

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: October 13, 2016

Place: Board Room, Havemeyer

Present:

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

Other: Dr. Salvatore Corda

The meeting convened at 1:30 pm.

1. Action Items:

A. 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

B. Approval of Minutes:

MOTION: Dr. Francis moved to approve the minutes from the 9/28/16 PGC meeting. The motion was seconded by Ms. Appelbaum.

VOTE: 3 for, none opposed MOTION PASSED

2. Discussion Items:

A. Pilot Definition:

Ms. O’Neill recommended the Pilot definition be brought before the Board again with the section that required pilots costing over \$5,000 get Board approval removed from the definition. She referenced the failed vote to approve a new definition of pilots (part of E-001) at the BOE June 14, 2016 business meeting; noting the issue appeared to stem from concern about that section. Ms. O’Neill also referenced the extensive work that went into developing the new definition. A brief discussion between committee members took place. Clarity was sought regarding exactly what would be provided to the Board for a vote.

MOTION: Ms. O'Neill moved to bring back the definition of a pilot originally presented at the 6/14/16 BOE meeting minus the reference to a dollar amount. The motioned was seconded by Ms. Appelbaum.

VOTE: 3 for, none opposed

B. Student Records:

PGC reviewed the sample student record policy language from CAFE assembled by Dr. Francis. After discussion, it was determined PGC would recommend the Board approve the language noted as "page 9" in the CAFE sample policies with the addition of one line noted in red below.

The recommended language:

"The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirements to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.

The Board directs the Superintendent to implement a current comprehensive plan for the collection, maintenance, and dissemination of student education records that complies with federal and state laws and regulations."

Questions were raised as to whether the student records policy language should have a carve-out permitting the use of student information for school directories developed by the PTAs, given this is current practice (with parent opt-out if so desired). Also noted as a possible solution, cross-referencing with policy about parent engagement. Ms. O'Neill will consult with Abby Wadler of legal and report back to PGC.

PGC will have further discussions at their 10/26/16 meeting after seeing the policy as amended and receiving the noted information from legal. If ready, it will be voted on by PGC and then placed on the following Board agenda for approval.

PGC also discussed policy changes for student health/medical records. Questions were raised about the need for language related to HIPA and FERPA; and whether FERPA superseded HIPA. Ms. O'Neill is to review this question with Abby Wadler for a legal opinion. PGC will review potential policy language once that information is available.

C. Grants:

This was placed on the agenda as a placeholder until PGC receives the information it needs from legal regarding alignment of MOUs, Town and BOE language about the acceptance of grants. No discussion was had regarding this topic.

3. Updates:

A. Mandated Policies:

Ms. O'Neill made note that, per CABE's audit, GPS policies referencing Title I and specifically the homeless need to be reviewed.

There was a brief discussion. It was decided Ms. O'Neill would do a search of CABE sample policies and forward them to the PGC for consideration. Dr. Corda will also speak with Ms. Parisi for input regarding what needs to be referenced in a GPS Title I policy. Ms. O'Neill noted the district must have a parent involvement policy for Title I as well. It has to outline local parent involvement per statute.

There will be continued discussion of this item at future PGC meetings.

B. AVID Definition:

Ms. O'Neill noted that Ms. Parisi had supplied PGC with a definition of the AVID program. It was edited by Ms. O'Neill to frame it as a goal. She forwarded the redlined definition to PGC members just prior to the meeting.

Brief discussion followed Ms. O'Neill's introduction. PGC members noted they needed more time to review what was sent. Additionally a question was raised regarding whether the definition correctly outlined the students selected to participate in Greenwich.

Ms. O'Neill will verify if the policy correctly covers students selected in Greenwich. PGC will continue discussion of this item at future PGC meetings.

C. Keeper of the Records:

Ms. O'Neill reminded Dr. Corda that GPS needs to identify a "Keeper of the Records". He noted he was investigating whom the correct person was to assume that role. Background about who held the role in the past was provided to him. He noted he would advise the full Board when a decision was made.

D. Graduation Requirements:

Ms. O'Neill noted the need to update the policy to reflect state requirements for 2021 once established. Ms. O'Neill will work with Ms. Parisi on this item. PGC will discuss it further once information is available.

4. PGC Work Plan:

The following items were noted for future PGC agendas:

- AVID Definition
- Student Records Policies
- Title I Policies
- Mandated Homeless policy
- Mandated Migrants policy

The following items will be added to the top of the work plan:

- Ms. O'Neill will look at E-010 and update language to reflect the GPS Strategic Plan.
- Ms. Appelbaum will prepare a DRAFT of a revised E-040 for the 11/16 PGC meeting.
- Dr. Francis will review potential policy language for "student surveys" and "Physical Restraint" for the 11/16 PGC meeting.
- Ms. O'Neill will review potential policy language for "sexual abuse prevention/education programming" E-002. She will verify if this has been covered via procedure elsewhere as well.
- Ms. O'Neill will review policy language about security for the 11/16 PGC meeting.
- Policy language regarding naming rights will start to be explored. Dr. Corda will investigate where revenues generated would be placed, TOG or BOE side of the ledger. To be considered are naming items/facilities as well as possible sale of ad space at Cardinal Stadium.

5. Adjournment:

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

VOTE: 3 for, none opposed

MOTION PASSED

The meeting adjourned at 2:42 p.m.

Respectfully submitted,

Debbie Appelbaum
Secretary, PGC

Approved 10/26/16
2-0 (Debbie Appelbaum absent)