

POLICY COMMITTEE
MINUTES
DECEMBER 16, 2008, 5:30 P.M.
WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Mrs. Kimberly Angove	Mr. Arthur Stewart
Mr. Thomas Knapp	Mrs. Kirsten Turfitt
Mr. Jeff Lockett	Mr. David Wortman
Dr. Jack Martin	Mrs. Donna Zariczny
Mrs. Katherine Oudinot	

OTHERS PRESENT:

Dr. Robert Terrill	Mrs. Rosemarie Green
Dr. Karen Pascale	Mrs. Amanda Hetrick
Dr. Norbert Kennerknecht	Mrs. Diane Martin
Mrs. Amy Stewart	Mr. Petter Turnquist
Mrs. Ruth Huck	Mr. Matt Jones
Mr. Brian Collopy	Mrs. Sue Turner
Mr. Jack Werner	Mrs. Patty Horner
Mrs. Wendy Norris	Ms. Lauren Vokish (WTO)

1.0 Opening Activities

1.1 Call to Order

The Policy Committee meeting of the Warren County School District Board of School Directors was called to order by Mrs. Angove, President, at 6:18 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.2 Public Comment

There was no public comment.

2.0 Old Business

2.1 Policy Number 3145, titled - Decisions During Superintendent's Absence

MOTION: That the Board of School Directors approves on second reading the revisions to Policy Number 3145, titled – Decisions During Superintendent’s Absence.

DISCUSSION: Mr. Lockett presented changes to Policy Number 3145. Mr. Stewart requested that the section stating “decisions of a district-wide nature” be changed to “emergency decisions.”

Also the line stating “the Director with the highest certification level and administrative experience” will be changed to “The Director with a letter of eligibility and most administrative experience in the District.”

The lines “In the event a Director is not available, the Building Principal with the highest certification level and administrative experience will assume the

duties,” will be removed from the suggested wording. A semi-colon will be added following “the Director with a letter of eligibility and most administrative experience in the District;” and this phrase will be added: “If there is no director with a letter of eligibility, a director with the greatest administrative experience in this District will assume responsibility.”

ACTION: This policy will be forwarded to the January Board meeting with the recommended changes.

3.0 New Business

3.1 Policy Number 7115, titled - Employment (Hiring)

MOTION: None

ACTION: Mrs. Angove stated that if there were no objections this policy will be forwarded to the Personnel Committee for review and recommendation before the Policy Committee deals with it.

3.2 Policy Number 10465, titled - Student Participation & Coaches Needed

MOTION: None

ACTION: Since this is not a time sensitive revision to Policy Number 10465, Mrs. Angove asked that this Policy be held until the January Policy Committee.

3.3 Policy Number 7415, titled - Family and Medical Leave Act

MOTION: That the Board of School Directors combines on first and second reading and approves revisions to Policy Number 7415, titled - Family and Medical Leave Act.

DISCUSSION: Dr. Martin questioned who administratively keeps up to date on changes in the law necessitating changes in District policies? Dr. Terrill responded that PSBA has services that would provide what is needed. Services range from providing sample policies to reviewing the whole policy. They would look at six months worth of Board minutes and contracts to make sure there are no contradictions with policy and make sure district policy is in compliance. PSBA will review policy annually and send monthly or periodic updates.

Mr. Stewart stated that during his tenure as district solicitor, he subscribed to a service through PSBA offering updates to meet the changes in the law. Mr. Byham has access to this same service. Previously Mr. Stewart worked with former director Dr. Sechriest to write draft changes to the policy for consideration. The entire policy manual was revamped in 1999. Mr. Stewart cautioned that the PSBA policies are not customized but generic and can be lengthy and cumbersome. They repeat statutes and school code within the policy.

Dr. Martin asked that the administration be charged to put a process or procedure and recommendation together that satisfies the district’s need to resolve the issues of last minute changes, and the potential of district policy being out of compliance. The committee asked for a recommendation at some point in time that would resolve this with either an administrative liaison,

purchasing a service from an outside agency, or having Mr. Byham take the lead.

Mr. Lockett noted that Policy 2105 is not available on the website. He asked that it be posted as soon as possible and that someone makes sure the most recent policies are posted.

CHARGE TO ADMINISTRATION: It was moved by Dr. Martin and seconded by Mrs. Oudinot that the Board of School Directors charges administration to bring back a recommendation of what the procedure would be for keeping policies updated.

ACTION: Policy Number 7415, titled - Family and Medical Leave Act will be forwarded to the January meeting for action.

4.0 Other

Dr. Terrill asked the Board what they are looking for in a retreat so that he can be specific when searching out consultants. Mr. Stewart stated the motion was tied to the PSBA Code of Ethics and that he envisioned someone coming from PSBA to talk to the Board on how the Board could work together collegially in the spirit of that code. Also the Board members could talk about concerns they have with the elements of that content in a positive fashion.

5.0 Closing Activities

- 5.1 Next Meeting Date - January 27, 2009, 5:30 p.m. - Warren County Career Center
The meeting adjourned at 6:58 p.m.

Respectfully Submitted,

Ruth A. Huck, Board Secretary