

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
Marion, Massachusetts**

**October 24, 2024
REGULAR MEETING MINUTES
16 Spring Street, Marion, MA 02738**

Regular meeting of the Marion School Committee was held on Thursday, October 24, 2024 and called to order by Chairperson Nye, at 6:01pm.

SCHOOL COMMITTEE MEMBERS PRESENT: April Nye, Chairperson (in-person), Mary Beauregard (remote), Nichole Daniel (in-person), Nichole Nye McGaffey (in-person) and Michelle Smith (remote).

SCHOOL COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Michael S. Nelson, Superintendent (in-person); Sharlene Fedorowicz, Assistant Superintendent of Teaching and Learning (in-person); Jaime Curley, Assistant Superintendent of Student Services (in-person); Lynn Dessert, Principal (in-person); Greg Thomas, Assistant Principal (in-person); Melissa Wilcox, Recording Secretary (in-person); Toby Burr, Select Board (in-person); staff, parents, members of the press and public.

Chairperson Nye, stated in accordance with Massachusetts Open Meeting Law, the agenda has been set, the meeting is being recorded, and unless there are any emergencies that need to be added, the agenda will be followed as outlined. Chairperson Nye read the following statement: *This meeting will be conducted in a hybrid format. School Committee, Administrators and the public will have the option of meeting in person at the Community Room of the Sippican School located at 16 Spring Street, Marion, MA 02738 or via zoom.*

XII. Executive Session

Recommendation:

That the School Committee enter into executive session for purposes of exception #3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and exception #7, to comply with the provisions of any general or special law or federal grant-in-aid requirements.

MOTION: by Ms. Daniel to enter Executive Session at 6:02pm for the purposes of exception #3, to discuss strategy with respect to collective bargaining and #7, to comply with the provisions of any general or special law or federal grant-in-aid requirements and to return to the regular meeting after exiting executive session.

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

Roll Call: Nye; yes, Daniel; yes, Smith; yes, Nye McGaffey; yes, Beauregard; yes

MOTION: by Ms. Smith to exit executive session at 6:22pm to return to the regular meeting.

SECONDED: Ms. Beauregard

MOTION PASSED 5:0

Roll Call: Nye; yes, Daniel; yes, Smith; yes, Nye McGaffey; yes, Beauregard; yes

I. Approval of Minutes:

A. Minutes

Regular Meeting Minutes – September 19, 2024

MOTION: by Ms. Smith to accept the meeting minutes of September 19, 2024 as presented

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

Roll Call: Nye; yes, Daniel; yes, Smith; yes, Nye McGaffey; yes, Beauregard; yes

IV. General

A. Approval of Memorandum of Agreement

Recommendation:

That the School Committee review a Memorandum of Agreement between the School Committee and the Sippican School Support Personnel Association.

Superintendent Nelson thanked Mr. Burr, Select Board member, Ms. Beauregard and the school committee for their support during the negotiations process. The Sippican support staff are a very important group and integral part of keeping Sippican running every day.

MOTION: by Ms. Smith to accept the Memorandum of Agreement as presented

SECONDED: Ms. Daniel

MOTION PASSED 4:0

Roll Call: Nye; abstain, Daniel; yes, Smith; yes, Nye McGaffey; abstain, Beauregard; yes, Burr; yes

B. Approval of Donation(s)

Recommendation:

That the School Committee review the following donations to the school library:

Superintendent Nelson shared that these books were all reviewed by the librarian in accordance to policy.

