

## REPORT OF THE POLICY COMMITTEE

The Policy Committee met on Thursday, May 16, 2019 at 11:00 AM at the Cincinnati Public Schools Education Center in the Board Office Conference Room.

### ATTENDEES

#### Policy Committee Members

Chairperson Ozie Davis III, Melanie Bates, Pamela Bowers

#### Administration/Staff

Ashley Addo, Assistant General Counsel; Kathleen Crable, Senior Executive Secretary; Dan Hoying, General Counsel; Trina Levins, Director, Purchasing; Paul McDole, Director, Human Resources; Lauren Worley, Chief Strategic Communications Engagement Officer

#### Cincinnati Federation of Teachers (CFT)

Don Mooney, Counsel and Field Representative

#### Community Members/Parents

Marlena Brookfield, Craig Rozen

### Review of Board Policies:

The Committee reviewed and agreed with recommended revisions of the following policies and will recommend approval of the documents at the June 10, 2019 Regular Business Meeting.

- Policy 0155 – Committees
- Policy 5751 – Parental-Married Status of Students
- Policy 5850 – School Events
- Policy 6835 – Audit Committee

The Committee reviewed and recommended revisions to the documents and will continue discussion of the policies at the June 20, 2019 Policy Committee meeting.

- 5840 – Student Groups
- 5860 – Safety Patrols
- 5880 – Public Performance by Students
- 5895 – Student Employment

The following Transportation Policies will remain on the Policy Committee agenda until Transportation Director Loren Johnson has completed his review of the documents in order for the Committee to discuss.

- Policy 5113 – Inter-District Open Enrollment
- Policy 5120 – Enrollment in Neighborhood Elementary Schools
- Policy 5610.04 – Suspension of Bus Riding/Transportation Privileges
- Policy 8600.02 – Transportation of Students

## **Review Policies for Appropriate Adjustments of Outside Entities using CPS Facilities**

Mr. Hoying reported that Policy 7510 – Use of District Facilities is geared towards the rental of short-term use of facilities and that that policy does not address long-term use. He reported that the District does lease some of its facilities for long-term use (e.g., Children’s Hospital, Community Learning Centers, Health Department, and others).

Committee member Bates reiterated that there are inequities (e.g., rental fees) in the renting of facilities for long-term use by some groups and that a policy needs to be established to address the inequities.

Mr. Hoying reported that the following are groups that would fall under fees:

- CPS School Functions (No charge)
- School Support Organizations (PTAs, PTOs, booster clubs, etc.)
- Community Groups serving school-age students of the District (scouts, church youth groups, youth athletic organizations)

Mr. Hoying updated the Committee on the Board’s [rental application](https://www.cps-k12.org/about-cps/facilities-rental) and process that is on the District’s website. <https://www.cps-k12.org/about-cps/facilities-rental>

The Committee discussed to make sure that CPS has first preference in renting facilities and gets use of the facility first and foremost.

**ACTION:** The Committee advised the Administration to revise the first sentence in Policy 7510 to include language about the District having first preference in renting District facilities.

Committee member Bowers reported that schools should be diligent in their fiscal year planning with regards to potential building space/grounds use, making sure to accommodate Memorandums of Understandings/Agreements (MOUs/MOAs) in place at the beginning of the fiscal year. Each building may decide to not accept partner MOUs/MOAs until after a specific date in August, allowing for the school to have adequate time to intentionally plan building/space use for CPS students first.

Committee Chair Bates reiterated the need to get the schools “on board” with following ALL District policies.

**ACTION:** The Committee will advise the Facilities Director to do a presentation on how schools are being used (rentals) at a future Policy Committee meeting.

**ACTION:** Committee Chair Davis inquired about how long-term use of District facilities will be addressed. Mr. Hoying reported that the Board has control over how long a building can be leased and that he will draft a long-term use facilities policy for discussion at the June 20, 2019 Policy Committee meeting. He will check with other school districts to see if they have a policy. The new draft policy will also be discussed at a Board meeting under “Board Matters.”

## **Review Policies/Make Recommendations for Appropriate Guidelines Regarding Assaults on Teachers**

Mr. Hoying reported that there have been several incidences of assaults on teachers. He also reported that recent changes in [House Bill 318 Ohio Revised Code 3319.46](#) in reference to disciplining students prohibits emergency removal of prekindergarten through grade 3 students. The Bill formalizes

preventative and supportive school safety, discipline and climate policies and practices. It also requires school districts to implement a PBIS framework for all schools in the district.

Mr. Hoying updated the Committee on the following accident report provided by Environmental Health and Safety Manager, Cynthia Eghbalnia. The data encompasses any staff member. He also reported when staff is involved in an assault, they do not have to use their annual, personal, or sick time to take leave. This is stipulated in the CFT contract.

Human Resource Director McDole updated the Committee on the *Notification of Assault Form* and the *Request for Assault Leave Form*. A sample copy of the forms are available in the Board office.

