, provides directions and other aids for test administration, manufactures locally made tests, prepares local norms and mark equivalents, prints local profile sheets, and issues evaluative aids.~~

~~In its city-wide curriculum and testing activities, the department operates through the principals of the elementary schools, the principals, subject department heads and guidance counselors of the secondary schools.~~

CURRICULUM COORDINATORS AND THEIR DUTIES

~~The Curriculum Coordinators shall cooperate with the principals and teachers so that a proper interpretation of the program of study within their respective subject areas may be obtained by the pupils.~~

~~The relation of a Curriculum Coordinator to the principals is of an advisory nature and is for the purpose of improving the efficiency of the school. He is a helper, not a critic, to the teacher. Each coordinator, in his particular field, shall demonstrate the type of teaching desired.~~

~~He may, as he deems necessary, with the approval of the Superintendent or assistants, hold conferences with principals and teacher, individually or collectively, for the purpose of improving the efficiency of the instruction. All conferences should be of a constructive rather than a critical nature.~~

~~Conferences between coordinators, principals, and teachers, are held for the purpose of presenting, considering, and discussing suggestions that are an aid to the principal or teacher in improving his professional value and raising the efficiency of his work.~~

~~Coordinators shall submit to the Superintendent, his assistants, or the School Committee, when so requested, written reports of their work.~~

DIRECTOR OF CUSTODIAL SERVICES

~~The Director of Custodial Services is responsible to the Superintendent of Schools through the Assistant Superintendent for Personnel and Negotiations.~~

~~The Director of Custodial Services will have overall charge of the cleaning and sanitary maintenance of the school buildings, oversee the general operation of the several heating and ventilating systems, and supervise the care and maintenance of school grounds. The director is to prepare work schedules and make assignments; to submit reports to the Superintendent of Schools concerning the progress of new construction projects and of alterations to existing buildings; to arrange for the delivery and acceptance of fuel and other materials at the schools; and to perform related work as required.~~

DIRECTOR OF CAFETERIAS

~~The Director of Cafeterias administers the food services program. The supervisor is directly responsible to the Business Manager.~~

ATTENDANCE OFFICER

~~The Attendance officer shall be under the control and direction of the Superintendent and shall report for service at such times and places as he may designate. He shall cooperate with teachers, principals, and the Superintendent to secure the regular attendance at school of all children of school age, not otherwise under instruction.~~

~~He shall diligently seek out truants and absentees who have been reported to him and shall prosecute such cases as the Superintendent may direct.~~

~~He shall make to the Superintendent a detailed report of his work as requested, which report shall be submitted to the School Committee whenever required, and he shall perform such other duties as the Superintendent may direct. It shall be his duty to investigate the causes of non-attendance, as directed by the Superintendent; to give advice to parents and teachers in regard to treatment and management of unfortunate and disorderly children and in general to establish closer relation between the home and the school.~~

SUMMER PROGRAM ADMINISTRATION

~~The summer school principal is responsible to the Superintendent of Schools through the Deputy Superintendent.~~

~~The summer school principal is vested with broad responsibilities and corresponding authority for the organization and administration of the Pittsfield Public Summer School.~~

~~The summer school principal provides supervision of the summer school teachers, in addition to his responsibilities for the establishment of the summer school program of studies, the recruitment of staff, and the registration of students.~~

~~The summer school principal shall also be responsible for the financial aspects of summer school implementation under the supervision of the school system's Business Manager.~~

REFERENCES

M.G.L., CH. 71, S. 59B. EMPLOYMENT OF PRINCIPALS

~~...The school superintendent or a city or town or regional school district including vocational/technical schools, may also appoint administrators and other personnel not assigned to particular schools, at levels of compensation determined in accordance with policies established by the school committee.~~

~~SOURCE: Pittsfield Policy ADM 19~~

POLICY IMPLEMENTATION

~~The Superintendent has responsibility for carrying out, through administrative regulations, the ce established by the Committee.~~

REGULATIONS

- ~~1. The policies developed by the Committee and the administrative regulations developed to implement policy are designed to increase the probability of an effective and efficient school system.~~
- ~~2. It is assumed that all Committee employees and students will willingly carry them out.~~
- ~~3. Employees in superordinate positions are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended.~~
- ~~4. Continuous disregard for Committee policy and administrative regulations will be interpreted as willful neglect of duty.~~
- ~~5. There are many activities that are common to all departments and school levels, but procedures for conducting them may vary from unit to unit.~~
- ~~6. Principals and department heads will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and Committee policies.~~

REFERENCES

M.G.L., CH. 71, S. 37, SCHOOL COMMITTEE: POWERS AND DUTIES

~~(See Reference ADM-5)~~

M.G.L., CH. 71, S. 59, SUPERINTENDENT OF SCHOOLS: APPOINTMENT: DUTIES

~~(See Reference ADM-1)~~

SOURCE: ~~Pittsfield Policy ADM-25~~

POLICY IMPLEMENTATION

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

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

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures, and for seeing that they are implemented in the spirit intended.

SOURCE: MASC - Updated 2022

NOTE: This policy is one of a coordinated set of policies relating to Policy Implementation adopted by a Massachusetts School Committee. Other statements cover Development of Procedures (code CHA) and Procedures Dissemination (code CHC). However, a policy related to these two subcategories could be included in the more general code CH, Policy Implementation.

DEVELOPMENT OF REGULATIONS

~~In the development of regulations, the Superintendent will involve, at the planning stage, those who would be primarily affected by them; for example, staff members, students, parents, the public. The Superintendent will weigh with care the counsel given by representatives of staff, students, and community organizations.~~

REGULATIONS

None

REFERENCES

None

SOURCE: Pittsfield Policy ADM-26

DEVELOPMENT AND DISSEMINATION OF PROCEDURES

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

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

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

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

CROSS REF.: BDG, School Attorney

SOURCE: MASC - Updated 2023

REGULATIONS DISSEMINATION

Regulations will be appropriately coded and included as regulations in the Committee's policy manual, which will be available at the Superintendent's Office, in each school building, at the Berkshire Athenaeum, and provided to each Committee member.

REGULATIONS

None

REFERENCES

M.G.L. CH. 71, S. 37H, PUBLICATION OF SCHOOL COMMITTEE RULES AND REGULATIONS
RELATIVE TO THE CONDUCT OF TEACHERS AND STUDENTS
(See Reference ADM-18)

SOURCE: Pittsfield Policy ADM-28

APPROVAL OF HANDBOOKS AND DIRECTIVES

~~In order that pertinent School Committee policies, regulations, and school rules and procedures may be known by all staff members and students affected by them, principals will issue staff and student handbooks as found necessary and desirable.~~

~~It is essential that the contents of all handbooks conform with district-wide policies and regulations. The School Committee expects all handbooks to be approved by the Superintendent.~~

REGULATIONS

None

REFERENCES

~~M.G.L., CH. 71, S. 37H, PUBLICATION OF SCHOOL COMMITTEE RULES AND REGULATIONS
RELATIVE TO THE CONDUCT OF TEACHERS AND STUDENTS~~

~~...In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students...~~

SOURCE: ~~Pittsfield Policy ADM-29~~

APPROVAL OF HANDBOOKS AND DIRECTIVES

The Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect at the beginning of the next school year.

It is essential that the contents of all handbooks conform to School Committee policies. ~~It is also important that all handbooks bearing the name of the school district or one of its schools be of a quality that reflects credit on the school department.~~ Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee-approved policy or regulation. The Superintendent will use their judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 71:37H

CROSS REF.: BGD, School Committee Review of Procedures

ADMINISTRATION IN POLICY ABSENCE

Should situations arise wherein a School Committee approved policy does not exist as a guide for administrative action, the Superintendent shall have power to act and shall notify the School Committee of his actions. It shall be the duty of the Superintendent to inform the School Committee promptly of such action and to recommend relevant needed policy.

REGULATIONS

None

REFERENCES

None

SOURCE: Pittsfield Policy SC-50

~~ADMINISTRATION IN POLICY ABSENCE~~

~~When action must be taken within the school district where the Committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the Committee.~~

~~SOURCE: MASC—Reviewed 2022~~

TEMPORARY ADMINISTRATIVE ARRANGEMENTS

The Superintendent is authorized to appoint the Deputy Superintendent as acting Superintendent to serve for specified periods of time during his temporary absence from duty.

In the event of a vacancy in the office of the Superintendent of Schools, or in the event of incapacitation of the Superintendent, the responsibility for the appointment of an acting Superintendent rests with the Committee.

REGULATIONS

1. ~~_____ A temporary absence is defined as a vacation period, attendance at national conventions, and/or any other periods when the Superintendent would be out of immediate contact or away from the district for over twenty-four (24) hours.~~
2. ~~_____ When so appointed, the acting Superintendent will assume all duties which are the responsibility of the Superintendent of Schools, with particular emphasis on emergency and day-to-day decision-making.~~
3. ~~_____ The acting Superintendent will not be expected to deal with matters requiring long-term planning or preparation unless specifically so assigned by the Superintendent.~~
4. ~~_____ The acting Superintendent will take special care to keep the Committee informed as to any departure from normal routine.~~

REFERENCES

M.G.L., CH. 71, S. 59, SUPERINTENDENT OF SCHOOLS; APPOINTMENT; DUTIES
(See Reference ADM-1)

SOURCE: ~~Pittsfield Policy ADM-31~~

ADMINISTRATIVE INTERN PROGRAM

~~A program of administrative internships may be established under which members of the professional staff shall be eligible to act as temporary assistants to members of the administrative staff.~~

REGULATIONS

~~The purpose of the programs shall be:~~

- ~~1. — To provide specific administrative services which have been clearly recognized as desirable for the improvement of the school system.~~
- ~~2. — To promote among the staff a better understanding of the functions performed by the various departments of the school system.~~
- ~~3. — To develop administrative ability among staff members who have potential for and an interest in school administration.~~

~~The program shall be designed so as to:~~

- ~~1. — Require an expenditure of funds in keeping with its value as one part of the total plan of growth opportunities for the professional staff.~~
- ~~2. — Select the best qualified applicants.~~
- ~~3. — Operate without harm to other functions of the school system.~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy ADM-32~~

PROGRAM CONSULTANTS

~~Consultants (whether they be temporary, part-time, or full-time) shall exercise no administrative authority, but shall act only as advisors in those fields in which they were contracted to offer expert assistance.~~

REGULATIONS

None

REFERENCES

None

SOURCE: ~~Pittsfield Policy ADM-33~~

SCHOOL DISTRICT ANNUAL REPORT

~~An annual report covering the activities of the school system and the administration's recommendations for its improvement shall be prepared by the Superintendent and presented to the School Committee as soon as possible after the close of each school year. The report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other school districts in the area of the programs and conditions of the schools.~~

REGULATIONS

~~Members of the Administrative Cabinet as well as directors, coordinators, supervisors, and building principals will be expected to provide written input to the Superintendent for his consideration in preparing the annual report. Said input to concern activities, accomplishments, and matters of concern relating to their respective areas of responsibility during the past school year.~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy ADM 35~~

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school district and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing the parents/guardians, citizens, Commissioner of Education, and others of the programs and conditions of the town's public schools.

