

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: October 13, 2015

Place: Staff Development Room, Havemeyer

Present:

Members: Ms. Adriana Ospina, Chairman
Ms. Barbara O'Neill
Ms. Laura Erickson

Other: Dr. William McKersie
Ms. Debbie Appelbaum (arrived 10:25)
Ms. Mary Forde (arrived 10:15)

The meeting convened at 10:05 a.m.

Agenda planning: Oct 27th: Magnet School report is on the agenda and during this meeting, Whole Student Development was added as well. Nov 17th: World Languages. The Superintendent is responsible for Cabinet members to attend.

Ms. Ospina reminded the group that the only new course proposed for next year is American Sign Language IV which is an action item at the 10/22 BOE meeting. The GHS Course of Study guide is scheduled to come before the BOE in December. Ms. Ospina reported her research revealed that courses which haven't run for a number of years are generally considered deletions. She requested that an analysis be done of courses that haven't been offered in over 3 years and presented to PGC. Discussion will help focus on what should be brought forward to the full BOE as course deletions.

Ms. Forde was able to join the meeting to discuss an updated draft of E-002, which substitutes p. 3 and 4 of the current policy. The group agreed to review E-002 in its entirety. Ms. Erickson will send a sample Safe School Climate Plan policy to the group for comparison. The discussion was added to the 10/27 PGC meeting agenda.

It was noted that procedures for revised policies should be published within one month after Board approval. This allows essentially 3 months for a procedures review since policies are considered at a minimum for one work session and two regular meetings prior to a vote.

The next agenda item was discussion of the E-050 monitoring report due in January, Human Resource Management. Dr. McKersie stood in for Bob Stacy. Dr. McKersie reviewed the highlights from last year's report, which included data on educator evaluations (an overlap with E-040). The group agreed it made sense to keep the SEED update, teacher turnover and teacher retention in E-050. A question was asked if teacher growth and development funds can be used

for teachers to get dual certified.

It was noted the policy covers full time, part time and temporary staff (including substitute teachers and athletic coaches.) As noted in last year's report, the fill rate for substitutes is an ongoing issue. A concern was raised to plan professional development to minimize use of substitutes. A question was raised regarding training of substitute teachers in digital learning tools to help make substitute days more instructionally effective.

Other areas to cover in the report: training for AAs who are the interface with the public and school community; current openings where the hiring process is managed by town.

The last item on the agenda was a status update on where things stand with a review of E-001. Ms. Erickson suggested that the curricular areas be grouped by titles which correspond to a monitoring report. Ms. Parisi will need to give input on the process for curriculum reviews. There was a discussion of new courses and new pilots (including research projects). It was noted that Advanced Science 6 and English 113A followed the process but there was a concern about the changes in learning commons with maker spaces as well as field trips for summer school. The latter two initiatives were assisted by outside funding. Further discussion on grant/gift acceptance in relation to pilots was postponed to a future meeting. As a follow up item, Dr. McKersie will share the Memorandum of Understanding between GPS and the Greenwich Alliance for Education.

The minutes from 9/24/15 were approved 3-0.

The meeting adjourned at 11:33.

Respectfully submitted,
Laura Erickson

Approved 10/27/15
3-0