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SHAWSHEEN VALLEY REGIONAL VOCATIONAL/TECHNICAL SCHOOL DISTRICT

Policy Subcommittee Meeting

Minutes

January 4, 2023

Subcommittee Chair Kim called the meeting to order at 6:21 p.m. with the following members present: Ms. Bartolone and Mrs. Gillis. Ms. Lawson was absent. Also in attendance were Mr. Tony McIntosh, Superintendent-Director and Ms. Dorothy Presser of MASC.

Motion made by Mrs. Gillis, seconded by Ms. Bartolone, to approve the Minutes of the Policy Subcommittee of December 7, 2022. Motion carried unanimously.

Ms. Presser, as the Field Representative for MASC (Massachusetts Association of School Committees) will be working with the Policy Subcommittee to update Shawsheen's Policy Manual. She began by explaining her process for updating the Manual, taking Shawsheen's existing policies and lining them up beside the current MASC policies to make sure that the policies align and to make recommendations to the subcommittee to determine which policy should be included. She explained that policies in the Manual should be the "who/why" and procedures should be the "how", with procedures taken out of the Policy Manual and kept in student/faculty handbooks.

After updating the group on the procedures that she will follow, Ms. Presser went policy-by-policy through Section A, comparing Shawsheen's with MASC's and determining which policy would be included in the Manual. The Committee reviewed policy AC and made the recommendation to update the policy so it did not reflect names, only positions. All policies were then accepted except ADF – School District Wellness Program – which will require a meeting of the Wellness Committee to make changes necessary to Shawsheen's policy or to include the one prepared by MASC.

The group then discussed meeting dates going forward, with the dates chosen being February 1 at 6:00 p.m., March 9 at 6:00 and April 5 at 6:00.

Motion made by Ms. Bartolone, seconded by Mrs. Gillis, to adjourn at 7:31 p.m. Motion carried unanimously.

Respectfully submitted,

Karen Faiola
Recording Secretary

Christine Kim
Chair, Policy Subcommittee