

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
JANUARY 25, 2021  
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, Sharone Glasco, and Wayne Rohner. Debbie Kulick was absent.
- III. **Board Members Present were:** Richard Schlameuss
- IV. **School Personnel Present were:** Brian Baddick, Brian Borosh, Eric Forsyth, Dr. William Riker, William Vitulli, Debra Wisotsky and Stephen Zall
- V. **Members of the Public Present were:** None

Ms. Glasco greeted everyone, wishing all a Happy New Year as this was the first time that the Policy Committee had met in the new year. She stated we've done some amazing work this past year and she is looking forward to 2021.

VI. **APPROVAL OF AGENDA**

**ACTION BY THE COMMITTEE:** Motion was made by George Andrews to approve this agenda for January 25, 2021 (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, 3-0.

VII. **APPROVAL OF MINUTES**

**ACTION BY THE COMMITTEE:** Motion was made by George Andrews to approve the minutes for for December 21, 2020 (pages 1-4). Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

Included in the packet for your review is the PSBA Policy News Network Newsletter Volume VII-2020. This issue of the Policy News Network addresses policies affected by Act 110 of 2020 related to Students Convicted or Adjudicated of Sexual Assault. This issue also includes a Year in Review to enable members to quickly see the policies that were either newly developed or revised this year.

**POLICIES FOR DISCUSSION:**

**Policies presented by Administration-**

- a. **Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students** – PSBA revisions are drafted to comply with the provisions of Act 110 of 2020. Dr. Riker noted that this policy was recently updated and approved by the Board back in August 2020. The new section on page three is the substantial change from August as a result of Act 110. There were no concerns with the policy as written.
- b. **Policy 218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault** – This is an entirely new policy draft by PSBA to comply with the provisions of Act 110 of 2020. Ms. Glasco suggested the committee do its due diligence reviewing this policy as it is new.

Mr. Rohner inquired whether the district has any current issues with student discipline with regard to this policy. Dr. Riker stated no, not at this time. Mr. Forsyth added just to be clear, although it is a new policy, it should not be confused with the one that was previously on the books with the same number which will be shifted now to Policy 218.4-Gangs. There is no change to the gang policy, but it will be renumbered to align with PSBA. Ms. Glasco asked how would the Board be notified if there was an incident pertaining to Policy 218.3, or is that confidential. Mr. Andrews stated the Board expulsion hearing process would be implemented should there be any related incidents. There were no other concerns with the policy as written.

- c. **Policy 314 Physical Examination -- (REPEAL 414 & 514)** – This policy consolidates the three employee classifications of policy into one section that covers all employees. The policy incorporates new language from PSBA on health monitoring under the section entitled Guidelines due to Covid. There were no other concerns with the policy as written.
- d. **Policy 332 Working Periods -- (REPEAL 432 & 532)** -- This policy consolidates the three employee classifications of policy into one section that covers all employees. There were no other concerns with the policy as written
- e. **Policy 334 Sick Leave -- (REPEAL 434 & 534)** -- This policy consolidates the three employee classifications of policy into one section that covers all employees. Ms. Glasco questioned under Guidelines, the sentence: “A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent”. Should it go through the hierarchy of the building or does it reach the Superintendent’s desk? Dr. Riker stated it has never come to his desk but his interpretation is that if someone schedules a sick day and then decides they can come to work; we would remove the sick leave from their AESOP account. Mr. Andrews asked should it be, “designee or Director of Human Resources”? Dr. Riker added there would be no harm in extending it to the building principal or Director of Human Resources. Mr. Zall shared that the payroll secretaries at the building level or principals would be in communication with me. I then provide the information to the payroll department because they are the individuals who would be responsible for making any adjustments to accrued time in the payroll system; however, they would not do that without my authorization or that of Dr. Riker’s. Mr. Rohner asked if employees log into some type of computer program that notes that they are working every day or a particular day? Mr. Zall stated that employees input when they need to take an absence. That information is pulled each morning by the building or department payroll secretary so they can make the necessary arrangements for coverage and substitutes. There were no other concerns with the policy as written.
- f. **Policy 339 Uncompensated Leave -- (REPEAL Policies 439 & 539)** – Ms. Wisotsky referred the committee to revisions on the bottom of page one that came out of discussion from the previous meeting. Mr. Andrews inquired about possibly adding discussion of Policy 336 to the agenda. Ms. Glasco reminded Mr. Andrews that if it is not on the agenda, then it is not up for discussion at this time. She informed Mr. Andrews that he could make a recommendation to have 336 added for a later meeting. Ms. Glasco added, getting back to the agenda, Policy 339 has language added to be a little bit more clear and it outlines the parameters for a 90-day assessment prior to renewal of uncompensated leave requests. There were no other concerns with the policy as written.
- g. **Policy 340 Responsibility for Student Welfare -- (REPEAL 440)** – Mr. Andrews commented the policy is basically saying that adults need to be responsible for students at all times. Mr. Rohner expressed a concern with the sentence, “A staff member may not transport students in a personal vehicle except where specifically permitted by the building principal or designee”. This is probably more prevalent for North students rather than South. Mr. Rohner added, with respect to extracurricular activities, North Football at all levels not just varsity, coaches and

