

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD HUMAN RESOURCES COMMITTEE MEETING  
MINUTES  
MONDAY, JUNE 15, 2009**

Members of the Board Human Resources Committee met on Monday, June 15, 2009, in the Dining Room, at the Education Center. Present were the following school board members: Michele Cann, Judith Dexter, Irene Follweiler, Loretta Leeson, Eugene McKeon, and Benjamin Tenaglia, III. Also in attendance were Acting Director of Information Technology Frank Arbushites, Director of Special Education Richard Agretto, Assistant Superintendent for Curriculum and Instruction Mary Katona, Assistant Superintendent for Human Resources Thomas K. Washington, and Superintendent of Schools Dr. Joseph A. Lewis.

The meeting of the Board Human Resources Committee was called to order by Mrs. Irene Follweiler at 9:02 p.m.

**COURTESY OF THE FLOOR** – None

**BOARD POLICY 815 – COMPUTER USAGE – 1<sup>ST</sup> READING AND BOARD POLICY 815.2 – ACCEPTABLE POSTINGS – 1<sup>ST</sup> READING** – Mr. Washington spoke about the changes needed to both Board Policies 815 and 815.2. Since the adoption of both policies, technology has expanded into a number of areas that includes student information systems, access to the web, and email. The district needs to add some type of accountability and training. Mr. Washington stated that Mr. Arbushites approached Cabinet with the policy and asked for it to be reviewed. Mr. Washington and Mr. Arbushites met several times to discuss revisions to the policies. The Board Policy 815 is comprehensive and not only goes into basic computer usage, but in the past the policy only dealt with teachers instructing students on proper use. However now, there are a host of things like network, Internet, email, hardware and software home use. So there were a lot of things that needed to be addressed in the policy.

Mrs. Follweiler asked if there were any questions. Mrs. Leeson referred to Board Policy 815.2, page 3 of 3, item number 4, regarding “*students not authorized to share personal photos and other personal information on public websites...*” Mrs. Leeson gave an example – during a school game, a student takes a picture – what the policy is saying is that the student can not post it on the website or share it. Mr. Washington asked Mr. Arbushites his thoughts behind that concept when it was added to the policy. Dr. Lewis stated it is more personal photos and personal information, as oppose to a public photo of an event or activity. Mrs. Leeson understood the intentions of the policy, but thought the language might seem to be a little too broad and captures the thought that students are not authorized on public websites during any school sponsored activities. Dr. Lewis stated it has to do with web concepts, which is under the subtitle, so you are looking at limiting their access to web content developed by students. Mrs. Leeson stated it says on public websites. Mr. Arbushites stated it has to do with personal information. They want schools to refrain from putting that kind of information out there where predators may have access to it, that includes things that personally identify the student by their name, their school, their address, gender, and age. That is what we are contending in the policy. We want to avoid putting student names with photos and personal information in a way that may reveal the identity of a student. Mrs. Follweiler asked if that could be defined to say as per the Internet Protection Act, so that someone would have a legal area to go to and reference. Dr. Lewis said it was a good idea and will be added to the policy.

Mrs. Dexter referred to Board Policy 815, page 5 of 8, item 12, “*students may not use their own personal computer...*” She stated that she has known of some instances where students were working on group projects and brought laptops from home to use. She asked if that was what is intended to be prohibited. Mr. Washington stated yes. Mr. Arbushites also added because of the risk of viruses. He also said there were instances last year where a home computer came into the network, and the district did not know what it was and what kind of network traffic it was generating. The risk of spreading viruses, creating network traffic on our systems increases dramatically. Mrs. Dexter asked what

if students are working on a project and use their own computers at home which is often done at night or during weekends – how would they share the information? Mr. Arbushites said that the information can be shared via flash drives or CDs. Dr. Lewis stated they could also communicate via their own email, which would be independent of the district serve. We do not want to become Internet police. Dr. Lewis also said when a computer IP address is detected as unknown it is flagged. He stated that the system can be hacked into and disrupted, and can inherit viruses, which could be devastating. He also commented that IT has done an amazing job with protecting the system from both of those situations. Mr. McKeon stated colleges are doing this as well. If you are going to access their networks, students have to submit their laptops in order to use their own equipment.

Mrs. Follweiler asked the board if it was acceptable to put the policies for a second reading and maybe a final reading on June 22, 2009, at the Regular Board Meeting. The board agreed to put both policies on the agenda on June 22, 2009.

**BOARD POLICY 219 – STUDENT COMPLAINT PROCESS – 1<sup>ST</sup> READING** – Mr. Washington introduced the Student Complaint Process policy which models the public complaint policy. The goal was to craft the policy in a way that would help our students in handling a complaint that they may have. Mrs. Dexter commented that the policy takes it to the superintendent level, but what does a student do if they want to take it to the board. Dr. Lewis stated there was a line missing. He asked Mr. Washington to add, *“If the matter is not successfully resolved, all recourses under available school code and Commonwealth law are applicable.”* Dr. Lewis said what we do not want to do is invite additional levels of appeal if we can resolve the matter, but we want the students to be aware that there are additional avenues.

