

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
SEPTEMBER 25, 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, Susan Cole, 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 August 21, 2017 (pages 1-3). 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 September 25, 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 121 Field Trips – Mr. Forsyth shared that Policy 121 is being revised to align with language in the Policy 210 medication. He stated that Sue Cole, Health Services Department Chair, has also been involved in this process and is here tonight to answer any questions the committee might have.
- b. Policy 210 Medications – Policy 210’s revisions include diabetes medications for students who are authorized to self-administer. Mrs. Cole suggested that the paragraph with regard to the hold harmless clause be removed, as staff are no longer permitted to administer medications. The Good Samaritan Act covers staff in the event of emergency medications. Only certified nurses are permitted to administer prescribed medications, parents can be invited to attend the field trip and/or choose a designated guardian to accompany/administer medications to their student. Mrs. Cole addressed the committee’s concern with regard to a loss of privilege to self-administer. She explained it is only in the event of abuse, misuse or failure to follow Board policy. The student is then required to report to the school nurse to receive any and all medications.
- c. Policy 229 Student Fundraising – Mr. Forsyth stated that district students conduct fundraising for various causes and charitable organizations throughout the year; however, policy does not reflect this language. Current policy states, “No fundraising events for any purposes other than to benefit student or school activities shall be permitted”. Recognizing the social and education values that may be derived from student participation, administration has added a new section entitled,

“Fundraising for Charitable/Community Service Organizations”. Mr. Bader suggested that we need to go one step further by stating that fundraising efforts must support an organization and not any one family or individual. He also stated that groups such as DECA or Band; when they fundraise to offset the cost of a trip, the funds must be deposited into one overall pot and not applied toward any one student’s account as it becomes an equity issue.

Mr. Rohner asked, “If a family who resides in the district, their house burns down, are you telling me that the school can’t conduct a fundraiser for that family”? Mr. Bader stated that the district cannot issue a check to a family; however, if the family partnered with, for instance, the Red Cross, the check can be issued to the Red Cross and then the Red Cross can transfer the money to the family. Mr. Rohner questioned whether this was a school district procedure or is it there a specific law that states we cannot fundraise for individuals or a district family?

Mrs. Summers asked, how do we know that the funds will truly get to the family if we go through an organization?

Mrs. Cole commented that it takes away the personal touch and would be a real shame if we can no longer support our community members. As a district, we get so many families in need that we have helped.

Mr. Huffman expressed concern with fundraising going into one pot, such as if one band student works extremely hard fundraising and the other student does nothing at all? Why should that student benefit? Dr. Riker said that his experience with band fundraisers is it has always gone to offset the cost of an individual student account rather than an overall pot. If the student met their individual goal, then the excess funds would then go into the overall pot.

The committee decided to postpone moving this policy forward and asked that Mr. Bader research specific law against the school district issuing checks to individuals and/or fundraising for individual student accounts. Dr. Riker asked, what are the risks of continuing what we have been doing? Does the risk outweigh the reward? Mr. Rohner asked, what specific law would send up a red flag or trigger an audit if we continue what we’ve been doing?

- d. Policy 707 Use of Facilities & Schedule of Fees – Mrs. Summers stated that she was happy with the revised classifications and fee structure. Dr. Riker added that the language with regard to for-profit vs. non-profit organizations has been removed. Class I and II remain the same; however, to be considered a Class III, you need to be either a community service organization that is exclusive to the district and/or its residents or a local chapter of a state or nationally-recognized organization performing a service which benefits the district and/or its residents. All other organizations will be considered Class IV.

Mr. Cooke noted that he did not see anywhere in the policy that we limit the time that any one organization can use the facility. Mr. Forsyth stated that applications must be submitted 30 days in advance and will only extend 120 days from the date of application, so they apply quarterly on a sliding scale. Mr. Cooke replied, then groups can just reapply as their stay is ending. Why is there no break? The idea was for no organization to monopolize or consider the district their home or permanent location. We are not in the business of being a landlord. Mr. Forsyth reminded the committee that if you do for one, then you must do the same for all groups. Dr. Riker suggested that the committee to choose a length of time, no more than x number of uses within a certain time period.

Mr. Bader proposed developing a rental agreement with a checklist of responsibilities for the organization. All applications will be date stamped and approved in the order in which they are received. He also noted that the schedule of fees will now impose a \$10 application fee for all applicants in Classes III and IV.

- e. Policy ?? Booster Clubs – A draft policy that the former Athletic Director had developed was shared with the committee along with a sample from another district. Mr. Rohner commented that he had not had time to digest these policies and would need to review them in more detail. He pointed out that he had spoken with the Stroudsburg Football Booster Club and that Stroudsburg does not have a specific policy; however, they have a successful, tight-knit group. He added that whatever policy we put in place, it must be community-oriented, engage stakeholders and be kind and generous to all involved because that is not what he has personally experienced. The committee will discuss this policy again at the next meeting.

**VIII. POLICIES ON THE TABLE FOR FUTURE DISCUSSION**

- a. Policy 113.2 Behavior Support
- b. Policy 702.1 Donations Containing Advertisement – New Policy
- c. Policy 918 Title I Parental Involvement

**Public Participation:** None

**VIII. ADVISORY RECOMMENDATIONS**

**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 September and subsequent Board action in October: Policies 121 Field Trips, 210 Medications and 707 Use of Facilities/707A Schedule of Fees. Motion was seconded by Wayne Rohner and carried unanimously 4-0.

**IX. ADJOURNMENT:** 6:01 p.m.

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

Next Meeting: October 16, 2017 at 5:00 p.m.

Respectively submitted by,  
Debra Wisotsky