

Port Townsend School District Policy Review Committee Agenda

Time: May 8, 2014, 3:30 p.m.

Location: 1610 Blaine Street, Room S-14, Port Townsend, WA

I. Agenda Topic

1. City/School District library collaboration
 - Collection Policy (Ann Healy-Raymond)
2. Homework Review
3. Next meeting:
June 12
4. Conclusion/For the good of the order

II. Adjournment

Policy Council Notes
5/8/14

Present: Ann Healy Raymond, Jennifer James Wilson, George Randels, Carrie Ehrhardt

Ann updated us on the work from the Library Collaborative around strengthening our library fines policy. This work is in process. Currently the library is not set up to take overdue fines and there is no format for taking payments for students/families who want to make a payment towards bringing down their balance.

A suggestion was made to give students the opportunity to work off their fines through service within the library, so that the fines do not transfer to the next receiving school.

The group also agreed that we do not want to withhold activities (dances, PE, recess, etc.) as a punishment for not returning library books.

There seems to be some confusion about fines for public library vs. school library materials. It is not clear to some EA's what counts for students when they are trying to check out a library book.

Discussion was had around collecting fines at the public library for school library books, and how money is passed to the schools. The public library is changing some of their policies around parents checking out materials on their child's library card, and some of the fines (at the school level) that result from such use.

Ann spoke about how to refine our current fines policy that speaks to the school library, but with recognition that we are part of a county-wide collaboration, and the subsequent use parameters which may impact usage and the structure of fines.

Policy should recognize the governance of the parties involved. Keep it simple. The procedures would go into more detail with fines. Do we want a combined fines and fees policy which captures the spirit of the other fines we collect? We decided that we may cross reference the other fines and fees procedures, but that library fines needs to be kept separate from the other fines and fees collected, because the library collaboration is so intricate.

Discussion was had around the lending of devices (i.e. Kindle) and the potential cost of those unreturned items. Ann stated that we are currently not planning on lending devices to students, but will be actively training students how to access online materials from their own devices.

Our current policy and procedure for Fines 3520 was reviewed and discussed. At the end of this policy, we could make reference to the specific policy which covers the library media fines and fees.

The current Fines policy 3520 also needs to be updated by the board to reflect that fines will be resolved before a student moves to the next school. Jennifer suggests a process where fines might be resolved on a yearly basis, to prevent students from accumulating a large amount of debt throughout their time at any one school.

Discussion was had around using email to notify parents of school fines and fees. Would we issue a school G-Mail account to each parent? Would they check it? Currently our Skyward student record system does allow for parent contact via personal email, but some emails are not current. Additionally, only about 50% of the student accounts have the parent email in there.

Our new website will have the capacity to provide access to some services, which you must log in for, but Ann does not know all of the variables around that yet.

Even though we have not worked on the Gifts policy yet, Jennifer suggested that we be very explicit about some parameters, such as the right to refuse the material and the right to surplus/dispose of the material when it is no longer of use/is no longer appropriate.

Ann talked about her progress on policy around the use of student's personal electronic devices. Staff does have some responsibility in monitoring the use of devices, whether they are district owned, or student owned. Discussion was had around how policies would change with the accepting of student-owned devices – no cell phones allowed in class but laptops are OK? What about devices with photo capabilities. What does this mean for keeping security around issues such as cheating?

Ann suggested that we bring as much as possible to the next meeting. We need to organize all of our documents. We are close, and need to get all of the pieces in place.

Great work everyone!

Next meeting: June 5th or June 26th; 3:30 – 5:00 p.m. Ann and Kris will try to get together before then so that we have the pieces we need to finalize our policy so we are ready to take a policy recommendation to the school board for review.