

EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
SPECIAL MEETING -JULY 3, 2002

**East Stroudsburg Area Senior High School - South  
7:30 P.M.**

- I. President Forney called the meeting to order at 7:30 p.m. and led those present in the pledge of allegiance. Secretary Robert Huffman called the roll.
- II. Members present were: Philip Brush, Horace Cole, Roland Featherman, Patrick Forney, Bet Hays, Robert Huffman and Arthur Moeller. Members absent were: Donald Motts and William Zacharias.
- III. School personnel present: Kenneth G. Koberlein, Gregory L. Naudascher, Michael M. Michaels, Douglas C. Arnold, Marie Guidry, James Shearouse, Sharon Laverdure, Pat Mulroy, Joseph Formica, Pat Baughman, Carol Nevil, Richard Carty, Irene Duggins, Mike Silvoy and Kathy Kroll. Also present was Thomas Dirvonas - Solicitor.
- IV. Media Guest present: Aaron Applegate - Pocono Record and Channel 13 TV  
Community members present: Janice Mahoney, Jay Uporsky, Christine Uporsky, Harold Pilgrim, Guy M. Miller, Chris Baj, Christina Fabijanczum, Ed Kostal, Laurie Cibria, Bob Gress, Anna Gress, Kay Larison, Fred Falteisek, B. Michael Peterson, Gisela Hergbert, Joe Lavelle and Diane Krupski.
- V. SUPERINTENDENT'S REPORT  
Douglas C. Arnold, Assistant Superintendent for Pupil Services, announced the following changes in the numbering and naming of School Board Policies.

300 ADMINISTRATIVE EMPLOYEES

- 301 Creating A Position
- 302 Employment Of Superintendent & Assistant Superintendent
- 303 Employment Of Administrators
- 304 Conflict Of Interest
- 308 Employment Contract
- 309 Assignment And Transfer
- 310 Abolishing A Position
- 311 Suspensions And Furloughs
- 312 Evaluation Of Superintendent
- 313 Evaluation Of Administrative Employees
- 314 Physical Examination
- 314.1 HIV Infection
- 316 Nontenured Employees
- 317 Conduct/Disciplinary Procedures
- 319 Outside Activities
- 320 Freedom Of Speech In Nonschool Settings
- 321 Political Activities
- 322 Gifts
- 323 Tobacco Use
- 324 Personnel Files
- 325 Dress And Grooming
- 326 Complaint Process
- 327 Management Team
- 328 Compensation Plan
- 331 Job Related Expenses
- 333 Professional Development
- 334 Sick Leave
- 335 Family and Medical Leaves
- 336 Personal Necessity Leave
- 337 Vacation
- 338 Sabbatical Leave
- 338.1 Compensated Professional Leaves

339 Uncompensated Leave  
342 Jury Duty  
346 Workers' Compensation  
348 Unlawful Harassment  
351 Drug And Substance Abuse

400 PROFESSIONAL EMPLOYEES

401 Creating A Position  
404 Employment Of Professional Employees  
404.1 Conflict Of Interest  
405 Employment Of Substitute Professional Employees  
406 Employment Of Summer School Staff  
407 Student Teachers  
408 Employment Contract  
409 Assignment And Transfer  
410 Abolishing A Position  
411 Suspensions And Furloughs  
412 Evaluation Of Professional Employees  
413 Evaluation Of Temporary Professional Employees  
414 Physical Examination  
414.1 FHV Infection  
416 Non-tenured Staff Members  
417 Conduct/Disciplinary Procedures  
418 Penalties For Tardiness  
419 Outside Activities  
420 Freedom Of Speech In Non-Instructional Settings  
421 Political Activities  
422 Gifts  
423 Tobacco Use  
424 Personnel Files  
425 Dress And Grooming  
426 Complaint Process  
428 Salary Determination  
429 Substitute Compensation  
431 Job Related Expenses  
432 Working Periods  
433 Professional Development  
434 Sick Leave  
435 Family And Medical Leaves  
436 Personal Necessity Leave  
438 Sabbatical Leave  
438.1 Compensated Professional Leaves  
439 Uncompensated Leave  
440 Responsibility For Student Welfare  
442 Jury Duty  
446 Workers' Compensation  
448 Unlawful Harassment  
451 Drug And Substance Abuse

500 SUPPORT EMPLOYEES

501 Creating A Position  
504 Employment Of Support Employees  
504.1 Conflict Of Interest  
505 Employment Of Substitute And Short-Term Employees  
508 Employment Contract  
509 Assignment And Transfer  
511 Suspensions And Furloughs  
512 Evaluation Of Support Employees  
514 Physical Examination

