

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
JULY 16, 2018
East Stroudsburg High School North
4:30 P.M.
MINUTES**

- I. Meeting was called to order at 4:30 p.m. by Robert Huffman.
- II. **Policy Committee Members Present were:** George Andrews, Robert Huffman, and Wayne Rohner. Judy Summers was absent.
- III. **School Personnel Present were:** Jeffrey Bader, Eric Forsyth, Thomas McIntyre, Ryan Moran, Dr. William Riker, Debra Wisotsky, and Steve Zall. Also present, Thomas Dirvonas, Solicitor.
- IV. **Non-Committee Board Members Present were:** Larry Dymond, Keith Karkut, Rich Schlameuss, and Lisa VanWhy.
- V. **APPROVAL OF AGENDA**

ACTION BY THE COMMITTEE: Motion was made by Wayne Rohner to approve this agenda for July 15, 2018 (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, 3-0.

VI. **APPROVAL OF MINUTES**

ACTION BY THE COMMITTEE: Motion was made by Wayne Rohner to approve the minutes for May 21, 2018 (pages 1-2) as the June 18, 2018 meeting was cancelled due to lack of quorum. Motion was seconded by Robert Huffman and carried unanimously, 3-0.

VII. **POLICIES FOR DISCUSSION:**

- a. Policy 209 Health Examinations – Updates provide a clear deadline of November 1st for private dental exam forms to be submitted. This allows a reasonable timeframe for staff to schedule a dental screening performed by the school hygienist.
- b. Policy 311 Suspensions and Furloughs – Administrative Staff – **Rename “Reduction of Staff”** as per PSBA & Act 55 of 2017 (**REPEAL** Policy 310 Abolishing a Position and Policies 411/511 Suspensions and Furloughs – Professional Staff/Support Staff) – November 2017 legislation from Act 55 and House Bill 178 changes the order in which tenured teachers can be furloughed. Furlough, in the past, was based solely on seniority, now it is determined by a teacher receiving two (2) unsatisfactory ratings in their most recent evaluations, and then by seniority within that category. Next in line would be 1 unsatisfactory rating and 1 satisfactory by seniority. Dr. Riker pointed out that each year a motion appears on the February agenda granting the Superintendent authority to study the professional staffing needs of the District based upon instructional program requirements and student enrollment to determine the professional staff needs of the District for the upcoming school year. The law requires that the Superintendent makes his recommendations to the Board and notify affected staff at least 60 days prior to the approval of the final budget. The new law also states that furloughs that occur do to economic reasons would affect professional staff as well as a proportionate number of administrative staff. Mr. Rohner asked that the appropriate school code references be included throughout the policy in order to provide transparency to all.

c. Policy 616 Payment of Bills—Mr. Bader stated the policy has been revised based on conversation with the Finance Committee. He asked for more guidance from the committee on whether, as CFO, under the following list of circumstances would they authorized the release of checks prior to Board approval:

- Senior tax rebates
- Tax refunds
- Employee reimbursements for out of pocket expenses-Do we want to make employees wait until after a Board meeting for reimbursement when the charges already hit their credit card?
- Charter school payments. The charter schools have been very persistent about getting their money by June. Before we have time to review the accuracy of their list and issue payment, they have already applied to PDE for a subsidy deduction against the district, then we've paid twice and have to wait to be reimbursed.
- Construction payments in order to avoid construction delays
- Extracurricular events where deadlines prevent prior Board approval.

Mr. Rohner stated that checks should be issued for senior tax rebates and extracurricular events prior to Board approval; however, he asked for additional time to review the other revisions for alignment with school law. Certain Board members wish to review the payment of bills prior to checks being issued. He stated that he was not willing to circumvent school law because charter schools are unwilling to wait. This policy will be held and placed on the August agenda for committee action.

- d. Policy 810 Transportation—Mr. Forsyth stated that PSBA issued a sample policy with clear definitions covering school bus, school vehicle, non-commercial and contracted services drivers. The policy references new laws with regard to transporting charter school students outside district boundaries as well and homeless students and students in foster care. Information on mandatory background checks was added.
- e. Policy 810.1 School Bus, School Vehicle & Commercial Motor Vehicle Drivers – **NEW** (REPEAL Current Policy 810.1 Drug & Alcohol Testing-Covered Drivers and Policy 810.2 Eligibility to Operate District-Owned Vehicles)—Mr. Forsyth share that the two previous policies are being combined into one comprehensive policy. The policy includes the definition of “covered driver” and “authorized volunteer driver” along with information on traffic safety, texting, the use of electronic devices, accident reporting, maintenance records, and required drug and alcohol testing.
- f. Policy 818 Contracted Services—Addresses background checks and current law regarding contractors hired by the district and those having “direct contact with children”, which is the responsibility of providing care, supervision, guidance or control of children or routine interaction with children.
- g. Policy 828.1 Medical Assistance Provider Screening – **NEW**—Federal law requires the district to conduct screenings to ensure that individuals and entities involved directly or indirectly with providing items and services to MA recipients and/or generating claims to bill for services have not been debarred from participation. The district has been operating under this practice for quite some time; however, have written a policy that clearly defines this process.

Public Participation:

Rich Schlameuss asked for clarification on the definition of cover drivers and whether it included maintenance drivers food service works, courier, and school police.

Keith Karkut asked for clarification on backgrounds checks for contracted services personnel such as those who come in for school assemblies and such.

VIII. POLICIES ON THE TABLE FOR FUTURE DISCUSSION

- a. Policy 206 Assignment within District
- b. Policy 229 Student Fundraising – Sample policies provided to Policy Review Committee
- c. Policy 237 Electronic Communication Devices
- d. Policy 702 Scholarships, Gifts, Donations, and Donations Containing Advertisements – Sample policies provided to Policy Review Committee
- e. Policy 815 Acceptable Use of Communications and Information (CIS) Systems
- f. Policy 815.1 Web Authoring
- g. Policy XXX Booster Clubs – Sample policies provided to Policy Review Committee

VIII. ADVISORY RECOMMENDATIONS

ACTION BY THE COMMITTEE: Motion was made by George Andrews to authorize and direct the administration to post the following item(s) for PUBLIC REVIEW during the month of June and subsequent Board action in July: Policies 209 Health Examinations, 311 Suspensions and Furloughs, 810 Transportation, 810.1 School Bus, School Vehicle & Commercial Motor Vehicle Drivers, 818 Contracted Services, and 828.1 Medical Assistance Provider Screening and the REPEAL of Policies 310 Abolishing a Position, 411/511 Suspensions and Furloughs – Professional Staff/Support Staff, current Policy 810.1 Drug & Alcohol Testing-Covered Drivers, and 810.2 Eligibility to Operate District-Owned Vehicles. Motion was seconded by Wayne Rohner and carried unanimously 3-0.

Mr. Huffman announced that with the impending resignation of Policy Review Committee Chairperson, Judy Summers, as Board President he has decided the Policy Review Committee will continue with the three remaining members and that no replacement will be appointed.

IX. ADJOURNMENT: 5:22 p.m.

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

Next Meeting: August 20, 2018 at 4:30 p.m. at Carl T. Secor Administration Center.

Respectively submitted by,
Debra Wisotsky