

A G E N D A

SCHOOL COMMITTEE MEETING

FAIRHAVEN PUBLIC SCHOOLS
128 WASHINGTON STREET
FAIRHAVEN, MASSACHUSETTS 02719

**FAIRHAVEN HIGH SCHOOL
BERNARD F. RODERICK LIBRARY
12 Huttleston Avenue, Fairhaven
Wednesday September 12, 2012
6:30 p.m.**

1. CALL TO ORDER
2. ROLL CALL OF COMMITTEE MEMBERS
3. DELEGATIONS, VISITORS, ETC
4. APPROVAL OF MINUTES
August 8, 2012 Exec. Session Minutes
August 22, 2012 Reg. Session Minutes
August 25, 2012 Emergency Meeting Minutes
5. PUBLIC COMMENT
6. REPORT OF THE STUDENT ADVISORY COMMITTEE
7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT
Receive September 7, 2012 enrollment numbers
Receive information regarding policies and regulations
Discuss upcoming events
8. UNFINISHED BUSINESS
Vote to adopt on second reading revised policy BEC-Executive Sessions
Vote to adopt on second reading revised policy AC-Nondiscrimination
Vote to adopt on second reading revised policy IJ-Instructional Materials
Vote to adopt on second reading revised policy JBA-Student to Student Harassment
Vote to adopt on second reading policy ACA-Nondiscrimination on the Basis of Sex
Vote to adopt on second reading policy GBA-Equal Employment Opportunities
Vote to adopt on second reading policy GCF-Professional Staff Hiring
Vote to adopt on second reading policy JB-Equal Education Opportunities
9. NEW BUSINESS
Vote to retire policy 4112-Appointment of Teachers
Vote to retire policy 5111.12-Nondiscrimination –Equal Educational Opportunity
10. QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS
11. EXECUTIVE SESSION
12. ADJOURNMENT

CONFIDENTIAL

**FAIRHAVEN SCHOOL COMMITTEE MINUTES
EXECUTIVE SESSION
August 8, 2012**

MEMBERS PRESENT: Mrs. Powers, Mrs. Kuechler, Mr. Roderick
Mrs. McKenna, Mr. Monroe, Mr. Gonsalves

MEMBERS ABSENT:

STAFF PRESENT: Dr. Robert Baldwin, Mr. Kitchen, Mr. Kenney

STAFF ABSENT: Mrs. Tavares

The meeting was called to order by the Chairman at 7:43 p.m.

Discussion took place regarding the Education Evaluation System and the Collective Bargaining process.

Motion made by Mr. Roderick and seconded by Mr. Gonsalves to adjourn the Executive Session School Committee meeting. Roll call vote: Mrs. Powers-yes, Mrs. Kuechler-yes, Mr. Roderick-yes, McKenna-yes, Gonsalves-yes, Monroe-yes. Voted 6-0 unanimously

Meeting adjourned: 8:14 p.m.



Robert Baldwin, Ed.D
Secretary to the School Committee
Fairhaven Public Schools

FAIRHAVEN SCHOOL COMMITTEE MINUTES

August 22, 2012

MEMBERS PRESENT: Mr. Gonsalves, Mrs. Powers, Mrs. Kuechler,
Mr. Roderick, Mr. Monroe, Mrs. McKenna

MEMBERS ABSENT:

STAFF PRESENT: Dr. Baldwin, Mr. Kitchen, Mr. Kenney, Mrs. Tavares

STAFF ABSENT:

OTHERS PRESENT: Melissa Duarte, Staff, Kevin Beaulieu, Staff, Diane Hahn,
Parent, Renee Bradshaw, FEA

The meeting was called to order by the Chair at 6:30 p.m.

The Chair informed the audience that the meeting was being videotaped.

Roll Call: McKenna, Monroe, Powers, Gonsalves, Roderick, Kuechler

Motion made by Mr. Gonsalves and seconded by Mr. Monroe to approve the August 8, 2012 regular session School Committee minutes. Voted 6-0 unanimously

Mrs. Diane Hahn suggested to the School Committee that they discuss technology in the buildings and Special Education services at a future School Committee meeting.

Dr. Baldwin gave the School Committee an update regarding the School Building project.

The School Committee received and placed on file the revised version of Administration Regulation GCA-R Elementary/Middle School Literacy Coordinator.

The School Committee received and placed on file the revised version of Administration Regulation GCA-R Science, Technology, Engineering and Math (STEM) Coordinator.

