

POLICY MEETING

09/12/2022 [05:00 PM-06:00 PM]

1. Call to Order

Minutes

Ms. Drew called the meeting to order at 5:00 p.m. The meeting was conducted both in-person and virtually.

2. Roll Call

Minutes

Members Present: Robert Bennett, Lindsay Drew, Lindsay Koch, and Kathy Sicher (Board Members)

Citizen Advisors in Attendance: Beth Olmstead, and Cori Reed

Staff Members/Public Present: Michele Agee (Board Secretary), Phil Ayala, Jason Reifsnyder, and Stacy Winslow (Administration)

3. Election of Chair

Minutes

Mrs. Sicher nominated Ms. Drew to serve as Policy chair. This was followed with a second by Mr. Bennett and approved by the committee.

4. Approval of Summary Minutes

Minutes

On a motion by Dr. Koch and a second by Mr. Bennett, the May 9, 2022 Policy Standing Committee Meeting Minutes were approved.

5. Unfinished Business

5.a. Board Operating Guidelines and Local Board Procedure Policies

Minutes

On a motion by Mrs. Sicher and a second by Dr. Koch, policy 004 and board operating guideline 007-BOG-1 as discussed to make the language coincide with the appropriate updates were approved.

On a motion by Mrs. Sicher and a second by Dr. Koch, the committee recommends the changes to policy 005 to include the items noted under duties of officers, the change of Vice President language to match board operating guidelines, the addition of committee language regarding committee votes, as well as changes to board operating

guidelines 005-BOG-1 - standing committees and 005-BOG-0 - duties of board officers as outlined in the comparison sheet were approved.

On a motion by Dr. Koch and a second by Mrs. Sicher, the suggested additions and deletions as well as the addition to policy 003.1 of the language regarding communication with the District Solicitor were approved.

6. Revised/Reviewed Policies

6.a. Policy 236.1 Threat Assessment

Revisions to School Code section [1302-E](#) now require some actions related to threat assessment to be completed annually--the threat assessment team now needs to be provided with individual or group training annually on the required elements that were already outlined in the law and Board policy. The school entity must annually notify students, employees and parents/guardians about the existence and purpose of the threat assessment team, including posting information on the school entity's publicly accessible website. There is also a new annual requirement added to the school safety and security training for all school employees on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, and how to report concerns to the threat assessment team or through other methods, such as the Safe2Say Something program or another school entity tip line.

Policy guide 236.1 has been updated to reflect these revisions. There were no revisions needed to the administrative regulations implementing the policy.

Minutes

On a motion by Mrs. Sicher, with a second by Dr. Koch, Policy 236.1 was unanimously recommended, as presented, to the full Board for 30-day review approval.

6.b. Policy 805 Emergency Preparedness

Act 55 of 2022 established a new requirement for the state's School Safety and Security Committee, in coordination with PCCD, to establish minimum standards for training of school employees on the topics outlined in School Code for school safety and security training. Those standards must be approved by September 30, 2022, and PSBA is participating in that process. Once the final standards are approved, additional revisions to the policy or additional administrative regulations language may be required--any additional revisions or information will be included in a future PNN+.

The standards approved by the School Safety and Security Committee must be made available to school entities and PCCD is also tasked with providing geographically disbursed training to school employees at no cost that meets the standards adopted by the Committee.

School Code section [1310-B](#) was revised to identify two different groups of requirements for school safety and security training for school employees; the standards adopted by the School Safety and Security Committee will address each of these areas:

<p>2 hours of training annually in any one or more of the following:</p>	<p>1 hour of training annually in the following:</p>
<ul style="list-style-type: none"> • Situational awareness • Trauma-informed approaches • Behavioral health awareness • Suicide and bullying awareness • Substance use awareness <p>Training may be conducted online or in-person</p>	<ul style="list-style-type: none"> • Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat <p>Training <u>must</u> be conducted in-person</p>
	<ul style="list-style-type: none"> • Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community <p>Training may be conducted online or in-person</p>

The required training must be credited toward professional education requirements for applicable certificated staff, in accordance with law and the Professional Education Plan. A new section of the School Code also requires that educator and administrator preparation programs must include three semester hours or their equivalent of instruction that incorporate the new school safety and security training subjects for candidates who begin a program after July 2025.

Policy guide 805 was updated to reflect these revised staff training requirements. Legal citations were added reflecting the new grant opportunities and provisions. In the section on Continuity of Student Learning/Core Operations, a reference was added to "any applicable health and safety plan" to reflect the fact that some school entities have incorporated their temporary revisions to their continuity of learning plans in their Health and Safety Plans, which are still currently required for school entities using federal ESSER funds.

Finally, additional references were added to the language regarding the Safe2Say Something Program procedures; there are **no recommended changes** to the Safe2Say Something procedures, but they are attached to the policy guide as a reference for use by school entities. ****Please ensure your school entity's current Safe2Say Something procedures are attached to Policy 805 following approval by your school board; school entities may also choose to maintain those procedures separately.**

Policy 805 is recommended for legal liability purposes; school entities are required to establish procedures for responding to reports from the Safe2Say Something program.

Minutes

On a motion by Dr. Koch, with a second by Mrs. Sicher, Policy 805 was unanimously recommended, as presented, to the full Board for 30-day review approval.

6.c. Policy 805.2 School Security Personnel

School Code section [1309-B](#) was revised with new requirements for the role of the School Safety and Security Coordinator. The School Code had already required that the School Safety and Security Coordinator be a school administrator appointed by the Chief School Administrator, but the new School Code updates reiterated that requirement because many school entities had been appointing outside contracted security personnel or a School Resource Officer (who are not school employees) to serve in that role—it must be a school administrator who serves in that role.

