

## **Policy Advisory Committee Meeting Minutes**

Plymouth-Canton Community Schools  
February 27, 2024 – 5:30 p.m.  
Meeting Location: Collaboration Conference Room  
454 S. Harvey, Plymouth, MI 48170

Committee Attendees: Patti McCain, Anupam Sidhu, Dr. Monica Merritt, Kurt Tyszkiewicz and Bernadette Kakooza

Others Present: John Kava and Lisa Rasmussen

1. The meeting was called to order at 5:39 p.m. Member McCain welcomed the group and asked each member to introduce themselves.
2. Citizens Comments: None
3. The Meeting Minutes from February 12, 2024 were reviewed. Two corrections were made:  
Page 4, under Policy 3140, Dr. Merritt's name was misspelled as well as Member Sidhu's.  
The corrections were made.
4. Mr. Tyszkiewicz reviewed the agenda. He discussed the Policy timeline. Mr. Tyszkiewicz said there were eight Policies that were taken to the Board of Education and discussed at the February 12, 2024 meeting. They will be on for the first read at the Board meeting tonight. There were two Policies that are on the agenda for a second read and the remaining five were reviewed and adopted by the Board in November and January.
5. Old Business:  
  
Mr. Tyszkiewicz said this agenda mirrors the agenda from the January meeting that was canceled, with the exception of the policies that were reviewed on February 12, 2024  
  
Mr. Kava will discuss two of the Policies that are being brought back for further discussion.

## Policy 9140 - CITIZENS' ADVISORY COMMITTEES

- A. Mr. Kava spoke about the Citizens Advisory Committee and said this Policy was discussed at the October meeting. There were questions that came out of that discussion, including potentially having a district staff member as a liaison to the committee.

*A District staff member who is a member of the Committee shall serve as a liaison to the Committee and the Committee Chairman to ensure the Committee complies with an Open Meetings Act requirements, ensure the Committee is provided any requested information, and to ensure the Committee keeps accurate minutes and other relevant records.*

Mr. Kava noted that this was a result of part of a discussion to make sure that the CHRO had a staff member included who will bring information forward

- B. Mr. Kava said there was also a discussion regarding privileged communication:

*Citizens Advisory Committee members may be privy to certain privileged or confidential information. If such information is released to third-parties, individual Committee members could be subject to individual liability. Therefore, Committee members shall sign a non-disclosure agreement, recognizing they may be privy to such privileged or confidential information, and that they will not release any such information.*

Member Sidhu asked if there has ever been a Board Committee similar to this, that has had to sign a non-disclosure agreement? in P-CCS or anywhere?

Mr. Kava said he has seen this and said because there was a parent from the community as part of the Committee, the whole Committee had to sign non-disclosure agreements due to FERPA. Mr. Kava has had conversations with another district regarding a Committee and whether they should sign non-disclosure agreements. That Committee hasn't gotten that far yet in their discussions.

Member Sidhu asked Mr. Kava if he had a statement form for this?

Mr. Kava said he can work with Dr. Merritt, Kurt Tyszkiewicz and the team to create one.

Mr. Tyszkiewicz said the form can be generic enough to be placed with this policy. He didn't believe there were Administrative Guidelines for this and can be placed in the Forms packet and can be available and doesn't have to be asked for

Mr. Tyszkiewicz asked the group if there were any questions on Policy 9140?  
There were no questions

#### 9140.01 - FACILITY UTILIZATION AND BOUNDARY STUDY

- A. Mr. Kava said this discussion wasn't focusing on the Utilization part of this Policy. He said there are both Steering Committees and Advisory Committees referenced in this Policy. We previously put language in regarding the requirements
- B. Mr. Kava mentioned the first part, in blue, with the bullet points, was previously in 9140. This Committee asked that it be moved into this Policy as well. This is about expectations for individuals appointed to the Committee.
- *Regularly attend Committee meetings;*
  - *Act with civility and in a manner that is consistent with Board Policies;*
  - *Engage in the work and activities assigned to the Committee by the Board; and District;*
  - *Act in a manner that is consistent with the Mission and Vision of the Board and District; and*
  - *Commit to the length of time needed to complete the work and activities assigned to the Committee by the Board*

Mr. Kava said the majority of the members of the Committee believed if a member wasn't acting according to these guidelines the members of the Committee may appeal to the Board and have that member removed for failure to comply.

