

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
EDUCATION PROGRAMS & RESOURCES COMMITTEE MEETING
June 24, 2024
Administration Center Board Room
and Via Zoom
5:30 P.M.
Minutes**

- I. **The Chairperson,** Ann Catrillo called the Education Program & Resources Committee meeting in order at 5:30 p.m. and let those present in the Pledge of Allegiance. Myrian Cole called the roll.
- II. **Board Committee Members Present:** Ann Catrillo, Rebecca Bear, Jason Gullstrand, and George Andrews via Zoom.
- III. **School Personnel Present:** Dr. Tabitha Bradley, Eric Forsyth, Brian Baddick, Dr. Heather Piperato via Zoom,
- IV. **APPROVAL OF AGENDA AND MINUTES**

RECOMMENDATION: Ann Catrillo asked for the motion to approve the agenda for June 24th, 2024, with members of the Committee reserving the right to add to the agenda and take further action in the District's best interest. Jason Gullstrand and Ann Catrillo made a motion seconded the motion. The motion was carried unanimously. Ms. Catrillo said we need to remove items g. Robotic Classes at JTL from Items for Discussion and d. Robotics that is under Advisory Recommendation. Mr. Gullstrand mad a motion to remove those items and the motion was seconded by Ann Catrillo.

RECOMMENDATION: A motion was made to approve the May 22nd, 2024 meeting minutes. Motion was made by Jason Gullstrand and seconded by Ann Catrillo.

V. ITEMS FOR DISCUSSION

a. **BE ALLiance Update** - No update from Trenee Lurry

b. **Communications Update** - Eric Forsyth

Ms. Catrillo introduced Eric Forsyth for our communication update. Mr. Forsyth started by saying many things were wrapped up for the school year 2023-2024 and some of them are moving forward but there is a lot of new stuff. Then he went ahead and had some answers from our previous meetings regarding some of the projects we are pursuing right now and new things on the horizon. Starting with Frontline time and attendance with the District moving into the use of the Central Susquehanna Intermediate FIS, we had to make some changes to align all of our time and attendance and time accounting software to that new system, but in a way that it's simpler for the employees but also a time savings for those support staff that work in the payroll department. The feedback from the employees in the payroll department indicated the process which usually takes 4 hours

was reduced to 15 minutes or less. This gives the employees in the payroll department some free time to tackle other tasks that might it been suffering due to the prior system of processing tasks. Mr. Forsyth gave a shout-out to the payroll department in the business office for the exceptional work and their communication with us of what they needed to make this happen and it has been a success for all of us. Then Mr. Forsyth talked about the ongoing project of our website they are still working on putting more content that is relevant to our website but are finding out there is a lot of irrelevant content that takes time to sift through which is much more than we imagine. Mr. Forsyth was happy to report that the parchment implementation was complete for all of our transcripts throughout the district for both North and South High School. Now we are moving forward to find more secure and efficient ways to transfer District records out of our District. We currently have District to District transfer but also have to transmit records to other places, so we are looking for ways to transfer those documents in compliance with the FERPA Law. Then we implemented the last school year RouteFinder Plus in our Transportation department and moved them from the former Pro Version to a Plus Version. It's more efficient because we are not involving personnel from multiple offices. We now have the data for exports and imports coming directly from their system. Then he shows another efficiency for the next school year that in some ways will depreciate that communication in Route Finder Plus. In the 2023-2024 school year, we implemented District-Wide our Truancy dashboard which helped us shine the light on the amount of work that needs to be done within each of our schools to ensure compulsory attendance, but most importantly offer the attendance improvement plans for all the students, so that we can avoid the process with the Magistral District Justice if at all possible. We collected a lot of data that we will bring to the superintendent for recommendations to better our staff in that area. We implemented at the front desk of all of our buildings an attendance scanner for the most accurate way to pursue attendance more effectively marking the students as absent or present so that we are not taking a list of handwriting attendance during this past school year and handing it to the secretaries to transcribe. Instead, the students could be scanning their badge at the front desk and that automatically timestamps. That will go into the student information system which is important to us from a communication standpoint. In July looking ahead we are implementing our Frontline Recruiting & Hiring a quick look at our website would look a little different, it will take you to a location for "External Applicants" or "Internal Applicants ONLY". The documentation and requirements will be the same but the process will be different. Does not require more information from an internal applicant or external applicant. Mr. Forsyth was directed by the current Superintendent to approve a fully digital BoardDocs implementation. We have started building the framework. In the coming weeks we will be involving the Superintendent's office, the human resources office, and others down to the committee level who have input on what goes on the agenda including the committee secretaries so that we have all of our platforms, all of our meeting build in this platform. The Board as a whole will be the first initiative then we will bring the committee along later. We have the landing page already set up with the contact information but we don't have any of our meetings uploaded yet. Mr. Forsyth moves on to talk about the release of Parchment for our students to use with their email and how it will appear on our district website with all of our important links. Ms. Bear asked if the parent would be able to do in behave of the student which Mr. Forsyth they could not because the student would have already reached the majority or had already graduated but if the student is still with us the parent will be able to contact the district to request the student transcripts and records, also the parents and students could get the unofficial transcript through Sapphire if needed it. Then Mr. Forsyth moved to discuss the School Vehicle Technologies which in the next weeks will be forklifting the current GPS technology from the buses, replacing all of that,

