

Southern Berkshire Regional School District
SCHOOL COMMITTEE MEETING #1,575- AMENDED

Date: Thursday, January 30, 2020

Time: 6:00 p.m.

Location: Mt. Everett Regional School Library, 491 Berkshire School Road, Sheffield, MA

Agenda

All interested members of the public are invited to attend.

[The listing of matters is those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.]

1. **Call to Order**
2. **Standing Reports**
 - a. Approval of Minutes of School Committee Meeting #1574 of January 9, 2020
 - b. Miscellaneous Correspondence
3. **Student Representative Report**
4. **Student Spotlight**
5. **Public Comment**
6. **New Business**
 - a. Draft of School Year 2020-2021 Academic Calendar
 - b. Implicit Bias and Diversity
7. **Unfinished Business**
8. **Business with District Member Towns**
 - a. 8 Town School Consolidation Committee request as follows: (letter attached)

In accordance with M.G.L. ch. 71, section 14 and the vote of the board of selectmen of each of the five member towns of the SBRSD, the school committee votes to create a Regional School District Planning Committee for each of the towns of Sheffield, Monterey, New Marlborough, Alford and Egremont.

9. **Subcommittee Reports**
 - a. Finance Subcommittee
 - b. Policy Subcommittee
 - First Reading
 1. BEDG – Minutes of Meetings
 2. EFD – Meal Charges
 3. JFF – Student Activities Fund
 4. JBB – Educational Equity

5. JFABD – Homeless Students: Enrollment Rights and Services
 6. JFABE – Educational Opportunities for Military Children
 7. JFABEE – Admission of Children of Out of State Employees in SBRSD (Note: not really new, just renumbered because of a new MASC one that had the same number, JFABE)
 8. JFABF – Educational Opportunities for Children in Foster Care
- c. Building, Grounds & Technology
 - d. Community Outreach and Input
 - e. Executive Evaluation
 - f. Negotiations
 - g. Curriculum
10. **Chairman’s Report**
 11. **Superintendent’s Report**
 12. **Curriculum & Professional Development Coordinator’s Report**
 13. **Director of Student Services Report**
 14. **Business Manager’s Report**
 - a. Approval of Warrants – January 10 and January 24, 2020
 - b. Vote to Accept Grants and Gifts
 - c. Budget Transfers
 15. **Future Agenda Items**
 16. **Executive Session**
 17. **Adjourn**

Next School Committee Meetings:

February 13, 2020	Marcy 5, 2020	March 12, 2020	April 2, 2020
April 30, 2020	May 21, 2020	June 18, 2020	

The SBRSD shall post all School Committee and Subcommittee meetings on its website (<http://www.sbrsd.org/school-committee.html>) in compliance with Open Meeting Law and pursuant to the regulations of the Massachusetts Attorney General’s Office 940 CMR 29.03(4). Please visit the SBRSD’s website for all meeting information. All approved meeting minutes of the SBRSD school committee are posted on the district’s website on the school committee page.

School Committee: Jane Burke, Jonathan Bruno, Maryellen Brown, Marcella Bush, Dennis Sears, Bonnie Silvers, Danile Kelly, Jeffrey Blaugrund, Art Batacchi, David Travis

Administrators: Superintendent Regulbuto, Charles Miller, Jesse Carpenter

Press: CTSB TV; Evan Triantafilidis – Berkshire Record

Others:

- 1. **Call to Order**
Jane Burke, Chair, called meeting #1574 to order at 6:02 p.m.

- 2. **Standing Reports**
 - a. Approval of Minutes of School Committee Meeting #1573 of December 19, 2019
Motion to approve the School Committee Meeting minutes #1573 as presented.
By: Bonnie Silvers
Second: Jeffrey Blaugrund
Discussion: None
Vote: Unanimous

 - b. Enrollment
Superintendent Regulbuto informed the school committee that as of January 1, 2020 enrollment was at 683 up by 1 from December 1, 2019.

