



School Committee Meeting Exhibits February 10, 2026

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Meeting Notice

Town of Duxbury, Massachusetts

Pursuant to MGL Chapter 30A, §18-25

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

TOWN CLERK'S STAMP

Committee: *School Committee*
Meeting Location: *Alden School, Room 104, 75 Alden Street, Duxbury, MA*
Meeting Date: *Tuesday, February 10, 2026* **Time:** *6:00 PM*
Posted by: *Kellie Bresnehan, Chair*

The Local Seen (formerly PAC-TV) will record this meeting. Anyone intending to record this meeting in audio or video should notify the Chair.

Link to live stream meeting: <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.

REVISED AGENDA

Originally Posted 2/6/26 @ 8:11am

- I. Call to Order/Pledge of Allegiance
- II. Public Comment
- III. Consent Agenda Action Required
 - a. Approval of Meeting Minutes - 2/4/26
 - b. School Calendar 2026-2027
 - c. Request to approve accounts payable warrant (32)
 - d. Request to approve payroll warrant (32)
 - e. FY'26 Budget Transfer **(Added)**
 - f. Policy Second Reading:
 - i. IJL- Library Materials Selection and Adoption
 - ii. KE- Public Complaints (Currently Citizen Complaints/Concerns)
 - iii. AA- School District Legal Status
 - iv. ACA- Nondiscrimination on the Basis of Sex

- v. ACE- Nondiscrimination on the Basis of Disability (Currently Nondiscrimination on the Basis of Handicap)
- vi. ADC- Tobacco Products on School Premises Prohibited (Currently Tobacco-Free Schools)
- vii. AE- Commitment to Accomplishment

VI. New Business

- | | |
|--|------------------------|
| a. Student Representatives- School Activities/Events Update | Discussion |
| i. Student Peace Pledge | Discussion/Action Item |
| b. Overnight Trip Request- DECA | Action Item |
| c. Quarter 2 Financial Report | Discussion |
| d. Superintendent Mid-Year Goals Update | Discussion |
| e. Strategic Plan Update (Added) | Discussion |
| f. School Committee Mid-Year Goals Update | Discussion |
| g. February 23, 2026 Budget Forum | Discussion |
| h. Governing Norms & Onboarding Guidelines | Discussion |
| i. Policy First Reading | Discussion |
| i. JICH- Alcohol, Tobacco, and Drug Use By Students Prohibited | |
| ii. GBED- Tobacco Use on School Property By Staff Members | |
| iii. AH- Freedom of Expression and Educational Climate | |
| iv. AH-R- Freedom of Expression and Educational Climate | |
| v. BA- School Committee Operational Goals | |
| vi. BAA- School Committee Operational Procedures | |
| vii. BB- School Committee Legal Status/Elections | |
| viii. BBA- School Committee Powers and Duties | |
| ix. BBAA- School Committee Member Authority | |

VII. Adjourn

Action Required

Next Meeting of Duxbury School Committee: March 11, 2026, Expected Agenda Items: School Choice Hearing/Vote, Annual Town Meeting Discussion

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, February 4, 2026
 5:00 pm – Alden School, Room 104

I. Call to Order: 5:07 pm

II. Adjourn to Executive Session:

Mrs. Bresnehan convened the meeting at 5:10 pm

Pursuant to M.G.L. c. 30A, Section 21(a)(2) the School Committee enter into executive session for the purpose of discussing strategy as it relates to negotiations with Unit A, the Duxbury Teachers Association, and the Administrative Assistants' Association.

Motion to adjourn into Executive Session

Motion: Mr. Gambino

Second: Mrs. Deacon

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

III. Return to Open Session:

Mrs. Bresnehan reconvened the meeting in open session at 6:11 pm

Present: Danielle Klingaman, Elizabeth Wilcox, Lisa Freeley, Tony Keady, B.J. McNamara, Kellie Bresnehan, Matthew Gambino, Laurel Deacon, Kathryn Marshall, Jen Weedon

Student Representative: Gerard Vazquez Baez

IV. Public Comment: No Public Comment

V. Consent Agenda:

Mrs. Bresnehan asks committee members if there are any items on the consent agenda that should be removed for discussion prior to approval.

- A. Approval of meeting minutes: 08/29/2025, 09/26/2025, 10/17/2025, 1/7/26, 1/16/2026, 1/20/26
- B. Request to approve accounts payable warrants (29,31)
- C. Request to approve payroll warrants (28,30)
- D. Gift to Schools Approval- Bluefish River Tavern and Carney Disposal
- E. Memo Summarizing Statewide Graduation Council Competency Determination Recommendations

Motion to adopt the consent agenda as a whole:

Motion: Mrs. Deacon

Second: Mrs. Marshall

Motion passes 5-0

VI. New Business:

A. Chandler/Alden/DMS/DHS Activities/Events Update:

Gerard Vazquez Baez

- Chandler first term report cards were posted on the Aspen Family Portal last Friday.
- The first grade is hosting their Family Learning Night this Thursday in all classrooms with students showcasing their learning about planets and space.
- This Friday marks the 100th day of school! Chandler students, especially kindergarten, are looking forward to this fun tradition to celebrate being in school for 100 days.
- Alden is bringing back their grade-level Learning Nights this year where each grade highlights a curriculum focus and celebrates student learning. The fourth grade Learning Night will be held on February 11th from 6:00–7:00 PM.
- Alden will be holding their Respect assembly this Friday with the focus on effort. Alden Student Council will be presenting a school wide Kindness Challenge as well.
- DMS second semester began last week and students began some new electives.
- DMS wrapped up winter diagnostics for iReady and will be sending those reports out to families shortly.
- DMS posted term two grades in Aspen yesterday morning.
- DMS has been holding term 2 grade level assemblies this week with each grade reviewing goals for next term while highlighting achievements.
- DMS will be celebrating their term two accolade winners this Friday morning with a breakfast.
- DMS will be holding information sessions during the week after break in preparation for the course selection process in March. Current grade sixth and seventh parents and guardians are invited on Tuesday, February 24. Current fifth grade parents and guardians are invited on Thursday, February 26. Students will have information sessions that week as well.
- Term three at DHS has begun.
- DHS students should prepare for course selection and are encouraged to view the DHS program of studies when making these decisions.
- Congratulations to the entire cast, crew, and pit of this past weekend's production of Grease.
- Term two report cards were published in the Aspen portal. They can be located by logging in and looking for "2025-2026 T2 Report Cards" in the document side tab.
- Student Councils' Polar Plunge has been pushed from February 4th to March 3rd. All participants who raise \$100 will receive a long-sleeve shirt or crewneck, as well as bragging rights for braving the cold.

B. Athletic Department 2025-2026 Update:

- Mrs. Freeley and Mr. Maidment provide a cost analysis for the Athletics program including information on athletic participation, financial analysis, overview of costs, individual athletic program breakdown, revenue, and athletic program support.
- Mr. Maidment notes a significant increase in overall costs to run the athletic program and a decrease in revenue from user fees and gate receipts highlighting the need for additional revenue sources, such as advertising and community sponsorships.
- Members discuss potentially forming a working group to investigate revenue sources for the athletic program and review of athletic fee schedules.
- Motion for the school committee to assign Dr. Klingaman to form a working group for the purpose of investigating revenue sources for the athletic program, and that group should, at minimum, include Jeff Maidment, Lisa Freeley, and a member of the school committee to come back with a set of proposals by sometime in the fall of 2026:

Motion: Mr. Gambino

Second: Mrs. Deacon

Motion passes: 5-0

- Please refer to the School Committee tab on the DPS website for the presentation in its entirety.

C. Student Achievement Mid-Year Update:

- Dr. Wilcox along with curriculum supervisors, Sara Milner, Allyson McHugh, and Michael Murray present the mid-year reading and math data for the 2025-2026 school year. Presentation shares the assessment tools used for both literacy and math while providing data regarding growth and intervention in both subjects for students in kindergarten through eighth grade. Curriculum data shows significant growth in literacy and math, with specific interventions and support systems in place to enhance student performance. Dr. Wilcox emphasizes the importance of maintaining evidence-based programs and supporting teacher professional development in order to ensure student success.
- Please refer to the School Committee tab on the DPS website for the presentation in its entirety.

D. School Committee Budget Endorsement:

- This discussion referred to the school committee workshop held on the January 16, where questions arose about the school committee's authority to endorse an override and what role members are allowed to play. Mr. Gambino was tasked with obtaining updated guidance from legal counsel outlining what the committee can and cannot do. Mr. Gambino states the he has already disseminated the information to the committee members.

E. FY'27 Budget and Alden Building Project Communication and Advocacy:

- Dr. Klingaman shares that the Alden School Building committee have been meeting regularly and they are hoping be able to offer building tours to the public before the school committee advocacy session on February 23. Dr. Klingaman states that they will be sharing out additional opportunities for community members who may want to have a tour of Alden school or have questions about "the why" behind the cost of the feasibility study.

F. 2026-2027 School Calendar Draft:

- Dr. Klingaman presents the 2026-2027 school calendar draft with September 2, 2026 being the first day for students and June 17, 2027 being the last day of school providing that there are no snow days. The return date for staff will be August 31, 2026.
- Dr. Klingaman notes that Unit A is still in active contract negotiations so there is a chance that professional development days may be adjusted upon completion of negotiations.
- Dr. Klingaman notes that due to how the December break falls, students and staff do not have to return to work on January 4, 2027.
- Dr. Klingaman specifies that the calendar is a first reading and will be voted on during the February 10 meeting, with any proposed changes to be brought back for further discussion.

G. Policy First Reading:

- Mr. Gambino explains the process of comparing the existing Duxbury policy with the MASC versions and that many of the policies being reviewed are interrelated and changes to policy often set off a domino effect that requires slight housekeeping changes to other policies.
- Policy IJL: Library Materials Selection and Adoption
 - Recommendation: Adopt MASC policy IJL with addition of a hyperlink connecting to the School Library Bill of Rights.

- Policy KE: Public Complaints (Currently Citizen Complaints/Concerns)
 - Recommendation: Adopt MASC policy KE inclusive of name change to “Public Complaints”.
- Policy AA: School District Legal Status
 - Recommendation: Adopt MASC policy AA with “Duxbury” inserted where applicable and elimination of the bold note at the bottom.
- Policy ACA: Nondiscrimination on the Basis of Sex
 - Recommendation: Adopt MASC policy ACA with elimination of the bold note at the bottom and striking “Policy” from the cross reference referring to policy AC.
- Policy ACE: Nondiscrimination on the Basis of Disability (Currently Nondiscrimination on the Basis of Handicap)
 - Recommendation: Adopt MASC policy ACE with elimination of the bold note at the bottom and replacing the word “handicap” with the word “disability” where applicable. The policy name will also be changed to “Nondiscrimination of the Basis of Disability”.
- Policy ADC: Tobacco Products on School Premises Prohibited (Currently Tobacco-Free Schools)
 - Recommendation: Adopt MASC policy ADC with name change to “Tobacco Products on School Premises Prohibited”.
 - The committee discuss and decide to include verbiage surrounding nicotine products to the policy. Please see the language change below:
 - Current verbiage: Use of any tobacco products, including, but not limited to:
 - Proposed verbiage: Use of any tobacco or nicotine products, including, but not limited to:
- Policy AE: Commitment to Accomplishment
 - Recommendation: Adopt MASC policy AE with no changes.

VII. Adjourn: 8:06 pm

Motion: Mr. Gambino
 Second: Mrs. Deacon
 Motion passes 5-0

Next meeting: February 10, 2026

Respectfully Submitted,
 Suzanne Hughes
 Duxbury Business Office



DUXBURY PUBLIC SCHOOLS

2026-2027 School Calendar

September 2026						
Su	M	Tu	W	Th	F	Sa
24	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

31 Staff Return / Teacher PD
 1 Teacher PD
 2 Official First Day of School
 7 No School - Labor Day

October 2026						
Su	M	Tu	W	Th	F	Sa
				~~1~~	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	~~21~~	~~22~~	23	24
25	26	27	28	29	30	31

1 Early Release - Teacher PD
 9 No School - Teacher PD
 12 No School - Columbus Day
 21-22 Early Release Chandler|Alden only

November 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	~~19~~	20	21
22	23	24	~~25~~	26	27	28
29	30					

3 No School - Teacher PD
 11 No School - Veterans Day
 19 Early Release Chandler|Alden|DMS
 25 Early Release
 26-27 Thanksgiving Recess

December 2026						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	~~23~~	24	25	26
27	28	29	30	31		

23 Early Release Winter Break
 24-31 Winter Break

January 2027						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	~~15~~	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School - New Year's Day
 15 Early Release - Teacher PD
 18 No School - MLK Jr. Day

February 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15-19 February Break

March 2027						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	~~18~~	19	20
21	22	23	~~24~~	~~25~~	26	27
28	29	30	31			

18 Early Release Chandler|Alden Only
 24-25 Early Release Chandler|Alden Only
 26 No School - Good Friday

April 2027						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19-23 April Break

May 2027						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	~~13~~	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13 Early Release - Teacher PD
 31 Memorial Day - No School

June 2027						
Su	M	Tu	W	Th	F	Sa
		1	2	~~3~~	4	5
6	7	8	9	10	11	12
13	14	15	16	~~17~~	18	19
20	21	22	23	24	~~25~~	26
27	28	29	30			

3 Early Release - Teacher PD
 5 DHS Graduation
 17 Last Day of School (Early Release)
 18 Juneteenth Holiday (observed)
 25 Last Day of School (with 5 snow days)

School Hours				Early Release Hours		Open Houses	
Chandler School	9:10 am to 3:25 pm			Chandler	12:10 pm	Alden	September 1, 2026
Alden School	7:45 am to 2:00 pm			Alden	10:45 am	DMS	September 10, 2026
DMS	8:20 am to 2:45 pm			DMS	11:31 am	Chandler	September 17, 2026
DHS	8:20 am to 2:45 pm			DHS	11:31 am	DHS	September 24, 2026

