

## Policy and Procedure Subcommittee

March 26, 2024

Called to order at 6:34 PM

Roll call taken

Keith Bernard present

Rob McCarthy present

Dawn Macklin present

Sharyn Rose-Zeiberg present

Also in attendance, Supt. Ligia Noriega-Murphy

Attendance Policy

Ms. Rose-Zeiberg introduced Supt. to address concerns raised about the Attendance Policy. It was explained that nurses want clarification added about calls and sending in notes for student absences. The desire is for policy to be explicit that a phone call is not an automatic excused absence. Suggested revision was to include wording to address this concern.

School Committee members asked about the process when a student is absent. Supt. explained that absences are verified. Members suggested minor changes to the Supt's proposed wording.

Keith Bernard made a motion to make the following revision to the Attendance Policy, to be sent to the Full Committee.

“A call to the school nurses or school is not an automatic excuse for absence. Caregivers must send the student with a note to the principal. For PreK-12 all notes must go to the schools' administrative assistant. For Grades 9-12 caregivers can also email the notes to [attendanceMHS@maldenps.org](mailto:attendanceMHS@maldenps.org).”

Rob McCarthy seconded the motion.

A roll call vote was taken

Keith Bernard - yes

Rob McCarthy - yes  
Dawn Macklin - yes  
Sharyn Rose-Zeiberg - yes

Ms. Rose-Zeiberg introduced the next item on the agenda was the Vandalism Policy. The Supt. said she spoke with Principals and Assistant Principals and they liked the new proposal. Members discussed that the city does not have the insurance or funds to replace technology damage. The policy is not just about technology, it includes property.

Members asked about the lifespan and cost of chromebooks. Estimated cost is about \$300 per unit and they can last for 7-10 years. Members asked how this program will be put into place. The Supt. explained efforts will be in place to work with the students to help them understand responsibility. Each individual case will need to be evaluated. This policy, if voted on, would go in the handbook and be added to our policies. Members discussed the policy needing to be handled equitably.

Keith Bernard made a motion to adopt the Vandalism Property  
Rob McCarthy seconded.

Roll call:

Keith Bernard - yes  
Rob McCarthy - yes  
Dawn Macklin - yes  
Sharyn Rose Zeiberg - yes

Ms Rose-Zeiberg introduced the next agenda item BEDH. She had received unsolicited guidelines on public meetings/comments from Middlesex DA Marian Ryan. In reviewing those, she feels our own policies need to be reviewed. Members discussed ways to go forward, including reaching out to legal or to MASC to be sure we are efficient. Members wanted time to get additional information.

Keith Bernard made a motion to table.  
Dawn Macklin seconded.

Roll call:

Keith Bernard - yes

Rob McCarthy - yes

Dawn Macklin - yes

Sharyn Rose Zeiberg- yes

Ms Rose-Zeiberg introduced Next Steps. Discussion was to gather additional information and to schedule another meeting.

Dawn Macklin made a motion to adjourn

Keith Bernard seconded the motion

Roll Call:

Keith Bernard - yes

Rob McCarthy - yes

Dawn Macklin - yes

Sharyn Rose-Zeiberg - yes

Meeting adjourned at 7:53