 - c. Miscellaneous Correspondence - None

- Motion to table items 2 (Student Representative Report) and 3 (Student Spotlight) until the Student Representative and Mr. Miller arrive to give their presentation.
By: Jeffrey Blaugrund
Second: David Travis
Vote: Unanimous

- 2. **Student Representative Report**
- 3. **Student Spotlight**

- 4. **Public Comment – None.**

- 6. **New Business**
 - a. School Committee Meetings in Member Towns
Jane Burke, Chair, inquired if the committee wanted to continue to have school committee meetings at each of the five towns as was done in the past. Discussion ensued. It was suggested that the Chair, Jane Burke, write a letter to the 5 towns stating that if there were topics that the towns wanted to discuss then meetings could be arranged to accommodate these requests. Jane also recommended that the each school committee member attend their respective select board meetings, and commit to making themselves visible and available to answer questions if needed.

Motion that the Chair of the school committee send a letter to the Select Boards of the five towns stating that the school committee is very anxious in appearing at each of the towns, and would

appreciate it if they let the school committee know of specific items they wish to discuss so that meetings may be held in their town.

By: Bonnie Silvers

Second: Jeffrey Blaugrund

Vote: Unanimous

Items 2 and 3 were addressed at this time.

2. **Student Representative Report**

Austin Murray arrived at 6:22 p.m. He apologized for being late, he was told the meeting started at 6:30 p.m. This week the science class had started a compost initiative in the cafeteria with the elementary students in grades 4, 2 and 1. He reported that the Poetry Out Loud final competition is on January 23rd and everyone is invited. Grade 11 will be selling cash calendars in February and March for their fundraiser.

3. **Student Spotlight**

Mr. Miller showed a video that the grade 5 students had done to report on Project Fridays. Project Friday is a day away from their regular academic routine. They had worked on designing and building and testing homemade water filters made from everyday material. The students reported on what they had done in class.

Mr. Miller also shared with the committee that the PK students had read “A Snow Day” and created collages after reading the story. The art work was shared with the school committee.

6. b. Adoption of School Committee Goals and Discussion

Chair, Jane Burke, mentioned that at the summer retreat it was decided to create a school committee handbook as part of their goals. She would like to formally adopt the handbook and called for a motion.

Motion that the School Committee adopt as one of its goal the creation of a handbook for current and future school committee members guiding them through procedures and duties.

By: Bonnie Silvers

Second: Art Batacchi

Discussion ensued.

Vote: Unanimous

c. School Committee Retreat Dates to Debrief on the MASC Fall Conference findings and Self-Evaluation Process. Jane Burke asked the committee to choose a date to review strategy on how to meet the School Committee goals.

Monday, February 24th was selected as the date for this meeting.

7. **Unfinished Business**

a. Vote on School Committee Norms and Beliefs

The committee discussed the Norms and Beliefs that were developed during the retreats (copy attached). David Travis made a few corrections to this document. Jane Burke, Chair, asked for a motion to formally approve the school committee Norms and Beliefs

Motion to approve the School Committee Norms and Beliefs with corrections.

By: Jonathan Bruno

Second: David Travis

Discussion:

Vote: Bonnie Silvers – Abstain, Others – Yes. Motion passes.

8. **Business with District Member Towns** – None.

9. **Subcommittee Reports**

- a. Finance Subcommittee – No meeting nothing to report.
- b. Policy Subcommittee – Dennis Sears reported that the subcommittee had met. It was a very productive meeting. The policies that were reviewed will be brought forward for a first reading at the next meeting and will be sent out prior to the meeting.
- c. Building, Grounds & Technology-Art Batacchi reported that a meeting is scheduled for January 22, 2020.
- d. Community Outreach and Input – have not met.
- e. Executive Evaluation – have not met since the last meeting.
- f. Negotiations – have not met since the last meeting.
- g. Curriculum – David Travis will be scheduling a meeting.

10. **Chairman’s Report**

Jane Burke advised that most of the towns are recruiting members for their school planning committees, and making a nice effort to reach out to their communities. We should also be active in using whatever communication tools we have to reach out so that everyone in the community knows about the consolidation process and maybe encourage participation.