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 72:4

NOTE: A different report is required of regional school districts. Thus the content of a policy in this category would have to be changed and a citation to M.G.L. 71:16 (K) substituted for 72:4.

ACCOMPLISHMENT REPORTING TO THE PUBLIC

~~The Committee accepts its responsibility to establish goals to be accomplished by the school district and to make realistic adjustments in these targets after the adoption of the actual operating budget. In return, the Committee will expect the Superintendent to employ all appropriate means to provide for continuous and candid reports of the accomplishments by staff in the pursuit of these goals for which reliable measurement indicators have been established.~~

~~The purpose of these accomplishment reports will be to provide the Committee with information needed for making ongoing policy and goal-setting decisions and to keep the public informed about school needs and about actual results being obtained from the public's support of school programs.~~

~~These reports should be accompanied by any administrative recommendations for Committee consideration and action.~~

REGULATIONS

None

REFERENCES

None

SOURCE: ~~Pittsfield Policy FND-24~~

SECTION D
FISCAL MANAGEMENT

DA	FISCAL MANAGEMENT GOALS (P)
DA	FISCAL MANAGEMENT GOALS (MASC)
*+DB	ANNUAL BUDGET (P)
DB	ANNUAL BUDGET (MASC)
DBB	FISCAL YEAR (P)
DBC	BUDGET DEADLINES AND SCHEDULES (P)
DBC	BUDGET DEADLINES AND SCHEDULES (MASC) With Edits
DBD	BUDGET PLANNING (MASC) With Edits
+DBE	DISSEMINATION OF BUDGET RECOMMENDATIONS (P)
+DBG	BUDGET ADOPTION (P)
DBG	BUDGET ADOPTION PROCEDURES (MASC) With Edits
+DBI	BUDGET IMPLEMENTATION (P)
DBJ	BUDGET TRANSFERS (P)
DBJ	BUDGET TRANSFER AUTHORITY (MASC) With Edits Include Definition of Cost Centers
+DD	FUNDING PROPOSALS AND APPLICATIONS (P)
DD	GRANTS, PROPOSALS, AND SPECIAL PROJECTS (MASC)
DEA	REVENUES FROM LOCAL TAX SOURCES (P)
DEB	REVENUES FROM STATE TAX SOURCES (P)
DEC	REVENUE FROM FEDERAL TAX SOURCES (P)
DEC	FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY (MASC)
DF	REVENUES FROM NON-TAX SOURCES (P)

~~+DFC~~ ~~RENTAL AND SERVICE CHARGES (P)~~

~~+DFD~~ ~~GATE RECEIPTS AND ADMISSIONS (P)~~

~~DG~~ ~~DEPOSITORY OF FUNDS (P)~~

~~DGA~~ ~~AUTHORIZED SIGNATURES/CHECK WRITING SERVICES (P)~~

DGA AUTHORIZED SIGNATURES (MASC) **With Edits**

DH BONDED EMPLOYEES AND OFFICERS (MASC)

+DI FISCAL ACCOUNTING AND REPORTING (P) **Discuss with Kristen – leaning toward MASC Policy**

DI FISCAL ACCOUNTING AND REPORTING (MASC) **Leaning Toward MASC Policy**

~~*+DIC~~ ~~FINANCIAL REPORTS AND STATEMENTS (P)~~

~~DID~~ ~~INVENTORIES (P)~~

~~*DIDA~~ ~~INVENTORIES (P)~~

~~DIE~~ ~~AUDITS (P)~~

DIE AUDITS (MASC)

~~DJ~~ ~~PURCHASING (P)~~

DJ PURCHASING (MASC) **With Edits**

DJA PURCHASING AUTHORITY (MASC) **With Edits**

DJC PETTY CASH ACCOUNTS (P) **Discuss with Kristen before deleting**

~~DJE~~ ~~BIDDING REQUIREMENTS (P)~~

DJE PROCUREMENT REQUIREMENTS (MASC) **Discuss with Kristen**

~~DJF~~ ~~LOCAL PURCHASING (P)~~

~~DJG~~ ~~VENDOR RELATIONS (P)~~

DK PAYMENT PROCEDURES (MASC) **With Edits**

~~DKC~~ ~~EXPENSE REIMBURSEMENTS (P)~~

DKC EXPENSE REIMBURSEMENTS (MASC) **With Edits – Discuss with Kristen**

~~*DN SCHOOL PROPERTY DISPOSAL (P)~~ This should be included in FAC section

FISCAL MANAGEMENT GOALS

~~The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the district's purposes requires excellent fiscal management. As a trustee of local, state, and federal funds allocated for use in public education, the School Committee will be vigilant in fulfilling the responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.~~

~~FSRV-1~~

~~It is essential that the district take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program.~~

~~REGULATIONS — if you Keep your version of this policy, suggest removing title here and consider whether MASC's 1-5 reflect more accurately.~~

~~In the district's fiscal management, the School Committee seeks to achieve the following objectives:~~

- ~~1. To engage in thorough advance planning, in order to develop budgets and to guide expenditures so as to achieve the greatest contributions to the educational program in relation to dollars expended.~~
- ~~2. To establish levels of funding which will provide high quality education for the district's students.~~
- ~~3. To use the best available techniques for budget development and management.~~
- ~~4. To provide timely and appropriate information to all staff with fiscal management responsibilities.~~
- ~~5. To establish maximum efficiency procedures for accounting reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.~~

REFERENCES

M.G.L. CH. 71, S. 37, SCHOOL COMMITTEE: POWERS AND DUTIES
(See SC 1)

M.G.L., CH. 70, S. 1, INTENT

It is the intention of the general court, subject to appropriation, to assure fair and adequate minimum per student funding for public schools in the commonwealth by defining a foundation budget and a standard of local funding effort applicable to every city and town in the commonwealth.

Reviewed 11/28/18

SOURCE: Pittsfield Policy BUS-1

FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management.

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
3. To advocate for levels of funding that will provide high quality education for all students.
4. To support the use of the best techniques for budget development and management.
5. To provide timely and appropriate information to the community.

SOURCE: MASC – Reviewed 2022

ANNUAL BUDGET

~~The adopted annual school budget is the financial outline of the district's educational program. The Superintendent, as soon as practicable after the opening of schools in September, shall submit to the School Committee a written budget of all the expenses which will, in his or her judgment, be required for the proper operation of the school system during the following fiscal year.~~

~~The School Committee expects the Superintendent to work closely with the principals and other administrators in their respective areas in studying the needs of the schools and in compiling a budget to meet those needs. The principals are expected to confer with appropriate staff in getting budgetary requests and information on requirements.~~

~~This budget shall be itemized in such detail as the School Committee may direct. A public hearing on the budget shall be held in accordance with the law of the Commonwealth.~~

~~I would not recommend including this~~
REGULATIONS

None

REFERENCES

M.G.L., CH. 44, S. 32, MAYOR TO SUBMIT ANNUAL BUDGET

~~Within one hundred and twenty days after the annual organization of the city government in any city other than Boston, the mayor shall submit to the city council the annual budget which shall be a statement of the amounts recommended by him for proposed expenditures of the city for the next fiscal year....~~

M.G.L., CH. 71, S. 59C, SCHOOL COUNCILS

See ADM-17

~~SOURCE: Pittsfield Policy BUS-3~~

ANNUAL BUDGET

The annual budget is the financial expression of the goals of the School Committee in meeting the needs of all students.

The budget then requires an orderly and cooperative effort by the Committee, the staff, and the community to achieve the goals of the district.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee policy. The operating budget for the school district will be prepared and managed in line with the above.

In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as budget officer but may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as budget officer are budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year.

Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

SOURCE: MASC – Reviewed 2022

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

NOTE: References to portions of a town or city charter may be appropriate here. The charter should be reviewed.

FISCAL YEAR

~~The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of June following.~~

REGULATIONS

None

REFERENCES

M.G.L., CH. 71, S. 49A, ORDERS AND CONTRACTS FOR THE ENSUING FISCAL YEAR

~~At any time after the annual appropriations for the ensuing fiscal year are made by a city or town or by all the member cities and towns of a regional school district, a school committee may order materials, supplies and equipment and may contract for services for the public schools which are chargeable against such appropriation provided that no payment therefore shall be made prior to the commencement of said ensuing fiscal year.~~

~~SOURCE: Pittsfield Policy BUS-5~~

BUDGET DEADLINE AND SCHEDULES

~~The Superintendent shall be responsible for establishing a budget calendar that will provide adequate time for budget formulation by the administration and review of the budget proposal by the School Committee prior to submittal to the Mayor and City Council so as to fulfill budget deadlines established under the General Laws.~~

REGULATIONS

- ~~1. — Input will be solicited from school councils, principals and administrators.~~
- ~~2. — The Superintendent will prepare an annual calendar to submit to the School Committee for approval.~~
- ~~3. — A specific date will be established for a public hearing on the budget.~~

REFERENCES

~~M.G.L., CH. 44, S. 32, MAYOR TO SUBMIT ANNUAL BUDGET~~
~~See BUS-3~~

~~SOURCE: Pittsfield Policy BUS-6~~

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

The School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Whatever dates are assigned, the final date for the submission of the budget to the ~~Select Board/City Council~~ will be arranged cooperatively with the School Committee ~~and Finance Committee.~~

SOURCE: MASC Updated 2022

LEGAL REFS.: M.G.L. 71:37; 71:38N
 City Charter (See local reference – put in link)

NOTE: The above references a town process. The above will need to be redrafted for city districts. Regional school districts should also refer to 71:16B for pertinent information. A citation of that section of law should also be added to the legal references.

BUDGET PLANNING

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The first priority in the development of an annual budget will be the educational welfare of the children in our schools.

The Committee also holds in balance the valid interest of the taxpayers.

The budget document shall reflect all sources of revenue known/available at the time the budget is being prepared. It shall clearly explain how those funds will be used.

In the budget planning process for the school district, the Superintendent will:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

SOURCE: MASC Updated 2022

CROSS REF: ACCEPTANCE OF GRANTS DD

NOTE: Include in this category statements on the general plan for budget development and on staff/student/public participation in the process (but not the official hearings). If advisory committees take part, this might be included in the policy, with details on their functioning presented as an accompanying regulation.

