

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, February 1, 2018  
T/E Administrative Offices, Room 200  
7:00 p.m.**

**Board Committee Members:** Kate Murphy, Chair; Todd Kantorczyk, Ed Sweeney, Kyle Boyer

**Other Board Members:** Michele Burger, Roberta Hotinski, Heather Ward, Tina Whitlow

**T/E School District Representatives:** Rich Gusick, Ken Roos, Mark Cataldi, Art McDonnell, Dave Preston, Jeanne Pocalyko

**Community Members:** None

**Approval of Minutes:** The minutes of the January 11, 2018 meeting were approved.

**Public Comment**

None

**Review of Policies for 2<sup>nd</sup> Reading**

**Policy and Regulation 8120: Food and Nutrition Services**

A review of the Policy and Regulation was completed after the Pennsylvania Public School Code was changed to incorporate amendments prohibiting schools from denying a qualifying meal to any student who requests one but does not have the money or funds in their account to pay for the meal at the time of service. While the existing Regulation already provided the aforementioned provision, there were particular elements of the new law, as well as guidance from the Pennsylvania Department of Education that prompted revisions. Revisions to the Policy were made to clarify language regarding free and reduced price meals and to incorporate a cross-reference to Policy and Regulation 5402: Student Wellness and Nutrition regarding food sales and fundraisers involving food. Prior revisions to the Regulation were approved and posted on the District's website. The District's Food Services Department communicated the changes and included a full copy of the Regulation to all District families. The most recent revisions to the Regulation were made to provide clarity to the meal charging procedures, including at least two written correspondences to the parent/guardian about delinquent debt. In addition, the Regulation now specifies how donations are received and applied to repay the Food Service Fund for unrecovered and delinquent debt. The Policy will be sent to the Board of School Directors for a second reading at their meeting on February 26, 2018. The Regulation was approved with revisions.

**Information**

None

**Follow Up from Previous Policy Committee Meeting**

**Regulation 5225: Student Records**

The Regulation was revised to reflect legal requirements and to clarify procedures regarding parent and student access rights, maintenance/destruction, legal holds, release of information and request for amendment of student records. The Regulation encompasses the collection, retention, disposition and security of student records, along with the duty to maintain the confidentiality of student records. Furthermore, a record retention schedule is included. The Regulation was approved with revisions.

## **Policies and Regulations for Review and Discussion**

### **Policy and Regulation 3323: Procurement**

The Policy and Regulation establish the responsibility and procedures for the expenditure of public funds for purchasing. The Policy was reviewed and non-substantive changes were made for clarity, including a cross reference to Regulation 3233: Federal Fiscal Compliance - Procurement. In accordance with Policy 9330: Formation of New and Revision of Existing Board Policies, the non-substantive changes will be announced at the February 26, 2018 Board Meeting and then the Policy will be posted on the District website. The Regulation was revised to comply with legal requirements regarding the cost thresholds of competitive bids and non-competitive bids for furniture, equipment, supplies, appliances, and construction and maintenance contracts. In addition, the procedures for awarding contracts, bid specifications and cooperative purchasing are included. The Regulation was approved with revisions.

### **Policy and Regulation 3380: Travel Reimbursement**

Revisions to the Policy and Regulation include a title change from Mileage Reimbursement to Travel Reimbursement. The District reimburses employees for reasonable and necessary expenses while on District-related business. The Regulation stipulates the reimbursement procedures, guidelines and limitations, including the updated standard mileage rate issued by the IRS for use of a private automobile. The Policy will be sent to the Board of School Directors for a first reading at their meeting on February 26, 2018. The Regulation was approved with revisions.

### **Regulation 4031: Resignations from Employment**

This Regulation includes information related to the timeline for written notification of resignation, a termination checklist, discharge of a resigning employee and final pay calculation. This Regulation will be brought back to the committee after further review and cross-referencing to, and possible consolidation with, Policies and Regulations 4470: Permanent Separation from District Employment (Instructional Employees) and 4480: Permanent Separation from District Employment (Non-Instructional Staff).

### **Future Meetings**

Meetings for the remainder of the 2017-2018 school year will be March 1, 2018, April 5, 2018 and May 3, 2018. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

### **Adjournment**

The meeting adjourned at 8:09 PM.