

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
February 22, 2016
Carl T. Secor Administration Building
4:30 P.M.**

MINUTES

- I. Meeting was called to order at 4:30 p.m.
- II. **Policy Committee Members Present were:** Robert Cooke, Wayne Rohner, and Judy Summers (Robert Huffman was absent)
- III. **Non-Committee Members Present were:** Gary Summers
- IV. **School Personnel Present were:** Eric Forsyth, Sharon Laverdure, Thomas Lesniewski, Ryan Moran, and Debra Wisotsky

Members of the Public: None
- V. **APPROVAL OF MINUTES—(Tabled)**

ACTION BY THE COMMITTEE: Motion was made by Robert Cooke to **table** the minutes for November 16, 2015 (pages 1-2) as Mr. Huffman (previous committee member) was not in attendance. Motion to table was seconded by Wayne Rohner and carried unanimously, 3-0.

VI. **APPROVAL OF AGENDA**

ACTION BY THE COMMITTEE: Motion was made by Robert Cooke to approve this agenda for February 22, 2016 (page 1), with members of the Committee reserving the right to add to the agenda and take further action as the Committee deems appropriate. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

VII. **APPROVAL OF 2016 POLICY COMMITTEE MEETING DATES**

ACTION BY THE COMMITTEE: Motion was made by Wayne Rohner to approve the following 2016 Policy Committee Meeting dates: March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, and November 21. All meetings will be held at 5:00 p.m. in the Board room of the Carl T. Secor Administration Building. Motion was seconded by Robert Cooke and carried unanimously, 3-0.

VIII. **POLICIES FOR DISCUSSION:**

- a. **Policy #004 Membership**--Updated to refer to the Principles for Governance and Leadership. Also, throughout the policy the term referring to individual members of the school board has been changed from "Board member" to "school director", more accurately reflecting the official elected position.
- b. **Policy #011 Code of Conduct newly entitled "Principles for Governance & Leadership"**-- Revised to replace Code of Conduct with the new Principles for Governance & Leadership recommended by Pennsylvania School Boards Association.
- c. **Policy #101 Mission Statement, Vision Statement, Shared Values**--Updated to reflect revisions made by the ESASD Comprehensive Planning Committee which was Board approved November

16, 2015. The plan was accepted by the Pennsylvania Department of Education on February 4, 2016 for implementation during the July 1, 2016 to June 30, 2019 cycle.

- d. **Policy #110 Instructional Supplies**--Mrs. Summers inquired whether the district provides instructional supplies and equipment to students, if each building has its own supply room and if the district assists students with financial hardship with supplies needed for participation in extracurricular activities. Mrs. Laverdure stated yes and that she recently inspected each building's supply rooms to be sure that basic supplies were on hand for students. Mrs. Summers inquired as to why letters were being sent home to parents with a list of supplies needed from some buildings. Mr. Cooke expressed that taxpayers may have concerns with the district not supplying the necessary supplies when our tax dollars are supposed to be covering those items. Administration will meet with building principals in the near future to be sure that buildings are ordering the necessary curriculum-aligned supplies to streamline the ordering process. Letters being sent home to parents will include a district opening statement informing parents of the basic supplies that are provided for classroom use. Teachers can then include a list by grade level of additional materials that may be purchased, though not required, for the student's personal use.

- e. **Policy #121 Field Trips**--Mrs. Summers spoke with regard to fellow school director, Mr. Gress' concern on whether the district covers the cost of all field trips. Mr. Forsyth stated that the Transportation Department budgets for in-district trips while out-of-district trips are covered by PTOs/PTAs and parents. Any trips going overnight or 75 miles or more must be approved by the Board. Mrs. Laverdure stated that the Cranberry Bog and Meesing may no longer be provided free by the conservation district. She also stated that there have been occasions where the district has cancelled trips, most recently Lehman students were not permitted to go to a play due to a heightened terror alert in NYC. The theater was working with parents to honor those tickets for another date; however, the play was cancelled and some families lost the \$50. Mr. Dilliplane is working on a fundraiser to help reimburse those families that lost money. Mrs. Summers expressed her concerns with medications being administered to students while on field trips and her concern with the recently-announced issuance of NARCAN to Pennsylvania schools. As a retired nurse, Mrs. Summers stated she did not feel that school nurses would want, nor should they be required to accept that responsibility. Mr. Forsyth stated that after speaking with our school physician and school nurses, we have been advised that the administration of NARCAN may best be administered by EMS. Administration will also reach out to our solicitor for his opinion. Mr. Forsyth stated that new updates with regard to medications will be coming up in the near future, so he would like to hold this policy for a future meeting.