Dr. Baldwin gave the School Committee information regarding District and School Leadership.

Dr. Baldwin informed the School Committee of upcoming events.

Motion made by Mr. Roderick and seconded by Mrs. Powers to accept the 2012 Superintendent Evaluation. Voted 6-0 unanimously

FAIRHAVEN SCHOOL COMMITTEE MINUTES

AUGUST 22, 2012

PAGE 2

Motion made by Mr. Monroe and seconded by Mr. Roderick to set the limit on the Fairhaven High School activity account to \$75,000 and the Hastings Middle School activity account to \$20,000. Voted 6-0 unanimously

Motion made by Mr. Gonsalves and seconded by Mrs. Powers to approve the MASC membership for 2012-2013 in the amount of \$4,546. Voted 6-0 unanimously

Motion made by Mr. Gonsalves and seconded by Mr. Monroe to receive on first reading policy BEC-Executive Sessions. Voted 6-0 unanimously

Motion made by Mr. Gonsalves and seconded by Mrs. Powers to receive on first reading policies AC-Nondiscrimination, ACA-Nondiscrimination on the Basis of Sex, GBA-Equal Employment Opportunities, GCF-Professional Staff Hiring, IJ-Instructional Materials, JB-Equal Education Opportunities, JBA-Student to Student Harassment. Voted 6-0 unanimously

Motion made by Mr. Gonsalves and seconded by Mrs. Powers to adjourn the regular School Committee. Roll Call: McKenna-yes, Monroe-yes, Powers-yes, Roderick-yes, Gonsalves-yes, Kuechler-yes. Voted 6-0 unanimously

Adjourned 7:55p.m.

A handwritten signature in black ink, appearing to read 'Robert Baldwin', with a long horizontal flourish extending to the right.

Robert Baldwin, Ed.D
Secretary to the School Committee
Fairhaven Public Schools

FAIRHAVEN SCHOOL COMMITTEE MINUTES

August 25, 2012

MEMBERS PRESENT: Mr. Gonsalves, Mrs. Powers, Mrs. Kuechler,
Mr. Roderick, Mr. Monroe, Mrs. McKenna

MEMBERS ABSENT:

STAFF PRESENT: Dr. Baldwin, Amy Hartley-Matteson, Wood School Principal

STAFF ABSENT: Mr. Kenney, Mr. Kitchen, Mrs. Tavares

OTHERS PRESENT: Dr. Kevin Miller, President of Fuss and O'Neill EnviroScience LLC. Members of the audience (see attached)

The meeting was called to order by the Chair at 3:30 p.m.

The Chair informed the audience that the meeting was being videotaped.

Roll Call: McKenna, Monroe, Powers, Gonsalves, Roderick, Kuechler

Dr. Baldwin read from the following statement. (see attached)The School Committee asked Dr. Baldwin, Dr. O'Neil and Mrs. Hartley-Matteson specific questions regarding the Oxford School mold issue.

The Chair allowed a public comment period from Wood School Community members. The Wood School public questions and expressed their concerns regarding the Wood School situation. The panel addressed their questions and concerns.

Motion made by Mr. Gonsalves and seconded by Mr. Roderick to adjourn the regular School Committee meeting.

Adjourned 5:07p.m.



Robert Baldwin, Ed.D
Secretary to the School Committee
Fairhaven Public Schools

Fairhaven Public Schools
Oxford School Air Quality Statement
August 26, 2012

On Thursday evening we received a phone call from a representative from Fuss and O'Neill EnviroScience LLC., the company that conducted air quality testing at the Oxford School, alerting us of potential elevated levels of mold spores.

Based upon this information, a statement to Wood School faculty by Mrs. Hartley Matteson stated:

There was a question in the recent air quality results at the Oxford School. To err on the side of caution, the building will be closed while we look into it further. I will communicate with you as soon as I have more information.

At 9:00 a.m. on Friday August 24, 2012, a teleconference took place between School Committee Chair Pam Kuechler, Building Principal Amy Hartley Matteson, and myself with Toxicologist Dr. Kevin Miller, President of Fuss and O'Neill EnviroScience LLC.

Dr. Miller confirmed an elevated concentration of mold in various locations at the Oxford School. He explained the issue of a stack effect, which is when a mixture of hot and cold air and activity in a building draws out dormant mold spores. He provided further information on our specific issue and agreed to meet with us at the Oxford School at noon.

