

**Policy Committee Meeting
Central Office – Library
January 16, 2018
MINUTES**

Present: Robert Deakin, Alan Dube, Mark Nadeau, Paul Penna, Rae Theriault

Absent/Excused: Nathan Carlow, James Moses

Mr. Dube called the meeting to order at 4:32 p.m.

IJOA-A – Non-School Sponsored Trips: Mrs. Theriault explained that IJOA – Foreign Travel covered non-school groups traveling out of the country. The principals felt this policy didn't clearly cover non-school trips held within the country. The wording in this draft policy came directly from IJOA. Mr. Roy felt it would adequately cover non-school trips taken in the U.S. Non-school trips taken out of the country would still be covered under IJOA. The word “*Domestic*” will be added to the policy title and a cross-reference to Policy GCSA – Employee Computer and Internet Use will be added. Moved by Mr. Deakin; seconded Mr. Nadeau to accept the changes as recommended: ***VOTED: Yes, All in Favor***

JLCD-R – Medication Administration on School Field Trips: This administrative procedure was scheduled to come to the Policy Committee for review after JLCD – Administration of Medication to Students went for first reading. The Board did not recommend any additional changes to JLCD. JLCD is set for second reading this evening. A change in JLCD-R was recommended to sub-paragraph No. 2 by removing the word “and.” JLCD-R will be sent to the Board as an FYI.

BIA-A – Certification of Completion Freedom of Access Training: This form is coded incorrectly and should be changed to BIA-E. No other changes were recommended. This form will go to the Board as an FYI.

BIA-R – New Board Member Orientation Administrative Procedure: Mr. Harmon had asked for an administrative procedure for policy BIA – New Board Member Orientation. He specifically asked for instructions on how Board members would schedule a school visit. Mr. Roy did not believe a complicated procedure was necessary and suggested a simple two-sentence process. The Committee suggested a few changes be made by adding the words “*during normal school hours,*” “*and the Board chair*” and by deleting the word “*classroom.*” This procedure will be sent to the Board as an FYI.

Moved by Mr. Nadeau; seconded by Mr. Deakin to adjourn at 5:06 p.m.
VOTED: Yes, All in Favor

Next Meeting: February 5, 2018