



Policy Advisory Committee Meeting Minutes

Plymouth-Canton Community Schools
November 28, 2023 – 5:30 p.m.
Meeting Location: Collaboration Conference Room
454 S. Harvey, Plymouth, MI 48170

Committee Attendees: Patti McCoin, Anupam Sidhu, Dr. Monica Merritt, Shonta Langford, Dr. Lisa Anglin, Aaron Champney, Bernadette Kakooza, Chris Allan, and Aamina Ahmed

Others Present: Josh Patterson, Mark Salzer, Latisha Thomas, Colleen Sienkiewicz, John Johnston, John Kava, and Phil Mikulski

1. The meeting was called to order at 5:31 p.m. and Member McCoin welcomed the group and asked each member to introduce themselves.
2. Citizens Comments: None
3. The Meeting Minutes from October 24, 2023 were reviewed and approved with one correction. The spelling of NEOLA in the discussion of policy #5112 was spelled *NOELA* and should be NEOLA.

Member Sidhu asked for a follow up regarding PCDs as to whether or not they are covered in the building handbooks. Ms. Langford said she sent an email to all the building principals, but had not heard anything back. She will follow up.

4. Ms. Langford reviewed the agenda.
5. Old Business
 - A. NEOLA Representative, Phil Mikulski

Ms. Langford introduced Phil Mikulski from NEOLA. Mr. Mikulski was invited to give the committee an overview of NEOLA's process.

NEOLA provides two updates per year. One in the fall and one in the spring. The fall update is mainly driven by legislative changes that were passed during the summer. The spring update is typically when districts are asking for policy revisions. He explained that by the time the policy is presented to the policy committee, it has been properly vetted and recommended by NEOLA. This includes their legal counsel.

He went on to say that some policies are required and some are recommended. The required policies are based on legislative changes. There is no optional language. They must be adopted to remain in compliance. There are other policies that are recommended and will include optional language for the district to decide to use or not to use. The committee makes that decision.

Member Sidhu asked Mr. Mikulski if policies are pushed forward due to legislative changes, does NEOLA also look at older policies to review language. Mr. Mikulski said they do review language in policies during the summer. Legislation is the key driver of policy changes.

Member McCain asked Mr. Mikulski if the policies are reviewed by legal before being sent to the district. Mr. Mikulski said yes, they are written and reviewed by legal counsel. NEOLA provides a warranty with each policy.

Member Sidhu asked Mr. Mikulski what is a warranty? Mr. Mikulski explained that if there was a law suit that named a certain policy and it was updated properly, NEOLA would stand behind the district with legal back up.

Member McCain asked if the wording is changed would it void the warranty. Mr. Mikulski said that minor word changes are acceptable and would not void the warranty.

Mark Salzer asked Mr. Mikulski if there was an index of all policies that were most up to date. Mr. Mikulski said there is an audit available for NEOLA to check and see what has been updated. They can pull the template of the original policy to see what and when changes were made.

Dr. Merritt asked Mr. Mikulski what is the process to get an audit started? Mr. Mikulski replied that he would asked NEOLA how to get an audit scheduled.

Member Sidhu asked Mr. Mikulski if we could add a line to our policies that said "Board reviewed on X date". He said that we could add it to our template in Board Docs.

Member Sidhu asked Mr. Mikulski if there is anyone at NEOLA who can help with wording in the policies. He said that much of the wording is based on legislative changes and should not be changed. Dr. Merritt said that taking too much time to wordsmith a policy takes the district out of compliance.

B. Collins and Blaha – John Kava

Mr. Kava gave an update to the following policies:

- 9140 Citizens Advisory Committee
- 9140.01 Facilities Utilization and Boundary Study
- 7250.01 Renaming Existing Facilities, Mascots, and Logos

9140 Citizens Advisory Committee

This policy had not been revised since 1993. The policy was updated to include wording regarding the Open Meetings Act.

Member Sidhu asked what is the explicit goal of a Citizens Advisory Committee (CAC).

Mr. Kava explained it is formed by the Board to obtain specific research or complete a well-defined task.

Mr. Allan suggested adding language to be transparent to the public to define the scope of why the CAC was formed.

Member McCain said in the future when a committee is formed, they should get legal advice to find out if it needs to be an open meeting or not. She also asked how do we make sure that data is kept secure within the committee.

Mr. Kava said that any documents created by the committee would be subject to FOIA. Letting committee members know they should not release any confidential information.

Member Sidhu suggested adding language to the policy regarding confidential data and when to release or not release said data.

Mr. Salzer suggested providing FERPA, Family Educational Rights and Privacy Act, information to anyone joining a committee.

Ms. Langford suggested having all committee members sign a confidentiality agreement.

9140.01 Facilities Utilization and Boundary Study

A section was added to the policy to include wording regarding the Open Meetings Act.

It was suggested that wording be added to explain the expectations of committee members.

7250.01 Renaming Existing Facilities, Mascots, and Logos

A section was added to explain how the information obtained by a committee shall be maintained, stored, and presented to the Board for consideration.

Mr. Salzer asked about a retention schedule.

Mr. Kava said that it would have to comply with the Michigan public school record retention schedule.

Dr. Merritt asked about getting guidance on how long to keep reports given to the Board from committees.

C. Remaining Old Business

- Policy #5410 – Promotion, Placement, Retention
- Policy #5420 – Reporting Student Progress
- Policy #5451 – Student Recognition
- Policy #5463 – Credit from Non-Public Schools
- Policy #5464 – Early Graduation

The above policies were included in the old business, but due to time, the committee moved on to new business and will review them at a future meeting.

6. Policy 2451 Alternative High School

This policy was not discussed in full, but Member McCoin mentioned it was added because the SPA committee is expanding to include Starkweather Academy.

7. Tentative Future Scheduled Meeting Dates

- December 12, 2023
- January 24, 2024
- February 27, 2024
- March 12, 2024
- April 23, 2024
- May 28, 2024
- June 25, 2024

The meeting was adjourned at 6:52 p.m.