

Mount Greylock Regional School District School Committee

Location: MGRS Meeting Room A109
1781 Cold Spring Road Williamstown, MA 01267

Monday, June 24 2019
4:30 PM

Special Open and Executive Session Agenda

- I.** Call to Order
- II.** Circulate warrants
- III.** Motion to enter into Executive Session with intent to return to open session:
Per MGL Chapter 30A, Section 21(2) To negotiate a contract with the Superintendent, strategy with respect to negotiating with union personnel (teachers);
per MGL Chapter 30A, Section 21(3) To discuss litigation with regards to personnel (LES principal); per MGL Chapter 30A, Section 21(4) To discuss strategies with regard to school safety and the chair so declares.
- IV.** Phase 2 teacher contract and full contract **VOTE**
- V.** Superintendent contract **VOTE**
- VI.** Business Manager contract **VOTE**
- VII.** Policy BBBE Unexpired Term Fulfillment. Update **VOTE**
- VIII.** Approval of job description: Instructional Technology Media Specialist **VOTE**
- IX.** Approval of job description: Library Media Specialist **VOTE**
- X.** Carpet replacement in WES main office, use of Endowment Funds **VOTE**
- XI.** E-mail policy legal opinion
- XII.** MASC Joint Conference - informational
- XIII.** Adjourn

New Language for BBBE Policy regarding vacancies on the School Committee

Taken from the Regional Agreement page 6 Section V (D) The Regional District School Committee: Vacancies

“If a vacancy occurs among the Committee members elected under Section V(C) or appointed under Section V(B)(1), the selectmen from both Lanesborough and Williamstown will meet together at the Mount Greylock Regional School within thirty (30) calendar days with the remaining Committee members to fill such vacancy by roll call vote. A majority of the votes of the elected officials entitled to vote shall be necessary to such election. The newly appointed Committee member will serve until the next biennial state election, at which election a successor shall be elected to serve for the balance of the expired term, if any. This joint meeting will be chaired by the town moderator of the town of residence for the new appointee, and the joint meeting’s chairperson will vote only to resolve tied votes.”

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT

Job Description

JOB TITLE: *Instructional Technology/Media Specialist*

QUALIFICATIONS:

- a. A working knowledge of 2016 Massachusetts Digital Literacy and Computer Science (DLCS) Curriculum Framework.
- b. Holds a valid DESE teaching license.
- c. Three years of experience, preferred.
- d. Demonstrated experience working collaboratively with administration and team members.
- e. Strong communications skills; verbal and non-verbal.

Duties and Responsibilities

- To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and technologically literate, ethical users of information.
- To create and implement a 21st-century school tech/library media program.
- To collaborate with teachers and specialists to design and implement lessons, units of instruction, assess student learning and instructional effectiveness.
- To instill a love for learning in all students and ensure equitable access to information and learning resources.
- Make resources available to students and teachers through a systemically developed collection with the school and access to resources outside the school.
- Provide access to library media center collection through the management of an accurate and efficient organization and retrieval process.
- Teach search techniques, including online search engine, database and catalog searching to students.
- Collaborate with classroom teachers in the instructional process.
- Collaborate, design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking, and self-assessment.
- Using CCSS, ISTE and AASL standards, support teachers in the integration of technology into the teaching and learning process by providing professional learning, modeling, and coaching.
- Assist in the research, development, and evaluation of new methods and digital tools that advance the Library and Technology programs.
- Guide, coach, and facilitate teachers in acquiring digital literacy skills.
- Stay current in professional practices and educational research.
- Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school to the global learning community, communicate with students and teachers and provide 24/7 access to library services.
- Develop and maintain print, digital and technology resources appropriate to the curriculum, the learner, and instructional strategies of the school community.

DRAFT

- Create and maintains classification systems, cataloging practices, methods of subject access to library holdings, electronic storage of bibliographic/media metadata.
- Evaluate collection policies and procedures and analyzes resources in the context of the school culture with attention to the developmental needs of students.
- Establish procedures for selection, acquisition, circulation, and sharing of resources in all formats.
- Promote the ethical use of information: copyright, fair use, and licensing of intellectual property.
- Create and maintain the library/media center as a teaching and learning environment that is inviting, safe, flexible and conducive to student learning.
- Provide basic technology support to faculty, staff and students,
- Maintain various applications databases including such IXL and Google Apps for Education.
- Maintain inventory of school issued devices and software applications.
- Provide access to the library media center throughout the school day, and scheduling class visits flexibly to encourage use at the point of need: organizes and manages the library media facility in a manner that promotes access.
- Inform teachers, students, parents and administrators of new material, equipment and services that meet their information needs
- Manage selection and ordering of content through a process, that involves teachers, administrators, students: administer the budget for library media resources.
- Communicate library media program needs to the administration
- Teach information skills as an integral part of the content and objectives of the school's curriculum.

MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT

Job Description

JOB TITLE: *Library Media Specialist*

QUALIFICATIONS:

- a. A working knowledge of AASL Standards and the 2016 Massachusetts Digital Literacy and Computer Science (DLCS) Curriculum Framework.
- b. Holds a valid DESE Library Media Specialist license.
- c. Three years of experience, preferred.
- d. Demonstrated experience working collaboratively with administration and team members.
- e. Strong communications skills; verbal and non-verbal.

