

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

MINUTES OF SCHOOL SAFETY AND SECURITY COMMITTEE  
PCCD BUILDING  
3101 NORTH FRONT STREET  
HARRISBURG, PA  
September 5, 2018

Before: Honorable Charles H. Ramsey, Chairman  
Mr. Derin Myers, Chairperson Designee  
Honorable James Brewster (via telephone), Member  
Ms. Nikki Bricker (via telephone), Member  
Honorable Donna Bullock (via telephone), Member  
Major James Degnan, Designee  
Mr. Richard D. Flinn, Jr. (via telephone), Member  
Mr. Mike Hurley (via telephone), Member  
Ms. Carol Kuntz (via telephone), Designee  
Honorable Wayne Langerholc, Member  
Honorable Jason Ortitay (via telephone), Member  
Mr. Gennaro "Jamie" Piraino (via telephone), Member  
Mr. Joseph Regan (via telephone), Member  
Mr. Jeffrey Thomas (via telephone), Member  
Dr. Helena Tuleya-Payne (via telephone), Member  
Mr. Mike Vereb (via telephone), Designee  
Dr. David Volkman (via telephone), Designee

Staff: Mr. James Anderson  
Mr. Chris Epoca  
Ms. Kirsten Kenyon  
Mr. Geoff Kolchin  
Ms. Michele Pavone  
Mr. Mike Pennington  
Ms. Debra Sandifer  
Ms. Lindsay Vaughan

**I. Call to Order**

The School Safety and Security Committee (SSSC) Meeting was called to order by Mr. Derin Myers at 1:19 p.m.

**II. General Funding Framework**

This meeting was scheduled to discuss and finalize the general funding framework that was issued at the August 29, 2018 SSSC meeting (see Attachment to these Minutes).

Mr. Myers indicated that members had the opportunity to provide feedback on the document that was distributed. He noted that the only additional edit made to the document was a slight change to a date requirement that the SSSC would not initiate the review of the school safety survey until after the statutory November 30<sup>th</sup> deadline for school entities to return the survey to the SSSC. Since the SSSC can begin review prior to that deadline, the edit was made to reflect that change.

Mr. Myers provided an overview of the school safety funding framework. PCCD will release a \$52.5 million solicitation to all school entities, with \$25,000 made available more immediately to school districts upon the submission of a meritorious application. The meritorious applications will be presented to the SSSC for consideration on October 30, 2018 and awards will be made as soon as possible after the Committee meeting. All eligible school entities will also be able to apply competitively for the remaining \$40 million. This would be a single application to meet the statutory requirement of only one application being submitted annually.

There was discussion about the burden on school districts making application with school being back in session. Committee members recognized that concern, but expressed an interest in having the \$25,000 made available as soon as possible. Mr. Myers indicated that if an application is submitted that the Committee feels is not meritorious, PCCD could contact those school districts to work with them to make recommended changes.

Members asked how the solicitation would be distributed. Mr. Myers indicated that PCCD has various ways to communicate and distribute the funding announcement through automatic Egrants notifications and the website. The Pennsylvania Department of Education (PDE) can utilize their communication and distribution network. Members also provided options for distributing funding information.

Discussion was held on the award process. Mr. Myers explained that PCCD's normal process is to have grantees pay for any expenses upfront and be reimbursed by PCCD. However, if there is a school that currently has cash flow concerns, that entity can inform PCCD that they committed to make that expenditure and payment can be made based on that commitment. There was concern expressed that a reimbursement model may be problematic for some schools.

A concern that school entities may be deterred from applying for personnel if the grant period is only for one-year. To address this concern, Mr. Myers asked the Committee if there was an interest in making the competitive funding a multi-year opportunity. The

Committee had no objections. The framework was amended to allow for all competitive applications to apply for a two-year budget period.

Mr. Myers said that PCCD will communicate the funding process as clearly as possible in the funding announcement. He informed members that PCCD also utilizes a question and answer (Q&A) process after a solicitation is released so that applicants can pose questions on the solicitation to PCCD. The Q&A is made available on PCCD's website to ensure that information is provided to every potential applicant that is interested.

Mr. Myers asked for a motion to amend the adopted motion of July 23, 2018 which read as follows:

*The Committee will move forward with a formula-based allocation model for this year only and will allocate 12.5 percent of the funds available for the Community Violence Prevention Program.*

The amended motion reads as follows:

*The Committee will move forward with a general funding framework, as presented at the September 5, 2018 meeting, and will allocate 12.5 percent of the funds available for the Community Violence Prevention Program.*

*Senator James Brewster made a motion to amend the adopted motion of July 23, 2018 and accept the amended motion. The motion was seconded by Major James Degnan.*

*With no discussion or public comment on the motion, Chairman Ramsey called for a vote. The motion carried with Members voting as noted:*

Voting Aye: Brewster, Bricker, Bullock, Degnan, Flinn, Hurley, Kuntz, Langerholc, Ortitay, Piraino, Regan, Thomas, Tuleya-Payne, Vereb, Volkman

Voting Nay: None

Abstaining: None

### **III. Adjournment**

Mike Vereb made a motion to adjourn the meeting. Major James Degnan seconded the motion and the meeting was adjourned by unanimous vote.