- f. **Policy #317 Conduct/Disciplinary Procedures (Administrative Employees)/Policy #417 Conduct/Disciplinary Procedures (Professional Employees)/Policy #517 Conduct/Disciplinary Procedures (Support Employees)**--Updated to reflect the requirements of the Child Protective Services law with regard to what a school employee must do if the Superintendent or designee has a reasonable belief the employee was named as a perpetrator in a founded or indicated report of child abuse.

- g. **Policy #529 Substitute Compensation**--Updated to reflect a correction in language in the policy that substitutes for support employees will be paid "hourly" rather than on a per diem basis. Mr. Forsyth informed the committee of the difficulty that the district is having in securing substitutes. The business office completed a pay rate analysis with local school districts to see if we were competitive. Mr. Forsyth stated that at the regular Board meeting later this evening, there will be an agenda item for approval to set the substitute pay rates, however an alternative approach would be to set the substitute pay rate equal to the starting rate of full-time employees for the same position so that it keeps pace with the contract and is more competitive in attracting substitutes to the district. The business office could provide a cost analysis to help the Board make an informed decision in the matter.

- h. **Policy #707 Use of Facilities**—Administration shared PSBA and local school districts' Policy 707 for the committee to review. Administration also shared drafts of where the previous committee had

started the update process. Mrs. Summers stated that the board agenda should include an estimated cost of fees so that school directors have an idea of what the cost is that they are waiving. Had she realized what the waived fees were for a recently approved group from New Jersey, she would have voted differently. Mr. Cooke shared that certain groups do provide a service, trainings and/or scholarships in lieu of payment. Mrs. Laverdure stated that she tries to discourage groups from holding Sunday activities due to personnel fees being double-time on a Sunday. Mr. Forsyth suggested that the committee consider updating the fee structure and that our solicitor, Chris Brown, shared the Whitehall-Coplay policy as an example. This policy establishes the different groups that fall under a certain class and removes any subjectivity. At the beginning of the school year, the Board can approve the list of groups that are school-related feeder and/or educational enrichment activities. All outside groups could then follow a reasonably-established fee structure developed by the Board. Mrs. Laverdure stated that there are not enough facilities in the area and as a public building supported by taxpayers, it is important for the district to allow the use of buildings to the community. Mr. Rohner expressed his concerns that some groups are not following school district rules by smoking, consuming alcohol and some even bringing weapons on school property. He suggested that a Code of Conduct should be given to each group prior to use. Ms. Wisotsky stated that a list of prohibited items/behaviors are included in the policy. Mrs. Laverdure stated that if we are made aware of any issues, school police can then address the individual group and/or administration ban them from future use. Mr. Forsyth suggested that the committee take some time to look at all the materials provided and that discussion would continue at the next Policy Committee meeting.

- i. **Policy #909 Municipal Government Relation--**Mrs. Summers stated that she spoke with Monroe County with regard to how much of taxpayer dollars goes to the public libraries. The person stated, "1.1 mils which is equal to \$484,756". Mrs. Summers stated then why does Policy 909 state that, "the school district shall provide financial support for the local library". Isn't this double-dipping and should this statement be removed from the policy. Mrs. Laverdure stated that to her knowledge, this is not something the district has done. Mr. Forsyth stated that he would like more time to research why PSBA includes this language in their sample policy and if there is anything in current PA school code mandating that districts fund their local libraries. Administration will report their findings at the March Policy Committee meeting and present Policy 909 for further discussion.

Public Participation:

None

Mrs. Laverdure informed the newly-appointed committee members about the difference between "Policy" and "Administrative Regulations" (ARs). She stated that policies are Board approved while administrative regulations clarify the policy and offer additional procedural guidelines. Administrative regulations do not require Board approval and can be updated as needed by the Superintendent. Mrs. Summers thanked Mrs. Laverdure for the clarification.

IX. ADVISORY RECOMMENDATIONS FOR ACTION

ACTION BY THE COMMITTEE: Motion was made by Robert Cooke to authorize and direct the administration to post the following item(s) for PUBLIC REVIEW during the month of February and subsequent Board action in March: Policy #'s 004, 011, 101, 317, 417, 517, and 529. Motion was seconded by Wayne Rohner and carried unanimously 3-0.

X. **NEXT MEETING:** March 21, 2016 at 5:00 p.m.

XI. **ADJOURNMENT:** 5:35 p.m.

Respectively submitted,
Debra Wisotsky