

Meeting Title: <b>Policy Committee Meeting</b>	Meeting Date: <b>September 2, 2015</b>
Meeting Location: <b>KOSD Board Room</b>	Meeting Time: <b>6:30pm</b>
Attendees: Annie Shaw, Matthew Cesario, Dr. William Stropkaj, Dr. Shannon Varley	
<p>Agenda:</p> <ol style="list-style-type: none"> <li>1. 212 – Reporting Pupil Progress</li> <li>2. 219 – Student Complaint Process</li> <li>3. 114 – Gifted Education</li> <li>4. 827 – Travel Related Expense Reimbursement</li> <li>5. 906.1 – Title I Complaint Resolution</li> <li>6. 808.1 – Food Service Student Account Changes</li> <li>7. 920 – Commercial Advertising on School Property</li> </ol>	

## **Update on policy/procedures from Dr. Varley**

- District Comprehensive Plan is due to PDE November 30<sup>th</sup>. The plan must be posted for 30 days for public review so due date is October 30.
- Out of compliance with multiple Title I related policies and procedures. Dr. Varley is working on internal procedures for compliance and has supplied sample board policies 919 (Title I Parental Involvement) and 906.1 (Title I Complaint Resolution).
  - District parental involvement policy (919) needs updated/approved every school year by law.
  - Title I buildings (Myrtle and Dormont) need building level parental involvement board policies. Also needs updated/approved annually. These will be 919.1 and 919.2.
  - Parental Involvement policies require a “parental advisement group” who must be parents of Title I students. Will get volunteers.

## 212 – Reporting Pupil Progress

- Is this policy supposed to cover the requirements to use and maintain PowerSchool or similar real-time reporting tools? Needs language to say that and to provide some requirements to maintain the online system in a timely manner. There needs to be some policy requirement and procedure teeth that allow us to enforce the timely maintenance of data going into PowerSchool.
  - Added under guidelines section for responsibility of the Superintendent “Determine a time frame in which grades are to be posted by a teacher in his/her grade book once the graded test/assignment/project etc. has been given back to the students for review.”
  - There will be administrative procedures that accompany this policy that will give a deadline for when grades must be posted with respect to assignments/tests being graded.
- With changes discussed policy will have a first reading at the September 15 board meeting.

## 219 – Student Complaint Process

- Confusion over wording in option #3 on page 3. After the Board reviews the complaint the Board may conduct a hearing by the Board? Isn't that repetitive? Seems like option #3 should just be the Board presenting a finding or recommendation to the full Board.
  - Refers to the committee of the Board rather than the full board. Will strike wording “of a minimum of three (3) members of the Board of School Directors.” to make the intent clearer.
- With changes discussed policy will have a first reading at the September 15 board meeting.

## 114 – Gifted Education

- Refers back to the District’s Gifted Education Plan. Director of Special Education needs to review this policy to ensure that it meshes with the District’s Gifted Education Plan.
- Committee asked for a copy of the District Gifted Education Plan.

## **827 – Travel Related Expense Reimbursement**

- Policy needs to make clear that only “original” receipts are acceptable and not copies.
  - Will adjust wording to make this clear.
- With changes discussed policy will have a first reading at the September 15 board meeting.

## **808.1 – Food Service Student Account Charges**

- Under Section 1 add number 6: the District shall protect its right to be properly reimbursed for food service costs.
- Should the Principals also have the responsibility for monitoring the food service balances of students in their building and for notifying the Food Service Director if a student balance exceeds a certain amount?
  - Add wording “Principals have the responsibility for monitoring the food service balances of students in their building and will collaborate with the Food Service Director when debt exceeds a certain amount.”
- Do we need to define "reimbursable meal" and "non-reimbursable meal" in the policy? This refers to the way the district bills a meal and reports it to the federal government and probably doesn't need to be included in the policy.
- We say a meal shall be provided even if a student cannot pay. Should we make it clearer that this meal is not necessarily the same meal a student would receive had they paid? Adjust wording to read “the meal will be provided as deemed appropriate by the Food Service Director.”
- With changes discussed policy will have a first reading at the September 15 board meeting.

## **920 – Commercial Advertising on School Property**

- Typo in Section 2 “The advertising spaces on these designated premises are declared to be nonpublic for a limited to commercial advertisements...”
- Should this policy reference policy 717 – Naming Rights? Isn't the same thing but policies should be consistent with one another. Policy 717 needs to be re-reviewed.

- Is the District name or logo trademarked? Can't bar people from using it if it is not. Will refer this matter to the solicitor.
- Under section 2, need to add district publications as something covered by this policy.
- Need to ensure that the intent of this policy is that District maintains full editorial rights with respect to what is and isn't allowed regarding advertising. Are there situations that might arise that aren't covered in the restrictions currently? Needs to be further reviewed by the Solicitor.

## Other

- Discussed setting priorities for upcoming policy revisions.
  1. Title I related policies
  2. Bring Your Own Device Policy
  3. Suicide Prevention (new policy mandated by state for this year)
  4. Anti-Bullying (needs updated annually)
  5. Harassment policy 248 (needs updated based on new state mandates)
  6. Any other mandated policies that we don't have or are out of date.
  7. Student Search Policies
  8. Middle School Curriculum Requirements