

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
DECEMBER 17, 2018 (November 19, 2018 meeting was cancelled)  
Carl T. Secor Administration Center  
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, Wayne Rohner, and Richard Schlameuss.
- III. **School Personnel Present were:** Brian Baddick, Brian Borosh, Thomas McIntyre, Frederick Mill, Dr. William Riker, and Debra Wisotsky.
- IV. **Non-Committee Board Members Present were:** Keith Karkut.
- V. **Members of the Public Present were:** Jihan Colletta, Kimberly DeBlasio, Jaime Frailey, and Maria Hopkins.

VI. **APPOINTMENT OF CHAIRPERSON**

**ACTION BY THE COMMITTEE:** Motion was made by Richard Schlameuss to appoint Robert Huffman as the Chairperson for the Policy Review Committee for a one-year term ending on November 30, 2019. Motion was seconded by George Andrews and carried unanimously, 4-0.

VII. **APPROVAL OF AGENDA**

**ACTION BY THE COMMITTEE:** Motion was made by Richard Schlameuss to approve this agenda for December 17, 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 Wayne Rohner and carried unanimously, 4-0.

VIII. **APPROVAL OF MINUTES**

**ACTION BY THE COMMITTEE:** Motion was made by George Andrews to approve the minutes for October 15, 2018 (pages 1-2). Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

IX. **POLICIES FOR DISCUSSION:**

- a. Policy 206 Assignment within District—Dr. Riker shared that policy language has been clarified based on recommendations from a recent OCR report. The revisions are things we were already doing as a district; however, the procedures needed to be more clearly articulated.
- b. Policy 221 Dress & Grooming (Proposed revisions from Dress Code Committee)—Mr. Andrews pointed out that jeggings should be added to the list of approved selections for bottoms as per the findings of the Dress Code Committee. He also stated that the website still had an older version of the FAQ. Administration will look into this and update the website with the latest version of the policy. Language was also changed stating: “School district-issued photo identification shall be on one’s person, or on a lanyard, at all times and shall be produced when requested by district staff upon entrance into school activities or at any time when a student’s identity is in question.”

- c. Policy 227 Controlled Substances—Dr. Riker stated that Policy 227 is updated at the advice of counsel, with a detailed definition of “controlled substances” which further states that the possession and use of a controlled substance is a prohibition of federal and state law. Mr. Andrews suggested that the term “inhaling/vaping” also be included. Dr. Riker pointed out that the district also has a separate Policy 222-Tobacco; however, the terms inhaling/vaping will be added to 227. A question came up about receiving a copy of 227AR which was referred to in the policy. Dr. Riker thanked Mr. Andrews for catching this error as 227AR was repealed a year ago, the reference will be removed from the policy prior to posting.
- d. Policy 229 Student Fundraising—Mr. McIntyre discussed the proposed revisions. The committee had questions/concerns with regard to the language change for fundraising by student groups and why proceeds needed to be equally apportioned among all members participating in the event/activity. Students may be discouraged from fundraising or participating in the activity at all. For instance when fundraising for a trip, Student A raises \$100 and Student B does not fundraise at all. Why shouldn’t Student A receive the full benefit to offset the cost of his trip? If would not be fair that Student B gets the same benefit. Mr. McIntyre stated he understood their concerns but explained this was an IRS regulation for groups in order to keep their 501c3 status. This is a change of practice from what the district has been doing. The committee asked that the policy be shared with counsel to see what the risk is for the district if we continue operating as we have. Mr. McIntyre will also discuss with counsel the collections for individual students or families who have suffered a tragedy, as this may not be permitted. Policy 229 will be brought back to the committee for discussion in January.
- e. Policy 331 Job Related Expenses (REPEAL Policies 431 and 531) —Policies 431 and 531 are being combined into Policy 331 with minor changes and the establishment of a 331AR detailing the procedures for reimbursement. Mr. McIntyre pointed out the addition of reimbursement for lunch for a full-day conference and raising the daily reimbursement rate from \$32 to \$50. Mr. Andrews inquired whether advanced payment for lodging could be added as it was a burden for some employees to lay out such funds and then wait to be reimbursed. Administration will add this language as well as employees are responsible for expenses due to last minute cancellations to protect the district. The district procurement card will be utilized and authorization forms issued to the employee upon hotel check-in. The term “per diem” in the AR will also changed to the “the maximum reimbursable meal expenditure”.
- f. Policy 618 Student Activity Funds—Minor revisions were made to the policy. Mr. McIntyre explained the difference between student and special activity funds. Student activity funds have student officers who run the club whereas special activities have an advisor/principal making the decisions. Groups must be annually approved by the Board. Checks must be signed by the student treasurer, advisor and principal.
- g. Policy 618.1 Special Activity Funds—Minor revisions were also made to this policy including checks must be signed the advisor and the principal. Groups must be annually approved by the Board.
- h. Policy 929.1 Crowdfunding—Mr. Borosh presented a new policy regulating the use of crowdfunding sites by staff and school groups raising funds. Principal/Superintendent approval will be required prior to setting up any crowdfunding site. This will allow better oversight, the district may find certain items are already budgeted, and/or funds may be available for use without the need to fundraise. This too will prevent the district from any litigation arising out of any potential impropriety, as documented by the recent Go Fund Me hoax.
- i. Policy 707 Use of Facilities—The current policy was shared with the committee to ask what direction they had for Administration moving forward in revising the policy. Both the committee and members of the public expressed concern with the current policy not embracing the community. The classifications groups were briefly discussed. Discussion included Class II

