

**MEDFIELD SCHOOL COMMITTEE**  
**POLICY SUBCOMMITTEE**  
**Zoom Remote Meeting**  
**October 7, 2020**

**PRESENT:** Timothy Knight, Recording Secretary, Policy Subcommittee Member  
Meghan Glenn - Financial Secretary, Policy Subcommittee Member

**ALSO PRESENT:** Mary Bruhl, Director of Student Services

A Roll Call Vote was taken to open the meeting:

- Timothy Knight-yes
- Meghan Glenn-yes

The meeting began at 12:04 pm

The Policy Subcommittee met to discuss the following pertaining to the required Title IX Policy changes, related procedures, implementation and next steps.

**Title IX - focused on Non-Discrimination on Basis of Sex** - This was historically covered under broader non-discrimination policies. These are new policies governed by US DOE that were released in the Spring of 2020. Our policies and procedures must be updated to ensure compliance with the Federal Mandate. Specifically the Title IX policies must be clearly defined, with procedures fully understood for Title IX claims. The changes that we are proposing are consistent with the changes that were made to the Federal guidelines, with a focus on Title IX.

**Overview of policies, procedures, training, and steps to operationalize:**

- There are 4 Policy Documents and a Procedure to be written. Ms. Mary Bruhl, the Director of Student Services, will manage the process and implementation.
- If a claim is raised the Coordinator, (Principal or Director of Student Services) would review the claim, validate the need for an investigation and assign one investigator and decision-maker from the pool of potential investigators/decision-makers. The "Pool of Investigators" represent about 16 people who will be made up of Directors, Principals, Central Office, Assistants and the pool will be trained.
- Ms. Mary Bruhl ensures every coordinator, investigator, or decision-maker is trained on policies. The training would be conducted by the legal team who has advised the committee on the process. The training should take approximately 2-3 hours, and will most likely be remote.

**Plan for policy approval and procedure implementation:**

- Update the policies and ask the School Committee to review via the standard process

- Schedule training to implement the policies
- Approve policies and procedures
- The procedure will be posted on the website, then shared with all parents, staff, and students by Mary.
- The first reading of the policies will take place at the scheduled School Committee Meeting on Thursday, October 8, 2020.

A Roll Call Vote was taken to adjourn the meeting

- Timothy Knight -yes
- Meghan Glenn-yes

**The vote was unanimous.**

The meeting was adjourned at 12:40 pm

**Minutes Approved by School Committee:** November 12, 2020