



POLICY STANDING COMMITTEE MEETING

9/9/2019 [5:00PM-6:00PM] @ Board of Directors Room

- POLICY STANDING COMMITTEE MEETING -

1. Call to Order

Minutes

The meeting was called to order at 5:02 pm by Tricia Steiner, Committee Chair.

2. Roll Call

Minutes

Members Present: Tricia Steiner, Kathy Sicher, John Abel, Kip Shaw (Board Members); Josh Cysk (Citizen Advisor)

Members of Staff/Public Present: Jason Reifsnyder (Administration)

Members Absent: Stephanie Patton (Citizen Advisor)

3. Approval of Summary Minutes

Minutes

The April 8, 2019 Policy Standing Committee Summary Minutes were attached. No corrections were noted.

4. Unfinished Business

a. 2019-2020 Focus Areas/Goals

Focus areas and policy development ideas were discussed included.

- Develop a policy for Use of Therapy and Service Animals
- Continue to focus on policies related to Social-Emotional Learning and School Climate in the context of Safe and Supportive Schools
- Address LGBT needs for employees
- Review Policy with corresponding Board Operating Guidelines for consistency
- Consider a systematic policy review cycle, prioritizing policies that dictate regular review
- Form an Ad Hoc Committee to revise Policy 227 Drugs and Alcohol, last revised in 2006
- Continue to review and revise policies as issues arise and are

recommended by the Board

b. Policy 227 Drugs and Alcohol

The recommendation at the last meeting (April 2019) was to form an Ad Hoc committee to explore and if needed make recommendations with regard to Policy 227 Drugs and Alcohol.

Minutes

Mrs. Sicher appointed an Ad Hoc committee for Policy 227. Members to invite include, Mr. Reifsnyder, Dr. Smith, Mr. Govern and 3 board members. Dr. Shaw, Mr. Abel and Mrs. Steiner volunteered to serve on the committee (unless another board member wants to be included.)

5. Revised/Reviewed Policies

a. Policy 004 Membership

Policy 004 Membership has been updated to reflect, in addition to the previous school director training requirements from Act 55 of 2017, the new amendments to Section 328 of the PA School Code that now require training on trauma-informed approaches. This is the first election cycle since [Act 55 of 2017](#) and [Act 18 of 2019](#) implemented the school director training requirements.

All newly appointed and newly elected school directors are required to complete, during the first year of service, a training program consisting of five (5) hours of training including:

1. Instruction and academic programs, one (1) hour of which must be on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal Management.
4. Operations.
5. Governance.
6. Ethics and Open Meetings.

All reappointed and re-elected school directors must complete three (3) hours of instruction, within one (1) year after re-election or re-appointment, including:

1. Relevant changes to federal and state public school law and regulations.
2. Fiscal Management.
3. Trauma-informed approaches.

4. Other information deemed necessary by the Pennsylvania Department of Education (PDE).

PSBA is an approved provider to support school directors in meeting their training requirements! All members can access these courses and complete them as part of a certificate of board governance, whether or not they currently are required to take them by law. To access our online courses, please go to www.psba.org, click on myPSBA and log in.

Other minor revisions to Policy 004 Membership include:

Vacancies - the policy now clearly describes the process for filling a vacancy that occurs during the first two (2) years of service vs. the process for filling a vacancy that occurs during the final two (2) years of service.

Term - similar clarifications have been made regarding the term of office.

Orientation - the policy language was updated to reflect the current approach of providing access to documents electronically rather than providing hard copies.

Minutes

On a motion by Mrs. Sicher, seconded Dr. Shaw, Policy 004 with discussed revisions was unanimously recommended to the full Board for 30-day review approval.

b. Policy 150 Title I - Comparability of Services

Based on a recommendation from Donald McCrone, Regional Coordinator, Division of Federal Programs at the PA Department of Education (PDE), Policy 150. Title I Comparability of Services has been updated to include a statement articulating the method of determination for school entities to demonstrate compliance. According to PDE, school entities can use a staff to student ratio ~~or~~ previous year per-pupil expenditures to determine Title I comparability, whichever best works in their favor.

