



## TOWN OF SOMERSET MEETING NOTICE

Received & Posted \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Somerset Berkley Regional School Committee – Policy Subcommittee

**Date & Time of Meeting:** Friday, July 23, 2021 at 8:00 am

**Location of Meeting:** via Zoom: by phone 1.929.205.6099 Meeting ID: 821 4091 5174 Passcode: 426323

OR: <https://us02web.zoom.us/j/82140915174?pwd=YkxTVm9USCtUanQyNkN1NGczdzJ4Zz09>

Robin Vaccaro, Recording Secretary, July 19, 2021  
**Clerk/Board Member posting notice & date**

Call the meeting to order at \_\_\_\_\_ due notice having been posted.

Pursuant to the Open Meeting Law, any person may make an audio or video recording of this public meeting or may transmit the meeting through any medium. Attendees are therefore advised that such recordings or transmissions may be made whether perceived or unperceived by those present and are deemed acknowledged and permissible.

**Members Present:**

Mrs. Julie Ramos Gagliardi, Chair  
Mr. Richard Fenstermaker, Vice Chair  
Ms. Jenifer Andrews  
Mr. Victor Machado, Jr  
Mr. Michael McDonald  
Mr. Richard Peirce  
Ms. Jennifer Vincent

**Administration Present:**

Superintendent of Schools, Mr. Jeffrey Schoonover  
Director of Business & Finance, Mr. Ronald Tarro  
Director of Curriculum, Ms. Elizabeth Haskell  
Director of Special Education, Ms. Megan Ashton  
Director of Technology, Mr. Stephen Levesque  
Director of Buildings & Grounds, Mr. Carlos Campos

**Pledge of Allegiance**

## AGENDA / LIST OF TOPICS

- I. Ongoing Review of MASC Recommended Policy Updates per June 2017 Newsletter (see attached)
- II. Consider Approval of July 14, 2021 Minutes
- III. Other Business

MASC: Massachusetts Association of School Committees

# **MASC Policy Newsletter**

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Michael J Gilbert, Field Director – Policy Development

June 2017

This policy newsletter will cover a number of topics. Most individual policy changes are posted as Word documents on the "Updated/New Policies" page on the MASC website and in the MASC Policy Reference Manual which is also available on the MASC website.

## **Updated MASC Policy Reference Manual**

Just as School Committees should do, the MASC Field Staff spent considerable time over the last year reviewing and updating the MASC Policy Reference Manual. The changes are detailed below and **copies of these updated policies are available in the Online Policy Reference Manual on the MASC website**. Many of these changes, especially those that say "updated language", are cleaning up grammar, adding or changing legal references and cross references or other minor edits. You can cut and paste individual policies from the Online Reference Manual and to share individual policies for review with subcommittee members, administrators, or others you can hyperlink to individual policies by clicking on the globe at the top of each policy page.

## **Policies we have removed from the Reference Manual**

MASC staff have found the following policies to be redundant or unnecessary and we have removed them from our reference manual:

### **DJG –Vendor Relations**

### **H- Negotiations**

**IHAЕ – Physical Education** (requirements are included in ADF – Wellness)

**IJJ – Textbook Selection** (included in IJ - Instructional Materials)

**IJK – Supplementary Materials** (see IJJ)

**IJM – Special Interest Materials** (see IJJ)

**JBA – Student-to-Student Harassment** (included in JICFB – Bullying Prevention)

**JICG – Tobacco** (included in JICH – Alcohol, Tobacco, and Drug Use Prohibited)

**JRA-R – Regulations on student records** (these are available on the DESE website)

**KEB – Complaints about School Personnel** (incorporated into other policies)

**KEB-R Complaints about School Personnel** (incorporated into other policies)

**KEC – Complaints about Materials** (included in KE – Public Complaints)

**KJA – Relations with Boosters** (included in KBE - Relations With Parent Organizations)

### Policies you should review

MASC has made changes to the following policies. Some of these changes are a result of legal changes, changes in practice, or simply an updating of language to reflect more modern needs. Many of these changes are very minor and will not require a change at the local level.

The policies are in order alphabetically by section:

**ACE – Nondiscrimination on the Basis of Disability** – We changed the word “handicap” to “disability” throughout the policy.

**ADC – Tobacco** – We have updated the definitions to reflect changes in both state and federal laws and regulations and incorporate new technologies (E-cigarettes and vaping).

**BBA – School Committee Powers and Duties** – The language has been updated to include appropriate Personnel roles.

**BBBA/BBBB – School Committee Qualifications** – Updated to include statutory requirements for Open Meeting Law and Conflict of Interest Law.

