



Policy Advisory Committee Meeting Minutes

Plymouth-Canton Community Schools
February 25, 2025 – 5:30 p.m.
Meeting Location: Collaboration Conference Room
454 S. Harvey, Plymouth, MI 48170

Committee Attendees: Anupam Sidhu, Dr. Monica Merritt, Abdul Madyun,
Chris Allan and Aamina Ahmed

Others Present: John Kava, John Johnston, Lisa Rasmussen, Jill Minnick,
Makiyah Rawls (Student Voice in Action representative), Keith Rawls,
Iniya Mudaliyar (Student Voice in Action representative) and Thirupura
Sivaprakasam

1. The meeting was called to order at 5:32 p.m. Member Sidhu welcomed the group.
2. Citizens Comments: None
3. The Meeting Minutes from December 10, 2024 were approved as amended, with two grammatical errors corrected.
4. The policy timeline was reviewed by Mr. Madyun.
5. Old Business:

Policy 6320 - PURCHASING

The finance and operations committee is in the process of reviewing this policy. It will be brought back to the policy committee at a later date for further discussion. It was also suggested to clean-up the formatting to make it easier to read.

Policy 5340 - STUDENT ACCIDENTS

This policy was formerly called Student Welfare-Safety. The committee had a previous discussion as to whether this should remain as one policy with the addition of a separate policy called Student Accidents, or create one policy encompassing both? Legal counsel spoke about this and said the law for the upcoming school year will require a cardiac response plan. It was determined by the committee that with the addition of the new language, the policy will cover what the law requires. The policy committee, along with legal counsel, agreed to keep it as one policy. It was also suggested to change the name to Student Welfare and Accidents to clarify the content of the policy. This policy will go to the Board for a first read.

Policy 7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS

This is a new policy to address the use of aircraft, such as drones, over school property. The district must follow FAA rules and requirements. The committee discussed student access to coding and flying drones under the supervision of an employee of the district. Further discussion was held as to how employees would gain access to information needed regarding student and staff use of drones which would include FAA requirements and limitations. This topic would be added to the Administrative Guidelines to educate staff and students. Additionally, all policy changes are brought to leaders meetings to educate the district's leaders on the latest policy changes. It was also suggested to bring this information to more meetings such as Student Voice in Action to discuss how to educate students on responsible use of drones. Once the formatting is cleaned-up, this policy will go to the Board for a first read.

Policy 8321 - CRIMINAL JUSTICE INFORMATION SECURITY

The district recently underwent an audit on this policy and passed. The audit aligns with current law which the district is following. This policy addresses the obligations of the school district to perform background checks for employees, contractors, vendors or anyone who is working on a continuous basis with the district.

Some topics that are more clearly defined in the most recent updates include:

- The LASO (Local Agency Security Officer) is the individual designated by the district to ensure that this policy is implemented with adherence to the law. The LASO for P-CCS is the Chief Human Resource Officer. The LASO will monitor who is using this information and ensure there are appropriate security measures in place as well as provide appropriate training.
- The Privacy Act Statement Disclosure is a requirement that says the district must ensure that all applicants receive the most current version of the Federal Privacy Act Statement Disclosure of the Live Scan consent form.
- Agency user agreements allow the district to enter into user agreements for the release of background information, including working with the state police to access background information and who has ownership of data as well as access. In the event of a legal name change, change in address or if they wish to add or remove fingerprint reason codes, the

district must provide a new user agreement. The most current copy of the Agreement shall be maintained on file at the agency indefinitely.

- The steps that need to be taken to eliminate an individual's access in the event of re-assignment or if an individual has left the district.
- All staff members who utilize this information will be trained yearly.

The committee will work with Neola to clean up language, grammatical errors and missing information. It will be brought back to the policy committee for further discussion. It was also suggested that the meaning of the acronyms would be helpful to add to the policy for reference.

6. New Business

Policy 1130 - CONFLICT OF INTEREST

Neola is suggesting changes around the current policy, which includes grammatical errors and language changes. This is currently one policy and it has been suggested to create a different policy for each group (Administration, Professional Staff, Support Staff). It was recommended that under section C that the Board adopt option 2, which would require all staff members, officers, agents and Board members follow the district's set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$76.00 or less (for the 2024/25 school year). If a monetary value isn't indicated in the policy or if the language is changed to indicate that the monetary amount can change on a yearly basis then the policy might not need to be updated every year. The intent of this option is to have guidelines around accepting gifts from vendors or anyone doing business with the district.

Policy 3110 - CONFLICT OF INTEREST AND Policy 4110 - CONFLICT OF INTEREST

There isn't a current policy regarding conflict of interest for Professional Staff (Policy 3110) and Support staff (Policy 4110). These policies are the same as policy 1130 but are intended for the different groups. The policy committee will have further discussion on these policies.

7. Future Scheduled Meeting Dates:

March 11, 2025

April 22, 2025

May 27, 2025

June 24, 2025

The meeting was adjourned at 6:41 p.m