

**ROCHESTER BOARD OF EDUCATION**  
**Policy Review and Development Committee Meeting**

**August 11, 2016**

**MINUTES**

**Attendance**

Commissioners – Commissioner Willa Powell (Chair), Commissioner Mary Adams, and Commissioner Jose Cruz

District Liaison – Steve Carling (Interim General Counsel and District Liaison)

Presenters/Guests – Christopher Hoch (Director of Risk Management) and Eva Thomas (Senior Director of Youth Development and Family Services)

Board Staff –Mia Johnson

Commissioner Powell called the meeting to order at 5:33PM.

**I. Review Minutes of July 14, 2016 Policy Committee Meeting**

Motion by Commissioner Cruz to approve the minutes of July 14, 2016 Policy Committee Meeting. Seconded by Commissioner Adams. Adopted 3-0.

**II. Policy Report Deliverable/Responses: Policy 8100: Health and Safety – Mr. Christopher Hoch**

Mr. Hoch reviewed the proposed language for updating and amending Policy 8100: Health and Safety. He stated the added language should set forth additional platforms for stakeholders in the District to begin de-escalation and safety trainings in order to decrease liability and accidents. He also suggested establishing a Health and Safety Committee to review minutes on a regular basis and provide them to the Superintendent and upper level management for transparency purposes.

Commissioner Adams asked if the policy should be renamed to environmental health and safety to avoid redundancy with other existing policies. Mr. Hoch stated that he attempted to include proactive measures and suggested adding regulations to address a broad spectrum of health and safety. Commissioner Adams suggested the use of cross references with other policies. Mr. Carling stated that a standing committee outlined in the Policy 8100: Health and Safety will help during the Public Employee Safety and Health (PEOSH) audits when they request meeting minutes. Commissioner Powell suggested that the proposed language provides a time period of the committee’s meeting and asked if participating stakeholders should be identified. Mr. Hoch responded that he did not specify stakeholders because of potential changes from NYSED. He also stated adding language that requires at least quarterly meetings. Commissioner Cruz suggested using direct policy language as oppose to language such as “may.”

Commissioner Adams stated that the RTA contract specifies that teacher defined assaults have to be reported to the principal, then to the Superintendent, and then to the Board and suggested that

the Policy 8100: Health and Safety adhere to the process outlined in the RTA contract. Mr. Carling stated that a monthly spreadsheet from Labor Relations is provided to the Superintendent regarding teacher assaults. Commissioner Powell suggested addressing the above concerns as well as outlining the roles and duties of the committee in the regulation.

Commissioner Powell made a motion to advance the proposed Policy 8100: Health and Safety to the full Board. Motion moved by Commissioner Adams. Seconded by Commissioner Cruz. Adopted 3-0.

**ACTION ITEM:** Mr. Hoch will draft a regulation that could be shared with the Board and make changes to the proposed policy based on the meeting's discussion.

### **III. Discussion: Changes in Law that may Impact Policies 8135: Safe Schools and 5110: Education of Homeless Students – Mr. Carling**

The discussion about Policy 8135: Safe Schools will be postponed until the September Policy Committee Meeting with a presentation from Ms. Lori Baldwin.

Mr. Carling stated there were major changes found in the NYSSBA sample policy to align with ESSA compared to the existing Policy 5110: Education of Homeless Students. He suggested adopting the NYSSBA policy to be more consistent with NYSBBA. Mr. Carling stated that Karl Kania, Executive Director of Student Equity and Placement, suggested keeping paragraph one of the original policy. Commissioner Adams suggested adding language that mentions the District's interest in collaborating with fair housing initiatives and its role of identifying homeless students. Mr. Carling responded that he would have the District's Homeless Liaison review the language.

**ACTION ITEM:** Mr. Carling will provide a redlined copy of the proposed Policy 5151: Education of Homeless Students at the September Policy Committee Meeting.

### **IV. Review: Policy 1120: School District Records**

Mr. Carling stated that there has been no changes to FERPA since the last time the policy was reviewed and the policy is consistent with the law. He had no recommended changes.

Commissioner Adams stated that her concern focused on releasing personalized student data to commercial vendors.

