



Policy Committee

May 10, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members:

Others: Maureen Capillo, Justin Tosco, Stephanie Demming, Denise Kimball, Cinwain Garner, Ashley Norton (community member)

Meeting was called to order at 12:00pm.

Agenda

- Walker policy
- Acceptance of Gifts Policy
- Management of existing policies/updates
- Title IX Policy Question
- RFP for HR/policy audit
- Items for Next Meeting

Discussion Items:

Walker policy

- Sterling has a section in the PHB on student walkers. Generally, students below grade 7 must be accompanied by an adult. MS students may walk home with parent permission, subject to several limitations.
- Students must live close to the school and must use the crosswalk with a crossing guard at Town Hall lane/Cedar Fork Elementary. Practically speaking, this limits walking to families who live Northwest of the school. Students who live South of Treybrooke, or East of Town Hall are effectively precluded from walking home, regardless of how close to the school they live.



- Parents of 6-7 grade students (rising 7-8) were surveyed to determine if this policy should be relaxed.
- We did not have a significant response, but 11 families did indicate they would consider walking if they could cross without the guard (South/West of the school). Justin said he typically gets 3-5 requests a year under the current language.
- Maureen also indicated that some families have said they would prefer to take the Town of Morrisville public shuttle, which has a stop near the library. Other families have asked, at times, if their children could walk to the library after school.
- Justin noted that providing increasing responsibility and independence to MS students is consistent with Montessori as well as beneficial to student wellbeing.
- The Committee discussed loosening restrictions to allow walkers to exit South of the school. A sterling staff member could dismiss those students after carpool has slowed (much less traffic on Treybrooke by that time) and watch them from Sterling property. If we learn that students are not walking safely, the school can revoke their permission to walk.
- Based on discussion with the Board in May, Kevin will propose updates to the PHB "Walker" section for review by Maureen and Justin. Proposed updates to the PHB can be approved by the Board at the June meeting.

Acceptance of Gift Policy

- Stephanie recommends adopting a policy on gift acceptance. This is considered best practice and would be expected by institutional benefactors.
- Sterling has a policy on gifts of stock, but this is more general.
- Stephanie provided a draft that she pulled together from open source examples. The committee reviewed and discussed the policy.
- Kevin revised the policy based on Committee discussion, and that draft was approved by Stephanie as consistent with her recommendation.
- The Committee recommends the Board approve the new Acceptance of Gifts Policy.

Management of Policy Updates

- The Committee discussed the best way to get approved policies on the Web site, enabling the community to see all policies and updates.
- Maureen recommended that when policies are approved by the Board, the Policy Committee chair should send the approved policy to Maureen and Cinwain with a cover sheet indicating the date of approval and the effective date (if different). The sheet will have a black space for the date the policy is updated on the Website. Maureen would have the staff fill out the final date when it is loaded on the Website.



This will better enable the staff to track that all steps necessary to publish the policy have been taken.

- The Policy document should always note the date the comprehensive document was last updated, so parents or staff can quickly determine if something has changed.
- Updated policies should note the date of the last update.

Title IX Policy Question

- Denise asked for confirmation whether/when the Title IX policy was last updated or reviewed by School counsel.
- The policy is new. There was no request made to have counsel review. The effective date listed in the policy document is valid for the last revision.

RFP for HR/policy audit

- Based on budget questions during the present fiscal year, the HR/Policy audit RFP was removed from the School Web site. With the approved 24-25 school year budget, the Committee will re-release the RFP.
- We received no bids in the short time it was previously listed.

June Meeting Agenda Items

- 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.
- Review/finalize changes to Walker policy

Closure and Next Steps:

- The Policy Committee recommends adopting the new Acceptance of Gifts policy.
- Next meeting scheduled for June 6 at 12:00

Meeting was adjourned at 1:00pm.