# Franklin Public Schools Franklin, Massachusetts 02038

## **Action Required**

**Subject:** Student Clubs/Activities **Date:** September 30, 2025

**Dept:** School Committee

Reason: Required Vote Enclosure:

#### **Recommendation:**

**Student Clubs & Activities Approval** 

I recommend approval of the Student Clubs and Activities as discussed.

#### **Action Requested of the School Committee:**

Majority vote of the School Committee is required.

#### **Vote Tabulator**

E. Gallagher: Y / N D. McNeill: Y / N

D. Callaghan: Y / N R. O'Sullivan: Y / N

Al Charles: Y / N KP Sompally: Y / N

P. Griffith: Y / N Action: \_\_\_\_\_



### Franklin Public Schools 355 E. Central Street Franklin, MA 02038 Phone (508) 553-4825

To: Lucas Giguere, Superintendent

Franklin School Committee

From: Jana Melotti, School Business Administrator

Date: September 30, 2025

RE: Closure and Transfer of Inactive Student Activity Accounts

Per School Committee Policy **JJFG – Disposition of Student Activity Accounts**, any student activity account that has been inactive for a period of **three years or more**, with no receipts or disbursements recorded on its behalf, shall be **closed** following the appropriate procedures.

In accordance with this policy, please find enclosed the recommendations from the school Principal to the School Business Administrator regarding the closure of inactive accounts. These recommendations include the transfer of any remaining balances to the Schoolwide Student Activity Account, where funds will be used to support active student activity clubs in alignment with policy guidelines.

Please let me know if further information is needed.

Respectfully,

Jana Melotti School Business Administrator



#### French NHS - Inactive

3 messages

#### Christina Tocci <toccic@franklinps.net>

Fri, Sep 19, 2025 at 9:35 AM

To: Maria Weber <weberm@franklinps.net>, Kristin Reid <reidk@franklinps.net>, Jana Melotti <melottij@franklinps.net>

Hi Maria,

I have another club that has been inactive in Quickbooks.

French NHS has been inactive since May, 2022 and carries a balance of \$81.26.

Do you approve transferring these funds to the School Wide account?

Thank you!

Christina Tocci Student Activity Accounts Coordinator Franklin High School and Middle Schools Phone: (508) 613-1406 toccic@franklinps.net

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#### Maria Weber <weberm@franklinps.net>

To: Christina Tocci <toccic@franklinps.net>

Cc: Kristin Reid <reidk@franklinps.net>, Jana Melotti <melottij@franklinps.net>

Yes, I approve.

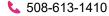
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#### Maria Weber, EdD

Principal

Franklin High School



weberm@franklinps.net

www.franklinps.net

"Building community, fostering growth."



Mon, Sep 22, 2025 at 9:22 AM

Jana Melotti <melottij@franklinps.net>

Mon, Sep 22, 2025 at 1:44 PM

To: Maria Weber <weberm@franklinps.net>

Cc: Christina Tocci <toccic@franklinps.net>, Kristin Reid <reidk@franklinps.net>

Good afternoon,

I will bring this to the School Committee for their approval at the September 30 meeting.

#### Have a great week!

[Quoted text hidden]

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#### **FRANKLIN PUBLIC SCHOOLS**

#### Jana Melotti

School Business Administrator 508-553-4825 melottij@franklinps.net



#### **Inactive Accounts**

4 messages

Christina Tocci <toccic@franklinps.net>

Tue, Sep 16, 2025 at 1:21 PM

To: Maria Weber <weberm@franklinps.net>, Kristin Reid <reidk@franklinps.net>, Jana Melotti <melottij@franklinps.net>

Good afternoon,

According to the School Committee Policy, JJFG, accounts that have been inactive for (3) years will need to be closed. See below for Policy language.

Maria, do you approve transferring \$177.43 to the School Wide Account from the following:

- Photography and Graphic Design inactive in Quickbooks since 2019. Balance of \$137.83
- Model Congress inactive in Quickbooks since 2020. Balance of \$39.60

#### **Disposition of Student Activity Accounts**

Any student activity inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions in order to be closed:

- Written notification by the advisor or student officer to the School Principal or other authorized administrator that the activity will cease to be a viable account. If an advisor or student officer is not available, such discontinuance shall be allowed by the School Principal with notification to the School Business Administrator.
- All assets of the recognized student activity shall be identified and stated in writing.
- At the request of the Principal, such assets may be allocated to a schoolwide student to be used only for the benefit of students.
- Such policy will be communicated to the students who contribute to the accounts, when possible.

Please let me know if you have any questions.

Thank you!

toccic@franklinps.net

Christina Tocci Student Activity Accounts Coordinator Franklin High School and Middle Schools Phone: (508) 613-1406

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Maria Weber <weberm@franklinps.net>

To: Christina Tocci <toccic@franklinps.net>

Cc: Kristin Reid <reidk@franklinps.net>, Jana Melotti <melottij@franklinps.net>

Hi Christina,

Yes, I approve this. Thank you for the thorough explanation.

#### Maria

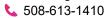
[Quoted text hidden]

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#### Maria Weber, EdD

Principal

Franklin High School



weberm@franklinps.net



"Building community, fostering growth."



[Quoted text hidden]

Christina Tocci <toccic@franklinps.net>

To: Maria Weber <weberm@franklinps.net>

Cc: Kristin Reid <reidk@franklinps.net>, Jana Melotti <melottij@franklinps.net>

Wed, Sep 17, 2025 at 8:38 AM

Thank you!

Christina Tocci Student Activity Accounts Coordinator Franklin High School and Middle Schools Phone: (508) 613-1406 toccic@franklinps.net

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Jana Melotti <melottij@franklinps.net>

To: Christina Tocci <toccic@franklinps.net>

Cc: Maria Weber <weberm@franklinps.net>, Kristin Reid <reidk@franklinps.net>

Good afternoon,

I will bring this to the School Committee for their approval at the September 30 meeting.

Have a great week!

[Quoted text hidden]

Mon, Sep 22, 2025 at 1:43 PM



#### FRANKLIN PUBLIC SCHOOLS

#### Jana Melotti

School Business Administrator 508-553-4825 melottij@franklinps.net