Policy Committee Meeting Minutes

October 5, 2022

A meeting of the LHU Policy Committee was held virtually on Wednesday October 5, 2022, at 4:00 p.m.

**Attendees**

* Kevin Hughes
* Kim Elliott
* Elizabeth Uzzell
* Robert Wolfe
* Maureen Capillo

**Agenda**

* Need for policy covering staff transport of students?
* Clubs/fees policy follow up
* Title IX Policy

**Discussion**

**Transportation**

* Following up on discussion from the August committee meeting, Kevin Hughes had looked for examples of other charter schools with policies on transporting students to/from campus outside of school hours.
* Kevin found examples of schools with policies that prohibit or discourage staff from transporting students in staff vehicles for school functions (e.g. to/from sports or field trips). However, Kevin found no examples of policies addressing staff transporting children to/from campus in morning or evening.
* The fact that Sterling has not had a problem with staff transport of children in the past, coupled with the inability to find other schools addressing situations like this, suggests that no Sterling policy is needed at this time.
* The Committee agreed this did not need to be addressed at this time.

**Clubs policy**

* Maureen recommends updating Sterling policies regarding clubs. Our policies are unclear, and can create numerous problems:
	+ Some community members have asked to run clubs for-profit
	+ Some local businesses have run clubs in the past for-profit
	+ Some Sterling staff have personally run clubs in the past for fees
	+ Having Sterling collect fees requires Sterling staff to devote time.
* Sterling should clarify policies, addressing the following issues:
	+ Should teachers be able to run their own clubs and collect fees?
	+ Should Sterling sponsor every club and pay stipends?
	+ Should clubs be limited to fulfillment of Sterling values/mission?
	+ Should community members/businesses be able to run clubs?
	+ What guidelines are necessary to allow non school-sponsored/run clubs to use Sterling premises?
	+ Should Sterling charge for use of facilities?
	+ Should Sterling clubs require a teacher sponsor/champion?
	+ What steps can/should Sterling take to provide equitable access to clubs (scholarships, waiver of fees, etc.)?
* Maureen has set expectations for faculty/staff to take on additional responsibility with committee participation and ongoing professional development. She would prefer allowing faculty to focus on that vs sponsoring clubs or providing administrative support (e.g. processing fees).
* Maureen recommends a hiatus from clubs for this school year as we revisit club policy. One club was set to start this fall (chess).
* Maureen would like to provide clarity on priority of clubs and their purpose.
* The Committee supported Maureen’s decision and Maureen will communicate to the business that ran the chess club.
* Modifications to Sterling clubs policy will be discussed in future policy meetings, and may be a good candidate for a board retreat discussion.

**Future agenda items**

**Updates to policies for faculty/staff personal phone usage**

* **Should Sterling allow use of personal devices in providing service on behalf of the school?**
	+ Sterling does not reimburse staff for phone charges/data usage
	+ Sterling does not cover phone damage
	+ Sterling should look to provide a school device for use on campus (e.g., carpool line and carpool app).

**School Calendar**

* Maureen will propose a school calendar for approval at an upcoming BOD meeting (December or special meeting
* Maureen wants to build in time for more professional development, attendance at AMS conferences
* Maureen has received requests for Sterling to recognize

**Governance meeting discussion held immediately following the Policy committee meeting**

**Retreat**

* Maureen would like to hold a full Board retreat this fall.
* Maureen will propose dates for a one day retreat to be held on Sterling campus (A10)
* The retreat will accommodate remote attendance.

**Committee Scheduling**

* Should the development committee meet separately from finance committee?
* Do governance and policy committee have to meet together?
* Faculty/staff are now being asked to attend committee meetings and schedules may need to be adjusted to accommodate staff participation.

**LHU Board Candidate**

* Jessi Fasola has applied for a position on the LHU Board
* She has a background in Montessori education. She attended MSR (her mother worked there). Her brother attended Sterling previously.
* Jessi has an MPA with many years of previous experience in fundraising.
* Robert interviewed Jessi virtually. Kevin met her in person.