

**Columbia Board of Education Policy Committee**  
**Meeting Minutes**  
**November 17, 2014**

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Members Present:

Board: Mr. Jonathan Sessions (Chair)  
Ms. Jan Mees  
Mr. James Whitt

CPS: Dr. Peter Stiepleman  
Mrs. Melinda Adams

Community  
Member: Mr. Ben Trachtenberg

Ex-Officio: Ms. Susan McClintic/CMNEA  
Ms. Kari Schuster/CMSTA

Guests: Ms. Lori Osborne, CPS Coordinator of Health Services  
Ms. Michelle Baumstark, CPS Director of Community Relations

*Opening*

The meeting was called to order by Jonathan Sessions at 4:31 p.m. He welcomed everyone and introduced guest, Lori Osborne.

Mr. Sessions provided a brief update of policies approved by the Board in the November 10, 2014 Board meeting.

Ms. McClintic raised a question about the two community members for the Policy Committee (PC). Mr. Sessions stated policy BCE had been approved by the Board as a Tier 2 – Second Read in the Nov 10th board meeting, and the language in the policy allowed for Board committees to appoint up to two community members. Ms. McClintic asked if the discussion today would involve community members and Mr. Sessions introduced Ben Trachtenberg who was attending as a community member. Mr. Sessions asked the group if there were any questions at this point. There were none.

Ms. Mees recommended the committee approve minutes from our October 20<sup>th</sup> meeting. Dr. Stiepleman seconded the motion. Mr. Sessions asked the committee for a vote.

- **Action:** The committee voted unanimously to approve minutes from the October 20<sup>th</sup> meeting.

*Policy JHCD Administration of Medications to Students*

Mr. Sessions initiated discussion about policy JHCD and how it relates to the language of House Bill 675 (Cade's Law). He noted changes in state law that provided several options, and relayed the committee's goal to discuss how we are approaching this. Lori Osborne was invited to share information on how the Bill applies to our district.

Ms. Osborne relayed that House Bill 675 (Cade's Law) has three parts. The first section deals with secondary and elementary education. The middle section deals with health issues (children with diabetes), and Ms. Osborne noted this section can only either be adopted in full or not at all. It states there must be a minimum of three school employees trained at each school attended by a student with diabetes and that training would include administration of glucagon and other emergency treatments as prescribed. Ms. McClintic asked if this policy changed the requirements for teachers. Ms. Osborne said it did not. Dr. Stiepleman questioned if administering medication was an actual part of the teacher's role. Ms. Osborne shared it would be when the student is on a field trip and at those times a teacher would need to be trained. She felt the district is currently providing adequate training and said first aid providers are trained to detect signs of high and low sugar levels, when snacks should be allowed, etc. Ms. Mees asked when the building administrators are to notify persons outside the building and Ms. Osborne shared that employees involved are familiar with the process of notification, so the preference is to continue following the current procedure. Ms. Osborne recommended we not adopt the optional section of Cade's Law. She added that she has some suggested language that she discussed with MSBA. This language addressed "other emergency or rescue medication", and Ms. Osborne will send the edits to Mrs. Adams so MSBA can insert prior to submittal for Board review Dec 8, 2014.

Dr. Stiepleman moved that this policy go to the Board as a Consent Agenda item. Mr. Whitt seconded the motion. Mr. Sessions asked all in favor to vote.

- **Action:** Vote was in favor to present policy JHCD Administration of Medications to Students as a Consent Agenda item at the December 8, 2014 Board meeting.

#### *Policy JO Student Records and Procedure JO-AP Student Records*

Mr. Sessions relayed changes in wording proposed on policy JO and invited guest Michelle Baumstark to share an explanation. She relayed proposed revision of adding wording for "date and place of birth" under the section of General Directory Information would be helpful in flushing out requests received from entities. Reflecting on the procedure JO-AP Student Records, which is not currently adopted, she shared that it would be in the best interest to adopt this as it defines in writing how to implement policy JO.