Mrs. Dexter would like to see plain language that tells students and the public how they can get to the board level and whether or not it is a right or a discretion that the board has. Dr. Lewis said that a fourth level could be added. Mrs. Dexter would like to see that added (must they file a written complaint, or send us an email, or call a board member – what is the next step.) Mrs. Cann pointed out some minor changes that Mr. Washington will make to the policy. He will also add the next level and send it to the board on Wednesday for review. The board will review the revised policy before the Regular Board Meeting on June 22, 2009.

Mrs. Follweiler asked the board if it was acceptable to put the policy for a second reading and maybe a final reading on June 22, 2009, at the Regular Board Meeting. The board agreed to put the policy on the agenda on June 22, 2009.

**BOARD POLICY 815 – COMPUTER USAGE – SECOND READING** – The second and maybe final reading will be placed on June 22, 2009, Regular Board Meeting agenda.

**BOARD POLICY 815.2 – ACCEPTABLE POSTINGS – SECOND READING** – The second and maybe final reading will be placed on June 22, 2009, Regular Board Meeting agenda.

**BOARD POLICY 219 – STUDENT COMPLAINT PROCESS – SECOND READING** – The second and maybe final reading will be placed on June 22, 2009, Regular Board Meeting agenda.

**MEMORANDUM OF UNDERSTANDING FOR CLERICAL EMPLOYEES – HOLIDAY HOURS** – Mr. Washington stated this is a standard MOU done each year for the holiday make-up hours for the clerical employees. Mr. McKeon asked for clarification of when do they start their 10 months of employment and the make up hours. Mr. Washington replied that some clericals start making up hours for the next school year as early as July.

**TUITION WAIVER** – Dr. Lewis stated it is an annual update on students who generally have qualified for tuition waiver under the district policy. The district allows them to finish their senior year if they move or a home is being built.

Mrs. Leeson asked if the district loses money, is it a cost to the district, and does the district get reimbursed from the state. Dr. Lewis answered yes the state reimburses the district. He also stated that it is not enough to upset a class size significantly that we would need to add a teacher.

**ACT 32 TAX COLLECTION COMMITTEE (TCC)** – Dr. Lewis spoke on behalf of Mr. Majewski. He stated that Act 32 requires the appointment of either a board member or school administrator as committee member and an alternate of either group as well; it requires a resolution that Mr. Majewski will draft for you. The board needs to get somebody named because there is a timeline. Mrs. Leeson said it would be Mr. McKeon. Dr. Lewis said an alternate needed to be named. Mrs. Leeson recommended Mrs. Follweiler. Mrs. Follweiler needed to know when the committee held meetings. Dr. Lewis said the meetings have not been set. Mrs. Follweiler said if meetings were during the day she would not be able to attend. Dr. Lewis said she would be the alternate, and the meetings are held in the evening. Mrs. Follweiler agreed and would be happy to be the alternate. Dr. Lewis said a resolution would be put together with those names for Monday.

**COURTESY OF THE FLOOR** – None

**OPEN FORUM** – Mrs. Cann said that Mr. Majewski gave the board the recorded minutes for the meeting held on regarding soliciting input from the community on the characteristics that they would like to see in an interim superintendent. She would like to know if they are able to get those minutes posted now or does the board have to vote at the Regular Meeting for the minutes to be posted. Dr. Lewis said the minutes should be approved prior to posting, but that it could be waived by consensus. Dr. Lewis cautioned others have not read them. Mrs. Leeson suggested posting the minutes as unapproved minutes then they can be approved at Monday's meeting. Mrs. Follweiler asked if they have had precedence of doing that in the past. Mrs. Leeson replied not that she knew of. Dr. Lewis has no problem posting them since he has seen them. Mrs. Follweiler asked if there was anybody that objected in posting as unapproved minutes. Both Mrs. Follweiler and Mrs. Dexter agreed that the minutes should be posted in order to keep the community up to date. Mrs. Follweiler asked if Mr. Majewski could send an update to the email group that the minutes have been posted. Dr. Lewis asked if Mr. Majewski had their email addresses. Mrs. Cann commented that the people who wanted to be on it were to get their email to him.

Mrs. Leeson said Mr. Majewski was going to post information about a meeting this Wednesday with PSBA about a superintendent search and that it was an open meeting. Dr. Lewis will check on that. Mrs. Follweiler asked if it was in the Superintendent's Conference Room or in the Dining Room. The meeting will be held in the Dining Room. She also understands it is a seminar type meeting. Mrs. Leeson said there would be two different meetings. Mrs. Follweiler said it is two people coming to give a presentation, and everyone is welcome to come in and observe. It is an educational presentation. It begins at 6:00 p.m., and the second presentation is scheduled for 7:30 p.m. Mrs. Follweiler asked if there were any other questions. Mrs. Leeson asked if there could be a short executive session following this meeting.

Irene Follweiler adjourned the meeting at 9:26 p.m.

Minutes prepared by: \_\_\_\_\_  
Nitza S. Yerger, Confidential Secretary to the Assistant Superintendent for Human Resources