

**BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE
POLICY SUBCOMMITTEE**



Berlin-Boylston Regional School District
215 Main Street, Boylston, MA
RESCHEDULED to April 8, 2024
12:30pm, Superintendent's Office

This meeting may be recorded, and your image or voice may be broadcast.

Present: Carol L. Costello, Nicole Bilotta, Lori Hart, Michael Totman, and Sally Stukuls

I. Call to Order - Mr. Michael Totman called the meeting to order at 12:41pm

II. Public Comment - None

III. Policy Review

- MASC Policy ILD - Student Submission to Educational Surveys and Research – Mr. Totman noted reviewing ILD goes back to the Tahanto Survey. BBRSD does not currently have it in its policy manual. It is based on federal regulations. There is a loop hole because the Tahanto survey was sent by student. Mr. Totman thought language should be added to bolster the policy. BBRSD would need to be careful with how any language is written and should be vetted by an attorney first.

There are eight categories listed. The policy does not say you cannot send a survey about these topics, but notes parents need to be notified beforehand and allow them to opt. in. Mrs. Lori Hart noted that it speaks to policy IHAMA, as well. Clarification is needed since the topic of the survey was not being taught, but the project itself it part of the class curriculum.

The subcommittee also discussed surveys going to age appropriate kids. In the policy it says parents, guardians, or eligible students who believe their rights have been violated may file a complaint. Mrs. Hart expressed concern about the surveys and what type of liability could mean for the district. Ms. Costello wanted to know what the language was that they were thinking would be put in. Mr. Totman wanted to change research purpose to any purpose and would like language regardless of who is conducting the

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survey. He also wanted the language changed to state before a survey is sent parents will be given the information. This policy refers to anything coming from the school. Ms. Costello pointed out with decision they need to be mindful of what they write.

Mr. Totman was concerned if a student answers a survey could the data be used in a way that could cause an issue down the road. Ms. Costello noted surveys need to be anonymous. Mr. Totman noted they are not preventing anyone from sending anything, but allowing parents to be notified ahead of time if it is one of the eight topics listed in the policy. A question for Ms. Kimberly Rozack would be what language would need to be sent to parents. Ms. Costello wanted to look in further into what other districts are doing. Mr. Totman wants to be sure BBRSD staff know that these things cannot be sent proposed changing language to reflect that parents will be sent all materials beforehand. He wants by default everyone is opted out and once parents receive the material they can choose to opt in. Ms. Costello explained what the information around the civics projects is that goes out and they could be more transparent with parents. In regard to the list of eight, Mr. Totman mentioned number three is very short and he would like to clarify what it means. He wanted to add language to avoid any confusion that included student sexual orientation. He was not sure why schools would want the information, especially from 12-year-old. The survey the subcommittee discussed came from a high school student. Ms. Lisa Sequeira did not know beforehand about the survey. Mr. Totman noted he would add the changes in and then it could be sent to Ms. Rozack.

- IHAMA - Parental Notification Relative to Sex Education – Ties in with ILD. Mr. Totman wanted to clarify what BBRSD means by curriculum so everyone understands what that entails. Ms. Costello understood the civics project is more about the process rather than the topic. Mr. Totman felt if a student wanted to do a project on that topic by themselves that would be fine, but including other kids is when it would be an issue. He wanted to specify language on what it entails.
- MASC December 2023 update
 - New policies – all new ones, mostly around technology. Ms. Costello had Mr. Mara review them for feedback.
 - EHAA - District Security Relating to Technology – There was a question about the term collaboration and what does it include. Mrs. Hart will email MASC to see what they mean. The other term was information within the first paragraph.
 - EHB - Data and Records Retention – The subcommittee suggested adding in the contact as the Executive Assistant to Superintendent. Put forward as first read for April 9th meeting.
 - JIJC - Student Use of Technology in Schools – The District Code of Conduct needs to be changed to the Student Handbook. Update to Technology coordinator and fix language in the last sentence to refer to the Student Handbook– Put forward as first read for April 9th meeting.

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- KDC - Community Use of Digital Resources – The title needs to be changed to Technology Coordinator. Leave other language as is. Put forward as first read for April 9th meeting.
 - KDCB - District Website and Social Media – Ms. Costello suggested taking out social media, BBRSD does not plan to have any. Mr. Totman thought in the event it is created it may be good to have it. BBRSD needs to be added into the language. Put forward as first read for April 9th meeting.
 - Mr. Totman and Mrs. Hart will split up the others in the December list.
 - Assign other updates for further review
 - ADF- Wellness Policy – Mrs. Hart thought it was very well put together. There was a question about morning bus route timing and allowing students time to eat breakfast once arriving. There was concern about putting it in a policy because BBRSD would need to be sure it was happening. Mrs. Hart also had a question about fundraising that does not meet the smart snack program. Each year TAH does a fundraiser with bread braids and wonders if this wouldn't be allowed. Ms. Sally Stukuls noted you can do it half an hour after school gets out. Its more for during school time and doing a fundraiser like Café for a Cause. There is a list in the document of federal foods. A question was also raised as to what is done with students who come without immunizations or medical records. She wants to know if this applies to all students and may be question to send to Ms. Rozack and Ms. Lisa Lamoreaux. Mr. Totman wanted to know if it was cross referenced with student handbooks. Ms. Stukuls took a course at Framingham State that helped walk them through the process. Mr. Totman also wanted to know if the wellness policy supersedes all other policies. He wondered if one comprehensive thing should be made. A cross reference could be done to make sure everything is in line or if needed to be removed. The previous one is short and vague. Ms. Stukuls' plan is to use this one to replace it. Mr. Totman asked about language around not taking away recess from kids if they misbehave. Ms. Stukuls noted it shouldn't be done. Mr. Totman asked about language around activities after school and how would this play out since BES doesn't have as many as BMS. He noted at one point a district coordinator was mentioned.
 - JE - Attendance Policy – Included below
 - JH - Student Absences and Excuses – Policy JH seems to roll over into JE itself. JH is an older 2014 policy. Ms. Costello thinks it could be removed not to cause confusion. BBRSD is currently following JE. Ms. Hart asked about signatures. Some of the schools have a way online to do it. Ms. Costello will work with the principals and make recommendations to them. References to Chief od policy involved if parents cannot be notified. Mrs. Hart asked Mrs. Costello to ask the elementary admins what is done when attendance is turned in. Policy JH to be on the open meeting

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agenda as a first read to remove it and Policy JE included in the drive just to see it.

Meeting was adjourned at 1:44pm

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