

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
AUGUST 17, 2020  
MEETING HELD VIA ZOOM DUE TO COVID-19 SCHOOL CLOSURE—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. **Board Members Present were:** Larry Dymond, Richard Schlameuss and Lisa VanWhy
- IV. **School Solicitor Present:** Christopher Brown
- V. **School Personnel Present were:** Brian Baddick, Eric Forsyth, Gail Johnson, Ryan Moran, Dr. William Riker, William Vitulli, Debra Wisotsky and Stephen Zall
- VI. **Members of the Public Present were:** Jennifer Floyd, Donna Hicks, Maria Hopkins, Simone Malonga, Jennifer Murdock, Sharon Sharma, Bridget Zipf and Tina Zito
- VII. **APPROVAL OF AGENDA**

**ACTION BY THE COMMITTEE:** Motion was made by Rebecca Bear to approve this agenda for August 17, 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 George Andrews and carried unanimously, 4-0.

VIII. **APPROVAL OF MINUTES**

**ACTION BY THE COMMITTEE:** Motion was made by Rebecca Bear to approve the minutes for for July 20, 2020 (pages 1-4). Motion was seconded by George Andrews and carried unanimously, 4-0.

Chris Brown asked can we talk about the May minutes that have not been approved? Mr. Rohner: The motion failed because the minutes were not accurate. Mr. Brown: Eventually you have to have May minutes approved as it is the one thing that the Auditor General always looks at; you have to have minutes for every meeting. Mr. Rohner: It is not in our best interest to do so. Mr. Brown: So I looked at the issue and it seemed to me that the minutes did not look like it accurately reflected what I had said? Is that the issue, Wayne? Mr. Rohner: No, it is inaccurately stating what I said. Ms. Glasco asked them both to figure out what the issue was and place the corrected minutes on the next agenda for approval? Mr. Rohner: We need to reference May's agenda and I know there was a discussion on Policy 000. Mr. Brown asked if he could get together with Mr. Rohner later this month and figure out exactly what it is he wants changed. Mr. Rohner stated yes, I just want to have the opportunity to review that agenda so that I know where my intent was. Ms. Glasco asked that Mr. Brown please keep the entire committee abreast, so that they know what transpired from the miscommunication and/or misdocumentation.

Included in the packet for your review is the PSBA Policy News Network Newsletter Volume IV-2020 which was communicated to all Pennsylvania school districts on Friday, July 31, 2020.

**POLICIES FOR DISCUSSION:**

- a. Policy 005 Organization—Ms. Glasco stated that this policy was corrected from our last meeting to add the Education Program & Resources Committee as a permanent committee moving forward. Mr. Brown mentioned that he jumped onto this meeting tonight because Mr. Andrews had some questions on the duties of the Secretary. Page 2 of 4, items a-g lists the duties of the Secretary. Mr. Brown: There is some stuff in

there that pretty much seems like Business Office, like prepares invoices and payroll. The important part of that, at least from the Board perspective, is that the Secretary prepares these things for approval and payment, meaning she puts it together for the Board's review. It is really the design of everything there. Mr. Andrews: But she doesn't, the Business Office does the invoices and payroll and obtains the signatures of the proper officials. Mr. Brown: Yes, in a sense, they prepare them and then give them to Patricia for the agenda. Just like all the stuff I give her for the agenda, I prepare it, but then I give it to her and she puts it all together. She prepares them for your approval. Mr. Rohner: You will probably find this language almost verbatim to school law. Mr. Brown: The weird part is, it is not verbatim and I really don't know why that is, but it is close. The language came from PSBA. Mr. Andrews: Makes monthly reports on the financial condition of the district which is Tom McIntyre, so why would a secretary be involved with that at all? Mr. Brown: The point is, once he's done it, and has it ready for the Board's review, he gives it to Patricia to add to the book to send it out to you. I'm not married to this language but if I were to switch it to match exactly what the school code actually says the secretary must do, I'm not sure you'd be happier. Mr. Andrews: If that's what it is, it is but where is common sense. Ms. Glasco asked if there were any recommended changes then? Ms. Bear: What about addressing these concerns in the AR. Mr. Brown: There is no AR for this policy and any AR would never supersede policy. The committee agreed to move Policy 005 ahead for 1<sup>st</sup> read in August.

