

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
POLICY REVIEW COMMITTEE MEETING  
JULY 18, 2022  
CARL T. SECOR ADMINISTRATION CENTER & VIA ZOOM—4:30 P.M.  
MINUTES**

- I. Meeting was called to order at 4:30 p.m. by Debbie Kulick.
- II. **Policy Committee Members Present were:** George Andrews, Debbie Kulick, Wayne Rohner and Lisa VanWhy
- III. **School Personnel Present were:** Brian Borosh, Dr. William Riker, Dr. William Vitulli, Debra Wisotsky and Stephen Zall.
- IV. **Members of the Public Present were:** Shanice Person-Correa
- V. **APPROVAL OF AGENDA**

**RECOMMENDATION OF THE COMMITTEE:** Motion was made by George Andrews to approve this agenda for July 18, 2022 (page 1), with members of the Committee reserving the right to add to the agenda and take further action as the Committee deems appropriate. Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

VI. **APPROVAL OF MINUTES**

**RECOMMENDATION OF THE COMMITTEE:** Motion was made by George Andrews to approve the minutes for June 20, 2022 (pages 1-3). Motion was seconded by Lisa Van Why and carried unanimously 4-0.

VII. **POLICIES FOR DISCUSSION:**

**Policies presented by administration-**

- a. Policy 830 Information Protection Policy—Ms. Kulick stated we are going to look to Brian Borosh to review and translate the policy since it is thoroughly and legally written. Mr. Borosh stated, this is a new policy prepared by our technology counsel, Dottie Bollinger, regarding information and critical data, that school districts keeps that information confidential and that they safeguard it. There is a lot of legalese. When you look at the definitions, it refers to FERPA, COPPA, IDEA, CIPA. It is referring to all these privacy policies, rules and school regulations, etc. The long and short of it is it safeguards the district too. Mr. Borosh shared we are already doing this. Now it is in a policy stating that we are going to do it and defines what we have already been doing. Ms. Kulick inquired about how often the policy will be reviewed and is there a minimum time period we review it, being things change so quickly? Mr. Borosh replied that there a couple of ARs to this policy which is where we can update that and those ARs follow a national standard. If you look at the top of page five, under Delegation of Responsibility on line four, it says, administrative regulation(s), procedures, and rules accompanying this Policy must include the National Institute of Standards in Technology (“NIST”) Cybersecurity Framework (“CSF”). So as that framework becomes updated for NIST, the accompanying regulations will be updated for it. Ms. Kulick inquired whether this would cover litigation, say if an employee file was leaked. Mr. Borosh replied, no, that is the Data Breach Notification which is being renumbered to 830.1 that safeguards that. If you look at the beginning of the policy, it defines what laws and regulations

along with references under each one, such as Personally Identifiable Information is, what COPPA, FERPA, Sensitive Information is, etc. Ms. Kulick stated it alludes that there will be a specific team that will handle or review these things; or will that just be your department? Mr. Borosh replied we will convene a team. We have drafts of administrative regulations that will follow the standard framework of this. On page five you see five functions: identify, protect, detect, respond and recover. That is what the ARs are and those ARs are functions from the NIST. Ms. Kulick asked if the actual administration of it will run through his department. Mr. Borosh stated yes, myself and my department and Dr. Riker. Mr. Andrews asked if it changes the Board members' access to evaluations. Mr. Rohner replied no, nothing changes that. Mr. Borosh added this is just information and critical data information in school districts, safeguarding it so it stays confidential. Ms. Kulick stated on the bottom of page three it describes the examples of sensitive information. Things like cell phone numbers, internal memos, incomplete unpublished notes of teachers or psychologists, etc. Mr. Andrews added it also says employee documents such as evaluations, so that is why I asked the question. Mr. Borosh added this would be sensitive information that is not subject to right-to-know. Mr. Andrews said, so we still get executive session information. Mrs. VanWhy stated this policy is for the public not the Board. Mr. Kulick stated we as a Board can still discuss litigation, personnel, etc.

- b. **RENUMBER** Policy 830 Data Breach Notification to Policy 830.1 (No other revisions at this time.) – Dr. Riker stated that we are renumbering Data Breach to make room for the new policy you just discussed. So this is just saying we will renumber the current 830 on Data Breach to 830.1. There will probably be others to follow because they make sense to go right behind 830, so you might see an 830.2 and 830.3 moving forward.
- c. Policy 831 Electronic Records/Signatures—Ms. Kulick read the revisions to Policy 831. Dr. Riker noted that the language is identical to what was provided by PSBA. Mr. Andrews inquired whether we are using a specific program. Dr. Riker stated, no there are some programs that we have used such as DocuSign. More and more electronic signatures are being utilized, so we decided to take what was our electronic signature policy and mirror what PSBA has updated and provided. Electronic signatures initially started with our Access funds but it has expanded to our registration department, our special education department and now everyone uses it for the most part.
- d. Policy 913 Nonschool Organizations/Groups/Individuals -- Ms. Kulick read the revisions to Policy 913. Ms. Kulick asked under Delegation of Responsibility why “shall” was changed to “may” develop administrative regulations to implement this policy. Dr. Riker stated that “shall”, implies that you will or are required, “may” suggests that you may and does not obligate you to do so. Ms. Kulick asked if there currently are ARs for this policy. Dr. Riker said no there are not; it gives us the flexibility should there be a need in the future.

**Public Participation:** None

#### VIII. **ADVISORY RECOMMENDATIONS**

**RECOMMENDATION OF THE COMMITTEE:** Motion was made by George Andrews to authorize and direct the administration to post the following item(s) with noted revisions for PUBLIC REVIEW during the month of June and subsequent Board action in July: Policy 830, Renumber 830 Data Breach Notification to 830.1, 831 and 913. Motion was seconded by Lisa VanWhy and carried unanimously 4-0.

IX. **ADJOURNMENT:** 4:57 p.m.

**RECOMMENDATION OF THE COMMITTEE:** Motion to adjourn was made by George Andrews. Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

Next meeting: August 15, 2022 at 4:30 p.m. in the Carl T. Secor Administration Board Room & via Zoom.

Respectively submitted by,  
Debra Wisotsky