11. **Superintendent’s Report**

Beth reported that January 17th is a half day for students, and teachers will be doing professional development. The elementary teachers will be working on FastBridge and data analysis. Secondary will be working on Program of Studies for next year. The Administrative Teams will be working on the budget.

12. **Curriculum & Professional Development Coordinator’s Report** – No Report

13. **Director of Student Services Report** – No Report

14. **Business Manager’s Report**

- a. Approval of Warrants – December 27, 2019
Motion to approve the Warrant of December 27, 2019
By: Bonnie Silvers
Second: Art Batacchi
Vote: Unanimous
- b. Vote to Accept Grants and Gifts
Motion to accept the gift of \$3,750 from the Kare Bear Foundation as presented
By: Bonnie Silvers
Second: Jeffrey Blaugrund
Vote: Unanimous
- c. Budget Transfers - None

15. **Future Agenda Items**

Topic on Tolerance and Anti-Semitism
Evaluation the Middle School program
8 Town Committee
Consolidation Status and Update

Motion that all school committee members inform Jane Burke by Monday if they are going to serve on the consolidation committee.

By; Bonnie Silvers

Second: Jeffrey Blaugrund

Vote: Unanimous

16. **Executive Session**

Motion to enter Executive Session pursuant to M.G.L. c. 30A, s. 21(a) (2) to conduct strategy sessions in preparation for and to conduct contract negotiations with nonunion personnel (Superintendent of Schools) and not to reconvene in Open Session.

By: Jeffrey Blaugrund

Second: Bonnie Silvers

Roll Call Vote: Art Batacchi- Yes; Danile Kelly – Yes; Jeffrey Blaugrund – Yes; David Travis – Yes; Jane Burke – Yes; Jon Bruno – Yes; Maryellen Brown – Yes; Marcella Bush – Yes; Bonnie Silvers – Yes; Dennis Sears - Yes

17. **Adjourn 7:25 p.m.**

Documents presented at this meeting:

- *Agenda #1574*
- *Minutes of meeting #1573*
- *Enrollment Report*
- *School Committee Norms and Beliefs*
- *Warrant Report*
- *Donation from Kare Bear Foundation*



SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

School Committee Norms and Beliefs

Who We Represent

We represent the needs and interests of all students in the district and place their interests above all others in the decisions we make.

How We Govern

- We shall conduct business through a set agenda that is tied to district goals with a focus on student needs, growth, and achievement. Emerging items shall be addressed in subsequent meeting unless circumstances require immediate action. Requests to add agenda items shall be made to the chair of the appropriate committee.
- We shall make each meeting effective and efficient, giving each member an equal opportunity to express their views and convey the input in a concise and topic-focused manner. We shall attend meetings prepared to discuss agenda items and to participate in efficient decision-making.
- We shall base our decision on the best available information, avoid bias, and vote our conviction in conjunction with constituent input.
- We shall respect staff and fellow committee members and exhibit professional conduct and behavior at all times.
- We shall uphold all applicable state and federal laws and regulations, including the code of ethics.
- We shall maintain confidentiality of privileged information, including but not limited to, items discussed in executive session.

How We Treat Each Other

- We shall debate the issues keeping an open mind regarding other members' opinions and positions.
- We shall work to build trust between and among School Committee members, the Superintendent and the administration by treating everyone with dignity and respect, even in times of disagreement.

How We Communicate

- The Superintendent and the School Committee recognize the importance of proactive communication. School Committee members should make their best effort to convey their questions or concerns to the chair and the Superintendent in advance of the meeting. We support the "no surprises" philosophy.
- We will follow and respect the chain of command and direct others to do the same, referring constituent complaints and concerns to the appropriate individual within the district chain of command and referring personnel complaints and concerns to the Superintendent.

