BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: JANUARY 7, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GAB: Staff Hiring
3. Policy GBA: Equal Employment Opportunity
4. Policy GCA: Professional Staff Positions
5. Policy GCCC: Professional Staff Family and Medical Leave
6. Policy GCCC-E: Family and Medical Leave
7. Policy GCCD: Employee Attendance
8. Policy GCE: Professional Staff Recruiting/Posting Vacancies
9. Policy GCF: Professional Staff Hiring
10. Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services , Director of Business Services
11. Policy GDA: Support Staff Positions
12. Policy GDF: Support Staff Hiring
13. Policy IKAB: Reporting to Parents/Caregivers
14. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:
Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Bourne School Committee
Policy Sub Committee
January 7, 2013

Members Present: Matthew Stuck, Jay O'Hara, Anne-Marie Siroonian

Others Present: Steven Lamarche, Catherine Lyons

Meeting called to order at 5:32pm in the Central Office Conference Room

Minutes accepted as presented.

Steven made recommendations to retire the following policies, GAB, GCCC-E, GCE, GDA, GDF based on his research with other districts and their policies.

Policy GAB: Staff Hiring – Matt suggested removing criteria section of the policy with the reason that those criteria should be part of the job description as well as the job application process. Committee agrees to retire Policy GAB.
Policy GBA: Equal Employment Opportunity – strike the words "creed" and "handicap." Add "place of residence" to be consistent with other policies. Committee approves policy GBA with noted changes and will be ready for release to the full school committee in February.
Policy GCA: Professional Staff Positions –Committee recommends retirement of GCA with the content of paragraph two be inserted into Policy GCF: Staff Hiring.
Policy GCCC: Professional Staff Family and Medical Leave – Insert language about FML guide being available at the Superintendent's office.
Policy GCCD: Employee Attendance – on hold until further legal consultation
Policy GCE: Professional Staff Recruiting/Posting Vacancies – current policy violates OCR. Committee recommends the policy be retired.
Policy GCF: Professional Staff Hiring – nothing has really changed with the exception that gender identity be added, job description piece, remove certification for licensure as well as re work some of the language. Change the Policy title to Staff Hiring. Matt made a recommendation for paragraph two to make reference to the districts vision and mission language – should there be some sort of guidance/screening process within the policy? Would it be a screening group? Who determines the screening group? Take out the word "practical." Strike #3 in the policy. Recommended language - "Shall establish a process that includes staff pertinent to the position." Steven will update the language for the next meeting.
Policy GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services - Change policy title to Guidelines for Hiring Central Office Administrators. Change the file lettering to GCF-A.
Policy GDA: Support Staff Positions – recommended for retirement
Policy GDF: Support Staff Hiring – recommended for retirement

Policy IKAB: Reporting to Parents/Caregivers- ready to release to School Committee in January with the recommended edits: In the second paragraph change the word "child" to "student" and change "three times a year" to "two times a year." Remove the words " and reports: from #1. Insert "to students and parents/caregivers" in #2. Change the word "ten" to "twenty" in #4. Insert the word "classroom" in #5 after the word "in" and add "to students and parents/caregivers" after the word "communicated."

Future Agenda Items:
GCF – Staff Hiring
GCF-A Guidelines for Hiring Central Office Administrators
GCF – GA Guidelines for Hiring Principals

Next Meeting Date: January 14, 2012, Central Office at 5:30pm

Meeting adjourned at 6:32.