

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: March 2, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman
Ms. Debbie Appelbaum
Dr. Gaetane Francis

Other: Dr. William McKersie
Ms. Laura Erickson
Dr. Ellen Flanagan (left at 2:00 pm)
Ms. Irene Parisi
Ms. Antoinette Fornshell (arrived at 2:30 pm)

The meeting convened at 1:32 pm.

1. Approval of the Agenda:

MOTION: Ms. Appelbaum moved to add a discussion of E-004 Graduation requirements to the agenda. The motion was seconded by Ms. O’Neill.

VOTE: 3 for, none opposed

MOTION PASSED

2. Approval of 2/24/16 Minutes:

Approval of the minutes was postponed until the 3/16/16 PGC meeting.

3. E-040 School Admission, Assignment and Attendance (Dr. Flanagan)

Dr. Flanagan provided PGC with an update of her work to reorganize E-040 and stream line the quantity of policies/procedures included under it. She provided a handout identifying which items should be retained in E-040, which were more appropriate listed elsewhere and under which policy, and which should be deleted as no longer relevant to the district.

Discussion followed about how to handle enrollment information. It was noted there needed to be clear distinction between procedures relevant to general enrollment and updates related to Magnet School enrollment data. Dr. Flanagan will look at

Procedures under E-051 to see what should be cross referenced. To specifically be reviewed is where Pre-K and tuition students are referenced. It was decided Dr. McKersie, Ms. O'Neill and Ms. Forde would evaluate this.

Dr. Flanagan explained her recommendation to change the policy name from Effective Learning Environment to School Admission, Assignment and Attendance. Dr. Flanagan also suggested that E-080 be renamed Family and Community Engagement vs. Public Involvement in Schools to better reflect the procedures included in it and a connection to the strategic plan.

PGC discussed whether a MR for E-040 was still required this year. It was agreed one was needed; but that it would follow an update formula providing information on exceptions. It will be a written report.

Next steps:

- There will be a review to see what other procedures will fall under E-040 (Pre-K, lottery for magnet schools, E-051 items).
- Dr. Flanagan will work simultaneously on the update report and current procedure review. PGC will look at the recommendations made to them to make changes and redo the policy.
- The proposed changes to E-040, E-080 and E051 will be provided to the representative from CABE doing our Policy audit.
- It was determined E-040 would be a written report on the May 12, 2016 Board agenda.

4. E-001 Curriculum and Learning (Ms. Parisi, Dr. Flanagan)

Ms. Parisi updated the Committee with her progress to refine language related to curriculum in E-001. She advised that most districts separate curriculum from programs and services. She recommended GPS consider splitting what is now E-001 into two separate policies. One for curriculum and one for programs and Services.

PGC discussed Ms. Parisi's observations and suggested next steps. Questions arose over how specific items which are both a program and curriculum would be handled.

Next steps:

- Ms. Parisi will provide PGC with CABE sample policies to consider.
- The Cabinet will review what should fall under curriculum and what should be considered a program or service.
- Procedures for new course approvals will be listed behind both programs and curriculum policies.
- Magnet theme information and procedures will be cross referenced.

- Ms. Parisi will come back to PGC on May 18th with a working DRAFT of definitions and how the policy might be structured. The policy will be finalized over the summer.

5. E-004 Graduation requirements (Ms. Parisi, Dr. McKersie)

Dr. McKersie and Ms. Erickson framed the need to revise this policy for the class of 2017. In light of a shift in Assessment by the state from SBA to SAT for Juniors in the class of 2017; and the lack of performance standards/benchmarks on the SAT from the CSDE, the GPS needed to update the policy to reflect the related changes in graduation requirements for the class of 2017. Ms. Parisi suggested new language in the policy to reflect the new assessment and set reasonable graduation requirements for the class of 2017 in absence of direction from the CSDE. It was noted this would be for one year. The policy will need to be revised again once the state sets performance standards on the SAT.

The recommendation suggested using benchmarks for other district assessments - STAR ELA and Math in lieu of the SAT as consideration for meeting graduation requirements. Portfolios will continue to be used where appropriate as well.

Next Steps:

- A policy with recommended revised language will be on the 3/10/16 Board work session agenda for discussion and 3/31/16 agenda for a vote.
- The Superintendent will use Super Notes to keep the Board apprised of developments.
- The course of study guide and procedures will be appropriately revised once the Board has voted.

6. E-001 – Humanities Monitoring Report – (Ms. Fornshall, Ms. Parisi)

Ms. Fornshall updated the committee on the items she proposed to include in the Humanities MR. She will continue to build the idea of ELA and Social Studies together as Humanities. Department celebrations, challenges and goals will be outlined in the report. Ms. Fornshall responded to committee member's questions and suggestions regarding information to include in the report.

Key points for inclusion in the report include:

- Department goals - progress toward completion
- How to measure and quantify outcomes for goals
- Alignment with standards
- Professional Learning / results
- Assessment information including performance tasks
- Update on instructional coaches
- New Social Studies curriculum and inter-disciplinary instruction
- Follow-Up recommendations

7. Update E-002 Safe School Climate (Ms. O’Neill)

Ms. O’Neill advised there might be some redundant language in the policy. It should however, not prevent the Board from voting to accept the policy. She also noted that it needed to be determined if there were any other procedures under E-002 that needed to be revised as a result of the new policy language.

Next Steps:

- The Board votes on 3/31/16 on the revised E-002 policy.
- Ms. O’Neill will verify that Ms. Forde will have relevant procedures updated.

8. Update Non-Discrimination Policy – (Ms. O’Neill)

Ms. O’Neill noted she had not yet sent the recommended policy language to the Board. She will do so with background information.

Next Steps:

- Ms. O’Neill will send the proposed policy and background information to the Board for feedback.
- Ms. Forde will advise PGC if the language used meets ADA and IDEA regulations.
- An update will be added to the 3/16/16 PGC agenda

9. Agenda Planning – (Ms. O’Neill)

The following items will be on the agenda for the 3/16/16 meeting.

- L-020 Discussion of hiring process
- E-080 Public Involvement in Schools/FaCE initial discussion
- E-020 Gifts and Grants update

10. Adjournment

MOTION: Dr. Francis moved to adjourn the meeting. Ms. O’Neill seconded the motion.

VOTE: 3 for, none opposed

MOTION PASSED

The meeting adjourned at 3:10 pm.

Respectfully submitted,

Debbie Appelbaum