

Policy Subcommittee

August 12, 2009

6:00 - 7:00 pm

PATHS – Room 250

SUBCOMMITTEE CHAIR: Marnie Morrione

SUBCOMMITTEE MEMBERS: Justin Costa, Rebecca Minnick, John Gjika

ADMINISTRATIVE MEMBER: Assistant Interim Superintendent Jill Blackwood

AGENDA

I. OPENING (2 minutes)

- A. Opening of Meeting
- B. Declaration of Quorum

II. ACTION ITEMS (5 minutes)

- A. Adjustments to the Agenda
- B. Approval of Minutes

III. OLD BUSINESS (5 minutes)

- A. **A. Proposed New: Policy BIA –New Board Member Orientation**
 - Review BIA and add the bullet recommended by the Personnel Subcommittee to prepare for vote by the School Committee.

IV. NEW BUSINESS (30 minutes)

- A. **GBN-R2-Family and Medical Leave Policy**
 - Jill Blackwood to advise of current status and whether Drummond Woodsum has the new recommended version available.
- B. **JR-Student Education Records & Info.**
 - To revisit and discuss next steps.
- C. Discuss ideas around revisions to the Policy Subcommittee in preparing for the upcoming year.

III. NEW/REVISED POLICIES FOR FUTURE CONSIDERATION (5 minutes)

- A. Proposed New: Policy Comprehensive Planning---Goal Setting Form
- B. IHBH-Alternative Education Policy

IV. OTHER ITEMS (8 minutes)

- A. Legislative Updates by Justin Costa

V. PUBLIC COMMENT (if time allows at the discretion of the Chair)

VI. ADJOURNMENT

Next Meeting Date: Date not yet determined for September.

All subcommittee meetings of the Portland School Committee, except executive sessions, are open to the public. All actions of the subcommittees will be taken openly and the deliberations leading to their action will likewise be conducted openly. The public and district employees are encouraged to attend subcommittee meetings. Subcommittee meetings are open to the public. Public input is welcomed but the Chair may need to limit discussion.

NEW BOARD MEMBER ORIENTATION

In order that ~~newly elected~~ School Committee members-*elect* may cast informed votes and function effectively as board members, the School Committee and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist ~~newly elected~~ School Committee members - *elect* (~~or: members-elect~~) in understanding the School Committee's functions, policies, procedures and current issues.

- A. In the interim between a new member's election or appointment and his/her assuming office, the School Committee, through the Superintendent, will invite ~~new members~~ *members-elect* ~~or: members-elect~~ to attend meetings, except those held in executive session, and provide ~~new members~~ (~~or: members-elect~~) *members-elect* with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.

- B. The School Committee, through the Superintendent, will provide ~~new members~~ *members-elect* with copies of appropriate publications, such as the School Committee policy manual, student handbook(s), collective bargaining agreements and current budget documents.

- C. The School Committee will encourage ~~new members-elect~~ to attend appropriate in-district and out-of-district orientation and/or boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Committee Chair, in consultation with the Superintendent, and is subject to the availability of funds.

- D. The Chair and Superintendent will schedule and arrange for an orientation session for ~~new~~ School Committee members-*elect* as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:
 1. The roles and responsibilities of the School Committee and individual members;
 2. Basic operational procedures of the Committee;
 3. Placement of items on the agenda;

4. The role of committees, subcommittees and advisory committees;
5. How and why executive sessions may be held;
6. What is considered confidential or privileged information;
7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a student, parent or member of the community;
8. How the Committee responds to complaints involving personnel;
9. General information about the school system and its resources;
10. How Committee members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. How Committee members may make arrangements to visit schools and the protocol for such visits;
12. Protocol for dealing with the media; and
13. Other relevant topics.

All Committee members will be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic boardsmanship concepts for experienced members, as well as an opportunity to provide information and counsel to new Committee members.

The Chair and Superintendent will also schedule two additional meetings for new School Committee members-elect to complete:

1. *Required Freedom Of Access training session;*
2. *Review school law basis with the School Committee's legal advisor(s)*

Adopted: April 26, 2006

Revised: