

CENTRAL BUCKS SCHOOL DISTRICT

Policy Committee Meeting
August 22, 2018

Committee Members Present

Mrs. Sharon Collopy, Member
Dr. Nicole Young, Member

Dr. John Kopicki, Superintendent

Committee Members Not Present

Mr. Dennis Weldon, Chairperson
Mr. John Gamble, Member

Others in Attendance

Mr. Glenn Schloeffel, Board President
Mrs. Beth Darcy, Board Member
Mrs. Tracy Suits, Board Member
Mr. Jeffrey Garton, District Solicitor

Ms. Andrea DiDio-Hauber, Director of Human Resources
Mr. Jason Jaffe, Director of Technology and Innovation
Dr. Nadine Garvin, Asst. Superintendent
Dr. Abram Lucabaugh, Asst. Superintendent

The meeting was called to order at 7:17 p.m.

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The June 27, 2018 Policy Committee Meeting minutes were reviewed.

<u>TOPIC</u>	<u>NOTES</u>	<u>FOLLOW UP</u>
907 – School Visitors	Due to changes in the School Gate Guardian system, Dr. Kopicki recommends this policy be tabled until some items can be reviewed with District Solicitor Garton. The kiosks will no longer be utilized in the buildings to read licenses before visitors enter, the technology is now located at the reception desk. The district has received a refund for the kiosks. Dr. Young recommends communication be sent regarding the change in process and money-savings. Dr. Garvin noted there is a communication being drafted and principals will share it in the first newsletter.	Tabled for further review
815 – Acceptable Use of Internet, Computers and Network Resources		The Committee agrees to delete this policy
815-Acceptable Use of Electronic Resources	Mr. Jason Jaffe presented information on the proposed policy. He noted that the current policy has been in development since October 2017, the goal was to develop a document that was easy to understand for all users and was comprehensive and up-to-date. Mrs. Schwartz asked how the policy would be communicated to staff members. Mr. Jaffe noted that students participating in the one-to-one program will be required to read and answer questions about the policy. Staff will be informed at new teacher orientation. Ms. DiDio-Hauber noted there is a plan in place for an electronic	The Committee agrees to accept the proposed policy and move to First Read with changes: On page 2/5 under <u>Delegation of Responsibility</u> remove from the first sentence “The district shall

CENTRAL BUCKS SCHOOL DISTRICT

Policy Committee Meeting
August 22, 2018

	<p>communication to all staff that will require signature indicating they have reviewed the policy, similar to the current process for the district Confidentiality Statement. Dr. Kopicki asked Dr. Garvin and Dr. Lucabaugh to communicate to the principals that in the interim, the policy should be reviewed at their first staff meeting and a signature required from each teacher indicating they have reviewed the policy. Mrs. Collopy noted that there are no employee handbooks and reference to it should be removed from the proposed policy – employees use the contract associated with their position for guidelines. Ms. DiDio-Hauber reiterated that there are plans in development for employees to receive electronic communication regarding important policies. Employees will be required to electronically sign, indicating the policies have been reviewed. Dr. Kopicki inquired if there were a Safe Schools training module that would address this policy, Ms. DiDio-Hauber indicated one could be created. Mr. Garton noted that, in order to hold students responsible to the policy, there would need to be proof that the student was given the information. Mrs. Collopy suggests a paper be distributed in Advisory, requiring signature from high school students that they have read the policy. The Committee agrees further consideration should be given to the process for informing all students.</p>	<p>inform staff, students, parents/guardians and other users about this policy through employee and student handbooks.... On page 2/5 item 1. Remove “by the Board” at the end of the sentence. On page 3/5 under <u>Unauthorized Use Prohibited</u> add “By logging onto a district device using AD (active directory)/</p>
<p>304 – Anti-Nepotism</p>	<p>Dr. Kopicki recommends the policy be tabled until further review with Solicitor Garton</p>	<p>Tabled for further review</p>
<p>304.1 – Employment of School Bus Drivers</p>	<p>Proposed policy replaces current Policy 504.1 and will be combined into proposed Policy 810.1. Dr. Kopicki recommends this policy be tabled until PSBA returns Policy 810.1 for Committee review</p>	<p>Tabled for further review</p>
<p>305 – Employment of Substitutes</p>	<p>Proposed policy replaces current Policy 505 – Employment of Substitute and Short-Term Employees. Mrs. Collopy noted the sentence on proposed Policy 305 and 306 indicating “Approval shall normally be given” (Under Authority) was meaningless and should be removed. The Committee agrees the sentence was unnecessary and should be eliminated.</p>	<p>The Committee agrees to accept the proposed policy and move to First Read with changes: Under <u>Authority</u> remove the bold sentence “Approval shall normally be given...”</p>

CENTRAL BUCKS SCHOOL DISTRICT

Policy Committee Meeting
August 22, 2018

<p>306 – Employment of Summer School Staff</p>	<p>Proposed policy replaces current Policy 406</p>	<p>The Committee agrees to accept the proposed policy and move to First Read with changes: Under <u>Authority</u> remove the bold sentence “Approval shall normally be given...”</p>
<p>307 – Student Teachers/Interns</p>	<p>Proposed policy replaces current Policy 407 – Student Teachers. Ms. DiDio-Hauber noted the proposed policy details the Arrest or Conviction Reporting Requirements for Student Teachers and Interns.</p>	<p>The Committee agrees to accept the proposed policy and move to First Read</p>
<p>308 – Employment Contract/Board Resolution</p>	<p>Dr. Kopicki is recommending that the proposed policy not be adopted because it does not follow current district practice.</p>	<p>The Committee agrees the policy not be adopted</p>
<p>309 – Assignment and Transfer</p>	<p>Dr. Kopicki is recommending the proposed policy be tabled until further review with Solicitor Garton.</p>	<p>Tabled for further review</p>
<p>310 – Abolishing a Position</p>	<p>Proposed policy replaces current Policy 410. Dr. Kopicki is recommending the proposed policy be tabled until further review with Solicitor Garton.</p>	<p>Tabled for further review</p>
<p>311 – Reduction of Staff</p>	<p>Proposed policy replaces current Policy 311 - Suspensions and Furloughs. Dr. Kopicki is recommending the proposed policy be tabled until further review with Solicitor Garton.</p>	<p>Tabled for further review</p>
<p>312 – Performance Assessment of Superintendent/ Assistant Superintendent</p>		<p>The Committee agrees to keep the current policy and move to First Read</p>
<p>313 – Evaluation of Employees</p>	<p>Ms. DiDio-Hauber noted the proposed policy has some limited language changes. The Committee agrees to those changes.</p>	<p>The Committee agrees to accept the proposed policy and move to First Read with the following changes: Under Delegation of Responsibility remove the first sentence “The Superintendent or</p>

Policy Committee Meeting
August 22, 2018

		<p>designee shall develop plans..." Under Delegation of Responsibility – last paragraph change to "Evaluations shall be performed by the Superintendent and/or designee or by and assistant administrator, supervisor, or principal who has..."</p>
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FUTURE MEETING SCHEDULE

The scheduled date for the next Policy Committee meeting is September 26, 2018.

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.