

**BFCCPS Governance Committee - Meeting Minutes  
January 17, 2008 - 7:00pm, Library**

Attendees: Lori Clements, Rich Frongillo, Tim Tracy, Heather Zolnowski  
Attachments: Agenda

Meeting begins at 7:30

**Update on Policy #7, Health Administration**

Tim and Anna Ng, the school nurse have discussed the policy over email. The conclusion is that the policy will be rewritten to succinctly say:

The school will:

- provide for a health leader (currently this would be you)
- ensure that there is collaboration with the district
- provide health services consistent with MA Dept. of Public Health statutes and regulations.

The health leader would be responsible for maintaining procedures to ensure compliance with the statutes and regulations.

Reference will be made to the Administrative Guide

Action Items:

Tim T to rewrite the policy for submission to the committee in February.

Heather Z to address questions of "Who is our Physician? How is the physician selected and what is the role of the physician?"

**Update on Policy #8, Library**

Anna dos Santos provided comments via email:

"I've met with Tina Haas. She has a planning/policy/procedures document that Darla had done a couple of years ago. We read through it and there are several sections that would be very useful to have institutionalized as a policy. She got an electronic copy from Darla that was not the most recent version and is going back to Darla for the right version. Once we have it, the plan is to edit it, have it reviewed by Dr. O'Malley, then bring it to Governance. We hope to have it ready for the Feb. Governance meeting."

**Update on Policy #13, Fundraising & #14 Grant Administration**

Discussion to combine the policies removing unnecessary language.

Action Item: Lori C will draft a combined policy

**Update on Policy #17, Head of School Performance Review**

Lori C delivered a draft update policy. Discussion centered on parental input and the conclusion was that parental input was not to be included in the policy.

Further discussion on use of 'climate surveys', not for performance review, but for helping to set goals and for use in strategic planning.

Action items:

Tim T & Heather Z to share survey questionnaires from other entities with Lori C.

Lori C to share redrafted policy with John N and Anna dS for comments prior to sharing with all trustees.

### **Initial Review of Policy #3, School Operations**

Comments from Anna dos Santos via email

I reviewed this policy and think it should be eliminated, except for sec. 5.1.1. Section 5.1.1, having HOS approve all communications, should be moved to the communications plan being developed by the PR committee. The other sections are either out of date or unnecessary. If you all decide to retain this policy, then Sec. 7.3 should refer to Policy 0006, not 0007 and Sec. 7.4 should refer to Policy 0019, not 0020.

Discussion on the development of a “Communications Policy” and agreement that the policy could be eliminated provided the approval language was included in the communications policy.

Action Item: Lori C to ensure that approval language is included in communication policy.

### **Initial Review of Policy #4, Administration of School Rules**

Much of the policy pointed to information contained in parent handbook. Discussion focused on what should be in ‘policy’ vs contained in the handbook. HR committee owns faculty handbook. It is believed that Deb Schwab from school administration team, owns the parent handbook.

The committee agreed to repeal the policy.

The handbook should include language to ensure that documents that are board approved policies include reference to the website as the source for current policy and that printing in the handbook is appropriately stamped with effective date.

Action Item:

Tim T to write up repeal summary for next Board meeting.

Heather Z to ensure that parent handbook is owned by administration.

### **Initial Review of Policy #6, Hiring and Employment**

Discussion focused on repealing as the information is substantially included in the faculty handbook. The policy likely dates back to a time when the board was more involved in hiring. Where the faculty handbook is under the care of the HR committee, the board retains oversight already and therefore the policy will be repealed.

Action Item:

Tim T to write up repeal summary for next Board meeting.

### **Initial Review of Policy #19, Admissions/Enrollment**

Anna dos Santos comments via email:

On the whole, I thought this policy was in pretty good shape. The places that I think need some work are:

- a. The second sentence of the Scope section is a policy statement and should be moved to the beginning of section 5, resulting in the renumbering of Sec 5.
  - b. I would change 3.1 to say that the Board will review this policy biannually, instead of annually.
  - c. I would retitle section 5 to "Policies and Procedures" since there is a mix of both.
  - d. Section 5.5 says that "siblings of currently enrolled students shall maintain their original lottery position from year to year...". This appears to be inaccurate since later sections talk about applicants moving up the waitlist when students are accepted off the waitlist. So, I would remove the word "original" from sec. 5.5.
  - e. Section 5.7 says the waitlist is maintained until May 15. The Handbook says end of February. I would change section 5.7 to say the end of February.
  - f. Section 5.8 should be moved to section 5.6 since both sections address enrollment notification and it flows better to have the info in sec. 5.8 appear before the details of maintaining the waitlist. I would eliminate the sentence in 5.8 (5.6 says it better) and move and renumber 5.8.1 to 5.6.1; 5.8.2 to 5.6.2; and 5.8.3 to 5.6.3.
- There are miscellaneous grammatical changes that are needed (Ex: 5.8.1 needs commas and the insertion of "where" before the last phrase and changing "you" to "parents").

It would be a good idea to have it reviewed with Deb Schwab to make sure the procedures are still being used as written. I'll be glad to do this. Let me know what you all decide on Thursday night.

Brief discussion on some definitions and consistency with DOE rules.

Question of 'sibling' suggested as important to clarify in the spirit of non-traditional family structures.

Action Item: Anna d S to have policy reviewed by Deb Schwab.

### **Initial Review of Policy #21, Compensation Agreement**

Lori C comments that the faculty handbook contains most of the same material and that substantial edits were needed.

Action Item: Lori C to review

### **Financial Policy**

Because the Board recently approved the Financial Policy, the Governance committee will include the policy in the counting of policies reviewed toward the goal of reviewing 50% of board policies.

Brief review of Policy # 11. The committee agreed that the audit policy was no longer needed as it was included in the Financial Policy.

Action Item: Tim T to write up repeal summary for next Board meeting.

*9:10 pm meeting adjourns*

**BFCCPS 2007-08  
Governance Committee  
January 17, 2008**

Agenda

Update on policies under review

- 0007-Health Administration(Tim/Rich)
- 0008-Library (Anna/John)
- 0013-Fundraising Monies (Lori/Tim)
- 0014-Grant Administration (Rich/Anna)
- 0017-Head of School Performance Review (John/Lori)

Initial Review of Policies

- 0003-School Operations (Lori / Anna)
- 0004-Administration of School Rules (Rich / Lori)
- 0006-Hiring and Employment (John / Rich)
- 0019-Admissions/Enrollment (Anna / Tim)
- 0021-Compensation (Tim / John)

Credit for Financial Policies Reviewed and Approved by Board