



The meeting was called to order at 3:39 PM.

In Attendance: Kathy Codianne, Mike Horesh, Elaine Sanfilippo. Superintendent Brooke Clenchy

Ms. Sanfilippo moved to approve the minutes of 11/27/2018. Seconded by Mr. Horesh. Vote to approve: 3-yes, 0-no, 0-abstain.

Discussion: School Committee Manual

- **Member feedback** – Ms. Codianne received suggestions for creating an introduction to the manual which would set the expectation for updating the document annually. Of particular concern was that the manual reflect any changes that have been made to policies that are in the manual. It was suggested that changes to policies would be given to the Chair of the PSC by the Chair of the Policy Subcommittee. The PSC would be responsible for updates to the manual. Additionally, policy references will be added to the manual as needed.
- **Development of FAQ** – the Committee discussed creating this section for the manual. It was suggested that we look at the FAQ that is used by the Melrose School Committee. General items to frame as questions include time commitment; putting things on the agenda; misperceptions about the SC is, what it does and what it cannot do; requests for information from the superintendent; examples of violations of Open Meeting Law; when to respond to a constituent and when to defer to the chair.
- **Development of Glossary** – Supt. Clenchy provided the committee with A Glossary of Acronyms, A Glossary of Financial Terms and a Glossary of Terms derived from other areas of the work of the SC and the Central Office. The PSC reviewed these documents and made suggestions for edits and additions that will be passed along the Supt. Clenchy.
- **Development of Central Office Directory**- Supt. Clenchy provided the Committee with a document, “NRSD Central Office; Department Roles and Responsibilities.” The PSC reviewed these documents and made suggestions for edits and additions that will be passed along the Supt. Clenchy.

Mr. Horesh moved to adjourn at 4:57 PM. Seconded by Ms. Sanfilippo. Vote to approve: 3-yes, 0-no, 0-abstain.

Next Meeting: February 6, 2019

"The items listed are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Personnel Sub Committee

Mike Horesh (B) Elaine Sanfilippo (S) Kathy Codianne (L)

Brooke Clenchy, Superintendent of Schools