groups, such as PTOs being charged personnel fees for weekend use when custodians are not normally scheduled. Mr. Rohner asked if a PTO is comprised of teachers who attend the event, why they still need to bring in a custodian to work the event. Mr. Schlameuss stated groups such as FC Pocono who are not strictly comprised of ESASD students are charged astronomical fees for facility use. Suggestion was made to have 2 weekend days per school year set aside for PTOs where they would not be charged personnel fees. Another suggestion was to have groups such as FC Pocono, with perhaps 75% of their team from ESASD and 25% from other districts pay only 25% of the facility fee per use. Discussion was cut short due to the meeting running over into the scheduled time for Executive Session. Policy 707 will be first on the list of agenda items for further discussion in January.

## **X. POLICIES ON THE TABLE FOR FUTURE DISCUSSION**

- a. Policies 314.1, 414.1 514.1 Bloodborne Pathogens – These policies will updated and consolidated into one co Policies 314.1, 414.1 514.1 Bloodborne Pathogens – These policies will updated and cosolidated into one comprehensive policy for all employees under Policy 314.1 Bloodborne Pathogens.
- b. Policy XXX Booster Clubs – Policy Committee members are currently drafting the policy.

### **Public Participation:**

Mr. Karkut questioned Policy 206 and SC1310: “The Board of school directors may, upon cause shown, permit any pupil or pupils in any school district to attend such other school in the district as the Board may deem proper or may classify and assign the pupils in the district to any school or schools therein as it may deem best, in order to properly educate them.” Mr. Schlameuss and Dr. Riker shared that PA School Code states, “may” not “shall”. Both the School Code and Policy gives the Board the right to make that decision.

Mr. Karkut asked with regard to Policy 229, what would happen with a group such as DECA if perhaps two or three members were to move on to regionals and/or nationals competition. Would the entire group need to fundraise in order for these few students to attend, would they need to cover their own expenses, or would the district cover the expense? Dr. Riker stated the district has and will continue to cover these expenses.

Mr. Karkut discussed his concerns with Policy 707 classification groups, facility and personnel fees.

Ms. Frailey and Ms. Hopkins spoke with regard to concerns with Policy 229 student fundraising and Policy 707 for weekend use of gyms.

## **XI. ADVISORY RECOMMENDATIONS**

**ACTION BY THE COMMITTEE:** Motion was made by Richard Schlameuss to authorize and direct the administration to post the following item(s) for PUBLIC REVIEW during the month of December and subsequent Board action in January: Policies 206 Assignment within District, Policy 221 Dress and Grooming, Policy 227 Controlled Substances, Policy 331 Job Related Expenses, REPEAL Policies 431 and 531(consolidate into Policy 331), Policy 618 Student Activity Funds, Policy 618.1 Special Activity Funds, and Policy 929.1 Crowdfunding. Motion was seconded by George Andrews and carried unanimously 4-0.

## **XII. APPROVAL OF 2019 POLICY REVIEW COMMITTEE MEETINGS**

**RECOMMENDATION:** Motion was made by Richard Schlameuss to approve the dates/times/locations listed for the 2019 Policy Review Committee Meetings. Motion was seconded by George Andrews and carried unanimously 4-0.

January 28, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
February 25, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
March 18, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
April 15, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
May 20, 2019 – 4:30 PM – High School North – Auditorium  
June 24, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
July 15, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
August 19, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
September 16, 2019 – 4:30 PM – High School North – Auditorium  
October 21, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room  
November 18, 2019 – 4:30 PM – Carl T. Secor Administration Center – Board Room

XIII. **ADJOURNMENT:** 5:55 p.m.

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

Respectively submitted by,  
Debra Wisotsky