DISSEMINATION OF BUDGET RECOMMENDATIONS

~~It is the intent of the School Committee that the public be given every opportunity to provide input to the annual school system budget. The proposed budget shall therefore be made available to the press and public not less than twenty four hours after it has been made available to the School Committee.~~

LEGAL REFERENCE TO CITY CHARTER - REGULATIONS

None

REFERENCES

M.G.L., CH. 71, S. 38N. PUBLIC HEARING ON PROPOSED ANNUAL BUDGET

~~The school committee of each city, town, or regional school district shall hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the Superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned, all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget. Such hearing shall be conducted by a quorum of the school committee. For the purpose of this section a quorum shall consists of a majority of the members of said school committee.~~

SOURCE: ~~Pittsfield Policy BUS-9~~

BUDGET ADOPTION

~~The annual school system budget shall be approved by a majority of the full membership of the School Committee at a regularly scheduled School Committee meeting for which adoption of the school system budget has been announced in advance.~~

REGULATIONS

None

REFERENCES

M.G.L., CH. 71, S. 38N. PUBLIC HEARING ON PROPOSED ANNUAL BUDGET
~~See BUS-9~~

~~SOURCE: Pittsfield Policy BUS-11~~

BUDGET ADOPTION PROCEDURES

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

for towns

~~Authority for adoption of the final school budget bottom line lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.~~

SOURCE: MASC Updated 2022

LEGAL REFS.: M.G.L. 71:34; 71:37
 City Charter, (See local reference)

CROSS REF.: DBJ, Budget Transfer Authority

NOTE: Town and city charters should be checked for specific provisions relating to budget adoption procedures. Appropriate citations should be added as was done on the statement above. The above process is that of towns; changes will be necessary for cities.

BUDGET IMPLEMENTATION

~~The final district budget serves as the control to direct and limit expenditures. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the district.~~

REGULATIONS

1. ~~— The total amounts which may be expended during the fiscal year for the operation of the school system are set forth in the budget.~~
2. ~~— The total amount budgeted as the expenditure for each program is the maximum amount which may be expended for that classification of expenditures during the school year, except as a transfer of funds is authorized by the School Committee.~~
3. ~~— Reports showing commitments, expenditures, obligations, and projections will be made to the School Committee after six months, nine months, and eleven months of each fiscal year.~~

Lets be sure that Section D stipulates frequency of financial reports somewhere.

REFERENCES

M.G.L., CH. 70, S. 8. DISTRICT TO DETERMINE ALLOCATION OF FUNDS

~~Except as required by general law, each school district may determine how to allocate any funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.~~

Reviewed 11/28/18

SOURCE: ~~Pittsfield Policy BUS 14~~

BUDGET TRANSFERS

~~As approved by the School Committee, appropriate amounts may be transferred from those categories in which a surplus is anticipated into those in which a deficit is anticipated as permitted by law.~~

REGULATIONS

- ~~1. — Principals and administrators must submit in writing their detailed request for transfer.~~
- ~~2. — The Business Office will prepare a proposed line item transfer and submit it to the Superintendent.~~
- ~~3. — Transfer requests will be placed on the School Committee agenda.~~
- ~~4. — The principal will be notified of the outcome of the transfer request.~~
- ~~5. — Categories are defined as the functional grouping proscribed by the Massachusetts Department of Elementary and Secondary Education for state reporting on the financial end of year report: 1000 District Leadership & Administration; 2000 Instructional Services; 3000 Other School Services; 4000 Operations and Maintenance; 5000 Fixed Charges; 6000 Community Services; 7000 Acquisition, Improvement & Replacement of Fixed Assets; 8000 Debt Retirement & Service; 9000 Tuition Costs.~~
- ~~6. — Line item budget transfers within categories may be completed by the Assistant Superintendent for Business and Finance.~~
- ~~7. — If an unanticipated cost creates a deficit in a category at the end of the fiscal year, as part of the process of closing the books, the Business Office will prepare a proposed line item transfer(s) and the reason for the request and submit it to the Superintendent and the Chair of the School Committee for signature and approval. The approved request will be placed on the agenda and reported on at a future School Committee meeting.~~

REFERENCES

M.G.L., CH. 70, S. 8. DISTRICT TO DETERMINE ALLOCATION OF FUNDS
See BUS-14

~~R-3/8/23~~

~~SOURCE: Pittsfield Policy BUS-15~~

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the District budget, the School Committee will consider requests for transfers of funds between cost centers (include definition* talk with Tracy) as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

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

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC Updated 2022

LEGAL REFS.: MGL 71:37
 DOR 94-660

CROSS REFS.: DBG, Budget Adoption Procedures
 DI, Fiscal Accounting and Reporting

NOTE: Certain provisions in a policy in this category maybe established by town or city charter. If so, appropriate citations should be added as legal references.

FUNDING PROPOSALS AND APPLICATIONS

1. ~~Appraisal of School Committee of Available Funding.~~ The Superintendent of Schools shall keep the School Committee informed of all known sources of federal, state, or other funds, including those available from private sources, for the support of the school district, or of specific schools, programs, or activities, or for the enhancement of educational opportunities in the Pittsfield Public Schools. The Superintendent shall apprise the School Committee of its eligibility for general or program funds, and shall make such recommendations as she/he deems appropriate for School Committee action in these matters.
2. ~~School Committee Approval Required for Submittal of Funding Requests.~~
 - A. ~~Except as set forth below, any and all applications for grants, gifts, donations, or other funding made in the name of the Pittsfield Public Schools, in support of any existing educational program or activity offered by the Pittsfield Public Schools, or in order to institute or modify any existing Pittsfield Public Schools educational program or activity, shall be submitted to the School Committee for approval before it is submitted to a funding agency or other entity from which funding is to be sought.~~
 - B. ~~This requirement shall be waived in the following circumstances:~~
 - (a) ~~In the case of proposals or applications for funding that continue grants or other funding approved previously by the School Committee, although the Superintendent shall timely notify the School Committee of the submittal of such proposals or applications by means of informational bulletin.~~
 - (b) ~~In the event the deadline for applying for any grants, gifts, donations, or other funding described herein above, precludes prior approval by the School Committee before its submittal, the proposal or application for said funding may be submitted before such approval is granted, provided that a cover letter accompanies said submittal, stating that the submittal is being made subject to School Committee approval, and provided that the proposal or application is submitted to the School Committee for approval at the next practicable School Committee meeting for doing so.~~
3. ~~School Committee Is Recipient of All Funds.~~ The School Committee shall be deemed the recipient of any and all grants, gifts, donations, or other funding applied for in the name of, and received by any employee or agent of, the Pittsfield Public Schools. All accounting, purchasing, and other appropriate fiscal management and control procedures pertaining to the Pittsfield Public Schools' receipt of funds from public sources shall apply to funding received pursuant to this policy.
4. ~~Authorization of Regulations.~~ The Superintendent shall issue such regulations as she/he sees necessary to implement the purposes and provisions of this policy.

REGULATIONS

1. ~~All proposals or applications for grants, gifts, donations, or other funding made in the name of the Pittsfield Public Schools, in support of any existing educational program or activity offered by the Pittsfield Public Schools, or in order to institute or modify any existing Pittsfield Public Schools educational program or activity, shall be prepared using the appropriate forms and format established by the agency or other entity from which funding is to be sought.~~
2. ~~All proposals or applications described in Regulation No. 1, above, shall provide for input from the constituencies affected by the grant, gift, donation, or other funding that is to be sought.~~
3. ~~No proposal or application described in Regulation No. 1, above, shall be submitted in the name of the Pittsfield Public Schools by any employee or agent of the school system except after formal review and approval by the Deputy Superintendent of Schools or other designee of the Superintendent, prior to submittal for School Committee approval.~~

REFERENCES

~~Policy BUS-22, "Revenue from Non-Tax Sources"~~
~~Policy, "Grants from Private Sources," or as amended.~~

~~R-2/7/01~~

~~SOURCE: Pittsfield Policy BUS-17~~

GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

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

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. 44:53A; 71:37A

2 CFR 200 Federal Uniform Administrative Requirements

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

REVENUES FROM LOCAL TAX SOURCES

~~It is the responsibility of the Pittsfield School Committee to sufficiently explain the objectives and needs of the schools to city bodies that have a role in school budget adoption, and to the public so that local support of education can indeed provide for all children equal and suitable educational programs.~~

REGULATIONS

None

REFERENCES

M.G.L., CH. 59, S. 20A, PROPOSITION 2 1/2: LIMITATION ON INCREASES IN ASSESSMENT COSTS

~~No county, district, including the metropolitan district commission, public authority, the commonwealth, or other governmental entity authorized by law to assess costs, charges or fees upon cities and towns, except regional school districts, regional water districts, and regional sewerage districts, may increase the total of such costs, charges or fees by more than the sum of: (1) two and one half percent of the total of such costs, charges or fees over the preceding fiscal year; and (2) any increases in costs, charges or fees for services customarily provided locally or for services subscribed to at local opinion.~~

M.G.L., CH. 70, S. 1, INTENT

See BUS-1

M.G.L., CH. 70, S. 6, REQUIRED LOCAL APPROPRIATION

~~In addition to amounts appropriated for long term debt service, school lunches, adult education, student transportation, and tuition revenue, each municipality in the commonwealth shall annually appropriate for the support of public schools in the municipality and in any regional school district to which the municipality belongs, an amount equal to but not less than the sum of the minimum required local contribution, federal impact aid, and all state school aid and grants for education but not including equity aid, for the fiscal year....~~

M.G.L., CH. 71, S. 34, SUPPORT OF PUBLIC SCHOOLS

~~Every city and town shall annually provide an amount of money sufficient for the support of the public schools as required by this chapter, provided however, that no city or town shall be required to provide more money for the support of the public schools than is appropriated by vote of the legislative body of the city or town....~~

SOURCE: Pittsfield Policy BUS-19

REVENUES FROM STATE TAX SOURCES

~~The School Committee directs the Superintendent to develop and implement appropriate procedures to insure that the Pittsfield Public Schools receive the full measure of state aid to which the system is entitled.~~

REGULATIONS

~~The Superintendent shall be responsible for preparing and submitting in timely fashion the required reports for the Commonwealth to determine the amount of state aid to which the district is entitled.~~

REFERENCES

M.G.L., CH. 58, S. 18A, DISTRIBUTION OF FUNDS TO MUNICIPALITIES AND REGIONAL SCHOOL DISTRICTS

~~Commencing with the fiscal year ending June 30th, nineteen hundred and seventy nine, and continuing in every fiscal year thereafter, the state treasurer shall, subject to appropriation and upon certification of the commission, annually distribute from the General Fund to the several cities, towns, regional school districts and independent vocational schools on or before the dates specified, to the extent that sufficient funds are available on such dates, the full amounts of school aid due the several cities, towns, regional school districts and independent vocational schools under the provisions of chapter 70....~~

