

Meeting Title: Policy Committee Meeting	Meeting Date: Feb. 27, 2017
Meeting Location: KOSD Board Room	Meeting Time: 7:00pm
Attendees: Annie Shaw, Matthew Cesario, Dr. Shannon Varley	
<p>Agenda:</p> <ol style="list-style-type: none"> 1. 107.2 – Course Syllabi 2. 112 – School Counseling 3. 116 – Tutorial Instruction 4. 117 – Homebound Instruction 	

107.2 – Course Syllabi

- Dr. Varley updated the guidelines in the policy to match current District practice regarding the content of course syllabi.
 - Dr. Varley noted that every course now has a syllabus.
- Discussed the required content of course syllabi. It is useful to have some kind of schedule of due dates and calendar of content to be discussed in a syllabus. This may be difficult to put specific dates on course content as it depends on how the students are mastering the concepts. Still would be helpful to have some kind of big picture schedule in the syllabus. Add wording to guidelines “Overview of significant instructional units and/or projects”.
- All course syllabi are available electronically for students. Should these be printed and given to students at the beginning of the course? Having a paper copy can be helpful to some students for organization. Might not be appropriate for every course. Maybe have as an internal procedure.
- Should there be some kind of deadline in the policy to have course syllabi ready and submitted to the Director of Curriculum, Instruction, Assessment, and Staff Development for review? Deadline will be the last inservice day prior to the first day of school.
 - Copies of current syllabi shall be kept electronically by the Director of Curriculum, Instruction, Assessment, and Staff Development. They must also be available on the district website.
- Ready for first reading with changes discussed.

112 – School Counseling

- Title “Guidance Counseling” is being changed to “School Counseling”.
- Should it be mentioned somewhere in the policy that school counselors are active members of teams such as SAP, 504 development, IEP teams ... These teams are referenced in other policies and reference the school counselors.
- Ready for first reading.

116 – Tutorial Instruction

- Remove “for” in Purpose section. Change wording “pupil” to “student”.
- Discussed this program briefly and which students are covered by it.
- Ready for first reading.

117 – Homebound Instruction

- District doesn’t have full time homebound instructors, but the job is posted when it is necessary for a student to receive homebound instruction.
- Ready for first reading.