PreK-12 Professional Development				School Specific Early Releases			
August 31	Full Day	October 1	1/2 Day	October 21 & 22	Chandler & Alden Conferences		
September 1	Full Day	January 15	1/2 Day	November 19	Chandler & Alden		
October 9	Full Day	May 13	1/2 Day	November 19	DMS Conferences		
November 3	Full Day	June 3	1/2 Day	March 11	Chandler & Alden		
				March 24 & 25	Chandler & Alden Conferences		

FY 26

Warrant #	Warrant Date	Warrant Amount
32	2/6/26	\$183,266.27
Total		\$183,266.27



DUXBURY

PUBLIC SCHOOLS

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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
FROM: Lisa Freeley, Director of Business & Finance
CC: Danielle Klingaman, Ed. D., Superintendent
SUBJECT: FY26 Budget Transfers
DATE: February 11, 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 \$8,224 from Administration
2. Move \$28,024 from Other School Services
3. Move \$36,206 to Curriculum & Instruction
4. Move \$42 to Operations and Maintenance

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	\$36,206	\$34,403,600
Other School Services (3000)	\$4,298,824	-\$28,024	\$4,270,800
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

11

Filters		
Description:	rebalance	Fiscal Year: 2026
Number:	111024	Sort Column 1: Fund Asc
Sort Column 2:	Type Asc	

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2415-5-206-06-3-1	Expense	DMS English Instructional Materials	\$8,500.00	\$0.00
100-2430-5-302-06-5-2	Expense	District Special Education Instructional Materials	\$6,000.00	\$0.00
100-2455-5-206-06-3-1	Expense	DMS English Instructional Software	\$0.00	\$8,500.00
100-2455-5-302-06-5-2	Expense	District Special Education Instructional Software	\$0.00	\$6,000.00
100-2415-5-205-06-1-1	Expense	Alden Instructional Materials	\$23,000.00	\$0.00
100-2415-5-206-06-4-1	Expense	DHS English Instructional Materials	\$4,800.00	\$0.00
100-2455-5-205-06-1-1	Expense	Alden Instructional Software	\$0.00	\$23,000.00
100-2455-5-206-06-4-1	Expense	DHS English Instructional Software	\$0.00	\$4,800.00
100-2415-5-205-06-2-1	Expense	Chandler Elementary Instructional Materials	\$5,000.00	\$0.00
100-2415-5-216-06-4-1	Expense	DHS Science Instructional Materials	\$5,700.00	\$0.00
100-2455-5-205-06-2-1	Expense	Chandler Instructional Software	\$0.00	\$5,000.00
100-2455-5-216-06-4-1	Expense	DHS Science Instructional Software	\$0.00	\$5,700.00
Fund - GENERAL FUND - 1000 Subtotal:			\$53,000.00	\$53,000.00
Total:			\$53,000.00	\$53,000.00

Town of Duxbury
JE Packet Summary Report

Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	111234	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2455-5-216-06-3-1	Expense	DMS Science Instructional Software	\$0.00	\$4,000.00
100-2415-5-216-06-3-1	Expense	DMS Science Instructional Materials	\$4,000.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$4,000.00	\$4,000.00
Total:			\$4,000.00	\$4,000.00

Town of Duxbury
JE Packet Summary Report

Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	111242	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2440-4-222-12-5-1	Expense	District ELL Translation Services	\$7,000.00	\$0.00
100-3520-4-403-12-4-5	Expense	DHS Cocurricular Contracted Services	\$0.00	\$600.00
100-2415-5-207-06-5-1	Expense	District ELL Instructional Materials	\$0.00	\$7,000.00
100-2356-6-107-05-4-1	Expense	DHS Professional Development General	\$600.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$7,600.00	\$7,600.00
Total:			\$7,600.00	\$7,600.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 112309		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2420-6-216-09-3-1	Expense	DMS Science Equipment	\$400.00	\$0.00
100-2420-4-216-11-3-1	Expense	DMS Science Equipment Repair	\$2,700.00	\$0.00
100-2455-5-216-06-4-1	Expense	DHS Science Instructional Software	\$2,500.00	\$0.00
100-2415-5-216-06-3-1	Expense	DMS Science Instructional Materials	\$0.00	\$5,600.00
Fund - GENERAL FUND - 1000 Subtotal:			\$5,600.00	\$5,600.00
Total:			\$5,600.00	\$5,600.00

Town of Duxbury
JE Packet Summary Report

Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	113143	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-1210-4-102-12-5-5	Expense	District Superintendent Contracted Services	\$11,224.00	\$0.00
100-2710-4-405-12-4-1	Expense	DHS Guidance Contracted Services	\$0.00	\$11,224.00
Fund - GENERAL FUND - 1000 Subtotal:			\$11,224.00	\$11,224.00
Total:			\$11,224.00	\$11,224.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 113739		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2710-4-405-12-4-1	Expense	DHS Guidance Contracted Services	\$0.00	\$27,000.00
100-2455-4-219-12-5-5	Expense	District Technology Software Contracted Services	\$27,000.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$27,000.00	\$27,000.00
Total:			\$27,000.00	\$27,000.00

Town of Duxbury
JE Packet Summary Report

Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	113741	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2410-5-206-07-3-1	Expense	DMS English Textbooks	\$0.00	\$1,810.00
100-2415-5-215-06-3-1	Expense	DMS Reading Instructional Materials	\$1,810.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$1,810.00	\$1,810.00
Total:			\$1,810.00	\$1,810.00

Town of Duxbury
JE Packet Summary Report

Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	113868	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2210-4-201-12-4-5	Expense	DHS Contracted Services	\$4,000.00	\$0.00
100-2455-5-218-06-4-1	Expense	DHS Instructional Software	\$0.00	\$4,000.00
Fund - GENERAL FUND - 1000 Subtotal:			\$4,000.00	\$4,000.00
Total:			\$4,000.00	\$4,000.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 113997		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2430-5-302-06-5-2	Expense	District Special Education Instructional Materials	\$7,427.00	\$0.00
100-2455-5-302-06-5-2	Expense	District Special Education Instructional Software	\$0.00	\$7,427.00
100-2415-5-206-06-3-1	Expense	DMS English Instructional Materials	\$0.00	\$2,500.00
100-2455-5-206-06-3-1	Expense	DMS English Instructional Software	\$2,500.00	\$0.00
100-2415-5-206-06-4-1	Expense	DHS English Instructional Materials	\$0.00	\$1,800.00
100-2455-5-206-06-4-1	Expense	DHS English Instructional Software	\$1,800.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$11,727.00	\$11,727.00
Total:			\$11,727.00	\$11,727.00

Town of Duxbury

JE Packet Summary Report

20

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 114590		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2455-5-219-06-3-5	Expense	DMS Computer Instructional Materials	\$22,248.00	\$0.00
100-2440-4-103-05-5-1	Expense	District Curriculum Contracted Services	\$7,000.00	\$0.00
100-2455-5-218-06-3-1	Expense	DMS Instructional Software	\$0.00	\$22,248.00
100-2455-5-219-06-1-5	Expense	Alden Computer Instructional Materials	\$16,213.00	\$0.00
100-2455-5-219-06-4-5	Expense	DHS Computer Instructional Materials	\$24,868.00	\$0.00
100-2455-5-205-06-1-1	Expense	Alden Instructional Software	\$0.00	\$16,213.00
100-2455-5-218-06-4-1	Expense	DHS Instructional Software	\$0.00	\$24,868.00
100-2455-5-219-06-2-5	Expense	Chandler Computer Instructional Materials	\$15,500.00	\$0.00
100-2358-4-107-05-5-1	Expense	District Professional Development Outside Vendors	\$0.00	\$7,000.00
100-2455-5-205-06-2-1	Expense	Chandler Instructional Software	\$0.00	\$15,500.00
Fund - GENERAL FUND - 1000 Subtotal:			\$85,829.00	\$85,829.00
Total:			\$85,829.00	\$85,829.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 114762		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2410-5-205-07-2-1	Expense	Chandler Elementary Textbooks	\$3,900.00	\$0.00
100-2415-5-306-06-2-2	Expense	Chandler Special Education Materials	\$0.00	\$10,192.00
100-2415-5-205-06-2-1	Expense	Chandler Elementary Instructional Materials	\$3,492.00	\$0.00
100-2415-5-211-06-2-1	Expense	Chandler Kindergarten Instructional Materials	\$2,800.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$10,192.00	\$10,192.00
Total:			\$10,192.00	\$10,192.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 115529		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2410-5-212-07-3-1	Expense	DMS Mathematics Textbooks	\$700.00	\$0.00
100-2420-6-216-09-4-1	Expense	DHS Science Equipment	\$0.00	\$165.64
100-2415-5-216-06-4-1	Expense	DHS Science Instructional Materials	\$165.64	\$0.00
100-2415-5-306-06-3-2	Expense	DMS Special Education Instructional Materials	\$0.00	\$700.00
Fund - GENERAL FUND - 1000 Subtotal:			\$865.64	\$865.64
Total:			\$865.64	\$865.64

Town of Duxbury
JE Packet Summary Report

Filters		
Description:	rebalance	Fiscal Year: 2026
Number:	116491	Sort Column 1: Fund Asc
Sort Column 2:	Type Asc	

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2415-5-218-06-4-1	Expense	DHS Instructional Materials	\$0.00	\$5,000.00
100-2430-5-302-06-5-2	Expense	District Special Education Instructional Materials	\$29.40	\$0.00
100-2415-5-306-06-2-2	Expense	Chandler Special Education Materials	\$0.00	\$29.40
100-4230-4-214-11-5-5	Expense	District Physical Education Maintenance of Equipment	\$0.00	\$42.00
100-2420-6-214-12-5-1	Expense	District Physical Education Equipment	\$42.00	\$0.00
100-2455-5-218-06-4-1	Expense	DHS Instructional Software	\$5,000.00	\$0.00
Fund - GENERAL FUND - 1000 Subtotal:			\$5,071.40	\$5,071.40
Total:			\$5,071.40	\$5,071.40

Town of Duxbury
JE Packet Summary Report

Filters		
Description:	rebalance	Fiscal Year: 2026
Number:	116684	Sort Column 1: Fund Asc
Sort Column 2:	Type Asc	

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2415-5-407-06-2-1	Expense	Chandler Library Instructional Materials	\$0.00	\$400.00
100-3200-4-406-04-5-5	Expense	District Health Services Contracted Services	\$12,000.00	\$0.00
100-2420-6-207-09-4-1	Expense	DHS World Language Equipment	\$10,000.00	\$0.00
100-2455-5-207-06-4-1	Expense	DHS World Language Instructional Software	\$0.00	\$10,000.00
100-2420-6-408-09-2-1	Expense	Chandler Media Equipment	\$400.00	\$0.00
100-2330-4-103-12-5-5	Expense	HOME/HOSPITAL TUTORING CONTRACTED SERVICE	\$0.00	\$12,000.00
Fund - GENERAL FUND - 1000 Subtotal:			\$22,400.00	\$22,400.00
Total:			\$22,400.00	\$22,400.00

Town of Duxbury
JE Packet Summary Report

Filters		
Description:	rebalance	Fiscal Year: 2026
Number:	117067	Sort Column 1: Fund Asc
Sort Column 2:	Type Asc	

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2415-5-306-06-1-2	Expense	Alden Special Education Instructional Materials	\$0.00	\$484.00
100-2430-5-302-06-5-2	Expense	District Special Education Instructional Materials	\$10,777.00	\$0.00
100-2415-5-306-06-2-2	Expense	Chandler Special Education Materials	\$0.00	\$130.00
100-2455-5-302-06-5-2	Expense	District Special Education Instructional Software	\$0.00	\$8,842.00
100-2415-5-306-06-4-2	Expense	DHS Special Education Instructional Materials	\$0.00	\$1,321.00
Fund - GENERAL FUND - 1000 Subtotal:			\$10,777.00	\$10,777.00
Total:			\$10,777.00	\$10,777.00

Town of Duxbury
JE Packet Summary Report

Filters		
Description:	rebalance	Fiscal Year: 2026
Number:	117365	Sort Column 1: Fund Asc
Sort Column 2:	Type Asc	

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2415-5-215-06-3-1	Expense	DMS Reading Instructional Materials	\$0.00	\$1,810.00
100-2455-5-206-06-3-1	Expense	DMS English Instructional Software	\$6,000.00	\$0.00
100-2415-5-218-06-1-1	Expense	Alden Classroom Supplies	\$110.00	\$0.00
100-2415-5-206-06-3-1	Expense	DMS English Instructional Materials	\$0.00	\$4,190.00
100-2415-5-306-06-1-2	Expense	Alden Special Education Instructional Materials	\$0.00	\$110.00
Fund - GENERAL FUND - 1000 Subtotal:			\$6,110.00	\$6,110.00
Total:			\$6,110.00	\$6,110.00

Town of Duxbury
JE Packet Summary Report

Filters			
Description: rebalance		Fiscal Year: 2026	
Number: 117703		Sort Column 1: Fund Asc	
Sort Column 2: Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2420-4-408-12-3-1	Expense	DMS Media Contracted Services	\$0.00	\$1,255.56
100-2420-4-408-12-2-1	Expense	Chandler Media Contracted Services	\$0.00	\$1,255.56
100-2455-4-219-12-5-5	Expense	District Technology Software Contracted Services	\$3,766.68	\$0.00
100-2420-4-408-12-1-1	Expense	Alden Media Contracted Services	\$0.00	\$1,255.56
Fund - GENERAL FUND - 1000 Subtotal:			\$3,766.68	\$3,766.68
Total:			\$3,766.68	\$3,766.68

Town of Duxbury

JE Packet Summary Report

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Filters				
Description:	rebalance	Fiscal Year:	2026	
Number:	119034	Sort Column 1:	Fund Asc	
Sort Column 2:	Type Asc			

