

## Policy Committee Notes

December 1st, 2022

### Committee Members:

- Chris Kellan Superintendent (Chair)
- Justin Krieger Asst. Superintendent
- Shauna Manthorn Board Member
- Mark Sherwood Board Member
- Sandy Allaire Exec. Dir. of Curriculum, Learning & Assessment
- Fran DeCinto Director of Human Resources
- Dan Woodworth TRMS Asst. Principal
- Tim Brown TRHS Asst. Principal
- ~~Stephen Harris~~ ~~Atkinson Academy Principal~~
- ~~Nichole Denahy~~ ~~Payroll Coordinator~~

**Start Time:** 5:04

### **Approval Of Minutes from 11/3/22; DW Motions to approve, SA seconds; Passes 6-0-1**

#### 1. JFAA Admission of Resident Students

Notes: New policy to TRSD. Recommended policy but not required. Questions around the verbage used before the list of acceptable supporting documents. Procedurally, Registrar's currently ask for two of the documents.

Edits: Add above the green highlighted sentence, "Two of the following must be provided as proof of evidence."

**Action:** JK to Review copy of Affidavit of Residency and policies around proof of physical examination and immunization records.

**Motion:** TB motions to move policy to the board for 1st read pending above edits and review items listed above, SM seconds. Motion passes 7-0.

**Action:** Move to board for 1st Read December 15th pending noted review.

#### 2. DK Payments, Checks & Manifests

Notes: Required policy that does not currently exist in TRSD. Language appears to match how things are happening procedurally at the building level. Conversations around ensuring Maria has reviewed this to ensure it entirely matches district practices. Dual signatures encouraged but it is understood that that isn't always possible.

**Motion:** CK motions to move policy DK with following changes; 2nd paragraph “requires A SIGNATURE from the building principal or assistant principal; change “Business Administrator” to “CFO/Business Administrator OR Assistant Business Administrator” SM seconds, motion passes 8-0.

**Action: Move to board for 1st read December 15th.**

3. EBB School Safety Program & EBCA Crisis Prevention and Emergency Response

Notes: Required policies the cross reference a variety of pre-existing safety policies. Recommendation made to send these policies and all referenced policies in a packet to Safety committee before accepting these new and possibly reaffirming other associated.

Motion: SM motions to send Packet of policies moves to Safety Committee for input/review, TB seconds. Passes 8-0

**Action: EBB & EBCA to be sent to Safety Committee for review.**

4. JLCE/EBBC Emergency Care and First Aid

Notes: Required policy with recommended edits included.

**Action: JK to reach out to Nurse Kate for a once over. Safety Committee to be consulted on Narcan piece.**

5. EHAB Data Governance and Security

Notes: Required policy that has suggested edits from NHSBA.

**Action: Ken Henderson to provide edits for next board meeting.**

**End Time: 6:22**