

# POLICY MEETING

02/10/2025 [05:00 PM-06:00 PM] @ Board of Directors Room

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## 1. Call to Order

### Minutes

Dr. Cysyk called the meeting to order at 5:02 p.m. The meeting was 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, Lindsay Caldonetti, Donna Griffith

**Citizen Advisors Absent:** Beth Ann Olmsted

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

## 3. Election of Chairperson

### Minutes

Ms. Drew, followed by a second from Dr. McCarver, nominated Dr. Cysyk to be chair of the Policy Committee. Dr. Cysyk was approved to remain as chair.

## 4. Approval of Summary Minutes

### Minutes

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

## 5. Unfinished Business

### 5.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**

Following a motion by Ms. Drew, with a second by Mrs. Royo, the 600 series for finance policies remain tabled for review by administration after the business office gets on their feet.

## 6. Revised/Reviewed Policies

### 6.a. Policy 005 - Organization

Policy 005. Organization was updated to reflect the United States Court of Appeals Third Circuit decision in *Montemuro v. Jim Thorpe Area School District*. In this case, the court found that Pennsylvania law establishes that board officers have a property interest in their job as an officer of the board and, as such, cannot be removed from such office without notice of the reason for removal and due process. The section in the policy regarding Officers was revised to appropriately address this court decision.

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 005 was recommended, as revised with inclusion of the Duties section, to the full Board for 30-day review approval.

### 6.b. Policy 308 - Employment Contract/Board Resolution

This policy was updated to include a definition and guidelines addressing resignation from employment. Resignations were previously addressed in administrative regulations. At the request of members, PSBA has developed language outlining submission and acceptance of resignations for the board-level policy, including the board's role in this process and in delegating authority to the Superintendent. The policy language addresses the School Code requirement for professional employees to submit a resignation notice at least sixty (60) days prior to the resignation's effective date. It also addresses submission of a resignation by the Superintendent.

**Minutes**

On a motion by Ms. Drew, with a second by Dr. McCarver, Policy 308 was recommended, as revised to the full Board for 30-day review approval.

### 6.c. Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students

**Minutes**

On a motion by Dr. McCarver, with a second by Dr. Cysyk, Policy 103 was recommended to revert back to the 2020 version, to the full Board for 30-day review approval.

### 6.d. Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff

**Minutes**

On a motion by Dr. McCarver, with a second by Dr. Cysyk, Policy 104 was recommended to revert back to the 2020 version, to the full Board for 30-day review approval.

## 7. New Policies

### 7.a. Policy 823 - Opioid Antagonist

This policy was formerly titled Naloxone. [Act 135 of 2022](#) updated the definitions and terminology for drug overdose medication and the state statute now uses the term opioid antagonist. The definition of Naloxone was replaced with the definition of opioid antagonist and the term was changed throughout the policy. Minor language revisions were made to clarify the role of the school nurse in managing building-level administration, maintenance and stocking of opioid antagonist medication in schools.

The policy guide includes language requiring any school employee who may have custody of or administer an opioid antagonist to successfully complete an online PA Department of Health training program about recognizing opioid-related overdoses, administering opioid antagonist and promptly seeking medical attention for drug overdoses. This language was originally included in the policy because it was a requirement of the PA Department of Health program when the Department was providing free doses of Naloxone to school districts. The language was retained in the updated policy guide 823 as a recommendation and as a liability consideration. [35 P.S. 780-113.8](#) includes provisions for immunity of persons who “act in good faith and with reasonable care” in administration of an opioid antagonist. That section goes on to state: “Receipt of training and instructional materials that meet the criteria of subsection (a) and the prompt seeking of additional medical assistance shall create a rebuttable presumption that the person acted with reasonable care in administering an opioid antagonist.” PSBA included the language on training of school employees who may have custody or administer an opioid antagonist based on those immunity considerations. The district may consult the school solicitor and school nurses, and revise the policy language to meet the needs of the district.

#### Minutes

Following a motion by Ms. Drew, with a second by Mrs. Royo, policy 823 was tabled for review and discussion with the solicitor.