Account #	Type	Account Description	Debits	Credits
Fund - GENERAL FUND - 1000				
100-2120-1-206-01-5-1	Expense	District English Curriculum Subject Supervisors	\$38,245.00	\$0.00
100-2120-1-216-01-5-1	Expense	District Science Curriculum Subject Supervisors	\$35,101.00	\$0.00
100-1220-1-102-01-5-5	Expense	District Assistant Superintendent	\$0.00	\$3,000.00
100-2210-1-201-01-3-5	Expense	DMS Principal and Assistant Principal	\$0.00	\$22,573.00
100-2305-1-213-02-3-1	Expense	DMS Music Teachers	\$0.00	\$28,357.00
100-2320-3-306-04-5-2	Expense	District Medical Therapeutic	\$0.00	\$16,701.00
100-2120-1-207-01-5-1	Expense	District World Language Curriculum Sub Supervisors	\$0.00	\$29,016.00
100-2120-1-217-01-5-1	Expense	District Social Studies Curriculum Sub Supervisors	\$33,429.00	\$0.00
100-2210-1-102-01-5-5	Expense	District School Resources Officer	\$0.00	\$2,408.00
100-2305-1-207-02-3-1	Expense	DMS World Language Teachers	\$0.00	\$6,423.00
100-2305-1-213-02-4-1	Expense	DHS Music Teachers	\$0.00	\$3,134.00
100-2120-1-205-01-5-1	Expense	District Elementary Ed Curriculum Sub Supervisors	\$0.00	\$8,304.00
100-2120-1-212-01-5-1	Expense	District Math Curriculum Subject Supervisors	\$36,233.00	\$0.00
100-2305-1-306-02-2-2	Expense	Chandler Special Education Teacher	\$0.00	\$21,197.00
100-2210-1-201-01-2-5	Expense	Chandler Principal and Assistant Principal	\$0.00	\$9,276.00
100-2305-1-207-02-4-1	Expense	DHS World Language Teachers	\$14,207.00	\$0.00
100-2305-1-216-02-3-1	Expense	DMS Science Teachers	\$0.00	\$6,826.00
Fund - GENERAL FUND - 1000 Subtotal:			\$157,215.00	\$157,215.00
Total:			\$157,215.00	\$157,215.00

File: IJL - LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be hand-led in line with Committee policy on complaints about instructional materials.

SOURCE: MASC - Reference added 2023

LEGAL REF.: 603 CMR [26:05](#)

CROSS REF.: [KE](#), Public Complaints

REFERENCE: American Library Association - Library Bill of Rights

File: KE - PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit their complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [76:5](#)

603 CMR [26.00](#)

File: AA - SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the District is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of Duxbury structurally is a department of the municipality operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Duxbury Public Schools is coterminous with the Town of Duxbury.

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II

M.G.L. [71:1](#)

CROSS REF.: BB, School Committee Legal Status

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

SOURCE: MASC - Updated 2022

ACA - NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school district does not and will not discriminate on the basis of sex, sexual orientation or gender identity in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation or gender identity, to all of its students and employees.

The Committee will designate an individual to act as the school district's Title IX compliance officer. All students and employees will be notified of the name, office address, and telephone number of the compliance officer.

LEGAL REFS.: Title IX of the Education Amendments of 1972
 45 CFR, Part 86, (Federal Register, 6/4/75)
 M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
 BESE 603 CMR 26:00

REFERENCE: USDOE Notice of Interpretation - <https://www.ed.gov/news/press-releases/usdepartment-education-confirms-title-ix-protects-students-discrimination-based-sexualorientation-and-gender-identity>

CROSS REF.: AC, Nondiscrimination Including Harassment and Retaliation

SOURCE: MASC - Updated 2022

ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would

fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school district receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school district will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of disability.

SOURCE: MASC Reviewed 2022

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended
 Education for All Disabled Children Act of 1975
 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
 Title II, Americans with Disabilities Act of 1992, as amended
 Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: IGB, Support Services Programs

ADC- TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco or nicotine products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC - Updated 2022

LEGAL REF: M.G.L. [71:37H](#); [270:6](#)

CROSS REFS.: GBED, Tobacco use on School Property by Staff Members Prohibited
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

File: AE - COMMITMENT TO ACCOMPLISHMENT

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the District, the School Committee will maintain a program of accountability consisting of the following elements:

- Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.
- Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the District.
- Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.
- Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the District.
- Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the District.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

SOURCE: MASC - Reviewed 2022



DUXBURY HIGH SCHOOL

71 Alden Street, Duxbury, MA 02332 | 781.934.7650

Jennifer Cotton-Herman, Principal | Lew Alberti, Assistant Principal | Todd Warmington, Assistant Principal

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Students First

Cooperative & Caring Relationships

Inclusivity

Integrity

To: Members of the Duxbury School Committee

From: Margaret Cameron-Hickey, DECA Advisor

Date: February 3, 2026

Re: Overnight Travel Proposal

Dear Members of the Duxbury School Committee,

I am requesting your approval to organize an overnight student trip for the DECA State conference at the SeaPort District Conference area in Boston Massachusetts on March 12-14, 2026. We will stay at the Seaport Hotel. We have 7 students who will be attending.

Students will take a 100 question exam, then compete in two role plays in a cluster area related to career readiness standards, such as marketing, accounting, quickserve or hotel and hospitality. Finalists compete in an additional role play on the final day. In addition to this, students will be able to meet many college representatives, entrepreneurs and network with peers across the state. Students who earn top 5 spots have the opportunity to compete in the ICDC competition in Atlanta Georgia this year.

Thank you for your kind consideration, and please do not hesitate to reach out if I can answer any further questions.

Sincerely,

Margaret Cameron-Hickey
DECA Advisor
Duxbury High School
mch@duxbury.k12.ma.us



DUXBURY HIGH SCHOOL

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Integrity

Jennifer Cotton-Herman, Principal | Lew Alberti, Assistant Principal | Todd Warmington, Assistant Principal

Overnight Travel Proposal

All Duxbury High School field trips are governed by the DPS School Committee Policies (Specifically, [IJOA](#)) and the [DHS Student Handbook](#). Key details of these policies include:

- All extended (overnight) trips and excursions must have advance approval of the School Committee sixty (60) days prior to the scheduled departure.
- Fundraising activities for such trips will be subject to approval by the principal.
- On all such trips there must be at least an adult-student ratio of 1 to 10.
- The School Committee reserves the right to revoke permission for any trip at any given time, for safety or other appropriate reasons.
- Overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time.
- All participating students must submit a signed parent/guardian permission form. This form must include appropriate authorization for emergency medical care and administration of medication.

Once this form is completed, submit it with a [Proposal Cover Letter](#), any pertinent tour information, and any pertinent travel insurance to the DHS Principal. It will then be presented to the DPS School Committee for approval.

Trip Overview: *Describe the nature of your proposed trip, including as many specifics as possible at this time as to the specific location, points of interest, and general itinerary.*

Alignment with DPS District Goal(s): *Describe how this experience aligns with the Duxbury Public School District Goals.*

Learning Objectives & Curriculum Connections: *Describe the learning objectives for the students on this trip and how it ties to the curriculum you teach.*

Expense Worksheet: *Use this worksheet to calculate what you believe the approximate price/traveler for the trip will be. You will need to account for this on the DPS Field Trip Request Form that will be submitted for approval. The following categories may be helpful to consider as you prepare your cost/traveler. Some categories may not apply to your trip.*

Expense	Price Per Traveler
Airfare	
Lodging	
Meals	
On the Ground Transportation, including to/from airport	
Tours	
Gratuities	
Insurance	
Pre-Trip Preparation Costs (i.e. international cell phone plan)	
Emergency Cash	
Other	
Share of Chaperone Cost/Student	
Total	

Anticipated Fundraising Plan and Goals: *Outline how you intend to fundraise.*

Safety Concerns: *Please mention any safety concerns that may be present at the time of your submission.*

Submitted by: _____ **Date:** _____



Overnight Travel Proposal

All Duxbury High School field trips are governed by the DPS School Committee Policies (Specifically, [IJOA](#)) and the [DHS Student Handbook](#). Key details of these policies include:

- All extended (overnight) trips and excursions must have advance approval of the School Committee sixty (60) days prior to the scheduled departure.
- Fundraising activities for such trips will be subject to approval by the principal.
- On all such trips there must be at least an adult-student ratio of 1 to 10.
- The School Committee reserves the right to revoke permission for any trip at any given time, for safety or other appropriate reasons.
- Overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time.
- All participating students must submit a signed parent/guardian permission form. This form must include appropriate authorization for emergency medical care and administration of medication.

Once this form is completed, submit it with a [Proposal Cover Letter](#), any pertinent tour information, and any pertinent travel insurance to the DHS Principal. It will then be presented to the DPS School Committee for approval.

Trip Overview: *Describe the nature of your proposed trip, including as many specifics as possible at this time as to the specific location, points of interest, and general itinerary.*

On March 12-14, Seven students will attend a two night, three day conference at the Seaport District Conference area in Boston. We will be staying at the Seaport Hotel. attached is agenda for the three day conference.

DECA chapter activities contribute substantially to the primary purpose of school, which is to develop well-educated citizens who have self-confidence, self-esteem, leadership ability and the proper understanding of the free enterprise system. DECA chapters are invariably “showcases” for student achievement and progress, reflecting favorably on teachers, DECA advisors and school administrators at the local and state levels.

Alignment with DPS District Goal(s): *Describe how this experience aligns with the Duxbury Public School District Goals.*

DECA enhances the co-curricular education of members through a comprehensive learning program that integrates into classroom instruction, applies learning, connects to business and promotes competition.

Learning Objectives & Curriculum Connections: *Describe the learning objectives for the students on this trip and how it ties to the curriculum you teach.*

The DECA curriculum aligns with our Personal Finance, Fundamental of Business, Entrepreneurship courses. Students will demonstrate content knowledge by taking a 100 question test in a given category such as accounting, finance and business. They apply the skills in role plays over two days. The role plays have performance indicators related to the careers related to the subject they are taking. Students use content knowledge and apply it to a real situation in the business world. We have students competing in an individual, TEAM and a quiz bowl of general business knowledge.

Principles of Business Administration Events

Principles of Business Administration Events are for individual first-year DECA members. The member is asked to explain several core business concepts.

Individual Series Events

Individual Series Events are individual member events that pose business challenges with role-plays set in specialized career areas.

Team Decision Making Events

Team Decision Making Events challenge a team of two participants to analyze a case study in a specific career area and develop a solution.

Personal Financial Literacy Event

The Personal Financial Literacy Event is designed to measure members' ability to apply reliable information and systematic decision making to personal financial decisions.

Expense Worksheet: *Use this worksheet to calculate what you believe the approximate price/traveler for the trip will be. You will need to account for this on the DPS Field Trip Request Form that will be submitted for approval. The following categories may be helpful to consider as you prepare your cost/traveler. Some categories may not apply to your trip.*

Expense	Price Per Traveler
Airfare	
Lodging	4 person room Approximately 75.40 per night per person \$150.80 total 3 person \$100.54 per night Per person total \$ 201.08 total Advisor \$360 per night Advisor Total \$603.22 total
Registration and meals	\$310.00 per person \$2480.00 total
On the Ground Transportation, including to/from airport	We will use the school van to drive to and from the event and walk from the hotel to the conference area.
Tours	N/A
Gratuities	N/A
Insurance	N/A
Pre-Trip Preparation Costs (i.e. international cell phone plan)	N/A
Emergency Cash	
Other	spending money- food vendors- raffle baskets
Share of Chaperone Cost/Student	
Total	\$4289.66 Per student in quad room is \$ 460.80 Per student in triple room is \$ 511.08 Advisor total is \$ 913.22

Anticipated Fundraising Plan and Goals: *Outline how you intend to fundraise.*

We have a corn hole event plus bakesales that will help reduce the cost. In addition, we have asked local businesses to sponsor us. We also want to do a shamrock limerick fundraiser.

Safety Concerns: *Please mention any safety concerns that may be present at the time of your submission.*

DECA has a comprehensive permission slip with clear guidelines and consequences for violating the guidelines. I have reviewed the guidelines with the students and the parents have signed the permission slip. We will also review a buddy system.

