



# HAMILTON-WENHAM

## REGIONAL SCHOOL DISTRICT

5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

### Policy/Legislative Subcommittee Meeting (**agenda**)

Zoom Virtual Meeting [LINK](#)

Meeting ID: 859 8564 7072

Passcode: 850943

Monday, March 21, 2022

6:00 PM - 8:00 PM

#### Present:

Anna Siedzik, Chairperson

Michelle Horgan, Secretary

David Polito (estimated 7:25 PM arrival)

#### Also Present:

Eric Tracy, District Superintendent

Dorothy Presser, MASC Representative

Mahala Lettvin, Recording Secretary

#### 1. Call to Order

6:00 PM

With a quorum present, Ms. Seidzik calls the *Policy/Legislative Subcommittee* meeting to order at 6:02 PM. This meeting is being held remotely via Zoom. Those present at the meeting include subcommittee members Anna Siedzik and Michelle Horgan, as well as Eric Tracy, District Superintendent, and Dorothy Presser, MASC representative.

#### 2. Approval of Minutes

- January 18, 2022

[Exhibit](#)

- ~~February 28, 2022~~

~~Exhibit~~

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE 01/18/22 POLICY/LEGISLATIVE SUBCOMMITTEE MEETING MINUTES, AS WRITTEN IN THE [EXHIBIT](#).**

**MOTION by Michelle Horgan; SECONDED by Anna Siedzik.**

Michelle Horgan YES;

Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of two (2) members present.**

The 02/28/2022 minutes will be ready for approval at the 04/11/2022 meeting.

#### 3. Discussion of Policies on Protected Classes – Update from MASC

[Exhibit 1](#)

[Exhibit 2](#)

[Exhibit 3](#)

[Exhibit 4](#)

Ms. Presser recalls that at the last meeting, 02/28/22, she provided a detailed explanation of the finalized MASC and AG updated protected classes list; in addition, she shared the MASC's

recommendations in revising/replacing/adding the following policies which reference the updated protected classes:

The original policy, *AC Nondiscrimination* ([Exhibit 1](#)) is replaced with the MASC updated policies *AC Nondiscrimination Policy including Harassment and Retaliation* ([Exhibit 5](#)) and the updated *AC-R Nondiscrimination Policy including Harassment and Retaliation* ([Exhibit 7](#)). Both updated AC and AC-R have the same title, and these two updated policies replace the one original AC policy.

The policy *ACA Nondiscrimination on the Basis of Sex* remains unchanged.

The original policy *ACAB Harassment* ([Exhibit 3](#)) is replaced with the MASC updated policy, *ACAB Sexual Harassment* ([Exhibit 6](#)).

The policy *ACE Nondiscrimination on the Basis of Disability* ([Exhibit 4](#)) remains unchanged.

The policy *JICK Harassment of Students* ([Exhibit 8](#)) was initially found in the A section of the policy manual, but will be addressed later in the meeting during review of J section policies.

There is notable confusion surrounding the status of these policy updates, and what action (if any) was necessary before voting to approve these policies. Ms. Presser confirms that the information she presented during the last meeting, 02/28/2022, was the same information the MASC detailed in their 03/03/2022 email *Policy Update*. The subcommittee reviews the updated MASC policies as discussed in the previous meeting, and as summarized in tonight's discussion, above.

**I MOVE THAT THE HAMILTON - WENHAM POLICY/LEGISLATIVE SUBCOMMITTEE ADOPT THE UPDATED MASC POLICIES AC NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION ([EXHIBIT 5](#)) AND AC-R NON-DISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION ([EXHIBIT 7](#)) TO REPLACE THE DISTRICT'S CURRENT POLICY AC NONDISCRIMINATION ([EXHIBIT 1](#)).**

**MOTION by Michelle Horgan; SECONDED by Anna Siedzik.**

Michelle Horgan      YES;  
Anna Siedzik          YES.

**MOTION PASSES unanimously through roll call vote of two (2) members present.**

**I MOVE THAT THE HAMILTON - WENHAM POLICY/LEGISLATIVE SUBCOMMITTEE ADOPT THE UPDATED MASC VERSION OF ACAB SEXUAL HARASSMENT ([EXHIBIT 6](#)) TO REPLACE THE DISTRICT'S CURRENT POLICY ACAB HARASSMENT ([EXHIBIT 3](#)).**

*Discussion:* Superintendent Tracy will email Ms. Presser with the district's Title IX Coordinator, including their name, address, phone number, and email address. Ms. Presser will update the policy with this information.

**I MOVE THAT THE HAMILTON - WENHAM POLICY/LEGISLATIVE SUBCOMMITTEE ADOPT THE UPDATED MASC POLICY ACAB SEXUAL HARASSMENT ([EXHIBIT 6](#)), SUBJECT TO FURTHER REVISION BY SPECIFYING THE NAME OF THE SCHOOL**

**DISTRICT AND THE SCHOOL DISTRICT'S TITLE IX OFFICER, TO REPLACE THE DISTRICT'S CURRENT POLICY ACAB HARASSMENT ([EXHIBIT 3](#)).**

**MOTION by Michelle Horgan; SECONDED by Anna Siedzik.**

Michelle Horgan YES;

Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of two (2) members present.**

Superintendent Tracy will add the approved updated policies as noted above to the 04/07/2022 full School Committee meeting.

There is a brief discussion reviewing the procedure involved with the updated protected class list and associated policies: the AG and MASC worked together to implement the changes recommended by AG, focusing on aligning the policies to both state and federal regulations. Ms. Siedzik will explain this to the full School Committee at the 04/07/2022 meeting.

There is a very brief discussion about the data MASC collects and reports to the public.

**4. Ongoing Review of School Committee Policies – Starting at J [Exhibit](#)**

Ms. Presser reviews J section policies, beginning at JICFA, as outlined in her memorandum ([as detailed here](#)).

*JICFA PROHIBITION OF HAZING*

Ms. Presser points out that the MASC version of this policy was updated to remove the reference to the MGL in the body of the policy because it is listed as a legal reference. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JICFA.

*JICFA-E Hazing*

The MASC version of this policy is more up to date and includes additional content. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JICFA-E.

*JICFB Bullying Prevention Policy*

There is discussion about the 5-page bullying prevention policy, with a comparison between the HW policy and the MASC policy. There is discussion about bullying reporting strategies, including anonymous voice messaging platforms, opening the door to anonymous reporting while ensuring student safety in the case of reporting harm to self or others, etc.

*David Polito enters the meeting at approximately 7:25 PM.*

Discussion continues about the bullying prevention policy. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JICFB.

*JICH ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED*

Ms. Presser explains that the MASC version has been updated to include required verbal screening for substance abuse disorders. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JICH.

*JIE PREGNANT STUDENTS*

Discussion regarding the HW and MASC policy versions, including discussion about medical notes; legal considerations; etc. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JIE, but revise the title to *Pregnant and/or Parenting Students*.

#### JIH SEARCHES AND INTERROGATIONS

Per recommendation of Ms. Presser, the subcommittee agrees to adopt policy JIH, which was not previously included in the district's policies.

#### JII STUDENT COMPLAINTS AND GRIEVANCES

Ms. Presser explains that MASC recently updated this policy to clearly delineate between disciplinary appeals and the right and ability of students to bring issues related to school policy/operations to the attention of school administration. There is further discussion about this policy and the language used. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JII.

#### JJ CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Ms. Presser explains that this policy was not previously included in the district's policies, and whether or not the policy is adopted is up to the discretion of the committee. After a brief discussion, the subcommittee adopts policy JJ as presented.

#### JJA STUDENT ORGANIZATIONS

Ms. Presser explains that this policy was not previously included in the district's policies. The policy presented sets out guidelines for acceptable terms of topic, membership and supervision of student organizations. After a brief discussion about the language included in the policy, the subcommittee agrees to adopt the policy JJA as written, but remove the final paragraph.

#### JJE STUDENT FUNDRAISING ACTIVITIES

There is discussion regarding student fundraising strategies, past challenges when fundraising, the HW and MASC versions and whether the language impacts the district's current fundraising practices. After a lengthy discussion, the subcommittee agrees to keep the HW version of policy JJE, adding in the sentence "*The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising*" taken from the MASC version.

#### JJF STUDENT ACTIVITY ACCOUNTS

There is some discussion surrounding the differences in HW and MASC versions of the JJF policy, ultimately agreeing to adopt the HW draft version, adding the language on handling deficits. The draft HW version of the policy is revised, removing the paragraph beginning "before a student activity club..." and adding the following paragraphs from the MASC version:

*Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.*

*NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.*

#### JJH STUDENT LATE NIGHT OR OVERNIGHT TRAVEL

Ms. Presser believes that JJH policy is redundant because the district has previously adopted policy IJOA which details student trips/travel. The subcommittee reviews policy IJOA and agrees that the

policy sufficiently addresses the content in both JJH and JJH-R policies. The subcommittee does not adopt JJH, as the information is redundant to the already adopted policy IJOA.

**JJH-R STUDENT TRAVEL REGULATIONS**

The subcommittee does not adopt JJH-R, as the information is redundant to the already adopted policy IJOA.

**JJIB INTERSCHOLASTIC ATHLETICS**

Ms. Presser explains that the district has no current policy in place. She thinks adopting this policy offers the advantage of clearly communicating that MIAA regulations are followed for interscholastic teams. Per recommendation of Ms. Presser, the subcommittee agrees to adopt JJIB as written.

