

Committee Report/Minutes

Policy Review and Appointments Ad hoc Committee

Meeting Date: 1/11/12

The meeting was convened at 7:30 pm by Chairperson, Terry Ray. In attendance were committee members: Debby Clawson (ex-officio), Hilliary Creely, and Brian Petersen. The first agenda topic discussed was paid board appointments. The committee reviewed the information provided by the Superintendent's office on paid board appointments and certain appointments were discussed at length. The first topic discussed was that of Board Secretary. Debby explained the history of the evolution of having a board secretary and a board recording secretary. The difficulty of the business manager being actively involved in board discussion and also taking minutes was discussed. Due to the activation of the committee system and the need to take committee minutes and write committee reports gave rise to the discussion of hiring a part-time assistant board secretary on a contract basis to perform these duties. This discussion resulted in a committee recommendation to place a committee motion on the next full board meeting agenda to direct Dale Kirsch to place a public posting for the position.

The next topic of discussion pertained to the appointments for the Athletic Trainer, Physician Services Agreement, Ambulance Services Agreement, and School Physician. In the context of the very challenging district budget circumstances, the committee discussed the necessity of the school district bearing the expense of having a physical trainer and physician services which both serve the district's athletic program. It was pointed out that under the physician services agreement, a physician is present for all football games. The question was raised as to the necessity of having a physician on the sidelines when we are already paying for an ambulance to be present at all games which would be staffed by qualified emergency personnel. As to the physician performing one physical exam per year per student participating in IASD sports (who have not obtained an exam by their own physician), the question was raised if the School Physician could perform these exams as part of the services for which he is already paid. It was resolved that the committee would continue this discussion at the next meeting and, if possible, arrange for Pat Snyder to attend the meeting to answer questions about these appointed position.

The committee next moved on to a discussion of the school psychologist. Debby pointed out that this position is an administrative position and not a board appointment and that the district does not presently have a school psychologist. She also indicated that she plans to bring a proposal to this committee to hire the former school psychologist on a part-time contract basis. This was discussed and a suggestion was made that if the district were to hire a part-time contract school psychologist, it should be done by advertising the position to allow other psychologists to apply for the position.

The solicitor appointment was next discussed. A number of aspects of this appointment were considered. The need for budget reduction was raised with this appointment as it was with the

other appointments discussed. The committee discussed the possibility of using a panel of attorneys who could be contacted, as needed, instead of a single solicitor. Also discussed was the possibility of paying a solicitor/panel attorney strictly for services rendered, in place of a retainer-plus fees basis. Another issue that was discussed was the absence of a contract with the current solicitor and the basis upon which she is paid. A question was raised about her compensation for attendance at board meetings. The law firm's 2006 letter of application for the solicitor position appeared to indicate that the solicitor's attendance at board meeting was covered by the monthly retainer the district pays. The invoices from the solicitor indicate that the district is billed for the hours from the time the solicitor leaves Pittsburgh until she returns to Pittsburgh at the firm's \$95.00/hr. rate. The travel hours are counted toward the monthly retainer for board meetings but are billed in full for travel regarding other matters. It was decided to gather more information and continue the discussion of this appointed position at the next committee meeting.

Given that the Senior High Class Photographer expires on June 30 of 2012, it was discussed that it may be appropriate to look into the degree of satisfaction the parents/students have with the present photographer. Since the same photographer is appointed to also take all other grade level photos as well, Debby agreed to contact all school principals for their view on the satisfaction issue and also ask the principal to discuss this issue with the school's PTA president then report the results back to Debby. Debby will then submit the results to the committee for consideration.

The next agenda item discussed was the **proposal to amend local board procedures on board committees and committee procedures**, which was referred back to the committee by the full board for further consideration.

