

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

Policy Committee Meeting

January 22, 2024 @ Education Center
5:00-6:00

CHAIR: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

MEMBERS:

Keith McCarrick
Emily McCormick
Elizabeth Fluckey
Assistant Superintendent – Dr. Andrea Farina
Business Manager – Drew Bishop
Human Resources Director – Georgiann Fisher

AGENDA

1. Approval of October 23, 2023 Committee Minutes (Attachment A)
2. Review & Discussion:

Policy #	Policy Title	Revisions/Discussions	Recommended for 1st Read
614	Payroll Authorization	Added language on scheduling and payment of overtime as a recommendation to reflect draft policy 330.	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
615	Payroll Deductions	Added recommended language regarding intent of policy being to designate purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No
616	Payment of Bills	Minor language revisions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
617	Petty Cash	Deleted Guidelines -- language is procedural and would be more appropriately outlined in administrative regulations.	<input type="checkbox"/> Yes <input type="checkbox"/> No
618	Student Activity Funds	Expanded definition of student activity funds as a recommendation for clarity. Added PSBA recommended language on developing administrative regulations and role of the building principal, advisors, and student treasurers. Added recommended language on all funds collected by student organizations being deposited in a student activities fund in a bank designated by the Board and that	<input type="checkbox"/> Yes <input type="checkbox"/> No

		<p>no student organization is permitted to establish a separate account.</p> <p>Added recommended language on disbursements being supported by invoices or verified documentation.</p> <p>Updated time frame for financial report to be submitted to Board at least quarterly to better reflect School Code.</p> <p>Added/Revised language on graduating classes regarding the distribution of funds remaining in a class account prior to graduation.</p> <p>Deleted language on non-school funds -- language is more procedural and not necessary in policy.</p>	
619	District Audit	No language changes.	<input type="checkbox"/> Yes <input type="checkbox"/> No
333	Proposed Professional Development	<p>Added recommended language on eligible employees submitting information regarding graduate/special courses annually to the Superintendent.</p> <p>Added language on approved graduate study/special courses/programs potentially warranting an increase in employee's salary to better reflect School Code and to align with language in CBA.</p> <p>Added language on trauma-informed approach education based on Act 18 of 2019 requiring school districts to include a minimum of one (1) hour of required training in trauma-informed approaches into the school district's Professional Education Plan.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
612	Purchases Not Budgeted	<p>Updated policy throughout for compliance with law to reflect the new dollar limits for contracts for work, purchase of supplies, and work performed by district personnel as well as annual adjustment of that dollar amount based on the Consumer Price Index.</p> <p>Added language specific to the competitive bidding process to better reflect School Code -- district's prior policy mainly outlined price quotations.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

		<p>Revised language on the Board Secretary being authorized to advertise for bids, as this is not specifically outlined in the School Code. Added language on Board Secretary having authority to purchase supplies and award contracts, in accordance with School Code.</p> <p>NOTE: The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p> <p>Maintained district language regarding withdrawal of bid when contractor has made mistake/error/omission and added applicable legal citation.</p> <p>Add to next policy agenda.</p>	
915	Booster Organizations	Discussion of samples	<input type="checkbox"/> Yes <input type="checkbox"/> No

Next Meeting: February TBD

Mission: Policies exist to serve the needs of the district and to serve the district's need to comply with various regulatory demands. Policies are designed to influence the activities that take place within the boundaries set by them. The policy committee performs a comprehensive review of policies and administrative regulations to ensure compliance with federal and state laws and regulations with input from stakeholders. In other words, the point of view held by the board of school directors is translated into steps that result in an outcome compatible with that view. **Vision:** Review any/all policies and administrative regulations; Create and/or review any policies recommended by the solicitor based on current events; Retire any policies in place that are no longer needed.