Duties and Responsibilities

- To ensure that students and staff are effective users of ideas and information
 - To empower students to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.
 - To provide leadership and expertise necessary to ensure that the school library program is aligned with the mission , goals, and objectives of the school and school district.
 - To create and implement a 21st-century school library media program.
 - To collaborate with teachers and specialists to design and implement lessons, units of instruction, assess student learning and instructional effectiveness.
 - To instill a love for learning in all students and ensure equitable access to information and learning resources.
-
- Make resources available to students and teachers through a systemically developed collection with the school and access to resources outside the school.
 - Provide access to library media center collection through the management of an accurate and efficient organization and retrieval process.
 - Teach search techniques, including online search engine, database and catalog searching to students.
 - Collaborate with classroom teachers in the instructional process.
 - Collaborate, design, teach, and assess learning experiences that incorporate inquiry learning, information literacies in their formats, critical thinking, and self-assessment.
 - Assist in the research, development, and evaluation of new methods and digital tools that advance the Library and Technology programs.
 - Guide, coach, and facilitate teachers in acquiring digital literacy skills.
 - Stay current in professional practices and educational research.

DRAFT

- Evaluate, promote, and use existing and emerging technologies to support teaching and learning, supplement school resources, connect the school to the global learning community, communicate with students and teachers and provide 24/7 access to library services.
- Develop and maintain print, digital and technology resources appropriate to the curriculum, the learner, and instructional strategies of the school community.
- Create and maintains classification systems, cataloging practices, methods of subject access to library holdings, electronic storage of bibliographic/media metadata.
- Evaluate collection policies and procedures and analyzes resources in the context of the school culture with attention to the developmental needs of students.
- Establish procedures for selection, acquisition, circulation, and sharing of resources in all formats including Chromebooks.
- Promote the ethical use of information: copyright, fair use, and licensing of intellectual property.
- Create and maintain the library/media center as a teaching and learning environment that is inviting, safe, flexible and conducive to student learning.
- Provide access to the library media center throughout the school day, and scheduling class visits flexibly to encourage use at the point of need: organizes and manages the library media facility in a manner that promotes access.
- Inform teachers, students, parents and administrators of new material, equipment and services that meet their information needs
- Manage selection and ordering of content through a process, that involves teachers, administrators, students: administer the budget for library media resources.
- Communicate library media program needs to the administration
- Teach information skills as an integral part of the content and objectives of the school's curriculum.

Berkshire Carpet, Inc.
441 Curran Hwy.
North Adams, MA 01247
Tel: (413) 663-7649
Fax (413) 664-7882

June 19, 2019

To: Williamstown Elementary School
115 Church St
Williamstown MA 01267

Attn: Kim Grady

Rip-out old carpet and wall base furnish and install new Carpet tile by J&J style
Put a cork in it color #2196 Jug and new wall base

Total: Eighteen thousand seven hundred thirty five dollars \$ 18,735.00

Minor prep only
Skim coat \$1.45sqft;
Pour up to ¼" \$2.75sqft

Thank you,

James Hancock

Dupere Law Offices

94 North Elm Street, Suite 307
Westfield, Massachusetts 01085
Tel: (413) 562-3300 Fax: (413) 562-3301

Fernand J. Dupere, Esq.
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Kimberly M. Roche, Esq.

Regina DiLego
Mount Greylock Regional School District
School Committee

June 12, 2019

RE: School Committee Archiving Legal Opinion

Dear Regina:

I am writing this legal opinion in response to your inquiry regarding how the public record retention law applies to School Committee emails and the practicality of how to carryout any requirements that such records be archived.

According to the Guide to the Massachusetts Public Records Law, a public record is defined as, “[e]very record that is made or received by a government entity or employee. . . unless a specific statutory exemption permits or requires it to be withheld in whole or in part.” Therefore, it is clear from this definition that emails to or from a School Committee member in his/her official capacity are public records and need to be archived as a public record in accordance with the Massachusetts Municipal Records Retention Schedule.

Process of Archiving Emails

The Secretary of the Commonwealth has released SPR Bulletins relating to various aspects of the public records laws. SPR Bulletin 2-96 (attached) provides guidance regarding government entities designation of a records custodian. The bulletin provides that where “an office, board or commission does not have a clerk designated by law, it is required to appoint a clerk to keep its record books and to designate an employee to have custody of its other public

records.” Therefore, a specific person should be designated as the clerk to keep the records of the School Committee. This person can be the same person who is designated as the clerk of records for the School District’s other records. The records can be kept by the clerk of records in a manner consistent with the attached Bulletin, and SPR Bulletin 1-99, which is also attached, and specifically relates to the retention of electronic mail. It should be noted, that text messages may fall into this definition under Bulletin 1-99; and therefore School Committee members should be careful to either avoid using text messages to communicate in their governmental capacities, or carefully retain such messages in a manner consistent with this legal opinion.