volunteers are transporting the students simply because they don't have a ride because their parents are commuters. What is the intent on this particular line item and what are we saying to our community then? Mr. Andrews stated that this has been in the policy for at least the last 10-15 years and that we don't want teachers by themselves with a student. I believe you have to have two teachers when driving so you don't have an issue with "he said, she said". In the past, either other parents volunteered to take the kids home or the teacher would have to leave one car and go with another teacher when transporting a student. It is a safety issue and I think it is a good thing that we do it that way. It is to protect the teacher or coach as well as the student. Dr. Riker noted it is a liability issue, we don't want to put the teacher or coach in a liable situation. Mr. Rohner stated that the point is, this is occurring every day, every school year for as long as I can remember, so I am well aware of the dynamics of what is going on. I am bringing this up because I want to know how we are going to enforce this moving forward without hindering our student athletes that have issues with transportation? Dr. Riker stated the red text says except where specifically permitted by the building principal or designee. Mr. Rohner said I understand what you're saying but it's an ongoing conversation. Mr. Zall shared, I can speak to what Mr. Rohner is talking about, as there have absolutely been occasions where parents know of a conflict or inability to be able to transport their child, so we asked that parent notes be provided and we verify with the parent. We make sure, in the case of athletics, that the athletic director and coach is aware. I've seen it occur for the spring production as well, and we recommend getting a parent note, so we are able to have that dialogue and verify things. Mr. Rohner stated, I am okay with providing transportation, I just want to make sure that we are not stiff-arming those that are having a difficult time. Mr. Andrews asked if we should add that parents must provide a note. Mr. Zall advised that we don't necessarily want to promote our staff members be susceptible or responsible for such because it is a bit of a liability and we don't necessarily want them to be opened up to compromising situations if they don't need to be. I think for the occasions that have come up, from my own experiences, they are special situations and not an everyday thing. It's a one and done thing and which have been handled through communication and documentation. Ms. Glasco agreed as long as we have a process in place where the principal is notified, documentation provided and whereby we communicate/verify with parents. I hope those teachers or coaches that do occasionally transport follow the policy. We can provide further guidance by adding that verbiage in an AR.

**Public Participation:** None

#### 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) with noted revisions for PUBLIC REVIEW during the month of January and subsequent Board action in February: Policies 103, 218.3, 314, 332, 334, 339, and 340 and the REPEAL of 414, 514, 432 532, 434, 534, 439, 539, and 440. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

IX. **ADJOURNMENT:** 5:00 p.m.

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

Next meeting: February 22, 2021 via Zoom.

Respectively submitted by,  
Debra Wisotsky