

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: June 1, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman
Ms. Debbie Appelbaum
Dr. Gaetane Francis

Other: Ms. Laura Erickson

The meeting convened at 1:30 pm.

1. Approval of the Agenda:

MOTION: Dr. Francis moved to approve the agenda.
The motion was seconded
by Ms. Appelbaum.

VOTE: 3 for, none opposed

MOTION PASSED

2. Approval of the 5/18/16 Minutes:

Approval of the 5/18/16 minutes was postponed until the 6/15/16 PGC meeting. There was a need to get better clarity from Ms. Parisi about the proposal to combine the STEM and Humanities reports.

3. Pilots - (Ms. O’Neill)

The committee reviewed the last round of changes to the Pilot definition suggested by Board members during the discussion at the 5/26/16 Board meeting.

There was discussion about the suggested change to require pilots that require funding over \$5000 and/or new staff and/or a reconfiguration of current staff PGC agreed to keep the changes already presented in the document. There was not agreement by the committee on adding language about the suggested change regarding the need to seek Board approval for funding and/or staffing changes

costing over \$5000. In the end it was decided the line would be left for the Board to consider.

There was discussion about whether there should be a separate policy just for Pilots vs an amendment to the current E-001 policy to insert the new pilot definition. It was agreed in the end to bring the pilot definition to the Board and determine then if it should be a stand-alone policy or not.

Next Steps:

- The Pilot definition (with procedures for reference only) will be on the Board agenda 6/14/16 for a vote.
- Ms. O'Neill will note separately the suggested change referencing board approval for pilots with funding and/or staff changes over \$5000 for Board discussion and vote.

4. PGC 2016-17 Meeting Schedule (Ms. O'Neill)

Ms. O'Neill provided the proposed 2016-17 PGC meeting schedule. It was confirmed meetings will continue to be held from 1:30-3:00 pm. There was no further discussion.

MOTION: Ms. O'Neill moved to adopt the 2016-17 PGC meeting schedule as presented.
The motion was seconded
by Dr. Francis

VOTE: 3 for, none opposed

MOTION PASSED

Next Steps:

- Ms. O'Neill will give the meeting schedule to Linda Valentine for posting.

5. CAFE Audit (Ms. O'Neill)

Ms. O'Neill noted the request to have CAFE provide drafts of all outstanding and out of compliance policies was placed on the Board's 6/1/16 agenda for discussion. Once approved by the Board, GPS will be placed on the list of work CAFE is performing. Expected completion is roughly October 2016.

6. E - 070 MR - review Monitoring Report Outline

PGC discussed changes to the Monitoring Report Outline that had last been prepared 10-24-14. Topics discussed for inclusion included “personalization” and how programs might address how they were personalizing learning; integration of technology into the program area; and how to reflect the program area’s connection to the strategic plan.

Suggested changes to the document included:

- Change the DIP in the table of contents to reflect the headings for the strategic areas in the strategic plan.
- Remove an Exec Summary
- In the program evaluation, AYP will no longer be required as this information is included in the data dashboard and via STAR assessment.
- Show achievement data by sub-groups to capture progress made on closing the achievement gap.
- It was agreed that Ms. Appelbaum would complete a revised document that incorporated the suggested language changes made during discussion directly to the DRAFT 10-24-14 document by Dr. Francis and the notes taken by Ms. Appelbaum. The revised DRAFT will be supplied to PGC members in advance of the 6/15/16 PGC meeting.

Next Steps:

- Ms. O’Neill Will review the document to insure all goals are noted as smart goals.

7. PGC Procedural Process:

There was a brief discussion about PGC procedural changes presented at the 5/18/16 meeting. The approved PGC minutes and accompanying documents will be shared via email with the Board in addition to being posted to Board Docs.

8. E-001

Ms. O’Neill will forward the E-001 definitions and refinement of programs to the members of PGC for review and discussion at the next PGC meeting.

9. Agenda Planning

The following items should be on the agenda for the 6/15/16 meeting:

- E-070 – Work on the DRAFT MR Outline
- 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 2:57 pm.

Respectfully submitted,

Debbie Appelbaum
Secretary, PGC

DRAFT