

AGENDA
Maynard School Committee Meeting
Thursday, August 20, 2020, 7:00 pm
www.maynard.k12.ma.us
Remote Meeting

Posted at Town Hall
8/18/20 at 8:47am

(The School Committee may vote on all items listed on this agenda)

Pursuant to Gov. Baker's Executive Order dated March 12, 2020, suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the School Committee has modified meeting procedures to ensure the safety of all participants. The public will not be allowed to physically access this School Committee meeting; video and audio will be turned off for the public. This meeting will be held via a virtual meeting (internet) using Zoom Technology.

All members of the public are invited to join the meeting virtually either by computer (internet) or phone at:

Computer Option: Join Zoom Meeting (video) <https://zoom.us/j/91572875882> Password: SC2020

Choose to use Computer Audio, or join by phone at the number below:

Phone Option: 1-646-558-8656 Meeting ID: 915 7287 5882 Password: 768250

View further instructions here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Meeting materials will be found on the website under School Committee - Agenda or <https://bit.ly/2XiCS4b>

NOTE: We will accept Citizens' Comments by email only to comments4SCmeeting@maynard.k12.ma.us.

You must state in the subject line, "Citizens' Comment to be Read" and it should be emailed before 8:00 pm or the time that agenda item takes place. Citizens' Comments will be read out loud by the Chair and will also be memorialized within public records and meeting minutes.

****Please see the attached Citizens Comments guidelines for full details.****

MGL 30A, Sec.20:(f) After notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement, and operation of equipment used so as not to interfere with the conduct of the meeting. At the beginning of the meeting, the chair shall inform other attendees of any recordings.

- I. Meeting Called to Order via Roll Call
- II. Approval of Prior Meeting Minutes (5 min; VR)
- III. Chairperson's Report (10 min)
 - a. News and Updates (IO)
- IV. Superintendent's Report (20 min)
 - a. Remote Learning Updates (D/IO)
 - b. Director of Building Operations/MOU update (IO)
 - c. Budget Updates (IO)
 - d. School Calendar change (D/VR)
- V. Citizens' Comments (15 min; IO)
- VI. Policies for Review (20 min; D/VR)
 - a. EBC - Emergency Plans
 - b. EBCFA - Face Coverings
 - c. BEDB & BEDB-E - Agenda Format / #112 School Committee Agenda
 - d. HA, HB, HF, and 141 - Pertaining to Collective Bargaining Negotiations
- VII. Members' Comments - Subcommittee Reports (15 min; IO)
- VIII. Adjournment via Roll Call

***IO [Info Only], D [Discussion], or VR [Vote Required]**

Chairperson: Lydia Clancy
Posted by: Colleen Andrade
Date: 8/18/20

Maynard School Committee Virtual Meeting Public Comment Guidelines

Here are the general rules for the Committee's public comment period:

1. Any citizen wishing to make a comment during a virtual meeting may do so by:
 - a. Emailing comments in advance and up until the Citizens' Comments agenda item to comments4SCmeeting@maynard.k12.ma.us. **You must state in the subject line "Public Comment"** and include your first and last name and home address or position in the Maynard Public Schools to ensure your comment can be read.
 - b. Please be sure to read the guidelines below in #3.
2. Any citizen wishing to comment for a virtual public meeting shall follow these guidelines:
 - a. All public comments are limited to 3 minutes, to ensure that everyone who wishes to comment has the opportunity to be heard.
 - i. Comments read by the Chair will only be read for 3 minutes. If the submitted comments are longer, they will be cut off at the 3-minute mark.
 - ii. To ensure that all the comments are read in their entirety, it is suggested that you keep them to approximately 350 words. Submitted messages longer than 350 words will be submitted for public record regardless.
 - b. No citizen may comment more than once without permission of the Chair. As time allows, the Chair could consider allowing citizens to comment a second time, especially if it is related to a topic that has not yet been brought up.
 - i. Note that citizens can submit any additional comment(s) for the public record, by providing a copy to the Chair via email up until the end of the meeting, specifically stating their desire to have these additional comments included.
3. Please be aware that the Citizens' Comments agenda item is a devoted time for the school committee to hear from the citizenry. As such, its structure primarily supports unidirectional public recording of citizen's comments, rather than a bidirectional conversation.

