



POLICY/COMMUNICATIONS COMMITTEE MEETING MINUTES

May 28, 2025

Virtual Meeting - 4:00 p.m.

Committee Members: Ellen DePinto, Chair
Pamela Cassidy, Beth Fiore, Linda Rad

Administrative Staff: Dr. Jonathan Hart, Superintendent of Schools
Jason Bohm, SBA/Board Secretary

Guest: Lori Perlow (item #1)

Agenda

1. Referendum Communications - Lori Perlow, our communication consultant joined our meeting to review referendum communications with the committee.
 - a. Civics Student Survey - 8th Grade civics students created a community survey to gather community input on school funding, taxes, and the need to complete projects at RMS. Dr. Hart shared the results with the committee. We look forward to seeing the presentations at the Project Citizens Forum in June.
 - b. Timeline - Lori Perlow reviewed the Bond Referendum Timeline. Right now the deliverables are being fine tuned with the following goals in mind:
June: Finalize Creatives (direct mail, videos, banners, social media etc.)
July-Aug: Send all items to print
Sept-Oct: Fully launch all communications and in person events.
 - i. KartoonEDU samples - Dr. Hart and Lori are looking into a company called Kartoon EDU that puts together animated explainer videos. It is relatively inexpensive and could be a helpful tool for referendum communications.
 - c. Taglines - The committee reviewed some of the possible taglines for referendum communications. The committee preferred the use of three-word language and provided feedback and suggestions on some keywords to highlight.
 - d. Dos and Don'ts for BOE: Lori presented the committee with a document that reviews the BOE member's involvement in the Bond Referendum Campaign. It explains that the two primary goals for board members are to inform voters of the vote and to direct voters to the official district resources with factual information. This document has been shared with the full board.
2. Policy Tracking Document for Review of 1000 Series: The committee reviewed their suggested edits with Dr. Hart for each of the policies in the 1000 series of the manual. The following policies require no changes:
1130 - Staff Liaison Committees
1260 - Incapacity of Superintendent

1310 - Employment of School BA/ Board Secretary
1320 - Duties of the School BA/Board Secretary
1330 - Evaluation of the School BA/Board Secretary
1350 - Incapacity of the School BA/Board Secretary
1400 - Job Descriptions
1510 - Americans With Disabilities Act
1511 - BOE Website Accessibility
1570 - Internal Controls
1581 - Victim of Domestic or Sexual Violence Leave
1613 - Disclosures and Review of Applicants Employment History
1620 - Administrative Employment Contracts

The following policies are recommended to be abolished:

1555 - Domestic Partnership - This policy is outdated and goes against State Law requirements.
1648.15 - Recordkeeping for Healthcare Settings In School Buildings -Covid 19. This policy is no longer relevant.

The following policies were recently updated and not included in this review:

1523 - Comprehensive Equity Plan
1530 - Equal Employment Opportunity
1550 - Affirmative Action Program for Employment and Contract Practices
1642.01 - Sick Leave

The following policies require minor edits/further discussion:

1100 - District Organization: adding a line for clearer instruction for staff, "Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. Personnel are expected to keep the person to whom they are immediately responsible informed of their activities by appropriate means."
1120 - Management Team - Add technological staff to our list. Consider listing out our management team.
1140 - Educational Equity Policies/Affirmative Action - As per an article in Ed Weekly the U.S. Department of Education considers the use of diversity, equity, and inclusion to be a potential violation of the anti-discrimination law. It argues that the act of treating people differently based on their race, or programs that "advantage one's race over another," constitute an "illegal DEI practice," citing the U.S. Supreme Court's 2023 decision to overturn the legality of affirmative action policies that allowed universities to consider race as a factor in college admissions decisions. The department initially gave states 10 days to respond, but extended the deadline to April 24 in a follow-up letter. The agency is also asking state education chiefs to collect certifications from local districts. As of today the State responded on behalf of all schools. We will keep up to date on any changes. Other policies in this series may be impacted by this at a later date.
1210 - Board-Superintendent Relations - Do we want to add anything about keeping costs down while ensuring the best educational opportunities? Also, coordinate community resources with those of the district. Some committee members suggested we not

reference costs in this policy as this isn't necessarily needed in board relations. This may require further discussion.

1220 - Employment of Chief School Administrator - Include a statement about the board evaluating the superintendent one time annually according to policy 1240.

1230 - Superintendent's Duties M - Missing content on 18A:37-4 - Suspension of pupils by teacher or principal, but this may not be necessary.

1240 - Evaluation of Superintendent - include language to make it clear that all Superintendent Evaluations are to be completed by July 1 regardless of tenure status.

1522 - School Level Planning - This policy is listed on our Table of Contents but is not listed in the manual. It has been suggested to add this policy to the manual as it reflects how the building principals come up with achievement plans and report out to the Board.

1540 - Administrator's Code of Ethics - Suggested that we remove the 5 Principles of Commitment to the Profession as other districts have only the ethics listed. This policy requires further discussion prior to any edits.

1643 - Family Leave - Need to update the staff eligibility section to reflect a rolling 12 month period backward from the date a staff member uses any family leave. Ours currently has the beginning of the school year July 1.

3. Breakfast Offer vs. Serve 8507 - Policy Sample

- a. The Board only has policy 8508 to reflect lunch service, but will need 8507 because we now serve breakfast. Our district has above 10% low income in more than one school and therefore we need to offer Breakfast. Adding this policy will keep us compliant with the Department of Agriculture Requirements. This is going well in the elementary school and is doing better in HBS and RMS than it was. This also includes off-site preschool locations.

4. School Calendar 2026-2027: Dr. Hart reviewed the proposed 2026-2027 school calendar with leadership. It is new district practice to plan the school calendar more than a year in advance. Please note this is not for the next school year, but is for the 26-27 school year. It has been decided to have teachers begin on September 1-2 and Students on September 3. Sept 4 will be an early dismissal for the Labor Day weekend. If we have 2 snow days the school year will end on June 21st. Graduation will be held on June 18th. If we do not have 2 snow days, school will end on the 18th.

Agenda items: Adopt policy 8507, school calendar

Next Meeting: June 18th at 8:30AM

Summaries of Policy and Regulation Revisions