

**MEDFIELD SCHOOL COMMITTEE**  
**Zoom Remote Meeting - Policy Subcommittee**  
**6/2/2021**

**PRESENT:**

Timothy Knight - Recording Secretary  
Meghan Glenn - Financial Secretary

**ALSO PRESENT:**

Glenn Koocher - Massachusetts Association of School Committees Representative  
Kathleen Kelly - Massachusetts Association of School Committees Representative

The Policy Subcommittee met to discuss progress and next steps to digitize and modernize the Medfield School Committee Policy Manual

Mr. Glenn Koocher provided an update on completed tasks to date. The Massachusetts Association of School Committee's (MASC) has reorganized and formatted the current School Committee Policy Manual according to their standards and shared the following set of documents with the Policy Subcommittee:

- Current Medfield School Committee Policies
- MASC Policies similar to the Medfield School Committee Policies but have differences
- Additional MASC policies that are not currently included in the Medfield School Committee Policy Manual to be considered for review and adoption.
- Documentation explaining the difference between MASC recommendations vs.the current Medfield School Committee Policies.

The Policy Subcommittee reviewed some sample changes in Section A of the School Committee Policy Manual with Mr. Koocher and Ms. Kelly to better understand the process required to evaluate, document, assess and approve any proposed policy changes. The committee discussed conducting an initial review of policies and addressing the policies that need minimal changes first. A plan will be developed for the policies that require a more extensive review.

MASC will maintain the Master Medfield School Committee Policy Manual which will include the required policy changes. The Policy Subcommittee will maintain a set of working documents to communicate suggested discussions and policy changes and discussions and establish a timeline/process for the policy review. This project will result in a final updated Medfield School Committee Policy Manual which will be housed by MASC.

The following action items were established:

- Ms. Meghan Glenn will share and send the mark-ups to Section A to Mr. Koocher and Mr. Timothy Knight before the next meeting so changes can be discussed
- Mr. Timothy Knight will share and send the mark-ups to Section B
- Mr. Glenn Koocher will mark up the Table of Contents and include suggestions on how to approach this section.
- A follow-up meeting was scheduled for 6/9/21 at 9:00 am for all members attending the meeting and an invitation to attend will be offered to Andea Moores.

The meeting was adjourned at: 9:57 am.

Minutes Approved by School Committee: June 17, 2021