## 8. Reviewed Policies

### 8.a. Policy 201 - Admission of Students

#### Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 201 was recommended, as reviewed to the full Board for 30-day review approval.

### 8.b. Policy 203 - Immunizations and Communicable Diseases

#### Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 203 was recommended, as reviewed to the full Board for 30-day review approval.

### 8.c. Policy 203.1 - HIV Infection

#### Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 203.1 was recommended, as reviewed to the full Board for 30-day review approval.

### 8.d. Policy 205 - Postgraduate Students

#### Minutes

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 205 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.e. Policy 206 - Assignment Within District**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 206 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.f. Policy 207 - Confidential Communications of Students**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 207 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.g. Policy 208 - Withdrawal From School**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 208 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.h. Policy 209 - Health Examinations/Screenings**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 209 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.i. Policy 209.1 - Food Allergy Management**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 209.1 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.j. Policy 209.2 - Diabetes Management**

##### **Minutes**

On a motion by Mrs. Royo, with a second by Dr. McCarver, Policy 209.2 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.k. Policy 210 - Use of Medications**

##### **Minutes**

Following a motion by Ms. Drew, with a second by Mrs. Royo, policy 210 was tabled for review and discussion with the solicitor.

#### **8.l. Policy 210.1 - Field Trip Medications**

##### **Minutes**

Following a motion by Ms. Drew, with a second by Mrs. Royo, policy 210.1 was tabled for review and discussion with the solicitor.

#### **8.m. Policy 210.2 - Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors**

##### **Minutes**

Following a motion by Ms. Drew, with a second by Mrs. Royo, policy 210.2 was tabled for review and discussion with the solicitor.

#### **8.n. Policy 211 - Student Accident Insurance**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 211 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.o. Policy 212 - Reporting Student Progress**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 212 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.p. Policy 213 - Assessment of Student Progress**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 213 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.q. Policy 215 - Promotion and Retention**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 215 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.r. Policy 216 - Student Records**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 216 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.s. Policy 218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 218.3 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.t. Policy 219 - Student Complaint Process**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 219 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.u. Policy 223 - Use of Bicycles, Motor Vehicles and Other Conveyances**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 223 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.v. Policy 224 - Care of School Property**

##### **Minutes**

On a motion by Dr. McCarver, with a second by Mrs. Royo, Policy 224 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.w. Policy 225 - Relations With Law Enforcement Agencies**

##### **Minutes**

Following a motion by Ms. Drew, with a second by Dr. McCarver, policy 225 was tabled while the renewal of the MOU is in process.

#### **8.x. Policy 226 - Searches**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 226 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.y. Policy 228 - Student Government**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 228 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.z. Policy 229 - Student Fundraising**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 229 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.aa. Policy 230 - Public Performances by Students**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 230 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.ab. Policy 231 - Social Events and Class Trips**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 231 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.ac. Policy 232 - Student Involvement in Decision-Making**

##### **Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 232 was recommended, as reviewed to the full Board for 30-day review approval.

#### **8.ad. Policy 235 - Student Rights/Responsibilities**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 235 was recommended, as reviewed to the full Board for 30-day review approval.

**8.ae. Policy 235.1 - Surveys**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 235.1 was recommended, as reviewed to the full Board for 30-day review approval.

**8.af. Policy 239 - Foreign Exchange Students**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 239 was recommended, as reviewed to the full Board for 30-day review approval.

**8.ag. Policy 240 - Awards**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 240 was recommended, as reviewed to the full Board for 30-day review approval.

**8.ah. Policy 246 - School Wellness**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 246 was recommended, as reviewed to the full Board for 30-day review approval.

**8.ai. Policy 250 - Student Recruitment**

**Minutes**

On a motion by Ms. Drew, with a second by Mrs. Royo, Policy 250 was recommended, as reviewed to the full Board for 30-day review approval.

**9. Public Comment**

**Minutes**

There was no public comment for the committee.

**10. Adjournment**

**Minutes**

The meeting was adjourned at 5:35 p.m. The next Policy Committee Meeting will be held in May 12, 2025.