

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
August 21, 2017
Carl T. Secor Administration Building
5:00 P.M.**

MINUTES

- I. Meeting was called to order at 5:00 p.m. by Mrs. Summers.
- II. **Policy Committee Members Present were:** Robert Huffman, Wayne Rohner, and Judy Summers. Robert Cooke.
- III. **School Personnel Present were:** Jeffrey Bader, Eric Forsyth, Frederick Mill, 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 Huffman to approve the minutes for July 17, 2017 (pages 1-2). Motion was seconded by Robert Cooke and carried unanimously, 4-0.

VI. **APPROVAL OF AGENDA**

ACTION BY THE COMMITTEE: Motion was made by Robert Cooke to approve this agenda for August 21, 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 Robert Huffman and carried unanimously, 4-0.

VII. **POLICIES FOR DISCUSSION:**

- a. Policy 309 Assignment & Transfer—Mr. Forsyth informed the committee that the last time this policy was updated was quite some time ago; therefore, the policy has been aligned with current law. It is also being consolidated with Policies 409 and 509 into one section for all Employees.
- b. Policy 409 & 509 Assignment & Transfer (Professional & Support Staff) – REPEAL both and combine with Policy 309.
- c. Policy 310 Abolishing a Position—Mr. Forsyth shared that Policy 310 is also being aligned with current law and consolidated with Policy 410 into one section for all Employees.
- d. Policy 410 Abolishing a Position – REPEAL and combine with Policy 310.
- e. Policy 707 Use of Facilities & Schedule of Fees—Dr. Riker reminded the committee that they previously discussed updating the definition of normal facility operating hours from the teachers’ workday calendar to during 1st or 2nd shift custodial working hours in order to assist organizations using the facilities during summer months. Dr. Riker asked for further direction on how the Board would like to address weekend use for non-profit organizations. In particular, he noted that it was the Board’s intention to allow ESYA Football to use the facilities on Sundays free of charge; however, custodians do not work on Sundays. He asked the committee who would be responsible to cover those personnel fees. Dr. Riker asked Mr. Bader if ESYA could fall under Class I, Bullet 2: an organization officially attached to the district by submitting by-laws and an annual list of officers that receives official designation by the CFO. Mr. Bader stated, no, as that would only apply to PTO and booster groups because they fall under the district’s insurance policy, whereby,

ESYA would not. Mr. Cooke suggested going back to the definition from the previous policy of “feeder programs” whose membership is strictly limited to ESASD students.

Dr. Riker further suggested a list of options for the committee to consider. He asked that they take another look at the Schedule of Fees for outdoor field usage, requests for the stadium (without lighting), and concession stand use on Saturdays/Sundays. There could potentially be no cost for those groups that meet the requirements of a Class III or IV organization, provided they agree to the following:

- Group agrees to maintain the facility in the condition it was received;
- No garbage is found in or around the facility as a result of the event;
- Garbage is collected and disposed of in dumpsters as directed;
- Any requirement for the district to pick-up or dispose of garbage in the dumpster will result in the group being assessed cleanup costs at a rate of 150% of the actual cost. Failure to pay the fee will result in the loss of any/all future uses of the facility;
- Kitchen/concession stand requests will be limited to pre-packaged food and beverages;
- Use of any concession stand/kitchen equipment for preparation of food and/or beverages is not permitted unless under the supervision of a district food service worker. Personnel fees shall be incurred by the applicant for such use; and
- School Police will open the facility 15 minutes prior to the requested start time, and close the facility no more than 15 minutes after the indicated end time. School Police will NOT be dedicated to the event; however, will be available by phone 24/7 for emergencies.

Mrs. Summers agreed that curtailing the expense for outdoor field usage and giving organizations the option of whether or not to utilize district personnel for such use is a great idea. It also puts the ownership back on the organization to clean up after themselves; therefore, not overburdening district staff. Mr. Forsyth suggested the need to then change Item #11 on page 4 to, “A custodian and/or other school district personnel shall be on duty at all times when an *indoor* facility is in use”. Mrs. Summers also stated that the application itself would need to be updated to include a checkbox with these options.

Mr. Rohner stated that ESYA was never required to have a district food service worker before. When did that change? Mr. Bader replied that from a liability perspective, individuals can be injured using the equipment, equipment may be damaged, abused, and/or left unclean. We also need to worry about the proper handling of food items being served if they are not stored at the appropriate temperature and/or cooked properly. The district’s insurance carrier has advised that we require a food service worker at all district events where either kitchen/concession stand equipment is being utilized.

Dr. Riker also raised the question whether the committee had any objection to shortening the timeline for application submittal from 30 days prior to the event to 15 calendar days. He also asked whether the committee wanted to limit groups from applying for use for the entire school year; thereby, monopolizing and/or blocking other groups from use. He suggested that perhaps quarterly would be better to allow equal access to all. Perhaps even $\frac{3}{4}$ on and $\frac{1}{4}$ off each year so as not to be perceived as a permanent/perpetual home for that organization.

Mr. Cooke had one additional revision to Policy 006 Meeting that is going for final approval at this evening’s Regular School Board Meeting. He asked that the following language be added “Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board, *at all school buildings, and on the district website*”.

VIII. POLICIES ON THE TABLE FOR FUTURE DISCUSSION

- a. Policy 113.2 Behavior Support
- b. Policy 229 Student Fundraising
- c. Policy ?? Booster Clubs
- d. Policy 702.1 Donations Containing Advertisement – New Policy
- e. Policy 918 Title I Parental Involvement

Public Participation: None

VIII. ADVISORY RECOMMENDATIONS

ACTION BY THE COMMITTEE: Motion was made by Robert Huffman to authorize and direct the administration to post the following item(s) for PUBLIC REVIEW during the month of August and subsequent Board action in September: Policies 309 Assignment & Transfer, 310 Abolishing a Position, 707 Use of Facilities & Schedule of Fees, REPEAL 409 & 509 Assignment & Transfer, and REPEAL 410 Abolishing a Position. Motion was seconded by Robert Cooke and carried unanimously 4-0.

IX. ADJOURNMENT: 6:00 p.m.

ACTION BY THE COMMITTEE: Motion to adjourn was made by Robert Huffman. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

Next Meeting: September 25, 2017 at 5:00 p.m.

Respectively submitted by,
Debra Wisotsky