

AGENDA
Maynard School Committee Meeting
Thursday, October 15, 2020, 7:00 pm
www.maynard.k12.ma.us
Remote Meeting

Posted at Town Hall
10/13/20 at 3:11 pm

(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, "Public Comment" and include your name and street address in the body of the email, which should be emailed before 7:15 pm the evening of the meeting or by 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. **Call to order** - roll call of Committee members
- II. **Executive Session under MGL; CH30A; § 21(a)(3)** To discuss strategy with respect to collective bargaining with an addendum to the MESA contract, since an open meeting could have a detrimental effect on the bargaining of the public body and the chair so declares. (10 Min; D, I/O)

The School Committee will return to open session to vote. (5 Min; V)

- III. **Approval of Minutes** (5 min; D/VR)
- IV. **Approval of Warrant(s)** (5 min; D/VR)
- V. **Citizens' Comments** (15 min; IO)
- VI. **Superintendent's Report** (20 min; (IO))
 - a. MPS Updates
- VII. **Chairperson's Report** (10 min; IO/D)
 - a. Town Meeting recap
 - b. Solar Array project update
 - c. SC delegate for MASC annual meeting
- VIII. **Other Business** (30 min; D/VR)
 - a. Policy
 - ACAB – Harassment
 - EEAA - Walkers & Riders
 - IHB - Special Instructional Programs and Accommodations
 - IHBA - Programs for Students with Disabilities
 - IHBAA - Observations of Special Education Programs
 - IHBG - Homeschooling
 - JLCB - Immunization of Students
 - KI - Visitors to the Schools
- IX. **Subcommittee and Members Reports**
 - Natasha Rivera - Budget & Negotiations Subcommittees
 - Bethlyn Houlihan - Communications & Curriculum/Strategy Subcommittees
 - Mary Brannelly
- X. **Adjournment via Roll Call**

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

Chairperson: Lydia Clancy
Posted by: Colleen Andrade
Date: 10/13/20

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 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.

Maynard Public Schools

ACAB - PROHIBITION OF HARASSMENT

Replaces Maynard School Committee Policy #16
(Modified version of Acton-Boxborough's ACAB from 9/17/20)

The Maynard Public Schools are committed to maintaining a school environment that values civil discourse and diversity where all individuals are treated with dignity and respect. Therefore, the District will take appropriate action to:

- Prevent and/or otherwise respond to demeaning behavior and unlawful discrimination or harassment of its employees or students, and
- Define processes by which individuals can bring concerns about unlawful discrimination or harassment to the Schools' attention for resolution.

MPS will not tolerate harassment of their employees or students. Harassment of staff or students based on race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities is prohibited. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

It should be noted that while this policy sets forth the goal of promoting work and educational environments that are free of harassment, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Definition of Harassment

Harassment includes verbal or physical conduct that may offend, denigrate, or belittle any person because of, or due to, any of the characteristics described above. Harassment may include pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected characteristic, or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

Investigations of Harassment

The District will promptly investigate every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable

contractual requirements. *There are separate protocols for responding to complaints of allegations of sexual harassment against students, which are outlined in Procedure ACAB-P.*

Student or Staff Complaints

All District employees must respond to suspected harassment and to complaints by students of harassment by notifying the building principal and Title IX coordinator. Employees are expected to take every report of harassment seriously. A student or any individual wishing to file a complaint alleging harassment may inform any trusted staff member, their building principal, or the Title IX Coordinator listed below.

The MPS Title IX Coordinator is:

Jennifer Gaudet, Assistant Superintendent of Curriculum

Maynard Public Schools

Central Office, 3 Tiger Drive, Maynard, MA 01754

978-897-2222 Ext.

The Assistant Superintendent of Curriculum is available to provide information about this policy and the District's complaint process.

Prohibition of Retaliation

It is unlawful to retaliate against, or discipline, any individual who files a complaint of harassment or discrimination, or who cooperates in an investigation of such a complaint. The District will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

PROHIBITION OF SEXUAL HARASSMENT

Definition of Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Pursuant to Title IX of the Education Amendments of 1972, MPS has a Grievance Process for investigating and resolving Formal Complaints of Sexual Harassment (Refer to Procedure ACAB-P).

In Massachusetts, Sexual Harassment is defined as any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to, acceptance of, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis for employment decisions affecting an employee or for educational, disciplinary, or other decisions affecting a student; or
2. Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education, or participation in extracurricular activities by creating an intimidating, hostile, humiliating, or offensive work or school environment.

According to Title IX, sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

1. A MPS employee conditioning the provision of aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to MPS education programs or activities; or
3. Sexual assault, dating violence, domestic violence, or stalking (all as defined by federal laws.)

While it is not possible to list all circumstances that may constitute sexual harassment, the following are examples of prohibited conduct in MPS:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments about an individual's body, sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, touching, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities
- Taking or posting of photographs, videos, or images of a sexual nature without consent

The Title IX Coordinator is responsible for ensuring compliance with this policy, its procedures, and federal regulations. Any MPS employee with knowledge of alleged sexual harassment must report it, whether they personally witness the sexual harassment, learn of it from a third party, or they are the alleged victim themselves. MPS will promptly respond to all reports alleging sexual harassment to ensure a fair and equitable resolution to the report, provide support to the victim,

eliminate harassment, and impose discipline if necessary. Discipline may range from verbal reprimand to suspension and expulsion or termination in the case of an employee.

