

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: January 12, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman
Ms. Debbie Appelbaum (arrived at 1:10 pm)
Dr. Gaetane Francis

Other: Dr. William McKersie
Ms. Laura Erickson
Ms. Mary Forde
Ms. Irene Parisi (arrived at 2:00 pm)

The meeting convened at 1:00 pm.

Ms. O’Neill moved to amend the agenda to include the election of a Secretary for PGC. Dr. Francis seconded the motion. The motion was approved 2-0 (Ms. Appelbaum absent).

Ms. O’Neill moved to name Debbie Appelbaum Secretary for PGC. Dr. Francis seconded the motion. The motion was approved 2-0 (Ms. Appelbaum absent).

To facilitate discussions, the agenda was taken out of order.

1. Discussion of Pre-K Procedures –

The Committee reviewed with Mary Forde the DRAFT Pre-K procedures supplied to them by Dr. McKersie on 12/1/15. Discussion included codifying how the Pre-K program is marketed within the procedures; providing clarity about the lottery process and codifying it within the procedures; and verifying the lottery date (month and roughly which week within the month).

Ms. Forde will cross check the Magnet School procedures to identify how the lottery date is handled there and mirror that in the Pre-K procedures.

Ms. Forde will make revisions to the Pre-K procedures DRAFT to include the codification of the marketing process for the Pre-K Program, clarity about the lottery process and date.

Once revisions are made to the DRAFT, Ms. Forde will send both the ‘16-‘17 and

'17-'18 Pre-K procedures to PGC for final review. They will be the same except for the language referencing the change in the lottery for non-resident staff adopted in 16-17.

Dr. McKersie will share the final Pre-K procedures with the entire Board in his SuperNotes and provide 1 week for Board comment. They will then be adopted.

2. Update - E 002 – Whole Student Development and Safe School Climate

Ms. Forde referred the committee to the most recent revision of the Policy and Procedures for policy E-002. It included the revision to capture “sexting” and “cyber bullying”. This version has been through and approved by Legal. Note: It is required by law that the procedures be attached to this policy and approved as a unit.

There was discussion about the inclusion of the words “in the school setting” in the section on “Cyberbullying”. The phrase was used in one reference and not another within the procedures. A desire to include the language used in the procedures for E-045 CyberBullying was noted. Ms. Forde was asked to clarify with legal and Phil Dunn and Fran Kompar that the term “in the school setting” was used properly and with consistency to E-045 procedures.

Ms. O’Neill moved that Policy E-002 and its accompanying procedures be sent to the Board for adoption. Ms. Appelbaum seconded. The motion was approved 3-0.

Prior to Ms. Forde’s departure there was a brief discussion about what programs needed to be included in Policy E-001, which includes both curriculum and program services, and within which section of the policy (curriculum or programs/services) they would be referenced. Guidance was specifically discussed as it has both a curriculum piece and is a program/service. Ms. Forde was asked to check with Judy Nedell for input.

3. Approval of 11/17 15 Minutes –

Ms. O’Neill moved to approve the minutes from the 11/17/15 PGC meeting. Ms. Appelbaum seconded the motion. The motion was passed 3-0.

4. Update -E 040 – Effective Learning Environment –

Ms. Parisi joined the meeting to discuss Policy E-001. At the outset she provided an update on the work being done by Dr. Flanagan to streamline E-040 and avoid duplication with other policy areas. They have identified 7 procedures that should go under E-001 vs E-040. Dr. Flanagan will update PGC about her work on E-040 at a future meeting to be determined.

5. Theater Arts MR –

Ms. Parisi noted this report used to be part of the Arts Report covering all musical, dramatic and theater programs. With the proposed addition of a Unified Arts Coordinator in SY 2016-17, the plan will be to have a combined Arts Programs Report.

It was agreed that Ms. Parisi would provide the Board a brief update on the Theater Arts program in the form of a PowerPoint. Given the program is performance based it was noted and agreed that the presentation would not include a lot of data or analysis. There was a request to include in the presentation how DLE is integrated into the Theater Arts program. Ms. Parisi will meet with Scott Borowka at GHS to identify what information can be gathered.

Ms. Parisi said she would send PGC a link to the '08 report on the Arts.

There was a brief discussion about new Arts courses that would be available with the completion of the PAC, such as a Set Design Workshop. It was noted that any potential course will go through the curriculum council and process that has been developed for the approval of new courses.

There was a brief discussion about the timeline and process for hiring the new Unified Arts Coordinator once the funding was approved.

6. Update - E 001- Program Services and Curriculum

After discussion it was determined that the document prepared by Ms. Erickson at the request of Ms. Ospina prior to her departure from the Board, which blended 3 different drafts of the E-001 Policy would be the one used for review purposes going forward. It was agreed that Ms. Erickson would have Linda Valentine reformat the document so it could be worked from for the next phase of work.

Ms. Parisi will work with Cabinet on the definitions of the programs once the document is reformatted and forwarded to her by the PGC Chair. The timing for her to bring the document back will be determined with the Supt.

There was a discussion of the programs section of the policy. It was noted that the Alternative HS should be included in this section. It was also noted that AVID was missing from the list of programs and should be added.

There was a brief discussion of what made something a program/service vs curriculum.

There was a brief discussion about E-004 graduation requirements. Ms. Parisi will be meeting with the state for a workshop Thursday 1/14/16. The workshop is to provide greater clarity to districts on the SAT replacing the SBA for Jrs. Ms. Parisi was asked to clarify what information, if any, relative to mastery must be included on students' transcripts. Currently, mastery is noted only on a student's permanent record.

7. **General Business**

PGC will discuss the upcoming STEM MR on 1/27/16.

There was a brief discussion of the annual MR reporting schedule. This is coordinated at Cabinet by Kim Eves.

PGC will meet with Fran Kompar to review the upcoming pilot update for Learning Commons. PGC Chair will set a date for February.

Upcoming topics to be scheduled for discussion include:

- Transgender policy
- MS Report – Dr. McKersie will send the questions from the Board that are being investigated for the report.
- Review the list of policies to determine and prioritize a schedule for updating policies and procedures
- Identify a process for addressing legislative enactments affecting schools that require policy updates.

Ms. O'Neill will prepare a DRAFT agenda to schedule future topics for PGC discussion and review.

Ms. O'Neill made a motion to approve the 2016 PGC new meeting schedule for posting. Dr. Francis seconded the motion. The motion passed 3-0.

The next PGC meeting will be held 1/27/16 at 1:30 in the Staff Development Room.

8. **Adjournment**

The meeting was adjourned at 2:40 pm.

Approved 1/27/16

3-0