As far as the manner in which the emails should be stored and archived, the first step as provided in SPR Bulletin 1-99 is to evaluate the email for its content. Then, the duration of retention must be determined. This is further discussed in the section below regarding with the record retention schedule. Once the retention period is determined, the emails should be printed and filed in accordance with the School District’s paper filing procedures. The Bulletin provides that if an email cannot be printed because of it’s size or the inability of a printed copy to reflect the content accurately, it should be stored electronically for the duration of the appropriate retention period. The Bulletin further provides that the District should establish a written policy regarding it’s email systems.

Duration for Retention of Emails

The duration for how long emails are to be retained prior to their destruction depend on the content within the email itself. There are various categories in the Massachusetts Records Retention Schedule relating to correspondence. I have listed the relevant language below.

Correspondence (a) Administrative Convenience:

Definition: Duplicates of correspondence maintained for the convenience of governmental employees in carrying out their duties. Records in this series are not the official file or record copy. Do not apply this series if records fall under a more appropriate record series.

Retention Schedule: Retain until administrative use ceases. Permission from Supervisor not required for destruction.

Correspondence (b) General Administrative:

Definition: General correspondence associated with administrative practices but does not create policy or procedure.

Retention Schedule: Retain for 3 years. Request permission from Supervisor for destruction.

Correspondence (c) Policy Development:

Definition: Correspondence documenting policy development, sent or received by individuals who exercise decision-making authority on policy matters.

Retention Schedule: Retain for 5 years. Request permission from Supervisor for destruction.

Correspondence (d) Transitory Messages:

Definition: Includes messages created primarily to communicate information of short-term value. Examples: messages reminding employees about scheduled meetings or appointments; telephone messages; announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency-sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

Retention Schedule: Retain until administrative use ceases. Permission from Supervisor not required for destruction.

These sections are to be read in conjunction with the other public record retention requirements relating to the Open Meeting Law and the retention schedule for School Departments, which are attached hereto.

Furthermore, the retention for historically significant correspondence such as:
“[i]ncoming and outgoing letters, memoranda, faxes, notes and their attachments containing administrative, fiscal, legal, intrinsic, evidential and/or informational value justifying permanent preservation These records explicitly include physical and digital formats” are to be retained permanently.

Thank you for your time and please do not hesitate to contact our office with any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'KR', with a stylized flourish extending from the end.

Kimberly Roche, Esq.

MUNICIPAL RECORDS RETENTION SCHEDULE

Quick Guide

Exported from the Massachusetts Records Retention Schedule
Database on **March 19, 2019** including new and updated schedules

**Municipal Records Retention Schedule
Records in Common/Open Meeting Law**

Schedule Number and Title	Total Retention	Schedule Description
01.070	Open Meeting Law: Complaints (Other than Open Meeting Law Complaints)	<i>Retain 6 months by the public body and thereafter by the normal custodian of the record for the period of retention either set in the Municipal Schedule or as otherwise required by law.</i> Includes complaints against the public body other than complaints violations of MGL c. 30A, §§18-25.
01.071	Open Meeting Law: Correspondence	<i>Refer to "Correspondence" in this schedule for retention period requirements.</i> Includes e-mails pertaining to the business of a public body between members of the public body, and between members of the public body and non-members of the public body.
01.072	Open Meeting Law: Documents, Exhibits, or Other Records Used by a Public Body	<i>(a) Retain 6 months by the public body and thereafter by the normal custodian of the record for the period of retention either set in the Municipal Schedule or as otherwise required by law. (b) Retain drafts 90 days, unless an Open Meeting Law complaint is filed against the public body, in which case retain all drafts relevant to the complaint until the complaint is resolved.</i> Includes all documents, exhibits, maps or notes or any other record reflected in the meeting minutes of a public body as required by MGL c. 30A, §22(a).
01.073	Open Meeting Law: Meeting Agendas	<i>Retain 1 year.</i> Includes final documents provided to members of the public body listing the topics and order in which topics will be considered.
01.074	Open Meeting Law: Meeting Minutes	<i>Permanent.</i> Includes the final version of the minutes of a meeting of a public body after approval by that public body. Also includes drafts of the minutes if substantially different from the final version as approved by the public body.
01.075	Open Meeting Law: Meeting Notices	<i>Retain 1 year.</i> Includes the final, publicly posted version of all notices for meetings of public bodies.
01.076	Open Meeting Law: Notice to Individuals	<i>Retain 6 years.</i> Includes notice given to individuals that a public body intends to convene in executive session as that term is defined by MGL c. 30A, §18, for the purpose of discussing the reputation, character, physical condition or mental health of the individual pursuant to MGL c. 30A, §21(a)(1).

