

BERLIN-BOYLSTON REGIONAL SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING MINUTES

Berlin-Boylston Regional School District

215 Main Street, Boylston, MA

Tuesday, November 29, 2022

10:00 a.m.

This meeting may be recorded, and your image or voice may be broadcast.

****Future Action Items/Assignments are highlighted in yellow****

****Completed Action Items in Green****

Present: Mr. Micheal Totman, Mr. Jeffrey Zanghi, Mrs. Lori Hart

Absent: Mr. Robert Holmes

I. Call to Order 10:08 am

II. Review of Policies:

- Review [Policy KCD](#)
The MASC made updates to Policy KCD, "Public Gifts to the Schools". BBRSD follows this protocol already, minus entitlement grants like Title 1. Mrs. Hart contacted MASC for clarity.
- Review [Policy KHA](#)
Policy KHA, "Public Solicitations in the Schools", was reviewed per parental request after "Kids Heart Challenge" at BES. Mrs. Turgeon sent an email to all administrators, reminding them of the policy.

III. Discuss Proposed School Committee Goals

- *Mr. Zanghi suggested that due to the "newness" of the board and the subcommittees, we focus on learning responsibilities.*
- *Mr. Totman suggested goals should be subcommittees determining their roles and responsibilities.*
- *It was suggested that the MASC might be able to guide us with this; possibly via online modules due to time constraints. A zoom meeting is another option. As Chair, Mr. Totman will determine how we will move forward.*

IV. Discuss Dissemination & Timeline of Agenda items

- *Mrs. Turgeon was invited in for perspective.*

- *Mrs. Turgeon begins preparing the agenda for the following meeting the day after a school committee meeting.*
- *Superintendent and Chair agreed to move their agenda meeting from the Tuesday before a meeting to the Thursday prior to that. This gives a 10+ day lead time for collection of reports/documents.*
- *Agenda Meeting date also gives a full week for completion/submission of reports and documents.*
- *Actionable items will have a link.*
- *Agenda item **must be received by noon the Thursday before a Tuesday meeting.** If not emailed to Mrs. Turgeon by that deadline, item may be removed from the agenda.*
- *This does not include last minute additions to the agenda that were not reasonably anticipated.*
- *Agenda will be posted the Thursday evening before a Tuesday meeting. Exceptions may apply.*

V. School Committee Class Size Policy

- *Reviewed the [Wakefield Public Schools Class Size Policy](#)*
- *Number of Paraprofessionals in each classroom discussed; Mr. Totman expressed the desire for a minimum of one per room. Mr. Zanghi indicated we still needed 2 more for current needs. Mr. Totman asked if salary/payment was sufficient.*
- *Mr. Zanghi shared payscale (Step one: \$21/hr; Step 10 (highest): \$25.25)*
- *Mr. Totman suggested increasing that pay to keep and attract quality paraprofessionals*
- *Mrs. Turgeon sent an email to administrators requesting input on Class Size & Paraprofessional*

Pay

VI. Review & update [School Committee Handbook](#)

This was done by Mrs. Hart. Noted last page of Handbook has School Committee Goals and those should be updated as determined.

VII. Adjournment at 10:59am