installing tablets for drivers to use as well installing new cameras in all of our school buses. This technology will provide an application called StopFinder we currently have RouteFinder that could push our bus assignment information but as we know our bus assignments change daily. StopFinder will be able to provide the parent with enough information about when the bus is coming from or any changes. The registered parent will be able to get daily updates throughout StopFinder. MS. Bear asked if a school trip would the parent receive an update and Mr. Forsyth said that as long the information is submitted to a dispatcher that information will be then shared with the parent but he will check and confirm that the parents would be able to get that information. We are also implementing Service Finder for the garages to allow the drivers to use their tablets and request services and other things. Mr. Forsyth went to the last point of his presentation regarding Primero Edge POS they are working now to enhance the front and our school cafeteria they are working on software that the food service department has purchased Primero Edge POS does two things provides in-app for the parent's side the allowed for payments, menu, pre-ordering and different functions for the parent side. On the right side, it provides existing touchscreen hardware in the cafeteria which they will be receiving training on. Also, they will be implemented slowly in the following month's Stop Finder with a small pilot group of parents and will continue to move that forward by October. MS. Bear asked about POS for conception stands in our school events because as of right now it's cash only. Mr. Forsyth that's something more extensive than what we are planning to implement. That will be something that they have to look into. Mr. Gullstrand then asked about the implementation of the BoardDocs and if we are going to go back to records, Mr. Forsyth responded that wherever you see on our current website it will cover also the committee board doc. Mr. Gullstrand also asked what doc type we would utilize. Mr. Forsyth responded they are taking those board docs and transferring them as they are he explained how the documents will be indexed and the committee will be able to look at those documents, subject to security purposes as well as the public, to print that agenda there will be an option for that and to save the document there will be another option to save or generate a pdf as well.

c. **Shout out to JTL and ESE Art Project** - Ms. Catrillo then presented Dr. Bradley who she started by showing a short version of a video of some samples of the project that were conducted between JTL and ESE. The students at ESE in the art program drew their monsters and collaborated with JTL they brought those projects to life in a 3D monster they shared the presentation with the conclusion with Dr. Bradley who happened to be at JTL when the students were making this project, so Mrs. Miller and Ms. Ballard share this with Dr. Bradley. Then Dr. Bradley wanted to give a shout-out to those staff members for making the connection with one another to provide the opportunity for the intermediate students to work with our elementary students for this final project for our elementary school. All of the board members and staff enjoyed the short presentation and Ms. Catrillo said the students and teachers did an excellent job.

d. **Remaining HS math curriculum (Algebra 2, Pre-Calculus, Geometry, SAT Math, Computer Science)**- Dr. Heather Piperato

Ms. Catrillo then introduced Dr. Piperato who started by saying that she presented last time to the committee members the draft of the final of the curriculum math that the teachers worked hard to put together with the collaboration of teachers from North and South. She thanked the committee for the feedback and for looking over, especially Ms. Catrillo who gave her consistent suggestions and clarity which she greatly appreciated. So, she is taking that feedback and adjusting it to move forward. Then she asked if any other members had more feedback or suggestions for the curriculum she provided last month. Mr. Gullstrand

had a few questions he started by saying that he noticed in our course studies we offer certain courses so how do we differentiate some of the course content and how do we put it into our curriculum? He just wanted to make sure that our curriculum matched our course studies which Ms. Catrillo said was one of the things she brought up when she was putting together the agenda because she had the same concerns. He also said that we have some of the standards for high school and wanted to know if the Precalculus we currently have is the same as the Precalculus/Tri course which Dr. Piperato clarified and said yes that is correct. Dr. Piperato will review some of the documents with the department chairs and remove some of the wording that particularly parents will not need or teachers will not use regarding the Google Classroom. Mr. Gullstrand mentioned that he likes the scooping sequence because he can see everything we are currently doing. He said the scooping sequence was eliminated and put directly into the course outline which he said was fine but if a parent wanted to see what their child is going to study for that semester or the school year you see it in one shot which with the course outline you could see it but as you go as more in-depth it gets a little more difficult. Ms. Catrillo said that when she did her recommendations that was one of the things that she wanted to discuss because we also had scoop and sequence in the past. Ms. Catrillo would like to discuss this further with Dr. Piperato and Dr. Bradley to go over some of the policies that we have in place for the curriculum and guides for plan instructions. Ms. Catrillo wanted to thank the teachers for all of the amount of work that goes into being a teacher. Dr. Piperato said that she had a conversation with Dr. Bradley taking the template that was developed by past leadership and said that there should be clarity in this process for our documents to match the wording and our policies and procedures. She also wanted to thank the committee for all of their feedback and their time.