Schedule Number and Title	Total Retention	Schedule Description
01.077	Open Meeting Law: Open Meeting Law Certifications	<p><i>Retain 6 months from the final day of the member's term of office.</i></p> <p>The Open Meeting Law Certification is a form provided by the Attorney General, which every member of a public body must sign within two weeks of becoming eligible for their position on the public body.</p>
01.078	Open Meeting Law: Open Meeting Law Complaints	<p><i>Retain 3 years.</i></p> <p>Includes complaints filed against the public body for an alleged violation of the Open Meeting Law and any correspondence and supporting materials related to a complaint.</p>
01.079	Open Meeting Law: Recordings of Meetings for Public Television Access	<p><i>Retain 6 months.</i></p> <p>Includes any visual recording of a meeting for the purpose of airing on personal televisions or cable television, whether created at the request of the public body or not, and if maintained by the public body.</p>
01.080	Open Meeting Law: Recordings of Meetings for Use in Drafting Minutes	<p><i>Retain until final minutes are approved or administrative use ceases, whichever occurs later.</i></p> <p>Includes any audio or visual recording of a meeting by the public body or authorized by the public body. This includes recordings by public bodies to use as an aide in drafting the final version of meeting minutes. This does not include recordings made by persons attending the meeting who wish to record a meeting for their own purposes.</p>
01.081	Open Meeting Law: Training Materials	<p><i>Retain until superseded by new versions of educational materials.</i></p> <p>Includes educational materials provided to members of public bodies pursuant to MGL c. 30A, §19(b).</p>

Municipal Records Retention Schedule
Agency/School Department

Schedule Number and Title	Total Retention	Schedule Description
20.001	Administration, Annual Notice to Public (Legal)	
<i>Retain 1 year.</i>		
20.002	Administration, Building Plans	
<i>Permanent.</i>		
20.003	Administration, Evidence Teaching Credentials; retention after termination of employment	
<i>Retain 5 years.</i>		
20.004	Administration, Extended School Year Plan Records	
<i>Retain 3 years.</i>		
20.005	Administration, Plant, Maintenance Work Request Form	
<i>Retain until completion of satisfactory audit.</i>		
20.006	Administration, Plant, Posting Schedule of	
<i>Retain until completion of satisfactory audit.</i>		
20.007	Administration, Printing Request Form	
<i>Retain until completion of satisfactory audit.</i>		
20.008	Administration, Regional District Planning Board: Agreement on Proposals for Formation of Regional School Districts	
<i>Permanent.</i>		
20.009	Administration, School Committee Report, Annual	
<i>Permanent.</i>		
20.010	Administration, School Returns, Annual Report to Superintendents	
<i>Permanent.</i>		
20.011	Administration, School, Condition of, Annual Report	
<i>Retain 7 years.</i>		

Schedule Number and Title	Total Retention	Schedule Description
20.012	Administration, Superintendent of Schools, Annual Report of	<i>Permanent.</i>
20.013	Administration, Teaching Schedules	<i>Retain until administrative use ceases. Permission from Supervisor not required for destruction.</i>
20.014	Fiscal, Annual Audit of the Accounts of the Regional School District Committee	<i>Retain 7 years.</i>
20.015	Fiscal, Bid Specifications and Responses for Equipment and Supplies	<i>Retain with Contract Files.</i>
20.016	Fiscal, Bond Coupon Statements	<i>Retain until completion of satisfactory audit.</i>
20.017	Fiscal, Bond Coupons	<i>Retain 7 years after cancellation, provided a satisfactory audit has been completed.</i>
20.018	Fiscal, Bus Contracts	<i>Retain with Contract Files.</i>
20.019	Fiscal, Bus Transportation Requests	<i>Retain until completion of satisfactory audit.</i>
20.020	Fiscal, Bus Vouchers	<i>Retain 7 years provided a satisfactory audit has been completed.</i>
20.021	Fiscal, Educational Television Program Fund	<i>Retain until completion of satisfactory audit.</i>
20.022	Fiscal, Equipment Inventory Form	<i>Retain until superseded by next inventory.</i>
20.023	Fiscal, Federal Projects (Title I, II, III, IV-B, etc.)	<i>Retain 5 years provided a satisfactory audit has been completed.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.024	Fiscal, Food Service Records (a) Breakfast Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.025	Fiscal, Food Service Records (b) Commodity Distribution Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.026	Fiscal, Food Service Records (c) Determining Eligibility for Free and Reduced Price Lunches Records	<i>Retain 3 years.</i>
20.027	Fiscal, Food Service Records (d) Lunch Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.028	Fiscal, Food Service Records (e) Milk Program Records	<i>Retain 3 years after the end of the fiscal year to which they pertain, provided a satisfactory audit has been completed.</i>
20.029	Fiscal, Food Service Records (f) Paid Invoices	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.030	Fiscal, Food Service Records (g) Policies and Memoranda	<i>Retain 3 years if no informational or evidential value.</i>
20.031	Fiscal, Food Service Records (h) Reimbursement Claims	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.032	Fiscal, Invoice Warrant	<i>Retain until completion of satisfactory audit.</i>
20.033	Fiscal, Ledger, Agency and Trust Accounts	<i>Retain 10 years.</i>
20.034	Fiscal, Ledger, Appropriation	<i>Retain 10 years.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.035	Fiscal, Ledger, General	<i>Retain 10 years.</i>
20.036	Fiscal, Reimbursement Claims	<i>Retain 7 years, provided a satisfactory audit has been completed.</i>
20.037	Fiscal, School Aid Records	<i>Retain until completion of satisfactory audit.</i>
20.038	Fiscal, Supporting Cost, Allocation and Computation	<i>Retain until completion of satisfactory audit.</i>
20.039	Payroll, Fiscal, Blue Cross, Reports to	<i>Retain 3 years.</i>
20.040	Payroll, Payroll, Substitute Teacher Attendance Report	<i>Retain until completion of satisfactory audit.</i>
20.041	Payroll, Retirement Ledgers	<i>Permanent.</i>
20.042	Payroll, Substitute Teacher Employment Applications	<i>Retain 3 years after termination of employment.</i>
20.043	Payroll, Tax Exemption Certificate	<i>Retain 5 years or until administrative use ceases, whichever is later.</i>
20.044	Payroll, Tuberculosis; Report of School Personnel, Freedom from	<i>Retain 3 years upon reverification.</i>
20.045	Payroll, Vacancy, Posting of Teaching	<i>Retain 3 years.</i>
20.046	Payroll, Weekly, Biweekly or Monthly Payroll	<i>Retain until completion of satisfactory audit, provided recorded elsewhere in a summary record.</i>