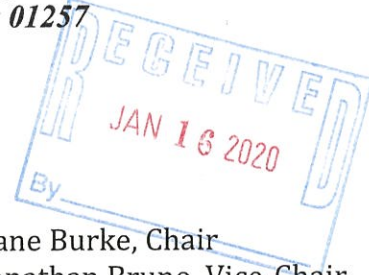
How We Will Improve

- All newly elected School Committee members will attend a MASC orientation session.
- All members will be open to continued personal growth through participating in training opportunities.
- We shall review and revise operating protocols at the beginning of each new term.
- We shall develop and maintain a district new member mentoring and orientation program.



Town of Sheffield
Board of Selectmen
Town Hall – 21 Depot Square
Sheffield, Massachusetts 01257

2b
Voice: 413-229-7000
Fax: 413-229-7010
TTY: 800-439-2370



January 7, 2020

Ms. Beth Regulbuto, Superintendent of Schools
491 Berkshire School Road
P.O. Box 339
Sheffield, MA 01257

Ms. Jane Burke, Chair
Dr. Jonathan Bruno, Vice-Chair
SBRSD School Committee
491 Berkshire School Road
Sheffield, MA 01257

RE: 2020 SBRSD Budget

Dear Beth, Jane and Jonathan,

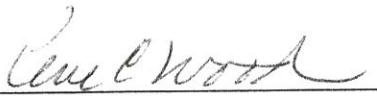
The Sheffield Board of Selectmen is requesting that the SBRSD Administration and the School Committee make every effort in their collective budget deliberations to develop a 2020 budget that achieves a zero percent (0.0%) change, or less, over last year's budget.

Our citizens have made it clear to us over the last year that they are being exhausted by rising school administration and other costs that are increasingly indefensible in light of static or falling student enrollments. Moreover, our Town leadership has worked harder and harder over the last few years to keep the Town's portion of our total taxpayer burden from increasing, often on the basis that we, and taxpayers, knew that the SBRSD budget would simply increase year-over-year; this, too, is indefensible, in our view.

Members of the Town's administration will be attending SBRSD budget deliberations over the coming months, and each of us will strongly support your efforts to keep to a zero percent budget target. Correspondingly, we will make our voices heard with regard to budget considerations, particularly administrative components of that budget, that target increases that our taxpayers, on the whole, cannot accept.

Thank you for your consideration of this position.

Sincerely,


Rene C. Wood, Chairman


Nadine A. Hawver, Clerk


Martin C. Mitsoff

2020-2021 School Calendar – Version A

- Staff report August 24 and 25
- Students report August 26th
- December 23rd – Half Day
- Winter Break – December 24 – January 1st
- February Break – February 15 – 19
- Good Friday – April 2nd
- April Break – April 19 – 23rd
- Last Day of School June 10th with no snow days
- Last Day with 10 Snow days June 23rd

2020-2021 School Calendar – Version B

- Staff report August 31 and September 1st
- Students Report September 2nd
- December 23rd Half Day
- Winter Break – December 24 – January 1st
- February Break – February 15 – 19
- No Good Friday Holiday
- April Break – April 19 – 23
- Last Day June 16th with no snow days
- Last Day June 30 with 10 snow days

2020-2021 School Calendar – Version C

- Staff report August 31st and September 1st
- Students report September 2nd
- Winter Break – December 23 – January 1st
- No February Break
- No Good Friday holiday
- Long Weekend – February 12th and February 15
- No School March 15th
- April Break – April 19 – 23
- Last Day June 15th with no snow days
- Last Day with 10 snow days June 29th

Southern Berkshire Regional School District 2020-2021 Calendar

| (Approved by the School Committee on) Draft – Version A

6a.

24 Staff Orientation
25 PD – Teachers and ESPs

26 First Day for Students

4 Days of School

AUGUST '20						
S	M	T	W	Th	F	S
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FEBRUARY '21						
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15 Presidents' Day
15-19 February Break

15 Days of School

4 Half Day for students
PD for Teachers

7 Labor Day-No School

21 Days of School

SEPTEMBER '20						
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MARCH '21						
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12 Half day for Students
PD Teachers and ESPs?