- From VASE:
 - *The Curious Why* by Angelda DiTerlizzi for Ashley Sadler
 - *Secrets of Astrology* by DK for Stephanie Silveira
 - *Over and Under the Waves* by Kate Messner for Barbara Moody
- From Marion Teachers Association:
 - *Home in the Woods* by Eliza Wheeler for Marla Brown
 - *Inventors* by Robert Winston for Peter Crisafulli
 - *Sincerely, Emerson* by Emerson Weber for Doreen Lopes
- From Doreen Lopes and Peter Crisafulli:
 - *Collaboration Station* by Shannon Olsen for 6th Grade Class

MOTION: by Ms. Daniel to accept the list of books for the library as presented

SECONDED: Ms. Smith

MOTION PASSED 5:0

Roll Call: Nye; yes, Daniel; yes, Smith; yes, Nye McGaffey; yes, Beauregard; yes

V. New Business

C. Business

1. Financial Report

Superintendent Nelson reported a financial report will be provided at the next meeting as Mr. Barber has been out of the office for an extended period of time this month.

2. Record of Warrant(s)

Superintendent Nelson shared the record warrant(s) of September 19 and October 15, 2024 as signed by the sole signatory.

3. Food Service Report

Superintendent Nelson reported the following from Food Service Director Jill Henesey:

- Meal participation continues to grow strong
- We had a successful Board of Health Inspection.
- Reach-In Cooler #1 had repair work done.
- Dish machine detergent dispenser has been replaced.
- On October 2nd, I visited the gardens and watched the students, with excitement, harvest potatoes, kale, green beans and winter squash.
- Bulldog Café is looking for per diem help. If you are looking for a flexible and rewarding part-time job – this may be the opportunity for you. Contact Jill Henesey for more details.

4. Facilities Report

Superintendent Nelson reported the following from Facilities Director Eugene Jones:

- Received the annual air quality testing results, all were normal.
- Switched building HVAC and Building Management System (BMS) from summer to winter mode.

- Submitted FY26 Capital Improvement Requests to Town.
- Conducted routine maintenance on all facility equipment and systems.

D. Personnel

Special Education teacher Taylor Nelson has resigned.

VI. CHAIRPERSON'S REPORT:

Chairperson Nye shared that it is homecoming week at the high school and a very exciting time. She invited all families to attend the events as the elementary schools are where Bulldog nation begins for the students and Principal Devoll welcomes all families, at all ages to the high school campus to participate in events. She recommended following the social media accounts and calendars on the website to stay up to date on all upcoming events including art, music, sports and more.

CENTRAL OFFICE ADMINISTRATOR'S REPORT

Superintendent Nelson highlighted the increased communication through social media and his monthly newsletter, which he provided the most recent version. He shared a recent event with the Unified Basketball team being recognized with a banner in the high school gymnasium commemorating their perfect season last year. He acknowledged how inclusive and supporting the tri-town community can be at all age levels.

Dr. Fedorowicz reported the following: *New Teacher Induction was held this evening with targeted training in IXL for classroom teachers. On September 10-11, Tier II and III instruction training was held with HILL. We also conducted data analysis of DIBELS and creating small groups for targeted learning. In classroom coaching from the HILL for Tier II and III with our reading specialists was held. Our next professional development full day is November 5th which will continue our focus on curriculum. Writers workshop, data meetings with HILL, Science of Reading, and collaboration time will be incorporated. We had the Center School learning walk today and will continue through our first rotation of learning walks through all the buildings. The next Sippican learning walk will be in February.*

Dr. Curley reported the following: *Special education teachers and interventionists at the elementary level engaged in 2 day training with the HILL for literacy on September 10th and 11th to learn more about evidence-based structured literacy routines for tier 2 & 3 instruction to ensure students are getting the differentiated instruction they need. It was great getting into Sippican classrooms last month (9/16) for our learning walks to see classroom communities students engaged in learning! Mr. Thomas and I attended a train the trainer on anti-bullying at Bridgewater State University Massachusetts Aggression Reduction Center (MARC) on 9/25. The purpose of this workshop was to come back to the district and share our knowledge with the staff within the school to pay attention to gateway behaviors (eye rolling, etc.) to maintain a positive culture in the school. One big takeaway was ensuring teachers addressed the gateway behaviors. When students know you address these behaviors, the behaviors decrease. Special education teachers and related staff attended professional development on goal writing and the new IEP on September 25th. This PD will continue throughout this year. Meet and Greet at Sippican on (10/2) from 2-3, 2 parents attended. District-wide Meet & Greet on 10/2, there were no attendees. Ms. Bennett (school psychologist) and I attended Restorative Practices PD on Monday (9/30) and Tuesday (10/1). Restorative Practices are used to change behavior. They focus on intervention (building relationships; repairing relationships if they have been damaged; identifying the root causes of adverse behaviors and identifying strategies and needs to change the behavior). Some examples of restorative practices are accountability projects, structured day, reflection rooms and character connections. Last Friday, the Unified Basketball team played at home and beat Dighton-Rehoboth to continue their winning streak! There was a great turnout.*

