

**POLICY GOVERNANCE COMMITTEE  
MINUTES**

Date: September 28, 2016

Place: Board Room, Havemeyer

Present:

Members: Ms. Barbara O’Neill, Chairman  
Ms. Debbie Appelbaum  
Dr. Gaetane Francis (arrived 1:35 pm)

Other: Dr. Salvatore Corda  
Ms. Laura Erickson (arrived 1:33 pm)

The meeting convened at 1:30 pm.

**1. Approval of the Agenda:**

MOTION: Ms. Appelbaum moved to approve the agenda.  
The motion was seconded by Ms. O’Neill.

VOTE: 2 for, none opposed  
(Dr. Francis absent)

MOTION PASSED

**2. Action Items:**

**A. Approval of Minutes:**

MOTION: Ms. Appelbaum moved to approve the minutes from the 9/14/16 PGC meeting. The motion was seconded by Ms. O’Neill.

VOTE: 2 for, none opposed  
(Dr. Francis absent)

MOTION PASSED

**3. Discussion Items:**

**A. Non-Discrimination Policy:**

Ms. O’Neill framed the discussion to update the GPS non-discrimination policy. It was determined GPS L-001 functioned as a GPS non-discrimination policy. PGC discussed the differences between the sample CABE non-discrimination policies

and GPS policy L-001. Consensus was reached to use a combination of the policies.

MOTION: Ms. O'Neill moved to add the first sentence from GPS policy L-001 as the opening line to the CABE Non-Discrimination Option 1 sample policy and strike the final sentence in the first paragraph of the CABE Non-Discrimination option 1 policy. The motion was seconded by Dr. Francis.

VOTE: 3 for, none opposed

MOTION: Ms. O'Neill moved that GPS Policy L-001 be renamed Legal Requirements and Non-Discrimination. The motion was seconded by Ms. Appelbaum.

VOTE: 3 for, none opposed

Next steps: Ms. O'Neill will forward the new DRAFT of L-001 to legal. It will simultaneously be added to the Board agenda for review and eventual approval. Ms. Erickson offered to provide a DRAFT of policy L-001 reflecting the PGC vote.

It was further agreed that a vote on renaming E-040 Effective Learning Environment to School Admission Assignment and Attendance be added to the BOE Oct 6, 2016 agenda.

**B. PGC Work plan:**

PGC discussed the work required during the 16-17 school year. Noted was addressing items reflected in the 2016 PGC Annual Report, reviewing policies highlighted by the CABE audit, and discussions regarding policy topics of interest to Board members.

Dr. Francis will work on GPS policy regarding student records and student health and medical records as identified by CABE as mandated and missing. She will locate GPS existing policy language and procedures on this topic and forward them to PGC. Formal discussion will take place once PGC receives the recommended policy language from CABE.

Discussion about an initial DRAFT work plan included:

1. A review of the HR policies identified by Mr. Stacy as requiring updating. Dr. Corda will get the list of HR policies needing updating and the recommended changes from Mr. Stacy.
2. A review of the gifts and grants policy including examining potential naming rights policy language.
3. An examination of the SEL policy specifically focusing on what are programs and services vs curriculum. Dr. Corda requested and received clarification about what information was needed from Ms. Forde relative to SEL. It was noted that clarity was required regarding what are the goals of the program and how will they be measured? What is required by law; what are the standards; what is the curriculum; what staff development is offered to educators; and what does it cost? What is an SEL activity and what is an SEL curriculum? What are SEL goals and how will they be measured? Policy language may need to be adjusted based on this information.
4. A possible revisiting of the pilot policy not passed by the Board in June 2016. It was noted that there is already a new pilot procedure in use.
5. A possible revisit to E-051 healthy meals.

It was agreed the Board should be polled for possible policy topics they would like to be discussed. Also noted was that policies should be updated to reflect the strategic plan success system.

**C. Agenda Planning:**

- Discussion of Title 1 parent involvement as relates to E-010
- Discussion of Gifts and Grants. Dr. Francis will gather the materials she previously pulled relative to gifts and grants. She will forward them to PGC members prior to the 10/13/16 PGC meeting. Formal discussion will not occur until after PGC hears back from legal regarding an alignment of the various documents related to grants.
- Discussion of policy relative to student records. Dr. Francis will gather existing GPS policy language and procedures related to this area. Formal discussion will take place once PGC receives the recommended policy language from CABE.

- Dr. Corda will provide the Board with an update on SEL and direct the Cabinet to look at and update as necessary procedures in their area that connect to policies.
- Dr. Corda noted the Deputy Supt. would be the person to hear “grievances” where that is noted in policies. He will determine who should be the “keeper of the records” so that change can be voted on by the Board.

**D. 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 2:45pm.

Respectfully submitted,

Debbie Appelbaum  
Secretary, PGC

Approved 10/13/16  
3-0