

TRANSCRIPT OF RECORDED MINUTES

OF

THE METHUEN SCHOOL COMMITTEE

POLICY SUBCOMMITTEE

OF

MARCH 18, 2026

SUBMITTED FOR THE APPROVAL OF:

THE METHUEN SCHOOL COMMITTEE

AND

THE SUPERINTENDENT OF SCHOOLS

“AN OPEN MEETING ADVANTAGE FOR THE COMMUNITY OF METHUEN”

RECORDED BY:

MEMBER ALEJANDRO BAEZ

2026.03.18

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METHUEN SCHOOL COMMITTEE

POLICY SUBCOMMITTEE

MARCH 18, 2026

Policy Subcommittee Meeting 03/18/2026

Notes by Chair Baez

1. Call to Order

a. Called to order by Member Keegan

i. Roll Call: all present

2. Acceptance of the Agenda

a. Motion to accept: Member Sirois Second: Member Baez

b. Member Keegan noted that we do not need a Vice Chair

c. Member Baez motioned to amend agenda to strike appointment of Vice-Chair
(Second by Member Sirois)

i. Agenda PASSED as amended 3-0

3. Public Participation

a. NONE

4. Appointment of Chair, Vice Chair, and Secretary (Member Baez)

a. Member Keegan nominated Member Baez for Chair

i. Member Baez APPOINTED: 3-0

b. Member Keegan nominated Member Sirois for Secretary

i. Member Sirois APPOINTED: 3-0

5. Approval of Functions and Duties (Member Baez)

a. Member Baez asked for thoughts on policy subcommittee functions

b. Member Keegan clarified that the subcommittee was originally formed for the policy review process but that it could be amendable

c. Member Sirois wanted to maintain focus on policy review. member Baez noted

that the full committee might refer policy proposals to us, and we need to deal with that. Member Sirois agreed

d. Consensus: Our function and duty will be to execute the policy review and make recommendations on policies referred to by the full committee.

6. Discussion on Procedure (Member Baez)

a. Alicia (MASC) described the process where she provides recommendations ahead of meetings, and then the subcommittee will discuss during the meeting, and Alicia will draft the final language for recommendation to the full committee.

7. Discussion on Overview of Policy Review Process (Member McCarthy Sirois)

a. REMOVED FROM AGENDA BY CHAIR BAEZ - Member Sirois stated her concerns have been addressed.

8. Discussion on the Previous Years' Work

a. Member Keegan: AB (first read) Done but needs works

b. Member Keegan: Other Sections Done: CDFGHL (Second read done)

c. Alicia: We have outstanding policies that we need to go over from the sections already passed

d. Member Baez: Wellness policy needs to be prioritized (ADF). Acting Superintendent Agreed that we need to pass a new policy as soon as possible: Consensus to work on its next meeting.

9. Discussion on Goals for Year (Member Baez)

a. Member Sirois expressed her desire to finish our policy review by Sept 1st

b. Alicia: Asked how frequently we will meet?

c. Member Keegan: Asked the Superintendent about the timeline for publishing a new Handbook. She expressed a goal to finish the review by June so that we can work on the handbook

d. Member Baez and Member Keegan: Idea to start with I and J

e. Consensus that we will meet every week (Wednesday at 12 pm) Superintendent will send the invite

10. Discussion on Policy Review Starting Point for 2026 Subcommittee (Member Baez)

a. Member Baez (with consent of other members). We will start with the Wellness Policy, since we need to get it done, then move on to sections I and J

b. Alicia will get section I to us as soon as possible (most likely Friday)

11. Adjourn

a. Motion: Member Keegan Second: Member Sirois

i. ADJOURNED: 3-0