POLICY COMMITTEE MEETING
Minutes
February 26, 2018

The Policy Committee Meeting was held on February 26, 2018 at 7:00 p.m. with the Following Committee Members in attendance: Raeann Hofkin, Stephen Cunningham, and Joan T. Smith. Others in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, Sandra M. Kassel, Nichole Taylor, Dan Direso, Christine Schmoyer and Maggie Buckwalter.

Motion by Joan T. Smith, to approve the **September 21, 2017 Policy Committee Meeting minutes**. Motion carried; all voted aye.

Discussion occurred on the purpose and goals of the Policy Committee. The purpose and goals are attached.

Dr. McGloin proposed using PSBA for a policy review. The cost is $6,600 spread over three years. We will work on other policies that occur as needed. The committee was agreed to use the PSBA service.

1. **Board Policy & Administrative Regulation Revisions/Additions:**

   a. **Policy No. 000 – Board Policies/Administrative Regulations (Currently 009)**
      The first policy discussed Policy 000 which would replace Policy 009. Policy 009 was recommended to be repealed.

   b. **Policy No. 005 – Organization**
      The committee reviewed the recommended changes and added (f) Special Education and Pupil Services as a standing committee.

   c. **Policy No. 007 – Policy Manual Access**
      The recommendation was to replace the district policy with PSBA's policy.

   d. **Policy No. 702 – Gift, Grants, Donations**
      The administration recommended a small change to the policy by expanding the definition of contribution.
      1. **702 AR** was proposed as a new AR. It described what occured with the receipt of donations. An extensive discussion occurred regarding the options that were provided under donations to the Food Service Fund. The committee eventually recommended option 3.

   f. **Policy No. 808 – Food Service**
      Revisions were necessary due to the passage of Act 55 of 2017. Changes center around providing a breakfast or lunch to all students regardless of receipt of payment. Collection process and procedures for non-payment were added to the policy.

   e. **800 AR – Records Management (Revised)**
      Cloud storage systems were added to the definitions and a default retention Schedule was revised to include special guidelines for purging.

Due to the limitation of time the policies listed for discussion:
Policy 131 – Teaching About Religion
Policy 138 & AR – Limited English Proficiency Program
Policy 212 – Reporting Student Progress and
Policy 221 – Dress and Grooming
Will be discussed at the next meeting scheduled for March 26th.

Policies 000, 005, 007, 702 and 808, were recommended to the Board for first read on March 8, 2018. Policies 009 and 808.1 were recommended for retirement. 800 AR was recommended for approval on March 8th and 702 AR was recommended for the April agenda with the second read of policies and approval of Policy 702.

Motion by Raeann Hofkin, seconded by Stephen Cunningham to adjourn the meeting at 9:10 pm.

POLICY COMMITTEE

Purpose:

Policies exist to serve the needs of the district and to serve the district's needs to comply with state and federal law with input from stakeholder. Policies are designed to influence the activities that take place within the boundaries set by them. The Policy Committee performs a comprehensive review of policies and administrative regulations to ensure the spirit of the policy is enforced according to the board's intentions for that policy. In other words, the point of view held by the board of directors is translated into steps that result in an outcome compatible with that view.

- Policy Committee Meetings will be limited to 2hrs, 7pm to 9pm on the Fourth Monday of the month.

   o Whatever is not completed will be added to the next meeting

- Policies will be provided to the committee a week prior to the meeting to allow time for review. Policies shall be read by committee members.

Goals:

- Review any/all policies and ARs

- Create and/or review any policies recommended by the solicitor based on current events.

- Retire any policies in place that are no longer needed.