

## Policy Committee Meeting Minutes

Wednesday, June 8, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, Todd Allen

Visitors: Jay Richard

Called to order at 3:35 by Maria Barth.

Jim explained that he has invited Jay Richard to this meeting due to a parent concern surrounding the use of cell phones at school. Jay clarified that the wording being questioned is actually contained in the middle school student handbook and not the actual policy. The word "encouraged" was never part of the policy. Jay provided a draft revision of this wording for the 2016-17 handbook deleting the word "encouraged" and also provided a rubric that he uses to help students make good electronic decisions. The policy committee reviewed the revised language and made the suggestion that the actual policy JICJ – Technology Devices, be referenced first, with a copy to be included in the handbook, and then state the expectations of ORMS with the revised language following in the handbook. Additional discussion and questions asked. Jay left the meeting.

The policy committee reviewed the technology policy JICJ and removed "unauthorized" from the title and change the word "Communication" to Technology and added two policies to the cross reference: JICK – Bullying and JICL – Student Computer and Internet Use and procedure. Ready for first read.

Policy JLCD – Administering Medication to Students, JLCD-E – Parents' Permission Form and JLCD-E1- Physician's Medication Order were all sent to the District Nurses for review and revision. It was determined that all of the current policies and forms will be replaced with the newest revised version. The policy committee agreed that since this has already been reviewed and updated by the nursing staff that the policy and forms are ready for first read.

Policy GBGA – Staff Health – This policy was reviewed by the HR Coordinator for the District and updated to meet current State standards. Policy committee member asked if this policy was even necessary. Todd looked up the RSA that is referenced and confirmed that this policy is needed. This policy will go before the School Board as a first read.

Policy GBCD – Sabbatical Leave – Jim explained that this language is currently being reviewed through the negotiation process and asked Todd to explain the steps that have been taken to update this information. Todd explained that a committee was formed to review the existing policy and to then revise so that a clear process and application could be established. He stated that the committee developed a clearer definition of what a sabbatical leave is, who is eligible, and establish criteria that the individual needs to complete. The committee is in the process of developing a rubric to evaluate the results of an individual who took the sabbatical leave. Policy committee asked if we had something in writing that specifies a certain time frame that an individual would need to remain following a sabbatical leave. Would this become part of the Strategic Plan. A few minor changes were added to the policy to clarify the wording. This is ready for a first read.

Meeting ended at 4:30 PM – Next meeting August 17, 2016.

Respectfully submitted,

Wendy L. DiFruscio