



School Committee Policy Subcommittee Meeting Exhibits March 4, 2026

Exhibit	Page
Meeting Agenda	1
Approval of 2/3/26 Minutes	2
Policy BBBA/BBBB - School Committee Member Resignation	4
Policy BBBC - School Committee Member Resignation	6
Policy BBBE - Unexpired Term Fulfillment	8
Policy BCA - School Committee Code of Ethics	10
Policy BDA - School Committee Organizational Meeting	13
Policy BDB - School Committee Officers	15
Policy BDC - Appointed School Committee Officials	19
Policy BDD - School Committee Superintendent Relationship	20



Meeting Notice

Town of Duxbury, Massachusetts

Pursuant to MGL Chapter 30A, §18-25

All meeting notices and agenda must be filed and time stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

TOWN CLERK'S STAMP

Committee: *School Committee Policy Subcommittee*

Meeting Location: *Chandler Elementary School, Canty Room 303*
93 Chandler Street, Duxbury, MA 02332

Meeting Date: *Wednesday, March 4, 2026* **Time:** *1:00 PM*

Posted by: *Cristin Mitchell*

The listings of matters are those reasonably anticipated by the chair that may be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - a. February 3, 2026
- III. Discussion of Policies
 - a. BBBA/BBBB- School Committee Member Qualifications/Oath of Office
 - b. BBBC- School Committee Member Resignation
 - c. BBBE- Unexpired Term Fulfillment
 - d. BCA- School Committee Code of Ethics
 - e. BDA- School Committee Organizational Meeting
 - f. BDB- School Committee Officers
 - g. BDC- Appointed School Committee Officials
 - h. BDD- School Committee Superintendent Relationship
- IV. Adjourn

This location is accessible to people with disabilities. The Town of Duxbury provides reasonable accommodation and/or language assistance free of charge. This may include interpreters in American Sign Language and languages other than English, open or closed captioning for videos, assistive listening devices, and alternate material formats, such as audio tapes, Braille, and large print, as available. Such requests should be made as soon as possible, but no later than 48 hours before the scheduled event, by contacting the Town Manager's Office by phone (781-934-1100 ext. 5401), fax (781-934-9011).

DUXBURY PUBLIC SCHOOLS

Policy Subcommittee Minutes

Tuesday, February 3, 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) January 6, 2026
 - Mr. Gambino and Mrs. Marshall approve the minutes of January 6, 2026.

- III. Discussion of Policies:
 - a) Policy JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited
 - Committee members review and compare the district's current policy JICH to the MASC version regarding prohibiting alcohol, tobacco, and drug use by students.
 - Members discuss the existing verbal screening tool and its placement in the policy to ensure alignment with district procedures.
 - The decision was made to recommend the adoption of the MASC version of policy JICH with no changes to the full School Committee during the February 10 meeting.
 - b) Policy GBED: Tobacco Use on School Property by Staff Members
 - Committee members review and compare the district's current policy GBED to the MASC version regarding tobacco use on school property by staff members.
 - Members discuss the MASC version feeling it is more thorough than the current district version.
 - The decision was made to recommend the adoption of the MASC version of policy GBED with the following name change to the full School Committee during the February 10 meeting.
 - Tobacco Use on School Property by Staff Members Prohibited
 - c) Policy AH: Freedom of Expression and Educational Climate
 - Committee members review the district's current policy AH regarding freedom of expression and educational climate.
 - Dr. Klingaman notes that there is no MASC policy to compare with.
 - The decision was made to recommend repealing policy AH to the full School Committee during the February 10 feeling that the language is covered in M.G.L. Chapter 71 sections 82-85 thus deeming the policy unnecessary.
 - d) Policy AH-R: Freedom of Expression and Educational Climate
 - Committee members review the district's current policy AH-R regarding freedom of expression and educational climate.
 - Dr. Klingaman notes that there is no MASC policy to compare with.
 - The decision was made to recommend repealing policy AH-R to the full School Committee during the February 10 feeling that the language is covered in M.G.L. Chapter 71 sections 82-85 thus deeming the policy unnecessary.
 - e) Policy BA: School Committee Operational Goals
 - Committee members review and compare the district's current policy BA to the MASC version regarding operational goals of the school committee.
 - The decision was made to recommend the adoption of the MASC version of policy BA to the full School Committee during the February 10 meeting. Revisions include elimination

of the bold note at the bottom and replacing “simple goals” with “smart goals” where applicable.

