

## POLICY COMMITTEE MINUTES

Meeting: March 7, 2022

Members Present: Robin James, Tracy Roberts, and Jaime Pangburn (arrived 5:40pm)

Also Present: Superintendent Susan Smith and Kathy Morelli, Holden Resident

1. **Call to Order:** The meeting began at 5:35pm.
2. **BCC - Nepotism:** This policy had the sample policy from Maine School Management Association (MSMA) shared for comparison. Tracy Roberts wanted to have the definitions capitalized and consistent with capitalization throughout the policies. Discussion on the spouse of a Board member employment took place. This is no longer illegal, but must be disclosed. Language from the updated law regarding employment of immediate family or spouse was reviewed. Policy committee recommends to add language for spouse of Board members in stipend position and volunteer positions. This applies only through June 30, 2024. This policy will be emailed to the Policy Committee for a second review prior to going to the Board in March.
3. **BHC – Board Communication and Relationships with Staff:** This policy had the sample policy from MSMA shared for comparison. Capitalization of position titles was discussed. Policy Committee recommends to make them all lower case, unless the position is also a specific title. Language was added from the MSMA sample policy regarding Board communication with teachers and staff. This policy will be emailed to the Policy Committee for a second review prior to going to the Board in March.
4. **DBA – Budget System:** This policy is not required or recommended by MSMA. It repeats the law and the District has to follow the law. Kelly Theriault reviewed the policy and agreed this policy is not necessary. Policy Committee recommends to rescind. This policy is ready for the Board.
5. **DJB – Purchasing Procedures:** Kelly Theriault reviewed the policy and agreed this policy is not necessary as the District follows the law and RSU 63 Purchasing Procedures. Policy Committee recommends to rescind, but the Budget and Finance Committee will need to review and make a recommendation as well.
6. **IJOA – Field and Class Trips:** Small grammatical changes were made to this policy regarding headings and capitalization of titles. This policy is ready for the Board.
7. **IL – Evaluation of Instructional Programs:** Small grammatical changes were made to this policy. This policy is ready for the Board.
8. **Policies to Review Next:**  
For the Next Policy Meeting  
BEDB-R – Agenda Format  
JLCB – Immunization of Students  
IHBEA – LAU Plan English as a Second Language  
GDQC – Long-term, Hourly Employee, Support Staff Retirement  
IKAB – Report Cards and Progress Reports  
ILD – Student Submissions to Surveys or Evaluations
9. **Other:** Superintendent Smith explained high school tuition procedures. December is when tuition rates are determined/changed. Purchase order procedures was explained. High school tuition is one exception to the purchase order procedure as it is ever changing.  
  
Superintendent Smith shared the Superintendent Agreement details, organized by town and grade.  
Superintendent Smith explained the determination process and reasoning for approval or denial.  
  
Jaime Pangburn asked about the status of the Holbrook sign. Superintendent Smith will follow up with Ashley Allen for a status.
10. **Next Meetings:**  
Policy Committee: Monday, April 4, 2022 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:42pm.

**APPROVED: MARCH 28, 2022**