

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: May 18, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman
Ms. Debbie Appelbaum
Dr. Gaetane Francis (arrived 1:32 pm)

Other: Ms. Laura Erickson
Ms. Sheila Civale
Ms. Antoinette Fornshell

The meeting convened at 1:31 pm.

1. Approval of the Agenda:

MOTION: Ms. O’Neill moved to approve the agenda as revised. Added to the agenda were discussions of the Pilot definition edits, the non-discrimination policy, and general PGC procedural process. The motion was seconded by Ms. Appelbaum.

VOTE: 2 for, none opposed MOTION PASSED
(Dr. Francis, absent)

2. Approval of the 5/4/16 Minutes:

MOTION: Ms. O’Neill moved to approve the 5/4/16 PGC meeting minutes. The motion was seconded by Ms. Appelbaum.

VOTE: 2 for, none opposed MOTION PASSED
(Dr. Francis, absent)

3. Review of the 2016-17 Report Schedule (Ms. O’Neill)

Ms. Civale and Ms. Fornshell presented their proposal to have the Humanities and STEM monitoring reports presented to the Board together and with an expanded time-line for review. The basic thinking is that there are connections between the two disciplines with writing taking place in science for example and STEM topics being introduced through reading. Presenting the reports together will facilitate

references to information in each of the reports. This corresponds as well with the move toward more interdisciplinary instruction. They suggested changes with how and when Data would be presented as well.

The other purpose of the proposal was to provide more time for Board members to review the reports, ask questions, review the answers and ask follow-up questions prior to the meeting when the report should be accepted.

Last, the reports would remain two separate K-12 reports. In-depth Data analysis would take place when the assessment report is presented. Program analysis would take place in the MR. Ms. Civale noted that with STAR and SBA assessments, data throughout the year is more dynamic enabling more frequent data updates alleviating the need for extensive data analysis again in the MR. The MR will also address the alignment of supplemental programs in the areas of need.

The proposed time-line for STEM and Humanities MR:

- Sept. 2016 – In depth look at the data analysis for each area during the assessment report discussion. What is the data telling us.
- January 2017 and/or as needed – update from the Supt.
- January 2017 – Meeting with PGC to review the MR report and areas of focus.
- March 2017 – Program information presented in the MR. What they did to address the information informed by the data in Sept. 2016 and STAR assessments throughout the year.
- Suggested Time line:
 - Sept. – Assessment Report – STEM and Humanities Data Analysis
 - January – Touch point with PGC
 - March – present 1st report in week 1. The 2nd report in week two. Questions and answers with Board will take place in meetings over an additional two weeks.

There was an interactive discussion of the proposal between Ms. Civale, Ms. Fornshall and the PGC. There was general approval for the concept. The additional time for review of the reports was appreciated. It was also viewed as a positive road map for teachers regarding the integration of the disciplines. PGC would like to see a DRAFT outline of the proposal before commenting further.

Next Steps:

- Ms. Civale and Ms. Fornshall will draft an outline of their recommendation including the proposed timeline and process for Board review of the STEM and Humanities reports.
- The Report Schedule will be designed to incorporate the recommendation's timing.

Discussion of the 2016-17 Report Schedule continued. Final decisions were made about which reports would be heard when in 2016-17. Ms. O'Neill is to follow-up on the few questions that remain.

Next Steps:

- Ms. Appelbaum is to provide the edited report schedule to Ms. Eves for posting by EOD Friday 5/20/16.
- Ms. O'Neill is to follow-up on the following reports to determine scheduling. She will provide the information to Ms. Eves directly.
 - (a) ALP
 - (b) Career/Tech Ed
 - (c) Guidance
 - (d) Pilot Updates
 - (e) GHS Program of Studies – (January or June)
 - (f) SPED – (Jan or May)
 - (g) Update on SST –January?
 - (h) Update on Superintendent Search – January?
 - (i) Update on the Strategic Plan – January?
 - (j) Food Services – Sept., Oct., or Nov.?
 - (k) Transportation – when?

4. Pilots - (Ms. O'Neill)

The committee reviewed suggested changes to the Pilot definition expressed by Board members during the Board work session discussion. PGC agreed to the following:

- Remove the word “responsible” from the second sentence so the sentence will read “The District encourages teachers and administrators to seek improvement, **responsible change** and innovation by proposing carefully designed pilots.
- Remove the final sentence of the definition “~~All stakeholders may request information regarding all pilots including access to instructional materials.~~”
- Reword the final sentence in the Pilot Approval Form as follows: “This **course pilot** has been reviewed and the framework has been developed. It is now ready for submission to the Superintendent of Schools and ~~Board of Education for approval.~~ placement on the Board agenda.

Next Steps:

- The definition and procedures will be on the Board agenda 5/26/16 again as a discussion item.
- Ms. O'Neill will share the suggested changes with the Board at the Board meeting and solicit any further suggested changes.

5. CABE Audit (Ms. O'Neill)

PGC discussed the results of the Policy Audit completed by CABE. There was agreement that the audit had been well done. Ms. O'Neill noted CABE had recommended a few options regarding how to address updating policies. After a brief discussion it was agreed the most efficient and cost effective for Greenwich was to have CABE provide first DRAFTs of all missing policies for committee review and refinement. The cost for this service will be \$5,000.

MOTION: Ms. O'Neill moved to have PGC present to the Board the proposal to have CABE provide DRAFTs of all missing policies for the sum of \$5,000. The motion was seconded by Ms. Appelbaum.

VOTE: 3 for, none opposed

MOTION PASSED

Next Steps:

- Ms. O'Neill will have the CABE proposal placed on the Board agenda.

6. Monitoring Report Template:

In preparation for discussion of a final MR template at the following meeting 6/1/16, PGC will compare the document prepared by Ms. Parisi, the final template (2014 version), and the E-070 policy. A final MR template will be created based on a cross reference of the documents mentioned and alignment with the strategic plan.

Next Steps:

- Ms. O'Neill will send the 4 documents to be considered to PGC members so everyone is considering the same documents.

7. Update Non-Discrimination Policy:

Ms. O'Neill updated PGC regarding the current status of the policy. It was not placed on the Board agenda due to a need for further review. Dr. Winters and Ms. Forde are codifying what is being done at GHS to meet the needs of transgender students and will report this information to PGC. The Non-Discrimination policy will be reintroduced in the Fall 2016 after further discussion.

8. PGC Procedural Process Discussion:

Ms. O'Neill informed PGC that she would create a DRAFT document outlining the work of PGC during the 2015-16 SY. It will include what has been completed and what is in process.

Ms O'Neill made the following suggestions to PGC about process going forward. The items noted were discussed.

- Attach documents discussed at each PGC meeting with the minutes for that meeting. There was agreement to do so on a case by case basis.
- Shift to a practice of inviting Coordinators to PGC only as needed to discuss MRs. The purpose is to provide more time for policy discussions. It is hoped the final MR template will be clear enough to make the sessions with Coordinators generally unnecessary.
- Provide the Board with a heads up about any MR discussions with Coordinators so they can provide input in advance about information they would like included in the report.
- Develop and establish PGC protocols

9. Agenda Planning

The following items should be on the agenda for the 6/1/16 meeting:

- E-070 – Work on the MR template
- E-001 - Review the vocabulary for Programs and Services with Ms. Parisi.
- PGC 2016-17 Meeting Schedule – Vote to set it.

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 3:05 pm.

Respectfully submitted,

Debbie Appelbaum
Secretary, PGC

Approved 6/15/16
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