- b. Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students—Ms. Wisotsky shared that the language come directly from PSBA sample language. Ms. Glasco stated the updated language makes sure that all students have access to programs and services and counseling which is important and it looks like it didn't say that previously. Mr. Brown added all changes are to keep up with Title IX legal decisions which are constantly churning. Ms. Bear explained that a lot of parents were misinterpreting this as the emergency removal related to covid and removing students from school should they test positive. I saw lots of posts on Facebook after they read this. Mr. Brown assured the committee that is absolutely not the case.
- c. Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff—Dr. Riker informed the committee that Policy 104 is the same Title IX regulations related to staff as opposed to students and this policy refers to staff toward other staff and staff toward students.
- d. Policy 247 Hazing—Ms. Glasco stated the policy has more detail than before but asked for clarification on who gets notified of an incident, the building principal or Superintendent? Dr. Riker answered, the building principal who then notifies the Title IX Coordinator who completes the investigation. Mr. Zall said we have an AR from 2018 that breaks down who the Compliance Officer is based on the incident and who is involved in any of those complaints that are filed. Ms. Glasco inquired whether there is an AR Master Manual. Dr. Riker shared that all ARs are listed with the accompanying policies on the website. If Board members asked for a hard copy of the policy manual, they would also have all the ARs in that manual.
- e. Policy 249 Bullying/Cyberbullying—Ms. Bear shared we need to be really clear as to what we deem as cyberbullying. Does it matter in school or not during school hours? Ms. Glasco: This states in school but most happens outside. Dr. Riker: Page 2 of 6 defines school setting so that will help you identify what areas and when that would apply. Ms. Bear: How do we determine if they do it while on a school vehicle, could we like look at the time stamp? Dr. Riker: Yes, you could do that. It will be part of the investigation on when they sent it and if it occurred on an actual school vehicle. Ms. Glasco: I really think we should touch on outside of school. Mr. Andrews: On item 2 of definitions it says substantially interfering with a student's education. When done at night it is still interfering with the student's education because they are stressed out and it carries over to their education. Ms. Glasco: Can we spend more time on this policy? Mr. Brown will take a closer look but stated, I think it is going to be an issue of what and what is not within the school's authority. You can't regulate children's conduct 24-7 as it is outside the purview of the school's authority. I do see what you are saying that it can be disruptive to the operation of the school. Dr. Riker stated all of these policies are required language changes as per the Title IX updates, so you will see the result of what is in red here are the results that have been put in place as of August 14 as per Title IX requirements.

- f. Policy 317.1 Educator Misconduct—Please note the title is being changed from Administrative Employees to Employees (which will include all employees)—Revisions reflect Title IX regulations for harassment and/or discrimination.
- g. Policy 417.1 Educator Misconduct--REPEAL (combine under 317.1 which now includes all employees changed from Professional Employees section)
- h. Policy 824 Maintaining Professional Adult/Student Boundaries – This policy also includes revisions to Title IX regulations. Ms. Bear asked if a coach drives a student home, does this mean they need prior permission to do so. Dr. Riker stated we would never recommend a teacher ever drive a student home. Mr. Andrews added that in the past, we have had that two teachers drive a student home, taking one car rather than be alone with the student. Dr. Riker reiterated that teachers should not be driving students home.

**ARs presented by administration for review-**

- a. Policy 220 Student Expression-AR—Dr. Riker explained that based on last month’s discussion we included as follow-up a form for Student Request for Permission to Distribution/Posting of Materials. There wasn’t a procedure in place before for student requests. We created this form moving forward for your review. It can be tweaked over time but now students will know the process. Ms. Bear suggested adding a line with a reason for denial. At least when a principal makes a decision they have a record of why he/she denied it for future requests, so students won’t feel discriminated against. It provides consistency and transparency.
- b. Policy 815 Acceptable Use of Communications and Information (CIS) Systems—Dr. Riker shared 815AR and referred the committee to the last page under the title Wearable Technology such as earbuds and earphones where we added a paragraph that tried to capture committee’s request. Ms. Glasco asked if the AR could be added to the front page of the website similar to what was done with the dress code. It is clear and easy to find. Ms. Bear asked should we have a sign-off for the most frequent violations that kids can sign because they don’t ever read policies. Perhaps a highlights page of the most common infractions that students are required to sign that they received it. It would alleviate a lot of problems with students saying they didn’t know they were violating policy. Ms. Glasco suggested implementing a section for discussing updated policies at monthly staff meetings and that she was not so sure about another document or signoff. Mr. Andrews and Ms. Bear felt an additional form would be helpful. Ms. Glasco directed Dr. Riker to prepare a list of the top 5 infractions for the next meeting for further discussion.