The meeting was adjourned at 1:51 p.m.

## **General Funding Framework:**

### **1) What would the timeline look like?**

- **September 7, 2018** – Release funding announcement making available \$52.5M to all school entities expressing that all applications are due on October 12, 2018. However, applicants will be able to revise their applications and submit additional information in support of their applications, as that information becomes available to them. This information will be considered during the competitive review process. School districts will be informed that applications considered meritorious (minimum grant allocation of \$25K) would be presented at the October meeting of the SSSC. All school entities would be informed that the competitive portion of their applications are anticipated to be presented to the SSSC at a meeting that will take place prior to the end of the fiscal year.
- **October 12, 2018** – Close the funding announcement.
- **October 30, 2018** – SSSC considers meritorious applications submitted by school districts with award notices being issued to school district ASAP thereafter.
- **No later than November 30, 2018** – The Committee will begin reviewing school survey responses and submitted pre-existing school safety and security assessments. The Committee shall complete a review of each survey, and upon completion, issue findings to school entities.
- After findings are released to school entities, all competitive applications may be revised based on additional information.
- Once revision window is closed, begin review of applications submitted by school entities as part of the competitive review process. Applications will be presented to the SSSC for consideration.

### **2) What constitutes a Meritorious Application from a school district?**

*PCCD suggests:* An application from a school district to utilize an award from the School Safety and Security Fund to undertake one or more of the activities set forth at 24 P.S. §13-1306-B(j)(1-21), provided that the application includes sound supporting rationale and justification for the proposed activity, and the proposed activity is not otherwise supported through funding from PDE's Office of Safe Schools or other Federal or State sources.

### **3) What does a Meritorious Application include?**

*PCCD suggests:* In the application, school districts shall:

- Select the appropriate item(s) or activity/activities from the eligible items listed in Act 44 of 2018.
- Provide budget detail for project activities of no more than \$25,000.
- Provide justification for the selection of that item(s) or activity/activities.

Example summary of a Meritorious Application:

The name of school district is requesting \$25,000 to meet the following eligible expenses category under Section 1306-B(j)(1-21): [list the appropriate program grant requirement category (from Act 44 of 2018, Section 1306-B(j)(1-21))].

[In 250 words or less, summarize the proposed project or activities and the justification for the projects/activities].

More detail would be submitted under the budget detail section to justify each grant request amount.

Committee would see a list of the summaries from the grant application. PCCD staff would review each meritorious application initially and make a recommendation (e.g., should be funded; should be reviewed; should be initially rejected) to the Committee at the October 30, 2018 meeting.

#### **4) What would the competitive application include?**

*PCCD suggests:* All school entities, including school districts seeking additional funding over and above their \$25,000 meritorious application, would provide the following:

- a. Executive Summary – (Maximum 5 points).** Would serve as the overall project summary.
- b. Statement of Purpose – (Maximum 35 points).**
  - Provide a short overview of your school entity, including location of the school entity, total number of student-occupied buildings, and total student enrollment figures.
  - Describe any efforts to improve school safety to date.
  - Describe the safety and security assessment process used to identify proposed project needs.
  - Describe the problem that your project will address. Supporting data and facts must be provided and be specific to your project and relevant to the problem and your proposed request. Data could be used from:
    - a. Any pre-existing school safety and security assessment that was completed within the last three years (i.e., 2015 to present);
    - b. School statistics from the school entity's *School Safety Report* reported to PDE;
    - c. School Climate Survey;
    - d. Pennsylvania Youth Survey;
    - e. Disciplinary records;
    - f. Community crime rates reported to the PA State Police's Uniform Crime Report (UCR) or the Federal Bureau of Investigation (FBI);or
    - g. Any other relevant data source.
  - Explain current funding gaps for the proposed project and how these funds will help fill that gap.
- c. Project Description – (Maximum 45 points).**

The following **must** be included with the detailed description of the proposed project:

- Link the project to the appropriate item(s) or activity/activities from the list of eligible items listed in Act 44 of 2018 and provide justification for the selection of that item(s) or activity/activities and how it addresses the problems or challenges defined in the statement of purpose section.
- Provide the expected impact or outcome of the project; describe any potential barriers to achieving desired outcomes and how you expect to address those barriers.

**d. Budget – (Maximum 15 points).**

The Budget must:

- Include a 2-year comprehensive budget narrative section; and
- Provide a clear description of all costs including salary and benefits for which grant funds will be utilized. Each benefit must be listed as a separate line item.