Schedule Number and Title	Total Retention	Schedule Description
20.047	Payroll, Work Sheets	
<i>Retain until completion of satisfactory audit.</i>		

SPR Bulletin 2-96

Designation of Records Custodian

TO: Public Records Custodians

SUBJECT: Designation of Records Custodian

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin defines the term custodian as it applies to public records, and provides guidance for providing access to and ensuring the security of government records.

BACKGROUND:

It is the responsibility of government officers who create, receive and maintain public records to ensure their safekeeping and availability to the public. Access to public records ensures public involvement, and participation and provides a mechanism for holding government accountable for its decisions and actions. Custodial responsibilities are governed by the Public Records Law and complementary Public Records Access Regulations.

FINDINGS:

Custody of public records is in the office that creates, receives or maintains the records for use. Each officer in charge of a government office or department is the custodian of the records held by that office or department and has the primary responsibility for ensuring the safety of the records, providing access to those records and ensuring their authenticity. Where an office, board or commission does not have a clerk designated by law, it is required to appoint a clerk to keep its record books and to designate an employee to have custody of its other public records. G. L. c.66, §6 (1994 ed.). These responsibilities are inherent in the office and cannot be delegated or contracted to another entity.

In some cases, public records are not maintained with the officers who created them or those that are primarily responsible for their use and maintenance. These records may be in the care of a records center, a central file room, a data processing department, a private contractor providing government services, a private information services vendor, or another government officer who has agreed to care for the records. In all these cases, the entity maintaining the records is acting as an agent of the record custodian, providing only for the physical care of the record, and may not take action with respect to the records without the specific authority of the custodian.

ACTIONS:

1. Access to public records is through the custodian. Contractors, records centers, data processing departments, vendors or other entities which may have physical care of public records must make those records available when directed by the records custodian.
2. Security of public records is the responsibility of the records custodian. Where records are in the physical care of entities other than the custodian, the custodian shall make ample provision by contract, memorandum of understanding, or other means to ensure that the security of the records is ensured.
3. The records custodian is ultimately responsible for the accuracy of all information in the records in his custody, and must take all precautions to ensure the accuracy and integrity of the records.
4. The records custodian is responsible for ensuring that where disclosure of certain records is prohibited by law, those statutory mandates are observed.
5. Disposition of records is on the authority of the custodian only. Records may not be destroyed or otherwise disposed of without the specific authorization of the records custodian and the Supervisor of Public Records.

SPR Bulletin 1-99 Electronic Mail

TO: Public Records Custodians

SUBJECT: Electronic mail

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin supersedes SPR Bulletin No. 5-92 and provides information and requirements for the management and disposition of electronic mail sent and received by public officials.

BACKGROUND:

Electronic mail (email) is a document created, transmitted and received by a computer system or other electronic form of written communication. Like the telephone, email allows instant communication. Like traditional mail, it creates a durable written record of messages delivered and received. Email use has grown rapidly and it has emerged as a major means for both communication and business activities in all segments of society.

Messages sent by email vary in substance and content. It may contain formal or informal data and text used supporting or executing business activities and policy decisions. The growth of email and the importance of the messages it carries, make it imperative that government offices take steps to effectively manage and control this medium.

FINDINGS:

1. For the purpose of this bulletin, email is defined as any message created and received on an electronic mail system. An electronic mail system is a service that provides facilities for creating messages, transmitting them through a network and displaying them on a recipient's computer terminal. The email message may be text or word processing documents, spreadsheets or other data compilations transmitted through such a system.
2. All email created or received by an employee of a government unit is a public record. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics. G. L. c. 4, § 7(26). Email is, therefore, a public record and it is subject to the requirements of the Public Records Law. G. L. c. 66.
3. All email messages are subject to public access and disclosure through the provisions of the Public Records Law. G. L. c. 66, § 10.
4. All email messages may be sought and obtained through the discovery process in litigation and may be admissible as evidence in a court of law.
5. In most cases, simply deleting a message does not actually 'delete' the message. The "delete" key merely removes the electronic pointers to the file. The actual file may remain on the computer system indefinitely unless it is properly expunged from the system. Questions regarding that process should be addressed to your systems administrator. Copies of messages may also be retained independently on system backups. Regardless of the intent to delete the message, as long as it exists, it continues to be subject to discovery.
6. Although email is analogous to paper correspondence, the courts have found that there are indeed, differences between the two records. The contextual data (the "envelope" that contains the mailing address, date/time stamp, routing instructions and transmission and receipt information) that accompanies email messages constitutes an integral part of the record and thus must be retained as a part of any printed or stored version of the record. *Armstrong v. Executive Office of the President*, 810 F.Supp. 335 (D.D.C. 1993).

