

WESTWOOD SCHOOL COMMITTEE  
Westwood, Massachusetts

**POLICY REVIEW SUBCOMMITTEE MEETING MINUTES**  
**April 29, 2022**

**Attendance and Call to Order**

The meeting was called to order at 8:01am by Subcommittee Chair Amanda Phillips in the District Administration Professional Development Room. Charles Donahue was also present. Assistant Superintendent Allison Borchers and Director of Student Services Abby Hanscom were present on behalf of the district. Field Representative Jim Hardy was present on behalf of the Massachusetts Association of School Committees. John Cianciarulo recorded the minutes.

**Discussion Items**

Subcommittee Chair Phillips, on behalf of the full School Committee, sought clarification from Jim Hardy about the process of the policy review. Mr. Hardy confirmed that feedback being sought is not for wordsmithing, but more for any substantial, contextual edits/feedback. One objective of this review process is to ensure that the policies are in alignment.

Additionally, the organizational structure and codification system is standard and should be adhered to.

**Review and Evaluation of School Committee Policies Related to Board Governance and Operations (Section B)**

The Subcommittee reviewed the policies contained in Section B and determined the following:

- BA – No changes needed
- BAA – Updated to reflect current standards
- BB – No changes needed
- BBA – Additions to the existing policy language regarding personnel
- BBAA – Merged portion of the existing policy with the model policy
- BBBA/BBBB – Updated the policy regarding additional requirements once elected/appointed to the School Committee
- BBBC – No changes
- BBBE – No changes
- BCA – Updated for pronouns
- BDA – Added additional language
- BDB – Only updated the titles (i.e., Chairperson/Chair)
- BDD – Edited first bullet
- BDE – Replaced existing policy with updates regarding the Open Meeting Law
- BDF – Added additional text
- BDF A – New policy
- BDF A-E-1 – Added language in first paragraph
- BDF A-E-2 – Last line in the existing policy was removed
- BDF A-E-3 – No changes
- BDG – Same language, but the order of paragraphs was switched to reflect the district's priority
- BE – No changes
- BEC – Updated language on second page regarding minutes in accordance with Attorney General's advisories
- BED A – Contains updated language in the second paragraph
- BED B – Contains language regarding School Committee members requesting an item be placed on the agenda
- BED B-E – Removed as the policy is not needed
- BED C – No changes
- BED D – Updated language

- BEDF – Updated language regarding votes for an in Executive Session
- BEDG – Changed to reflect current guidance from the Attorney General and Secretary of State
- BEDH – Updated for compliance with recent court decisions regarding free speech
- BEDH-E – New exhibit to support Public Comment policy
- BEE – No changes
- BG – No changes
- BGB – Version reflects district practice
- BGC – Updated as is not reflective of practice
- BGD – Updated to reflect that the administration develops procedures and also updated to include language around “Codes of Conduct”
- BGE – No changes
- BGF – Minor edit in first bullet
- BGF – Updated to change regulations to procedures
- BHC – No changes
- BHE – Included an update in the first paragraph
- BIA – Added a cross-reference
- BIBA – Replaced with the model policy to reflect district practice
- BID – New policy edited to reflect the district
- BJ – No changes
- BK – Edit in the first line

The Subcommittee will present its recommendations on Section B to the full School Committee at its May meeting.

Next Meeting Date

The Subcommittee scheduled its next meeting for Wednesday, June 1 at 8:00am.

**Action Item**

Vote to Approve Policy Review Subcommittee meeting Minutes of March 23, 2022

**MOTION** made by Charles Donahue to approve the Policy Review Subcommittee meeting minutes of March 23, 2022. Motion seconded by Amanda Phillips.

Vote:

Charles Donahue: Yes  
 Amanda Phillips: Yes

**Result: 2-0-0 – Approved**

**Adjournment**

**MOTION** made by Charles Donahue to adjourn the meeting. Motion seconded by Amanda Phillips.

Vote:

Charles Donahue: Yes  
 Amanda Phillips: Yes

**Result: 2-0-0 – Approved**

The meeting adjourned at 9:26am.

### Documents/Exhibits Used at Meeting

- Board Governance and Operations (Section B) policies for review and evaluation:
  - BA—School Committee Operational Goals
  - BAA—Evaluation of School Committee Operational procedures
  - BB—School Committee Legal Status
  - BBA—School Committee Policies and Duties
  - BBAA—School Committee Member Authority
  - BBBA/BBBB—School Committee Member Qualifications/Oath of Office
  - BBBC—School Committee Member Resignation
  - BBBE—Unexpired Term Fulfillment
  - BCA—School Committee Member Ethics
  - BDA—School Committee Organizational Meeting
  - BDB—School Committee Officers
  - BDD—School Committee-Superintendent Relationship
  - BDE—Subcommittees of the School Committee
  - BDF—Advisory Committees to the School Committee
  - BDFA—School Councils
  - BDFA-E-1—School Improvement Plan
  - BDFA-E-2—Submission and Approval of the School Improvement Plan
  - BDFA-E-3—Conduct of School Council Business
  - BDG—School Attorney
  - BE—School Committee Meetings
  - BEC—Executive Sessions
  - BEDA—Notification of School Committee Meetings
  - BEDB—Agenda Format
  - BEDB-E—Agenda Format
  - BEDC—Quorum
  - BEDD—Rules of Order
  - BEDF—Voting Method
  - BEDG—Minutes
  - BEDH—Public Participation at School Committee Meetings
  - BEDH-E—Guidelines for Public Comment
  - BEE—Special Procedures for Conducting Hearings
  - BG—School Committee Policy Development
  - BGB—Policy Adoption
  - BGC—Policy Revision and Review
  - BGD—Committee Review of Regulations
  - BGE—Policy Dissemination
  - BGF—Suspension of Policies
  - BGH—Policy Implementation
  - BHC—School Committee-Staff Communications
  - BHE—Use of Electronic Messaging by School Committee Members
  - BIA—New School Committee Member Orientation
  - BIBA—School Committee Conferences, Conventions, and Workshops
  - BID—School Committee Member Compensation and Expenses
  - BJ—School Committee Legislative Program
  - BK—School Committee Memberships
- Draft Policy Review Subcommittee meeting minutes of March 23, 2022 for the Subcommittee's review and approval