AUGUST

31 Teachers First Day

SEPTEMBER

1-3 Professional Days
- No School
4 No School
7 Labor Day - No School
8-11 Professional Day
- No School
16 Students First Day

OCTOBER

12 Indigenous Peoples Day
- No School

NOVEMBER

3 Election Day
11 Veterans Day - PD Day
-No School
25 No School
26-27 Thanksgiving Holiday

DECEMBER

24-Jan 1 Winter Break

JANUARY

1 New Years Day Observed
18 Martin Luther King Day
-No School

FEBRUARY

15-19 February Vacation

MARCH

APRIL

19-23 April Vacation

MAY

31 Memorial Day No School

JUNE

11 MHS Graduation
15 170th Day of School
22 175th Day of School
30 Potential Contingency Days

***Hybrid Dismissal Times**

TBD

MHS: 10:55 ?

FS: 11:15 ?

GM: 11:45 ?

MAYNARD PUBLIC SCHOOLS



2020/2021

Proposed Revision #2

Superintendent's Office 3-R Tiger Drive

(978) 897-2222

Student Services Office 3-R Tiger Drive

(978) 897-2138

Maynard High School 1 Tiger Drive

*7:45 - 2:05 p.m. (978) 897-8891

Fowler School 3 Tiger Drive

*8:05 - 2:25 p.m. (978) 897-6700

Green Meadow School 5 Tiger Drive

*8:30 - 2:50 p.m. (978) 897-8246

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September (11)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October (21)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November (16)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December (17)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January (19)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February (15)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March (23)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April (17)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May (20)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June (11)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

** Calendar subject to change due to changes in remote learning/in person schooling

No School All Remote Learning and Teacher Prof. Development
(during hybrid model)

School Committee Meetings are usually held twice a month.

See <https://bit.ly/32IZ9S0> for more information.

Maynard Public Schools

NEW EBC: Emergency Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The Superintendent shall develop, in consultation with school nurses, school physicians, athletic coaches, trainers, and the local police, fire, emergency personnel, and Board of Health an Emergency Medical Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local Emergency Medical Services along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of EMS response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A method to efficiently direct EMS personnel to any location on campus, including the location of available rescue equipment.
5. Safety precautions to prevent injuries in classrooms and on the school campus.
6. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section [1 of Chapter 71](#).
7. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills (at least once per year) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC August 2015

LEGAL REF: M.G.L. [69:8A](#)

Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: [EBCD](#), Emergency Closings

[JL](#), Student Welfare

[JLC](#), Student Health Services and Requirements

Maynard Public Schools

NEW EBCFA: Mask Wearing Protocol

The Maynard School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral, or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician is required for a requested exemption. Parents may not excuse their child from the face mask requirement by signing a waiver.

Additionally, face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while outside.

Exceptions to this policy under certain circumstances, such as for students with medical, behavioral, or other challenges who are unable to wear masks, must be approved by the building principal in consultation with the school nurse or local Board of Health. Face shields or physical barriers may provide an alternative in some instances.

A student's mask or face covering is to be provided by the student's family. Staff members are responsible for providing their own face coverings. However, the district will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of this policy, the building principal may administer a warning and/or the student will be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of the School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district facility.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -
<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing
Masks -
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education –
Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA! –
<https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020

Maynard Public Schools

NEW BEDB AGENDA FORMAT

The Superintendent, conferring with the Chair of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen of Maynard may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chair of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for a time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

SOURCE: MASC July 2016

CROSS REFS: [BEDH](#), Public Comment at School Committee Meetings

NOTE: When a Committee has a policy on agenda format such as the one above, a "customary order of business" or a listing of business to be accomplished at each meeting (regardless of order) is often included in the manual as an informational document.

