

**MARLBOROUGH SCHOOL COMMITTEE – POLICY SUBCOMMITTEE MEETING
MARLBOROUGH, MA 01752**

Call to Order

November 19, 2012

The Policy Subcommittee Meeting was called to order by Chair Dr. Hediger at 4:03 pm at the District Education Center, 17 Washington Street, Marlborough, MA.

In attendance were Chair Dr. Hediger, Instructional Leadership Director Greulich and Mrs. Bodin-Hettinger.

Video capture and subsequent availability of the session via WMCT-TV was announced by Chair Hediger.

Action Items:

1. Minutes

A. A motion was made (MB-H) and seconded (MEH) to approve the minutes from 15 October. The motion carried 2-0.

2. Policy 8.012 -- Health and Wellness Policy revisions were taken under review. The Health and Wellness Coordinator, Karen Markey, presented the document focusing on school nutrition, recess times, staff wellness, fund-raising choices, BMI metrics and student surveys. The Nursing Coordinator, Mary Zakrzewski, joined the discussion and both representatives took questions from the sub-committee.

Heidi Matthews joined the meeting at 4:16 pm.

A due date for the annual report was agreed upon as 15 May so the mile run times could be included with certainty as data.

Upon a motion (MB-H) and second (MEH) the draft policy was approved (3-0) for presentation to the full School Committee on the 27th of November. The coordinators were both thanked for their efforts reaching back to March of 2012 in creating the document.

3. An update on drafting a Social Media Policy was presented by Mrs. Greulich. The scope of the policy encompassing both staff and students was considered. The Longmeadow MASC Presentation and Westborough District policies were discussed. The scope of 'dark social' media was presented along with the challenges of security cameras, e-mail addresses and IP address security. From the Longmeadow team, the need for a public forum, stakeholder input and multiple draft preparations was presented. The homogeneity of the Longmeadow District was a caveat mentioned by the Longmeadow Superintendent along with the imperative of involving District counsel at the outset. A strong preference was verbalized by the subcommittee for a comprehensive policy addressing both staff and students.

Mrs. Greulich stated the desire to open in 2013 with a '...well-vetted...' policy and '...don't short shrift it...'. Preparing a staff-only document would be far simpler than a comprehensive document such as Longmeadow's. The process of dealing with challenges to the definition of acceptable use was outlined as something to be anticipated and included with any initial policy. The matter would be brought to the attention of the Technology Team on the 29th of November for additional input. The importance of the policy rollout being as significant as drafting the policy language was emphasized by ILD Greulich.

4. No Electronic folder updates had taken place.

5A. Policy 7.500 – Calendar: ILD Greulich present the administration team's input for changes:

16a. and 16b. Changes in the lead time language and excused absence status were discussed. Current language around substantive assessment was recommended.

17. The 90th day of instruction was deemed an acceptable change.

5B. Policy 7.300 -- Trips and Excursions

A motion was made to table (MB-H) and seconded (MEH) due to time constraints. Action was approved (3-0).

5C. Policy 7.400 – Volunteers in the Schools

The current policy was discussed. The addition of ‘...and businesses...’ was universally incorporated into the language of the policy. The provision of refusing a volunteer was discussed and included in the language by allowing site managers to deem matters and contributions as ‘appropriate.’

A motion was made (MB-H) and seconded (MEH) to approve the language changes. The action was approved (3-0).

5D. Policy 7.450 – Home – School Relationships

The policy was streamlined in the spirit of less is more. The reciprocal relationship of home and school was emphasized.

A motion was made (MB-H) and seconded (MEH) to approve the language changes. The action was approved (3-0).

Additions and New Business for the next meeting to be held on the 3rd of December included Chapter 8 of the manual, Policy 7.700 – Homework, the need for a policy on Time Out Rooms in addition to Policy 8.300 – Student Restraints, the attendance policy and the minutes of 25 June 2012.

Upon a motion (MB-H) and second (MEH) the meeting was adjourned by a unanimous vote at 5:53 pm.

Respectfully submitted,
ME Hediger, Chair

Approved by Subcommittee: 17 December 2012