

MEDFIELD SCHOOL COMMITTEE
Policy Subcommittee
September 29, 2023 - 9:00 am
Medfield Town Hall - Chenery Hall - 2nd Floor

PRESENT: Timothy Knight - Chair
Leo Brehm - Recording Secretary

ALSO PRESENT: Michael LaFrancesca - Director of Finance and Operations
James Hardy - Massachusetts Association of School Committees Representative

The chair opened the meeting at 9:00 am and took a Roll Call:

- Tim Knight - present
- Leo Brehm - present

Approval of Minutes from 3/9/2023 and 3/23/2023

A motion was made by Mr. Brehm, seconded by Mr. Knight to approve the Policy Subcommittee Meeting Minutes from 3/9/2023 and 3/23/2023

Review Overall Process, Logistics and Schedule for Future Sections

Mr. Knight shared the tracking spreadsheet being used to track the Massachusetts Association of School Committees (MASC) Policy review process and explained that the goal is to have all sections of the Medfield Policy Manual viewed by the end of the calendar year.

Mr. Hardy encouraged the Committee to continue to revise policies if needed even if the policy has already been reviewed in this process or is scheduled to be reviewed as part of the MASC Policy review. Any policies revised would be captured in the final review. Mr. Hardy recommended the Policy Sections I and J be submitted to the Leadership Team for review prior to the Policy Subcommittee meeting scheduled to review those sections.

The Committee reviewed their calendars and established meeting dates and policy sections to be reviewed:

- 10/13/2023 - Section G & Section H
- 10/27/2023 - Section I
- 11/3/2023 - Section J
- 12/1/2023 - Section K & Section L
- 12/15/2023 - placeholder if needed

Review Medfield Policy Manual Section E, Section F and potentially Section G

The Policy Subcommittee, in conjunction with MASC Representative James Hardy, Mr. Michael LaFrancesca, reviewed the policies in the Medfield Policy Manual Section E and Section F. The Policy Subcommittee tabled Section G until the next meeting. Mr. Hardy shared his recommendations for each of the following policies to ensure that each policy aligns with current federal state laws, district practices, and has updated modernized language:

- Policy Manual Section E – Support Services
 - EA – Support Services Goals
 - EB – Safety Program
 - EBB – First Aid
 - EBB-R – First Aid
 - EBB-E – Accident Reports
 - EBC – Emergency Plans

- EBCB – Safety Drills
- EDCC – Bomb Threat
- EDCC-E – Bomb Threat Report Form
- EBCD – Emergency Closings
- EBCD-E-1 – Emergency School Closing
- EBCD-E-2 - One Hour Delayed Opening of Schools
- EBCD-E-3 - Two Hour Delayed Opening of Schools
- EC - Buildings and Grounds Management
- ECA – Buildings and Grounds Security
- ECAC - Vandalism
- ECE – Traffic and Parking Controls
- EDDBA – Maintenance and Control of Instructional Materials
- EDC – Authorized Use of School-Owned Materials
- EDC-A – Use of Portable Wheelchair Lift
- EDE – Recyclable Materials
- EEA – Walkers and Riders
- EEAC – School Bus Scheduling and Routing
- EEAE – School Bus Safety Program
- EEAEA – Bus Driver Examination and Training
- EEAEA -1- Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- EEAEB – School Bus Maintenance
- EEAEC – Student Contact on School Buses
- EEAG – Student Transportation in Private Vehicles
- EEAI – Student Transportation Records and Reports
- EF- Food Services
- EFC – Free and Reduced Price Food Services
- EH – Data Management
- Policy Manual Section F – Facilities Development
 - FA-E – Facilities Development Goals
 - FB – Facilities Planning
 - FCB – Retirement of Facilities
 - FF – Naming New Facilities
- Policy Manual Section G – Personnel - (Tabled)
 - GA - Personnel Policies Goals
 - GBA - Equal Employment Opportunity
 - GBD - School Community-Staff Communications
 - GBEA - Staff Ethics/Conflict of Interest
 - GBEB - Staff Conduct
 - GBEBE - Gifts To and Solicitations by Staff
 - GBEC - Drug-free Workplace Policy
 - GBED -Tobacco Use on School Property by Staff Members
 - GBGB - Staff Personal Security and Safety
 - GBI - Staff Participation in Political Activities
 - GBJ - Personnel Records
 - GBK- Staff Complaints and Grievances
 - GCA - Professional Staff Positions

- GCBA - Professional Staff Salary Schedules
- GCBB - Employment of Principals
- GCBC - Professional Staff Supplementary Pay Plans
- GCCC - Professional Staff Family and Medical Leave
- GCCC-E- Family and Medical Leave
- GCD - Professional Staff Vacations and Holidays
- GCE - Professional Staff Recruiting/Posting of Vacancies
- GCF - Professional Staff Hiring
- GCG - Part-time and Substitute Professional Staff Employment
- GCIA - Philosophy of Staff Development
- GCJ - Professional Teachers Status
- GCK - Professional Staff Assignments and Transfers
- GCL - Professional Staff Time Schedules
- GCO - Evaluation of Professional Staff
- GCO-R - Evaluation of Professional Staff
- GCO-1-R - Evaluation of Teachers and Administrators
- GCQA - Reduction in Professional Staff Workforce
- GCQD - Resignation of Professional Staff Members
- GCQE - Retirement of Professional Staff Members
- GCQF - Suspension and Dismissal of Professional Staff Members
- GCRD -Tutoring for Pay
- GDA - Support Staff Positions
- GDB - Support Staff Contracts and Compensation Plans
- GDBC - Support Staff Supplementary Pay Plans
- GDBD - Support Staff Fringe Benefits
- GDC - Support Staff Leaves and Absences
- GDCC - Support Staff and Family Medical Leave
- GDCC-E - Family and Medical Leave
- GDD - Support Staff Vacations and Holidays
- GDE - Support Staff Recruiting/Posting of Vacancies
- GDF - Support Staff Hiring
- GDI -Support Staff Probation
- GDJ- Support Staff Assignments and Transfers
- GDK - Support Staff Time Schedules
- GDO – Evaluation of Support Staff
- GDP - Support Staff Promotions
- GDQC - Retirement of Support Staff Members
- GDQD - Suspension and Dismissal of Support Staff Members

Mr. Hardy reiterated the importance of administrative review of Policy Sections I and J prior to the Policy Subcommittee meeting on those sections. Mr. Knight and Mr. Hardy reviewed the MASC Policy Section Spreadsheet and clarified the policy review process. Once the Committee has approved and adopted all sections of the policy manual it will be given to MASC to produce the final version which will be uploaded to the MASC website.

Mr. Brehm left the meeting at approximately 10:00 am. Mr Knight closed the meeting at 10:27 am.

EXHIBITS AND DOCUMENTS

- Policy Manual Section E – Support Services
- Policy Manual Section F – Facilities
- Policy Manual Section G – Personnel
- Policy Subcommittee Meeting Video: [School Committee Policy Subcommittee \(09-29-2023\)](#)

Respectfully submitted,
Andrea Moores,
Secretary

Minutes Approved by Policy Subcommittee: October 27, 2023