RECORD KEEPING REQUIREMENTS

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contains the essential policy elements, as adopted, must be distributed by the Maynard Public Schools to its students and their parents/guardians, employees, unions, and prospective employees of the District, including the Title IX Coordinator, the investigator(s), and the decision-maker. Each parent/guardian and District employee shall sign that they have received and understand the policy.

Title IX Coordinator

The Title IX Coordinator is responsible for ensuring the District's proper response to sexual harassment, compliance with Title IX, and overseeing the Grievance Process. MPS Title IX Coordinator is Jennifer Gaudet, Assistant Superintendent of Curriculum, who can be reached at 978-897-2222 or at 3 Tiger Drive, Maynard, MA 01754.

Contact Information for State & Federal Agencies

The Schools urge all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can be addressed. If either party to the complaint is dissatisfied with the results or progress of the District's investigation, they may discuss this directly with the Superintendent of Schools.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Suite 601, Boston, MA 02108-1518;
Telephone (617) 994-6000; TTY Users (617) 994-6196.

The time frame for filing a complaint with the MCAD is within 300 days from the date of the most recent incident of alleged harassment.

The state agency responsible for ensuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is:

Massachusetts Department of Elementary and Secondary Education (DESE)
75 Pleasant Street, Malden, MA 02148-4906;
Telephone (781) 338-3300; TTY Users (800) 439-2370.

The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at:

JFK Federal Bldg., 475 Government Center, Boston, MA 02203;
Telephone (617) 565-3200 or (800) 669-4000; TTY Users (800) 669-6820.

The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability, and age in programs or activities that receive federal financial assistance from the US Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located at:

5 Post Office Square, 8th Floor, Boston, MA 02109-3921;
Telephone (617) 289-0111; Fax (617) 289-0150.

LEGAL REF.: M.G.L. [151B:3A](#)

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Cross Reference: Policy [ACAB](#) replaces former policies JBA and GBA

ADOPTED:

Maynard Public Schools

***NEW* EEAA - WALKERS AND RIDERS**

The Maynard School Department will provide transportation for Maynard students, who live in town, to and from their home and school. The School Committee may adopt a fee to transport students not meeting the mandatory transportation requirements specified by Mass General Law. The fee will not apply to students meeting the following criteria:

- Grades K-6 students living at least two miles from school,
- Students with special needs for whom transportation must be provided

All other students desiring transportation will be accommodated on a first-come-first-served basis, as determined by the time and date stamp on the bus registration and the fee (if required) is paid, and until bus capacity is reached. Buses will travel only on town accepted and maintained roads.

The Superintendent and/or their designee shall develop bus routes with a consistent methodology for designating bus stops. The procedure will be kept as a written procedure (EEAA-P) for review by the School Committee and public. Exceptions to the written procedures may be made to accommodate special circumstances. The special circumstances will be documented and should be time-limited to the specific need. The Administration shall apply consistency in granting exceptions.

Students may be required to walk to a designated bus stop depending on road and traffic conditions. Students living near their school are encouraged to walk if conditions warrant. Kindergarten students, at drop-off, must be met by a parent/guardian/adult care-provider otherwise the student will remain on the bus and be transported back to the school at the end of the bus run. The parent/guardian will be then notified to pick up the student. Upon written parental request, students may be transported to and from a child care setting within the town on a regular basis.

Students are expected to follow established standards of behavior while waiting for and riding the bus. After an initial warning, riding privileges may be suspended by the school administration in which case the parent will be responsible for the student's transportation.

The law requires the Maynard Public Schools to make available transportation for certain students in Grades K-6 who live two (2) or more miles from school, yet it does not relieve the parents or guardians of any student who is transported of the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once the student boards the bus, and only at that time, does he or she

become the responsibility of the Maynard Public Schools. Such responsibility shall end when the student disembarks at his or her regular bus stop at the end of the school day.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. [40:5](#); [71:7A](#); [71:68](#); [71B:5](#)

CROSS REF.: [EEA](#), Student Transportation Services

EEAA-P, Walkers and Riders

NOTE: The cross reference is to a related policy in this manual. Depending on the content of a policy on walkers and riders, additional legal references may be necessary. Only the most important references were cited above. Review the legal citations at EEA for possible addition to any local policy adopted at this code.

Adopted:

Maynard Public Schools

***NEW* IHB - SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)**

The goals of this school district's special education program, overseen by the Superintendent and Director of Student Services, are to allow each child to grow and achieve at their own level, to gain independence and self-reliance, and to return to the least restrictive environment as soon as possible.

The requirements of law and regulation will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs, and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three to twenty-two who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school district's non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes, or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the District will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents/guardians in designing and providing programs and services to children with special needs. Parents/guardians will be informed and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents/guardians will be accorded the right of due process.

