CENTRAL BUCKS SCHOOL DISTRICT

Policy Committee
July 12, 2017

Committee Members Present

Mr. Dennis Weldon, Chairperson
Mrs. Meg Evans, Board Member
Mr. John Kopicki, Superintendent

Committee Members Not Present

Mr. Paul Faulkner, Board Member

Others in Attendance

Mrs. Beth Darcy, Board President
Mrs. Sharon Collopy, Board Member
Mrs. Danielle Turner, District Director of Athletics
Dr. David Bolton, Assistant Superintendent

Mr. Weldon called the meeting to order at 6:47 p.m.

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The February 22, 2017 Policy Committee Meeting minutes were reviewed and approved without changes.

INFORMATION/DISCUSSION ITEMS:

Overview of Policy Review Process:
Mr. Kopicki gave an overview of the review process. PSBA has begun a policy review and sent their recommendations to school boards. The first set of policies to be reviewed are the local board procedure policies. A record of the review status will be kept in a specific format. The format will include the policy number, the discussion notes, and the current status of each policy as it moves through the approval process. The board will be provided with an updated format after each Policy Committee meeting. Committee members will compare active policies and those under consideration. General discussion will be held regarding each board policy. The policy status is determined during discussion. Status options may include “under consideration”, “reviewed”, “move to first read”, “move to second read” and “adopted”.

Mr. Weldon asked if the plan would be to wait until all policies have been reviewed to submit approval or would submittal be done a section at a time. Mrs. Darcy replied that some sections come directly from state code so there is not much local language inserted. There are other sections where the board may want to insert local language, and those sections may take a little more time for review. She noted that policies that come directly from state code could be moved forward in the process fairly quickly. Depending on the subject area of the policy, other policies may call for valuable input from board members, administrators, principals and department chairs. Those sections would remain in review status. The status of each policy will be noted in the format adopted for tracking the process. Mrs. Darcy’s recommendation is that the policies should not be moved forward in bulk.

Mr. Weldon noted that there seemed to be cross-referencing between policies, which would require holding off approval of those policies until the cross referenced material was reviewed. Mrs. Darcy commented that PSBA had given instructions that if changes are made to any policies they need to be submitted to PSBA right away. As PSBA is moving forward in their review, they would need to know about those changes in case they were cross-referenced in another policy. Mrs. Darcy is hopeful that the process will be thoughtful and methodical. The goal would be to move any policy from "under review" to "adopted" in a steady manner to avoid having policies in Section 000 still under review while looking at Section 300.

Mr. Kopicki noted that there are no minimum number of policies the committee must review at each meeting. The committee has discretion to review any number of policies at a time. All policies up for review are PSBA approved drafts. As the committee determines the status of each policy, Mr. Kopicki is able to update BoardDocs. PSBA is able to view that status. Once a policy moves through the process to an adopted status, PSBA will automatically retire the old policy. He noted that as the committee reviewed policies that required additional input, he would be certain key players would be at those meetings. They would provide detailed information on how those policies could affect the district.

Mr. Weldon asked when the policies would be available for public viewing. Mrs. Darcy noted that policies under consideration are not available on the website for public view. Mr. Kopicki commented that once policies are moved to "first read" they are active policies and available for the public to view. He will research to determine if the public has access to policies under consideration and report back to the committee. Mr. Weldon commented that there may be policies reviewed that the public will have keen interest in. He noted that Sunshine Law dictates they should have information regarding those policies available to them. Mr. Weldon stated that after a policy goes to the Board for "first read" it will be tabled and not necessarily come before the committee again. He believes the policies under consideration should be available for the public to review before approval for the full board review is given. Mrs. Darcy noted that PSBA has not done a policy review since 2002. Some policies have not changed. Programming policies change more frequently due to changes in law. CB administrators stay on top of those changes and bring any necessary policy adjustments to the board for approval.

Board Policy 915:

Mrs. Turner is presenting Board Policy 915 to the committee for approval. The policy would govern booster clubs. Currently Athletic Directors and Principals oversee Booster Clubs. A meeting was held in the spring with several Athletic Directors and Principals, and some administrative procedures were developed for regulating the Booster Clubs. In order to be able to enforce those regulations, Board Policy 915 was written. PSBA advised Mrs. Turner that not all guidelines be specified in the Policy because they may change, so the Policy was written in broad terms. If adopted, Mrs. Turner would like to have a review of the Policy after a year.