At 12:00 p.m., on Friday August 24, 2012, a meeting was held at the Oxford School with Toxicologist Dr. Kevin Miller, President of Fuss and O'Neill EnviroScience LLC., Health Agent Pat Fowle, Chairman of the Board of Health Peter DeTerra, School Committee Chair Pam Kuechler, Building Principal Amy Hartley Matteson, and Superintendent of Schools Dr. Robert Baldwin.

At that meeting, Toxicologist Dr. Miller discussed the Indoor Air Quality Study of the Oxford Elementary School conducted on August 15, 2012. He explained the mixed results of Black Mold that were evident within the report. The results ranged from elevated concentrations in the Gym to little to no concentrations in the upper level of the old building. He also described the types of mold and the health risks associated with each type and did address our most pressing concerns regarding exposure. After listening to Dr. Miller throughout the day, our most pressing concerns were dispelled.

Throughout the transition process no physical and/or sensory evidence of air quality issues were evident. Safety officials, inspections, and previous abatement testing provided no indication of any concern. We conducted this additional air quality test as a formality to ensure the safety of staff and children.

Air quality tests conducted before cleaning and preparing of the building could have produced safe air quality test levels because the spores were lying dormant.

For a building that is being opened after an extended closure additional testing at the end of the process once a building is alive and breathing is the recommended course of action. It was described as due diligence and the prudent thing to do by Dr. Miller in our meeting.

Most likely, this elevated concentration may be historic mold from the past. We have done a lot of work and may have kicked around this historic mold from its dormant stage. At this point in time we think the elevated levels are due to the disruption, cleaning, and preparation for the upcoming school year.

With this theory in mind, we were told that we might be able to return the elevated levels to acceptable levels. There is a realistic scenario that we can occupy a safe Oxford School. After meeting with Dr. Miller and walking the building with him, he discussed with us a short-term plan to bring the building to acceptable levels.

These elevated levels may very well be that the building hasn't aired out enough from all of the disruption and cleaning activities that took place in preparing the building. We were asked to open up the air handlers and push old air out of the building via fans and window ventilation.

We immediately began these remedies on Friday afternoon and will continue to execute these suggestions throughout the weekend. Our plan is to have another set of air quality tests conducted on Monday August 27, 2012. We would receive this report within 24 hours. We would then continue the remedies throughout the week conducting another set of air quality test on Wednesday August 29, 2012.

Our threshold for the use of the Oxford School will be, extremely safe or not at all. We will not be the experts to determine this threshold. Over and above sets of air quality tests conducted on August 27, and August 29, 2012, conducted by Fuss and ONeill EnviroScience LLC. Further, based on a recommendation from our town health agent, we have contacted the Bureau of Environmental Health Assessment to become a part of this process.

Once we receive this data we will make a decision as to the location of the Wood School Family. We will make this decision based upon safety over inconvenience.

In anticipation of continued elevated levels, on Friday August 24, 2012 at 7:30 a.m. we conducted an emergency meeting with Mr. Paul Kitchen, Pam Kuechler, Amy Hartley Matteson, Wayne Miller, and Karen Dorgan to proactively deal with possible solutions for the Wood School Community.

We did postpone the beginning of the school year for the Wood School for the first three days of school while we analyze further air quality testing and decide on a course of action.

The Wood School Family will be in a safe school. The people and the spirit of the Wood School will be alive and well wherever they are located. In order to make this decision we have a great deal of work ahead of us.

We will communicate to the Wood School community each and every time we are aware of new information.

FAIRHAVEN PUBLIC SCHOOLS

SCHOOL COMMITTEE GUEST REGISTER

8-25-12

Meeting Date _____

GUEST PLEASE PRINT

Staff, Student, Parent, etc.

Title, Representing (Business,
Club, Organization, etc.)

Jamie Rock	Staff
Joe Cahal	Parent
Sandra Elliott	Parent
Shawn Elliott	Parent
Susan Gouldrup	parent
Melissa Maritz	parent
Ruby Francis	parent
Kereth Dawicki	Parent
Tara Cox-Britto	Staff
Joanne St. Amant	parent
Jondra Eckenreiter	Parent
David Branco	Parent
Nancy Duglesme	staff
Linda Vieira	staff
Alison Hannah	staff
Linda Jordan	Parent
Maul Souza	Parent
Kasia Fitzgerald	Parent
Wendy Horselett	Tax payer
Rachel Maslin	Parent
Jennifer Henriques	Parent
Tammy & Barry DeMello	Parent

FAIRHAVEN PUBLIC SCHOOLS

SCHOOL COMMITTEE GUEST REGISTER

Meeting Date 8-25-12

GUEST PLEASE PRINT

Staff, Student, Parent, etc.
Title, Representing (Business,
Club, Organization, etc.)

