School Committee Meeting
Exhibits
May 6, 2026

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TOWN CLERK'S STAMP

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)

Committee: ***School Committee***
Meeting Location: ***Alden School, Room 104, 75 Alden Street, Duxbury, MA***
Meeting Date: ***Wednesday, May 6, 2026*** **Time:** ***6:00 PM***
Posted by: ***Cristin Mitchell***

This meeting will be recorded. Anyone intending to record this meeting in audio or video should notify the Chair. Viewers can visit Duxbury Public Schools' YouTube Channel for live streaming and replays at:

https://www.youtube.com/channel/UCsBNg-iYbewm7Z0B8D-MhzA

DPS Mission: Provide each student with equitable access to achieve personal and academic excellence.

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/Pledge of Allegiance

II. Adjourn into Executive Session

The School Committee will be going into Executive Session to discuss issues related to collective bargaining with the Duxbury Teachers' Association, Unit A, which would have a detrimental effect on the position of the governing body if the discussion were in open session. The Committee will return to open session.

III. Return to Open Session

IV. Public Comment

V. Consent Agenda — Action Required

a. Approval of Meeting Minutes - April 8, 2026
b. Request to approve accounts payable warrant (41,42,43)

c. Request to approve payroll warrant (40,42)
d. FY26 Q3 Budget Transfer
e. Policy Second Reading
   i. BDF- Advisory Committees
   ii. BDFA- School Councils
   iii. BDFA-E- Conduct of School Council Business- Repeal
   iv. BDG- School Attorney

VI. New Business

a.	Duxbury Educational Foundation Grant Awards	Discussion
b.	Vote to ratify the Memorandum of Agreement between the Duxbury Teachers' Association and the Duxbury School Committee Collective Bargaining Agreement: 2026-2029	Action Required
c.	Student Representatives- School Activities/Events Update	Discussion
d.	Liaison/Subcommittee Update	Discussion
e.	Q3 Financial Report	Discussion
f.	Fee Overview	Discussion
g.	Summer School Committee Workshop	Discussion
h.	Agenda Best Practices	Discussion
i.	Procedural Review of Policy IJNDF Cell Phone/Smart Devices)	Discussion
j.	Superintendent Evaluation Materials	Discussion
k.	Policy First Reading	Discussion

   i. KHB- School-Based Advertising
   ii. IJNDF- Cell Phone/Smart Device Policy
   iii. BDF-R- Community, Staff, Student. Student Involvement in Decision Making, Administrative Procedures for Advisory Committees
   iv. JIB- Student Involvement in Decision Making
   v. BE- School Committee Meetings
   vi. BEC- Executive Sessions
   vii. BEDA- Notification of School Committee Meetings
   viii. BEDC/BEDD/BEDF- Quorum Rules of Order/Voting Method
   ix. BEDG- Minutes

VII. Adjourn — Action Required

Next Meeting of Duxbury School Committee: May 20, 2026, Anticipated Agenda Items: School Improvement Plan Update: Elementary/Secondary, School Handbooks / Code of Conduct Changes, SEPAC Awards, Strategic Plans Draft 2026-2029, FY27 Budget Update & Alignment of Override Funds

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
School Committee Minutes
Wednesday, April 8, 2026
6:00 pm – Alden School, Room 104

I. Call to Order/Pledge of Allegiance: 6:01 pm
Present: Danielle Klingaman, Lisa Freeley, Tony Keady, B.J. McNamara, Matthew Gambino, Laurel Deacon, Kathryn Marshall, Jen Weedon, Aun Holland
Student Representative: Gerard Vazquez Baez

II. School Committee Reorganization:
At this meeting the Committee must organize for the next school year which includes determining who will assume the roles of Chairman, Vice Chair, and Secretary.

Mr. Gambino calls for nominations according to School Committee policy.

a) School Committee Chair:

Mrs. Marshall nominates Mr. Gambino for the position of School Committee Chair.

Roll call vote: Mrs. Deacon; yes, Mrs. Marshall; yes, Mrs. Weedon; yes, Mrs. Holland; yes, Mr. Gambino; yes

Matthew Gambino will serve as School Committee Chair.

b) School Committee Vice Chair:

Mrs. Deacon nominates Mrs. Weedon for the position of School Committee Vice Chair.

Roll call vote: Mrs. Deacon; yes, Mrs. Marshall; yes, Mrs. Weedon; yes, Mrs. Holland; yes, Mr. Gambino; yes

Jen Weedon will serve as School Committee Vice Chair.

c) School Committee Recording Secretary:

Mrs. Marshall nominates Suzanne Hughes for the position of School Committee Recording Secretary.

Roll call vote: Mrs. Deacon; yes, Mrs. Marshall; yes, Mrs. Weedon; yes, Mrs. Holland; yes, Mr. Gambino; yes

Suzanne Hughes will serve as School Committee Recording Secretary.

III. Public Comment: No Public Comment

IV. Consent Agenda:

Mr. Gambino asks committee members if there are any items on the consent agenda below that should be removed for discussion prior to approval:

DRAFT

A. Approval of Meeting Minutes – 03/25/2026
B. Request to Approve Accounts Payable Warrants (39)

- Motion to adopt the consent agenda as a whole:

  Motion: Mrs. Deacon
  Second: Mrs. Marshall
  Motion passes 5-0

V. New Business:

A. Student Representative Reports – School Activities/Events Update:

- Chandler School has begun preparations for the 2026-2027 school year sending parents a feedback form in order for them to provide insight into their child's learning style as one step to help create balanced classes for students.
- Chandler School will be holding kindergarten screening appointments during the week of April 27 for the graduating Class of 2039.
- In honor of National Assistant Principals Week, Chandler staff and students are celebrating Assistant Principal Sue MacNeil for her dedication and hard work.
- Chandler's "Kids Care Club " assembled 50 Jared Boxes for the Jared Box Project, an organization that provides toys and activities to children during hospital stays. The boxes will be donated locally to South Shore Hospital and Beth Israel Deaconess.
- In honor of National Assistant Principals Week, Alden staff and students are celebrating Assistant Principal Jen Fiorentino for her dedication and hard work.
- DMS grades close on Friday for term 3 and report cards will post on Aspen after the April break.
- DMS will be holding term 3 grade level assemblies this week to review the term and set goals for the final stretch of the school year.
- DMS will wrap up ELA MCAS testing this week with 8th grade students. Math testing will begin after the break.
- In honor of National Assistant Principals Week, DMS staff and students are celebrating Assistant Principals, Mr. Henry and Mrs. Coyne, for their dedication and hard work.

B. Student Travel Experience Follow-up:

- DHS teacher Sara Donovan and student Benjamin Laeng provide a detailed account of a recent student trip to Japan, including challenges faced and cultural experiences gained. The trip included visits to cultural sites, participation in traditional activities, and educational experiences at various museums while teaching students about Japanese history, culture, and language.

C. International Student Travel 2026-2027:

- Dr. Klingaman states that due to heightened security risks and travel advisories, she and DHS principal Jen Cotton-Herman are recommending a temporary pause on approval of all new tour-based international student trips. Dr. Klingaman states this would not affect the Spain exchange trip as that is more curriculum based. This would not impact domestic or curriculum based travel.

D. Spain Exchange with Colegio Arturo Soria, Madrid, Spain 2026-2027:

DRAFT

- Dr. Klingaman reviews the surrounding logistics, funding, and benefits of the proposed Spanish exchange trip to Madrid, Spain. This trip is open to up to 14 students and will take place over April 2027 school vacation.

- Vote to approve the Duxbury High School Spain cultural exchange for the 2026-2027 school year as proposed

  Motion: Mrs. Weedon
  Second: Mrs. Deacon
  Motion passes 5-0

E. Liaison/Subcommittee Update:

- Athletic Task Force - Mrs. Marshall states that there is an Athletic Task Force meeting tomorrow at 1:00 pm that she is unable to attend and asks if any other member is available to go in her place. Mrs. Deacon will attend. Mrs. Marshall states that the task force will be discussing the budget gap at the meeting and will be presenting recommendations to the committee in May.
- Pilgrim Area Collaborative - Mrs. Deacon states that the PAC has finished their 2027 budget which will be approved in May. The PAC have set a 3% tuition increase for the 2026-2027 school year. Mrs. Deacon states that the PAC is working on policy review and just celebrated the collaborative's 50th anniversary.
- DEI Committee – Mrs. Weedon states that the DEI Committee met yesterday with discussion focusing on the newly created Family Tool Kit.
- SEPAC – Mrs. Weedon states that she was not able to attend the recent SEPAC meeting. B.J. McNamara updates the committee stating that focus was on related services. The next SEPAC meeting will be held on April 27, 6:00 – 8:00 pm.
- Superintendent Evaluation Committee – Mrs. Marshall provides a brief overview of the evaluation process in preparation for the upcoming superintendent's evaluation Mr. Gambino states that he will send out an email to the committee containing the established timeline and deadlines.

F. Member Professional Positions and Ethics Policies:

- Mr. Gambino states that both he and Mrs. Holland's professional positions are in the education industry and publicly reaffirms their adherence to the district's governance policies. This is to maintain absolute transparency with the community and colleagues,
- Specifically, Mr. Gambino and Mrs. Holland, highlight their commitment to:

  - Policy BCA - School Committee Member Code of Ethics: Reaffirming our mandate to avoid being placed in a position of conflict of interest.
  - Policy BEDC / BEDD / BEDF - Quorum/Rules of Order/Voting Method: Reaffirming the rule that a member may not vote on a matter which constitutes a conflict of interest.

G. Consent Agenda Content:

- The committee discuss and review the content of the consent agenda agreeing to continue with the following items eligible for inclusion:
  - Meeting Minutes
  - Warrants
  - Policy Second Reads
  - Memos of Note
  - Grant Awards/Gifts to School Donations

DRAFT

- Budget Transfers
- The committee review the process of pulling and item off the agenda for discussion versus asking clarifying questions.

H. DHS Graduation Speech/Diplomas:

- The committee members discuss who will give a speech and hand out diplomas at the upcoming DHS graduation on June 6. The decision was made to have former member Kellie Bresnehan give the speech and hand out diplomas as she had expressed interest in doing so prior to her departure from the committee. Dr. Klingaman states that committee members usually participate in the march and that graduation robes are available for them.

I. Equitable Fee Analysis Presentation:

- Caitlan Sheehan presents results from the Student & Family Expense Audit conducted to better understand whether all students can access school experiences, regardless of family income. Ms. Sheehan explains that the audit reviewed fees, fundraising, supplies, activities, and participation patterns across the district.
- The committee discusses potential solutions, including policy changes, waiver support mechanisms, and alternative funding sources. Committee members decide to fold the analysis into the ongoing Strategic Planning process highlighting the importance of defining core services and aligning them with the strategic plan.
- Please refer to the School Committee tab on the DPS website for the presentation in its entirety.

J. Policy First Reading:

- Policy BDF: Advisory Committees
  - Recommendation: Adopt MASC version of policy BDF with no changes other than elimination of the bold note at the bottom.
- Policy BDF-R: Community, Staff, Student Involvement in Decision-Making Administrative Procedures for Advisory Committees
  - Mr. Gambino states that policy BDF-R was tabled until the next policy subcommittee meeting feeling that it required further study along with policy JIB as the intertwine.
- Policy BDFA: School Councils
  - Recommendation: Adopt MASC policy BDFA with the addition of "whenever possible" to the beginning of paragraph five.
- Policy BDFA-E: Conduct of School Council Business
  - Recommendation: Adopt MASC policy BDFA-E with no changes.
- Policy BDG: School Attorney
  - Recommendation: Adopt MASC policy BDG with the addition of language stating "Individual members should coordinate requests to seek legal advice through the Committee Chair" after the first sentence of Paragraph 2.

VI. Adjourn: 7:35 pm

Motion: Mrs. Deacon
Second: Mrs. Marshall
Motion passes 5-0

Next meeting: March 25, 2026

DRAFT

Respectfully Submitted,
Suzanne Hughes
Duxbury Business Office

DRAFT

FY 26

Warrant #	Warrant Date	Warrant Amount
41	4/10/26	$449,985.12
42	4/17/206	$26,261.94
43	4/24/26	$511,242.27
Total		$987,489.33

FY 26

Warrant #	Check Date	Warrant Amount
40	4/3/26	$1,483,404.98
42	4/17/26	$1,494,944.28
		$2,978,349.26

DUXBURY
PUBLIC SCHOOLS

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District Website: www.duxbury.k12.ma.us
Twitter: @duxschools
Facebook: Duxbury Public Schools

Lisa Freeley
Director of Business and Finance

TO: Duxbury School Committee
FROM: Lisa Freeley, Director of Business & Finance
CC: Danielle Klingaman, Ed. D., Superintendent
SUBJECT: FY26 Q3 Budget Transfers
DATE: May 6, 2026

The attached local operating budget transfers have been processed to rebalance the salary and goods and services expense accounts, ensuring the appropriation aligns with where the expenses will be made.