PRINCIPAL'S REPORT

Principal Dessert reported the following: The mission of our school district is to inspire all students to think, learn, and care. Sippican School is committed to fostering a respectful, responsible, and kind learning environment. We've launched the "3 to Be" initiative to remind our community of these important values. To strengthen our connection with students, we've started hosting live morning announcements via Google Meet. Principal Dessert, Assistant Principal Thomas, Mrs. Richard, and 6th-grade students lead these daily meetings, allowing our entire community to greet and interact with each other. This has created a positive and welcoming atmosphere throughout the school. We're also grateful for our team's dedication and collaboration. Their willingness to try new things and think creatively has been instrumental in our progress. Together, we're exploring new opportunities and embracing change, which is essential for growth and success. As we move forward, we'll focus on implementing structures and systems to help us stay organized and achieve our goals efficiently.

Officer Tracy and Norman are keeping busy at Sippican! They recently visited Ms. Bandera's third-grade classroom and also participated in the VASE 6th-grade car wash. Their presence is always appreciated by students and staff alike, and they're a valuable part of our school community.

Last week's parent-teacher conferences were a great success, providing valuable insights into student progress. Our teachers are continuing to implement innovative teaching methods like Hill and Into Reading, and are using data to tailor instruction to each student's unique needs. We have a comprehensive and effective multi-tiered support system and academic schedule that fully aligns with the Massachusetts time on learning and inclusive plan. This ensures that all students receive the support and instruction they need to succeed. The RTI/Flex block is off to a promising start, offering personalized learning experiences, evidence-based best practices, and targeted skill development for all students. Our teachers collaborate in learning groups to identify students who may benefit from additional support or enrichment. They then provide tailored instruction and resources to help these students reach their full potential. This personalized approach benefits students in all academic subject areas. From struggling learners who receive intensive support to advanced students seeking enrichment opportunities, our Flex Block ensures that every student has access to the resources and instruction they need to succeed.

Our teachers also participate in Professional Learning Communities (PLCs) to discuss effective instructional practices and collaborate on planning. This ongoing professional development helps our teachers stay up-to-date on the latest teaching methods and strategies. We're also excited to expand our specialist programs to include enrichment opportunities for all K-6 students. This includes access to cutting-edge resources like 3D printing and STEM activities, fostering creativity and critical thinking skills. Overall, we're thrilled with the progress our students are making and the positive learning environment at Sippican. This personalized approach benefits students in all academic subject areas.

The junior reporters are off to a great start! Mrs. Lawrence is guiding them through their first assignment: videotaping the Marion Fire Department assembly for grades 2 through 6. We're excited to see what these young journalists will capture next!

The Marion Fire Department made several special visits to our school to teach us about fire safety. Our preschool, kindergarten, and first-grade students had the opportunity to meet firefighters in their classroom, while grades 2 through 6 participated in a presentation and learned about fire safety and the importance of creating a safe meeting place in case of a fire. We're incredibly grateful to the Marion Fire Department for their time and dedication to educating our students.

