

BFCCPS Governance Committee - Meeting Minutes  
October 18, 2007 - 7:00pm, Library

Attendees:

Lori Clements, Rich Frongillo, John Neas, Tim Tracy, and Heather Zolnowski

Attachments: Agenda, list of policies, excerpt from 2006-2007 Annual Report

Discussion of goal to review at least 50% of policies

§ focus on policies with effective dates prior to 2005

§ list includes: 3 - 8, 10, 11, 13 - 19, 21

§ tasks to be divided among members with each policy to be reviewed by two members

§ each member would review two policies each month with a goal of completion by March

§ reviewers are assigned primary and secondary responsibility and will report at next meeting

§ any edits necessary will be decided on at the meeting and updated for approval at the following meeting

Standard of review: Assessments of

§ clarity

§ the need for significant rewrite or minor edits

§ the need for an opinion from an expert - e.g. other committee, administration

§ the need for further research

New policies:

§ Collaboration will be needed with Finance committee on development of Fiscal policy

§ Add a date to the header of policies identifying 'date reviewed'

§ Research other schools and DOE for potential policies not addressed

§ John will check with lawyers for a checklist

§ Tim will research other schools and do a comparative analysis

Discussion of voting members of Governance Committee

Tim, Lori, Rich and Anna have volunteered to be voting members. John Neas will not be a voting member.

Discussed whether committee reports should be written or verbally entered at the Board Meeting. Either method is currently acceptable.

Research needed on missing policy for "Progressive Discipline". Tim will include this in his research on new policies.

8:00 pm meeting adjourns

BFCCPS 2007-08  
Governance Committee  
October 18, 2007

Agenda

- § Review more than 50% of the board's policies to comply with state requirements for annual report.
- § Work with FinCom to promote the Fiscal Policy from draft to approved
- § Work with Elections Task Force to implement any changes to policy
- § Update strategic plan
- § Update description of Governance Committee for website

The Governance Committee reviews the Board of Trustee's Bylaws as approved by the Department of Education. The Committee also reviews the school's policies, rules, and procedures. The Committee, when necessary, drafts new policies and procedures and recommends amendments to existing policies and procedures for the Board's consideration.

## List of Policies and Procedures

- 0001-Board Rules
- 0002-Nomination and Election of the School Board
- 0003-School Operations
- 0004-Administration of School Rules
- 0005-School Programs
- 0006-Hiring and Employment
- 0007-Health Administration
- 0008-Library
- 0009-Dress Code
- 0010-Advertising
- 0011-Auditing
- 0012-Bill Payment
- 0013-Fundraising Monies
- 0014-Grant Administration
- 0015-Logo
- 0016-Copyright
- 0017-Head of School Performance Review
- 0018-Use of Alcohol & Tobacco
- 0019-Admissions/Enrollment
- 0020-Code of Conduct (Repealed)
- 0021-Compensation
- 0022-Budget Amendments
- 0023-Grievance Procedure
- 0024-Board Committee Formation
- 0025-Procurement Policy
- 0026-Professional Code of Conduct for Employees
- 0027-Expectations for Parents, Guardians, and Volunteers
- 0028-Employee Grievance Policy
- 0029 School Safety Plan
- 0030 Responding To Media Requests
- Civil Rights Handbook

excerpt from 2006-2007 annual report

- **Quality of Governance:**

- The Board of Trustees will review 50% of all Policies and Procedures on an annual basis.
- The Board of Trustees will publish all agendas and minutes and follow open meeting law.
- The Board will commit itself to preserving the Mission of the School and putting into place the strategies by which the mission will be achieved.
- Dissemination of Best Practices.

**All expectations were met on this goal except as noted below. Although the Board did not specifically review 50% of its policies, the Board did review and update:**

- **Policy No. 1 – Board Rules – dated April 13, 2006**
- **Policy No. 2 – Nomination and Election of the School Board – dated March 8, 2007**
- **Policy No. 9 – Dress Code – dated September of 2007**
- **Policy No. 24 – Committee Formation – dated December 14, 2006**
- **Policy No. 26 – Professional Code of Conduct for Employees – dated June 8, 2006**
- **Policy No. 27 – Expectations for Parents, Guardians and Volunteers – dated November 14, 2006**
- **Policy No. 28 – Employee Grievance Process - dated March 8, 2007**
- **Instituted a New Safety Plan**
- **Policy No. 30 – Responding to Media Requests – dated June 15, 2007**