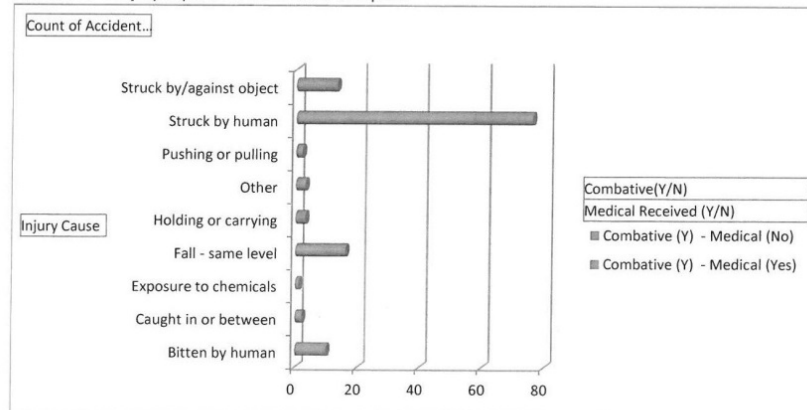
Accident Reports by **Combative Injuries** (Jan - Dec 2018)

Includes both Medical & Incident Only Claims

Count of Accident Date	Column Labels		Combative (Yes) Total	Total CI Injuries Reported
	Combative (Y)	Medical (No)		
Row Labels	Medical (No)	Medical (Yes)		
Bitten by human	9	1	10	10
Caught in or between	2		2	2
Exposure to chemicals	1		1	1
Fall - same level	9	7	16	16
Holding or carrying	1	2	3	3
Other	3		3	3
Pushing or pulling		2	2	2
Struck by human	57	19	76	76
Struck by/against object	9	4	13	13
<b>Total CI Injuries Reported</b>	<b>91</b>	<b>35</b>	<b>126</b>	<b>126</b>

Accident Reports by **Combative Injuries** (Jan - Dec 2018)

Chart of 2018 Injury Reports - includes ONLY CI reports



print date: 4/29/19

Mr. Hoying informed the Committee that Board Policy 5630 – Corporal Punishment is up to date and matches [Ohio Revised Code 3319.41 – Corporal Punishment Policy](#).

Committee member Bates inquired about students undergoing a psychological evaluation before going back into the classroom. Mr. Hoying advised that the District will work with families for a more appropriate replacement of students. Mr. Mooney, CFT Representative, recommended that an Alternative Learning Center (In-School Suspension) be used as a tool.

Mr. McDole reported that In-School Suspension will be added for school year 2019-2020 and additional staff will be available.

**ACTION:** The Administration will provide updates on teacher/student assaults in the months of January and June.

### **Data Analysis of District Goals in Fair Contract Employment and Business Opportunities Resolution**

Trina Levins, Director of Purchasing updated the Committee on a Proposal for a Disparity Study, submitted by Mason/Tillman Associates, LTD. The study would be beneficial in creating equitable goals for fair contract employment and business opportunities with the District.

Elements of the Proposal would include:

- Kickoff Meeting
- Utilization Data Collection Analysis
- Availability Data Collection and Analysis
- Race and Gender-Neutral-Recommendations
- Race and Gender-Conscious Recommendations
- Study Report
- Optional Task: Procurement Policy Review and Analysis

Ms. Levins reported that she would like to use the Availability Data Collection Analysis as this would assist her creating disparity goals. She is also having new software installed this year to collect data on minority vendors. Once the software is installed, she would then be able to do the Availability Analysis. The estimated cost for the Availability Analysis would be \$35,000.

The Disparity proposal would be recommended for 2019-2020 budget. This will be in next year's budget. Software will be in this year, will done in phases, merging with financial system.

A copy of the proposal is available in the Board office.

**ACTION:** The Committee agreed with using portions of Mason/Tillman Associations, LTD, Proposal for Disparity Study for the CPS, and recommending that the Availability Data Collection and Analysis be included in the 2019-2020 budget.

Ms. Levins provided the Committee with a copy of her *Diversity Status Report Certified Vendors Phase 1 and Phase 2* report. The following is a portion of the information contained in her report:

#### **Phase 1**

ConnXus, Inc a diverse supplier management software solution company completed a "Smartscrib - processing vendor data by matching CPS vendor's Tax Identification Numbers (TIN) against a robust database that will identify certified diverse vendors.

#### **Phase II**

Identify the "Classified" Diverse vendors.  
Identify which vendors have been awarded contracts.  
Identify which vendors are non-awarded contracts

The report also included diversity categories, supplier counts and spends, percentage of MBEs, and MBE ethnicity comparison data.

A complete copy of the report is available in the Board office.

**Policy 9145 – Internal Communications and Engagement**

Committee member Bates at the April 18, 2019 Policy Committee discussed the need for an implementation plan for the newly adopted Policy 9145 – Internal Communications and Engagement.

Ms. Worley provided the Committee with a draft of her implementation plan that will be a part of the District’s Administrative Procedures. Elements of the procedure will include: Background, Responsibilities, and Action Steps. A copy of the draft is available in the Board office.

Ms. Worley reported that Leadership Team Members will be informing their assigned Directors, Principals, and Managers that report to them about the new policy. Those direct reports will be responsible for informing their staff about updated policies and where they can be reviewed.

Committee Chair Davis advised to make the procedure more “ground level” (include ILTs, teachers, staff) and less “management heavy,” in order for the procedure to be adhered to.

Information about the plan will be included in the principals’ newsletters, shared with union representatives, and presented at the Principals meeting in June 2019.

Mr. Hoying reported that procedures are being developed for all Board policies.

Ms. Worley reported that the goal is to have all departmental manuals (policies and procedures) posted to the District’s website by August 2019.

**ACTION:** Mr. Hoying and Ms. Worley will provide an update on the status of the procedures at a future Policy Committee meeting.

The meeting adjourned at 12:56 PM.

**Policy Committee**

Ozie Davis III, Chair  
Melanie Bates  
Pamela Bowers

**Staff Liaisons**

Dan Hoying, General Counsel  
Paul McDole, Director, Human Resources  
Sarah Trimble-Oliver, Chief Information Officer, *absent*