

POLICY COMMITTEE
AGENDA
FEBRUARY 24, 2009, 5:30 P.M.
WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Mrs. Kimberly Angove
Mr. Thomas Knapp
Mr. Jeff Lockett
Dr. Jack Martin
Mrs. Katherine Oudinot

Mr. Arthur Stewart
Mrs. Kirsten Turfitt
Mr. David Wortman
Mrs. Donna Zariczny

OTHERS PRESENT:

Dr. Robert Terrill
Mrs. Rosemarie Green
Dr. Karen Pascale
Mr. Petter Turnquist
Mr. Jack Werner
Mrs. Diane Martin
Ms. Stephanie Hamm, WTO
Mr. Justin Tech, Aramark

Mrs. Amanda Hetrick
Mrs. Amy Stewart
Mr. Brian Collopy
Mrs. Ruth Huck
Chris Byham, Solicitor
Mr. George Joseph, Solicitor
Mr. Kimio Nelson

1.0 Opening Activities

1.1 Call to Order

Mrs. Angove called the meeting to order at 5:30 p.m.

1.2 Public Comment

There was no public comment.

2.0 Old Business

2.1 Policy Number 10465, titled - Student Participation & Coaches Needed

Discussion:

The Board members discussed the differences in numbers between supplemental coaching contracts for the senior high and junior high levels as contained in the policy. Mr. Werner stated that there are different ratio's used to determine coaches needed for junior high and senior high sports.

Jack Werner noted that the introductory paragraphs for the policy had been omitted, and he would send the information to the Board members and have it included for the second reading.

Action:

This policy will be brought back to the March policy committee meeting to review the new language and make adjustments to the coaches needed if necessary.

Motion: None

2.2 Policy Number 4020, titled - Annual Operating Budget Development (Long-Range Budget & Capital Piece Planning)

Discussion:

Dr. Martin stated that there are some pieces missing in the budget policy, namely a five year operating budget, five-year capital projects budget and a five-year athletics/facilities budget and these pieces need to be addressed.

Action:

After discussion it was determined that administration has a model developed with a five-year long-range budget including all components that were discussed. This document will be presented and reviewed at the March policy committee meeting. Mr. Turnquist will send the information prior to the meeting so that the Board members will be ready to discuss it at the meeting.

Motion: None

2.3 Policy 10510 - Discipline Code

Discussion:

Mrs. Hetrick met with the principals to determine the changes that need to be made to the Discipline Code. Mrs. Oudinot suggested a change on page 5, line 1 the sentence should state 'and/or' instead of just 'or'.

Principals wanted broader alternatives in terms of disciplinary measures. They also wanted changes in the insubordination/disrespect component of the Discipline policy that would create two categories of insubordination depending on the severity of the infraction and having corresponding disciplinary measures for each category.

With regard to the drug and alcohol changes, the principals wanted to have less severe consequences for the first time possession.

The last changes are regarding terroristic threats under item U.

Mrs. Turfitt asked a question in regards to weapons and the intent of the student with regard to the item that is deemed a weapon.

Mr. Byham stated that bringing a weapon onto school property is a criminal offense under the criminal statute. Under Act 26 the criminal intent requirement is not there. If a student brings what is determined to be a weapon accidentally, this becomes a case where the superintendent can reduce the sentence of the student.

Mrs. Hetrick and Mr. Byham would like the principals to administer the policy similarly across the district and will discuss this with the principals. Board members discussed disciplinary options that could be brought into play with flexibility for the principals to administer discipline.

Mrs. Hetrick and the principals will be asked to bring their recommendations for discipline for different disciplinary infractions.

Under the weapons section the wording will be changed from will to may.

On page 5, line 23, Mrs. Angove asked for clarification as to when the police will be notified for a drug infraction. Mr. Byham will take a look at that and make sure when calling the police is required.

Mr. Knapp asked if the weapons definition was taken from Act 26 and Mr. Byham confirmed that it was.

Mr. Stewart stated that there could be some of related costs for disciplinary action if we use community service as an alternative. Clearances for the organization we use would need to be paid for by the district. Mr. Stewart asked that administration bring back actual costs for any alternative discipline such as community service.

