

**South Orange Maplewood School District
Policy Committee of the Board 2021
February 3, 2021 - 5:30 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. Board Policy Reviews and SLT (and Administration) Input

Discussion: Policies: December 14, 2020 BOE Meeting Reading/Approval

Policies for First Reading

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS

This policy wasn't reviewed in 2020.

- Add the BOE Code of Governance to the policy and that it will be reviewed annually.

0143 BOARD MEMBER ELECTION AND APPOINTMENT

Policy pulled this one because we wanted to see examples from other districts. Dr. Alegria looked at Millburn's policy and it is identical to ours and what is in Strauss-Esmay.

5430 CLASS RANK POLICY

- Discussion around previously submitted board member comments. Committee recognized that the system of weighting advanced courses to calculate GPA compounds inequities in our levels. Committee would like to get more information on recognizing student achievement based on a variety of factors. Changes made to the draft policy to not include valedictorian/ salutatorian (C&I recommendation), as it is properly addressed in policy 5440.

0145 BOARD MEMBER RESIGNATION AND REMOVAL

ADD a #6 under the termination section to match what is in Strauss-Esmay: *Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.*

ADD: *The Board will use best efforts to accommodate all Board Members when scheduling an emergency or special meeting.*

REVISE: A member who fails to attend three consecutive ~~regular~~ meetings of the Board without good cause may be removed from office on the affirmative votes of six of the remaining Board members...

0148 BOARD MEMBER INDEMNIFICATION

Need to fix his/her reference in the first paragraph.

If a board member needs indemnification, to whom do they make the formal request and if denied to whom do they appeal? (*Legal Review*) *Per Joanne Butler, this does not need to be defined in the policy.*

Perkins Audit Policies (still waiting for the policies from FT)

The recent Perkins Audit noted two additional policies that are needed and will be prepared by FFT committee for review in March.

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.