

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, March 16, 2017  
T/E Administrative Offices, Room 200  
7:00 p.m.**

**Board Committee Members:** Kevin Buraks, Chair; Todd Kantorczyk, Kate Murphy, Ed Sweeney  
**Other Board Members:** Doug Carlson, Virginia Lastner, Michele Burger  
**T/E School District Representatives:** Rich Gusick, Ken Roos, Mark Cataldi, Kevin Pechin, Jeanne Pocalyko

**Community Members:** Doug Anestad, Brendan Arnott, Jeanie Ulicny, Laura Mills, Nicole Scherer, Heather Ward

**Approval of Minutes:** The minutes of the February 23, 2017 meeting were approved.

**Public Comment**

Nicole Scherer commented on Policy 7040 Use of District Facilities.

Laura Mills commented on Policy 7040 Use of District Facilities.

Doug Anestad commented on Policy 6220 Charter Schools.

Brendan Arnott commented on Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.

Doug Anestad commented on Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.

Jeanie Ulicny commented on Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.

Doug Anestad commented on Policy and Regulation 4850: Holidays – Hourly Employees.

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

After review and discussion, it was recommended that the following Policy be sent to the Board of School Directors for a second reading at their meeting on March 27, 2017.

**Policy 6220: Charter Schools**

This Policy was last revised in 1999. Revisions to the Policy include moving the content related to procedures for the evaluation of a charter school application, term and form of a charter, oversight, review, renewal, or revocation of a charter, as well as the application itself into the accompanying Regulation. Applications submitted for charter schools will be evaluated by the Board based on the criteria established by law and any additional criteria as determined by the Board as set forth in the Regulation. The Board, in addition to granting or denying charters, retains the authority to revoke or terminate a charter in accordance with law. The Regulation delineates the process for charter school application and maintenance.

**Information**

None

**Follow Up from Previous Policy Committee Meeting**

**Policy and Regulation 4200: Absences and Leaves Due to Illness, Injury and Disability**

This Policy and Regulation establishes that the District pays an employee for each full or partial day of absence due to illness, injury or disability to the extent required by law and by contractual agreements. Revisions were made, for clarification, to the section in the Policy on sick leave for employees not

covered by group or individual contracts. No change in the total amount of accrued paid sick leave entitlement was made. Additional wording was added to the Regulation in the event that an employee did not submit to or furnish a required medical certification while out on leave. While on paid leave, employee's insurance coverage is maintained and vacation and sick leave accrue. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 27, 2017.

### **Policy and Regulation 4850: Holidays – Hourly Employees**

Revisions to the Policy and Regulation include the new title of “Holidays – Non-Instructional Employees Who Are Not Members of a Collective Bargaining Unit.” Non-instructional employees who are not members of a collective bargaining unit are entitled to paid holidays. Holidays are designated by the District. To qualify for pay for a holiday designated by the District, an employee must work the day before the holiday and the day after the holiday, unless on an excused paid absence. The section in the Regulation on overtime for District Office employees was moved to the new Policy and Regulation 4822: Calculation of Overtime Compensation. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 27, 2017.

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

#### **Policy and Regulation 4822: Calculation of Overtime Compensation**

Language from Policy and Regulation 4850: Holidays – Hourly Employees was relocated to this new Policy and Regulation, which specifies that only actual hours worked count in computing the 40-hour week for overtime computation. Approved sick, holidays, vacation, and/or paid personal days count as actual hours worked in such computation. This provision is necessary in light of the "flex time" schedule made available only to employees whose primary workplace is the District's central administration building. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 27, 2017.

The following Policies and Regulations were discussed and will be brought back to the committee after gathering additional information and further review.

#### **Policy and Regulation 5311: Eligibility for Participation in School-Related Activities and Regulation 6147: Recognition of Athletic Clubs.**

Policy 5311 was suspended at the February 27, 2017 meeting of the Board of Directors to the extent that it restricts a private school student from participating in District recognized club sports, excluding sports that are already offered at the private school the student is attending. An overview of club sports at Conestoga was presented at the Policy Committee meeting including history, participation, and available reimbursement of costs. Additional information from each of the club sports and their governing bodies, as well as insurance coverage will be collected and shared at a future meeting.

### **Other**

#### **Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students**

This Policy and Regulation was adopted at the February 27, 2017 meeting of the Board of Directors. For clarification purposes, two non-substantive changes to the Policy and Regulation were approved by Policy Committee. The word “pre-existing” was removed from the Policy in reference to not interfering with appropriate personal relationships between District Adults and students and their families that exist independently of the District. The word “inappropriate” was added to the Regulation in reference to disclosing personal, sexual, employment concerns or other private matters to one or more students. Policy 9330: Formulation of New and Revision of Existing Board Policies allows for non-substantive changes, as long as the Board is publicly notified during the next regular Board meeting or through dissemination of the minutes of the Policy Committee to the full Board.

### **Policy and Regulation 4035: Attire and Appearance**

The Policy and Regulation will be reviewed for further clarification related to restrictions on the promotion of religion.

### **Future Meetings**

Additional meetings are scheduled for Thursday, April 20, 2017 and Thursday, May 18, 2017. 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 9:55 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.