Maynard Public Schools

NEW BEDB-E AGENDA FORMAT

At regular meetings, the following will be the customary order of business:

1. Call to order
2. Roll call of Committee members
3. Approval of Minutes
4. Citizens' Comments
5. Student Representative Report
6. Chair's Report
7. Superintendent's Report
8. Subcommittee Reports
9. Adjournment

SOURCE: MASC



School Committee Policy:

#112

School Committee Agenda

1. Standard Form

- Greetings
- Minutes
- Chairman's Report / Superintendent Report / Student Representative Report
- Citizen's Comments
- Major Business
- Personnel and Business Actions
- Citizen's Comments
- Members' Questions and Comments
- Executive Sessions

2. Agenda Items

- a. Those materials pertaining to School Committee actions will, under ordinary circumstances, be received by each School Committee member two days preceding a scheduled meeting.
- b. Only items on the agenda will be acted upon.

Date Approved: 9/11/14

Earlier Version: 4/04, 3/25/99, 4/93, 4/88

Maynard Public Schools

HA - Negotiation Goals

Formerly School Committee Policy: #141

The School Committee recognizes that education is a public trust; it, therefore, is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

SOURCE: MASC September 2016

Maynard Public Schools

HB - Negotiations Legal Status

Formerly School Committee Policy: #141

All negotiations between the School Committee and recognized employee groups are conducted subject to Massachusetts General Laws. The legal status of negotiations is defined in part by Section 2 of that chapter, as follows:

" shall have the right of self-organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve."

Basic to all employer/employee negotiations is the concept of "bargaining in good faith." It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

SOURCE: MASC September 2016

LEGAL REF.: M.G.L. [150E:1](#) et seq.

Maynard Public Schools

HF - SCHOOL COMMITTEE NEGOTIATING AGENTS

Formerly School Committee Policy: #141

The School Committee is responsible for negotiations with recognized employee bargaining units. However, because of the expertise and time required for negotiations, the Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreements on wages, hours, and other terms and conditions of employment will be developed.

The School Committee will appoint the negotiator and the fee or salary for their services will be established in accordance with the law at the time of appointment.

The duties of the negotiator will be as follows:

1. To negotiate in good faith with recognized bargaining units to arrive at a mutually satisfactory agreement on wages, hours, and working conditions of employees represented by the units.
 - a. The negotiator may recommend members of the administration to serve on the negotiation team. They will not be members of any unit that negotiates with the Committee, and their participation in negotiations must be recommended by the Superintendent and approved by the Committee.
 - b. They will direct the accumulation of necessary data needed for negotiations, such as comparative information.
 - c. They will follow guidelines set forth by the Committee as to acceptable agreements and will report on the progress of negotiations.
 - d. They will make recommendations to the Committee as to acceptable agreements.
2. The negotiator will interpret the signed negotiated contracts to administrators and may be called upon to offer advice on various aspects of contract administration during the terms of the contracts with employee organizations.

SOURCE: MASC

LEGAL REF.: M.G.L. [71:37E](#)



School Committee Policy:

#141

Collective Bargaining

The Committee shall always negotiate in good faith on appropriate concerns. It shall deal with staff negotiating units openly and fairly, and will sincerely endeavor to reach agreement on items being negotiated. Nothing in negotiations shall abridge the Committee's legal responsibilities nor will any staff member's rights and privileges under state statutes be impaired.

It is the policy of the Committee to maintain the option to hire a consultant to serve as Chief Negotiator in negotiations with the professional staff. One or more members of the administrative staff may also be appointed to serve on the Committee's negotiating committee.

Date Approved: 9/11/14

Earlier Version: 4/04, 6/93, 12/76, 3/25/99

Legal Reference: M.G.L. 71:37E; 150E
