

POLICY SUBCOMMITTEE MEETING MINUTES

November 13, 2017

4:00 p.m.

Morton Middle School Community Room

1135 North Main Street

Fall River, MA 02720

A roll call at 4:09 p.m. showed:

Mr. Andrade: Present

Mrs. Panchley: Present

Dr. Costar: Present

Also present was Superintendent Malone

A salute to the flag followed the roll call. Mr. Andrade read the Open Meeting Law.

1. **Discussion:** All Massachusetts Association of School Committee recommendations relative to policy changes for the Commonwealth of Massachusetts School Department as contained in the June 2017 MASC Policy Newsletter

MOTION: Dr. Costar-Mrs. Panchley: To refer BIBA: School Committee Conferences, Conventions, and Workshops to the full School Committee for adoption.

Discussion:

Superintendent Malone stated that tonight was the second meeting of the Policy Subcommittee similar to the last meeting where they had three bundles of policies that they were bringing forward for review. The last group of policies were easier because they had one or two word changes. In this group, there were some minor changes but there were other polices that had more lengthy changes. They broke it up into two sections. The first were for policies that were not in their current policy manual but MASC is recommending that they add. The other group of policies are MASC's recommended changes.

Dr. Costar asked if all of these policies have been vetted by the Superintendent or his team. Superintendent Malone stated that his team reviewed the ones that had recommended changes from the last subcommittee meeting. As for the policies that are not currently in the District's policy manual, he reviewed them and didn't see anything that was objectionable.

BIBA: SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

Mrs. Panchley stated that she saw nothing objectionable. Mr. Andrade and Dr. Costar agreed that it was okay. Superintendent Malone explained to Mr. Andrade that they took a vote on the policies at the last meeting one by one. Dr. Costar suggested that they instead circle the ones that they are okay with and just make one motion for those. Mr. Andrade and Mrs. Panchley agreed.

All were in favor

None were opposed

Motion passed

MOTION: Dr. Costar-Mrs. Panchley: To take no action on all other policies but refer JLCB: Inoculations of Students and KBE: Relations with Parent/Booster Organizations back to the Superintendent for further review.

Discussion:

EEAEA: BUS DRIVER EXAMINATION AND TRAINING

Mrs. Panchley pointed out where it said that “each driver will file with school officials a medical certificate and proof of freedom from tuberculosis.” She asked if they currently do that. Superintendent Malone stated that they don’t do that now but that’s what MASC is recommending. Mrs. Panchley doesn’t agree with putting anything in the policy that they’re not planning on doing. Superintendent Malone stated that he doesn’t think that they need this policy. The subcommittee members agreed to take no action on this policy.

FFA: MEMORIALS

Dr. Costar stated that, in general, he doesn’t think that they should have a memorial in a school after someone dies. However, there may be a time when they want to do that. Superintendent Malone stated that they do memorials now. The subcommittee members agreed to take no action on this policy.

GCQF: SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

Mrs. Panchley stated that she thought that the contracts cover a lot of this. She read where it said “follow the procedures for dismissal or suspension that are contained in applicable laws as well as those included in the current agreement with the teacher’s bargaining unit.” Superintendent Malone stated that he wouldn’t have a policy on this and agreed that all of this language is in everyone’s contract. The subcommittee members agreed to take no action on this policy.

GDO: EVALUATION OF SUPPORT STAFF

Dr. Costar stated that evaluation of staff is in their contract. The subcommittee members agreed to take no action on this policy.

GDQD: SUSPENSION AND DISMISSAL OF SUPPORT STAFF MEMBERS

The subcommittee members agreed to take no action on this policy.

IJNDD: POLICY ON SOCIAL MEDIA

Dr. Costar stated that this policy needed to be vetted by a larger group. He pointed out where it said “Teachers will not give out their private cell phone or home phone number without prior approval of the district.” He knows parents who have children in the special education program and teachers have given their personal numbers to parents so that they can have communication. Superintendent Malone stated that he thinks they already have a policy on social media. Dr. Costar also thought they already had a policy for this. He pointed out where it said that “teachers may not friend or follow current students on social media.” He thinks that teachers should use common sense. The subcommittee members agreed to take no action on this policy.

IKF: GRADUATION REQUIREMENTS

Mr. Andrade stated that they already had a policy for this in the Durfee handbook. The subcommittee members agreed to take no action on this policy.

JCA: ASSIGNMENT OF STUDENTS TO SCHOOLS

Mrs. Panchley thought that they already had a policy for this. Superintendent Malone stated that they were working on their own policy for this. The subcommittee members agreed to take no action on this policy.

