



**HAMILTON-WENHAM**  
**REGIONAL SCHOOL DISTRICT**  
5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

**Policy/Legislative Subcommittee Meeting (agenda)**

**Zoom Virtual Meeting [LINK](#)**

**Meeting ID: 879 0588 9782**

**Passcode: 174073**

**Tuesday, June 21, 2022**

**6:00 PM - 8:00 PM**

**Present:**

Anna Siedzik

Amy Kunberger

David Frenkel

**Also Present:**

Eric Tracy, District Superintendent

Mahala Lettvin, Recording Secretary (6:30 PM arrival)

**1. Call to Order**

6:00 PM

With a quorum present, Ms. Siedzik calls the *Policy/Legislative Subcommittee* meeting to order at 6:03 PM. This meeting is being held remotely via Zoom, per emergency order of the governor. Those present at the meeting include subcommittee members Anna Siedzik, David Frenkel, and Amy Kunberger, as well as District Superintendent, Eric Tracy.

**2. Approval of Minutes**

- February 28, 2022
- March 21, 2022

[Exhibit](#)

[Exhibit](#)

There is some discussion about approving the minutes despite Ms. Kunberger and Mr. Frenkel not being present at the meetings as they were not elected members at the time. Ms. Siedzik has consulted with Ms. Presser, MASC, and Mr. Tracy has consulted with Mr. Terry, legal counsel, and both have advised that standing members of the subcommittee are able to vote to approve minutes from meetings that they were not present for. The minutes are generally developed based on the recording of the meetings, which are available for review at any time.

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE APPROVE THE 02/28/2022 AND 03/21/2022 POLICY/LEGISLATIVE SUBCOMMITTEE MEETING MINUTES AS WRITTEN IN THE EXHIBITS ABOVE. DAVID FRENKEL AND AMY KUNBERGER ARE APPROVING THESE MINUTES IN GOOD FAITH, AS THEY WERE NOT SEATED ON THE COMMITTEE AT THE TIME OF THE MEETINGS. RECORDINGS OF THE MEETINGS ARE AVAILABLE TO RESOLVE ANY DISPUTES SHOULD THEY HAPPEN TO ARISE.**

**MOTION by Anna Siedzik; SECONDED by Amy Kunberger.**

David Frenkel	YES;
Amy Kunberger	YES;
Anna Siedzik	YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

**3. Subcommittee Reorganization and Election of Chair, Vice-Chair, and Secretary**

**I NOMINATE ANNA SIEDZIK TO SERVE AS POLICY/LEGISLATIVE SUBCOMMITTEE CHAIR.**

**MOTION by David Frenkel; SECONDED by Amy Kunberger.**

**ANNA SIEDZIK ACCEPTS THE NOMINATION.**

David Frenkel YES;  
Amy Kunberger YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

**I NOMINATE AMY KUNBERGER TO SERVE AS POLICY/LEGISLATIVE SUBCOMMITTEE VICE-CHAIR.**

**MOTION by Anna Siedzik; SECONDED by David Frenkel.**

**AMY KUNBERGER ACCEPTS THE NOMINATION.**

David Frenkel YES;  
Amy Kunberger YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

**I NOMINATE DAVID FRENKEL TO SERVE AS POLICY/LEGISLATIVE SUBCOMMITTEE SECRETARY.**

**MOTION by Anna Siedzik; SECONDED by Amy Kunberger.**

**DAVID FRENKEL ACCEPTS THE NOMINATION.**

David Frenkel YES;  
Amy Kunberger YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

**4. Adoption of Subcommittee Charge for 2022-2023**

[Exhibit](#)

The subcommittee reviews the charge as written on the website, as linked in the [exhibit](#):

*Charge: The Policy/Legislative Subcommittee will review, update, and/or add any policies as deemed necessary.*

**I MOVE THAT WE ADOPT THE CHARGE AS PRESENTED ON THE DISTRICT WEBSITE, AND AS WRITTEN ABOVE, FOR THE POLICY/LEGISLATIVE SUBCOMMITTEE.**

**MOTION by Anna Siedzik; SECONDED by Amy Kunberger.**

David Frenkel YES;  
Amy Kunberger YES;  
Anna Siedzik YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

**5. Discussion of Memo regarding updated A Section Policies**

[Exhibit](#)  
[Exhibit](#)

Ms. Siedzik provides an overview of Section A Policies revision history, with a discussion about prior action concerning policies referencing protected classes. When presented, the full School Committee had asked for a memorandum explaining the revisions/updates. This is detailed in the [03/21/2022 Policy Subcommittee meeting minutes](#) under agenda item 3, *Discussion of Policies on Protected Classes*. Ms. Kunberger will work on drafting a memorandum which shows the policies side-by-side.

**6. Discussion of Policy Sections to Prioritize in 2022-2023**

The subcommittee discusses past meeting priorities; review/adoption of policy sections; priority moving forward; etc.

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADDRESS POLICY SECTION D AS OUR FIRST PRIORITY IN FUTURE MEETINGS.**

**MOTION by Anna Siedzik; SECONDED by Amy Kunberger.**

David Frenkel            YES;  
Amy Kunberger        YES;  
Anna Siedzik           YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

There is a discussion about how MASC works with the *Policy/Legislative Subcommittee* in the process of revising current district policies and/or adopting new policies as recommended by the MASC. Dorothy Presser from the MASC works closely with the board to make these policy recommendations.

**7. Discussion of Next Meeting Date and Regular Meeting Schedule**

The subcommittee members discuss their availability for future subcommittee meeting dates. Hopefully meetings will be scheduled on Mondays. Ms. Siedzik will reach out to Ms. Presser regarding her availability, but the next meeting will hopefully be scheduled during the week of 08/08/2022.

The next meeting agenda will include:

- Clean up/finalize policy JICK;
- Concussion Policy H8029 (needs review every 2 years; last review was 09/16/2020);
- Bullying Policy H8019;
- Review memorandum regarding Section A policies; Ms. Kunberger will send the draft memorandum to both Ms. Siedzik and Janell Powers;
- Start Policy review of section D.

**8. Other Items Not Anticipated by the Chair**

None.

**9. Adjournment**

**I MOVE THAT THE POLICY/LEGISLATIVE SUBCOMMITTEE ADJOURN THE 06/21/2022 MEETING AT 6:41PM.**

**MOTION by Anna Siedzik; SECONDED by David Frenkel.**

David Frenkel            YES;  
Amy Kunberger        YES;

Anna Siedzik

YES.

**MOTION PASSES unanimously through roll call vote of three (3) members present.**

*Respectfully submitted August 12, 2022 by Mahala Lettvin, Recording Secretary.*

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\*\*Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A § 20, the public will not be allowed to physically access this School Committee meeting. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable. Please [click here](#) to read the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.\*\*

\*Zoom App Information: If you plan to participate, download the [Zoom.com](#) application now. The option to download will also be available at the start of the meeting. When opening the Zoom App, select "Join Meeting" in the upper right corner and enter the **Meeting ID: 879 0588 9782; Passcode: 174073**. The community should ask questions via the "chat" function within the Zoom application during the Citizen's Comments section. During the Zoom meeting, participants will be given instructions on how to provide their comments. Unfortunately, we must limit the in-person conversations to just the Committee members. However, for the benefit of all, the School Committee meetings will be available on our local cable channel, HWCam, and [HWCam.org](#), for review a few hours after the meeting has ended. Members of the Public can access the meeting via [YouTube HWRSD live stream link](#) the next day.