1. Move $91,172 from Curriculum & Instruction
2. Move $91,172 to Other School Services

Cost Center	FY26 Original Budget	FY26 Budget Adjustments	FY26 Current Budget
Administration (1000)	$1,732,743	-$8,224	$1,724,519
Curriculum & Instruction (2000)	$34,367,394	-$54,966	$34,312,428
Other School Services (3000)	$4,298,824	$63,148	$4,361,972
Operations & Maintenance (4000)	$3,075,248	$42	$3,075,290
Fixed Charges (5000)	$35,000	$0	$35,000
Tuition Programs (9000)	$822,398	$0	$822,398
Grand Total	$44,331,607	$0	$44,331,607

Town of Duxbury
JE Packet Summary Report

Filters

Fiscal Year: 2026 **Number:** 118182
Sort Column 1: Fund Asc **Sort Column 2:** Type Asc

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2210-1-102-01-5-5	Expense	District School Resources Officer	$91,172.00	$0.00
100-3600-1-102-01-5-5	Expense	District School Resources Officer	$0.00	$91,172.00
Fund - GENERAL FUND - 1000 Subtotal:			**$91,172.00**	**$91,172.00**
Total:			**$91,172.00**	**$91,172.00**

11

Town of Duxbury
JE Packet Summary Report

Filters

Packet Status: New
Fiscal Year: 2026
Sort Column 2: Type Asc
Description: 119244
Sort Column 1: Fund Asc

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2410-5-216-07-4-1	Expense	DHS Science Textbooks	$6,050.00	$0.00
100-2455-5-216-06-4-1	Expense	DHS Science Instructional Software	$0.00	$6,050.00
Fund - GENERAL FUND - 1000 Subtotal:			**$6,050.00**	**$6,050.00**
Total:			$6,050.00	$6,050.00

File: BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.

2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.

3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.

4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.

5. Tenure of committee members will be one year only unless the member is reappointed.

6. Each committee will be clearly instructed as to:

a. The length of time each member is being asked to serve.

b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.

c. The resources the School Committee will provide.

d. The approximate dates on which the School Committee wishes to receive major Reports.

e. School Committee policies governing citizens, committees, and the relationship of these committees to the School Committee as a whole, individual School

Committee members, the Superintendent, and other members of the professional staff.

f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

SOURCE: MASC - Reviewed 2022

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

CROSS REF.: JIB, Student Involvement in Decision-making

File: BDFA - SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change, and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the school council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and School Committee.

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours, whenever possible.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order.

All meetings of the school council shall conform to the Open Meeting Law. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

The following guidelines define the role of the school council: The School Council shall meet

regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.

2. Identification of the educational needs of the students attending the school.

3. Review of the school building budget.

4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

SOURCE: MASC - Consolidated and Updated 2022

LEGAL REFS.: M.G.L. 71:38Q, 71:59C; C30A:18-15

BDFA-E - CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once quarterly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Robert's Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Chapter 30A, Section 18-25, which stipulate that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

Status: Currently in Effect
Last Adopted: Date not recorded; prioritized for review.

File: BDG - SCHOOL ATTORNEY

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school district will be made by the Committee. Individual members should coordinate requests to seek legal advice through the Chair. The Superintendent may also take such action at the direction of the Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

The School Committee may use the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various Times.

SOURCE: MASC - Reviewed 2022
LEGAL REFS.: M.G.L. 71:37E; 71:37F



DEF

The Duxbury Education Foundation

Funding Innovative Programs in Duxbury Schools

Annual Report 2025-2026

Letter from the President

Turning Community Support into Real Impact

This past year was a powerful reminder of what makes the Duxbury Education Foundation so special. When this community shows up, the impact is immediate and meaningful for our students and teachers.

Through the support of our donors, events, and local sponsors, DEF funded over $68,000 in grants that directly enhanced the student experience across all Duxbury schools. From a state-of-the-art audio upgrade in the Performing Arts Center to flexible seating, STEM resources, and wellness-focused initiatives like the High School Sensory Space, these investments are already making a difference in how students learn, create, and thrive.

We are incredibly grateful for the strong support behind our fundraising events. The July 4th Road Race once again brought together 1,000 runners, while the Divots for DEF Golf Tournament continues to grow as a favorite community tradition. Our Answer the Call campaign surpassed expectations, fueled by the energy of student volunteers, and the New Year's Day Polar Plunge highlighted the spirit of 75 participants who kicked off the year in unforgettable fashion.

These efforts are made possible by our community. Thank you to the donors, sponsors, students, educators, administrators, and volunteers who make it all possible.

Looking ahead, our focus is on maximizing impact, funding innovative ideas, and ensuring every DEF dollar directly benefits Duxbury students. Several exciting grants are already underway and we look forward to seeing them implemented in the coming school year.

Sherri Hussar, DEF President 2025-2026
Colin Longval, DEF Vice President 2025-2026

2025-2026 DEF Trustees

Whitney Carlson
Lucas Drumond
Luba Gilpatric
Sherri Hussar
Adam Kacamburas
Sean Sullivan

Brooke Fine
Devon Holcomb
Meredith Jefski
Colin Longval
Andrea Plant
Megan Sullivan

Kyla Curley
Amy O'Donnell
Michael McHugh
Dan Roderigues
Julia Vonella
Steve Widman



Duxbury Education Foundation
P.O. Box 1264, Duxbury, MA 02331
info@duxburyeducationfoundation.org
www.DuxburyEducationFoundation.org
Instagram and Facebook @DuxburyEducationFoundation

Fundraisers

Supporting the Duxbury Education Foundation is one of the most direct ways to enhance the academic and enrichment experience for Duxbury students and staff. Our mission is to fund innovative, educational grants made possible through your generosity.

DEF
The Duxbury Education Foundation
JULY 4TH ROAD RACE

The 2025 July 4th 5K Road Race was a huge success, with 1,000 runners making their way through the scenic Powder Point route. Congratulations to all the participants, and a heartfelt thank you to everyone who came out to cheer them on at this annual, community event!

We were excited to bring back a community favorite, Divots for DEF, at the historic Duxbury Yacht Club. Our golfers showed up in full force, demonstrating incredible community spirit while supporting innovation and educational programs in Duxbury Schools.

DEF
The Duxbury Education Foundation
DIVOTS FOR DEF

The Duxbury Education Foundation
ANSWER THE CALL

Thank you to everyone who answered the call and generously contributed to help us reach our $15,000 fundraising goal. We are especially grateful to the Duxbury students who volunteered their time making calls and helping us connect with our community.

DEF took part in the Holly Days community event, sharing information about the upcoming Polar Plunge and connecting with families. Thank you to everyone who stopped by our table and supported DEF by purchasing a towel. Your support helps bring valuable opportunities to our schools.

DEF
The Duxbury Education Foundation
HOLLY DAYS

Seventy-five DEF supporters kicked off the new year with a splash at Duxbury Beach on January 1, 2026, braving snow and squalls for an icy “Dunk for DEF.” Thank you to everyone who participated, donated, and came out to support the event.

I TOOK THE PLUNGE!
2026
NEW YEAR'S DAY
AT DUXBURY BEACH

Grant Highlights

Throughout the year, teachers and students submitted thoughtful proposals for new ideas and resources. We were proud to award over $68,000 in grants to fund innovative projects that expand opportunities, support student growth, and strengthen Duxbury Public Schools and the broader community.



State of the art audio upgrade for The Performing Arts Center (PAC). ($30,000)

Disc golf course behind Alden School for all students and the community to enjoy. ($8,000)



Flexible seating and sensory tools for Chandler students to support movement, comfort and sensory regulation. ($7,000)

Gymnastic mats and equipment for Chandler School Physical Education ($6,500)

Height adjustable desks for Middle School classrooms to encourage movement, improve posture, and boost energy. ($5,500)



Non-fiction texts for Alden School Library to support to the new reading curriculum by building background knowledge to directly reinforce the topics taught in classroom. ($5,000)

Accelerated Reader program for Middle School to encourage student engagement in independent reading. ($2,100)

STEM resources for Alden School Makerspace. ($1,000)

Vimeo subscription for Dragon TV at High School ($950)



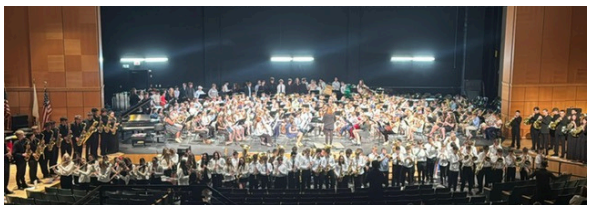
Comfortable chairs, fidget toys, and space for students to practice mindfulness or decompress at the High School's Sensory Space. Student Led Grant by Lucia Vonella ($850)

Support for Dragon Wings, an inclusive student club at Alden School partnering students with disabilities with a mentor to enjoy social activiites. ($800)

KAMI Text to Speech solution for High School students ($450)

Bus for DECA Competition
Student Led Grant submitted by Harper Weekly ($400)





Sponsors

Thank you to our sponsors for their generous support and commitment to Duxbury's students and teachers.



























































