

**Policy Committee Meeting  
Central Office – Library  
January 3, 2017  
Minutes**

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Present: Julie Bruni, Nathan Carlow, Ellen DeCotiis, Alan Dube, Charlene Libby, Lester Harmon, Paul Penna, Mick Roy, Rae Theriault

Absent: Sarah Champagne, Trevor Hustus, Philip Pomerleau

The meeting was called to order at 5:15 p.m. by Chairperson Alan Dube.

**IMG – Animal Policy:** The addition of the words “school facilities’ will be added to the first sentence. Charlene Libby made a motion to make the changes as read and to bring the policy for first reading; Julie Bruni seconded. All were in favor. The policy was revisited after reviewing IMG-E – Parent Notification – Animal Presentation. Charlene Libby made a motion to revise the policy by adding the words “parent notification” to the first sentence; Julie Bruni seconded. All were in favor.

**IMG-E – Parent Notification – Animal Presentation:** Julie Bruni made a motion to revise the form as discussed; seconded by Ellen DeCotiis. All were in Favor. This form will be shared with the Board when IMG goes for first reading.

**GBO – Family Care Leave:** This policy was deleted on November 6, 2015. It was determined at that time that a policy was not needed because family care leave is covered by law. However, this policy appears on the required policy list, so the committee felt it should be reinstated. When comparing the sample policy with the deleted MSAD 6 policy, it was discovered that the policies were identical so the old policy will be used. Reinstatement of this policy will need to follow the policy adoption process and go for first and second readings. Julie Bruni made a motion to reinstate this policy; seconded by Charlene Libby. All were in favor. This policy will go for first reading. Rae Theriault will ask Charlotte Bates of the MSMA how the required policy list is generated.

**BBAB-R – School Board Self-Evaluation Administrative Procedure:** Mr. Harmon attended the meeting to discuss the School Board Self-Evaluation policy (BBAB). A form was also created to go along with this policy (BBAB-E); there was no procedure. Mr. Harmon requested that an administrative procedure be developed outlining the Board Chair’s role in addressing concerns raised through the self-evaluation process. It could be added to the policy, but there is not enough time this year to add it to the policy and make the deadline for the Board self-evaluation as set in policy BBAB. Charlene Libby made a motion to accept BBAB-R as written; seconded by Ellen Decotiis. All were in favor. Mr. Dube will report out on this at the January 17<sup>th</sup> Board meeting and BBAB-R will go to the Board as an FYI.

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**IMGA – Service Animals in Schools:** Charlene Libby made a motion to table the discussion on policy IMGA – Service Animals in the Schools; seconded by Julie Bruni. All were in favor. This motion was necessary so that a thorough review of the sample policy provided by Drummond/Woodsum could be completed. This policy will be the first item on the next Policy Committee Agenda.

Ann Chapman of Drummond/Woodsum informed Rae Theriault that the current MSAD 6 Service Animal Policy was outdated. Rae received that sample policy from Charlotte Bates at MSMA last year. She will check with Charlotte to ensure that the updated policy is being sent to those requesting a sample.

Ellen DeCotiis made a motion to adjourn at 6:34 p.m.; seconded by Charlene Libby. All were in favor.

**Next Meeting: (Tuesday) January 17 @ 5:15 PM – Central Office**