

POLICY COMMITTEE

MINUTES

MAY 27, 2009

WARREN COUNTY CAREER CENTER
347 EAST FIFTH AVENUE, WARREN, PA

COMMITTEE MEMBERS PRESENT:

Mrs. Kimberly Angove
Mr. Thomas Knapp
Mr. Jeff Lockett

Mrs. Katherine Oudinot
Mrs. Kirsten Turfitt

COMMITTEE MEMBERS ABSENT:

Dr. Jack Martin
Mr. Arthur Stewart

Mr. David Wortman
Mrs. Donna Zariczny

OTHERS PRESENT:

Dr. Robert Terrill
Mrs. Amanda Hetrick
Mrs. Amy Stewart
Mr. Brian Collopy
Ms. Kris Soderberg, WTO

Dr. Karen Pascale
Mr. Petter Turnquist
Mr. Chris Byham
Mr. Jack Werner
Mrs. Ruth Huck

1.0 Opening Activities

1.1 Call to Order

The Policy Committee of the Warren County School District Board of School Directors was called to order by Mrs. Angove, President, at 5:35 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 2345, titled - Minutes and Records - POL - Mrs. Kimberly Angove

Discussion: This policy is being considered for second reading. Mrs. Oudinot noted that the word "be" is missing in line 2. There was no other discussion.

Action: The committee will forward this policy to the June 8th board meeting for second reading.

Motion: That the Board of School Directors approves on second reading Policy Number 2345, titled - Minutes and Records.

2.2 Policy 3140, titled - Disciplinary Suspension - POL - Mrs. Kimberly Angove

Discussion: Mrs. Angove stated that there were some discrepancies with this policy, and Mr. Wassell and Mr. Byham have reviewed and will eliminate those inconsistencies. In one part of the policy the superintendent is given the authority to suspend employees and notify the board; however, in another part of the policy language there is an indication that the suspension should not become effective until there has been some sort of board action. In the last paragraph the language suggests that the superintendent is only permitted to recommend the length of the suspension and whether the suspension is with or without pay. It begs the question whether the board is required to approve the suspension and if it is with or without pay. Mr. Wassell has asked that the Board come back with information as to what the Board wants to do. The State code says that Board must approve employee terminations but is silent on suspensions. Mr. Wassell is of the opinion that the Board can delegate suspensions to the superintendent and have the superintendent inform the Board. On the other hand, if the Board wants to approve suspensions or length of suspensions, he thinks the Board can do that. Mr. Wassell wants direction from the Board so that he can tailor the policy to meet the intention of the Board; then the Board will review the policy at the next policy committee.

Mrs. Oudinot requested that a specific timeframe be noted in the policy to inform the Board of a suspension. Mr. Knapp agreed with this addition. Mrs. Oudinot suggested also that notification to the Board not take place via email but rather it be put somewhere on ESB in Board only view to maintain confidentiality.

Mr. Byham stated that he understood from what the committee members were saying is that the superintendent will be given the authority to suspend and set the length of time for a suspension with or without pay with a reporting requirement within 24 hours of the action being taken.

Mr. Lockett would like very egregious situations brought to the Board for action within 24 to 48 hours under an emergency meeting.

Mrs. Angove asked if there was a potential that an employee could grieve the suspension, and the Board would be involved in determining the outcome. Mr. Byham said he would have to look into that. In terms of past practice, Mr. Wassell has been very reluctant for the Board to receive much information regarding discipline of employees because it can come back to the Board for a determination, which is a reason that the superintendent should be granted the authority to suspend.

Dr. Terrill was asked what would be the best way for him to notify the Board regarding suspensions. He stated that a non-descript email would be the most efficient way and that no personal or confidential information would have to be divulged to the Board. Otherwise a phone call would be appropriate to each of the Board members.

Mrs. Angove suggested that the Board be made aware of the suspension within 24 hours and that a detailed report be given at the next scheduled

Board meeting unless there were some special condition that would make it necessary to inform the Board of the circumstances sooner than the next meeting.

Mr. Byham also noted that Policy 3120 would need to be updated so that there was uniformity between Policy 3140 and Policy 3120. Currently Policy 3120 has language that contradicts what the committee is asking for in Policy 3140.

Mrs. Angove asked that Mr. Wassell and Mr. Byham look at revising Policy 3140 first and then look at revising Policy 3120 so that they are uniform.

Action: After this policy is reviewed, it will be brought back to the Policy Committee in July.

Motion: None

- 2.3 Policy Number 10465, titled - Student Participation & Coaches Needed - POL - Mrs. Kimberly Angove

Discussion: There was no discussion.

Action: The Committee forwarded this policy to the June 8, 2009, Board meeting for second reading.

Motion: That the Board of School Directors approves on second reading Policy Number 10465, titled – Student Participation & Coaches Needed.

