

LEXINGTON SCHOOL COMMITTEE'S POLICY SUBCOMMITTEE MINUTES

Tuesday, October 7, 2014

7:00 p.m.

**Selectman's Meeting Room
Town Offices Building
1625 Massachusetts Avenue**

Approved Minutes

The meeting was attended by: Jessie Steigerwald, Judy Crocker

The meeting was called to order at 7:00 p.m.

Discussion Topics:

1. Policy Manual Subcommittee Minutes

Minutes from September 23, 2014 and September 29, 2014 were presented by Judy Crocker. The minutes were reviewed and were approved.

2. Discussion of Section A – AD Mission Statement

Dr. Ash has identified three staff members to work on the draft mission statement.

Two School Committee members will work on this.

3. Discussion of Section G – GBGB – Feedback from Mr. Harris

Ms. Crocker has assembled an updated version of GBGB based on feedback from Dr. Ash and Mr. Harris. The next steps will be to circulate to Paul Ash for further review.

4. Update on overall process

Jessie Steigerwald will be meeting with Jim Hardy at MASC's Boston office tomorrow, 10.8.14 and hopes to provide all edits collected to date. If possible, she has asked for the marked-up versions of C & D to arrive on Friday so that all School Committee members have them for review in anticipation of the 10.23.14 School Committee meeting which will be dedicated to policy review. At that point, we will be 1/3 of the way through the policies.

The Policy Manual Subcommittee has completed the initial review of all sections through I, and have three remaining sections. Each set of policies requires multiple reviews, but we are currently on target to complete the full review according to the School Committee's goal for 2014-2015.

a. Making sure Sections A – B move forward with edits to Jim Hardy

Jessie Steigerwald will meet with Jim Hardy at the MASC Boston office on 10.8.14. A brief discussion took place to make sure that all edits received to date are in order.

Three policies from Section A were set aside were:

Site-Based School Council Policy – Current policy has been shared with the Site-Based School Roundtable members for feedback. The current policy includes mention of a Steering Committee that does not exist in practice – and has not existed for at least five years, possibly longer. One possibility is to capture the new Roundtable and Convener structure. There are other options, including re-instituting the Steering Committee. The conveners will provide initial feedback on the

policy and the best way to gain input from all SBSC members.

Vacancy Policy – Waiting for edits from Norman Cohen who is making sure our policy reflects Lexington’s specific practice for filling a vacancy on the School Committee

Mission Statement – Discussed #2 above

- b. Checking on incorporation of edits to Sections C and D with Jim Hardy
Jessie will work with Mr. Hardy tomorrow.
- c. Update from Dr. Ash on administration feedback for Sections E and F
Jessie Steigerwald updated Judy Crocker on Superintendent’s feedback.
- d. Status on G and H edits
Jessie Steigerwald updated Judy Crocker on Superintendent’s feedback.
- e. Status on Section I – input from Dr. Ash
No input received. Dr. Ash has section I.

Policy Manual Review – Process Information

The Policy Subcommittee is actively engaged in reviewing all School Committee policies in consultation with the Massachusetts Association of School Committees. Each section of the manual will pass through three stages:

1. Review by the Policy Subcommittee
2. Presentation to, and review by the full School Committee
3. Approval in form by the School Committee

The School Committee intends to complete this policy manual review process by June 2015, at which time all sections will be formally adopted by a vote of the full School Committee. Thereafter, one third of the manual will be reviewed each year to keep the manual updated.