7. Email systems are a corporate resource. Email systems in use in government offices are government property installed and maintained for the conduct of government business. The office may and should exercise control over the use of the resource by employees and has the right to monitor and read employee email.

ACTIONS:

1. Any employee or officer of the Commonwealth who creates or receives an email message must review said message for content. Once a determination has been made regarding the subject matter involved in the communication, the employee or officer must consult the retention schedules for his/her agency or municipality in order to determine the lifecycle of that particular record. Necessary and proper records management procedures must then be implemented to ensure that the record is preserved for the proscribed retention period. G. L. c. 4, § 7(26)(a-m).
2. Email must be managed as a part of the office's records holdings. Email messages are subject to the same records management principles as all other records of the office. Records retention schedules issued by the Supervisor of Public Records (for local governments) and by the Records Conservation Board (for state government offices) must be implemented for email as well as for analogous paper records.
3. Email systems are not record-keeping systems. All email users must screen and evaluate email messages according to "CONTENT."
4. Once the CONTENT or subject matter of the message is determined, the user must consult their agency's record retention schedule and the Statewide Disposition Schedule (for State Agencies) or the Records In Common Schedule (for municipalities) to determine how long the record must be preserved.
5. Once the applicable retention period has been determined, the user should print out the email message and file it in accordance with the entity's paper filing system procedures.
6. Email messages which are too large to print or do not print accurately should be stored electronically, again depending upon content and retention period. These messages should be saved to the office's electronic record-keeping system. Please consult your agency's Record Liaison officer, computer technical people or your systems engineer for assistance in this regard.
7. All government offices must establish written policies regarding their email systems. Said policies must ensure that their system is capable of displaying and preserving the contextual data (metadata) associated with the email message to ensure the capture and preservation of a complete record. Any email message which is printed to preserve content must contain the metadata in its complete form.
8. Government offices must ensure that all personnel who will be handling email are properly trained to insure compliance with this policy.

SPR Bulletin 1-96

Backing up and Archiving of Electronic Records

TO: Public Records Custodians

SUBJECT: Backing up and Archiving of Electronic Records

EXPIRATION DATE: Until superseded

PURPOSE: This bulletin provides guidance for the protection and storage of public records in electronic format through the use of back ups and archiving.

BACKGROUND:

Government information created and maintained by electronic systems is an important public resource. Proper administration of this information entails protecting it from a variety of hazards, and preserving portions of it for future reference and use. Two different, although frequently confused, methods are used to secure these ends.

Good business practice requires that security copies or backups of electronic records be made periodically to guard against data loss. Backup generally entails the copying of the entire system content to disk or tape for off-site storage. The frequency of the back up is determined by business needs but is generally on a weekly or daily basis. Since these copies are designed to protect against business interruption, they are generally overwritten and reused once that need is past.

Because the backups contain the undifferentiated system content, however, they should not be used for longer-term off-line data storage. Such use is an uneconomic use of media and puts data at risk of inadvertent loss since the backup is, by definition, destined for erasure. Where off-line data storage is needed, data should be archived to dedicated disk or tape libraries, allowing for easy identification and retrieval of information.

FINDINGS:

Backups of electronic media are security copies the creation, retention and reuse of which are mandated by the business needs of the organization. The content, organization, and intended use of backups does not render them desirable as a medium for prolonged off-line storage of data.

Backup and archiving requirements apply to all computer environments, but will be implemented by different personnel depending on the environment. In a mainframe or network environment, systems and network administrators will implement backup and archiving. In a PC environment, implementation must be at the level of the individual user.

ACTIONS:

1. Offices should implement policies governing the backing up and archiving of information in electronic media specifying frequency of backup, and identifying those records to be archived.
2. As copies, rather than original records, data on backup tapes and disks may be erased, overwritten or otherwise destroyed without the permission of the Supervisor of Public Records or the Records Conservation Board. Backups need not and will not be included on disposal schedules approved by the Supervisor or the Records Conservation Board.
3. Off-line storage of data should be to dedicated archive disks and tapes. Standard practices for identification and retrieval of archived data should be implemented.
4. Archive disks and tapes constitute original records and must be listed on records disposal schedules approved by the Supervisor of Public Records or the Records Conservation Board. Information contained in these records may not be destroyed without the permission of the Supervisor of Public Records or the Records Conservation Board.



