

**Draft Pending Committee Approval  
Policy Committee Meeting  
Thursday, November 12, 2015  
TE Administrative Offices, Room 200  
6:30 p.m.**

**Attending all or part of the meeting:**

**Board Committee Members:** Kevin Buraks, Chair; Virginia Lastner; Jim Bruce

**Other Board Members:** Doug Carlson, Pete Motel, Karen Cruickshank

**T/E School District Representatives:** Rich Gusick, Mike Kristofco (Solicitor), Mike Szymendera, Jeanne Pocalyko and Mark Cataldi

**Community Members:** Kate Murphy and Todd Kantorczyk

**Approval of the Minutes:** The minutes of the October 15, 2015 meeting were approved.

**Public Comment:** None.

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

After review and discussion, it was recommended that each of the following Policies be sent to the Board of School Directors for a second reading at their meeting on November 16, 2015.

**Policy 4450: Performance Improvement Plans for Professional Employees**

This Policy reflects the September 21, 2015 Memorandum of Understanding between the Tredyffrin/Easttown Education Association and the District.

**Policy and Regulation 7095: Service Animals in Schools**

This new Policy and Regulation were introduced to establish procedures for individuals with disabilities that require the use of a service animal.

**Policy and Regulation 6190: Internet and Computer Network Safety and Use**

The current Policy authorized the District to provide email services to Conestoga High School students and the revision includes expanding that authorization to District middle school students in the event that the District decides to pursue that option.

**Information:** None.

**Follow Up from Previous Policy Committee Meeting:**

**Regulation 1300: Volunteers**

Revisions to this Regulation reflect changes in the law in defining the type of volunteers that need clearances. Check-in procedures at the schools were discussed as the Raptor system can be set up to indicate whether or not a volunteer has all of their clearances up to date.

**Regulation 8100: Transportation**

Revisions to this Regulation were made as a follow up to the discussion at the October 15, 2015 Policy Committee meeting regarding the courtesy middle school music shuttle buses and connecting elementary bus run. The revisions affirmed the practice of not adding extra bus stops to the elementary bus runs for middle school shuttle students. Availability of the music shuttle buses will be reviewed annually. In addition, bus stops may change from school year to school year. Bus schedules are available via the District website.

After review and discussion the following Policy and Regulation was pulled to be revised and presented at the next Policy Committee meeting.

**Policy and Regulation 4340: Electronic Communication Devices: Use by Employees**

**Policies and Regulations for Review and Discussion:**

**Policy and Regulation 6193: Web Content, Hosting and Maintenance**

Revisions to this Policy and Regulation relate to the updated media consent form, which requires parental permission to post student work, student photographs and student first and last names on web pages. Events that are open to the public are not intended to be part of this Regulation or the media consent form. These public events are subject to media coverage, including publication on the media outlet's web site or social networking sites. This Policy will be sent to the Board of School Directors for a first reading at their meeting on November 16, 2015.

**Revisions were made to the following Regulations to reflect the current administrative structure and positions:**

**Regulation 2200: Administrative Organizational Chart**

**Regulation 2121: Director of Curriculum, Instruction, Staff Development and Planning – Duties**

**Regulation 2124: Director of Individualized Student Services – Duties**

**Regulation 2125: Director of Assessment and Accountability – Duties**

**Regulation 2126: Director of Instruction Technology – Duties**

**Regulation 2123: Director of Human Resources**

**Regulation 2127: Supervisor of Special Education – Duties**

This new Regulation was introduced to delineate the duties of Supervisor of Special Education just as other professional positions have defined job descriptions in other Regulations.

**Regulation 5222: State Assessments**

This Regulation was revised to reflect the current state mandated testing of PSSAs and Keystone Exams. Supplemental instruction is offered to students who score less than proficient. This Regulation also cross references the newly approved Regulation 6138 Nonparticipation in Specific Instruction and State Assessments.

**Policy and Regulation 4031: Resignations from Employment**

This new Policy and Regulation governs separation from the District due to resignation, which includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignations. The Superintendent is authorized to accept resignations in a timely manner without further Board action. Resignations shall be listed in the agenda at the next regular Board meeting. The Regulation also specifies the final pay calculation. This Policy will be sent to the Board of School Directors for a first reading at their meeting on November 16, 2015.

**Additional discussion:**

**Policy 1124: Distribution of Promotional Information**

This Policy categorizes groups and organizations to indicate the types and methods in which they may communicate information through the District. The Committee discussed the consideration of classifying specific groups as Class B and will be discussed at the next Policy Committee meeting.

**Adjournment:**

This meeting was adjourned at 8:50 p.m.

**Future Meetings:**

Additional committee meetings will be scheduled after School Board reorganization in December 2015. 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, 740 West Valley Road, Suite 1700, in Room 200.