The Board would have the right to govern and oversee the Booster Clubs. Bylaws, current officers, constitutions and fund raising plans (Form A and Form B) would need to be submitted by the Booster Clubs. Expectations for 501C3 organizations will be communicated to parents. Fundraising guidelines are a major part of Policy 915, including restrictions on collecting fees or dues, restrictions on purchases of equipment or uniforms, and restrictions on facility improvements. Restrictions were also detailed

regarding any requirement that students be part of fund raising or be held responsible for any monetary contributions.

The Policy is meant to form a partnership with the parent organizations and ensure their understanding of the philosophies and objectives of the Board. Mrs. Collopy noted that she agreed the Booster Clubs should have administrative regulations. She stated she would like the regulations to be available for parents/public to view to ensure that all organizations are aware of the regulations. Mrs. Turner noted that the plan is to have the Principal and Athletic Director address the presidents of every Booster Club and each Head Coach at Back to School Night in September. The meeting will be held prior to the start of the Back to School program, and it will be a requirement for a representative from every team to attend. Guidelines and regulations will be presented at that time. Prior to September's meeting, Athletic Directors were instructed to meet with all fall coaches and roll out the regulations to them. Athletic Directors were told that before any Form A fundraising form was accepted, a meeting must be held with Booster Club representatives and the Head Coach to review the regulations. Mrs. Collopy asked if another meeting would be held before winter/spring sports begin. Mrs. Turner noted that attendance at the fall meeting was a requirement for every sport. Teams are running fundraising events year round, and winter/spring teams need to be aware of the regulations well before the start of their season. Mrs. Collopy expressed concern that parents involved in fall sports teams were not informed of these regulations. Mrs. Turner stated that she would ensure the information was communicated.

Mrs. Turner also noted that most coaches were very supportive of the regulations. The need will be diminished for a lot of the fundraising that has been done in the past. The fundraising opportunities that will be left would become more meaningful. Mrs. Turner believes it will require a full year to see results from the new regulations. She put this program in place at CB South three years ago, and it took a full year to get everyone on board. She stated that there needs to be patience with the Athletic Directors, coaches and parent organizations as they work toward compliance with the regulations.

Mrs. Evans asked what was the purpose of the fundraising done by the Booster Clubs. Mrs. Turner noted that three years ago Booster Clubs were told the only items they were permitted to buy for their teams were scorebooks and balls. At that time, the need for other items was great. Parent organizations stepped up and provided all the help they could. Considerable fundraising was done, and has continued to be done even though the need to provide additional items has decreased. Fundraising has reached a level where regulations need to be implemented. Mrs. Darcy noted that the decreased need for fundraising will be a cultural change for the district. In past years, parent organizations helped supply equipment needed to play the sport, provided field maintenance and other required materials such as nets and mats. Mrs. Collopy noted that in the past there were needs that the district did not meet, such as a new wrestling mat at CB West. Parents were told that the budget would not allow for such items, so the parent organizations stepped up fundraising and provided for their teams. Mrs. Darcy commented that there was also a difference between the items the District supplied (such as basic uniforms that need replacement every few years) and the more customized, higher end uniforms parent organizations could supply.

Fundraising at previous levels is no longer required because there is money in the CB budget to provide for the sports teams. In Mrs. Darcy's opinion, the district should provide everything necessary for a PIAA team to take the field of play. Regulations should be in place now to reign in fundraising to more accurately reflect need. End of the year banquets, spirit wear or pasta parties could be supported by

fundraising efforts of the booster clubs. She also noted that fundraising under a non-profit status dictates that you must fundraise for the entity, not for individuals. She related the practice requiring players to participate in fundraising events. Each player was then "credited" with dollar amounts for the fundraising they have done. If a player was lacking in fundraising "credit", they were expected to pay the dollar difference to meet the standard. Mrs. Darcy noted that individualizing accounts for players is not legal under IRS standards for non-profit fundraising. She also recognized the issue that some may object to players receiving the benefits of fundraisers without participating in the events. She noted that Booster Clubs have a responsibility for the entire team, regardless of the participation of each player in a fundraising event. She commented that not all families are in a position to be involved in fundraising events and that it places a burden on them. Mrs. Turner stated that procedures would be put in place to stop that practice.