Submitted by: Margaret Cameron-Hickey **Date:** February 5, 2026

FY26 Q2 Financial Status Report

As of December 31, 2025

Duxbury Public Schools
Lisa Freeley, Director of Business and Finance

Executive Summary

\$ \$44.3M

Total Budget

 **45.1%**

YTD Spent

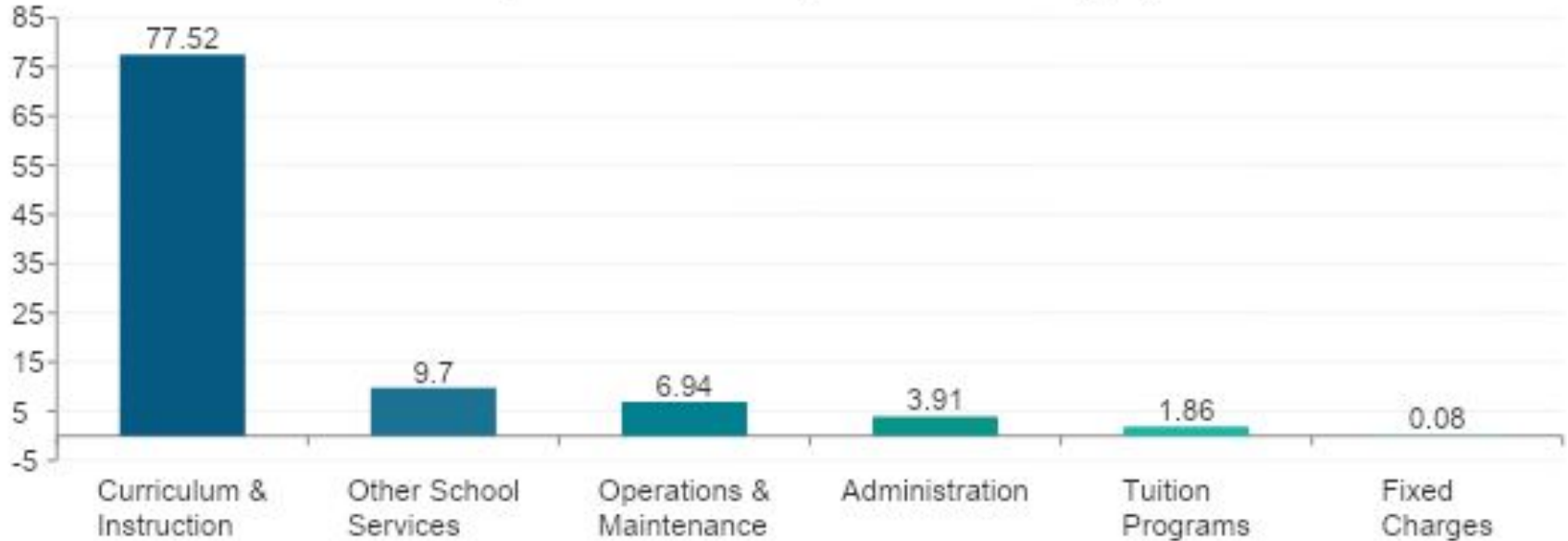


On Track

- District operating within \$44,331,607 appropriation from March 2025 Town Meeting
- Combined expenditures and encumbrances at 45.1% of total budget — consistent with mid-year expectations
- Monitoring projected overages in Administration and Fixed Charges cost centers
- Winter weather impacts being closely monitored for facilities and utilities budgets

FY26 Operating Budget Overview

Budget Allocation by Cost Center (%)



Salary Expenditures



\$13.5M

YTD Salary Expenditures

37.07% of total salary budget

95.84% committed

Variable costs being monitored: custodial overtime, substitutes, coverage, staffing changes

Key Considerations



Projected Overages:

Administration (1000):

Leaves of absence and additional technology support needs

Fixed Charges (5000):

Employee separation costs higher than anticipated due to unplanned staff separations

Non-Salary Expenditures & Encumbrances

\$2.5M

31.75%

YTD Expended

\$5.6M

Projected

Encumbered

Key Areas of Focus

Service Contracts & Utilities: Formal encumbrance of annual contracts; winter weather adjustments for increased supply and utility usage

New Cost Center (6000): Community Services established to track in-district private school transportation

Operational Maintenance: Reactive posture due to aging infrastructure; must-do projects planned for H2; HVAC costs expected to increase with Town technician retirement

Special Education: Contracted services, out-of-district tuition, and specialized transportation under close monitoring — high volatility

Cost Center Summary

Cost Center	Current Budget	YTD Expended	Available Balance
Administration	\$1,724,519	\$795,848	-\$20,119
Curriculum & Instruction	\$34,403,600	\$12,642,930	\$1,216,743
Other School Services	\$4,270,800	\$1,197,746	\$62,694
Operations & Maintenance	\$3,075,290	\$1,303,749	\$10,536
Fixed Charges	\$35,000	\$28,191	-\$42,191
Community Services	\$0	\$3,493	-\$86,508
Tuition Programs	\$822,398	\$45,190	\$129,628
TOTAL	\$44,331,607	\$16,017,146	\$1,270,783

**Negative balances indicate projected overages being monitored*

Revenue Offsets & Alternative Funding

Revolving Funds

Circuit Breaker:

State reimbursement offsetting out-of-district tuition

Athletics & Co-Curriculars:

Fee-based accounts offsetting supplies and services

School Nutrition:

Self-sustaining food service operations

Federal & State Grants

IDEA & Title I Grants:

Essential special education and intervention services

Strategic Use:

Maximizing 24-27 month expenditure window by expending FY25 allocations alongside FY26 funds

Impact:

Maintains staffing and programs that would otherwise require local appropriation

Looking Ahead: Q3 & Q4 Focus Areas



Winter Operations

Monitoring weather impacts on facilities and utility budgets to mitigate unforeseen costs



FY27 Budget Development

Incorporating FY26 fiscal realities and strategic needs for responsible path forward

Commitment to Transparency

- Timely financial updates to School Committee
- Close monitoring of all expenditures and accurate allocation
- Proactive communication of potential financial concerns
- Next quarterly report: May 2026 (near-final FY26 performance)

Key Takeaways

- ✔ District on track at mid-year with 45.1% budget utilization
- ✔ Salary commitments at 95.84% — reserves allocated for variable costs
- ✔ Monitoring administration and fixed charges for projected overages
- ✔ Revenue offsets critical to managing budgetary impact to Town
- ✔ Proactive planning for Q3/Q4 challenges and FY27 development

Questions?

To: Duxbury School Committee
CC: Danielle Klingaman, Ed. D, Superintendent
From: Lisa Freeley, Director of Business and Finance
Date: February 11, 2026
Subject: FY26 Q2 Financial Status Report

Overview

As of December 31, 2025, the district has completed the second 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. We continue to closely monitor the impacts of the reduced staffing and service levels implemented for this year to ensure resources are maximized.

Detailed financial activity is provided in the attached appendices (A-E), which break down spending, encumbrances, and fund balances across all accounts. At the close of the second quarter, combined expenditures and encumbrances represent 45.1% of the total budget. This utilization rate is consistent with expectations for the mid-year point, reflecting approximately four months of school operations and payroll, and suggests the district is on track to remain adequately funded for the remainder of the year.

Operating Budget Update

Salaries

As of December 31, salary expenditures total \$13,538,271, which represents 37.07% 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 95.84% of the budget is now committed.

We are currently monitoring a projected overage in the (1000) Administration cost center. This variance is primarily driven by leaves of absence and additional support needed within the technology department, which have necessitated the hiring of hourly staff to maintain help desk operations and ensure continued assistance for students and staff. Additionally, employee separation costs within the (5000) Fixed Charges cost center are projecting higher than anticipated due to unplanned staff separations and potential unannounced year-end retirements.

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 \$2,478,875 or 31.75% of the non-salary budget. When combined with actual and planned encumbrances of approximately \$5,578,175, the total commitment for goods and services is substantial. This increase is driven by the formal encumbering of annual service contracts, utilities, and necessary adjustments for seasonal operations. Specifically, due to the recent winter and cold weather conditions, we have adjusted our financial assumptions to account for increased usage of supplies and utilities.

A new cost center, (6000) Community Services, has been established to track in-district private school transportation expenses. This category ensures accurate reporting, and 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.

Operational maintenance remains a significant variable in our financial forecasting. The district's maintenance posture remains largely reactive, a consequence of aging infrastructure and historically deferred projects. Facilities leadership is currently planning for several must-do projects that will impact the budget in the second half of the year; these are included in the current projections. Additionally, we have established an additional placeholder for contracted services to address an anticipated increase in HVAC costs following the upcoming 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, 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 then apply projected revenues from grant and revolving funds to arrive at the Net Operating Budget, which becomes the Town appropriation. These alternative funding streams allow us to sustain mandated services and critical programs without placing the full cost burden on the general fund.

Revolving funds are fee-based or reimbursement accounts that directly offset operating costs. The Circuit Breaker fund, which provides state reimbursement for high-cost special education, is being actively applied to offset out of district tuition expenses. Additionally, other fee-based revolving accounts, such as athletics and co-curriculars, remain stable and are used to offset the

costs of supplies, contracted services, and officials, thereby reducing the request made to the town appropriation.

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. These grant offsets are essential for maintaining staffing and programmatic support that would otherwise require local appropriation.

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 move into the third quarter, the district's focus shifts to two key areas, winter operations and FY27 budget development. The administration has developed and presented the FY27 budget, incorporating the fiscal realities of the current year and the strategic needs of the district to ensure a fiscally responsible path forward. Simultaneously, we continue to monitor winter weather impacts on facilities and utility budgets to mitigate any unforeseen costs.

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 as they arise. The next quarterly report will be presented in May, providing a near-final look at FY26 performance.

Thank you for your continued support of the students and staff of the School department.

FY26 Q1 Operating Budget Financial Report

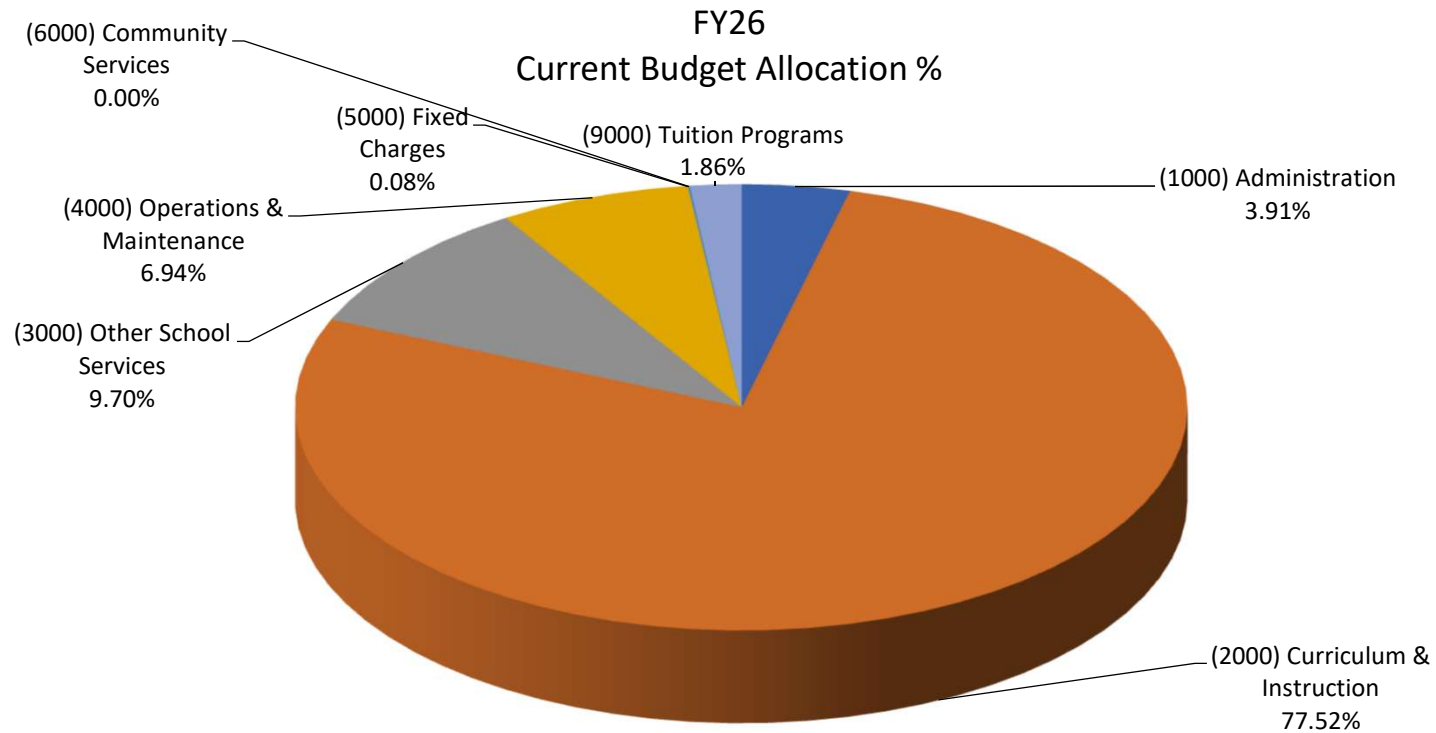
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Appendix A

Cost Center

as of December 31, 2025

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	\$795,848	\$40,236	\$908,555	-\$20,119
(2000) Curriculum & Instruction	\$34,367,394	\$36,206	\$34,403,600	\$12,642,930	\$510,061	\$20,033,866	\$1,216,743
(3000) Other School Services	\$4,298,824	-\$28,024	\$4,270,800	\$1,197,746	\$1,846,239	\$1,164,121	\$62,694
(4000) Operations & Maintenance	\$3,075,248	\$42	\$3,075,290	\$1,303,749	\$151,641	\$1,609,364	\$10,536
(5000) Fixed Charges	\$35,000	\$0	\$35,000	\$28,191	\$0	\$49,000	-\$42,191
(6000) Community Services	\$0	\$0	\$0	\$3,493	\$83,015	\$0	-\$86,508
(9000) Tuition Programs	\$822,398	\$0	\$822,398	\$45,190	\$1,344,072	-\$696,491	\$129,628
Grand Total	\$44,331,607	\$0	\$44,331,607	\$16,017,146	\$3,975,264	\$23,068,414	\$1,270,783