23 Days of School

9 Half Day for Students
PD Teachers and ESPs

12 Columbus Day

21 Days of School

OCTOBER '20						
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02 Good Friday
19-23 April Break

16 Days of School

3 County Wide PD
Teachers & ESPs

11 Veterans Day
25-27 Thanksgiving Day

16 Days of School

NOVEMBER '20						
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28 Half Day for Students
PD -Teachers
31 Memorial's Day

20 Days of School

23 Half Day
24-31 Winter Break

17 Days of School

DECEMBER '20						
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10 Last day (180 days) with no snow days
 Half Day for Students
23 Last Day with 10 snow days
8 Days with no snow days

1 New Year's Day-No School
15 Half Day for Students
PD - Teachers
18 M.L. King Day

19 Days of School

JANUARY '21						
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Teachers = 183 Days **ESPs = 181 Days**
8/24 Full Day – All Staff
8/25 Full Day – Teachers & ESPs
9/4 Half Day- PD Teachers Only
10/9 Half Day-PD Teachers & ESPs
11/3 Full Day PD Teachers & ESPs
1/15 Half Day PD Teachers Only
3/12 Half Day PD Teachers & ESPs
5/28 Half Day PD Teachers Only

Dismissal on Half Days=11:40 a.m.

Southern Berkshire Regional School District 2020-2021 Calendar

| (Approved by the School Committee on) Draft – Version B

6a.

31 Staff Orientation

AUGUST '20

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FEBRUARY '21

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15 Presidents' Day
15-19 February Break

15 Days of School

1 PD- Teachers & ESPs

2 First Day for Students
7 Labor Day-No School

SEPTEMBER '20

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20 Days of School

MARCH '21

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12 Half day for Students
PD Teachers and ESPs?

23 Days of School

9 Half Day for Students
PD Teachers and ESPs
12 Columbus Day

OCTOBER '20

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21 Days of School

APRIL '21

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19-23 April Break

17 Days of School

3 County Wide PD
Teachers & ESPs
11 Veterans Day
25-27 Thanksgiving Day

NOVEMBER '20

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16 Days of School

MAY '21

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28 Half Day for Students
PD -Teachers
31 Memorial's Day

20 Days of School

23 Half Day
24-31 Winter Break

DECEMBER '20

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17 Days of School

JUNE '21

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16 Last day (180 days) with
no snow days
Half Day for Students

30 Last Day with 10 snow
days

12 Days with no snow days

1 New Year's Day-No
School
15 Half Day for Students
PD - Teachers
18 M.L. King Day

JANUARY '21

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31						

19 Days of School

Teachers = 183 Days ESPs = 181 Days

8/24 Full Day – All Staff

8/25 Full Day – Teachers & ESPs

9/4 Half Day- PD Teachers Only

10/9 Half Day-PD Teachers & ESPs

11/3 Full Day PD Teachers & ESPs

1/15 Half Day PD Teachers Only

3/12 Half Day PD Teachers & ESPs

5/28 Half Day PD Teachers Only

Dismissal on Half Days=11:40 a.m.

Southern Berkshire Regional School District 2020-2021 Calendar

| (Approved by the School Committee on) Draft – Version C

6a.

31 Staff Orientation

AUGUST '20						
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FEBRUARY '21						
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12 No School
15 Presidents' Day

18 Days of School

1 PD- Teachers & ESPs
2 First Day for Students
7 Labor Day-No School

SEPTEMBER '20						
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20 Days of School

MARCH '21						
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12 Half day for Students
PD Teachers and ESPs?

15 No School

22 Days of School

9 Half Day for Students
PD Teachers and ESPs
12 Columbus Day

OCTOBER '20						
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21 Days of School

APRIL '21						
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19-23 April Break

17 Days of School

3 County Wide PD
Teachers & ESPs
11 Veterans Day
25-27 Thanksgiving Day

NOVEMBER '20						
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29	30					

16 Days of School

MAY '21						
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28 Half Day for Students
PD-Teachers
31 Memorial's Day

20 Days of School

23-31 Winter Break

DECEMBER '20						
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16 Days of School

