

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, May 19, 2016  
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, Michele Burger

**T/E School District Representatives:** Rich Gusick, Ken Roos, Ed Diasio, Art McDonnell, Dave Preston, Mike Szymendera, and Mark Cataldi

**Community Members:** Theodore Horvath

**Approval of Minutes:** The minutes of the March 17, 2016 meeting were approved.

**Public Comment**

Theodore Horvath commented on the upcoming VFMS Relays and Policy and Regulation 8060: Security of District Facilities relating to the track area at Valley Forge Middle School.

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

After review and discussion, it was recommended that the following Policies be sent to the Board of School Directors for a second reading at their meeting on June 1, 2016.

**Policy 8060: Security of District Facilities**

A change in the Policy title was made to match with the title of the Regulation. Revisions to this Policy focused on maintaining security of District facilities and protecting the safety of students, staff, and visitors against unauthorized access/entrance.

**Policy 6194: District Issued Laptops**

This new Policy was introduced in connection with the Board approved one-to-one laptop initiative that will begin in the 2016-2017 school year. The Policy incorporates the components of communication to students and parents/guardians, terms and conditions of use, guidelines for establishing regulations, and sanctions for noncompliance.

**Policy 6133: Writing Across the Curriculum**

This Policy was recommended to be repealed as writing is directly covered in the curriculum standards.

**Information**

None

**Follow Up from Previous Policy Committee Meeting**

**Regulation 8060: Security of District Facilities**

The topic of access to District property by non-District personnel during the school day originated from a community member and was included in the safety and security consultant's report. The consultant recommended that the District adopt policy and procedures restricting the use of school tracks, courts, etc. during school hours. Discussion was held on the implementation of the proposed revised Policy, including signage at designated locations indicating times of unauthorized use and communication to the community about the changes once they are finalized. This Regulation will be brought back to the Policy Committee meeting on June 9, 2016 to discuss assigned times for authorized and unauthorized access/entrance to District property.

### **Regulation 6194: District Issued Laptops**

This new Regulation includes an attachment on Best Practices for Laptop Use, as well as an Agreement for Laptop Use that must be signed by students and parents/guardians who participate in the one-to-one laptop initiative. Participation in this initiative includes an annual cost sharing fee of \$50 per student, with a maximum annual family fee of \$100. The cost sharing fee includes a manufacturer's extended warranty and accidental damage protection.

### **Policy 9140: Board Committees**

The function, appointment and membership of Board Committees are covered in this Policy. Discussion was held on the appointment and removal of committee chairpersons, as well as the term of committee chairpersons. Legislative was removed from the list of standing committees. The Policy was revised to provide that the Board President appoints and may remove committee chairpersons and other committee members. The Committee decided against imposing term limits for chairpersons and affirmed that the existing wording of rotating committee chairpersons and members where practical provided appropriate guidance to term membership. This Policy will be sent to the Board of School Directors for a first reading at their meeting on June 1, 2016.

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

#### **Regulation 5414: Electronic Communication Devices: Use by Students**

Revisions were made to the Network Acceptable Use Agreements (AUAs) which outline the manner in which students need to respect and protect the privacy and safety of others and themselves. Bring Your Own Device (BYOD) is an option for high school students only, so their agreement applies to personal and District-provided electronic communication devices. The agreements for middle school and elementary school students pertain to District-provided devices only. The AUAs must be signed by students indicating that they will comply with District standards and guidelines. Inappropriate, unauthorized, and illegal use will result in the cancellation of privileges and appropriate disciplinary action. A statement will be added to the AUA to reinforce the Policy language which stipulates that students may not use electronic communication devices or have them readily accessible when they are in restrooms, locker rooms or other areas where individuals would have a similar expectation of privacy.

The following Policies and Regulations were revised to comply with new federal standards regarding procurement when federal funds are utilized. The Federal Office of Management and Budget issued new federal regulations called Uniform Grant Guidance that impacted and required changes to policies and procedures. School districts must adopt these new procurement standards by July 1, 2017. Several school districts across the state that have undergone Single Audits have received adverse audit findings for failure to have the appropriate policies and regulations in place with respect to other requirements of the Uniform Grant Guidance that went into place for Local Education Agencies on July 1, 2015. Therefore, it is recommended that these policies and procedures be in place by July 1, 2016. The Policies will be sent to the Board of School Directors for a first reading at their meeting on June 1, 2016.

**Policy 4020: Conflict of Interest and Disclosure of Confidential Information – Prohibition (Tredyffrin/Easttown School District Employees)**

**Policy 8120: Food and Nutrition Services**

**Policy 9360: Conflict of Interest (Board Members)**

**Policy 3231: Federal Fiscal Compliance**

**Policy 3390: Travel Reimbursement – Federal Programs**

**Regulation 3231: Federal Fiscal Compliance – Allowability of Costs**

**Regulation 3232: Federal Fiscal Compliance – Cash Management**

**Regulation 3233: Federal Fiscal Compliance - Procurement**

**Regulation 3234: Subrecipient Monitoring**

**Regulation 3235: Federal Fiscal Compliance – Types of Costs, Obligations and Property Management**

### **Adjournment**

The meeting adjourned at 8:54 PM.

### **Future Meetings**

Future Policy Committee Meetings are scheduled for 7:00 p.m. on June 9, 2016. Please visit the District website at [www.tesd.net](http://www.tesd.net) for updated information on Board committee meeting dates, times, locations and agendas. All meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200.

#### **2016 Policy Committee Goals:**

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