

PCR-3 Policy Committee

DRAFT

Purpose

The Platte County R-3 School Board recognizes the importance of developing sound policies that provide guidance and structure for the successful operation of the school district. The purpose of the Platte County R-3 School District Policy Committee is to facilitate policy development, enhance the policy recommendation process, and provide in-depth policy review for the Board of Education. The Policy Committee is responsible for the following:

- Review of current Board policies to determine if changes or modifications are appropriate or necessary
- Consider and evaluate new policies and revisions suggested by the Missouri School Board Association (MSBA), Platte County R-3 School District administration, Platte County R-3 Board members, Policy Committee members, or other sources
- Provide recommendations on policies to the Board of Education for consideration

The Policy Committee serves as the Board's vehicle for policy review and revision, as well as the monitoring and updating of the PCR-3 Board Policy Manual. The Policy Committee will recommend individual policy changes and oversee the five-year review cycle for board policies. The Policy Committee serves in an advisory capacity only and is not responsible for the enforcement of policy, nor the responsibility for approving policy on behalf of the Board of Education.

Schedule

Committee will meet monthly (in-person) on the first Tuesday of the month beginning November 1, 2022 from 4:30 to 5:45pm. The committee may choose, depending upon circumstances, to hold any monthly meeting using a virtual format.

Facilitators

- Dr. Rob Gardner - Primary Facilitator
- Dr. Jay Harris - Secondary Facilitator
- Committee Chair
- Committee Vice Chair

All District administrators will serve as a resource for the policy committee but will not be voting members.

General Membership (Voting Members)

Advisory committee membership will serve three-year terms, with one-third of the committee rotating off annually; terms begin and end at the November meeting.

(First year = 1/3 serve one-year term, 1/3 serve two-year term, 1/3 serve three-year term)

12 total voting members. Voting members include:

- One member from each elementary and middle school building (Barry School, Compass Elementary, Pathfinder Elementary, Platte City Middle School, Platte Purchase Middle School, Siegrist Elementary) (6)
- Two members from Platte County High School (2)
- One member from Northland Career Center (1)

- One member from the District Education Center (1)
- Other Parent and/or community members (2 total - one from the northern attendance area & one from the southern attendance area)
- Members representing each building may be a current staff member or patron, and must reside within the Platte County R-3 School District boundaries
- Members must apply to serve a 3-year term and will be approved by the Platte County R-3 Board of Education President, Vice President, and Superintendent of Schools
- Voting members will vote for a chair and vice chair of the Policy Committee

Other Membership (Non-Voting Members)

Additional individuals will be invited to attend committee meetings to serve as a resource to add input and perspective for committee consideration. Examples of non-voting membership includes:

- Board of Education members (2)
- Superintendent and Assistant Superintendents (3)
- Superintendent Cabinet members as needed based on agenda items (10)
- Board Secretary (1)
- Department representatives as needed based on agenda items (TBD)
- Legal counsel as needed based on agenda items
- All meetings are open meetings, and anyone can attend, but only voting members or invited non-voting members may participate in the discussion

Non-voting members cannot serve the role of chair or vice chair of the committee.

Member Responsibilities

- Committee will review/update/recommend existing policy for the Board of Education annually.
- Committee will respond to the need for policy review and writing of any new policy that might arise from administrative or Board recommendations, committee requests, and/or statutory requirements.
- Committee will provide a written recommendation to the Board for any policy update.

Committee Process

- Parliamentary procedure will be followed.
- A quorum of voting members must be present in order to hold a meeting.
- Meeting will be run by the committee chair. In the absence of the chair, the committee vice chair will run the meeting.
- All policies presented to the committee will have a recommendation included from MSBA, legal counsel, and/or District leadership. Policy committee will then review, edit, or refine if appropriate, and vote on the final language. All policies must be successfully voted out of committee before going to the PCR-3 Board of Education for consideration.
- Any changes in policy language made and approved in Committee will get a final review from MSBA before being presented to the Board of Education.
- Committee will assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures.
- Committee will review procedure statements that accompany policies to ascertain alignment with Board policy.
- The PCR-3 Policy Committee shall be fact-finding and advisory in nature. Committees and committee members do not have executive powers to authorize or approve policy as that is the role of the Board of Education.

- After review and discussion of Board policies on each agenda, the Policy Committee will vote for one of the following actions (once/if a motion and second have been obtained):
 - Approved as written for recommendation to Board of Education
 - Approved as revised or amended for recommendation to Board of Education
 - Tabled for further review and discussion at future meeting
 - Not approved as written, and not recommended to Board of Education
- Any official action by the Policy Committee must obtain a two-thirds vote of all members present and voting.
 - For example, in a committee vote with 12 voting members present, at least 8 members would have to vote in favor of, or against, a motion. If only a quorum (7) of voting members is present, at least 5 members would have to vote in favor of, or against, a motion.
- Policy committee meetings will be rescheduled if a quorum is not reached. Committee members will RSVP their attendance the day prior to the meeting.
- Policy committee agenda will generally consist of the following:
 - Call to order
 - Adoption of agenda
 - Approval of minutes of previous meeting
 - Action items
 - Consent agenda
 - General agenda
 - Information items
 - Adjournment
- Agendas will be posted at least 48 hours prior to the meeting so committee members can review items to be discussed.
- Any committee member (voting or non-voting) may recommend a policy to the Secretary of the Board to be added to a monthly agenda. The Policy Committee Chair, Superintendent of Schools, and Board of Education President will approve monthly agenda items.

Operating Norms for all Policy Committee Participants

- Be prepared for each meeting by reviewing all policies under consideration ahead of time and be focused and engaged during all group discussions.
- Review all recommendations carefully, analyze thoughtfully, collaborate for the purpose of adding perspective and improvement.
- Seek to understand before being understood.
- Promote a healthy team culture that values our differences, models respect and civility, and commits to effective problem-solving.
- Communicate effectively by being concise, factual, on-point, and honoring time commitments.
- Focus on what drives us to become something better, policies that promote educational excellence.