

Present: Laurie Hunter, Dorothy Presser (MASC), Alexa Anderson, Fatima Mezdad, Ian Rhames, Jared Stanton

1. Ms. Mezdad called the meeting to order at 10:05 AM. Roll call attendance was taken: Anderson, present; Mezdad, present.
2. Vote to Approve Minutes. The Subcommittee members agreed to vote to approve the 3.18.21 minutes at the next meeting.

3. Policies Reviewed:

Ian Rhames, Assistant Business Manager, provided an overview of student activity accounts. He stated that traditionally checkbooks were used, which brought great risks. He stated that currently, purchase orders go through the central office and payments are processed on the warrants. He noted that with student activity accounts, teachers are normally overseeing the process, whereas booster accounts are normally run by parent groups. He stated that if the students need to order materials, they fill out a form that is signed off by the club advisor and Assistant Principal and the central office then receives it as a purchase order. He stated that all student activity accounts maintain balances and earn interest every year, noting that the budget books contain student account summary information in the External Funds section. Dr. Hunter stated that students interested in fundraising need to get approval by the principal, noting that the Superintendent needs to be in the loop if there is any fundraising done via social media. Mr. Rhames stated that, for the most part, all donations are brought before the School Committee for approval, unless they are donated to a school club that is self-managed. Regarding PTG funds, Mr. Rhames stated that fundraisers money is given to the central office, which then writes out the expenses.

JJG – Contests for Students

The subcommittee discussed whether or not the word “sponsor” had the potential of involving money and agreed that the last sentence should read “*approved by the building principal*” instead of “*appropriate administrator*”. The policy will be brought to the SC.

JJ – Co-Curricular and Extra-Curricular Activities and JJA – Student Organizations

The subcommittee agreed to bring these back to the SC.

JJE – Student Fundraising Activities

Ms. Anderson noted that SC member Court Booth was uncomfortable with the 1st sentence. After discussion, the subcommittee agreed on replacing the 1st two sentences of the policy with: “*School groups may engage in fundraising activities to be used for items/activities which will benefit the schools, but are not funded in the regular school budget.*” The subcommittee also agreed to add “*Building*” before “*Principal*” in the last sentence. Dr. Hunter noted that she was not able to find any Mass Law on making the School Committee responsible for fundraising. The policy will be brought to the SC.

JJIB – Interscholastic Athletics

Ms. Anderson stated that the SC felt the 1st sentence of the 4th paragraph was awkward, suggesting replacement language. After discussion, the subcommittee agreed to bring 2 options to the SC: Option One: “*Given that students athletes participate in away games, the Superintendent will establish regulations to ensure the safety and well-being of students and staff when participating in such away games.*” and Option Two: “*Students and staff must abide by the rules and regulations established by the Superintendent at away games*”.

JJ-E – Co-Curricular and Extra-Curricular Activities

Ms. Presser stated that this policy is a replica of the regulations in JJ and could be taken out of the manual. A motion was made by Ms. Mezdad, seconded by Ms. Anderson, to remove File: JJ-E from the policy manual. The motion was approved by roll call: Anderson, aye; Mezdad, aye; Mostoufi, aye.

4. Adjournment. A motion was made by Ms. Mezdad, seconded by Ms. Anderson, to adjourn the meeting. The motion passed by roll call: Anderson, aye; Mezdad, aye, and the meeting adjourned at 11:31 AM.

Respectfully submitted,
Erin Higgins

Approved: 10.28.21