

Lexington School Committee's Policy Manual Subcommittee

February 10, 2015 at 9:45 am Room 4 Central Office, 146 Maple Street

9:45 a.m. Jessie Steigerwald called meeting to order.

Present: Judy Crocker, Jessie Steigerwald

1. Reviewed and approved minutes from 1.8.15 and 2.5.15
2. Updated the individual policies awaiting staff feedback – see end of this document
3. Review and Discussion of specific policies:

IKB - Homework

We worked through draft of homework policy to send to administration and share out for feedback from School Councils and PTAs, PTOs.

IKAB – Student Progress Report to Parents

ECAA – Security Camera

Dr. Ash reviewed the policy with Captain Manny Ferro who suggested the following language would promote student safety: in fifth paragraph, “access to video recordings” add that, “In the event of an ongoing emergency in order to protect the health, welfare, and safety of all students, staff and visitors, Law Enforcement shall have immediate access to live video feed of security cameras. Law Enforcement shall notify the (Superintendent/designee) as soon as practical of the scope of such access.

TB Policy –

Based on feedback from Jill Gasperini – suggest deleting the existing policy called “Tuberculosis for students.” That policy was effective beginning June 1997 and state laws have changed since that time.

We will prepare a packet with three policies for SBSC and PPC to review and share:

Mission/Vision, Homework, SBSC Policy

FIRST AID – EBB

We brought this policy back to Jill Gasperini and received feedback from her. We recommend adopting her suggestions and will bring these back to the full School Committee.

Finally, we reviewed the list of individual policies that were pulled out for future review when we were approving the rest of their parent section in form. We agreed to review this list at each meeting to keep track of each policy and to monitor progress.

We discussed possible schedule to complete next four sections: I, J, K, L

March 10th – Start section I
March 30th I / Start J
April 7th J
April 13th & 15th K & L (or add another meeting)

Jessie made a motion to adjourn 11:45 p.m.
Judy Crocker seconded and the meeting adjourned.

Anticipated agenda items for next meeting:

IKB -- Homework
IKAB – Student progress reports to parents
BDFA – School Council

Anticipated agenda items for next meeting with Jim Hardy:

Review and Discussion of Section I – Any updates
Review and Discussion of Section J - Students
Review and Discussion of Section K – Community Relations
Review and Discussion of Section L – Education Agency Relations

Draft Policies In Need of Further Action, Administrative or Staff Input

Pulled policies:

Section A: AD Mission / Vision -

Section B: BDFA -

Section C: CE Site-Based School Council -

Section D: DIF, DBJ, DK

DGA – Authorized signatures – Held for Mary Ellen and Norm to work

Section E:

EBB – First Aid – Held for input from Jill Gasperini

EBC – Emergency Plans – Mary Ellen requested pulling this one on 12/16/14

Section F: FF – Naming new facilities – Norman Cohen

Section G:

GBEA – Staff ethics / Conflict of interests
GBEBC – Gifts to and solicitations by staff
GCA – Professional Staff positions
GCBA – Professional Staff Salary Schedules
GCRD – Private tutoring for pay

GDB – Support staff contracts and compensation plans
GDD – Support staff vacations and holidays

Update Jim Hardy:
[GCBB – Deleted entirely]
[GDO – Evaluation of support staff – Deleted entirely]

Ongoing work for PMRS:

Section I: IMD, IGA, IJND, IJNDB/R, IJNDD, IKF, IHB, IJOC
Section J: JIC & JJF – Student Activities Accounts...
Section K:
Section L: