Board of Education Policy Committee Members Present:
Sheila Daniels, Chair, and Ava Hart

Also Present:
Dr. Patricia Charles, Superintendent, Kathleen F. Bengtson, Administrative Assistant, ,and Michael Magdzik, Intern.

The following policies were discussed:

# 4119 Inappropriate Behavior. This policy was reviewed at the last meeting. Michael Magdzik put together the policy containing the suggestions of the members.

The Policy Committee again reviewed the examples of inappropriate behavior were again reviewed and changes made to include the following:

The Board considers the following actions examples of inappropriate behavior, and as such, detrimental to the educational workplace. Examples of inappropriate behavior include, but are not limited to:

- Engaging in provocative, demoralizing, or dehumanizing name calling
- Initiating or spreading rumors (or failing to stop them) or gossiping about a person or school’s personal or professional reputation
- Belittling, discounting, or humiliating a person
- Deliberately excluding individuals from job-critical decision-making opportunities
- Preventing an employee from meeting students’ academic potential
- Presenting unwarranted or invalid criticism
- Laying blame without factual justification
- Swearing/cursing at a person
- Engaging in exclusion or social or physical isolation
- Shouting at someone
- Targeting an individual with mean-spirited practical jokes
- Taking other actions that intimidate, offend, or degrade co-workers, including occurrences in front of other co-workers, students, parents, contractors, or visitors.

Michael Magdzik researched the “terms of reference” language and determined:

As far as I can tell, “terms of reference” is not a binding legal term and does not have legal implications.

Basically, terms of reference define several aspects of a project or committee’s scope, including:
1) Objectives and deliverables (what has to be achieved)
2) Stakeholders, roles, responsibilities (who will do what)
3) Resource, financial, quality plans (how you do it)
4) Work breakdown structure and schedule (when will it be done)

Terms of reference provide a documented basis for making future decisions and helps confirm or develop a common understanding of the project/committee scope among stakeholders. In practical terms, it seems like this would be a detailed document describing how to conduct the inappropriate behavior investigation.

This policy will be forwarded to the Board's attorney for review.

The Policy Committee agreed to further review this policy again at the next meeting.

**Policy #4131 – Staff Development** – This policy was discussed at the last Policy Committee Meeting. The new law will go into effect on July 1, 2013. In previous meetings there was a previous discussion around whether a board member should be involved with the PD days. Pat Charles had contacted our attorney, Anne Littlefield, asking whether a BOE member was required to be on the Teacher Evaluation and Professional Growth Committee. She replied the Board has to approve the plan but does not require a member to sit at every meeting.

Concerning the New Professional Development plan on Evaluation we will need to get answers to more questions. DCF can now be done on line now. Dr. Charles will show this information to Associate Superintendent Enza Macri and they will lay out their five year plan.

Pat had asked Kathy to check with CABE to see if they had a list of policies that should be distributed to the teachers at the beginning of each year. Kathy stated she had called CABE and they do not have a list of these policies.

The last time this policy was reviewed was June 22, 2004.

The Policy Committee agreed to review this policy again in the future.

**The Policy Committee suggested the next policies to review would be:**

1. #4119 – Inappropriate Behavior
2. #4152.6 – Family and Medical Leave Act
3. #5141.27 – Use of Automatic External Defibrillators (AEDs)
4. Series 1000 - Review

**The next Policy Committee meetings will be scheduled for Tuesday, August 20, 2013, at 8:00 A.M. in the Board Room of the Dr. Alfred B. Tychsen Administration Building.**

kfb