

POLICY MEETING

11/04/2024 [05:00 PM-06:00 PM] @ Board of Directors Room

1. Call to Order

Minutes

Dr. Cysyk called the meeting to order at 5:00 p.m. The meeting was live streamed and audio recorded.

2. Roll Call

Minutes

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

Citizen Advisors in Attendance: Matt Bixler and Lindsay Caldonetti

Citizen Advisors Absent: Donna Griffith and Beth Olmstead

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

3. Approval of Summary Minutes

Minutes

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

4. Unfinished Business

4.a. 600 (Series) Finance Policies

- 611 - Purchases Budgeted
 - 611.1 - Requisitions and Purchase Orders
- 612 - Purchased Not Budgeted
- 613 - Cooperative Purchasing
- 614 - Payroll Authorization
- 615 - Payroll Deductions
- 616 - Payment of Bills
- 617 - Petty Cash
- 618 - Student Activity Accounts
- 619 - District Audit
- 620 - General Fund
 - 620.1 - Credit Cards
- 621 - Local Taxpayer Bill of Rights
- 622 - GASB Statement 34
 - 622.1 - Bond Post-Issuance Compliance
- 623 - LERTA - Commercial Property

- 623.1 - Tax Increment Funding
- 624 - Taxable Fringe Benefits
- 625 - Fund Balance
- 625.1 - Capital Reserve Fund
- 626 - Federal Fiscal Compliance
- 626.1 - Travel Reimbursement - Federal Programs

Minutes

The 600 policy series for finance policies remain tabled for review by administration after the business office gets on their feet.

5. Revised/Reviewed Policies

5.a. Policy 113.1 Discipline of Students With Disabilities

This policy was reviewed with current state and federal legal provisions. The language on reporting of school safety and security incidents was updated based on the terminology changes from the School Code. The provisions addressing coordination with law enforcement agencies and submitting the annual report to the PA Department of Education were also revised, and the legal citation references were updated to align with current School Code.

Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 113.1 was recommended, as revised, to the full Board for 30-day review approval.

5.b. Policy 113.2 Behavior Support

The policy language on referral and reporting to law enforcement agencies was updated to align with the terminology changes from the School Code, and the legal citations were also revised. The section on relations with law enforcement was revised to align with current School Code terminology.

Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 113.2 was recommended, as revised, to the full Board for 30-day review approval.

5.c. Policy 222 Tobacco and Vaping Products

[Act 33 of 2023](#) was the most recent Omnibus School Code bill, amending several sections of the PA Public School Code, including sections related to school safety and security; it was approved by the General Assembly and signed into law in December. This volume of the PNN+ and subsequent volumes this year will include policy revisions based on Act 33 of 2023, which prompted updates to terminology and School Code legal citations in many policies that address school safety and security and incident reporting responsibilities of schools. One of the major changes brought about by Act 33 was the removal of School Code language outlining the Office for Safe Schools in the PA Department of Education (PDE), and moving many of those assigned responsibilities to the School Safety and Security Committee, which operates under the Pennsylvania Commission on Crime and Delinquency (PCCD). PDE maintains responsibilities to collect, develop and disseminate resources,

policies, strategies and other information to assist in the development of programs that impact school violence, and address positive behavior support and school-based diversion programs. PDE also retains responsibility for collecting the annual incident reports from school entities. Based on these changes, language and legal citations in policy guides that address incident reporting and school entity responsibilities under the school safety and security sections of the School Code were revised. This includes the policies prohibiting tobacco and vaping, and the reporting requirements included in those policies.

Policies 222, 323 and 707 also were updated to remove language that specifically listed "Juul" products as an example of tobacco and vaping products. While vaping and electronic cigarette products are still widely used by students and in schools, the prevalence of Juul as a specific brand of product has been impacted by an increase of other brands, and also by the legal settlements with individuals school districts, as well as the [PA Attorney General's Office](#), so the specific brand name was removed from the policy guide.

Minutes

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 222 was recommended, as revised, to the full Board for 30-day review approval.

