

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: March 16, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O'Neill, Chairman
Ms. Debbie Appelbaum (arrived 1:35 pm)
Dr. Gaetane Francis

Other: Dr. William McKersie
Ms. Laura Erickson
Mr. Peter Sherr (arrived 1:45 pm)
Mr. James Hricay
Mr. Robert Stacy

The meeting convened at 1:32 pm.

1. Approval of the Agenda:

MOTION: Ms. O'Neill moved to add a discussion of procedures related to E -Cigarettes to the agenda. The motion was seconded by Dr. Francis.

VOTE: 2 for, none opposed
Ms. Appelbaum, absent

MOTION PASSED

2. Approval of 2/24/16 and 3/2/16 Minutes:

MOTION: Ms. O'Neill moved to approve the minutes from the 2/24/16 and 3/2/16 PGC meetings. The motion was seconded by Dr. Francis.

VOTE: 2 for, none opposed
Ms. Appelbaum, absent

MOTION PASSED

3. E-020 Financial Management - Grants (Dr. McKersie/Mr. Hricay)

Mr. Hricay presented information on the Gifts Report. Discussion followed regarding budget resolutions for grants from partner organizations. Additional discussion

revolved around whether funds received from the Greenwich Alliance should be considered gifts or grants.

Mr. Hricay reviewed with the committee the various types of grants received by the GPS. They include “incoming” such as federal and state title money, “seeking” (a grant is written by the district to secure specific funds), “public” (foundation based), or “gifts” (provided by individuals who want to donate a specific item or achieve a specific end).

There was discussion about the connection between grants and pilots. Due to time constraints, it was agreed to curtail the discussion and continue it at the next PGC meeting on 3/30/16.

Next steps:

- Dr. McKersie and Mr. Hricay will discuss the topic further between themselves and connect with Ms. O’Neill as chair of PGC with additional information and guidance in advance of the 3/30/16 meeting.

4. L-020 Professional Personnel Practices (Dr. McKersie/Mr. Stacy)

Mr. Stacy reviewed the GPS hiring policy and procedures regarding the Code of Ethics which was provided to the Board. He noted that during the summer leadership council, Principals will discuss ways to integrate activities into their schools reinforcing the code of conduct information via staff meetings or other vehicles.

Mr. Stacy noted there was a difference between the TOG code of conduct and the GPS/Educator code of conduct. He will be working with Mary Pepe on the TOG side to develop a town code. Plans are to address both certified and non-certified staff.

Discussion to insure clarity followed Mr. Stacy’s presentation.

Next Steps:

- Mr. Stacy noted his HR procedures are currently numbered for internal HR use. For clarity and to differentiate between procedures with the same general heading, he will re-number the public procedures that connect to policy in his area. (ex. There are procedures both titled ethics. One covers code of conduct and the other nepotism. They will each receive a different procedure number.)
- Mr. Stacy is producing an internal procedure booklet on how to conduct an investigation of alleged teacher/administrator misconduct. Much like the PPS Red Book.
- The L-020 Policy needs to have appropriate language regarding investigation procedures added.

- The E-050 Management Administration policy needs to be amended to remove athletics (coaches) and CCU's.
- Mr. Stacy will review all HR procedures to identify any others that need to be better tied to Board policy. (Ex. E-060 is currently titled Administrator Code of Ethics. It should however reflect ALL staff. Recommendation will be to change the title for E-060 to Professional Responsibility and Ethics)

5. Board Role in Hiring: (Dr. McKersie/Mr. Stacy)

There was a discussion regarding what role the Board might have in a Cabinet reorganization and what were the overall goals to be achieved by the reorganization. Dr. McKersie noted his continued requirement to identify a strong Deputy Supt. as a first step with the Cabinet restructuring to follow.

There was discussion about Board involvement in the hiring process of key administrators. Mr. Stacy and Dr. McKersie laid out several examples noting the pros and cons of each.

Next Steps:

- Mr. Stacy will provide PGC with the current Committee structure used for for Administration hires.
- Each Caucus will discuss and provide suggestions to PGC about how they feel the Board can best participate in the hiring process for key administrators.

6. E - 002 Procedure on E-cigarettes:

An essential piece of language is missing from the policy. The policy will be removed from the consent agenda at the 3/31/16 BOE Business meeting. The needed language will be added to the policy. The Board will vote on the policy as amended.

7. L- 001 Legal Requirements and L -001.2 Non-Discrimination - (Ms. O'Neill)

- This item was postponed to the next meeting 3/30/16.

8. Agenda Planning - (Ms. O'Neill)

The following items will be on the agenda for the 3/30/16 meeting.

- L-020 Discussion of hiring process
- E-020 Gifts and Grants update
- Pre-K discussion for MR

The following items will be sent straight to the Board

- SEL Curriculum
- Library Commons

For future agendas

- E-020 Budget limitations
- E-052 Other District Operations MR

9. Adjournment

MOTION: Dr. Francis moved to adjourn the meeting. Ms. Appelbaum seconded the motion.

VOTE: 3 for, none opposed

MOTION PASSED

The meeting adjourned at 3:07 pm.

Respectfully submitted,

Debbie Appelbaum
Secretary, PGC

Approved 3/30/16
2-0 (Debbie Appelbaum Absent)