

ROCHESTER BOARD OF EDUCATION
Policy Review and Development Committee Meeting

September 8, 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 –Eva Thomas (Senior Director of Youth Development and Family Services), Keisha Morgan (Data Specialist and Special Assistant to Dr. Otuwa), Lori Baldwin (Director of Safety and Security), and Lisa Burkovich (Emergency Management & Professional Development Coordinator)

Community Member – Barb Van Kerkhove

Board Staff –Mia Johnson

Commissioner Powell called the meeting to order at 5:38PM.

I. Review Minutes of August 11, 2016 Policy Committee Meeting

Motion by Commissioner Cruz to approve the minutes of August 11, 2016 Policy Committee Meeting. Seconded by Commissioner Adams. Adopted 3-0.

II. Proposed Policy Changed: Policies 1900: Parent and Family Engagement and 1240: Visitors to Schools

Ms. Thomas described the proposed changes to Policy 1900: Parent and Family Engagement since the August Policy Meeting to include:

- the definition for the term parent
- adjusting the order of activities in bulleted section of Paragraph 1
- a note of the ESSA attachments
- a change of language to highlight that parents will be working with the District to monitor the progress of the DCIP Tenet 6
- a note of the National PTA attachment
- language that the Parent Advisory Council, District Parent Coordinator, Senior Director, and Title I Committee will review Title I PE Plans yearly for approval – the establishment of a Title 1 Committee with multiple stakeholders
- examples of capacity of parent involvement

Commissioner Adams recommended stating that all District schools are Title 1 schools in the policy. She also recommended former District parent Ms. Valerie Johnson for the Title 1

Committee as a community member. She also praised Ms. Thomas for listing examples of parent involvement. Commissioner Adams stated that she sent Ms. Johnson a track change document of the policy that could be shared with Ms. Thomas.

Commissioner Adams inquired about parent input on the proposed policy. Ms. Thomas responded that the Parent Advisory Council (PAC) and the Bilingual Council have been involved.

Ms. Thomas inquired about the policies being translated in Spanish in order to build relationships with bilingual parents. Commissioner Cruz stated the need to prioritize the policies that involve parents and the Code of Conduct for Spanish and also having a cheat sheet/summary for those policies.

A motion was made by Commissioner Cruz to advance the proposed Policy 1900: Parent and Family Engagement to the full Board as an Information Item. Seconded by Commissioner Adams. 3-0 vote.

Ms. Thomas described the proposed changes to Policy 1240: Visitors to Schools since the August Policy Meeting to include:

- requirement of a visitor's pass
- parent completion of an early dismissal form before moving child from their educational setting
- search completed by a school administrator or safety officer

Commissioner Adams inquired about the paragraph that requires student visitors to gain permission to from the Superintendent in order to visit other schools. Mr. Carling suggested changing the language to include the building principal instead of the Superintendent.

A motion was made by Commissioner Cruz to advance the proposed Policy 1240: Visitors to Schools to the full Board as an Information Item. Seconded by Commissioner Adams. 3-0 vote.

III. Policy Deliverable/Responses: Policy 4311.2: Civic Education

Mr. Carling requested that policy deliverable/responses of Policy 4325: Compensatory Education be postponed to a later date due to a long-term vacancy and recent fill. Action Item: A Stephen LeMorte will present on this policy in December. Commissioner Cruz stated that the Superintendent is new and working with the different tenets, he suggested that the Civic Education policy should be integrated in the current academic work and she should return to the committee to discuss. Commissioner Cruz also suggested Ms. VanKerkhove should speak with the Superintendent about this policy.

Ms. VanKerkhove inquired about the status of a regulation of the policy. Mr. Carling stated that such a regulation is not required.

IV. Policy Deliverable/Responses: Policy 4325: Compensatory Education

Commissioner Hallmark inquired about what the law outlines for students who score a 2 or 1 on standardized tests and their interventions. Ms. Morgan responded that interventions are referrals

based on assessments and socio-emotional needs. Ms. Morgan presented proposed policy language changes.

She stated that a change should include a criteria of three or more areas for referral to academic intervention. Mr. Carling suggested adding language to clarify the criteria section. Commissioner Cruz stated that policy should be a general statement because specifics cause issues.

Ms. Morgan suggested adding policy language on more personnel to make recommendations, other district assessment, utilizing the term “assessment” to address the whole child, process for transfer students, and availability of teachers . Commissioner Adams expressed concerns in providing the supports outlined in the policy. She also suggested changing the language from “test” to “assessment.” Commissioner Adams supported the availability and access to teachers. Commissioner Powell stated that there is an obligation of the teacher to communicate and convey about their availability. Mr. Carling suggested adding language about the flexibility and availability of teachers due to professional expectation.

Commissioner Cruz inquired about the check and balance system. Ms. Morgan responded that the criteria would determine if a student qualifies for academic intervention. Commissioner Powell stated that check and balance is with the principal who receives the funds.

Commissioner Powell called for the proposed policy with changes to return to the October Policy Meeting.

[Commissioner Cruz left the meeting at 6:35PM]

V. Technical Amendment: Concussion Policy

Commissioner Powell described that a recently passed policy has the same policy number of the Concussion Policy so there is a need for a technical amendment resolution.

VI. Policy Recommendations: Policy 8135: Safe Schools - Ms. Baldwin and Ms. Lisa Burkovich

Ms. Baldwin and Ms. Lisa Burkovich presented proposed policy language changes based on legislative updates for Policy 8135: Safe Schools:

- changes in the safety teams with an elimination of one team
- required training
- designation of a Chief Emergency Officer
- the number of evacuation and lockdown drills
- use of a NYS template for building plans with electronic submission next year

Ms. Baldwin stated that a training link and online training were provided to principals to provide to the staff in order to be in compliance. Commissioner Powell stated that the guidelines should be included in the notes section of the policy.

Ms. Burkovich stated that parents are notified about the drill prior or after. Commissioner Powell suggested that parents could be notified through Parent Connect.

Commissioner Adams suggested a sentence about positive school climate supporting safety.

Ms. Baldwin stated that there is an Emergency Management Advisory Council and the Board representative position is vacant. Commissioner Powell volunteered for that position.

A motion was made by Commissioner Powell to advance the proposed Policy 8135: Safe Schools to the full Board as an Information Item. Seconded by Commissioner Adams. 2-0 vote. There will be an update to the proposed language based on the meeting.

VII. Policy Recommendations – Policy 5110: Education of Homeless Students – Mr. Carling

Mr. Carling suggested replacing the existing Policy 5110: Education of Homeless Students with the NYSSBA sample policy. He stated that the current policy has old regulations and recommended new Superintendent regulations.

A motion was made by Commissioner Powell to advance the proposed Policy 5110: Education of Homeless Students to the full Board as an Information Item. Seconded by Commissioner Adams. 2-0 vote.

VIII. Follow Up

Commissioner Powell stated that the regulations need to be updated to match the Policy 1900: Parent and Family Engagement.

Commissioner Powell requested that the follow up items be deferred until meeting with Mr. Carling and Ms. Johnson.

Mr. Carling stated that the Superintendent requested that all policies have a leadership team member as a designee charged with making sure the policy. Mr. Carling stated that regulations are lacking for most policies.

Commissioner Powell stated that Series 2000 should be easy to update and review. Commissioner Adams expressed that she is interested in the school based planning team.

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

Meeting adjourned around 7:30PM.