Massachusetts Association of School Committees
Massachusetts Association of School Superintendents



TO: Massachusetts School Committee Members and Superintendents

FROM: Glenn Koocher, Executive Director, MA Association of School Committees
Tom Scott, Executive Director, MA Association of School Superintendents

RE: Special "Early Bird" Conference Savings

Along with our Boards of Directors, we that hope that many of you will be able to join us at the 2019 MASC/MASS Joint Conference in Hyannis (November 6-9, 2019). We know that the end of the school year can present an opportunity to register early and at less cost.

We are, once again, offering you an opportunity to register for the Joint Conference on/before July 15, 2019, at a very special "End-of-Year Reduced Rate" of \$395.00 per registration. **This is the same rate as last year, and all meal prices remain the same as well.** (Standard registration rate is \$495.00).

You can register easily—online (www.masc.org), or by fax (617-742-4125) or US Mail.

We have planned a great program that includes sessions to help you do your work more effectively, address equity issues, expand the diversity of your faculty, promote skill building, and learn about what may lie ahead economically and politically. Our web sites will provide regular updates on programming and speakers.

Information about registering for hotels is included. These registrations are made directly with the host hotel.

This early bird registration rate is NONREFUNDABLE, but we will allow you to transfer the registration should you or your colleagues not be able to attend.

So sign up now to take advantage of this special end-of-year opportunity. We plan more than 60 workshops and sessions and an expanded Saturday program all included.

REGISTER BEFORE July 15 at www.masc.org or complete the registration forms and fax them to us at 617-742-4125.

MASC/MASS 2019 JOINT CONFERENCE PROGRAM AND PANEL SESSIONS

GUEST SPEAKERS

Jeffrey Riley, Commissioner, Department of Elementary and Secondary Education

Norman Ornstein, Political scientist/resident scholar, American Enterprise Institute

Maura Healey, MA Attorney General (invited)

Others to be announced

PROGRAM AND PANEL SESSIONS

- Personalized Learning & Autism
- Computer Science Immersion
- Keeping our Schools Safe: Safety Assessments
- Public Speaking
- Using Data for Student Achievement
- Basics of Policy
- Project-Based Learning
- Financial Challenges for Regional Schools
- Flexible Learning Environments
- Preparing School Committees for Changing Times
- Risk Management
- Public Speaking: Better Communications to Enhance Support for Schools
- IBB & Bargaining
- Special Education: Update on New Initiatives
- School Transportation: Balancing Needs and Budgets
- Regional Schools: E&D Accounts and Budgeting
- Partnering to Reduce Sped Costs
- Organizing Resources for Maximum Impact on Achievement
- Student Health & Wellness: Combatting E-Cigarettes and Vaping
- Branding your District and your Goals
- Contracting with your Superintendent
- Working with your Collaborative to Increase District Capacity
- New Resources for Effective Superintendent Evaluation
- Identifying Achievement and Opportunity Gaps: New Superintendents Entry Process
- Bringing Consistency and Coherence to School District Improvement
- Does your District have a Gender Achievement Gap?
- School Law 101
- Building Community Partnerships and Strengthening Policy to Support Student
- Wellness and Improve Educational Outcomes
- Career and Technical Roundtables
- Parliamentary Procedure: Ensuring Effective and Timely Meetings
- School Committee Self-Evaluation
- Recruiting a Diversified Educator Workforce in MA



**SPECIAL ENHANCED
SATURDAY PROGRAM**



**FRIDAY-SATURDAY NEW
MEMBER ORIENTATION**

(over)

(panel sessions, continued)

- Family Institute for Student Success: Engaging Families as Partners
- Promoting Adaptability and Resilience in our Students
- Legislative Update
- Parent and Community Engagement
- 70 (minutes) on (Chapter) 70
- Growing and Retaining Leadership in your District
- Organizing District Resources to Ensure Equity and Access for All
- Financial Summit: What's Next in Education Funding
- School Law 201
- Ensuring Equity in Global Education
- Becoming More Engaged & Inclusive Educators: Pathways for Supporting Our LGBTQ Students
- Bridging Over to Right Opportunities: High Quality 18-22 Transition Programming
- Social Media: the Do's and Don'ts
- Superintendent Evaluation
- Personalized Learning: Different Content; Different Pace
- Building a Road Map for AI, "Deep" Learning and Big Data
- Promoting Equity through a District-Wide Strategy
- Bilingual Education: New Strategies for Student Success
- EL and the Arts
- New Member Orientation: Part I
- Looking for a Leader
- Project Here: Culturally Responsive Substance Use Prevention Resources
- Student Transportation: Challenges and Opportunities
- Student Activity/Revolving Funds: Do You Know Where the Money is?
- Pet Therapy in a Stressed-out World
- Welcoming Diversity
- New Member Orientation: Part 2
- Addressing Equity, SEL, and Growth through an Out-of-School Time Model
- Leveraging Technology for Effective Meetings
- Multi-Cultural Communications
- The Role and Responsibilities of the Chair
- Transparency & Trust: Communicating your District Budget



OTHER EVENTS OF NOTE

• COSCAP Friday Program • MASC Delegate Assembly: **THIS YEAR ON FRIDAY** • Keynote Dinner • Exhibit Hall and Reception with Exhibitors • Sponsor-Partner Showcase • MASS Business Meeting • MASC Division Meetings • Awards/Life Member Banquet

Check the website
(www.masc.org)
for additional information

WHO WANTS Special "End of the Year" Conference Savings?



