

**POLICY GOVERNANCE COMMITTEE  
MINUTES**

Date: October 26, 2016

Place: Board Room, Havemeyer

Present:

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

Other: Dr. Sal Corda

Absent: Ms. Debbie Appelbaum

The meeting convened at 1:34 pm.

**1. Approval of the Agenda:**

MOTION: Ms. O’Neill made a motion to amend the agenda to add the PGC work plan.  
The motion was seconded by Dr. Francis

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

MOTION: Dr. Francis made a motion to approve the amended agenda  
Ms. O’Neill seconded the motion

VOTE 2 for none opposed MOTION PASSED  
Ms. Appelbaum, absent

**2. Approval of Minutes 10-13-16:**

MOTION: Dr. Francis moved to approve the minutes from the 10/13/16 PGC meeting. The motion was seconded by Ms. O’Neill.

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

**3. Discussion**

**a. New Policy E005 Confidentiality of Student Records**

Ms. O’Neill explained the Town attorney stated there was no need to refer to HIPPA in our policy as we do not apply for Medicaid.

MOTION: Ms. O'Neill moved to accept the revised wording for the combined policy, Confidentiality of Student Records and Health Medical Records, which will be named, E005 Confidentiality of Student Records. Dr. Francis seconded it

VOTE: 2 for, none opposed  
Ms. Appelbaum absent

MOTION PASSED

The following wording was approved. It will be sent on to the Board for approval and the Town Attorney for review.

"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."

Student personally identifiable health information and educational records, maintained by the District, are subject to and protected by the Family Educational Rights and Privacy Act (FERPA). Therefore, District schools will comply with FERPA's confidentiality provisions and other applicable Federal and State Statutes.

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."

**b. E-001 Description of AVID**

The description of AVID needs to be added to the list of District programs and services in Policy E001.

AVID Advancement Via Individual Determination, is a national college readiness system that targets students in the academic middle primarily from unrepresented socioeconomic groups on college campuses who have great academic potential. The goal of AVID is for students to enroll in and be successful in rigorous post-secondary institutions and become educated and responsible leaders.

MOTION: Dr. Francis moved to accept the new wording. Ms. O'Neill seconded it.

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

MOTION PASSED

**Homeless and Migrant Students**

It was agreed that the words *all qualified students including homeless and migrant students* would be inserted in the first sentence of policy E040.

The procedures will include the legal definition of Homeless and Migrant students.

The sentence will read, "The District will provide learning environments that are positive, safe, effective and conducive to learning for *all qualified students including migrant and homeless students.*"

This will be voted on at the next meeting

**d. Policy - Students Exempt form HIV/AIDS instruction**

We discussed that while the district has procedures for exemption from HIV/AIDS instruction, we are required to have a policy as well. The language below from CABE was discussed and agreed upon as a working policy to be reviewed at the next meeting.

HIV/AIDS Instruction" is defined as ongoing and systematic instruction on Acquired Immune Deficiency Syndrome(AIDS) offered by the District pursuant to state law. A student will be exempted from instruction on AIDS upon receipt of a written request for exemption from his/her parent or guardian.

This policy will be reviewed at the next meeting  
A number needs to be assigned to this new policy.

**e. Updates**

Title I policy on parent communications is no longer required  
Mr. Phil Dunn has been appointed the Custodian of Records  
E-001.23 - The Correct Pilot procedures have been posted  
HR materials -Procedures, and regulations concerning hiring will be sent to the committee prior to the next meeting.

**f. Work Plan**

An outcome of our discussion is the attached draft of the PGC work plan.

**4. Adjournment**

MOTION: Dr. Francis moved to adjourn the meeting. MS. O'Neill seconded the motion.

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

MOTION PASSED

The meeting adjourned at 2:45 pm.

Respectfully submitted,

Barbara O'Neill

Approved 11/16/16  
2-0