All Jr. Scholars have received their individually numbered Golden Tickets. Each week, five winning numbers will be randomly drawn and announced on WPRI Channel 12 during the 4:30 PM news on Mondays, which started on October 7th. Winning numbers will also be posted on our Virtual Journal, Facebook pages, and shared via email. Back by popular demand, our Feinstein Jr. Scholar Pantry & Feinstein Jr. Scholar Kindness Tree grant programs are returning for the 2024-2025 school year! Feinstein Leadership Schools can apply for a \$2,000 grant per program. If your school implements both projects, you will be eligible for a \$4,000 grant!

To qualify for our grant:

- Have one or both of these projects in place at your school
- Submit to our Google Form on or before Friday, 12/13/2024.
- Grant forms will require photos of your Pantry and/or Kindness Tree.

Please carefully read the following details regarding both programs. Grant Deadline: Friday, December 13th, 2024
Feinstein Jr. Scholar Pantry: Feinstein Jr. Scholar Pantry program emphasizes the importance of providing resources and fostering a sense of community within schools. This program provides students with access to healthy food items outside of school hours. The pantry can be stocked with non-perishable food items, fruits, vegetables, and other essential items. To provide support to students and families through access to essential items.

Feinstein Jr. Scholar Kindness Tree: This program promotes kindness and community among students. The Kindness Tree is a physical tree or display where students can hang notes or acts of kindness. These acts can range from simple gestures like holding a door for someone to larger acts of service.

We're thrilled to announce that our Marion Institute Grow Education team member, Mr. Costa, has successfully conducted his first site visit and garden lesson with the third graders. The students had a wonderful time learning about garlic and its importance in the garden. We've coordinated the schedule for future lessons throughout the year.

Project 351 is expanding its reach at Sippican! We've selected 37 students from grades 4, 5, and 6 to participate in the program. These students recently visited ORRHS and took part in the Project 351 Playbook Initiative Workshop.

In keeping with Project 351's spirit of service, students contributed to our community by bringing a donation of socks for "Socktober" to support our Community Service Learning Club. Additionally, students participated in collecting supplies for hurricane relief in partnership with our Tri-Town Nurses. Suggested donations included flashlights, pet food, toothbrushes, and canned soups. We plan to incorporate a service component into each workshop this year, providing students with valuable learning experiences while giving back to their community.

Sippican School is thriving with a multitude of exciting initiatives and opportunities for our students. From academic advancements to community service projects, supporting great causes, our dedicated staff is committed to providing a comprehensive and enriching education. With the support of our community and engaged students, I am confident that Sippican School is well-positioned for a successful year. Thank you for your continued support.

VIII. School Committee

A. Committee Reports

1. Budget Subcommittee – Ms. Nye McGaffey reported they met earlier today and next time will have an initial draft.
2. Building Committee – No report.
3. ORR District School Committee- Ms. Smith reported they met on October 21st for \$6,000 donation for a laser cutter. The meeting prior, they approved out of country travel, DECA out of state travel and advertising rates. There will be opportunities for local businesses to advertise on the ORR campus to support the Athletics Department.
4. SMEC – Ms. Smith shared they met on September 30th to approve staffing, policy revisions and surplus.
5. Early Childhood Council- no report.
6. READS – Superintendent Nelson reported they have not met since his last report.
7. Tri-Town Education Foundation Fund – Ms. Nye McGaffey reported they met on October 9th and reviewed a media plan and discussed adding new members. Their annual meeting is November 13th.
8. Policy Subcommittee – Mr. Beauregard reported they met on October 10th and agreed to send policies to legal counsel from section AC. They also approved an update to BEDH Public Comment and reviewed CORI policies sent back by the Joint School Committee.
9. School Council – Principal Dessert reported that the school council met and discussed upcoming VASE happening and all school meetings. They are developing a committee to plan out all school meetings.
10. Equity Subcommittee- Ms. Beauregard reported they met at the end of September and heard an action plan update which included Project 351 work, the Sandy Hook Promise Grant and expanding Credit for Life to juniors. There will also be bootcamp and fair opportunities for families about college and career.

