

DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Minutes of the meeting of the Policy Review Subcommittee of the Dudley-Charlton Regional School Committee, held Tuesday, April 30, 2019, at Shepherd Hill Regional High School, 68 Dudley-Oxford Road, Dudley, 9 a.m.

In attendance were subcommittee members: Mary N. Antocci, chair, Elaine M. Rabbitt; Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Sandra Sullivan, recording secretary.

1. Call to Order

The chair called the meeting to order at 9:49 a.m.

2. Approval of Minutes, Meeting of Monday, April 8, 2019

A motion by E. Rabbitt, second, M. Antocci, to approve the minutes of Monday, April 8, 2019, and this was unanimously approved.

3. Communications

4. Policies brought to Subcommittee attention for review:

Policy JQ - Student Food Services Accounts (Matthew Greenberg)

Regarding collections of school lunch accounts, Mr. Greenberg has been asked to provide any language for the policy.

Mrs. Rabbitt asked if the food services department has identified those graduating seniors with accounts in arrears.

Dr. Nash said the cafeteria revolving account is sufficient enough to pay the salaries of food services director, cafeteria managers and staff. This frees up other areas of the expense budget.

Dr. Nash will request Mr. Greenberg write a memo about cafeteria operations throughout the district to answer such questions as: What is being served and eaten, is food prepared onsite, and what the cafeteria revolving account can and cannot cover.

Update: Mr. Greenberg will report on how, procedurally, the cafeteria is addressing the outstanding debt, identifying students, delineating among building level so that the process is conducted in the same way district-wide; Mr. Greenberg will implement policy JQ as is presently written. The subcommittee will review the policy during the 2019-2020 school year.

Dr. Nash said Mrs. Aucoin has requested an update on the cafeteria revolving account. Dr. Nash will ask for a sales trend. Mrs. Rabbit asked for a quarterly report on the fund to discuss in the budget and finance subcommittee.

Policy GD - Transfers, Promotions and Vacancies

The last time we talked about this we said we would recommend deletion as this should be in the negotiated employment contracts with support staff and the Dudley-Charlton Teachers Association.

There is not currently language in the **Agreement Between the Dudley-Charlton Regional School District, and the Dudley-Charlton Teachers Association, 2016-2019** that covers transfers. Instead, the district relies on past practice to settle these issues.

Dr. Nash recommends employment letters for individual central office staff, which will spell out the obligations and benefits.

Update: The subcommittee recommends deletion of this policy. This information should be contained in Wage and Benefits documents and negotiated contracts. There is no specific language in the Dudley-Charlton Teachers Association contract regarding transfers, but a reliance on a vague past practice. This needs to be reviewed.

Policy JCLB - Inoculations of Students

Is this in the handbook? We were going to review with J. Cosgrove and Marilyn Gerrard, who has identified those students who are in school and not inoculated due to medical or religious reasons.

The Dudley Board of Health Agent, Tom Purcell, had expressed interest in running a clinic for the district; however, our number is relatively low.

Mrs. Rabbitt said this policy needs to be referenced in student handbooks, with an alert to parents who have elected not to inoculate their children:

1. In the event of an outbreak, the principal or designee may require the student to remain out of school for a period of time of those children
2. School Work: if child is required to be out of school for a period of time, general education students will be provided with work to the extent possible;

Update: At a minimum, the policy will be formatted according to the adopted style for legal references, and a date on which the policy was reviewed with no action proposed.

Policy IJOA - School Sponsored Field Trips

The subcommittee agreed the process of requesting field trips needs addressing. The trips should be identified as in or out of state overnight, and international overnight. The subcommittee expressed concern about what is being presented to the school committee as it is not always complete or sufficient for decision making. Mrs. Antocci noted the district is liable for these children.

The full committee will hear three requests by the Shepherd Hill Regional High School band and chorus advisors using forms and checklists developed by Dr. Nash.

The trip requests will include a copy of the itinerary, a school calendar with the dates of the trip clearly outlined, as well as a flyer or brochure about the event. The subcommittee will also recommend a nurse accompany all international travel groups.

The subcommittee noted the district's field trip form also needs updating to include, among other items, a signature piece showing commitment from PTOs to fund the event.

Policy KF - Use of School Facilities

The district's school rental form is being reviewed to incorporate Dudley and Charlton Boards of Health regulations regarding selling or providing food using the school cafeterias.

Dr. Nash will reach out to those scheduled for school committee consideration to inform them they may be required to attend the meeting to answer questions about their requests.

5. Continuation of Policy Review/MASC Comparison and Update Recommendations

6. Summary of Policies and Updates for Full School Committee Submission

Mrs. Antocci asked for this item to discuss what she would like included in the minutes to assist her in clarifying the report to the school committee. The chart presented on the agenda will be updated to include a fourth column for Policies in Review.

7. Future Agenda Items IJOA, KF, JQ, GD

Next meeting Date: Monday, May 6 at 1 p.m.

8. Adjourn

The meeting adjourned at 12:55 p.m.