

School Administrative District No. 53
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Excellence in Education

Michael A. Gallagher
Superintendent of Schools

Policy Committee
Minutes
12/12/2011

Members in attendance: M. Wintle, N. Ardry, (R. Basford at 6:30 p.m.) N. Gibson, School Nurse, F. Anderson, Elementary Principal and Superintendent M. Gallagher

Item 1. Policy discussion/review of Policy IJOC – School Volunteers - No additional modifications to the policy were recommended. The policy will be presented to the board at the January 2, 2012 board meeting for adoption.

Policy GCFB Professional Staff Hiring – No additional modifications to the policy were recommended. The committee will present this policy to the board for adoption at the January 2, 2012 board meeting.

Policy GCOC Evaluation of Administrative Staff - There were no additional recommended changes and the policy will be presented at the January 2, 2012 board meeting for adoption.

Policy GCOA – Supervision and Evaluation of Professional Staff – No additional modifications were made to this policy and it will be presented to the board for adoption at the January 2, 2012 board meeting.

Policy JRA – Student School Records and Information– This sample policy that was brought to the full board at the December 5, 2011 school board meeting did not have a paragraph in it that is included in the current board policy relating how parents could review student cum files and amend them if they are misleading or are inaccurate. To amend them also required approval by the Principal. It was decided that Superintendent Gallagher would consult with MSMA policy expert, Charlotte Bates to determine if the paragraph should or shouldn't be included in the policy. No additional modifications were made to this policy and the committee chose to delay a second reading of the policy until the February 6, 2012 board meeting to allow for communication with MSMA.

Item 2. Discussion/review of a procedure for students with food allergies – Superintendent Gallagher, Nurse Gibson and Principal Anderson provided information

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about how food allergies impact students and how 504 plans have been set up for the students with the most severe allergies. The most severe food allergies at this time are peanut/tree nut allergies. The Vickery School has been designated as a “Nut Alert School” and letters are sent out annually asking that parent not send their children with foods containing peanuts/tree nuts. Previously Vickery had a peanut/tree nut table for students with cold lunches containing nut products. This table was thoroughly washed after each lunch shift and students sitting at this table were all required to wash their hands after lunch. This was considered to be the safest way to prevent accidental exposure to students with severe allergies, however, that practice changed based on a parental request. Currently there are no tables designated for students who may bring lunches with peanut/tree nut products, because it is expected that no one will bring peanut/tree nut products to school. The Vickery kitchen does not have any nut products in it and all school lunches are absent of nut products.

The research that was completed included obtaining information from other schools and MSMA. This research would indicate that districts do not typically have a Board policy about nut allergies; however, many districts have protocols/procedures in place to address methods of providing accommodations for students with severe food allergies. MSAD #53 does not have a written procedure/protocol.

Because it is a controversial topic for administrators to address, it was suggested that protocols be adopted by the board. Mrs. Gibson, Mrs. Anderson, Ms. Rich and Superintendent Gallagher reviewed several protocols provided by school nurses across the state and some from MSMA and drafted a protocol to share with the policy committee.

A discussion about the procedures and ideas for how to best address student safety while not infringing on other students’ school lunch/snack choices resulted in several recommendations. It was determined that a policy be obtained/drafted that would direct the administration to develop procedures/protocols for students with food allergies, that the policy and protocol be reviewed by an Allergist and Attorney for feedback, that the policy and procedures be brought to the February board meeting for discussion.

The committee adjourned at 6:25 P.M. The next meeting is scheduled for January 9, 2012.

Respectfully submitted,

Michael A. Gallagher

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