

SUBJECT: Policy Subcommittee Meeting Minutes

DATE: November 18, 2011 @ 12:45 PM

PLACE: Town Building

PRESENT: Barb Fletcher, Beth Butler

I. PURPOSE OF MEETING:

The Subcommittee reviewed the following topics and discussed whether further action, if any, was needed.

A. Minutes of Subcommittee Meeting of November 4, 2011

- After review of the draft minutes of the November 4th meeting, Ms. Fletcher made a motion to approve the minutes, as amended, and Ms. Butler seconded. The vote was unanimous.

B. Policies: Religious, Surplus Equipment, Student Exchange, Teen Dating Violence and Transfer of Funds Between Line Items in Budget

- A request had been made of MASC for model policies on these topics. Ms. Fletcher will follow up with MASC as no response has been received to date.

C. Policy Manual Review

- Ms. Butler submitted a request to Jim Hardy at MASC, concerning the costs and scope of a review of entire Policy Manual with MASC, for possible consideration as part of FY13 Budget.

D. Head Injury Policy

- In light of recent communications from MASC (e.g. 11-16-11), Ms. Butler will ask for clarification from MASC as to whether the Handbook language would satisfy the State requirements until MASC adopts a model policy.
- Ms. Fletcher will follow up with Dr. Stein to ensure the WHS Athletic Handbook is updated to reflect the inclusion of the Head Injury Concussion Form, which is currently part of the Athletic Clearance Packet, as well as to consider including the MASC proposed handbook language in the WHS Athletic Handbook.

- Ms. Butler will draft language for the affirmation letter that needs to be sent to the Dept of Public Health by January 1, 2012.
- The Policy Subcommittee will plan to review the draft affirmation letter, the MASC model policy if available and the MASC proposed Handbook language at its next meeting.

II. Next Meeting of Policy Subcommittee

- Scheduled for December 16, 2011.

III. ADJOURNMENT:

- Ms. Butler made a motion to adjourn and Ms. Fletcher seconded. The vote was unanimous. The meeting was adjourned at 1:40 PM.

Respectively Submitted,

Barb Fletcher and Beth Butler

LIST OF DOCUMENTS:

- Draft November 4, 2011 Minutes
- MASC email from Mike Gilbert dated October 16, 2011
- Managing the Care of Students with Athletic Concussions – per MASC
- WHS Athletic Handbook
- WHS Athletic Clearance Packet