

Islesboro School Department  
Policy Committee  
January 6, 2015 at 3:15 pm  
Supt's Conference Room

AGENDA/MINUTES

Attendees: Shey Conover and Supt Joe Mattos (absent Julie Reidy and Laura Houle)

1. Call Meeting to Order
  - Meeting called to order at 3 pm.
2. Review/Approve Minutes of December 2 Policy Committee Meeting
  - Minutes of December 2 Policy Committee meeting approved.
3. Review December 9 School Committee Meeting Actions on Policies
  - Committee reviewed actions taken at December 9<sup>th</sup> school committee meeting which included:
    - Approved as Second Reading– Policy GBOA( Enrollment of Children of Non-Resident ICS Teachers and Staff), Policy ADAA School Commitment to Ethical and Responsible Behavior), and JFAB-R ( Admission of Non-Resident Students)
    - Approved as First Reading – Policy JLCB (Immunization of Students), Policy JLCC (Communicable/Infectious Diseases) and Policy EFE (Competitive Food Sales)
    - Supt Mattos reported that he had contacted MSMA regarding information on sample policies in dealing with head lice. Charlotte Bates (MSMA Policy Director) provided info (MDOE Informational Letter 35 December 2, 2002) that provides guidelines for responding to students with head lice. A Pediculosis policy (JLCCB) from RSU 20 was also included in the info sent from MSMA. Since ICS already has a procedure for treating head lice which aligns with these MDOE recommended guidelines, no further action was recommended for creating a head lice (Pediculosis) policy.
    - Supt Mattos stated that he will have the ICS web site updated with the newly approved ICS policies.
4. Review of Policies for Adoption or Revision
  - The committee reviewed the following policies for adoption:
    - Policy IHGB - Home Schooling. It was explained that Islesboro currently has Policy IHBGA – Home Schooling Participation in School Programs. However, Islesboro does not have the MDOE required Home Schooling Policy IHBG. The committee reviewed and discussed the sample MSMA policy IHBG. There were no recommended changes. It was recommended that this policy be reviewed at the January 13 school committee meeting as a first reading.
    - Policy ILA – Student Assessment/Local Assessment. Supt Mattos explained that Islesboro has not yet adopted this required MDOE policy. The committee reviewed and discussed a sample MSMA policy, Policy ILA Student Assessment. Supt Mattos stated that this is only an “interim” policy, since it will need to be revised, once more work has been done to create Islesboro’s Performance Based Diploma system. Supt Mattos has drafted some administrative procedures (ILA-R) for starting the development of Islesboro’s assessment system. It was recommended that policy ILA and ILA-R be reviewed at the January 13 school committee meeting as a first reading.

- Policy JLDGB – Reintegration of Students from Juvenile Correctional Facilities. The committee reviewed and discussed the sample MSMA policy JLDGB, which is a required MDOE policy. Several revisions were made to this sample policy. It was recommended that policy JLDGB be reviewed at the January 13 school committee meeting as a first reading.
- Policy GLC – School Calendar. The committee reviewed and discussed this existing Islesboro policy which is not one of the MDOE required policies. The committee recommended deleting language that was confusing, and to add language about aligning the ICS school calendar to meet state requirements and statutes, which include the alignment with the Region 8 school calendar. It was recommended that policy GLC be reviewed at the January 13 school committee meeting as a first reading.

5. Review of Current ICS Technology Policies for Possible Revisions

- Supt Mattos reported that he had met with Vicki Conover (Technology Integration and Network Administrator) to review and ICS technology related policies and information. This information included existing ICS technology related policies (adopted in 2003) and sample technology policies (2014) recommended by DWM. These policies included:
  - Policy IJNDB – Student Computer/Internet Use
  - Policy IJNDB-R - Student Computer/Internet Use Rules
  - Policy IJNDB-E – Student Computer/Internet Use Acknowledgement
  - Policy GCSA – Employee Computer/Internet Use
  - Policy GCSA-R – Employee Computer/Internet Use Rules \*\*\* no current policy
  - Policy GCSA-E – Employee Computer/Internet Use Acknowledgement
- It was recommended that the DWM sample policies would be used as the foundation for school technology policies, with additional language that customizes policies to meet ICS individual needs and circumstances. Supt Mattos will make these revisions and meet with Vicki again to review and finalize these revision before sending them to the Policy Committee for their review.

6. Review/Discuss Other Related School Policies

- It was recommended that the following required policies be reviewed at the next Policy Committee meeting (January 20<sup>th</sup>):
  - Policy JRA – Student Education Records
  - Policy JRA-R – Student Education Records – Administrative Procedures
  - Policy JRA-E – Notification of Rights Under FERPA
- Supt Mattos stated that he will have the Minutes from this January 6 Policy Committee meeting posted on the ICS web site.

7. Set Agenda and Date for Next Policy Committee

- It was recommended that the next Policy Committee meeting be held on Tuesday, January 20 at 3 pm in the supt's conference room.
- The agenda for the January 20<sup>th</sup> meeting will include:
  - Review technology policies – IJNDB, IJNDB-R, GCSA and GCSA-R
  - Review policies – JRA, JRA-R and JRA-E
  - Discuss other related policy issues

8. Adjourn Meeting

- Meeting adjourned at 3:50 pm.