

PHOENIXVILLE AREA SCHOOL DISTRICT
Phoenixville, Pennsylvania

Minutes of the March 18, 2008 Board Policy Committee Meeting

OPENING

Mr. Keith Wickstrom, Acting Chairperson, called the March 18, 2008 meeting of the Board Policy Committee to order at 6:00 p.m. The meeting was held in the conference room of the Administration Building.

ATTENDANCE

Board Policy Committee Members Present: Mr. Paul Slaninka, and Mr. Keith Wickstrom.

Board Policy Committee Member Absent: Mr. Josh Gould.

Also in Attendance: Dr. David R. Noyes, Superintendent of Schools, and Mrs. Catherine S. Varady, Administrative Assistant to the Superintendent/Assistant Board Secretary.

APPROVAL OF MINUTES

Minutes of the January 22, 2008 Board Policy Committee meeting were approved as presented.

OLD BUSINESS

• **Policy Approved by Board at the February 21, 2008 Board Meeting**

Dr. Noyes informed the Committee that Policy No. 806—Operations: Child/Student Abuse, which was approved by the Board at the February 21, 2008 Board Meeting, was sent to PSBA for final review and formatting.

• **Continuation of Policy Review/Discussion from January 22, 2008 Policy Committee Meeting**

- Policy No. 218.2—Pupils: Off-Campus Conduct Control
- Policy No. 237—Pupils: Electronic Devices
- Policy No. 248—Pupils: Unlawful Harassment
- Policy No. 348—Administrative Employees: Unlawful Harassment
- Policy No. 448—Professional Employees: Unlawful Harassment
- Policy No. 548—Classified Employees: Unlawful Harassment
- Policy No. 815—Operations: Acceptable Use Policy for Use of Computers and Information Technology

All of the above-listed policies were previously reviewed at the January 22, 2008 Board Policy Committee meeting and changes were recommended. Dr. Noyes reviewed the revisions made to the policies.

The Committee recommended a change in the second paragraph of Policy 218.2—to delete “*in the world.*”

The Committee also recommended a change to Policy No. 815—#12 in the policy follows:

12. *PASD personnel must report violations of the Acceptable Use Policy using the attached addendum. Violations of the Acceptable Use Policy must be reported to a teacher or administrator by students and to an administrator ~~by students and to an administrator~~ by employees.*

The Policy Committee recommended that Policies 218.2, 237, 248, 348, 448, 548, and 815 be presented as a “first reading” at the April 10, 2008 Board Workshop Meeting and a “second reading” at the April 17, 2008 Board Meeting.

OLD BUSINESS (*Continued*)

- **Policy No. 249—Pupils: Bullying**

“Sample” PSBA policies on bullying were reviewed by the Board Policy Committee on January 22, 2008. The “sample” policies were sent to the Campus Outreach Services Committee and they were asked to develop a policy for the District. The Campus Outreach Services Committee is currently working on this policy.

- **Update on Review of Policy Section 000—Local Board Procedures**

The following policies in Section 000 were distributed to the Board Policy Committee at the January 22, 2008 Board Policy Committee meeting in preparation for tonight’s review of the policies:

- **Policy No. 001—Local Board Procedures: Name and Classification**

Following review and discussion, it was noted that the address for the District needs to be updated to include P. O. Box 809.

- **Policy No. 002—Local Board Procedures**

Following review and discussion, no changes were recommended. It will be noted on the policy that it was reviewed in March 2008.

- **Policy No. 003—Local Board Procedures: Functions**

This policy references the Statement of Financial Interest form, which Board Members and administrators must complete each year. Teachers are not required to complete this form. A suggested change was to add the word **administrative**, in the fourth paragraph on page 2—*The Superintendent shall implement a procedure to inform administrative employees of their responsibility under the Ethics Law. This procedure shall be approved by the Board and the completion of the implementation report to the Board.*

- **Policy No. 004—Local Board Procedures: Membership**

Following review and discussion, it was noted that changes may need to be made to the following sections:

- Section 2. Qualifications – Dr. Noyes noted a change in wording may be needed regarding the filing of the form.
- Section 8. Orientation – This section referenced documents each Board Member should receive. Dr. Noyes did not feel the Board needed a copy of the School Code. Dr. Noyes indicated that he would check on getting Board Members an updated copy of the Sunshine Law. He pointed out that if a Board Member references email in a discussion at a public meeting, all personal email is subject to subpoena. Dr. Noyes also referenced the Right to Know Law. He indicated that the District is getting more and more requests. Mrs. Diekow is the person who usually responds to these requests as they are usually for financial information.

- **Policy No. 004.1—Local Board Procedures: Conflicts of Interest By Board Members**

Discussion centered on Board Members signing a Conflict of Interest Statement. According to Dr. Noyes, this policy has not been enforced in the past. Following discussion, it was recommended that Mr. Gould, Policy Chair, be asked to distribute this form to Board Members to complete.

- **Policy No. 005—Local Board Procedures: Organization**

In completing the review of Policy No. 005, it was noted that in Section 6 (page 3), the *Policy Committee* was not listed and should be added to the list of Board Committees.