JJE: STUDENT FUND-RAISING ACTIVITIES

Mrs. Panchley stated that she didn't think this was necessary because students coordinate with the teachers and the principals. Dr. Costar agreed that he didn't think this was needed. Mrs. Panchley added that she didn't agree that student fundraising activities needed to be approved by the Superintendent. Dr. Costar agreed that principals should be the ones approving student fundraising. Superintendent Malone stated that it is mentioned in the Wellness Policy what restrictions they have on what they can sell. He doesn't think that they need this policy. If he has an issue in the future, he will bring this back to the Committee. The subcommittee members agreed to take no action on this policy.

JLCB: INOCULATIONS OF STUDENTS

Dr. Costar asked if Karen Long has reviewed this policy. Superintendent Malone stated that she hasn't but they can refer it to her. Dr. Costar stated that there are some vaccinations that they offer to students as adolescents now that some parents object to. Superintendent Malone stated that if they get a student who is homeless or from another country, they accept them anyway.

KBE: RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

Superintendent Malone stated that this was a controversial policy in every district he has worked in. Mrs. Panchley stated that she didn't think this was necessary. Superintendent Malone asked what they have in place right now. Mrs. Panchley stated that she wasn't sure what they had in place right now but she knows that they don't all have a 501 C3. Superintendent Malone asked if anyone had a problem with this. Dr. Costar stated that he didn't think they were ready to go with this policy but it might be a good idea to find out what's out there. He asked how many PTOs/PTAs and organizations they have in their schools. Mrs. Panchley stated that she thinks that every school has them but Kuss has them with a 501 C3; however, a lot of schools don't. Superintendent Malone stated that it becomes a slippery slope when they start legislating their business. He will review to find out what they currently have in place then bring this back for discussion.

All were in favor	None were opposed	Motion passed
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Dr. Costar asked that, if they make any changes to policies, if it will be made before it goes to the full School Committee. He stated that the changes were not made on the policies for the last meeting. Superintendent Malone asked why the changes weren't made. Mrs. Panchley stated that there was some confusion. Superintendent Malone asked if the changes were captured in the minutes. Mrs. Panchley stated that they were. Dr. Costar said that they were captured in the minutes but not on the policies themselves. Superintendent Malone stated that, when they vote tonight, they should make sure that they indicate that they are accepting the policy changes that were reflected in the minutes. Dr. Costar stated that he will explain the changes that were suggested. Superintendent Malone stated that they will make sure there are three documents at the next meeting: MASC's recommendation, the District's current policy, and the changes.

BBA: SCHOOL COMMITTEE POWERS AND DUTIES

Mrs. Panchley stated that she didn't have a problem with this. Dr. Costar stated that he was okay with it. Superintendent Malone stated that it was simply updating legalese. The subcommittee members agreed to accept the recommended changes for this policy.

BDD: SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

Mrs. Panchley stated that they were just changing "will have the privilege of asking" to "may seek." Dr. Costar stated that he was okay with it. The subcommittee members agreed to accept the recommended changes for this policy.

BDF: ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

Mrs. Panchley stated that they were just adding language having to do with the Open Meeting Law. Dr. Costar asked if this was referring to subcommittees. Superintendent Malone stated that it was not. The subcommittee members agreed to accept the recommended changes for this policy.

CBI: EVALUATION OF THE SUPERINTENDENT

Dr. Costar deferred to Mr. Andrade who chairs the Evaluation Subcommittee. Mr. Andrade stated that it looked good. Superintendent Malone stated that school committees manage superintendents through contract. This is just getting in line with the State's evaluation. The subcommittee members agreed to accept the recommended changes for this policy.

DBD: BUDGET PLANNING

Mrs. Panchley stated that it was fine. Dr. Costar asked if the note appeared in the policy. Superintendent Malone stated that it did. Mrs. Panchley stated that the note was confusing. Dr. Costar suggested getting rid of the note. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

DBJ: BUDGET TRANSFER AUTHORITY

Mrs. Panchley recommended removing the note and the part about regional school districts. Dr. Costar agreed. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

DGA: AUTHORIZED SIGNATURES

Mrs. Panchley pointed out that it stated that "the town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds." Dr. Costar stated that the town treasurer did not do this and asked who did. Superintendent Malone stated that he would not recommend accepting the changes for this one. He asked that they hold on this one and refer it back to him.

