

**Belmont School Committee Policy & Procedure Subcommittee Minutes**  
**June 24, 2015**  
**School Administration Building Conference Room**

**Present:** Susan Burgess-Cox  
Laurie Graham  
Elyse Shuster

**1. Call to Order**

Meeting called to order at 9:10 a.m.

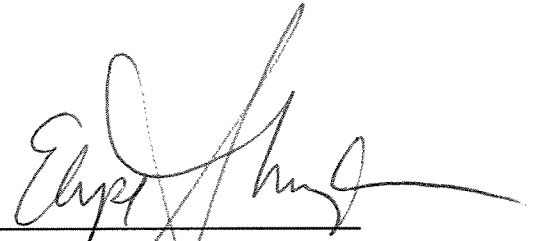
**2.** Discussed the 1000 series (advertising/community relations). Also looked at uses of School name and logo. Need to break out policy from guidelines and procedures. "Policy" piece is shorter and includes legal references. "Guidelines" section will elaborate on said policy. "Procedures" are not necessarily written/created by School Committee. They are often done by Superintendent of Principals.

**3.** Need to come up with advertising terms as well as rates.

**4.** Next meeting will be on July 14<sup>th</sup> at 9:00 a.m. At that meeting we will review edits on these policies and guidelines (see above) and make sure that the Superintendent is aware that procedures need to be in place

**5.** Meeting adjourned at 10:40 a.m.

Respectfully submitted by

  
Elyse Shuster