

Policy Subcommittee Meeting  
December 13, 2023

Present: Emily Berry, Kari MacRae, Kerri Anne Quinlan Zhou  
Absent: Donel Beals

Approved meeting minutes from 10/18/23

Discussion Items:

MASC policy CHA/CHC will replace our previous individual policies CHA and CHC. There were no major differences in the combined policy put forth by MASC. This policy states that it is the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the school district are appropriately coded and included as procedures in the School Committee's policy manual. We agreed to move this policy to the full committee for a vote.

Surplus policy was put forth by Jordan and the Budget and Facilities subcommittee. The district did not have a policy for disposing of surplus materials. BPS surplus removal was not articulated in the town policy. The new policy allows the business services director to be in charge of surplus material and ensures that all procurement laws are being followed. We agreed to move this policy to the full committee for a vote.

Instructional materials policy was an old policy that is in need of updates to meet state laws and the needs of our district. The curriculum subcommittee brought this policy forth. In the current policy it references that the school committee has approval of instructional materials, however, this is inaccurate. The school committee approves major curricular changes put forth by the district but does not oversee general educational materials. However, The school committee always has the ability to ask questions and receive information regarding educational materials. The curriculum subcommittee will continue to work on the policy so it meets the needs of BPS. They will bring the updated policy to the next policy subcommittee meeting for review.

Long term substitute teacher job description was missing from policy binder. There was only a substitute job description. However, a long term sub does all of the duties of the teacher and receives compensation on a different scale. This policy was approved by the building administrators and we agreed to send it to the full committee for a vote.

Substitute custodian job description has been brought forth by Jordan. This job description follows the regular custodian job description with only minor changes. We voted to send it to the full committee for a vote.

Specialists currently have a separate job description but it does not provide much detail about specific positions. Barbara is working on combining their role into the general teacher job

description because they have the same responsibilities and duties as a general classroom teacher. This policy will be sent back to policy sub at a later meeting.

Next meeting will be Jan 10th at 3:00 via zoom

Meeting adjourned at 3:35pm