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# Professional Policy Development Council

# Meeting Minutes

February 12, 2020

1. Call to order

Paul Henderson called to order the meeting of the Professional Policy Development Council at 4:26 p.m., February 12, 2020 at Shoemaker Center Auditorium.

1. Roll call

Barbara Mullen conducted a roll call per sign-in-sheet. The following persons were present:

Beede, Anna (EHS); Bannwarth-Walley, Marion (Pat Henry); Bowden, April (EMS);

Clark, Rebecca (Hugh Bish); Culbertson, Amy (Washington); Harrington, Philip (MMS);

Henderson, Belinda (Freedom); Henderson, Paul (Freedom); Keene, April (Crosby Park); Keene, Brandon (Ridgecrest); Langston, Jennifer (Almor West); Mendoza, Jennifer (EMS); Nicholas, Laura (Carriage Hills); Shotts, Renee (Whittier); Snavely, Ella (Elementary Principal); and Wilmore, Dan (MMS).

**Members Absent**: Baltierra, Sarina (Learning Tree); Bear, Christa (Woodland Hills); Benskin, Pam (Sp. Services);Bowden, April (EMS); Bowling, Kristie (Freedom); Burd, Kris (TMS); Davis-Roberts, Lesley (MHS); Haag, Eric (EMS); Hall, Jonathan (Lincoln); Haley, Meghan (EES); Herrera, Shelly (Pioneer Park); Hoerbert, Lindsey (EHS); Isham, Kathleen (TMS); Jones, Jerrold (Secondary Principal); Kolinski, Alexandra (Ridgecrest);

Leighow, Ashlee (CMS);Leslie, Charles (EHS); Mizell, Roseanne (MMS);

Morlett, Bethany (CMS); Ozment, Emily (EHS); Smith, Amara (Freedom) and Veal, Tiffani (CMS)

**Guest:** Cooksey, Karen (Director Elementary Education), Donahue, Teresa (Director of Federal Programs), and Hastings, Jean (Executive Directory Human Recourses)

Approval of minutes from January 8, 2020. Motion by Laura Nicholas and seconded by

Philip Harrington. Motion carried.

1. Unfinished Business

We have seven-proposal pending.