**Public Participation:**

Mr. Dymond inquired whether wearable technology also allows for health purposes, sugar monitors and blood pressure monitoring devices. Dr. Riker confirmed that a student’s 504 plan on file with the school nurse would allow such devices.

Maria Hopkins spoke about Policy 249. The district has done a lot but they clearly need to define bullying/cyberbullying. Parents have a very wide perspective of what it is. Whether it’s just being mean, sharing an embarrassing picture or consistently targeting one person, thereby affecting their health and personal safety. You really have to be clear on the behavior targeted with that policy outside of school and the legality of it. I’m not sure as a parent I can limit all of the exposure my child has to all communications from the outside world but I can’t deny access to the ESASD email addresses because they need to communicate with the school. Any cyberbullying that occurs through that forum should absolutely be addressed no matter what time of day or where it occurs when a child is being bullied through their district email account. That should be addressed in the Policy as well.

Ms. Wisotsky stated that last month she had shared an email from one of the district’s attorneys with regard to freedom of speech outside of school. The district is limited unless a student uses a district device outside of school or there is a specific threat to the school itself or a particular student. I will share that email again with the committee. Ms. Glasco added that this sets an interesting tone of what we are doing with our students. We have teachers, staff, and administration who are very loose in terms of saying things or commenting publicly on their

own social media. We need to tighten that up. We also expect a certain level of couth of what is acceptable and what is not. We need to think about how it affects others. I know there are some opportunities coming up on diversity training. We think of the black/white issue and where we come from, it is the way we communicate and our filtering system. I don't know how to address that, as we are all looking at things from different lenses and one might perceive it one way and the other another. I understand that we can't control everything and that there is freedom of speech but there is that gray space that creates a level of discomfort that always comes into question. There is not an easy yes/no, right/wrong answer. Mr. Brown added Policy 249 includes Title IX legalities for compliance and non-Title IX issues can be discussed again next month. Ms. Wisotsky suggested moving forward with the approval of Policy 249 in order to be in compliance with Title IX regulations which went into effect on August 14<sup>th</sup>. We can always bring the policy back again for further review. Mr. Brown agreed that the committee should put the policy through to meet the Title IX legalities we need to meet. We can always discuss the non-Title IX issues of the policy at a later date. The committee agreed to move Policy 249 for approval.

Simone Malonga shared her concern about the possible non-participation in sports for the fall season. As this was not a discussion for the policy committee, Ms. Malonga was directed to attend the 7pm Regular School Board meeting to discuss her concerns.

**IX. ADVISORY RECOMMENDATIONS**

**ACTION BY THE COMMITTEE:** Motion was made by George Andrews to authorize and direct the administration to include Policies 103, 104, 247, 249, 317.1, 417.1 (for repeal) and 824 on the Regular School Board agenda for later this evening. The committee will request a waiver of the first reading in addition to a motion for the adoption/repeal of these Policies in compliance with recent Title IX Federal Regulation which became effective on August 14, 2020. Motion was seconded by Wayne Rohner and carried unanimously 4-0.

**ACTION BY THE COMMITTEE:** Motion was made by Wayne Rohner to authorize and direct the administration to post the following item(s) with noted revisions for PUBLIC REVIEW during the month of August and subsequent Board action in September: Policy 005 Organization. Motion was seconded by George Andrews and carried unanimously, 4-0.

**X. ADJOURNMENT:** 5:30 p.m.

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

Next meeting: September 21, 2020 at 4:30 pm, TBD.

Respectively submitted by,  
Debra Wisotsky