- 514.1 HIV Infection
- 517 Conduct/Disciplinary Procedures
- 518 Penalties For Tardiness
- 519 Outside Activities
- 523 Tobacco Use
- 524 Personnel Files
- 525 Dress And Grooming
- 526 Complaint Process
- 528 Salary Determination
- 529 Substitute Compensation
- 530 Overtime
- 531 Job Related Expenses
- 532 Working Periods
- 534 Sick Leave
- 535 Family And Medical Leaves
- 536 Personal Necessity Leave
- 537 Vacation
- 539 Uncompensated Leave
- 541 Benefits For Part-time Personnel
- 542 Jury Duty
- 543 Paid Holidays
- 546 Workers' Compensation
- 548 Unlawful Harassment
- 551 Drug And Substance Abuse

#### 600 FINANCES

- 601 Fiscal Objectives
- 602 Budget Planning
- 603 Budget Preparation
- 604 Budget Adoption
- 605 Tax Levy
- 606 Tax Collection
- 607 Tuition Income
- 608 Bank Accounts
- 609 Investment Of District Funds
- 610 Purchases Subject To Bid
- 611 Purchases Budgeted
- 612 Purchases Not Budgeted
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions
- 616 Payment Of Bills
- 617 Petty Cash
- 618 Student Activity Funds
- 619 District Audit
- 621 Local Taxpayer Bill Of Rights
- 622 GASB Statement 34

#### 700 PROPERTY

- 701 Facilities Planning
- 702 Gifts, Grants, Donations
- 703 Sanitary Management
- 704 Maintenance
- 705 Safety
- 706 Property Records
- 707 Use Of School Facilities
- 708 Lending Equipment And Books
- 709 Building Security
- 710 Use Of Facilities By Staff
- 713 Vehicular Traffic On School Property

- 715 Use Of FAX Machines
- 716 Integrated Pest Management

#### 800 OPERATIONS

- 801 Public Records
- 802 School Organization
- 803 School Calendar
- 804 School Day
- 805 Emergency Evacuation Of Schools
- 805.1 Emergency Plan
- 806 Child Student Abuse
- 807 Opening Exercises
- 808 Food Services
- 810 Transportation
- 810.1 Drug And Alcohol Testing —Covered Drivers
- 811 Bonding
- 812 Property Insurance
- 813 Other Insurance
- 814 Copyright Material
- 815 Acceptable Use Of Internet
- 818 Contracted Services
- 819 Suicide
- 825 State Mandate Waivers

#### 900 COMMUNITY

- 901 Public Relations Objectives
- 902 Publications Program
- 903 Public Participation In Board Meetings
- 904 Public Attendance At School Events
- 905 Citizen Advisory Committees
- 906 Public Complaints
- 907 School Visitors
- 908 Relations With Parents/Guardians
- 909 Municipal Government Relations
- 910 Community Relations
- 911 News Media Relations
- 912 Relations With Educational Institutions
- 913 Relations With Special Interest Groups
- 914 Relations With Intermediate Unit
- 916 School Volunteers
- 917 Parent/Family Involvement

The following items were discussed:

- Correspondence of June 26 from Auditor General
- July 27 District Sale Details
- Report on July 2 Zoning Hearing
- Commonwealth Budget, Requirements, and Recommendations

#### VI. PUBLIC COMMENT

VII. MONROE COUNTY TAX CLAIM

*(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)*

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**ACTION BY THE BOARD:**

Motion was made by Philip Brush that the District not contest the petition filed by the Monroe County Tax Claim Bureau for the sale of properties as set forth and appropriately filed with the Court of Common Pleas, Monroe County, Pennsylvania on June 11, 2002. Motion was seconded by Roland Featherman and carried unanimously, 7-0.

VIII. SENIOR CITIZEN TAX REBATE

*(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)*

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**ACTION BY THE BOARD:**

Motion was made by Roland Featherman to approve the extension of the Senior Citizen Tax Rebate deadline from June 30, 2002 to December 31, 2002. Motion was seconded by Philip Brush and carried unanimously, 7-0.

IX. SCHOOL DISTRICT BUDGET - 2002-2003

*(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)*

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**ACTION BY THE BOARD:**

Motion was made by Robert Huffman that the East Stroudsburg Area School District does hereby adopt its general fund and capital reserve budgets for the school year 2002-2003, in the amounts and categories as set forth below and as posted in accordance with the law, the full budgets being filed with the school records and the Department of Education as required by law. The totals of said general fund and capital reserve budgets are \$73,405,801 and \$950,097, respectively. The general fund budget includes funds from the State and Federal governments in addition to the taxes hereinafter levied, after proper additions and amendments. The general fund budget as hereby adopted also includes the additional state funding in the amount of \$531,534 to be received by the District from the Commonwealth of Pennsylvania as a result of the approval of Act No. 88 of 2002 (H.B. No. 4 of 2001), and such inclusion is intended to comply with the budget reopening provisions of Act 88. Motion was seconded by Arthur Moeller and carried 6-1. *Voting in favor:* Patrick Forney, Bet Hays, Robert Huffman, Arthur Moeller, Roland Featherman and Philip Brush; *Against:* Horace Cole. TALLY: Yes 6; No 1.