Linda Rogers	TEACHERS
Paul Manchester	teacher
Kelly Fitzgerald	Parent - grandparent
Cheryl Valer (Denise/Mois)	Postcard Parent
Linda Anderson	Nurse leader
Thomas Wosick	Resident
Thomas Johnson	Resident
Thomas H. Johnson	
Jim Souza	PARENT
Kerrie McLamara	parent
Mary Jane Baldo	Parent
Bygutte Benoit	Parent
Donna Dunk	Grandmother
Lily Rice	Parent
Dawn & Shaun Cormier	Parent
Edalia Da Costa	Parent
Michelle Smith	Parent
Kathleen Peroleum	parent
Michael Rose	FW107
Lynn Arruda Lynn Arruda	teacher
Erin K. D'Sim	Parent
Denise Wasenko	Parent

FAIRHAVEN PUBLIC SCHOOLS

SCHOOL COMMITTEE GUEST REGISTER

Meeting Date 8-25-12

Staff, Student, Parent, etc.
Title, Representing (Business,
Club, Organization, etc.)

GUEST **PLEASE PRINT**

John & Gina Fitzgerald	Parents
Erin Haworth	parent Charlton Lowrey, Brenna + Aylin Haworth
Jacqueline Ledalle	staff @ wood
Journie Deschamps	wood
Cheryl Duarte	Wood, parent
Tracy Alexian	Wood, parent
Suzanne Beauchemin	Wood, parent
David Foll	wood parent
DAN GOME + MRS.	wood SCHOOL ANOLD + MS. SYLVIA
Kate & Paul Corpea	wood school - Parents
Paula Jardim	FEA
Christe Cabala	parent
Suzanne Gent	teacher
Michelle Souza	Staff @ wood
Margie Fitzgerald	Parent
Julianne Ramoux	parent
Gayla Reilly	Concern Citizen
Renee Hermussen	" "
Ann O'Brien Kaley	parent (Wood)
Daniel Freitas	Parent
Amie Bourgeois	parent
Kristen Picard	parent

FAIRHAVEN PUBLIC SCHOOLS

SCHOOL COMMITTEE GUEST REGISTER

Meeting Date 8-25-12

GUEST PLEASE PRINT

Staff, Student, Parent, etc.
Title, Representing (Business,
Club, Organization, etc.)

Marie F Rock Parent

Sam Flannery Staff

Gary Smith

Empty lined area for additional guest entries.

Policy News

One, McKinley Square, Boston, MA 02109
(617) 523-8454; (800) 392-6023; fax: (617) 742-4125
www.masc.org

Glenn Koocher, Executive Director
Mike Gilbert, Field Director

A policy service of the Massachusetts Association of School Committees.

masc

July 11, 2012

MASC is issuing policy updates as the result of changes in law and the interpretation of law based upon court rulings and administrative oversight opinions (for example, the Attorney General has oversight over the Open Meeting Law).

1. Executive Session

MASC has reviewed recent opinions and cases resolved by the Attorney General after implementation of changes in the Open Meeting Law related to executive session. As a result, you will note changes in the procedure to enter executive session, a reminder of the rights of individuals under reason 1, and changes in the practice of releasing executive session minutes.

The approval of minutes, either open session or executive session, by a School Committee simply results in those minutes becoming the official record of the meeting. The Attorney General has recently opined that a government body should specifically announce that it is releasing executive session minutes when, under the law, the reason for that executive session has passed and the minutes of that session are publicly available.

Amended policy file BEC, which incorporates the above changes, is included in this newsletter.

2. Gender Identity Anti-Discrimination Statute

Chapter 199 of the Acts of 2011, which becomes effective on July 1, 2012, made changes to many of the Massachusetts General Laws relating to discrimination, including a number of education statutes, by prohibiting discrimination on the basis of gender identity. The law defines gender identity as:

“a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as part of a person’s core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.”

As a result MASC has reviewed our sample policies and made changes to the following files:

- √AC – Nondiscrimination
- ACA – Nondiscrimination on the Basis of Sex
- GBA – Equal Employment Opportunities
- GCF – Professional Staff Hiring
- IJ – Instructional Materials
- JB – Equal Education Opportunities
- JBA – Student to Student Harassment
- JFBB – School Choice

Most of the changes add the words “gender identity” to the antidiscrimination language and some also update the legal references.

