

**SUBJECT: Policy Subcommittee Meeting Minutes**

**DATE: November 4, 2011 @ 11:50 a.m.**

**PLACE: Town Building**

**PRESENT: Barb Fletcher, Beth Butler**

**I. PURPOSE OF MEETING:**

The Subcommittee reviewed the following topics and discussed whether further action, if any, was needed.

**A. Minutes of Subcommittee Meeting of June 16 and September 30**

- The Minutes of the June 16, 2011, meeting had previously been approved on July 8. No change was needed.
- After review of the draft minutes of the September 30 meeting, Ms. Fletcher made a motion to approve the minutes and Ms. Butler seconded. The vote was unanimous.

**B. Bullying Policy**

- The revised Bullying Policy had been reviewed by certain Administrators and then by Ms. Fletcher and Ms. Cohen. Certain changes were suggested. The policy was then reviewed again by the Policy Subcommittee. No further changes were made.
- Next step: request further review by Administrators in light of revisions by Ms. Fletcher and Ms. Cohen.

**C. Policies: Religious, Surplus Equipment, Student Exchange, Teen Dating Violence and Transfer of Funds Between Line Items in Budget**

- A request was made of MASC for model policies on these topics. Next step: review applicable MASC model policies.

**D. Policy Manual Review**

- Further information will be acquired concerning the costs and scope of a review of entire Policy Manual with MASC, for possible consideration as part of FY13 Budget.

### **E. Head Injury Policy**

- In light of recent communications from MASC (e.g. 11-15-11), this will be discussed at next subcommittee meeting.

### **II. Next Meeting of Policy Subcommittee**

- Scheduled for November 18, 2011.

### **III. ADJOURNMENT:**

- Ms. Fletcher made a motion to adjourn and Ms. Butler seconded. The vote was unanimous. The meeting was adjourned at 12:50 PM.

**Respectively Submitted,**

**Barb Fletcher and Beth Butler**

#### **LIST OF DOCUMENTS:**

- Revised Bullying Policy
- Draft September 30, 2011 Minutes
- June 16, 2011 Minutes