FY26 Q3
Financial Status Report

As of March 31, 2026

Duxbury Public Schools
Lisa Freeley, Director of Business and Finance

Executive Summary

$44.3M

Total Budget

66.14%

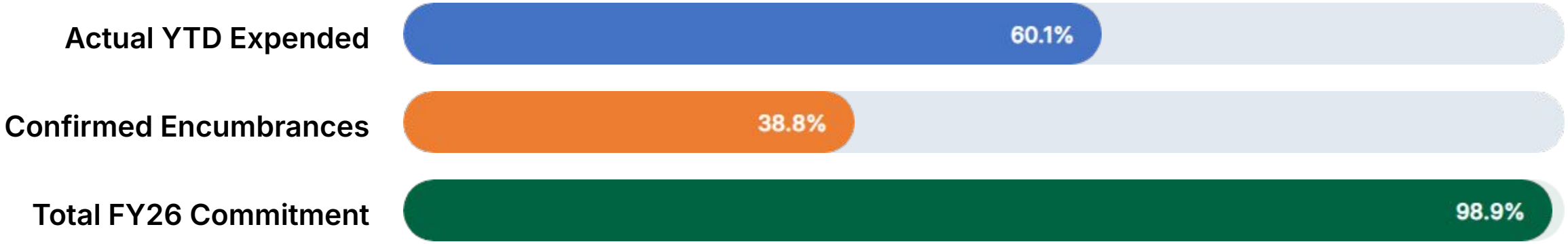
YTD Spent

98.9%

Year-End Projection

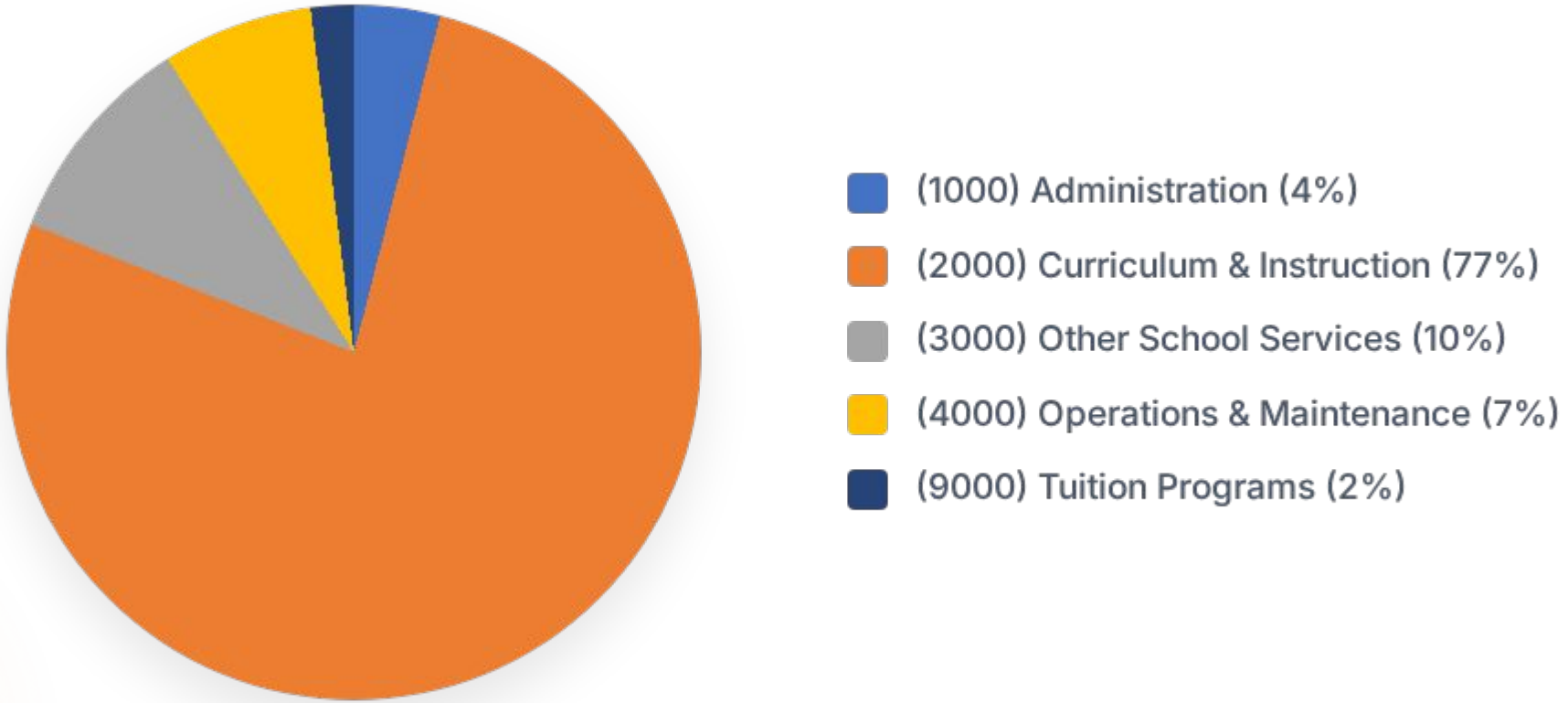
The district continues to operate effectively within the operating budget appropriation. Current spending pace is consistent with historical expectations for the third quarter.

Budget Utilization



Status: The district is on track to be adequately funded through year-end. The 98.9% total commitment reflects high stability in our long-term service contracts and payroll obligations.

Current Budget Allocation



Salary Expenditures

60.4%
Expended to Date

97.3%
Total Committed

Commitment Tracking

Because salaries are not auto-encumbered in SoftRight, manual commitment tracking ensures accuracy against contractual obligations.

Q4 Variable Costs

Remaining balance covers custodial overtime, substitutes, class coverage, and potential staffing adjustments in the final quarter.

Non-Salary Expenditures & Encumbrances

$4.6M

58.31%

YTD Expended

$3.8M

Projected

Encumbered

We are actively managing increased technology support needs and several maintenance projects.

- **Tech Help Desk:** Additional interns deployed for device rollout
- **HVAC Transition:** Managing retirement of Town technician via external vendors
- **Facilities Operations:** Ongoing facilities operations and maintenance projects

Cost Center Summary

Cost Center	Current Budget	YTD Expended	Projected Remaining Balance
Administration	$1,724,519	$1,160,008	-$8,999
Curriculum & Instruction	$34,403,600	$20,302,284	$597,183
Other School Services	$4,270,800	$2,918,276	-$38,464
Operations & Maintenance	$3,075,290	$2,115,951	-$80,079
Fixed Charges	$35,000	$38,722	-$48,457
Community Services	$0	$21,803	-$86,508
Tuition Programs	$822,398	$70,980	$148,565
TOTAL	**$44,331,607**	**$26,628,023**	**$483,241**

**Variances driven by technology support, athletic supplement, and facility placeholders.*

Managing Budget Variances



Fixed Charges

Employee separation costs are projecting higher than anticipated due to unplanned year-end retirements and staff separations.



Community Svcs.

New cost center established (6000) to track private school transportation. Funded via budget adjustment from bus lease lines.



Maintenance

Reactive and proactive maintenance continues. Placeholder established for HVAC contracted services following personnel loss.

Revenue Offsets & Alternative Funding

Revolving Funds

Circuit Breaker:

Provides a stable reserve to offset high-cost special education tuition and specialized transportation

Fee-Based & Revolving Accounts:

Offsets direct programming costs, including classroom supplies and extracurricular/athletic services, reducing the burden on the general fund

Federal & State Grants

IDEA & Title Grants:

Provides funding for essential intervention specialists and specialized instruction services

Strategic Use:

Maximizes 24-27 month federal grant expenditure window by carefully overlapping FY25 carryover balances with current FY26 allocations

Impact: Direct salary and service offsets to alternative funds allow the district to remain within the $44.32M operating budget appropriation

Looking Ahead: Quarter 4 and Fiscal Close

PO Review

Ensuring encumbered funds are still necessary for operations.

Journaling

Adjusting negative balances via budgeted offsets and entry updates.

Salary Offsets

Finalizing grant and revolving account salary allocations.

Performance

Final FY26 year-end performance report presented in September.

Questions?

DUXBURY
PUBLIC SCHOOLS

93 Chandler Street
Duxbury, MA 02332
Phone: (781) 934-7600 Fax: (781) 934-7644
District Website: www.duxbury.k12.ma.us
Twitter: @duxschools
Facebook: Duxbury Public Schools

Lisa Freeley
Director of Business and Finance

To: Duxbury School Committee
CC: Danielle Klingaman, Ed. D, Superintendent
From: Lisa Freeley, Director of Business and Finance
Date: May 6, 2026
Subject: FY26 Q3 Financial Status Report

Overview

As of March 31, 2026, the district has completed the third quarter of Fiscal Year 2026 (FY26). This report summarizes year-to-date expenditures and encumbrances across cost centers and categories, providing an overview of our current financial status. The district continues to operate within the $44,331,607 appropriation from the March 2025 Town Meeting.

Combined expenditures and encumbrances represent 66.14% of the total budget. When projected encumbrances are added to actual expenses and confirmed encumbrances, the FY26 budget projection total increases to 98.91%. The current spending pace is consistent with expectations for this point in the fiscal year and indicates the district remains on track to be adequately funded through the end of the year.

Detailed financial activity is provided in the attached appendices (A-E), which break down spending, encumbrances, and fund balances across all accounts.

Operating Budget Update

Salaries

As of March 31, salary expenditures total $22,075,915, which represents 60.44% of the total salary budget. This spending level is tracking according to projections for this point in the school year. Because salaries are not encumbered in the district's financial system (SoftRight), we manually track these commitments to ensure accuracy and alignment within the budget. Based on current staffing levels and contractual obligations, we estimate that 97.25% of the budget is now committed.

The remaining uncommitted salary balance is reserved for variable costs that may occur in the second half of the year, such as custodial overtime, daily substitutes, long-term substitutes, class coverage, and staffing changes. We will continue to monitor these lines closely, as any significant adjustments to payroll could impact these projections.

Expenditures

For non-salary accounts, which include utilities, transportation, instructional materials, and services, we have expended $4,552,108 or 58.31% of the non-salary budget. When combined

with actual and projected encumbrances of approximately $3,774,884, the total commitment for goods and services is substantial.

We are currently monitoring a projected overage in the following cost centers:

(1000) Administration - Driven by additional technology support staff to maintain help desk operations, and technology interns assisting with projects such as the deployment of staff devices approved at the March 2026 Town Meeting.

(3000) Other School Services - Due to the operating budget projected to supplement Athletic program expenses.

(4000) Operations and Maintenance - Due to placeholders for upcoming projects and ongoing facilities operations through the remainder of the year.

(5000) Fixed Charges – Employee separation costs are projecting higher than anticipated due to unplanned staff separations and year-end retirements.

As referenced in the Q2 report, a new cost center, (6000) Community Services, was established as a result of a new account number being used to track in-district private school transportation expenses. This category ensures accurate reporting of this expense category. A budget adjustment from the bus lease line will occur to fund this expense at the end of the fiscal year once the total amount is incurred.

The district's maintenance position remains similar to Q2 reporting in that the district continues proactive and reactive maintenance, is planning for several must do projects in the remaining months of the school year, and projections include a placeholder for contracted services in anticipation of an increase in HVAC costs following the recent retirement of the Town's HVAC Technician. Reliance on outside vendors is expected while a replacement is onboarded and learns the Town's systems and needs.

Finally, Special Education contracted services, out-of-district tuition, and specialized transportation costs continue to be closely monitored. While we are managing within the appropriation, and are trending towards a slight surplus in this department, these areas retain a high degree of volatility and potential budgetary impact.

Revenue Offsets

A critical component of the district's financial strategy is the use of revenue offsets to manage the budgetary impact to the Town. We build our budget based on the total cost of operations (Gross Budget) and is then adjusted by applying projected revenues from grant and revolving funds to arrive at the Net Operating Budget, which becomes the Town appropriation

Revolving funds are fee-based or reimbursement accounts that directly offset operating costs. The Circuit Breaker fund, which provides state reimbursement for eligible high-cost special education expenses, provides a stable reserve to offset out-of-district tuition and transportation expenses. Additionally, other fee-based revolving accounts, such as integrated preschool and co-curriculars, remain stable and are used to offset the costs of supplies, contracted services, and other programmatic expenses.

The district also leverages federal and state grants to supplement the operating budget. We are currently utilizing funds from the IDEA and Title I grants to fund essential special education and intervention services. By strategically expending older FY25 grant allocations alongside new FY26 funds, we maximize the 24-27-month expenditure window provided by federal guidelines. Notably, the FY25 IDEA (240) grant reflects a balance of $247,912, which remains open through September 30, 2026, and will be used to support special education services.

Expenditure activity for school capital accounts is presented in Attachment E. These accounts fund capital projects typically on a cash basis and remain open until projects are completed or funds are fully expended.

Looking Ahead

As we enter the final quarter of the fiscal year, we begin our year-end closeout activities. These include:

- Review open purchase orders and requisitions to ensure encumbered funds are still needed.
- Review accounts with budgeted offsets or negative balances and make necessary journal entries to adjust expenses.
- Complete remaining salaries and goods and services offsets to special revenue funds (grant and revolving accounts).

The district remains committed to providing timely and transparent financial updates. We will continue to monitor all expenditures closely to ensure they are accurately allocated and will keep the School Committee informed of any potential financial concerns. The year-end report will be presented in September to provide a final look at the performance of the 2026 fiscal year.

Thank you for your ongoing support of our students and staff.

