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# Professional Policy Development Council

# Meeting Minutes

September 16, 2020

1. Call to order

Paul Henderson called to order the meeting of the Professional Policy Development Council at 4:21 p.m., September 16, 2020 at Central Middle School Auditorium.

1. Roll call

Barbara Mullen conducted a roll call per sign-in-sheet. The following persons were present: Alfaro, Aleiah (Whittier); Beede, Anne (EHS); Boucher, Scott (MMS);

Brennan, Leslie (Pat Henry); Burd, Kris (TMS); Channel, Melissa (MHS);

Clark, Rebecca (Hugh Bish); Haag, Eric (EMS); Haley, Meghan (Eisenhower Elementary);

Harrington, Phillip (MHS); Hayes, Kelly (Sullivan Village); Henderson, Belinda (Freedom);

Henderson, Paul (Freedom); Hull, Kaitlyn (Freedom); Isham, Kathleen (TMS);

James, Dr. Jason (Shoemaker Center); Jones, Jerrold (Secondary Principal);

Kolinski, Alexandra (Ridgecrest); Langston, Jennifer (Almor West); Lehr, Jay (Douglass Learning Center); Littig-Albin, Sahona (EMS); McIntyre, Joe (TMS); Montgomery, Kylee (LHS); Nicholas, Laura (Carriage Hills); Petty, Ricky (Edison);

Ramming-Lane, Brittney (Lincoln); Reinke, Gaye (Woodland Hills); Snavely,

Pamela (Elementary Principal); Tarpley, Nicole (Ridgecrest);

Williamson, Lindsey (Washington); Willoughby, Nancy (LHS); and Wilmore, Dan (MMS).

**Members Absent**: Arter, Brandi (MMS); Benskin, Pam (Special Services);

Bowden, April (EMS); Brown, Wendy (Pat Henry); Hoerbert, Lindsey (EHS) and

Leslie, Charles (EHS)

Approval of minutes from March 11, 2020. Motion by Pamela Snavely and seconded by Dan Wilmore. Motion carried.

1. Unfinished Business

We have six proposal pending, three sent to the superintendent for approval and two new proposal from last year.

* 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 “Responsibilities 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.
* Amend policy DKA-R presented by Jean Hastings
  + Changes will be 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..

* New proposal from last year
  + Professional Development Requirements
    - Reason for the Proposal:
      * The last update to Professional Development requirements was at the latest 11/13/2006. Since then the state has changed the requirements for PD from hours to specific topics. I would like to bring out Policy up to date and in line with state requirements, which can be found on the SDE website and attached form.
        + Motion made by Philip Harrington to send the proposal to the policy committee and to DEIC. Second by Jerrold Jones. Motion carried.
  + Revision to modified dress code policy
    - Reason for the Proposal
      * The reason of the proposal is the removal of the modified dress code in the elementary schools and two middle schools that is currently in
        + Motion made by Charles Leslie to send proposal to superintendent and seconded by Lesley Davis-Roberts. Nine vote for the proposal, four abstained from voting and two opposed.

1. New Business:

No new business.

1. Committee Reports:

Policy Committee

The Policy Committee Chairperson will be Philip Harrington.

Finance Committee

The Finance Committee Chairperson will be Aleiah Alfaro.

Election Committee

The Election Committee Chairperson will be Melissa Channel.

1. Chair Report:

Paul Henderson thanked the committee for such a great turn out for the first meeting. Paul wanted to remind the committee to invite any certified employee to the meetings. Paul asked the committee to bring up PPDC in their facility meetings; PPDC is a voice for certified employees.

1. Announcements and Scheduled Meetings:

Paul Henderson introduced Dr. Jason James, Chief Operating Officer/Assistant Superintendent. Dr. James told a little about himself. He thank the certified employees for making the best of a difficult year. Next scheduled meeting is October 14, 2020. Starting time is 4:15 p.m. at Central Middle School Auditorium. .

Dates for 2020-21 Meetings are below:

~~September 16, 2020~~  February 10, 2021

October 14, 2020 March 10, 2021

November 4, 2020 April 14, 2021

December 9, 2020 May 12, 2021

January 13 2021

1. Adjournment

Paul Henderson opened the floor for a motion to adjourn the meeting at 4:35 p.m. Motion by

Alexandra Kolinski and seconded by Laura Nicholas. Motion carried.