2002-2003 PROPOSED BUDGET – GENERAL FUND

<u>1000</u>	Instruction		
1100	Regular	\$27,160,448	
1200	Special	10,043,130	
1300	Vocational	1,501,495	
1400	Other	<u>898,976</u>	
	Subtotal – Instruction		\$39,604,049
<u>2000</u>	Support Services		
2100	Pupil Personnel	1,577,755	
2200	Instructional Staff	1,844,341	
2300	Administration	3,513,203	
2400	Pupil Health	1,328,763	
2500	Business Office	519,584	
2600	Operation & Maintenance	6,468,318	
2700	Transportation	4,018,989	
2800	Central Services	1,160,523	
2900	Other Support Services	<u>190,000</u>	

	Subtotal- Support Services		20,621,476
<u>3000</u>	Non-Instructional Services		
3200	Student Activities	1,366,968	
3300	Community Services	<u>145,486</u>	
	Subtotal-Non-Instructional Services		1,512,454
<u>4000</u>	Facilities Construction & Improvement		
4200	Site Improvement & Replacement	-	
4600	Building Improvement & Replacement	=	
	Subtotal-Facilities Construction & Improvement		-
<u>5000</u>	<u>Other Financing Sources (Uses)</u>		
5100	Financing	327,724	
5200	Transfers to Funds	10,814,800	
5900	Budgetary Reserve	<u>525,298</u>	
	Subtotal- Other Financing Sources (Uses)		<u>11,667,822</u>
	TOTAL BUDGET – GENERAL FUND		<u>\$73,405,801</u>
2002 – 2003 BUDGET- CAPITAL RESERVE FUND			
<u>2000</u>	<u>Support Services</u>		
2600	Operation & Maintenance	\$61,431	
2700	Transportation	<u>714,015</u>	
	Subtotal – Support Services		\$775,446
<u>4000</u>	<u>Facilities Construction &amp; Improvement</u>		
4200	Site Improvements – Replacements	15,947	
4600	Building Improvement-Replacement	<u>158,704</u>	
	Subtotal - Facilities Construction & Improvements		<u>174,651</u>
	TOTAL BUDGET – CAPITAL RESERVE		\$950,097

X. TAXES

*(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)*

**ACTION BY THE BOARD:**

Motion was made by Roland Featherman to approve the tax rates listed below to fund the 2002-2003 school year budget, including the one (1%) percent Earned Income Tax, which is expected to produce a revenue of \$2,000,000; the Occupational Privilege Tax, which is expected to produce a revenue of \$98,000; the one (1%) percent Realty Transfer Tax, which is expected to produce a revenue of \$710,000; and the Real Estate Tax, which is expected to produce net revenues of \$45,142,112. The Real Estate Tax millage rates as hereby approved have been reduced to reflect the receipt of additional state funding in the amount of \$531,534 to be received by the District from the Commonwealth of Pennsylvania as a result of the approval of Act No. 88 of 2002 (H.B. No. 4 of 2001), and such reduction is intended to comply with the budget reopening and tax reduction provisions of Act 88. Motion was seconded by Philip Brush and carried 6-1. *Voting in favor:* Patrick Forney, Bet Hays, Robert Huffman, Arthur Moeller, Roland Featherman and Philip Brush; *Against:* Horace Cole. TALLY: Yes 6; No 1.

- A. Be it resolved that a tax of 109.2 mills be levied on the assessed value of real estate in the Monroe County portion of the East Stroudsburg Area School District for the 2002-2003 school year; and
- B. Be it resolved that a tax of 81.6 mills be levied on the assessed value of real estate in the Pike County portion of the East Stroudsburg Area School District for the 2002-2003 school year; and
- C. Be it resolved that the one (1%) percent Earned Income Tax to be collected from all residents of the District remain in effect for the 2002-2003 school year; and

- D. Be it resolved that the \$10.00 Occupational Privilege Tax to be collected from all workers in the District remain in effect for the 2002-2003 school year; and
- E. Be it resolved that the one (1%) percent Real Estate Transfer Tax remain in effect for the 2002-2003 school year.

XI. ADJOURNMENT - 8:55 PM

Respectfully Submitted,

Robert C. Huffman  
Board Secretary