

**Draft Pending Committee Approval
Policy Committee Meeting
October 15, 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

Other Board Members: Kris Graham, Pete Motel, Karen Cruikshank

T/E School District Representatives: Rich Gusick, Ken Roos, Andrea Chipego, Mike Szymendera, Jeanne Pocalyko, Art McDonnell, Marianne Cleary, and Mark Cataldi

Community Members: Jamie Lynch, Laura May, Brenda Geiger, Jose Ibarra, Kathleen Craig, Bob Brown, Craig Sims, Nathan Geiger, Henry Geiger, Kevin Connell, Danny Law, Matthew Ibarra, Jose Ibarra, Michele Burger, Bill Dyer, Alan Yockey, Barri Alexander, John Alexander, Fred Fischer, Doug Preston, Peg Layden, and Kate Murphy.

Approval of the Minutes: The minutes of the September 10, 2015 meeting were approved.

Public Comment:

Brenda Geiger commented on scouting and presentations to students during the school day.

Jose Ibarra commented on scouting and Policy 1124: Distribution of Promotional Information.

Bob Brown commented on scouting and Policy 1124: Distribution of Promotional Information.

Bill Dyer commented on scouting and Policy 1124: Distribution of Promotional Information.

Michele Burger commented on the PTOs and Policy 1124: Distribution of Promotional Information.

Jamie Lynch commented on Districts Educating and Learning Through the Arts (DELTA) and Policy and Regulation 7040: Use of District Facilities.

Barri Alexander commented on Policy and Regulation 8100: Transportation and the bus stops for middle school music shuttle buses.

John Alexander commented on Policy and Regulation 8100: Transportation and the middle school music shuttle buses.

Committee Discussion Prior to Agenda Items:

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. As a community non-profit group, the Boy Scouts of America and Girl Scouts may communicate approved information through posting on physical or electronic bulletin boards. Their request to meet with students during the school day is not permissible per the Policy. The Committee acknowledged the many activities and learning experiences that the scouting groups can provide. Representatives from the Boy Scouts of America and Girl Scouts were asked explore ways in which troops are communicating in other districts and share that information back to the Committee.

Policy and Regulation 7040: Use of District Facilities

This Policy and Regulation categorizes groups and organizations to indicate the procedures, requirements, fees and charges for use of District facilities. Districts Educating and Learning Through the Arts (DELTA) requested that they be allowed to reserve a facility one year in advance since they contract groups from all over the country and world. DELTA coordinates with other local school districts to bring cultural arts programming to our community. It was noted that the Regulation requires requests for facilities use to be made at least 10 days in advance of the scheduled use, but no sooner than 6 months as the schools themselves need to schedule their own events. The Regulation does provide exceptions at the discretion of the appropriate administrator. The schools will work with DELTA in scheduling their events in advance, to the extent possible, with the understanding that if a conflict arises, then other options would have to be explored.

Review of Policies for 2nd 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 October 26, 2015.

Policy and Regulation 4200: Absences and Leaves Due to Illness, Injury and Disability**Policy and Regulation 5414: Electronic Communication Devices: Use by Students****Policy and Regulation 6138: Nonparticipation in Specific Instruction and State Assessments.**

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**Information:****Policy and Regulation 4450: Performance Improvement Plans for Professional Employees**

This Policy and Regulation reflects the September 21, 2015 Memorandum of Understanding between the Tredyffrin/Easttown Education Association and the District. The Policy will be sent to the Board of School Directors for a first reading at their meeting on October 26, 2015.

Regulation 7040: Use of District Facilities

This Regulation was revised in regards to closing a facility to outside use when schools have a delayed opening or dismiss early due to weather-related events. If permitted to use a facility on these delayed opening or early dismissal days, the outside user may cancel their scheduled use to avoid rental fees by informing the Business Office at least three hours in advance.

Follow Up from Previous Policy Committee Meeting:**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. Revisions to this Policy included moving the definition of service animal to the Regulation. The Regulation will also include the definition of disability as it applies to the American with Disabilities Act (ADA). The Policy will be sent to the Board of School Directors for a first reading at their meeting on October 26, 2015.

Regulation 1300: Volunteers

This Regulation was tabled until the next Policy Committee meeting.

Policies and Regulations for Review and Discussion:

Regulation 8100: Transportation

Revisions to this Regulation include student transportation to District residencies of parents with equally shared custody. The Long-Term Alternate Bus Assignment form will be included as an attachment to the Regulation.

In response to a community member's comments at the September 21, 2015 School Board meeting, the subject of the courtesy middle school music shuttle buses and connecting elementary bus run was referred to the Policy Committee. Discussion included the history of the music shuttle buses and information about the middle school music programs and bus access. The courtesy middle school shuttle buses were established in 1993 when the 5th grade transitioned from the elementary schools to the middle schools. The design of the middle school program included 5th and 6th grade music groups rehearsing after school. Since these music rehearsals concluded before the elementary bus runs began, shuttle buses provided these students an opportunity to be transported to the elementary schools and then board an elementary school bus towards their home. The established practice of the elementary bus run was to stop only at locations already determined for that particular run. No other bus stops were added to accommodate the middle school shuttle bus riders. Discussion followed on whether to continue the practice of not adding extra stops to the elementary bus runs for middle school shuttle students or to permit exceptions for special circumstances. It was recognized that there should be explicit and clear communication from the District about its practice so that parents are informed. The committee affirmed the practice of not adding extra bus stops to the elementary bus runs for middle school shuttle students. For this school year the District will plan to update communications to parents and to address questions and concerns individually.

Policy and Regulation 6190: Internet and Computer Networks

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. The revisions to the Regulation consist of maintaining system security of the District network and network storage, as well as District-leased storage capacity. Network administrators may review and delete files, web browsing history and communications to maintain system integrity and ensure users are abiding by the acceptable network use guidelines. In addition, users should not expect that files or other electronic information stored or available from District servers will always be private or secure.

Regulation 4480: Classroom Teacher Job Description

One of the essential functions and responsibilities listed in this Regulation is for teachers to participate in the preparation of letters of recommendations for students. The current Regulation permits a teacher, who agrees to write more than 15 letters of recommendations for students, to request a half day of release time from the building principal. The revision to the Regulation denotes that, as an alternative, the principal may provide release time from other assigned activities equivalent or greater than a half day in lieu of release time for a half day.

Adjournment:

This meeting was adjourned at 10:03 p.m.

Future Meetings:

The next Policy Committee meeting is scheduled for November 12, 2015. Additional committee meetings will be scheduled after School Board reorganization in December 2015. Please visit the District website at 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.

10/28/2015