



Policy Committee

April 4, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members:

Others: Maureen Capillo, Justin Tosco, Carrie Smith, Stephanie Demming

Meeting was called to order at 12:00pm.

Agenda

- Math Placement
- Policy Document/updates
- Items for Next Meeting

Discussion Items:

Math Placement

- Sterling had a “Policy 1 : Accelerated Math Placement Policy. “
- On May 19, 2021, the LHU Board adopted some minor modifications to this policy.
- The text of the policy was later moved to the main body of the Parent Handbook and removed from the policies section. This happened with the knowledge of the school administration and the board (and in fact members of both administration and board believed this decision was voted on). However, the Board never formally voted to remove this from Sterling Policies.
- The Committee believes that curriculum content such as this belongs with the administration and should be in the body of the PHB as opposed to a Policy directed by the Board.
- The Committee recommends formally terminating Policy 1- Math Placement Policy as a policy.



- Maureen and the director team are working on some further modifications to the math curriculum language but no significant changes to Sterling practice at this time. Sterling already delivers Math 1, which is what DPI has been encouraging middle schools to offer as an honors course. Not all middle schools even offer Math 1 today, and fewer still offer Math 2. Any changes to PHB wording will be presented for approval as a change to the PHB.

Policies

- The discussion around math placement, and the resulting investigation, showed several areas for improvement:
 - Sterling does not have a single comprehensive set of Policies that is accessible to staff and parents
 - EHB and PHB as published each contain some, but not all of the applicable policies
 - There is a numbering conflict in policies (for example P.1 was the aforementioned Math Placement Policy, but in the EHB P.1 was Mandatory Reporting.).
 - All policies begin with P.XXX. The Committee believes it will be better to use a different notation for employee policies (e.g., E.X).
 - Policies other than the ones presently published in the PHB are generally not accessible to the public on our Web site. Despite having a link entitled “Policies and Laws,” presently, we only have the newly adopted policies for the “Parent’s Bill of Rights” law.
 - Despite purporting to include two additional links to the “Attendance Policy” and “Inclement Weather Policy,” even those are faulty. The “Attendance Policy” is not the text of the adopted policy. It has been edited. Additionally, we do not even have a policy called “Inclement Weather Policy.” Our adopted Policy is “Unexpected Closing, Delays & Early Dismissal Policy,” and the text on the Web is also an edited version of the actual Policy.
- This is likely to cause significant confusion
 - When we reference Policies, we should be clear to reference actual Policies adopted by the Board.
 - When should not edit the formal Policies. If we have to summarize them for context and understanding, it should be clearly noted that this is a summary or edit of the policy, with a link to the formal policy.



- If we include some, but not all policies, in the PHB, we may invite parents to rely on what we include as the complete set of policies applicable to them when this is not the case
- Additionally, by including policies in the PHB or EHB (or both), we run the risk that those will be outdated if Policies are changed and then not updated everywhere. If we plan to include Policies in the handbooks, we should note that these policies are “current as of [date]” with links to the full policy document.
- Lastly, we noticed that even the policies we were referencing as current were not the most current versions. The Board has voted on changes to several policies over the last few years (and added new policies) and none of those changes are reflected in the handbooks, and only the parents bill of rights policies are on the Web site..
- The Committee agreed that Sterling should maintain **one comprehensive set of Policies**. Those should be accessible to staff/parents/public. They should also be updated when the Board approves changes. Maureen took the responsibility of ensuring we have a closed loop process to ensure changes agreed by the Board are reflected in the comprehensive policies.
- Stephanie will gather and send Kevin a complete set of Policies. Kevin will edit to include all changes approved in the last two years. This does not require new Board approval since all of these changes will have been approved
- The Committee also recommends that the Board approve a new numbering scheme for employee policies (beginning with E... vs P...).

May Meeting Agenda Items

- Stephanie/Maureen to present proposed policy on acceptance of gifts by Sterling
- Gloria will be drafting a policy on appropriate use of physical restraint for students, in compliance with CPI training. This will likely be based on WCPSS policies.

Closure and Next Steps:

- The Policy Committee recommends formally terminating P.1 “Math Placement Policy.”
- The Committee recommends adopting a new numbering format for employee policies beginning with E...
- The Board is being presented with a formal Policy document which adopts the aforementioned changes. Other items noted in redline are changes previously voted on and do not require additional Board approval.
- Next meeting scheduled for May 2 at 12:00



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Meeting was adjourned at 1:00pm.