Mr. Weldon asked if Policy 915 was new for Central Bucks. Mrs. Turner indicated that it was. She did significant research and found that Policy 915 varies across the state. Some school districts include all administrative regulations in the policy, some include very little. Mrs. Turner worked with PSBA on creating a general policy. PSBA provided a recommended example, which was updated with wording to suit the district's needs. She noted that the addition of the line "All booster club members will abide by all administrative regulations set forth by the Superintendent or designee" ensures that the Board can govern the Booster Clubs with the administrative regulations.

Mrs. Turner commented that it should be determined at some point if this policy will only govern athletics or will be applied to clubs as well. Mr. Weldon noted that the policy will come up for review again when the committee reaches the 900 section. The inclusion of clubs in the policy could be discussed at that time. Mr. Weldon also commented that if parent organizations were being restricted in their fund raising, the district needs to be sure they are meeting all the other needs for the team. It would not be fair to hold Booster Clubs back with fundraising and then ask them to step up again in a short period of time to cover needs. Mrs. Darcy noted that during a review last spring of the Student Activities equipment line, the District was budgeting a certain amount and only spending a fraction of that amount. She believes the district is doing a better job of spending allotted monies to support the sports teams. She offered personal comment that this past spring no contribution was asked for from parents of the girl's lacrosse team. In years past, some fundraising was done to meet equipment needs for her daughter's team. This year the coach indicated the district had covered all requested equipment expenses. Fundraising was only done to cover the banquet and spirit wear.

Mrs. Evans asked for verification that the Policy was written to speak to booster clubs in general without specifying athletic booster clubs. Mrs. Turner indicated that was correct, and that the only other groups that would need to be addressed would be band and choir. When the time comes to review the Policy, those groups should be given an opportunity to review the regulations and give input on how it would affect their organizations. Mr. Weldon asked if Policy 915 were approved, would the band and the choir then be in violation of the policy. Mrs. Turner offered that perhaps the policy should be changed to read "athletic booster clubs". Mrs. Collopy noted that the policy was general enough that the band and choir shouldn't have any issues complying with the guidelines. The administrative regulations referred to in the policy only apply to athletic programs, so band and choir would not be out of compliance with Policy 915. Mrs. Collopy stated that she feels clubs other than band and choir should also be included. Mrs. Darcy noted that clubs do not do a lot of fundraising. Mrs. Collopy felt that if the policy was in place it should include all groups that participate in fundraising in any way. Mrs. Darcy stated that clubs are run

by an advisor at the school and governed by the principal. Policy 915 is directed toward parent groups that do fundraising. Mr. Kopicki asked Dr. Bolton how clubs are governed at the elementary level. Dr. Bolton indicated that all clubs are handled through Student Activities (handled by the Business Office) and everything is co-signed through the building. Clubs at the high schools are also handled by Student Activities, with the exception of the marching band and the choir.

Mr. Weldon noted that before placing the item for first read on the Board Agenda, the committee should be certain it would not establish a rule to which an organization would be expected to abide but would not be able to at this time. Mrs. Darcy asked for assurance from Mrs. Turner that there has been no negative budgetary impact since the policy has been in place at South. Mrs. Turner indicated there has been no negative impact.

The Committee agrees to move Policy 915 to first read on the Board Agenda.

Policy Review – 000 Local Board Procedures:

TOPIC	NOTES	FOLLOW UP
000.0 Board Policy, Procedure, and Administrative Regulations	Mr. Weldon noted that the old policy was removed and completely re-written. Mrs. Darcy commented that the policy is written based on state code. (In the LEGAL section at the top of the policy, items 1 & 2 noted parenthetically under AUTHORITY indicate that the policy comes directly from state code). Mrs. Darcy noted that the new policy includes more detail than the old policy, but it is generic detail. In her opinion, because this policy is PSBA recommended language and comes directly from state code it is an easy one to move forward in the approval process. Mr. Weldon noted that the policy was extrapolated from the code, not written directly from code. Mrs. Darcy agreed that with the exception of the first two parts which were taken directly from code, the rest of the policy is extrapolated. Mr. Weldon noted that there were a lot of reminders in the policy regarding the role of the board, those reminders are not part of the written school code. Mrs. Darcy commented that during the review of policies, the board will learn a lot about their legal responsibilities as board members. She believes that unless these policies are reviewed, there may be many school boards that don't understand exactly what their role is. Mr. Weldon commented that when he joined the board he was told there were things that weren't in the boards purview. He has since reviewed the code and found that they actually were. He believes that the information he was originally given may have been a way of limiting the board, and commented that whatever policies are approved must be abided by. Mrs. Darcy agrees that this section of policies is especially important for the Board to review because it deals directly with board member's responsibilities. She noted that while some other policies	Move to first read