POLICIES AND REGULATIONS

Policies should be reflective of the fact that the school committee has oversight of and responsibility for the school system, the direction in which the system must go, and establishes criteria to determine if its goals and policies are being met. **This is the primary role of the school committee.** Policies and regulations are meant to design institutional structures that support the mission, core values, and goals of the district.

- The Superintendent of Schools and members of the school committee did present policy options along with specific recommendations to the school committee when circumstances have required the committee to adopt new policies or review existing policies.
- The superintendent of schools developed and informed the school committee of the administrative regulations required to implement the school committee policies.
- The Policy and Regulation Update document serves as a method used to monitor all policies and regulations by our policy sub-committee.
- From January 2006 through December 2007, the Fairhaven School Committee adopted and/or revised one-hundred and six (106) policies, retired fifty-seven (57) policies, and the Superintendent of Schools has informed the school committee of fifty-six (56) administrative regulations.
- A comprehensive list of each and every policy and administrative regulation that had been edited, revised and/or adopted is contained in our Policy Workbook.
- Our Policy Manual contains the policies and regulations that currently exist. A process has been developed to update this manual when a change occurs.
- The building principals and directors ensure the implementation and adherence to the policies set forth by the school committee and the administrative regulations set forth by the Superintendent of Schools.
- Building principals, and school councils continually review and revise student handbooks in order to communicate clear expectations regarding student behavior. This process began in September with the review and revision of the student handbook.
- In May 2009, the culmination of this process was presented to the School Committee for their review/adoption.

For the review of the school committee, the 2010 – 2011 Policy/Regulations Summary and the 2011 – 2012 Policy/Regulation Summary are attached. We have also moved from a hard copy of the Policy Manual to an easily accessible on-line version of disseminating our district's policies and regulations. This can be accomplished by using the school district's website www.fairhavenps.org then by clicking the School Committee tab and scrolling down to Policies and Regulations. This process allows the user to access the district's policies and regulations using the previously mentioned NEPN policy classification system.

In order to remain current in the district's adherence to policies and regulations the following action steps will be accomplished:

- The superintendent of schools and members of the school committee will continue to present policy options along with specific recommendations to the entire school committee when circumstances have required the committee to adopt new policies or review existing policies.
- The superintendent of schools will continue to develop and inform the school committee of the administrative regulations required to implement the school committee policies.
- The building principals and directors will continue to ensure the implementation and adherence to the policies set forth by the school committee and the administrative regulations set forth by the Superintendent of Schools.
- Building principals, and school councils will continually review and revise student handbooks in order to communicate clear expectations regarding student behavior. This process will begin in September of each school year with the review and revision of the student handbook.
- In the spring of each school year, the culmination of this process will be presented to the School Committee for their review/adoption.

2010-2011 Policy/Regulations Summary

Policy/Reg	Policy/Reg Name	Date	S.C Received/Adopted
Policy JJH	JJH- Student Travel	8/11/10	Revised
Regulation JJH	Student Travel	8/11/10	Revised
Regulation GCA-R	District Data Systems Coordinator	8/25/10	Received
Regulation GCA-R	District Intervention Coordinator	8/25/10	Received
Policy GCCC	Professional Staff Family and Medical Leave	8/25/10	Adopted
Policy GBEB	Staff Conduct	8/25/10	Adopted
Policy JLCD	Administering Medicines to Students	8/25/10	Adopted
Policy JNDB	Acceptable Use Policy-Technology	8/25/10	Adopted
Old Policy 4116.14	Staff Conduct Old Policy	9/8/10	Retired
Regulation GBEB-R	Staff Conduct-Regulation	9/8/10	Received
Regulation JLCD-R	Administering Medicines to Students	9/8/10	Received
Policy JNDC	School and District Web Pages	9/22/10	Adopted
Regulation GCA-R	Director of Special Needs was revised	9/22/10	Revised
Regulation GCA-R	Sped Team Chairperson was revised	9/22/10	Revised
Regulation GCA-R	Sped Teaching and Learning Coach	10/13/10	Received
Policy KF	Community Use of School Facilities	10/27/10	Adopted
Policy JRA	Student Records	12/8/10	Adopted
Policy KBBA	Non-Custodial Parents' Rights	12/8/10	Adopted
Policy JICFB	Bullying Prevention	12/8/10	Adopted
Policy JICFB-old policy	Bullying	12/22/10	Retired
Regulation 2111.2	Superintendent's Evaluation Plan	2/9/11	Retired
1330 Use of School Facilities	Use of School Facilities	2/9/11	Retired
4010	Determination of Employment Status for Purposes of Eligibility for Unemployment Compensation Insurance	2/9/11	Retired
3280.2	Gifts, Grants, and Bequests	2/9/11	Retired
1335	Use of School Facilities	2/9/11	Retired
1400	Relations with other agencies	2/9/11	Retired
5125	Policy for Scholastic Awards Pupil Progress	2/9/11	Retired
4113	Certification-Helping Teachers and Substitutes	2/9/11	Retired
4151.4	Personnel Absences-Legal Commitments and Transactions Professional Purposes	2/9/11	Retired
4151.1	Personnel Absences	2/9/11	Retired
4151.6	Personnel Absences-Religious Observations	2/9/11	Retired
8110	General Philosophy of School Committee Membership	2/9/11	Retired
4216.7	Federal and State Project Personnel	2/9/11	Retired
4234	Vacation and Sick Leave Policy Civil Service Personnel	2/9/11	Retired

