

## **Policy Advisory Committee Meeting Minutes**

Plymouth-Canton Community Schools  
April 22, 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, Aamina Ahmed, Sebastien Ostertag, Loren Khogali

Others Present: John Johnston, Ed Walton, Martha Walton, Jill Minnick and  
Lisa Rasmussen

1. The meeting was called to order at 5:30 p.m. Member Sidhu welcomed the group
2. Citizens Comments: None
3. Member Sidhu welcomed the new committee members and provided an overview of the committee's purpose and procedures
4. The Meeting Minutes from April 23, 2024 were approved as amended
5. The policy timeline was reviewed by Mr. Madyun
4. Old Business:

### Policy 6320 PURCHASING

The finance and operations department is in the process of reviewing this policy. The policy committee decided to put this policy on hold until it's ready to be brought back for further discussion.

### Policy 6110 - GRANT FUNDS

This policy was previously reviewed by the policy committee and is primarily around federal funds. There were technical revisions recommended to keep the district in compliance with changes at the federal level and to comply with the U.S. Constitution. This policy will go to the Board for a first reading.

Policy 6111 - INTERNAL CONTROLS

This policy was previously reviewed by the policy committee. It ensures the District has a process that provides reasonable assurance regarding the effectiveness and efficiency of operations, reliability of reporting for internal and external use and to be in compliance with applicable laws and regulations. Internal controls is a process in which the District needs to protect against fraud, errors, omissions as well as the perception of those things. Technical revisions were recommended to keep the district in compliance with changes at the federal level. This policy will go to the Board for a first reading.

Policy 6112 - CASH MANAGEMENT OF GRANTS

This policy was discussed at a previous policy committee meeting. It was noted that the district does not take advanced payments due to risks involved in doing so. Updates have been added to be in compliance with federal law. This policy will go to the Board for a first reading.

5. New Business

Policy 1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The discussion regarding this policy centered around making changes to the language where it refers to a staff member's name and position. The committee stated it would be better to reflect the name of the position and not include the name of the staff member. This will require the policy to have fewer changes in the future due to staffing changes. Other policies that have a person's name, rather than the name of the position, will be looked at in the future and will be brought to the committee for review. The committee also discussed making changes on all policies to reflect the usage of pronouns to ensure consistency within the policies. The use of pronouns will be discussed at future meetings. This policy will go to the Board for a first reading.

Policy 6114 - COST PRINCIPLES-SPENDING FEDERAL FUNDS

The suggested revisions for this policy pertain to spending federal funds, which are typically grants. This was brought forth to ensure the policy meets the new legal standards for grants.