Ms. Mees asked if we were deleting policy JO. Mr. Sessions responded no, and that the district just never adopted the procedure JO-AP. Mr. Trachtenberg asked for clarification that JO-AP was to help employees in the district put the content of policy JO into practice and the group confirmed. Ms. Mees asked about the changes to JO. Dr. Stiepleman responded that the section for General Directory Information on Page 2 did not read well and Ms. Baumstark pointed out this is why the rules in JO-AP were necessary.

Ms. Schuster asked if this information translated to kids from other districts with previous issues elsewhere that had not been disclosed to employees in the past in consideration of safety to all. Mr. Sessions directed her to the section for Education Records, item C on page 8.

The scanned copy of this procedure sent to the committee November 14<sup>th</sup> was missing a page, and corrected version was sent via separate email to the committee this morning prior to today's meeting. Mr. Sessions motioned that complete copy of procedure JO-AP be presented to the Board as a Consent Agenda item and motion was seconded.

- **Action:** Decision was made to submit policy JO Student Records and procedure JO-AP Student Records on Consent Agenda for the December 8, 2014 Board meeting.

### *Policy GBM Staff Complaints and Grievances*

Mr. Sessions directed discussion to Policy GBM Staff Grievances. Dr. Stiepleman asked Mrs. Adams to share explanation at how we arrived at this version of GBM. She relayed that information from past committee discussion was forwarded to MSBA and what we have on first three and a half pages now is the combined policy that supports legal review, but pages 4 through 10 include the content of last month's PC review and legal information attached. Mr. Trachtenberg asked who had drafted the information and Mr. Sessions replied MSBA's policy team and clarified that MSBA reviewed it based on our request. Mr. Session added that this document is MSBA's legal opinion.

Ms. Mees moved to present the policy to the Board for Tier 2 – 1<sup>st</sup> Read. Mr. White seconded. However, Ms. McClintic revisited that in June the committee discussed attaching the copy of the policy showing the committee's review comments from numerous people, and this was not done. Mr. Sessions stated the language had been discussed, and Dr. Stiepleman said in later discussion the committee decided since it had not been sent to MSBA, that it should be sent to them for review. Mr. Sessions added that after the last meeting the document was compiled with information we received back from MSBA. Ms. McClintic stated felt the new version was different from previous version. Mr. Sessions replied that all information included in the past version was in the new version.

Dr. Stiepleman asked if there were items in the policy that are missing from past versions so that we can assure they are included when the Board reviews. Ms. McClintic expressed it was confusing to read. Ms. Mees pointed out there were steps listed to aid understanding.

Ms. Schuster commented that something needed to go before board because the current policy was inadequate. Ms. Mees moved that policy GBM be presented to the Board and it was seconded. Mr. Sessions asked if there were any further questions or discussion and there were none. Mr. Sessions asked for a vote and the group unanimously voted yes, no opposed.

- **Action:** Policy GBM, as proposed, will be presented to the Board as a Tier 2 – 1<sup>st</sup> Read for the December 8, 2014 board meeting.

### *Future Items*

Mr. Session said *JG-R Student Discipline*, *GBCA Staff Conflict of Interest* will be brought before this committee in December.

The schedule for the future committee meetings was discussed and whether the schedule of the third Monday would continue to stand. Ms. Mees recommended we decide the date for December's meeting now and optional dates of December 11<sup>th</sup> and 16<sup>th</sup> were discussed.

- **Action:** Decision was made to move the December 15<sup>th</sup> meeting to Thursday, December 11<sup>th</sup> at 4:30 p.m., in the Aslin Building. Mr. Sessions encouraged everyone to bring their calendars.

Ms. McClintic asked if there would be opportunity to discuss other items such as what she had suggested in the last meeting regarding staff salary and commented there will be new personnel hired in with starting salaries higher than teachers already working in the district.

- **Action:** Decision was made to add policy GCBA and GCBA-R to the December 11<sup>th</sup> Policy Committee agenda.

Mr. Whitt motioned that the meeting be adjourned and it was seconded. Meeting was adjourned at 5:20 pm.