

CAPS Collaborative
Policy Sub-Committee
November 29, 2016
Minutes

Meeting Convened at 12:40 PM

Members present: Superintendent Tari Thomas, Superintendent Steve Meyer, School Committee Member Diane Salcedo

Also in attendance: Cindy Landanno

The Subcommittee reviewed several policies in draft form. Fingerprinting policy was updated to comply with the new suggestions from DESE. The policy was reviewed and Mrs. Salcedo made a motion to move the fingerprinting policy forward for full vote at the next Board meeting. Seconded by Superintendent Thomas. Voted unanimously.

Committee reviewed the Opioid Overdose Policy. Policy was moved forward by Mrs. Salcedo and seconded by Superintendent Thomas. Voted unanimously to move policy to the full board for vote at the next meeting.

Committee reviewed the Substance Use and Prevention Policy. Mrs. Salcedo recommended editing the document to include the word marijuana in each paragraph. Policy was moved forward with edits by Superintendent Thomas and seconded by Superintendent Meyer. Voted unanimous to bring the policy forward for a full board vote at the next Board meeting.

Sub-committee reviewed the Finance Policy document. The document had been edited in the past but never brought forward for board vote. The subcommittee discussed the need to separate out what is policy and what is procedure. The Policy Subcommittee agreed to look at creating fiscal policy and it was recommended that the procedural part of the document be referred to the Finance Subcommittee for review.

The subcommittee discussed the need to label the CAPS policies with a coding system similar to the coding used by school districts. Mrs. Landanno will research several options and organize the existing policies into this system.

The Subcommittee was given a copy of the Employee Handbook and began to review the proposed changes. This review will continue at the next Subcommittee meeting.

Next meeting January 17, 2017 at 2:00 at Mahar.