



EASTHAMPTON PUBLIC SCHOOLS

EASTHAMPTON MUNICIPAL BUILDING



Salem Derby, Mayor

50 Payson Avenue, 2nd Floor
Easthampton, MA 01027
(413) 529-1500 TEL
(413) 529-1567 FAX
e-mail: superintendent@epsd.us
website: www.epsd.us

Michelle Balch, Superintendent

RECEIVED

By City Clerk's Office at 1:42 pm, Jan 22, 2026

SCHOOL COMMITTEE MEETING AGENDA

In Person/Hybrid Meeting
50 Payson Avenue, 2nd floor meeting area

Tuesday, January 27, 2026
6:00 P.M.

This meeting will be recorded and will be posted to YouTube and other social media platforms. By participating in this meeting, you understand that the recording could contain your video stream or your audio stream (including images of yourself or anyone in the room with you), if you choose to enable your video or audio device during the meeting, as well as anything or anyone else that may be in the background could be recorded. The recording could include any opinions you contribute and anything you say about yourself. On occasion, chat within the meeting could also be captured in the meeting recording. Therefore, anyone attending the recorded meeting may have aspects of their personal data recorded, if they actively participate or not.

Google Meet Link - School Committee 1/27/2026
Tuesday, January 27 · 6:00 – 9:00pm
Time zone: America/New York
Google Meet joining info
Video call link: <https://meet.google.com/zdm-bfkp-bxn>
Or dial: (US) +1 650-781-0703 PIN: 949 300 880#
More phone numbers: <https://tel.meet/zdm-bfkp-bxn?pin=6108294358193>

You will be joined to the call in MUTE mode. Please remain on MUTE until you are recognized by the Chair. The chair will recognize members of the public in the order of their use of the Google Meet raised hand feature. We ask you to state your name and the street or address of your residence when you are speaking. Members of the School Committee cannot respond to any comments made during public speak. This is your time to speak on any topic. There will be a 3 minute time limit for those who wish to speak. As with all School Committee Meetings, once you have spoken you are welcome to stay and observe the meeting, but you will not be able to speak again.

I. Chair Calls Meeting to Order: ___ Chair Laura Scott, ___ Mayor Salem Derby, ___ Bonnie Atkins, ___ Eric Guyette, ___ Megan Harvey, ___ Sam Hunter, and ___ Linda Markee

II. Consent Agenda – Finance:

- Action Items:**
- **Motion to approve the school payroll dated 01/08/2026 in the amount of \$644,337.71.**
 - **Motion to approve the accounts payable authorization dated 01/08/2026 in the amount of \$195,758.51.**

Consent Agenda – Other:

- ***Motion to approve the minutes of the 01/13/2026 meeting.***

III. Announcements

- A. Gifts
- B. Student Representative Update – Walter Baker and Henry Lagana

IV. Public Comment

- 15 minutes maximum – (chair announces opening and closing of public comment and public has a 3-minute limit per person to speak)

V. Superintendent Update

- A. Goal Update
- B. CKLA (Core Knowledge Language Arts) Update

VI. School Committee Discussion

- A. Policy Subcommittee Update
- Action Item:** ***Motion to enter into contract with MASC for policy review services to be paid for from the School Committee Contract Services account line.***
- B. Finance Subcommittee Update
 - C. CES Update

VII. Next Meeting Dates:

- 02/10/2026, 3/10/2026, 3/24/2026 (Budget Hearing), 4/14/2026, 4/28/2026, 5/12/2026, 5/26/2026, 6/9/2026, 7/14/2026, and 8/11/2026.

VIII. Adjourn

The above listing of matters are those reasonably anticipated by the Chairperson 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.



A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for: THE **YOUR TOWN** SCHOOL COMMITTEE

Submitted by: Massachusetts Association of School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Office Telephone: (617) 523-8454

Office Toll Free: (800) 392-6023

Field Director Liz Lafond: (413) 250-1506

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the South Hadley School Committee, YOUR TOWN SCHOOL DISTRICT MA (also referred to as Committee).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committee in developing needed policies in key areas.
5. To deliver one complete policy manual customized to meet the needs of the school district and disk (limited to MASC software capabilities).

PERFORMANCE TASKS:

MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted. See EXHIBIT B.
3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with the school committee or a sub-committee of the school committee to review completed sections of the new policy

manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committee to discuss the rationale behind policy suggestions and to ensure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully informed of any concerns and determinations during the term of the project. See EXHIBIT C.

DURATION OF THE PROJECT:

The services shall be carried out according to the timetable developed by MASC and the DISTRICT School Committee. All tasks as described above can be accomplished by MASC within eighteen to twenty-four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met. See EXHIBIT A.

MASC is not responsible for delays caused by the DISTRICT School Committee or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committee has failed to fulfill its responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of both parties.

APPROVED FOR MASC BY:

Field Director
Massachusetts Association of School Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committee

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

- A--FOUNDATIONS AND BASIC COMMITMENTS
- B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C--GENERAL SCHOOL ADMINISTRATION
- D--FISCAL MANAGEMENT
- E--SUPPORT SERVICES
- F--FACILITIES DEVELOPMENT
- G--PERSONNEL
- H--NEGOTIATIONS
- I--INSTRUCTIONAL PROGRAM
- J--STUDENTS
- K--SCHOOL-COMMUNITY RELATIONS
- L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help ensure the accuracy of updated policies in the manual, the **Your Town** School Committee should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

YOUR TOWN SCHOOL COMMITTEE

PROFESSIONAL FEE \$10,500.00

For services rendered to complete and customize policy service

Upon receipt of signed contract \$3,500.00

July 1, 202_ \$3,500.00

Upon completion – July 1, 202_8 \$3,500.00

* If the payment schedule doesn't accommodate the Committee's budget schedule, payment dates can be adjusted accordingly.

EXHIBIT E

YOUR TOWN SCHOOL SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:

Massachusetts Association of School Committees, Inc.,
One McKinley Square, 2nd Floor,
Boston, MA 02109.
Please retain the second copy for your records.

Accepted: _____
(Chair) Your Town School Committee

Date: _____