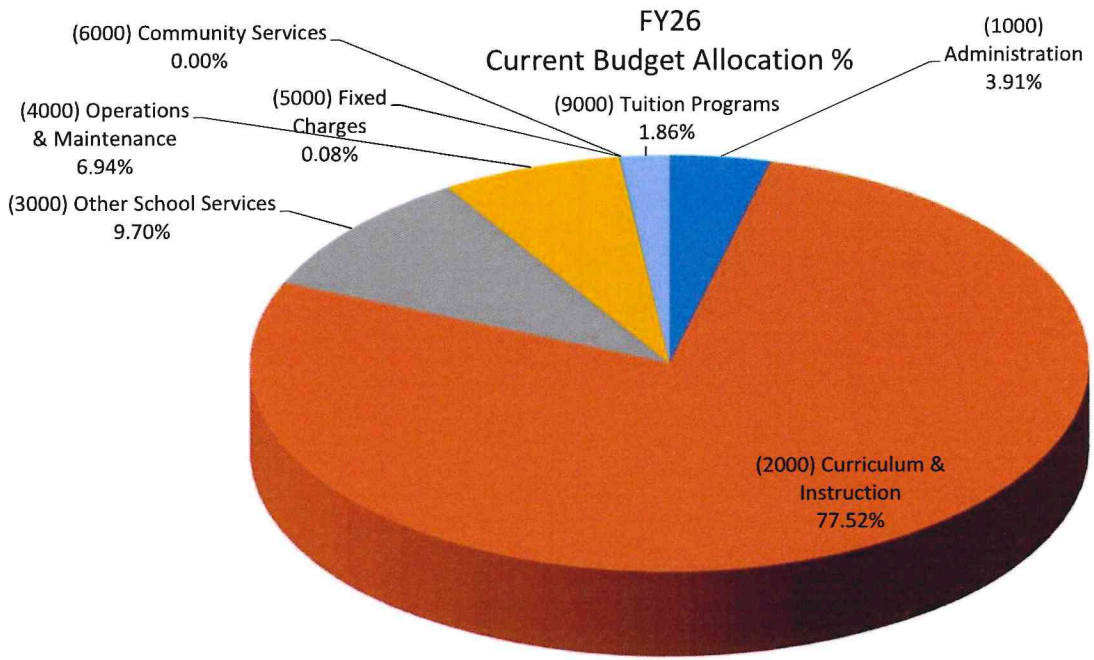
FY26 Q3 Operating Budget Financial Report

Appendix A

Cost Center

as of March 31, 2026

Cost Center	FY26 Original Budget	FY26 Budget Adjustments	FY26 Current Budget	FY26 YTD Expended	Encumbered	Projected Encumbrance	Remaining Balance
(1000) Administration	$1,732,743	-$8,224	$1,724,519	$1,160,008	$41,790	$531,720	-$8,999
(2000) Curriculum & Instruction	$34,367,394	-$54,966	$34,312,428	$20,302,284	$365,095	$13,047,866	$597,183
(3000) Other School Services	$4,298,824	$63,148	$4,361,972	$2,918,276	$856,342	$625,819	-$38,464
(4000) Operations & Maintenance	$3,075,248	$42	$3,075,290	$2,115,951	$358,867	$680,551	-$80,079
(5000) Fixed Charges	$35,000	$0	$35,000	$38,722	$0	$44,735	-$48,457
(6000) Community Services	$0	$0	$0	$21,803	$64,705	$0	-$86,508
(9000) Tuition Programs	$822,398	$0	$822,398	$70,980	$1,004,765	-$401,912	$148,565
Grand Total	$44,331,607	$0	$44,331,607	$26,628,023	$2,691,565	$14,528,778	$483,241



FY26 Q3 Operating Budget Financial Report

Appendix B

Cost Center and Function Code

as of March 31, 2026

Cost Center	Function	Function Description	FY26 Original Budget	FY26 Budget Adjustments	FY26 Current Budget	YTD Expended	Encumbered	Projected Encumbrance	Available Balance
(1000) Administration	1110	School Committee	$ 15,000	$ -	$ 15,000	$ 9,700	$ -	$ 3,800	$ 1,500
	1210	Superintendent	$ 602,178	$ (11,224)	$ 590,954	$ 393,287	$ 34,750	$ 161,317	$ 1,600
	1220	Assistant Superintendents	$ 174,832	$ 3,000	$ 177,832	$ 132,654	$ -	$ 45,178	$ 0
	1410	Business and Finance	$ 231,894	$ -	$ 231,894	$ 169,462	$ -	$ 62,433	$ (1)
	1420	Human Resources and Benefits	$ 217,481	$ -	$ 217,481	$ 158,928	$ -	$ 58,552	$ 1
	1450	Administrative Technology—Districtwide	$ 491,358	$ -	$ 491,358	$ 295,978	$ 7,040	$ 200,440	$ (12,099)
(1000) Administration Total			$ 1,732,743	$ (8,224)	$ 1,724,519	$ 1,160,008	$ 41,790	$ 531,720	$ (8,999)
(2000) Curriculum & Instruction	2110	Curriculum Directors (Supervisory)	$ 757,022	$ -	$ 757,022	$ 599,039	$ 5,862	$ 336,567	$(184,445)
	2120	Department Heads (Non-Supervisory)	$ 749,744	$ (105,688)	$ 644,056	$ 462,468	$ -	$ 167,212	$ 14,376
	2210	School Leadership	$ 2,202,322	$ (60,915)	$ 2,141,407	$ 1,481,172	$ 24,119	$ 581,069	$ 55,047
	2305	Teachers, Classroom	$ 23,405,789	$ (34,286)	$ 23,371,503	$ 13,211,762	$ -	$ 9,351,033	$ 808,708
	2320	Medical/ Therapeutic Services	$ 825,768	$ 16,701	$ 842,469	$ 501,018	$ 209,938	$ 168,391	$ (36,877)
	2324	Substitutes, Long-Term	$ 108,174	$ -	$ 108,174	$ 289,756	$ -	$ 93,452	$(275,034)
	2325	Substitutes, Short-Term	$ 450,000	$ -	$ 450,000	$ 113,936	$ -	$ 100,000	$ 236,064
	2330	Paraprofessionals	$ 1,701,564	$ 12,000	$ 1,713,564	$ 1,150,976	$ 4,625	$ 480,043	$ 77,920
	2340	Librarians/Media Center Directors	$ 322,346	$ 69,130	$ 391,476	$ 228,082	$ -	$ 167,097	$ (3,703)
	2354	Stipends for teachers providing instructional coaching	$ 5,250	$ -	$ 5,250	$ 1,155	$ -	$ -	$ 4,095
	2356	Costs for instructional staff to attend professional development	$ 174,850	$ (600)	$ 174,250	$ 56,792	$ 7,615	$ 69,206	$ 40,637
	2358	Outside professional development providers for instructional staff	$ 9,000	$ 7,000	$ 16,000	$ 13,244	$ 3,000	$ -	$ (244)
	2410	Textbooks	$ 58,740	$ (8,840)	$ 49,900	$ 11,378	$ 3,102	$ 24,088	$ 11,332
	2415	Other Instructional Materials (Libraries)	$ 472,954	$ (40,969)	$ 431,985	$ 264,174	$ 37,923	$ 104,637	$ 25,251
	2420	Instructional Equipment	$ 36,455	$ (11,610)	$ 24,845	$ 12,053	$ 618	$ 6,046	$ 6,128
	2430	General Classroom Supplies	$ 45,300	$ (27,304)	$ 17,996	$ 4,134	$ 201	$ 13,661	$ -
	2440	Other Instructional Services	$ 100,500	$ (14,000)	$ 86,500	$ 8,323	$ 13,933	$ 62,508	$ 1,737
	2451	Instructional Hardware—Student and Staff Devices (Computers)	$ 150,853	$ -	$ 150,853	$ 77,803	$ 22,311	$ 42,309	$ 8,430
	2453	Instructional Hardware—All Other	$ 47,658	$ -	$ 47,658	$ 2,869	$ 7,661	$ -	$ 37,128
	2455	Instructional Software and Other Instructional Materials	$ 470,079	$ 69,610	$ 539,689	$ 426,277	$ 22,621	$ 336,443	$(245,652)
	2710	Guidance and Adjustment Counselors	$ 1,763,693	$ 71,734	$ 1,835,427	$ 1,096,885	$ 356	$ 696,911	$ 41,275
	2800	Psychological Services	$ 509,333	$ -	$ 509,333	$ 275,551	$ -	$ 247,193	$ (13,411)
	2720	Testing & Assessment	$ -	$ 3,071	$ 3,071	$ 13,436	$ 1,211	$ -	$ (11,576)
(2000) Curriculum & Instruction Total			$ 34,367,394	$ (54,966)	$ 34,312,428	$ 20,302,284	$ 365,095	$ 13,047,866	$ 597,183
(3000) Other School Services	3200	Medical/Health Services	$ 465,143	$ (12,000)	$ 453,143	$ 274,341	$ 665	$ 199,164	$ (21,027)
	3300	Transportation Services	$ 2,767,600	$ (16,624)	$ 2,750,976	$ 1,759,037	$ 852,024	$ 25,671	$ 114,244
	3400	Food Services	$ 3,000	$ -	$ 3,000	$ -	$ -	$ -	$ 3,000
	3510	Athletics	$ 744,150	$ -	$ 744,150	$ 609,962	$ 3,439	$ 287,552	$(156,804)
	3520	Other Student Activities	$ 315,931	$ 600	$ 316,531	$ 176,836	$ 213	$ 113,432	$ 26,050
	3600	School Security	$ 3,000	$ 91,172	$ 94,172	$ 98,100	$ -	$ -	$ (3,928)
(3000) Other School Services Total			$ 4,298,824	$ 63,148	$ 4,361,972	$ 2,918,276	$ 856,342	$ 625,819	$ (38,464)
(4000) Operations & Maintenance	4110	Custodial Services	$ 1,300,969	$ -	$ 1,300,969	$ 836,384	$ 20,303	$ 315,694	$ 128,588
	4130	Utility Services	$ 1,121,287	$ -	$ 1,121,287	$ 822,184	$ 240,772	$ 68,412	$ (10,081)
	4210	Maintenance of Grounds	$ 268,492	$ -	$ 268,492	$ 166,004	$ 1,706	$ 79,686	$ 21,096
	4220	Maintenance of Buildings	$ 324,000	$ -	$ 324,000	$ 264,683	$ 86,720	$ 181,759	$(209,162)
	4230	Maintenance of Equipment	$ 30,500	$ 42	$ 30,542	$ 26,697	$ 9,366	$ 5,000	$ (10,521)
	4300	Extraordinary Maintenance	$ 30,000	$ -	$ 30,000	$ -	$ -	$ 30,000	$ -
(4000) Operations & Maintenance Total			$ 3,075,248	$ 42	$ 3,075,290	$ 2,115,951	$ 358,867	$ 680,551	$ (80,079)
(5000) Fixed Charges	5150	Employee Separation Costs	$ 35,000	$ -	$ 35,000	$ 38,722	$ -	$ 44,735	$ (48,457)
(5000) Fixed Charges Total			$ 35,000	$ -	$ 35,000	$ 38,722	$ -	$ 44,735	$ (48,457)
(9000) Tuition Programs	9100	Tuition to Mass. Schools	$ 242,288	$ -	$ 242,288	$ 70,980	$ 48,535	$ -	$ 122,774
	9300	Tuition to Non-Public Schools	$ 580,110	$ -	$ 580,110	$ -	$ 713,291	$ (430,875)	$ 297,694
	9400	Tuition to Collaboratives	$ -	$ -	$ -	$ -	$ 242,940	$ 28,963	$(271,903)
(9000) Tuition Programs Total			$ 822,398	$ -	$ 822,398	$ 70,980	$ 1,004,765	$ (401,912)	$ 148,565
(6000) Community Services	6900	Transportation Services	$ -	$ -	$ -	$ 21,803	$ 64,705	$ -	$ (86,508)
(6000) Community Services Total			$ -	$ -	$ -	$ 21,803	$ 64,705	$ -	$ (86,508)
Grand Total			$ 44,331,607	$ 0	$ 44,331,607	$ 26,628,023	$ 2,691,565	$ 14,528,778	$ 483,241

FY26 Q3 Operating Budget Financial Report

Appendix C

Grant Funds

as of March 31, 2026

FEDERAL GRANTS	ORIGINAL BUDGET	REVISED BUDGET	PRIOR YR EXP	YTD EXPENSE	ENCUMBRANCE	TOTAL EXPENDED	BALANCE	STATUS
FY25 - SPED IDEA (240)	$763,664	$763,664	$11,880	$495,497	$8,375	$515,752	$247,912	OPEN TO 9/30/2026
FY25 - SPED EARLY CHILDHOOD (262)	$18,339	$18,339	$0	$18,339	$0	$18,339	$0	OPEN TO 9/30/2026
FY25 - SPED PROGRAM IMPRV (274)	$10,000	$10,000	$675	$9,325	$0	$10,000	$0	PENDING CLOSURE
FY25 - TITLE I (305)	$75,060	$75,060	$75,060	$0	$0	$75,060	$0	PENDING CLOSURE
FY25 - TITLE IIA (140)	$30,948	$31,270	$30,514	$756	$0	$31,270	$0	OPEN TO 9/30/2026
FY25 - TITLE IV (309)	$10,000	$10,000	$10,000		$0	$10,000	$0	PENDING CLOSURE
FY26 - SPED IDEA (240)	$756,238	$756,238	$0	$0	$0	$0	$756,238	OPEN TO 9/30/2027
FY26 - SPED EARLY CHILDHOOD (262)	$18,290	$18,290	$0	$0	$0	$0	$18,290	OPEN TO 9/30/2027
FY26 - TITLE I (305)	$73,746	$73,746	$0	$67,162	$0	$67,162	$6,584	OPEN TO 9/30/2027
FY26 - TITLE IIA (140)	$34,766	$34,766	$0	$3,450	$3,200	$6,650	$28,116	OPEN TO 9/30/2027
FY26 - TITLE IV (309)	$10,000	$10,000	$0	$10,000	$0	$10,000	$0	OPEN TO 9/30/2027
TOTAL	**$1,801,051**	**$1,801,373**	**$128,130**	**$604,530**	**$11,575**	**$744,234**	**$1,057,139**	