e. AP Psychology Update - Heather Piperato

Ms. Catrillo introduced Dr. Piperato who started by saying the college board is located in New Jersey and is overseen organization that takes care of the advanced placement courses in the US and abroad. They are not in the curriculum cycle that we are, they revise their courses. The college board said that their AP Psychology class needs to be updated. Mr. Kernan in High School South and Ms. Prince in High School North are collaborating to look at those changes they are not far-reaching changes but enough that we want to provide them with the materials they need to cover the new updated course content. The only thing after Mr. Kernan and Ms. Prince develop their curriculum is a different format of content that needs to be changed with the suggestions and feedback from the committee. Mr. Baddick wanted to congratulate and give a shout-out to Dr. Piperato for becoming the official District facilitator.

f. ESASD/ESU partnership presentation - Dr. Gina R. Scala

Mr. Brain Baddick introduced Dr. Scala by applauding the great work she does and the pleasure we have of becoming a partner with ESU. Dr. Scala started by mentioning that she had the opportunity to be at some of the National conferences and is seeing firsthand what Pennsylvania is doing is outstanding. Then Dr. Scala introduced Michelle Labadie and how she is a high school South teacher how she worked with ESU and how she became part of this project. Dr. Scala then continued by saying this is a look specifically at Special Education. She then shows the newest developments in Special Education and how the PK-12 (Sped) program provides a wide array of experiences across all grade levels and areas of disability. Then how ESASD and ESU are proposing to develop a Professional Development School Model. This will replicate the current PDS model which occurs on many ESASD buildings for integrated programs. Then how we introduce teachers, educators, advocates, collaborators, and help. Then Dr. Scala mentioned that Michelle Labadie is one of our

instructors in those preparation programs. Also, ESU went back to our professional school model and used our school exclusively for their Special Ed students only and created that partnership. Then she presented the ESU timeline for Fall Semester 1, Spring Semester 2, Fall Semester 3, and Spring Semester 4. Then Michelle Labadie explained to some of the Special Ed students that we have with disabilities and how important it is to start with them in their freshman year to give them that exposure. Then discuss how we are transitioning to additional deliverables which are Point of Contact ESASD and ESU, extended programs for paraprofessionals and emergency certified professionals, substitutes available to the district, AEPP, mental health training, invitation to all ESU extended opportunities, collaboration with ESASD opportunities and future ‘dreams’. Lastly, Dr. Scala said that her goals are to track Para retain and to provide exceptional professional development and work together. Ms. Catrillo had a question about their students in their freshman year how is their involvement? Dr. Scala said it depends on what stage they are in. Then Ms. Catrillo asked Mr. Baddick what he was looking for regarding this program and he responded that he was looking for the board committee to recognize and support the continuation and development of our partnership with ESU, especially right now that we have a shortage of Special Education professionals. The proposal is for the board members to agree to have ESU as of satellite exclusive for our ESASD for Special Education. This will be presented at the next board meeting.

g. **Science Playground-** Ms. Catrillo started by saying she had been in the last meeting for the Science Playground musical study committee and unfortunately, there were not a lot of people attending so it got canceled but she spoke with two of the committee members who were there which they said that it’s really important that we get involved which she points out no offense to the Financial and the Property and Facilities Committee but for an educational point of view is it feasible especially where are we in terms of our assign curriculum in the Elementary level. She said that we are looking at least in the next 3 years down the line would be feasible. Ms. Bear mentioned that she has had a few discussions with the Financial committee several times about our budget and where we are going to be in the next 3 to 5 years and she doesn't know if financially that will be affordable right now. Ms. Catrillo brought up a point about equity purpose but from the curriculum standpoint we are not ready, then she thanked the community members for the wonderful idea they brought to our attention but is not feasible. Dr. Bradley put together a general statement to be dissolved due to feasibility.

VI. PUBLIC COMMENTS

(Reminder of new language in SBP 903 - “An opportunity for district residents, taxpayers, employees, and students to provide comment on matters of concern, official action or deliberation which are or may be before the Board, shall be provided as designated on the Board meeting agenda and in compliance with law, Board policy and district procedures.”

VII. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE FINANCE COMMITTEE AND BY THE BOARD OF EDUCATION

1. Purchase of updated AP Psychology text due to College Board course update - BFW Publishing - \$20,157- fully funded by the 2024-2025 C&I budget.
2. Zaner Bloser Multi-Year Contract PD Days - \$25,670 - Fully funded by ESSER III
3. Purchase of IXL for ELA and Intermediate Science - \$51,525.00 - fully funded by ESSER III

VIII. **NEXT MEETING** - July 22, 2024 was canceled.

RECOMMENDATION: Motion to adjourn the presentation we have today 6/24/2024 for our ESASD exclusivity partnership with the students at ESU. Motion collaborated in favor were Ms. Catrillo 1st and Jason Gullstrand 2nd. The motion of dissolution of the plan for the Science Playground proposal Ms. Catrillo 1st and Jason Gullstrand 2nd. The motion was unanimous.

IX. **ADJOURNMENT**

Respectfully submitted,
Myrian Cole