

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE  
Ashby – Pepperell – Townsend, Massachusetts

**POLICY REVIEW SUBCOMMITTEE MINUTES**

Tuesday, February 25, 2014  
Educational Support Center

**PRESENT**

Chairperson	Randee Rusch	Member, At Large
	Anne Adams	Member, Pepperell
	Susan Robbins	Member, Townsend

**ALSO PRESENT**

Nancy Haines	Business Manager
--------------	------------------

1. The meeting was called to order at 9:13 AM.

2. **APPROVAL OF MINUTES**

A motion was made by Anne Adams and seconded by Susan Robbins to approve the minutes of February 04, 2014. The motion passed unanimously.

3. **NEW BUSINESS**

a) Policy GBA Equal Employment Opportunity

The subcommittee reviewed MASC Policy GBA EEO. A discussion ensued. The subcommittee reviewed the Westford Public School EEO policy. The subcommittee members agreed to incorporate the language from the Westford policy and to add the words “gender identity” and cross reference notation.

A motion was made by Susan Robbins and seconded by Anne Adams to adopt the Westford wording as amended.

The motion passed unanimously.

b) Policy GBEA Staff Ethics/Conflict of Interest

The subcommittee reviewed the revised staff ethics policy. A discussion ensued. The subcommittee agreed to bring back the revised policy for further review along with Policy GCRD.

c) Policy GBEB Staff Conduct

The subcommittee reviewed MASC Policy GBEB. A discussion ensued. The Chair will cross reference all of the policies on discrimination and will bring back to the next meeting for further review.

4. **OLD BUSINESS**

a) Policy KHA Public Solicitation in the Schools

The subcommittee reviewed MASC Policy KHA. A discussion ensued on school committee authority as it relates to this policy. The Chair will contact MASC to seek their input on repercussions (if any) on issue of relinquishing

school committee permission to distribute commercial or fundraising literature. The policy will be discussed further at the next meeting.

b) Policy KHB Advertising in Schools

The Subcommittee reviewed the current policy on Advertising in Schools. A discussion ensued on the wording of the MASC policy; specifically, “administrative controls” and “free teaching aids.” The subcommittee agreed to use the wording in the current policy as amended (remove the last sentence). The subcommittee agreed to discuss the policy further at the next meeting.

c) Policy JJE Student Fundraising Activities

The consensus of the subcommittee is to incorporate the following in the fundraising policy:

- Requirement to create/maintain calendar of fundraising activities
- Participation not required
- Safety
- Compliance with applicable laws

The Chair will revise the policy and bring back to the subcommittee for further review.

d) Student Activity Policy/Procedures

Nancy Haines reviewed suggested changes. Mrs. Haines will check with District’s insurance agent regarding two-signature requirement and will review procedures with district administration. Anne Adams will review policy for grammar. The subcommittee agreed to bring the policy back for further discussion.

e) Policy JFBB School Choice

The subcommittee briefly discussed MASC School Choice Policy. The subcommittee agreed to seek input from the superintendent and to bring back for further discussion at the next meeting.

5. FUTURE AGENDA TOPICS:

- Policy GBEA Staff Ethics/Conflict of Interest
- Policy GBEB Staff Conduct
- Policy GCRD
- Policy JFBB School Choice
- Policy JP Student Gifts
- Policy JJE Student Fundraising Activities
- Policy JFBB School Choice
- Policy KHA Public Solicitation in the Schools
- Policy KHB Advertising in School
- Wellness Policy
- Bullying/Harassment Policy
- Admission Fees
- Political Engagement in Classrooms

6. NEXT MEETING - March 18, 2014

7. ADJOURNMENT

A motion was made by Susan Robbins and seconded by Anne Adams to adjourn.  
The motion passed unanimously.

The meeting adjourned at 11:05 AM.

Respectfully submitted,  
Nancy Landry, Secretary