

Policy Committee Meeting Notes

June 6, 2018

2nd Reading

EFB – Free and Reduced Price Food Services

OK

JHCD – Administration of Prescription and Non-Prescription Medications
Page 2, 2nd paragraph, 2nd line, change “United States” to “U.S.” and add “for”
Page 3, change “his/her” to “their”
Page 4, change “label” with “labeled” and add an “r” to “manufacturer’s”
Page 5, change “nurse” to “nurse’s” office

Motion to accept 2nd reading with changes (Knight/Wibben) motion carried

1st Reading

EFC – Vending Machines

Recommend to delete

EGAD – Telephones Use Guidelines

Change title to District-Owned Cellphone Use Guidelines

Delete the first three paragraphs and make EGAD-R the policy

Change “cellular” to “cellphone” throughout policy

1st paragraph, delete “The” and add “Medford Area Public School District”

Add a statement regarding employees being reimbursed for personal cellphones

EI – Insurance Management

1st paragraph, delete “The” and add “Medford Area Public School District”,
Reference MAPSD and BOE throughout, break down 1st paragraph to bullets

Combine 2nd and 3rd paragraph into one.

Change “his/her” to “their”

EIA – Worker’s Compensation and Sick Leave

Recommend to delete and add to professional and support staff handbooks

FEA – Developing Educational Specifications

Change numbers to bullets

2nd paragraph, delete “The” and reference BOE

FEB – Selection of Architect

Reference BOE

2nd line, change “need arises” to “needs arise”

FG – Board Inspection and Acceptance of New Facilities

Reference BOE

FL – Retirement of Facilities

Change numbers to bullets

Editorial Changes

Professional Staff Handbook – 4.4 Professional Staff’s Work Day

Add 20 minutes to work day and changes as advised from Attorney Lewis

Title change to Support Staff Handbook

Support Staff Handbook – 6.10 Retirement Benefits & Recognition
Change in benefit amounts as approved by the BOE
Add statement for part-time employees eligible for prorated amount

Support Staff Handbook – 7.2 Holiday Pay
Add additional holidays as approved by the BOE

Support Staff Handbook – 7.3 Vacation Time
Add 5th week of vacation for 20 years as approved by the BOE

Support Staff Handbook – 7.4 Sick Leave
Change payout from \$35 to \$60 per day as approved by the BOE

Motion to accept support staff handbook editorial changes with addition to retirement benefits for part-time employees, not including 4.4 professional staff work day as discussed (Knight/Wibben) motion carried

Discussion/Consideration/Review

Annual Review of Safety Policies

BFF – Emergency Policy Suspension
Change “his/her” to “their” throughout

CI – Temporary Administrative Arrangements
1st paragraph, delete “that,”
Change order of authority in the absence of District Administrator
2nd-MiddleSchool Principal and 3rd High School Principal

EB – Safety Program

OK

EBC – Emergency Plans
2nd paragraph, change “his/her” to “their”

EBCD – Emergency School Closing
1st & 3rd paragraph, change “his/her” to “their”

Consideration

JFCH – Student Possession, Use, Sale, Being under the Influence.....
Add statement that students may be required to submit to breathalyzer test

KG – Community Use of School Facilities
Add statement for alternative payment option. The group may give a monetary contribution of equal value toward equipment that the district will purchase.

Specific District Staff Handbook – recommend to delete
Support staff are now under one handbook

The next policy meeting will be held on Wednesday, August 1, 2018.