STATE GRANTS	ORIGINAL BUDGET	REVISED BUDGET	PRIOR YR EXP	YTD EXPENSE	ENCUMBRANCE	TOTAL EXPENDED	BALANCE	STATUS
FY25 CSHS Grant	$29,600	$37,500	$24,460	$11,926	$1,114	$37,500	$0	PENDING CLOSURE
FY25 INNOV CAREER PATHWAYS IMPLEMENTATION (419)	$75,000	$75,000	$63,462	$11,538	$0	$75,000	$0	PENDING CLOSURE
BIG YELLOW SCH.BUS GRT (CULT. COUNCIL)	$200	$200	$0	$0	$0	$0	$200	ROLLING ACCOUNT
FY25 CREDIT FOR LIFE (061)	$3,200	$3,200	$0	$2,562	$0	$2,562	$638	OPEN TO 12/31/2025
FY25 - FC 31TC SKILLS CAPITAL TECH & EQUIPMENT	$49,742	$49,742	$0	$14,898	$23,195	$38,093	$11,649	OPEN TO 6/30/2026
FY26 CSHS Grant	$30,000	$33,500	$0	$8,736	$2,125	$10,861	$22,639	OPEN TO 6/30/2026
FY26 HATE CRIMES PREVENTION (794)	$30,000	$30,000	$0	$2,091	$1,700	$3,791	$26,209	OPEN TO 6/30/2026
FY26 INNOV CAREER PATHWAYS IMPLEMENTATION (419)	$50,000	$50,000	$0	$28,846	$0	$28,846	$21,154	OPEN TO 6/30/2026
FY26 CREDIT FOR LIFE (061)	$3,200	$3,200	$0	$0	$0	$0	$3,200	OPEN TO 12/31/2026
TOTAL	**$267,742**	**$279,142**	**$87,921**	**$80,599**	**$28,134**	**$196,654**	**$82,488**	

FY26 Operating Budget Financial Report

Appendix D

Revolving Funds

as of March 31, 2026

REVOLVING FUND	BEGINNING BALANCE	REVENUE	EXPENDITURE	ENCUMBERANCE	ENDING BALANCE	STATUS
Circuit Breaker	$ 1,122,294	$ 819,722	$ 442,711	$ -	$ 1,499,305	ROLLING ACCOUNT
Before & After Dark	$ 107,532	$ 28,123	$ 83,246	$ -	$ 52,409	ROLLING ACCOUNT
Driver Education	$ 31,059	$ 18,295	$ 25,854	$ -	$ 23,500	ROLLING ACCOUNT
Music Program	$ (5,301)	$ 32,127	$ 37,429	$ -	$ (10,603)	ROLLING ACCOUNT
Magic Dragon	$ 238,119	$ 815,035	$ 739,297	$ 10,523	$ 303,335	ROLLING ACCOUNT
Extended Day	$ 186,398	$ 315,232	$ 323,642	$ 5,197	$ 172,791	ROLLING ACCOUNT
Building Use	$ 451,422	$ 79,185	$ 80,332	$ 16,409	$ 433,866	ROLLING ACCOUNT
Athletic Revolving	$ 6,669	$ 255,706	$ 266,932	$ 23,313	$ (27,870)	ROLLING ACCOUNT
Integrated Pre School	$ 381,880	$ 66,312	$ 32,735	$ -	$ 415,457	ROLLING ACCOUNT
Tuition - SPED Revolving	$ 272,504	$ 38,042	$ 31,822	$ -	$ 278,724	ROLLING ACCOUNT
STEP Program Revolving	$ 2,267	$ -	$ -	$ -	$ 2,267	ROLLING ACCOUNT
Bus Transportation	$ 113,456	$ 176,707	$ 17,629	$ 200,000	$ 72,534	ROLLING ACCOUNT
Performing Arts CTR.	$ (637)	$ -	$ -	$ -	$ (637)	ROLLING ACCOUNT
Parking Fees	$ 197,002	$ 19,600	$ 11,857	$ -	$ 204,745	ROLLING ACCOUNT
Co Curricular DMS	$ 139,710	$ 16,912	$ 1,926	$ -	$ 154,696	ROLLING ACCOUNT
Co Curricular DHS	$ 221,652	$ 24,235	$ 20,847	$ 726	$ 224,314	ROLLING ACCOUNT
Book Fund	$ 13,011	$ 140	$ 5,920	$ 626	$ 6,605	ROLLING ACCOUNT
FD Kindergarten Tuition	$ 193,429	$ 453,200	$ 397,475	$ 255,545	$ (6,392)	ROLLING ACCOUNT
Computer Laptop Insurance	$ 21,037	$ 10,488	$ 12,040	$ 3,749	$ 15,736	ROLLING ACCOUNT
Small Gifts	$ 63,859	$ 50,226	$ 45,195	$ -	$ 68,890	ROLLING ACCOUNT
Breadboard	$ 9,931	$ 4,174	$ 10,026	$ -	$ 4,079	ROLLING ACCOUNT
School Nutrition	$ 2,065,785	$ 989,820	$ 955,122	$ 938,642	$ 1,161,842	ROLLING ACCOUNT
Duxbury Education Found	$ 21,419	$ -	$ -	$ -	$ 21,419	ROLLING ACCOUNT
TOTALS	**$ 5,854,498**	**$ 4,213,282**	**$ 3,542,038**	**$ 1,454,730**	**$ 5,071,012**	

FY26 Q3 Operating Budget Financial Report

Appendix E

Capital Accounts

as of March 31, 2026

CAPITAL PROJECT DESCRIPTION	BUDGET	PRIOR YR EXP	CARRY OVER BALANCE	EXPENDITURE	ENCUMBERANCE	ENDING BALANCE	STATUS
ART#6-24 FY24, TECH-DHS IMAC COMPUTER REPLACEMENT	$102,635	$93,675	$8,960	$0	$0	$8,960	OPEN
ART#6-28 FY23 DW FURNITURE REPLACEMENT	$42,360	$41,389	$971	$915	$0	$56	OPEN
ART#6-25, FY24 TECHNOLOGY -DISTRICT SWITCHES	$513,140	$512,870	$270	$0	$0	$270	OPEN
ART#6-28 FY21 REPLACE EXTEND FENCING	$25,000	$14,968	$10,032	$0	$0	$10,032	OPEN
ART#6-17 FY22 ATM MERAKI ACCESS POINT/SWITCH REPL	$176,400	$175,385	$1,015	$0	$0	$1,015	OPEN
ART#6-30 FY23 VoIP PHONE SYSTEM REPLACEMENT	$138,475	$135,981	$2,494	$0	$0	$2,494	OPEN
ART#6-29 FY21 DW FURNITURE RPLMNT	$40,306	$39,747	$559	$349	$0	$211	OPEN
ART#6-28, FY24 DISTRICT FURNITURE REPLACEMENT	$40,000	$16,384	$23,616	$1,121	$2,055	$20,439	OPEN
STM FY23 ART#9-EDUCATIONAL PEG CABLE ACCESS & TECH	$300,000	$224,006	$75,994	$29,262	$37,908	$8,823	OPEN
ART#6-29, FY24 CHANDLER N&S PLAYGRND PROJ. PHASE1	$100,000	$43,937	$56,063	$1,240	$0	$54,824	OPEN
STM FY23 ART#10-ALDEN & PAC SCHL ROOF SCAN & EXP.	$60,000	$59,850	$150	$0	$0	$150	OPEN
ART#11 FY24 -EDUCATIONAL PEG CABLE ACCESS & TECH	$120,000	$15,394	$104,606	$12,765	$0	$91,841	OPEN
030924 A6 SCH SWITCHES/CORES/ACCESS PTS	$112,152	$64,398	$47,754	$0	$5,600	$42,154	OPEN
030924 A6 SCH SECURITY CAMERAS	$75,000	$73,807	$1,193	$0	$0	$1,193	OPEN
030924 A6 SCH OPEN CLASSROOM RENOV	$250,000	$9,390	$126,075	$9,855	$0	$116,220	OPEN
030924 A12 FY25 PEG ACCESS-SCHL CAPITAL	$120,000	$0	$0	$0	$0	$120,000	OPEN
030825 A1 STM ONION FIELD	$38,265	$0	$0	$38,265	$0	$0	PENDING CLOSURE
030825 A6 ATM DISTRICTWIDE ROOF REPAIRS	$50,000	$0	$50,000	$16,315	$13,340	$20,345	OPEN
030825 A6 ATM FY26 DISTRICT TECHNOLOGY	$105,388	$0	$105,388	$91,023	$0	$14,365	OPEN
030825 A6 ATM CHRMBOOK LEASE (YR 2 OF 4)	$145,000	$0	$145,000	$125,688	$0	$19,312	OPEN
030825 A7 ATM DISTRICTWIDE ASBESTOS ABATE	$20,000	$0	$0	$0	$0	$20,000	OPEN
031426 A6 ATM SCHL COMPUTER REPL (YR 1 OF 4)	$95,000	$0	$0	$0	$0	$95,000	OPEN
031426 A6 ATM CHRMBOOK LEASE (YR 3 OF 4)	$120,000	$0	$0	$0	$0	$120,000	OPEN
031426 A6 ATM CHANDLER HVAC EXHAUST FAN	$60,000	$0	$0	$0	$0	$60,000	OPEN
031426 A6 ATM PAC ROOF	$270,000	$0	$0	$0	$0	$270,000	OPEN
TOTALS	**$3,119,121**	**$1,521,181**	**$760,140**	**$326,798**	**$58,903**	**$1,097,704**	

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Lisa Freeley
Director of Business and Finance

To: Duxbury School Committee
CC: Danielle Klingaman, Ed.D, Superintendent
Date: May 6, 2026
Subject: District Fee Structure and Revolving Fund Overview

This memo is intended to provide the School Committee with an overview and refresher on the district's current fee structure and the financial status of our revolving accounts. The intent is to continue the conversation and ensure everyone has a clear, shared understanding of the landscape before we get into the specifics of any proposed changes at a future meeting.

It is worth acknowledging that this topic is not new. The committee has previously reviewed fee information, but for various reasons, the conversation did not advance. The financial reality facing the district and the town has continued to evolve, and with the passage of the FY27 operational override, there is now a bit more breathing room in the near term. That said, the override does not resolve the longer-term structural issue, however. The district has not conducted a comprehensive fee review in many years, and the cost of operating these programs has grown considerably while the fees charged to participants have largely remained flat. As a result, the general fund has been quietly absorbing a larger share of program costs that were originally intended to be offset by user fees.

Before getting into the numbers, it may be helpful to understand how revolving funds work under Massachusetts law, as this helps explain why the fee structure matters in the first place. Special revenue funds account for resources restricted by law or contractual agreement to a specific purpose. We use these funds to dedicate a specific source of revenue to pay expenses for services for which those payments are made. The hallmark of a revolving fund is that expenses cannot be paid until sufficient amounts have been received, and once received, money in the fund can be expended without further appropriation. Each fund is accounted for separately and must adhere to the requirements established by Massachusetts General Law, the Massachusetts Department of Revenue, and the Massachusetts Department of Elementary and Secondary Education. For instance, tuition collected for enrollment in the preschool program is expended to support the costs of operating the preschool program. Unless otherwise qualified for financial assistance, all fees are due according to the schedule established by the individual program.

It is a common misconception that user fees cover the total cost of a program. In most cases, those fee-based programs represent a subsidy model rather than full cost recovery. For example, in our athletic program, the operating budget covers the athletics director and most coaches stipends, while the revolving fund covers game day costs like officials, transportation, and equipment.

When we talk about fee adjustments, we are discussing how much of the total cost should be covered by families using the service versus how much should be absorbed by the general fund. As the cost of operating programs rises, every dollar left unadjusted represents a larger contribution required from the general fund.

The following is a comprehensive list of the district's fee-based revolving funds.