M.G.L., CH. 70, S. 1, INTENT

~~See BUS-1~~

M.G.L., CH. 70, S. 3, FOUNDATION BUDGET FOR EACH SCHOOL DISTRICT

~~For the district in each municipality, for each regional school district, and for each independent vocational school in the commonwealth, there is established a foundation budget....~~

M.G.L., CH. 70, S. 10, BASIS FOR ANNUAL STATE AID TO EACH MUNICIPALITY

~~Subject to appropriation, the amount of state aid to be paid to each municipality in each fiscal year under this chapter shall be the sum of the base aid, the overburden aid, minimum aid, foundation aid and equity aid to which the municipality may be entitled under the provisions of this chapter...~~

~~SOURCE: Pittsfield Policy BUS-20~~

REVENUES FROM FEDERAL TAX SOURCES

~~The School Committee directs the Superintendent to develop and implement appropriate procedures to insure that the Pittsfield Public Schools receive the full measure of federal aid to which the system is entitled.~~

REGULATIONS

~~The Superintendent shall be responsible for preparing and submitting in timely fashion the required reports for the Commonwealth to determine the amount of federal aid to which the district is entitled.~~

REFERENCES

~~M.G.L., CH. 44, S. 53A GRANTS AND GIFTS; ACCEPTANCE AND EXPENDITURE~~
~~See BUS 17~~

~~SOURCE: Pittsfield Policy BUS 21~~

FEDERAL FUNDS SUPPLEMENT NOT SUPPLEMENT POLICY

The Pittsfield School District is committed to utilizing federal grant funds to supplement instructional programs funded by local, state, and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

SOURCE: MASC – Reviewed 2022

LEGAL REF: Elementary and Secondary Education Act, as amended

CROSS REFS: IHBD, Compensatory Education

REVENUES FROM NON TAX SOURCES

A. Revolving Accounts

1. ~~School Lunch Programs.~~ Funds, gifts, and contributions received in the form of money, together with fees from the sale of lunches, other meals and any state allotments shall be deposited with the treasurer of the city and held as a separate account and expended by the School Committee without further appropriation.
2. ~~Adult Education Continuing Education, Summer School, Community Schools, Use of School Property.~~ In the event that the city accepts G.L. c.71, s71E, all money received in connection with the conduct of adult education and continuing education program, summer school programs, community school programs (so designated by prior School Committee vote), and in connection with the use of school property, shall be deposited with the treasurer of the city or town and held as separate accounts on behalf of the school department. The receipts held in such separate accounts may be expended by the School Committee without further appropriation for the purposes of the program or programs from which the receipts are derived, or in the case of the school property account, for expenses incurred in making school property available for such use.
3. ~~Extracurricular and Athletic Programs.~~ All receipts by the School Committee in connection with the conduct of extra-curricular and athletic activities provided for under G.L. c.71, s47 shall be deposited with the treasurer of the city, and held as a separate account and expended by the School Committee without further appropriation.

B. Special Accounts

1. ~~Grants and Gifts.~~ An officer of the school district may accept grants or gifts of funds from the federal government and from a charitable foundation, a private corporation, or an individual, and in the case of any grant or gift given for education purposes with the approval of the School Committee. Any amounts so received are to be deposited with the treasurer of the city, and held as a separate account and may be expended as aforesaid by the School Committee without further appropriation.
2. ~~Sums Recovered for Damage to School Property, Loss of School Books, Industrial Arts Materials.~~ Sums not in excess of \$5,000 recovered under the terms of a fire or physical damage insurance policy, and sums not in excess of \$5,000 as restitution for damage done to school property may be used by the officer or department having control of the property for the restoration or replacement of such property without specific appropriation. Sums recovered from pupils in the public schools for loss of school books or paid by pupils for materials used in the industrial arts projects may be used by the School Committee for the replacement of such books or materials without specific appropriation.

REGULATIONS

None

REFERENCES

M.G.L., CH. 44, S. 53, DEPOSIT OF RECEIPTS IN TREASURY; EXCEPTIONS

All moneys received by any city, town, or district office or department, except as otherwise provided by special acts and except fees provided for by statute, shall be paid by such officers or department upon their receipt into the city, town or district treasury....

M.G.L., CH. 71, S. 20, EVENING SCHOOL FEES

...the school committee may require from each student, not bound by law to attend, an advance payment not exceeding twenty-five dollars for each course offered for which the student registers and for which the town receives no reimbursement from the commonwealth or any of its agents, and not exceeding twenty dollars for each course offered for which the student registers and for which the town is reimbursed in whole or in part by the commonwealth or any of its agents, which fee may, at its discretion, be paid into the town treasury to be credited to the school appropriation, or be returned in whole or in part at such time and under such conditions as the school committee determines....

M.G.L., CH. 71, S. 47, ATHLETIC PROGRAMS; SCHOOL ORGANIZATIONS; REGULATIONS

The committee may supervise and control all athletic and other organizations composed of public school pupils and bearing the school name or organized in connection therewith....All receipts by the committee in connection with the conduct of activities provided for under this section or any other activity not expressly provided for in this chapter but sponsored by the school committee in which participation is contingent upon the payment of a fee by the participant, shall be deposited with the treasurer of such town or, in cases where the town is a member of a regional school district, with the treasurer of such district and held as a separate account and expended by said school committee without further appropriation....

M.G.L., CH 71, S. 71E, REVOLVING FUNDS FOR CERTAIN PROGRAMS; SUBJECT TO LOCAL ACCEPTANCE

In any city or town which accepts this section, all moneys received by the school committee in connection with the conduct of adult education and continuing education programs, including, but not limited to adult physical fitness programs conducted under section seventy-one B, summer school programs and programs designated by prior vote of said committee as community school programs, and in connection with the use of school property under section seventy-one , shall be deposited with the treasurer of the town or city and held as separate accounts. The receipts held in such a separate account may be expended by said school committee without further appropriation for purposes of the program or programs from which the receipts held in such account were derived.

M.G.L., CH. 71, S. 72, SALE OF LUNCH

The school committee may prepare and sell lunches at one or more school buildings for the pupils and teachers of the public schools at such prices as it deems reasonable.

SOURCE: Pittsfield Policy BUS 22

~~RENTAL AND SERVICE CHARGES~~

~~Equipment in the care of the School System shall not be available for rental or lease.~~

REGULATIONS

~~None~~

REFERENCES

~~None~~

~~SOURCE: Pittsfield Policy BUS-26~~

~~GATE RECEIPTS AND ADMISSIONS~~

~~The principal shall be responsible for the administration and supervision of all aspects of events at the principal's school for which funds are collected including the implementation of those procedures for the accounting and safeguarding of receipts from such activities which are to be established by the Superintendent.~~

REGULATIONS

~~Adequate records shall be maintained by the principal to provide chronological and accounting data for subsequent review and analysis.~~

~~Money and personal valuables should not be left in school at any time, except when placed in the safes provided by the school system.~~

~~All admission user fees and gate receipts shall be submitted to the Coordinator of Athletics who shall maintain chronological and accounting data for subsequent review and analysis.~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy BUS-28~~

DEPOSITORY OF FUNDS

~~All income payable to the school district and all revenue received will be deposited with the city treasurer, who will credit it to the appropriate account.~~

REGULATIONS

None

REFERENCES

M.G.L., CH. 44, S. 53, DEPOSIT OF RECEIPTS IN TREASURY; EXCEPTIONS
~~See BUS 22~~

~~SOURCE: Pittsfield Policy BUS 33~~

~~AUTHORIZED SIGNATURES/CHECK-WRITING SERVICES~~

~~Checks drawn on the general fund or any special fund (with the exception of the consolidated fund) will require the signature of the city treasurer. Checks drawn on a consolidated fund will require the signature of the personnel authorized by the Superintendent of Schools.~~

REGULATIONS

None

REFERENCES

None

SOURCE: ~~Pittsfield Policy BUS-34~~

AUTHORIZED SIGNATURES

The Committee will designate by roll call vote a single member, and alternate, responsible for the review and approval of all warrants as correct and approved for payment. A record of this approval will be made available on the next regular Committee agenda. Such designation does not limit the responsibility of each member.

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

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

CROSS REF: DK Payment procedures

NOTE: The above language implements a single signatory of district warrants. It should be altered according to district practice. Town and city charters often address this topic; alignment with charters is necessary. References to appropriate sections of a charter should be added as necessary.

BONDED EMPLOYEES AND OFFICERS

Each employee of the school district who is assigned the responsibility of receiving and disbursing school funds will be bonded individually or covered by a blanket bond. The municipality will pay the cost of the bond.

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. 40:5; 41:109A; 71: 47

CROSS REFS: DI Fiscal Accounting and Reporting
 JJF Student Activity Funds

FISCAL ACCOUNTING AND REPORTING

The school district will maintain a financial accounting system, in accordance with generally accepted accounting principles and requirements prescribed by the Commissioner of Revenue, in which all revenue and expenditure data shall be recorded. This system will be the basis for the district's periodic reporting of financial data to the Department of Education.

The Superintendent of Schools will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The district will utilize a financial accounting system (accrual-basis accounting) that will be maintained by the Assistant Superintendent for Business and Finance. The financial accounting system shall permit the reporting of all school district expenditures by fund source, object, and functions, and permit the reporting of certain costs by program, grade level and school. The fund source, object function, program, grade level and school classifications for which reporting shall be required shall be those identified and described with specificity in guidelines for reporting student and financial data published by the Department of Education.

The school committee will receive monthly financial statements commencing with the six-month budget projections from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

REGULATIONS

The following purposes must be satisfied by the accounting system:

1. Administrative Control: The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.
2. Budget Preparation: The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.
3. Accounting for Stewardship: The financial records of the district must be adequate to show that those in charge handled funds within the framework of law and in accordance with School Committee policy.

The district's financial records will provide the following information:

1. For each account in the district's budget: the appropriation, appropriation transfer, expenditures, and unencumbered balance.
2. For each purchase order: the name of vendor, description of the item involved, the amounts, the call for bids if required.
3. For each purchase: the purchase information above plus the record of receipt and condition of goods, the invoice and the record of payment.
4. For each income account: the budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.

REFERENCES

M.G.L., CH. 41, S. 52; APPROVAL OF BILLS

All accounts rendered to or kept in the departments of any city shall be subject to the inspection of the city auditor or officer having similar duties...

8/22/07

Reviewed – 11/18/20

SOURCE: Pittsfield Policy BUS-37

FISCAL ACCOUNTING AND REPORTING

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

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

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

SOURCE: MASC Updated 2022

LEGAL REF.: MGL Ch. 44:38
 603 CMR 10:00
 2 CFR 200.303

CROSS REFS: DBJ Budget Transfer Authority
 DIE

NOTE: References to town or city charters may be appropriate at this category, and the content of the policy should be changed accordingly.