JUNE '21						
S	M	T	W	Th	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			

15 Last day (180 days) with no snow days
Half Day for Students
29 Last Day with 10 snow days

11 Days with no snow days

1 New Year's Day-No School
15 Half Day for Students
PD - Teachers
18 M.L. King Day

JANUARY '21						
S	M	T	W	Th	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						

19 Days of School

Teachers = 183 Days ESPs = 181 Days

8/24 Full Day – All Staff
8/25 Full Day – Teachers & ESPs
9/4 Half Day- PD Teachers Only
10/9 Half Day-PD Teachers & ESPs
11/3 Full Day PD Teachers & ESPs
1/15 Half Day PD Teachers Only
3/12 Half Day PD Teachers & ESPs
5/28 Half Day PD Teachers Only

Dismissal on Half Days=11:40 a.m.

8 Town School Consolidation Committee
c/o Nadine Hawver, Chair
nhawver@sheffieldma.gov

January __, 2020

Stephen Bannon, Chair
Berkshire Hills Regional School Committee
5 Main Street
Stockbridge, MA 01262

Jane Burke, Chair
Southern Berkshire Regional School Committee
491 Berkshire School Road
Sheffield, MA 01257

Dear Mr. Bannon and Ms. Burke,

I write on behalf of the 8 Town School Consolidation Committee (the "8 Town Committee"). As you know, the 8 Town Committee is comprised of representatives of the 5 towns that are members of the Southern Berkshire Regional School District (the "SBRSD"), and the three towns that are members of the Berkshire Hills Regional School District (the "BHRSD"). Our committee was formed by the 8 towns for the purpose of exploring and studying the possible consolidation of the two districts.

The 8 Town Committee has held a series of meeting over the last four months. Following significant discussion, the 8 Town Committee has determined that the most cost effective and efficient way to move this study forward would be through the formation of a Regional School District Planning Board created from the combination of Regional School District Planning Committees to be constituted by each of the 8 towns in accordance M.G.L. ch. 71, section 14. As provided under that statute, the respective town Regional School District Planning Committees would each consist of three members appointed by the moderator of each of the 8 towns, with each committee including at least one school committee member. Assuming full participation of all 8 towns, the Regional School District Planning Board would therefore be comprised of a 24-member board, at least 8 of whom would be members of the two respective school committees.

As you may know, there has been some confusing press coverage concerning the formation of a Regional School District Planning Board. We have confirmed that the approach the 8 Town

Committee has outlined complies with the applicable statutory law so long as the following steps are taken.

First, the board of selectmen of each of our member towns must vote to create its three-person regional school district planning committee with members of those committees to be appointed by the town's moderator. We are advised that the boards of selectmen of all 8 towns have voted to create their respective regional school district planning committee and that their respective moderators either have, or are in the process of appointing their regional school district planning committee members.

Second, there must be a vote of the majority of the SBRSD school committee for the creation of the regional school district planning committees for the towns of Sheffield, Monterey, New Marlborough, Alford and Egremont, and a vote of the majority of the BHRSD school committee for the creation of the regional school district planning committees for towns of Great Barrington, West Stockbridge and Stockbridge. (Should a majority of either school committee decline to vote in favor of the creation of these town regional school district planning committees, the towns affected would be forced to call a special town meeting in order to create their respective regional school district planning committee.)

Once the individual town regional school district planning committees are formed, they may then join together to form a Regional School District Planning Board in accordance with M.G.L. ch. 71 section 14. Under section 14A of that same chapter 71, that Regional School District Planning Board would then be charged with studying "the fiscal and educational advisability of establishing a [consolidated] regional school district, its organization, operation and control," and with submitting "a report of its findings and recommendations to the selectmen of the [represented] towns."

By this letter, we ask that you vote to approve this proposed course of action. Specifically, we ask that:

- the School Committee of the SBRSD vote as follows:

In accordance with M.G.L. ch. 71, section 14 and the vote of the board of selectmen of each of the five member towns of the SBRSD, the school committee votes to create a regional school district planning committee for each of the towns of Sheffield, Monterey, New Marlborough, Alford and Egremont; and

- the School Committee of the BHRSD vote as follows:

In accordance with M.G.L. ch. 71, section 14 and the vote of the board of selectmen of each of the three member towns of the BHRSD, the school committee votes to create a regional school district planning committee for each of the towns of Great Barrington, Stockbridge and West Stockbridge.

