

POLICY STANDING COMMITTEE MEETING

09/13/2021 [05:00 PM-06:00 PM] @ Board of Directors Room

1. Call to Order

Minutes

Dr. Shaw called the meeting to order at 5:05 p.m. The meeting was conducted both in-person and virtually.

2. Roll Call

Minutes

Members Present: John Abel, Lindsay Drew, Mike Rizzo, and Lewis Shaw (Board Members)

Members Present Virtually: Chu Ferns (Citizen Advisors)

Staff Members/Public Present: Michele Agee (Board Secretary), Anna Gawel, Melissa Kaminski, Jason Reifsnnyder, Dave Sweigert, and Stacy Winslow (Administration)

3. Approval of Summary Minutes

Minutes

On a motion by Mr. Abel and a second by Ms. Drew, the May 10, 2021 Policy Standing Committee Meeting Minutes were approved.

4. Unfinished Business

5. Revised/Reviewed Policies

5.a. Policy 006 Meetings

Sunshine Act Amendments - Act 65 of 2021

As of August 29, 2021, Act 65 officially amends the PA Sunshine Act by requiring public notice of board business by **posting agendas** of open board meetings with the intent to facilitate transparency. Act 65 includes specific exceptions for when items of business can be added to the agenda after posting.

The new amendments require the open meeting agenda to be posted:

1. No later than 24 hours prior to the time of the meeting.
2. On the district website, at the location of meeting, and at the administration office.
3. Including all items on which deliberation or official action will or **may** take place.

Copies of the agenda must also be made available to individuals in attendance at the board meeting.

Additions to the posted agenda are permitted only under the following circumstances:

Emergencies – The matter of business is related to a real or potential emergency involving a clear and present danger to life or property.

Business arising within 24 hours prior to the meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature and, does not involve the expenditure of funds or entering into a contract or agreement.

Business raised by residents or taxpayers during the meeting - When a matter of board business is raised by a resident or taxpayer during a meeting, the board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future board meeting agenda; or if the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the board may take official action.

Majority vote of those present and voting - During a meeting, the board also may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the board may take official action on the item of business. The agenda will be amended to reflect the new item of business and the amended agenda will be posted to the district's website and at the administration office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

When an addition to the agenda does not require a majority vote under the foregoing exceptions, the addition may be made during the meeting in the customary manner, including unanimous consent or prior to the meeting by the officials tasked with agenda preparation.

Amended Agenda/Minutes -

The amended agenda is required to be posted on the district's website and at the district administration office no later than the first business day following the meeting at which the agenda was changed.

The board minutes are required to reflect the substance of the matter added to the agenda, the vote and the announced reason for the addition to the agenda.

Agenda Preparation -

The individuals responsible for preparing the board agenda will need to prepare the agenda to include a listing of each item of business that will be **or may be** the subject of deliberation or official action at the meeting. With this in mind, the agenda should be prepared to preserve maximum flexibility and avoid making additions to the published agenda to the extent possible. The Sunshine Act limits the addition of items to published agendas, but does not limit the deletion of agenda items. If it seems likely an item will need to be acted on, it should be included. If action on an item is anticipated, but certain details are not yet available by the agenda posting deadline, the action item still should be listed on the published agenda. For example, in the event that the name of the recommended candidate to be hired for employment is not yet confirmed, the position to be filled still can appear as an action item and the name added when available. The list of anticipated action items on published agendas also can include placeholders identifying the general nature of items that tend to come up at the last minute. For example, when a construction project is ongoing, the published agenda can include an item such as, “approval of change orders for X project” even if the details of specific change orders are not yet known.

Policy and BOG Updates -

The following policies and Board Operation Guideline (BOG) have been updated to comply with Act 65 of 2021:

Minutes

After a brief discussion a motion was made by Mr. Abel, with a second by Mr. Rizzo, Policy 006 was unanimously recommended to the full Board as revised for approval forgoing the 30-day review.

5.b. Policy 903 Public Participation in Board Meetings

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Minutes

After a brief discussion a motion was made by Mr. Abel, with a second by Mr. Rizzo, Policy 903 was unanimously recommended to the full Board as revised for approval forgoing the 30-day review.

5.c. Policy 146.1 Trauma-Informed Approach

Minor revisions and references to the threat assessment policy and team were added; specifically, ensuring coordination among teams for implementation of trauma-informed approach, to include the district's threat assessment team.

Minutes

After a brief discussion a motion was made by Mr. Abel, with a second by Mr. Rizzo, Policy 146.1 was unanimously recommended to the full Board as revised for approval forgoing the 30-day review.

5.d. Policy 218.1 Weapons

The weapons policy was revised to include a statement directing staff to report the student to the threat assessment team in cases where the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Minutes

On a motion by Mr. Abel, with a second by Mr. Rizzo, Policy 218.1 was unanimously recommended to the full Board with an amendment to the revisions for 30-day review approval.

5.e. Policy 218.2 Terroristic Threats

Policy language was added to ensure coordination of handling terroristic threats with the threat assessment team, including assessment of the student, communication and disposition of the threat.

Minutes

On a motion by Ms. Drew, with a second by Mr. Abel, Policy 218.2 was unanimously recommended to the full Board as revised for 30-day review approval.

5.f. Policy 247 Hazing

The hazing policy was revised to include a statement directing staff to report the student to the threat assessment team in cases where the behavior of a student indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Minutes

On a motion by Ms. Drew, with a second by Mr. Abel, Policy 247 was unanimously recommended to the full Board as revised for 30-day review approval.

