

MEETING MINUTES

Policy Committee Meeting

Date	Start Time	End Time	Next Meeting	Next Time	Prepared by
12/20/2021	6:00 p.m.	6:30 p.m.	2/16/2022	7:00 p.m.	K. Meyer

Attendees	
<u>School Board</u> M. Bleefeld, Chair D. Frank A. Ginsburg R. Hayman Z. Karagiannakis	<u>Wissahickon School District</u> J. Crisfield K. Meyer

Summary of Meeting	
	In year 2 of the board policy manual review, the committee is reviewing all employee-related policies (300, 400, and 500 series) in four parts, <u>this is part 2</u> . 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.
1.	Policy 314.1 – HIV Infection
	There are minor wording changes throughout this revised policy, and the legal references are updated. This policy now applies to all employee groups. Policies 414.1 and 514.1 HIV Infection will be deleted from the policy manual. <i>This policy will move forward for First Reading on January 10, 2022.</i>
2.	Policy 317 – Conduct and Disciplinary Procedures
	This policy is revised to align with applicable administrative compensation plans, individual contracts, collective bargaining agreements, and any other pertinent documents or legal requirements. This policy now applies to all employee groups. Policies 417 and 517 Conduct and Disciplinary Procedures will be deleted from the policy manual. <i>This policy will move forward for First Reading on January 10, 2022.</i>
3.	Policy 317.1 – Educator Misconduct
	This policy is renumbered from 417.1 to 317.1 to incorporate into the new 300 series, Employees, of the policy manual. There are no other changes within this policy. It is important to note that this policy only applies to certificated staff. <i>This policy will move forward for First Reading on January 10, 2022.</i>
4.	Policy 322 - Gifts

	This policy is revised to align with the current legal requirements for board gifts and now applies to all employee groups. Policies 422 and 522 Gifts will be deleted from the policy manual. <i>This policy will move forward for First Reading on January 10, 2022.</i>
5.	Policy 323 – Tobacco Product and Vapor Product Use
	There are minor revisions throughout this policy to clarify the definition of tobacco and vaping products. The phrase ‘vaping products’ is removed from the policy because of redundancy; this phrase is part of the definition for the term, ‘tobacco product.’ In addition, the word ‘classified’ is removed in order to expand this policy to all employee groups. Policies 423 and 523 Tobacco Product and Vapor Product Use will be deleted from the policy manual. <i>This policy will move forward for First Reading on January 10, 2022.</i>
6.	Policy 324 – Review of Personnel File
	This policy is revised substantially because it has not been reviewed or updated since its adoption in 1983. This policy reflects the expectations and responsibilities for the maintenance of personnel files for district employees. Additionally, there are specific legal requirements for personnel information about the professional qualifications and academic degrees of any teacher providing instruction to a student at a school receiving Title I funds. Shady Grove Elementary is the only school within the district that receives targeted assistance through the Title I federal program at this time. Policies 424 and 525 Review of Personnel File will be deleted from the policy manual. <i>This policy will move forward for First Reading on January 10, 2022.</i>
7.	Policy 150 – Title I Comparability of Services
	The revisions in this policy remove all language for the method of determination based on the changes to the online tool used to create the comparability assurance form for submission to the PDE Division of Federal Programs. The method of determination is now limited and automatically set up in the online system to calculate district data. Board policy is not required to direct how the calculation is completed for measuring comparability. It is determined for the purposes of federal reporting requirements. <i>This policy will move forward for First Reading on January 10, 2022.</i>
8.	Policy 810.2 – School Bus Drivers and School Commercial Motor Vehicles
	This policy is revised in accordance with the revised PA School Code. In Section 1604, drivers with a commercial driver’s license are required to report when they have been arrested, charged, or issued a citation for violating a federal or state law or local ordinance related to motor vehicle traffic control. The drivers must report, in writing, to the school entity within 30 days. In addition, based on this statute, an employee who provided timely notification would not be terminated or otherwise disciplined based solely on the underlying allegations of the arrest, citation, or charge that was reported. Similarly, covered drivers must report a conviction for violating a federal or state law or local ordinance related to motor vehicle control, in writing, within 15 days of the date of conviction; this is a change from the previous requirement of reporting within 30 days. The policy was updated to reflect this change in the law. <i>This policy will move forward for First Reading on January 10, 2022.</i>
9.	Policy 008 – Organizational Chart
	This policy is revised to include two new administrator positions – Director of Equity and Cultural Responsiveness and Supervisor of Curriculum. In addition, it changes the title of ‘Director of Personnel’ to ‘Director of Human Resources.’ <i>This policy will move forward for First Reading on January 10, 2022.</i>
10.	Policy 201 – Admission of Students

	This policy is revised to clarify when the district will admit a student, as a beginner, to enter first grade. Families may choose that their student complete kindergarten at a state-approved kindergarten program, not at Wissahickon. However, students may not enroll in first grade here at Wissahickon if they are younger than five (5) years old. There are some circumstances when a student is younger than beginner age and wants to enroll in first grade. <i>This policy will move forward for First Reading on January 10, 2022.</i>
11.	Policy 832 – Educational Equity
	This is a new policy for Wissahickon. The purpose of this policy is to set forth the School Board and District’s commitment educational equity within its schools. In addition, this policy establishes the Racial Equity Oversight Committee, which commits to identifying and addressing barriers that result in achievement and/or opportunity gaps for students; ensuring that a student’s educational achievement is neither predicted nor predetermined by identity or demography; and fostering a culture and climate of belonging and dignity that engages, values, appreciates, and empowers all students. Annually, the Board will receive an educational equity update that reflects the efforts undertaken and progress made to achieve the goals of this policy. <i>This policy will move forward for First Reading on January 10, 2022.</i>
12.	Policy 414.1 - HIV Infection
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 314.1 HIV Infection. <i>This policy will move forward for First Reading on January 10, 2022.</i>
13.	Policy 417 – Conduct and Disciplinary Procedures
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 317 Conduct and Disciplinary Procedures. <i>This policy will move forward for First Reading on January 10, 2022.</i>
14.	Policy 422 - Gifts
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 322 Gifts. <i>This policy will move forward for First Reading on January 10, 2022.</i>
15.	Policy 423 - Tobacco Product and Vapor Product Use
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 323 Tobacco Product and Vapor Product Use. <i>This policy will move forward for First Reading on January 10, 2022.</i>
16.	Policy 424 – Review of Personnel File
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 324 Review of Personnel File. <i>This policy will move forward for First Reading on January 10, 2022.</i>
17.	Policy 514.1 – HIV Infection
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 314.1 HIV Infection. <i>This policy will move forward for First Reading on January 10, 2022.</i>
18.	Policy 517 – Conduct and Disciplinary Procedures
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 317 Conduct and Disciplinary Procedures. <i>This policy will move forward for First Reading on January 10, 2022.</i>
19.	Policy 522 - Gifts

	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 322 Gifts. <i>This policy will move forward for First Reading on January 10, 2022.</i>
20.	Policy 523 – Tobacco Product and Vapor Product Use
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 323 Tobacco Product and Vapor Product Use. <i>This policy will move forward for First Reading on January 10, 2022.</i>
21.	Policy 525 – Review of Personnel File
	It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 324 Review of Personnel File. <i>This policy will move forward for First Reading on January 10, 2022.</i>
22.	Public Comments
	There are no public comments.