FINANCIAL REPORTS AND STATEMENTS

~~On an annual basis, interest earned on consolidated funds deposited in savings accounts is to be individually credited to each individual account on an average amount of funds which has been left in the account over the interest period. Determination of the "average amount" will be the responsibility of the Business Department.~~

REGULATIONS

- ~~1. Money belonging to each school shall be kept intact for their exclusive use and shall not be expended, transferred or otherwise disposed of without their consent.~~
- ~~2. The Superintendent shall act as treasurer of the fund, and the actual receipt and disbursement of the money shall be the responsibility of the person in the school system's administrative office designated by him.~~
- ~~3. A complete set of records for controlling and reflecting all transactions shall be maintained. These records shall be subject to audit.~~
- ~~4. Disbursements from these funds shall be made only by check, and bills shall be approved by the Superintendent or his designee.~~

REFERENCES

None

SOURCE: Pittsfield Policy BUS-40

INVENTORIES

An inventory of equipment and warehouse supplies shall be maintained. The inventory system shall be under the supervision of the Superintendent of Schools.

REGULATIONS

1. ~~All items that cost more than \$100.00 or have a life expectancy of five years or longer shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation.~~
2. ~~An inventory of supplies which are warehoused shall be maintained for the instructional, cafeteria, maintenance and bus operation departments. A physical inventory shall be taken annually.~~
3. ~~An inventory of instructional equipment for each classroom (i.e. globes, maps, stands, small shop tools, etc.,) shall be maintained.~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy SRV 27~~

INVENTORIES

~~To serve the functions of conservation and control, a running inventory will be maintained by the Superintendent's office on (1) building and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment (5) vehicles, and (6) textbooks and supplementary books.~~

~~Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory, or classroom.~~

REGULATIONS

None

REFERENCES

None

SOURCE: ~~Pittsfield Policy BUS-41~~

AUDITS

~~Financial integrity is a prerequisite to the efficient and effective functioning of any operation. It shall be the responsibility of the Superintendent to implement the necessary monitoring procedures to insure that the financial affairs of the Pittsfield Public Schools are in order.~~

REGULATIONS

- ~~1. — Appropriate expenditure of funds and accurate documentation thereof are essential preliminaries to effective auditing procedures.~~
- ~~2. — Purchase orders are to be reviewed by the Business Manager.~~
- ~~3. — All expenditures are subject to inspection by the City Auditor.~~
- ~~4. — The administration will cooperate fully with all external audits.~~

REFERENCES

M.G.L., CH. 41, S. 52, APPROVAL OF BILLS

~~All accounts rendered to or kept in the departments of any city shall be subject to the inspection of city auditor or officer having similar duties, and...~~

M.G.L., CH. 41, S. 56, WARRANTS FOR EXPENDITURES; CLAIMS; DISALLOWANCE

~~The selectman and all boards, committees, heads of departments and officers authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and payrolls chargeable to the respective appropriations of which they have the expenditure...~~

M.G.L., CH. 70, S. 9, ANNUAL REPORT TO THE COMMISSIONER OF CERTAIN EXPENDITURES

~~School districts shall report each fiscal year to the commissioner of education on the amounts spent for extraordinary maintenance, extended programming, professional development, and books and instructional equipment...~~

M.G.L., CH. 70, S. 10, BASIS FOR ANNUAL STATE AID TO EACH MUNICIPALITY

~~Subject to appropriation, the amount of state aid to be paid to each municipality in each fiscal year under this chapter shall be the sum of the base aid, the overburden aid, minimum aid, foundation aid and equity aid to which the municipality may be entitled under the provisions of this chapter...~~

M.G.L., CH. 70, S. 11, DIFFERENCE BETWEEN A DISTRICT'S EXPENDITURES FOR EDUCATION AND AMOUNT REQUIRED TO BE APPROPRIATED

~~If in any fiscal year a district's actual expenditures for public education is less than the amount required to be appropriated for public education pursuant to this chapter, the difference, up to five percent of the amount required to be appropriated, shall be spent in the following fiscal year without affecting the amount of state school aid payable the following fiscal year....~~

SOURCE: Pittsfield Policy BUS-42

AUDITS

As a department of the City of Pittsfield, an audit of the school department's accounts shall be conducted annually by external auditors within nine months of the close of the fiscal year. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts that exceed \$25,000, the School Committee shall consider an audit conducted by an outside firm every three years

The Committee may request an additional audit of the school district's accounts at its discretion

SOURCE: MASC Updated 2022

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

CROSS REFS: DI, Fiscal Accounting and Reporting
JJF, Student Activity Accounts

NOTE: References to a town or city charter may be appropriate here. The content of these references may require a change in the content of a policy adopted by a local School Committee in this area.

Not every district is subject to the single audit act; check thresholds.

PURCHASING

~~All purchases for the Pittsfield Public Schools shall be made in accordance with state purchasing procedures set forth under the General Laws of Massachusetts.~~

REGULATIONS

- ~~1. It is understood that in emergency situations the administration, without waiting for a meeting of the School Committee to be convened, may take whatever action is deemed to be necessary and in the best interests of the Pittsfield Public Schools.~~
- ~~2. Purchase orders for such supplies and for such services as may be appropriate to carry into effect the instructions and decisions of the School Committee may, within the limits of appropriations, be signed and issued in the name and on behalf of the Committee by the Superintendent.~~
- ~~3. A standard purchase order form shall be used to order all goods and services. The person receiving the goods or services shall sign the receiving copy of the purchase order and no bill shall be paid until the receipt of such goods or services has been certified in this manner to the Superintendent.~~
- ~~4. Additionally, the School Committee authorizes the School Business Manager to participate in cooperative purchasing of materials, supplies, and equipment with other school districts in order to save tax dollars.~~
- ~~5. Purchase orders must be authorized by the Business Manager and signed by the Superintendent, the City Treasurer, and the Mayor.~~
- ~~6. Payment for all purchases will be processed through the Business Office with final authorization by a member of the School Committee Auditing Subcommittee.~~
- ~~7. In the event of an emergency and in the absence of the Finance Subcommittee, the Superintendent and/or Business Manager shall have the authority to approve payment.~~

REFERENCES

M.G.L., CH. 7, S. 222B, COLLECTIVE PURCHASING AMONG CITIES AND TOWNS

~~...any two or more political subdivisions...may join together for the purpose of obtaining and accepting competitive bids on similar items of materials, supplies, equipment or services which they intend to purchase....~~

File: DJ

M.G.L., CH. 70, S. 8, SCHOOL DISTRICT TO DETERMINE ALLOCATION OF FUNDS

~~Except as required by general law, each school district may determine how to allocate any funds appropriated for the support of public schools without regard to the categories employed in calculating the foundation budget.~~

M.G.L., CH. 71, S. 49A, ORDERS AND CONTRACTS FOR THE ENSUING FISCAL YEAR

~~At any time when the annual appropriations for the ensuing fiscal year are made by a city or town or by all the member cities and towns of a regional school district, a school committee may order materials, supplies, and equipment and may contract for services for the public schools which are chargeable against such appropriations....~~

10/14/92

SOURCE: ~~Pittsfield Policy BUS 43~~

PURCHASING

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The approval for acquisition of materials, equipment, and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. The agent will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. 30B; 71:49A

PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the District budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

Contracts may be entered into for a period of up to three years. ~~Contracts of longer duration may only be entered into by vote of a duly called town meeting.~~

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

NOTE: In cities, contracts of longer duration may be entered into by vote of the City Council, with mayoral approval if required by municipal charter.

SOURCE: Updated MASC 2023

PETTY CASH ACCOUNTS

Petty cash funds not to exceed \$200 may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of minor items or provide immediate payment for minor services not to exceed \$50 each.

REGULATIONS

1. Expenditures against these funds must be itemized and documented with receipts, and will be charged to the applicable budget code. After a budget item is exhausted, no expenditures against the item may be made from petty cash.
2. The custodian for such accounts at the schools will be the principal. The account custodian at the Central Office will be the Business Manager.
3. The Business Manager or Superintendent is authorized to sign checks drawn against petty cash accounts.

REFERENCES

None

SOURCE: Pittsfield Policy BUS-45

BIDDING REQUIREMENTS

~~It is a primary objective of the Pittsfield School Committee, charged with responsibility for efficient use of tax dollars, to obtain quality goods and services at the best possible price. The Superintendent, therefore, is charged with employing a combination of competitive bidding, written or oral quotations, cooperative purchasing and utilization of the state purchasing agent toward this end. The School Committee reserves the right to reject any and all bids.~~

REGULATIONS

- ~~1. All purchase of and contracts for supplies, materials, equipment and contractual services involving \$100,000 or more shall be based on competitive bids. If a single piece of equipment is valued at \$100,000 or more it shall be purchased after a competitive bid or through regional, state or national competitively bid contracts meeting M.G.L. Ch. 30B bidding requirements.~~
- ~~2. Three or more quotations shall be obtained for purchase or contracts for supplies, materials, collections, of equipment involving \$10,000 or more but less than \$100,000. All quotations shall be reported to the Assistant Superintendent for Business and Finance in writing before purchase.~~
- ~~3. Purchases made with federal grant funds must comply with federal EDGAR rules, including 300.320(b) Small Purchase Procedures, which requires obtaining price or rate quotes from an adequate number of qualified sources.~~
- ~~4. Textbooks and library books are exempted from the above procedures, if only available from a single source.~~
- ~~5. Prices of items available through multiple bids or contracts will be compared and purchases shall be made from the contract offering the best value. A purchase from such a contract will be considered to have fulfilled the legal bid requirement.~~
- ~~6. The School Committee reserves the right to reject any and all bids.~~

REFERENCES

M.G.L., CH. 7, S. 22A, COLLECTIVE PURCHASING; COMMONWEALTH AND POLITICAL SUBDIVISIONS

~~...may make purchases of materials, supplies, equipment or services through the state purchasing agent subject to such rules, regulations and procedures as may be established from time to time by said purchasing agent....~~

M.G.L., CH. 7, S. 222B, COLLECTIVE PURCHASING AMONG CITIES AND TOWNS
See BUS 43

M.G.L., CH. 30B, S. 7, SOLE SOURCE PROCUREMENTS

~~(a) A procurement officer may award a contract in an amount less than twenty-five thousand dollars or any contract for the procurement of library books or school textbooks without competition when, after reasonable investigation, the procurement officer determines in writing that only one practicable source for the required supply or service exists....~~

M.G.L., CH. 30B, S. 4, PROCEDURES FOR OBTAINING QUOTATIONS FOR AMOUNTS LESS THAN ONE HUNDRED THOUSAND DOLLARS

~~...for the procurement of a supply or service in the amount of ten thousand dollars, but less than one hundred thousand dollars, a procurement officer shall seek written or oral quotations from no fewer than three persons customarily providing such supply or service....~~

M.G.L., CH. 30B, S. 5, BIDDING PROCESS AND AWARD OF CONTRACTS IN THE AMOUNT OF ONE HUNDRED THOUSAND DOLLARS OR MORE

~~...award of procurement contracts in the amount of thirty-five thousand dollars or more, other than contracts for the procurement of real property, shall conform to the competitive sealed bidding.~~

M.G.L., CH. 30B, S. 11, PROHIBITION AGAINST SPLITTING OF BID OR PROPOSAL TO EVADE REQUIREMENTS OF CHAPTER 30B

~~No person shall cause or conspire to cause the splitting or division of any procurement, specification, invitation for bids, request for proposals, proposal, solicitation, or quotation for the purpose of evading a requirement of this chapter.~~

R 4/12/23

SOURCE: Pittsfield Policy BUS 46

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law. Any contract between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$50,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.

