

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
April 24, 2017
(There was no March meeting due to Board Appreciation)
Carl T. Secor Administration Building
5:00 P.M.**

MINUTES

- I. Meeting was called to order at 5:02 p.m. by Mrs. Summers.
- II. **Policy Committee Members Present were:** Robert Cooke, Wayne Rohner, and Judy Summers. Robert Huffman was absent from the meeting.
- III. **School Personnel Present were:** Jeffrey Bader, Eric Forsyth, Ryan Moran, Dr. William Riker, and Debra Wisotsky.
- IV. **Members of the Public Present were:** None
- V. **APPROVAL OF MINUTES**

ACTION BY THE COMMITTEE: Motion was made by Robert Cooke to approve the minutes for February 27, 2017 (pages 1-3). Motion 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 April 24, 2017 (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. **POLICIES FOR DISCUSSION:**

- a. **Policy #004 Membership**—Revisions include adding a clause that all travel arrangements for Board members attending conferences/trainings shall be handled by the Board Secretary. The title of Business Manager was also changed to Chief Financial Officer. Mr. Rohner expressed concern on page 4 of 6, under Section 8 Orientation, Item A, that a copy of the School Code be provided to each Board Member. Mr. Rohner stated he never received a copy. Mr. Forsyth shared that SC519 lists the Superintendent of Public Instruction as the person responsible for supplying Board members with the School Code, which was superseded in 2016 to read the Secretary of Education. The district provides a link on our website to both the PA School Code of 1949 (Purdon Statutes) and PA State Board of Education Regulations (22 Pa Code). Mrs. Summers agreed that such an expense, in her opinion, is not necessary. Mr. Cooke inquired whether reimbursement for conference attendance should include specific language that only Board Members will be reimbursed for expenses incurred and not spouses. Mr. Forsyth stated that Section 7 on page 3 of 6 clearly states “the attendance of members at state conventions” and that “each person so authorized to attend and attending shall be reimbursed for all expenses...” Mr. Rohner stated that he wants evidence of such and that in all cases that the district shall follow the law. This policy will be posted for public review and subsequent Board approval in May.
- b. **Policy #201 Admission of Students**—There is one minor revision to the policy that changes the entry date for beginners (1st graders). The Policy states, “They shall be admitted to school only during the first two weeks of the annual school term”. This has been revised to “They shall be

admitted to school through October 1st of the annual school term”. This gives families the entire month of September to enroll beginners in the district. This aligns with PDE and the October 1st date that is used for total enrollment numbers for the year. Beginners arriving after October 1st will not be admitted until the following school term.

- c. **Policy #206 Assignment Within District** –Revision to the list of reasons for a change of assigned school on both page 2 and 3 include combining “2. The student has a Chapter 15 Service Agreement” and “3. The student has a 504 Service Agreement” to now read: “2. The student has a Chapter 15, Section 504 Service Agreement”. Mr. Forsyth also stated that the section on Students Who Move Out Of The District is being removed as it only partially states language that is fully addressed in Policy 202. This policy will be posted for public review and subsequent Board approval in May.
- d. **Policy #209.2 Diabetes Management – New Policy** –PSBA has issued guidance to implement a Diabetes Management Policy in schools. This policy is self-explanatory and will be posted for public review and subsequent Board approval in May.
- e. **Policy #707 & 707A Use of Facilities/Schedule of Fees** –Mr. Forsyth shared revisions that include discussion from the Board work session with regard to the classification groups and some additional language submitted by Chris Brown. Clear definitions for local non-profit organization and normal facility operating hours were added. Classifications have been broken out based on activities occurring within normal facility operating hours and those occurring outside of normal facility hours as well as the number of uses in any one school year by any one group. Mr. Bader suggested that a 501(c)(3) determination letter is mandatory; however, language requiring the most recent 990 form should be removed as it does not apply to all non-profits. The revised version is straightforward, should alleviate confusion, and accommodate local non-profit groups . Mr. Bader also added that administration plans to automate the application process with software that will also allow for easier billing with the implementation of flat rates compared to hourly rates. This policy will be posted for public review and subsequent Board approval in May.
- f. **Policy 929 Fundraising** –Mr. Forsyth shared that after discussion with counsel, the district, in trying to do good by fundraising for various causes including Casual Fridays, was unknowingly in direct violation of Policy. We would like to amend that by adjusting language in our fundraising policy to allow the collection of money for personal or private benefit in school buildings, on school property or at any school-sponsored activity, pending prior approval by the Superintendent. This policy will be posted for public review and subsequent Board approval in May.

VIII. POLICIES ON THE TABLE FOR FUTURE DISCUSSION

- a. Policy #113.2 Behavior Support
- b. Policy #221 Dress & Grooming—Dr. Riker shared that he has been approached by some administrators that the enforcement of the current dress code can be extremely time-consuming and results in students missing critical instructional time. Dr. Riker stated that he would rather see his principals as instruction leaders rather than as dress code police. He proposed moving closer to a dress code similar to what Stroudsburg and Pocono Mountain currently have. Dr. Riker wanted to put this on the committee’s radar for upcoming discussion so that any revisions could be made prior to parents clothes shopping for the upcoming school year.
- c. Policy #702.1 Donations Containing Advertisement – New Policy
- d. Policy #810.1 Drug & Alcohol Testing – Covered Drivers
- e. Policy #918 Title I Parental Involvement
- f. Booster Clubs

Public Participation:

None

VIII. ADVISORY RECOMMENDATIONS

ACTION BY THE COMMITTEE: Motion was made by Wayne Rohner to authorize and direct the administration to post the following item(s) for PUBLIC REVIEW during the month of April and subsequent Board action in May: Policy # . Motion was seconded by Robert Cooke and carried unanimously 3-0 with the exception of Policy #004 which was 2-1 with Wayne Rohner voting against moving Policy #004 forward for Public Review.

IX. ADJOURNMENT: 5:50 p.m.

ACTION BY THE COMMITTEE: Motion to adjourn was made by Robert Cooke. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

Next Meeting: May 15, 2017 at 5:00 p.m.

Respectively submitted by,
Debra Wisotsky