

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD POLICY COMMITTEE MEETING
District Board Room
Monday, March 3, 2014, 6:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The Meeting was called to order at 6:00 PM by Ron Morrison.

1.02 Roll Call

PR/AB

PR	Willard Dellicker	PR	Ronald Morrison
PR	Joseph Reiter		

Other Board Members Present: Paul Fisher, Darryl Schafer, Phillip Toll

Also Present: Jennifer Holman, Luann Matika, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

The Agenda was approved as presented.

Moved: W. Dellicker Seconded: J. Reiter Vote: 6 Aye, 0 Nay

1.04 Courtesy of the Floor for Public Comment

There were no comments.

1.05 Approval of Minutes for November 4, 2013

The Minutes were approved as presented.

Moved: J. Reiter Seconded: P. Toll Vote: 6 Aye, 0 Nay

2. Routine Items

2.01 Discussion about new policies

Discussion and suggested revisions by the Policy committee for the following policies:

801 - Public Records—revisions were needed for compliance with Right to Know laws. Recommended changes are to remove fees for personnel time for Right to Know requests. RTK laws do not permit charging for employee time. The Committee discussed fees, waiving of copying fees, oral and anonymous requests, electronic copies, and asked for clarification on the request for extension of time. R. Morrison, P. Toll and J. Reiter recommended not including the Superintendent's ability to waive fees. P. Fisher asked for clarification of several items. The Committee agreed to move the policy forward for first reading on March 19 with the recommended changes.

901 - Public Relations Objectives—W. Dellicker asked that the standard language (Northwestern Lehigh School District Board of Directors . . .) is added to the policy for consistency. D. Schafer suggested a statement regarding the Ad Hoc Public Relations Committee be added. The Committee discussed references to Policy 902 and 903.

902 - Publications Program—J. Holman suggested adding social media to the list of information program. W. Dellicker asked for clarification of the last sentence. After discussion, it was suggested to change the language to "photographs for school publication."

903 - Public Participation in Board Meetings—The Committee discussed references to Policy 006 Meetings regarding Hearing of the Public. R. Morrison suggested improving language in Policy 006 to be used as guidelines. He suggested revisiting Policy 006 at a future meeting. The Committee discussed the three-minute time limit. J. Reiter feels it is inconsistent with what the Board is trying to do with transparency and redundancy in comments. R. Morrison commented on the President's latitude to go ahead and allow a longer discussion if he so chooses. All agreed to remove the statements in blue and just refer to Policy 006. Policy 006 will be brought back to committee for review.

P. Fisher commented on including a statement that clarifies the timeline for when agendas are available to the public on BoardDocs. R. Morrison suggested it be included in 006 and reference that in 903.

904 - Public Attendance at School Events—P. Toll commented on the section subtitled Tobacco Use and noted other substances should be included. He suggested including all items listed in the second paragraph. W. Dellicker voiced concerns of enforcing the prohibition of tobacco use. P. Fisher suggested announcements at the start of events. W. Dellicker suggested posting more signs. The subtitle will be changed to Prohibited Use and list the prohibited substances. R. Morrison suggested listing all tobacco products. P. Fisher commented on Board adoption of the schedule of fees for attendance at events.

905 - Citizens Advisory Committees—The standard language (Northwestern Lehigh School District Board of Directors . . .) needs to be included in the policy. P. Fisher suggested changing the language in the first sentence of the third paragraph from “teachers and employee associations” to “all staff” . . .The Committee agreed to change it to all employees. He also suggested removing “the Board expects” and beginning the sentence with “All employees shall conduct themselves. . . “

906 - Public Complaints—The standard language (Northwestern Lehigh School District Board of Directors . . .) needs to be included in the policy. The Committee discussed where it should be appropriately located. J. Reiter commented on transportation employees having the ability of facing their accusers. He believes, for equality, it should be the same for support employees as for professional employees. Discussion followed for resolution of complaints and investigation of complaints even if they are anonymous. The Committee agreed to hold for further discussion.

915 - Support Organizations—R. Morrison suggested adding the Policy to reference the Use of Facilities Policy. Due to time constraints, 915 will also be held for further discussion.

3. Discussion of Items for Board Action

3.01 Recommendation for First Reading

Recommendation of the following policies, with revisions discussed at the Policy committee, for first reading at the March 19, 2014 Regular Board Meeting:

- 901 - Public Relations Objectives
- 902 - Publications Program
- 903 - Public Participation in Board Meetings
- 904 - Public Attendance at School Events
- 905 - Citizens Advisory Committees
- ~~906 - Public Complaints~~
- ~~915 - Support Organizations~~

906 and 915 will be held for further discussion at the next Policy Committee meeting.

4. Informational Updates

None

5. Other

5.01 Old Business—none

5.02 New Business—none

5.03 Courtesy of the floor for public comment—There were no comments.

6. Adjournment

Upon motion by W. Dellicker, seconded by P. Toll, the meeting was adjourned at 7:00 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary