

Policy Committee Meeting
District Central Office Library
June 3, 2019
MINUTES

Present: Nathan Carlow, Ellen DeCotiis, Alan Dube, Arthur Payeur

Also Present: Paul Penna, Superintendent of Schools
Michael Roy, Assistant Superintendent
Lori Napolitano, Principal - BEHS
Patty Poirier, Administrative Assistant
Rae Theriault, Administrative Assistant - Recorder

Mr. Dube called the meeting to order at **4:30** p.m. He declared a quorum present with **4** members present.

KE – Parent or Citizen Complaints: Mr. Penna conferred with Attorney Peter Felmly as to where a complaint should end. Mr. Felmly was concerned with a complaint coming to the full Board, especially with a personnel matter, when the Board might not know all of the facts or what action has already taken place. Mr. Penna felt the complaint process should stop with the Superintendent and Board Chair. There could also be a timeframe issue where the Superintendent could have already disciplined a staff member and then he could be directed to do something more by the Board. The staff member could then have a grievance against the District. These are the dangers that Mr. Penna is trying to avoid. Are you satisfied that the Board Chair and Superintendent can decide the outcome of a complaint? The policy will be amended by moving subsection A into Step 5 giving the Board Chair authority to end the process. The flow chart will need to be amended.

Moved by Mr. Carlow; seconded by Ms. DeCotiis: To make the changes as read by Mr. Dube.

VOTED: “Yes,” Unanimously

This policy will move to first reading.

BBA – School Board Powers & Responsibilities: This policy was presented to the Policy Committee for an addition to the cross-references. ADA – School District Goals and Objectives was added. Since this is a minor change, it does not need to go to the Board for approval. It will be submitted to the Board as an FYI.

IKF – Graduation Requirements: This policy needed to come back to the Policy Committee as it was voted down at the last Board meeting. The reason it did not pass was because the rubric conversion table was not attached to the Board agenda as promised. This policy has already been added to tonight’s Board meeting as a first reading because the Policy Chair knew no revisions were requested and that the Committee would want to move it quickly. The requested rubric was attached to the Board agenda packet. A vote to send the policy to first reading still needed to be taken.

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Moved by Ms. DeCotiis; seconded by Mr. Carlow: To send this policy for first reading at tonight's Board meeting.

VOTED: "Yes," Unanimously

BHC – Board Communication with Staff: Mr. Carlow requested this policy be brought to the Committee as he believed a section should be added entitled "Board Questions." After considerable discussion, it was decided not to add the requested section but instead to add one sentence under the Board and Superintendent section in the last paragraph. A cross-reference will be added: BEA – School Board Use of Electronic Communications.

Moved by Ms. DeCotiis; seconded by Mr. Carlow: To accept the changes as discussed and read by Mr. Dube.

VOTED: "Yes," Unanimously

This policy will move to first reading.

BEDG – Minutes: An updated sample copy of this policy was provided by MSMA. It was slightly different than the current MSAD 6 policy that was just reviewed on October 1, 2018. No changes were made. This policy will be marked as reviewed and sent to the Board as an FYI.

BIA – New Board Member Orientation: This policy was brought to the Policy Committee as part of the five-year review. There were some differences between the sample policy and the current MSAD 6 policy. One sentence was removed in Section B as it doesn't follow the new swearing-in process for new Board members. A cross-reference was added.

Moved by Ms. DeCotiis; seconded by Mr. Carlow: To accept the changes as presented.

VOTED: "Yes," Unanimously

This policy will move to first reading. The administrative procedure and form will be marked as reviewed and presented to the Board as an FYI when this policy goes for second reading.

IHBAL – Grievance Procedure for Persons with Disabilities: This policy was presented to the Committee as part of the five-year review. Again, there were some slight differences between the sample policy and the District's policy. First, the District policy is coded IHBAL and the proper code should be AC-R. Policy AC – Non-Discrimination Equal Opportunity and Affirmative Action will be added as a cross-reference. Jen Donlon, Special Education Director, reviewed the sample policy and advised that the Committee should accept the change as stated on page 2 of the sample policy: *"This notice is available in large print and on audio tape from the ADA/504 compliance coordinator."*

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Moved by Ms. DeCotiis; seconded by Mr. Payeur: To accept the changes as presented.

VOTED: “Yes,” Unanimously

Since **AC-R** is just an administrative procedure it doesn't need to go for a first and second reading. However, it is being presented to the Board since it is changing from a policy to procedure. Policy IHBAL will need to be recommended for deletion; Mr. Dube can explain the change in code at that time.

Moved by Ms. DeCotiis; seconded by Mr. Dube:
To adjourn at **5:33** p.m.

VOTED: “Yes,” Unanimously

Next Meeting: June 17, 2019, at 4:30 p.m.