

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
OCTOBER 18, 2021  
CARL T. SECOR ADMINISTRATION CENTER & VIA ZOOM—4:30 P.M.  
MINUTES**

- I. Meeting was called to order at 4:30 p.m. by Debbie Kulick.
- II. **Policy Committee Members Present were:** George Andrews, Debbie Kulick, Wayne Rohner and Richard Schlameuss
- III. **Board Members Present were:** None
- IV. **School Personnel Present were:** Brian Baddick, Brian Borosh, Anthony Calderone, Eric Forsyth, Frederick Mill, Dr. William Vitulli, Debra Wisotsky and Stephen Zall
- V. **Members of the Public Present were:** Jennifer Floyd
- VI. **APPROVAL OF AGENDA**

**ACTION BY THE COMMITTEE:** Motion was made by Wayne Rohner to approve this agenda for October 18, 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 George Andrews and carried unanimously, 4-0.

VII. **APPROVAL OF MINUTES**

**ACTION BY THE COMMITTEE:** Motion was made by Richard Schlameuss to approve the minutes for September 20, 2021 (pages 1-2). Motion was seconded by George Andrews and carried unanimously 4-0.

VIII. **POLICIES FOR DISCUSSION:**

**Policies presented by administration-**

Ms. Kulick shared that we have five policies for discussion. They are all repealing 400 and 500 policies and consolidating into the 300s section.

- a. Policy 313.1 Evaluation of Professional Employees – **REPEAL** 412—Ms. Kulick read the revisions to the policy which included adding ways to improve on weaknesses that prevent an employee from achieving school district goals, which may include an Individual Improvement Plan, the Superintendent or designee preparing procedures, and assess change through the use of an Improvement Plan. The committee had no concerns with the revisions noted.
- b. Policy 313.2 Evaluation of Temporary Professional Employees – **REPEAL** 413—Ms. Kulick shared the revisions with the committee. Mr. Rohner asked to interject and make a comment on the previous policy. You might want to edit #2 to apply in a consistent and uniform manner to all employees since we are getting rid of the separate sections of classifications since it now applies to all employees. Ms. Kulick noted, the section is called “Employees” but that specific

policy was titled Evaluation of Professional Employees. Mr. Rohner stated, never mind. Ms. Kulick noticed that earlier as well. We are now discussing the Temporary Professional Employees and adding Superintendent or designee; nothing else changes. Mr. Andrews asked on #2, where it says the Board directs the evaluation plan; should we add, approved by the Board? Ms. Kulick stated, I don't think we necessarily approve an evaluation. Mr. Andrews asked do we get to see the evaluation if we want to? Ms. Kulick responded that evaluations are not something we usually see, so no. Mr. Zall asked does he mean the evaluation or the template? Mr. Rohner said you are certainly entitled to see evaluations. Mr. Zall asked again, are you referencing the template. Mr. Andrews replied I'm sure the form we get to see, but the evaluation, are we not allowed to see? Mr. Rohner stated, yes you are, I make that very clear, yes you are. Dr. Riker replied, only if the majority of the Board approves such. Mr. Rohner interjected, this is a weakness. Ms. Kulick replied we can see it, only if a majority of the Board agrees. Mr. Andrews asked, so if an individual Board member has an evaluation he would like to see, he would have to come to the Board and really have to have a reason. The Board would have to say yea or nay to that. Dr. Riker added it needs to be a Board-valued reason, a reason relevant to the Board, not relevant to an individual. As a function of the Board to the Board. Mr. Schlameuss stated in Policy 324, it says, "Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board." So we will get to that in a little bit. Let's not go there now, we will go there next.

- c. Policy 313.3 Evaluation of Support Employees – **REPEAL** 512— Ms. Kulick read the revisions to the policy which included adding ways to improve on weaknesses that prevent an employee from achieving school district goals, which may include an Individual Improvement Plan, the Superintendent or designee preparing procedures, and assess change through the use of an Improvement Plan. The committee had no concerns with the revisions noted.
- d. Policy 324 Personnel Files – **REPEAL** 424, 524—Ms. Kulick stated revisions include adding Superintendent or designee, eliminating administrative employee as it now applies to all employees, changing administrator directly involved to administrator responsible for supervising the employee and adding a section on Title I Schools and highly-qualified teachers as required by law. Mr. Andrews asked Mr. Rohner, is this where it says personnel files are available to the Board. Mr. Rohner said no, I was responding to evaluations. Ms. Kulick said, this is employee access to personnel files by the employee. Mr. Forsyth added the Title I language was applied to several policies across the board after the direct changes in law. Mr. Andrews asked if we always try to hire highly-qualified teachers. Ms. Kulick replied, yes.
- e. Policy 325 Dress and Grooming – **REPEAL** 425, 525—Ms. Kulick noted the elimination of the first paragraph and the addition of new language on employee dress. Mr. Andrews inquired about phys ed teachers wearing sweatpants/shorts for work. Where is that in here? Mr. Forsyth noted page three indicates there is an exception that enables some to carry out their duty. Dr. Riker stated number three, as required for participation in school-sponsored activities or work assignments, your work assignment is that you're a phys ed teacher. Footwear shall be secured at the heel with a strap with heels not more than 3.5 inches. Certain job classifications may further stipulate specific footwear requirements for health and safety reasons as outlined in the Employee Manual. The uniformed employees section was added from former Policy 525. Upon reassignment into a different classification or termination of employment, employees are required to return any uniform issued. The committee asked that security officers and school police be added to the list of uniformed employees. This item will be added and the policy will be moved forward with the noted revision.

**Public Participation:** None

**IX. 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 October and subsequent Board action in November: Policies 313.1, 313.2, 313.3, 324 and 325. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

**X. ADJOURNMENT:** 4:45 p.m.

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

Next meeting: November 15, 2021 at 4:30 p.m. in the Carl T. Secor Administration Board Room & via Zoom.

Respectively submitted by,  
Debra Wisotsky