The committee discussed the proposal and the issues that were raised by the board pertaining to it. It was the opinion of the committee that there appeared to be some objections to aspects of the procedures but not to the committees themselves. Therefore, the committee decided to put the proposal on the committees, alone, excluding committee procedures, on the next full board meeting agenda as the First Reading of the proposal. The committee directed Terry to submit the First Reading for the agenda. The committee then agreed to take-up the discussion of the committee procedures at the next committee meeting.

The next topic of discussion was the **motions by Diana Paccapaniccia made at the 1/9/12 board meeting** which were referred by the full board to this committee. After much discussion it was decided that:

1) the motion pertaining to committee assignments being voluntary is approved by the Ad hoc committee and the committee will submit a motion at the next full board meeting re-affirming that participation on board committees is voluntary.

2) the motions: *a) that prior to all committee meetings an agenda is established and distributed to all board members and placed on the website 36 hours prior to the meeting b) that the minutes of the committee meeting are distributed to all board members within three days after the committee meeting c) that the committee meeting minutes be placed on the district website prior to the next scheduled committee meeting d) that no non-agenda items be discussed at the committee meeting. Non-agenda items arising from committee meetings be placed on the next committee agenda;* will be discussed further at the next ad hoc committee meeting, taking into

consideration information from the upcoming PSBA presentation and the previously proposed amendments of the local board committee procedures.

3) the motions that: *a) the district accrue no added expense as a result of establishing the committee system b) all committee meetings are subject to the availability of a school administrator. Each committee meeting must have an administrator present; will be placed on the next full board meeting agenda for consideration with the Ad hoc Committee recommendation that these motions not be approved.*

The next topic of discussion was placed on the agenda at the request of Dave **Ferguson which pertained to the ability of a parent to have a child transferred to a school other than that which the child is attending.**

A long discussion ensued. Debby provided the committee with a history of this policy. She then said that she is fine with any parent electing to have a child transferred to another school and that in the past 3 years, she has never turned anyone down that has requested a transfer. As to why the process goes through the superintendent's office, she explained that it has to do with two issues pertaining to the transfer 1) ensuring that the selected school can accommodate the special needs of the student. These special needs specifically refer to the Life Skills Support program that is only offered in two of our four elementary schools. Any other support program (Learning Support, Speech/Language Support, remedial Title support or Gifted Support) will be available to any family in any of the school, and 2) the transportation issue.

If these two factors are resolved, Debby would not object to a transfer.

Dave also expressed a concern that parents aren't sufficiently aware of this ability to have their child transferred to another school and wondered how this awareness could be better disseminated to the public. The committee discussed this concern. The proposed Outreach Committee would have the charge to provide improved communication with the public as to the operation of the school district and its program and policies. Upon the creation of this committee, the Ad hoc Policy Review and Appointments Committee will make a recommendation that the Outreach Committee undertake this school choice option in terms of a better public understanding of it and a better public awareness that it exists.

The next topic of discussion originated with public comment made at the prior full board meeting, expressing the desire of the public to not only attend board committee meetings but also for the public to place items on the agenda as well.

The committee suggests that pending the approval and adoption of formal committee procedures providing specific procedures for the public to attend committee meetings, to participate, and to suggest agenda items for committee meetings that – the public be informed 1) they are welcome to attend all board committee meetings, participate in committee discussions, and suggest topics for the committee agenda 2) all committee meetings will be posted in the Sunshine Notices in the Gazette 3) if a member of the public wishes to place an item on the agenda, that person can contact the district office and provide the agenda suggestion which will be forwarded to the committee chairperson for consideration. Contact information for the member of the public will also be forwarded to the chairperson so that the chairperson can contact the member regarding the agenda suggestion. The committee suggests that this information be put into printed form

and placed in the reception area as well as posted in a place(s) visible to the public. The committee also suggests that upon the creation of the Outreach Committee, this committee should be asked to develop a more comprehensive plan to transmit board information to the public.

The committee then decided to hold its **next meeting on Jan. 30th, 2012, at 5:30 at the administrative offices.** Thereafter, the committee will meet on **every first Monday of the month at 5:30.**

The committee adjourned at 10:00 pm.