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Excellence in Education

Michael A. Gallagher
Superintendent of Schools

Policy Committee
Minutes
10/17/2011

Members in attendance: M. Wintle, R. Basford and Superintendent M. Gallagher

Item 1. Policy discussion/review of policy EEBA District Vehicle – The committee reviewed the one change suggested by Superintendent Gallagher which was to change the title to District Utility Vehicle and deleted one word. This policy will be presented to the board at the November 7, 2011 board meeting for adoption.

Policy EEBA Use of District Van – Based on additional feedback from MSMA policy consultant minor revisions were made. The committee then added the usual sentence stem for the introductory paragraph. This new policy will be presented to the board at the November 7, 2011 board meeting for adoption.

Policy EGAD Copyright Compliance – There were no additional modifications to this policy. The policy will be presented to the board at the November 7, 2011 board meeting for adoption.

Policy EHA – M.L.T.I. (Laptop Project) – Two additional modifications were made to this policy based on recommendations made at the last board meeting. This revised policy will be presented to the board with a new title at the November 7, 2011 board meeting for adoption.

Policy EHB – School Records Retention – The current policy was titled differently than the MSMA sample policy. The committee chose to use the sample policy, entitled Records Management. No additional recommendations for modifications were made. However, the committee discussed a question raised by Board member M. Brooks at the last board meeting. His question was about the storage and maintenance of confidential information. Superintendent Gallagher asked MSMA if a sample policy was available to cover this area. He learned that there is no sample policy and that it is really a procedure that needs to be developed. However, the procedures for policy GCSA's has a section

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that addresses a concern shared by M. Brooks at the October 3, 2011 board meeting about the confidentiality of electronic information. The section of the procedure states:

Disclosure of Confidential Information - Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

These policies will be presented to the board at the November 7, 2011 board meeting for adoption.

Policy FEG - Bids and Quotations Superintendent Gallagher modified the current board policy to provide for use of the request for qualifications (RFQ) process. The committee made some additional suggestions and opted to use the sample policy with modifications to present the policy at the November 7, 2011 board meeting for its first reading.

Policy GBA – Equal Employment Opportunity – This policy was recommended for deletion by MSMA policy consultant, Charlotte Bates. She suggested that it be replaced by policy AC - Nondiscrimination/Equal Opportunity and Affirmative Action policy. The committee reviewed both policies and agreed to make the change. Since the district didn't have a current policy AC, the committee decided to use the MSMA sample policy. Therefore, policy GBA will be recommended for deletion and policy AC will be presented for its first reading at the November 7, 2011 board meeting.

Policy GBEEBB Staff Conduct with Students – The current board policy is the same as the MSMA sample policy, however, it was suggested that a reference be made to Face Book or other social networking. This was added to the policy and the committee will present this updated policy to the board for its first reading on November 7, 2011.

Policy GBEE – Acceptable Use of on-site and remote Electronic Resources – Teachers policy was originally adopted in 1998 and was amended twice. MSMA consultant Charlotte Bates recommended that the board use their sample policy GCSA Employee Computer and Internet Use. The committee agreed to use the sample GCSA policy and edited it for presentation of its first reading at the November 7, 2011 board meeting.

Policy GCCBC – Family Care Leave – This current district policy was not different than the MSMA sample policy. Therefore the committee suggested minor revisions to the current policy and will bring it for its first reading at the November 7, 2011 board meeting.

Policy IJOC – School Volunteers – The committee began the discussion about adding this new policy. They suggested modifications to the sample policy to personalize it to MSAD #53. However, the discussion moved to options provided in the sample policy regarding requiring background checks and who would be financially responsible for the costs. The discussion was not complete by the time that the committee needed to adjourn to attend the District Meeting. Therefore this policy will not be brought to the November 7, 2011 board meeting and will be re-visited by the committee at the next committee

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meeting. Superintendent Gallagher was asked to find out what neighboring district's do to cover the costs associated with the background check.

The committee adjourned at 6:18 P.M. The next meeting is scheduled for October 17, 2011.

Respectfully submitted,

Michael A. Gallagher