	may involve more discussion, this policy is straight forward and generic. The Committee agrees to move Policy 000 to first read on the Board Agenda.	
000.1 Name and Classification	This policy is being updated to include the address of the Administrative Services Center at 20 Welden Drive. When the policy was originally written, the district did not own that property. The Committee agrees to move Policy 000.1 to first read on the Board Agenda.	Move to first read
000.2 Authority and Powers	Mr. Weldon asked if PSBA has legal counsel that reviews the policy changes. Mr. Kopicki noted that PSBA has a legal department that does the review. Mrs. Darcy commented that she had observed Centennial's review of policies. They did not seem to question any language added by PSBA, however when local language was added Centennial sent it to a local solicitor for review. She also noted that a lot of the changes in this policy also come directly from changes in state code. Mr. Weldon commented that there were not many changes from the old policy. Mrs. Evans noted the change in language from educational goals to academic standards. Mrs. Darcy commented that it was the language the law reflects now. The Committee agrees to move Policy 000.2 to first read on the Board Agenda.	Move to first read
000.3 Functions	Mr. Weldon commented that the addition of the ability to review administrative regulations was a good addition to the policy. Mrs. Darcy noted that during her PSBA new board training there was a lot of time spent talking about the difference between Board Policies and Administrative Regulations. The Board Policies should serve as an umbrella over the more detailed Administrative Regulations, and it is a good thing for the Board to be able to review the regulations to ensure that they meet the Board Policies. Mrs. Collopy encouraged the use of the term "Administrative Regulation" when appropriate so that it becomes a known term to the public. Mrs. Darcy called the Committee's attention to the "Evaluation of Board Procedures" listed in the policy. Mr. Kopicki noted that PSBA has a tool available for the Board to use during an annual review. Mr. Weldon asked for clarification of "evaluation of board functions". Mr. Kopicki stated it was a review of adherence to board policy and governing principles and practices. Mrs. Darcy noted it was an opportunity for the board to self-reflect. PSBA recommended that "Evaluation of Board Procedures" be included in the new policy. Mrs. Darcy commented that the December reorganization meeting may be a good time to begin the evaluation process. Mr. Kopicki commented that holding a review twice a year may be helpful, especially when events like the Annual Goals meeting occur. The Board could use that opportunity to reflect on what goals they would like to set for the coming year. He also noted that the policy states the Board "may evaluate" it doesn't stipulate that the Board "must evaluate". The Committee agrees to move Policy 000.3 to first read on the Board Agenda.	Move to first read

000.4 Membership	Mr. Weldon asked what other members of the district had to file statements of financial interests. Mr. Kopicki noted that all commissioned officers, all principals, all administrators and Cabinet members, and any Act 93 employee must file statements. Mr. Weldon stated that training is available for the Ethics Act. He has attended trainings and found them to be very informative. Often attendees who have been in public service for many years have commented they learned about restrictions of which they were previously unaware. Mr. Kopicki asked if the Board may be interested in that type of training. Mr. Weldon thought it would be a good opportunity for any board member or Act 93 employee to take advantage of that training. Mrs. Darcy indicated that the policy change regarding military service reflected new law since 2002. Mr. Weldon questioned the paragraph on TERM. He asked for clarification on the situation where a board member is appointed to fulfill a vacancy. It was explained that a person appointed by the board to fill an unexpired term would not necessarily fill the rest of that term. If a municipal election is held before the end of the term, the appointed board member must run in the election to hold the seat. If the board member wins the election, they only hold the seat until the end of the original term. Mrs. Darcy noted that the policy comes directly from state code. State Code also states that reorganization meetings are held on Mondays. Mrs. Darcy stated that when there is an opening on the board, the solicitor is always contacted first to give guidance on how to proceed. Mr. Weldon expressed hesitancy over the way the TERM paragraph is written. He felt that the paragraph should be written in a more defined manner. Mrs. Darcy noted that the Committee could re-write the policy or keep it as written because it comes directly from state code. Mr. Kopicki recommended that the paragraph stay as is because it is state code. In the event the situation occurred, the district solicitor would be contacted. The process would then be explained to the public in a more defined manner than the language used in the policy. Mr. Weldon noted that last year there was a draft bill that would set statutory requirements for training for Board members. The bill did not pass. This new policy includes a lot of “the Board shall” references. Mrs. Darcy also noted that this new policy regarding education and training includes a cross reference to Policy 901. For our district, Policy 901 currently refers to Public Relations Objectives. Because of that, the reference to Policy 901 does not make sense. She explained that every policy numbered by school boards follow the numbering system dictated by PSBA. Not all school boards have adopted the same policies – for example, Policy 915 exists within the state but CB had not previously adopted it. It is possible that CB created a PR Policy and used an opening in the 900s to designate it Policy 901. PSBAs intention in referencing Policy 901 in the new policy cannot be determined at this time. Mr. Kopicki noted that the legislature has the school code bill on the table waiting to be	Under review