Action:

Mrs. Hetrick will discuss the suggestions with the principals and bring this policy back to the March Policy Committee meeting with modifications.

Motion: None

3.0 New Business

3.1 Policy 5505 Furnishing Food to School Children

Discussion:

Mr. Terrill, Mr. Turnquist and Mr. Tech met to discuss this policy and how it is administered.

Mr. Tech stated that Aramark does not let children go hungry. If they are in need of a meal it is provided. Invoices are sent at the end of the month regarding the accounts' status for amounts over \$10. Letters go home to the parents. Parents can have accounts flagged so that their students cannot charge on the account.

It would be best to get the accounts onto the website so parents can see where their child's account stands. The Finance committee will be discussing this matter at their meeting.

Mr. Lockett would like to see a notification to the parents that free and reduced lunches are available to parents going through these hard economic time. He would like to see it emphasized at the bottom of the letters going home and on the District website.

Action: None

Motion: None

3.2 Policy 9190 - Middle Level Course Sequence

Discussion:

This item was forwarded to the Board last night under the CIT Committee.

Action: None

Motion: None

3.3 Review of Policy 10930, titled - Behavior Management, Policy 11301, titled - Visitors to Schools, and Policy 9301, titled - Special Education Programs for Students with Disabilities

Discussion Policy 10930:

Policy 10930 - Attorney Joseph answered questions posed by the Board members. Line 19 of the policy references 'specialized interventions' and Mr. Joseph explained that it is not defined specifically in the regulations, state or federal, but it is a best practices concept. Attorney Joseph has attempted to identify in the policy what district personnel will do when they need to intervene with the student. Chapter 12 regulations on the PDE website have strategies for the roles that each professional will play when intervening with a student. Within Chapter 12 there are three different levels of intervention. The parameters of those roles will be defined within the policy at each level. Lines 21-35 of the policy contain those parameters for intervention with the students. If students have identified behaviors that warrant a behavior plan it will be written into the IEP.

Mr. Stewart arrived at 5:40 p.m.

Attorney Joseph reviewed the earlier discussion with Mr. Stewart regarding line 19. Mr. Stewart asked that lines 37-40 of the policy be removed.

On lines 37-40 there was a question as to whether this language creates a standard that the district cannot achieve particularly when dealing with regular education students. Attorney Joseph stated that this section was written with special education in mind only, and regular education students would not have behavior plans written. It was suggested that this section be toned down or removed completely. This is a regular education policy with behavioral concerns for special education students. With the consensus of the Board these lines will be removed.

Action:

Policy Number 10930, titled - Behavior Management will be forwarded to the Board for first reading with the recommended changes.

Motion:

That the Board of School Directors approves on first reading Policy Number 10930, titled – Behavior Management.

Discussion Policy 11301:

In regards to Policy 11301, titled – Visitors to School line 44 originally stated that no electronic or video taping devices are permitted during observations. It was suggested that the language be changed to 'no devices capable of recording images or sound' are permitted during observations.

Action:

Policy 11301 will be forwarded to the March 9, 2009, Board meeting for first reading with the recommended changes to line 44.

Motion:

That the Board of School Directors approves on first reading Policy Number 11301, titled – Visitors to School.

Discussion Policy 9301:

Policy Number 9301, titled - Special Education Programs has revised wording to reflect the current language in vogue in the Individuals with Disabilities Education Act. On lines 33 through the end of the page, there are references to removal of a student with a disability to an alternative education program. This would involve the district hearing officer and not a due process hearing officer.

Corrections need to be made to the headings for this policy for grammatical errors.

Changes were made on page 2 under section 2 titled ‘Facilities’. The reason for the change is that a district of residence has an obligation to provide a full continuum of special education services. In the event the district does not have the capacity to provide those services it may purchase those services and IU5 is referenced there because the district is a member of the IU, but the Board may opt to remove that reference.

On page 3, line 6 should say ‘and/or’.

Action:

Policy 9301 will be forwarded to the March 9, 2009, Board meeting for first reading.

Motion:

That the Board of School Directors approves on first reading Policy Number 9301, titled – Special Education Programs.