The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposals, instead of the above process.

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. 7:22A; 7:22 B; 30:39M: 30B

CROSS REF.: DJA, Purchasing Authority

NOTE: Chapter 198 of the Acts of 2022 lifted the thresholds for both written quotations and for bids for school districts ONLY from \$50,000 to \$100,000. The School Committee of a municipal district conducting all of its own purchasing may choose to lift the caps above at its discretion. In order for districts in which purchasing is conducted by the municipal purchasing department to do so, the municipality may, per the Office of the Inspector General, 1) change the procurement policy to decentralize the procurement function so the school department can conduct its own procurement process; OR 2) make a limited policy change by using the Chief Purchasing Officer's delegation to revert some school-related procurements back to the school department); OR 3) keep a centralized process but the CPO can make separate purchases for the school department using the higher school-related thresholds. If none of these occur, the Committee must keep the thresholds as they stand.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

LOCAL PURCHASING

~~While the desire to support local business is legitimate, the foremost responsibility of the School Committee and therefore the Superintendent is to obtain goods and services of the desired quality at the best possible price.~~

REGULATIONS

~~Considerations in determining the selection of a vendor shall include the following:~~

- ~~1. Cost~~
- ~~2. Quality relative to specifications~~
- ~~3. Availability~~
- ~~4. Access to service~~
- ~~5. Past performance~~

REFERENCES

None

SOURCE: ~~Pittsfield Policy BUS 47~~

VENDOR RELATIONS

~~Not required as a stand-alone policy. Covered in DJ, generally, and likely communicated often to various folks who have the ability to purchase in the district and reinforced with staff.~~

~~The selection, acquisition and payment for all goods and services purchased with local budget funds or from grant funds under the jurisdiction of the Superintendent of Schools are to be processed through the Office of the Business Manager.~~

REGULATIONS

- ~~1. Vendors are not to enter into contractual or purchasing agreements with individual teachers or administrators.~~
- ~~2. Sales representatives are not permitted to call on staff without authorization from the Business Manager.~~
- ~~3. Authorized vendors may be given permission by principals to display education products to school staff at times that will not interfere with the educational program.~~

REFERENCES

~~M.G.L., CH. 30B, S. 17, PENALTIES FOR VIOLATIONS OF PROVISIONS; ENFORCEMENT BY INSPECTOR GENERAL~~

~~(a) All contracts in the amount of five thousand dollars or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract....~~

~~SOURCE: Pittsfield Policy BUS-50~~

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The Committee will receive monthly lists of bills (warrants) for payment from school department funds. The Committee will designate by vote a single member, and alternate, to be responsible for the review and approval of the warrants as correct and approved for payment. Warrants then will be forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. A record of this action will be made available to the Committee on the agenda of the next regular meeting.

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

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

CROSS REF: DGA, Authorized Signatures

NOTE: Specific details established by an individual town should be substituted for those required in the policy above, which were established by that city's code of ordinances. Appropriate citations should also be substituted.

The above language implements a single signatory of district warrants. It should be altered according to district practice.

EXPENSE REIMBURSEMENTS

~~District personnel and officials who incur expenses in carrying out their authorized duties or engaging in relevant professional development may be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Business Manager. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.~~

~~When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently approved by the School Committee.~~

REGULATIONS

- ~~1. — Except in an emergency, reimbursement vouchers are to be submitted in advance in accordance with time schedules established by the Business Manager.~~
- ~~2. — Reimbursement reports must have the approval of the individual's immediate supervisor.~~
- ~~3. — Expenses submitted must conform to expenditure guidelines established by the Business Manager.~~
- ~~4. — Shared transportation arrangements are expected when more than one individual is traveling to the same destination.~~

REFERENCES

M.G.L., CH. 71, S. 38I, REIMBURSEMENT TO TEACHERS FOR TUITION

~~The school committee of any city or town may, under regulations prescribed by the school committee, reimburse teachers for tuition and fees incurred by such teachers for upgrading skills and improving proficiency.~~

SOURCE: ~~Pittsfield Policy BUS-56~~

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur authorized expenses in carrying out their duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the City of Pittsfield Committee, aligned with the Internal Revenue Service standard mileage rate.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC – Reviewed 2022

LEGAL REF.: M.G.L. 40:5; 44:58

SCHOOL PROPERTY DISPOSAL

See FCB. Belongs in Facilities section — not in that section.

~~The proper procedure for the relinquishing of school real property from future educational use shall be for the School Committee to so indicate by majority vote and subsequently transmit said action to the Mayor and City Council. Other property shall be disposed of in accord with the appropriate law regulations.~~

REGULATIONS

- ~~1. An administrative hearing is to be conducted with those affected prior to making a relinquishment recommendation to the School Committee.~~
- ~~2. The School Committee will conduct a public hearing prior to voting on a relinquishment recommendation.~~

REFERENCES

M.G.L., CH. 40, S. 15, ABANDONMENT OF LAND OR EASEMENTS

~~If any officer of a city or town having charge of any land, easement or right taken for such city or town, otherwise than by purchase, notified the city council or the selectmen that, in his opinion, such land, easement or right, or part thereof, is no longer required for public purposes, and if thereafter the city council or the inhabitants of the town by a two thirds vote authorize the conveyance of such land, or of part thereof, or abandonment of such easement or right, or part thereof, and specify the minimum amount to be paid for such conveyance or abandonment, the mayor or the selectmen may, for such amount or a larger amount, and upon such other terms as the mayor or selectmen shall consider proper, convey said land, or part thereof, by deed, or declare said easement or right, or part thereof, to be abandoned....~~

CH. 30B, S. 16, UNIFORM PROCUREMENT ACT

SOURCE: Pittsfield Policy BUS-58

PITTSFIELD PUBLIC SCHOOLS DONATION OF PROPERTY FORM

Requests Form for Approval to Accept Donations(s)
Complete and Forward to Assistant Superintendent for Business and Finance

Date: 2/24/25 School/Dep't/Bldg: Morningside
Person Submitting Request: Nicole Shepherdson

Donor Information: (Type)

Name: Caryl Burt
Address: CT Management Group
Contact Person: 413-664-4521 X24

Estimated Value of Donation: \$ 7,975.00 How was estimate determined? See attached
(Whole Dollars Only)

• Description of Donations: 5 desk sets (desks, cabinets, office chairs)

• Reason for Need of Donation (Specific): organized through Milltown

• If Approved, Where Will Donation Be Located? (Be Specific): 41 Melville St. Pittsfield MA 01201

• Is any of the following provisions needed before donation can be made operable?
Electrical Outlet Y ☐ N ☒ Plumbing Y ☐ N ☒
Carpentry Work Y ☐ N ☒ Other Y ☐ N ☒

Explain Other: _____

• Is School Department Responsible for Picking Up Donation? Y ☒ N ☐
IF NO, Desired Delivery Time by Donor: Date _____ Time _____

IF YES, Desired Pick Up Dates _____ Time Anytime A.M. _____ P.M.
by School Department: _____

(Pick Up dates and times must be coordinated with the Director of Custodial Services.
Must allow Minimum of 2 weeks after Approval: 4-6 weeks if Prep Work is Required.

Above Request Approved by: [Signature] Date: _____
(Signature of Principal/Administrator)

FOR CENTRAL OFFICE USE ONLY

Business Office: Signature of Approval _____ Denied _____ Date: _____

Superintendent: Signature of Approval _____ Denied _____ Date: _____

School Committee: Approved _____ Not Approved _____ Date: _____
(If Applicable)

Copy forwarded to _____ for inventory purposes Date: _____
(Appropriate Administrator)

Date Copy forward to Director of Custodial Services: _____

- Scheduled Date for Pick Up: _____
- Date copy sent to originator: _____



2/21/2025

Morningside School:

Clocktower Partners has made a donation of office furniture to the school.

Please provide a letter to us indicating the full retail price of the furniture donated:

Items:

5 electric sit/stand desk:	\$995.00 each
5 Rolling file cabinets with keys:	\$150.00 each
5 Office Chairs:	\$450.00 each
Total donation amount:	\$7,975.00

Thank you for your assistance with this.

Sincerely,

Carol Bentz

Property Manager

REGULAR MEETING OF THE PITTSFIELD SCHOOL COMMITTEE HELD ON
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COUNCIL CHAMBERS.

Enc. No. 6

I. A. CALL TO ORDER

Chair Cameron called the meeting to order at 6:00 p.m.

“Pursuant to M.G.L. c. 30A, s. 20, I am hereby informing all attendees that a video and audio recording are being made of the meeting.”

B. ROLL CALL

PRESENT

Diana Belair
William Cameron
Daniel Elias
William Garrity
Sara Hathaway
Dominick Sacco

ABSENT

Hon. Mayor Peter Marchetti

Mr. Garrity declared a quorum.

ADMINISTRATION

Joseph Curtis, Superintendent of Schools
Matthew Bishop, Interim Assistant Superintendent
Kristen Behnke, Assistant Superintendent
Tammy Gage, Assistant Superintendent
Jennifer Stokes, Assistant Superintendent

STUDENTS

Elizabeth Klepetar	Pittsfield High School
Janayah Jones	Taconic High School
Max Sinopoli	Taconic High School

C. PLEDGE OF ALLEGIANCE

D. MOMENT OF SILENCE

Chair Cameron expressed condolences on behalf of the School Committee to Karen Stevens, HR Assistant, on the passing of her mother and to the family of Mary Adler, a retired paraprofessional.

II. A. PARTICIPATION BY THE PUBLIC

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Nicholas Colicchio, a teacher at Taconic High School who resides in Dalton, commended the School Committee for an item on tonight's agenda. He said it brings him great joy that this item was particularly brought forward by a Taconic alum, William Garrity, for the Endorsement of the Resolution on LGBTQ+ and Transgender Students. He said this is an important item, it is who we are as a school district and it has been privileged to be a part of this district and see this policy in action. He referred to a line in the district's policy that states "...to ensure that all students have the opportunity to express themselves and live authentically..." and said he has seen nothing but respect and adherence to this policy and has seen how students have been allowed to flourish, to blossom creatively, socially and intellectually as a result of this policy. He thanked them for having this on their agenda tonight in a time when it seems particularly pressing and important to be talking about these things, particularly when some might be afraid to talk about them. He thanked the Committee on behalf of the LGBTQ+ community for considering this agenda item.

