

Present: Court Booth, Laurie Hunter, Tracey Marano, Eva Mostoufi, Dorothy Presser (MASC)

1. **Call to Order** - Dr. Hunter called the meeting to order at 10:32 AM. Roll call attendance was taken: Booth, aye; Marano, aye; Mostoufi, aye.
2. **Vote Chair** - A motion was made by Ms. Marano, seconded by Ms. Mostoufi, to nominate Mr. Booth as Chair of the Policy Subcommittee. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.
3. **Vote to Approve Minutes - 3.18.21 and 4.28.21.** Mr. Booth noted that he was not on the Subcommittee previously and would refrain from voting and Ms. Mostoufi stated that the minutes looked accurate. A motion to approve the minutes from 3.18.21 and 4.28.21 was made by Mr. Booth, seconded by Ms. Marano. The motion passed by roll call: Marano, aye; Mostoufi, aye.
4. Policies Reviewed:

JFF – Student Activity Accounts. The Subcommittee discussed the various student activity accounts and Ms. Marano stated that CCHS activity accounts are held at the district and noted that there are no class accounts anymore. She stated that the funds are held in a general student government account. Ian Rhames, Assistant Business Manager, stated that the state of MA has many policies and processes around student accounts with the goal of making it easy for students to access funds when needed, but noted that CCHS does not have its own checking account because Ripley has the ability to generate checks quickly. He stated that the accounts go through the principal for approval and Dr. Hunter noted that she also sees the activity in the accounts. The Subcommittee reviewed the proposed language around inactive accounts and deficits that the previous subcommittee suggested adding to the current policy. Ms. Marano suggested highlighting the changes on future policies to make them easier to review.

A motion was made by Mr. Booth, seconded by Ms. Mostoufi, to move policy JFF Student Activity Accounts forward to the School Committee for a first reading. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.

JFABB – Admission of Exchange Students. Dr. Hunter noted that the previous Subcommittee had several discussions around this policy and Ms. Mostoufi noted that the discussions were around the procedures and approvals. Dr. Hunter noted that the School Committee is given information about the students but is not given the entire student packet of information. Ms. Presser noted that MASC does not have a similar policy. The Subcommittee agreed to reaffirm this policy with a new date.

A motion was made by Ms. Mostoufi, seconded by Ms. Marano, to move policy JFABB Admission of Exchange Students forward to the School Committee for a first reading. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.

File JIH – Searches and Interrogations. Ms. Marano asked Ms. Presser if MASC had any guidance around DEI (Diversity, Equity and Inclusion) with respect to policy work and Ms. Presser stated that policies need to be reviewed for equity by keeping the DEI lens intact when reviewing policies. Dr. Hunter noted that the law drives this policy language. The Subcommittee agreed to adopt MASC's version of this policy.

A motion was made by Ms. Marano, seconded by Ms. Mostoufi, to move File JIH Searches and Interrogations forward to the School Committee for a first reading. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.

File JJIFF – Athletic Concussion. Dr. Hunter and Ms. Presser stated that they believed the current policy and the MASC policy were the same and Dr. Hunter noted that the state requires the District to file a report every year on concussion data. The Subcommittee agreed to update this policy with the new approval date because it mirrored MASC's policy.

A motion was made by Mr. Booth, seconded by Ms. Marano to bring policy JJIFF Athletic Concussion forward to the School Committee for a first reading. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.

File JJIFF-R – Athletic Concussion (regulations). Ms. Presser noted that MASC prefers not to put regulations and procedures in the policy manual. Mr. Booth recommended that the head nurse, athletic trainer and athletic director review this policy before the Subcommittee brings it forward to the School Committee.

Sustainable Fleet Policy. Dr. Hunter shared the Town of Concord’s Sustainable Fleet Policy that references the district’s policy, which is nonexistent. Mr. Booth noted that the policy included a lot of aspirations and not actual policy, recommending that the Subcommittee have the district’s Sustainability Committee provide input and direction. Ms. Marano asked if other districts have similar policies and Ms. Presser stated that she would research to see if other districts have similar policies.

File JICC-R – Student Conduct on School Buses. Mr. Booth shared **File JICC (also File: EEAEAC)** for context on this policy. Ms. Marano noted that JICC was identical to the MASC version and that it was approved February 5, 2020. She also questioned if METCO buses needed to be addressed in this policy and Dr. Hunter stated that she felt that the information in JICC-R should be included in the school handbooks, not the policy manual. Dr. Hunter noted that bus suspensions are normally only 1 day long and are not the first course of action. The Subcommittee agreed that it made sense to pull JICC-R out of the policy manual.

A motion was made by Mr. Booth, seconded by Ms. Marano, to reapprove and re-date File JICC with MASC reference and remove File JICC-R from the policy manual and include it in student handbooks. The motion passed by roll call: Booth, aye; Marano, aye; Mostoufi, aye.

The Subcommittee agreed on future meeting dates of:

- 10:00 AM November 19, 2021
- 10:00 AM December 9, 2021
- 10:00 AM January 13, 2022

5. A motion was made by Mr. Booth, seconded by Ms. Mostoufi, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 11:55 AM.

Respectfully submitted,
Erin Higgins

Approved: 11.19.21