- C. Mr. Kava said the last part of the paragraph was to mirror the language on potentially being privy to confidential information as we talked about when we discussed Policy 9140.

Mr. Tyszkiewicz asked if there were any questions or comments: Member McCoin said she thinks it takes care of the issues we were worried about with these Policies.

Mr. Tyszkiewicz recommended moving forward with the revisions of both Policies (9140 Citizens Advisory Committee and 9140.01 Facilities Utilization & Boundary Study) and placing them on the next Board agenda.

The members did not have a concern with moving these forward.

#### Policy 7250.01 - RENAMING EXISTING FACILITIES, MASCOTS AND LOGOS

- A. Mr. Tyszkiewicz said it was his understanding that this Policy was part of the review of all of the Policies that was sent to legal for edits.

Mr. Kava said this was discussed at the last meeting he attended. He said there was a discussion with language regarding retention schedules for documents that were received as part of the process of looking at renaming of facilities, mascots and logos. There were some additional questions regarding that and he is still doing research on it. Mr. Kava is also doing some research on retention schedules for documents that were received as part of the process of looking at this Policy.

Mr. Kava went on to say that the only thing that was proposed to be amended was there would be formal procedures created that information from community stakeholders would be maintained, stored and were presented to the Board for consideration and those would be retained in a certain manner for a certain period of time that would be pursuant to District guidelines. There are questions regarding what that retention schedule would look like.

There are specific items that fall into the broad categories within the Michigan retention schedule and there is additional research that he is doing so we can meet the requirements of the State and can also make sure that this doesn't create a bigger issue than it needs to be. It will be continued to be worked on and Mr. Kava will have more information at the next Policy meeting with updates and recommendations on what a proper retention schedule should be.

Member Sidhu asked what the Michigan law was regarding retention schedules?

Mr. Kava said it's a very thick document so it depends on what document you're looking for and there is a whole list of documents included.

Mr. Tyszkiewicz asked if there were any questions? The members did not have any questions

#### Policy 5410 -PROMOTION, PLACEMENT, AND RETENTION

- A. Mr. Tyszkiewicz said this Policy is being reviewed by the Teaching and Learning Department. He had no edits at the time of this meeting. Mr. Tyszkiewicz said Beth Rayl is reviewing it but doesn't know where it's at in the process.
- B. Member Kakooza had a question regarding the pronouns used and wanted to know if this Policy should be consistent with other Policies when using pronouns?

Member McCoin said it should be consistent with the others

- C. Member Sidhu spoke about a webinar she attended through the Michigan Department of Education. The webinar talked about students showing proficiency. The webinar suggested that if a student wants to show proficiency through testing out they should be able to do so . It was basically saying the only obligation a School District has is to abide by the standards and the standards can be embedded into courses, course titles or whatever the District chooses.

Member Sidhu stated that at the end of the day, we need to do what's best for kids. She stated that she's not sure if this Policy is loose enough to go inline with what the webinar said? For instance, if a student says they know a class subject such as Algebra 1 and the student feels they shouldn't have to attend the entire class, then that student should be able to test out. The presenter said if that student is proficient and has mastered the subject that the student should not have to complete the length of the class. There were many things that were talked about regarding policy. Member Sidhu would like to talk to Beth Rayl and other District members to possibly bring the presenter in to speak with the SPA committee. She wants to ensure that our curriculum is what's best for kids and if Policy is supporting what's best for kids. Member Sihdu will forward the documents she received from the presenter to Member McCoin

- D. Mr. Kava said they had a situation where a student wanted to repeat a grade. He noted there might need to be some further review on not only promotion but also if a student is asking to repeat a grade. What are the parameters around that?

