Meeting Title: **Policy Committee Meeting**  
Meeting Date: **September 14, 2020**  
Meeting Location: **KOSD Board Room**  
Meeting Time: **6:30pm**  
Attendees: Annie Shaw, Matthew Cesario, Tamara Donahue, Dr. Bill Stropkaj, Dr. Shannon Varley

Agenda:

1. **111 – Lesson Plans**
   - Updates are revised wording to accept lesson plans digitally. Dr. Varley mentioned that we have been using google docs for many years now for submitting lesson plans.
   - The District’s Administrative Team decides the guidelines and format for all lesson plans across the district so that it is universal across the District.
   - Strike old wording under delegation of responsibility as it is relatively redundant with new wording that was added.
   - Mr. Cesario asks about communication to substitutes regarding IEP/504 plans and possibly including that wording. This will be addressed through internal procedures and formatting guidelines for lesson plans as developed by the Administrative Team.
   - Under delegation of responsibility number 5 was originally struck. Revised wording from “promulgate” to “communicate” since Superintendent would not create health guidelines (done by health department), but would be in charge of communicating them.
   - Ready for first reading.
203 – Communicable Diseases and Immunizations

- Updates are largely due to Covid-19 pandemic.
- Some wording appears to be missing under first paragraph under guidelines.
- Noted that Allegheny County has its own health department so when referencing PA Department of Health guidelines this also applies to all local health department guidelines.
- Ready for first reading.

209 – Health Exams

- Updates are largely due to Covid-19 pandemic.
- Ready for first reading.

705 – Facilities and Workplace Safety

- This is a new policy but we have always had safety committee (not a board committee) as prescribed by PA school code. Mr. Kubiak is the head of the committee.
- Clarify under responsibilities of the workplace safety committee that it is to make recommendations on the physical safety and health hazards. It is not “all” hazards, only physical hazards (such as inadequate lighting, trip hazards).
- Ready for first reading.

804.1 – School Calendar

- Existing PSBA policy that KO has never adopted. Changes due to Covid-19 disruptions.
- By law, temporary provisions in response to an emergency may remain in effect for up to 4 years. Discussed that when the Board enacts temporary provisions, it should provide some kind of effective end date. 4 years is too long. Any temporary provision could be extended as needed by the Board. Add some language to clarify.
- Possibly merge this language with policy 804 School Day policy as that policy is very similar and short. Need to review 804.
904 – Public Attendance at School Events

- Updates are mainly due to Covid-19 Health and Safety Plans. Visitors must abide by these. Also updated definitions related to tobacco and vaping products.

- Discussed the rights a District has to bar people from attending events for not following rules and health and safety plans. Should we include some wording in the policy that visitors can be barred from attendance. There have been instances of this.
  
  - Add language under authority after first sentence: “District personnel who are overseeing a school event have the authority to remove individuals who become disorderly during the event which may include vulgar language, intoxication, and non-cooperation with rules and guidelines.”

- Ready for first reading.

907 – School Visitors

- Updates are mainly due to Covid-19 Health and Safety Plans. Visitors must abide by these.

- Dr. Stropkaj provided clarification on entry procedures (signing in, getting a badge etc).

- Added relevant language from policy 907.1 into this update as this didn’t need to be an additional policy. 907.1 will be removed.

- Ready for first reading.