

**LYNN PUBLIC SCHOOLS**  
**James Leo McGuinness Administration Building**  
**100 Bennett Street**  
**Lynn, Massachusetts**

**Policy Sub-Committee Meeting**  
**September 26, 2013**  
**6:00 p.m.**  
**(at 90 Commercial Street)**

**Members present:** Mr. Starbard, Chair  
Mr. Gallo  
Mr. Ford

**Observing:** Ms. Capano  
Ms. Carrasco  
Ms. Coppola

**In Attendance:** Dr. Latham, Superintendent  
Dr. Warry, Deputy Superintendent  
Ms. Rowe, Deputy Superintendent  
Attorney Mihos  
Mr. Iarrobino, Secretary of the School Committee

Mr. Starbard presided.

Mr. Gallo made a motion to suspend the rules and take the Agenda Items out of order.  
Seconded. Motion passed on a unanimous voice vote.

Item 1: Restraint Policy

Dr. Mennino, Director of Special Education provided an update of State requirements for Public School District Training Programs. This policy was updated in March, 2013. The major change is in the area of de-escalation which is part of the training received by the staff.

Dr. Latham recommended the Committee adopt the Restraint Policy with amendments as presented.

Mr. Gallo made a motion to recommend to the full Committee to approve the Restraint Policy with amendments. Seconded. Motion passed on a unanimous voice vote.

#### Item 2: Discipline Code

Ms. Maureen Horgan, District Compliance Officer, informed the Committee of the required changes to the Discipline Code. The changes direct school decision makers at disciplinary hearings or meetings to (1) exercise discretion in deciding consequences for students; (2) consider ways to re-engage the student in the learning process and (3) avoid using expulsion as a consequence until other means and consequences have been tried.

Ms. Horgan noted that the emphasis is now on keeping the students in school at all costs. In addition, all principals must provide written notice to the student's parent or guardian of suspension or expulsion in English, as well as, the language of the student. The parents must be provided with the opportunity to meet with the principal before the suspension or expulsion takes affect. The principal must provide the parents and student information about the appeal process to the Superintendent.

Discussion ensued with Committee members asking questions about how the policy will be implemented.

Mr. Gallo made a motion to have Attorney Mihos review the changes and report back to the Policy Sub-Committee.. Seconded. Motion passed on a unanimous voice vote.

#### Item 3: Restrict the purchase of food products to the Lynn Business Community (tabled S.C. Meeting 9/12/13)

Mrs. Coppola spoke in support of having the food that is purchased for special events by the Administration be bought from local Lynn businesses.

Discussion ensued with Attorney Gallo voicing concern about the Procurement Laws. Attorney Mihos stated that, if the purchase was under \$10,000, you do not have to go out to bid. These purchases come under "good business practices." The School Department cannot continue to purchase from the same vendor. The School Committee may adopt this proposed policy or the School Committee may make a recommendation to the Administration regarding this issue.

Mr. Starbard recommended the following:

The Lynn School Committee strongly encourages Lynn Public School Department Staff to patronize Lynn Businesses when making purchases for day-to-day needs. These purchases may include food for events, building and school supplies and services that are not covered under an existing contract. This does not override existing procurement and bidding regulations. Cost and quality should always be the deciding factor when making these purchases.

Mr. Starbard recommended these guidelines be issued by the Superintendent to all administration personnel.

No vote was taken.

Item 4: School Councils (Policy BDFA-E)

Mr. Iarrobino noted the need to update the School Council policy.

Discussion ensued regarding the frequency of School Council meetings.

Mr. Gallo made a motion to recommend to the full Committee to amend the BDFA-E policy to hold School Council meetings a minimum of four times a year. Seconded. Motion passed on a unanimous voice vote.

Item 5: Emergency Plans – for adoption as recommended by MASC

Officer Ferrari, Director of Emergency Planning, noted that Lynn has a very solid emergency plan. Each school has an emergency response team and conducts drills yearly. The Lynn School Department is part of a city-wide emergency management group where the schools issues are shared.

No action was taken.

Item 6: Screening Committee Procedures

Mr. Gallo made a motion to Table. Seconded. Motion passed on a unanimous voice vote.

A motion from the floor was made to adjourn at 7:00 p.m. Seconded. Motion passed on a unanimous voice vote.

THOMAS P. IARROBINO  
Secretary of the School Committee

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Adopted S.C. – October 10, 2013