

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY REVIEW COMMITTEE MEETING
AUGUST 21, 2023
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, Jason Gullstrand (arrived 4:33), and Lisa VanWhy.
- III. **School Personnel Present were:** Eric Forsyth, William Vitulli, and Debra Wisotsky.
- IV. **Members of the Board Present were:** Wayne Rohner
- V. **APPROVAL OF AGENDA**

RECOMMENDATION OF THE COMMITTEE: Motion was made by Lisa VanWhy to approve this agenda for August 21, 2023 (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 George Andrews and carried unanimously, 3-0.

VI. **APPROVAL OF MINUTES**

RECOMMENDATION OF THE COMMITTEE: Motion was made by George Andrews to approve the minutes for July 17, 2023 (pages 1-2). Motion was seconded by Lisa VanWhy and carried unanimously 3-0.

VII. **POLICIES FOR DISCUSSION:**

- a. Policy 006 Meetings – PSBA updates—Ms. Kulick read the revisions to the policy, stating that antiquated language has been removed and new language added.
- b. Policy 210 Medications/Authorization for School Medication Administration Form—Ms. Kulick noted the revisions to the policy, which indicated a title change throughout to include “other licensed school health staff” and the change in the title of the medication form. Ms. VanWhy asked why we took out the words “during school hours” on the form. Ms. Wisotsky replied that the form title was revised because “during school hours” did not reflect that the same form is also used for field trips and events outside of school hours. Mr. Andrews inquired why items 7 and 8 were removed from page four and Ms. Kulick replied because they are covered elsewhere in the policy.
- c. Policy 216.1 Supplemental Discipline Records—PSBA update—Ms. Kulick shared the revisions to the policy, stating revisions seem to promote better communication between agencies with regard to adjudicated students and the transfer of disciplinary records between districts.
- d. Policy 249 Bullying/Cyberbullying—Incident Form—Ms. Kulick noted the revisions to policy, and the addition of an incident form that will be utilized for the complaint procedure. Mr. Gullstrand inquired if the form is available online or do students have to physically come to the office to complete it. Mr. Forsyth responded that the 218I Form is handed out when a student physically comes to the office. Online we have the Safe2Say, which ultimately gets delivered to the office and is then investigated. Mr. Gullstrand said, so in the end there is the paper form and if they are out of school, they can submit a Safe2Say. However, if a Safe2Say is anonymous, then who do we know to get the forms to? Mr. Forsyth stated if the Safe2Say is anonymous, usually the tip indicates the victim. Then the victim can be interviewed and provided the form and given the opportunity to relay to the school district anything about their case. Of course, if the victim

chooses to remain anonymous, it's very hard to help them. Many of the tips received from Safe2Say aren't from the victims, many are from witnesses or people who believe they saw something and they say something, which affords school authorities to get in contact with the perceived victim, obtain statements and perform an investigation where it relates to school. Dr. Riker added, I do think though that your question is good. I don't see any reason why we couldn't publicize this somewhere on the website to be easily completed because it's not just for students. You or a community member could complete this form. I do think Safe2Say is the best mechanism because it rings at least five of our phones immediately; but, if that's where you're going and you think this is something you may want to put on the website, I have no problem with that. Mr. Forsyth added, it is possible, I always caution that having multiple mechanisms to funnel the same information. We use that form as it provides the paper trail later. If someone was to download that form and printed it, then we would have to give direction on where to deliver it. Will it get there immediately or won't it? The likely question to those questions is, no, because you are dealing with a paper form that you have to take somewhere and wait for office hours for someone to see. We do like the Safe2Say mechanism because, as busy as it is, it gets us where we need to be. Mr. Gullstrand stated that he was just thinking about students that may fill out this form while in school. There is a stigmatism sometimes in filling out the form if they have to be in the office and there are kids coming in and out. Dr. Riker replied, that is why we removed "from the building principal" because the way it was written before, you actually had to go to the building principal to get the form. Now, it is easily accessible in a building office so that someone can walk in and pick it up without having to ask for it. Mr. Forsyth noted this is our standard form for what a person saw, so that we have a record that we can refer back to it. Mr. Gullstrand added, I just want to make sure that the students feel comfortable.

