

HADLEY SCHOOL COMMITTEE
POLICY SUBCOMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035
Minutes July 18, 2016 Office of the Superintendent

9:00 AM

Hadley Public Schools – We are guided by the mission to provide a safe and supportive environment that fosters cooperation, critical thinking, creativity, and integrity; and educating students to contribute positively to a global society.

Call to Order/Members Present

Fasihuddin called the meeting order at 9:00 AM. The following members were present: Grant and Fasihuddin.

Record of Votes

- *Policy JICH Use of Controlled Substances– Grant recommends amending policy JICH to reflect the policy recommended by MASC with one revision, elimination of the words “by students” in the second sentence of paragraph one. Fasihuddin seconds. Vote 2-0-0.*
- *Policy EFDA Food Service Account Management – Fasihuddin recommends adopting a Food Service Account Management Policy based on Norwell Public Schools. Said policy will include:*
 - *the number of meals students will be allowed to charge whether full pay and reduced meal benefit;*
 - *prohibition of charging a la carte items when a student has a negative balance;*
 - *explanation of a free meal benefit;*
 - *outstanding balance notification procedures;*
 - *the collection process;*
 - *and debt forgiveness*
- *Policy JIF-R Replenishment of Student Activity Funds – Fasihuddin recommends revising existing policy to reflect recommendations from auditor and to accurately reflect current practices.*
- *Adjournment – Grant moved to adjourn the meeting at 9:55 am. Fasihuddin seconds. Vote 2-0-0.*

Decisions/Actions/Discussion

- School Committee will review the drug, alcohol, and tobacco education program as recommended by the Superintendent at a regular meeting of the School Committee.
- Policy Subcommittee reviewed MASC Policy JLCD Administering Medicine to Students. Policy Subcommittee does not recommend adopting this policy at this time. The Hadley Health Office currently has policies and procedures in place governing medication administration and medication delegation in alignment with DPH regulations, state and federal laws, and as recommended/directed by the school physician.
- Policy Subcommittee discussed compensation rates for non-union employees who work hours outside of their normal work day (e.g., food service workers who work an athletic banquet). Policy Subcommittee recommends continuing with existing practice of paying overtime for all hours worked over forty (40) hours in a designated work week.
- Policy Subcommittee will review policies quarterly. Policy review will consist of:
 - review of policies as recommended by MASC legislative and policy updates; and,
 - review of one subsection of the Hadley Policy Manual each quarter.

List of Documents and Exhibits Used at Meeting

- Agenda July 18, 2016

- MASC Legal Alert dated June 15, 2016
- MASC Policy JICH
- HPS Policy JICH
- MASC Policy IHAMB
- HPS Policy IHAMB
- MASC Policy JLCD
- Norwell SC Policy EFDA
- Quabbin RSD School Meal Charges Policy
- Monomoy Regional School District Policy Collection of Payment for School Meals
- SBRSD Policy EFA
- Hatfield Policy JQA
- Leicester Public Schools Policy School Meal Charges
- HPS Policy JJF
- HPS Policy JJF-R

Names of Remote Participants

No members participated remotely.

Next Meeting Policy Subcommittee

October, 2016 – Day and Time TBD

Adjournment _____ 9:55 _____ AM