1411	Relations between other agencies and the schools	2/9/11	Retired
4151	Absences-Professional Personnel	2/9/11	Retired
4152.5	Leaves, Health & Hardship, Family Illness	2/9/11	Retired
4152.51	Health & Hardship, Personal Illness	2/9/11	Retired
6143	Curriculum Guides-Textbooks, adoption of and approval of courses of study	2/9/11	Retired
4131	Leaves of Absence for Professional, Released-Time Workshops	2/9/11	Retired
6133	Released time for special instruction assembly	2/9/11	Retired
4128	Temporary & Part Time Personnel Engaged in Federally Aided Projects	2/9/11	Retired
4215	Civil Service Personnel - Assignment and Transfer	2/9/11	Retired
4216.51	Flying of the National Flag	2/9/11	Retired
4233	Civil Service Personnel-Arrangements for overtime	2/9/11	Retired
4237	Retirement-Civil Service Personnel	2/9/11	Retired
4131.3	Recognition of Credits and Degrees	2/9/11	Retired
4231.1	Salary Guide-School Attendance Officer	2/9/11	Retired
4116	Responsibilities and Duties, Teaching Hours and Teaching Load	2/9/11	Retired
4231.3	Approval of individual salary increases for civil service and paraprofessionals personnel	2/9/11	Retired
4141.2	Salary Schedule Establishment of Prior Service Standards for Salary Schedule Increments	2/9/11	Retired
4230	Compensation and Related Benefits	2/9/11	Retired
6163.1	Instruction-Instruction and Instructional Media Programs	2/9/11	Retired
4152.8	Material Fees- Fiscal and Managerial Responsibility for lost or damaged materials	2/9/11	Retired
4152.31	Leaves-School Committee Discretion	2/9/11	Retired
1333	Leaves-Child-Rearing	2/9/11	Retired
6152	Community Relations-Use of School Facilities for private profit	2/9/11	Retired
6171.1	Grouping and Scheduling-All Levels	2/9/11	Retired
3546.1	Special Services and Classes-Federally Funded Programs Title I Comparability	2/9/11	Retired
1620	Determination of Eligibility of Children for free or reduced price meals	2/9/11	Retired
	Private Schools-School Committee approval	2/9/11	Retired

4162.3	Leaves-Maternity	2/9/11	Retired
6150	Staff and Material Equivalency	2/9/11	Retired
6162.1	Audio Visual materials, computer software	2/9/11	Retired
6164.5	Instruction-Remedial Services-Chapter 1, Grades 1-12	2/9/11	Retired
GCA-RMC Math Coach	Math Coach	7/27/11	Received
Policy JLCD-R	Administering Medicines to Students	7/27/11	Revised

Background

The EQA audit process required the Fairhaven Public School District to assess areas for which they require policies. They asked for policies to be listed according to the National School Board Association/National Educational Policy Network (NSBA/NEPN) classification system. This system is the same one employed by the Massachusetts Association of School Committees (MASC) in their work advising school committees in the development of policy manuals. In compiling the policies we provided all subcategories within each section A thru I.

Prior to 2006, the Fairhaven Public School District classified policies based upon a numbering system. Specifically, at the beginning of analysis, there were twenty (20) policies under the category of Community Relations (Series 1000). Eight (8) policies existed under the category of Administration (Series 2000). Sixteen (16) policies existed in the area of Business and Non-Instructional Operations (Series 3000). Forty-six (46) policies existed in the category of Personnel (Series 4000). Fifty (50) policies existed under the category of Students (Series 5000). Twenty-one (21) policies existed under the category of Instruction (Series 6000).