Jessie Freed, Pittsfield parent with two kids at Pittsfield High, said she has worked with transgender children in the community for many years, and is present this evening to ask the Committee to support Mr. Garrity's Resolution to reaffirm their support for transgender students. She thanked them for their historic support of transgender and diverse kids in the schools. She said many years ago they passed an excellent and thorough policy and even though that policy is in place, she thinks it is important at this particular moment to reaffirm the school district's position because she has spoken to many transgender children in the last month and they are scared. She said they read how the Executive Branch of our Government is trying to have them removed from public life as if they didn't exist and we don't want that.

Ms. Freed said she feel right now it is important for them to hear that the grown-ups in charge are here to protect them, that the school district will protect them when they walk into a school building and keep them safe during the time they are in school which is most of their waking hours and thinks this is helpful to the teachers as well, to let them know that they support them as they are supporting our students. She thanked them for their support all these years and hopes they do support this Resolution tonight.

Valerie Andersen, 16 Dan Avenue, said she was present this evening to inquire about the status of the investigation into proper licensing of teachers and administrators. She said with the recent scandals at Pittsfield High School of alleged cocaine dealing and inappropriate sexual conduct that have been brought to light and the fact that administrators were not properly licensed an investigation was to be conducted into licensing deficiencies and personnel practices but it was put on hold. She urged them to hire outside consultants if they haven't already to look at licensing deficiencies and personnel practice.

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Ms. Andersen said a new superintendent should have this information and is a good start to repairing the district. She urged them to hire an interim superintendent who should not be a candidate for the permanent job to allow them enough time to conduct a robust search and thinks we need someone from outside of the area to start fresh to repair and keep the district strong.

Alisa Costa, 163 Imperial Avenue and a City Councilor, said she doesn't have children in the school district but wanted to stand in support of the Resolution Mr. Garrity has submitted. She said she thinks it's important, as they know, that they have strong community backing because they are on the front lines along with our teachers to support our students so that they can live their most authentic lives. She said it's powerful when you speak up in their defense at a time when people are afraid to do so and it's powerful when we have members of our community standing with them and that is really important.

Councilor Costa said she is grateful for the work they all do and grateful for the Student Representatives and wanted to let them know that we need to show that Pittsfield is a place that welcomes everyone and supports their students. She thanked them for their efforts despite what is going on in our world and appreciates them.

Ann Carey, 17 Oliver Street, said she is here this evening to commend the School Committee for the Resolution to support the LGBTQ+ community. She said it warms her heart to see that Pittsfield is standing strong in these extremely dangerous times and in uncharted waters so she commended them for standing strong and she is proud of Pittsfield.

Vicky Smith, 1218 West Street, commented she reads a lot, that algorithm thing where once you show an interest in something you just get flooded with it, so she wanted to commend the speakers speaking about our students being able to express themselves and live authentically and wants to make sure we do that for all students. She shared an email that she received and the lead line read Education Reform, Feels Like We Tried Everything and she said she really experienced them all; No Child Left Behind, Race To The Top, Common Core Standards and others and she resisted them all because they didn't fit her learning style and it is not her but the one thing, we have not tried is giving meaningful autonomy to kids.

Dr. Smith referenced a book she read, *The Self-Driven Child: The Science and Sense of Giving Your Kids More Control Over Their Lives*, and read a paragraph from that book. She said there is a lot of research out there on the adolescent brain and she is discovering from the research is there is a lot of kids who that want to be seen and heard and given some legitimate autonomy and decision-making because without a healthy sense of control, kids feel powerless and overwhelmed and will often become passive or resigned when they are denied the ability to make meaningful choices and they are at high risk of becoming anxious, struggling to manage anger, becoming self-destructive despite the many resources and

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opportunities that are offered in the schools so they often fail to thrive without a sense of control regardless of their background.

Dr. Smith said she knows they are looking at grade configurations in the schools. She said there are student-centered schools popping up across the United States that are organized around questions and a couple of the ones that are really shining for her are helping kids answer three questions: "Who am I? What am I good at? and What am I good for?"

B. COMMUNICATION BY CHAIR

Chair Cameron said he had originally intended to speak to three points but wanted to address the concerns raised by Ms. Andersen. He said it is still the intention of the school committee to secure the services of an outside consultant or firm to review our hiring practices and the steps that we take for that are not in place yet but the other investigation is still ongoing so we do intend to complete both investigations. He addressed three matters that he wanted to address that are outlined in the attached document (see Page 12).

C. PARTICIPATION BY SCHOOL COMMITTEE

Ms. Belair said she wanted to thank the members of the public who came forward in support of the Resolution and our policy supporting Trans kids and said it is very heartwarming to see so many community members supporting this also, especially in these times and what's going on in the news and she knows how she personally feels so really makes her happy knowing the community is behind them.

Ms. Belair said she wanted to congratulate Spelling Bee Champion, Emily Escalon-Brizueda, from Reid Middle School. She said she was able to help judge the first round of the Spelling Bee contest at the Library and over the February break they learned that she has moved on to the Regional Spelling Bee which will happen on March 8 so she wanted to congratulate Emily and Reid.

Ms. Hathaway said she would like to echo Ms. Belair on the people turning out and the small comforts we can give to each other right now mean a lot to our community. She said she is grateful for the sense of community in Pittsfield and in this room specifically right now and thanked them for being here.

Mr. Sacco said he has to follow his colleagues because he felt that same feeling being here and realizing that they are always together, they have been hurt and need to heal and they brought forth what they want and for them to recognize this and support the schools and the children and that is what they are here for. He said he felt this unified front and it is an incredible thing to be able to stand up for what you believe in.

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Mr. Elias thanked everyone that came here tonight and spoke and for those who reached out via phone calls or emails on the LGBTQ+ issue tonight. He said he wanted to add one comment to build on Dr. Cameron's report on the findings of one of the individuals that was investigated and his hope in going forward is that they view it as he always views it, what if it was your brother or your sister or someone that you love, why wouldn't you want a full accounting of facts to come forward first before it goes public in the media and in social media, specifically to find these individuals guilty because in this one particular case, this person didn't do anything wrong and he hopes going forward the people have a little more sympathy and decency when it comes to individuals because their families and people that love them are watching and wouldn't you want some justice for them and to wait and see what the facts are.

Mr. Garrity thanked everyone who came out to speak tonight and he will address this more when that agenda item comes up. He thanked Mr. Elias for taking his position when he was absent at the February 12 meeting and also wanted to thank PCTV for continuing to cover their meetings because it is so helpful to go back and go through and catch up what he missed. He read some remarks (see Pages 13-14).

D. REPORTS OF SUBCOMMITTEES

NONE

III. INFORMATION AND PROPOSALS

A. REPORT OF SUPERINTENDENT

Assistant Superintendent Behnke commented on the number of FTEs funded by Federal, State and Private Grants as well as the programs and professional development covered by these grants.

Interim Assistant Superintendent Bishop commented on the upcoming site visit by Lowell and Springfield Schools to view the Portrait of Graduate programs at Pittsfield and Taconic High Schools by and the focus of the site visit. He talked about the Student Summit that Taconic and Pittsfield High students participated in and said they were student-led and each school had 20 facilitated groups where adults and teachers learned. He provided highlights on the Change Statements from the December 6 Summit and said on May 22, 2025 there will be a Berkshire County Student Summit bringing students from all six Berkshire County Portrait of a Graduate Schools and beyond together.

Assistant Superintendent Stokes provided details on the February Literacy Academy and said it was funded through an FY25 DESE Acceleration Academy Grant. She commented there was 145 students who participated in the program and provided a breakdown of enrollment by school and grade. She said Crosby Academy was the

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only school that did not participate and provided some examples on the themes and units of study. She thanked the community partners and PPS partners for their support.

Assistant Superintendent Gage provided an update on Early College and said courses will be offered at PHS and BCC this year. She talked about the Mode of Delivery, Program Goals and Student Outcomes and said in Massachusetts there are 18 IHEs and 62 high schools participating in the Early College High School Initiative. She highlighted the Early College Data Hub where all data on this program can be found.

Superintendent Curtis commented that the Initial Compliance Certification signed by the Mayor, School Committee Chair and Superintendent has been completed and submitted to the Massachusetts School Building Authority. He said the next step in the process is for the School Building Commission Form to be completed and submitted by Friday, April 4. He said all other documents are due by no later than October 31, 2025 including the Feasibility Study which is the responsibility of the City Council.

A discussion followed.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee accept Superintendent Curtis's report, was by vote unanimously approved.

IV. RECOMMENDED ACTIONS – UNFINISHED BUSINESS

NONE

V. RECOMMENDED ACTIONS – NEW BUSINESS

A. ENDORSEMENT OF RESOLUTION ON LGBTQ+ AND TRANSGENDER STUDENTS

Chair Cameron said he greatly appreciated Mr. Garrity bringing this forward and Mr. Garrity talked about the Resolution.

Superintendent Curtis recognized Kelly Shuff-Heck who wrote the district policy that has become a model for many districts. He said the community supports this Resolution and Policy.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee endorse the Resolution on LGBTQ+ and Transgender Students, as outlined in Enclosure No. 1, was by vote unanimously approved (see Pages 15-20).

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B. PRESENTATION BY UPSIDE 413

Kayla Allen, Director of The Dispute Resolution Center (DRC), provided an overview of the community mediation program that was established over 30 years ago. She reviewed the offering and said they have expertise of highly trained volunteer mediators and staff mediators to address a diverse array of community-based conflicts that she outlined. She provided history of the program and talked about the different types of mediation offered and reviewed other dispute resolution services available.

Ms. Allen talked about the Program Goals and said there are seven Pittsfield Public Schools that participate in the program. She provided data on DRC referrals, mediations, RJ Circles and conflict coaching. She talked about interventions for multi-lingual language students and reviewed their Long-Term Goals.

Mr. Sacco thanked her and said this program is very impressive and wanted to know if they offer mentoring programs.

Ms. Allen said they would be more than willing to do that.

Ms. Belair said this is a very impressive program and wanted to know how it was funded and Ms. Allen said they actively seeking funding and looking at local and state grants.

Superintendent Curtis said he is looking to get all business partners to support this program and has also met with Representative Farley-Bouvier.

Ms. Hathaway suggested the BARR Foundation for funding.

Chair Cameron commented this is very impressive and wanted to know if there is anything she sees as instructional and Ms. Allen said she would look into that. He said he just wanted to plant that seed.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee accept the presentation on upside 413 Family-School Dispute Resolution Program, as outlined in Enclosure No. 2, was by vote unanimously approved (see Pages 21-32).