- e. Policy 616 Payment of Bills—Ms. Kulick read the additions to policy. Checks will not be issued until approved by the Board with the exception of those listed. We have added two items to the list: progress payment for charter schools and employee reimbursement for approved expenses. Mrs. VanWhy agreed that these were items she had asked about but also, I would like to consider student activities or fundraiser items. Is that helped or hindered by waiting until the next Board meeting. For example, if they do fundraisers for dress down days that usually goes to a charity, do they get paid or does it wait for the Board meeting. Dr. Riker stated those checks get deposited into an account and the check waits to be approved at the next meeting, unless that is something you want to add to the list of exceptions. I haven't heard that being a problem. In that particular example, the charity is happy to get the money and I don't think there is a particular timeline attached. Mrs. VanWhy said I'm not sure but I know there were two things on the list. I know one, was employee reimbursement because that goes through so many different mechanisms before it gets to the check writing. Ms. Kulick asked if it was also the outside contracted drivers not having to wait. Mrs. VanWhy could not recall. Dr. Riker asked if Ms. Kulick was talking about contracted services, you have the section on the Board agenda where you approve contracted services under \$10,000 and over \$10,000. Mrs. VanWhy stated we can always reassess it later. Mr. Forsyth added down in number two, you might be referring to the contracted driver payments that used to take some time to be processed. They had driven students and they're waiting to pay them to cover their insurance and their fuel. They are an actual contract that the Board approves initially on a purchase order. So item two indicates that once approved, it allows the CFO upon submission of paperwork to pay them immediately without waiting for the next Board meeting for approval. Mr. Forsyth added that in item four, I believe our CFO is attempting to capture our cyber charter payments and it indicates "progress payment", I recommend the language should read "mandated payments to cyber/charter schools". The only money that we ever send to them are those that the law separately mandates and if that law ever changes, that stops. There is really no progress of service to them, it is just the mandated services based on the reconciliation.
- f. Policy 800 Records Management—Ms. Kulick shared the revisions to the policy with regard to the storage of records complying with state and federal law. The records coordinator's title changed as well as some title changes of the records management committee members. One additional

revision was noted on page 3, item 4, preservation measures, “to protest” was changed “to protect” the integrity of records and reduce the risk of a data breach. And the added sentence, “Such measures shall include encryption or other appropriate security procedure”.

- g. Policy 830.2 Data Breach Notification—Ms. Kulick noted that there are a significant number of things that have been taken out or considered antiquated and replaced with new language, which she proceeded to read in detail to the committee. Most importantly, under authority, district administrators shall provide appropriate notification of any computerized system security breach to any Commonwealth resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons. Various definitions were added and notification requirements added to the policy as stated by law.

Mrs. VanWhy asked to comment one more time on the Payment of Bills, stating, at some point we may want to go back for guidance on where it says the president or vice president sign the checks for payment. Although that is true, at one point, it is now an electronic signature. We may want to consider what is actually reviewed by the president or vice president. Perhaps checks over a certain amount? What is that amount? We don’t necessarily have to do that today, but we need to consider that in the near future. In the past, when I would sign checks each week, it was every check and all the backup, but maybe we don’t need to review all of them. We need to determine as a Board. Normal bills such as utilities and such. Other items, for instance, D’Huy’s invoices and application of payment, they’ve already been Board approved, so it is just a draw. Do we need to review that necessarily or not, I don’t know? Dr. Riker added that all of these items are part of your general operating budget that the Board approves at the beginning of each subsequent school year. It isn’t money being spent on items that were not already budgeted or if they are, those items are brought to the committees and approved through the committee process. You’re right, you can put a dollar amount on there or language that speaks to items that are over a certain amount unbudgeted, because this really would only become problematic if you overspend your budget every year, which you have never done. In fact, you have had a surplus most every year I have been here. I thank that the good financial work of the business office and the folks in there. In essence, you are approving things that have already been approved as part of your budget approval process. Mrs. VanWhy noted, under a lot of items we get all the backup paperwork with every department’s supervisory signature, all the way up to the Assistant Superintendent or Superintendent. Me coming along, what am I going to say, did you check this mileage? Dr. Riker reiterated that these are budgeted items that you all approve by the end of June and now you have to purchase the items that were budgeted. You may not see an itemized list of all the thousands of items budgeted; therefore, you don’t know every item that you are approving. As far as payment of bills, the majority of the items you are signing checks for are items that were part of the creation of that year’s school budget. We now exercise the procurement of those items through a purchase order. Again, do we need to look at every item or a certain dollar amount. As long as we have not had a problem as a district with over spending, at what point is the Board satisfied and comfortable. You already get a check register every month and the whole Board gets to see that. Mrs. VanWhy noted, honestly, if you question any of those checks that are in the Board book, you can always make an appointment and come in and see the backup documentation. I was just throwing out the question, we can continue this another day but my name is the signature on the checks, so I was just looking for some guidance so there is no misunderstanding.

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 August and subsequent Board action in September: Policies 006, 210, 216.1, 249, 616, 800, and 830.2. Motion was seconded by Lisa VanWhy and carried unanimously 4-0.

IX. **ADJOURNMENT:** 5:18 p.m.

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

Next meeting: September 18, 2023 at 4:30p.m. in the Carl T. Secor Administration Center.

Respectively submitted by,
Debra Wisotsky