

MINUTES OF THE POLICY SUBCOMMITTEE

November 30, 2016

Superintendent's Conference Room, ARMS

IN ATTENDANCE:

Katherine Appy, Chair

Sean Mangano, Finance Director

Phoebe Hazzard

Debbie Westmoreland

Stephen Sullivan

Trevor Baptiste

Ms. Appy called the meeting to order at 4:30 p.m. The meeting began with discussion of Policy JKAA: Physical Restraint and Behavior Support. Ms. Westmoreland explained that the Department of Elementary and Secondary Education notified the district that the policy needed to be modified when South East Campus' annual recertification application was submitted. The policy needs to include definitions of terms, which were added as a draft for the SEC application. DESE has indicated that they will approve the draft policy as presented. Ms. Hazzard moved to bring Policy JKAA forward to the Regional School Committee as presented. Mr. Baptiste seconded and the motion was unanimously approved.

Ms. Hazzard then moved to approve the minutes of June 13, 2016. Mr. Baptiste seconded and the motion was unanimously approved. Mr. Sullivan arrived at 4:37 p.m. After approving the minutes, Mr. Baptiste requested that Policy BHC regarding School Committee communication with staff members be added to the next agenda since he first requested it at the June meeting. Ms. Appy said the items on today's agenda were all time sensitive, and Policy BHC can be on the next agenda. Ms. Hazzard requested that the policy regarding dress code be added to a future meeting agenda.

Discussion turned to Policy JQA: Food Services Collections. Mr. Mangano noted that, as of July 1, 2017, all schools that receive funding for free/reduced lunch will be legally required to have a collections policy in place. He distributed and reviewed a spreadsheet of information about other districts' overdue balance policies. Discussion centered around how the policy would be implemented with regard to notifying students that they will be required to take an alternate meal when they have a balance. It was agreed that Mr. Mangano will contact Ms. Douangmany Cage to see if he can attend and/or send written information to inform the SETF discussion and recommendation regarding this policy.

Ms. Westmoreland noted that the districts' were supposed to submit substance use prevention policies to DESE by October 31, 2016, so it is important to move forward with these policies. The committee reviewed and discussed two sample policies from MASC that were provided by Murphy, Hesse, Toomey and Lehane. After discussion, Ms. Hazzard moved to present the two sample policies (*Teaching About Alcohol, Tobacco and Drugs and Alcohol and Tobacco and Drug Use by Students Prohibited*) to the Regional School Committee with one amendment (delete "in grades K-12" from the first sentence of *Teaching About Alcohol, Tobacco and Drugs and Alcohol*). Mr. Sullivan seconded and the motion was unanimously approved. It was agreed that Ms. Westmoreland will reach out to Athletic Director Rich Ferro to see if the current district policy JICH: Chemical Health Policy needs to be updated.

It was agreed that the next Policy Subcommittee meeting will be at 5:00 p.m. on December 21. The agenda will include Policy BHC, the draft policy regarding disposal of surplus equipment and the SETF recommendations regarding Policy JQA. Ms. Westmoreland moved to adjourn at 5:35 p.m. and the motion was unanimously approved.

Respectfully Submitted,

Debbie Westmoreland