



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Policy Committee
Wednesday, March 1, 2017
Community Board Room

Committee Chair: Susan Larkin

Committee Members: Terrie Taylor, Scott Painter, Esq.

Meeting Minutes

Attendees: Susan Larkin, Julia Vicente, Lynette Waller, Mark Boyer

No other attendees

Committee Members Absent: Terrie Taylor, Scott Painter

Meeting called to order by Susan Larkin at 3:30pm

Approval of Minutes

- No action taken due to only one committee member present. Minutes for February and March will be approved in the April meeting.

Old Business: None

New Business

Policies for Review – None

Recommended New Policy – None

Discussion Items

- Policy 800 – Records Management

As Chair of the Records Management Committee, Mr. Boyer reported an overview of the Records Management Committee which was held on Thursday, February 23, 2017 at 8:00am.

Mr. Boyer and Dr. Jones met with each principal to discuss record retention. Meetings were held with Dr. Babb and Mrs. Bobst. Mr. Boyer reported out on each building meeting. From the meetings the following items were determined:

- Need to clearly identify what records are being stored, how they are passed between buildings and what records are destroyed;

- Need to determine who will purge student files both at the end of a school year and before they are passed to the next building during transitional years;
- Need to identify what files the guidance counselors keep, what is kept in them and how are they maintained and purged;
- A district-wide purging process needs to be identified and communicated;
- Need to contact historical societies regarding some of the times found once the items are reviewed;
- Need a process for secure shred bins at WREC, WHEC and DO; Mark will bring more information next meeting for review.

WHEC Principal recommended a laptop for parent use in the main office to enable them to update student information in real time.

During the March meeting, the goals and mission of the committee will be established. Additionally, we will begin the process to develop a records management plan.

- Work Session to identify policies that have not been reviewed in the past six years to determine whether any policies should move forward for committee review and possible revision.
 - A list of policies from each of the categories 100 through 900 was provided. The document noted any policy with a review date prior to 2012.
 - A draft audit schedule was created to review the policies indicated on the list:
 - April 000, 100
 - May 200
 - June – August 300, 400, 500
 - September 600, 700
 - October 800, 900
 - Some policies may not need to be revised due to the absence of legislative changes.

Announcements – None

Next Meeting Date: Wednesday, April 5, 2017

Adjournment: 3:58pm

Respectfully submitted by Julia Vicente, Superintendent