Revolving Funds	
Athletic (Fund 835)	Duxbury Public Schools offers a variety of sports. The funding for this program comes from three sources: operating budget funding, user fees collected for sports participation, and gate receipts, gifts, and donations. Funds from the revolving fund are used to pay for officials, security, transportation, equipment, and the athletics department supplies/materials. The operating budget covers the Athletic Director's salary, coaches' stipends, and supplies not covered by the revolving account. Revenue generated from gate receipts are deposited into this fund. Athletic-related expenses are charged to this fund. Revenue collections offset the total cost of the athletic program (general fund).
Book Fund (Fund 890)	Revenue and expenses related to the replacement fee for lost textbooks are charged to this fund. In addition, students who wish to purchase Advanced Placement (AP) textbooks are deposited and expended from this fund.
Breadboard (Fund 3400)	Revenue generated by the sales of meals is deposited into the fund. The cost of program-related expenses, such as food purchases, equipment maintenance, repair, etc., offset the operating budget with this account.
Building Use (Fund 830)	Rental fees charged to community groups for the use of school space and athletic fields after school hours are deposited into this fund. Custodial overtime and other building-related expenses are charged to this fund.
Chromebook Protection Plan (Fund 896)	Revenue received related to the purchase of insurance for the Chromebook that is issued to students. Funds can be used to cover accidental damage to Chromebooks and the cost of repairs and/or replacement of Chromebooks.
Circuit Breaker (Fund Code 266)	The Circuit Breaker Program reimburses the school district for students with special needs who require Individual Education Program (IEP) services (both in-district and out-of-district) that cost greater than four times the statewide foundation budget. The foundation rate changes each year, which also impacts potential reimbursement to the school district. Reimbursement rates have ranged between 60% and 75%. The school department budget practice applies the Circuit Breaker reimbursement for residential and day tuition payments. The school department carries forward balances in Circuit Breaker funding to the following fiscal year. This process was implemented to address potential spikes in out-of-district spending in a given year for out-of-district placements. Quarterly progress payments are received based on the prior year's approved claim submission. Sometimes the state provides a fifth and final payment in August to fully fund its prior year obligations. Circuit Breaker funds are deposited to the Circuit Breaker state grant account. The funds must be expended by the end of the following fiscal year.
Co-curricular (Fund 865/866)	Revenue received related to the co-curricular fees that cover all clubs in which a student may participate at the Middle and High Schools. Funds can be used to compensate employees or pay for contracted services, equipment, and materials to operate the clubs or after-school activities. The facility advisors work with students in a variety of activities that supplement and add an additional dimension to the students' total educational experience.

Duxbury Education Foundation (Fund 900)	Revenues generated through DEF-specific donations are deposited into this fund. Expenses related specifically to the donation are expended through this fund, adhering to the intention of the award.
Food Services (Fund 3400)	Revenue generated by the sales of meals, as well as federal and state reimbursements, is deposited into the fund. The entire cost of program-related expenses, such as salaries, food purchases, equipment maintenance, repair, etc., are charged to this account.
Full-Day Kindergarten (Fund 895)	Duxbury Public Schools offers full-day kindergarten for those families who would like their child to attend a full-day program. The kindergarten fee is adjusted if a family meets the eligibility requirements for free/reduced lunch. *Beginning with the 2026-2027 school year, the district will transition to universal full-day kindergarten for all
Integrated Pre-School (Fund 840)	Revenue generated through the education of typically developing preschool-aged children are deposited into this fund. Expenses related to their education are charged to the fund. All children participate in a curriculum designed to address targeted areas of development such as cognition, communication, social-emotional skills, gross motor and fine motor skills, and behavior.
Performing Arts Center (Fund 855)	Revenue generated from entrance fees to drama and music performances are deposited into this fund. Expenses related to the drama and music programs are charged to this fund.
Small Gifts (Fund 950)	Revenues generated through program-specific donations are deposited to this fund. Expenses related specifically to the donation are expended through this fund, adhering to the intention of the award.
Special Education Stabilization (Fund 920)	The Special Education Stabilization Fund was established to provide for extraordinary needs in special education tuition and transportation expenses. Funds may be used to pay for special education tuition or transportation expenditures that exceed the school's operating budget and require regular education programs to be severely impacted by the budget deficit.
Step Program (Fund 846)	Revenue related to the collection of tuition for summer school are deposited into this fund. Expenses related to summer school or special instruction needs outside of the traditional educational delivery are charged to this fund.

Student Activity (Fund 871/872/873/874)	Revenue and expenses related to student activity fees. These funds are generally raised by students and must be spent on students. At the Middle and High Schools, students raise funds for specific clubs by charging admission to dances, or other events and by participating in magazine sales, bake sales, etc. Funds are deposited into savings accounts set up by the Town Treasurer. Principals spend from these funds by transferring money to the town's main depository account via the warrant process by entering purchase orders in the town's finance management system – SoftRight. By law, principals oversee these expenditures to ensure that all funds earned by students are spent directly on student events. In Duxbury, the Business Office is also involved in the oversight and reconciliation of these funds. The facility advisors work with students in a variety of activities that supplement and add an additional dimension to the students' total educational experience.
Transportation (Fund 850)	DPS provides free transportation to all eligible school students in grades K-6 who reside 2 miles or more from their designated school as required by the Department of Elementary and Secondary Education. The District also provides an optional pay transportation system, "pay to ride," to elementary students who live less than 2 miles from their school and all students in grades 7-12. Additionally, the office provides appropriate transportation to and from the assigned school to all students with special needs who live outside their local school district, and to special needs students, who attend private placements outside the Town of Duxbury. Currently, 21 yellow school buses are transporting over 1,900 students.
Tuition (Fund 845)	Revenue related to the collection of tuition for non-resident students is deposited into this fund.
Community Education Programs (Funds 800/805/810/815/820)	Community Education is a self-sustaining entity housed within Duxbury Public Schools. Community Education has served the Duxbury community by providing Magic Dragon Preschool and Children's Center, Before and After Dark, Drivers Education, and Extended Day before and after school programs to the children and families of Duxbury.

The following table summarizes the district's current fee structure for FY26, along with FY25 actual revenue, FY25 year-to-date collections, and FY26 projected operational costs with the budgeted revenue offset from each fund. The data makes visible the gap between what revenue contributes and what it actually costs to run each program.

Revolving Fund	Fee FY26	FY24 Revenue	FY25 Revenue	FY26 Revenue (through 3/31/2026)	Total Projected Operational Costs FY26	FY26 Budgeted Revenue Offset
Pupil Transportation	$250/rider @ 2.0 miles, increasing to $300 after 7/1 Registration deadline; $500 Family Cap, increasing to $600 per family after 7/1 registration deadline	$298,885	$119,980	$176,707	$1,926,786	$200,000
Athletics	*High School Sports Fees:* $250/student per sport*; $1250 family cap; *Hockey $400/student *Middle School Sports Fees:* $150/student per sport; $750 family cap *DHS Strength and Conditioning Fee:* $200/student per season *DMS Strength and Conditioning Fee:* $140/student per season *Gate Fees:* Football - Adult - $7; Seniors & Students - $3 Basketball - Adult - $5; Seniors & Students - $3 *Duxbury students were free this year	$399,619	$333,999	$255,706	$1,125,649	$381,500
Integrated Preschool	$3,108 a year for four half-days a week	$110,363	$110,363	$66,312	$765,158	$128,020
Parking	*High School Parking:* $100/student	$17,870	$24,510	$19,600	$16,000	$16,000

Revolving Fund	Fee FY26	FY24 Revenue	FY25 Revenue	FY26 Revenue (through 3/31/2026)	Total Projected Operational Costs FY26	FY26 Budgeted Revenue Offset
Co-Curricular	*High School Co-curricular Fee:* $110/Student *Middle School Co-curricular Fee:* $110/Student	High School: $50,801 Middle School: $17,870	High School: $39,486 Middle School: $18,811	High School: $24,235 Middle School: $16,712	High School: $258,440 Middle School: $120,176	High School: $45,000 Middle School: $25,000
Student Technology Device Protection Plan	$35/Student	$16,530	$19,698	$10,488	TBD	$0
School Lunch	Students receive one healthy breakfast and lunch every day at no charge. Additional meals or à la Carte purchases are as follows: Breakfast at all schools - $2.00 Elementary School lunch - $3.00 Middle and High School lunch - $3.25 Milk - $0.65 Adult - $4.50	$1,579,995	$1,598,934	$989,820	TBD	$228,996
Building Use	See Duxbury Facilities Use Fee Schedule See Performing Arts Center Procedures and Guidelines and Rental Pricing	$271,268	$126,970	$79,185	TBD - Dependent upon rental requests/ bookings	$0
Full-Day Kindergarten	$3,000 - eliminated beginning with the 2026-2027 school year	$673,036	$0	$453,200	$1,470,987	$450,000

Note: FY26 YTD revenue reflects receipts posted in SoftRight through 3/31/2026 and is not yet a full-year figure. Revenue fluctuations from year to year are influenced by collection cycles and student participation rates.

Reading across these figures, a pattern emerges consistently - fee revenue typically offsets a fraction of total program costs, and the operating budget absorbs the rest. In some cases, such as transportation, the gap is substantial. In others, such as parking, the fund is self-sustaining at current volumes. Athletics and co-curricular activities are the programs where the combination of enrollment size and per-unit costs makes fee-structure decisions the most consequential for budget impact.

To aid the historical perspective, here is a summary of past adjustments made to Duxbury's primary student participation fees:

- Pupil Transportation Fee: Increased from $200 to $225 per rider in FY17, with the family cap increasing from $400 to $450. In FY20, the fee increased to $250 per rider, with the family cap set at $500, and a late fee was subsequently implemented.
- Integrated Preschool: Set at $2,800 per year for FY18, and adjusted to $3,108 for the 2020-2021 school year, remaining unchanged since.
- Technology Protection Plan: Instituted at $30 per student upon the rollout of the 1:1 Chromebook program in the 2020-2021 school year, and increased to $35 per student in FY23.

The district does provide financial hardship support across its fee-based programs. Students who qualify for free or reduced-price lunch are generally eligible for reduced or waived fees. Families experiencing temporary financial hardship may request waivers directly through the appropriate program administrator or the athletic director. No student should be denied participation in an athletic, co-curricular, or other fee-based program solely because of an inability to pay.

Additionally, transportation and athletics have family caps. The current transportation cap of $500 per family (rising to $600 after the registration deadline) and the athletic cap of $1,250 at the high school level and $750 at the middle school level were designed to limit the financial burden on larger families. Any fee reviews should weigh these protections against program operational needs.

One of the more useful reference points is how our fee structure compares to other districts in our local community. The table in Exhibit A presents what is currently known or publicly available.

Operating costs for athletics, transportation, cocurricular activities, and preschool continue to rise due to inflation, salary increases, and higher costs of supplies and contracted services such as busing and officiating. The passage of the override provides near-term relief, giving the district an opportunity to engage in measured, proactive discussions about fees without acting under extreme financial duress. Tentatively scheduled for the May 20, 2026, meeting, the Athletic Revenue and Sustainability Task Force will provide the committee with an update on its findings and recommendations, and we will present a proposal on the building rental fee structure.

Thank you for taking the time to review this information. The next steps are at the committee's discretion to discuss as a board and determine whether you would like to explore any further action beyond the upcoming athletic and facilities recommendations.