	passed. There is a school board training requirement within that bill. Mrs. Darcy noted that there is local language within this bill that should be reviewed by all board members. Mrs. Evans reiterated that she felt the paragraph concerning VACANCIES was better written in the previous policy. Mr. Kopicki stated that communication to all board members will be sent with an update on the Policy Committee actions at this meeting. Board members will be supplied with materials needed to review the policies. The Committee agrees that this policy requires further review before moving forward.	
000.5 Organization	Mrs. Darcy stated that she felt the section on delineating committees needed to be addressed. The beginning of the policy is almost all state code. The section on Board Committees contains a lot of local language and needs further consideration. The new policy includes updated references from "Facilities" to "Operations". "Meet and Discuss" was removed because a meet and discuss committee was never staffed. In the past if a "Meet and Discuss" was required (discussion between the board president and the administration) two board members were typically present. That negated any need to assign board members to a "Meet and Discuss" committee. Mrs. Darcy indicated that if we do not have a "Meet and Discuss" committee, reference to it should be removed from board policy. She noted that other districts are vaguer in their language regarding appointments to committees. PSBA kept the defined language for our district because it was in our policy. As an example, vaguer language would have allowed the Policy Committee to be a standing committee, not an ad hoc committee. Also, any committee required for the coming year could be set up as a standing committee, not just an ad hoc committee. She noted the possibility of opening or closing a building, or redistricting, or any other major consideration could require a several year process. Vaguer language would allow for a standing committee to be formed as needed. Any committee formed would stay with the same language requiring conformity with the Sunshine Act. Every year committee appointments are made at the reorganization meeting. Vaguer language would allow for the formation and appointments to any committees, not just those listed by name in the board policy. As written now, there are five committees that the Board President may make appointments to. In the new revision, only four are noted. If committees are going to be delineated in the new policy, Policy Committee should be included. Mrs. Darcy stated that she felt there should always be a Policy Committee. Policy review should be a routine function of the board. Mrs. Evans asked if the Policy Committee should be added to the list in the new policy, or if the language should be changed to not include the names of committees. Mrs. Darcy indicated she felt the addition of committees deemed necessary would be an easier process if the names were not listed in the policy. She noted that many districts have an Athletics Committee. If the committees remain listed by name in board	Under review