IX. Future Business

A. Timeline

The next meeting(s) of Committee will be held as follows:

<u>Marion School Committee</u>	<u>Joint School Committee</u>
December 5, 2024	September 26, 2024 – to be rescheduled

X. OPEN COMMENTS

Chairperson Nye stated:

Public comment is governed by approved school committee policy. Per the committee's policy we will offer up to 30 minutes for public comments this evening. Public comment is not a discussion, debate, or dialogue between individuals and the school committee. However, the committee takes any public comment made seriously and appreciates hearing from the public. Anyone looking to provide a public comment must be acknowledged by the Chairperson before addressing the committee. Those making a public comment will have up to three minutes to address the committee and must start their comment by stating their name and the town they reside in. For those in person there is a sign in sheet for those looking to make a public comment located on side wall and those on zoom, you can send a message in the chat with your name and the town you reside in. The chairperson will alternate between in-person and zoom participants. The school committee reserve the right to address any comment that present incorrect information at our next meeting.

There were no public comments.

ADJOURNMENT

MOTION: by Ms. Daniel to adjourn at 6:56pm

SECONDED: Ms. Nye McGaffey

MOTION PASSED 5:0

Roll Call Nye; yes, Daniel; yes, Smith; yes, Nye McGaffey; yes, Beauregard; yes

Respectfully Submitted,
Melissa Wilcox

**MARION SCHOOL COMMITTEE MEETING
MARION PUBLIC SCHOOLS
16 Spring Street
Marion, Massachusetts**

October 29, 2024

ZOOM LINK:

<https://oldrochester-org.zoom.us/j/96815845547?pwd=MIJtRVFXOVlPTWVHaUlEg3U2l1QlQ09>

Meeting ID: 968 1584 5547

Passcode: 146869

This meeting will be conducted in a hybrid format. School Committee and Administrators will have the option of meeting in person at the Superintendent's Conference Room, 135 Marion Road, Mattapoisett, MA 02739 or via zoom. Public is able to attend in person or via zoom

12:00pm

MEETING TO ORDER

RECOGNITION

- I. Approval of Minutes
 - A. Minutes
 - 1. Regular Minutes:
 - 2. Executive Session Minutes:
 - 3. Budget Subcommittee Minutes
 - II. Consent Agenda
 - III. Agenda Items Pending
 - IV. **General**
 - A. **Approval of School Health Unit Application**
 - V. New Business
 - A. Policy Review
 - B. Curriculum
 - C. Business
 - 1. Financial Report
 - 2. Record of Warrant(s)
 - 3. Food Service Report
 - 4. Facilities Report
 - 5. Budget Transfers
 - D. Personnel
 - VI. Special Report
 - VII. Unfinished Business
- CHAIRPERSON'S REPORT**
- CENTRAL OFFICE ADMINISTRATORS REPORT**
- PRINCIPAL'S REPORT**
- VIII. School Committee
 - A. Committee Reports
 - 1. Budget Subcommittee
 - 2. Building Committee
 - 3. ORR District School Committee
 - 4. SMEC
 - 5. Early Childhood Council
 - 6. READS
 - 7. Tri-Town Education Foundation
 - 8. Policy Subcommittee
 - 9. School Council
 - 10. Equity Subcommittee
 - B. School Committee Reorganization
 - C. School Committee Goals
 - IX. Future Business

- A. Timeline
 - B. Future Agenda Items
 - X. Open Comments
 - XI. Information Items
 - XII. Executive Session
- ADJOURNMENT**

MARION PUBLIC SCHOOLS
Marion, MA

TO: Marion School Committee
FROM: Michael S. Nelson, Superintendent of Schools
DATE: October 25, 2024
RE: Agenda Items

The following items are on the agenda for October 29, 2024.

