

**POLICY REVIEW & DEVELOPMENT COMMITTEE MEETING
SEPTEMBER 17, 2018
6:00 PM**

Board Members Present: Pat May, Chuck Walters, Dave Tannehill

Administration Present: Jeff Malaspino and Nicole Dice

Staff Present:

Others:

1. Review of policies 123, 138, 210.1, 303.4, 504.2, 827, 828, 829 AR1, 830 and 831.

#138 Language Instruction Program for English Language Learners: Noted by Mr. Malaspino that grading will be addressed in the individual learners plan and that no ELL student may be retained based on their learning the of the English Language.

#210.1 Possession/Administration of Asthma Inhalers/Epinephrine Injectors. Questions were raised regarding age of students permitted to self-medicate: any student must have a doctor's note to do so. Also discussion was held regarding individuals giving the medication to other students, which is also covered in other policies.

The following new polices pertain to the districts access to the criminal justice data base in order to conduct employment background checks. It was noted by Mr. Malaspino that the only employees with access to the system are Mrs. Patsy Younkin and Mr. Malaspino. Also, there is only one computer system used for this and it is in Ms. Younkin's office. No personally owned devises are used and we do not do checks on systems outside of the office. Also noted is that all secretarial staff and maintenance staff (people with routine access to the office space) are required to participate in a security briefing every three years.

#827 Access Validation

#828 Personally Owned Devices

#829 Media Protection

#829 AR1 Disposal of Media

#830 Physical Protection

#831 Disciplinary Procedures

#123 Concussion Management was reviewed as it is mandated every three years.

#303.4 Job Description Business Administrator was revised and updated for review.

#504.2A Job Description Assistant to Business Administrator was revised and updated for review.

A discussion was held regarding the need for field trip chaperones to have volunteer clearances if they are riding on the school bus. Mlaker Transportation has discussed this issue with Mr. Malaspino and they support the idea. The committee agreed that we would move forward with this requirement. As such, polices # 916 and #916 Attachment 2 will be revised along with appropriate transportation polices with amended wording at a date in the near future.

918 Title 1 Parent involvement will be brought back to committee in the near future as the school is currently conducting parent meetings and expects to have additional information for the policy. Our current policy is sufficient but is in need of updates based on a recent audit.

Meeting was adjourned at 7:00 PM