



School Committee Policy Subcommittee Meeting Exhibits May 5, 2026

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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, Cauty Conference Room*
93 Chandler Street, Duxbury, MA 02332

Meeting Date: *Tuesday, May 5, 2026* **Time:** *11:00 AM*

Posted by: *C. 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. April 7, 2026
- III. Discussion of Policies
 - a. KHB- School-Based Advertising
 - b. BDF-R- Community, Staff, Student. Student Involvement in Decision Making, Administrative Procedures for Advisory Committees
 - c. JIB- Student Involvement in Decision Making
 - d. BE- School Committee Meetings
 - e. BEC- Executive Sessions
 - f. BEDA- Notification of School Committee Meetings
 - g. BEDC/BEDD/BEDF- Quorum Rules of Order/Voting Method
 - h. BEDG- Minutes
- 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, April 7, 2026

11:00 am – Chandler School, Cauty Conference Room

- I. Call to Order: 11:19 am
Present: Matthew Gambino, Kathryn Marshall, Beth Wilcox

- II. Approval of Minutes:
 - a) March 4, 2026
 - Mr. Gambino and Mrs. Marshall approve the minutes as amended, changing meeting date from February 3, 2026 to March 4, 2026

- III. Discussion of Policies:
 - a) Policy BDF: Advisory Committees
 - Committee members review and compare the district’s current policy BDF to the MASC version regarding the appointment and functioning of advisory committees to the School Committee.
 - Members note that the language in the MASC version accurately describes committee responsibilities in a clear fashion
 - The decision was made to recommend the adoption of the MASC version of policy BDF to the full School Committee during the April 8 meeting as amended: eliminate the bold note at that bottom
 - b) Policy BDF-R: Community, Staff, Student Involvement in Decision Making Administrative Procedures for Advisory Committees
 - Committee members review the district’s current policy BDF-R regarding administrative procedures for advisory committees.
 - Members discuss the existing version and recommend that this policy be tabled and added to the next Policy Subcommittee meeting, along with Policy JIB
 - c) Policy BDFA: School Councils
 - Committee members review and compare the district’s current policy BDFA to the MASC version regarding consistent implementation of School Councils.
 - The decision was made to recommend the adoption of the MASC version of policy BDFA to the full School Committee during the April 8 meeting as amended: add language “whenever possible” the beginning of Paragraph 5
 - d) Policy BDFA-E: Conduct of School Council Business
 - Committee members review and compare the district’s current policy BDFA-E to the MASC version regarding conduct of School Council business and school improvement plans.
 - The decision was made to recommend the adoption of the MASC version of policy BDFA-E to the full School Committee during the April 8 meeting.
 - e) Policy BDG: School Attorney
 - Committee members review and compare the district’s current policy BDG to the MASC version regarding School Committee use of services provided by counsel for the Committee
 - Members discuss the current procedures in place for School Committee members to consult with counsel
 - The decision was made to recommend the adoption of the MASC version of policy BDG, to the full School Committee during the April 8 meeting as amended: add language “Individual members should coordinate requests to seek legal advice through the Committee Chair” after the first sentence of Paragraph 2.

Committee members defer the remaining agenda items, as well as Policy BDF-R and JIB to the May 5, 2026 meeting.

IV. Adjourn: 12:03 pm

Respectfully Submitted,
Cristin Mitchell
Duxbury Business Office

File: KHB

School-Based Advertising

Duxbury Public Schools may permit certain regional businesses and organizations to advertise on Duxbury school properties. The purpose of the advertising program is to generate additional revenue for school-sponsored extracurricular initiatives. Revenue generated from advertising will not supplant the operational budget of the school district.

The Superintendent of Schools or his/her designee must provide advanced written approval of the entity wishing to advertise, as well the promotional content itself. The Superintendent will inform the School Committee of any advertising by a private commercial business. Entities that promote alcohol, tobacco or illegal substances may not advertise. Likewise, advertising content that is determined to be vulgar, profane, sexually explicit, or that includes language or graphics that are interpreted as being of a harassing nature to any individual or group is prohibited.

