

**CENTENNIAL SCHOOL DISTRICT  
Warminster, Pennsylvania**

**MINUTES OF SPECIAL BOARD MEETING  
FOR GENERAL PURPOSES  
HELD JANUARY 8, 2010**

**CALL TO ORDER**

A Special Meeting for General Purposes of the Centennial School Board was held on January 8, 2010 in the Administration Building. The meeting was called to order by Dr. Pollock at 7:05 p.m.

**ROLL CALL**

The following Board members were in attendance:

Kati Driban	Mark B. Miller
Michael Hartline	Cynthia Mueller
Thomas Hezel	Dr. Andrew Pollock
Betty Huf	Thomas Reinboth
Jane Schrader Lynch	

The following Administration members were in attendance at the meeting:

Dr. Jennifer Foight-Cressman  
Susan Klyman  
Dr. Thomas Turnbaugh

**PLEDGE OF ALLEGIANCE**

Dr. Pollock led the group in the Pledge of Allegiance.

**ANNOUNCEMENTS**

Dr. Pollock announced that the Board had met in Executive Session prior to this meeting relative to legal matters.

**PSBA PRESENTATION**

Dr. Pollock announced that there would be a presentation by PSBA regarding policy and administrative regulations services. He introduced Ms. Davelyn Smeltzer, PSBA Director of Policy Services, and Ms. Heather Masshardt, PSBA Policy Consultant.

Mrs. Mueller asked if the meeting was being broadcast on television or audio. Since it was not, Mr. Miller pointed out that this was in violation of Policy 1.2.

Dr. Pollock pointed out that this was an informational meeting.

Davelyn Smeltzer introduced herself and stated that she would be discussing the policy and administrative regulations portion of the meeting while Ms. Masshardt would be conducting the Web portion.

Ms. Smeltzer explained the benefits of PSBA's policy service and explained what a policy should contain. She explained the difference between policy and procedures/administrative regulations and what would be involved in PSBA's procedure for drafting each.

Board members were then afforded the opportunity to ask questions.

Dr. Pollock questioned how the policy service would work since we have procedures contained in our policies.

Ms. Smeltzer explained that policies are pure policies and that the administrative regulation service would be separate if we were interested. The policies are reviewed by their Legal Department before they are issued. Four hundred thirty-six school entities, including vo-techs and I.U.'s, are working with them now. Most of these are part of their policy service.

Mr. Miller discussed policy versus administrative regulations. Ms. Smeltzer stated that policy was the foundation and should be written broadly enough that it does not change on a regular basis.

Mr. Reinboth pointed out that our policies are subject to cyclical review. He questioned whether PSBA did that also. Ms. Smeltzer responded that there is no scheduled review. Through their PNN they send out policies that we would need to review or new policies that need to be adopted. They do, however, recommend that we periodically review our policies.

Mr. Reinboth asked if there was a fee associated with this, or if they provide legal support in the event of litigation. Ms. Smeltzer responded no to both queries.

Ms. Driban asked about a timeline.

Ms. Smeltzer explained that it would probably be three to four months until they could come to the District to conduct the research, then about five months after that until we would get the first draft. After that, it would depend how the drafts proceed; so probably about a year.

Ms. Driban asked if we would go through them if we wanted a new policy that does not go through PNN, or if we would do it ourselves.

Ms. Smeltzer indicated that they have a policy sample service. They would send out the best samples they have from what was happening across the state. We would develop a policy from what they send us. Then we would send it back to them for review; they would make changes and send it back to us. If we go with the administrative service, we would need to do that part also.

At this point, Heather Masshardt made a presentation on the “Policy on the Web” service.

Dr. Turnbaugh commented on the presentations, indicating that this would be the fourth school district he had gone through this with. He pointed out that these policies are constantly under review and are reviewed by an attorney. He also pointed out that it has always taken a minimum of a year for a school district to do this. He clarified that the free year of maintenance service begins after the policies are adopted. However, at this time the administrative procedure service does not have maintenance service in place because it is new.

Susan Curtis stated that she did not agree with paying for posting policies on the web since we have the capability of doing it ourselves.

Dr. Pollock suggested that this matter be turned over to the Operations Committee for their next meeting as a discussion item and a decision as to whether to bring it back to the Board at a future meeting. He suggested that they might also want to look at putting it into next year’s budget.

Mrs. Lynch stated that she thought this should be studied and there should be a recommendation from Dr. Turnbaugh. She did not feel that it should be put into Operations and Finance already.

Mr. Miller agreed with Mrs. Lynch. He indicated that the original motion was for the presentation to be made to both policy committees. He thought that was the next place this should go.

Mrs. Mueller stated that she completely concurred and that policies were set up to limit liability. She did not think this should be going to committee on a fast track. She would not be in support of anything more than sending this to the policy committees.

Dr. Pollock indicated that he saw the administrative regulations in our policies as the main issue.

Dr. Turnbaugh stated that we are the only district in Bucks County that does not have this service.

Mrs. Lynch reiterated that she wanted a reported from the Superintendent stating what we should do before this goes into any committee.

Ms. Driban suggested giving this information to both committees for information and have Dr. Turnbaugh work on the report. There was consensus of the Board to do so.

**OTHER MATTERS**

None.

**ADJOURNMENT**

*A motion was made by Mrs. Mueller and seconded by Mr. Miller to adjourn the meeting. The motion passed 9-0. The meeting was adjourned at 8:30 p.m.*

Respectfully submitted,

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Vickie A. Detwiler  
Board Secretary