

POLICY MEETING 02/12/2024 5:00 PM

1. Call to Order

Minutes

Ms. Drew, as the Board President, opened the meeting as the chair until one was approved. The meeting was called to order at 5:02 p.m. and audio recorded.

2. Roll Call

Minutes

Members Present: Joshua Cysyk, Lindsay Drew, Stewart McCarver, and Tracey Royo (Board Members)

Citizen Advisors in Attendance: Donna Griffith and Beth Olmstead

Citizen Advisors Absent: Colby Hollinger and Geurline Laurore

Staff Members/Public Present: Michele Agee (Board Secretary), Jared Nicholson (IT), Jennifer Renz (Board Member) and Stacy Winslow (Administration)

3. Election of Chair

Minutes

Mrs. Royo nominated Dr. Cysyk as chair with the approval by the committee.

4. Approval of Summary Minutes

Minutes

On a motion by Dr. Cysyk and a second by Dr. McCarver, the minutes were approved.

5. Unfinished Business

6. Revised Policies

6.a. Policy 200 Enrollment of Students

Act 24 of 2023 amended the PA School Code by adding [24 P.S. Sec. 13-1302.1](#) and is effective immediately. Act 24 requires school districts to develop a policy to allow a child, whose parent or legal guardian is an active duty member of the U.S. armed forces, including a reserve component, and has received official military orders to transfer into or within Pennsylvania, to enroll in the school district prior to establishing residency in the district.

The law requires the parent or guardian to provide a copy of the official military orders and proof of intent to move into the district. The parent or guardian can submit a signed contract to buy a home, a signed lease agreement, or a statement affirming their intent to move into the district, as proof of intent.

Within forty-five (45) days after the arrival date specified in the military orders, the parent/guardian is required to provide the district with proof of residence in the district.

Minutes

On a motion by Dr. McCarver, with a second by Dr. Cysyk, Policy 200 was recommended, as revised, to the full Board for 30-day review approval.

6.b. Policy 202 Eligibility of Nonresident Students

Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 202 was recommended, as revised, to the full Board for 30-day review approval.

6.c. Policy 217 Graduation

Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 217 was tabled to unfinished business on the November 6, 2023, meeting pending confirmation of graduation credits. The previous motion was struck and replaced by the following: a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 217 was recommended, as revised, pending confirmation of graduation credits, to the full Board for 30-day review approval.

6.d. Policy 810 Transportation

Act 19 of 2023 amended the Transportation Vehicle Code, [75 Pa. C.S.A. Sec. 3345.1](#), to permit school entities to install and operate a side stop signal arm enforcement system. The law allows, but does not require, a side stop signal arm enforcement system to be placed on a school bus. A side stop signal arm enforcement system is different than a side stop signal arm, because the enforcement system contains a camera system installed on a school bus with at least one camera and one computer that produce recorded video and two or more photographic still images of a motor vehicle being used or operated in a manner that violates the requirement to stop for a school bus when the red signal lights on the school bus are flashing and the side stop signal arms are activated.

The legal citation of 75 Pa. C.S.A Sec. 3345.1 was added to the statement in the policy relating to the board purchasing, equipping, and maintaining school buses.

Minutes

On a motion by Mrs. Royo, with a second by Dr. Cysyk, Policy 810 was recommended, as revised, to the full Board for 30-day review approval.

7. New Policies

7.a. Policy 254 Educational Opportunity for Military Children

Educational Opportunity for Military Children is a newly developed policy to address both the Compact regarding educational opportunity for military children and the PA School Code regarding advanced enrollment requirements for military children.

Minutes

On a motion by Dr. McCarver, with a second by Dr. Cysyk, Policy 254 was recommended to the full Board for 30-day review approval.

8. Reviewed Policies

8.a. Policy 601 Fiscal Objectives

Minutes

On a motion by Dr. Cysyk and a second by Dr. McCarver, Policy 601 was approved as reviewed.

8.b. Policy 602 Budget Planning

Minutes

On a motion by Dr. Cysyk and a second by Dr. McCarver, Policy 602 was approved as reviewed.

8.c. Policy 603 Budget Preparation

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 603 was tabled to unfinished business on the May 6, 2024 meeting pending review and feedback from the business office.

8.d. Policy 603.1 Budget Calendar

Minutes

On a motion by Dr. Cysyk and a second by Mrs. Royo, Policy 603.1 was tabled to unfinished business on the May 6, 2024 meeting pending review and feedback from the business office.

8.e. Policy 604 Budget Adoption

Minutes

On a motion by Dr. McCarver, and a second by Dr. Cysyk, Policy 604 was approved as reviewed.

8.f. Policy 605 Tax Levy

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 605 was approved as reviewed.

8.g. Policy 606 Tax Collection

Minutes

On a motion by Dr. Cysyk and a second by Mrs. Royo, Policy 606 was tabled to unfinished business on the May 6, 2024 meeting pending review and feedback from the business office.

8.h. Policy 607 Tuition Income

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 607 was approved as reviewed.

8.i. Policy 608 Bank Accounts

Minutes

On a motion by Dr. Cysyk and a second by Mrs. Royo, Policy 608 was approved as reviewed.

8.j. Policy 609 Investment of District Funds

Minutes

On a motion by Dr. McCarver and a second by Dr. Cysyk, Policy 609 was approved as reviewed.

8.k. Policy 610 Purchases Subject to Bid

Minutes

On a motion by Dr. Cysyk and a second by Mrs. Royo, Policy 610 was approved as reviewed.

8.l. Policy 611 Purchases Budgeted

8.m. Policy 611.1 Requisitions and Purchase Orders

8.n. Policy 612 Purchases Not Budgeted

8.o. Policy 613 Cooperative Purchasing

8.p. Policy 614 Payroll Authorization

8.q. Policy 615 Payroll Deductions

8.r. Policy 616 Payment of Bills

8.s. Policy 617 Petty Cash

8.t. Policy 618 Student Activity Funds

8.u. Policy 619 District Audit

8.v. Policy 620 General Funds

8.w. Policy 620.1 Credit Cards

8.x. Policy 621 Local Taxpayer Bill of Rights

8.y. Policy 622 GASB Statement 34

8.z. Policy 622.1 Bond Post-Issuance Compliance

8.aa. Policy 623 LERTA - Commercial Property

8.ab. Policy 623.1 Tax Increment Funding

8.ac. Policy 624 Taxable Fringe Benefits

8.ad. Policy 625 Fund Balance

8.ae. Policy 625.1 Capital Reserve Fund

8.af. Policy 626 Federal Fiscal Compliance

8.ag. Policy 626.1 Travel Reimbursement - Federal Programs

9. Public Comment

Minutes

There was no public comment for the committee.

10. Adjournment

Minutes

The meeting was adjourned at 5.58 p.m. The next Policy Committee Meeting will be held in September 2023.