

**POLICY COMMITTEE MINUTES**  
**November 19, 2019**

The Policy Committee met on Tuesday, November 19, 2019, at 7:00 a.m. at the ASC office.

The meeting was called to order at 7:01 a.m.

Present: Tracy Weiner, Jackelyn Cadard, Kevin Russell, Michael Krugman, Jason Suchy, Fanny Vlahos, Mark White, Jayne Yudzentis, and Melissa Jerves (non-member/secretary).

Absent: Jill Samonte, Hamad Sheikh, Roy Anderson, Erin Menet, Janna Hoppe.

Ken Carter, IASB Representative, and Jessica Stewart, Assistant Superintendent for Special Services, were also in attendance.

**Approval of Minutes**

Jayne Yudzentis moved and Jason Suchy seconded the motion to approve the minutes from the October 15, 2019 meeting. Motion carried.

**Policy Manual Customization Process**

Ken Carter of the IASB Policy Services reviewed the process and timeline for policy manual customization. The six-month process begins with a Questionnaire meeting (2-3 hours) to guide the customization process. Dr. Russell proposes that this meeting occur at the December 17 Policy Committee meeting. The IASB will create a draft manual (30 days) and forward it to the District for review (60 days). At this stage, the committee members and administrators, as well as representatives from each bargaining unit, will break into working groups to review each draft section. The IASB will then incorporate the proposed edits and create a final draft (30 days) for Board adoption. Dr. Russell noted that the goal is to complete adoption by June 2020 and use the summer to train staff and administration.

After the new policy manual has been adopted, administrative regulations can be aligned, using PRESS examples.

**Head Lice Policy and Procedures**

Dr. Russell and Jessica Stewart gave an overview of the most current research and best practice regarding head lice. Recently, parents have given feedback to the Board that they would like notification whenever lice is discovered in a class or grade level so they can be diligent in checking children. However, research shows that notification of head lice does not reduce its spread, and can compromise a family's privacy. The District's current communication plan consists of a letter sent to parents after more than three unrelated cases in a grade level, or more than two unrelated cases in a classroom. Principals also consult with Ms. Stewart to consider specific circumstances.

Dr. Russell and Ms. Stewart will meet with the nurses and principals to further discuss the issue.

**Public Comment**

None

To do:

- Dr. Russell will send out working group assignments in the first week of December.
- Dr. Russell and Ms. Stewart will meet with nurses and principals to discuss head lice procedures.

Michael Krugman moved and Fanny Vlahos seconded his motion to adjourn the meeting.

The meeting was adjourned at 8:01 a.m.