- f) Policy BAA: Evaluation of School Committee Operational Procedures
 - Committee members review and compare the district’s current policy BAA to the MASC version regarding evaluation of the school committee’s operational procedures.
 - The decision was made to recommend the adoption of the MASC version of policy BAA, to the full School Committee during the February 10 meeting. The district adoption date will be added to the policy at the bottom.
- g) Policy BB: School Committee Legal Status/Elections
 - Committee members review and compare the district’s current policy BB to the MASC version regarding the school committee’s legal status/elections.
 - The decision was made to recommend adoption of MASC policy BB to the full School Committee during the February 10 meeting. Revisions include elimination of the bold note at the bottom, addition of the Town Charter to the legal references, and the following name change:
 - School Committee Legal Status
- h) Policy BBA: School Committee Powers and Duties
 - Committee members review and compare the district’s current policy BBA to the MASC version regarding the school committee’s powers and duties.
 - Dr. Klingaman explains to the committee that school nurses are part of the Unit A bargaining unit and therefore would not be appointed by the school committee. Dr. Klingaman notes that the district does not have a Supervisor of Attendance as these duties are absorbed by school principals and assistant principals.
 - The decision was made to recommend adoption of MASC policy BBA to the full School Committee during the February 10 meeting. Revisions include elimination of the bold note at the bottom, and elimination of School Nurses and Supervisor of Attendance as school committee appointments.
- i) Policy BBAA: School Committee Member Authority
 - Committee members review and compare the district’s current policy BBAA to the MASC version regarding the school committee member authority.
 - The decision was made to recommend the adoption of the MASC version of policy BBAA with elimination of the bold note at the bottom to the full School Committee during the February 10 meeting.

IV. Adjourn: 11:57 am

Respectfully Submitted,
Suzanne Hughes
Duxbury Business Office

BBBA / BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which he/she is elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary, official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on his/her official duties as a member of the Committee. At the beginning of each term of office, each School Committee member must provide to the town clerk a copy of the certificate of completion of the Online State Ethics test. From the town clerk, newly qualified Committee members - by law - receive, and sign a receipt for, a copy of the Massachusetts law governing the conduct of Committee meetings in general and executive sessions in particular.

LEGAL REFS.: M.G.L. 39:23B; 41:1; 41:107
M.G.L. 76:5 Amended 1993

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/OATH OF OFFICE

In order to serve on the School Committee, an individual must be a registered voter in the town from which they are elected or appointed and must take an oath of office as required by law.

Each new member will present to the Committee secretary official certification of having sworn the oath before an officer duly qualified to administer oaths prior to entering on their official duties as a member of the Committee.

From the Municipal or District Clerk, newly qualified Committee members, by law, receive, and sign a receipt for, a copy of the Massachusetts open meeting law governing the conduct of Committee meetings in general and executive sessions in particular.

Newly qualified Committee members shall, by law, receive and sign a receipt for, within 30 days of taking office, a copy of the Massachusetts Ethics Commission's Summary of the Conflict of Interest laws. As municipal employees, all School Committee members shall receive a copy of said summary annually. All School Committee members shall, within 30 days of taking office, and every 2 years thereafter, complete the Massachusetts Ethics Commission's online training program. Upon completion of the online training program, members shall provide notice of such completion to be retained for 6 years by the Municipal or District Clerk.

Established by law

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [30A:20](#); [41:1](#); [41:107](#); [76:5](#); [268A:27](#)-28;

NOTE: A regional school district may want to add references to its regional agreement if portions apply to the qualifications for membership on the regional School Committee.

The coding of this statement indicates that two consecutive codes in the NEPN classification system have been combined to handle statements that relate to both topics. Codes can be combined only when they appear consecutively in the classification system.

BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the town or District in which he or she holds office, that member shall be deemed to have vacated the office.

Established by law

LEGAL REFS.: M.G.L. 41:2; 41:109

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION

A current School Committee member who submits a resignation to the appropriate certifying authority terminates School Committee duties at the time of such resignation unless a later time is stated in the resignation.

