

**AMENDED DUE TO SCRIVENER'S ERROR**

**POLICY AND CURRICULUM SUBCOMMITTEE MEETING**

**Monday, June 1, 2015**

**Oliver Administration Building**

**PRESENT**

**Subcommittee: Erin Schofield, Chair; John Saviano and Lynn Wainwright**

**School Committee, Administration & Guests: Marjorie McBride, Bill O'Dell (6:26 p.m.), Mario Andrade, Diane Sanna (arrived at 6:15 p.m.), Tracy Ramos, Lindsay Ayers, President Guiteras PTO; Kristin Browne, Colt Andrews PTO; Heather Harley, Erin Meyer, Sharon Mulligan, Sheila Ellsworth, Colt Andrews PTO; Amy Bratsos, Colt Andrews PTO, Mellisa Ceciline, Colt Andrews PTO; and Maria Peru, Colt Andrews PTO**

**Meeting called to order by Erin S. at 6:04 p.m.**

**APPROVAL OF MINUTES**

**MOTION: John S. motioned to approve the minutes of the May 4, 2015 meeting; Lynn W. seconded.**

**The motion passed unanimously.**

**Erin S. stated, for the record, that the order of business would be rearranged slightly to accommodate guests.**

## **FUNDRAISING POLICY**

**For clarification purposes, Lynn W. reviewed statements made by Marjie M. at the last Policy & Curriculum Subcommittee meeting concerning the Budget/Facilities Subcommittee review of the Fundraising Policy for the purpose of improving fundraising accounting practices. Marjie M. had also stated that the review process of the Fundraising Policy would include input from the school principals. Pauline S. would be assisting with the policy development.**

**Lynn W. noted that the Fundraising Policy draft appeared to follow the Tiverton schools policy. Mario A. responded that from an accounting perspective, Pauline S. was more comfortable with Tiverton Schools' model rather than the current BWRSD Fundraising Policy.**

**Mario A. stated that an issue arose, particularly at the 6-12th grade level, where parents were being overburdened with too many fundraisers. The updated Fundraising Policy will include better communication protocols to avoid overtaxing parents.**

**Erin S. opened the floor to comments from School Committee members and guests.**

**Lynn W. and several PTO representatives expressed concern regarding the prohibition stated in the policy regarding K-8 door to door solicitation. Mario A. responded that the impetus for this was from a safety point of view. Sheila Ellsworth suggested adding a caveat to the door to door prohibition statement allowing K-8 students to conduct fundraising door to door with parent accompaniment only.**

**Questions regarding The Procedures for Processing Student Activity Account Transactions Form were raised. Questions were also asked on whether current PTO accounting practices would be sufficient.**

**Mario A. responded that the Procedure for Processing Student Activity Account Transactions is being instituted to ensure safeguards are in place regarding “following the money” from the time it is collected to how it is spent. Mario A. added that if a PTO group currently has accounting practices in place that adhere to the format outlined in the Procedure for Processing Student Activity Account Transactions, that practice would meet the Fundraising Policy requirement.**

**A discussion ensued on whether it is realistic to require inventory of cash, tickets and valuables during supervisory shift changes of an**

event. Mario A. responded to the comments stating that the intent is not to be “overly restrictive”, but to ensure that no organization is “caught with their hand in the cookie jar”.

Erin S. asked for clarification on whether checks need to be utilized for all payments related to fundraising activities. Mario A. responded that this would be the best practice. John S. added that this measure also protects those who are handling the money.

Mario A. closed by stating that Pauline S. will meet with each of the PTO groups to review fundraising forms and the Fundraising Policy draft.

#### **PARENT ORGANIZATIONS (includes PTOs)**

Mario A. stated that Pauline S. is very happy with the Parent Organizations (includes PTOs) Policy. The policy includes language ensuring that a set charter is in place for PTO groups which includes fundraising protocols.

Amy Bratsos questioned the statement contained within the policy referencing that a BWRSD employee could not be a PTO officer or run a meeting. Amy B. stated that currently several PTO officers are BWRSD employees. Mario A. stated that a further review of that mandate will be conducted. He added that the main purpose of this requirement is to avoid a conflict of interest.

