

Concord/Concord-Carlisle School Committees  
Policy Subcommittee Meeting Minutes  
October 16, 2014  
9:00 – 10:30 AM

Present: Jenn Munn, Kathi Snook, Diana Rigby

Absent: Mary Storrs

Also Present: Jim Hardy, MASC, Kelly McCausland, HR

1. Diana Rigby called the meeting to order and noted the meeting is being recorded. Introductions were made.
2. Diana explained that the role of the Policy Subcommittee is to update our Policy Manual. There are a number of policies that with recent legislation will need to be updated. We will begin with the policies that are required to be updated, and then we'll review Section B, Board Governance & Operations and Section K, School Committee Relations. Once policies are reviewed by the Policy Subcommittee the next step is to take the recommendations to the School Committee. Typically there are two readings by the School Committee before a vote is taken to adopt a policy.
3. Policy updates recommended by the Massachusetts Association of School Committees (MASC):
  - File: ADDA – Background Checks
  - File: JH – Student Absences and Excuses
  - File: JIC – Student Discipline
  - File: JJIF – Athletic Concussion Policy

Kelly McCausland reviewed our current Policy ADDA. As of July 1, 2013 we had to begin fingerprinting everyone hired from July 1, 2013 to June 30, 2014. The CORI policy that we have in place remains the same. However the CORI policy will be integrated with the fingerprinting policy so it is now one policy. CORI is done before fingerprinting. As of September 1, 2016 all employees will have been fingerprinted. Jim Hardy reviewed some of the new language: It shall be the policy of the school districts that, as required by law, a state and national fingerprint criminal background check to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. The school committee may make the determination that they also want volunteers fingerprinted. This would be a local decision and not the state decision. When the time comes to hire a new superintendent only the chair of the school committee can review the fingerprint report otherwise it would become a public document subject to the public records law. Another factor is the suitability determination. The school employer may obtain and rely on a favorable suitability determination from a prior employer as long as the determination was made within the last seven years and that the person has continuously worked in that district.

The Policy Subcommittee reviewed and discussed the policy updates and recommended a first reading to the School Committee to replace the existing Files ADDA, ADDA-R, ADDA-E.

The Subcommittee reviewed and discussed File JH – Student Absences and Excuses and recommended to adopt MASC's updated policy that includes dropout prevention.

Jim Hardy reviewed File JIC – Student Discipline which is a direct result of legislation Chapter 222 of the Acts of 2014 which basically translates into changes in M.G.L. 71:37H, 71:37H½, 71:37H ¾, 76:17; and the development of 603 CMR 53.00. He discussed the changes dealing with suspension and the protocols that must be followed. The Policy Subcommittee recommended to adopt MASC's File JIC.

The Committee reviewed our policy JJIF Head Injury Management Policy and reviewed and discussed the new Athletic Concussion Policy JJIF. The purpose of this policy is to provide information and standardized

procedures required by Massachusetts law and regulations. It was decided to hold this policy until the district can update their Head Injury Protocol - JJIF-R. The athletic director and coaches will be responsible for updating the head injury protocol.

The next Policy Subcommittee meeting will be November 20<sup>th</sup> at which time we will review the Athletic Concussion Policy and the head injury protocol. The committee will also begin to look at Section B of the Policy Manual

4. Public Comments – Robert Grom, Mildred Circle, would like to see a resident member on this subcommittee. Jim Hardy pointed out that the definition of a subcommittee is a smaller group of a whole, so a subcommittee, by definition, is strictly school committee members.

The meeting adjourned a 10:35 AM.

Respectfully submitted,  
Leona Palmaccio