

Policy Sub-Committee minutes, August 7,2023

Meeting called to order at 6:07 pm. Present: Melissa Bye,Denise Hardie (chair) and Douglas Miner.

Members agreed Melissa would be secretary.

Committee discussed having other sub-committee members attend to review and discuss their relevant policies at the regularly scheduled meeting in October.

Discussed the importance of becoming familiar with Section B ,**BOARD GOVERNANCE AND OPERATIONS**, in the Policy Manual as it outlines roles, responsibilities and guidelines for School Committee members.

Committee agreed to have regularly scheduled meetings on the same day as monthly School Committee meetings.

Discussed the following issues:

- 1.The need to establish priorities. What's missing from the policy manual? Examine other districts and compare.
- 2.The need to examine the many handbooks (ex. Teachers, students, parents, union members etc.) and determine their status-are they up to date?
- 3.A plan to reach out to Tim Lee to ask him when were the handbooks last reviewed?
- 3.A goal to review these handbooks annually.

Committee agreed to divide the policy manual into the following sections for review: Douglas will be responsible for sections A thru D,Melissa will be responsible for sections E thru G, and Denise will be responsible for sections H thru L.

Committee agreed that all members will review and become familiar with the information on the handout titled **SCHOOL COMMITTEE POLICY DEVELOPMENT** and **POLICY ADOPTION**.

Motion to adjourn at 6:45 pm.

Respectfully submitted, Melissa Bye