

Douglas School Committee

Heather Morin, Chair
Rebecca Charniak, Vice Chair
Monique Salvas, Secretary



Julie Moulder, Member
Lisa Brown, Member

21 Davis Street, Douglas, Massachusetts 01516
schoolcommittee@douglasps.net

SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Executive Session Meeting Date: September 23, 2021

The meeting was called to order at 10:00 am

Attendees:

Voting Members- Rebecca Charniak

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

1. The following two policies were looked at during the meeting:
 - a. BEDH-Public Participation at School Committee Meetings
 - b. BEDH-E Guidelines for Public Comment
2. BEDH-Public Participation at School Committee Meetings: The original policy was lengthy and dated. As part of the meeting the committee looked at policies from other school districts. Our goal was to ensure that the policy was clear as to the purpose of public participation and outline the process. After looking at various other policies a workable template was created.
3. BEDH-E Guidelines for Public Comment: The committee also looked at various templates from other districts when looking at the policy. Our goal was to ensure that the policy was clear as to the guidelines of public participation. After looking at various other policies a workable template was created.
4. The meeting was adjourned at 11:30 am.

Respectfully Submitted by Paul Vieira

Excellence in Education

The Douglas Public Schools offer diverse learning experiences that meet the academic, social, physical, and emotional needs of all students. We provide a safe, supportive, and challenging learning environment in which students may achieve academic success and personal growth.
Decisions are made in the best interest of students.

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SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Meeting Date: September 30, 2021

The meeting was called to order at 10:00 am

Attendees:

Voting Members- Rebecca Charniak

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

1. The meeting was called to order at 10 AM
2. The following two policies were looked at during the meeting:
 - A. BEDH-Public Participation at School Committee Meetings
 - B. BEDH-E Guidelines for Public Comment
3. BEDH-Public Participation at School Committee Meetings: The committee looked at the edits and revisions that were made to the policy at the meeting on 9/23. Additionally, we looked at a few more samples for other districts before finalizing the policy as presented. The last few minutes on this policy were spent wordsmithing the policy.
4. BEDH-E Guidelines for Public Comment: The committee looked at the edits and revisions that were made to the policy at the meeting on 9/23. Additionally, we looked at a few more samples for other districts before finalizing the policy as presented. The last few minutes on this were spent wordsmithing the policy.
5. The meeting adjourned at 12:00 pm.

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SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Meeting Date: January 18, 2022

The meeting was called to order at 11:30 am

Attendees:

Voting Members- Rebecca Charniak

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira and Food Service Director Raquel Hammond

1. The following three policies were looked at during the meeting:
 - A. ADF School District Wellness Program
 - B. JLCCB Life Threatening Allergy Policy Statement
 - C. EFDA Charge and Collection for School Meals Policy Update
2. ADF School District Wellness Program: This policy is dated and missing several key parts. Time was spent going through the policy and removing any dated and irrelevant information. The following sections were added as they more accurately represent what is occurring in schools: Committee Functions, Nutrition Promotion, Nutrition Education, Emotional Well-Being, Other School Based Activities to Promote and Student Wellness
3. JLCCB Life Threatening Allergy Policy Statement: The original policy was dated. Time was spent looking at statements from other districts and ensuring the district was referring to the document entitled Managing Life-Threatening Food Allergies in Schools.
4. EFDA Charge and Collection for School Meals Policy Update: Changes in the policy came to us from the state and federal level. The original policy was approved in 2015. The changes that were made are a reflection of new guidelines that were imposed on schools.
5. The meeting adjourned at 12:30 pm.

Respectfully Submitted by Paul Vieira

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SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Meeting Date: February 11, 2022

The meeting was called to order at 1:00 pm

Attendees:

Voting Members- Rebecca Charniak

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira

1. The following three policies were looked at during the meeting:
 - A. ADF School District Wellness Program
 - B. JLCCB Life Threatening Allergy Policy Statement
 - C. EFDA Charge and Collection for School Meals Policy Update
2. ADF School District Wellness Program: The committee looked at the edits and revisions that were made to the policy at the meeting on 1/18/22. Additionally, we looked at a few more samples for other districts. More work was still needed on this policy and will be looked at in a future meeting. The last few minutes on this meeting were spent wordsmithing the policy.
3. JLCCB Life Threatening Allergy Policy Statement: The committee looked at the edits and revisions that were made to the policy at the meeting on 1/18. Additionally, we looked at a few more samples for other districts before finalizing the policy as presented. The last few minutes on this meeting were spent wordsmithing the policy.
4. EFDA Charge and Collection for School Meals Policy Update: The committee looked at the edits and revisions that were made to the policy at the meeting on 1/18.
5. The meeting adjourned at 2:00 pm.

Respectfully Submitted by Paul Vieira

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SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Meeting Date: June 8, 2022

The Zoom meeting was called to order at 6:30 pm.

Attendees:

Voting Members- Theresa Brooks, Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira,
School Nurse Kathy Campbell

1. Three policies were discussed and reviewed for this meeting:
 - a. JLCD Medication Policy
 - b. JLCD-R Administration of Over the Counter Medication
 - c. ADF-R Wellness Policy
2. JLCD Medication Policy: Kathy Campbell went through the current policy with the committee and highlighted the changes that she was recommending. These changes included updating language so that it was current and making certain that the correct laws were cited. Language was added that highlighted medical delegation to the policy. Additionally, language was added that if a student was to self-administer medicine, they need to report it to the nurse immediately. Finally, language was added that allowed for authorized school personnel to stock and administer naloxone.
3. JLCD-R Administration of Over the Counter Medication: The changes to this policy included removing name brand medicine (Advil) and changing it to ibuprofen, etc.
4. ADF-R Wellness Policy: Several small language changes were made to make certain that it was current and read correctly. The following sections were also added: Committee Functions, Nutrition Promotion, Nutrition Education, Emotional Well-Being, Other School Based Activities to Promote Student Wellness.
5. The meeting adjourned at 8:04 pm.

Respectfully Submitted by Paul Vieira

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SCHOOL COMMITTEE POLICY SUBCOMMITTEE MEETING MINUTES

Meeting Date: June 15, 2022

The Zoom meeting was called to order at 6:06 pm.

Attendees:

Voting Members - Monique Salvas

Non-Voting Attendees: Business & Operations Manager Cortney Keegan, Superintendent Paul Vieira,

1. Three policies were discussed and reviewed for this meeting:
 - A. JLCD Medication Policy
 - B. JLCD-R Administration of Over the Counter Medication
 - C. ADF-R Wellness Policy
3. Each policy was read one last time to make certain that the changes that were recommended in the meeting on 6/8/22 were made.
4. The meeting adjourned at 6:20 pm.

Respectfully Submitted by Paul Vieira

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