

The Subcommittee on School Committee Policies met on Friday, August 18, 2023, in the Virtual Zoom Meeting. Present were Kathy Bent, Peter Goode, Sara Ahern, Kristen Harmon, Jane Moynihan, and Jen Kruczek.

Ms. Bent called the meeting to order at 1:02PM.

### **Approval of Minutes**

- Motion by Mr. Goode, seconded by Ms. Moynihan, and the Committee voted, unanimously, to approve the meeting Minutes of July 21, 2023.

### **Continue Review of Policies in Section K (Community Relations) of the School Committee Policy Manual**

- ❖ KBE – Ms. Bent reviewed the changes from the last meeting. There were no additional changes.
- ❖ KCB – The Committee replaced “system” with “district.”
- ❖ KCD - The Committee replaced “system” with “district.”
- ❖ KDB – The Committee spoke about online dissemination language in the MASC policy and decided to use the MASC language of the third paragraph.
- ❖ KDD - The Committee replaced “system” with “district”, added Barnstable, and updated gender references.
- ❖ KE – The Committee added Barnstable and added the first sentence of the third paragraph of the MASC language. Ms. Bent stated there could be confusion about the change of command for students receiving Special Education services and asked if there should be a cross reference to Special Education and the process. The Committee agreed.
- ❖ KF – The Committee removed the Covid language and updated the Director of Facilities title.
- ❖ KF-R - The Committee replaced “system” with “district” and added alcohol in number 8.
- ❖ KHA - The Committee replaced “system” with “district”, added Barnstable, and added guardians to parents.
- ❖ KHB - The Committee replaced “system” with “district”, removed “teaching aids”, and replaced with “classroom supplies.”
- ❖ KHC – Under announcements number 2, the Committee removed the language about how it is delivered. In number 3, the Committee added “or Central Office administrator.” Under distribution, the Committee removed numbers 4 and 5 and changed number 3 to be “Approved notices are posted via virtual back on the districts website.”
- ❖ KI – The Committee discussed the differences between visitors to the school and to Special Education classrooms. Ms. Bent stated visits to the school is one policy and Special Education observations are another policy. The Committee removed “observe and” in the first paragraph. In number 2, the Committee removed observations and added visits. The Committee removed the gender language. Under number 4, the Committee changed observations to visits, changed “MCAS and Stanford 9” to “state and district”, and removed “during the month of June.” Ms. Harmon stated she liked the language in the second paragraph of the MASC policy and the Committee added that language.
- ❖ KIB – The Committee removed “observations” from the general education policy. Ms. Bent stated SEPAC should be sent the Special Education policies to review after the Committee has revised them for their feedback. The Committee added guardians to parent. Under number 6, the Committee added in the first sentence “observations are typically between 1-4 hours.” In Number 3, the Committee added “with an aim of scheduling the observation to occur...” The Committee removed “for initial scheduling conversation”. The Committee changed “Director” to “Coordinator/Team Chair or designee”. In number 2, the Committee removed “at least five days”. In number 4 and 5, the Committee changed “Director” to “Coordinator/Team Chair or designee.” The Committee removed gender language in number 9. Dr. Ahern stated this policy should be recode to Policy IHBA, as that is where MASC has it. The Committee agreed to the changes.
- ❖ KJA - The Committee replaced “system” with “district.”
- ❖ KLG – The Committee changed pupils to students.
- ❖ KLJ – The Committee added Barnstable.
- ❖ KLK – There were no changes.

### **Review of Policies in Section L (Education Agency Relations) of the School Committee Policy Manual**

- ❖ LA - The Committee replaced “system” with “district.”
- ❖ LB – This policy was just updated by the School Committee.
- ❖ LBC - This policy was just updated by the School Committee.
- ❖ LDA - The Committee replaced “system” with “district” and changed the last paragraph to include some of the MASC language.

**Next Steps**

- Ms. Bent stated September 6 will be first read for policies in sections K and L.
- The Committee scheduled the next meeting for September 22 and can cancel if there is no feedback on these policies.
- Ms. Bent will take the MASC updates and apply them to the approved policy manual. The Committee will meet in December to go over those updates on December 8 at 1:00PM.

Motion by Mr. Goode, seconded by Ms. Moynihan, and the Committee voted, unanimously, to adjourn the meeting.

Meeting adjourned at 2:47PM.

Respectfully Submitted,

Jen Kruczek  
Executive Assistant