Minutes

On a motion by Dr. Shaw, seconded by Mr. Abel, Policy 150 was unanimously recommended to the full Board for 30-day review approval.

c. Policy 201 Admission of Students

[HB 1615](#), now Act 16 of 2019, amends the definition of compulsory school age in the PA School Code 24 P.S. Sec. 13-1326. For the academic year 2019-2020, compulsory school age will continue to mean from the time the person in parental relation places the student in school, which shall be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the 2020-2021 school year, compulsory school age will be defined as

from the time the person in parental relation places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school.

Policy 201. Admission of Students was streamlined to primarily focus on the age set by the school entity for admission to first grade and Kindergarten. There are now blanks for the school entity to fill in the designated age-related admission requirements, which have to comply with state law and regulations.

Minutes

On a motion by Mrs. Sicher, seconded by Dr. Shaw, Policy 201 was unanimously recommended to the full Board for 30-day review approval.

d. Policy 204 Attendance

[HB 1615](#), now Act 16 of 2019, amends the definition of compulsory school age in the PA School Code 24 P.S. Sec. 13-1326. For the academic year 2019-2020, compulsory school age will continue to mean from the time the person in parental relation places the student in school, which shall be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the 2020-2021 school year, compulsory school age will be defined as from the time the person in parental relation places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school.

Policies 204. Attendance and 208. Withdrawal From School have been updated to reflect the new compulsory school age definition for next year.

Policy 204. Attendance has also been updated to reflect consistency in terminology including person in parental relation and magisterial district judge. The title, magisterial district judge, applies in districts across Pennsylvania, except for Philadelphia.

The policy also includes the following additions:

- An optional sign-off statement was added to the policy to ensure that persons in parental relation have read and understand the Attendance policy.
- A definition for "regularly employed" was added to the policy to mean thirty-five hours a week or more.
- The reasons for reasonable excusal from school were expanded to include:
 - Circumstances related to homelessness and foster care.
 - Optional language regarding participation in a musical performance in conjunction with a national veterans'

organization or incorporated unit, as defined in law, for an event or funeral.

- Options for the number of days for submission of an excuse, number of days for parental notification and number of days prior to initiating a requirement for a medical excuse.
- Acronym for School Attendance Improvement Conference (SAIC).

Minutes

On a motion by Mrs. Sicher, seconded by Dr. Shaw, Policy 204 was unanimously recommended to the full Board for 30-day review approval.

e. Policy 208 Withdrawal From School

[HB 1615](#), now Act 16 of 2019, amends the definition of compulsory school age in the PA School Code 24 P.S. Sec. 13-1326. For the academic year 2019-2020, compulsory school age will continue to mean from the time the person in parental relation places the student in school, which shall be no later than eight (8) years of age until the student reaches seventeen (17) years of age. Beginning with the 2020-2021 school year, compulsory school age will be defined as from the time the person in parental relation places the student in school, which shall be no later than six (6) years of age until the student reaches eighteen (18) years of age, unless the student has graduated from school.

Policies 204. Attendance and 208. Withdrawal From School have been updated to reflect the new compulsory school age definition for next year.

Minutes

On a motion by Mrs. Sicher, seconded by Dr. Shaw, Policy 208 was unanimously recommended to the full Board for 30-day review approval.

f. Policy 209 Health Examinations/Screenings

Policy language regarding physical examinations/screenings and special examinations of students was revised to more accurately reflect state regulations and clarify the actions a school entity should take if a parent/guardian fails to obtain or notify the school entity regarding a special examination for a student where it appears that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care. Additional recommended language was added directing school health officials or staff to follow the requirements of law and Board policy when implementation of this policy results in reasonable cause to suspect that a student may be the victim of child abuse.

[Act 18 of 2019](#) revised 24 P.S. Sec. 14-1409 of the PA Public School Code to provide an exception for maintaining the confidentiality of student health records. The new section states that a school entity may disclose information from health records to appropriate parties in connection with an emergency if knowledge of the information is

necessary to protect the health or safety of the student or other individuals, in accordance with the federal Family Educational Rights and Privacy Act (FERPA). New language was added to the policy to reflect this new School Code provision.