Should a School Committee member move out of the municipality or District in which they hold office, that member shall be deemed to have vacated the office.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [41:2](#); [41:109](#)

BBBE - UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the board of selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the selectmen that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the selectmen, so that voters of the town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For an election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

LEGAL REF.: M.G.L. 41:11

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BBBE - UNEXPIRED TERM FULFILLMENT

When a vacancy on the School Committee occurs for any reason, the Select Board or City Council and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Select Board or City Council that a vacancy has been created within 30 days after it has occurred. After one week's notice has been given by the Committee to the Select Board or City Council, so that voters of the municipality may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote. The person so elected will fill the seat on the Committee until the next town election, at which time a member will be elected to serve the remainder of the term, if any.

SOURCE: MASC - Updated 2022

LEGAL REF.: M.G.L. [41:11](#)

NOTE: The substance of most statements in this category is usually established by law. Certain points may be School Committee policy. City and town charters often set forth procedures for filling vacancies on the School Committee; references to these should be added, if appropriate. A regional school district should also refer to the regional agreement if portions apply.

BCA - SCHOOL COMMITTEE MEMBER CODE OF ETHICS

(National School Boards Association - NSBA)

Having accepted the challenge of service on the Duxbury School Committee, The School Committee Members accept the principles set forth in the National School Boards Association Code of Ethics as a guide in helping to provide quality public education for all of the children in Duxbury.

As a Member of my local Board of Education, I will strive to improve public education, and to that end I will

1. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
2. Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
3. Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;
5. Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the Superintendent;
6. Communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;
7. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations;
8. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
9. Avoid being placed in a position of conflict of interest;
10. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and
11. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BCA - SCHOOL COMMITTEE MEMBER ETHICS

(Massachusetts Association of School Committees Code of Ethics)

Preamble

The acceptance of a code of ethics implies the understanding of the basic organization of School Committees under the Laws of the Commonwealth of Massachusetts. The oath of office of a School Committee member binds the individual member to adherence to those state laws which apply to School Committees, since School Committees are agencies of the state.

This code of ethics delineates three areas of responsibility of School Committee members in addition to that implied above:

1. Community responsibility
2. Responsibility to school administration
3. Relationships to fellow Committee members

A School Committee member in their relations with their community should:

1. Realize that their primary responsibility is to the children.
2. Recognize that their basic function is to be policy making and not administrative.
3. Remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
4. Be well informed concerning the duties of a Committee member on both a local and state level.
5. Remember that they represent the entire community at all times.
6. Accept the office as a Committee member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from their Committee activities.

A School Committee member in their relations with their school administration should:

1. Endeavor to establish sound, clearly defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Give the chief administrator full responsibility for discharging their professional duties and hold them responsible for acceptable results.

4. Refer all complaints to the administrative staff for solution and only discuss them at Committee meetings if such solutions fail.

A School Committee in their relations with their fellow Committee members should:

1. Recognize that action at official meetings is binding and that they alone cannot bind the Committee outside of such meetings.
2. Realize that they should not make statements or promises of how they will vote on matters that will come before the Committee.
3. Uphold the intent of executive sessions and respect the privileged communications that exist in executive sessions.
4. Not withhold pertinent information on school matters or personnel problems, either from members of their own Committee or from members of other Committees who may be seeking help or information on school problems
5. Make decisions only after all facts on a question have been presented and discussed.

SOURCE: Massachusetts Association of School Committees, 5/22/64 - Reviewed 2022

NOTE: MASC code of ethics is intended to be a guideline for School Committee members. The code is not binding by law.

BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the School Committee, at its first regular meeting following the town's annual elections, will elect from its membership a chairman, a vice-chairman and a secretary, all of whom will hold their respective offices for a term of one year or until a successor is elected.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. If the current Chairman is no longer a member, the meeting is called to order by the senior member of the School Committee. Nominations for the office of chairman will be made from the floor, by any member including the person presiding. The chairman will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new chairman will preside, calling for the election of a vice-chairman and secretary, in order. The procedure used for their election will be the same as that for electing the chairman.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING

For the purpose of organizing, the School Committee, at its first regular meeting following the District's annual elections, will elect from its membership a Chair, a Vice-Chair, and a clerk, all of whom will hold their respective offices for a term of one year or until a successor is elected.