5.g. Policy 249 Bullying/Cyberbullying

The bullying/cyberbullying policy was revised to include a statement directing staff to report the student to the threat assessment team in cases where the behavior of a student indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Minutes

On a motion by Ms. Drew, with a second by Mr. Abel, Policy 249 was unanimously recommended to the full Board as revised for 30-day review approval.

5.h. Policy 252 Dating Violence

The dating violence policy was revised to include a statement directing staff to report the student to the threat assessment team in cases where the behavior of a student indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Minutes

On a motion by Ms. Drew, with a second by Mr. Rizzo, Policy 252 was unanimously recommended to the full Board as revised for 30-day review approval.

5.i. Policy 805 Emergency Preparedness

Legal citations and policy references were added to reflect the threat assessment policy, trauma-informed approach and references to requirements for continuity of instruction in emergency situations. The Safe2Say Something procedures, which are attached to Policy 805, were also

updated to reflect the required processes for threat assessment and coordination with the threat assessment team.

Minutes

On a motion by Ms. Drew, with a second by Mr. Rizzo, Policy 805 was unanimously recommended to the full Board as revised for 30-day review approval.

5.j. Policy 805.2 School Security Personnel

The policy guide on school security personnel was revised to reflect language regarding the School Safety and Security Coordinator's required participation on the threat assessment team, and inclusion of threat assessment information in the annual school safety and security report to the board.

Additional revisions were made to the policy guide to address the background investigation and employment requirements for law enforcement personnel based on [Act 57 of 2020](#), which takes effect **July 14, 2021**. Under the new requirements of Act 57, school entities who employ school police or school security guards meet the definition of a law enforcement agency and must comply with the requirements for completing a background investigation prior to an offer of employment, as well as conducting a separation record review following an offer of employment, in accordance with the requirements of the law, regulations and the procedures of the PA Municipal Police Officers' Education and Training Commission (MPOETC). These requirements are in addition to the standard background check certifications and employment history review required for school employees under the School Code. More information about MPOETC's implementation of Act 57 and the separation record database is available here: <https://mpoetc.psp.pa.gov/Pages/Act-57.aspx>. [Temporary regulations](#) have also been issued to provide guidance on completing these checks. School entities should coordinate with individual contractors, third-party vendors and other law enforcement agencies who provide services for contracted school police, school security guards or placement of a School Resource Officer, to ensure the legal requirements have been met. School entities also have responsibility for submitting reports regarding hiring and separation in accordance with the new law.

Minutes

On a motion by Ms. Drew, with a second by Mr. Abel, Policy 805.2 was unanimously recommended to the full Board as revised for 30-day review approval.

5.k. 918 Title I Parental and Family Engagement

For Annual Review

Minutes

On a motion by Ms. Drew, with a second by Mr. Rizzo, Policy 918 was unanimously recommended to the full Board without revision for an annual 30-day review approval.

6. New Policies

6.a. Policy 236.1 Threat Assessment

This is a new policy guide developed to address the requirements of School Code, 24 P.S. Sec. 1301-E et seq., regarding threat assessment.

Policy 236.1 was drafted to assist school entities with identifying and addressing the comprehensive compliance elements of threat assessment and contains more procedural language than most PSBA policy guides. School entities should work their school solicitor and determine if additional language from the policy guide would be better suited for administrative regulations at the school entity to implement the board-level policy language, and may move that language to administrative regulations.

The policy guide includes definitions, options and language based on recommended practices that align with the PCCD guidance and PA K-12 Threat Assessment training resources. The district's threat assessment team should be involved in reviewing and revising the policy language to reflect the options and practices that most closely align with their specific training and the procedures they develop for implementing the threat assessment requirements.

For example, in assigning the threat assessment team, the board may determine whether to appoint a threat assessment team for the entire district, multiple school-based teams, or assign the threat assessment team responsibilities to an existing district team, such as the Student Assistance Program or Safe2Say Something response team, while also ensuring that the team includes members that meet the criteria specified in law. The policy guide contains multiple options for the board to consider in providing direction for establishing a team, based on local needs and resources. There are also multiple options for the board to designate specific types of training the threat assessment team should receive, in addition to the training elements required under law.

The policy guide includes guidelines for Inquiry and Assessment, Response and Intervention, and Monitoring and Management, which reflect the practices and processes identified in guidance and training resources, including the use of an Individualized Management Plan for students who have been identified and assessed as posing a threat to the student, other students, school employees, school facilities, the school community or others, in order to document the team's evaluation and recommendations for disposition of the threat. This is an optional, recommended practice and boards should work with their administration, threat assessment team, and school solicitor to revise policy language and procedures that reflect the processes which will be used by their threat assessment teams.

The following additional administrative regulations were developed to assist threat assessment teams in implementation of the new threat assessment requirements as outlined in the policy guide. These forms and documents should be modified to reflect the team's training and approach to threat assessment, and may need to be modified to address individual student situations based on the type of threat and needs of the student.

Minutes

On a motion by Ms. Drew, followed by a second by Mr. Abel, Policy 236.1 was unanimously recommended to the full Board for 30-day review approval.

7. 2021-2022 Goals

Minutes

Revisit policies:

- 006.1 Electronic Attendance at Committee meetings
- 810 Transportation

8. Public Comment

Minutes

There were no members of the public present.

9. Adjournment

Minutes

The meeting was adjourned at 5:51 p.m.