**BDD – School Committee – Superintendent Relationship** – Updated language.

**BDE - Subcommittees** – Updated to reflect new Open Meeting Law requirements

**BDF - Advisory Committees** - Updated to reflect new Open Meeting Law requirements

**BEDA – Notice** – Updated to reflect new Open Meeting Law requirements

**BEDB – Agenda Format** – Updated to reflect new Open Meeting Law requirements

**BEDH – Public Comment at Meetings** – Updated title to replace participation with comment.

**BHE – Electronic Messaging** – Updated to include newer messaging technologies

**BIA – New School Committee Member Orientation** – Updated language.

**BIBA – School Committee Conferences** – Updated language

**CB – School Superintendent** – Updated language.

**CBD – Superintendent’s Contract** – Updated language

**CBI – Superintendent Evaluation** – Updated to align with new evaluation process

**CE – Administrative Councils** – Updated language

**CH – Policy Implementation** - Updated language

**CHA – Development of Procedures** - Updated language

**CHC – Procedure Dissemination** - Updated language

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**DB – Annual Budget** - Updated language

**DBC – Budget Deadlines** - Updated and streamlined language

**DBD – Budget Planning** - Updated language

**DBJ – Budget Transfer Authority** – Updated to reflect best practices

**DD – Funding Proposals and Applications** - Updated language

**DGA – Authorized Signatures** – Updated to reflect best practices

**DJE – Procurement Requirements** – This policy has been updated to reflect changes in law in both 2016 and early 2017 specifically changing the dollar threshold for requiring bids. Before changing your local policy, you should ensure your local Charter doesn't have differing requirements.

**DK – Payment Procedures** – Updated Language

**DKC – Expense Reimbursement** – Updated to reflect best practices

**EB – Safety Program** – Updated Language

**EBB – First Aid** – Updated to reflect best practices

**EC – Buildings and Grounds Management** – Updated language

**ECA – Buildings and Grounds Security** – Updated language

**EDC – Authorized use of School Owned Materials** – Updated language

**EEAA – Walkers and Riders** – Updated language

**EEAEA – Bus Driver Examination and training** – Updated language

**EFC – Free and Reduced Price Food Services** – Updated language

**FA – Facilities Development Goals** – Updates to align with MSBA regulations

**FF – Naming Facilities** – Updated to reflect best practices

**FFA – Memorials** – added new policy to reflect best practices

**GBA – Equal Employment Opportunity** – Updated to reflect best employment practices

**GBEA – Staff Ethics** – Updated to reflect changes in Conflict Laws

**GBEB – Staff Conduct** – Updated language

**GBED – Staff Tobacco** – Updated definitions for new technologies

**GBGB – Staff Personal Security** – Updated language and changed code from GCCD

**GBGE – Domestic Violence Leave** - Updated language and changed code from GCCC

**GBGF – Family and Medical Leave** – Updated language

**GBI – Staff Participation in Political Activities** – Updated language

GBK – Staff Complaints and Grievances – Updated language  
GCBA – Professional Staff Salary Schedules – Updated language  
GCBB – Employment of Principals – Updated language  
GCBC – Professional Staff Supplementary Pay Plans – Updated language  
GCE – Professional Staff Recruiting – Updated language  
GCF – Professional Staff Hiring – Updated language  
GCJ – Professional Teacher Status – Updated language  
GCQF – Suspension and Dismissal of Professional Staff – Updated language  
GDO – Evaluation of Support Staff – Updated for best practices  
GDQD – Suspension and Dismissal of Support Staff – Updated language  
IB – Academic Freedom – Updated language  
IC/ICA – School Year/School Calendar – Updated language

~~JD – School Day – Updated language~~

IE – Organization of Instruction – Updated language

~~IJB – Support Services Programs – Updated to align with best practices –~~

IHA – Basic Instructional Program – Updated language

IHA1 – Occupational Education – Updated language

~~IHAM – Health Education – Update language~~

~~IHAMA – Parental Notification Sex Education – codification repair~~

IHB – Special Education – Updated language

~~IHBEA – English Language Learners – Updated language~~

IHBH – Alternative School Programs – Updated language

~~IJ – Instructional Materials – Updated and consolidated with other similar policies (see deletion list)~~

~~IJLA – Library Resources – Updated language~~

~~IJNDD – Social Media – Updated language to include new technologies~~

~~IJOA – Field Trips – Updated for best practices~~

IJOB – Community Resources – Updated language

~~IK – Student Progress Reports – Updated language~~

~~IKF – Graduation Requirements – Updated to reflect MASS Core~~

~~IMG – Animals in Schools – Updated language –~~

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JCA – Assignment of Students to School – Updated for best practices

JEB – Entrance Age – Updated for best practices

JFBB – School Choice – Updated language

JHD – Exclusions and Exemptions from School – Updated to reflect change in law

JICH – Alcohol Drugs and Tobacco – Updated to consolidate JICG and update definitions

JII – Student Complaints and Grievances – Updated language

JJE – Fundraising – Updated for best practices

JJH-R – Travel Regulations – Updated to reflect change in background checks

JLCB – Inoculation of Students – Updated to reflect changing DPH requirements

JLCC – Communicable Diseases – Updated language

JLCD – Administration of Medication – Updated to reflect best practices and legal changes

JQ – Student Fees, Fines, and Charges – Updated to reflect DESE legal guidance

KBBA – Non-Custodial Parents' rights – Updated language

KBE – Relations with parent/booster organizations – Updated language to include KJA

KCD – Public Gifts to Schools – Updated language

KDB – Public's right to know – Updated to reflect new public records requirements

KDD – News Media / News Releases – Updated language

KE – Public Complaints – Updated for language and to incorporate KEB, KEB-R, KEC

KHB – Advertising in Schools – Updated for language and best practices

KI – Visitors to School – Updated language

LDA – Student Teaching and Internships – Updated language