FY26 Q2 Operating Budget Financial Report

Appendix B

Cost Center and Function Code

as of December 31, 2025

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	\$ 8,892	\$ -	\$ 4,608	\$ 1,500
	1210	Superintendent	\$ 602,178	\$ (11,224)	\$ 590,954	\$ 266,601	\$ 32,148	\$ 295,605	\$ (3,400)
	1220	Assistant Superintendents	\$ 174,832	\$ 3,000	\$ 177,832	\$ 90,716	\$ -	\$ 87,116	\$ 0
	1410	Business and Finance	\$ 231,894	\$ -	\$ 231,894	\$ 115,948	\$ -	\$ 115,948	\$ (1)
	1420	Human Resources and Benefits	\$ 217,481	\$ -	\$ 217,481	\$ 108,740	\$ -	\$ 108,740	\$ 1
	1450	Administrative Technology—Districtwide	\$ 491,358	\$ -	\$ 491,358	\$ 204,951	\$ 8,088	\$ 296,538	\$ (18,219)
(1000) Administration Total			\$ 1,732,743	\$ (8,224)	\$ 1,724,519	\$ 795,848	\$ 40,236	\$ 908,555	\$ (20,119)
(2000) Curriculum & Instruction	2110	Curriculum Directors (Supervisory)	\$ 757,022	\$ -	\$ 757,022	\$ 396,336	\$ 15,091	\$ 384,486	\$ (38,891)
	2120	Department Heads (Non-Supervisory)	\$ 749,744	\$ (105,688)	\$ 644,056	\$ 317,476	\$ -	\$ 298,887	\$ 27,694
	2210	School Leadership	\$ 2,202,322	\$ 30,257	\$ 2,232,579	\$ 1,020,790	\$ 6,789	\$ 1,263,400	\$ (58,400)
	2305	Teachers, Classroom	\$ 23,405,789	\$ (34,286)	\$ 23,371,503	\$ 7,931,333	\$ -	\$ 14,600,856	\$ 839,314
	2320	Medical/ Therapeutic Services	\$ 825,768	\$ 16,701	\$ 842,469	\$ 300,829	\$ 314,686	\$ 261,872	\$ (34,918)
	2324	Substitutes, Long-Term	\$ 108,174	\$ -	\$ 108,174	\$ 197,752	\$ -	\$ 52,500	\$ (142,078)
	2325	Substitutes, Short-Term	\$ 450,000	\$ -	\$ 450,000	\$ 71,239	\$ -	\$ 172,805	\$ 205,956
	2330	Paraprofessionals	\$ 1,701,564	\$ 12,000	\$ 1,713,564	\$ 672,957	\$ 6,680	\$ 449,972	\$ 583,955
	2340	Librarians/Media Center Directors	\$ 322,346	\$ 69,130	\$ 391,476	\$ 138,853	\$ -	\$ 257,375	\$ (4,752)
	2354	Stipends for teachers providing instructional coaching	\$ 5,250	\$ -	\$ 5,250	\$ -	\$ -	\$ -	\$ 5,250
	2356	Costs for instructional staff to attend professional development	\$ 174,850	\$ (600)	\$ 174,250	\$ 34,338	\$ 11,621	\$ 91,836	\$ 36,455
	2358	Outside professional development providers for instructional staff	\$ 9,000	\$ 7,000	\$ 16,000	\$ 14,000	\$ 3,000	\$ -	\$ (1,000)
	2410	Textbooks	\$ 58,740	\$ (2,790)	\$ 55,950	\$ 10,379	\$ 647	\$ 44,924	\$ -
	2415	Other Instructional Materials (Libraries)	\$ 472,954	\$ (40,969)	\$ 431,985	\$ 211,193	\$ 56,274	\$ 161,918	\$ 2,600
	2420	Instructional Equipment	\$ 36,455	\$ (11,610)	\$ 24,845	\$ 11,720	\$ 330	\$ 12,435	\$ 362
	2430	General Classroom Supplies	\$ 45,300	\$ (27,304)	\$ 17,996	\$ 589	\$ 3,540	\$ 13,867	\$ -
	2440	Other Instructional Services	\$ 100,500	\$ (14,000)	\$ 86,500	\$ 6,340	\$ 13,000	\$ 67,160	\$ -
	2451	Instructional Hardware—Student and Staff Devices (Computers)	\$ 150,853	\$ -	\$ 150,853	\$ 50,560	\$ 39,711	\$ 48,582	\$ 12,000
	2453	Instructional Hardware—All Other	\$ 47,658	\$ -	\$ 47,658	\$ 2,036	\$ 785	\$ 40,843	\$ 3,994
	2455	Instructional Software and Other Instructional Materials	\$ 470,079	\$ 63,560	\$ 533,639	\$ 394,328	\$ 31,446	\$ 357,902	\$ (250,037)
	2710	Guidance and Adjustment Counselors	\$ 1,763,693	\$ 71,734	\$ 1,835,427	\$ 701,808	\$ -	\$ 1,096,783	\$ 36,835
	2800	Psychological Services	\$ 509,333	\$ -	\$ 509,333	\$ 152,347	\$ 1,846	\$ 355,460	\$ (320)
	2720	Testing & Assessment	\$ -	\$ 3,071	\$ 3,071	\$ 5,727	\$ 4,618	\$ -	\$ (7,274)
(2000) Curriculum & Instruction Total			\$ 34,367,394	\$ 36,206	\$ 34,403,600	\$ 12,642,930	\$ 510,061	\$ 20,033,866	\$ 1,216,743
(3000) Other School Services	3200	Medical/Health Services	\$ 465,143	\$ (12,000)	\$ 453,143	\$ 168,567	\$ 1,631	\$ 316,193	\$ (33,248)
	3300	Transportation Services	\$ 2,767,600	\$ (16,624)	\$ 2,750,976	\$ 666,239	\$ 1,844,609	\$ 66,136	\$ 173,993
	3400	Food Services	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
	3510	Athletics	\$ 744,150	\$ -	\$ 744,150	\$ 334,359	\$ -	\$ 534,885	\$ (125,094)
	3520	Other Student Activities	\$ 315,931	\$ 600	\$ 316,531	\$ 28,427	\$ -	\$ 244,060	\$ 44,044
	3600	School Security	\$ 3,000	\$ -	\$ 3,000	\$ 154	\$ -	\$ 2,846	\$ -
(3000) Other School Services Total			\$ 4,298,824	\$ (28,024)	\$ 4,270,800	\$ 1,197,746	\$ 1,846,239	\$ 1,164,121	\$ 62,694
(4000) Operations & Maintenance	4110	Custodial Services	\$ 1,300,969	\$ -	\$ 1,300,969	\$ 573,870	\$ 31,567	\$ 618,294	\$ 77,237
	4130	Utility Services	\$ 1,121,287	\$ -	\$ 1,121,287	\$ 378,571	\$ 21,994	\$ 653,771	\$ 66,952
	4210	Maintenance of Grounds	\$ 268,492	\$ -	\$ 268,492	\$ 120,422	\$ 977	\$ 123,348	\$ 23,745
	4220	Maintenance of Buildings	\$ 324,000	\$ -	\$ 324,000	\$ 212,804	\$ 92,416	\$ 173,280	\$ (154,500)
	4230	Maintenance of Equipment	\$ 30,500	\$ 42	\$ 30,542	\$ 18,082	\$ 4,686	\$ 10,671	\$ (2,898)
	4300	Extraordinary Maintenance	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -
(4000) Operations & Maintenance Total			\$ 3,075,248	\$ 42	\$ 3,075,290	\$ 1,303,749	\$ 151,641	\$ 1,609,364	\$ 10,536
(5000) Fixed Charges	5150	Employee Separation Costs	\$ 35,000	\$ -	\$ 35,000	\$ 28,191	\$ -	\$ 49,000	\$ (42,191)
(5000) Fixed Charges Total			\$ 35,000	\$ -	\$ 35,000	\$ 28,191	\$ -	\$ 49,000	\$ (42,191)
(9000) Tuition Programs	9100	Tuition to Mass. Schools	\$ 242,288	\$ -	\$ 242,288	\$ 45,190	\$ 54,924	\$ -	\$ 142,174
	9300	Tuition to Non-Public Schools	\$ 580,110	\$ -	\$ 580,110	\$ -	\$ 1,033,810	\$ (463,057)	\$ 9,357
	9400	Tuition to Collaboratives	\$ -	\$ -	\$ -	\$ -	\$ 255,338	\$ (233,434)	\$ (21,903)
(9000) Tuition Programs Total			\$ 822,398	\$ -	\$ 822,398	\$ 45,190	\$ 1,344,072	\$ (696,491)	\$ 129,628
(6000) Community Services	6900	Transportation Services	\$ -	\$ -	\$ -	\$ 3,493	\$ 83,015	\$ -	\$ (86,508)
(6000) Community Services Total			\$ -	\$ -	\$ -	\$ 3,493	\$ 83,015	\$ -	\$ (86,508)
Grand Total			\$ 44,331,607	\$ -	\$ 44,331,607	\$ 16,017,146	\$ 3,975,264	\$ 23,068,414	\$ 1,270,783

FY26 Operating Budget Financial Report

Appendix C

Grant Funds

as of December 31, 2025

	ORIGINAL BUDGET	REVISED BUDGET	PRIOR YR EXP	YTD EXPENSE	ENCUMBRANCE	TOTAL EXPENDED	BALANCE	STATUS
FEDERAL GRANTS								
FY25 - SPED IDEA (240)	\$763,664	\$763,664	\$11,880	\$240,782	\$9,150	\$261,812	\$501,852	OPEN TO 9/30/2026
FY25 - SPED EARLY CHILDHOOD (262)	\$18,339	\$18,339	\$0	\$17,355	\$0	\$17,355	\$984	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	\$0	\$0	\$30,515	\$755	OPEN TO 9/30/2026
FY25 - TITLE IV (309)	\$10,000	\$10,000	\$10,000	\$0	\$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	\$8,791	\$0	\$8,791	\$64,955	OPEN TO 9/30/2027
FY26 - TITLE IIA (140)	\$34,766	\$34,766	\$0	\$605	\$4,850	\$5,455	\$29,311	OPEN TO 9/30/2027
FY26 - TITLE IV (309)	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	OPEN TO 9/30/2027
TOTAL	\$1,801,051	\$1,801,373	\$128,130	\$276,859	\$14,000	\$418,988	\$1,382,385	
STATE GRANTS								
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	\$998	\$1,579	\$2,577	\$623	ROLLING ACCOUNT
FY25 - FC 31TC SKILLS CAPITAL TECH & EQUIPMENT	\$49,742	\$49,742	\$0	\$0	\$18,378	\$18,378	\$31,364	OPEN TO 6/30/2026
FY26 CSHS Grant	\$30,000	\$33,500	\$0	\$5,550	\$1,278	\$6,828	\$26,672	OPEN TO 6/30/2026
FY26 HATE CRIMES PREVENTION (794)	\$30,000	\$30,000	\$0	\$425	\$814	\$1,239	\$28,761	OPEN TO 6/30/2026
FY26 INNOV CAREER PATHWAYS IMPLEMENTATION (419)	\$50,000	\$50,000	\$0	\$17,308	\$0	\$17,308	\$32,692	OPEN TO 6/30/2026
TOTAL	\$267,742	\$279,142	\$87,921	\$47,745	\$23,163	\$158,830	\$120,312	

FY26 Operating Budget Financial Report

Appendix D

Revolving Funds

as of December 31, 2025

REVOLVING FUND	BEGINNING BALANCE	REVENUE	EXPENDITURE	ENCUMBERANCE	ENDING BALANCE	STATUS
Circuit Breaker	\$ 1,122,294	\$ 819,722	\$ 440,952	\$ -	\$ 1,501,064	ROLLING ACCOUNT
Before & After Dark	\$ 107,532	\$ 28,534	\$ 72,953	\$ -	\$ 63,114	ROLLING ACCOUNT
Driver Education	\$ 31,059	\$ 19,925	\$ 14,627	\$ 58	\$ 36,300	ROLLING ACCOUNT
Music Program	\$ (5,301)	\$ 21,986	\$ 25,438	\$ -	\$ (8,754)	ROLLING ACCOUNT
Magic Dragon	\$ 238,119	\$ 546,214	\$ 466,994	\$ 14,215	\$ 303,124	ROLLING ACCOUNT
Extended Day	\$ 186,398	\$ 212,156	\$ 206,072	\$ 8,632	\$ 183,849	ROLLING ACCOUNT
Building Use	\$ 451,422	\$ 54,935	\$ 46,351	\$ 6,893	\$ 453,113	ROLLING ACCOUNT
Athletic Revolving	\$ 6,669	\$ 225,586	\$ 189,758	\$ 15,402	\$ 27,095	ROLLING ACCOUNT
Integrated Pre School	\$ 381,880	\$ 52,308	\$ 23,187	\$ -	\$ 411,001	ROLLING ACCOUNT
Tuition - SPED Revolving	\$ 272,504	\$ 30,000	\$ 31,747	\$ 75	\$ 270,682	ROLLING ACCOUNT
STEP Program Revolving	\$ 2,267	\$ -	\$ -	\$ -	\$ 2,267	ROLLING ACCOUNT
Bus Transportation	\$ 113,456	\$ 176,830	\$ 11,250	\$ 200,000	\$ 79,036	ROLLING ACCOUNT
Performing Arts CTR.	\$ (637)	\$ -	\$ -	\$ -	\$ (637)	ROLLING ACCOUNT
Parking Fees	\$ 197,002	\$ 18,700	\$ 11,857	\$ -	\$ 203,845	ROLLING ACCOUNT
Co Curricular DMS	\$ 139,710	\$ 16,582	\$ 1,926	\$ -	\$ 154,366	ROLLING ACCOUNT
Co Curricular DHS	\$ 221,652	\$ 18,975	\$ 18,478	\$ 2,137	\$ 220,012	ROLLING ACCOUNT
Book Fund	\$ 13,011	\$ 60	\$ 5,920	\$ -	\$ 7,152	ROLLING ACCOUNT
FD Kindergarten Tuition	\$ 193,429	\$ 442,200	\$ 293,634	\$ -	\$ 341,995	ROLLING ACCOUNT
Computer Laptop Insurance	\$ 21,037	\$ 10,453	\$ 4,403	\$ 4,274	\$ 22,814	ROLLING ACCOUNT
Small Gifts	\$ 63,859	\$ 34,289	\$ 25,539	\$ 6,887	\$ 65,722	ROLLING ACCOUNT
Breadboard	\$ 9,931	\$ 3,480	\$ 10,026	\$ -	\$ 3,385	ROLLING ACCOUNT
School Nutrition	\$ 2,065,785	\$ 701,471	\$ 638,245	\$ 1,417,613	\$ 711,399	ROLLING ACCOUNT
Duxbury Education Found	\$ 21,419	\$ -	\$ -	\$ -	\$ 21,419	ROLLING ACCOUNT
TOTALS	\$ 5,854,498	\$ 3,434,406	\$ 2,539,358	\$ 1,676,185	\$ 5,073,361	

FY26 Q1 Operating Budget Financial Report

Appendix E

Capital Accounts

as of December 31, 2025

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	\$0	\$22,494	OPEN
STM FY23 ART#9-EDUCATIONAL PEG CABLE ACCESS & TECH	\$300,000	\$224,006	\$75,994	\$23,798	\$33,933	\$18,262	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	\$9,211	\$0	\$95,395	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 UNION FIELD	\$38,265	\$0	\$0	\$38,265	\$0	\$0	PENDING CLOSURE
030825 A6 ATM DISTRICTWIDE ROOF REPAIRS	\$50,000	\$0	\$50,000	\$12,820	\$5,195	\$31,985	OPEN
030825 A6 ATM FY26 DISTRICT TECHNOLOGY	\$105,388	\$0	\$105,388	\$91,023	\$14,365	\$0	OPEN
030825 A6 ATM CHRMBOK LEASE (YR 2 OF 4)	\$145,000	\$0	\$145,000	\$0	\$0	\$145,000	OPEN
030825 A7 ATM DISTRICTWIDE ASBESTOS ABATE	\$20,000	\$0	\$0	\$0	\$0	\$20,000	OPEN
TOTALS	\$2,574,121	\$1,521,181	\$760,140	\$188,596	\$59,093	\$690,715	



Mid-Year Goals Update

Danielle E. Klingaman, Ed.D
Presented to School Committee
January 6, 2026

Student Learning Goal

Reduce the achievement gap for At-Risk Students as measured by At-risk students reaching individual growth targets on iReady end-of-year benchmarks for literacy.