* No outside food or drink at LPS events
	+ Motion made by Renee Shotts to send the proposal to superintendent for approval. Second by Dan Wilmore. Motion carried.
* Compensation for Professional Development
	+ Motion made by April Bowden to send proposal to the finance committee to determine where funds would come from/if funds are available. Seconded by Laura Nicholas. Motion carried.
* District Extension of State Military Pay Benefit to all Armed Service Members
	+ Motion made by Laura Nicholas to send to the finance committee to determine financial impact to the district/how many staff members this would apply to. Second by Jerold Jones. Motion carried.
* School Uniform Consistency
	+ Motion made by Renee Shotts to send the proposal back to the author because it needs a more specific “Action Desired” with specific changes to each policy. Second by Laura Nicholas. Second by Nicholas. Motion carried.
* Re-Vamp of the Policy for Harassment
	+ Motion made by Renee Shotts to send the proposal back to the author because it needs a more specific “Action Desired” with specific changes to each policy. Second by Laura Nicholas. Motion Carried.
* Charles Leslie presented a proposal “Responsivities of Reporting by Teachers”
	+ Reason for Proposal
		- There is no current policy as it relates to requiring teachers to report incidents that does not involve abuse by student to student. This does not fall under the required DHS report, due to the fact that the abuse has not been done by a Parent/Legal Guardian or by a person with direct supervision of the student. This is also not a teacher to student or teacher to teacher abuse so this is not covered by DCBA.
			* Motion made by Dan Wilmore to send the proposal to the Policy Committee to review and study the proposal. Seconded by Meghan Haley. Motion carried.
* Revision to Policy FO-R4 presented by Amy Culbertson
	+ Proposed a revision to LPS policy FO-R4, to include a disciplinary committee to determine reasonability of threats made before placing students at any level into the juvenile justice system. Currently, LPS Policy FO-R4 gives two avenues for principals after their investigation of threat. As it states in Policy FO-R4, “the principal will gather and evaluate incident information and either (a) document the incident and place the student on a five day probationary period, or (b) implement the following intervention procedure: A. Immediate suspension form school, B. parents/guardians notified. C. The Lawton Police Department will be notified, D. A Mandatory Conference will be held with the parent/guardian, student, school official, and other as deemed necessary (etc).”
		- * Motion made by Jerold Jones to send the proposal to the Policy Committee and study the proposal. Seconded by Ella Snavely. Motion Carried.
1. **New Business**
* **New proposal**
	+ Amend policy DKA-R presented by Jean Hastings
		- Changes will be made to Transfer of Assignment Procedure number 1 thru 5, 2 will be removed; the numbering will change to 1 thru 4; any bold or italic writing are changes
			* Voluntary Transfers
				+ 1. General-Voluntary requests for reassignment may be filed with the Personnel Department at any time during the current year for the following school year. ***Certified personnel may apply for job postings at any time ; however, after July 1 positions being filled for the current year would required district administrative approval for lateral moves of the current certified employee.*** “Request for Transfers’ forms should be used and are available ***on the schools website on the Human Resources Page*** or the Personnel Office, Shoemaker Center. Principals will be notified of any transfer request submitted by a teacher assigned to his building. Teachers, who have been satisfactorily evaluated and are otherwise eligible, may request a voluntary transfer to another assignment for the ensuing school. 2. Probational Teachers – Probationary teacher are not eligible to file voluntary requests for transfer of assignment. ***However, probationary teachers can apply for a position and, if approved by district administration, could be considered for the position and would be administrative transferred if selected.*** The rest of the policy will be the same except for Definitions will be added at the end of the policy. ***Reassignment – employee is given a different assignment that is lateral within their building/program (same contract length/same pay base/same location) Transfer – lateral move of employee to position at a different location/program (same contract length/same pay base/different location or program) Position – job duties and responsibilities define position***

After the committee had discussions, a motion was made by Dan Wilmore to send proposal to the superintendent and by second by Rebecca Clark. Motion Carried

* + Revision of Policy EIA-R2 Elementary Grading Codes presented by Karen Cooksey
		- Reason for Proposal:
			* The use of standards reporting on the 2nd - 5th grade report card essentially weights grades in both ELA and Math unless the teacher has entered the same number of grades in each of the standards listed. Some teachers have recognized this flaw in the gradebook and are only reporting grades under a certain standard.
				+ The proposed revision would remove standards under the subjects in both ELA and Math in the grades 2-5 requiring the removal of the following language from Policy ELA-R2.

After the committee had discussions, a motion was made by Laura Nicholas to send the proposal to the superintendent and was second by Phillip Harrington..

1. Committee Reports:

Policy Committee

 The Policy Committee Chairperson has resign and we are in need of the new

Chairperson; please email Paul Henderson if you are interested.

Finance Committee

 No report

Election Committee

 No report

1. Chair Report:

Paul Henderson thanked the committee for their commitment. Paul wanted to remind the committee to invite any certified employee to the meetings.

1. Announcements and Scheduled Meetings:

Next scheduled meeting is March 11, 2020. Starting time is 4:15 p.m. at Shoemaker Center Auditorium.

Dates for 2019-20 Meetings are below:

~~October 9, 2019~~ ~~February 12, 2020~~

~~November 13, 2019~~  March 11, 2020

~~December 11, 2019~~  April 8, 2020

~~January 8, 2020~~  May 13, 2020

1. Adjournment

Paul Henderson opened the floor for a motion to adjourn the meeting at 4:53 p.m. Motion by

Renee Shotts and seconded by Laura Nicholas. Motion carried.