Adopted March 14, 2018

**BDF-R - COMMUNITY, STAFF, STUDENT INVOLVEMENT IN DECISION-MAKING
ADMINISTRATIVE PROCEDURES FOR ADVISORY COMMITTEES**

1. Each Advisory Committee will be given a specific, written charge of the tasks for study, or tasks which the Superintendent/School Committee want accomplished.
2. Advisory Committees appointed by the Superintendent may hold open meetings, but are exempt from the Open Meeting Law. Advisory Committees appointed by the School Committee must operate under the provisions of the Open Meeting Law (Chapter 30A, Sections 20 and 22): they must post their meetings and file minutes with the Town Clerk.
3. Upon the completion of its assigned task, each Advisory Committee will be dissolved.
4. Each Advisory Committee member will be informed in writing of the following:
 - a. the specific charge to the Advisory Committee, including an indication of whether alternatives are to be evaluated, whether a final recommendation is required, and how minority opinion/reports should be expressed;
 - b. an estimate of the length of time which members will be asked to serve;
 - c. the approximate dates by which the Superintendent/School Committee wish to receive interim and final reports/discharge; and the method to deliver results (in a meeting, written report only, etc.);
 - d. the resources which will be provided to the Advisory Committee to help it to complete its work;
 - e. the time and place of the first meeting;
 - f. the School Committee policies governing Advisory Committees, to help clarify relationships with the School Committee, administration and school staff;
 - g. that the Committee is advisory in nature; the Superintendent/School Committee are not bound to accept the final recommendations of the Advisory Committee.
5. Each Advisory Committee will maintain an accurate record of its deliberations. A current set of Committee documents will be available for public review in the Superintendent's office.
6. The Superintendent or designee will serve as administrative liaison to each Advisory Committee.
7. The Superintendent and administrators maintain an active, positive relationship with the school systems of other towns and with Special Needs Collaboratives and Private Schools. These cooperative relationships are beneficial to Duxbury students. Advisory Committees which desire information from Duxbury staff or from other schools should first consult with the appropriate Duxbury administrator. In some cases the data is already available. Written questionnaires to Duxbury staff or questionnaires/phone surveys to other schools should not be initiated without previously notifying and seeking advice from the appropriate Duxbury administrator or the Superintendent. Voluntary compliance by school-support groups is requested. Staff mailboxes and interschool mail are for official use only and are supervised by the Principals. Support groups or advisory committees must seek permission from the Principal if they wish to use the mailboxes or

interschool mail.

8. Student handbooks are revised annually by the School Council from each school. The handbook is voted as School Committee policy.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

JIB - STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class or school organizations and school government organizations, such as student councils, may be formed to offer practice in self-government and to serve as channels for the expression of students' ideas and opinions.

The Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the Committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The chair of the student advisory committee shall be an ex-officio nonvoting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committees to the School Committee

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: JIB - STUDENT INVOLVEMENT IN DECISION-MAKING

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Student Advisory Committee

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SOURCE: MASC - Reviewed 2021

LEGAL REF.: M.G.L. [71:38M](#)

CROSS REF.: [BDF](#), Advisory Committees to the School Committee

BE - SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. Regular meeting: the usual official legal action meeting, held regularly;
2. Special meeting: an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REFS.: BEC, Executive Sessions

BEDA, Notification of School Committee Meetings

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BE - SCHOOL COMMITTEE MEETINGS

The School Committee will transact all business at official meetings of the Committee. These may be either regular or special meetings, defined as follows:

1. **Regular meeting:** the usual official legal action meeting, held regularly
2. **Special meeting:** an official legal action meeting called between scheduled regular meetings to consider specific topics.

Every meeting of the School Committee, regular or special, will be open to the public unless an executive session is held in accordance with state law.

SOURCE: MASC - Reviewed 2022

LEGAL REFS.: M.G.L. [30A:18](#)-25

CROSS REFS.: [BEC](#), Executive Sessions

[BEDA](#), Notification of School Committee Meetings

NOTE: The above policy covers both regular and special meetings and thus is filed under the general term School Committee Meetings, code BD. More extensive policies on regular and special meetings might be separated and filed under the codes pertaining to each type, BEA and BEB, respectively.