DJE: PROCUREMENT REQUIREMENTS

Mrs. Panchley thinks that they were just changing the language with the money because it's changed since the last time they met to review this policy. Dr. Costar stated that he would just eliminate the note. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

DK: PAYMENT PROCEDURES

Mrs. Panchley pointed out that MASC was suggesting that they remove from their policy that this needed to be signed by four members of the Committee. Superintendent Malone stated that it does need to be signed by four members of the Committee because they needed a quorum. Dr. Costar asked if they could send this one back so that Mr. Almeida could look at it. Superintendent Malone stated that Mr. Almeida has looked at it and he doesn't think they need to change this one. The subcommittee members agreed to take no action on this policy.

DKC: EXPENSE REIMBURSEMENTS

Dr. Costar asked if the expense reimbursement for travel and expenses was the same in every contract. Superintendent Malone stated that they currently have an expense reimbursement policy that indicates that the School Committee has to give permission in order to allow this. The changes that MASC is recommending gives the School Committee more authority. The subcommittee members agreed to accept the recommended changes for this policy.

ECA: BUILDINGS AND GROUNDS SECURITY

Dr. Costar recommended changing “town” to “city.” Mrs. Panchley stated that she liked what was written in the old policy which MASC was recommending be removed. Superintendent Malone recommended leaving that in there. Mrs. Panchley stated that she did agree about changing the term “watchman” to “security personnel.” Dr. Costar suggested that this be reviewed since there have been so many security issues. Their current policy was much more specific than MASC’s recommendation. Superintendent Malone suggested leaving the old policy alone. The subcommittee members agreed to leave the old policy as is but change the term “watchman” to “security personnel.”

EFC: FREE AND REDUCED PRICE FOOD SERVICES

Superintendent Malone stated that there was a minor grammar change “his/her.” The subcommittee members agreed to accept the recommended changes for this policy.

FA: FACILITIES DEVELOPMENT GOALS

The subcommittee agreed to accept the recommended changes for this policy.

GBA: EQUAL EMPLOYMENT OPPORTUNITY

Dr. Costar asked what they meant by “genetic information.” He asked if that meant they couldn’t disqualify someone from a job if the person has a cancer gene. Superintendent Malone stated that was correct. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

GBEA: STAFF ETHICS/CONFLICT OF INTEREST

Mrs. Panchley stated that she thought that they had to do this every year but it says every two years. Superintendent Malone confirmed that it was every two years. The subcommittee members agreed to accept the recommended changes for this policy.

GBEB: STAFF CONDUCT

The subcommittee members agreed to accept the recommended changes for this policy. Superintendent Malone explained that, when they update these policies in the manual, the date it is approved by the full School Committee will appear at the bottom of the page. Mrs. Panchley added that even if there was no action taken, they still needed to change the date.

GBED: TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

Dr. Costar was under the impression that they already had a policy for this. Mrs. Panchley stated that they do but MASC was just adding more to it like the e-cigarettes, for example. The subcommittee members agreed to accept the recommended changes for this policy.

GBGE: DOMESTIC VIOLENCE LEAVE POLICY

Mrs. Panchley stated that she wasn’t sure what changed in this policy. Ms. Casey stated that the only change she could find was that MASC changed the file name. Superintendent Malone stated that MASC probably had some inconsistencies in their manual since their manual is significantly larger than the District’s manual. Dr. Costar recommended getting rid of the note. The subcommittee members agreed to the recommended changes but without the note.

GBGF: FAMILY AND MEDICAL LEAVE

The subcommittee members agreed to accept the recommended changes for this policy.

GBI: STAFF PARTICIPATION IN POLITICAL ACTIVITIES

Mrs. Panchley pointed out that they were just changing the legal reference. The subcommittee members agreed to accept the recommended changes for this policy.

GBK: STAFF COMPLAINTS AND GRIEVANCES

Mrs. Panchley pointed out that MASC added the note that they don't like to add. Superintendent Malone recommended that they take no action on this one. Dr. Costar was under the impression that they have a policy like this. For example, they have one if parents complain that says they have to go through a chain of command. He wondered why they needed this. The subcommittee members agreed to take no action on this policy.

IE: ORGANIZATION OF INSTRUCTION

Mrs. Panchley asked if they needed to mention the structure of Doran and Henry Lord instead of saying "the middle level consists of..." That is the middle level of those schools. Superintendent Malone stated that the middle level was whatever the School Committee wishes it to be. Dr. Costar stated that the concern that he had was that he doesn't like using the word "integrated." He would prefer it to say special education services "are provided across each level in all schools." Not every child in a school is integrated.