IV. General

A. Approval of School Health Unit Application

Recommendation:

That the School Committee discuss for approval of the School Health Unit Application through the Massachusetts Department of Public Health. This application is submitted by Karen Bertram, School Nurse for Sippican School on behalf of the district. It has been endorsed and signed by the nurse, school physician Dr. Steven Mendes and Superintendent of Schools, Mr. Michael S. Nelson and it also needs the approval of the school committee. Please refer to “MSC 10292024 School Health Unit Application”.

Massachusetts Department of Public Health School Health Unit and MA Controlled Substance Registration (MCSR) Application

Applicant School District or Non-Public School: Sippican Elementary School
Address: 16 Spring St. Marion MA 02738 (Marion)
(Street) (City/Town) (State) (Zip Code)
Current total student enrollment: 371 ☒ NEW ☐ RENEWAL MCSR # _____ Exp. Date _____
(if applicable)

Please check type of Public School/Non-Public School:

Public School System (includes Regional School Districts/School Unions/Vocational/Charter/Collaborative Schools) ☒
Approved Special Education Day School ☐ Approved Special Ed Residential School (requires on-call coverage) ☐
Non-Public Day School ☐ Residential Non-Public School (requires on-call coverage) ☐

Total Full Time Equivalent (FTE) School Nurses (RN) employed in the school/school district: 6 FTE(s)

- One nurse that works half-time would be reported as 0.5 FTE
- Do not include LPNs or clerical staff
- Less than 1.0 FTE requires on-call coverage

Please check off when delegation of medication administration by a school nurse to unlicensed school staff may occur (check ALL that apply):

- ☒ Off-campus: Field trips/Extra-curricular events
☐ On-campus: Before and after school programs (requires on-call coverage)
☒ During the school day
☐ Overnight/weekends (requires on-call coverage)

Please indicate, by checking all that apply below, which category(s) of unlicensed school personnel may be delegated the responsibility for medication administration in your school district/school as approved by the School Committee or Board of Trustees and in accordance with 105 CMR 210.004, (B), (1), (2):

Administrative Staff ☐ Unlicensed Health Aides ☒ Teaching Staff ☒ Clerical Staff ☐

SCHOOL BUILDING/SCHOOL NURSE STAFFING PROFILE

Please provide the information requested below for each school building. Copy and attach additional pages if necessary.

Name of school building: Sippican Elementary School
Municipality where school building is located: Marion, MA
Grade levels/ages in school building: PK-6 **Number** of students in the building: 371
Maximum distance between any two school buildings (if the school is composed of multiple buildings): _____

Name and Credentials of school nurse(s) and other healthcare staff* employed by the school (do not include per diem or substitute nurses)	On-site schedule for school nurse/healthcare staff (indicate days and times staff will be physically present)	On-call schedule** for school nurse*** (indicate whether in person or by phone)	Estimated Number of unlicensed personnel being delegated medication administration on any given day
Karen Bertram RN	8:30 ^A -3 ^P		2

Name of school building: _____
Municipality where school building is located: _____
Grade levels/ages in school building: _____ **Number** of students in the building: _____
Maximum distance between any two school buildings (if the school is composed of multiple buildings): _____

Name and Credentials of school nurse(s) and other healthcare staff* employed by the school (do not include per diem or substitute nurses)	On-site schedule for school nurse/healthcare staff (indicate days & times staff will be physically present)	On-call schedule** for school nurse*** (indicate whether in person or by phone)	Estimated Number of unlicensed personnel being delegated medication administration on any given day

*Please include all health clinic staff that contribute to the workflow of the health clinic. This will assist the department in assessing coverage.

**On-call coverage is required for less than 1.0 FTE in any given building, before and after school programs, overnight and weekend delegation, and all residential schools.

