

Ms. Tracy Pelton, Chairperson – Presiding

PRESENT: Board President Peggy Kelland (Ex-officio), Dr. Seema Rizvi, Karath Karath

ALSO PRESENT: Dr. Bonk, Mr. Lolkema, Mr. Zipp, Ms. Smith and Ms. Pedro

There were no community members present.

Ms. Pelton called the meeting to order at 6:02 p.m.	CALL TO ORDER
1.) Presentation on Policy and Procedure	POLICY AND PROCEDURE
<p>Defined by Business Dictionary: A set of policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals. Policies and procedures are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.</p> <p>Board of Education Policy #0000</p> <p>When you come to an individual judgment, there needs to be data and research that made you reach that individual judgment. It is critical when making policies to have a path to come to that judgment, rather than to appease or not appease a person or a group and policy shouldn't be set on a personal experience or feelings.</p>	
2.) Review of attendance policy homework	ATTENDANCE POLICY
Attendance policy at Orchard View Alternative High School will be looked at first.	
Attendance data provided to the committee by Daren Lolkema.	
NYC Principal's Guide provided to Daren Lolkema for examples of how each building can use that data and report it.	
Attendance rate at Orchard View Alternative High School (22 students have over 10 days absent). Idea to create a peer-to-peer model at Orchard View AHS. Students are teamed up with other students and guidance counselors to encourage good attendance.	

<p>Students would be held accountable for each other through established relationships in an effort to increase attendance. Create a “we” culture at the Orchard View AHS. Parental involvement, including phone calls is also beneficial. Set a real consequence that if a certain percentage of students continue to display poor attendance then the school is not successful.</p>	
<p>Discussion on a successful component to serving students who are chronically absent is having a school attendance team and a three tier system:</p> <ol style="list-style-type: none"> 1. Green (majority of students at the bottom) 2. Yellow (early intervention) 3. Red (intensive) 	
<p>Next steps: T. Pelton will prepare an outline of an attendance policy and share policies we like with NYSSBA and ask them to draft the policy. Two samples are the Columbus and Oakland Unified School District that highlight the three tier system and attendance teams and the peer to peer model for OVAHS.</p>	<p>NYSSBA ASSISTANCE WITH ATTENDANCE POLICY</p>
<p>Concerns for Health and Wellness include:</p> <ol style="list-style-type: none"> 1. Education and awareness especially for obesity, i.e. diabetes, BMI (Institute for Medicine weight watchers video; website healthy living tips) 2. Nutrition including breakfast and healthy snacks, vending machines, support of PTO 3. Physical Activity – more time for physical education and recess 4. Food Waste – recess before lunch; enough time to eat 	<p>HEALTH AND WELLNESS</p>
<p>Alberta is awaiting a response from NYSSBA regarding status of progress with WCSD Board policy review 0000-3000 which is expected January 2016.</p> <p>T. Pelton advised committee to review these policies prior to the visit by NYSSBA to become familiar with the content.</p>	<p>NYSSBA POLICY REVIEW</p>
<p>Mr. Zipp provided policy #5420 Student Health Services with added paragraphs for the administration of Narcan per board resolution. Committee unanimously approved the draft for the first reading of the Board of Education at the meeting scheduled for Jan. 11, 2016.</p>	<p>POLICY REVISION #5420 - NARCAN</p>
<p>The meeting was adjourned at 7:25 p.m.</p>	<p>ADJOURNMENT</p>

Respectfully Submitted,

Alberta Pedro
District Clerk