

**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.

<u>Vote Tabulator</u>	
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

This email is intended for municipal / educational use only and must comply with the Town of Franklin and Franklin Public School's policies and state/federal laws. Under Massachusetts Law, any email created or received by an employee of The Town of or Franklin Public Schools is considered a public record. All email correspondence is subject to the requirements of M.G.L. Chapter 66. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

Maria Weber <weberm@franklinps.net>

Mon, Sep 22, 2025 at 9:22 AM

To: Christina Tocci <toccic@franklinps.net>

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

Yes, I approve.

[Quoted text hidden]

--

Maria Weber, EdD
Principal
Franklin High School
📞 508-613-1410
✉ weberm@franklinps.net
🌐 www.franklinps.net

"Building community, fostering growth."



[Quoted text hidden]

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]

--



FRANKLIN PUBLIC SCHOOLS

Jana Melotti

School Business Administrator

508-553-4825

melottij@franklinps.net



Jana Melotti <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!

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

This email is intended for municipal / educational use only and must comply with the Town of Franklin and Franklin Public School's policies and state/federal laws. Under Massachusetts Law, any email created or received by an employee of The Town of or Franklin Public Schools is considered a public record. All email correspondence is subject to the requirements of M.G.L. Chapter 66. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

Maria Weber <weberm@franklinps.net>

Tue, Sep 16, 2025 at 1:45 PM

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]

--

Maria Weber, EdD

Principal

Franklin High School

📞 508-613-1410

✉️ weberm@franklinps.net

🌐 www.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

[Quoted text hidden]

Jana Melotti <melottij@franklinps.net>

To: Christina Tocci <toccic@franklinps.net>

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

Mon, Sep 22, 2025 at 1:43 PM

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]



FRANKLIN PUBLIC SCHOOLS

Jana Melotti

School Business Administrator

508-553-4825

melottij@franklinps.net