6. Future Scheduled Meeting Dates

May 27, 2025

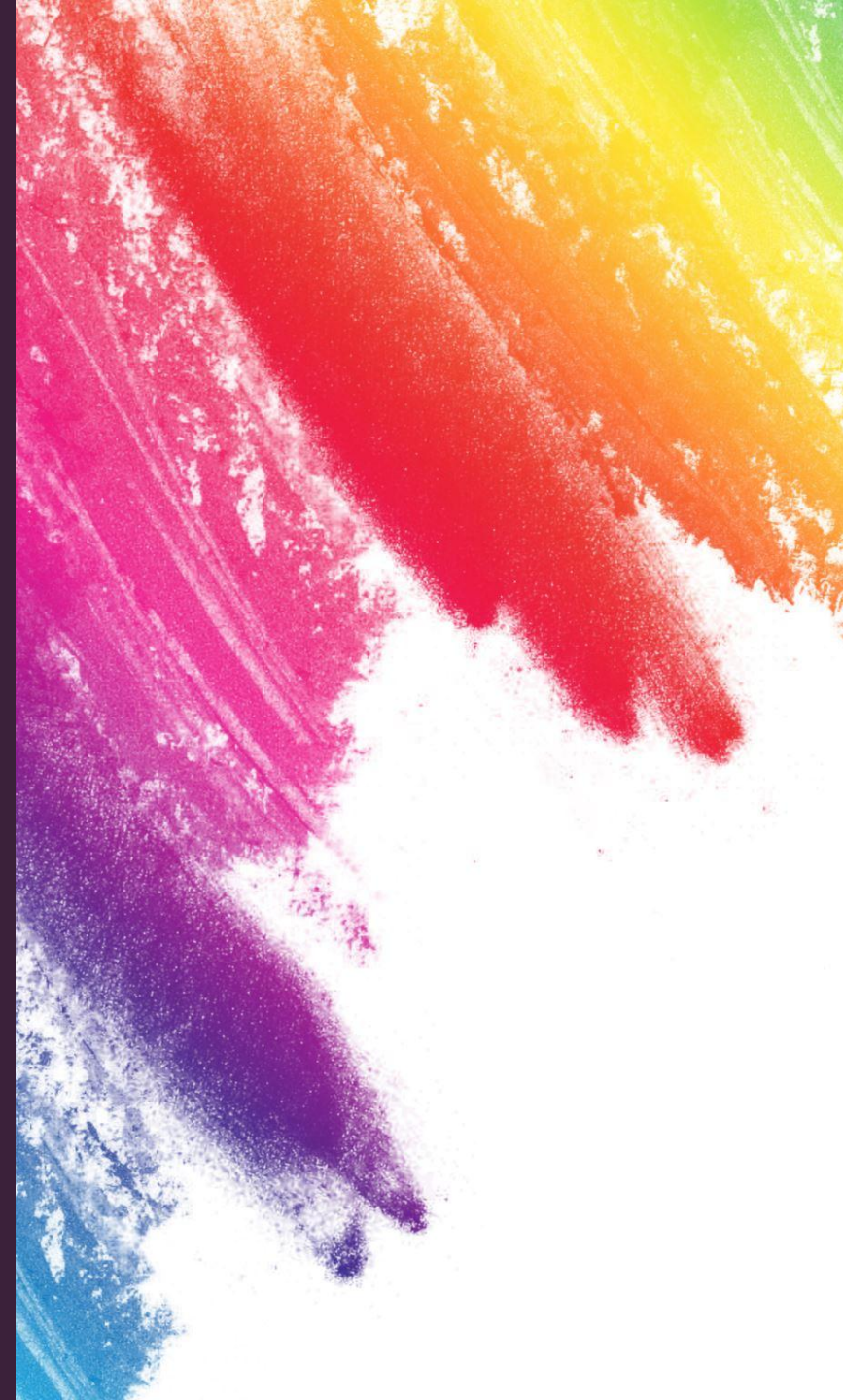
June 24, 2025

The meeting was adjourned at 6:40 p.m.

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# PLYMOUTH CANTON COMMUNITY SCHOOLS (P-CCS)

POLICY COMMITTEE - ORIENTATION



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# AGENDA



WELCOME AND  
INTRODUCTIONS



POLICY  
COMMITTEE  
OVERVIEW



EXPECTATIONS  
AND NORMS



MEETING  
SCHEDULE



QUESTION  
AND  
ANSWERS



# WELCOME

Please share the following information...

- Name
- Role on committee
- Student or do you have students in the district
- In two sentences or less, please share you WHY?
  - What do you expect to leave today's meeting with?



# POLICY COMMITTEE - CHARGE

Charge: The Policy committee is responsible for reviewing and developing policies for the Policy Manual.

**Goals:**

- Make sure that policies align to the current law. The district uses NEOLA to provide current legislative information that would impact policy.
- Review current policies for relevance and alignment to district Dynamic Plan.
- Develop new policies with administrative and legal input.
- Refer policies to the full board for adoption.



## PRIMARY RESPONSIBILITIES

- Review materials in advance of meetings.
- Be ready to provide feedback and guidance based on what is best for all students.  
Note: Agenda items can only be added by the board members with at least two board members in agreement for the item(s) to be added to the agenda.
- Ensure our work is in alignment with District's Dynamic Plan (Strategic Plan)

# GOVERNANCE AND MEMBERSHIP

## Membership

The Policy Committee will consist of the following:

- Two to three members of the P-CCS Board of Education
- Representatives of the P-CCS administration (advisory)
- Board-appointed community representatives (2-3)
- Students from SVA (2-3)

## Governance

- Reports to the full Board of Education on a regular basis
- Provides copies of the minutes acquired through the committee
- Publish and post committee meeting agendas
- Publish and post committee meeting minutes

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# ADDITIONAL INFORMATION

## **Term**

- Chairperson: Appointed by the Board President

## **Community Members**

- Appointed for a two-year term by the Subcommittee Board of Education members

## **Meetings**

- The committee meets once a month, throughout the year, usually the fourth Tuesday of each month.

## **Staff**

- The Chief Human Resource Officer will coordinate the activities of the committee with the Policy Chair
- The Executive Assistant to the Chief Academic Officer
- Superintendent
- Legal counsel as needed



# EXPECTATIONS AND NORMS



# EXPECTATIONS AND NORMS

- Be present
- Be prepared
- Honor all voices - seek to understand
- Assume positive intent
- Show respect (voice/time)
- Practice “both/and” thinking
- Support the final decisions of the committee/board (once things have worked through committee and voted on by the board)
- If someone is unable to work collaboratively within these norms, member(s) may be removed



## Policy Committee Meeting Dates for April 2025 - March 2027

- Tuesday, April 22, 2025, *5:30pm*
- Tuesday, May 27, 2025, *5:30pm*
- Tuesday, June 24, 2025, *5:30pm*

***Committee members must be present (no virtual options). Committee meetings are not recorded.***