Please advise when you intend to schedule a vote on this matter. Prior to that vote, we would like an opportunity to present to your respective school committees the reasons the 8 Town Committee believes this is the right course of action.

Very truly yours,

Nadine Hawver
Chair, 8 Town School Consolidation Committee

Copy: Peter Dillon, Superintendent, BHRSD
Beth Regulbuto, Superintendent, SBRSD

MINUTES

The minutes of a School Committee meeting constitute the written record of Committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the Committee.

Minutes will include:

1. The date, time, place, the members present or absent, annotated as to arrival and departure times, if during the meeting, a summary of each subject, and a list of documents and exhibits used at the meeting,
2. A complete record of official actions taken by the Committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. Notation of formal adjournment.

Copies of the minutes will be sent to all Committee members at least 48 hours in advance of the meeting at which the minutes are to be approved. Minutes of all meetings shall be created and approved in a timely manner which is defined in regulation as within the next 3 meetings of the body or within 30 days, whichever is later.

The approved minutes will become permanent records of the Committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

SOURCE: MASC

LEGAL REFS.: M.G.L. 30A:22; 66:10; 940 CMR 29.00

CROSS REF.: KDB, Public's Right to Know; BEC, Executive Session

NOTE: Specific comments and/or discussion should only be included in the minutes as a result of a vote of the Committee. The minutes are not a transcript of the meeting. Documents used during a School Committee meeting become part of the official record and must be maintained, based upon their content, in accordance with the Commonwealth's Municipal Public Records Retention Schedule.

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Student Activities

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC March 2018

LEGAL REFS: MGL 71:47

CROSS REFS: JJA – Student Organizations

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

File: JBB - EDUCATIONAL EQUITY

The School Committee's goal is to strive to address the needs of every student in each of our schools, subject to budgetary, space and other limitations.

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practical, the high quality instruction and support they need to reach and exceed a common standard.

To achieve educational equity the district will commit to:

1. Systematically, when appropriate, use districtwide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of educational equity, as reasonably practical, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote educational equity as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

The Superintendent shall include equity practices in the district's strategic plan and goal strategies to implement this policy. The Superintendent, upon request, will periodically report to the Committee the progress of the implementation of this policy.

SOURCE: MASC

ADOPTED: September 12, 2019

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth¹ (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; and
7. Migratory children living in conditions described in the previous examples.

Students Remaining in Schools of Origin

It is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e. the school that the student was attending at the time he or she became homeless, or the last school the student attended prior to becoming homeless. Homeless students may continue to attend their school of origin for as long as they remain homeless or until the end of the academic year in which they obtain permanent housing. For homeless students who complete the final grade level served by the school of origin, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The district will transport students who are sheltered or temporarily residing within the district to the students' school of origin. For homeless students attending a school of origin located outside the district in which the student is sheltered or temporarily residing, the district in which the school of origin is located will coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary for the student, and these districts

¹ "A homeless child or youth not in the physical custody of a parent or guardian." 42 USC §11434a.

will divide the cost equally. Formerly homeless students who find permanent housing mid-school year will continue to receive transportation services until the end of the school year.

Students Enrolling in District Where Sheltered or Temporarily Residing

Parents or guardians may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin. Enrollment changes for homeless students should take place immediately.

If homeless students are unable to provide written proof of their shelter or temporary residence in the district, the homeless liaison will work with the family seeking enrollment to determine homelessness. Information regarding a homeless student's living arrangement shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or satisfaction of another student-privacy related exemption.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Dispute Resolution

If the district disagrees with a parent or guardian's decision to keep a student enrolled in the school of origin and considers enrollment in the district where the student is sheltered or temporarily residing to be in the student's best interest, the district will explain to the parent, in writing and in a language the parent can understand,² the rationale for its determination and provide parent with written notice of their rights to appeal the district's determination to the Massachusetts Department of Elementary and Secondary Education³. During the pendency of any such appeal, the student should remain enrolled in the school selected by the parent or guardian, receiving transportation to school and access to other available services and programs.

