

# Policy Subcommittee Meeting

June 4 at 9:00am

Via Zoom

Present: Emily Berry, Donel Beals, Kerri Anne Quinlan Zhou, Chris Oliver, Kristin Donahue

Absent: Kari MacRae

Approved meeting minutes from 4/9/24

Discussion Items:

## **Job Descriptions**

Currently two OT positions in the district. Heavy caseload requires more support for current service providers. New position will be Assistant to the Occupational Therapist (COTA). Current OTs helped create the job description discussed to best meet the needs of the students.

Speech Pathology Assistant (SLPA) will also be needed in the 2025-26 school year. There are very specific guidelines to that position, usually a certified BA student working towards becoming a SLP

These new roles will be ESP positions but will require a different pay scale. Having job descriptions in place will help when updating BEA ESP contract.

With the resignation of both elementary assistant principals, the district has the opportunity to modify job descriptions to better meet the needs of the students in BPS. Currently, the AP is also building SPED coordinator at BIS and BES. This requires a lot of time and often does not allow AP to be accessible for other duties in the building. APs are required to be much more hands on at the lower level and in recent years, there are more needs in the building. New job descriptions for elementary APs are more appropriate for the position.

One new Elementary Special Education Coordinator position will be added. This will be a shared position between BIS and BES. The SPED Coordinator will run IEP meetings and will help write IEPs. This is a budget neutral position.

All job descriptions were approved by the subcommittee and moved to regular session for a full committee vote.

## **Policies**

Policy IME was our old acceptable use policy. In keeping in line with newly developed and updated technology policies, the technology committee updated policy IME. New policy IME

Policy IME, Digital Use Policy, is updated to meet changes in technology and to meet the needs of today's students. Policy IMD-E1 is an addendum to IMD and puts the policy in student friendly language for BIS and BES. Policy IMD-E2 is the addendum for high school and middle school students. These policies will be included in the student handbooks.

Policy IME, IME-E1, IME-E2 were approved by the subcommittee and will go to the full committee for a vote. This vote will be taken alongside the handbook presentation.

Policy KHB was updated to reflect a school committee conversation regarding faster approval for renewal of fundraisers. Updates were made to policy KHB to allow quick approval for fundraisers that were already approved the year before. This change will allow the Superintendent to approve without needing to be presented at regular session. Changes will go to full committee for a vote.

Policy ADDA changes our current CORI policy to add SORI checks. SORI is the sexual offense registry and will be mandatory for anyone working with students. ADDA-E is the application for the CORI/SORI check and ADDA-R is the list of guidelines. These were approved for full committee vote.