The District will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance.

SOURCE: MASC April 2019

LEGAL REFS.: The Individuals with Disabilities Ed. Act (PL 108-446, adopted 12/03/04)

Rehabilitation Act of 1973

M.G.L. [71B:1](#) et seq.

603 CMR [28:00](#) inclusive

NOTE: A school district's procedures for implementing Special Education laws and regulations are often too extensive to include in a policy manual. In such instances, a note can be added to the policy to point out the existence and availability of a document containing current procedures.

ADOPTED:

Maynard Public Schools

***NEW* IHBA - PROGRAMS FOR STUDENTS WITH DISABILITIES OR IMPAIRMENTS**

In keeping with the intention of the state of Massachusetts to offer educational opportunities to all students that will enable them to lead fulfilling and productive lives, the District, overseen by the Director of Student Services, shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes.

LEGAL REF.: Rehabilitation Act of 1973, Section 504

SOURCE: MASC

ADOPTED:

Maynard Public Schools

***NEW* IHBA - OBSERVATIONS OF SPECIAL EDUCATION PROGRAMS**

1. Parents'/guardian's request to observe their child(ren), current program, or a potential placement must be made at least five (5) days in advance with the Director of Student Services or designee and/or Principal.
2. The Director of Student Services or designee shall contact the parent(s)/guardian for initial scheduling conversation **within two (2) business days of receipt** of the parents'/guardian's request.
3. When a parent/guardian requests an observation of a special needs student or program, the Building Team Chair or designee will seek approval from the Director of Student Services and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within the law and DESE regulation.
4. The Director of Student Services or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).
5. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with the regulations and General Laws of the Commonwealth of Massachusetts. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
6. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.
7. The number of observers at any one time may be limited.
8. The observer will be informed that they are not to interfere with the educational environment of the classroom. If their presence presents a problem, they will be asked to leave. This notice is particularly important since the presence of parents/guardians can influence both the performance of their child(ren) and those of others.
9. The observer will be asked to submit their report of the observation in advance of any follow-up TEAM meeting.
10. The observer will be informed that they are there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. They are not there to evaluate a teacher's ability to perform his or her contractual job duties.

11. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children.

12. A school administrator, or designee, also will observe at the same time and take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period. This observation summary will be placed in the student's file and provided to the parent(s)/guardian two (2) business days prior to any follow-up TEAM meeting.

LEGAL REF.: MGL [71B:3](#)

Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

CROSS REF.: [KI](#), Visitors to Schools

SOURCE: MASC

ADOPTED:

NOTE: The following quotes from the DESE Advisory are important points of understanding the implementation of this policy.

"School districts and parents/guardians have reported that, typically, observations are between one and four hours. While useful as a general rule, the Department recommends that district policies and practices specify that the duration and extent of observations will be determined on an individual basis. Districts should avoid rigid adherence to defined time limits regardless of the student's needs and settings to be observed. The complexities of the child's needs, as well as the program or programs to be observed, should determine what the observation will entail and what amount of time is needed to complete it. Discussion between school staff and the parent/guardian or designee is a good starting point for resolving the issue."

"The observation law states that districts may not condition or restrict program observations except when necessary to protect:

- o the safety of children in the program during the observation;
- o the integrity of the program during the observation;
- o and children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program."

Maynard Public Schools

NEW JLCB - Immunization of Students

Students entering school for the first time, whether at kindergarten or through transfer from another school district, will be required to present a physician's certificate attesting to immunization against communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child, or by the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent/guardian.

SOURCE: MASC August 2020

LEGAL REF.: M.G.L. [76:15](#)

CROSS REF.: [JF](#), School Admissions

Note: Due to the COVID-19 pandemic, The Commonwealth of Massachusetts has updated the Massachusetts School Immunization Requirements to include a documented seasonal dose of the Influenza Vaccine. This requirement will remain in effect until rescinded by the Governor.

Adopted:

Maynard Public Schools

KI - VISITORS TO THE SCHOOL

Replaces Maynard School Committee Policy #210

The School Committee welcomes parents/guardians and students interested in enrolling in Maynard Public Schools' programs (eg. WAVM, Spanish Immersion, Music) to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in gaining a greater understanding of the varied educational and extracurricular opportunities the Maynard Public Schools have to offer.

The following guidelines for classroom and school visits should be followed:

1. Requests for classroom visitations by parents, guardians, or students will be welcomed as long as the educational process is not disrupted. To this end, we request that such requests be made to the building principal at least forty-eight hours in advance to obtain permission and allow for proper arrangements to be made.
2. The building Principal has the authority to determine the date and times of the visits. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes, it is requested that all visitors report to the Principal's office upon entering and leaving the building, sign a guest log showing arrival and departure times, and wear a sticker or badge identifying them as "Visitor". Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances, classroom visits will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival, the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.
6. No visitor permission will be granted to persons who have been excluded from the school, or to previous visitors who have been uncooperative with school personnel or have disrupted instruction or function of the school.

CROSS REF.: [IHBAA](#), Observations of Special Education Programs

SOURCE: MASC October 2016

Adopted: