



**Policy Subcommittee Meeting**  
**Zoom Virtual Meeting [Link](#)**  
**Zoom Webinar ID: 980 5150 9697**  
**Meeting Password: 565961**  
**Thursday, August 13, 2020, 3:30 PM**

**Present:**

Anna Siedzik, Chairperson  
Michelle Horgan, Vice Chair  
Peter Wolczik, Secretary

**Also Present:**

Mary Beth Banios, District Superintendent

**1. Call to Order**

3:30 PM

Superintendent Banios calls the meeting to order at 3:45 PM.

Ms. Horgan nominates Anna Siedzik to serve as the Policy Subcommittee Chair. Ms. Siedzik accepts the nomination, noting that she will request guidance from experienced subcommittee members as she navigates this new role.

**I MOVE THAT THE POLICY SUBCOMMITTEE ELECT ANNA SIEDZIK TO SERVE AS THE CHAIR OF THE POLICY SUBCOMMITTEE.**

**MOTION by Michelle Horgan; SECONDED by Peter Wolczik.**

Anna Siedzik YES;  
Peter Wolczik YES;  
Michelle Horgan YES.

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

**2. Approval of Minutes**

- June 16, 2020
- May 20, 2020

[Exhibit](#)  
[Exhibit](#)

Discussion regarding process in approving prior subcommittee minutes. Neither Ms. Siedzik nor Ms. Horgan have concerns with the minutes as written, however, they both note that they were absent from the meetings because they did not serve on the subcommittee at the time.

**I MOVE THAT THE POLICY SUBCOMMITTEE APPROVE THE PRIOR MEETING MINUTES FROM JUNE 16, 2020 AND MAY 20, 2020, AS WRITTEN ABOVE.**

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

Michelle Horgan YES;  
Peter Wolczik YES;  
Anna Siedzik ABSTAIN.

**MOTION PASSES through majority roll call vote (2:1) of 3 members present.**

**3. Vote in Chairperson, Vice Chairperson, and Secretary**

*The Chair is voted in at the start of the meeting.*

Mr. Wolczik nominates Michelle Horgan to serve as the Policy Subcommittee Vice Chair. Ms. Horgan accepts the nomination.

**I MOVE THAT THE POLICY SUBCOMMITTEE ELECT MICHELLE HORGAN TO SERVE AS VICE CHAIR OF THE POLICY SUBCOMMITTEE.**

**MOTION by Anna Siedzik; SECONDED by Peter Wolczik.**

Peter Wolczik	YES;
Michelle Horgan	YES;
Anna Siedzik	YES.

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

Ms. Siedzik nominates Peter Wolczik to serve as the Policy Subcommittee Secretary. Discussion regarding the role of secretary and Mr. Wolczik's competing priorities. Ms. Banios will reach out to School Committee Recording Secretary, Mahala Lettvin, to ask that she take minutes. Mr. Wolczik will then review the minutes against his own notes.

**I MOVE THAT THE POLICY SUBCOMMITTEE ELECT PETER WOLCZIK TO SERVE AS SECRETARY OF THE POLICY SUBCOMMITTEE.**

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

Michelle Horgan	YES;
Peter Wolczik	YES;
Anna Siedzik	YES;

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

Mr. Wolczik will serve as secretary with the understanding that Ms. Lettvin will provide meeting minutes.

**4. Review the addition and amending of policies relating to the pandemic and reopening of schools**

[Exhibit](#)

Review MASC guidelines and recommendations related to school reopening plans and response to the pandemic, as detailed in the 6 page [exhibit](#). Discussion regarding refining the document language, including ensuring consistency; resolving grammatical errors; correct/consistent capitalization and/or abbreviations; procedure to approve policies; etc. The pandemic related policies qualify as emergency policies, and are thus exempt from the first and second reading requirements.

Discussion regarding *Discipline and Suspension/Expulsion* bullet point on page 3, with specific concern surrounding "home schooling rights" language and "back to school plan provisions" for students learning from home. Ms. Siedzik will follow up with Dorothy Presser, MASC representative, regarding clarification on this language.

Discussion regarding language in the document regarding face coverings. Since the MASC policy on mask wearing is the next agenda item, members agree that duplicating the policy's language in this document is unnecessary.

Discussion regarding the bullet point *Privacy of Students* beginning on page 4, specifically the recording of online classes, and enforcement of this policy.

Discussion regarding the bullet point *Home Schooling and Home Bound Instruction* beginning on page 5, with Ms. Siedzik stating she will follow up with Ms. Presser for clarification regarding this language.

Ms. Siedzik has taken notes from the discussion this evening, and will revise the document to reflect the agreed on grammatical and formatting changes. She will then email this revised document to Ms. Presser, asking for clarification/counsel regarding the content-related concerns and questions.

Discussion regarding whether revisions to the pandemic related policies can be done through email in order to adopt the policies at the 09/02/20 School Committee meeting.

**I MOVE THAT THE POLICY SUBCOMMITTEE ALLOW ANNA SIEDZIK TO WORK WITH DOROTHY PRESSER, MASC, IN ORDER TO MAKE THE NECESSARY CHANGES TO THE PANDEMIC RELATED POLICIES.**

**MOTION by Michelle Horgan; SECONDED by Peter Wolczik.**

Michelle Horgan      YES;  
Peter Wolczik        YES;  
Anna Siedzik         YES.