	policy, and our district decided to add an Athletics Committee, it would need to be an ad hoc committee until a policy change could be done. Mr. Weldon noted that every year the potential exists at the reorganization meeting that the committee won't be filled. If that committee is listed in policy but is not staffed, then the district is out of compliance. On the other hand, listing the committees in the policy gives the public an anticipation of what committees will be meeting. Mrs. Darcy remarked that the public could have asked over the last several years when the "Meet and Discuss" committee was meeting. Because there was no committee, the fact that it was listed in board policy gave false expectation. Mr. Weldon noted that there were pros and cons to either listing each committee or using vaguer language. Mrs. Darcy noted that at the very least the Policy Committee should be listed as a standing committee. Mr. Kopicki remarked that the board can control how often committees meet, putting a committee together does not require a set amount of meetings. Mr. Weldon noted that there is also a Communications Committee which is currently an ad hoc committee. Mrs. Collopy stated that having a core group of standing committees wouldn't prevent the formation of ad hoc committees that may be needed on a short term basis. Mr. Kopicki noted that a standing Policy Committee is a good idea. He stated that there is a Policy News Network release that comes out every month to give updates on any PSBA policy changes. Any change that affects school districts is communicated. Once this Policy Committee has finished the policy review, Mr. Kopicki will alert the board of any updates from the Policy News Network that need consideration. Mr. Weldon asked if the Committee wanted to add Policy Committee to the list of standing committees. Mrs. Darcy inquired if the Communications Committee should also be added. Mr. Kopicki indicated he did not think there was a need to have that as a standing committee. Mr. Weldon remarked that having a Communications Director may have resolved several issues that the ad hoc committee was formed to address. The Committee agreed that Policy Committee should be added as a standing committee. The new policy also references other policies that have not yet been reviewed. The Board Operations Guidelines are referenced again, as well as Policy 811. There is a section on CONSULTANTS that is brand new to our district. It is not rooted in state code, but the PSBA legal team feels that it is necessary to include. Mr. Weldon noted that the section clarifies that the Board has the power to retain a consultant, and that consultant has no administrative authority and acts only as an advisor. Mrs. Darcy reiterated that the section of the policy referring to Board Operations Guidelines needs further review. There has been discussion about procedures at the committee level. For example, new committee members were told that committees could not vote. In actuality, committees can vote to recommend something be passed along for full board review. There are also questions about quorums at	

	committee meetings. Technically if there is not a quorum, the committee should not be passing anything along for full board review. Mr. Weldon noted that as President, Mrs. Darcy is an ex officio member of every committee and can fill a seat to meet a quorum. Mrs. Darcy remarked that because a quorum is defined as one more than half, her presence does not make a quorum if only one other board member shows up at a committee with four members. If there is no quorum at a committee meeting, then it does not qualify as a meeting. She would like to follow up with PSBA for further clarification and report back to the committee. Board Operations Guidelines could then be amended to reflect local precedence. Mrs. Collopy also noted that there are policy changes that come before full board that have not been presented to Policy Committee. Mrs. Darcy remarked that things do not have to go before committee. Mr. Weldon noted that it could be changed in policy if presentation to the committee first was deemed necessary by the board. Mrs. Collopy stated that before moving to first read she would like clarification on that point. Mr. Weldon also noted that the committee will have difficulty moving any policy through when it references other policies that have not yet been reviewed. Mrs. Darcy remarked that some policies not yet reviewed are state code and therefore would not be changing. The Committee agrees that this policy requires further review before moving forward.	
000.6 Meetings	Mrs. Collopy noted that "work sessions" have been inserted instead of discussion sessions. She remarked that our district does not have work sessions. Mrs. Darcy stated that the term "work sessions" points to the broad based wording used in creating the policies. State code allows for boards to have work sessions. Mrs. Collopy questioned if we should have reference to work sessions in our policy if we don't have them. Mr. Kopicki noted that some districts have two meetings, the first is a work session to review board agenda items and the next meeting to vote on those items. The law requires a minimum of one meeting per month. Since our district is so large and already has two meetings a month, additional work sessions are not held. Mr. Weldon noted that if the committee process is working correctly, there should be no need to hold work sessions. Mrs. Darcy remarked that work sessions operate as a committee of the whole. If a committee meeting is held and there are not many board members in attendance, the discussion of important items from the committee meeting needs to be repeated at the full board meeting. Other boards hold work sessions to avoid that situation. No voting occurs at the work sessions, the full board is simply updated on all committee items prior to a school board meeting. Mr. Weldon stated he felt that committee meetings or work sessions should be held, but not both. Someone could show up at the full board meeting with questions, and the information covered at committee and work sessions would need to be repeated for a third time. Mr. Weldon asked if the committee felt the term work sessions should be stricken from	Under review

