

DUXBURY PUBLIC SCHOOLS
Policy Subcommittee Minutes
Wednesday, March 4, 2026
11:00 am – Chandler School, Cnty Conference Room

- I. Call to Order: 11:02 am
Present: Matthew Gambino, Kathryn Marshall, Danielle Klingaman, Beth Wilcox
- II. Approval of Minutes:
- a) February 3, 2026
- Mr. Gambino and Mrs. Marshall approve the minutes of February 3, 2026.
- III. Discussion of Policies:
- a) Policy BBBA/BBBB: School Committee Member Qualifications/Oath of Office
- Committee members review and compare the district's current policy BBBA/BBBB to the MASC version outlining qualifications of membership and certification of having sworn the oath of office.
 - The decision was made to recommend the adoption of the MASC version of policy BBBA/BBBB with no changes other than elimination of the bold note at the bottom.
- b) Policy BBBC: School Committee Member Resignation
- Committee members review and compare the district's current policy BBBC to the MASC version regarding member resignation.
 - The decision was made to recommend the adoption of the MASC policy BBBC with no changes.
- c) Policy BBBE: Unexpired Term Fulfillment
- Committee members review and compare the district's current policy BBBE to the MASC version regarding vacancies that occur within the committee prior to term fulfillment.
 - The decision was made to recommend the adoption of MASC policy BBBE with elimination of the bold note at the bottom and elimination of "City Council" where applicable.
- d) Policy BCA: School Committee Code of Ethics
- Committee members review and compare the district's current policy BCA to the MASC version outlining the code of ethics applicable to school committee members.
 - Members note that the current policy was set forth from the National School Board Association and the proposed policy is set forth by the Massachusetts Association of School Committees.
 - The decision was made to recommend the adoption of MASC policy BCA with addition of "avoid being placed in a position of a conflict of interest".
- e) Policy BDA: School Committee Organizational Meeting
- Committee members review and compare the district's current policy BDA to the MASC version regarding the annual school committee organizational meeting held during the first regular meeting following the town's annual elections.
 - The decision was made to recommend the adoption of MASC policy BDA with elimination of the bold note at the bottom and "clerk" replaced with "secretary" where applicable.
- f) Policy BDB: School Committee Officers
- Committee members review and compare the district's current policy BDB to the MASC version outlining the duties and responsibilities of the chair, vice-chair, and secretary.

- The decision was made to recommend the adoption of MASC policy BDB with elimination of the bold note at the bottom and “clerk” replaced with “secretary” where applicable.
- g) Policy BDC: Appointed School Committee Officials
 - Committee members review the district’s current policy BDC regarding appointed school committee officials.
 - Dr. Klingaman notes that there is no MASC policy to compare with.
 - The decision was made to recommend repealing policy BDC as it is not a current MASC policy and the language is covered elsewhere.
- h) Policy BDD: School Committee Superintendent Relationship
 - Committee members review and compare the district’s current policy BDD to the MASC version outlining the relationship between the superintendent and the school committee.
 - The decision was made to recommend adoption of Adopt MASC policy BDD with no changes.

The committee will review the following policies at the April 7, 2026 meeting:

- BDF- Advisory Committees
- BDF-R- Community, Staff, Student. Student Involvement in Decision Making, Administrative Procedures for Advisory Committees
- BDFA- School Councils
- BDFA-E- Conduct of School Council Business
- BDG- School Attorney
- BE- School Committee Meetings
- BEC- Executive Sessions
- BEDA- Notification of School Committee Meetings
- BEDC/BEDD/BEDF- Quorum Rules of Order/Voting Method
- BEDG- Minutes

IV. Adjourn: 11:57 am

Respectfully Submitted,
 Suzanne Hughes
 Duxbury Business Office