- 2.4 Policy Number 10613, titled - Administration of Medications - POL - Mrs. Kimberly Angove

Discussion: Mr. Byham stated that Mr. Stewart had stated that he would like to look at combining the asthma inhaler policy with this policy. He asked if this was the consensus of the rest of the Board members. The question was asked if they could legally be combined since the asthma policy is required as a policy by law. Mrs. Oudinot stated that if the two are combined that the asthma inhaler policy not get lost in the medication policy. Mr. Byham suggested that a subcategory be included so that it did not get lost. He will also make sure that the law is followed and may include “asthma inhaler” in the title of the policy.

Action: Mrs. Angove requested that this policy be put under ‘other’ for the June 8, 2009, board meeting, and that it be acted upon as first and second reading due to the timelines for publishing the student handbooks.

Motion: That the Board of School Directors approves on first and second readings Policy Number 10613, titled – Administration of Medications with the inclusion of the Asthma Inhaler Policy as part of Policy 10613 and that Policy 10640, titled - Possession & Use of Asthma Inhaler by Students be repealed from the policy manual.

2.5 Policy Number 10920, titled - FERPA - POL - Mrs. Kimberly Angove

Discussion: Mrs. Hetrick stated that this policy was brought last month to the Board. The list of items considered 'directory information' in the policy is not the same as that contained in the student handbooks. The proposed list for the policy comes as recommendations from the US Dept. of Education and would correlate with the handbooks. Mr. Lockett requested that the policy list be left as is and change the handbooks. Mrs. Angove requested that on page 1, line 26 that 'their' be added before students. Mr. Lockett requested that on page 3, line 32 that administration expands on what the word 'major' means.

Action: The committee will send this policy to the June 8, 2009, Board meeting for first and second reading.

Motion: That the Board of School Directors approves on first and second reading revisions made to Policy Number 10920, titled - FERPA.

2.6 Policy Number 10510, titled - Student Discipline - POL - Mrs. Kimberly Angove

Discussion: Mr. Byham made changes to the policy as suggested at the CIT committee meeting. Mrs. Angove is concerned that each case will not be looked at individually and all similar infractions will receive the same consequences regardless of the circumstances. Mr. Byham stated that there is a caveat written at the beginning of the policy that allows discretion in dealing with each case and taking into account all circumstances and the policy simply states the 'most likely' consequences for each infraction. 'Terroristic Threats' were combined with 'Causing a Major Disruption' as requested by Mr. Stewart, so 'S' and 'U' were combined to form the new 'S'. Possession of drugs and alcohol will have a three to ten day suspension and be referred to the Hearing Officer with the most likely consequence being expulsion and that was made the norm, and the less severe punishment will be the exception. The police notification was removed, but the general caveat is at the beginning where police may be notified as the law requires or as the principal deems necessary.

Action: This policy will go to the June 8, 2009, Board meeting for first reading and to the Special Board meeting on June 29, 2009, for the second reading.

Motion: That the Board of School Directors approves on first reading Policy Number 10510, titled - Student Discipline.

2.7 Policy Number 2347, titled - Electronic Information Dissemination

Discussion: Mrs. Angove stated at the last meeting Policy 2347 was to be brought back to the committee regarding the staffing reports. The Board needs to clarify what exactly it wants. Dr. Pascale stated that the policy requires reports on staffing from the HR Department and the Business Department and the reports are very similar. Currently the reports are submitted to the Finance Committee because they are generated out the Business Office, but if the Board desires to have them under the Personnel

Committee that can be done also. Areas of information that were requested include staffing location, and monies being expended. That information is included with the BUN numbers. Some of the BUN numbers need to be changed and updated. The reports that are currently on ESB every month include employees' first and last names, department title, class title, BUN, and salary with the exception of itinerant teachers or teachers not assigned to a specific building. Once position control is implemented next year, this process will be streamlined and much more efficient. Mr. Lockett asked if reports could be placed in one area on ESB similar to what was available on BoardDocs. Mr. Collopy stated that he is working with ESB and should hear in the near future if that is possible without added expense to the District.

Action: The Committee requested that this policy be sent to the June Policy Committee meeting with requested changes including that the word 'BoardDocs' be changed to a more generic term such as 'electronic distribution' or some such term that the technology department would suggest. They should also search other policies and remove 'BoardDocs' and replace with the generic term and bring those policies to committee for approval.

Motion: None

3.0 New Business

3.1 Electronic School Boards

Discussion: Mr. Lockett asked if it was possible for Board members to view the agendas as they are being built before they are posted.

Action: Mrs. Huck will speak with ESB to determine if that is possible.

Motion: None

6.0 Closing Activities

6.1 Next Meeting Date - Tuesday, June 30, 2009, 5:30 p.m. - Warren County Career Center

6.2 Adjournment - The meeting adjourned at 6:30 p.m.