	the NOTICE section of the policy. The policy would then read "Notice of all public Board meetings including committee meetings shall be given…" Mr. Weldon noted that there is also an entire section in the new policy entitled "Work Sessions" that defines the term. He also remarked that the addition at the end of the SPECIAL MEETINGS section was a good idea. He felt that it met Sunshine Act requirements. It also worked as a preventative measure to ensure other topics were not covered that had not been publicized for the special meeting. Mr. Weldon also noted the VOTING section defined what actions required unanimous, two-thirds or majority votes. He asked if the new language requiring transfer of budgeted funds during the first three months of the fiscal year presented any problems for our district. Mrs. Collopy noted that transfers were not usually requested that early in the fiscal year. Mrs. Darcy commented that she thought it had been law that transfer of funds during the first three months was prohibited. If transfers needed to be made within the first three months, there had to have been significant errors made in creating the budget. Mrs. Evans noted that the old policy required a two-thirds vote for any transfer of budgeted funds. The new policy only requires a two-thirds vote for transfers during the first three months of the fiscal year. Mrs. Darcy commented that changes need to be made in the REGULAR MEETINGS section under Order of Business. School Board reports should now include Policy Committee. The PUBLIC PARTICIPATION section has been changed to "district residents" may address the board instead of "a member of the public" may address the board. Mrs. Darcy noted that state code for the PUBLIC PARTICIPATION section refers to the board providing a reasonable opportunity at each meeting (and advertised special meeting) for residents or tax payers of the political subdivision to make comment. Mrs. Darcy remarked that the board could still allow others to offer comment at the meetings and have never limited people from addressing the board. Mrs. Darcy asked if the WORK SESSIONS section of the policy should remain because it allows the board to meet as a Committee of the Whole should it choose to do so in the future. Mr. Weldon noted that voting could occur at a scheduled work session. If that was the case, he wondered what the difference was between a scheduled work session and a board meeting. The committee agreed there was no difference and the distinction was unnecessary. Mrs. Darcy called the committee's attention to the parenthetical sentence at the bottom of the CONFERENCE MEETINGS section. The sentence states a majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion. The parenthetical is blank because it needs to be checked if the statement is to be included in the policy. Mrs. Darcy noted that the only time this board met in conference was during a meeting with representatives from the teacher's union. The representatives shared their concerns about the elementary report	

	cards. Mr. Weldon stated that if the board is getting together and deliberating the meeting should be a public one. Mrs. Darcy noted that she originally believed that only four board members could meet with the teacher's representatives. If more than four met it was a quorum and the meeting had to be held publically. The district solicitor and PSBA were consulted. Both stated that the board was allowed to have an informational conference. PSBA gave the example of a board receiving information from a new insurance company. Questions could be asked about the specific product, but dialog could not be held between board members. Mrs. Darcy noted that the meeting with the teacher's union representatives was informational only, questions were asked but no discussion was held. The parenthetical comment can be included or not, or the entire CONFERENCE MEETINGS section could be eliminated. Mr. Kopicki noted that leaving the section in affords the board the ability to hold those meetings if it ever becomes necessary. Mrs. Evans asked for clarification of the term "Board employees". It was noted that it meant any district employee. The Committee agrees that the parenthetical sentence should be included in the policy section. Mrs. Evans questioned the policy in the COMMITTEE MEETINGS section. It states standing committee meetings, except those held in executive session, shall be open to the public. She noted that ad hoc committee meetings are not mentioned. She wondered if it was stated elsewhere that ad hoc committee meeting should be public. Mrs. Darcy stated that technically ad hoc committees do not need to meet in public if there is not a quorum. If there is a quorum, even the ad hoc committee meeting has to be open to the public. Mrs. Darcy noted that the district has always treated ad hoc committee meetings as regular committee meetings. They are advertised, held publicly and with full minutes. The Committee agrees that this policy requires further review before moving forward.	
000.6.1 Attendance at Meetings Via Electronic Communications	Mrs. Darcy commented that this policy was created in June of 2012 when there was a board member who spent the summers away. Law states that if a board member missed two meetings in a row the Board could act to remove them. This policy afforded that board member the ability to phone in and participate in board meetings. Mr. Weldon noted that the Sunshine Act affords that ability. He has never seen a limitation on the number of times someone could participate remotely. Mrs. Darcy stated that before this policy, there was nothing in writing that allowed electronic participation. Mr. Weldon remarked that policy may not have allowed for it, but the Sunshine Act covers that provision. Mrs. Darcy believes that the policy was originally written locally. PSBA is now cleaning up the local language for the new policy. Mrs. Evans noted that the old policy allowed for the board to vote to approve a member participating electronically more than twice a calendar year.	Under review