IHA: BASIC INSTRUCTIONAL PROGRAM

Dr. Costar asked what orthography is. State law requires it but he didn't know what that was. Mrs. Panchley said that it was spelling. Dr. Costar pointed out that, under Fundamental Skills, it says that they gave priority to reading, writing, speaking, and listening. Mr. Andrade asked if DESE agrees with this. Dr. Costar stated that he thought that was what the law was. The subcommittee members agreed to accept the recommended changes for this policy.

IHB: SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS (PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS)

Dr. Costar suggested that they eliminate the note. The subcommittee members agreed to accept the recommended changes for this policy without the note.

IHBEA: ENGLISH LANGUAGE LEARNERS

Mrs. Panchley stated that it was fine and that they were just updating the legal reference. The subcommittee members agreed to accept the recommended changes for this policy.

IHBH: ALTERNATIVE SCHOOLS PROGRAMS

The subcommittee members agreed to accept the recommended changes for this policy but without the note.

IJ: INSTRUCTIONAL MATERIALS

Dr. Costar stated that there was just a law change, which was fine, but he would suggest eliminating the note. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

IJLA: LIBRARY RESOURCES

The subcommittee members agreed to accept the recommended changes for this policy.

IK: STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

Mrs. Panchley asked why there was a third page. Superintendent Malone stated that it looked like the District's manual's policy for IKAB matched MASC's policy for IK but the District also had a policy with the file name IK that was different. He suggested keeping the District's IK policy as is but, if they want to accept MASC's changes, they would change them on IKAB in the District's manual. Dr. Costar asked if there was a difference between "requires special notification" and "warrants attention." He asked if a student was having difficulty, do they require their schools to give them a report. He doesn't think that they are requiring that everyone receive a special notification. He thinks "warrants attention" is more general. Superintendent Malone stated that, if a student is not doing well, parents would be informed. Mrs. Panchley agrees that "warrants attention" is better. The subcommittee members agreed to accept the recommended changes for this policy.

IMG: ANIMALS IN SCHOOL

The subcommittee members agreed to accept the recommended changes for this policy.

JJH-R: STUDENT TRAVEL REGULATIONS

Superintendent Malone stated that the recommended changes for this policy does not tie their hands. It just says "CORI and/or background checks." Currently, it just says "CORI" but they can also require fingerprinting for certain things. This is not prohibiting them from approving certain trips. The subcommittee members agreed to accept the recommended changes for this policy.

KCD: PUBLIC GIFTS TO THE SCHOOLS

Mrs. Panchley pointed out that they added "accepted by vote of the School Committee." Dr. Costar stated that they do that anyway. The subcommittee members agreed to accept the recommended changes for this policy.

KDB: PUBLIC'S RIGHT TO KNOW

Mrs. Panchley asked what "all commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual" was referring to. Superintendent Malone stated that they post meeting minutes and the curriculum maps. Mrs. Panchley stated that they already included the part about the official minutes in the old policy but said that MASC's recommendations were fine. Dr. Costar said that he would just remove the note. The subcommittee members agreed to accept the recommended changes for this policy but without the note.

KE: PUBLIC COMPLAINTS

Mrs. Panchley stated that she liked MASC's recommendations. She particularly liked the part about disregarding anonymous complaints. Superintendent Malone agreed. Dr. Costar also agrees that they shouldn't accept anonymous complaints but he asked if the complaint really needed to be in writing, especially for someone who has trouble writing. Superintendent Malone stated that they did not make people submit complaints in writing. Dr. Costar doesn't agree with MASC's recommendation to put complaints in writing. Superintendent Malone stated that they needed to start keeping records. Dr. Costar suggested that they could call in a complaint or meet with the Superintendent. Superintendent Malone said that they would take notes in that instance so that they have a written record. Dr. Costar reiterated that his concern was for people who have trouble writing. Superintendent Malone said that they could choose to not accept that language. The subcommittee members agreed to accept the recommended changes for this policy but without the sentence that states that complaints must be in writing.

KI: VISITORS TO THE SCHOOLS

Superintendent Malone stated that the only change was substituting the word “encourages” for “welcomes.” The subcommittee members agreed to accept the recommended changes for this policy.

LDA: STUDENT TEACHING AND INTERNSHIPS

Mrs. Panchley stated that the only change was substituting “ensure there are” for “devise.” The subcommittee members agreed to accept the recommended changes for this policy.

MOTION: Dr. Costar-Mrs. Panchley: To refer the policies that the Policy Subcommittee approved “as is” to the full School Committee for adoption.

All were in favor None were opposed Motion passed

MOTION: Dr. Costar-Mrs. Panchley: To refer the suggested changes of policies to the full School Committee for adoption.