- ❑ CKLA Implementation- 100% of PK-5 Teachers trained and implementing program
 - ❑ PD took place on 8/26, 10/10, 11/4
- ❑ Illustrative Math Implementation- 100% of 6-8 Teachers trained and implementing program. Year 2 of implementation is going well so far.
- ❑ Administrative Walkthroughs- 858 as of December 23, 2025
 - ❑ Administrators are regularly evaluating trends in walk through data based on identified areas of focus- *Mastery, Creativity, Identity, Deeper Learning, and Maximizing Coteaching Effectiveness*
- ❑ Chronic Absenteeism- Consistently addressed at the Building Level through SST process with follow up communications to families
- ❑ Budget Supports At-Risk Learners- Presented and voted budget supports tiered intervention available to all students K-12
- ❑ Student Achievement Data Reported to SC 9/17, 11/19, and upcoming on 2/4

Professional Practice Goal

By June of 2026, the Duxbury Public Schools will have a Strategic Plan outlining District goals from 2026-2029.

- ❑ Consultant identified August 2025, initial planning meeting held 8/11 and 8/28
- ❑ Strategic Planning Committee established September 2025
 - ❑ Stakeholder Focus Group Sessions held 10/1, 10/8, 10/17
 - ❑ Strategic Plan Survey developed with TLA team, and DPS Administrators- Survey shared and open throughout November 2025
 - ❑ Six Strategic Planning Sessions scheduled, first 3 meetings held- 10/27, 11/17, 12/8, upcoming meetings 1/26, 3/16, 4/13
- ❑ Draft Strategic Plan on target to present to School Committee in May/June 2026

District Improvement Goal- Alden Building Project

By June 2026, the Duxbury School District will have completed all Alden School Building Project MSBA Eligibility Period deliverables and will have secured necessary funding for the next Phase, Feasibility Study

- ❑ Alden School Building Project
 - ❑ Initial Compliance Certification- Complete
 - ❑ Establish Building Committee- Complete
 - ❑ Enrollment Questionnaire- Complete
 - ❑ Enrollment Methodology-Complete
 - ❑ Maintenance and Capital Planning- Complete
 - ❑ Building Committee Meetings- 25-26 meetings held 9/4, 9/18, 10/9, 10/23, 11/6, 11/20, 12/4 with presentation to Fiscal Advisory on 11/12
 - ❑ Building Committee Website- Complete, full communications rollout beginning January 2026

District Improvement Goal- Budget

Develop a level service budget and a real-needs budget for FY'27 for Duxbury Public Schools. Both budget scenarios will include any resource or personnel cost-saving measures and their subsequent impact on students.

- ❑ School Committee Budget & Goal Setting Workshops Held (6/17, 6/18, 7/29, 8/15, 8/29, 9/26, 10/17)
- ❑ Analyze staffing levels during budget planning process and establish personnel recommendations
- ❑ Determine dollar amount for recommended FY'27 budget aligned with Strategic Planning priorities (including continued investment in High Quality curriculum)
- ❑ Budget & MSBA Building Project videos (in process)
- ❑ Unit A contract negotiations in process (6/10, 7/30, 8/11, 9/9, 10/7, 10/20, 11/10, 12/2)
- ❑ Secure Capital & Operating budget funding at March 14 Town Meeting

Mid-Year Goals Summary

- ❑ Overall, on target to achieve established goals by the end of the year
- ❑ Operationally, processes and plans for the school year are going as well as expected given staffing reductions.
- ❑ It has been an incredibly busy year with 4 major initiatives occurring simultaneously:
 - ❑ 26-29 Strategic Plan Development
 - ❑ Unit A Teacher Negotiation
 - ❑ FY'27 Budget Process and Override process
 - ❑ Alden School Building Project Eligibility Phase and Feasibility Study vote
- ❑ Our focus for the next few months will be budget outreach and Alden Building Project, School Committee's support and participation in these areas will be crucial for the success of both



4.83%

\$44.3M	FY26
\$45.6M	Selectboard Recommended (5A)
\$46.4M	Superintendent Recommended (5B)

3 pillars

**Foundational
learning / early
access**

**Secondary
learning
opportunities**

**Infrastructure /
operations**

3 pillars

**Foundational
learning / early
access**

Secondary
learning
opportunities

Infrastructure /
operations

**2 elementary
teachers**

**Full-day
kindergarten**

Foundational
learning / early
access

**Secondary
learning
opportunities**

Infrastructure /
operations

**Replace DMS tutors
with 1 full-time
math specialist**

**Full-year STEM
course (.2)**

**Full-year world
language course
(.2)**

Foundational
learning / early
access

Secondary
learning
opportunities

**Infrastructure /
operations**

**1 director of
instructional tech**

**Reinstate
full-time data
manager**



**“I thought it was
taken care of.”**

- 1. Town Meeting**
- 2. Ballot / Vote**

Introduction

The Duxbury School Committee Member Handbook is intended to serve as a brief guide for Duxbury School Committee members' roles, responsibilities, protocols and best practices. For detailed information about serving on a School Committee, please refer to the Massachusetts Association of School Committees' Charting the Course: An Orientation Program for Massachusetts School Committee Members.

This handbook will be reviewed annually by the Duxbury School Committee. The revised handbook will be approved at the Committee goals meeting in June. Revisions will include, but not be limited to, updates to policies, the Committee planning calendar and operating norms and protocols.

District Mission Statement

The mission of Duxbury Public Schools is to provide each student with equitable access to achieve personal and academic excellence. At DPS, we are committed to fostering collaboration and inclusion amongst the students, teachers and families in an environment that educates and supports the "whole child" while ensuring students reach their potential.

Duxbury School Committee Member Qualifications and Oath of Office

In order to serve on Duxbury School Committee, an individual must be a registered voter in the town of Duxbury and must take an oath of office as required by law.

Membership on the Committee is not limited to race, color, sex, religion, national origin, sexual orientation or gender identity.

Duxbury School Committee Officers

Duties of the Chairperson

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

- Conduct Committee meetings in an orderly fashion
- Collaborate with the superintendent in the drafting of the Committee meeting agendas
- Confer with the superintendent on crucial matters that may occur between Committee

meetings

- Call special meetings of the Committee as necessary
- Sign the instruments, acts and orders necessary to carry out state requirements and the will of the Committee
- Appoint subcommittees
- Act as the public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others

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

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

Duties of the Vice-Chairperson

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

Duties of the Secretary

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

School Committee Members Authority and Duties

Authority

Because all powers of the Committee derived from state laws are granted in terms of action as a group, members of the Committee have authority only when acting as a Committee legally in session. The Committee will not be bound in any way by any statement or action on the part of an individual member. No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee. The Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

- To become familiar with the general laws of the Commonwealth relating to education and Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of the Committee and school department
- To keep abreast of new laws and the latest trends in education
- To have a general knowledge of the goals, objectives and programs of Duxbury's public schools
- To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work
- To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release
- To vote and act in Committee impartially for the good of the students
- To accept the will of the majority vote in all cases, and to remember that they are one of a committee and must abide by, and carry out, all Committee decisions once they are made
- To represent the Committee and the schools to the public in a way that promotes interest and support
- To refer district-related questions and complaints to the superintendent's Office
- To abide by the School Committee Code of Ethics (Policy BCA)

New School Committee Member Orientation

Upon election to the Duxbury School Committee, new members will meet with the superintendent and the chairperson for a preliminary orientation to the School Committee. It is important to have an understanding of the Committee's functions, policies and procedures as soon after election as possible. There is a lot to learn, and it will take time to absorb it all. New members will receive the following material at orientation, and should take time to review it thoroughly.

The materials include:

- Selected Committee policies
- Open meeting law guide
- Summary of the conflict of interest law for municipal employees
- Current district budget
- Collective bargaining contracts
- Robert's Rules of Order

Additionally, new Committee members are required to complete, within one calendar year of their election or appointment, at least eight hours of orientation training. This orientation is

required by state law, specifically Massachusetts General Law, Chapter 71, Section 36A. Orientation must include the following topics, but it is not limited to a review of these topics:

- School finance
- Open meeting law
- Public records law
- Conflict of interest law
- Special education law
- Collective bargaining
- School leadership standards and evaluations
- Roles and responsibilities of Committee members

The administrative assistant to the superintendent will contact you to register for the Massachusetts Association of School Committees' (MASC) workshop, "Charting the Course," which fulfills the new Committee orientation requirements of the state law. You will need to give a copy of your certificate of completion to the Town Manager and the superintendent's administrative assistant.

Additional Committee materials are available on the District Website (www.duxbury.k12.ma.us)

Student and staff handbooks for each school are also available on the district website on each school's web page. The district schools, and the grades they serve, are:

- Chandler School (grades K-2)
- Alden School (grades 3-5)
- Duxbury Middle School (grades 6-8)
- Duxbury High School (grades 9-12)

School Committee Professional Development

School Committee Conferences, Conventions and Workshops

To provide continuing in-service training and development for its members, the Committee encourages the participation of all members at appropriate conferences, workshops and conventions. In order to control both the investment of time and funds necessary, the Committee establishes these principles and procedures for its guidance:

- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Committee will designate which of its members will participate at a given meeting.
- Reimbursement to Committee members for their travel expenses will be in accordance with the travel expense policy for staff members.
- When a conference, convention or workshop is not attended by the full Committee, those

who do participate will be requested to share information, recommendations and materials acquired at the meeting.

School Committee Powers and Duties

The Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources and fiduciary responsibility.** The Committee is responsible for adoption of a budget. As elected local officials, Committee members have a fiduciary responsibility to their constituents that include a "Duty of Care," "A Duty of Loyalty," and the responsibility to ensure that district finances are sufficiently transparent to protect the public interest.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping local citizens informed about the schools, for keeping itself and the school staff informed about the needs and wishes of the public, and to promote open communication between families and DPS.

Personnel Matters

The superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law. They will perform all the duties that are prescribed by law and such other duties that a majority of the Committee may direct.

The Committee shall appoint, upon the recommendation of the superintendent, assistant superintendent, director of business and finance, director of special education, school physician, and school nurses. Such positions shall not report directly to the Committee.

The Committee derives its authority from Massachusetts General Law, Chapter 71, Section 37.

Budget Planning

The superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

The budget planning process follows a timeline pattern that recognizes three key time periods.

The preliminary budget is presented in November to the Committee as a starting point in the finalization of the budget. In late January, a budget workshop is held that includes all key school district leaders who review with the Committee salient points regarding their department and school requests. The Committee shall, in accordance with Massachusetts General Law, Chapter 71, Section 16B, prepare and adopt a budget and present this budget to the town on or before March 15th.

Budget and Fiduciary Responsibilities

The Committee reviews and approves the school district budget and then monitors the expenditures thereafter over the course of the fiscal year. They collaboratively establish with administration appropriate reporting processes to aid in that oversight. The Committee also reviews and signs warrants to authorize appropriate payments, including payroll. Adjustments may need to be made during the course of a fiscal year, as recommended by administration, then reviewed and voted on by Committee members.

The major portion of income for the operation of the public schools is derived from local property taxes, and the Committee will work to protect the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Evaluation of the Superintendent

In 2022, Massachusetts public school systems introduced a new educator evaluation system for teachers, other full-time professional educators, principals, administrators and superintendents. The superintendent is responsible for overseeing the evaluations for the administrators and principals. The Committee is responsible for evaluating the superintendent.

The superintendent is formally evaluated once a year and also provides the Committee with a review of their goals at mid-cycle (January/February). The annual goals are the basis for the review. The annual goals are set each year by the superintendent in partnership with the Committee.

Throughout the year, the superintendent gathers evidence of their performance based upon the annual goals established prior to the start of the school year. Additionally, Committee members are responsible for gathering information based on their observations, feedback and other appropriate sources as evidence of the superintendent's performance.

Negotiations

The Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units. The role of School Committee by Massachusetts General Law Chapter 150E is to be the legal representative of management. Union negotiations are arguably one of the two most important roles of the Committee, the other being to select a highly qualified superintendent. The Committee must

ensure that the management position is understood and fully represented. Management includes the Committee, superintendent, principals, and all other direct managers within the school system. Each Committee member signs final union contracts. These signatures carry tremendous responsibility. The signatures confirm that each Committee member personally supports the final contract as a document that fully represents management, the best interests of student achievement, the best interests of the town, and fairness and equity with labor.

At most, two Committee members should be on the negotiating team to avoid having a quorum. The Committee should select representative agents who are responsible to understand the Committee's parameters and to keep the full Committee informed of developments. There should never be any surprises between the agents and the full Committee; if there are, it is the Committee's responsibility to correct that situation.