**JJIF ATHLETIC CONCUSSION POLICY**

**JJIF-R HEAD INJURIES AND CONCUSSIONS COMPLIANCE PLAN**

**JJIF-R ATHLETIC CONCUSSION REGULATIONS**

Ms. Presser explains that the MASC relies on district staff to ensure that the concussion/ head injury policy both complies with regulation and is in keeping with district practice. The district updates their concussion policy on a fairly regular basis. Currently, the district has adopted policy H8029 published on their website ([H Section/Students/H8029 Concussion Policy](#)). Ms. Presser will review the policy as published on the district's website. Superintendent Tracy, Mr. Genualdo, and Ms. Presser will further research the best approach moving forward as far as adopting JJIF concussion policy and JJIF-R regulations/compliance plan.

**JK STUDENT CONDUCT**

No changes, already addressed.

**JKA CORPORAL PUNISHMENT**

Removed and incorporated into the below policy JKAA.

**JKAA PHYSICAL RESTRAINT OF STUDENTS**

Ms. Presser explains that the MASC version was recently updated to include a statement prohibiting corporal punishment and policy JKA was rescinded. The MASC version requires the Superintendent to develop procedures, while the H-W version includes all the procedures. Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of JKAA.

**JL STUDENT WELFARE**

Per recommendation of Ms. Presser, the subcommittee agrees to adopt policy JL, which was not previously included in the district's policies.

**JLC STUDENT HEALTH SERVICES AND REQUIREMENTS**

Per recommendation of Ms. Presser, the subcommittee agrees to continue using the district's current version of policy JLC.

**JLCA PHYSICAL EXAMINATIONS OF STUDENTS**

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of policy JLCA, as this version includes information about record keeping, hearing, vision, and BMI.

**JLCB IMMUNIZATION OF STUDENTS**

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of policy JLCB, as this version is more general, and negates the need to update the policy if the Department of Public Health required additional immunizations

#### JLCC COMMUNICABLE DISEASES

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the MASC version of policy JLCC, as this version has removed the specific reference to AIDS that appears in the HW version.

#### JLCD ADMINISTERING MEDICINES TO STUDENTS

Per recommendation of Ms. Presser, the subcommittee agrees to adopt the current HW version of policy JLCD, with the following revisions:

- Replace opening paragraph with the opening paragraph found in the MASC version;
- Add MASC bullet point #4, which would become bullet point #5 in HW version.

#### JLID RECOMMENDATIONS FOR BICYCLE SAFETY

Per recommendation of Ms. Presser, the subcommittee agrees to remove Policy JLID from the policy handbook (this information seems more appropriate for student handbooks).

#### JM SCHOLARSHIPS

There is some discussion about whether this policy is necessary to include in the policy handbook. Superintendent Tracy believes this is an important and necessary policy to keep in the manual. The subcommittee agrees to keep policy JM, but remove the section “policy review and revision”.

#### JQ STUDENT FEES, FINES, AND CHARGES

There is some discussion regarding the two versions of policy JQ and the details included in each. The subcommittee keeps the HW version, adding MASC language “Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student. Charge for lost and damaged books, materials, supplies, and equipment.”

#### JRA STUDENT RECORDS

There is some discussion regarding this policy, with the subcommittee ultimately agreeing to revise the HW version by removing the phrase about “students enrolled on or after June 2002” and removing the section “policy review and revision”.

#### JRD STUDENT PHOTOGRAPHS

The subcommittee agrees to adopt policy JRD, which was not previously included in the district’s policies.

Ms. Presser will work with Mr. Genualdo and Superintendent Tracy to finalize recommendations about concussion policies.

### **5. Other Items Not Anticipated by the Chair**

None.

### **6. Next Meeting Date – April 11, 2022 at 6:00 p.m.**

The new Policy Subcommittee will not be formed by this date, but they will plan to have this meeting with the assumption that Mr. Polito and Ms. Siedzik will continue serving on the subcommittee.

### **7. Adjournment**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADJOURN THE  
03/21/2022 MEETING AT 8:15 PM.**

**MOTION by Michelle Horgan; SECONDED by David Polito.**

David Polito            YES;  
Michelle Horgan        YES;  
Anna Siedzik            YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

*Respectfully submitted June 21, 2022 by Mahala Lettvin, Recording Secretary.*

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\*\*Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A § 20, the public will not be allowed to physically access this School Committee meeting. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Please [click here](#) to read the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.\*\*

\*Zoom App Information: If you plan to participate, download the [Zoom.com](#) application now. The option to download will also be available at the start of the meeting. When opening the Zoom App, select "Join Meeting" in the upper right corner and enter the meeting id: **Meeting ID: 859 8564 7072; Passcode: 850943**. The community should ask questions via the "chat" function within the Zoom application during the Citizen's Comments section. During the Zoom meeting, participants will be given instructions on how to provide their comments. Unfortunately, we must limit the in-person conversations to just the Committee members. However, for the benefit of all, the School Committee meetings will be available on our local cable channel, HWCam, and [HWCam.org](#), for review a few hours after the meeting has ended. Members of the Public can access the meeting via [YouTube HWRSD live stream link](#) the next day.