All were in favor None were opposed Motion passed

- 2. **Discussion:** Scheduling of Subsequent Policy Subcommittee meetings relative to reviewing School Committee policies

Superintendent Malone stated that he would like to schedule one more Policy Subcommittee meeting. He is debating whether or not they should meet after the December 11 School Committee meeting so that the new Committee can adopt those policies. Dr. Costar stated that he thinks that the Policy Subcommittee meeting should happen with enough time in between so that, if anything is going to the School Committee, there is time to do that. Superintendent Malone asked the subcommittee members if they wanted to look at any more policies that the Committee would adopt on December 11 or if they wanted the new School Committee to do that. Dr. Costar stated that he thought it would be a good idea if the new Committee weighed in on the next round of policies.

Mrs. Panchley stated that her concern was that there were a few policies that were brought forth the last time that the subcommittee asked the Superintendent to bring back. One was the policy that they referred to Karen Long and the other one had to do with the start of school. Superintendent Malone stated that they are taking no action on those. He agreed that it would be best for the new Committee to weigh in on the next round of policies because it might be perceived as the policy subcommittee were making decisions on policies that they didn’t have to live with. He stated that they’ve already cleaned up about 70 of the 100 policies. He added that he wasn’t bringing forward any policies that they’ve already changed. MASC’s policies are more restrictive than Fall River’s. There are a few policies that they have to look at that have to do with complaints. They have old language around appeals to the School Committee.

Dr. Costar stated that there used to be a parental complaint policy but it was all surrounding the chain of command. These policies were brought forth because MASC recommended some changes. He recommended that if there are policies that the Superintendent and his leadership team or principals want but don’t currently exist, they need to be vetted by a cross section of people before they’re brought to the Policy Subcommittee. Superintendent Malone stated that at some point he’s going to be bringing something forward for sex education. They have a policy to opt-in rather than opt-out so they don’t do sex ed at certain grade levels.

MOTION: Mrs. Panchley-Dr. Costar: To adjourn.

No discussion

All were in favor

None were opposed

Motion passed (5:05 p.m.)

Respectfully submitted,



Administrative Assistant

Documents Referred to:

- List of policies MASC is recommending to add:
 - BIBA: School Committee Conferences, Conventions, and Workshops
 - EEAEA: Bus Driver Examination and Training
 - FFA: Memorials
 - GCQF: Suspension and Dismissal of Professional Staff Members
 - GDO: Evaluation of Support Staff
 - GDQD: Suspension and Dismissal of Support Staff Members
 - IJNDD: Policy on Social Media
 - IKF: Graduation Requirements
 - JCA: Assignment of Students to Schools
 - JJE: Student Fund-Raising Activities
 - JLCB: Inoculations of Students
 - KBE: Relations with Parent/Booster Organizations
- Policies Reviewed:
 - BBA: School Committee Powers and Duties
 - BDD: School Committee-Superintendent Relationship
 - BDF: Advisory Committees to the School Committee
 - CBI: Evaluation of the Superintendent
 - DBD: Budget Planning
 - DBJ: Budget Transfer Authority
 - DGA: Authorized Signatures
 - DJE: Procurement Requirements
 - DK: Payment Procedures
 - DKC: Expense Reimbursements
 - ECA: Buildings and Grounds Security
 - EFC: Free and Reduced Price Food Services
 - FA: Facilities Development Goals
 - GBA: Equal Employment Opportunity
 - GBEA: Staff Ethics/Conflict of Interest
 - GBEB: Staff Conduct
 - GBED: Tobacco Use on School Property by Staff Members Prohibited
 - GBGE: Domestic Violence Leave Policy
 - GBGF: Family and Medical Leave

- GBI: Staff Participation in Political Activities
- GBK: Staff Complaints and Grievances
- IE: Organization of Instruction
- IHA: Basic Instructional Program
- IHB: Special Instructional Programs and Accommodations (Programs for Children with Special Needs)
- IHBEA: English Language Learners
- IHBH: Alternative School Programs
- IJ: Instructional Materials
- IJLA: Library Resources
- IK: Student Progress Reports to Parents/Guardians
- IMG: Animals in School
- JJH-R: Student Travel Regulations
- KCD: Public Gifts to the Schools
- KDB: Public's Right to Know
- KE: Public Complaints
- KI: Visitors to the Schools
- LDA: Student Teaching and Internships

ADA Coordinator: Gary P. Howayeck, Esq.- 508.324.2650

Please note: A videotape/DVD of this meeting is on file in the School Committee Office and is available for review by contacting the Administrative Assistant for the School Committee Services