

School Committee Policy Subcommittee Minutes:

**Date:** February 15, 2012 @ 8 AM. The meeting commenced at 8:10 AM

**Location:** 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 18, 2011**

After review of the draft minutes of the November 18th meeting, Ms. Butler made a motion to approve the minutes, as written, and Ms. Fletcher seconded. The vote was unanimous, 2-0.

**B. Interim Athletic Concussion (Head Injury) Policy - JJIF**

Discussion was deferred until next meeting, February 17, 2012, to receive comments on the subject from Dr. Marlene Dodyk, Director of Student Services.

**C. English Language Literacy and Fluency - IHBEB**

Review of Draft policy IHBEB, English Language Literacy and Fluency, submitted by Superintendent Dr. Paul Stein. Recommended certain revisions, including adding at end of draft policy the legal reference (603 C.M.R. 14.05) and date of approval (to be determined).

**D. Community Use of Schools Policy – KF**

Review of existing Community Use of Schools Policy – KF, and proposed policy submitted to School Committee on February 6. Revisions to paragraphs 2 and 3 of existing policy were discussed and made. Legal reference(s) and date of approval will be added at end of draft policy. Barb Fletcher will rewrite draft policy in accordance with revisions and bring to scheduled policy subcommittee meeting on March 1 for further review. Beth Butler will research legal references relevant to policy.

**E. Homebound Instruction - IHBF**

The Committee met with Dr. Dodyk, Director of Student Services. Based on her review of the policy, certain revisions were made. Beth Butler will make such changes and will research the relevant statute for the certification requirements for the instructors. This policy will be reviewed again at the next Policy Subcommittee meeting, scheduled for February 17, 2012.

## **F. Policy Manual Review**

Ms. Butler will again contact Jim Hardy at MASC, concerning the costs and scope of a review of entire Policy Manual with MASC. Barb Fletcher will contact other district(s) which are currently conducting a review of their policy manuals.

## **G. Future Review of Policies**

The following will be reviewed in future policy subcommittee meetings:

- Bullying Policy, which has had further review by administrators (March 1 subcommittee meeting)
- Religious Observance Policy
- Surplus Equipment Policy
- Teen Dating Violence Policy
- Student Exchange Policy
- Transfer of Funds between line items in budget
- Policy-related recommendations from the Abraham Group Report – Part I

## **II. Next Meeting of the Policy Subcommittee**

The next meeting of the Policy Subcommittee will be on Friday, February, 17, 2012 at 1PM.

## **III. ADJOURNMENT:**

Ms. Butler made a motion to adjourn and Ms. Fletcher seconded. The vote was unanimous, 2 - 0. The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Barb Fletcher and Beth Butler

## **LIST OF DOCUMENTS:**

- Draft November 18, 2011 Policy Subcommittee minutes
- English Language Literacy and Fluency - IHBEB
- Community Use of Schools Policy – KF
- Proposed Community Use of Schools Policy
- Homebound Instruction - IHBF