	The new policy does not appear to allow that. Mrs. Collopy remarked that she sees nothing wrong with the board voting to allow participation electronically, especially because you are required to remain for the entire meeting. A board member cannot just call in for a specific vote and then leave the meeting. Mr. Weldon agrees remote participation is acceptable, but is concerned with the limitation placed by the new policy that it should only be twice a year. The old policy statement is preferable. Mr. Weldon asked what would happen if the board member participating electronically made the quorum. Mrs. Collopy noted that there was a stipulation that the majority of Board members shall be physically present at a Board meeting when a member attends electronically. Mr. Weldon felt the limitation was hand cuffing the board and didn't understand why we would do that. Mrs. Darcy noted that she felt the old policy posed no problems. Electronic participation has not been widely used, and the old policy does allow for flexibility. Mr. Weldon noted that while it was not ideal to have more than one person participate electronically, or to not have a majority of members physically in attendance, it did not mean business could not be conducted. Mrs. Evans remarked that the policy restricted electronic participation if a quorum was not physically present. Mr. Weldon noted that was not law, simply a provision in the policy. He felt that in a situation where something needed to be done and circumstances prevented the physical attendance of enough board members, the Board would be limited by this policy. Mrs. Collopy also objected to the statement that electronic communication could only be done "under extraordinary circumstances". Mrs. Darcy noted that the definition of extraordinary could differ greatly between school boards. Mrs. Darcy will ask PSBA if there was a legal reason this policy was made more restrictive. Mr. Weldon noted that other districts may have a problem with irresponsible board members and the policy was made more restrictive to address the situation. Mr. Kopicki noted that in rural districts there are board members that sometimes have a hard time attending meetings. Farming responsibilities or long travel distances in bad weather contribute to poor attendance. PSBA may have made the policy more restrictive in order to ensure proper attendance. Mr. Kopicki agreed that the new policy was restrictive for our board. Mr. Weldon noted that there was a law regarding attendance at board meetings so a restrictive policy did not seem necessary. Mrs. Evans reiterated that she preferred the old policy. The Committee agrees that this policy requires further review before moving forward.	
000.7 Policy Manual Access	The Committee agrees (without comment) to move Policy 000.7 to first read on the Board Agenda.	Move to first read
000.8 Organization Chart	PSBA recommends this policy be deleted. The Board has to move to delete the policy. With an organizational chart, any time there are personnel changes the policy would need to be readopted. Even if the chart did not contain names, any time there was reorganization the	Move to first read

	policy would need to be readopted. The Committee agrees to move Policy 000.8 to first read on the Board Agenda.	
000.11 Principles for Governance and Leadership	Mr. Weldon stated that he had many issues with this policy. He noted that as a board member he did not expect to become a lobbyist for public education. He objects to the ADVOCATE EARNESTLY section of the policy. Mrs. Darcy noted that the policy comes directly from PSBA's Principles for Governance and Leadership. Mrs. Collopy states she shares Mr. Weldon's concerns regarding this policy. Mr. Weldon would like to know why this policy would require a signature from board members. Mrs. Collopy noted that the old policy was much less detailed. Mrs. Darcy commented that the old policy was most likely also a directive from PSBA in 2002. Mrs. Collopy noted that no signature was required in the old policy. Mr. Kopicki asked if the committee would move to approve the policy if the signature requirement were removed. Mrs. Darcy stated that the district solicitor could be consulted about the language in the new policy. Mrs. Collopy noted that the old policy began "to promote student growth and achievement an effective school board will…". The new policy begins "Therefore, school directors collectively and individually will…". She felt that it would mean no school director should ever have a child in private school. She would not adopt this policy even without the signature requirement. Mr. Kopicki remarked that the old policy had effective content. Mrs. Darcy will ask PSBA about the history of this policy so the committee can better understand the intent. Mr. Weldon noted that while there is some good content in the new policy, the ACT ETHICALLY section can be interpreted differently by everyone unless they know what the rules of ethics are. The training class he mentioned at the beginning of this meeting offers the distinction between secondary interests and primary interests. Everything done by the board should be done with the primary interest of the school district in mind. The secondary interests are personal – family, friends and business. There should never be a mix of the two interests. Situations can occur when the potential exists that the two could intersect. Training in ethical conduct can help guide a board in dealing with those situations. The Committee agree that this policy requires further review before moving forward.	Under review

FUTURE MEETING SCHEDULE

The date for the next Policy Committee Meeting is to be determined.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.