**POLICY GOVERNANCE COMMITTEE**

**MINUTES**

Date: December 21, 2016

Place:   Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman

Ms. Debbie Appelbaum

Dr. Gaetane Francis

Other: Dr. Salvatore Corda

Mr. Robert Stacy (joined the meeting at 2:30 pm)

The meeting convened at 1:30 pm.

1. **Approval of the Agenda:**

MOTION: Ms. O’Neill moved to amend the agenda by

removing the 11/16/16 minutes and

replacing them with the 12/7/16 minutes.

The motion was seconded by Dr. Francis.

VOTE: 3 for, none opposed MOTION PASSED

MOTION: Dr. Francis moved to approve the agenda

as amended. The motion was seconded

by Ms. O’Neill.

VOTE: 3 for, none opposed MOTION PASSED

1. **Action Items:**
2. **Approval of Minutes:**

MOTION: Dr. Francis moved to approve the

minutes from the 12/7/16 PGC

meeting. The motion was seconded

by Ms. O’Neill.

VOTE: 3 for, none opposed MOTION PASSED

1. **Action Items:**
2. **E-001 AVID**

There was a brief discussion regarding the definition for AVID and whether it should be captured in policy or via procedures. Dr. Corda suggested inserting the following line into the policy E-001 *“and other such programs the Board may approve”* (see below) and then inserting the definition for AVID developed by PGC into the procedure E-001.09. There was consensus this addressed Board concern about adding the definition into policy but need for the program to be formally captured.

Policy E-001: The District shall offer a comprehensive educational program, *and other such programs the Board may approve,* that lead~~s~~ to the achievement of the District Mission and Vision and also meets or exceeds the requirements of State and Federal legislation. This program will be delivered in a manner that assures consistency and comparability of services within schools and across the district, provides for appropriate [and equitable] allocation of resources among schools, and is organized, funded and monitored to address the learning and developmental needs of all students.

MOTION Ms. O’Neill moved to insert the line

“and other programs the Board may

approve” into Policy E-001. The motion

was seconded by Ms. Appelbaum

VOTE 3 for, none opposed MOTION PASSED

1. **E-020 Grants**

The following items were raised and discussed as necessary parts of the grants approval process and forms.

* At each stage, approval will be noted with the approver’s name (printed clearly), as well as their full signature.
* Completed and approved grant applications will be centrally held at Havemeyer.
* If possible, and as soon as possible, grant approval forms will be made electronic for easy storage and access.
* The following will be added to the chart on the approval form and any narrative section which lays out the grant approval path:
  1. *“BOE Grant Committee (if further review required)”* will be placed after Superintendent (which will be added per below). The “Grant Committee (if further review required)” will become item #4 in the approval process.
  2. “Superintendent” after Deputy Superintendent/MDO and before Grant committee and/or Board in each section or chart noting the approval path. “Superintendent” will become item #4 in the approval chart.

Next steps: Ms. Appelbaum will update the documents with the changes discussed and recirculate to Dr. Corda and PGC.

1. **E-005 Student Records/Data Privacy**

Following discussion, the following changes to E-005 noted in red italics or strike out were recommended. It was determined that the policy language related to student surveys would be included in E-005. It was inserted in red italics

**Policy E-005:**

**“**The Board recognizes its responsibility for the collection, retention, disclosure and protection of all student records including health records*, student work and surveys*. The Board also recognizes the legal requirements to maintain the confidentiality of student records *and work,* and prohibits the unauthorized access, reproduction, and/or disclosure of ~~student education records and or student work with~~ personally identifiable *student* information.

*The Board of Education also recognizes the staff’s need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys in accordance with the guidelines contained within this policy.*

The Board shall ensure that all third parties that have access to student records and work that has personally identifiable information are in compliance with the Family Educational Rights Privacy Act (FERPA), PA 16-189 and all other Federal and State Statutes.

All student personally identifiable health information, educational records and student work, maintained by the District, District Staff or contractor/ third party are subject to and protected by the Family Educational Rights and Privacy Act (FERPA) and PA 16-189 and all other applicable Federal and State Statutes.

The Board directs the Superintendent to implement procedures to implement the policy regarding ~~a comprehensive plan~~ the collection, maintenance, and dissemination of student education records that complies with State and Federal statutes. The Board directs the Superintendent to ensure that all third parties that have access to student records and work that has personally identifiable information are in compliance with the provisions of all federal and state statutes governing student privacy.”

Also discussed was the need to verify that Ms. Eves has an opt-out form for student surveys and other opt-out forms as required. Dr. Corda will follow-up on this item.

PGC will review the revisions made to E-005 at its next meeting 1/11/17

1. **Protocol for Procedures**

Protocol for updating procedures was reviewed with Dr. Corda. It was noted that:

* Anytime a policy revision is approved by the Board, the Administration will update the accompanying procedures accordingly within 30 days and, through the Superintendent, update the Board of such revisions.
* An internal process to evaluate that all procedures are up to date will be created and implemented by the Superintendent.
* All procedures should show the date they were last revised or reviewed at the foot of the procedure. It was noted that some procedures, once reviewed might not require revision. It was suggested the words “revised” or “reaffirmed” be used with the accompanying date.
* Should the Administration choose to amend/revise any procedure exclusive of a policy revision, the Superintendent will update the Board and provide a red-lined revision.
* All procedures should be readily accessible via Board Docs and clearly note revision or reaffirmation dates.