In the event the Chair and Vice-Chair are no longer members of the School Committee, the senior member (years served) will act as the Chair Pro-Tem.

A majority of the members of the School Committee will constitute a quorum. The election will proceed as follows:

1. Nominations for the office of Chair will be made from the floor. The Chair will be elected by a majority roll-call vote of the members present and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
2. Upon election, the new Chair will preside, calling for the election of a Vice-Chair and clerk, in order. The procedure used for their election will be the same as that for electing the Chair.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above. Following election of officers at its organizational meeting, the School Committee may proceed into such regular or special business as scheduled on the agenda.

SOURCE: MASC - Reviewed 2022

NOTE: Include under this code the date of the organizational meeting and important details concerning election of officers: who presides during election of Chair; how nominations are made; means of voting; specifics on the vote required for election. Here also is a place for statements on resignations and removal of School Committee officers from office and filling vacancies in office mid-term. (The latter applies to offices, not Committee membership.) In some cities the mayor serves as Chair of the School Committee; this should be included here. References to any applicable sections in a town or city charter should be added. Regional school districts should cite M.G.L. [71:16A](#); a School Committee participating in a superintendency union should cite M.G.L. [71:63](#) and correct the content of this policy in accordance with requirements of that section of the law.

BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chairman

The chairman of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairman will:

1. Sign the instruments, acts and others necessary to carry out state requirements and the will of the Committee;
2. Consult with the Superintendent in the planning of the Committee's agendas;
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings;
4. Appoint subcommittees, subject to Committee approval;
5. Call special meetings of the Committee as found necessary;
6. Be public spokesman for the Committee at all times except as this responsibility is specifically delegated to others;
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairman will:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Committee in its proper order;
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings;
4. Recognize persons being allowed to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if this is not clear to members;
6. Restrict discussion to the question when a motion is before the Committee;
7. Answer all parliamentary inquiries;
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairman

The vice-chairman of the Committee will act in the absence of the chairman as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

Secretary

The secretary, who does not have to be a member of the School Committee, will keep or cause to

be kept an accurate journal of all Committee meetings, will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

LEGAL REF.: M.G.L. 71:36

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BDB - SCHOOL COMMITTEE OFFICERS

Duties of the Chair

The Chair of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. They will perform those duties that are consistent with their office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chair

The Vice-Chair of the Committee will act in the absence of the Chair as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to them.

Clerk

The clerk will keep or cause to be kept an accurate journal of all Committee meetings; will comply with state law and Committee policy regarding notification of meetings; and will render such reports as may be required by the state or the town.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [71:36](#)

Note: The treasurer of the town serves as treasurer of the School Committee.

Note: This category is for statements about officers the School Committee elects from its own membership. Policies relating to officials that the Committee appoints from outside its membership are properly filed under code BDC. (Codes [BDB](#) and BDC can be combined as BDB/BDC, covering the double term School Committee Officers/Appointed Officials.)

If your School Committee elects a treasurer from its membership, the duties of that officer should be included here. If a treasurer is elected and is not a member of the Committee, refer to the paragraph directly above for coding suggestions.

When the town treasurer serves as the Committee's treasurer, an editorial note could be added to the policy, as was done in the sample above. Regional school districts are required to appoint a treasurer; the duties of that office should be included and M.G.L. [71:16A](#) should be cited.

City or towns charters often address this topic. References to pertinent sections of a charter should be added as legal references.

BDC - APPOINTED COMMITTEE OFFICIALS

The Superintendent shall be appointed by vote of the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent thereto, as a majority of the Committee may direct.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

BDD - SCHOOL COMMITTEE - SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within his/her scope as executive officer or as professional leader of the school system. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent will have the privilege of asking guidance from the Committee with respect to matters of operation whenever he/she wishes. If it is necessary to make exceptions to an established policy, he/she will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BDD - SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The Committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. While the Committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the Committee for advice and direction.
2. The Superintendent will assist the Committee in reaching sound judgments and establishing policies, and will place before the Committee all relevant facts, information, and reports necessary to keep the Committee adequately informed of situations or business at hand.

SOURCE: MASC - Reviewed 2022