Mr. Tyszkiewicz said there are other questions, such as how many times can a student be retained? The Policy doesn't specifically state how many times we can retain a student. Does this need to be included in the Policy as well?

Mr. Kava said there is kind of an openness around the subject in the Policy

Mr.Tyszkiewicz suggested that we carry forward this Policy for further consideration at a future meeting.

## Policy 5420 - REPORTING STUDENT PROGRESS

- A. Mr. Tyszkiewicz stated this is a Policy that is going to be reviewed as part of the overall review of section 5000. Mr. Tyszkiewicz asked if this Policy is being reviewed as a group?

Member McCoin said they were talking about written reports because a lot of times they are archived in Mistar and parents don't look at it. She mentioned it might need to be updated to reflect current practice. Member McCoin believes this was going to be reviewed through the Teaching and Learning Department.

Dr Merritt said Mr. Salzer's interpretation of written would be inclusive of electronic and we don't want to limit it

Member McCoin said there were questions around this that need to be answered by Teaching & Learning.

Mr. Tyszkiewicz asked if this should be discussed at our next meeting?

Member McCoin agreed it should be discussed at the next meeting because the people on the Committee had a lot of thoughts on it.

Member Sidhu asked if this is a local Policy or NEOLA? If so, have they updated it?

Mr. Tyszkiewicz believes it is standard language from NEOLA

Mr. Tyszkiewicz said he has notes for Teaching & Learning to have them update this Policy to reflect current practice. Teaching & Learning will be invited to the next meeting if they're ready to provide updates. We will also check with NEOLA to see if they have any updates that weren't adopted.

#### 5451 - STUDENT RECOGNITION

A. Mr. Tyszkiewicz said this was also part of the overall review of the 5000s.

Dr. Merritt asked if there were guidelines on this Policy?

Mr. Tyszkiewicz replied that there are two subsections to Policy 5451, A and B

One is recognition of student achievement and says:

*Each Principal in collaboration with the appropriate staff is prepared to list achievements by students in curricular, co curricular and extracurricular activities that will qualify the student for special recognition by the school and possibly by the Board of Education. Each school may submit to the*

*Superintendent at any time recommendations that the Board provides special recognition to any student, or group of students that demonstrate unusual accomplishment.*

Mr. Tyszkiewicz said there is also a part that talks about honor rolls and the athletic award requirements. The athletic award requirements are similar to the other requirements;

*Each head coach would develop athletic awards and submit them to the athletic director to review and approve. Such requirements would be reviewed with the participating student(s) prior to the beginning of the season*

Member Sidhu asked if there has ever been a challenge where someone asks to see the standards or guidelines?

Mr Tyszkiewicz asked if there were any other questions

- B. Member Sidhu said there was a spreadsheet that was being created, that is public facing, that shows all of the Policies that have been reviewed and the date they were reviewed. The spreadsheet will also show if any Policies have been revised and adopted and will include those dates as well

Member McCain said that way there is a record that will show when a Policy has been reviewed, revised and/or adopted. It will also show which Policies haven't been looked at

Dr. Merritt mentioned that this will be helpful to new staff coming into the District, such as the new Chief Human Resource Officer

Mr. Tyszkiewicz mentioned that he had a spreadsheet that showed every Policy, every Administrative Guideline. The spreadsheet shows when a Policy was originally adopted and when it was revised and reviewed at a Policy Meeting. He said the spreadsheet may need updating.

Mr. Tyszkiewicz said there are no revisions at this time and this will be added to the spreadsheet

#### 5463 - CREDIT FROM NON-PUBLIC SCHOOLS

- A. Mr. Tyszkiewicz said this Policy recognizes students that move into the District and outlines what credits would and would not be accepted. This is

another Policy that is part of the overall review of the 5000s. He said there is an Administrative guideline that is included with this Policy.