C. REPORT ACCEPTANCE OF REPORTS

- CAFETERIA REPORT

Assistant Superintendent Behnke said the Food Services Department is doing well, the profit is about where we were last year and the breakfast and lunch programs have ticked up. She the breakfast numbers are higher than they have been in the 20 years of tracking. She said even with the expenses for replacing some of the

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equipment and upgrades at the beginning of the school year they are on track to break even or maybe even make a little profit.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee accept the Cafeteria Report presented by Assistant Superintendent Behnke, as outlined in Enclosure No. 3A, was by vote unanimously approved (see Page 33).

- SCHOLARSHIP REPORT

Assistant Superintendent Behnke said there is nothing particularly of note here and the balances are where we would expect to see them at this time of year.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee accept the Scholarship Report presented by Assistant Superintendent Behnke, as outlined in Enclosure No. 3B, was by vote unanimously approved (see Page 34).

- STUDENT ACTIVITY REPORT

Assistant Superintendent Behnke said there is nothing particularly to note here and the balances are where we would expect to see them at this time of year. She said one new club has been added to Student Activity Account and it is for the PHS National Music Honor Society Tri-M Chapter.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee accept the Student Activity Report presented by Assistant Superintendent Behnke, as outlined in Enclosure No. 3C, was by vote unanimously approved (see Pages 35-36).

D. VOTE ON CONDUCTING SUPERINTENDENT SEARCH

Chair Cameron provided a document listing two options for the search but said there are really three options, the third one is to do nothing. He read the document.

Mr. Garrity said he was on the last Superintendent Search Committee as a student representative and thinks they should go with an interim and hopes they can work with MASC again.

Ms. Hathaway said she also supports seeking an interim but they will have to adjust the salary of the position and they also need to look at a number of other aspects of the position.

Mr. Sacco said he is also in agreement with an interim because they need to take their time and look very deep and carefully and also look at the priorities.

Chair Cameron said Mayor Marchetti asked him to share his thoughts on this process which is he feels selecting an interim is the best approach.

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Chair Cameron said this is his view as well.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee authorize the Personnel/Negotiations Subcommittee commence a search for an Interim Superintendent to start no later than July 1, 2025, was by vote unanimously approved (see Pages 37-38).

E. DISCUSSION OF MIDDLE SCHOOL RESTRUCTURING RECOMMENDATION

Superintendent Curtis said he provided the Committee with some policies that relate to the restructuring process (see Pages 39-43). He said he would be happy to map out next steps and a timeline and suggested starting in the Fall of 2026.

Mr. Elias said he has talked to a number of people who support taking their time and do it right and implement it the following year.

Mr. Garrity said he viewed the last meeting on PCTV and found it powerful what members of the Restructuring Committee said and he agrees with Mr. Elias to wait one year.

Chair Cameron said this also affects programming and they need PD for teachers and they need to do this in an organized fashion. He said he also thinks waiting a year and planning is a sound way to go.

Superintendent Curtis said the Restructuring Committee wants to remain on this and he wants to give them some guidelines and programming is very important. He said he will complete a draft of a timeline, bring it to the Restructuring Committee on March 17 and then bring it to the School Committee on March 26.

Ms. Belair asked if the Curriculum Subcommittee's role will be included in the planning and Chair Cameron explained the Curriculum Subcommittee will meet and review the curriculum and then bring it to the full committee. He said he thinks it is beneficial to have the Curriculum Subcommittee involved in finding a consultant and bring that forward to the School Committee. He said they will also have to have public hearings relevant to transportation.

Ms. Hathaway said she thinks the teachers should be involved and would like to see a timeline because there are a lot of important pieces that need to come together.

The Committee agreed they need to look into programming for the proposed Middle School Restructuring.

Chair Cameron said there is no vote on this topic but there is consensus with the Committee to have Superintendent Curtis proceed with a Plan of Action and he has

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a sense of what the Committee wants and they can expect a proposed timeline at the second meeting in March.

VI. RECOMMENDED ACTIONS – ROUTINE MATTERS

A. APPROVAL OF MINUTES

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee approve the School Committee minutes from the meeting held on February 12, 2025, as outlined in Enclosure No. 6, was by vote approved 5-1 with Mr. Garrity abstaining.

B. PERSONNEL REPORT

NONE

VII. EXECUTIVE SESSION

A. ITEMS OF NEGOTIATIONS

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee go into Executive Session pursuant to M.G.L. c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining with the United Educators of Pittsfield (UEP), if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares and Executive Session pursuant to M.G.L. c.30A, s.21(a)(7) to comply with or act under the authority of, any general or special law or federal grant in-aid requirements (vote on Executive Session minutes from the meeting held on February 12, 2025), was by roll call vote unanimously approved.

The School Committee went into Executive Session at 7:44 p.m.

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee return to the regular order of business, was by roll call vote unanimously approved.

The School Committee returned to the regular order of business at 8:09 p.m.

Let the record show one vote was taken in Executive Session to approve the minutes of the previous Executive Session.

VIII. FUTURE BUSINESS

- A. Next Regular Meeting, Wednesday, March 12, 2025, 6:00 P.M., City Hall, 70 Allen Street, Council Chambers.

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IX. ADJOURNMENT

Motion by William Garrity, seconded by Sara Hathaway, that the School Committee adjourn, was by vote unanimously approved.

The School Committee adjourned at 8:10 p.m.

RESPECTFULLY SUBMITTED,

WILLIAM GARRITY

**PITTSFIELD PUBLIC SCHOOLS
PERSONNEL REPORT
March 12, 2025**

EXITING THE DISTRICT

	EFFECTIVE	SALARY
Karen Harkins, Guidance Counselor, HMS	02/25/2025	\$83,941
Jennifer White, SPED Paraprofessional, PHS	03/14/2025	\$24.25/hr.
Rachel Horn, School Psychologist, PHS	02/21/2025	\$88,820
Tanya Marauszski, SPED Paraprofessional, CES	02/28/2025	\$21.90/hr.
Aimee Erskine, Autism Specialist Coordinator	03/14/2025	\$96,731

APPOINTMENT OF ADMINISTRATOR

Name	Jamal Ahamad	New	Replacement
Position	Dean of Students		X
Effective	March 10, 2025	Funding:	
Salary	\$86,817		
Education	Master's of Education, MCLA 06/2021; Bachelor of Arts, MCLA 05/2011		
Graduate of PPS	No		
Certification	MA Cert. #507528		
Experience	Assoc. Head of School & Director of Marketing, Pine Cobble School, 8/2024-present; Asst. Head of School, Pine Cobble School, 8/2023-8/2024; Lead Facilitator & Education Consultant, The ED Factory, Berkshire County, 6/2021-present; ELA Teacher, Middle School, MGRSD, 8/2022-8/2023; Pittsfield Public Schools, ELA Teacher, Virtual Academy, 10/2020-8/2022; Pittsfield Public Schools, ELA/African Amer. Studies, THS, 08/2019-08/2021; Pittsfield Public Schools, Algebra Teacher, THS, 08/2018-07/2019		
Interviewed by	Maggie Harrington, Patricia Riley, Erin Landquist, Kristin Negrini, Chad Astore, Mary Morrison		
Assigned to	PHS		

APPOINTMENT OF TEACHER

Name	Sean Soper	New	Replacement
Position	Teacher of Department		X
Effective	February 11, 2025	Funding:	
Salary	\$49,524		
Education	American International College, BA Sports Management, 5/2024		
Graduate of PPS	Yes, THS		
Certification	DESE N/A		
Experience	Internship-Special Olympics of Massachusetts, 01/2024-05/2024		
Interviewed by	Debra Roloson, Deborah Guachiobne, Joseph Dapson, Kerri Carlson		
Assigned to	Reid Middle School		

APPOINTMENT OF TEACHER

Name	Jaclyn Oakes	New	Replacement
Position	Teacher		X
Effective	March 3, 2025	Funding:	
Salary	\$49,524		
Education	B.S. Elementary & Special Education, Grand Canyon University, January 2025		
Graduate of PPS	Yes		
Certification	MA Cert. # TBD		
Experience	Paraprofessional, Pittsfield Public Schools, 9/2022-3/1/2025		
Interviewed by	Theresa Dudziak, Heather Gancarz, Michelle Church & Kerry Bean		
Assigned to	Conte Community School		

OTHER APPOINTMENTS

	EFFECTIVE	SALARY
Jennifer Durfee, Cafe Helper, HMS	02/05/2025	\$16.50/hr.
Jennifer Clemons, Cafe Helper, PHS	02/05/2025	\$16.50/hr.
Paige Clemons, Classroom Paraprofessional, AES	02/12/2025	\$19.50/hr.
Paula Dewey, Bus Monitor	02/24/2025	\$21.00/hr.
Kim Klimek, Bus Monitor	02/24/2025	\$21.00/hr.
Samantha Torres, Bus Monitor	02/24/2025	\$21.00/hr.
Kathleen Rivera, Bus Monitor	02/24/2025	\$25.50/hr.
Barbara Dalo, Bus Monitor	02/24/2025	\$21.00/hr.
Ester Arace-Coppola, 7D Driver	02/24/2025	\$24.00/hr.
Dylan West, Ski Coach, THS	11/01/2024	\$1,519.00

STIPEND APPOINTMENTS

	EFFECTIVE	SALARY
Kristen Shepardson, Discovering Justice Mock Appeal Court, Co-Lead	24/25	\$500.00
Jacqueline Martin, Discovering Justice Mock Appeal Court, Co-Lead	24/25	\$500.00
Shamus MacDonald, ILT Member, EEA	24/25	\$29.38/hr.
Denise Staubach, ILT Member, EEA	24/25	\$29.38/hr.
Kyle Kasala, ILT Member, EEA	24/25	\$29.38/hr.
Darren Bradley, ILT Member, EEA	24/25	\$29.38/hr.
Rachelle Therrien, ILT Member, CCS	24/25	\$29.38/hr.
Rachel McCann, Mentor, MCS	24/25	\$140.00

Pittsfield High School

	2024-2025
Mia Albano, Early College Team	\$2,500.00
Meghan Marcella, Early College Team	\$2,500.00
Ann Marie Mutz, Early College Team	\$2,500.00
Jeffrey Lacatell, Early College Team	\$2,500.00
Kristen Negrini, Early College Team	\$2,500.00

Emily Pink, Early College Team	\$2,500.00
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Taconic High School

2024-2025

Kathleen Grandchamp, Early College Team	\$2,500.00
Jaclyn Keefe, Early College Team	\$2,500.00
Corey McQuinn, Early College Team	\$2,500.00
Jeffrey Siegel, Early College Team	\$2,500.00
Stephen Smith, Early College Team	\$2,500.00