More information can be found in these resources:

- Duxbury Public School District Policy Manual
- Massachusetts Association of School Committees - www.masc.org
- Massachusetts General Law, Chapter 150E - Laws related to collective bargaining, arbitration, mediation, strikes and work actions, procedures to take in case of a work action, and many other important elements of employee relations.
- Massachusetts General Law, Chapter 268A, Section 6A - Conflict of interest
- Massachusetts General Law, Chapter 30A, Section 19 - Open meeting law

School Committee Self-Evaluation

As outlined in Policy BAA, the Committee will evaluate its progress in improving performance, and promoting a positive culture that supports the superintendent, administrators, staff, students, and families. This is accomplished annually by performing a self-evaluation of performance against goals and protocols which have been previously established. This self-evaluation will inform the developments of future goals and provide the Committee with feedback for improving performance. The Committee will also conduct a periodic discussion of progress toward goals.

Behavior During Public Meetings

The chairperson of the Committee should be particularly careful in ruling a member out of order, and members should understand the consequences of some of the disturbing behaviors that could diminish their credibility. Some of those behaviors common in public boards include:

- Returning continuously to a point that has been addressed or dismissed
- Vanity time or self-promotion before the audience or a special constituency
- Promoting oneself at the expense of other members (for example, a member who insists that, "I'm the only person on this board who cares about children.")
- Disparaging any other member

- Lack of attentiveness to colleagues or speakers
- Inability to stop talking

The same standards apply to the public. Additionally, certain behaviors are considered “out of order” based on Robert’s Rules of Order. Most frequent of these include:

- Making a personal or ad-hominem attack against a member or another person
- Attacking a member’s motives (as opposed to the purpose of a motion)
- Overt rudeness
- Disturbing the assembly, including being disruptive

Communication

Communication with District Personnel and the Schools

Members should be mindful of how their decisions affect the work and effectiveness of the staff. The relationship between Committee and district personnel is indirect. The superintendent will serve as the liaison between Committee and district staff. The Committee may also use surveys, meetings, and other forms of communication to gather and assess feedback from staff. The schools must create opportunities for stakeholders within, and external to, the system to interact and build relationships. Committee members are welcome to attend events at the schools as a member of the public. Committee members may not visit a school in their official role as a member of the School Committee without informing the superintendent and school principal before scheduling the visit. Members do not have the authority to direct, criticize, or discipline staff members. It is important for Committee members to communicate concerns with the superintendent, who will then take responsibility for any subsequent responses with specific schools and personnel. Committee members may always communicate with any DPS staff members involved in the education of that member’s child or children, in their role as a parent.

Communication with Students

The Committee benefits from hearing the opinion of students on issues affecting their education and the overall social, intellectual, and extracurricular climate of the schools. Students may address the Committee by speaking at the beginning of public meetings, or by asking the DPS student representatives to the Committee, teachers, principals, and/or other school personnel to speak on their behalf.

Communication with the Community

In its deliberations, the Committee will strive to listen to a wide range of feedback from the full spectrum of communal stakeholders. Community members and leaders may offer feedback to the Committee in many ways, including making public comments at School Committee meetings, as well as contacting the School Committee and individual members. We value public input and continuously seek ways to maintain and improve effective communication. It is

important to realize that any correspondence received by a Committee member becomes a public record and may be called for review at any time.

Members will ensure that decisions and actions are performed in a public and transparent manner, with the sole exception of the topics that legally permit and require the Committee to adjourn to executive session. These exceptions aside, the public will always be informed of chairperson decisions and the rationale.

Communication with Outside Institutions

Committee members may be called upon to represent the district to outside institutions, such as agencies, community organizations, MASC, and other school systems. In such a capacity, the member will be mindful to represent the Committee as a whole. Additionally, it is important to report in a timely manner to the rest of the chairperson and the community during our public meetings on the content of those meetings and future actions.

Social Media

Elected officials have an unrestricted right to use their personal internet or email accounts to establish blogs, social media sites, or other vehicles, however, they should be mindful that:

- All communication made electronically in your capacity as a public official is considered public even when you are using your personal email account or blog. This includes responding to constituents with your personal, rather than public, email account.
- Using social media to mobilize opposition to your colleagues or to undermine their credibility, while allowable under the principles of free speech, may undermine your ability to serve effectively with them on the board.
- While public officials are subject to the criticism and attack in various forms of media, most of the school district employees are not public figures and comments constituting libel or slander could result in action against the public office-holder. (In addition to elected officials, the Superintendent is a public official.)
- Committee members must be prepared to deal with the consequences of their blogs, social media postings, letters to editors, or other items distributed electronically.

Subcommittees, Advisories and Liaisons

Subcommittees

A subcommittee is a subset of Committee members, less than a quorum, that meets with a particular objective related to the work of the full Committee. The Committee can also create ad hoc subcommittees that tackle a particular task and are discontinued when the work is complete.

The purpose of a subcommittee is to help the full Committee make the most efficient use of its time. A subcommittee can also serve other purposes, such as distributing leadership among the

Committee members and developing leadership capacity. It can allow members to participate in areas of particular interest or expertise. And, it can help members develop knowledge and expertise in discrete areas. Subcommittees often help with efficiency by doing preliminary work and reporting back to the full Committee. For example, the Subcommittee on Policy works with the administrators to recommend changes or additions to the policy manual. This is much more efficient than trying to craft or edit policy at the Committee table during a business meeting.

In order for subcommittees to be effective, they must have clearly defined roles and responsibilities. A subcommittee that meets without clear objectives wastes the time of its members. It may also run the risk that it will start to pursue its own projects, which may not be in keeping with the will of the full Committee.

Subcommittees cannot take any actions on their own. They can only bring recommendations to the full Committee for approval.

Communication between Subcommittee and School Committee

Minutes of subcommittee meetings should be made available to the full Committee. Any recommendations of the subcommittee should be clear, in writing and reflected in the subcommittee minutes.

The full Committee agenda should, as appropriate, have a section to receive any reports and recommendations from the subcommittees. And, the full Committee should take up any recommendations that require action.

In some instances, a proposal that comes before the full Committee is referred to a subcommittee for further study and a recommendation back to the Committee. This can be an efficient way to study a proposal. However, care should be taken so that this doesn't become a bureaucratic procedure that bounces proposals back and forth while forestalling a resolution.

Advisory Committees

An advisory committee is different from a subcommittee. Subcommittees are composed only of Committee members. Advisory committees, on the other hand, are formed by the Committee and contain membership of non-Committee members, such as parents, community members and faculty. They are generally formed for a specific purpose and are dissolved when the purpose is complete. A superintendent search committee is one example of an advisory committee. Another might be a committee formed to study late start times and bring a recommendation to the Committee.

Using an advisory committee allows for a structured way to engage the community. It is also a way to utilize the expertise of people outside the Committee on a particular topic.

Liaisons

Committee members serve as liaisons to various town and school affiliated organizations. A

liaison's participation on a committee is limited to observer versus involvement. A liaison is not a voting member of any of those entities but will provide updates on School Committee business to the respective entities as appropriate and report back to the chairperson updates as needed.

Subcommittees, Advisories and Open Meeting Law

All subcommittees and advisory committees of the Committee are considered public bodies and must abide by the requirements of the OML. This means that meetings must be properly posted, held in public and accessible to the public, deliberations cannot take place outside of a properly posted meeting and minutes of the meeting must be kept. Remember, for small two-member subcommittees, this means the subcommittee meeting can't take place at the coffee shop or at someone's home. It means that phone conversations or emails to accomplish the work of the subcommittee are out of bounds. Particularly for small subcommittees, awareness and adherence to the OML is important.

Subcommittee meetings are public meetings. As such, when subcommittee meetings have not been posted as "of the whole," when members of the Committee who are not on the subcommittee attend, they must attend as members of the public. They should not sit at the table, but rather in the seating area designated for the public. They may not participate in the discussion in any other way than any member of the public would. This means they would listen to the meeting and ask questions or make comments only when recognized by the chairperson of the subcommittee.

Duxbury School Committee 2023 Subcommittees

Subcommittee on Policy

The Subcommittee on Policy meets to ensure the Duxbury Public School policies are current and updated by reviewing existing policies, recommending changes and crafting new and updated policy drafts for Committee consideration.

Subcommittee on Salary & Negotiations

The Subcommittee on Salary & Negotiations is the chairperson representative in negotiations with the DTA (who represent teachers) as well as being touchpoints for the superintendent and director of business and finance on other collective bargaining sessions with other units (i.e. instructional assistants, custodians, etc.).

Subcommittee on Business & Finance

The Subcommittee on Business & Finance meets with the superintendent and director of business and finance to discuss the fiscal budget including: budget objectives and messaging, capital budget requests, fees, and current year spending.

SEPAC

The Duxbury Public School District Special Education Parent Advisory Council (SEPAC) is mandated by Massachusetts General Law, Chapter 71B, Section 3. SEPAC is run by volunteer

parents and is a district-wide resource and support to parents and guardians of children with special needs.

School Committee Meetings

The Committee typically holds its public meetings during the school year and meets every other Wednesday night from the beginning of the school year through January, at which point the meeting schedule scales back to once per month. Committee meetings for the upcoming school year are published on the District website in the spring.

An executive session, when necessary, is held immediately before a public meeting; however, at the chairperson's discretion, an executive session can be held after the regular meetings as well. In case of a conflict, the chairperson will reschedule any meeting based on the availability of the members.

In addition to its regular meetings, the Committee holds special meetings throughout the year including a goals meeting, budget review with district leadership and budget presentation to the select board.

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

- **Regular meeting.** The usual official legal action meeting, held regularly.
- **Special meeting.** An official legal action meeting called between scheduled regular meetings to consider specific topics.
- **Executive session.** A meeting closed to the public for reasons enumerated in Massachusetts General Law, Chapter 30A, Section 21.

Meeting Agendas

Agenda Planning

At the summer goals meeting, the chairperson will present a draft planning calendar for the upcoming school year, which includes items that require annual review and/or presentations. The draft should be discussed and finalized during this workshop by a vote. Over the course of the school year, the chairperson and superintendent will meet regularly to arrange the order of items on meeting agendas so the chairperson can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

Agenda Item Requests

Frequently, situations arise throughout the school year that impact the normal course of DPS operations, and so it is common for items to appear on a School Committee meeting agenda that fall outside of the annual calendar. Items of business may be suggested by any Committee member, staff member or citizen. The inclusion of such items, however, will be at the discretion

of the chairperson.

A School Committee member who wishes to have a topic scheduled on the agenda should submit the request in writing to the chairperson, and include the rationale (the "why") behind the request. The chairperson will discuss the topic with the Superintendent as part of their regular agenda planning meetings, make the final decision as to whether the topic will be added, and inform the member of the decision.

A staff member who wishes to have a topic scheduled on the agenda should submit the request through the superintendent.

Agenda Distribution

The agenda, together with supporting materials, will be distributed to Committee members at least two (2) days prior to the meeting to permit adequate time to prepare for the meeting. If the need arises for additional item(s) and supporting materials to be added to the agenda outside the constraint referenced above, the chairperson shall alert Committee members to the changes to the agenda and supporting materials and provide the documents electronically as soon as possible prior to the meeting.

Current and past agendas and meeting materials are posted on the district website.

Public Comment at School Committee Meetings

All regular and special meetings of the Committee shall be open to the public. Executive sessions will be held only as prescribed by the General Laws of the Commonwealth of Massachusetts. The Committee encourages Duxbury citizens to attend its meetings so that they may become better acquainted with district operations and programs of our local public schools. Citizens may wish to share their comments with the chairperson publicly. In doing so, they must abide by the following rules:

1. During each regularly scheduled Committee meeting, individuals or group representatives will be invited to address the Committee. The chairperson shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to make comments or present material. The chairperson may extend the time allotted.
3. Non agenda items may be allowed at the discretion of the chairperson.
4. All remarks will be addressed to the chairperson.
5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear complaints of school personnel nor against any member of the School Community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.

Open Meeting Law

School Committee meetings are subject to Massachusetts General Law, Chapter 30A, Section 20 and must be open to the public. The Committee, as a public body, must provide notice to the public at least 48 hours in advance, except in emergencies, but excluding Saturdays, Sundays and legal holidays.

Minutes of Meetings

School Committees vary in terms of the level of detail in minutes. Most currently provide a brief summary that is sufficient to meet the standard that a reader will be able to understand what was discussed. It is not necessary, nor expected, that minutes will be verbatim transcripts, report on every Committee member's comments, or summarize every public comment made during the public comment period. Committee secretaries are encouraged to create minutes sufficient for a layperson to capture the sense of the meeting and all actions taken.

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 review of executive session minutes shall take place at reasonable intervals. Each year, the chairperson or their designee will forward the executive session minutes of the previous calendar year to the school attorney. Upon consideration of the school attorney's recommendation, the Committee will vote to release the executive session minutes of the previous calendar year in conformity with Massachusetts General Law, Chapter 30A, Section 22.

FAQs

What is the time commitment of a Committee member?

The Committee meeting calendar is created and published prior to the start of the new school year. Meetings normally start at 6:00 PM. Additionally, there is a goals meeting in the summer, and a budget workshop in January. Whenever possible, training workshops to review Committee roles and responsibilities and to prepare for writing the superintendent's evaluation, are scheduled to take place an hour prior to a regular meeting. If there is a need for an additional business meeting, it must be voted on in open session and approved by a majority of the Committee. Committee members also are assigned to at least one subcommittee and may be assigned to an advisory committee or as a liaison to a committee. Additionally, it is expected that members attend their Town Meeting, and it is also "good practice" for members to attend the High School Graduation in June. It is expected that Committee members attend all meetings and refer to the calendar when scheduling personal business. If something comes up that prohibits attendance at a Committee meeting, the member should notify the chairperson as soon as possible. Meetings cannot be held without a quorum, 3 of 5 members.

Can Committee members request information from the Superintendent?