New Requirement – when the individual serving as School Safety and Security Coordinator leaves the school entity or can no longer serve in that role, the Chief School Administrator has 30 days to appoint another school administrator to serve in that role (it can be an existing employee who is appointed to that role). PSBA recommends that these appointments be presented to the board as an informational item officially on a board agenda, so there is an official record of the appointment in the board minutes.

The name and contact information of the School Safety and Security Coordinator must be officially submitted to the state's School Safety and Security Committee, through PCCD – this report should be made by the Chief School Administrator. School Safety and Security Coordinator contact information can be supplied to PCCD via the following link: <https://www.surveymonkey.com/r/QMSGSDX> and questions can be submitted to: RA-CD-SSSC@pa.gov **Note:** PCCD has stated that school entities who sent in their annual School Safety and Security Board Report to PCCD in June 2022 with their current Coordinator's name and contact information do NOT need to resubmit.

The state's School Safety and Security Committee, under PCCD, is tasked with developing and approving criteria and establishing standards for newly required School Safety and Security Coordinator training—these standards must be in place by September 30, 2022. The required

training may not require more than seven hours, must be in addition to other training required for school administrators, and the Committee must make the training standards and criteria available to school administrators and other groups and providers. Once the training requirements are available, School Safety and Security Coordinators will have one year to complete the training, and newly appointed School Safety and Security Coordinators will have one year from their appointment to complete the required training.

PSBA is participating in the process to develop the new training standards and criteria. Once the final standards are approved, additional revisions to the policy or additional administrative regulations language may be required--any additional revisions or information will be included in a future PNN+.

Policy guide 805.2 was updated to reflect the new appointment, notification and training requirements for the School Safety and Security Coordinator. The language referencing school safety and security training for school employees was also updated to reflect the new requirements outlined in Policy 805. References were added to reflect the School Safety and Security grant requirements under the new School Code provisions.

There were no revisions made to the sections on School Police, School Resource Officers and School Security Guards--**school entities should ensure they have selected the appropriate options** for the type(s) of school security personnel they use, including any changes that may be made as part of new grant funding opportunities.

Minutes

On a motion by Mrs. Sicher, with a second by Dr. Koch, Policy 805.2 was unanimously recommended, as amended, to the full Board for 30-day review approval.

6.d. Policy 808 Food Services

Act 55 of 2022 also made additional revisions to section [1337](#) of the School Code (the third set of revisions for this School Code section in the past few years). School entities who operate nonprofit school food programs are now **required** to offer assistance to parents/guardians with applying for free/reduced-price school meal benefits. This language was included in Policy 808 previously with a "may" statement--that language has now been revised to a "shall" statement. Language was also added to the School Code and the policy guide to clarify that neither a student **nor school staff** may be required to discard a school food program meal after it was served to the student, even if the student is unable to pay for the meal or has a negative school meal account balance.

Since the USDA waivers allowing schools to serve free meals to all students during the pandemic emergency have now ended, many schools are exploring eligibility for the Community Eligibility Provision (CEP) of the national school food programs, which provides free school lunches and breakfasts to all students enrolled in the school. More information about the Community Eligibility

Provision can be found on the PA Department of Education website, under the Food and Nutrition information: <https://www.education.pa.gov/Teachers%20-%20Administrators/Food-Nutrition/Resources/Pages/Community-Eligibility-Provision.aspx>.

Optional language has been added to Policy 808 for school entities who are using the Community Eligibility Provision--please work with your school solicitor and school food service administrator to determine the appropriate policy language and any local modifications needed, based on your school entity's food service programs.

In the March PNN+ Volume I 2022, PSBA revised Policy 808 to move language related to serving alternative meals under School Code section 1337 out of the main policy guide and into the NOTES section, based on guidance and audit findings of the PA Department of Education's Division of Food and Nutrition. That language was moved to the NOTES area of the policy guide for the information of school districts and school solicitors. That NOTE has also been updated, based on changes to section 1337 under Act 55 of 2022--the School Code language was revised to state the new threshold for considering alternative meals is now a school meal account negative balance of **\$75** (raised from \$50 previously). School entities who are considering those provisions should continue to consult with their solicitor.

Minutes

On a motion by Mrs. Sicher, with a second by Dr. Koch, Policy 808 was unanimously recommended, as presented, to the full Board for 30-day review approval.

6.e. Policy 913 Non-school Organizations/Groups/Individuals

In the last PNN+, Vol I 2022, PSBA updated Policy 220. Student Expression/Dissemination of Materials, where the definitions of "distribution and posting" were changed to "dissemination." Policy 913 addresses materials and activities of nonschool organizations, groups and individuals, and for consistency, the same terms "distribution and posting" were changed to "dissemination."

Other updates to policy 913 include:

- Expanding the definition of nonschool materials
- Changing "nicotine" to "vaping products"
- Updating the qualifier - materially **and** substantially **disrupt** or interfere with the educational process
- Added reference to social media channels and the social media policy

Minutes

On a motion by Mrs. Sicher, with a second by Dr. Koch, Policy 913 was recommended, with revisions, for a review by the solicitor then to go to the full Board for 30-day review approval.

6.f. Policy 918 Title I Parental and Family Engagement

Added for annual review

Minutes

On a motion by Mrs. Sicher, with a second by Dr. Koch, Policy 918 was recommended, as presented without changes, to the full Board for 30-day review approval.

7. Public Comment

Minutes

There was no public comment.

8. Adjournment

Minutes

The meeting was adjourned at 6:06 p.m.