1. **Discussion Items:**

The items below were taken up in a different order than noted below to accommodate Mr. Stacy’s schedule.

1. **Physical Restraint –**

PGC Members were asked to review the suggested policy language Dr. Francis cut out from samples provided by CABE. This item will be discussed in further detail at the next PGC meeting on 1/11/17.

1. **Drug Testing Bus Drivers –**

Ms. O’Neill advised this policy is the last of the 4 policies CABE recommended be added to the GPS Policy Book. There was a brief discussion about how best to proceed.

As this will be a new policy, Ms. O’Neill will speak with Ms. Valentine to identify a policy number for “Drugs and Alcohol Testing for Bus Drivers”.

It was agreed the proposed policy should fall under the purview of the MDO. It was recommended the policy come back before PGC for further discussion at a to be determined meeting date with Mr. Hricay present. Ms. O’Neill will reach out to Mr. Hricay to discuss how best to proceed.

1. **Fingerprinting –**

Mr. Stacy noted this policy comes through HR and is part of the HR Policy manual. He also noted it is a legal requirement that all BOE instructional employees, Paras, etc. be fingerprinted. Town of Greenwich employees are required to have background checks but not all are fingerprinted.

There was a brief discussion regarding how best to proceed. It was agreed that Ms. O’Neill will send Mr. Stacy the sample CABE policy language regarding fingerprinting. He will advise if the suggested language is OK. Mr. Stacy will also advise if there should be a stand-alone policy on fingerprinting; and if so. what might the policy include.

In addition, Mr. Stacy noted he will send PGC the wording of the new state law which prohibits employers from asking applicants about prior criminal records. While the BOE may ask prospective educators, the TOG may not ask the employees it hires. Mr. Stacy is working on this with the TOG as it relates to its employees who work within the BOE.

1. **E-050 HR – Mr. Stacy**

MS. O’Neill provided PGC and Mr. Stacy with a list of policy and procedure reports that fall under HR. Mr. Stacy provided PGC a hand-out of this list coupled with a chart noting the status of the review and possible revision for procedures that fall under policy L-020. He also noted that when he began the review, he found two versions of the same set of procedures. One version was on a share drive, the other was located in BoardDocs. He noted he is working with the word Doc version in a share drive for all updates and revisions.

Mr. Stacy noted that the revised E-050 policy provided him by PGC, which removes Continuing Education Units, adds suggested language regarding Professional Development, and removes language regarding athletic coaches should be adopted. Ms. Appelbaum will have a clean proposed copy prepared for review and a vote by PGC at its 1/5/17 meeting.

Mr. Stacy recommended the addition of a policy E-049 Evaluation, Termination and Non-Renewal of Athletic Coaches. He provided a handout to PGC with recommended language for the policy and accompanying procedures.

There was a discussion of the proposal. Mr. Stacy noted that all coaches needed to come through HR first and a full volunteer packet had to be filled out for volunteer coaches. It was clarified that an ad-hoc person (past player on the team for example who might help occasionally) did not need to fill out a packet.

Ms. O’Neill requested clarification regarding where the hiring process for the BOE is codified. Mr. Stacy noted a packet with this information had been provided to the Board in March 2016. He will re-forward it to the Board.

There was a brief discussion regarding whether this information should be included in the procedures for the management of HR. Mr. Stacy noted he would make a DRAFT set of procedures which included the process for hiring and have them sent to the Board.

Last, Mr. Stacy referenced Non-School employment and that there are a few procedures regarding people hired for consulting, tutoring etc. These are being reviewed.

**It was noted that all HR policies related to personnel should be updated to read “Personnel – Certified *Instructional* and Non-Certified”. To be determined is whether the Board will have to vote on each individual title change or only to authorize that any policy/procedure entitled “Personnel - Certified and Non-Certified” be amended to include the word “Instructional”.**

1. **Updates:**
2. **Graduation Requirements –**

Ms. O’Neill noted Ms. Parisi was still awaiting a response from the state regarding the COSG for GHS. Once that feedback is provided, Ms. Parisi will advise what language needs to be changed to reflect the new graduation requirements for the class of 2021.

1. **PGC Work Plan –**

PGC reviewed the proposed PGC Work Plan provided by Ms. O’Neill.

It was agreed that the following items would be on the agenda for the 1/11/17 PGC meeting:

* Grants
* AVID – Vote to approve the revised E-001 policy and addition of an AVID definition in the procedures.
* Physical Restraint and Seclusion Policy
* Drug and Alcohol Testing for School Bus drivers

Ms. Appelbaum will also begin the process for review of E-040 and E-080 for discussion at the 1/25/17 meeting. E-040 will be reviewed first and any items ready to provide PGC will be shared at the 1/11/17 meeting.

1. **Adjournment**

MOTION: Ms. Appelbaum moved to adjourn

the meeting. The motion was seconded

by Dr. Francis

VOTE: 3 for, none opposed MOTION PASSED

The meeting adjourned at 3:00 pm.

Respectfully submitted,

Debbie Appelbaum

Secretary, PGC

Approved 1/11/17

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