

## POLICY REVIEW COMMITTEE MEETING MINUTES NOVEMBER 5, 2012

The Wareham Public School Policy Review Committee met on Monday, November 5, 2012 at 6:00 p.m. in the Middle School Library. Dr. Clifford Sylvia, Chair, called the meeting to order at 6:01 p.m. Members were asked to introduce themselves and new members were welcomed to the committee.

The minutes of the meeting sent to all. Mr. Flaherty made a motion to accept the October meeting minutes; Ms. Freitas seconded the motion with the addition of the attendees documented. So voted.

1. **Automated External Defibrillator (AED):** The Automated External Defibrillator (AED) policy was returned to the Committee with a question on why the "Cape and Islands" were mentioned on the document. Dr. Sylvia explained that Wareham belongs to a consortium and that is the only reason why this is noted on the procedures. Dr. Rabinovitch clarified the difference between the procedures that are attached to the actual policy. The procedures will not be part of the policy and will be kept in a separate procedures manual. He also remarked that any staff member who is a physical education teacher or in the process of becoming certified with NAEYC would be listed as to whom is CRP trained. Dr. Sylvia stated we have clarified and explained the inquiries and noted the Committee has already voted on this policy, and there would be no need to vote again.
2. **Closing of a School Building:** There was discussion concerning that every attempt is made to return the students to their school prior to dismissal. It was also noted that the policy needed to be updated to delete the Ethel E. Hammond School as it is now closed. Dr. Sylvia discussed the clause under the Wareham High School protocol and suggested to include the progressive steps that should be followed to read, *"Students will be sent to the middle school and if circumstances make it necessary, students will be dismissed from that location."*

In the second line of the first paragraph, *"The school department would notify parents/guardians and the media by electronic means of the situation and plans for the respective students."*

It was suggested to use the same language for the middle school but to just reverse where the students will be sent (middle school to high school). Mr. Flaherty motioned to accept the changes and Ms. Freitas seconded the motion. Committee was unanimous.

2. **Charging Student Meals:** Dr. Rabinovitch would like to have the policy state that students are able to charge up to two breakfasts and two lunches (meals). It was noted that all District schools must handle the charging of student school meals in the same manner. Students will be offered an alternate meal. Dr. Rabinovitch suggested that the last sentence include that students changing buildings at the end of the school year should not carry their debts/negative balances to the next school. Ms. Freitas made a motion to accept the changes as stated in the discussion and Mr. Flaherty seconded this motion. Committee was unanimous.

3. **Public Participation at School Committee Meetings:** Dr. Sylvia reviewed the suggested changes that were noted in the second paragraph, (change to Middle, change to first and third, after "the Town Clerk's Office" add "and on the district website". The addition of a comma was added to the sixth paragraph in the second bullet. Motion to move it on was made by Ms. Freitas and seconded by Mrs. Rotella. The committee was unanimous.
4. **Special Education Transportation:** Last paragraph change the term Director to Manager. Motion to move it on was made by Ms. Rotella and seconded by Ms. Freitas. The committee was unanimous.
5. **Wellness Programs:** Ms. Rotella suggested eliminating the second paragraph and replacing it with the following: "In the absence of a district wellness coordinator, the charge of the implementation and evaluation of this program shall lie with the Director of Curriculum and Instruction in collaboration of school of principals and cafeteria managers."

Dr. Sylvia went over the suggested changes, and it was noted that the document did not reflect the newest nutrition guidelines. It was decided to send this policy back to ensure that is current. No vote was taken.

6. **AIDS/Acquired Immune Deficiency Syndrome, School Attendance Policy:** It was suggested that on the second page in paragraph three it should state "A or B in the sentence that starts with If a. Ms. Freitas made a motion, Mrs. Rotella seconded, it was unanimous.
7. **Student Attendance:** A distinction was made between the two policies of Student Attendance and Student Attendance 9-12. This is the shorter policy on Student Attendance. Changes are in the second paragraph, comma after system-wide, comma after grade level. Motion to accept was made by Ms. Freitas and seconded by Mrs. Rotella. Unanimous.

The next meeting will be on Tuesday, December 4, 2012 at 6:00 p.m. If there is bad weather, the meeting will be pushed out to the following Tuesday, December 11, 2012 at 6:00 p.m.

Dr. Rabinovitch moved to adjourn the meeting and seconded by Mrs. Rotella. So voted.

The meeting adjourned at 7:15 p.m.

**Attendees:** Dr. Cliff Sylvia, Dr. Barry Rabinovitch, Mrs. Jan Rotella, Mrs. Chris Panarese, Ms. Debbie Freitas, Mrs. Ilona Campinha, Mr. Mike Flaherty, Ms. Rebecca Hemsley-Gakidis, Ms. Liz McDonald