**POLICY GOVERNANCE COMMITTEE**

**MINUTES**

Date: December 7, 2016

Place:   Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman

Ms. Debbie Appelbaum

Dr. Gaetane Francis

Other: Dr. Salvatore Corda

Ms. Laura Erickson

Mr. Peter Sherr

The meeting convened at 1:32 pm.

1. **Approval of the Agenda:**

MOTION: Ms. O’Neill moved to revise the agenda.

The motion was seconded by Dr. Francis.

VOTE: 3 for, none opposed MOTION PASSED

MOTION: Ms. O’Neill moved to approve the revised

agenda. The motion was seconded

by Dr. Francis.

VOTE: 3 for, none opposed MOTION PASSED

1. **Action Items:**
2. **Approval of Minutes:**

MOTION: Ms. O’Neill moved to approve the

minutes from the 11/16/16

PGC meeting. The motion

was seconded by Dr. Francis.

VOTE: 3 for, none opposed MOTION PASSED

1. **Discussion Items:**
2. **E-020 Grants:**

PGC reviewed the revised Gifts and Grants procedure prepared by Dr. Carabillo with Dr. Corda. Through discussion it was agreed that the procedures should retain a simplified format listing the criteria to meet for a conforming grant request. Those who were present reviewed each of the criteria listed and revised them, if necessary, to that end.

It was noted that the procedure language should also reflect that grants which might be non-conforming will be referred by the Deputy Superintendent to the Board’s Grants committee. It would note that this committee could agree to move the grant forward or refer the grant request to the full board for further discussion and review.

There was a brief discussion about the PTA possibly acting as a grant organization. As funding needs in the district shift, the potential for PTAs to offer grant funds vs strictly gift funds was broached. No conclusions were reached. It was agreed the topic required a broader discussion before making any determinations.

Next Step: Revise the Gift/grant procedure to reflect the changes made. The new document will be circulated among the Board prior to the 12/15/16 meeting.

1. **PA 16-189 Student Data Privacy (E-005):**

Ms. O’Neill shared a red lined version of the policy E-005 Confidentiality of Student Records. There was a discussion of the proposed revisions.

It was agreed that the following statement would be added to the policy to replace the wording regarding third parties:

*“The Board shall ensure that all 3rd parties that have access to student records and work that has personally identifiable information are in compliance with the Family Educational Rights and Privacy Act (FERPA) and PA 16-189 and all other applicable Federal and State Statutes.”*

The policy also would be changed as follows:

Paragraph 3:

*All student personally identifiable health information educational records and student work maintained by the district, district staff, or contractor/third party are subject to and protected by the Family Educational Rights and Privacy Act (FERPA) and PA 16-189 and all other applicable Federal and State Statutes.*

Paragraph 4:

*The Board directs the Superintendent to implement procedures to implement the policy regarding the collection, maintenance, and dissemination of student education records that complies with State and Federal Statutes.”*

1. **PGC Work Plan:**

It was agreed that given the changes needed that E-0005 Confidentiality be removed from the Board’s agenda until further work could be done.

It was agreed that the policy E-040 with its change in language to add homeless students would be placed on the Board’s agenda with one additional change. The word “qualified” would be changed to “eligible”.

It was agreed that despite a question about the AVID definition, that item would stay on the Board’s agenda as is for another reading.

Future work assignments for PGC committee members was reviewed.

1. **Action Items:**
2. **E-001.14 Home Schooling –**

After a brief discussion, it was determined that no action was required from PGC as it was a procedure that needed to be written vs policy. The Superintendent will look at the corresponding policy to insure the new procedures flow from the policy.

1. **Student Surveys and Privacy –**

There was a brief discussion about student privacy as it related to student responses to surveys; specifically, with surveys that might identify a student. It was suggested that surveys be added to the confidentiality of student records policy.

1. **Updates:**
2. E-050 HR Policy Hiring –

Ms. O’Neill noted Mr. Stacy would attend the 12/21/16 PGC meeting to discuss HR policies.

1. Re-dating procedures-

There was a discussion about how best to handle dating of policies that were renamed; including addressing their procedures, even if unchanged. It was suggested that an asterisk could accompany the procedures indicating that the name of the policy was changed but not the content of the procedures*.*

Also discussed was the need to review and insure that all policies and procedures are in alignment and updated with procedures that are either updated or re-dated. As an example, it was noted the policy and procedure regarding management of head lice, bed bugs, etc. was inconsistent with current school nurse practices. No specific action was taken nor next steps identified.

1. **Adjournment**

MOTION: Ms. Appelbaum moved to adjourn the

meeting. Dr. Francis seconded

the motion.

VOTE: 3 for, none opposed MOTION PASSED

The meeting adjourned at 3:15 pm.

Respectfully submitted,

Debbie Appelbaum

Secretary, PGC

Approved

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