

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD HUMAN RESOURCES COMMITTEE MEETING  
MINUTES  
MONDAY, SEPTEMBER 20, 2010**

Members of the Board Human Resources Committee met on Monday, September 20, 2010, in the Dining Room, at the Education Center. Present were the following school board members: Rosario Amato, William Burkhardt, Michele Cann, Michael Faccinetto, Irene Follweiler, Loretta Leeson, Eugene McKeon, Aurea Ortiz, and Benjamin Tenaglia. Also in attendance were Assistant Superintendent for Human Resources Thomas K. Washington, and Superintendent of Schools Dr. Joseph J. Roy.

The meeting of the Board Human Resources Committee was called to order by Mrs. Irene Follweiler at 7:41 p.m.

**COURTESY OF THE FLOOR** – None

**REVISIONS TO BOARD POLICY 006 – LOCAL BOARD PROCEDURES – 1<sup>ST</sup> READING** – Mr. Washington focused the board's attention to page 5. He recommended adding "*or electronically e-mailed*" because some are receiving the agendas by e-mail, therefore, striking the last sentence. He also indicated on the same page "*Open Forum*" was added to the order of business for regular meetings at the request of Mrs. Follweiler.

Mrs. Follweiler stated with changing the Regular Board Meeting, there is also the Special Board Meeting that follows basically the same agenda. She recommended adding it to that as well. She asked the board if there were any questions or discussion on any of those three proposed changes.

Mr. Faccinetto asked, "Can instead of "*electronically e-mailed*" could you just make that "*delivered electronically*" if we decide to maybe post them on a secured site at some point?" Mr. Washington will make the change.

Mrs. Follweiler asked if the board had any other questions or comments on the three suggestions and if they were okay with moving the three suggestions to a second reading at the Regular Board Meeting on the 27<sup>th</sup>. The board consented the 2<sup>nd</sup> reading on the 27<sup>th</sup>.

Mrs. Follweiler also stated she had concerns with the policy itself and reviewed the policy and recommended the other board members to do the same, so they may discuss any changes on a future date. She asked that they pay attention to the specific section on voting 2/3 vs. voting majority. She stated it clearly outlines what items need to have a vote of unanimous, 2/3, or majority. Mr. Washington and Mrs. Follweiler have committed to go through the policy and look for additional changes and bring them onto the next month's agenda as well.

Mrs. Leeson wanted to reemphasize some of the things Mrs. Follweiler mentioned in particular the parliament authority section. She believes the board has struggled at times understanding how exactly the board proceeds with different things, and it would be good to review that and make sure everyone understands how the board tables, make a motion, amend a motion and things like that. She thanked Mrs. Follweiler for making this point. Mrs. Leeson read through this section and did not see anything on the phoning in policy. Mrs. Follweiler said that is what Mr. Washington and she are going to work on. Mr. Washington is going to work with Mr. Arbushites and bring a recommendation on that item for the next meeting.

Mrs. Cann stated it is somewhere. Mr. Washington agreed, but stated it could not be found where it was added and confirms that a discussion was held. Mr. Tenaglia said it was in February 08 and on the March Special Board Meeting. Mrs. Follweiler interrupted and said, "Mr. Tenaglia, Mrs. Cann, and then Mr. Amato as we just discussed following the procedure, Mrs. Leeson had the floor and until she is done with her comment then we will call on each board member in that order." Mrs. Leeson continued suggested the

board might want to discuss it first because she is not sure how the board feels about continuing with that policy before writing the policy.

Mr. Tenaglia stated it was the Special Board Meeting in March 08 that the policy was implemented. Mrs. Cann said she did not remember when it was but remembers doing it. She remembers being there and even discussing when because there is always so much per annual, one time per annual, and when does the annual start.

Mrs. Follweiler said the board clearly voted to allow it but what was missed is actually identifying which policy needed to be modified. Mrs. Cann said, "I would dispose of that option. It seems unworkable to me." Mrs. Amato stated there was no policy. He said, "I requested to be part of that meeting and the board graciously voted for me to be part of that meeting. There is nothing wrong with a phone in hook up. It is done very commonly in the business world everyday. We had no problems with it that night because of the sound in this room it was set up properly. Before you decide to throw something out, there are board members that cannot make every meeting, things that have to be voted on that would require every board member to have a voice in. I think that you would be doing a disservice to the members of this board by just chucking it. That is my feeling on it. There was no policy; I was granted that by my fellow board members because I was out of town."

Mrs. Follweiler said, "The current board policy strictly disallows it, however, we do need to make a change to our current policy because it states that board members must be present, so we can expand on what the word *present* means. This is why I believe we should put it on the agenda for the October Human Resources Board Meeting for a full discussion, and Mr. Arbushites could make a recommendation on how we can make the telephone hook up work smoothly. I think the consensus of the board seems to be to want a discussion one way or the other on how we would want to decide to change the policy." Mr. McKeon commented that Mr. Amato was partially right, he was out on a consulting job, and we voted to change the policy and allow one per annual. The loop was not closed by putting it in the policy itself – one per year.

Mrs. Follweiler took a consensus for a full discussion on the October Human Resources Meeting. The board agreed. The board also agreed on the three changes to be added to the agenda on the 27<sup>th</sup>.

