

**BASD Policy Review Committee Meeting Minutes**  
**Education Center – Board Room**  
**July 30, 2013**

In attendance:

**Board Members Present**

Donna Usavage - Chair	Joe Nichols
Ruth Dierolf	Gwen Semmens
Steve Elsier	

**Administration**

Dr. Richard Faidley  
J. Drue Miles  
Robert Scoboria

There were two members of the public in attendance.

- I. The meeting was called to order by Mrs. Usavage at 7:14 p.m.
- II. **Policy Committee Minutes**
  - The May 14, 2013, Policy Review Committee minutes were reviewed and approved.
- III. **Public Comments #1**
  - Mrs. Linda Curry spoke and asked if the Committee would consider her request to post all Committee agendas on the BASD website on the day prior to the meeting.
  - Mrs. Usavage noted that this item is on the agenda to be discussed.
- IV. **Policies #4119.2 – Reduction in Force and #4152.11 – Special Full-Pay Sabbatical Leaves for a Serious Health Condition**
  - The policies were reviewed and it was recommended that the policies be rescinded, as their content is covered in the PA State Code.
  - Our solicitor supports this recommendation.
  - Mr. Scoboria was directed to place this recommendation on the August 20 Board meeting agenda.
- V. **Policies #4152.2 – Unpaid Leaves of Absence, #4101 – Non Discrimination, and #4104 – Employee Alcohol and Illegal Drug Use**
  - Revisions were proposed by administration after review from our solicitor.
  - Proposed revisions were reviewed and discussion took place.
  - Additional revisions were made.
  - Mr. Scoboria was directed to follow up with some questions and place these revisions for first reading on the August 20 Board meeting agenda.
- VI. **Policy #4152.1 – Half Pay Sabbatical Leaves, #4152.12 – Compensated Professional Development Leaves, #4102 – Unlawful Harassment, and #4103 – Employees with Acquired Immune Deficiency Syndrome**
  - Policies were reviewed by administration and solicitor and no changes were recommended.
  - Discussion took place.
  - Regarding policy 4152.1, Mr. Scoboria will ensure that procedures are in place regarding the Board review of applications for leave.
  - The Committee supported the recommendation and no changes are recommended except for Policy 4152.12 - Mr. Scoboria will look again at the policy structure and possibly recommend a change next time.
  - The committee agreed that a Reviewed date stamp should be added to each policy when a review is conducted and no changes are made. Mr. Scoboria will look into implementing that suggestion.
- VII. **Committee Member Comments**
  - Mrs. Usavage stated that the Administrative Hiring Process Policy will be discussed at the next meeting.
  - Discussion took place regarding the uses of Robert's Rules of Order at Board meetings. Mr. Scoboria was directed to place Policy #9360 and information related to Robert's Rules in an upcoming Board packet to assist with further discussion.

- The Student Dress Code Policy was discussed. Discussion took place regarding the implementation of the Policy. Mr. Scoboria will include copies of the information contained in student handbooks in an upcoming packet. Mr. Scoboria will consider asking Student Representatives to the Board to comment on this issue at a future Board meeting.
- Policies applicable to Board Committees and posting of meeting agendas were discussed. Administration will post Committee meeting agendas on the BASD website the day prior to the meeting. A note will be included that agendas are subject to change. Mr. Scoboria will review applicable policies for consideration of a change.

**VIII. Public Comment #2**

- Mrs. Linda Curry thanked the Committee for discussion of her request regarding agendas. Mrs. Curry stated that she would like to have copies of handouts used at any/all Board and Committee meetings.

**IX. Adjournment**

- Mrs. Usavage adjourned the meeting at 8:45 p.m.