SAVE NOW BEFORE JULY 15

MASC/MASS JOINT CONFERENCE 2019

NOVEMBER 6-9

Resort & Conference Center, Hyannis

REGISTER BEFORE JULY 15: \$395.00 ☒ Full conference: Wednesday-Saturday (after July 15: \$495.00)

ACCOMMODATIONS: Must be made with the hotel; see separate form enclosed.

MEALS: Must be purchased through MASC. (Deadline for meal purchase: October 18, 2019)

<input type="checkbox"/> Keynote Dinner	Wednesday, November 6	7:00pm	# of tickets ____ @ \$65/each
<input type="checkbox"/> Network/Buffer Lunch	Thursday, November 7	12:15pm	# of tickets ____ @ \$35/each
<input type="checkbox"/> Presidents' Reception Dinner	Thursday, November 7	6:30pm	# of tickets ____ @ \$60/each
<input type="checkbox"/> Leadership Lunch	Friday, November 8	12:00pm	# of tickets ____ @ \$45/each
<input type="checkbox"/> Awards/Life Member Banquet	Friday, November 8	7:00pm	# of tickets ____ @ \$60/each
<input type="checkbox"/> Student Voices Lunch	Saturday November 9	Noon	# of tickets ____ @ \$25/each

PAYMENT METHOD:

☐ Payment enclosed ☐ Bill school district ☐ Purchase order # _____
(make check payable to MASC) **Please note that a \$15.00 charge may be assessed for excessive changes.**

Name: _____ Nickname for badge: _____

School district/company: _____ Email: _____

Billing address: _____

Special accommodation needs: _____

☐ school committee member ☐ superintendent ☐ other _____ (please specify)

SAVE TIME - REGISTER ONLINE AT: masc.org/2019conference

This special rate is nonrefundable but we will allow you to substitute one of your colleagues on the registration should you be unable to attend. To take advantage of this special low rate, you must register before July 15, 2019.

The Resort & Conference Center at Hyannis
35 Scudder Avenue, Hyannis, MA 02601 Phone: (866) 828-9111 or (508) 775-7775

HOTEL REGISTRATION FORM

MASC/MASS JOINT CONFERENCE November 6-9, 2019

This year to Reserve your Guest Room - ALL Attendees may EITHER:

EMAIL or FAX this Reservation form OR Reserve your guest room ONLINE.

Email THE FORM to: stay@capecodresortandconference.com

Fax THE FORM to the Hotel Reservations Department at **508-778-6039**

This form must be received prior to **October 6, 2019**. (Any changes to your reservation must be made by submitting a revised form. Please note change and mark form as "REVISED" to avoid duplicate reservations.)

_____ \$111.00 Per room, PER NIGHT, Single/Double Occupancy - plus 14.45% Tax

_____ \$131.00 Triple Occ. – plus tax _____ \$151.00 Per room Quad Occ. – plus tax

Based on availability, the group rate is available 3 days pre and 3 days post conference.

NAME(S) _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ COUNTRY: _____

DAY TELEPHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS (REQUIRED): _____ FAX: _____

CREDIT CARD: _____ CREDIT CARD NUMBER: _____

EXP DATE: _____ SIGNATURE: _____

A **one night's deposit** is required to reserve your guest room. Credit cards will be charged a one night room and tax when the form is received in our office. The block of guest rooms and special group rate is being held until **October 6, 2019**. The hotel will sell out and rooms are on a first come, first serve basis. We encourage you to make your reservations early. Once the hotel is sold out, we can recommend an overflow hotel. A Confirmation will be emailed back to you once the reservation and deposit has been completed.

RESERVATION POLICIES If an individual reservation is cancelled 14 days or more prior to arrival, the deposit will be refunded less a \$15 service charge. If an individual reservation is cancelled within 13 days or less prior to arrival, or you do not arrive on the specified arrival date, the reservations is cancelled for ALL nights and the deposit is forfeited. If you do not show up for your reservations, your reservations drops out of the system, and is not automatically reinstated. A 24 hour notice is required for early departures, otherwise, a full one nights room and tax will be charged. All rooms are NON-Smoking. **CHECK-IN TIME AFTER 3:00 PM -- CHECK-OUT TIME BY 11:00 AM**
Please make checks **payable to the Resort and Conference Center at Hyannis** or include the credit card information when filling out this form.

TO RESERVE YOUR ROOM ONLINE: <http://www.capecodresortandconference.com>

In order to ensure the group rate, please follow the steps below:

1. [Check Availability/Book Online](#)
2. [Click](#) on "Number of Adults"
3. [Click](#) on "Add Code"
4. [Click](#) on "Discount Code"
5. [Click](#) on "Group Attendee"
6. In Blank Box put the MASC/MASS Group code: **MASC19**
7. "Add" and "Update Guests & Rooms" (Continue through process.)