OLD BUSINESS *(Continued)*

- Update on Review of Policy Section 000—Local Board Procedures *(Continued)*
 - **Policy No. 006—Local Board Procedures: Meetings**
It was suggested that wording in Section 5 be updated to reflect the Board meeting schedule and location. In reviewing Section 8, it was recommended that Dr. Noyes obtain a legal opinion and also obtain PSBA recommended changes.
 - **Policy No. 007—Local Board Procedures: Distribution**
Following review and discussion, no changes were recommended. It will be noted on the policy that it was reviewed in March 2008.
 - **Policy No. 011—Local Board Procedures: Board Governance Standards/Code of Conduct**
Following review and discussion, no changes were recommended. It will be noted on the policy that it was reviewed in March 2008.
 - **Policy No. 012—Local Board Procedures: Nepotism**
Following review and discussion, no changes were recommended. It will be noted on the policy that it was reviewed in March 2008.

Following review and discussion of Policy Section 000, Dr. Noyes agreed to update policies, as suggested, and also report on his research at the next meeting of the Policy Committee.

- **Update on PSBA Policy News Network (PNN) Recommendations**
Dr. Noyes informed the Committee that PSBA's Policy News Network recommendations are expected to be released at the end of March. This information will be presented to the Policy Committee at the next meeting.

NEW BUSINESS

- **Policy Review**
 - **Family and Medical Leave Act Policy Revisions**
Dr. Noyes explained to the Policy Committee that because of recent amendments to the Family and Medical Leave Act (FMLA) of 1993, as amended, additional information should be included in the District's Family and Medical Leave Act Policy. The Committee received a summary of recent amendments and the District's current policies—Policy No. 335—Administrative Employees: Family and Medical Leaves; Policy No. 435—Professional Employees: Family and Medical Leaves; and Policy No. 535—Classified Employees: Family and Medical Leaves. Dr. Noyes' recommended consulting with PSBA. The Committee was in agreement. The updated policies will be presented to the Committee after PSBA recommended changes have been included.

NEW BUSINESS *(Continued)*

- **Phoenixville Public Library Meeting Room Use, Policy, Procedures, and Guidelines, Application for Use**

The Committee reviewed the document received from the Phoenixville Public Library titled, Meeting Room Use, Policy, Procedures, and Guidelines, Application for Use. Dr. Noyes did not have any recommendation for the Committee. He did not know if the library had a legal review of the document. Mr. Slaninka felt that the last section, Disclaimers, should be reviewed by the District's attorney. Dr. Noyes agreed to ask Mr. Gould, who is the Board representative on the Library Board, to obtain information regarding this policy. Dr. Noyes indicated that the document may need to be sent to Ron Williams, Esquire, for a legal review. Additional information will be presented at the next meeting.

- **Policy No. 916—Community: Volunteer Coaches/Advisors**

Dr. Noyes informed the Committee that Policy No. 916 was sent to PSBA for review and formatting. PSBA informed the District that the policy includes an Application for Volunteer Coach/Advisor. Dr. Noyes informed the Committee that he would revise the application to reflect the clearances' requirements that are now part of Policy No. 916. Dr. Noyes will work on revising the application.

- **Sample PSBA Policies—Adult/Student Relationships**

Dr. Noyes noted that at the January 22, 2008 Policy Committee meeting, a question was raised regarding adult/student relationships. Dr. Noyes provided the Committee with policies received from PSBA for the following districts:

- Butler Area School District: Policy No. 248.1—Adult/Student Relationships
- Chambersburg Area School District: Policy No. 249—Relationships Between Staff and Students
- Montoursville Area School District: Policy No. 249—Relationships Between Staff and Students
- Shamokin Area School District: Policy No. 447—Expectations for Conduct Regarding Students

Following review and discussion, Dr. Noyes indicated that he liked the policy of Chambersburg Area School District and Guideline #7 from the Shamokin Area School District. Dr. Noyes agreed to develop a policy for the District using the Chambersburg and Shamokin policies and present it to the Policy Committee at its next meeting.

- **Review of Policy Section 100 at Next Meeting**

Dr. Noyes recommended waiting on the review of the next section of the Policy Manual, Policy Section 100, until the District has received PSBA's Policy New Network recommendations.

RECOGNITION OF VISITORS

There were no visitors in attendance

NEXT MEETING

The next meeting of the Board Policy Committee was scheduled for Tuesday, May 20, 2008, at 6:00 p.m. in the conference room of the Administration Building. *[Note: The May 20, 2008 meeting was canceled.]*

ADJOURNMENT

There being no further business brought before the Policy Committee, the meeting was adjourned at 7:10 p.m.

Keith Wickstrom Policy Committee Acting Chairperson

Minutes of the meeting were prepared by Catherine S. Varady, Administrative Assistant to the Superintendent/Assistant Board Secretary.

Please Note: A digital recording of the March 18, 2008 Board Policy Committee Meeting is on file in the Administration Building.