District Fee Structure and Revolving Fund Overview
Local Fee Comparables
Appendix A

Fee Category	Athletics	Co-Curricular / Clubs	Preschool Tuition	Parking Fee	Technology	Transportation	Comments
Duxbury Public Schools	$250/sport; ice hockey $400 ($1,250 family cap)	$110/year	$3,108/ year - four half-days a week	Not specified	Varies / Integrated	$250/seat ($500 family cap)	
Hingham Public Schools	$450/1st sport; $200 add'l; $750/hockey ($1,400+ family cap)	$100 (HS activity fee)	3 year old: 5 Half Days FY26 $6,521; FY27 $6,912 4 year old: 4.5 Days FY26 $10,619; FY27 $11,469 Kids in Action 3–4year old: 5 Full Days FY26 $11,644; FY27 $12,576	$125–$225 / yea	Integrated	$250/seat ($500 family cap)	
Marshfield Public Schools	$300/$300/$150/sport ($600 family cap)	Varies by activity/club	4 days/week - $3,000/$8,750/$5,750	$50 / year	$35/year	$180/Seat ($360 family cap)	Proposing fee increases
Scituate Public Schools	None	Not specified	Not specified	Not specified	Integrated	$240/seat ($460 family cap)	
Hanover Public Schools	$350/sport; Hockey $725; Basketball/football $450; ($1,250 family cap; Hockey Family Cap $1725)	$75 (HS participation fe	Not specified	$100+	Not specified	$250/seat ($625 family cap)	
Norwell Public Schools	Tiered $225/300/375/500/sport ($1,550 family cap)	$50/activity	$2,700–$3,510 / year	$50 / year	Integrated	$350/seat ($700 family cap)	
Silver Lake Regional Distr	$400/year; Ice Hockey $200; gymnastics & swim $100;	Not specified	Free full-day K / Varies	$50 / year	Integrated	$0	
Plymouth Public Schools	$175/sport ($875 family cap)	Not specified	Varies	$100 / year	Not specified	$125/seat ($300 family cap)	
Cohasset Public Schools	$425/sport ($1,700 family cap)	Not specified	Not specified	$180 / year	Not specified	$450/seat ($850 family cap)	

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Duxbury Facilities and Field Rental Fee Schedule

Effective April 1, 2019

Room / Space / Service	Duxbury Public Schools Sports, Clubs and Organizations	Non-Profit Groups and Duxbury Youth Programs Rate Schedule	For-Profit Groups Rate Schedule
Classroom /Conference Room	No Fee	$25 per hour	$50 per hour
Cafeteria Rentals	No Fee	$50 / 3 hours	$100 / 3 hours
Kitchen Usage	Rate set by Chartwells	Rate set by Chartwells	Rate set by Chartwells
DHS Presentation Hall	No Fee	$25 per hour	$75 per hour
Audio / Visual Technician	No Fee	$25 per hour	$25 per hour
Turf Field	No Fee	$50 per hour	$100 per hour
Turf Field Light Fee	No Fee	$40 per event	$40 per event
Gymnasium Rentals	No Fee	$25 per event	$100 per event
Grass Athletic Fields (Brooks and DC)	No Fee	$50 per event	$150 per event
Steele Restroom Fee	No Fee	$50 per event	$50 per event
Custodial Fee	No Fee	$25/hour for 3 hour min when non regularly scheduled (Sat/Sun/Holiday)	$40/hour for 3 hour min when non regularly scheduled (Sat/Sun/Holiday)

The use of all school facilities will be at the discretion of the Superintendent of Schools or designee. The appropriateness of the activity will always adhere to the proper use of a school building and/or grounds, as detailed in School Committee policies KF, KF-R.

In lieu of the above mentioned schedule, the School Department reserves the right to contract with organizations for annual or other variable term use of facilities.

Approved by Duxbury School Committee, March 13, 2019

Duxbury Public Schools Performing Arts Center

130 St. George Street, Duxbury, MA 02332 – Telephone 781-934-7600

Pricing Matrix **Attachment #2**

Please complete the total hours and amount sections and compute the summary amount.

Item	Local Non-Profit	Local Profit	Non-Local	Total Hours	Amount
Auditorium	$100.00 per hour**	$200.00 per hour**	$250.00 per hour**		
Rehearsal Room	$50.00 per hour**	$100.00 per hour**	$125.00 per hour**		
Lobby	$50.00 per hour	$100.00 per hour	$125.00 per hour		
Event Manager (required)	$50.00 per hour	$50.00 per hour	$50.00 per hour		
Steinway Concert Grand Piano	$40.00 per event*	$80.00 per event*	$100.00 per event*		
Video Projector (operator required)	$10.00 per event*	$20.00 per event*	$25.00 per event*		
Choral Risers (4 risers)	$10.00 per event*	$20.00 per event*	$25.00 per event*		
Orchestra Pit (staff required)	$500.00	$500.00	$500.00		
Theatrical Lights (operator required)	$20.00 per hour	$20.00 per hour	$20.00 per hour		
Follow Spot (operator required) [Auditorium Only]	$10.00 per hour	$10.00 per hour	$10.00 per hour		
Clear Com Headset System (4 stations)	$15.00 per event*	$15.00 per event*	$15.00 per event*		
Hand-held Microphones	$10.00 per event per unit*	$10.00 per event per unit*	$10.00 per event per unit*		
Wireless Body Microphones	$10.00 per hour per unit*	$10.00 per hour per unit*	$15.00 per hour per unit*		
Custodial Service (per person)	$26.00 per hour**	$26.00 per hour**	$26.00 per hour**		
Stage / Sound Technician (per person)	$15.00 per hour	$15.00 per hour	$15.00 per hour		
Box Office Personnel	$10.00 per hour	$10.00 per hour	$10.00 per hour		
Other					
Summary Amount					

* Per Event, Four Hour Minimum
** Four Hour Minimum

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Procedures, Rules and Guidelines

The following procedures, rules, and guidelines specifically apply to the use of the Duxbury Public Schools' Performing Arts Center. Please review prior to applying for rental to assure a level of understanding is sufficient to prevent unnecessary confusion and problems.

General Information:

1. The use of all facilities will be at the discretion of the School Committee. The appropriateness of the activity should adhere to the proper use of a school building or grounds.
2. The activity should provide the community with an artistic, cultural, recreational or educational benefit
3. Granting of permission to use school property should not be construed as an endorsement of any individual or group by the Duxbury School Committee.
4. When scheduling conflicts occur, preference will be given to organizations associated with Duxbury Public Schools.
5. The School Department reserves the right to refuse the use of school property to any and all groups.
6. The School Department reserves the right to enter into special contracts and arrangements with any and all groups.

General Guidelines for Facility Usage

1. School facilities will be made available to eligible groups when requests are not in conflict with school functions.
2. If there is a conflict with school-sponsored use after agreement for use in made, the school-sponsored use will take priority. Exceptions will be considered by the superintendent or his/her designee when undue or extreme hardship might result to the contracting organization.
3. Minors may not rent school facilities.
4. A rental agreement is not transferable.
5. A rental agreement may be canceled by the Duxbury Pubic Schools if the provisions of the agreement are violated in any way.
6. Reservations for rental use of facilities must be in writing and appropriately approved.
7. The district requires a current certificate of insurance, naming the Duxbury Public Schools as an additional insured party. (See also Section on Liability Coverage).
8. Renters who wish to use the kitchen equipment must employ a school food service worker. The Director of Food Services will coordinate all requests.
9. Rental of school facilities does not include the use of athletic equipment, musical equipment, sound systems, audio/visual equipment etc.
10. Sponsoring organizations shall provide sufficient, competent adult supervision, of participants for any requested usage of the facility.
11. Approved groups are restricted to the approved dates/hours and the building area and specified facilities in the agreement.
12. Organizations using the facilities assume responsibility for damage to property or equipment.
13. The school district, at its sole discretion, may cancel an event due to inclement weather or unforeseen circumstances beyond its control.

Responsibility of the Applicant

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1. The organization using school property shall be responsible for controlling behavior of persons using the buildings or attending the function by assuring the following:
    a. No one is to enter the building until the responsible person is present. That person shall remain until all persons related to or associated with the event have left the premises.
        i. Children must be supervised at all times. One responsible adult should be in charge and present at all times for every 10 participants.
2. In the event that property loss or damage is incurred during such use or occupancy of the Performing Arts Center or any district facilities, the amount of damages shall be decided by the appropriate school personnel and a bill for damages will be presented to the group using or occupying the facilities during the time that the loss or damage was sustained.
3. No reservations shall be made for the use of the Performing Arts Center until the *Rental Agreement* is approved by the Manager of the Performing Arts Center.
4. Generally, facility usage will not be approved until the beginning of the academic year. Exceptions will be considered on an individual basis.
5. Anyone considering renting the Performing Arts Center to survey the area shall coordinate this with the Manager of the Performing Arts Center to obtain permission to view the area.
6. Every organization must satisfactorily pay all fees, including any additionally incurred damages, before additional dates for future events will be considered.

Time Limits

1. During a school day, as defined by the Duxbury Public School's yearly calendar, permission for use of the Performing Arts Center may not be granted until 3:30pm and may not extend beyond 6:00am. Exceptions will be considered on an individual basis.
2. All facilities must be cleared within thirty minutes of the closing time indicated on the Performing Arts Center application.
3. Any exceptions to the time limit must be requested by the applicant in writing at least one week in advance and must be approved by the Manager of the Preforming Arts Center.

Cancellations

1. The Manager of the Performing Arts Center may cancel permission to use the Performing Arts Center whenever such action is deemed necessary in the best interest of the school district. Advance notice will be given to the renter to the extent possible. *Reminder: Postponement of school events may cause a sudden change in the use of facilities.* (See also Section on Fees)

Safety Coverage

1. Groups receiving permission to use the Performing Arts Center are responsible for the observance of local and state safety regulations at all times. In accordance with the local and state regulations, appropriate safety coverage will be required at all functions.
2. The applicant is responsible for arranging and paying for the appropriate safety coverage for the event. It is the responsibility of the renter to present proof to the Manager of the Performing Arts Center at least three business days in advance of the event of the acquired safety coverage.

Smoking, Profane Language, and Gambling

1. The use of tobacco products, profane language, or gambling in any form is strictly prohibited on all school property.

DUXBURY
PUBLIC SCHOOLS

Duxbury Public Schools
93 Chandler Street, Duxbury, Massachusetts 02332
Tel: (781) 934-7600 • Fax: (781) 934-7644
District website • www.duxbury.k12.ma.us
Twitter: @duxbury_ps • Facebook: Duxbury Public Schools

2. Food and beverages are not allowed in the Performing Arts Center. No refreshments of any kind may be served unless approved. If approval is granted, serving refreshments shall be confined to the designated areas.
3. At all events, no refreshments will be sold or consumed in the auditorium, rehearsal rooms, or classroom areas.

Custodial/Supervisory Care

1. Adequate custodial service is mandatory whenever the Performing Arts Center is being used. Each organization using the Performing Arts Center must agree to the assignment of custodial/supervisory personnel for continuous duty during the time agreed in the application.
2. The Manager of the Performing Arts Center will indicate the number of custodians required depending on the size of the event, day of the week, and the number of rooms to be used, as well as the furniture setups that may be required.
3. The renter will be charged the current custodial rate. (See Attachment #1, Pricing Matrix)
4. The fee to be charged will be based on when the custodian reported for the event and until he or she has finished the necessary cleaning at the conclusion of the event.

Eligibility of Organizations

1. No later than two weeks prior to the proposed use of facilities, applications must be made in writing on the appropriate form and submitted for approval.
2. Non-Profit groups may be required to provide proof of the non-profit status with their application.
3. If requested, a security deposit payable to the Duxbury Public Schools must be provided.
4. Groups with fewer than 50% Duxbury residents will be deemed non-local.
5. If additional custodial services are required, a fee shall be charged at the appropriate rate.

Group Definitions

Group 1 – School / Support • Any group that is part of the internal group structure (band, booster groups, school council, athletic, arts, etc.) whose primary purpose is to support school activities.	Fee Waived
Group 2 – Local Non-Profit (501 (c) (3) or similar • Groups that are part of the Duxbury Community and function on a non-profit basis (Scouts, youth groups, town departments, Rotary Club, recreational groups, town youth sports) • Groups whose primary purpose for facility use is to support the Duxbury Public Schools and its students should be eligible for a waiver of its fees. • Employees sponsored / run programs benefitting the Duxbury students, which is a fee based and for which the employee or person performing the services receives compensation from the fees collected	Rental fee may be required.
Group 3 – Local for Profit • Groups that are part of the Duxbury community and request use of the facilities for pay or profit	Rental fee required

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Group 4 – Non-Local • Groups with fewer than 50% Duxbury residents.	Rental fee required

Fees

1. The fee schedule is included for each category as indicated in Attachment #2. Pricing Matrix. Additional fees may be charged to cover incurred costs necessary to accommodate the renter.
2. Fees may be waited for school-sponsored events.
3. A deposit of 50% of the estimated cost for the rental must be paid at the time the application is approved by the district. A refund of 50% of the deposit (25% of the fee) will be made with three months' written notification and 25% of the deposit (12.4% of the fee) with one month written notification that the event will be cancelled by the applicant.
4. All checks should be made payable to the *Duxbury Public Schools*

Liability Coverage

1. **Indemnification**: In consideration for allowing the rental of school facilities and in full recognition of the School Committee's fiduciary responsibility to protect owned property and assets, the Lessee hereby covenants and agrees at all times to indemnify and hold harmless the Lessor: its officers and employees, the fullest extent permitted by law, from any claims, damages, losses and expenses, including, but not limited to , reasonable attorneys' fees and legal costs, arising out of the use of theses rental premised and all Lessor facilities, by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invites.
2. **Insurance:** As evidence of its financial ability to indemnify the Lessor, during the term of this agreement, the Lessee shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the partied in the performance of the terms of the lesse, such policy to provide limits not less the $1 million per occurrence.. A Certificate of Insurance naming the Lessor as an Additional Insured shall be provided. Such insurance contracts shall be with companies acceptable to the Lessor and they shall require ten (10) days prior written notice to both parties hereto of any cancellation.

