



POLICY COMMITTEE MEETING

July 20, 2017

Present: Darlene Garrett, Byron Gladden, Linda Welborn

Staff: Sharon Contreras, Nora Carr, Kim Hipp, Jill Wilson

Absent: Wes Cashwell

Approval of Minutes

Minutes from the June 14, 2017 meeting were approved, with the following revision: note that Byron Gladden was in attendance.

Public Records Requests – N. Carr

Nora Carr shared that, due to the increasing number of public records/information requests during the past several years, GCS is studying current public records requests processes and is reviewing how other districts handle their public records requests.

- NC legal statutes were reviewed.
- Number of information requests GCS received from 2009-10 to 2016-17.
- Draft copies of the GCS Public Records Policy and Administrative Regulation, which were based on samples provided by the North Carolina School Boards Association, were shared and reviewed. Nora clarified that the draft public records policy and administrative regulation does not impact a parent/guardian's right/ability to access their child's academic information, e.g., cumulative file. The policy and regulation apply to public records only.

Committee members decided to place the draft public records policy and administrative regulation for first reading on the July 27 Board meeting agenda.

Constituent Services Policy/Communication Policy – N. Carr and D. Garrett

Sharon Contreras shared that a constituent services policy outlines how district staff and Board members communicate with each other. Nora Carr reviewed sample constituent services policies from various districts across the US and advised that the sample information was being provided to Committee members to see if there is an interest in creating/adopting a constituent service policy for the district.

Darlene Garrett asked staff for the current number of Let's Talk requests.

Linda Welborn asked staff for a copy of Charlotte-Mecklenburg Schools constituent services information Nora Carr referenced.

Committee members asked staff to bring a draft constituent service policy to the August 9 Policy Committee meeting. Committee members will continue reviewing the sample constitute services information provided for discussion at the August meeting.

Next meeting

The next Policy Committee meeting is scheduled for August 9, 2017.

Submitted by:

Nora K. Carr, Ed.D.

Chief of Staff, Guilford County Schools