Mr. Kava mentioned that NEOLA had the same information and it's part of the standard policy.

Mr. Tyszkiewicz said this Administrative guideline was updated in March, 2009.

Member Sidhu asked Mr. Tyszkiewicz if an Administrative guideline was updated, would that date be included in the spreadsheet?

Mr. Tyszkiewicz said it was already included in the spreadsheet

Member Sidhu said we need to continue to document any updates

Mr. Tyszkiewicz asked the Committee if they were satisfied with the review? He said there are no revisions and it will be added to the spreadsheet.

Member McCoin agreed

#### 5464 - EARLY GRADUATION

- A. Mr. Tyszkiewicz stated this was part of the 5000 section that was being reviewed.

Member McCoin asked if we have a lot of students who graduate early?

Mr. Tyszkiewicz said he is not aware because this would go to the Principal level

Member Sidhu asked if it gets approved at the Principal level?

Dr. Merritt stated that some students are taking courses early but not necessarily graduating early

Member McCoin said she thinks it's harder to graduate early because of the required courses needed to graduate

- B. Mr. Tyszkiewicz said the only corrections that need to be made are the pronouns. He said he would have Teaching & Learning look at this Policy as well to see if they have any input on current practice



Dr Merritt added that she didn't think current practice would contradict anything that is in this Policy but would like Teaching & Learning to look at it

There were no further questions from the Committee

#### Policy 2451 - ALTERNATIVE HIGH SCHOOL

- A. Mr. Tyszkiewicz said this was in the packet from the January meeting that was canceled. He didn't attend this meeting and was unaware of any prior discussion

Member McCoin said she believed the SPA Committee was reviewing this

Member Sidhu said SPA is taking it on partly because of the age 16-19 issue. She also mentioned that the wording "appropriate for all students and unwilling to participate properly in the District's established programs" felt negative. Member Sidhu said the Alternative High School is a different path, not appropriate or inappropriate, just different. She would like the wording to be more positive and non-judgmental.

Member McCoin said she agrees because the District has spent so much time making Starkweather a positive environment and a good school that students want to go to

Member Sidhu said she would never want parents or students to feel bad about going to Starkweather

Mr. Tyszkiewicz said he made notes for the review on this Policy regarding the sixteen year old language and seeking more positive language regarding the program

- B. Member Sidhu said there has been some confusion regarding the age of the student and when they can start at Starkweather and also what grade they would be eligible for? She would like the language cleaned up. Member Sihu also spoke about the school's capacity and that Starkweather's capacity has to be reviewed
- C. Dr. Merritt said there was some confusion around the programs. She said the spirit of the Policy was to say that you had to be sixteen to be in a program with an adult. The Adult Education program is in the building but it's not the same program. We should clarify that language and clean it up

Mr. Tyszkiewicz said his understanding was that because the Adult Education students were in the building at the same time as the High School students, that the High School students had to be sixteen or older

- D. Mr. Kava spoke about the section that talks about students between the ages of 16-19 who are not enrolled in the district. He also questioned how many out of district students do we accept?

Mr. Tyszkiewicz agreed that the language needs to be cleaned up. He also said there is a separate policy for Starkweather being an open enrollment building. Starkweather can accept students without restrictions, based on capacity

- E. Member Sidhu said that some students might be more comfortable at the Park if they attend Starkweather for a year or two first. She also mentioned that enrollment at Starkweather is not like the Park where it is unlimited

## NEW BUSINESS

Mr. Tyszkiewicz stated there was no new business on the agenda from January. He asked if there was any business that needs to be added for future meetings?

Dr. Merritt said she would suggest capturing the things that were discussed in SPA so that Beth Rayl can review the following:

Virtual/ Online learning  
Out of Country Field Trips  
PE Waiver  
Curriculum Development.

Future Scheduled Meeting Dates:

March 12, 2024  
April 23, 2024  
May 28, 2024  
June 25, 2024

Member McCain moved to adjourn. The meeting was adjourned at 6:29