

## **POLICY COMMITTEE MINUTES**

### **Meeting: April 4, 2022**

Members Present: Robin James, Tracy Roberts (Remote, and then in person at 6:00pm), and Jaime Pangburn  
Also Present: Superintendent Susan Smith, Linda Graban, and Kathy Morelli, Holden Resident

1. **Call to Order:** The meeting began at 5:33pm.
2. **BEDB-R – Agenda Format:** Discussion on public session and executive session and questions and comments from the public. Committee likes having two spots for questions and comments from the public. Linda Graban recommended having questions from the board added to the agenda. Jaime Pangburn felt questions from the Board should be sent to the Board Chair or Superintendent before the board meeting so there are no surprises at the meetings and the Board shows a unified front. Jaime Pangburn added board questions regarding agenda items can be asked during discussion time. This policy is ready for the Board.
3. **JFCK – Student Use of Personal Electronic Devices at School:** Cellphones are causing problems at the middle school level. The teachers have suggested to have cellphones stored away during the school day unless needed to call the parent or the teacher has given permission to use the cellphone. Language added regarding permission to photograph or video. Language added regarding informing parent/guardian of device being searched. This policy is ready for the Board.
4. **JLCB – Immunization of Students:** This policy had language added following the State law for required immunizations. This policy is ready for the Board.
5. **GDQC – Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff:** Kelly Theriault reviewed this policy and added payout language within 30 days of retirement. Changes also made to accrued sick leave due to the maximum number of days staff are able to accumulate. This policy is ready for the Board.
6. **IKAB – Report Cards and Progress Reports:** This policy had grammatical changes and is ready for the Board.
7. **ILD – Student Submissions to Surveys or Evaluations:** This policy had grammatical changes and is ready for the Board.
8. **Policies to Review Next:**  
For the Next Policy Meeting  
IHBEA – LAU Plan English as a Second Language  
BEA – School Board Meetings, Procedures, and By Laws  
BDE – Committee Structure, Assignment, and Reporting
9. **Other:** None
10. **Next Meetings:**  
Policy Committee: Monday, May 2, 2022 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:15pm.

**APPROVED: April 25, 2022**