

Present: Court Booth, Yuval Erlich, Laurie Hunter, Dorothy Presser (MASC)

Absent: David Model

1. Mr. Booth called the meeting to order at 10:41 AM.
2. Discuss Policy Review Process. Mr. Booth stated that they need to determine if they will continue with reviewing policies as they had in previous years or if they should step back and identify those that need attention. Ms. Presser suggested alternating meetings and using meeting 1 to continue the review process and meeting 2 to review those that need attention. Mr. Erlich stated that, after reviewing many of the policies, he found that there were things missing, such as reference information. He questioned whether it made sense to invest the time to take MASC's policies and identify the changes in the District's policies that are District-specific, and then prepare a document to see what was changed. He suggested bringing this cohesive document to the School Committee for approval instead of in small batches at a time, noting that this seemed a more efficient way to review. Ms. Presser noted that MASC sends out an update when policies are changed and Dr. Hunter stated that they've kept up with those changes, at least for the last few years. Mr. Booth stated that they will be essentially doing what Mr. Erlich described as they go through their process. Mr. Erlich stated that rebooting the system seemed like a better idea and Mr. Booth stated that he wouldn't dare reboot since they wouldn't know what they were throwing away. Mr. Booth stated that rebooting would mean that they don't have faith in some careful, Concord-specific School Committee before the current committee. Ms. Presser stated that CCRSD policy meetings that she had attended had very in depth and thoughtful discussions. Mr. Booth suggested experimenting with the process and going through some of the policies. Dr. Hunter stated that she hadn't prepared any policies for review since they were going to discuss the process with Ms. Presser in attendance. Mr. Booth noted that they have not received any specific policies to review from the School Committee.

Mr. Erlich asked Ms. Presser if MASC has any software to help determine no references or wrong references in the District's policy document. Ms. Presser stated that they have someone who does do all of the matching, noting that the more time consuming part is the content. Mr. Erlich asked Ms. Presser what services MASC provides to help with the policy review process and Ms. Presser stated that the policy contract includes: going through the manual from A-F, doing comparison work, helping the District to understand the legal whys and wherefores behind policies, helping to look at the language and suggesting language, and providing examples from other districts. Mr. Erlich stated that on MASC's website, CPS and CCRSD have the same title, noting if you press on Concord, it comes up as CCRSD. Ms. Presser stated that this was easy to change. Mr. Erlich asked whether they were the same manual. Mr. Booth noted examples of policies that made it very clear which district is being referenced when read, but noted that the headline isn't obvious. Mr. Erlich questioned if both CPS and CCRSD's were changed when policy updates were sent to MASC and Ms. Presser stated that MASC would have followed whatever information she received, noting that she would follow up with those updating the manual at MASC. Mr. Booth stated that they should add an explanatory statement denoting that the policy manual applies to both districts, and where it's district specific, it's so noted. Ms. Presser noted that the website's title page is totally separate from the manual. Mr. Erlich stated that they need to be clear that there are 2 different manuals. Mr. Booth stated that they could achieve this with the explanatory statement. Dr. Hunter stated that there are not 2 distinct policies for each district, noting that it would be very hard to manage 2 manuals with different content. Regarding policies with no dates, Ms. Presser stated that just because a policy doesn't have a date doesn't mean it hasn't been looked at.

Dr. Hunter stated that her office could go through the sections already reviewed to look for updates. She noted that she doesn't want to take responsibility for saying a policy is ok or not bringing it forward since that is not her role. Mr. Booth stated that they can review the policies in order and those brought out of order and bring them back to the School Committee. Dr. Hunter stated that they can make it clear which of their policies mirror MASC's policies at the time of review for clarity. Mr. Erlich stated that he did not want to delegate the Subcommittee's responsibility, but wants Dr. Hunter to bring them policies that she felt needed to be reviewed. Dr. Hunter asked if the Subcommittee would like to start with the out of order policies first or with the regular review where the previous subcommittee left off. Mr. Booth stated that he would like to pick up where they left off since it's a new Subcommittee, to operationalize how to work the review process. Mr. Erlich questioned who decides what

policies to review at each meeting and Mr. Booth stated that it would be the Subcommittee. The subcommittee and Ms. Presser determined at what point in the policy review the previous Subcommittee had reached. Mr. Erlich noted that they are in "J" and they need to add in vaping by adding the same wording that the teachers' information references. Ms. Presser noted that cross references would need to be updated as well and Mr. Erlich noted again that many of the cross-references either don't exist or are incorrect. Dr. Hunter suggested bringing the set of policies scheduled to go before the School Committee for a 1st reading to this Subcommittee to review as well as the next group slated to review. Mr. Erlich suggested that the travel policies should be priority and suggested adding additional policies on agendas for approval, if time allows.

3. Confirm Meeting Calendar. Mr. Booth reviewed the upcoming meeting schedule (meeting times 9:30 AM):

- Nov. 21
- Dec. 19
- Jan. 16
- Feb. 27
- Mar. 26
- Apr. 30
- May 28

Mr. Booth stated that this subcommittee will be updating the main School Committee which policies are being reviewed. He questioned a statement on the minutes from the 9.19.19 meeting and the subcommittee agreed to move the approval of those minutes to the next meeting.

4. Public Comments:
None

5. A motion was made by Mr. Erlich, seconded by Mr. Booth, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 11:29 AM.

Respectfully submitted,
Erin Higgins

Approved: 11.19.19