**BOARD E-MAIL ACCOUNTS** – Dr. Roy stated that Mr. Arbushites informed him that they no longer will have RCN as the Internet provider and does not anticipate the district would get free email accounts for the board members. He also said there are BASD account problems authenticating through their home Internet providers. In the end, the technology department is recommending a move to G-Mail (Google E-mail) accounts. They are free, and used by a lot of people. The G-mail does allow for document sharing through a Google feature. Dr. Roy recommends the move to G-mail accounts for board members. He was not sure if that needed an official vote, but he wanted to get the board's consensus on it.

Mrs. Follweiler had a couple of questions: 1) Archiving the existing information that is in the RCN accounts. The district servers save them for so many years. She keeps a file for each folder and would want to be able to archive it in an organized fashion. 2) The security of the G-mail since the board is using email accounts now for receiving the board packets. Dr. Roy said it is reliable and secure. 3) The district has a feature on the district website that allows citizens to do an instant message that blasts out to all board members. She wanted to know if that could also be done with G-mail.

Mr. McKeon stated his mailbox is getting full especially now with the electronic piece. It is getting fuller faster. He has 18% left. He wanted to know if RCN would do a data dump, or does he send those files to his G-mail account. Mrs. Follweiler said there has to be an archive feature.

Mr. Tenaglia had a question on encryption. He states the board had an email that certain documents could not be sent to them electronically because of encryption issues. He wonders how the district addresses

that internally, and why they cannot be part of that encryption capability. Mrs. Follweiler asked Dr. Roy to have Mr. Arbushites address that.

Mr. Facinetto stated he does not care what email the board uses, but every other employee in the district has a BASD e-mail account and they can use it outside seemingly okay. He does not know what the issue would be. He said again G-mail is fine; it is more curiosity than a concern.

Mrs. Cann would like to know what her address is. She does not know what to do now. Dr. Roy stated they are not making any changes until these questions have been answered.

Mr. Amato said, "I use to be on Fast.Net then moved to RCN. I kept the Fast.Net and paid for it myself because I had a lot of stuff on there I needed. Then Fast.Net became a thing of the past so I then switched to Yahoo.com, so I would just stay with Yahoo.com." Mrs. Follweiler said some board members choose a different email. Mr. Burkhardt said, "Just for the record, I already have Gmail. Thought you would be impressed." Mrs. Follweiler asked if they wanted to use their personal account for district information. She said if it were her she certainly appreciates having a strictly school district account, work account, and personal account and keep all those things very separate. Dr. Roy asked if there were any additional comments. Dr. Roy stated he would get the answers.

#### **AGENDA ITEM FOR SEPTEMBER 27, 2010, REGULAR BOARD MEETING:**

**REVISIONS TO BOARD POLICY 006 LOCAL BOARD PROCEDURES – 2<sup>ND</sup> READING** – No objections. This item will be placed on the September 27, 2010, Regular Board Meeting Agenda for a second reading.

**TRANSFER OF SICK DAYS** – Mr. Washington said the transfer of sick days was discussed with the board, agreed upon, but did not make it into Dr. Roy's contract. He sees it only fitting that the district make an agenda item and award him those days, so the board is being asked to accept the recommendation and agree to those days. Mrs. Follweiler asked if there were any questions or comments on this item. Mrs. Leeson just wanted to reaffirm that in discussions with Dr. Roy that that was agreed to and thinks that the board in all good faith needs to honor it. Mr. Amato does not disagree, but stated that the board must have looked at that contract fifteen thousand times and questioned how could something of that importance have been missed. Mrs. Follweiler took a consensus, and it was agreed to add this item to the Regular Board Meeting agenda on the 27<sup>th</sup> for a second reading.

#### **COURTESY OF THE FLOOR** – None

**OPEN FORUM** – Mrs. Ortiz asked if the number from Donegan Elementary School was reported. Mr. Washington said yes the number is at 398. He feels comfortable with saying that the district needs to wait until October 1 because those are the official numbers. He stated that Donegan still has not reached the target, which was 407, so he feels comfortable in saying at this point the district still needs to wait it out until October 1.

Mr. McKeon said he sent the vo-tech analysis for the discussion they had last week. He spoke to Mrs. Gober earlier in the evening, and it will be placed on the agenda for Monday evening for discussion. He stated if the board has any questions regarding it, please email him and he will forward them to vo-tech or deal directly with Mr. Williams or Mrs. Blank on the questions or more information. He thinks what he gave the board is a decent summary of what they got of some of the questions. Mrs. Ortiz asked if there is any background information on this information that they say following this decision. She said one of the problems she has is that they give us numbers but no background information most of the time. Mr. McKeon asked her to email him, so he can forward that to them. He stated that was kind of what he asked them to do. He went in last Tuesday and saw this in the packet on Friday. He said Mrs. Blank was out on Thursday and Friday. He had asked them to put something in regarding reserves, surplus, and deficits if

there were any, basically some type of an analysis as to what was creating that \$905,000.00 surplus for this past year, so that is what he walked out with today.

Mr. Tenaglia commented, "Since the chair was so quick to talk about board procedures. I feel she should look at Policy 00N." Mrs. Follweiler replied she will look at it, but asked if he can tell her the title. Mr. Tenaglia answered, "Regarding Interruptions."

Irene Follweiler adjourned the meeting at 8:02 p.m.

Minutes prepared by: \_\_\_\_\_  
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