

Mr. Rasmus called the Millville Area School District Transportation Committee Meeting to order at 5:38 pm.

Those present in the Elementary Conference room were Joseph Rasmus, Superintendent; Whitney Holloway, Business Manager/Board Secretary; Susan Myers, Policy Committee board member; Chelsea Rosenberger, Assistant Board Secretary; Alex Cavallini, community member; Katie Downs, community member.

❖ MASD Policy 006: Meetings

- Mr. Rasmus began the meeting by explaining to the Committee and community members present that the majority of the recommendations presented that evening for consideration were from the Pennsylvania School Boards Association (PSBA). However, there were also a few policies whereby local decisions were needed as well.
- Mr. Rasmus reviewed the policy draft with the changes as recommended as well as the corresponding administrative regulation document.
 - Ms. Rosenberger commented that the policy changes were only minor local decisions based on what the Board currently does as standard practice. No additional changes were made to this draft. She explained that there was an update by PSBA related to the Sunshine Act regarding last minute additions to posted Board agendas based on recent case law wherein a school district attempted to approve a large contract moments before the start of the board meeting, not having the item on the posted public agenda.
 - Ms. Downs asked for clarification on the “Sunshine Act.”
 - Mr. Rasmus answered that it is a law outlining expectations for what is expected of a public board. He added that the law explains the obligation of the board to post all items publicly for the public’s consideration as well as what must be spoken about in a public meeting as opposed to a closed executive session.
 - Ms. Rosenberger added that it also delineates the guidelines for public comment and the regulations allowed.
- Mr. Rasmus then discussed the administrative regulation document 006-BOG-0-Publish, Post and Notify - Board Meetings/Agendas and the local decisions that would need to be made.
 - The Committee discussed the guidelines for posting meeting notices related to virtual meetings. They decided to post this information on the school district website, social media, and the School Info app. The discussion was that the district would not additionally send an all call via Sapphire.
 - The Committee then reviewed the item in the draft related to notice of available internet resources for the meeting.
 - Mr. Rasmus shared his concern with putting out public wifi passwords for the district.
 - Ms. Rosenberger asked if the district could have a public wifi that did not require a password.
 - Mrs. Myers asked if the wifi could only be used during the meeting time scheduled.
 - The Committee discussed the options and determined that a wifi password could be provided and changed after each meeting.
 - Next, the Committee discussed the option on how to receive public comment in a virtual meeting.
 - Mrs. Myers commented that previously the Board used the chat feature.
 - Mr. Rasmus added that the commenter would need to put their name and municipality information in the chat for the meeting like they would in person for a sign-in sheet at a meeting. The virtual comment would need to follow the guidelines set forth in Policy 903 in regards to public comment.

- Mr. Rasmus then asked if the Committee wanted to allow for those unable to attend the virtual meeting or not able to access the meeting due to connectivity issues, the ability to send in email comments.
 - ◆ Mrs. Holloway asked who would be receiving the emails.
 - ◆ Ms. Rosenberger answered that it would be her responsibility.
 - ◆ Mr. Rasmus then asked how far in advance those emails would need to be sent prior to the meeting and about not reading the emails publicly at the meeting.
 - ◆ Mrs. Myers shared her belief that the emailed comment should be read at the public meeting.
 - ◆ The Committee decided upon 24 hours notice needed for emailed public comments that would be then shared publicly at the meeting.
- ❖ MASD Policy 903: Public Comment in Board Meetings
 - Ms. Rosenberger reviewed the previously chosen local decisions to this policy including who was eligible to comment, where the public comment sections are on the agenda, the items requested to be included in the sign-in sheet for those wishing to comment, the length of the comment sections and each commenter's statement, and guidelines for those wishing to comment.
 - Mr. Rasmus asked if it may be a good idea to have this policy publicly accessible at each meeting next to the sign-in sheet.
 - The Committee agreed with this suggestion.
- ❖ MASD Policy 913.1: Commercial Partnerships and Sponsorships
 - Mr. Rasmus explained that the formation of this new policy emanated from a Co-Curricular Committee and the desire to receive sponsorships for fundraising from some athletic staff. He explained that there was not a PSBA template for this policy draft; however, we were able to search through other school districts with similar policies to put together this draft.
 - The Committee discussed removing some sections as they were redundant.
 - Mr. Rasmus explained that we also found a template that could be used as a form to request this sponsorship that still needed to be reviewed by the solicitor.
 - Mrs. Myers stated that she wanted to move forward with this draft policy to the full Board for a first reading.
 - Ms. Rosenberger questioned the language about the Board designating the Superintendent the ability to approve sponsorship requests less than \$500.
 - Mrs. Myers commented that the language there had the caveat that this would be permissible as long as the requester was not requesting any physical acknowledgement.
 - The Committee agreed to this language, with the provision clearly stated.
- ❖ MASD Transportation Guidelines
 - Mr. Rasmus began by reading the draft of the updated Transportation Guidelines.
 - Ms. Rosenberger commented that the two weeks time frame would be more than sufficient to make the transportation change requests.
 - Mrs. Holloway communicated that at the beginning of the year, two weeks may not be enough time if there are several changes to be made and bus routes have to be altered.
 - Mr. Rasmus added that there would be additional decisions to be made from this potential updated language in procedure and practice. He explained that this would be placed on the Transportation tab of our district website with the process to become an approved facility.
 - Ms. Rosenberger commented that the district would simply need a letter requesting consideration as an approved facility and the facility's accreditation documentation.
 - Mrs. Myers communicated that the list of approved facilities would need to be posted for the public's consideration.

- Mr. Rasmus asked what happens if a facility location changes or their accreditation status changes.
- Mrs. Myers clarified that the facilities would need to be reapproved every year and that the district office could reach out to ascertain the facility's request and documentation yearly.
- Mr. Rasmus asked if there should be a statement on the Transportation page explaining that facility approval requests would only be considered if submitted the Monday before every Board meeting.
 - ◆ Mrs. Holloway stated her concern that there are months when that changes, so it may not be a good practice to place that statement on the website page.
 - ◆ Ms. Rosenberger commented that it could state the request has to be in before a regularly scheduled meeting.
 - ◆ The Committee was amenable to this suggestion.
- Mr. Rasmus then asked those present if the updated guidelines were ready to present to the Board and if any other considerations needed to be put forth.
 - Ms. Downs thanked the Committee for their work on these guidelines and specifically, for the addition of "before school" transportation. She stated that this was a huge help to parents. Then, she asked about a redundant statement.
 - Mr. Rasmus agreed with the correction and asked the Committee for feedback.
 - The Committee discussed this and changed the statement to remove the redundant language.
- MASD Policy 830: Security of Computerized Personal Information/Breach Notification
 - Ms. Rosenberger explained that there were no local decisions to be made in the policy. However, the administrative regulation document did have some local decisions needed.
 - The Committee discussed personnel who would be involved in a potential breach of security notification.
- MASD Policy 830.1: Data Governance – Storage/Security
 - The Committee discussed some personnel included in the record retention policy draft as well as a few other local decisions.
- MASD Policy 801: Public Records
 - Ms. Rosenberger highlighted the only change in this policy was related to anonymous requests and gave the district the ability to deny them based on certain criteria.

ADJOURNMENT

The Committee adjourned the meeting at 6:56 pm.

Chelsea Rosenberger
Assistant Board Secretary