² Translation of communications of this type is required by Title I, among other laws. See, e.g. 20 USC § 6312.

³ Information about the dispute resolution process managed by the Department of Elementary and Secondary Education can be located here: <http://www.doe.mass.edu/mv/haa/03-7.html>

The Massachusetts Department of Elementary and Secondary Education's Advisory on Homeless Education Assistance contains additional information about educating homeless students and the appeal process. This advisory is available at the following link: <http://www.doe.mass.edu/mv/haa/mckinney-vento.docx>

Homeless Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in locations such as schools, family shelters and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

LEGAL REFS.: The McKinney-Vento Act and Title I, Part A, as Amended by the Every Student Succeeds Act of 2015

SOURCE: MASC October 2019

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

Definitions

Children of military families: School aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment: The period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records: Official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

Eligible students are children of military families as well as the children of veterans who have been severely injured and medically discharged, and children of active duty personnel who died on active duty. Children of retired active duty personnel are also eligible to receive services for one year following the discharge due to severe injury, or the retirement or death of an active military parent. The Compact does not apply to children of inactive Guard or Reserves, veterans and retired personnel not included above, or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible students include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Upon enrollment of an eligible student, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, the district will assume financial and programmatic responsibility for the special education programs of students with existing IEPs drafted in other states.
- As appropriate, the District will exercise the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, also as deemed appropriate.
- Students of active duty personnel shall have additional excused absences, as necessary, for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to continue to attend the school in which he or she was enrolled while living with the custodial parent or guardian, without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. [15E](#);

SOURCE: MASC October 2019

JFABEE - ADMISSION OF CHILDREN OF OUT OF STATE EMPLOYEES IN SBRSD

Children of out-of-state employees of the Southern Berkshire Regional School District who are in good standing academically and behaviorally may attend school in the District, tuition free on a space available basis.

Children of out-of-state employees are subject to the same fees as those of in-District employees.

A student in good standing may continue with his or her education, regardless of the employment status of the parent or guardian or space availability.

This policy will be reviewed annually by the School Committee.

File: JFABF - EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the School Committee is committed to supporting all efforts to ensure that students in foster care have equal access to high-quality, stable educational experiences from preschool (if offered) through high school graduation.

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

LEGAL REFS: Every Student Succeeds Act (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

SOURCE: MASC October 2019

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SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT

ALFORD • EGREMONT • MONTEREY • NEW MARLBOROUGH • SHEFFIELD

OFFICE OF STUDENT SERVICES

Sandra Hubbard - Director

P.O. Box 326 - Sheffield, Massachusetts 01257

Phone (413) 229-8265

Fax (413) 229-7863

January 28, 2020

To: Superintendent Regulbuto, School Committee Members, and the SBRSD School Community

From: Sandi Hubbard, Director of Student Services

Re: January 30, 2020 Director's Report for School Committee Meeting

Hello!

Happy New Year!

We started back to school with inter-departmental discussions regarding programming needs and budgetary impact. Some very positive changes to programming were made this year and we are looking at transition planning and early childhood services closely as we discuss our budgetary needs. Each district must designate a Secondary Transition Coordinator in the 2020-21 school year, and an important component of transition planning relates to our 18-22 population and those students with particular services. We plan to share more during upcoming budget discussions.

As I mentioned in the fall, we are now using Learning Ally on a regular basis. The online book resource for students with learning differences is very instrumental in support students in access curricular material on devices. We have increased our ability to individualize accommodations for students through the use of Learning Ally, which is recognized by DESE and used across the state. In addition, technology needs for students with disabilities are addressed at annual IEP meetings. We are working together to ensure that devices, programs, applications, and equipment meet the needs of our students.

Have a great weekend!

Respectfully submitted,

Sandi