



POLICY/COMMUNICATIONS COMMITTEE MEETING MINUTES

February 9, 2026

Virtual Meeting - 3:30 p.m.

Committee Members: Ellen DePinto, Chair
Pamela Cassidy, Beth Fiore, Linda Rad

Administrative Staff: Dr. Jonathan Hart, Superintendent of Schools
Jason Bohm, SBA/Board Secretary

Minutes

1. Alert 236

- a. **Policy 1552 & Regulation 1552 - Sexual Harassment – Staff:** Strauss Esmay has developed new Policy and Regulation Guides 1552 to address the topic of sexual harassment of staff in the school district. Policy and Regulation Guides 3362 and 4352 previously addressed this issue, but did not address Title IX, which also applies to sexual harassment of staff in the school district. Policy and Regulation Guides 1552 incorporate two separate Federal regulations requiring action by a school district in response to a complaint of sexual harassment. The first Federal regulation that addresses this issue is Title VII of the Civil Rights Act of 1964 (Title VII) and the second is Title IX of the Education Amendments of 1972 (Title IX). Both of these Federal regulations require written policies and grievance procedures which are included in the newly developed Policy and Regulation Guides 1552. Upon receiving a complaint from a staff member alleging sexual harassment, the district shall review the alleged conduct to determine whether to apply the grievance procedure for Title VII or the grievance procedure for Title IX as outlined in Regulation Guide 1552. Strauss Esmay recommends the district consult with their Board Attorney anytime a sexual harassment complaint is filed by a staff member. Federal law requires written policies and procedures to address and remediate complaints of sexual harassment of staff in the district making Policy and Regulation Guides 1552 mandated.

A board member asked if this policy also covers volunteers/unpaid positions in the district. Dr. Hart explained that they would most likely follow policy 9130 - PUBLIC COMPLAINTS AND GRIEVANCES.

b. **Abolish Policies:**

Policy & Regulation 3362 - Sexual Harassment of Teaching Staff Members and Policy & Regulation 4352 - Sexual Harassment of Support Staff Members will be abolished with the adoption of the new policy & regulation 1552.

2. **Strauss Esmay Audit:** Dr. Hart reviewed the audit of our manual up to the 3000 series so far. He created four categories:

Category 1: the policy was updated but was not reflected at the time of the audit.

Category 2: the policy was updated but it was not reflected in the online system yet.

Category 3: the policy needs to be updated but it is not mandated and we opted to not adopt the policy.

Category 4: We need to update the policy.

The committee discussed how to best utilize the audit and integrate it with our tracking document. We decided to create another column in our tracking document for the new category numbers. We will each go through our assigned sections and compare our notes to the audit notes and highlight which policies and regulations are of highest priority which will enable us to move through the manual faster and more efficiently.

3. **Social Media Report:** Our consultant, Lori Perlow, put together a social media report for us. This report included our goals, performance overview, audience insight, interactions, top and low performers. The performance overview showed that from May 1-August 24, 2025 we had 3,634 views and 16 interactions and from August 25 - December 15, 2025 we had 119,420 views and 1,949 interactions. Our top performing posts were the ones that focused on students, staff and awards. Using purposeful and balanced content that includes photos will work best for future posts. We are looking into linking the Facebook account to an Instagram account.

4. **Policy Tracking Document:** We started reviewing the 3000 series.

3124 Employment Contract: There was a question about the # of days notice for non-tenured positions. Dr. Hart will confirm and update.

3125.01 Employment of Non-Represented Employees: We do not currently have this policy. A neighboring district has this policy. We will check the audit and look into it to see if we should have it.

3130 Assignment and Transfer: Dr. Hart will look into whether or not ours needs more details for non teaching staff and also review neighboring districts policies as theirs seem to have a few more details than ours.

3134 Assignment of Additional Duties: Consider including extra safety requirements for coaches and club advisors. Include statements similar to Branchburg " Athletic coaches and club advisors covered under the negotiated agreement as a non-athletic extra-curricular activity must hold or be able to obtain a current CPR and AED certification as well as First Aid certification prior to the start of the season in which they are coaching, or the first session of the non-athletic extra-curricular activity. All outdoor coaches must attend the Rutgers' Safety course (only once). Coaches must also complete an annual concussion training as well as heat acclimation training prior to the start of the season in which they are coaching. Coaches and club advisors must provide documentation of all completed requirements prior to the start of the season in which they

are coaching, or the first session of the non-athletic extra-curricular activity. A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position." Dr. Hart will review and get back to us.

3143 Dismissal: Consider cases where the district terminates without notice. Dr. Hart will review and get back to us.

3150 Discipline: "The Board will endeavor to protect the school children of this district from the influence of unfit employees. The Board of Education shall challenge the continued employment of any employee who demonstrates inefficiency in the performance of his/her duties, is incapable of performing those duties, violates by unbecoming conduct the public trust placed in employees of this district or by other means fails to exhibit the good behavior necessary to sustain employment. When the charges are filed against a tenured employee, by any person, the Board shall determine their gravity and probity in accordance with statute." This is different from other districts. Dr. Hart will review and get back to us.

3151 Assessment of Pay: The other districts do not have this policy. Dr. Hart stated that we do have a need for this policy. He will review it and get back to us with any changes.

3216 Dress and Grooming - Staff: This policy was reviewed back in 2022 and it was determined that no updates are needed.

3223 Evaluation of Administrators, excluding principals, vice principals, and assistance principals (M): Dr. Hart will review this policy for missing definitions of administrator, collective bargaining statement and construction of rubric.

3231 Outside Employment as Athletic Coach: Dr. Hart will review this additional clause to see if we should add it to ours - "A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be considered for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis."

3232 Tutoring Services: We do not have this policy but we should consider it. Dr. Hart will look into this and get back to us.

Agenda items: Approve policy & regulation 1552, abolish 3362 and 4352

Next Meeting: Monday, March 16th @ 3:30 PM

