

Lexington School Committee's Policy Manual Subcommittee
October 21, 2014 at Noon
Central Office Large Conference Room

Present: Jessie Steigerwald, Judy Crocker. Minutes taken by Jessie Steigerwald.

Minutes

1. Review and Discussion of Section I - Instruction:
Postponed – Mr. Hardy not able to attend today.
2. Introduction (by MASC) of Section J with discussion:
 - Section J – StudentsPostponed – Mr. Hardy not able to attend today.
3. Sections C and D

General School Administrations
CB – School Superintendent
Change “Dept. to Department”

CCA – Organizational Chart

This will be included in the section. Each year, when the Superintendent reviews the chart, the Superintendent will provide an updated chart for the School Committee. This is one of the policies we will be prepared to review each year. However, in some years, there may not be changes.

Other edits:

- Please show Lexington Community education
- Please show print shop
- Suggest reordering for easier visual read (Assistant Superintendents to left, principals second from right & Director of Facilities to the right of principals so we can show the relationship with Town Manager and Board of Selectmen)

CCB: Delete “But” in fourth paragraph. Start sentence with “All”

CH: Delete “Consequently” in second paragraph. Start sentence with “It”

CHC: Add as last sentence at the end: “Appropriately Coded” means to use the Massachusetts Association of School Committee’s index headings (for example, this section is section “C” and this policy is referred to by “CHC”).

CHCA: Sentence two, change “school council” to “Site-Based School Council”

- Note, this change needs to be made throughout

CHCAE: Now that we are undertaking a thorough review of all of our policies, we can be certain that the specific concerns addressed in this section are now more appropriately covered in separate sections where they belong. This policy is really about expulsion and is covered in a specific section.

CHD: Change the type-face so that there are no “All Caps”. (Last four words: “OUTSIDE NORMAL BUSINESS ACTIVITY” – change.)

Section D – Fiscal Management

DBC – Norm Cohen was consulted and said that our election day is technically the start of Annual Town Meeting. This is why the policy includes this information.

DBD –

** In first sentence of third paragraph after the words “Lexington students” [delete comma] add: “and direct” before “the Superintendent” ...

So it will now read “Lexington students and direct the Superintendent”

**Mary Ellen Dunn is making a “preparation manual” from the materials that currently exist and guide her process.

**Our preference is to include Summit Meetings as they are a current and standing practice. Should they be discontinued, the policy will need to be revised. Norm Cohen reviewed this as well.

DBJ –

** Still waiting for update on second section from Mary Ellen Dunn – who provided most of the new language in this section.

** The figure \$75,000 was arrived at as a compromise through discussions between Superintendent, Ms. Dunn, Ms. Crocker and Ms. Steigerwald. The goal is to achieve a balanced number that does reflect inflation (prior figure was \$50,000 – and was set 12 years ago) while still making sure that the School Committee is informed about transfers. Dr. Ash would be okay with \$100,000 but felt comfortable making this level of increase at this time. It can be revisited during the next policy review.

** Fix typo in second b section. Right now it appears “manageras” and it needs a separation to read “manager as needed”

DD – Funding Proposals and Applications

Change word “keep” to “stay”. (Superintendent or designee are expected to always be informed about this critical information.)

DIE – We are currently already doing audits each year. This policy documents our current practice. No new work will be required. The only change is that the audit will (and should) be presented to the School Committee as performed. The town actually does the audit – and the school budget is included in this work. Norm Cohen and Mary Ellen Dunn can provide more information if it would be helpful.

DJ – Please write out the full title for: SOMWBA - State Office of Minority and Women Business Assistance

DKC – Expense Reimbursements

This policy applies to all employees. In all sections, the requirements apply to all LPS staff.

4. Scheduling of next meeting date – Mr. Hardy not here to schedule. Will work by email for next date.

- 4. Review of minutes from Oct 2 8:45am, Oct 2 1:30pm, and Oct 7
Reviewed 10.7.14 – approved.
Reviewed 10.2.14 a.m. and p.m. – no changes or edits – approved.

Sent Dr. Ash updates from 10.2.14 meeting.

Judy Crocker shared that she has several policies to share at tonight’s meeting and though Jim Hardy is not here and can’t speak to these, as she had hoped, they would fall under sections I and J. Jessie Steigerwald supports bringing these to the full School Committee at tonight’s meeting so they can be before full School Committee.

Meeting adjourned at 2:15 p.m.

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:

- Review by the Policy Subcommittee
- Presentation to, and review by the full School Committee
- 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.