

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
BOARD POLICY COMMITTEE MEETING
District Board Room
Monday, November 4, 2013, 5:00 PM**



MINUTES

1. Agenda

1.01 Call to Order

The Meeting was called to order at 5:01 PM by Ron Morrison.

1.02 Roll Call

PR/AB

PR	Willard Dellicker	PR	Ronald Morrison
PR	Joseph Reiter	PR	Darryl Schafer

Also Present:

Phil Toll, Mark Scott, Jennifer Holman, Mary Anne Wright, Nancy Zellner

1.03 Approval of Agenda

J. Holman requested Policy 828 be held for further review and clarification. The Committee may wish to discuss or comment on the Policy, but not move forward for first reading. The agenda was approved with modifications.

Moved: W. Dellicker Seconded: R. Morrison Vote: 4 Aye, 0 Nay

1.04 Courtesy of the Floor for Public Comment

Phil Toll requested permission to comment during discussion of policy items. Committee members agreed.

1.05 Approval of Minutes for October 7, 2013

The Minutes were approved as presented.

Moved: W. Dellicker Seconded: J. Reiter Vote: 4 Aye, 0 Nay

2. Routine Items

2.01 Discussion about new policies

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

R. Morrison noted the standard language "Northwestern Lehigh School District Board of Directors" needed to be added to one of the policies.

113.4 Confidentiality of Special Education Student Information—J. Holman noted this is a new policy required by PDE.

808 Food Services—D. Schafer commented on participation in the National School Lunch Program and inclusion in this policy.

814 Copyright Material—W. Dellicker asked for clarification of "unauthorized reproduction" and suggested a change in the language. The Committee discussed the interpretation and communication of contents of the policy to staff members.

822 Automated External Defibrillator (AED)—The District has AEDs in each building. There was no formal policy regarding use or maintenance of the AEDs. Phil Toll questioned whether there are more than two persons per building trained to use the machines. M. Wright noted staff members are trained on a two-year cycle. D. Schafer asked who is responsible for the upkeep of the units. Mark Scott responded that Student Services Department handles the responsibility through the school nurses. They check battery status on a regular basis. A replacement cycle for batteries and pads has been established.

828 Fraud—J. Holman asked to hold discussion and first reading until Leslie Frisbie is available to talk about the financial sections. Phil Toll suggested the title needs more clarification and commented on some of the items under “definitions” that are not considered fraud. He suggested removing “subject to review and approval by the Board” in the section on delegation of responsibility. He stated, the Board should not be involved with internal control. He also commented if there are any fraud incidents, the District should be freezing and securing records as soon as possible after the incident. Committee members made suggestions for possible language for the title of the policy.

830 Breach of Computerized Personal Information—This is also a new policy. It is general policy. We have more detailed procedures. Phil Toll commented on required credit monitoring if there is a breach. R. Morrison commented on removal of social security numbers from student information system. P. Toll commented on personal passwords or pin numbers and financial information and why this language was included in the policy. He wanted to be sure the District does not ask for passwords or pin numbers. He also commented on third party entity and requirements of notification and if there is a breach, that records are secured.

906.1 Title I Parent Complaints - no changes – Required by Title I to be reviewed annually.

918 Title I Parent Involvement - no changes - Required by Title I to be reviewed annually. M. Wright suggested these two policies should be on a review cycle for June—August so they are completed before the start of school each year.

3. Discussion of Items for Board Action

3.01 Recommendation for First Reading

113.4 Confidentiality of Special Education Student Information
808 Food Services
814 Copyright Material
822 Automated External Defibrillator (AED)
830 Breach of Computerized Personal Information
906.1 Title I Parent Complaints - no changes - reviewed annually
918 Title I Parent Involvement - no changes - reviewed annually

Also, policies that were discussed at October 7, 2013 Policy Committee:

803 - District Calendar
804 - School Day
805 - Emergency Preparedness
806 - Child Abuse Reporting
807 - Flag Salute / Pledge of Allegiance

All agreed the above policies will be taken for first reading at the November 20 Board Meeting.

3.02 Recommendation for Second Reading and Final Approval

None

3.03 Recommendation to Rescind Policies

Recommendation to rescind the following policies at the November 20, 2013 Regular Board Meeting:

109.1 Criteria for Selection of Materials
109.2 Objection or Request for Reconsideration on Material Acquisition
109.3 Weeding and Disposal of Materials
109.4 Use of Audio Visual Materials

These policies are now part of 109 Resource Materials revised in August.

**4. Informational
Updates**

5.. Other

5.01 Old Business

M. Wright commented on Section 1516 of Public School Code that was declared unconstitutional by the Supreme Court.

5.02 New Business

J. Holman introduced Cindy O'Neil who is attending the meeting. Cindy is a teacher who is doing internship hours for her principal's certification.

W. Dellicker asked for a status on policy work to be done. The 900s (Community) are next, followed by the 300s (Employee). The 300s will combine the 300, 400, and 500 sections of policy.

R. Morrison commented on changing the Policy Committee schedule for next year. He suggested a 4 PM start on the first Wednesday of each month. M. Wright noted some concerns with holding meetings from 4 PM through 8PM if some meetings run longer than the allotted hour. It will be discussed with the full Board before setting up next year's schedule.

5.03 Courtesy of the floor for public comment

There were no comments.

6. Adjournment

Upon motion by J. Reiter, seconded by W. Dellicker, the meeting was adjourned at 5:48 PM.

Respectfully submitted,
Nancy Zellner, Recording Secretary