1. **Review and Approve Minutes**
   As noted in the minutes for our last meeting, approval of minutes from recent meetings is deferred. It is anticipated that, at a future meeting, a series of minutes from meetings centered on the comprehensive policy review process can be reviewed and approved collectively.

2. **Comprehensive Policy Review: Sections C and D**
   Members advanced the process for Comprehensive Policy Review, completing the review of Section C. Discussion led to the following positions:
   - CBE: Salary Increments for the Superintendent of Schools and other Central Office Administrators will be rewritten to apply solely to Superintendent.
   - CHC: Procedures Dissemination will be revised to clarify and state only those procedures that require school committee approval.

   As a result of repeated information across policies as well as a misalignment to current practice, the following policies will be eliminated from the Falmouth Public Schools’ Policy Manual:
   - CHB: School Committee Review of Procedures
   - CHCA-E: Approval of Handbooks and Directives
   - CL: Administrative Reports
   - CM: School District Annual Report
   - CN: Information from Superintendent to the School Committee

   Members then proceeded to the review of Section D, and discussion led to three policies, to date, that will need additional attention:
   - DGA: Authorized Signatures – Lori will verify whether Town Charter is an appropriate cross-reference.
   - DH: Bonded Employees and Officers – Lori will verify who needs to be bonded.
   - DK: Payment Procedures – Lori will check title of Town “accountant / treasurer.”

3. **Other**
   - **Agenda for Next Meeting**
     ✓ Complete Review of Section D
     ✓ Review Sections E and F

   Next meetings:
   - Thursday, February 7, 2019, 4:30 – 6:30 pm
   - Thursday, February 28, 2019, 5 – 7 pm

Respectfully Submitted by,

**Sonia L. Tellier**
Assistant Superintendent

**Anne Barnes**
Director of Out of District Placement & Policy