

**POLICY COMMITTEE MINUTES**  
**February 21, 2017**

The Policy Committee met on Tuesday, February 21, 2017, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:01 a.m.

Present: Chair Sallie Lupescu, Christine Clavenna, Kari Cremascoli, Liz Davis, Mark Stange, Jayne Yudzentis (arrived at 7:03 a.m.), and Pamela Osika (non-member/secretary).

Absent: Chris Heppner.

Also in attendance were Jessica Stewart and Darren Hughes.

**Approval of Minutes**

Chris Clavenna moved and Liz Davis seconded the motion to approve the minutes from the January 24, 2017 meeting. Motion carried.

**Policy #5133.1 – Students – Exemption from Physical Education**

In follow-up to the February Policy Committee meeting, Policy #5133.1 was again discussed. In particular, reference to the Medical Practice Act was considered. The following revisions to items #1 & #2 are being recommended:

1. Minor illness, injury, or personal reason, ~~not to exceed two~~ **typically not more than five** days. **In the case that there are extenuating circumstances, the parent shall work with the building administrator to determine next steps.**
2. Extended health-related reason ~~for greater than two days~~ verified by written explanation from a person licensed under the Medical Practice Act.

In addition, it is being recommended that the following sentence be added after item #3:

**Students who are exempted from physical education may be provided alternate activities that are meaningful and relate to the learning standards for the course.**

Policy #5133.1 will be placed on the March Board agenda for first reading.

**Policy #2050 – Administration – Board Secretary**

**Policy #8341 – Internal Board Operations – Duties of the Secretary of the Board**

The Committee discussed Policy #2050 – Administration – Board Secretary and Policy #8341 – Internal Board Operations – Duties of the Secretary of the Board. With the upcoming retirement of the Secretary to the Superintendent/Board Secretary, there was a need to review Board policies and administrative regulations outlining duties of this position. In recent years, State laws have changed.

The following revisions to the first paragraph of Policy #2050 are being recommended to reflect those changes:

**Brief Description of Position**

The Board Secretary provides secretarial support to the Board of Education by maintaining accurate records of Board meetings, preparing correspondence as directed by the Board, publishing legal notices required in the conduct of Board business, and **acting as the local election official** ~~supervising legal preparations for school board elections or other special elections called by the Board.~~

In addition, the following revisions to the list of duties in Policy #8341 are being recommended:

Take minutes and within a reasonable time after the close of the meeting ~~duplicate and deliver~~ **make** minutes **available** to the members of the Board.

Maintain an orderly file of all Board minutes in the Board Office ~~with a cross indexing system for ready reference.~~

Notify all Board members of special meetings, as well as the area news media.

Maintain in the Board Office a record of and the legal title documents of all real property owned by the ~~school~~ **[D]**istrict.

Policies #2050 and #8341 will be placed on the March Board agenda for first reading.

**Policy #1150 – Community Relations – Citizen Communications with the Schools and the Board**

**Policy #8255 – Internal Board Operations – Board Communications**

The Committee discussed Policies #1150 and #8255 regarding Board communications and the current practice of how they are listed on monthly Board agendas. No revisions are being recommended for Policy #8255; it is now referenced in Policy #1150. The following revision to Policy #1150 under item #1 is being recommended:

1. Communication in any form, written or electronic, to the Board or individual Board members. All such communications are listed in the Board agenda and shared with the Superintendent and all Board members. A copy of any response by a Board member shall be forwarded to the Board Secretary. **Citizen communications in any form received after the posting of the Board agenda will be placed on the subsequent Board agenda. Communications from employees who are also citizens and have specified that they are communicating as a citizen will be handled as described above. All other communications from employees will be handled in the manner described in Policy 8255.**

Policy #1150 will be placed on the March Board agenda for first reading.

#### Reception of Visitors

Darren Hughes introduced himself as a Board member candidate.

To do:

- Place Policy #5133.1 on March Board agenda for first reading.
- Place Policy #2050 & Policy #8341 on March Board agenda for first reading.
- Place Policy #1150 on March Board agenda for first reading.

Mark Stange moved and Chris Clavenna seconded his motion to adjourn the meeting.

The meeting was adjourned at 7:15 a.m.