Minutes

On a motion by Dr. Shaw, seconded by Mr. Abel, Policy 209 was unanimously recommended to the full Board for 30-day review approval.

g. Policy 220 Student Expression/Distribution and Posting of Materials

As stated in more detail below, PSBA separated out nonschool entity **activities** from nonschool entity **materials**, and aligned many of the definitions and verbiage between Policy 220 and Policy 913, pertaining to the posting of materials. In particular, the list of prohibited materials parallels between each policy, and aligns with the precepts of current case law and terminology used in state regulation (e.g., 22 Pa. Code Sec. 12.9. Freedom of expression uses the phrase, "threatens *serious* harm..." rather than *substantial* or *significant*.)

In addition, Policy 220 used the term "order" when referring to the maintenance of order in the school environment or on school property; the term has now been updated to consistently appear as "**safety** and order" throughout the policy.

Minutes

On a motion by Mrs. Sicher, seconded by Dr. Shaw, Policy 220 was unanimously recommended to the full Board for 30-day review approval.

h. Policy 302 Employment of Superintendent/Assistant Superintendent

The deadline for a school board to make contract renewal decisions for a Superintendent or Assistant Superintendent has changed from 150 days to 90 days prior to the expiration of the contract. The law now limits the automatic renewal of these contracts to one year, one time only, if the renewal notice deadline is missed.

Assistant Superintendent's Term -

In addition to the board's authority to retain the Assistant Superintendent for a term of three to five years or to consider other candidates, the board may now opt to retain the Assistant Superintendent for a term extending through the term of the Superintendent.

Minutes

On a motion by Mrs. Sicher, seconded by Dr. Shaw, Policy 302 was unanimously recommended to the full Board for 30-day review approval.

i. Policy 335 Family and Medical Leaves

The U.S. Department of Labor, Wage and Hour Division, issued guidance in March clarifying that when an employer either requires or allows a staff member to use paid leave for an FMLA qualifying reason, that paid leave is used concurrent with or during the FMLA leave, not prior to or in

place of FMLA leave. The use of paid leave should not delay the designation of FMLA leave, or provide additional FMLA leave beyond the twelve-week, or twenty-six week, period. A copy of the guidance letter can be found on the Wage and Hour Division's website:

https://www.dol.gov/whd/opinion/FMLA/2019/2019_03_14_1A_FMLA.pdf

A minor revision has been made to the language in the options requiring or allowing use of paid leave, to clarify that paid leave is concurrent with FMLA leave. School entities should choose the appropriate option based on their practices, and in accordance with applicable collective bargaining agreements.

Minutes

On a motion by Dr. Shaw, seconded by Mrs. Sicher, Policy 335 was unanimously recommended to the full Board for 30-day review approval.

j. Policy 808 Food Services

Policy 808 Food Services was revised to address Omnibus Bill amendments from [HB 1615](#), now Act 16 of 2019, which revised PA School Code 24 P.S. Sec. 13-1337 regarding provisions for alternative meals to be served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than fifty dollars (\$50) in a school year. Based on revised amendments to the School Code, the school entity may provide the student with an alternative meal until the balance is paid or a payment plan has been established to reduce the unpaid balance.

In addition, it shall not constitute public identification or stigmatization of a student for the school entity to provide alternative meals to the student under this provision.

- The following is the amount of debt with respect to unpaid meals as of June 25, 2019. Please keep in mind that as per USDA regulations the District assumes the Food Service debt at the end of each year so all students start the year off with NO negative balances.
- ECC: \$4628.00
- Elementary Schools: \$5459.42
- Middle School: \$4776.32
- High School: \$3547.72
- **Total: \$18,411.46**

Minutes

Members expressed agreement NOT to adopt the recommended PSBA language in

favor of providing regular meals to all students regardless of debt. On a motion by Dr. Shaw, seconded by Mrs. Sicher, Policy 808 was unanimously recommended for to the full Board for 30-day review approval of reaffirmation without changes.

6. New Policies

a. Policy 719 Therapy Dogs

Minutes

On a motion by Mr. Abel, seconded by Dr. Shaw new Policy 719 with discussed revisions and application form, was unanimously recommended to the full Board for 30-day review approval.

7. Public Comment

Minutes

None.

8. Adjournment

Minutes

Meeting adjourned at 5:51 pm. The next meeting will be on November 11, 2019 at 5:00 pm.