

**South Orange Maplewood School District
Policy Committee of the Board 2021
January 13, 2021 - 6:30 pm
MINUTES**

Superintendent: Dr. Ronald Taylor

Committee Chair: Susan Bergin

Members: Elissa Malespina, Erin Siders, Susan Bergin, Courtney Winkfield, Lily Forman

Administrative Liaison: Dr. Melody Alegria, Assistant Superintendent for Special Services

1. Introductions
2. Policy Process
3. Dates for future meetings- 1st Wednesday's of the Month at 5:30
4. Policy 1642 and 1613 Discussion

Policy Process - determines what policies are to be presented for approval at monthly BOE meeting

- Finance, Personnel, C&I will submit policies for review to this committee
- Policy will review the submissions and make any additional changes (unclear language, he/she or parent/guardian or pupil/student edits)
 - o If the policy requires substantial edits, the Policy committee may send it back to the requesting committee for re-work
 - o If the policy has legal/regulator questions, the Policy committee may send it to district counsel for review
 - o If the policy looks good, the Policy committee will put it on the agenda for 1st read
- § After 1st read, BOE members will email the Policy Chair with their comments/questions/edits
- § At the next Policy committee, all feedback received will be reviewed
- § If a policy requires further edits/legal review that cannot be completed in time for the monthly BOE meeting, the policy can be pulled to be presented at a later date*
- § If a policy does not need further edits/review, then the policy can be added to the BOE agenda for 2nd read/Board approval
- § * NOTE: Pulled policies start the cycle over: Policy committee review, submit for 1st read and then 2nd read

Policy Management – ensure that ALL policies are up to date and reviewed regularly

- Create a repository of policies that includes their last adopted date
- Develop a process for reviewing policies on an ongoing basis
 - o Mandatory/mandated policies need to be reviewed yearly?
 - o All other policies should be reviewed every 5 years
- Identify policies that need review and submit to committee Chairs/SLT for review

Note: the Policy committee doesn't "own" any policies – probably the closest we get to owning policies are the bylaws

STRAUSS-ESMAY

Strauss-Esmay is the organization the district contracts with for their school policy and regulation consulting services.

They develop policy manuals based on state and federal laws and inform districts when policies

DistrictOnline (sub-division of Strauss-Esmay) is where policies and regulations will be housed at the conclusion of our conversion process. All policies will be able to be easily searchable.

Policies for 2nd Read

Policy 1642- send to Personnel to review the following comments:

on sick leave, on the top of the second page there seems to be something wrong with this sentence: "The employer will permit the employee to accrue or use in any benefit year, or carry forward from one benefit year to the next, more than forty hours of earned sick leave." As it is written, the employee can carry over an unlimited amount of sick leave. Is that right? If so, it seems odd that it would say "more than 40 hours."

Policy 1613- review policy against Strauss Esmay version for the following clarification: **MOVE to 2nd Read**

"On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12." As it is written, the employer cannot enter into any contracts related to employment after June 1, 2018. It may need something added before the last phrase "or take any action..." like possibly adding "with someone who has not complied with the disclosure requirements of..."