

Policy Committee Meeting
Thursday, January 11, 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: Scott Dorsey, Michele Burger, Tina Whitlow

T/E School District Representatives: Rich Gusick, Ed Diasio, Mark Cataldi, Art McDonnell, Dave Preston, Jeanne Pocalyko, Chris Groppe

Community Members: None

Approval of Minutes: The minutes of the November 9, 2017 meeting were approved.

Public Comment

None.

Review of Policies for 2nd Reading

Policy and Regulation 5114: Attendance Records

The Policy was recommended to be repealed and the Regulation to be rescinded as Policy and Regulation 5113: Procedures for Enforcing School Attendance has been comprehensively revised to include attendance records, and the records retention provisions are incorporated into revisions to Policy and Regulation 5225: Student Records. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018.

Policy and Regulation 5225: Student Records

The Policy and Regulation were revised to reflect legal requirements and current practice regarding student records. The Policy and Regulation encompass the collection, retention, disposition and security of student records, along with the duty to maintain the confidentiality of student records. Furthermore, the Policy and Regulation include information about parent and student access rights, maintenance/destruction of student records, legal hold procedures, release of information, record-keeping of disciplinary incidents, request for amendment of records and a record retention schedule. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation had further revisions and will be brought back to the committee at the next meeting.

Policy and Regulation 5121: Recruitment of Students by Military Recruiters, Postsecondary Education Representatives and Prospective Employers

This new Policy and Regulation were presented to reflect the District's current practices, which comply with applicable law. Disclosure of required student information about secondary students to representatives of postsecondary institutions, prospective employers and representatives of the Armed Forces of the United States is permitted, as required by law, subject to an opt-out process. Postsecondary education representatives, military recruiters and prospective employers are provided with the same access to secondary students, as required by law. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting and will be posted when the Policy is formally adopted.

Policy 6300: Adult Education

The Policy was recommended to be repealed as Policy and Regulation 7040: Use of Facilities addresses adult groups using District facilities. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018.

Policy and Regulation 8020: Supplies

The Policy was last reviewed in 2006 and was revised to indicate that the Business Manager, building principal or their designee(s) will ensure that adequate amounts of supplies are available. The Regulation further specifies that the building principal or designee is responsible for all school supplies and the Business Manager or designee is responsible for all non-school supplies. Department chairs, team facilitators and principals must submit completed requisitions, and orders may not be placed until approved. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting.

Policy and Regulation 8021: Telephones

The Policy was last reviewed in 2006 and was revised to reflect the current use of District-provided mobile phones. District employees are provided mobile telephones for school business purposes when necessary to perform their work-related duties in an efficient and effective manner. Individuals who are issued a District-provided mobile telephone may use it for personal reasons in the event of an emergency or on a limited incidental basis, so long as such use does not interfere with the employee's performance of their job responsibilities or disrupt normal school or District operations. Individuals who are issued a District-provided mobile telephone are required to complete a Mobile Telephone Usage Agreement which outlines the terms governing use of the device. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 22, 2018. The Regulation was approved at the November 9, 2017 meeting.

Information

None

Follow Up from Previous Policy Committee Meeting

None

Policies and Regulations for Review and Discussion**Policy 5455: Homeless Students**

The Policy was reviewed and non-substantive changes were made for readability and clarity, including the designation of the Director of State and Federal Programs as the District's liaison for homeless students and families. In accordance with Policy 9330: Formation of New and Revision of Existing Board Policies, the non-substantive changes were announced at the December 4, 2017 Board Meeting and then the Policy was posted on the District website.

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 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. The Regulation specifies that a student's

meal status is always kept confidential. Parents/guardians may request in writing that their child be restricted from purchasing a la carte food items and meals at any time. Even if a student is unable to pay for a meal or has a negative meal account balance, a student may not be publicly identified or stigmatized and the school will not require a student to discard a school meal after it has been served. In addition to purchasing a meal, students are permitted to charge a la carte food items, as long as their balance owed is less than \$50. Once a student's account balance is \$5.00 or less, their parent/guardian will be notified at least weekly via email or an envelope marked "confidential." Notifications will be given to resolve an outstanding account balance and parent/guardians will be informed of the procedures to apply for the school food program. If a good faith effort is not made towards payment of an outstanding balance due, then a referral to an outside authority or agency may be made. The Policy will be sent to the Board of School Directors for a first reading at their meeting on January 22, 2018. The Regulation was approved with revisions.

Policy and Regulation 6141: Equal Opportunity and Non-Discrimination of Students in School and Classroom Practices

A change to the title of the Policy and Regulation was made to include equal opportunity. It is the policy of the District to provide an equal opportunity, free from discrimination, for all students. The committee discussed reporting requirements and procedures. The Policy and Regulation will be brought back to the next meeting after further review and proposed revisions.

Policy and Regulation 4001: Equal Opportunity and Non-Discrimination in Employment Practices

A change to the title of the Policy and Regulation was made to include non-discrimination. It is the policy of the District to provide all persons equal access to all categories of employment in the District, free from discrimination. The committee discussed reporting requirements and procedures. The Policy and Regulation will be brought back to the next meeting after further review and proposed revisions.

Policy 6140: Equal Opportunity

The Policy was recommended to be repealed as Policies and Regulations 6141 and 4001 are being revised to incorporate the contents of this Policy. The Policy will be brought back to the committee in conjunction with further revisions to Policies and Regulations 6141 and 4001.

Other

2018 Policy Committee Goals

The Policy Committee Goals as stated below remained the same.

Future Meetings

Meetings for the remainder of the 2017-2018 school year will be February 1, 2018, 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 9:05 PM.

2017 Policy Committee Goals:

1. To identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. To review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input and external issues.
3. To communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
4. To continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.