

**POLICY GOVERNANCE COMMITTEE
MINUTES**

Date: September 14, 2016

Place: Board Room, Havemeyer

Present:

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

Other: Dr. Salvatore Corda
Ms. Laura Erickson

The meeting convened at 1:33 pm.

1. Approval of the Agenda:

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

VOTE: 3 for, none opposed

MOTION PASSED

2. Action Items:

A. Approval of Minutes:

MOTION: Ms. Appelbaum moved to approve the minutes from the 6/1/16 and 6/15/16 PGC meetings. The motion was seconded by Dr. Francis.

VOTE: 3 for, none opposed

MOTION PASSED

B. PGC Annual Report – Ms. O’Neill

Ms. O’Neill referenced the final DRAFT PGC report that had been circulated among members of the PGC. Being no further revisions, save the correction of minor typos and formatting, she recommended the document be accepted and shared with the Board.

MOTION: Ms. O'Neill moved to accept the DRAFT PGC 2015-16 Annual Report with minor typos and formatting corrected. The motion was seconded by Dr. Francis.

VOTE: 3 for, none opposed

MOTION PASSED

C. Name Changes to existing policies – Ms. O'Neill

Ms. O'Neill referenced the policy name changes recommended by Dr. Flanagan as noted in the Annual Report. There was a brief discussion regarding the connection of the procedures with the new policy headings and ensuring they are properly aligned. Action was postponed until Dr. Corda and Administrators can verify the policy name changes and procedures are properly aligned. This item will be added to a future PGC agenda. No action was taken.

D. Policy Procedure Recommendations – Ms. O'Neill

Ms. O'Neill referenced the need for a newly designated "Keeper of the Records". This title was held previously by Mr. Curtin who is no longer with the district. Additionally, the position he held has been changed. The recommendation was to make the CIO the "Keeper of the Records". Dr. Corda requested time to evaluate that recommendation, to insure that is the correct position to be so named, prior to action being taken. This item will be added to a future PGC agenda. No action was taken.

3. DISCUSSION ITEMS:

A. Transgender Policy – Ms. O'Neill

Ms. O'Neill reviewed work by PGC on a transgender policy during the 2015-16 school year. She noted that due to uncertainties surrounding legislation which would direct mandated language for inclusion in the policy, PGC elected to postpone further work on a transgender policy until clear direction was provided.

A brief discussion followed Ms. O'Neill's introduction. It was determined a similar course of action remained appropriate at this time. CABE should be providing policy language as it is available. In addition, it was noted our non-discrimination policy should serve the district's needs for the time being. Last it was determined that current GPS procedures appear to meet the needs of all students. This item will be taken up again by PGC when legislation is complete.

B. Non-Discrimination Policy – Ms. O’Neill

Ms. O’Neill provided background on the policy work required related to updating the district’s non-discrimination policy. A policy covering both staff and students is needed. Ms. O’Neill said she would forward sample policy language from CABE for PGC to review in advance of the next meeting on 9/28/16. This item will be a discussion item on that agenda.

C. ALP MR – Timing of report – Ms. O’Neill

Ms. O’Neill updated PGC on the ALP MR. She noted it was inadvertently left off the Board report schedule for 2016-17. It will be added to the Board’s agenda plan at its 9/22/16 Business meeting as a TBD item. Ms. O’Neill will confer with Ms. Parisi and Ms. O’Regan regarding timing for the report.

D. E-001 SEL – Ms. O’Neill

Ms. O’Neill noted, as background, that PGC still needs clarification regarding what is a “Program and Service” vs what is “Curriculum” as it relates to SEL instruction. After a brief discussion to provide Dr. Corda with what required clarification and why; it was agreed he would speak with Mary Ford to secure the information required. This item will be reviewed again once that information is available.

E. E-070 MR Outline – Ms. O’Neill

Dr. Corda provided background and his thoughts regarding the MR template. In light of multiple unsuccessful attempts to create a document which worked for both the Board and Administrators, it was determined that Dr. Corda would form a Board/Admin working group to prepare a new MR document. Ms. O’Neill, Ms. Appelbaum and Ms. Rabin along with Ms. Erickson (ex-officio) will represent the Board. Dr. Corda is to determine the Administrators for the committee. The committee will meet twice for 3 hours each session and complete a document. The final product will be tweaked as required as it is used. As a reference point, Ms. O’Neill will share the final product developed by PGC with Dr. Corda. Members of the working group have been tasked with seeking input from other Board members.

F. PGC Work Plan – Ms. O’Neill

Ms. O’Neill opened a discussion about what should be included in the PGC work plan for 2016-17 and how it should be prioritized. It was agreed that work begin with items noted in the annual report, then move to mandated policies and last evaluate what CABE recommends as part of their review. Specific mention was

made about the possible need to update the graduation policy and need to address the HR policy updates Mr. Stacy has referenced. Ms. O'Neill will work with Mr. Stacy to identify what work is required.

There was a brief discussion of other policy areas which might warrant discussion based on current work in the district. In light of current issues, class size guidelines were raised. It was agreed by all that a full board discussion on the topic should take place; but at an undetermined future date.

It was agreed PGC would look at items 6, 7, and 8 in the CAGE list. Dr. Francis is to initiate their review. Ms. O'Neill will provide a DRAFT work plan to PGC in advance of the 9/28/16 PGC meeting. A discussion on it will be had at that time.

G. PGC Meeting schedule – Ms. O'Neill

There was a brief discussion regarding scheduling of PGC meetings to accommodate interested Board members unable to make day time meetings. It was agreed that evening meetings would be scheduled on an as needed basis. The PGC meeting schedule will stand as posted unless sufficient interest among Board members warrants an evening meeting. Ms. O'Neill is to advise the Board in advance what items will be on upcoming PGC agendas and adjust the schedule if required.

4. 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 2:45 pm.

Respectfully submitted,

Debbie Appelbaum
Secretary, PGC

Approved 9/28/16
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