5.d. Policy 227 Controlled Substances/Paraphernalia

Policies 227 and 351 were also revised based on Act 33 of 2023 to update language and legal citations that address incident reporting and school entity responsibilities under the school safety and security sections of the School Code.

The Purpose statement in Policy 227 on controlled substance use by students was updated to clarify that the policy prohibits use of controlled substances, except as such use is permitted by applicable law or board policy addressing use of medications.

Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 227 was recommended, as revised, to the full Board for 30-day review approval.

5.e. Policy 236.1 Threat Assessment

The policy language and legal citations pertaining to coordination with and reporting to law enforcement and PDE were updated to reflect the current School Code provisions. The language regarding reporting of school safety and security incidents was also revised to reflect current School Code terminology.

Minutes

On a motion by Dr. McCarver, with a second by Ms. Drew, Policy 236.1 was recommended, as revised, to the full Board for 30-day review approval.

5.f. Policy 323 Tobacco and Vaping Products

[Act 33 of 2023](#) was the most recent Omnibus School Code bill, amending several sections of the PA Public School Code, including sections related to school safety and security; it was approved by the General Assembly and signed into law in December. This volume of the PNN+ and subsequent

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Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 323 was recommended, as revised, to the full Board for 30-day review approval.

5.g. Policy 351 Controlled Substance Abuse

Policies 227 and 351 were also revised based on Act 33 of 2023 to update language and legal citations that address incident reporting and school entity responsibilities under the school safety and security sections of the School Code.

Policy 351 was revised to change the title from "Drug and Substance Abuse" to "Controlled Substance Abuse" to mirror the policy for students and reflect the language used throughout the policy and in Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act. Terminology and references to "drug-free workplace" were retained to reflect the requirements of the federal Drug-Free Workplace Act. The language on termination of employees for specific controlled substance convictions was revised to more clearly reflect the provisions of law.

Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 351 was recommended, as revised, to the full Board for 30-day review approval.

5.h. Policy 707 Use of School of Facilities

[Act 33 of 2023](#) was the most recent Omnibus School Code bill, amending several sections of the PA Public School Code, including sections related to school safety and security; it was approved by the General Assembly and signed into law in December. This volume of the PNN+ and subsequent volumes this year will include policy revisions based on Act 33 of 2023, which prompted updates to terminology and School Code legal citations in many policies that address school safety and security and incident reporting responsibilities of schools. One of the major changes brought about by Act 33 was the removal of School Code language outlining the Office for Safe Schools in the PA Department of Education (PDE), and moving many of those assigned responsibilities to the School Safety and Security Committee, which operates under the Pennsylvania Commission on Crime and Delinquency (PCCD). PDE maintains responsibilities to collect, develop and disseminate resources, policies, strategies and other information to assist in the development of programs that impact school violence, and address positive behavior support and school-based diversion programs. PDE also retains responsibility for collecting the annual incident reports from school entities. Based on these changes, language and legal citations in policy guides that address incident reporting and school entity responsibilities under the school safety and security sections of the School Code were revised. This includes the policies prohibiting tobacco and vaping, and the reporting requirements included in those policies.

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Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 707 was recommended, as revised, to the full Board for 30-day review approval.

5.i. Policy 805.2 School Security Personnel

[Act 55 of 2024](#) established new section 24 P.S. 13-1316-C of the PA Public School Code, requiring each school district to have at least one, full-time school security personnel who has completed the required training on duty during the school day. "School security personnel" are defined in School Code as school police officers, School Resource Officers and school security guards. Each type of personnel has specific training and appointment requirements outlined in the School Code.

"School day" is defined as the hours between the morning opening of a school building and the afternoon dismissal of students on a day which school is in session.

School districts may employ or contract for school security personnel, and may assign other duties to the personnel, in addition to the powers granted under School Code. School districts have the option to assign school security personnel to be on duty in a school building or on school premises during extracurricular activities that are outside the school day, but this is not a requirement.

