

The Subcommittee on School Committee Policies met on Friday, June 11, 2021, in a Virtual Zoom Meeting. Present were Chair Kathy Bent, Barbara Dunn, Meg Mayo-Brown, Jim Hardy, Gareth Markwell, Jane Moynihan, and Jen Kruczek.

Ms. Bent called the meeting to order at 1:00PM.

- Ms. Dunn asked about the School Committee setting the agenda. She stated Mr. Nystrom spoke to her about having an agenda item on the agenda to talk about the next agenda for the next meeting. Mr. Hardy stated some School Committees set a year-long agenda, so they do not overload any one agenda. He stated what is put on the agenda is up to the Chair and Superintendent.
- Dr. Mayo-Brown asked if the Committee could vote to put something on the next agenda. Mr. Hardy stated a Committee could have an agenda item called "Future Agenda Items for Discussion" under New Business.

Approval of Minutes

- Motion by Ms. Dunn, seconded by Ms. Bent and the Committee unanimously approved the Minutes of May 14, 2021.

Continue Review Policies in Section D of the School Committee Policy Manual

- Ms. Bent asked Mr. Hardy if there was anything in Section D from last meeting that concerned him. Mr. Hardy stated no.
- The Committee discussed the policies in Section D:
 - ❖ DIF: Ms. Bent stated the language around the technology used under hardware security needs to be updated. They changed the wording to all computer equipment. In Item C, they changed the wording to physical devices. Section G was added. The Committee agreed to the changes.
 - ❖ DJ: Mr. Markwell thought paragraphs 2 and 3 should be removed and paragraph 4 should be changed to add requisitions, remove signed by the Superintendent, and add in accordance with Policy DJA. The Committee agreed to the changes.
 - ❖ DJA: Ms. Bent stated in paragraph 4, he/she should be changed. Mr. Markwell stated in paragraph 1, the wording should be changed from Building Administrators to designees and remove the word "detailed". The Committee agreed to the changes.
 - ❖ DJB: Mr. Markwell stated this is more of a procedure than a policy and the policy could be removed. The Committee agreed to remove the policy. Ms. Bent stated this policy was deleted because it is outdated and the process for purchasing has been decentralized.
 - ❖ DJE: Ms. Bent stated the title should be changed to Deputy Finance Director. Mr. Hardy stated he would suggest adding "and Barnstable" in paragraph 1. The Committee agreed to the changes.
 - ❖ DK: The Committee agreed to no changes.
 - ❖ DKA-R: Mr. Markwell stated letter E is not completely accurate. Mr. Hardy stated this is procedural and not policy. Mr. Markwell stated the only thing of substance for the School Committee is letter B. Ms. Bent stated letter A was important as well. The Committee agreed to keep letter A and B, in a narrative format, and add a narrative about the Deputy Finance Director being in charge and to remove everything else.
 - ❖ DKC: Ms. Bent stated systems should be changed to district. In paragraph 2, change Town Policy to IRS. Dr. Mayo-Brown suggested in paragraph 1, adding designee and in paragraph 2, changing judged to considered. The Committee agreed to the changes.
 - ❖ DKC-R: Mr. Markwell stated this policy does not belong in the School Committee policies. Mr. Hardy stated it is the previous policy and he does not think it is needed. Dr. Mayo-Brown agreed. The Committee agreed to delete this policy. Ms. Bent stated this policy is being deleted because it is procedural.
 - ❖ DKD: Mr. Hardy stated this policy belongs in the student handbook. Ms. Bent thought it was nice having all the refunds in one spot. Mr. Markwell stated this would be better with the fee schedule and have it in there when the fees are approved. Ms. Bent thought this needed to be a policy, but an introductory paragraph is needed. Mr. Markwell stated fees are charged for multiple things throughout the year that are not included in the policy. Ms. Bent added an opening paragraph. The Committee agreed to the changes.
 - ❖ DN: Mr. Hardy stated this policy was not needed, as the district follows Massachusetts stated law policy. Ms. Dunn and Mr. Markwell agreed that it was not needed. The Committee agreed to remove the policy.

Next Steps

- Ms. Bent stated sections E and F would be discussed at July's meeting.

Motion by Ms. Dunn, seconded by Ms. Bent, and the Committee voted unanimously to adjourn the meeting.

Meeting Adjourned at 2:33PM.

Respectfully Submitted,

Jen Kruczek
Executive Assistant