Use Your Agenda to Meet Your Goals

Our close colleague, Nick Caruso, field director at the Connecticut Association of Boards of Education, shared the following article with us, and we think that the guidance provided would be helpful to our MASC members.

By Nicholas Caruso, Associate Executive Director for Field Services and Technology, CABE

Boards of education exercise their governance responsibilities through meetings. Your authority and your ability to govern well rests within your board meeting agendas. If your board is focused on achieving success with your district goals, your meeting agenda can enhance your work or stifle it. Do your meetings last for hours and do you feel like most of the time you spend is inconsequential? It may be time to review your agendas—both in substance and in practice.

The Agenda as a Strategic Tool

For many board members, the agenda is seen as a mere "to-do" list for the evening. The agenda is the most powerful tool a board has to signal its priorities to the administration and the community. If your district's primary goal is improving student literacy, but "Student Achievement" appears at the very end of a four-hour meeting under "New Business," you are sending a message that the "Killer B's" (Buildings, Budgets, Books, Boilers, etc.) take precedence over classroom instruction.

A strategic agenda ensures that the board's limited time is spent on high-leverage activities. To shift from a reactive board to a proactive one, you must move beyond simply "receiving reports" and start engaging in "intentional governance."

The Anatomy of a Time-Wasting Meeting

Why do board meetings often drag into the late hours of the night? Usually, it is because boards fall into the trap of micromanagement or repetition. When a board spends thirty minutes debating the color of the high school gymnasium floor or how much horsepower should the new snowblowers have, they are performing management tasks, not governance tasks.

Furthermore, many boards waste time by having staff read reports aloud that were already provided in the board packet. If your agenda is structured around oral presentations of written materials, you are essentially paying your administrators to read to you.

Best Practices for Goal-Oriented Agendas

To transform your meetings, consider implementing the following structural changes:

- **The Consent Agenda:** This is perhaps the most effective tool for reclaiming time. Routine, non-controversial items—such as meeting minutes, monthly financial reports, and simple policy decisions—should be grouped together for a single vote. If a member has a question, the item can be pulled for discussion, but otherwise, these "business-as-usual" items should take minutes, not hours.
- **Front-Loading Student Success:** Place the items most critical to your district goals at the beginning of the meeting. When board members are fresh and the public is most engaged, allow for discussion of curriculum updates, student performance data, and strategic plan milestones.
- **Timed Items:** While it may feel rigid, assigning a tentative time limit to each agenda item keeps the conversation focused. It forces members to get to the point and prevents a single topic from hijacking the entire evening.
- **Connecting Items to Goals:** Every action item on your agenda should explicitly state which district goal it supports. If an item doesn't align with your strategic plan, ask yourself: Why are we spending time on this tonight?

The Role of the Board Chair and Superintendent

The agenda-setting process is a partnership between the Board Chair and the Superintendent. This "leadership team" must act as the gatekeepers of the board's time.

Before the meeting, this team should review the proposed items through the lens of the district's mission. Is there enough information for the board to make a decision? Is the board being asked to "do" something (approve a policy) or just "know" something (receive information)? Information-only items can be handled through a weekly board update memo rather than taking up precious public meeting time.

Engaging the Public Authentically

A well-structured agenda also respects the public. When meetings are disorganized and focus on trivialities, the community loses trust in the board's ability to lead. By creating a transparent, goal-aligned agenda, you show parents and taxpayers that you are focused on what matters: the students.

When the public sees the board spending two hours discussing progress on their strategic plan, they see a board that is invested in the future. When they see a board arguing over parliamentary procedure for two hours, they see a board that has lost its way.

Conclusion: Measuring Your Impact

At the end of your next meeting, take five minutes for a "meeting debrief." Ask yourselves:

1. How much of our time was spent on our top three goals?
2. Did we add value to the district tonight, or did we simply rubber-stamp administrative tasks?
3. Are we closer to our vision for student success than we were when we walked in?

Governance is not about the number of hours you sit in a chair; it is about the impact of the decisions you make while you are there. By taking control of your agenda, you take control of your district's future. Don't let your goals be sidelined by a poorly planned meeting—put them at the center of the table where they belong.

IJNDF - CELL PHONE/SMART DEVICE POLICY

Duxbury Public Schools provides students with Chromebooks, iPads, and similar devices, which are intended for educational use. Parents/guardians may opt to permit their students to bring smartphones, smartwatches, or similar devices to school. Such devices must be silenced/powered off during the school day. Students will adhere to the following building-based protocols:

Chandler Elementary School: Devices must be powered off and remain stowed in backpacks during the school day.

Alden Elementary School: Devices must be powered off and remain stowed in backpacks during the school day.

Duxbury Middle School: Devices must be powered off and remain stowed in lockers during the school day.

Duxbury High School: **Cell phone, smartphone, and smartwatch use is strictly prohibited during classroom time and while out on hall pass during class time.** Upon entering each classroom, students must turn off their devices and place them into the designated classroom container for the duration of the period. Students may retrieve their devices from the container upon exiting the classroom at the end of the period. Devices may be used between class periods and during lunch in the cafeteria.

During the school day, as well as at school-sponsored events such as field trips, dances, etc., the use of communication features (e.g., calling, texting, accessing the mobile web, direct messaging, transmitting, or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients) is categorically prohibited. Recording video content is categorically prohibited at any time without prior approval from a school administrator.

Adopted by the Duxbury School Committee: June 2024

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DUXBURY
PUBLIC SCHOOLS
93 Chandler Street, Duxbury, MA 02332 | 781.934.7600
Danielle E. Klingaman, Ed.D, Superintendent | Elizabeth L. Wilcox, Ed.D, Assistant Superintendent

TO: Duxbury School Committee
FROM: Danielle Klingaman, Ed.D, Superintendent
DATE: May 6, 2026
SUBJECT: 2025-2026 Superintendent Evaluation Evidence

Superintendent Goals Evidence
Superintendent Rubric Evidence with Selected Indicators
Evaluation Evidence Folder

Rubric Evidence Summarized:

***Standard I: Instructional Leadership*- Target Indicator(s); E. Data-Informed Decision-Making Indicator**

Strategic Purpose: My aim as a superintendent is not about operating school buildings, but actively cultivating a shared vision of accountability, high expectations, and growth that makes powerful teaching and learning the central focus. I achieve this through example, my presence in classrooms and commitment to deeper learning, remaining focused on the messaging of our district vision, strategic initiatives, and Portrait of a Graduate and ensuring accountability towards these focus areas.

- Evidence Examples: School Improvement Plans, CKLA (Core Knowledge Language Arts) Implementation, ongoing professional learning and calibration of the administrative team, and Administrative Team Walkthrough Data, ensuring consistency and coherence.
- Administrative Retreat: Planning and implementation is designed to build culture, consistency, and relationships. The August 2025 Administrative retreat focused on rebuilding the Administrative Team after a difficult spring, including the elimination of four Administrative positions, and, more importantly, the loss of four colleagues. The beginning of the retreat focused on team building and strengthening relationships through games and activities that helped participants get to know one another. The retreat then shifted focus to the goals of the year and the implementation of the goals.
- DESE Alignment: * I-A & I-B (Curriculum & Instruction): The CKLA Implementation directly addresses the "implementation of standards-based units of instruction".
    - I-E (Data-Informed Decision Making): Using Walkthrough Data and Open Architects (data platform) aligns with the expectation of using multiple sources of

evidence to assess district strengths and inform goals. Promoting use of culturally responsive teaching practices as Look-fors in classroom walk-throughs.

***Standard II: Management and Operations*- Target Indicator(s): A. Environment Indicator E. Fiscal Systems Indicator**

Strategic Purpose: Prioritize ensuring a safe, efficient, equitable, and effective learning environment, where fiscal and human resources are strategically deployed to support student growth. Much of my focus this year has been on the successful FY'27 budget planning and communication process as well as the completion of the Alden School MSBA Eligibility Period deliverables, which involved careful planning, strategic establishment of a building committee, and strong communication (website, social media, community education).

- Evidence Examples: District Safety Plan, Culturally Responsive Learning Environment, MSBA Alden School Feasibility Study, and Unit A/Administrative Assistant contract negotiations. Navigating the blizzard of 2026 and subsequent impacts to instruction, calendar, budget, and facilities.
- DESE Alignment:
    - II-A (Environment): The District Safety Plan and Wellness Review provides evidence for developing effective plans, procedures, and routines to address students' safety and health needs. The study and recommendations of these teams drive our future planning and decision-making around the development of a safe and healthy school environment for our students and staff.
    - II-D & II-E (Laws, Ethics & Fiscal Systems): Contract negotiations demonstrate compliance with collective bargaining agreements. The Budget Materials and the MSBA Study demonstrate fiscal leadership by aligning expenditures with district- and school-level goals and available resources.

***Standard III: Family and Community Engagement*- Target Indicators: A. Engagement Indicator, C. Communication Indicator**

Strategic Purpose: Strong communication with my many stakeholders is the most important thing that I prioritize excelling at each year. Focus on moving beyond one-way communication toward collaborative engagement practices that welcome every family and stakeholder into the district's mission.

- Evidence Examples: K12 Insight Survey Results, Friday Messages, Duxbury Neighbors Monthly Column, and regular website/calendar updates.
- DESE Alignment:
    - III-A (Engagement): The K12 Insight Survey acts as a tool to actively engage stakeholders and assess the efficacy of the district's mission.

- III-C (Communication): Using multiple formats (Social Media, Friday Messages, and a local column) fulfills the requirement for regular, two-way, culturally proficient communication, provided in multiple formats.

Standard IV: Professional Culture- **Target Indicators: C. Communications Indicator D. Continuous Learning Indicator E. Shared Vision Indicator**

Strategic Purpose: To continuously work towards developing a culture of reflective practice, high expectations, and ongoing learning for all staff members. To achieve a strong culture, communication, relationship-building, honesty/transparency, and welcoming feedback and continuous improvement are hallmarks. My dissertation centered on educational leadership and the development of a strong culture and effective teams, highlighting the importance of culture development to me, both personally and professionally.

- Evidence Examples: Strategic Planning, Convocation, Opening of School Report, and MA Superintendent collaboration sessions. Leading two Book Groups with district staff allows me to develop deeper relationships with district staff and engage in professional conversations aimed at improving the learning environment for our students.
- DESE Alignment:
  - IV-A (Commitment to High Standards): Convocation, Strategic Planning, presence in classrooms, communication, strong relationship building, and regular administrative meetings are the primary vehicles for developing, promoting, and securing staff commitment to core values and a results-oriented mission.
  - IV-D (Continuous Learning): The superintendent's participation in state workshop sessions and collaboration groups models the expectation that leaders must reflect on their own leadership practice and continuously adapt... to achieve improved results. Leading professional learning in the district allows me to align our vision and district goals while modeling this practice.

Danielle Klingaman

2025-2026 Superintendent Collection of Evidence Form- **Prioritized Evaluation Indicators**

Underlined Blue text is hyperlinked

STANDARD I: Instructional Leadership	**STANDARD II:** Management and Operations	**STANDARD III:** Family and Community Engagement	**STANDARD IV:** Professional Culture
E. Data-Informed Decision-Making Indicator School Committee Progress Updates School Improvement Plans Public and educator-facing Data Dashboard implementation Open Architects History Social Science Review Administrative Team Walkthrough Data CKLA Implementation	**A. Environment Indicator** District Safety Plan Wellness Review Student Accountability Data Analysis & Intervention Equitable Fee Audit **E. Fiscal Systems Indicator** Budget Materials Alden School MSBA Feasibility Study Supported by Voters Successful Unit A Contract Negotiation	**A. Engagement Indicator** K12 Insight Survey Results Communication & Social Media **C. Communication Indicator** District website & calendars are updated regularly Friday Message to Families Duxbury Neighbors- Monthly Column Select Board & Budget Forum	**C. Communications Indicator** Communications Samples to all Stakeholder Groups **D. Continuous Learning Indicator** Provided 2 state workshop sessions and MA Superintendent collaboration Ran two 2025-2026 Book Groups with DPS faculty and staff members **E. Shared Vision Indicator** Opening of School Report, Convocation Strategic Planning

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.

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Status: Currently in Effect
Last Adopted: Date not recorded; prioritized for review.

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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.

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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.

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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.