Meeting Title: Policy Committee Meeting  
Meeting Date: November 16, 2020  
Meeting Location: KOSD Board Room  
Meeting Time: 6:30pm  
Attendees: Annie Shaw (virtual), Matthew Cesario (virtual), Tamara Donahue (virtual), Dr. Bill Stropkaj

Agenda:

1. 834 – Sick Leave
2. 854.1 – Telework
3. 857 – Physical Examination
4. 858 – Attendance and Tardiness
5. 859 – Job Related Expense
6. 860 – Working Periods
7. 861 – Responsibility for Student Welfare
8. 113.1 – Positive Behavior Support
9. 113.2 – Discipline of Students with Disabilities
10. 113.4 – Confidentiality of Special Education Student Information

Items in red were not discussed.

834 – Sick Leave

- Language updates mainly due to inclusion of “quarantine”.

- Keep optional new language on “sick leave banks” since this is in many of the District’s existing contracts already and is permitted. Verify language with the solicitor to ensure that it is okay as written.

- Ready for first reading.
854.1 – Telework

- New policy from PSBA.
- Discussed if name should remain “telework” or another term should be used such as “remote work”. Decided to retain telework as title because it is defined appropriately in the policy and doesn’t necessarily mean employee is using a telephone.
- Add language to clarify that employees are responsible for following any policies/procedures on the maintenance/storage of confidential documents at a remote work site.
- Add clarification on item 3 that performance evaluation will be consistent with any contracts.
- Discussed how the District would handle reimbursement for items used in remote work and if language should be included. Any item would need to be “essential” to the employees job function. This language should be included in the “remote telework agreement” referenced in the policy.
  - May want to look into revising policy 708 that covers lending of school owned equipment and books in the near future.
- Ready for first reading.

857 – Physical Examination

- Updates are largely due to Covid-19 pandemic and merging of 300, 400, 500 employee policies.
- New policy shall supersede policies 314, 414, and 514.
- Ready for first reading.

858 – Attendance and Tardiness

- New policy shall supersede policies 418, and 518.
- Updates due to changes in related policies and merging 418/518.
- Ready for first reading.