Members can request information from the superintendent and should copy the chairperson on all requests.

What does and does not constitute deliberation outside of the Committee?

According to the OML, the definition of a deliberation is: "oral, written or electronic communications on public business between or among a quorum of a public body." It includes not just issues that are being discussed by the Committee at the moment, but any issues which fall within the purview of the Committee. For example, if someone wanted to change school start time and talked to a quorum of others about it, then came to the Committee with a full-blown plan that already had the support of the majority, that would constitute a violation of the law.

When is it appropriate to respond to a constituent and when is it appropriate to defer to the chairperson?

Please refer to Charting the Course, Roles and Responsibilities, for detailed information on this topic.

Who hires the attorney who represents the Committee?

The Committee does. This is usually done in consultation with the superintendent since they will very often be interacting with the attorney on behalf of the Committee. Contact points for legal counsel will be determined by the chairperson and the superintendent.

Updated October 2024

JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of tobacco products, drugs, or alcohol on school property or at any school function.

Additionally, any student, who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action. Additionally, the School Committee endorses the chemical health policy.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REF.: M.G.L. 71:2A; 71:96; 272:40A

CROSS REF.: IHAMA, Teaching About Drugs, Alcohol, and Tobacco

GBEC, Drug Free Workplace Policy

All Student Handbooks

NOTE: The cross references are related to categories in the NEPN classification system.

Adopted by the Duxbury School Committee: June 2016

File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.
- Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC - Reviewed 2021

LEGAL REFS.: M.G.L. [71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS

Smoking or the use of tobacco within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.

Staff members who violate this policy will be referred to their immediate supervisor.

LEGAL REF.: M.G.L. 71:37H

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: GBED - TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel, is prohibited at all times.

Staff members who violate this policy will be referred to their immediate supervisor.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [71:37H](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[JICH](#), Alcohol, Tobacco and Drug Use by Students Prohibited

AH - FREEDOM OF EXPRESSION AND EDUCATIONAL CLIMATE

The School Committee acknowledges the rights of freedom of speech and freedom of expression of students, employees of the schools and other citizens. The School Committee recognizes the educational importance of encouraging students to think critically. This increases students' ability to understand and evaluate divergent viewpoints. The School Committee further acknowledges its responsibility to insure the safety of students and others in the schools, to maintain order, discipline, and the tranquility of the educational climate. Therefore, the Committee has established regulations governing the time, place, and manner of freedom of expression in order to ensure that the process of education and school sponsored activities and events will not be disrupted. The policy and regulations apply to all school related activities including athletic events, rallies, dances, plays, concerts, graduation exercises, student funding, PTA events, parent open houses, and similar meetings and events.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

AH-R - FREEDOM OF EXPRESSION AND EDUCATIONAL CLIMATE

The School Committee establishes the following regulations governing the time, place, and manner of making available information, whether by oral speechmaking or by the distribution of written literature (other than commercial advertising, which is the subject of Policy KHA):

1. A person wishing to make information available (see definition above) on an economic, political, or social issue may contact the building Principal or Director of Curriculum and Assessment to ascertain if the material may be of use: a. in the curriculum or; b. in a co-curricular activity (example: student debate or student speakers during a national election). See Policy KEC, Public Complaints about Instructional Materials. See also Policy IMB, Teaching About Controversial Issues/ Controversial Speakers, which acknowledges the duty of the schools to present a balanced view of all sides of an issue chosen for consideration.
2. Information distributed by students in Duxbury Public School (DPS) buildings intended for other than approved classroom use, is limited in location and time to the cafeteria and student lounge areas during established lunch periods.
3. Persons wishing to distribute information to DPS will be encouraged to do so on the public sidewalk adjacent to school property. Failing this, distribution of information on DPS grounds whether by students or by other persons is limited to the school sidewalk area in front of the DPS buildings. For reasons of safety, persons distributing information must stand at least 15 feet away from the doors of the school building and at least 15 feet away from school buses which are loading or unloading. This regulation applies also at school-sponsored events located in the DPS building. Persons wishing to distribute information at an out-of-door DPS athletic event may do so on the school grounds in a "no-pay" area designated by the Principal.
4. Persons distributing information may not cross the path of persons entering or exiting from the school building, activity, or event, nor otherwise interfere with the rights of others to accept or reject the literature. The building Principal may inform students and school employees of their right to accept or reject the literature.
5. Persons distributing literature are responsible for cleaning up any litter caused by such distribution in the immediate area where distribution has taken place.
6. Persons who are not students in the Duxbury schools may not enter Duxbury school buildings for the purpose of distributing information without the permission of the building Principal.
7. Information may not be distributed to children in the daycare center or extended day programs. Unless arranged with the principal, persons who are not employees of the Duxbury schools may not distribute information to students in grades K-6.
8. The Superintendent or his/her designee may prevent or stop the distribution of information if: a. physical safety is threatened or; b. the distribution disrupts the educational process or the progress of a school activity or event.

9. A special or annual Town Meeting is conducted in a school building under the supervision of the Town Moderator and Selectmen who will make decisions regarding the distribution of literature, sales or solicitations. The Superintendent and/or designee will assist the Moderator, Selectmen and Town Manager.
10. Town, State and Federal elections are conducted in school buildings under the supervision of the Town Clerk. The distribution of literature or presence of political signs or posters is forbidden within 150 feet of the polling place. The wearing of political buttons or any display of political signs within a polling place is also forbidden by law. On Election Day telephones in school offices may be used for official business only by the Town Clerk and paid poll workers. School telephones may not be used by any person on behalf of a candidate or referendum issue. Pay phones are available for personal calls. The Superintendent and/or designee will assist the Town Clerk.

LEGAL REF: Duxbury Bylaws

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

BA - SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible for the successful and efficient operation of the district. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school system. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establish practical and simple goals.
5. Conducting a concrete and periodic review of performance against these goals.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BA - SCHOOL COMMITTEE OPERATIONAL GOALS

The School Committee is responsible to the people for whose benefit the school district has been established. The Committee's current decisions will influence the course of education in our schools for years to come. The Committee and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate concerns.

The School Committee's primary responsibility is to establish those purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee is charged with accomplishing this while also being responsible for wise management of resources available to the school district. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. It must carry out its functions openly, while seeking the comments of the public, students, and staff in its decision-making processes.

In accordance with these principles, the technique will involve:

1. Periodically setting performance objectives for the School Committee itself and evaluating their accomplishment.
2. Setting objectives for performance for each position and function in the system.
3. Allowing the people responsible for carrying out objectives to have a role in setting them.
4. Establishing practical and SMART district goals.
5. Conducting a periodic review of performance against these goals.

SOURCE: MASC - Updated 2022

NOTE: This category is for goals the School Committee sets for its own operations in contrast to goals set for the school district, instruction, etc. The policy may relate to the process of goal setting or may set forth the operational goals established, as in the policy above.

BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES

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1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
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8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

SOURCE: MASC - Reviewed 2022

BB - SCHOOL COMMITTEE LEGAL STATUS/ELECTIONS

The School Committee consists of five members elected by ballot from among the registered voters of the town. Elections are a part of the annual town elections. At each annual election, the voters choose one or two members to serve terms of three years each.

State Law provides that:

Every town at its annual meeting shall in every year when the term of office of any incumbent expires, and except when other provision is made by law, choose by ballot from its registered voters the following town officers for the following terms of office:

...five members of the school committee for terms of three years...

The School Committee is the governing board of the town's public schools. Although it functions as a duly elected committee of town government, the School Committee has, unlike other town boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and to guide the educational process.

LEGAL REFS.: M.G.L. 41:1 and 71:37 specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: AA, School District Legal Status
BBA, School Committee Powers and Duties

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BB - SCHOOL COMMITTEE LEGAL STATUS

The School Committee is the governing board of the municipality's public school district. Although it functions as a duly elected Committee of municipal government, the School Committee has, unlike other municipal boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process.

Established by law

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. [41:1](#) and [71:37](#) specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

CROSS REFS.: [AA](#), School District Legal Status

[BBA](#), School Committee Powers and Duties

NOTE: A statement under this code is usually statutory and informational in nature, not a "policy" in the strict sense of the word. Include under this code the number of School Committee members and the length of a regular term.

Town or city charters and ordinances often establish the composition of the School Committee and set forth provisions for the election of Committee members. Such details should be incorporated into a statement in this category. References to the pertinent section(s) of the charter or ordinances should be added to the legal references as was done with the policy above.

Regional school districts are created in accordance with state law and the regional agreement approved by the member towns. Therefore, a policy on the legal status of a regional School Committee would be different from the sample policy above. At this code, regional school districts often include the number of members elected from each town and the term of office. Pertinent sections of the regional agreement are often cited with the legal references, which, in the case of a regional school district, would include M.G.L. [71:14B](#) and [71:16A](#). A policy in this area for a School Committee that is a member of a superintendency union also would vary from the above sample. A reference to M.G.L. [71:63](#) would be required. The cross references are to related codes in the NEPN classification system.

BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and the right to determine policies, adopt a budget and employ a superintendent to implement those policies and budget for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policy making.** The Committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Planning of financial needs.** The Committee is responsible for adoption of a budget that will enable the school system to carry out the Committee's policies.
4. **Public Relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals that will guide the Committee and the staff in working together for the continuing improvement of the educational program.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES

The School Committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The Committee takes a broad view of its functions. It sees them as:

1. **Legislative or policymaking.** The Committee is responsible for the development of policy as guides for administrative action and for employing a Superintendent who will implement its policies.
2. **Appraisal.** The Committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. **Provision of financial resources.** The Committee is responsible for adoption of a budget that will enable the school district to carry out the Committee's policies.
4. **Public relations.** The Committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. **Educational planning and evaluation.** The Committee is responsible for establishing educational goals and policies that will guide the Committee and staff for the administration and continuing improvement of the educational programs provided by the School District.

Personnel Matters

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

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [71:37](#) specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

CROSS REF.: [BB](#), School Committee Legal Status

[BDG](#), School Attorney

NOTE: In addition to the legal reference cited above, regional school districts should add references to M.G.L. [71:16](#) through [71:16I](#). A reference to an appropriate section(s) of regional agreement could also be added.

BBA - SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of his/her office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters as required by law will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and school committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and school department;
2. To keep abreast of new laws and latest trends in education;
3. To have a general knowledge of the goals, objectives and programs of the town's public schools;
4. To work harmoniously with other Committee members without trying either to dominate the Committee or neglect his/her share of the work;
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release;
6. To vote and act in Committee impartially for the good of the school district;
7. To accept the will of the majority in all cases, and to remember that he/she is one of a team and must abide by and carry out all Committee decisions once they are made;
8. To represent the Committee and the schools to the public in a way that promotes interest and support;
9. To refer questions and complaints to the proper school authorities;
10. To comply with the accepted code of ethics for School Committee members.

Status: Currently in Effect

Last Adopted: Date not recorded; prioritized for review.

File: BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties

The duties and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To have a general knowledge of the goals, objectives, and programs of the district.
4. To work effectively with other Committee members without trying either to dominate the Committee or neglect their share of the work.
5. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
6. To vote and act in Committee impartially for the good of all students.
7. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
8. To represent the Committee and the schools to the public in a way that promotes interest and support.
9. To refer questions and complaints to the proper school authorities.

10. To comply with the accepted code of ethics for School Committee members.

SOURCE: MASC - Updated 2022

NOTE: This category is often used for a statement of the duties and responsibilities of School Committee members, as well as a statement on their authority, just as was done in the above policy

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XII	EDUCATION
Chapter 71	PUBLIC SCHOOLS
Section 82	PUBLIC SECONDARY SCHOOLS; RIGHT OF STUDENTS TO FREEDOM OF EXPRESSION; LIMITATIONS; DEFINITIONS

Section 82. The right of students to freedom of expression in the public schools of the commonwealth shall not be abridged, provided that such right shall not cause any disruption or disorder within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish and disseminate their views, (c) to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the school principal or his designee.

No expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

For the purposes of this section and sections eighty-three to eighty-five, inclusive, the word student shall mean any person attending a public secondary school in the commonwealth. The word school official shall mean any member or employee of the local school committee.

Part I ADMINISTRATION OF THE GOVERNMENT**Title XII** EDUCATION**Chapter 71** PUBLIC SCHOOLS**Section 83** DRESS AND APPEARANCE OF STUDENTS PROTECTED

Section 83. School officials shall not abridge the rights of students as to personal dress and appearance except if such officials determine that such personal dress and appearance violate reasonable standards of health, safety and cleanliness.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XII	EDUCATION
Chapter 71	PUBLIC SCHOOLS
Section 84	DISCIPLINE OF STUDENTS ON MATTERS UNRELATED TO SCHOOL-SPONSORED ACTIVITIES PROHIBITED

Section 84. No student shall be suspended, expelled, or otherwise disciplined on account of marriage, pregnancy, parenthood or for conduct which is not connected with any school-sponsored activities; provided, however, that in the case of a pregnant student, the school committee may require that the student be under the supervision of a physician.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title XII	EDUCATION
Chapter 71	PUBLIC SCHOOLS
Section 85	GUIDELINES IMPLEMENTING SECS. 82 TO 84; RULES AND REGULATIONS; ADOPTION; EMERGENCIES; PROCEDURES

Section 85. The board of education may adopt guidelines to implement the provisions of sections eighty-two to eighty-four, inclusive. School committees shall adopt rules and regulations consistent with guidelines of the board of education and the provisions of sections eighty-two to eighty-four, inclusive. The rules and regulations to be made by school officials shall be established only after notice to public school students and after a public hearing at which students' views, shall be presented and shall be taken into consideration by such officials. Said rules and regulations shall provide that, notwithstanding the existence of the rights and responsibilities described in the three preceding sections, school committees or school officials may take necessary action in cases of emergency. Students may petition for a hearing, to be held as soon as practicable after such emergency, as to whether such rules and regulations shall be revoked or modified.