

WESTWOOD SCHOOL COMMITTEE  
Westwood, Massachusetts

**POLICY REVIEW SUBCOMMITTEE MEETING MINUTES**  
**March 23, 2022**

**Attendance and Call to Order**

The meeting was called to order at 2:45pm by Subcommittee Chair Amanda Phillips in the District Administration Professional Development Room. Charles Donahue was also present. Superintendent Emily Parks, Assistant Superintendent Allison Borchers, and Director of Student Services Abby Hanscom were present on behalf of the district. Field Representative Jim Hardy was present virtually on behalf of the Massachusetts Association of School Committees. John Cianciarulo recorded the minutes.

**Discussion Items**

**Welcome and Overview of Policy Review and Evaluation Process**

Massachusetts Association of School Committees' Field Representative Jim Hardy was introduced. His office was provided with a series of documents, including the existing policy manual, all student handbooks, and collective bargaining agreements. They reviewed what is considered to be required and best practice policies and then identified any gaps.

Section A, "Foundations and Basic Commitments," was presented to the Subcommittee for review. The Subcommittee will then present its recommendations to the School Committee for review and approval. Adoption will take place once all policies are approved in the full manual.

**Review and Evaluation of School Committee Policies Related to Foundations and Basic Commitments (Section A)**

The Subcommittee discussed each of the policies in Section A and made recommendations regarding revisions to the policies.

**Future Meeting Schedule**

The Subcommittee scheduled its next meeting for Friday, April 29 at 8am.

**New Business**

There was no new business.

**Action Item**

**Vote to Recommend Adoption of Policies Related to Foundations and Basic Commitments (Section A) to the Full School Committee for their Review and Adoption Process**

The Subcommittee will present the recommended policy revisions to the School Committee at its April meeting. No vote was taken.

**Adjournment**

**MOTION** made by Charles Donahue to adjourn the meeting. Motion seconded by Amanda Phillips.

**Result: 2-0-0 – Approved**

The meeting adjourned at 3:55pm.

**Documents/Exhibits Used at Meeting**

- Foundations and Basic Commitments (Section A) policies for review and evaluation:
  - AA—School District Legal Status

- AB—The People and Their School District (Westwood and MASC versions)
- AC—Nondiscrimination Policy Including Harassment and Retaliation
- AC-R—Nondiscrimination Policy Including Harassment and Retaliation
- ACA—Title IX Sexual Harassment Policy
- ACA—Nondiscrimination on the Basis of Sex
- ACA-R—Grievance Procedure for Complaints of Sexual harassment Under Title IX of Education Amendments of 1972
- ACAB—Non-discrimination Policy Including Harassment and Retaliation
- ACAB—Sexual Harassment
- ACE—Nondiscrimination on the Basis of Disability
- AD—Philosophy
- AD—Mission Statement (MASC version)
- ADA—Mission Statement (Westwood version)
- ADAA—Goals
- ADAB—Core Values
- ADC—Smoking/Vaping on School Premises
- ADC—Tobacco Products on School Premises Prohibited
- ADD—Safe Schools Policy
- ADDA—Background Checks (Westwood and MASC version)
- ADDA-R—DCJIS Model CORI Policy
- ADDA-E-1—Information Concerning the Process in Correcting a Criminal Record
- ADDA-E-2—C.O.R.I. Requirements
- ADF—Wellness Policies on Physical Activity and Nutrition
- ADF—School District Wellness Program
- AE—Commitment to Accomplishment