The cross references are to codes in which information directly related to School Committee meetings is filed in this manual.

File: BEC - EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chair (or, in their absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chair or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the School Committee would be involved in that might

qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.

9. To meet or confer with a mediator with respect to any litigation or public business.

10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

(In the first case, an open meeting will be held if the individual involved so requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The School Committee Chair and the Superintendent will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [30A:21](#); [30A:22](#)

CROSS REFS.: [BDE](#), Subcommittees of the School Committee

[BE](#), School Committee Meetings

KEB, Public Complaints about School Personnel

NOTE: The School Committee that adopted this policy incorporated the substance of state law on executive sessions into its policy. However, a more general statement on executive sessions could be adopted by a School Committee and an extract from the law on executive sessions could be included in the manual as an exhibit document coded BEC-E.

BEC - EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual, or the discipline or dismissal, including the hearing of charges against, a member of the committee, a school department employee or student, or other individual.
2. Strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. And to consider and interview applicants for employment by a preliminary screening committee (The only position that the school committee would be involved in that might qualify would be for the position of Superintendent.) This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to applicants who have passed a prior preliminary screening.
9. To meet or confer with a mediator with respect to any litigation or public business.
10. To discuss trade secrets or confidential competitively-sensitive or other proprietary information conducted by a governmental body as an energy supplier.

(In the first case, an open meeting will be held if the individual involved requests.)

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification at least once each year.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

LEGAL REFS.: M.G.L. 30A:21; 30A:22

CROSS REFS.: BDE, Subcommittees of the School Committee

BE, School Committee Meetings

KEB, Public Complaints about School Personnel

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

BEDA - NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours advance notice will be given for any meeting of the School Committee. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings will be accomplished by periodic publication of the schedule for the ensuing months. Notification of a change in a regular meeting time or place and notification of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

LEGAL REFS.: M.G.L. 30A:18-25

CROSS REF.: BE, School Committee Meetings

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BEDA - NOTIFICATION OF SCHOOL COMMITTEE MEETINGS

As required by law, a minimum of 48 hours advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action."

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

SOURCE: MASC - Reviewed 2022

LEGAL REFS.: M.G.L. [30A:18-25](#)

CROSS REF.: [BE](#), School Committee Meetings

NOTE: Notification to the public as well as to School Committee members can be included under this code.

BEDC / BEDD / BEDF - QUORUM/RULES OF ORDER/VOTING METHOD

Quorum: A majority of the membership of the School Committee, that is three members, shall constitute a quorum. In the absence of a quorum, the only official action that the School Committee may take is to adjourn the meeting to another time and/or date in the expectation of a quorum.

Rules of Order: Robert's Rules of Order. Newly Revised will govern the proceedings of the Committee, except when those rules are in conflict with the Committee's approved policies and regulations

In accordance with Robert's Rules, the Committee may suspend parliamentary rules of order by a two-thirds vote.

Voting Method: All votes, unless otherwise specified by Committee policy or required by law, will be taken by verbal yeas and nays. A roll call vote will be used when the vote is not unanimous and each vote will be so recorded in the minutes. If the vote is unanimous, only that fact need be recorded. All actions will require a majority vote of the members present and voting except as state law, Robert's Rules of Order Newly Revised, or policies of this Committee require a larger majority. A member of the Committee may not vote on a matter which constitutes a conflict of interest.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

BEDG - MINUTES

The minutes of a School Committee meeting constitute the written legal record of Committee actions. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting;
2. Names of the members present or absent, annotated as to arrival and departure time, if during the meeting;
3. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date;
4. Notation of formal adjournment.
5. List of documents presented at the meeting and a summary of the discussion.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. In accordance with Massachusetts Law, minutes of Open Session meetings will be made available to the public upon request, even though the draft minutes have not yet been approved by the Committee.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request in the office of the Superintendent and in the public library.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BEDG - MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,
2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

SOURCE: MASC - Reviewed 2022

LEGAL REFS.: M.G.L. [30A:22](#); [66:10](#); 940 CMR 29.00

CROSS REF.: [KDB](#), Public's Right to Know; [BEC](#), Executive Session

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.