

## ICHABOD CRANE POLICY COMMITTEE MEETING

Tuesday, April 26, 2021 at 5:30 p.m.

Primary School Library

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Present: Anne Schaefer, Jennifer Allard, Matthew Nelson Suzanne Guntlow and Mindy Potts

The district retained the services of NYSSBA to conduct a comprehensive Compliance Review of all District policies. In advance of this meeting the review was completed and presented to the committee. Notable findings included 4 required policies that were missing, 2 policies identified as required for certain districts (ICCSA did not meet the criteria for these two policies), a number of recommended but not required policies, as well as recommendations for the renumbering or review of existing policies. The policies that were required were discussed in the meeting and have been presented to the full board for first reading. These include the following:

- **0115 - Student Harassment and Bullying Prevention and Intervention**  
This is a required policy. Similar language was included in our Code of Conduct but will now be articulated in this stand alone policy.
- **4321.5 - Confidentiality and Access to Individualized Education Programs, Individualized Education Services Programs and Service Plans**  
This is a required policy which ensures the confidentiality of personally identifiable data pertaining to a student with a disability as well as the outlines the necessary documentation and distribution of each student's IEP, IESP or SP to necessary instructional staff.
- **5550 – Student Privacy**  
This is a required policy which outlines policy to ensure the privacy of students as it relates to surveys, marketing, Inspection of Instructional Material, and physical examinations.
- **9260 - Conditional Appointment - Student Safety**  
This is a required policy which outlines safety measures to be taken in instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board to conditionally appoint or to make an emergency conditional appointment of a prospective employee.

The following were identified by NYSBA as required policies for certain districts of which ICCSD is not one:

- **6685 - Medicaid Compliance**

This policy is required only in districts that receive over \$500,000 in medicaid reimbursement annually. Not Applicable to ICCSD.

- **8140 - Unsafe School Transfer Choice**

This policy is required only in districts able to offer a transfer choice; that is, if there is more than one building at a grade level. Not Applicable to ICCSD.

In addition to the polices required to bring the district in to compliance, the committee reviewed NYSBA's 2nd installment update which included the following:

- **1400 - Public Complaints**

The committee discussed revising this policy per NYSSBA suggestion to identify and move policy pertaining to the complaints about certain federally-funded programs to a separate policy, 1405.

- **1405 - Complaints About Certain Federally Funded Programs**

*Recommended by not Required policy not currently held by ICCSD*

The State Education Department (SED) has revised their complaint procedure for certain federally-funded programs. This policy outlines those changes, namely that the complainant go first to the Superintendent, and then to SED and per NYSSBA's suggestion this is now outlined in a separate policy form 1400.

- **2160 - School Board Member Code of Ethics**

As with Policy 2330 – Executive Sessions, the committee discussed the addition of language that would specify circumstances in which it would be permissible to disclose information from executive sessions.

- **2330 - Executive Sessions**

This policy is modified by the addition of language, specifying circumstances where it would be permissible to disclose information from executive sessions, pursuant to Commissioner's decisions.

- **6680 - Internal Audit Function**

*Recommended by not Required policy not currently held by ICCSD*

This policy codifies the need, required tasks and permissible individuals or entities that may carry out the task of an internal audit function.

The committee discussed strategy for the continued review of the NYSSBA Compliance Review and suggested prioritizing the review of 22 policies that were deemed "recommended but not required." The committee will meet in June.