Mr. Carling stated that he spoke with Mr. Chip Partner regarding the FERPA and Military Recruitment Opt-Out forms and their distribution.

There were no additional action items regarding this policy.

### **V. Update: Review of Current Board Policies – Series 1000: District-wide**

Commissioner Powell described that in between the committee meetings, the suggestions from the April policy review were included as proposed policy language for the committee to review.

**ACTION ITEM:** The Policy Committee will review the drafts of the Series 1000 policies found on Board Docs and raise concerns and questions regarding the changes. Concerns and questions can be sent to Ms. Johnson.

Ms. Thomas described proposed changes to Policy 1900: Parent and Family Engagement based on changes with ESSA: (1) Working with community partners to support family education; (2) Providing professional development to educators on evidence-based and effective family engagement strategies and practices; (3) Providing direct services to families on how to effectively work with their child's school to improve their child's academic outcomes and overall well-being; (4) Parents serving on Central Office's Tenets Teams; (5) Considering the Power of 2 Concept for empowering and equipping schools with parent support; and (6) Ensuring that building administrators utilize The National PTA Standards Assessment Rubric Tool.

Commissioner Powell stated that Policy 1900: Parent and Family Engagement has been significantly impacted by ESSA.

Ms. Thomas stated that Parent Advisory Council (PAC) wanted to change Tenant 6 to include the goals of communications and a welcoming environment. Ms. Thomas stated that her desire is to have parents co-facilitate the professional development workshops for staff. Commissioner Adams questioned the proposed policy's language regarding monitoring by PAC because the term monitoring is not defined, the difference between monitoring and participating, and not all schools are not represented on PAC. Mr. Carling suggested striking the line regarding monitoring and replacing it with language around parents providing feedback.

Commissioner Powell suggested moving the definition of parent to the beginning of the proposed policy. She also suggested providing building administrators with a template for parent and family engagement programs that could be fine-tuned for approval by the Office of Parent Engagement (OPE). Commissioner Adams suggested using the Tenant 6 framework as a starting point.

Commissioner Powell stated that that ESSA passed last year so there is a sense of urgency around communicating the demands of ESSA to the professional community.

**ACTION ITEM:** The Policy Committee will review the proposed language changes of Policy 1900: Parent and Family Engagement and provide any questions and suggestions to Ms. Johnson in order to send to Ms. Thomas. This proposed policy will be reviewed at the September Policy Committee meeting.

She described proposed changes to Policy 1240: Visitors Policy: (1) All visitors must abide by Policy 1400: Code of Conduct; (2) Parents are welcomed to visit the schools and connect with family engagement staff person. However, they are not allowed to interrupt assessments or group time with consultants; (3) Parent visit requests should be honored and supported on the day of the visit; (4) Identification is required to pick up a child early unless staff are familiar with the family relationship of the parent. Early dismissals require that parents sign their students out in the main office; and (5) Family engagement staff will be available to support parents and educators when they feel that the educational process has been interrupted in an appropriate way. This measure is put in place to support parent concerns with the community.

Commissioner Adams suggested increasing staff preparedness and offering staff professional development and interventions on family engagement by the OPE. She also suggested that OPE assess schools that have been deemed as unwelcoming. Commissioner Powell stated that the proposed policy of Policy 1240: Visitors Policy should include language around escalating issues of school practice. Commissioner Powell suggested creating a chain of command where a representative brings in the Chief of Schools to develop a plan around family engagement.

**ACTION ITEM:** Ms. Thomas will review and revise paragraph 3 of the proposed Policy 1240: Visitors Policy to include language around escalating issues of school practice and a chain of command. The changes to the proposed policy will be reviewed at the September Policy Committee meeting.

## **VI. Follow-up Items**

**ACTION ITEM:** The Policy Committee will review Series 2000: School Board in preparation for September's meeting. Ms. Johnson will invite former Parent Representative Barb Van Kerkhove to review Series 2000: School Board.

**ACTION ITEM:** Ms. Johnson will follow up with Debra Flanagan regarding the recruitment of new parent representative.

Motion to adjourn by Commissioner Adams. Seconded by Commissioner Cruz. Adopted 3-0.

Meeting adjourned at 6:57PM.