

**Draft Pending Committee Approval
Policy Committee Meeting
Thursday, March 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, Tina Whitlow

T/E School District Representatives: Rich Gusick, Ken Roos, Mark Cataldi, Art McDonnell, David Francella

Community Members: Barb Jackson

Approval of Minutes: The minutes of the February 1, 2018 meeting were approved.

Public Comment

Barb Jackson commented on Policy and Regulation 3295 District-Initiated Real Estate Tax Assessment Appeals

Review of Policies for 2nd Reading

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 second reading at their meeting on March 19, 2018. The Regulation was approved at the February 1, 2018 meeting.

Information

Discussion on the framework for Policies and Regulations related to Bullying, Hazing, Harassing, Discrimination, Equal Opportunity

A framework for simplifying and consolidating multiple Policies and Regulations relating to the aforementioned topics was discussed. The topics fall under the following three categories: (1) adult initiated conduct; (2) student initiated conduct; and (3) curriculum/instruction. The committee approved of presenting the revisions at the next meeting.

Follow Up from Previous Policy Committee Meeting

Policy and Regulation 4031: Voluntary Separation from District (Resignations from Employment)

Revisions to the Policy and Regulation include a title change to include the wording of Voluntary Separation from District. Employees are expected to give at least two weeks before leaving their employment with the District, unless a provision of law, an individual employment contract or a collective bargaining agreement specifies a different notice period. 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. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 19, 2018. The Regulation was approved but will not be posted until Policy and Regulation 4032: Separation for Cause is adopted.

Policy and Regulation 4032: Separation for Cause

This new Policy and Regulation were introduced to help consolidate components of Policy and Regulation 4470: Permanent Separation from District Employment (Instructional Employees) Policy and Regulation 4840: Permanent Separation from District Employment (Non-Instructional Staff). The Policy and Regulation will be brought back to the committee after further review.

The following Policies are recommended to be repealed and Regulations to be rescinded once Policy and Regulation 4031: Voluntary Separation from District (Resignations from Employment) and Policy and Regulation 4032: Separation for Cause are adopted:

Policy and Regulation 4470: Permanent Separation from District Employment (Instructional Employees)

Policy and Regulation 4840: Permanent Separation from District Employment (Non-Instructional Staff)

Policies and Regulations for Review and Discussion

Policy and Regulation 3295: District-Initiated Real Estate Tax Assessment Appeals

This new Policy and Regulation were introduced to authorize the filing of assessment appeals related to properties within the District. The procedures in the Regulation specify that (1) all recently sold taxable parcels where a positive variance of at least 20% exists between the sales price and the implied market value based on the existing assessment will be reviewed; (2) the Business Manager will consult with the District's Tax Appeal Counsel to identify the taxable parcels where the anticipated increase in real estate tax revenue to the District in the first year following a successful appeal exceeds \$10,000 and where the expense of pursuing the appeal has a positive cost/benefit; and (3) parcels meeting the criteria will be selected for appeal to the Chester County Board of Assessment. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 19, 2018. Further revisions to the Regulation were made but will not be posted until the Policy is adopted.

Regulation 8210: Records Management

Revisions to the retention schedule in the attachment of this Regulation were presented to align with the recent changes to Regulation 5225: Student Records. The Regulation was approved and will be posted.

Policy and Regulation 5001: Enrollment and Registration Requirements and Verification of Student Residency

The Policy covers the residency eligibility, enrollment procedures, and consequences of attendance in violation of the Policy. The process of verifying continued residency may be performed (1) on either a District-wide basis or by an entire elementary, middle or high school level; or (2) where the District reasonably suspects that a student may not be legally residing in the District. The Regulation specifies the registration requirements, documents that may and may not be requested, and special enrollment considerations. The Policy and Regulation will be brought back to the committee after further review.

Future Meetings

Meetings for the remainder of the 2017-2018 school year will be April 12, 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 9:38 PM.