

## DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT

Minutes of the Policy Review Subcommittee Meeting, Wednesday, May 29, 2019, SHRHS, 68 Dudley-Oxford Road, Dudley, 9 a.m.

Attendees: Mary Antocci, Chair; Kristine E. Nash, Ed.D., Interim Superintendent.

### 1. Call to Order

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

### 2. Approval of Minutes

The minutes were approved as written.

### 3. Policy IJOA:

- a. Dr. Nash provided a draft of the daily field trip form for review
- b. Dr. Nash has asked Global Awareness Program Director Mary Pierangeli to review draft trip forms and piece together a set of forms that she recommends for International Travel
- c. The Policy Review Subcommittee recommends that a nurse be required to accompany all school sponsored international travel groups.
- d. Overnight/Out of State Trips - the subcommittee will review Mrs. Pierangeli's forms to see how they overlap - if the forms can be made similar and kept simple, that is the preference.
- e. For next School Committee Meeting - 2nd read of the Overnight/Out of State and Day Trips Policy

### 4. Policy JJHA:

Policy Subcommittee recommends adoption of the Oxford Policy along with the accompanying forms that Mrs. Pierangeli is working on

- a. Add Cross References in JJHA and IJOA with each other

### 5. Policy KF:

- . The subcommittee will review the current facilities rental process with Cheryl Kozub.
- a. The subcommittee likes the Hanover policy/packet
- b. The question was raised as to who should review the applications for facility use.
- c. There should be at least a Master Calendar per school. Who should be the responsible party for keeping this calendar up to date?
- d. Policy Subcommittee recommends that every organization and individual should apply for use of school facilities every year - no grandfathering.
- e. Events/usage should not be officially put on the calendar or approved until the deposit has been paid, and also not until at least October when the schools themselves have a better idea of facility usage needs for the students
- f. Process should begin with the school - is the space available? Then the event can tentatively be placed on the calendar (perhaps an online calendar?), and then proceed with the application process
- g. Subcommittee decided to have a conversation with Mrs. Kozub regarding the current process and who is involved
- h. We need to compare the Hanover Schools Policy with DCRSD as an example
- i. Kris cautioned that the policy needs to be written with the intent that a mid-range level position will be in place as facilities director possibly toward end of school year 2019-2020

j. Shepherd Hill Head Custodian Gerry Millette, will be retiring end of 2019-2020 school year.

6. Policy JJIF and JJIF-R:

. Head Injuries and Concussions

a. DCRSD currently does not have a JJIF-R Regulations Policy

b. MASC required updates to this policy in Newsletter 12/2011

c. MASC JJIF-R needs to be reviewed

d. Policy must include all athletics as well as the marching band

e. Dr. Nash will discuss with Athletic Director Sean Burke whether the current policy is being followed and what the process is

f. Mr. Burke will be asked to review the current policy and the MASC policy and make recommendations on updates

7. Next Meeting Dates:

. Monday, June 3 at 9 a.m.

a. Wednesday, June 12 at 9 a.m.

8. Next Agenda:

. IJOA: School Sponsored Field Trips and International Travel

.Progress of forms and possibly a new policy for International Travel as the one MASC has

a. KF: Use of School Facilities

b. JJIF and JJIF-R: Head Injuries and Concussion

c. Extended School Year (Being reviewed by Lorinda Allen)

.Progress update on this policy

9. The meeting adjourned at 12:30 p.m.