***LPNs cannot delegate or be on call for unlicensed staff consultation.

ASSURANCE CHECKLIST

1. The School Health Unit of the Massachusetts Department of Public Health (MDPH) requires the applicant school district/school, with the approval by the school committee or board of trustees where applicable, to adopt policies/procedures for medication delegation where delegation is in use. The applicant school district/school provides MDPH the assurance that adoption and use of any policies/procedures and forms by the school committee or board of trustees, are consistent with regulations 105 CMR 210.000. Draft policies can be found in the Comprehensive School Health Manual.
2. The School Nurse Manager (RN), the school physician, superintendent or administrator, and school committee chairperson or board of trustees' chairperson have collaborated in the development and adoption of the medication delegation policies/procedures.
3. The school physician, superintendent or administrator, and school committee chairperson or board of trustees' chairperson agree and acknowledge the School Nurse Manager's leadership role in implementing and managing the program to administer and delegate prescription medications to unlicensed school personnel as defined in the regulations found at 105 CMR 210.000.
4. The school district or school will maintain an accessible copy of regulations 105 CMR 210.000 "The Administration of Prescription Medications in Public and Private Schools" and all policies/procedures and forms for review upon request.
5. **The School Nurse Manager has attended the two mandatory courses through BU SHIELD** (Medication Administration in a School Setting: School Nursing Practice in Massachusetts and Medication Administration in Schools: What School Nurse Managers Need to Know).
6. Once registered with the MDPH Drug Control Program, the School Nurse Manager agrees to report to the MDPH School Health Unit within five working days, in writing on school district/school letterhead, any change in School Nurse Manager or reduction in School Nurse staffing.
7. Implementation of the plan to delegate prescription medications will begin upon receipt of a MCSR issued by the MDPH Drug Control Program, following approval by MDPH the School Health Services Unit.

My signature on the signature page indicates that I have read and agree to the above and all other requirements under 105 CMR 210.000 pertaining to the storage, handling, administration, and disposal of medications in schools and that the information provided in this application is accurate.

Massachusetts Controlled Substance Registration (MCSR) Signature Page

I hereby attest that as the **School Nurse Manager (RN)**, I have completed this application and understand my roles as manager and supervisor of the medication storage, handling and delegation program in the applicant school system / school. I will act as the Massachusetts Department of Public Health contact on all matters relating to the administration of medications in the school setting. I have developed and/or reviewed the policies and procedures in compliance with regulations 105 CMR 210.000 in consultation with the school physician and have recommended to the School Committee/Board of Trustees adoption of the policies.

Karen Bertram RN, BSN, NCSN Karen Bertram 10/4/24
 Medication Manager (RN) (Signature / Credentials) Medication Manager (RN) (Please Print) Date

Sippican Elementary 16 Spring St. Marion MA 02738
 School Name and Address of Medication Manager (RN) City State Zip Code

(978) 748-0100 karenbertram@oldbrookster.org RN 196494
 Telephone Number E-mail Address RN License Number

I hereby attest that as **School Physician (MD)**, I have consulted with the Medication Manager (RN) in the preparation of this application. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Board of Trustees adoption of the policies.

[Signature] Steve Mendes MD 10/17/24
 School Physician (MD) (Signature) School Physician (MD) (Please Print) Date

I hereby attest that as **Superintendent of Schools or Administrator of the School**, I agree with the intent of the regulations and with the policies as specified in this application. I thus acknowledge the Medication Manager (RN) management role and responsibility as defined in regulations 105 CMR 210.000. I have reviewed the regulations, policies and procedures and have recommended to the School Committee/Board of Trustees adoption of the policies.

 Superintendent of Schools or Administrator of School (Signature) Superintendent of Schools or Administrator of School (Please Print) Date

I hereby attest that as **Chair, School Committee or Chair, Board of Trustees**, the Committee/Board has agreed to adopt the policies and procedures governing the administration of prescription medications as defined by statute and regulation (M.G.L. 94C and 105 CMR 210.000). The School Committee/Board of Trustees has approved the categories of unlicensed personnel who may administer prescription medications and understands the Medication Manager (RN) role as manager of the medication program in the school.

 Chair, School Committee or Chair, Board of Trustees (Signature) Chair, School Committee or Chair, Board of Trustees (Please Print) Date