

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
FEBRUARY 24, 2020
CARL T. SECOR ADMINISTRATION CENTER
4:30 P.M.
MINUTES**

- I. Meeting was called to order at 4:30 p.m. by Sharone Glasco.
- II. **Policy Committee Members Present were:** George Andrews, Rebecca Bear, Sharone Glasco, and Wayne Rohner.
- III. **School Personnel Present were:** Brian Baddick, Eric Forsyth, Thomas McIntyre, Frederick Mill, Ryan Moran, Dr. William Riker, William Vitulli, Debra Wisotsky, Stephen Zall
- IV. **Non-Committee Board Members Present were:** Richard Schlameuss
- V. **Members of the Public Present were:** Keith Karkut
- VI. **APPROVAL OF AGENDA**

ACTION BY THE COMMITTEE: Motion was made by Rebecca Bear to approve this agenda for February 24, 2020 (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.

VII. **APPROVAL OF MINUTES**

ACTION BY THE COMMITTEE: Motion was made by Rebecca Bear to approve the minutes for for January 27, 2020 (pages 1-2). Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

UPDATE: Policy 810.1 is on tonight’s Regular School Board agenda. At our last meeting the district, in trying to be proactive with the January 2020 effective date for the Federal Motor Carrier Safety Administration’s latest regulations, updated the policy rather than wait for PSBA to release a sample policy. Since then, PSBA has done so. The district has added one minor addition with regard to an annual Clearinghouse query that must be performed (see page 4 of 13). Rather than wait another month, this language has already been incorporated in the policy for final Board approval later this evening. The committee members agreed to move forward with the additions.

Administration shared with the committee the website policy list including the dates last updated and a tally from the last three years on updated/adopted/repealed policies along with the number of revised administrative regulations. Mr. Andrews expressed his concern with a good number of policies dated as far back as 2002. Mr. Forsyth stated it is possible that many of these policies may not have required any revisions since that time. Those that experienced mandated updates have been addressed accordingly. Prevailing language in collective bargaining agreements will prevail over any outdated policy language. Administration will begin working on a priority list for reviewing all policies from 2002.

VIII. **POLICIES FOR DISCUSSION:**

- a. Policy 309 Assignment & Transfer—Mr. Andrews proposed going back to the previous version of the policy using language in the PSBA policy sample. The policy will now read “The Board shall approve the initial assignment of all employees at the time of employment, and when such assignments involve a transfer from one building to another, supervisor to another, or involve a move to a position requiring a certificate or credentials other than those required for the employee’s present position.” Dr. Riker stated that the Board has always approved certificated or credentials

moves even though it was not specifically stated. He asked for clarification on whether the Board was interested in strictly building-to-building changes or if they wanted to approve all moves, such as moving a 4th grade teacher to 1st grade in the same building. The committee were all in agreement on building-to-building changes only.

- b. Policy 616 Payment of Bills—Mr. Andrews requested that this policy be reviewed as it has not been updated since 2002. Administration shared that an updated version was presented back in 2018; however, the Board members at that time decided not to take action on the proposed revisions. PSBA’s most recent sample policy is included for review. Mr. Rohner expressed concern with the first sentence, under the section Authority being deleted as it did not follow school law. Mr. Rohner stated that as Board members, they must have access to review any invoice for verification prior to approval. He added that since the last CFO that the district has made great strides in being transparent. Mr. Forsyth shared that Mr. Rohner’s concerns may have been lost in communication with the former CFO and previous Board. With this additional language, it guarantees that the documents exist and following Policy 801 Public Records; the documents can also be requested by the public under Right-to-Know. Mr. McIntyre added that backup information for the monthly payment of bills is quite extensive. Rather than make copies for all, backup will be made available upon request by the individual Board member. This policy will be postponed until the committee has more time to review.
- c. Policy 625 Procurement—Administration shared proposed revisions based on recommendations from the most recent forensic audit. The committee decided that since they have an upcoming meeting to discuss the forensic audit, they would prefer to postpone the policy until after their meeting.
- d. Policy 913 Nonschool Organizations/Groups/Individuals—Administration presented a PSBA email alerting districts to review policies containing unconstitutional prohibitions on religious speech. Policy 220 Student Expression/Distribution and Posting of Materials is in compliance. Policy 913 has been revised following PSBA’s sample policy. The committee will need more time to review. Items to consider include: types of materials the district will distribute vs. post, non-profit vs. for-profit organizations, the school district benefitting from the advertisement rather than a private business or an individual personally benefitting from the distribution. The district must be fair and equitable to avoid charges of discrimination. This policy will be postponed until the committee has more time to review.

Public Participation: None

IX. ADVISORY RECOMMENDATIONS

ACTION BY THE COMMITTEE: Motion was made by Rebecca Bear to authorize and direct the administration to post the following item(s) with noted revisions for PUBLIC REVIEW during the month of February and subsequent Board action in March: Policy 309 Assignment & Transfer. Motion was seconded by Sharone Glasco and carried unanimously 4-0.

X. ADJOURNMENT: 5:20 p.m.

ACTION BY THE COMMITTEE: Motion to adjourn was made by George Andrews. Motion was seconded by Sharone Glasco and carried unanimously, 4-0.

Next meeting: March 16, 2020 at 4:30pm in the Carl T. Secor Administration Center

Respectively submitted by,
Debra Wisotsky