**Erin S. closed the conversation by stating that this evening no action would be taken on the Fundraising Policy or the Parent Organizations (includes PTO's) Policy. Pauline S. will meet with the PTOs to gain feedback and to review fundraising forms.**

**MOTION: John S. made a motion to hold the Parent Organizations (includes PTOs) Policy for further action; seconded by Lynn W. The motion passed unanimously.**

### **CAS POLICY**

**Erin S. stated that the first reading of the Comprehensive Assessment System Policy was approved by the full School Committee in March 2015. Erin S. clarified that no action would be taken this evening by the Policy & Curriculum Subcommittee regarding the CAS Policy. She added that tonight's discussion of the CAS Policy is for the purpose of wordsmithing and copy editing only. There will be no changes made to the intent of the policy.**

**Tracy R. shared a conversation she had with School Committee Chairperson Bento regarding the process and procedures for changes to policy content once a first reading has occurred. She stated that although further changes to a policy could only be made at the full School Committee Level after a first reading, a conversation concerning substantive changes could still take place at the Subcommittee level prior to the second reading. Erin S. responded that viewpoints and suggestions were discussed at length during the**

**last Policy & Curriculum Subcommittee meeting. She did not believe an additional conversation would be warranted. Erin S. reiterated that the goal for tonight's discussion of the CAS Policy is for reviewing copy-editing changes only.**

**Erin S. highlighted the copy editing changes.**

**Tracy R. asked for clarification of the CAS Policy's intent. Diane S. responded that the main driver for the policy is to ensure a Comprehensive Assessment System. The policy showcases the philosophy of a Comprehensive Assessment System. Tracy R. expressed concern that the intent of the policy was not clear.**

**A discussion ensued.**

**Tracy R. believes that if a policy requires students to participate in an assessment, the ramifications for opting out should also be clearly stated within the policy.**

**John S. stated that the CAS Policy is a living document; a work in progress. Due to ever-changing state mandates regarding assessments, it is better to include general language within the policy rather than specifics to avoid numerous policy updates.**

**Mario A. stated, for the record, that Andrew Henneous, the District's lawyer, has reviewed the CAS Policy and he is very comfortable with**

**the document as written. Andrew H. does not agree with adding “ramifications” to the policy.**

**Tracy R. offered her edits of the CAS Policy to Erin S. for consideration.**

**John S. and Erin S. personally thanked Tracy R. for her efforts regarding the CAS Policy.**

**MOTION: John S. made a motion to move the copy-edited version of the Comprehensive Assessment System Policy to the full School Committee for a second reading; seconded by Lynn W. The motion passed unanimously.**

#### **BRING YOUR OWN DEVICE POLICY**

**John S. shared documented research regarding the relationship of test scores and total ban of electronics.**

**A discussion ensued.**

**Diane S. stated that she will be meeting with librarians across the Bristol Warren School System for the purpose of implementing plans for providing information on digital citizenship to the students. Lynn W. added that it will be important to include Digital Citizenship Professional Development for the educators.**

**Erin S. stressed the importance of distributing the Bring Your Own Device Policy to the students and teachers. Diane S. added that the policy will be contained within the Student Handbook and reinforced at the school level throughout the year. Lynn W. commented that the handbooks are distributed during the first week of school and contain a parent signature line.**

**A parent commented that she would like to see measures in place to make cell phone usage requirements abundantly clear from classroom to classroom. Mario A. responded that a protocol will be instituted to ensure students are aware of the cell phone usage rules of each classroom. Mario A. emphasized that regardless of the classroom rules regarding cell phone usage, when an adult asks a student to put their cell phone away, the student must abide by the adult's request.**

**A discussion ensued concerning moving one of the student conditions listed within the policy to a higher place of importance on the list. A consensus was reached on the new placement of the bulleted item.**

**Copy-edits were reviewed.**

**MOTION: John S. made a motion to move the copy-edited version of the Bring Your Own Device Policy to the full School Committee for a first reading; seconded by Lynn W. The motion passed unanimously.**

## **POLICY DEVELOPMENT POLICY**

**Tracy R. stated that she does not believe that the Policy Development Policy reflects the current process whereby a first and second reading are required by the full School Committee or that it specifies when recommended changes are no longer accepted within that process.**

**A discussion ensued.**

**Erin S. stated, for the record, that the Policy Development Policy discussion will be tabled to the next Policy & Curriculum Subcommittee to allow for a closer review of the policy.**

**MOTION: John S. made a motion to table the Policy Development Policy to the next Policy & Curriculum Subcommittee meeting for further discussion; seconded by Lynn W. The motion passed unanimously.**

## **POLICY BINDER AUDIT**

**Mario A. reported that the secretary to the School Committee and the interns conducted an audit of the online School Committee Policy list and the hardcopy policy binder to ensure equity.**

## **POLICY REVIEW LIST**

**Lynn W. reported that she contacted Mr. Spence regarding meeting**

with the National Honor Society Advisory Board. Mr. Spence indicated that due to busy schedules, the meeting would be pushed out to next year.

## **FUTURE AGENDA ITEMS**

### **Whistle Blower Policy**

John S. asked the secretary to the School Committee to research whether a “Whistle Blower Policy” currently exists within the School Committee policies.

## **ADJOURNMENT**

**MOTION:** John S. made a motion to adjourn the meeting at 7:56 p.m.; seconded by Lynn W. The motion passed unanimously.

/kd