School districts must certify to the School Safety and Security Committee each year that they have met this requirement, or have been issued a waiver for this requirement. Districts may apply for waivers based on criteria developed by the PA Commission on Crime and Delinquency, and the waivers will be administered by the School Safety and Security Committee. The criteria for the waiver must include an attestation that the school district has acted in good faith and meets one of the following:

- Does not have a municipal police department or law enforcement agency that is able to provide a School Resource Officer.
- Has been unable to hire or contract with a school police officer.
- Has been unable to hire or contract with a school security guard.
- Has been unable to hire or contract with a police officer from an accredited police force.

School districts will apply to the School Safety and Security Committee for the waiver, and a waiver will expire one year after its approval. An official waiver process will be adopted by the PA Commission on Crime and Delinquency in mid-September, and information will be conveyed to school districts about the waiver process following that date.

[Joint guidance was issued by the PA Commission on Crime and Delinquency and the PA Department of Education](#) and sent to school districts last month. The guidance states that school districts are not required to have school security personnel in place prior to the start of the 2024-2025 school year to meet the requirement, but are expected to meet the requirement or apply and receive a waiver during this school year.

Policy 805.2 has been updated to include the new provisions of School Code 24 P.S. 13-1316-C outlining the requirement for at least one, full-time school security personnel on duty during the school day, as well as certification of meeting that requirement submitted to the School Safety and Security Committee. The new definition of "school day" was added to the policy, for purposes of the school security personnel requirement.

In addition to these provisions, Act 55 of 2024 also updated section 24 P.S. 13-1309-B of the PA Public School Code, regarding the role and responsibilities of each school entity's School Safety and Security Coordinator. Language was added to the law addressing the requirement for the annual school safety and security report that is made to the school board by June 30. The law now requires that the School Safety and Security Coordinator include information in the annual board report regarding the number and type(s) of school security personnel who are contracted or employed by the district. The following elements must be included in that report:

- The number of school security personnel that are armed, listed by type(s) of personnel.
- The school building at which each school security personnel is assigned, listed by type(s) of personnel.
- The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
- A listing of other individuals utilized by the school entity for school safety-related duties.

Language reflecting these reporting responsibilities was added to Policy 805.2. Minor revisions were also made to the policy to remove the options that school entities could select to "employ" or "contract for" school police officers or school security guards. Those options were replaced with language which now states that school entities "shall employ and/or contract for" these school security personnel. This revision will allow school entities to either employ or contract for school police or school security guards, or a combination of employing and contracting, without revising the board policy, since the method of acquiring school security personnel may change from time to time, based on availability of services and grant funding.

Minutes

On a motion by Ms. Drew, with a second by Dr. McCarver, Policy 805.2 was revised to remove the definitions of Independent Contractor and Third Party Vendor. On a motion by Dr. McCarver, with a second by Ms. Drew, Policy 805.2 was recommended, as revised by the committee, to the full Board for 30-day review approval.

5.j. Policy 202 Eligibility of Nonresident Students

[Act 67 of 2024](#) amended the PA Public School Code, 24 P.S. 13-1302, to include provisions for disenrolling a student when the parents, guardians or any other person having charge or care of a child do not reside in the school district and a determination is made that the child is not otherwise entitled to free school privileges. In such instances, the child may not be disenrolled from the school until:

- (1) the parents, guardians or any other person having charge or care of the child are provided an opportunity to appeal the decision through a hearing held pursuant to an appropriate grievance policy of the school district and any appeal has been exhausted;
- (2) after the parents, guardians or any other person having charge or care of the child have been provided notice of such a hearing, the parents, guardians or other person having charge or care of the child decline to participate in a hearing pursuant to the appropriate grievance policy of the school district or appeals process;
- (3) after the parents, guardians or any other person having charge or care of the child have been provided information from the school district's liaison for homeless children and youth regarding the educational rights of homeless students; or
- (4) a court enters an order directing the child to be disenrolled and enrolled in a different school.

