

MEDFIELD SCHOOL COMMITTEE
Policy Subcommittee
October 27, 2023 - 9:00 am
Medfield Town Hall - Chenery Hall - 2nd Floor

PRESENT: Timothy Knight - Chair
Leo Brehm - Recording Secretary (via Zoom)

ALSO PRESENT: Jeffrey Marsden, Superintendent
Michael LaFrancesca - Director of Finance and Operations
James Hardy - Massachusetts Association of School Committees Representative
Andrea Moores - Secretary

The chair opened the meeting at 9:12 am and took a Roll Call:

- Tim Knight - present
- Leo Brehm - present

Approval of Minutes from 9/29/2023 and 10/13/2023

A motion was made by Mr. Knight, seconded by Mr. Knight to approve the Policy Subcommittee Meeting Minutes from 9/29/2023 and 10/13/2023.

- Tim Knight - yes
- Leo Brehm - yes

The motion passed unanimously.

Review Medfield Policy Manual Section I

The Policy Subcommittee, in conjunction with MASC Representative James Hardy, Dr. Jeffrey Marsden and Mr. Michael LaFrancesca reviewed policies in the Medfield Policy Manual Section I - Instruction. Mr. Hardy shared the MASC 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:

- **Review Medfield Policy Manual Section I - Instruction:**
 - IA - Instructional Goals
 - IB - Academic Freedom
 - IC/ICA - School Year/School Calendar (Medfield)
 - IC/ICA - School Year/School Calendar (Massachusetts Association of School Committees) (MASC)
 - ID - School Day (Medfield)
 - ID - School Day (MASC)
 - IE - Organization of Instruction (Medfield)
 - IE - Organization of Instruction (MASC)
 - IGA - Curriculum Development
 - IGB - Pupil Personnel Services Programs (Medfield)
 - IGB - Pupil Personnel Services Programs (MASC)
 - IGBH - Alternative Programs
 - IGD - Curriculum Adoption
 - IHA - Basic Instructional Program
 - IHA-E - Basic Instructional Program
 - IHAE - Physical Education
 - IHAI - Occupational Education
 - IHAM - Health Education

- IHAM-R- Health Education
- IHAMA - Parental Notification Relative to Sex Education
- IHAMB - Teaching About Alcohol, Tobacco and Drugs
- IHAQ - Work Experience Opportunities
- IHB- Special Instruction Programs
- IHBA - Programs for Students with Disabilities
- IHBAA - Observation of Special Education Programs
- IHBD - Compensatory Education
- IHBE - Bilingual Instruction
- IHBEA - English as a Second Language (Medfield)
- IHBEA - English Learner Education (MASC)
- IHBF- Home and Hospital Instruction (Medfield)
- IHBF- Homebound Instruction (MASC)
- IHBG - Procedure for Home Instruction (Medfield)
- IHBG- Home Schooling (MASC)
- IHBG-E Home Schooling
- IHBG-R Home Schooling
- IHBG-1 Eligibility of Home Educated Students for Secondary Course Instruction and
○ Extracurricular Activities
- IHBH - Alternative School Programs
- IHBHB - Magnet Schools
- IHBHE - Remote Learning
- IHBHE - Remote Learning Addendum
- IHBI-R - Entry/Exit Criteria for Early Childhood Services
- IHBJ-R - Entry/Exit Criteria for Speech and Language Services
- IHCA- Summer Schools (Medfield)
- IHCA- Summer Schools (MASC)
- IHCA- R - Summer Schools Regulations
- IHD - Adult Education Programs
- IIB - Class Size Guidelines
- IIE- Student Schedules and Course Loads
- IIE- R Student Schedules and Course Loads (Secondary School)
- IJ - Instructional Materials
- IJ-R - Reconsideration Of Instructional Resources
- IJI - Textbook Selection and Adoption
- IJJ - Supplementary Materials Selection and Adoption
- IJL - Library Materials Selection and Adoption
- IJL- R - Library Materials Selection and Adoption
- IJLA - Library Resources (Medfield)
- IJLA - Library Resources (MASC)
- IJM - Special Interest Materials Selection and Adoption

The following technology policies will be given to the Director of Technology for additional review and be discussed again at the November 3, 2023 meeting:

- IJND - Access to Digital Resources
- IJNDB- Internet Acceptable Use and Safety Policy (Medfield)

- IJNDB - Empowered Digital Use Policy (MASC)
- IJNDB-E Medfield Contract Regarding the Use of Internet
- IJNDC - Internet Publication
- IJNDD - Employee Use of Social Networking Websites and Other Electronic Forms of Communication Policy (Medfield)
- IJNDD - Policy on Social Media (MASC)

The following policies were not reviewed and tabled until the next Policy Subcommittee meeting scheduled for November 3, 2023:


- IKFA - Early Graduation
- IL - Evaluation of Instructional Programs
- ILBA - District Program Assessments
- ILD - Student Submission to Educational Surveys and Research
- IMA - Teaching Activities/Presentations
- IMB - Teaching about Controversial Issues/Controversial Speakers
- IMD - School Ceremonies and Observances
- IMDB - Flag Displays
- IMG - Animals in Schools

The Committee discussed potentially rescheduling the next meeting but decided to keep the date of November 3, 2023 but change the time from 9:00 am to 9:30 am and the Policy Subcommittee will revisit the technology policies in Section I, review the Section I policies that were tabled, and begin the review of Policy Section J - Students.

Next Meeting: Friday, November 3, 2023 at 9:30 am.

A motion was made by Tim Knight, seconded by Mr Brehm to adjourn the meeting.
The meeting was adjourned at 10:59 am.

EXHIBITS AND DOCUMENTS

- Draft 9/29/2023 Policy Subcommittee Meeting Minutes
- Draft 10/13/2023 Policy Subcommittee Meeting Minutes
- Policy Manual Section I - Instruction
- Policy Subcommittee Meeting Video:  School Committee Policy Subcommittee (10-27-2023)

Respectfully submitted,
 Andrea Moores,
 Secretary

Approved by Policy Subcommittee: November 3, 2023