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

A. Review MASC policy on mask wearing [Exhibit 1 / Exhibit 2](#)

Review MASC policy regarding mask wearing, as detailed in [exhibit 1](#). Ms. Horgan explains that [exhibit 2](#) is Pentucket schools' mask wearing policy language, which may be a helpful reference in refining HWRSD policy.

Discussion regarding the language on page 1:

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed. Exempted from this policy are students in grade 1 and below.

The Policy Subcommittee members agree to remove the last sentence of the paragraph, given that HWRSD will ask *all* students, even those in grade 1 and below, to wear masks. Discussion regarding effective face coverings, with Ms. Banios clarifying that school and public health nurses are responsible for determining what constitutes an approved face covering. The language shown above is revised based on these discussions:

A HWRSD approved face covering that covers the nose and mouth must be worn by all individuals (including students in grades PreK to 12) in school buildings, on school grounds and on school transportation, even when social distancing is observed.

Discussion regarding mask breaks; whether directive language is needed; interpretation of the mask break section of the policy; etc.

Discussion regarding violations and disciplinary actions, as detailed on page 2 of the draft policy. Subcommittee members address concerns regarding the original language detailing disciplinary action, which reads as follows:

If students are in violation of this policy, the building principal will consult with parents/guardians to determine whether an exception is appropriate, or the student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted. Violation of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Ms. Banios recommends replacing the language specific to student discipline with a reference to the Student Handbook. Discussion regarding inclusion/exclusion of the language specific to staff. The subcommittee revises the language above based on their discussion:

HWRSD Student Handbooks will outline the disciplinary actions that will be taken if a student refuses to comply with the mask policy. Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy. Visitors in violation of this policy will be denied entry to the school/district facility.

**I MOVE THAT THE POLICY SUBCOMMITTEE APPROVE THE FACE COVERING POLICY AS REVISED BASED ON TONIGHT'S DISCUSSION.**

**MOTION by Peter Wolczik; SECONDED by Michelle Horgan.**

Peter Wolczik           YES;  
Michelle Horgan       YES;  
Anna Siedzik           YES.

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

**B. Review travel policy**

**Exhibit**

School Committee member Michelle Bailey had previously asked the Policy Subcommittee to review the Travel Policy and revise as necessary in anticipation of fall sports. Discussion regarding anticipated changes to the Travel Policy; sports related travel; State and Federal guidance; out-of-state travel; additional considerations based on pandemic; etc. Ms. Banios will invite the Athletic Director and other concerned parties to join this conversation at the next subcommittee meeting.

**I MOVE THAT THE POLICY SUBCOMMITTEE TABLE THE TRAVEL POLICY UNTIL OUR NEXT SUBCOMMITTEE MEETING.**

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

Peter Wolczik           YES;  
Michelle Horgan       YES;  
Anna Siedzik           YES;

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

**5. Review ACAB Policy**

**Exhibit**

Discussion regarding Harassment/ACAB policy, as detailed in the [exhibit](#). Ms. Siedzik reviews the email from MASC, which reads in part:

Effective 08/14/20, school committees are required to adopt an evidentiary standard of either preponderance of the evidence (greater than 50% chance that the claim is true) or beyond reasonable doubt standard (proof that is close to reasonable certainty). Attached please find the updated model policy ACAB - Harassment... MASC strongly urges School Committees to consult with legal counsel.

The Policy Subcommittee is in the process of adopting the ACAB policy. Discussion regarding District's Title IX Coordinator - Ms. Banios believes the coordinator is Athletic Director, Craig Genualdo. Further discussion regarding information needed, participation in the next subcommittee meeting; current policy; definition of terms; legalities surrounding written/ verbal notice; involvement of local law enforcement; mandatory reporting; etc. The Harassment/ACAB Policy will appear on the next subcommittee meeting agenda, with Mr. Genualdo present at the meeting in order to clarify information concerning Title IX.

**6. Discuss any topics unanticipated by the Chairperson**

No unanticipated topics.

**Topics for Future Meetings:**

- ACAB/ Harassment Policy - follow up with Mr. Genualdo regarding Title IX and adopt policy;
- Travel Policy;
- Religious Observance Policy;

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- Weapons Policy;
- Ongoing work to align district policies with MASC model policies and create a policy index.

Discussion regarding the schedule and frequency of Policy Subcommittee meetings. Discussion regarding availability of subcommittee members, Superintendent, Athletic Director, and how to best coordinate meetings going forward.

The next Policy Subcommittee meeting will be scheduled on Tuesday, September 8, 2020 at 7:00 PM. Ms. Siedzik will work with Janell Carleo to develop an agenda for this meeting.

**7. Vote to Adjourn**

**I MOVE TO ADJOURN THE 08/13/2020 POLICY SUBCOMMITTEE MEETING AT 5:23 PM.**

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

Michelle Horgan YES;  
Peter Wolczik YES;  
Anna Siedzik YES.

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

*Respectfully submitted October 2nd, 2020 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: 980 5150 9697. Passcode: 565961. 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.