Policy 202. Nonresident Students was updated to include the requirements for disenrollment of a nonresident student. Also, the legal citation, 24 P.S. 11-1184, regarding National Guard or Reserve parent and student support was added to the policy where applicable.

Minutes

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

5.k. Policy 254 Educational Opportunity for Military Children

Act 82 of 2024 created a new section of the PA Public School Code, [24 P.S. 11-1184](#), to provide the rights afforded through the Interstate Compact on Educational Opportunity for Military Children Act to any student who is required to move due to the parent's responsibilities in the service of the National Guard or Reserve that result in the student having to transfer from a public school in one state to a public school located in Pennsylvania.

The definition of **Children of military families** in Policy 254. Educational Opportunity for Military Children was updated to include the requirements of 24 P.S. 11-1184.

Policy 254 previously included two separate definitions for Uniformed Services, based on different definitions outlined in the Interstate Compact and Pennsylvania statute; the Interstate Compact was revised in December 2023 and a single definition for Uniformed Services is now included as the recommended definition in the policy guide.

Minutes

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

5.l. Policy 607 Tuition Students

This policy was updated to broadly incorporate disenrollment based on overdue tuition payments as well as other minor editorial revisions.

Minutes

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 607 was recommended, as revised, to the full Board for 30-day review approval.

6. Reviewed Policies

6.a. Policy 301 Creating a Position

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 301 was approved as reviewed.

6.b. Policy 302 Employment of Superintendent/Assistant Superintendent

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 302 was approved as reviewed.

6.c. Policy 304 Employment of District Staff

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 304 was approved as reviewed.

6.d. Policy 305 Employment of Substitutes

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 305 was approved as reviewed.

6.e. Policy 306 Employment of Summer School Staff

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 306 was approved as reviewed.

6.f. Policy 307 Student Teachers/Interns

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 307 was approved as reviewed.

6.g. Policy 308 Employment Contract/Board Resolution

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 308 was approved as reviewed.

6.h. Policy 309 Assignment and Transfer

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 309 was approved as reviewed.

6.i. Policy 309.1 Telework

Minutes

On a motion by Ms. Drew and a second by Dr. McCarver, Policy 309.1 was approved as reviewed.

6.j. Policy 311 Reduction of Staff

Minutes

On a motion by Mrs. Royo and a second by Dr. McCarver, Policy 311 was approved as revised to remove the dates at the end of the policy that no longer apply.

6.k. Policy 312 Evaluation of Superintendent/Assistant Superintendent

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 312 was approved as reviewed.

6.l. Policy 313 Evaluation of Employees

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 313 was approved as reviewed.

6.m. Policy 314 Physical Examination

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 314 was approved as reviewed.

6.n. Policy 314.1 HIV Infection

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 314.1 was approved as reviewed.

6.o. Policy 316 Nontenured Employees

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 316 was approved as reviewed.

6.p. Policy 317 Conduct/Disciplinary Procedures

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 317 was approved as reviewed.

6.q. Policy 318 Penalties for Tardiness

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 318 was approved as reviewed.

6.r. Policy 319 Outside Activities

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 319 was approved as reviewed.

6.s. Policy 320 Freedom of Speech in Nonschool Settings

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 320 was approved as reviewed.

6.t. Policy 321 Political Activities

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 321 was approved as reviewed.

6.u. Policy 322 Gifts

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 322 was approved as reviewed.

6.v. Policy 325 Dress and Grooming

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 325 was approved as reviewed.

6.w. Policy 326 Complaint Process

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 326 was approved as reviewed.

6.x. Policy 327 Management Team

Minutes

On a motion by Dr. McCarver and a second by Mrs. Royo, Policy 327 was approved as reviewed.

7. New Policies

8. Public Comment

Minutes

There was no public comment for the committee.

9. Adjournment

Minutes

Following a motion by Dr. McCarver with a second by Mrs. Royo, the meeting was adjourned at 5.58 p.m. The next Policy Committee Meeting will be held in February 2025.