



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**  
5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

**Policy/Legislative Subcommittee Meeting**

**Zoom Virtual Meeting**

**Meeting ID: 985 4632 0316**

**Passcode: 575159**

**Thursday, January 14, 2021**

**7:00 PM - 8:30 PM**

**Present:**

Anna Siedzik, Chairperson

Michelle Horgan, Vice Chairperson (7:45 PM arrival)

Peter Wolczik, Secretary

**Also Present:**

Mary Beth Banios, District Superintendent

Mahala Lettvin, Recording Secretary

Dorothy Presser, MASC Representative

Dana Allara, School Committee member appearing as guest presenter (7:00 PM - 7:30 PM)

**1. Call to Order**

7:00 PM

With a quorum and all members of the *Policy/Legislative Subcommittee* present, Ms. Seidzik, Chairperson, calls the meeting to order at 7:02 PM. This meeting is being recorded and being held remotely per the emergency order of the Governor.

**2. Approval of Minutes:**

- [08/21/2019](#)
- [11/02/2020](#)
- [12/14/2020](#)

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

*(This agenda item is held and addressed later in the meeting, at approximately 8:10 PM, after Ms. Horgan joins the meeting).*

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE 08/21/2019 MEETING MINUTES AS PRESENTED ABOVE.**

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

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

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

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE 11/02/2020 MEETING MINUTES AS PRESENTED ABOVE.**

**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 three (3) members present.**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE 12/14/2020 MEETING MINUTES AS PRESENTED ABOVE.**

**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 three (3) members present.**

**3. Review policies in the following sections:**

- Executive Session Minutes Policy & Procedures

[Exhibit 1](#)

[Exhibit 2](#)

Dana Allara, *HWRSD School Committee Secretary*, appears this evening to discuss policies and procedures surrounding the drafting and approval of the school committee's executive session minutes. Ms. Allara has spoken with Ms. Presser (MASC) and Ms. Diane Bucco (Wenham Town Clerk), and has also conducted research to best streamline this process.

There is discussion regarding whether executive session minutes are a "policy" issue; procedure dictating redaction/release of minutes; document guiding the process and role responsibilities going forward; etc.

Discussion regarding HWRSD policy B2008 ([exhibit 2](#)) surrounding executive session minutes, specifically regarding review and release; clearing up vague language; correcting grammatical/formatting errors; identifying "public records officer", redacted and unredacted versions of the minutes; etc.

The *Policy/Legislative Subcommittee* will conduct a second reading with all members present at their next meeting. It will then move forward for approval from the full school committee. Ms. Presser will make the changes as discussed this evening, and send the revised document to Ms. Siedzik.

Ms. Presser will send template documents to Ms. Allara to frame the procedure manual.

*Ms. Allara exits the meeting at 7:30 PM.*

- Ongoing Policy Review (starting at IJOA)

[Exhibit 1](#)

[Exhibit 2](#)

The *Policy/Legislative Subcommittee* begins review of policies IJOA, **School Sponsored Field Trips**, beginning on page 50 of [exhibit 2](#)/ page 40 of [exhibit 1](#). There is discussion regarding the necessary length and detail of the School Sponsored Field Trip policy, considering that specific trip details may be outlined elsewhere to allow for this policy to serve as a guide with some flexibility. .

There is discussion regarding chaperones; athletic trips; parents' financial risk; parent/student/district responsibilities; etc.

*Ms. Horgan joins the meeting at 7:45 PM.*

Discussion regarding strategy of developing the policy's language/level of detail. Ms. Presser will condense the 8 page policy document, removing many of the unnecessary or restricting details, and present the revised document at the next *Policy/Legislative Subcommittee* meeting.

Discussion regarding cross-referenced policy JJH (late night/overnight field trips), and the distinction between the separate policies. Ms. Presser will work to clarify these policies.

Discussion regarding policy IJOB, **Community Resource Person/Speakers**, as written on page 49 of [exhibit 1](#). Discussion regarding guest speakers; educational benefit offered from community viewpoints/expertise; vetting process involved; anticipated/potential challenges in utilizing community persons/speakers.

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE COMMUNITY RESOURCE PERSON/SPEAKER POLICY (IJOB) AS WRITTEN.**

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

*Discussion:* Mr. Wolczik states that he trusts teachers and administrators to make appropriate decisions regarding community speakers.

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

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

#### **4. Other items unanticipated by the Chair**

Superintendent Banios consulted with district counsel, Naomi Stonberg, regarding the district's Weapon Policy. Ms Stonberg suggested that the policy reference law enforcement officers/exemption.

01/25/21 technology team meeting, will have feedback from administration after that point

#### **5. Set Next Meeting Date**

The next *Policy/Legislative Subcommittee* meeting is scheduled for 7:00 PM on 03/04/2021, with the following agenda:

- Second Reading of B2008, executive session (based on Ms. Presser's research/revisions);
- Second Reading: IJOA and JJH (based on Ms. Presser's research/revisions);
- Review IJND, Technology (Ms. Banios will be meeting with the technology team on 01/25/21, and will present their feedback);
- Continued policy review, beginning at IJOC, School Volunteers (should time allow);

#### **6. Adjournment**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADJOURN THE 01/14/2021 MEETING AT 8:34 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 three (3) members present.**

*Respectfully submitted January 28, 2021 by Mahala Lettvin, Recording Secretary.*

\*\*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: 985 4632 0316 Passcode: 575159 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.