

MEETING MINUTES

Policy Committee Meeting

Date	Start Time	End Time	Next Meeting	Next Time	Prepared by
2/16/2022	7:00 p.m.	7:30 p.m.	4/6/2022	7:00 p.m.	K. Meyer

Attendees	
<u>School Board</u> M. Bleefeld, Chair D. Frank R. Chiavacci	<u>Wissahickon School District</u> J. Crisfield W. Coleman D. Hey J. McGowan K. Meyer

Summary of Meeting	
	In year 2 of the board policy manual review, the committee will review all employee-related policies (300, 400, and 500 series) in four parts, this is part 3. We are working toward consolidating the employee-related policies into one series, 300s, as appropriate. The 300s section is renamed from 'Administrative Employees' to 'Employees,' and eventually, 400s and 500s sections will be incorporated into the 300s section and/or eliminated from the policy manual. Additionally, there are two (2) policies with Board/District recommended revisions. In total, there are 13 policies for committee review during this February committee meeting.
1.	Policy 327 – Recognition of Wissahickon Administrators and Supervisors Association (WASA)
	There are minor wording changes throughout this policy to include all administrator groups recognized under WASA. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>
2.	There are minor wording changes to include all employee groups and align with our current employment agreements. Policies 428.1 and 528.1 Employee Absence without Pay will be deleted from the policy manual. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>
3.	Policy 329 – Per Diem Salary for Professional Staff 10 Months
	This policy is re-numbered from 428 to 329 to incorporate into the new 300 series, Employees, of the policy manual. There are no other changes in this policy. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>
4.	Policy 332 – Elementary Teacher Prep Time
	This policy is re-numbered from 432 to 332 to incorporate into the new 300 series, Employees, of the policy manual. The revisions remove reference to a previous memorandum of agreement from 1986. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>

<p>5.</p>	<p>Policy 333 – Professional Education Plan</p> <p>There are three new paragraphs added to this board policy to align with the current statutory requirements. First, this policy requires the district’s Professional Education Plan made available for public inspection and comment for at least 28 days prior to board approval and submission to the Secretary of Education. The addition of this provision formalizes the district’s current procedure. Second, professional education in trauma-informed training is a new requirement for school districts. Trauma-informed training is part of the district’s professional development activities. Lastly, this policy formalizes the induction plan for new professional staff. The district’s current induction plan aligns with the requirements of the Department of Education. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>6.</p>	<p>Policy 333.1 - Professional Development</p> <p>This policy is re-numbered from 433.1 to 333.1 to incorporate into the new 300 series, Employees, of the policy manual. This policy specifically relates to professional development sought by staff beyond the district’s professional development activities such as graduate or special study, conferences and workshops. Specifically for Act 48 credit, whether a professional development activity qualifies for Act 48 is the responsibility of or determined by the provider, rather than the district. However, the district will report Act 48 credits for Wissahickon-specific professional development activities. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>7.</p>	<p>Policy 334 – Sick Leave</p> <p>This policy is re-numbered from 434 to 334 to incorporate into the new 300 series, Employees, of the policy manual. This policy is revised to include all employee groups and align with the current legal requirements and our respective employment agreements. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>8.</p>	<p>Policy 335– Family Medical Leave of Absence</p> <p>This policy is renumbered from 434.3 to 335 to incorporate into the new 300 series, Employees, of the policy manual. This policy is revised to reflect the current legal requirements and align with our respective employment agreements. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>9.</p>	<p>Policy 006.1 - Attendance via Electronic Communications</p> <p>The recommended change clarifies how a Board achieves its quorum when directors attend virtually and in-person for public meetings. As such, a school director who attends a meeting through electronic communications is considered present at the meeting for the purposes of reaching a quorum. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>10.</p>	<p>Policy 824 – Records Management Plan</p> <p>It is recommended to revise our board policy on records management to better align with the statutory requirements and the district’s records management schedule. There are minor word changes throughout this policy. The guidelines for physical records, electronic records, email records, and backup files are remove from the board policy and included in the administrative guidelines. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>
<p>11.</p>	<p>Policy 428.1 - Employee Absence without Pay</p> <p>It is recommended to delete this policy at this time. The provisions in this policy are represented in Policy 328 Employee Absence without Pay. <i>This policy will be brought forward for First Reading on March 7, 2022.</i></p>

12.	Policy 434.2 – Child Care Leave of Absence
	It is recommended to delete this policy at this time. This policy is not a legal requirement to have in our policy manual. All provisions for childcare leave of absence are represented in the collective bargaining agreement between the Wissahickon Education Alliance and the District. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>
13.	Policy 528.1 - Employee Absence without Pay
	It is recommended to delete this policy at this time. The provisions in this policy are represented in Policy 328 Employee Absence without Pay. <i>This policy will be brought forward for First Reading on March 7, 2022.</i>
14.	Public Comments
	There are no public comments.