

DRAFT

The Founders Academy



Policy Committee Meeting Minutes

April 12, 2018

Location: The Founders Academy

Members in Attendance: Matt Mercier, Kimberly Lavallee, Kristy Ouellette, Susan Lawton, Robert Best, Barbara Comtois

Non-Voting Member in Attendance: Maureen Mooney

Virtual Attendance: Kristi Scarpone (Phone attendance for a portion of the meeting and then in person)

Meeting Called to Order by Matt Mercier:

1. Kim Lavallee lead discussion
 - a. **Proposed Confidentiality Policy** (proposed policy attached)
 - i. Clarifying conversation regarding the proposed confidentiality policy.
 1. Susan Lawton makes motion to recommend as it relates to the confidentiality policy be submitted to the full Board of Trustees for consideration and vote.
 2. Seconded by Kristi Ouellette
 3. Discussion: No Discussion
 4. Motion Passes (all in favor, 0 opposed, 0 abstention).
 - b. **Proposed School Visitation Policy** (proposed policy attached),
 - i. Clarifying conversation regarding the proposed School visitation policy. This policy is being created to help the rights of students, teachers and employees of the school. Proposed visitor requirements (include but are not limited to): All visitors must, use main entrance, sign in (this will be required even if school is not in session), present proper identification, wear badge at all times while in school. Discussion regarding all visitors agree to confidentiality policy when on premises.
 1. Kristy Ouellette makes motion to recommend as it relates to the school visitation policy be submitted to the full Board of Trustees for consideration and vote.
 2. Seconded by Susan Lawton
 3. Discussion: No Discussion
 4. Motion Passes (all in favor, 0 opposed, 0 abstention).

- c. **Proposed JLCD – Administering Medication to Students Policy** (proposed policy attached),
 - i. Clarifying conversation regarding the proposed Administering Medication to Student Policy. As there is not a school nurse on staff, the school as grown to a size it is important to have a formal policy regarding administering medication on school premises.
 - ii. The group would like to have administration investigate the possibility of having a nurse for a few hours each day to manage this process. The current issue is cost. The suggestion has been made to request this be put on a short list of budget items to consider as the 2018-2019 school budget is being reviewed.
 - 1. Kristi Scarpone makes motion to recommend as it relates to the JLCD – Administering Medication to Students policy be submitted to the full Board of Trustees for consideration and vote.
 - 2. Seconded by Susan Lawton
 - 3. Discussion: No Discussion
 - 4. Motion Passes (all in favor, 0 opposed, 0 abstention).
- d. **Proposed Roles and Duties of School Board Members** (proposed policy attached),
 - i. Clarifying conversation regarding the proposed Roles and Duties of School Board Members. This policy has been reworted since its first presentation to the Board in January of 2018.
 - 1. Kristi Scarpone makes motion to recommend as it relates to the Roles and Duties of School Board Members policy be submitted to the full Board of Trustees for consideration and vote.
 - 2. Seconded by Kristy Ouellette
 - 3. Discussion: No Discussion
 - 4. Motion Passes (all in favor, 0 opposed, 0 abstention).

2. Meeting Concluded