

**Policy Committee Meeting
Central Office - Library
September 3, 2019
MINUTES**

Present: Nathan Carlow, Ellen DeCotiis, Erica Creutz, Robert Deakin, Elizabeth Forestiere

Also Present: Paul Penna, Superintendent of Schools
Lori Napolitano, Assistant Superintendent
Linda Winton, Director of Adult Education
Rae Theriault, Administrative Secretary – Recorder
Trevor Hustus, Board Member

Ms. DeCotiis opened the meeting at 4:36 p.m.

IJOC – School Volunteers: At the spring Administrative Assistants’ meeting, it was requested that the words “including field trips” be added to the School Volunteer policy. There are many field trips where teachers would not be in view of the various groups at all times, so these volunteers would need to be fingerprinted. This change was suggested for clarification for the parents. Cross references were also updated. These changes were not substantive, so they do not warrant the policy to go for first/second readings. It will be provided to the Board as an FYI.

IJOC-R – School Volunteers Administrative Procedure and IJOC-E School Volunteer Registration Form: No changes were suggested at this time. This procedure and form will be marked as reviewed and presented to the Board as FYIs.

JRA – Student Education Records and Information: This policy was last revised on September 14, 2014. It was reviewed as part of the five-year review process. No changes were suggested. It will be marked as reviewed and sent to the Board as an FYI.

JRA-R – Student Education Records and Information Administrative Procedure: When comparing this procedure to the MSMA sample there were minor differences. There were two wordsmithing changes suggested: Page 7, replace the word policies with law under subsection 1, and on page 8 the words “school unit” were changed to MSAD 6 under subsection 5. On page 4, paragraph 3 was revised to show the final decision will be made by the superintendent. Procedures do not need Board approval; therefore, it will be submitted as an FYI to the Board.

JRA-E – MSAD 6 Annual Notice of Student Education Records and Information Rights: There was a slight difference in the current policy when compared to the MSMA sample policy. Under the Amendment of Records section, the following statement was added, “Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.” Since this is a form, it does not need Board approval. It will be presented to the Board as an FYI.

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IHD – Adult Community Education: The MSMA sample policy is different than the District’s policy. Ms. Winton, Adult Education Director, suggested the current policy be maintained with a few additions. Subsection C was changed to read, “Learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete post secondary education and training programs, obtain and advance in employment leading to economic self-sufficiency and to exercise the rights and responsibilities of citizenship.” This change was made because of the change in the law.

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

VOTED: “Yes,” Unanimously

This policy will be sent to first reading.

IHDA – Adult Education for High School Age Students: The MSMA did not have a sample policy. Ms. Winton, Adult Education Director, suggested a change in Subsection B on page 1 to change the age to 17 instead of 16. Additionally, a few wordsmithing changes were made. A legal reference was added.

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

VOTED: “Yes,” Unanimously

This policy will be sent to first reading.

Moved by Mr. Deakin, Seconded by Ms. Creutz: To adjourn at 5:30 p.m.

VOTED: “Yes,” Unanimously

Next Meeting: September 16, 2019