In the fall of 2005 the Fairhaven Public School District secured the Massachusetts Policy Reference Manual with the intent of using this resource to assist in the development of exemplary policies and regulations for our district. This tool demonstrates the use of the NEPN policy classification system for organizing and compiling policies and regulations. The NEPN policy classification system was developed in 1991 and is the accepted codification system to codify district's policy collections. Over and above adhering to the accepted codification system, the objective is to develop a well-organized manual that does not conflict with state law or regulations adopted by the Massachusetts Board of Education.

Whereas, the Massachusetts Policy Reference Manual is designed as a guide for new or revised statements and policy priorities, we found fifty-one (51) out of over 300 sample policies using the NEPN policy classification system that matched. As part of this analysis, one hundred and ten (110) current policies did not match the accepted classification system. Specifically, as part of our self-examination process we attempted to match existing Fairhaven Public School District policies with the accepted codification system.

Section A – Educational Philosophy Foundations and Basic Commitments four (4) out of fifteen (15)
Section B – Board Governance and Operations three (3) out of forty-three (43)
Section C – General School Administration two (2) out of fifteen (15)
Section D – Fiscal Management three (3) out of nineteen (19)
Section E – Support Services four (4) out of nineteen (19)
Section F – Facilities Development one (1) out of (6)
Section G – Personnel seven (7) out of fifty-four (54)
Section H – Negotiations one (1) out of four (4)
Section I – Instruction eleven (11) out of sixty-one (61)
Section J – Students sixteen (16) out of fifty-eight (58)
Section K – Community Relations three (3) out of twenty-five (25)
Section L – Education Agency Relations zero (0) out of four (4)

EXECUTIVE SESSIONS

All meetings of the School Committee are open to attendance by the public and media representatives. However, the Committee has the right to convene in a closed executive session when it meets the following procedural conditions imposed by state law:

1. The Committee will first convene in an open session for which due notice has been given.
2. The Chairperson (or, in his/her absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chairperson or presiding member will state before entering the executive session whether the Committee will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The Committee may enter executive sessions only to deliberate:

1. The reputation, character, physical condition or mental health, rather than the professional competence, of a single individual.
2. The discipline or dismissal, including the hearing of charges against, a member of the —Committee, a school department employee or student, or other individual. The individual has certain rights enumerated in the law including requiring the Committee to hold an open session should the individual so request.
3. Strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect. Collective bargaining may also be conducted.
4. The deployment of security personnel or devices.
5. Allegations of criminal misconduct or to discuss the filing of criminal complaints.
6. Transactions of real estate, if an open meeting might be detrimental to the negotiating position of the Committee or another party.
7. To comply with the provisions of any general or specific law of federal grant-in-aid requirements.
8. To consider and interview applicants for employment (The only position that the School Committee would be involved in that might qualify would be for the position of Superintendent). This exemption only applies if it can be determined that an open meeting will have a detrimental effect in obtaining qualified applicants.
9. To meet or confer with a mediator with respect to any litigation or public business.

(In the first two cases listed, an open meeting will be held if the individual involved so requests.)

File: BEC

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session. The Committee will review executive session minutes for possible declassification on, at least, a quarterly basis and, if necessary, will consult with legal counsel. The School Committee Chair will bring minutes recommended for declassification to the School Committee for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes, at least once each year.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the School Committee shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions.

Established by law and Committee policy

SOURCE: MASC

LEGAL REFS.: M.G.L. 39:23A; 39:23B

CROSS REFS.: BDE, Subcommittees of the School Committee
BE, School Committee Meetings
KEB, Public Complaints about School Personnel

Adopted: 10/11/06

Revised:

NONDISCRIMINATION

The Fairhaven Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. This commitment to the community is affirmed by the following statement:

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

The Superintendent of Schools will develop and direct the implementation of regulations which will insure adherence to this statement of nondiscrimination. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the appropriate compliance officer.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
M.G.L. 76:5; Amended 1993
M.G.L. 76:16 (~~Chapter 622 of the Acts of 1971~~)
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78
Board of Education 603 CMR 26:00
Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination
GBA, Equal Employment Opportunity
JB, Equal Educational Opportunities

Adopted 3/22/2006
Revised:

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the Committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:48; 71:49; 71:50

Adopted: 10/24/2007

Revised:

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Fairhaven Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written harassment or abuse (including texting, blogging, or other technological methods)
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended
Board of Education 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999
National Education Policy Network, NSBA

Adopted: 1/24/2007

Revised:

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

SOURCE: MASC

LEGAL REFS.: Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
Board of Education Chapter 622 Regulations Pertaining to Access to
Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78
Board of Education 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Adopted:

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC

LEGAL REF.: 603 CMR 26:08

CROSS REF.: AC, Nondiscrimination

Adopted:

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The District's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. **The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.**

SOURCE: MASC

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B
Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994
603 CMR 7:00 and 44:00

NOTE: School Committees may determine the size and composition of the screening committee.

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation or physical and intellectual differences.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law (~~known as Chapter 622 of the Acts of 1971~~), which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Education in compliance with this law will be followed.

SOURCE: MASC

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
~~Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78~~
Board of Education, Chapter 766 Regulations 10/74 - amended through 3/28/78
603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

Adopted:

APPOINTMENT OF TEACHERS

The Superintendent of Schools is empowered to recommend the appointment of professional teaching staff for existing vacancies. These recommendations for appointment are to be presented for ratification at the earliest succeeding meeting of the School Committee.

Any teacher, legally employed under the laws of Massachusetts, and who commenced such employment prior to July 1951, shall be deemed to have training equivalent to a Bachelor's Degree. No teacher claiming such equivalency shall claim credit for additional scales beyond that of the Bachelor's Degree.

If the teaching vacancy still exists by August 1st, the Superintendent and School Committee will have the discretion to employ the most qualified non-degree personnel to fill these vacancies.

Adopted: September 24, 1969

Revised: June 16, 1971

J. J. [unclear]

STUDENTS – ATTENDANCE

NONDISCRIMINATION – EQUAL EDUCATIONAL OPPORTUNITY

1:0 CONDITIONS

1:1 In accordance with the express and implied requirements of Chapter 622 of the Acts of 1972 (M.G.L. Chapter 76, Sections 5 and 16), Title IX of the Education Amendments of 1972 (20 U.S.C., 1681 & 1682, Section 8631 Title IX Regulations H.E.W.), and Section 504 of the Rehabilitation Act of 1973, the School Committee reaffirms all previous verbal and written policy commitments and contracts to continue policies of nondiscrimination in educational enrollment on the basis of sex, race, ethnic derivation, religion, sexual orientation, color, marital status, or handicap.

2:0 POLICY PURPOSES

2:1 To affirmatively state a standardized nondiscriminatory student enrollment statement which shall be promulgated and adhered to throughout the school system.

2:2 To bring about consistency between stated legal and regulatory requirements of the State and Federal governments and the policies administrative regulations, and educational practices of the Fairhaven Public Schools.

2:3 To direct the establishment, within the administration of the schools, of a grievance procedure providing for prompt and equitable resolution of complaints charging violation of Title IX of the Education Amendments of 1972, Chapter 622 of the Acts of 1972, or Section 504 of the Rehabilitation Act of 1973.

3:0 POLICY STATEMENT

3:1 Equal Educational Opportunity Statement

No person, legally enrolled in the Fairhaven Public Schools, shall on the basis of sex, race, ethnic derivation, color, marital status, handicap, or sexual orientation, be excluded from enrollment or participation in, denied the benefits of, or otherwise be subjected to discrimination, under any academic, extra curricular, or other training program or activity operated by this school system.

4:0 PROFESSIONAL ACTION DIRECTIONS

4:1 The Superintendent shall cause the following statement to be placed on all public announcements, bulletins, catalogues, enrollment and application forms:

4:1.1 We are an equal educational opportunity school system under Title IX, Education Amendments of 1972, M.G.L. Chapter 76, Section 16, 17, and 18 and Section 504 of the Rehabilitation Act of 1973. No discrimination will be practiced on the basis of sex, race, color, marital status, religion, national origin, handicap, or sexual orientation.

4:2 The Superintendent shall cause to be promulgated, by means of an administrative regulation, a grievance or administrative review procedure, whereby complaints or alleged violations of Title IX, Chapter 622, and/or Section 504 of the Rehabilitation Act may be brought to his/her attention and adjudication, for the purpose of equitable resolution. This procedure shall contain opportunity for full review by the School Committee upon appeal.

Adopted: April 21, 1976

Revised: November 29, 1978
June 1, 2002