Policy Committee Meeting Minutes

August 10, 2022

A meeting of the LHU Policy Committee was held virtually on Wednesday August 10, 2022, at 6:00 p.m.

**Attendees**

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

**Agenda**

* Tutoring Policy
* Clubs/fees for “academic” matters
* Student Transportation in Faculty Vehicles
* Salary Scale changes
* Grounds for terminating aftercare contracts
* Prospective changes to tuition contract for Sterling Montessori Academy

**Discussion**

**Tutoring**

* Maureen Recommends updating Sterling policies regarding tutoring. Our policies are unclear and possibly in conflict.
* Sterling policy presently allows private tutoring on campus but requires that invoicing be conducted through the school. Those policies also do not prohibit tutoring students in one’s own classroom. However, Sterling policy also prohibits conflicts of interest. These are in direct conflict.
* It is a commonly acknowledged conflict of interest for public sector teachers to privately tutor students from their own classroom for compensation.
  + WCPSS Teacher handbook
    - TUTORING FOR PAY Tutoring of students for a fee on school property or with school supplies is prohibited. Any teacher who accepts pay for tutoring students shall provide such tutoring off school property and shall limit her/his practice to students other than those in a school in which she/he teaches. In the case of instrumental music only, the Chief Academic Officer may grant special written permission in extenuating circumstances.
  + NC SBE Policy Manual QP-C-014
    - Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
* Tutoring students from one’s own classroom or school can expose Sterling to scrutiny or possible legal jeopardy.
  + Parents who later claim that their child should not have to pay for instruction that should have been provided in the classroom
  + Parents of students who qualify for extra services may later claim that the school was not meeting its obligations as evidenced by growth (or lack of growth) made in tutoring.
  + Parents demanding refunds of any amounts they paid.
* Tutoring on campus can expose Sterling to liability for acts occurring during tutoring. Previously attempted to be minimized by having Sterling handle invoicing. But this is a risk the school can and should avoid altogether by prohibiting the remunerative tutoring on sterling premises.
* WCPSS policy (above) prohibits tutoring any students in the teacher’s school.
* Maureen recommends revising sterling parent handbook, teacher handbook, and relevant policies to prohibit teachers from tutoring any sterling students for remuneration, and to prohibit any remunerative tutoring on Sterling campus.
* Proposed changes to policies will go to full LHU Board for approval. Policy believes changes to reflect this are appropriate to bring to LHU Board without further committee review.
* WCPSS maintains lists of tutors throughout the district so that students can find teachers outside their own school.
* Sterling should consider identifying teachers who are interested in tutoring and sharing those names with other schools in the area (and vice versa).

**Clubs**

* Clubs are beneficial to students and can be lucrative for schools.
* Like tutoring, there is a risk if students are asked to pay more for extracurricular activities covering their classroom subject matter
* Spanish club was approved when Spanish was not taught in LE
* Math Counts club should be allowed since students are studying concepts outside their classroom course of study.
* Club policy should be reviewed and updated if necessary.

**Student Transportation**

* Does Sterling prohibit teachers from transporting students to or from school in their private vehicles? Should it?
* Risk to school if a teacher driving a child to or from campus is involved in an accident
* Additional risks if teachers are alone with children.
* Kevin will see if he can find any other schools’ policies on this topic and report back.

**Salary Scale adjustment policy**

* Action item from last LHU BOD meeting. Should sterling adopt a policy or practice to automatically adjust the pay scales based on similar adjustments in other scales (e.g., an auto adjustment in teacher pay based on Wake County adjustment…should other scales like administrator or school staff automatically be adjusted proportionally)?
* Committee believed this does not need to be an actual written policy. Instead, such an adjustment mechanism could be written into a pay scale itself, approved by finance and later the LHU Board
* Policy committee supports such a metric/action if written into the pay scale and approved by Finance committee and LHU Board. No additional Policy committee action should be required.

**Aftercare contract changes**

* Maureen recommending updates to Aftercare contract allowing for suspension or termination of aftercare contracts for students based on multiple serious aggressive or violent actions in aftercare.
* Maureen recommending updates to Aftercare contract allowing for suspension or termination of aftercare contracts for students who are repeatedly picked up late (to identify appropriate metric like 3 times, 30 minutes or later).
* Maureen will draft proposed changes to contracts.
* Policy believes changes to reflect these two items are appropriate to bring to LHU Board without further committee review.

**Future agenda items**

**Academy contract changes**

* Academy contract already includes a tuition/contract commitment for the entire school year. Parents can purchase “insurance” allowing them to withdraw the child and terminate a contract on 30 days’ notice. Parents who have not paid for this insurance remain liable for full payment of tuition contract. However, the school has not always been diligent or successful in collecting this amount
* Maureen recommends changing the contract to have parents without insurance remain liable only until the student’s seat is filled by a new student.
* Maureen will draft language for review by Policy committee.

**Follow up on student transportation discussion**

**Follow up on clubs policies - are any changes required?**