



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Policy Committee

Tuesday, November 1, 2016

Community Board Room

Committee Chair: Scott Painter, Esq.

Committee Members: Susan Larkin, George Zeppos

Meeting Minutes

Attendees: Scott Painter, Susan Larkin, Jennafer Reilly, Julia Vicente, Lynette Waller, Mark Boyer, Jessica Lengle, Scott Arnst

Public Attendees: Melissa Phillips (recording), Curt Minich

Committee Members Absent: George Zeppos

Meeting called to order by Scott Painter at 12:04pm

Approval of Minutes

- Motion to approve the minutes from Tuesday, September 6, 2016 and Tuesday, October 4, 2016
- Vote: Motion Carried
- Resolved: Minutes from the meeting on September 6, 2016 and October 4, 2016 were approved without modifications.

Public Comment: None

Old Business: None

New Business

Policies for Review

- Policy 007 – Policy Manual Access (Recommended for legal liability purposes)
 - Act 86 of 2016 amends the Pennsylvania School Code by the addition of Section 510.2, which requires the board of school directors of a school district to post on its publicly accessible Internet website specified rules, regulations and policies to the extent that they are required to be adopted by the school district under state or federal law. As we are a member of PSBA's Policy Service, we are already compliant with this as we post **ALL** adopted policies to the website.

- The revisions to our policy contain the following language: *“The Board Policy Manual shall be published and maintained on the district’s **publicly accessible** website.”* This will now align our practice of maintaining an electronic manual with our practice as we used to only have ‘old-fashioned’ binders as our policy manual.
- Policy 810.2 – Transportation – Video/Audio Recording (Required only if the School Board authorizes audio recording on school buses and vehicles)
 - Act 56 of 2016 removes the requirement for school entities to physically mail a notification to parents/guardians and students regarding the school entity’s policy addressing audio recording on school buses and school vehicles. The physical mailing requirement has been removed from the policy.
 - The policy has also been updated to include clarifying language stating that the recording of audio on school buses and school vehicles will be for disciplinary and security purposes in accordance with statutory requirements.
 - In addition to an online posting requirement, each school year, this policy is required to be issued in the student handbook and in any other school entity publication that sets forth the comprehensive rules, procedures and standards of conduct.
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- Policy 815, Acceptable Use of Technology Resources/Facilities and Internet by Staff, Students, and Community Members
 - Recommended changes to the policy were presented by Mr. Arnst.
 - Information regarding copyrighting the logo and seal for the Wyomissing Area School District was presented by Mr. Arnst. The presented images are original works and are covered by copyright. Administration will look into the specific details to copyright the images through the patent office; however, waiting for the additional information will not keep the policy from moving forward for a first read.
 - Social networking / communication between District employees and current WASD students through social networking sites/services not hosted or sponsored by the District is prohibited unless permission is granted by the Superintendent or designee. District administration will create guidelines for safe communication interactions between staff and students via the use of an approved list of apps. Included in the guidelines will be the use of the acronym TAP as an expectation of communication: Transparent, Accurate, and Professional. These guidelines will be reviewed by the district solicitor.
 - Mr. Arnst explained the filters used by the District to limit student access to internet sites and explained the safe search feature of our filter.
- Policy 827 – Conflict of Interest (Required as part of the UGG or Uniform Grant Guidance monitoring process)
 - This policy was revised to include language to specify that conflicts of interest publicly disclosed by board members or employees resulting in abstention from voting under the Ethics Act must be followed up with a written statement attached to the board meeting minutes. A statement was added to the policy to clearly specify this requirement of the Ethics Act and provide notice to board members and employees of their responsibility.
 - Language was also added based on provisions of the Uniform Grant Guidance (UGG) to clarify that when a potential conflict of interest is reported or exists, the Superintendent or designee must report it in writing to the federal awarding agency or pass-through entity, such as PDE, the Division of Federal Programs, in

accordance with the federal awarding agency's policy. The Division of Federal Programs monitoring tool requires this language be included in the policy.

Recommended New Policy - None

Discussion Items

- Policy 336 – Personal Necessity Leave
 - We currently do not have a Policy 336; however, it is recommended for adoption by PSBA for legal liability purposes.
 - Act 86 of 2016 amends Section 1154 of the PA School Code by adding grandchild to the definition of near relative for professional and temporary professional employees taking leave due to the death of a near relative.
 - Currently, none of our contracts or agreements (AFSCME, WAEA or Act 93) include language to reflect the addition of grandchild as a near relative. However, this has been discussed with AFSCME.
 - Should we adopt this policy, the Administration would approach WAEA and Act 93 for a letter of understanding to include grandchild and grandparent as a part of the definition of a 'near relative'.
- Policy 113 – Special Education
 - During the October committee meeting we identified potentially incongruent language in Policy 113 regarding the recording of meetings. One part of the Policy seemingly prohibits recording and in a latter section, the Policy states that recording is allowable with a 5 day notice. At the direction of the committee, the Superintendent contacted Mr. Litts and asked that he review the policy and provide revised wording to that section. The Superintendent also requested that he review Policy 113.4, Audio, Video, or Other Electronic Recording of Meetings to ensure that the language is aligned.
 - A definition of a meeting was added to Policy 113.
 - The section in the Policy regarding the Recording of Meetings was revised by the solicitor to clarify the language and aligns with Federal Regulations.
 - Additionally, Policy 113.4 was also reviewed by the solicitor and was rewritten to ensure the language aligns with Policy 113. Policy 113.4 defines audio and video recording, parent/guardian and meeting.
 - Typos were found in 113 and 113.4 and will be corrected.
- Policy 124 – Summer School
 - Currently, the district policy states that credit recovery courses will be noted with a D as a final grade regardless of achievement; however, if a student earned a failing grade at the end of the course, the student receives a 'double hit' to the GPA with a D (after credit recovery) and an F (end of course grade). Therefore, Administration recommends changing the end grade of the credit recovery course from a 'D' to an 'S'. The 'S' grade will not be a double deduction to the student's GPA.
 - Currently, the district policy states that the maximum number of credits that a student may earn in summer school toward graduation is five (5). However, we occasionally have students who move into the district needing more than (5) credits to stay on track to graduate. Therefore, Administration recommends changing the policy to indicate that permission is required from the school counselor and school principal to take more than (5) credits in summer school.

- Policy 903 – Public Participation
 - During the October Committee meeting a discussion ensued about the use of comment cards during a Board meeting to allow attendees to write questions on cards for the Board and/or Administration to answer. After researching how a neighboring district uses comment cards, additional information was learned. The neighboring district uses comment cards during community forums which occur twice a year; they are not used during regularly scheduled Board meetings. Chairman Painter noted that Policy 903 contains a process for residents to submit questions should they not wish to speak publically at a meeting. Additionally during every meeting residents have the opportunity to address the Board. The added value of using comment cards could not be identified when a procedure to make comments or ask questions is already in place in Policy. This policy will not be revised.

- Policy 913 – Distribution of Materials
 - Mr. Arnst demonstrated a draft or ‘beta version’ of a community outreach system which would allow parents to opt into a system and receive non-emergency information such as events, fundraisers, and reminders via email. This outreach communication system would be used for non-emergency information. If adopted, a communication plan will be created to share the new ‘service’ to parents/guardians. Additionally we will explore whether parents/guardians can opt in for only specific types of information such as academic communications only and not fundraising communications.

Policies 007, 810.2, 815, 827, 113, 113.4, and 124 will move forward for a first reading.

Announcements: None

Next Meeting Date: TBD

Adjournment: 1:15pm

Respectfully submitted by Julia Vicente, Superintendent