Bourne School Committee
Policy Sub Committee
September 23, 2014
Central Office Conference Room

Members Present: Matthew Stuck, Anne-Marie Siroonian, Mitch McClain
Others Present: Steven Lamarche, Amy center, Liz Carpenito, Melissa Ryan, Christina Stuart, Susan Quick, Karen Paulsen, Kathy Conway, Lauri Gilbert, MaryJo Coggeshall

Meeting convened at 6:05 pm

Organize and establish norms: Motion to nominate Matt Stuck as chair was made by Anne-Marie and seconded by Mitch. Vote: Unanimously passed. A motion was made to nominate Anne-Marie as secretary by Matt and seconded by Mitch. Vote: Unanimously passed.

Administrator Times in Buildings: request from secretaries' negotiations to have contract language surrounding who would be designated as the person in charge when the administrators are out of the building. Secretaries want a policy or procedures surrounding communication in the event administration is absent from the building and a threat occurs that the secretary is not designated as the qualified person in charge. Secretaries would like to have a policy in place in regards to who would be called in order to ensure the safety for all within their schools and the district. Principals and Vice-Principals currently communicate to all staff when they will not be in the building and who is "in charge." If no coverage is available, principals do not leave the building. Need protocols – secretaries would not be required to have admin duties nor supervise students in their absence. Matt made a recommendation to review the "Threat Policy", define who qualifies as a designee and how it is communicated to staff. Steven recommended that this policy be reviewed after A.L.I.C.E. procedures are in place.

Policy DN: Disposal of Surplus – Need to attain town by-law on disposal procedures. Recommend a cap in policy. If valuation is $1,000 - $5,000 then SC would decide. If valuation is more than $5,000, the town would decide, if valuation is under $1,000 admin would decide. Have facilities review the draft doe this policy.

Student Discipline Policy: Move to November as the policy will need to incorporate new state laws.

Policy ADDB: Fingerprinting Requirement Policy – still in the draft phase.

Goal for the 2014-2015 Policy Sub committee: Continue to methodically review existing policies pertaining to instruction with the flexibility to incorporate those policies outside of instructional policies that need to be immediately addressed.

Norms: Be consistent with meeting time to encourage attendance. Give those in attendance time to share thoughts. Stick to the agenda.

Future Agenda Items:

1. Approval of Minutes
2. Policy DN: Disposal of Surplus
3. Student Discipline Policy
4. Policy ADDB – Fingerprinting Requirement – 2nd review
5. Policy: Badges

Next Meeting Date: October 21, 2014 at 6pm in Central Office

**additional future agenda items-Policy EI: Threat Procedure Policy (November)