3.4 Policy Number 7220, titled - Discipline & Corporal Punishment

Discussion:

Mrs. Pascale presented this policy and it was called ‘Hands On Policy.’ It was suggested that this be incorporated with Policy 7220 – Discipline and Corporal Punishment. Paragraph three is being added and gives guidelines as to when it is appropriate to lay hands on students.

It was pointed out that the changes are not highlighted in the policy. Mrs. Pascale agreed to highlight the changes.

Action:

This policy will be forwarded to the Board on first reading.

Motion:

That the Board of School Directors approves on first reading Policy Number 7220, titled – Discipline and Corporal Punishment.

3.5 Policy 10613 - Administration of Medications

Discussion:

Mrs. Hetrick stated that while working on the Discipline Policy, it came to administrations' attention that the District did not have a policy on medications. There are procedures in the handbook, but that felt that policy was needed to support the procedures. The school nurse has reviewed the policy and sited some changes regarding nurses licensing that will need updated. Nurses can dispense medications that have standing orders from the school doctor or a student's physician.

Action:

This policy will be reviewed and brought back to the March Policy Committee meeting for review. Also administration should review policy to determine if the use of an EPI-Pen is covered under this policy.

Motion: None

3.6 Dual Enrollment Credit

Discussion:

Dr. Martin questioned the language on page 3, lines 3, 4, and 5 regarding dual enrollment, credits and grade point averages for students participating in Dual Enrollment. He would like to revisit the policy and change how credits are determined and how weight is added to the grade. If students take a college course it is worth 3 college credits with the college but they only receive a half a credit for taking the course from the school district. There is a lack of incentive to the student to sign up for dual enrollment.

Action:

Administration will look at this policy and bring recommendations to the March policy committee meeting.

Motion: None

4.0 Informational Items

4.1 PSBA Policy Maintenance Option Update

Discussion:

Mrs. Angove stated that the District can subscribe to the PSBA Policy Maintenance Program without purchasing the full policy review. It would cost \$980 per year. This includes policy updates due to changes in the law and templates for policies that would save time in developing new policies. Mrs. Zariczny asked who should subscribe to the newsletter and service, the District or Mr. Byham. Mr. Byham would like to receive the newsletter and the model policy to help with developing policy. It would be a time/cost savings to the District.

Action:

This item will be forwarded to the March 9, 2009, Board meeting.

that the board purchase the policy service from PSBA and Chris will receive the policy letter and updates.

Motion:

That the Board of School Directors subscribes to the PSBA Policy Maintenance Program at a cost of \$950 for one year with notifications/newsletters being sent to Solicitor Byham for his use in updating/developing policy for the District.

5.0 Other

Discussion:

Mr. Lockett requested that Policy 2347 be discussed at Policy Committee rather than Finance Committee. Dr. Martin stated that the staffing reports do not give adequate information. He would like to see a new set of criteria for reporting staffing. He asked that the budget units be added for each position. He would like the four reports combined into one document with the new criteria.

The word BoardDocs needs to be changed in the policy to something more generic.

On page 2, lines 3-13 there are four different reports under Personnel, and they can be combined into one report and look at each position and indicate if they are budgeted for the year. Administration will review the policy and bring recommendations back to committee in May and have the reports in place by July 1.

Action:

Administration will review the policy and bring recommendations to the May committee meeting for implementation July 1.

Motion: None

Dr. Martin asked what constitutes a record under the open records law. Mr. Byham stated that the presumption is that all records are public unless they fall under one of the exemptions of the law. Dr. Martin asked if the policy should say that the district will destroy tapes of meetings after minutes are completed. Mr. Byham gave an affirmative answer. Dr. Martin asked that the policy be modified accordingly.

Dr. Martin asked if the Board president was being notified of all of the requests that have been sent to the district. Solicitor Byham stated that he has been sending them to the Board president but the policy does not state that. Dr. Martin stated that at the Board meeting he would like to make a motion directed to the Open Records Officer that the Board President will be notified of all Right to Know Requests, the course of action that is being taken and when the information is being sent.

Mr. Lockett would like to see a Records Retention Policy for future consideration

6.0 Closing Activities

6.1 Next Meeting Date - March 31, 2009, 5:30 p.m. - Warren County Career Center

6.2 Adjournment at 8:15 p.m.