Islesboro School Committee
Policy Committee Meeting
February 24, 2015
2:45 – 4:15 pm in the Supt's Conference Room

AGENDA /MINUTES

1. Call meeting to order
   - *Meeting called to order at 2:53 pm*
   - *Attendees: Shey Conover, Julie Reidy, and Supt Joe Mattos*

2. Review Minutes/Notes from January 20 Policy Committee Meeting
   - *Minutes from January 20 Policy Committee Meeting approved.*

3. Review Policies for First Reading at March 10 School Committee Meeting
   - *Supt Mattos explained that presently ICS has technology related policies IJNDB, IJNDB-R, GCSA, which had all been adopted in 2003. He stated that he and Vicki Conover had reviewed these policies and compared them to the updated versions (samples) that had been drafted by Drummond Woodsum. It was agreed that the new updated DW samples would be used as recommended new policies with changes made to meet specific ICS needs and expectations. Vicki and Joe reviewed these DW sample policies and made changes to them, using existing ICS documents and information about ICS student and employee use of school computers, devices and the Internet. The new technology policies are being presented for discussion at today's meeting.*
   - Policy IJNDB – Student Use of School-Issued Computers, Devices and the Internet
     - *Question/Comments:*
       - *Does this policy include the use of Smartphones as a "device"?*
       - *Should there be language included in this policy (see wording in box at bottom of page 1) stating that privately owned devices brought to school without authorization may be confiscated?*
       - *Need further information regarding what are consequences for specific violations of policy. This info does not need to be included in the policy but available to ensure consistency in disciplinary actions.*
       - *Is there a log kept of student violations?*
       - *Need to clarify (who, what, when) provides students with info about safety on Internet, online behavior, cyberbullying, etc.?*
     - ***Recommendation – Forward IJNDB to school committee for first reading at March 10 school committee meeting.***
   - Policy INJDB-R - Student Use of School-Issued Computers, Devices and the Internet – Administrative Procedures
     - *Questions/Comments:*

> ➤ *Is there a complete list of students' passwords available for review by Network Administrator or principal if needed?*
> ➤ *Need clarity regarding consequences for specific violations.*
> ➤ *Plagiarism – How is this monitored?*
- o *Supt Mattos stated that current ICS rules for using computers and Internet were added to section F of this policy. Supt Mattos will ask Vicki to review and revise section F as needed.*
- o ***Recommendation – Forward IJNDB-R to school committee for first reading at March 10 school committee meeting.***
- Policy GCSA – Employee Use of School-Issued Computers, Devices and the Internet
  - o *Questions/Comments:*
    - ➤ *Need to clarify whether or not employees are allowed to use privately-owned computer/devices at ICS. See box on page 1 for policy language.*
    - ➤ *Need to clarify how/when employees will be notified of policy and rules.*
  - o ***Recommendation – Forward GCSA to school committee for first reading at March 10 school committee meeting.***
- Policy GCSA-R – Employee Use of School-Issued Computers, Devices and the Internet – Administrative Procedures
  - o *Questions/Comments:*
    - ➤ *Are school employees aware of prohibited use violations (Section B # 7 a-f)?*
  - o ***Recommendation – Forward GCSA-R to school committee for first reading at March 10 school committee meeting.***
- ***Recommendation – Forward all proposed technology policies to all ICS employees for their review prior to the March 10 school committee meeting.***

4. Review/Discuss Creation of a Policy for Reporting Child Abuse
   - *Supt Mattos explained that he had drafted Policy ACAC and Administrative Procedures ACAC-R for reporting Child Abuse and Neglect. Information used in creating these drafts came from policies of other Maine schools, information collected by Julie Reidy, info on DHHS web site, and through Supt Mattos conversation with a representative at DHHS.*
   - Policy ACAC
     - o *Supt Mattos reviewed the draft policy explaining how school attendance is also a consideration in reporting child abuse or neglect.*
     - o *Supt Mattos stated that he inserted into the policy as previously recommended, language requiring all ICS employees and volunteers to comply ("must comply") with all school system policies, state mandates and laws regarding the reporting of child abuse or neglect.*
     - o *Supt Mattos provided the committee with the Maine law (22 M.R.S.A, section 4011-A)regarding reporting child abuse or neglect, and information available on the DHHS web site e.g. reporting, training, etc.*
     - o *Supt Mattos explained that Maine Law for reporting child abuse or neglect provides for an Optional Report (4011-A #3) to be filed for "reasonable cause" of suspected abuse or neglect or a suspicious child death. This type of report is optional and not mandatory.*

- o *Recommendation – Forward ACAC to school committee for first reading at March 10 school committee meeting.*
- o *Recommendation – Forward proposed policy ACAC to all ICS employees for their review prior to the March 10 school committee meeting.*
- *Policy ACAC-R Administrative Procedures*
  - o *Supt Mattos explained how he had used several sample school policies and info from DHHS to create this draft for ACAC-R Administrative Procedures.*
  - o *Comment/Concern - Need to clarify process and documentation between principal and supt in reporting suspected child abuse or neglect. Should there be a written report (ICS Incident Report form?)) in addition (or instead of) the Verbal Report? This form should also include what actions were taken by principal and superintendent to address incident. Incident forms are also intended to provide a record and/or history of reported suspected child abuse or neglect. **Rec - Supt will create form and revise policy language to reflect the use of this form.***
  - o *Training – There needs to be specific info regarding training of ICS employees for reporting suspected child abuse or neglect. Who will do this training? When will this training be provided to ICS employees?*
  - o *Review and Feedback – The committee recommended that prior to school committee review and approval of these administrative procedures, a draft of this policy would be sent to several organizations for their review and feedback. Organizations identified for this feedback included Drummond Woodsum (legal), DHHS and CAC (Child Advocacy Center).*
  - o *Reporting Forms – Revisions need to be made to the proposed reporting form to include required DHHS reporting information.*
  - o ***Recommendation – It was recommended that the committee continue to work on these administrative procedures and not send to the school committee for a first reading at this time.***

5. Discuss Other Policy Related Issues or Concerns
   - *None*

6. Establish Date and Agenda for Next Policy Committee
   - *Date – The next Policy Committee meeting is scheduled for Tuesday, March 17 at 2:45 pm in the supt's conference room.*
   - *Agenda – The agenda for this meeting will include: 1. review revised ACAC-R Administrative Procedures; and 2. review one MDOE required policy that needs to be adopted by the Islesboro School Department such as Title IA Parent Involvement policy (EB) or the IPM (integrated Pest Management) policy.*

7. Adjournment
   - *Meeting adjourned at 4:05 pm.*