

Port Washington Board of Education
Policy and Personnel Committee Meeting
Friday, October 19, 2012 - Administration Building

Members in Attendance: Dr. Kathleen Mooney Nora Johnson
Larry Greenstein Vern McDermott
Elaine Fenick

Guest: Mehri Fryzel

Minutes

Meeting called to order at 8:45 a.m. by Chairperson Nora Johnson. The minutes from the September 21, 2012 meeting were approved and will be posted.

Personnel

Dr. Mooney stated that there was nothing new to report. However, an update on specific personnel items will be brought to the Executive Session of BOE next week.

Policy

Medicaid Compliance – Mehri Fryzel, Executive Director of Personnel Services reviewed the Medicaid Compliance draft with the committee. The medical billing procedures associated with the compliance were described along with the internal backup and paperwork required. The district has 102 students eligible for Medicaid; 62 of those students have IEPs qualifying some of their services for Medicaid reimbursement; of that number 49 students are in-district and 13 are out-of-district. General discussion followed.

The Committee talked about how to handle the process of reporting fraudulent billing. It was agreed that once adopted, the new policy will be posted on the district website (main page) and also under the HR "Employee Resources" section with a direct link to Report-it.net. This will enable staff members to report what they believe might be fraudulent Medicaid billing. At the beginning of each school year, the District Compliance Officer (Mehri Fryzel) will distribute hardcopy of the policy to new employees during the orientation and to all current employees who provide Medicaid eligible services. Minor edits were made to the draft and the committee decided to move it forward to a first reading on November 13, 2012.

Security Breach and Notification Policy 8635 - The external auditors indicated to Mary Callahan that the district should have a policy on information security breach and notification. The committee reviewed a sample policy and regulation supplied by David Baylen. After a few edits the policy will be moved ahead for a first reading.

Standing Committees – Will be discussed at a future meeting.

Social Networking – Ira Pernick will be sent a copy of the draft policy and invited to the next meeting to discuss. David Baylen's input will be sought in due course.

Meeting adjourned at 9:50 a.m.

Next Meeting – Friday, November 9, 2012