

Board Policy Committee Meeting

Thursday, November 8, 2018



Committee Purpose

The Board Policy Committee provides the board with a venue to fully vet policies with various stakeholders from around the district. Policies have been placed on a three-year cycle for review.

Committee Leadership

*Mr. Chris Smiley, School Board Committee Chair
Dr. Tab Musser, Assistant Superintendent*

Start Time: 11:02 a.m.

Location: Technology Training Room, Landisville Education Center

The Following People Were in Attendance:

Board Members: Adam Aloisi, Mike Donato, Bill Otto, Chris Smiley

Administration: Mike Bromirski, Bill Brossman, Jim Dague, Mike Graham, Maria Hoover, Tab Musser, Randy E. Smith, Shannon Zimmerman

Other: Kathy Miller - Recording Secretary

Time for Public Comment: None

Discussion Items:

Dr. Tab Musser welcomed the group and thanked everyone for coming to the meeting.

NEW Naming Policy

Dr. Musser presented the draft policy and said he took the school board members' advice and kept the policy broad. He expects additional content to be added to the policy. Dr. Musser said there are primarily two types of naming policies, policies that concentrate on the naming criteria and policies that attach money to the naming. One concern is that there could be several people who are worthy of naming honors and how does a committee decide who is worthy of having something named for them and who is not. A discussion took place about naming facilities with several questions and comments. Dr. Musser said there is no need to rush this policy through and he would like to take time and continue to discuss and develop this policy. He would like to have a discussion with Market Street Sports Group and determine if the draft policy would conflict with the Market Street Sports Group contract. This policy will be discussed further at the December board policy committee meeting.

800 Records Retention Policy

Mr. Michael Graham presented Policy #800 Records Retention. He said this policy describes how the school district should handle records. All the changes to this policy came from legal counsel and the primary change is that the responsibilities have moved from the Superintendent to a Records Retention Officer, who will be the contact person and coordinate the retention and disposal of records. Hempfield School District's Records Retention Officer will be Mr. Graham. Mr. Graham showed a Record Retention and Disposition Schedule. He said keeping all records forever is not in the best interest of the school district and getting a procedure in place is important. It was asked where the schedule originated and

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Mr. Graham said it comes from PA School Code, legal counsel, human resources, and business. Moving forward, Mr. Graham will be setting up a system to follow. He will monitor that all employees are following the policy and the schedule. This policy will be moved to first reading in December.

816 Website Development

Mrs. Shannon Zimmerman presented Policy #816 Website Development. She said this policy is still under audit by the Office of Civil Rights (OCR). They have had discussion on this policy and the policy is acceptable to OCR, the board policy committee, and the school board. Now is the time to put the policy in place. OCR will continue to audit this policy. The school district must provide evidence that the policy is in place and the policy is being followed. The next step is implementation. This policy will be moved to first reading in December.

118 Independent Study

Mr. Jim Dague presented Policy #118 Independent Study. A course of independent study may be approved by the school board if the student demonstrates achievement of established goals and academic standards as a result of participation in the independent study. Currently, the policy states that the courses of the independent study shall take place inside the regular school day. Mr. Dague is proposing that the courses of the independent study may take place inside or outside of the regular school day. This policy will be moved to first reading in December.

Cell Phone Procedures

Dr. Musser led a discussion on cell phones in the classroom at the elementary, middle, and high school levels. Several opinions were shared about whether or not cell phones are a distraction to the point that they impact learning in a negative way. Following the discussion, it was decided that there must be consistency across all buildings in the school district. Tab will talk to principals and together they will work on consistency across the district. If adjustments are made, they should be made for the 2019-2020 school year. The cell phone discussion will be continued at the January board policy committee meeting.

Social Media Policy

This policy will be discussed at the December board policy committee meeting.

Adjournment Time: 12:32 pm

Future meeting dates scheduled at 11:00 am in the Technology Training Room at Landisville Education Center (unless otherwise communicated):

December 13, 2018
January 10, 2019
February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019